

PowerPoint

Shortcut Keys

for MS Office Training and Consultancy

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)
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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

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