[PowerPoint](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm) > [Accessibility](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm)

Keyboard shortcuts for use while creating a presentation in PowerPoint 2010

[[Show All](javascript:AlterAllDivs('block');)Show All](javascript:AlterAllDivs('block');)

[[Hide All](javascript:AlterAllDivs('none');)Hide All](javascript:AlterAllDivs('none');)

Key to using keyboard shortcuts

The keyboard shortcuts described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly to the keys on a U.S. keyboard.

For keyboard shortcuts in which you press two or more keys at the same time, the keys to press are separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

Note To print this topic, press TAB to select **Show All**, press ENTER, and then press CTRL+P.

Online Help

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAVAGUB'))Keyboard shortcuts for using the Help window](javascript:ToggleDiv('divExpCollAsst_IDAVAGUB')%20%20%20%20%20%20%20%20)

The Help window provides access to all Office Help content. The Help window displays topics and other Help content.

In the Help window

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the Help window. | F1 |
| Close the Help window. | ALT+F4 |
| Switch between the Help window and the active program. | ALT+TAB |
| Go back to **PowerPoint** Help and How-to table of contents. | ALT+HOME |
| Select the next item in the Help window. | TAB |
| Select the previous item in the Help window. | SHIFT+TAB |
| Perform the action for the selected item. | ENTER |
| In the **Browse PowerPoint Help** section of the Help window, select the next or previous item, respectively. | TAB, SHIFT+TAB |
| In the **Browse PowerPoint Help** section of the Help window, expand or collapse the selected item, respectively. | ENTER |
| Select the next hidden text or hyperlink, including **Show All** or **Hide All** at the top of a topic. | TAB |
| Select the previous hidden text or hyperlink. | SHIFT+TAB |
| Perform the action for the selected **Show All**, **Hide All**, hidden text, or hyperlink. | ENTER |
| Move back to the previous Help topic (**Back** button). | ALT+LEFT ARROW or BACKSPACE |
| Move forward to the next Help topic (**Forward** button). | ALT+RIGHT ARROW |
| Scroll small amounts up or down, respectively, within the currently displayed Help topic. | UP ARROW, DOWN ARROW |
| Scroll larger amounts up or down, respectively, within the currently displayed Help topic. | PAGE UP, PAGE DOWN |
| Display a menu of commands for the Help window. This requires that the Help window have the active focus (click in the Help window). | SHIFT+F10 |
| Stop the last action (**Stop** button). | ESC |
| Refresh the window (**Refresh** button). | F5 |
| Print the current Help topic.  Note If the cursor is not in the current Help topic, press F6 and then press CTRL+P. | CTRL+P |
| Change the connection state. You may need to press F6 more than once. | F6 (until the focus is in the **Type words to search for** box), TAB, DOWN ARROW |
| Type text in the **Type words to search for** box. You may need to press F6 more than once. | F6 |
| Switch among areas in the Help window; for example, switch between the toolbar, **Type words to search for** box, and **Search** list. | F6 |
| In a Table of Contents in tree view, select the next or previous item, respectively. | UP ARROW, DOWN ARROW |
| In a Table of Contents in tree view, expand or collapse the selected item, respectively. | LEFT ARROW, RIGHT ARROW |

Microsoft Office basics

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAJFGUB'))Display and use windows](javascript:ToggleDiv('divExpCollAsst_IDAJFGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Switch to the next window. | ALT+TAB, TAB |
| Switch to the previous window. | ALT+SHIFT+TAB, TAB |
| Close the active window. | CTRL+W or CTRL+F4 |
| Broadcast the open presentation to a remote audience using the PowerPoint web application. | CTRL+F5 |
| Move to the next [task pane (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.)](javascript:AppendPopup(this,'OfTaskPane_1_1')) from another pane in the program window (clockwise direction). You may need to press F6 more than once.  Note If pressing F6 does not display the task pane that you want, press ALT to put the focus on the Ribbon, and then press CTRL+TAB to move to the task pane. | F6 |
| Move to a pane from another pane in the program window (counterclockwise direction). | SHIFT+F6 |
| When more than one PowerPoint window is open, switch to the next PowerPoint window. | CTRL+F6 |
| Switch to the previous PowerPoint window. | CTRL+SHIFT+F6 |
| Copy a picture of the screen to the Clipboard. | PRINT SCREEN |
| Copy a picture of the selected window to the Clipboard. | ALT+PRINT SCREEN |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA5IGUB'))Change or resize the font](javascript:ToggleDiv('divExpCollAsst_IDA5IGUB')%20%20%20%20%20%20%20%20)

Note The cursor needs to be inside a text box to use these shortcuts.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Change the font. | CTRL+SHIFT+F |
| Change the font size. | CTRL+SHIFT+P |
| Increase the font size of the selected text. | CTRL+SHIFT+> |
| Decrease the font size of the selected text. | CTRL+SHIFT+< |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA3JGUB'))Move around in text or cells](javascript:ToggleDiv('divExpCollAsst_IDA3JGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move one character to the left. | LEFT ARROW |
| Move one character to the right. | RIGHT ARROW |
| Move one line up. | UP ARROW |
| Move one line down. | DOWN ARROW |
| Move one word to the left. | CTRL+LEFT ARROW |
| Move one word to the right. | CTRL+RIGHT ARROW |
| Move to the end of a line. | END |
| Move to the beginning of a line. | HOME |
| Move up one paragraph. | CTRL+UP ARROW |
| Move down one paragraph. | CTRL+DOWN ARROW |
| Move to the end of a text box. | CTRL+END |
| Move to the beginning of a text box. | CTRL+HOME |
| In Microsoft Office PowerPoint, move 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 |
| Repeat the last **Find** action. | SHIFT+F4 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDANOGUB'))Find and replace](javascript:ToggleDiv('divExpCollAsst_IDANOGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the **Find** dialog box. | CTRL+F |
| Open the **Replace** dialog box. | CTRL+H |
| Repeat the last **Find** action. | SHIFT+F4 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA1PGUB'))Move around in and work in tables](javascript:ToggleDiv('divExpCollAsst_IDA1PGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move to the next cell. | TAB |
| Move to the preceding cell. | SHIFT+TAB |
| Move to the next row. | DOWN ARROW |
| Move to the preceding row. | UP ARROW |
| Insert a tab in a cell. | CTRL+TAB |
| Start a new paragraph. | ENTER |
| Add a new row at the bottom of the table. | TAB at the end of the last row |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDANRGUB'))Access and use task panes](javascript:ToggleDiv('divExpCollAsst_IDANRGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move to a [task pane (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.)](javascript:AppendPopup(this,'OfTaskPane_2_2')) from another pane in the program window. (You may need to press F6 more than once.) | F6 |
| When a task pane is active, select the next or previous option in the task pane, respectively. | TAB, SHIFT+TAB |
| Display the full set of commands on the task pane menu. | CTRL+DOWN ARROW |
| Move among choices on a selected submenu; move among certain options in a group of options in a dialog box. | DOWN ARROW or UP ARROW |
| Open the selected menu, or perform the action assigned to the selected button. | SPACEBAR or ENTER |
| Open a shortcut menu; open a drop-down menu for the selected gallery item. | SHIFT+F10 |
| When a menu or submenu is visible, select the first or last command, respectively, on the menu or submenu. | HOME, END |
| Scroll up or down in the selected gallery list, respectively. | PAGE UP, PAGE DOWN |
| Move to the top or bottom of the selected gallery list, respectively. | HOME, END |
| Close a task pane. | CTRL+SPACEBAR, C |
| Open the Clipboard. | ALT+H, F, O |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDATTGUB'))Resize a task pane](javascript:ToggleDiv('divExpCollAsst_IDATTGUB')%20%20%20%20%20%20%20%20)

1. In the [task pane (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.)](javascript:AppendPopup(this,'OfTaskPane_3_3')), press CTRL+SPACEBAR to display a menu of additional commands.
2. Use the DOWN ARROW key to select the **Size** command, and then press ENTER.
3. Use the arrow keys to resize the task pane. Use CTRL+ the arrow keys to resize one pixel at a time.

Note When you finish resizing, press ESC.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAJUGUB'))Use dialog boxes](javascript:ToggleDiv('divExpCollAsst_IDAJUGUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move to the next option or option group. | TAB |
| Move to the previous option or option group. | SHIFT+TAB |
| Switch to the next tab in a dialog box. (A tab must already be selected in an open dialog box) | DOWN ARROW |
| Switch to the previous tab in a dialog box. (A tab must already be selected in an open dialog box) | UP ARROW |
| Open a selected drop-down list. | DOWN ARROW, ALT+DOWN ARROW |
| Open the list if it is closed and move to an option in the list. | First letter of an option in a drop-down list |
| Move between options in an open drop-down list, or between options in a group of options. | UP ARROW, DOWN ARROW |
| Perform the action assigned to the selected button; select or clear the selected check box. | SPACEBAR |
| Select an option; select or clear a check box. | The letter underlined in an option |
| Perform the action assigned to a default button in a dialog box. | ENTER |
| Close a selected drop-down list; cancel a command and close a dialog box. | ESC |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAHWGUB'))Use edit boxes within dialog boxes](javascript:ToggleDiv('divExpCollAsst_IDAHWGUB')%20%20%20%20%20%20%20%20)

An edit box is a blank box in which you type or paste an entry, such as your user name or the path of a folder.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move to the beginning of the entry. | HOME |
| Move to the end of the entry. | END |
| Move one character to the left or right, respectively. | LEFT ARROW, RIGHT ARROW |
| Move one word to the left. | CTRL+LEFT ARROW |
| Move one word to the right. | CTRL+RIGHT ARROW |
| Select or cancel selection one character to the left. | SHIFT+LEFT ARROW |
| Select or cancel selection one character to the right. | SHIFT+RIGHT ARROW |
| Select or cancel selection one word to the left. | CTRL+SHIFT+LEFT ARROW |
| Select or cancel selection one word to the right. | CTRL+SHIFT+RIGHT ARROW |
| Select from the cursor to the beginning of the entry. | SHIFT+HOME |
| Select from the cursor to the end of the entry. | SHIFT+END |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAQIHUB'))Use the **Open** and **Save As** dialog boxes](javascript:ToggleDiv('divExpCollAsst_IDAQIHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the Open dialog box | ALT+F then O |
| Open the Save As dialog box | ALT+F then A |
| Move between options in an open drop-down list, or between options in a group of options | Arrow keys |
| Display a shortcut menu for a selected item, such as a folder or file. | SHIFT+F10 |
| Move between options or areas in the dialog box. | TAB |
| Open the filepath drop-down menu | F4 or ALT+I |
| Refresh the file list. | F5 |

Navigating the Ribbon

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAAKHUB'))Access any command with a few keystrokes](javascript:ToggleDiv('divExpCollAsst_IDAAKHUB')%20%20%20%20%20%20%20%20)

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



1. Press the letter shown in the KeyTip over the feature that you want to use.
2. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press N, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
3. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command. For example, if the **Home** tab is active, press ALT+H, F, S will take you to the **Size** list box in the **Font** group.

Note To cancel the action that you are taking and hide the KeyTips, press ALT.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA2KHUB'))Change the keyboard focus without using the mouse](javascript:ToggleDiv('divExpCollAsst_IDA2KHUB')%20%20%20%20%20%20%20%20)

Another way to use the keyboard to work with the Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Select the active tab of the Ribbon and activate the [access keys (access key: A key combination, such as ALT+F, that moves the focus to a menu, command, or control, without using the mouse.)](javascript:AppendPopup(this,'ofAccessKey_4_4')). | ALT or F10. Press either of these keys again to move back to the document and cancel the access keys. |
| Move left or right to another tab of the Ribbon, respectively. | F10 to select the active tab, and then LEFT ARROW, RIGHT ARROW |
| Hide or show the Ribbon. | CTRL+F1 |
| Display the shortcut menu for the selected command. | SHIFT+F10 |
| Move the focus to select each of the following areas of the window:   * Active tab of the Ribbon * Any open [task panes (task pane: A window within an Office program that provides commonly used commands. Its location and small size allow you to use these commands while still working on your files.)](javascript:AppendPopup(this,'OfTaskPane_5_5')) * Your document | F6 |
| Move the focus to each command on the Ribbon, forward or backward respectively. | TAB, SHIFT+TAB |
| Move down, up, left, or right among the items on the Ribbon, respectively. | DOWN ARROW, UP ARROW, LEFT ARROW, RIGHT ARROW |
| Activate the selected command or control on the Ribbon. | SPACE BAR or ENTER |
| Open the selected menu or gallery on the Ribbon. | SPACE BAR or ENTER |
| Activate a command or control on the Ribbon so you can modify a value. | ENTER |
| Finish modifying a value in a control on the Ribbon, and move the focus back to the document. | ENTER |
| Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.) | F1 |

Common tasks in Microsoft Office PowerPoint

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDABNHUB'))Move between panes](javascript:ToggleDiv('divExpCollAsst_IDABNHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move clockwise among panes in Normal view. | F6 |
| Move counterclockwise among panes in Normal view. | SHIFT+F6 |
| Switch between **Slides** and **Outline** tabs in the Outline and Slides pane in Normal view. | CTRL+SHIFT+TAB |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDABOHUB'))Work in an outline](javascript:ToggleDiv('divExpCollAsst_IDABOHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| 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 |
| Show heading level 1. | ALT+SHIFT+1 |
| Expand text below a heading. | ALT+SHIFT+PLUS SIGN |
| Collapse text below a heading. | ALT+SHIFT+MINUS SIGN |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDARPHUB'))Work with shapes, pictures, boxes, objects, and WordArt](javascript:ToggleDiv('divExpCollAsst_IDARPHUB')%20%20%20%20%20%20%20%20)

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAWPHUB'))Insert a shape](javascript:ToggleDiv('divExpCollAsst_IDAWPHUB')%20%20%20%20%20%20%20%20)

1. Press and release ALT, then N, then S, then H to select **Shapes**.
2. Use the arrow keys to move through the categories of shapes, and select the shape that you want.
3. Press CTRL+ENTER to insert the shape that you selected.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAKQHUB'))Insert a text box](javascript:ToggleDiv('divExpCollAsst_IDAKQHUB')%20%20%20%20%20%20%20%20)

1. Press and release ALT, then N, and then X.
2. Press CTRL+ENTER to insert the text box.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAXQHUB'))Insert an object](javascript:ToggleDiv('divExpCollAsst_IDAXQHUB')%20%20%20%20%20%20%20%20)

1. Press and release ALT, then N, then J to select **Object**.
2. Use the arrow keys to move through the objects.
3. Press CTRL+ENTER to insert the object that you want.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAIRHUB'))Insert WordArt](javascript:ToggleDiv('divExpCollAsst_IDAIRHUB')%20%20%20%20%20%20%20%20)

1. Press and release ALT, then N, then W to select **WordArt**.
2. Use the arrow keys to select the WordArt style that you want, and then press ENTER.
3. Type the text that you want.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAZRHUB'))Select a shape](javascript:ToggleDiv('divExpCollAsst_IDAZRHUB')%20%20%20%20%20%20%20%20)

Note If your cursor is within text, press ESC.

* To select a single shape, press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object that you want to select.
* To select multiple items, use the [selection pane](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm#selectionpane).

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAOSHUB'))Group or ungroup shapes, pictures, and WordArt objects](javascript:ToggleDiv('divExpCollAsst_IDAOSHUB')%20%20%20%20%20%20%20%20)

* To group shapes, pictures, or WordArt objects, [select](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm#select) the items that you want to group, and then press CTRL+G.
* To ungroup a group, [select](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm#select) the group, and then press CTRL+SHIFT+G.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAGTHUB'))Show or hide a grid or guides](javascript:ToggleDiv('divExpCollAsst_IDAGTHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Show or hide the grid. | SHIFT+F9 |
| Show or hide guides. | ALT+F9 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA3THUB'))Copy the attributes of a shape](javascript:ToggleDiv('divExpCollAsst_IDA3THUB')%20%20%20%20%20%20%20%20)

1. [Select](ms-help://MS.POWERPNT.14.1033/POWERPNT/content/HP10336519.htm#select) the shape with the attributes that you want to copy.

Note If you select a shape with text, you copy the look and style of the text in addition to the attributes of the shape.

1. Press CTRL+SHIFT+C to copy the object attributes.
2. Press the TAB key or SHIFT+TAB to select the object that you want to copy the attributes to.
3. Press CTRL+SHIFT+V.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA0UHUB'))Select text and objects](javascript:ToggleDiv('divExpCollAsst_IDA0UHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Select one character to the right. | SHIFT+RIGHT ARROW |
| Select one character to the left. | SHIFT+LEFT ARROW |
| Select to the end of a word. | CTRL+SHIFT+RIGHT ARROW |
| Select to the beginning of a word. | CTRL+SHIFT+LEFT ARROW |
| Select one line up (with the cursor at the beginning of a line). | SHIFT+UP ARROW |
| Select one line down (with the cursor at the beginning of a line). | SHIFT+DOWN ARROW |
| Select an object (when the text inside the object is selected). | ESC |
| Select another object (when one object is selected). | TAB or SHIFT+TAB until the object you want is selected |
| Select text within an object (with an object selected). | ENTER |
| Select all objects. | CTRL+A (on the **Slides** tab) |
| Select all slides. | CTRL+A (in Slide Sorter view) |
| Select all text. | CTRL+A (on the **Outline** tab) |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAHXHUB'))Delete and copy text and objects](javascript:ToggleDiv('divExpCollAsst_IDAHXHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Delete one character to the left. | BACKSPACE |
| Delete one word to the left. | CTRL+BACKSPACE |
| Delete one character to the right. | DELETE |
| Delete one word to the right.  Note The cursor must be between words to do this. | CTRL+DELETE |
| Cut selected object or text. | CTRL+X |
| Copy selected object or text. | CTRL+C |
| Paste cut or copied object or text. | CTRL+V |
| Undo the last action. | CTRL+Z |
| Redo the last action. | CTRL+Y |
| Copy formatting only. | CTRL+SHIFT+C |
| Paste formatting only. | CTRL+SHIFT+V |
| Open **Paste Special** dialog box. | CTRL+ALT+V |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAPZHUB'))Move around in text](javascript:ToggleDiv('divExpCollAsst_IDAPZHUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move one character to the left. | LEFT ARROW |
| Move one character to the right. | RIGHT ARROW |
| Move one line up. | UP ARROW |
| Move one line down. | DOWN ARROW |
| Move one word to the left. | CTRL+LEFT ARROW |
| Move one word to the right. | CTRL+RIGHT ARROW |
| Move to the end of a line. | END |
| Move to the beginning of a line. | HOME |
| Move up one paragraph. | CTRL+UP ARROW |
| Move down one paragraph. | CTRL+DOWN ARROW |
| Move to the end of a text box. | CTRL+END |
| Move to the beginning of a text box. | CTRL+HOME |
| Move 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 |
| Move to repeat the last **Find** action. | SHIFT+F4 |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAE2HUB'))Move around in and work on tables](javascript:ToggleDiv('divExpCollAsst_IDAE2HUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move to the next cell. | TAB |
| Move to the preceding cell. | SHIFT+TAB |
| Move to the next row. | DOWN ARROW |
| Move to the preceding row. | UP ARROW |
| Insert a tab in a cell. | CTRL+TAB |
| Start a new paragraph. | ENTER |
| Add a new row at the bottom of the table. | TAB at the end of the last row |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAU3HUB'))Edit a linked or embedded object](javascript:ToggleDiv('divExpCollAsst_IDAU3HUB')%20%20%20%20%20%20%20%20)

1. Press TAB OR SHIFT+TAB to select the object that you want.
2. Press SHIFT+F10 for the shortcut menu.
3. Use the DOWN ARROW until ***Worksheet* Object** is selected, press RIGHT ARROW to select **Edit**, and press ENTER.

Note The name of the command in the shortcut menu depends on the type of embedded or linked object. For example, an embedded Microsoft Office Excel worksheet has the command **Worksheet Object**, whereas an embedded Microsoft Office Visio Drawing has the command **Visio Object**.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAI4HUB'))Format and align characters and paragraphs](javascript:ToggleDiv('divExpCollAsst_IDAI4HUB')%20%20%20%20%20%20%20%20)

Change or resize the font

Note You must first select the text that you wish to change to use these keyboard shortcuts.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the **Font** dialog box to change the font. | CTRL+SHIFT+F |
| Increase the font size. | CTRL+SHIFT+> |
| Decrease the font size. | CTRL+SHIFT+< |

Apply character formats

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Open the **Font** dialog box to change the formatting of characters. | CTRL+T |
| Change the case of letters between sentence, lowercase, or uppercase. | SHIFT+F3 |
| Apply bold formatting. | CTRL+B |
| Apply an underline. | CTRL+U |
| Apply italic formatting. | CTRL+I |
| Apply subscript formatting (automatic spacing). | CTRL+EQUAL SIGN |
| Apply superscript formatting (automatic spacing). | CTRL+SHIFT+PLUS SIGN |
| Remove manual character formatting, such as subscript and superscript. | CTRL+SPACEBAR |
| Insert a hyperlink. | CTRL+K |

Copy text formats

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Copy formats. | CTRL+SHIFT+C |
| Paste formats. | CTRL+SHIFT+V |

Align paragraphs

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Center a paragraph. | CTRL+E |
| Justify a paragraph. | CTRL+J |
| Left align a paragraph. | CTRL+L |
| Right align a paragraph. | CTRL+R |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDA0CIUB'))Run a presentation](javascript:ToggleDiv('divExpCollAsst_IDA0CIUB')%20%20%20%20%20%20%20%20)

You can use the following keyboard shortcuts while you are running your presentation in Slide Show view.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Start a presentation from the beginning. | F5 |
| Perform the next animation or advance to the next slide. | N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR |
| 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 blank black slide, or return to the presentation from a blank black slide. | B or PERIOD |
| Display a blank white slide, or return to the presentation from a blank white slide. | W or COMMA |
| Stop or restart an automatic presentation. | S |
| End a presentation. | ESC or HYPHEN |
| Erase on-screen annotations. | E |
| Go to the next slide, if the next slide is hidden. | H |
| Set new timings while rehearsing. | T |
| Use original timings while rehearsing. | O |
| Use mouse-click to advance while rehearsing. | M |
| Re-record slide narration and timing | R |
| Return to the first slide. | Press and hold Right and Left Mouse buttons for 2 seconds |
| Show or hide the arrow pointer | A or = |
| Change the pointer to a pen. | CTRL+P |
| Change the pointer to an arrow. | CTRL+A |
| Change the pointer to an eraser | CTRL+E |
| Show or hide ink markup | CTRL+M |
| Hide the pointer and navigation button immediately. | CTRL+H |
| Hide the pointer and navigation button in 15 seconds. | CTRL+U |
| View the All Slides dialog box | CTRL+S |
| View the computer task bar | CTRL+T |
| Display the shortcut menu. | SHIFT+F10 |
| Go to the first or next hyperlink on a slide. | TAB |
| Go to the last or previous hyperlink on a slide. | SHIFT+TAB |
| Perform the "mouse click" behavior of the selected hyperlink. | ENTER while a hyperlink is selected |

Tip You can press F1 during your presentation to see a list of controls.

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAAHIUB'))Play media clips during a presentation](javascript:ToggleDiv('divExpCollAsst_IDAAHIUB')%20%20%20%20%20%20%20%20)

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Play or pause media | ALT+P |
| Stop media playback | ALT+Q |
| Go to the next bookmark | ALT+END |
| Go to the previous bookmark | ALT+HOME |
| Increase the sound volume | ALT+UP ARROW |
| Decrease the sound volume | ALT+DOWN ARROW |
| Seek forward | ALT+SHIFT+RIGHT ARROW |
| Seek backward | ALT+SHIFT+LEFT ARROW |
| Nudge forward | ALT+SHIFT+CTRL+RIGHT ARROW |
| Nudge backward | ALT+SHIFT+CTRL+LEFT ARROW |
| Mute the sound | ALT+U |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDABSIUB'))Browse Web presentations](javascript:ToggleDiv('divExpCollAsst_IDABSIUB')%20%20%20%20%20%20%20%20)

The following keys are for viewing your Web presentation in Microsoft Internet Explorer 4.0 or later.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar. | TAB |
| Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar. | SHIFT+TAB |
| Perform the "mouse click" behavior of the selected hyperlink. | ENTER |
| Go to the next slide. | SPACEBAR |

[[Hide All](javascript:ToggleDiv('divExpCollAsst_IDAGTIUB'))Use the Selection pane feature](javascript:ToggleDiv('divExpCollAsst_IDAGTIUB')%20%20%20%20%20%20%20%20)

Use the following keyboard shortcuts in the Selection pane.

To launch the Selection pane, press Alt, then H, then S, then L, and then P.

|  |  |
| --- | --- |
| **To do this** | **Press** |
| Cycle the focus through the different panes. | F6 |
| Display the context menu. | SHIFT+F10 |
| Move the focus to a single item or group. | UP ARROW or DOWN ARROW |
| Move the focus from an item in a group to its parent group. | LEFT ARROW |
| Move the focus from a group to the first item in that group. | RIGHT ARROW |
| Expand a focused group and all its child groups. | \* (on numeric keypad only) |
| Expand a focused group. | + (on numeric keypad only) |
| Collapse a focused group. | - (on numeric keypad only) |
| Move the focus to an item and select it. | SHIFT+UP ARROW or SHIFT+DOWN ARROW |
| Select a focused item. | SPACEBAR or ENTER |
| Cancel selection of a focused item. | SHIFT+SPACEBAR or SHIFT+ENTER |
| Move a selected item forward. | CTRL+SHIFT+F |
| Move a selected item backward. | CTRL+SHIFT+B |
| Show or hide a focused item. | CTRL+SHIFT+S |
| Rename a focused item. | F2 |
| Switch the keyboard focus within the Selection pane between tree view and the **Show All** and **Hide All** buttons. | TAB or SHIFT+TAB |
| Collapse all groups.  Note The focus must be in the tree view of the Selection pane to use this shortcut. | ALT+SHIFT+1 |
| Expand all groups. | ALT+SHIFT+9 |

To assign custom keyboard shortcuts to menu items, recorded macros, and [Visual Basic for Applications (VBA) (Visual Basic for Applications (VBA): A macro-language version of Microsoft Visual Basic that is used to program Microsoft Windows-based applications and is included with several Microsoft programs.)](javascript:AppendPopup(this,'ofVBA_6_6')) code in Office PowerPoint 2007, you must use a third-party add-in, such as Shortcut Manager for PowerPoint, which is available from [OfficeOne Add-Ins for PowerPoint](http://r.office.microsoft.com/r/rlidAWSContentRedir?AssetID=XT011667551033&CTT=11&Origin=HP103365191033).