








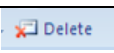









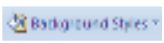

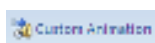




## Shortcuts for MS PowerPoint

Microsoft Office programs offer a number of ways to accomplish the same actions. These different ways fall into three main categories shown in the table below. The first listed is using combinations of keys on the keyboard. If you have trouble using the mouse or are already using the keyboard for typing, sometimes this is the fastest and easiest method. The second technique is to use the shortcut buttons that appear on the Ribbon, in the Office Button menu or on the Quick Access Toolbar. Not all of the functions have a shortcut button although the Quick Access Toolbar is customizable. The last column shows the most common way and that is to use the Tabs on the Ribbon. Each method will accomplish the specified action. Experiment with them and find what is most comfortable for you!

Action Needed	Keys	Commands	Button, Ribbon, & Tab Location
New Blank Presentation	Ctrl+N		Office Button→New
Open Presentation	Ctrl+O		Office Button→Open
Save Presentation	Ctrl+S		Office Button→Save
Print Slides	Ctrl+P		Office Button→Print→Print What Menu
Undo	Ctrl+Z		Quick Access Toolbar
Redo	Ctrl+Y		Quick Access Toolbar
Cut	Ctrl+X		Home Tab→Clipboard Group
Copy	Ctrl+C		Home Tab→Clipboard Group
Paste	Ctrl+V		Home Tab→Clipboard Group
Select All	Ctrl+A		Home Tab→Editing Group→Select Arrow→Select All
Change Slide Layout			Home Tab→Slides Group→Layout Command
Delete Slide	Delete		Home Tab→Slides Group
Go to Normal Work View			View Tab→Presentation Views Group
Go to Slide Sorter View			View Tab→Presentation Views Group

Task	Keys	Commands	Button, Ribbon, & Tab Location
Go to First Slide	Ctrl+Home	1 	
Go to Last Slide	Ctrl+ End		
Insert New Slide	Ctrl+M		Home Tab→Slides Group
Open Font Dialog Box	Ctrl+T		Home Tab→Font or Alignment Group
Bold	Ctrl+B	<b>B</b>	Home Tab→Font Group
Italics	Ctrl+I	<i>I</i>	Home Tab→Font Group
Underline	Ctrl+U	<u>U</u>	Home Tab→Font Group
Shadow			Home Tab→Font Group
Increase Font Size	Ctrl+]	12 	Home Tab→Font Group
Decrease Font Size	Ctrl+[	12 	Home Tab→Font Group
Change Font Style		Times New Roman 	Home Tab→Font Group
Apply Slide Design Theme			Design Tab→Theme Group
Change Slide Background			Design Tab→Background Group→Background Styles Command
Start Slide Show	F5		Slide Show Tab→Start Slide Show Group→From Beginning Command
Exit Slide Show	Esc		Mouse Right Click Menu→End Show
Insert Action Button			Insert Tab→Illustrations Group→Shapes Command
Animation Effects			Animations Tab→Animations Group→Custom Animation Command
Apply Slide Show Transitions			Animations Tab→Transitions to this Slide Group
Hide Slide			Slide Show Tab→Set Up Group
Spell Check	F7		Review Tab→Proofing Group
MS PowerPoint Help	F1	