



# POWERPOINT KEYBOARD SHORTCUTS



<b>SELECT ALL</b>	<b>CTRL + A</b>
<b>COPY</b>	<b>CTRL + C</b>
<b>CUT</b>	<b>CTRL + X</b>
<b>PASTE</b>	<b>CTRL + V</b>
<b>SAVE</b>	<b>CTRL + S</b>
<b>SAVE AS</b>	<b>F12</b>
<b>GROUP ITEMS</b>	<b>CTRL + G</b>
<b>UNGROUP ITEMS</b>	<b>CTRL + SHIFT + G</b>
<b>UNDO</b>	<b>CTRL + Z</b>
<b>REDO</b>	<b>CTRL + Y</b>
<b>COPY ATTRIBUTES</b>	<b>CTRL + SHIFT + C</b> (on selected object)
<b>PASTE ATTRIBUTES</b>	<b>CTRL + SHIFT + V</b> (on new selected object)
<b>DUPLICATE OBJECT</b>	<b>CTRL + D</b>
<b>SEND TO BACK</b>	<b>CTRL + SHIFT + [</b>
<b>SEND TO FRONT</b>	<b>CTRL + SHIFT + ]</b>
<b>INSERT TEXT BOX</b>	<b>ALT + N, X</b>
<b>FLIP PLAY HORIZONTAL</b>	<b>CTRL + A, CTRL + G</b> CLICK ARRANGE, ROTATE HORIZONTAL, <b>CTRL + SHIFT + G</b>
<b>DECREASE FONT SIZE</b>	<b>CTRL + SHIFT + &lt;</b>
<b>INCREASE FONT SIZE</b>	<b>CTRL + SHIFT + &gt;</b>
<b>NEW PRESENTATION</b>	<b>CTRL + N</b>
<b>NEW SLIDE</b>	<b>CTRL + M</b>
<b>PRESENT FROM BEGINNING</b>	<b>F5</b>
<b>PRESENT FROM CURRENT</b>	<b>SHIFT + F5</b>
<b>PRINT</b>	<b>CTRL + P</b>