

PowerPoint

2003

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Shortcut Keys

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Command	Keystroke
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Move selected paragraphs up	ALT+SHIFT+UP ARROW
Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
Text within an object (with an object selected)	ENTER
All objects	CTRL+A (on the Slides tab)
All slides	CTRL+A (in slide Sorter view)
All text	CTRL+A (on the Outline tab)
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.	CTRL+ENTER

Running a slide show presentation

You can use the following shortcut keys while running your slide show presentation in full-screen mode.

Perform the next animation or advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
Perform the previous animation or return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide number	Number + ENTER
Display a black screen, or return to the slide show from a black screen	B or FULLSTOP
Display a white screen, or return to the slide show from a white screen	W or COMMA
Stop or restart an automatic slide show	S or PLUS SIGN
End a slide show	ESC, CTRL+BREAK, or HYPHEN