

Microsoft PowerPoint 2019 (Creating presentations)

Cheat sheet

Note: We have a separate page for PowerPoint slideshow keyboard shortcuts.

Frequently used shortcuts

Ctrl + N	Create new presentation
Alt + H then F then S	Change the font size for selected text
Ctrl + V	Paste cut or copied text, object, or slide
Ctrl + S	Save the presentation
Alt + N then P	Insert a picture
Alt + H then S then H	Insert a shape
Alt + H then L	Select a slide layout
Alt + T	Open the Transitions tab
Alt + W	Open the View tab
Alt + Q	then enter search term: Open the Tell me box

Work in ribbon tabs with the keyboard

To move to the list of ribbon tabs, press Alt; to go directly to a tab, press a keyboard shortcut.

To move between commands, press the Tab key or Shift+Tab. You move forward or backward through the commands in order. You can also press the arrow keys.

Ribbon: Change focus by using the keyboard

Shift + F10	Display the context menu for the selected item
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Select text and objects

Shift + Up arrow	Select one line up (with the cursor at the beginning of a line)
Ctrl + A	(in Slide Sorter view) Select all slides

Delete and copy text and objects

Ctrl + Y	Redo the last action
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Move around in and work in tables

Up arrow	Move to the preceding row
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Edit a linked or embedded object

1. To select the object you want, press Tab or Shift+Tab
2. To open the shortcut menu, press Shift+F10

Format text: Change or resize a font

Ctrl + Shift + >	Increase the font size
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Format text: Apple character formatting

Ctrl + T	Open the Font dialog box to change the formatting of characters
Shift + F3	Change between sentence case, lowercase, or uppercase

Insert and reply to comments

Use the Insert Comment command (Alt+N then L) to open the Comments Pane before using these keyboard shortcuts.

Ctrl + R	Reply to a selected comment
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Change order of slides or sections in a slide deck

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More information: defkey.com/microsoft-powerpoint-creating-presentations-shortcuts?filter=basic

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