



### EDITING TEXT AND OBJECTS

Delete one character to the left	DELETE
Cut selected text or object	Cmnd+X
Copy selected text or object	Cmnd+C
Paste cut or copied text or object	Cmnd+V
Paste special	Cmnd+CONTROL+V
Duplicate selected object	Cmnd+D
Increase the font size	Cmnd+SHIFT+>
Decrease the font size	Cmnd+SHIFT+<
Change the case of letters	SHIFT+F3
Apply bold formatting	Cmnd+B
Apply an underline	Cmnd+U
Apply italic formatting	Cmnd+I
Center a paragraph	Cmnd+E
Justify a paragraph	Cmnd+J
Left align a paragraph	Cmnd+L
Right align a paragraph	Cmnd+R
Undo the last action	Cmnd+Z or F1
Open the Format Text dialog box, Font options	Cmnd+T
Open the Format Text dialog box, Paragraph options	Cmnd+OPTION+M

### MOVING AROUND IN TEXT

To the beginning of a word or one word to the left	OPTION+LEFT ARROW
One word to the right	OPTION+RIGHT ARROW
To the end of a line	Cmnd+RIGHT ARROW or END
To the beginning of a line	Cmnd+LEFT ARROW or HOME
To the beginning of a paragraph or up one paragraph	OPTION+UP ARROW
Down one paragraph	OPTION+DOWN ARROW
To the end of a text box	OPTION+END
To the beginning of a text box	OPTION+HOME

### WORKING WITH OBJECTS

Duplicate selected object	Cmnd+D
Select the next object	TAB
Select the previous object	SHIFT+TAB
Select all objects and all text	Cmnd+A
Move the selected object in the direction of the arrow	Arrow keys
Nudge the selected object slightly in the direction of the arrow	Cmnd+arrow key
Group the selected objects	Cmnd+OPTION+G
Ungroup the selected objects	Cmnd+OPTION+SHIFT+G



**PRESENTATIONS**

- Create a new presentation \_\_\_\_\_ Cmnd+N
- Insert a new slide \_\_\_\_\_ CONTROL+M
- Zoom in \_\_\_\_\_ Cmnd+PLUS SIGN
- Zoom out \_\_\_\_\_ Cmnd+MINUS SIGN
- Make a copy of the selected slide in outline view, slide sorter view, or in the outline pane in normal view \_\_\_\_\_ Cmnd+D
- Make a copy of the selected slide in notes page view, or in the slides pane or notes pane in normal view \_ Cmnd+SHIFT+D
- Open a presentation \_\_\_\_\_ Cmnd+O
- Close a presentation \_\_\_\_\_ Cmnd+W
- Print a presentation \_\_\_\_\_ Cmnd+P
- Save a presentation \_\_\_\_\_ Cmnd+S
- Save a presentation with a different name, location, or file format. \_\_\_\_\_ Cmnd+SHIFT+S
- Quit PowerPoint \_\_\_\_\_ Cmnd+Q
- Find text and formatting \_\_\_\_\_ Cmnd+F
- Find and replace text and specific formatting \_\_\_\_\_ COMMAND+SHIFT+H
- Open the Reference Tools \_\_\_\_\_ SHIFT+OPTION+F7
- Check spelling \_\_\_\_\_ F7
- Insert a hyperlink \_\_\_\_\_ Cmnd+K
- Cancel a command, such as Save As \_\_\_\_\_ ESC
- Undo an action \_\_\_\_\_ Cmnd+Z
- Redo or repeat an action \_\_\_\_\_ Cmnd+Y
- Duplicate the selected slide \_\_\_\_\_ Cmnd+SHIFT+D

**CHANGING VIEWS**

- Switch to normal view \_\_\_\_\_ Cmnd+1
- Switch to slide sorter view \_\_\_\_\_ Cmnd+2
- Switch to notes page view \_\_\_\_\_ Cmnd+3
- Switch to full screen slide show \_\_\_\_\_ Cmnd+SHIFT+ENTER
- Switch to presenter view \_\_\_\_\_ OPTION+ENTER
- Show or hide guides \_\_\_\_\_ Cmnd+OPTION+CONTROL+G
- Switch to handout master view \_\_\_\_\_ Cmnd+OPTION+2
- Switch to slide master view \_\_\_\_\_ Cmnd+OPTION+
- Switch to notes master view \_\_\_\_\_ Cmnd+OPTION+3
- Expand the navigation pane in normal view, and switch to the outline tab \_\_\_\_\_ CONTROL+SHIFT+X
- Close the navigation pane \_\_\_\_\_ CONTROL+SHIFT+C

**SELECTING TEXT**

- One character to the right \_\_\_\_\_ SHIFT+RIGHT ARROW
- One character to the left \_\_\_\_\_ SHIFT+LEFT ARROW
- From the insertion point to the same point one line up \_\_\_\_\_ SHIFT+UP ARROW
- From the insertion point to the same point one line down \_\_\_\_\_ SHIFT+DOWN ARROW
- All text to the start of the line \_\_\_\_\_ SHIFT+HOME



All text to the end of the line \_\_\_\_\_ SHIFT+END  
 From the insertion point to the end of the paragraph \_\_\_\_\_ SHIFT+OPTION+DOWN ARROW  
 From the insertion point to the beginning of the paragraph \_\_\_\_\_ SHIFT+OPTION+UP ARROW  
 From the insertion point to the beginning of the text box \_\_\_\_\_ SHIFT+OPTION+HOME  
 From the insertion point to the end of the text box \_\_\_\_\_ SHIFT+OPTION+END

### SLIDE SHOW

Perform the next animation or advance to the next slide N, RETURN, PAGE DOWN, RIGHT ARROW, DOWN ARROW, ENTER, or the SPACEBAR (or click the mouse button)  
 Return to the previous animation or return to the previous slide \_\_\_\_\_ P, PAGE UP, LEFT ARROW, UP ARROW, or DELETE  
 Go to slide number \_\_\_\_\_ Type slide number and then press RETURN.  
 Display a black screen, or return to the slide show from a black screen \_\_\_\_\_ B  
 Display a white screen, or return to the slide show from a white screen \_\_\_\_\_ W  
 Stop or restart an automatic slide show \_\_\_\_\_ S or PLUS SIGN  
 Play slide show from the first slide \_\_\_\_\_ Cmnd+RETURN  
 Play slide show from the current slide \_\_\_\_\_ Cmnd+SHIFT+RETURN  
 End a slide show \_\_\_\_\_ ESC  
 Erase on-screen annotations \_\_\_\_\_ E  
 Go to next hidden slide if the next slide is hidden \_\_\_\_\_ H  
 Redisplay hidden pointer and/or change the pointer to a pen \_\_\_\_\_ Cmnd+P  
 Redisplay hidden pointer and/or change the pointer to an arrow \_\_\_\_\_ Cmnd+A  
 Hide the pointer and button immediately \_\_\_\_\_ Cmnd+ICONTROL+H  
 Hide the pointer and button in 10 seconds \_\_\_\_\_ Cmnd+U  
 Show or hide the arrow pointer \_\_\_\_\_ A or EQUAL SIGN  
 Display the contextual menu \_\_\_\_\_ Hold down CONTROL and click the mouse button

### WORKING IN A TABLE

Move to the next cell \_\_\_\_\_ TAB  
 Move to the preceding cell \_\_\_\_\_ SHIFT+TAB  
 Move to the next line or row \_\_\_\_\_ DOWN ARROW  
 Move to the preceding line or row \_\_\_\_\_ UP ARROW  
 Start a new paragraph in a cell \_\_\_\_\_ RETURN  
 Add a new row at the bottom of the table \_\_\_\_\_ TAB at the end of the last row

### WINDOWS AND DIALOG BOXES

Close the active window \_\_\_\_\_ Cmnd+W  
 Perform the action assigned to a default button in a dialog box \_\_\_\_\_ RETURN  
 Cancel a command and close the dialog box \_\_\_\_\_ ESC  
 Hide the current window \_\_\_\_\_ Cmnd+H  
 Minimize the current window \_\_\_\_\_ Cmnd+M