50+ Keyboard shortcuts to move faster in Microsoft PowerPoint

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Keystroke	Function
Alt + D	Open the Slide Show drop-down menu
Alt + E	Open the Edit drop-down menu
Alt + F	Open the File drop-down menu
Alt + H	Open the Help drop-down menu
Alt + I	Open the Insert drop-down menu
Alt + N	Insert a new slide (Formatting toolbar must be visible)
Alt + O	Open the Format drop-down menu
Alt + R	Open the Draw drop-down menu (Drawing toolbar must be visible)
Alt + S	Open the Slide Design window in the Task Pane
Alt + T	Open the Tools drop-down menu
Alt + U	Open the AutoShapes drop-down menu (Drawing toolbar must be visible)
Alt + V	Open the View drop-down menu
Alt + W	Open the Window drop-down menu
Ctrl + A	Select all
Ctrl + B	Bold text
Ctrl + C	Copy
Ctrl + D	Delete
Ctrl + E	Center align text
Ctrl + F	Find
Ctrl + G	Change Grid and Guides settings
Ctrl + I	Italicize text
Ctrl + J	Justify text
Ctrl + K	Insert a hyperlink
Ctrl + L	Left align text
Ctrl + M	New slide
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Close PowerPoint
Ctrl + R	Right align text
Ctrl + S	Save

Keystroke	Function
Ctrl + T	Format Fonts
Ctrl + U	Underline text
Ctrl + V	Paste
Ctrl + W	Close presentation
Ctrl + X	Cut
Ctrl + Y	Redo last action
Ctrl + Z	Undo last action
Ctrl + = (equal sign)	Subscript formatting
Ctrl + Backspace	Delete word to the cursor's left
Ctrl + End	Move to the end
Ctrl + Home	Move to the beginning
Ctrl + F1	Show/Hide the Task Pane
Ctrl + Shift + + (plus sign)	Superscript formatting
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Ctrl + Shift + C	Copy formats
Ctrl + Shift + F	Change the font
Ctrl + Shift + P	Change the font size
Ctrl + Shift + V	Past formats
Ctrl + Shift + Tab	Switch between Outline and Slides pane in normal view
Shift + F3	Change the case of text
Shift + F7	Thesaurus
Shift + F9	Show/Hide grid lines
F1	Open PowerPoint Help
F6	Move to next pane
F5	View slide show
F7	Spellcheck
Alt + F4	Close PowerPoint
Alt + F9	Show/Hide guide lines

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