Microsoft Powerpoint 2003 Keyboard Shortcuts

Move between panes	
F6	Move clockwise among panes of normal view in Microsoft Powerpoint
Shift+F6	Move counterclockwise among panes of normal view
CTRL+Shift+TAB	Switch between Slides and Outline tabs of the Outline and Slides pane in normal view
Work in an outline	
ALT+Shift+LEFT ARROW	Promote a paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.)
ALT Shift RIGHT ARROW	Demote a paragraph in Microsoft Powerpoint
ALT+Shift+UP ARROW	Move selected paragraphs up
ALT+Shift+DOWN ARROW	Move selected paragraphs down
ALT+Shift+1	Show heading level 1
ALT+Shift+PLUS SIGN	Expand text below a heading
ALT Shift MINUS SIGN	Collapse text below a heading in Microsoft Powerpoint
ALT+Shift+A	Show all or collapse all text or headings
Show or hide a grid or guides	
Shift+F9	Show or hide the grid (grid: A set of intersecting lines used to align objects.)
ALT+F9	Show or hide guides (guides: Nonprinting straight lines, both horizontal and vertical, used to visually align objects.)
CTRL G	Change grid or guide settings in Microsoft Powerpoint
Select text and objects	
Shift+RIGHT ARROW	One character to the right
Shift+LEFT ARROW	One character to the left
CTRL Shift RIGHT ARROW	To the end of a word in Microsoft Powerpoint
CTRL+Shift+LEFT ARROW	To the beginning of a word
Shift+UP ARROW	One line up
Shift+DOWN ARROW	One line down
ESC	An object (with text selected inside the object)
TAB or Shift+TAB until the object you want is selected	An object (with an object selected)
ENTER	Text within an object (with an object selected)
CTRL A (on the Slides tab)	All objects in Microsoft Powerpoint slides tab
CTRL A (in slide sorter view)	All slides in Microsoft Powerpoint
CTRL+A (on the Outline tab)	All text
Delete and copy text and objects	
BACKSPACE	Delete one character to the left
CTRL+BACKSPACE	Delete one word to the left
DELETE	Delete one character to the right in Microsoft Powerpoint
CTRL+DELETE	Delete one word to the right
CTRL+X	Cut selected object
CTRL+C	Copy selected object
CTRL V	Paste cut or copied object in Microsoft Powerpoint
CTRL+Z	Undo the last action
Move around in text	
LEFT ARROW	One character to the left
RIGHT ARROW	One character to the right in Microsoft Powerpoint
UP ARROW	One line up
DOWN ARROW	One line down
CTRL+LEFT ARROW	One word to the left

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CTRL+RIGHT ARROW	One word to the right
END	To the end of a line
HOME	To the beginning of a line in Microsoft Powerpoint
CTRL+UP ARROW	Up one paragraph
CTRL+DOWN ARROW	Down one paragraph
CTRL+END	To the end of a text box (text box: A movable, resizable container for text or graphics. Use text boxes to position several blocks of text on a page or to give text a different orientation from other text in the document.)
CTRL+HOME	To the beginning of a text box
CTRL+ENTER	To the next title or body text placeholder (placeholders: Boxes with dotted or hatch-marked borders that are part of most slide layouts. These boxes hold title and body text or objects such as charts, tables, and pictures.). If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.
Shift F4	To repeat the last Find action in Microsoft Powerpoint
Move around in and work on tables	
TAB	Move to the next cell
Shift+TAB	Move to the preceding cell
DOWN ARROW	Move to the next row
UP ARROW	Move to the preceding row
CTRL TAB	Insert a tab in a cell in Microsoft Powerpoint
ENTER	Start a new paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.)
TAB at the end of the last row	Add a new row at the bottom of the table in Microsoft Powerpoint
Format and align characters and paragraphs	
CTRL+Shift+F	Change the font
CTRL Shift P	Change the font size in Microsoft Powerpoint
CTRL+Shift+>	Increase the font size
CTRL Shift	Decrease the font size in Microsoft Powerpoint
Apply character formats	
CTRL+T	Change the formatting of characters (Font command, Format menu) between sentence, lowercase, or uppercase
Shift+F3	Change the case of letters
CTRL B	Apply bold formatting in Microsoft Powerpoint
CTRL+U	Apply an underline
CTRL I	Apply italic formatting in Microsoft Powerpoint
CTRL+EQUAL SIGN	Apply subscript formatting (automatic spacing)
CTRL+Shift+PLUS SIGN	Apply superscript formatting (automatic spacing)
CTRL+SPACEBAR	Remove manual character formatting, such as subscript and superscript
Copy text formats	
CTRL Shift C	Copy formats in Microsoft Powerpoint
CTRL+Shift+V	Paste formats
Align paragraphs	
CTRL+E	Center a paragraph (paragraph: Text that has a carriage return (hard return) at the end of it, such as when you press ENTER. Each item in a bulleted or numbered list is a paragraph; a title or subtitle is also a paragraph.)
CTRL+J	Justify a paragraph
CTRL L	Left align a paragraph in Microsoft Powerpoint
CTRL+R	Right align a paragraph
Apply superscript and subscript formatting	

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CTRL EQUAL SIGN	Apply subscript formatting (automatic spacing) in Microsoft Powerpoint
CTRL+Shift+PLUS SIGN	Apply superscript formatting (automatic spacing)

N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)	Perform the next animation or advance to the next slide
P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE	Perform the previous animation or return to the previous slide in Microsoft Powerpoint
number+ENTER	Go to slide number
B or PERIOD	Display a black screen, or return to the slide show from a black screen in Microsoft Powerpoint
W or COMMA	Display a white screen, or return to the slide show from a white screen
S or PLUS SIGN	Stop or restart a Microsoft Powerpoint automatic slide show
ESC, CTRL+BREAK, or HYPHEN	End a slide show
E	Erase on-screen annotations
H	Go to the next hidden slide
T	Set new timings while rehearsing
O	Use original timings while rehearsing
M	Use mouse-click to advance while rehearsing
1+ENTER (or press both mouse buttons for 2 seconds)	Return to the first slide in Microsoft Powerpoint
CTRL+P	Redisplay hidden pointer and/or change the pointer to a pen
CTRL+A	Redisplay hidden pointer and/or change the pointer to an arrow
CTRL+H	Hide the pointer and navigation button immediately
CTRL+U	Hide the pointer and navigation button in 15 seconds
Shift+F10 (or right-click)	Display the shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.)
TAB	Go to the first or next hyperlink (hyperlink: Colored and underlined text or a graphic that you click to go to a file, a location in a file, a Web page on the World Wide Web, or a Web page on an intranet. Hyperlinks can also go to newsgroups and to Gopher, Telnet, and FTP sites.) on a slide
Shift TAB	Go to the last or previous hyperlink on a slide in Microsoft Powerpoint
ENTER while a hyperlink is selected	Perform the mouse click behavior of the selected hyperlink
Shift+ENTER while a hyperlink is selected	Perform the mouse over behavior of the selected hyperlink

TAB	Go to the first or next hyperlink per slide
Shift+TAB	Go to the last or previous hyperlink per slide
ENTER while a hyperlink is selected	Perform the mouse click behavior of the selected hyperlink in Microsoft Powerpoint
Shift+ENTER while a hyperlink is selected	Perform the mouse over behavior of the selected hyperlink

TAB	Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar
Shift+TAB	Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar
ENTER	Perform the mouse click behavior of the selected hyperlink
SPACEBAR	Go to the next slide in Microsoft Powerpoint
BACKSPACE	Go to the previous slide

ALT+S	Send the current presentation as an e-mail message
CTRL Shift B	Open the Address Book when in Microsoft Powerpoint
ALT+K	Check the names on the To, Cc, and Bcc lines against the Address Book
TAB	Select the next box in the e-mail header or the body of the message when the last box in the e-mail

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	header is active
Shift+TAB	Select the previous field or button in the e-mail header

In the Help window	
TAB	Select the next hidden text or hyperlink, or Show All or Hide All at the top of a topic
Shift+TAB	Select the previous hidden text or hyperlink, or the Browser View button at the top of a Microsoft Office Web site article
ENTER	Perform the action for the selected Show All, Hide All, hidden text, or hyperlink
ALT LEFT ARROW	Move back to the previous Microsoft Powerpoint Help topic.
ALT+RIGHT ARROW	Move forward to the next Help topic.
CTRL P	Print the current Microsoft Powerpoint Help topic.
UP ARROW AND DOWN ARROW	Scroll small amounts up and down, respectively, within the currently-displayed Help topic.
PAGE UP AND PAGE DOWN	Scroll larger amounts up and down, respectively, within the currently-displayed Help topic.
ALT U	Change whether the Microsoft Powerpoint Help window appears connected to (tiled) or separate from (untiled) the active application.
Shift+F10	Display a menu of commands for the Help window; requires that the Help window have active focus (click an item in the Help window).

Display and use windows	
ALT+TAB	Switch to the next window
ALT+Shift+TAB	Switch to the previous window
CTRL+W or CTRL+F4	Close the active window
CTRL+F5	Restore the size of the active window after you've maximized it
F6	Move to a task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window (clockwise direction). You may need to press F6 more than once. Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL+TAB to move to the task pane.
Shift+F6	Move to a pane from another pane in the program window (counterclockwise direction)
CTRL+F6	When more than one window is open, switch to the next window
CTRL+Shift+F6	Switch to the previous window
CTRL+F7	When a document window is not maximized, performs the Move command (on the Control menu for the window). Use the arrow keys to move the window, and, when finished, press ESC.
CTRL+F8	When a document window is not maximized, performs the Size command (on the Control menu for the window). Use the arrow keys to resize the window, and, when finished, press ESC.
CTRL+F9	Minimize a window to an icon (works only for some Microsoft Office programs)
CTRL+F10	Maximize or restore a selected window
PRINT SCREEN	Copy a picture of the screen to the Clipboard

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ALT+PRINT SCREEN	Copy a picture of the selected window to the Clipboard

Access and use smart tags

ALT+Shift+F10	Display the menu or message for a smart tag. If more than one smart tag is present, switch to the next smart tag and display its menu or message.
DOWN ARROW	Select the next item in a smart tag menu.
UP ARROW	Select the previous item in a smart tag menu.
ENTER	Perform the action for the selected item in a smart tag menu.
ESC	Close the smart tag menu or message.

Access and use task panes

F6	Move to a Microsoft Powerpoint task pane (task pane: A window within an Office application that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) from another pane in the program window. (You may need to press F6 more than once.) Note If pressing F6 doesn't display the task pane you want, try pressing ALT to place focus on the menu bar, and then pressing CTRL TAB to move to the task pane.
CTRL+TAB	When a menu or toolbar (toolbar: A bar with buttons and options that you use to carry out commands. To display a toolbar, press ALT and then SHFT+F10.) is active, move to a task pane. (You may need to press CTRL+TAB more than once.)
TAB or Shift+TAB	When a task pane is active, select the next or previous option in the task pane
CTRL+DOWN ARROW	Display the full set of commands on the task pane menu
DOWN ARROW or UP ARROW	Move among choices in a selected Microsoft Powerpoint submenu; move among certain options in a group of options
SPACEBAR or ENTER	Open the selected menu, or perform the action assigned to the selected button
Shift+F10	Open a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.); open a drop-down menu for the selected gallery item
HOME or END	When a menu or submenu is visible, select the first or last command on the menu or submenu
PAGE UP or PAGE DOWN	Scroll up or down in the selected gallery list
CTRL+HOME or CTRL+END	Move to the top or bottom of the selected gallery list

Use dialog boxes

TAB	Move to the next option or option group
Shift+TAB	Move to the previous option or option group
CTRL+TAB	Switch to the next tab in a dialog box
CTRL Shift TAB	Switch to the previous tab in a dialog box in Microsoft Powerpoint
Arrow keys	Move between options in an open drop-down list, or between options in a group of options
SPACEBAR	Perform the action assigned to the selected button; check or clear the selected check box
First letter of an option in a drop-down list	Open the list if it is closed and move to that option in the list
ALT the letter underlined in an optn	Select an option; select or clear a check box in Microsoft Powerpoint
ALT+DOWN ARROW	Open a selected drop-down list
ESC	Close a selected drop-down list; cancel a command and close a dialog box
ENTER	Perform the action assigned to a default button in a dialog box

Use edit boxes within dialog boxes

HOME	Move to the beginning of the entry
END	Move to the end of the entry in a Microsoft Powerpoint dialog box
LEFT ARROW or RIGHT ARROW	Move one character to the left or right
CTRL+LEFT ARROW	Move one word to the left
CTRL+RIGHT ARROW	Move one word to the right
Shift LEFT ARROW	Select or unselect one character to the left in a Microsoft Powerpoint dialog box
Shift+RIGHT ARROW	Select or unselect one character to the right
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right

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Shift+HOME	Select from the insertion point to the beginning of the entry
Shift+END	Select from the insertion point to the end of the entry
Use the Open and Save As dialog boxes	
ALT+1	Go to the previous folder
ALT+2	Up One Level button: open the folder up one level above the open folder
ALT+3	Search the Web button: close the dialog box and open your Web search page (search page: A page from which you can find and go to other Internet sites or to documents on an intranet. Many search pages provide various ways to search, such as by topic, by keyword, or by matches to user queries.)
ALT+4	Delete button: delete the selected folder or file
ALT+5	Create New Folder button: create a new folder
ALT+6	Views button: switch among available folder views
ALT+7 or ALT+L	Tools button: show the Tools menu
Shift+F10	Display a shortcut menu (shortcut menu: A menu that shows a list of commands relevant to a particular item. To display a shortcut menu, right-click an item or press SHFT+F10.) for a selected item such as a folder or file
TAB	Move between options or areas in the dialog box
F4 or ALT+I	Open the Look in list
F5	Refresh the file list

Visit http://www.shortcutmania.com/ for more printable keyboard shortcuts