

PowerPoint Keyboard Shortcuts

Mac · Windows · Linux — free printable reference from linuru.com

General

Action	Mac	Windows	Linux
Create new presentation	Cmd + N	Ctrl + N	Ctrl + N
Open presentation	Cmd + O	Ctrl + O	Ctrl + O
Save presentation	Cmd + S	Ctrl + S	Ctrl + S
Save As	Cmd + Shift + S	Ctrl + Shift + S	Ctrl + Shift + S
Undo last action	Cmd + Z	Ctrl + Z	Ctrl + Z
Redo last action	Cmd + Y	Ctrl + Y	Ctrl + Y
Print presentation	Cmd + P	Ctrl + P	Ctrl + P
Close presentation	Cmd + W	Ctrl + W	Ctrl + W
Find text	Cmd + F	Ctrl + F	Ctrl + F
Find and Replace	Cmd + H	Ctrl + H	Ctrl + H

Slide Management

Action	Mac	Windows	Linux
Insert new slide	Cmd + Shift + N	Ctrl + M	Ctrl + M
Duplicate selected slide	Cmd + Shift + D	Ctrl + Shift + D	Ctrl + Shift + D
Delete selected slide	Delete	Delete	Delete
Move slide up	Cmd + Up	Ctrl + Up	Ctrl + Up
Move slide down	Cmd + Down	Ctrl + Down	Ctrl + Down
Go to slide by number	Cmd + Shift + G	Ctrl + G	Ctrl + G
Copy selected slide	Cmd + C	Ctrl + C	Ctrl + C
Paste slide	Cmd + V	Ctrl + V	Ctrl + V
Cut selected slide	Cmd + X	Ctrl + X	Ctrl + X
Collapse or expand sections	Enter	Enter	Enter

Text & Objects

Action	Mac	Windows	Linux
Bold text	Cmd + B	Ctrl + B	Ctrl + B
Italic text	Cmd + I	Ctrl + I	Ctrl + I
Underline text	Cmd + U	Ctrl + U	Ctrl + U

Action	Mac	Windows	Linux
Increase font size	Cmd + Shift + >	Ctrl + Shift + >	Ctrl + Shift + >
Decrease font size	Cmd + Shift + <	Ctrl + Shift + <	Ctrl + Shift + <
Align text center	Cmd + E	Ctrl + E	Ctrl + E
Align text left	Cmd + L	Ctrl + L	Ctrl + L
Align text right	Cmd + R	Ctrl + R	Ctrl + R
Group objects	Cmd + Alt + G	Ctrl + Shift + G	Ctrl + Shift + G
Ungroup objects	Cmd + Alt + Shift + G	Ctrl + Shift + H	Ctrl + Shift + H

Slideshow

Action	Mac	Windows	Linux
Start slideshow from beginning	Cmd + Shift + Return	F5	F5
Start slideshow from current slide	Cmd + Return	Shift + F5	Shift + F5
End slideshow	Esc	Esc	Esc
Go to slide number in show	Number + Return	Number + Enter	Number + Enter
Black screen toggle	B	B	B
White screen toggle	W	W	W
Toggle laser pointer	Cmd + L	Ctrl + L	Ctrl + L
Show or hide pointer	A	A	A
Erase annotations	E	E	E
Go to first slide in show	Fn + Left	Home	Home

Navigation

Action	Mac	Windows	Linux
Next slide	Fn + Down	Page Down	Page Down
Previous slide	Fn + Up	Page Up	Page Up
Go to first slide	Fn + Left	Home	Home
Go to last slide	Fn + Right	End	End
Zoom in	Cmd + =	Ctrl + =	Ctrl + =
Zoom out	Cmd + -	Ctrl + -	Ctrl + -
Switch to Outline view	Cmd + Shift + Tab	Ctrl + Shift + Tab	Ctrl + Shift + Tab
Switch to Slide Sorter view	Cmd + Alt + 2	Alt + V + D	Alt + V + D
Switch to Normal view	Cmd + Alt + 1	Alt + V + N	Alt + V + N
Fit slide to window	Cmd + Alt + 0	Ctrl + Shift + W	Ctrl + Shift + W

Formatting

Action	Mac	Windows	Linux
Copy formatting	Cmd + Alt + C	Ctrl + Shift + C	Ctrl + Shift + C
Paste formatting	Cmd + Alt + V	Ctrl + Shift + V	Ctrl + Shift + V
Change font	Cmd + T	Ctrl + T	Ctrl + T
Open Format pane	Cmd + Shift + 1	Ctrl + 1	Ctrl + 1
Subscript	Cmd + =	Ctrl + =	Ctrl + =
Superscript	Cmd + Shift + =	Ctrl + Shift + =	Ctrl + Shift + =
Clear all formatting	Cmd + Space	Ctrl + Space	Ctrl + Space
Justify text	Cmd + J	Ctrl + J	Ctrl + J
Toggle strikethrough	Cmd + Shift + X	Alt + H + 4	Alt + H + 4
Change text color	Cmd + Shift + P	Alt + H + F + C	Alt + H + F + C

Selection & Arrangement

Action	Mac	Windows	Linux
Select all objects	Cmd + A	Ctrl + A	Ctrl + A
Duplicate selected object	Cmd + D	Ctrl + D	Ctrl + D
Bring object forward	Cmd + Alt + Shift + F	Ctrl + Shift + F	Ctrl + Shift + F
Send object backward	Cmd + Alt + Shift + B	Ctrl + Shift + B	Ctrl + Shift + B
Bring object to front	Cmd + Shift + F	Ctrl + Shift +]	Ctrl + Shift +]
Send object to back	Cmd + Shift + B	Ctrl + Shift + [	Ctrl + Shift + [
Tab to next object	Tab	Tab	Tab
Tab to previous object	Shift + Tab	Shift + Tab	Shift + Tab
Nudge object	Arrow	Arrow	Arrow
Open Selection Pane	Cmd + Alt + Shift + P	Alt + H + S + L + P	Alt + H + S + L + P

Media & Animation

Action	Mac	Windows	Linux
Play or pause media	Space	Space	Space
Open Animation Pane	Cmd + Alt + A	Alt + A + C	Alt + A + C
Open Transitions tab	Alt + K	Alt + K	Alt + K
Preview animation	Cmd + Shift + Return	Alt + A + P	Alt + A + P
Add animation	Alt + A + A	Alt + A + A	Alt + A + A
Insert video	Alt + N + V	Alt + N + V	Alt + N + V

Action	Mac	Windows	Linux
Insert audio	Alt + N + A	Alt + N + A	Alt + N + A
Stop media playback	Esc	Esc	Esc
Advance to next animation	N	N	N
Return to previous animation	P	P	P