



QuickGuide

Microsoft PowerPoint 2007: Common Keyboard Shortcuts

How to perform common tasks using shortcuts

Introduction

With the redesign of PowerPoint 2007, the Ribbon replaced PowerPoint 2003's menus and toolbar. Most PowerPoint 2003 menu access keys still work. However, you'll need to know the full shortcut from memory since no on-screen reminders exist. The following keyboard shortcuts refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly. For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+). For more shortcuts, please visit Microsoft's training website at <http://office.microsoft.com/en-us/powerpoint/HP101547101033.aspx>.

Common Keyboard Shortcuts

If you want to...	Press
Create a new presentation.	CTRL+N
Open a presentation.	CTRL+O
Save a presentation.	CTRL+S
Find text.	CTRL+F
Print a presentation.	CTRL+P
Copy the selected object.	CTRL+C
Cut the selected object.	CTRL+X
Paste object.	CTRL+V
Select all objects on a slide.	CTRL+A (on the Slides tab)
Undo the last action.	CTRL+Z
Redo the last action.	CTRL+Y
Make letters bold .	CTRL+B
Make letters <i>italic</i> .	CTRL+I
<u>Underline</u> letters.	CTRL+U
Close the workbook.	CTRL+W
Create a table.	CTRL+T
Get Help or visit Microsoft Office Online.	F1
Start a presentation from the beginning	F5
End a presentation.	ESC
Go to the next slide.	SPACEBAR
Go to the previous slide.	BACKSPACE
Choose the Spelling command.	F7
Show KeyTips.	F10