

POWERPOINT 2007 – COMMON KEYBOARD SHORTCUTS

F1	Opens PowerPoint Help feature. While in slide show view, F1 will open a list of slide show shortcuts.
F4	Again – repeats the previous action (may not work on all actions).
F5	Start the presentation in slide show view, beginning with the first slide.
SHIFT+F5	Start the presentation in slide show view, beginning with the current slide.
F7	Run spell check.
F10 or ALT	Show “Key Tips” (keyboard shortcuts for functions within the ribbon).
F12	Save As.
CTRL+A	Select all items on the current slide.
CTRL+C	Copy the selected object.
CTRL+F	Find a word or phrase within the presentation.
CTRL+G	Group selected objects.
CTRL+N	Open a new presentation.
CTRL+O	Open a previously saved presentation.
CTRL+P	Print the current presentation.
CTRL+S	Save the presentation.
CTRL+V	Paste the copied object.
CTRL+W	Close the current workbook.
CTRL+X	Cut the selected object.
CTRL+Y	Redo the last action.
CTRL+Z	Undo the last action.
DOWN or UP ARROW	Move from slide to slide throughout the deck.
ESC	While viewing the presentation in slide show view, returns the previous presentation view.
HOME or END	Move to the first or last slide in the deck.
TAB	Move through objects on a slide, selecting each independently.