# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| **In the Help window** | |
| **F1** | Open the Help window in Microsoft Powerpoint. |
| **ALT+F4** | Close the Help window. |
| **ALT+TAB** | Switch between the Help window and the active program. |
| **ALT+HOME** | Go back to PowerPoint Home. |
| **TAB** | Select the next item in the Microsoft Powerpoint Help window. |
| **Shift+TAB** | Select the previous item in the Help window. |
| **ENTER** | Perform the action for the selected item. |
| **TAB, Shift+TAB** | In the Browse PowerPoint Help section of the Help window, select the next or previous item, respectively. |
| **ENTER** | In the Browse PowerPoint Help section of the Help window, expand or collapse the selected item, respectively. |
| **TAB** | Select the next hidden text or hyperlink, including Show All or Hide All at the top of a topic. |
| **Shift+TAB** | Select the previous hidden text or hyperlink. |
| **ENTER** | Perform the action for the selected Show All, Hide All, hidden text, or hyperlink. |
| **ALT LEFT ARROW or BACKSPACE** | Move back to the previous Microsoft Powerpoint Help topic (Back button). |
| **ALT+RIGHT ARROW** | Move forward to the next Help topic (Forward button). |
| **UP ARROW, DOWN ARROW** | Scroll small amounts up or down, respectively, within the currently displayed Help topic. |
| **PAGE UP, PAGE DOWN** | Scroll larger amounts up or down, respectively, within the currently displayed Help topic. |
| **Shift+F10** | Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window). |
| **ESC** | Stop the last action (Stop button) in the Microsoft Powerpoint help window. |
| **F5** | Refresh the window (Refresh button). |
| **CTRL+P** | Print the current Help topic. Note If the cursor is not in the current Help topic, press F6 and then press CTRL+P. |
| **F6 (until the focus is in the Type words to search for box), TAB, DOWN ARROW** | Change the connection state. You may need to press F6 more than once. |
| **F6** | Type text in the Type words to search for box. You may need to press F6 more than once. |
| **F6** | Switch among areas in the Help window; for example, switch between the toolbar, Type words to search for box, and Search list. |
| **UP ARROW, DOWN ARROW** | In a Table of Contents in tree view, select the next or previous item, respectively. |
| **LEFT ARROW, RIGHT ARROW** | In a Table of Contents in tree view, expand or collapse the selected item, respectively. |
| **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 maximize it. |
| **F6** | Move to a task pane (task pane: A window within an Office program 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 that you want, press ALT to place focus on the Ribbon, which is a part of the Microsoft Office Fluent user interface, and then press CTRL+TAB to m |
| **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, perform 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, perform the Size command (on the Control menu for the window). Press the arrow keys to resize the window and when finished, press ESC. |
| **CTRL+F9** | Minimize a window to an icon (works for only some Microsoft Office programs). |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| CTRL+F10 | Maximize or restore a selected window. |
| PRINT SCREEN | Copy a picture of the screen to the Clipboard. |
| ALT+PRINT SCREEN | Copy a picture of the selected window to the Clipboard. |

**Change or resize the font**

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| CTRL Shift F | Change the font in Microsoft Powerpoint. |
| CTRL+Shift+P | Change the font size. |
| CTRL Shift > | Increase the font size of the selected text in Microsoft Powerpoint. |
| CTRL+Shift+ | Decrease the font size of the selected text. |

**Move around in text or cells**

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| LEFT ARROW | Move one character to the left. |
| RIGHT ARROW | Move one character to the right. |
| UP ARROW | Move one line up. |
| DOWN ARROW | Move one line down. |
| CTRL LEFT ARROW | Move one word to the left in Microsoft Powerpoint. |
| CTRL+RIGHT ARROW | Move one word to the right. |
| END | Move to the end of a line. |
| HOME | Move to the beginning of a line. |
| CTRL+UP ARROW | Move up one paragraph. |
| CTRL DOWN ARROW | Move down one paragraph in Microsoft Powerpoint. |
| CTRL+END | Move to the end of a text box. |
| CTRL+HOME | Move to the beginning of a text box. |
| CTRL+ENTER | In Microsoft Office PowerPoint, move to the next title or body text placeholder. 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 | Repeat the last Find action. |

**Find and replace**

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| CTRL F | Open the Find dialog box in Microsoft Powerpoint. |
| CTRL+H | Open the Replace dialog box. |
| CTRL+F4 | Repeat the last Find action. |

**Move around in and work in tables**

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| TAB | Move to the next cell. |
| Shift+TAB | Move to the preceding cell. |
| DOWN ARROW | Move to the next row in Microsoft Powerpoint. |
| UP ARROW | Move to the preceding row. |
| CTRL+TAB | Insert a tab in a cell. |
| ENTER | Start a new paragraph. |
| TAB at the end of the last row | Add a new row at the bottom of the table. |

**Access and use task panes**

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| F6 | Move to a Microsoft Powerpoint task pane (task pane: A window within an Office program 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.) |
| TAB, Shift+TAB | When a task pane is active, select the next or previous option in the task pane, respectively. |
| CTRL DOWN ARROW | Display the full set of commands on the Microsoft Powerpoint task pane menu. |
| DOWN ARROW or UP ARROW | Move among choices on a selected submenu; move among certain options in a group of options in a dialog box. |
| SPACEBAR or ENTER | Open the selected menu, or perform the action assigned to the selected button. |
| Shift+F10 | Open a shortcut menu; open a drop-down menu for the selected gallery item. |
| HOME, END | When a Microsoft Powerpoint menu or submenu is visible, select the first or last command, respectively, on the menu or submenu. |
| PAGE UP, PAGE DOWN | Scroll up or down in the selected gallery list, respectively. |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| **HOME, END** | Move to the top or bottom of the selected gallery list, respectively. |
| **CTRL SPACEBAR, C** | Close a Microsoft Powerpoint task pane. |
| **ALT+H, F, O** | Open 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 on a smart tag menu. |
| **UP ARROW** | Select the previous item on a smart tag menu. |
| **ENTER** | Perform the action for the selected item on a smart tag menu. |
| **ESC** | Close the smart tag menu or message. |
| **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 Microsoft Powerpoint dialog box. |
| **CTRL+Shift+TAB** | Switch to the previous tab in a dialog box. |
| **ALT+DOWN ARROW** | Open a selected drop-down list. |
| **First letter of an option in a drop-down list** | Open the list if it is closed and move to an option in the list. |
| **Arrow keys** | Move between options in an open drop-down list, or between options in a group of options. |
| **ESC** | Close a selected drop-down list; cancel a command and close a dialog box. |
| **SPACEBAR** | Perform the action assigned to the selected button; select or clear the selected check box. |
| **ALT  the letter underlined in an optn** | Select an option; select or clear a check box in a Microsoft Powerpoint 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, RIGHT ARROW** | Move one character to the left or right, respectively. |
| **CTRL+LEFT ARROW** | Move one word to the left. |
| **CTRL+RIGHT ARROW** | Move one word to the right. |
| **Shift+LEFT ARROW** | Select or cancel selection one character to the left. |
| **Shift+RIGHT ARROW** | Select or cancel selection one character to the right. |
| **CTRL+Shift+LEFT ARROW** | Select or cancel selection one word to the left. |
| **CTRL+Shift+RIGHT ARROW** | Select or cancel selection one word to the right. |
| **Shift HOME** | Select from the cursor to the beginning of the entry in a Microsoft Powerpoint dialog box. |
| **Shift+END** | Select from the cursor 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 or DELETE** | Delete button: Delete the selected folder or file. |
| **ALT+4** | Create New Folder button: Create a new folder. |
| **ALT+5** | Views button: Switch among available folder views. |
| **ALT+L** | Tools button: Show the Tools menu. |
| **Shift+F10** | Display a shortcut menu 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. |
| **Change the keyboard focus without using the mouse** | |
| **ALT or F10** | Select the active tab of the Ribbon and activate the access keys (access key: A key combination, such as ALT+F, that moves the focus to a menu, command, or control, without using the mouse). |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| **F10 to select the active tab, and then LEFT ARROW, RIGHT ARROW** | Move left or right to another tab of the Microsoft Powerpoint Ribbon, respectively. |
| **CTRL+F1** | Hide or show the Ribbon. |
| **Shift+F10** | Display the shortcut menu for the selected command. |
| **F6** | Move the focus to select each of the following areas of the window:Active tab of the Ribbon Any open task panes (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.) Your document |
| **TAB, Shift+TAB** | Move the focus to each command on the Ribbon, forward or backward respectively. |
| **DOWN ARROW, UP ARROW, LEFT ARROW, RIGHT ARROW** | Move down, up, left, or right among the items on the Microsoft Powerpoint Ribbon, respectively. |
| **SPACE BAR or ENTER** | Activate the selected command or control on the Ribbon. |
| **SPACE BAR or ENTER** | Open the selected menu or gallery on the Ribbon. |
| **ENTER** | Activate a command or control on the Ribbon so you can modify a value. |
| **ENTER** | Finish modifying a value in a control on the Microsoft Powerpoint Ribbon, and move the focus back to the document. |
| **F1** | Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.) |
| **Move between panes** | |
| **F6** | Move clockwise among Microsoft Powerpoint panes in Normal view. |
| **Shift F6** | Move counterclockwise among Microsoft Powerpoint panes in Normal view. |
| **CTRL+Shift+TAB** | Switch between Slides and Outline tabs in the Outline and Slides pane in Normal view. |
| **Work in an outline** | |
| **ALT+Shift+LEFT ARROW** | Promote a paragraph. |
| **ALT+Shift+RIGHT ARROW** | Demote a paragraph. |
| **ALT+Shift+UP ARROW** | Move selected paragraphs up. |
| **ALT Shift DOWN ARROW** | Move selected paragraphs down in Microsoft Powerpoint outline. |
| **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. |
| **Show or hide a grid or guides** | |
| **Shift+F9** | Show or hide the grid. |
| **ALT+F9** | Show or hide guides. |
| **Select text and objects** | |
| **Shift+RIGHT ARROW** | Select one character to the right. |
| **Shift+LEFT ARROW** | Select one character to the left. |
| **CTRL+Shift+RIGHT ARROW** | Select to the end of a word. |
| **CTRL+Shift+LEFT ARROW** | Select to the beginning of a word. |
| **Shift+UP ARROW** | Select one line up. |
| **Shift DOWN ARROW** | Select one line down in Microsoft Powerpoint. |
| **ESC** | Select an object (with text selected inside the object). |
| **TAB or Shift+TAB until the object you want is selected** | Select an object (with an object selected). |
| **ENTER** | Select text within an object (with an object selected). |
| **CTRL+A (on the Slides tab)** | Select all objects. |
| **CTRL+A (in Slide Sorter view)** | Select all slides. |
| **CTRL+A (on the Outline tab)** | Select all text. |
| **Delete and copy text and objects** | |
| **BACKSPACE** | Delete one character to the left. |
| **CTRL+BACKSPACE** | Delete one word to the left. |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| **DELETE** | Delete one character to the right. |
| **CTRL+DELETE** | Delete one word to the right. |
| **CTRL X** | Cut selected object in Microsoft Powerpoint |
| **CTRL+C** | Copy selected object. |
| **CTRL+V** | Paste cut or copied object. |
| **CTRL Z** | Undo the last action in Microsoft Powerpoint. |
| **CTRL+Y** | Redo the last action. |
| **CTRL+Shift+C** | Copy formatting only. |
| **CTRL+Shift+V** | Paste formatting only. |
| **CTRL+ALT+V** | Paste special. |
| **Move around in text** | |
| **LEFT ARROW** | Move one character to the left. |
| **RIGHT ARROW** | Move one character to the right. |
| **UP ARROW** | Move one line up in Microsoft Powerpoint. |
| **DOWN ARROW** | Move one line down. |
| **CTRL+LEFT ARROW** | Move one word to the left. |
| **CTRL+RIGHT ARROW** | Move one word to the right. |
| **END** | Move to the end of a line. |
| **HOME** | Move to the beginning of a line. |
| **CTRL UP ARROW** | Move up one paragraph in Microsoft Powerpoint. |
| **CTRL+DOWN ARROW** | Move down one paragraph. |
| **CTRL+END** | Move to the end of a text box. |
| **CTRL+HOME** | Move to the beginning of a text box. |
| **CTRL+ENTER** | Move to the next title or body text placeholder. 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** | Move 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 in Microsoft Powerpoint tables. |
| **CTRL+TAB** | Insert a tab in a cell. |
| **ENTER** | Start a new paragraph. |
| **TAB at the end of the last row** | Add a new row at the bottom of the table in Microsoft Powerpoint. |
| **Change or resize the font** | |
| **CTRL+Shift+F** | Open the Font dialog box to change the font. |
| **CTRL+Shift+P** | Open the Font dialog box to change the font size. |
| **CTRL+Shift+>** | Increase the font size. |
| **CTRL+Shift+** | Decrease the font size. |
| **Apply character formats** | |
| **CTRL+T** | Open the Font dialog box to change the formatting of characters. |
| **Shift+F3** | Change the case of letters between sentence, lowercase, or uppercase. |
| **CTRL B** | Apply bold formatting in Microsoft Powerpoint. |
| **CTRL+U** | Apply an underline. |
| **CTRL+I** | Apply italic formatting. |
| **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. |
| **CTRL+K** | Insert a hyperlink. |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| **Copy text formats** | |
| CTRL+Shift+C | Copy formats. |
| CTRL+Shift+V | Paste formats. |
| **Align paragraphs** | |
| CTRL+E | Center a paragraph. |
| CTRL+J | Justify a paragraph. |
| CTRL+L | Left align a paragraph. |
| CTRL+R | Right align a paragraph. |
| **Run a presentation** | |
| F5 | Start the Microsoft Powerpoint presentation from the beginning. |
| N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR | 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 Microsoft Powerpoint slide. |
| number+ENTER | Go to slide number. |
| B or PERIOD | Display a blank black slide, or return to the presentation from a blank black slide. |
| W or COMMA | Display a blank white slide, or return to the presentation from a blank white slide. |
| S | Stop or restart an automatic presentation. |
| ESC or HYPHEN | End a Microsoft Powerpoint presentation. |
| E | Erase on-screen annotations. |
| H | Go to the next Microsoft Powerpoint slide, if the next slide is hidden. |
| T | Set new timings while rehearsing. |
| O | Use original timings while rehearsing. |
| M | Use a mouse click to advance while rehearsing. |
| 1 ENTER | Return to the first Microsoft Powerpoint slide. |
| CTRL+P | Redisplay hidden pointer or change the pointer to a pen. |
| CTRL+A | Redisplay hidden pointer 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 | Display the Microsoft Powerpoint shortcut menu. |
| TAB | Go to the first or next hyperlink on a slide. |
| Shift+TAB | Go to the last or previous hyperlink on a slide. |
| ENTER while a hyperlink is selected | Perform the mouse click behavior of the selected hyperlink. |
| **Browse Web presentations** | |
| TAB | Move forward through the hyperlinks in a Microsoft Powerpoint 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. |
| BACKSPACE | Go to the previous slide. |
| **Use the Selection pane feature** | |
| ALT, J, D, A, and then P | Launch the Selection pane in Microsoft Powerpoint. |
| F6 | Cycle the focus through the different panes. |
| Shift+F10 | Display the context menu. |
| UP ARROW or DOWN ARROW | Move the focus to a single item or group. |
| LEFT ARROW | Move the focus from an item in a group to its parent group. |
| RIGHT ARROW | Move the focus from a group to the first item in that group. |
| * (on numeric keypad only) | Expand a focused group and all its child groups. |
| (on numeric keypad only) | Expand a focused group in Microsoft Powerpoint. |

# Microsoft Powerpoint 2007 Keyboard Shortcuts

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| - (on numeric keypad only) | Collapse a focused group. |
| Shift+UP ARROW or Shift+DOWN ARROW | Move the focus to an item and select it. |
| SPACEBAR or ENTER | Select a focused item. |
| Shift SPACEBAR or Shift ENTER | Cancel selection of a focused item in Microsoft Powerpoint. |
| CTRL+Shift+F | Move a selected item forward. |
| CTRL+Shift+B | Move a selected item backward. |
| CTRL+Shift+S | Show or hide a focused item. |
| F2 | Rename a focused item in Microsoft Powerpoint. |
| TAB or Shift+TAB | Switch the keyboard focus within the Selection pane between tree view and the Show All and Hide All buttons. |
| ALT+Shift+1 | Collapse all groups. |
| ALT+Shift+9 | Expand all groups. |

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