Editing text and objects

Action	Shortcut
Delete one character to the left	⌫
Delete one character to the right	FUNCTION ⌦
Cut selected text or object	⌘ X
Copy selected text or object	⌘ C
Paste cut or copied text or object	⌘ V
Paste special	⌘ ^ V
Increase the font size	⌘ ⇧ >
Decrease the font size	⌘ ⇧ <
Apply bold formatting	⌘ B
Apply an underline	⌘ U
Apply italic formatting	⌘ I
Center a paragraph	⌘ E
Justify a paragraph	⌘ J
Left align a paragraph	⌘ L
Right align a paragraph	⌘ R
Redo the last action	⌘ Y
Undo the last action	⌘ Z
Open the Format Text dialog box, Font options	⌘ T
Open the Format Text dialog box, Paragraph options	⌘ ⌥ M
To Move To the beginning of a word or one word to the left	⌥ ←
To Move One word to the right	⌥ →
To Move To the end of a line	⌘ →
To Move To the beginning of a line	⌘ ←
To Move To the beginning of a paragraph or up one paragraph	⌥ ↑
To Move Down one paragraph	⌥ ↓
To Move To the start or end of all the text in the object you are editing	⌘ ↑

Working with objects

Action	Shortcut
Select the next object	⇥
Select the previous object	⇧ ⇥
Select all objects and all text	⌘ A

KEYS OR COMMAND   ARROW KEY

Action	Shortcut
Group the selected objects	⌘ ⌥ G
Ungroup the selected objects	⌘ ⌥ ⇧ G
Regroup the selected objects	⌘ ⌥ J
Rotate the selected object clockwise	⌥ →
Rotate the selected object counterclockwise	⌥ ←
Format the selected object	⌘ ⇧ 1
Duplicate selected objects	⌘ D
Resize selected objects	⇧ ARROW KEYS

Presentations

Action	Shortcut
Create a new presentation	⌘ N
Create a new presentation with a template from the PowerPoint Presentation gallery	⌘ ⇧ P
Insert a new slide	^ M OR COMMAND ⇧ N
Zoom out	⌘ − (MINUS SIGN)
Zoom in	⌘
Make a copy of the selected slide	⌘ ⇧ D
Open a presentation	⌘ O
Close a presentation	⌘ W
Print a presentation	⌘ P
Save a presentation	⌘ S
Save a presentation with a different name, location, or file format.	⌘ ⇧ S
Quit PowerPoint	⌘ Q
Find text and formatting	⌘ F
Add a hyperlink to selected text, an image, or an object	⌘ K
Cancel a command, such as Save As	ESC
Undo an action	⌘ Z
Redo or repeat an action	⌘ Y
Move through multiple open presentations.	⌘ ~
Open a recent file	⌘ ⇧ O

Microsoft Powerpoint shortcuts for Mac

Changing views

Switch to normal view	⌘ 1
Switch to slide sorter view	⌘ 2
Switch to notes page view	⌘ 3
Switch to outline view	⌘ 4
Switch to slide show	⌘ ⇧ **RETURN**
Switch to full screen (hide menus)	⌘ ^ F
Switch to presenter view	⌥ **RETURN**
Show or hide guides	⌘ ⌥ ^ G
Switch to notes master view	⌘ ⌥ 3

Selecting text

To Select One character to the right	⇧ →
To Select One character to the left	⇧ ←
To Select From the insertion point to the same point one line up	⇧ ↑
To Select From the insertion point to the same point one line down	⇧ ↓
To Select All text to the start of the line	⌘ ⇧ ←
To Select All text to the end of the line	⌘ ⇧ →
To Select From the insertion point to the end of the paragraph	⇧ ⌥ ↓
To Select From the insertion point to the beginning of the paragraph	⇧ ⌥ ↑

Slide shows

(OR CLICK THE MOUSE BUTTON)

PAGE UP , ← , ↑ , OR DELETE

B AT THE END OF THE LAST ROW

VIEW, AND THEN PRESS RETURN

Display a black screen, or return to the slide show from a black screen	**B OR .**
Display a white screen, or return to the slide show from a white screen	**W OR ,**
Play slide show from the first slide	⌘ ⇧ **RETURN**
Play slide show from the current slide	⌘ **RETURN**

OR COMMAND . OR COMMAND –

Erase on-screen annotations	E
Go to next hidden slide if the next slide is hidden	H
Redisplay hidden pointer and/or change the pointer to a pen	⌘ P
Redisplay hidden pointer and/or change the pointer to an arrow	⌘ A
Hide the pointer on mouse move	^ H
Show Thesaurus entry for a selected word	⌘ ⌥ ^ R
Show Smart Lookup entry for a selected word or phrase	⌘ ⌥ ^ L
Switch to presenter view	⌥ **RETURN**

Working in tables

Move to the next cell	⇥
Move to the preceding cell	⇧ ⇥
Move to the next line or row	↓
Move to the preceding line or row	↑
Start a new paragraph in a cell	**RETURN**

Windows and dialog boxes

Close the active window	⌘ W
Perform the action assigned to a default button in a dialog box	**RETURN**
Cancel a command and close the dialog box	**ESC**
Hide the current window	⌘ H
Minimize the current window	⌘ M

Microsoft Powerpoint shortcuts for Mac