Application: PowerPoint – Useful Shortcut and Function keys

Tip: Always remember to check that the function keys have not been overridden by any in-house customisations.

Tip: Not all function keys are included as some have other more commonly used shortcut keys e.g. **Ctrl+B (bold)**

Key	Action
F1	Activates the **Help** task pane
Ctrl+ F1	Activates or hides the **Ribbon**
F2	Selects the text box the cursor is positioned in
F5	**Runs** the current presentation
F4	**Repeats** last command or action (if possible)
Shift+F4	**Repeats** the last find action
Ctrl+F6	**Switches** between current workbook and last viewed open workbook
F7	Activates the **Spell Check** Task Pane
Shift+F9	Toggles the display of **gridlines**
Alt+F9	Toggles the display of the **guides**
Shift+Alt+F9	Toggles the display of the **ruler**
Shift+F10	Displays **shortcut menu** for selected item
Ctrl+A	**Selects all** objects on current slide or all text in text box
Ctrl+D	**Duplicates** slide selected in the slide thumbnail panel or duplicates a selected object on a slide. **Note:** when you reposition the object **Ctrl+D** will duplicate the slide in a relative position
Ctrl+K	Displays the **hyperlink** dialog box in a text box

Key	Action
Ctrl+M	Inserts a **New slide**
Ctrl+Shift+C	**Copies formatting** attribute from selected object. Select another object. Press **Ctrl+Shift+V** to **paste formatting**
Ctrl+Shift+G	**Groups** currently selected objects
Ctrl+Shift+H	**Ungroups** currently selected objects
Ctrl+Spacebar	Removes **manual character formatting** and resets to default
Ctrl+]	**Increases font size** to next size in drop-down list
Ctrl+[	**Decreases font size** to next size in drop-down list
Ctrl+=	Toggles **subscript** on selected text
Ctrl+Shift+=	Toggles **superscript** on selected text
Ctrl+Enter	**Moves** to next title or body text placeholder
Ctrl+Shift+Tab	Toggles between the **slide thumbnail panel** and **outline panel** in **Normal View**
Alt+Shift+↑	**Moves** selected paragraph **up** in **Outline View**
Alt+Shift+↓	**Moves** selected paragraph **down** in **Outline View**
Alt+Shift++	**Expands** text below a heading in **Outline View**
Alt+Shift+-	**Collapses** text below a heading in **Outline View**