General Program Shortcuts

- Ctrl+N: Create a new presentation

- Ctrl+O: Open an existing presentation

- Ctrl+S: Save a presentation

- F12 or Alt+F2: Open the Save As dialog box

- Ctrl+W or Ctrl+F4: Close a presentation

- Ctrl+Q: Save and close a presentation

- Ctrl+Z: Undo an action

- Ctrl+Y: Redo an action

- Ctrl+F2: Print Preview View

- F1: Open the Help pane

- Alt+Q: Go to the "Tell me what you want to do" box

- F7: Check spelling

- Alt or F10: Turn key tips on or off

- Ctrl+F1: Show or hide the ribbon

- Ctrl+F: Search in a presentation or use Find and Replace

- Alt+F: Open the File tab menu

- Alt+H: Go to the Home tab

- Alt+N: Open the Insert tab

- Alt+G: Open the Design tab

- Alt+K: Go to the Transitions tab

- Alt+A: Go to the Animations tab

- Alt+S: Go to the Slide Show tab

- Alt+R: Go to the Review tab

- Alt+W: Go to View tab
- Alt+X: Go to the Add-ins tab
- Alt+Y: Go to the Help tab
- Ctrl+Tab: Switch between open presentations

Selecting and Navigating Text, Objects, and Slides

- Ctrl+A: Select all text in a text box, all objects on a slide, or all slides in a presentation (for the latter, click on a slide thumbnail first)
- Tab: Select or move to the next object on a slide
- Shift+Tab: Select or move to the previous object on a slide
- Home: Go to the first slide, or from within a text box, go to the beginning of the line
- End: Go to the last slide, or from within a text box, go to the end of the line
- PgDn: Go to the next slide
- PgUp: Go the previous slide
- Ctrl+Up/Down Arrow: Move a slide up or down in your presentation (click on a slide thumbnail first)
- Ctrl+Shift+Up/Down Arrow: Move a slide to the beginning or end of your presentation (click on a slide thumbnail first)

Formatting and Editing

- Ctrl+X: Cut selected text, selected object(s), or selected slide(s)
- Ctrl+C or Ctrl+Insert: Copy selected text, selected object(s), or selected slide(s)
- Ctrl+V or Shift+Insert: Paste selected text, selected object(s), or selected slide(s)
- Ctrl+Alt+V: Open the Paste Special dialog box
- Delete: Remove selected text, selected object(s), or selected slide(s)
- Ctrl+B: Add or remove bold to selected text
- Ctrl+I: Add or remove italics to selected text
- Ctrl+U: Add or remove underline to selected text
- Ctrl+E: Center a paragraph
- Ctrl+J: Justify a paragraph

- Ctrl+L: Left align a paragraph
- Ctrl+R: Right align a paragraph
- Ctrl+T: Open the Font dialog box when text or object is selected
- Alt+W,Q: Open the Zoom dialog box to change the zoom for the slide
- Alt+N,P: Insert a picture
- Alt+H,S,H: Insert a shape
- Alt+H,L: Select a slide layout
- Ctrl+K: Insert a hyperlink
- Ctrl+M: Insert a new slide
- Ctrl+D: Duplicate the selected object or slide (for the latter, click on a slide thumbnail first)

Helpful Slideshow Shortcuts

- F5: Start the presentation from the beginning
- Shift+F5: Start the presentation from the current slide (this one is great when you want to test out how the slide your currently working on will look in your presentation)
- Ctrl+P: Annotate with the Pen tool during a slideshow
- N or Page Down: Advance to the next slide during a slideshow
- P or Page Up: Return to the previous slide during a slide show
- B: Change the screen to black during a slideshow; press B again to return to the slideshow
- Esc: End the slideshow