



PowerPoint keyboard shortcuts



Automatic save	Save
Ctrl+C, X, V	Copy, Cut, Paste
Ctrl+K	Insert hyperlink
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+M	Create new slide after currently selected thumbnail
Tab	Move left to right through placeholders on a slide
Enter or F2	Select or edit the current placeholder
F2	End editing text in a placeholder
Ctrl+C	Copy slide
Ctrl+V	Paste slide
Ctrl+B	Bold
Ctrl+I	Italic
Ctrl+U	Underline
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+E	Align centered
Ctrl+↑	Move slide up one position
Ctrl+↓	Move slide down one position
Ctrl+Shift+↑	Move slide to 1st position
Ctrl+Shift+↓	Move slide to last position
←	Move: Nudge shape right
→	Move: Nudge shape left
↑	Move: Nudge shape up
↓	Move: Nudge shape down
Ctrl+Shift+[Arrange: Send shape to back

Ctrl+[Arrange: Send shape backward
Ctrl+Shift+]	Arrange: Send shape to front
Ctrl+]	Arrange: Send shape forward
→	Right one character
←	Left one character
Ctrl+→	Right one word
Ctrl+←	Left one word
↑	Up one line
↓	Down one line
Ctrl+↑	Up one paragraph
Ctrl+↓	Down one paragraph
Home	Beginning of line
End	End of line
Ctrl+Home	Beginning of placeholder or notes
Ctrl+End	End of placeholder or notes
Shift+→	Right one character
Shift+←	Left one character
Shift+Ctrl+→	Right one word
Shift+Ctrl+←	Left one word
Shift+↑	Up one line
Shift+↓	Down one line
Shift+Ctrl+↑	Up one paragraph
Shift+Ctrl+↓	Down one paragraph
Shift+Home	To beginning of paragraph
Shift+End	To end of paragraph
Shift+Ctrl+Home	To beginning of placeholder or notes