

## Lesson – 6

### PowerPoint Shortcut Keys

<b>Action</b>	<b>PowerPoint shortcut</b>
Bold	Ctrl+B
Close	Ctrl+W
Close	Ctrl+F4
Copy	Ctrl+C
Find	Ctrl+F
Italic	Ctrl+I
Menu bar	F10
New slide	Ctrl+M
Next window	Ctrl+F6
Open	Ctrl+O
Paste	Ctrl+V
Print	Ctrl+P
Repeat Find	Shift+F4
Repeat/Redo	Ctrl+Y
Replace	Ctrl+H
Save	Ctrl+S
Slide Show: Begin	F5
Slide Show: Black screen show/hide	B
Slide Show: End	Esc
Slide Show: Erase annotations	E
Slide Show: Go to next hidden slide	H
Slide Show: Hide pointer and button always	Ctrl+L
Slide Show: Hide pointer and button temporarily	Ctrl+H
Slide Show: Mouse pointer to arrow	Ctrl+A
Slide Show: Mouse pointer to pen	Ctrl+P
Slide Show: Next slide	N
Slide Show: Previous slide	P
Slide Show: Set new timings while rehearsing	T

Slide Show: Stop/restart automatic slide show	S
Slide Show: Use mouse-click to advance (rehearsing)	M
Slide Show: Use original timings	O
Slide Show: White screen show/hide	W
Spelling and Grammar check	F7
Switch to the next presentation window	Ctrl+F6
Switch to the next tab in a dialog box	Ctrl+Tab / Ctrl+Page Down
Switch to the previous presentation window	Ctrl+Shift+F6
Switch to the previous tab in a dialog box	Ctrl+Shift+Tab / Ctrl+Page Up
Turn character formatting on or off	Num
Underline	Ctrl+U
Undo	Ctrl+Z



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