

# MICROSOFT POWERPOINT® KEYBOARD SHORTCUTS

courtesy of

 PRO QUICK DRAW

SELECT ALL	CTRL + A
COPY	CTRL + C
CUT	CTRL + X
PASTE	CTRL + V
UNDO	CTRL + Z
REDO	CTRL + Y
DUPLICATE OBJECT (2 WAYS)	CTRL + D CTRL + CLICK & DRAG
NEW PRESENTATION	CTRL + N
NEW SLIDE	CTRL + M
GROUP ITEMS	CTRL + G
UNGROUP ITEMS	CTRL + SHIFT + G
SEND TO BACK	CTRL + SHIFT + [
SEND TO FRONT	CTRL + SHIFT + ]
DECREASE FONT SIZE	CTRL + SHIFT + <
INCREASE FONT SIZE	CTRL + SHIFT + >
SAVE	CTRL + S
SAVE AS	F12
INSERT SHAPE	ALT + N, S, H
PRESENT FROM BEGINNING	F5
PRESENT FROM CURRENT SLIDE	SHIFT + F5
SELECT ALL	CTRL + A
INSERT TEXT BOX	ALT + N, X
COPY ATTRIBUTES	CTRL + SHIFT + C (ON SELECTED OBJECT)
PASTE ATTRIBUTES	CTRL + SHIFT + V (ON NEW SELECTED OBJECT)
PRINT	CTRL + P

## WITHIN SLIDE WINDOW BROWSER

SELECT ALL	CTRL + A
COPY	CTRL + C
CUT	CTRL + X
PASTE	CTRL + V
DELETE	DELETE