

## FREQUENTLY USED SHORTCUTS

Press	To do this
<b>Ctrl+M</b>	Insert a new slide (with the focus in the thumbnail pane).
<b>Delete</b>	Delete selected text, object, or slide.
<b>Arrow keys</b>	Move a shape.
<b>Page down key</b>	Go to the next slide.
<b>Page up key</b>	Go to the previous slide.
<b>Esc</b>	Exit the slide show.
<b>CTRL+N</b>	New Workbook
<b>CTRL+O</b>	Open Workbook
<b>CTRL+W</b>	Close Workbook
<b>CTRL+S</b>	Save Workbook
<b>CTRL+B</b>	Bold
<b>CTRL+U</b>	Underline
<b>CTRL+I</b>	Italicize
<b>SHIFT+F3</b>	Change Case
<b>CTRL+P</b>	Print
<b>CTRL+C</b>	Copy
<b>CTRL+X</b>	Cut
<b>CTRL+V</b>	Paste
<b>F7</b>	Spelling Checker
<b>CTRL+A</b>	Select All
<b>CTRL+Z</b>	Undo
<b>CTRL+F</b>	Find and replace
<b>CTRL+G OR F5</b>	Go to dialogue box
<b>CTRL+HOME</b>	To First Slide
<b>CTRL+END</b>	To the last Slide
<b>CTRL+M</b>	New Slide (menu)
<b>SHIFT+CTRL+M</b>	New Slide like last one, no menu
<b>CTRL+K</b>	Insert a hyperlink
<b>ALT+SHIFT+LEFT Arrow</b>	Promote Paragraph
<b>ALT+Shift+Right Arrow</b>	Demote Paragraph
<b>DOUBLE CLICK</b>	Select a Word
<b>CTRL+ENTER</b>	Move from Title to Text
<b>CTRL+ENTER</b>	Move from Body text to Title of Next Slide
<b>F1</b>	Help
<b>&lt;number&gt; ENTER</b>	Go to Slide <number>
<b>B or Period</b>	Black/Unblack Screen
<b>W or Comma</b>	White/Unwhite Screen
<b>A or =</b>	Show/Hide Pointer
<b>ESC, CTRL+Break, Minus, END</b>	End Show



<b>E</b>	Erase Screen Annotations
<b>H</b>	Advance to Hidden Slide
<b>Mouse Click, Spacebar, N, Right Arrow, Down Arrow, Page Down</b>	Advance to Next Slide
<b>Backspace, P, Left Arrow, Up Arrow, Page Up</b>	Return to Previous Slide
<b>CTRL+P</b>	Pen Tool
<b>CTRL+A</b>	Arrow Pointer

## CONTROL THE SLIDE SHOW

Press	To do this
<b>F5</b>	Start a presentation from the beginning.
<b>Shift+F5</b>	Start a presentation from the current slide.
<b>N</b> <b>Enter</b> <b>Page Down</b> <b>Right arrow key</b> <b>Down arrow key</b> <b>Spacebar</b>	Perform the next animation or advance to the next slide.
<b>P</b> <b>Page Up</b> <b>Left arrow key</b> <b>Up arrow key</b> <b>Backspace</b>	Perform the previous animation or return to the previous slide.
<b>Esc</b>	End the presentation.