College of Pharmacy– University of Tikrit   computer science / First stage

PowerPoint Keyboard Shortcuts– Lecture (10)

Instructor	Instructor	Instructor
Lect. Dalal . S	Assistant Lecturer: Maha.S	Assistant Lecturer Yasser.Kh

PowerPoint Keyboard Shortcuts 2010

ACTION	EXCEL SHORTCUTS
Save a presentation	CTRL+S
Print a presentation	CTRL+P
Open a presentation	CTRL+O
Create a new presentation	CTRL+N
New slide	CTRL+M
Duplicate	CTRL+D
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo (last action)	CTRL+Z
Redo (last action)	CTRL+Y or F4
Select all	CTRL+A
Close active presentation	CTRL+W or CTRL+F4
Close PowerPoint	CTRL+Q or ALT+F4 *
Moving In a Presentation	
ACTION	EXCEL SHORTCUTS
First slide	CTRL+HOME

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Last slide	CTRL+END
Next slide (depending on Zoom)	PAGE DOWN
Previous slide (depending on Zoom)	PAGE UP
Move from pane to pane	F6
Moving Around In Text	
ACTION	**EXCEL SHORTCUTS**
One character to the left	←
One character to the right	→
One line up	↑
One line down	↓
One word to the left	CTRL+←
One word to the right	CTRL+→
To the end of a line	END
To the beginning of a line	HOME
Up one paragraph	CTRL+↑
Down one paragraph	CTRL+↓
To the end of a text box	CTRL+END
To the beginning of a text box	CTRL+HOME
To the next title or body text placeholder	CTRL+ENTER
Find	CTRL+F or F4

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To repeat the last Find action	SHIFT+F4
Formatting In a Presentation	
ACTION	**EXCEL SHORTCUTS**
Align left	CTRL+L
Align right	CTRL+R
Center	CTRL+E
Bold text	CTRL+B
Insert hyperlink	CTRL+K

Selecting Text and Objects	
ACTION	**EXCEL SHORTCUTS**
One character to the right	SHIFT+➔
One character to the left	SHIFT+⬅
To the end of a word	CTRL+SHIFT+➔
To the beginning of a word	CTRL+SHIFT+⬅
One line up	SHIFT+⬆
One line down	SHIFT+⬇
An object	TAB or SHIFT+TAB until the object you

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	want is selected
All objects (slide view)	CTRL+A
All slides (slide sorter view)	CTRL+A
All text (outline view)	CTRL+A
Show/Hide grid lines	SHIFT+F9
Show/Hide guide lines	ALT+F9 *
Deleting and Copying Text and Objects	
ACTION	**EXCEL SHORTCUTS**
Delete one character to the left	BACKSPACE
Delete one word to the left	CTRL+BACKSPACE
Delete one character to the right	DELETE
Delete one word to the right	CTRL+DELETE
Cut selected object	CTRL+X
Copy selected object	CTRL+C
Paste cut or copied object	CTRL+V
Undo the last action	CTRL+Z
Working In an Outline	
ACTION	**EXCEL SHORTCUTS**

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Switch between Outline and Slides pane in Normal View	CTRL+SHIFT+TAB
Promote a paragraph	SHIFT+TAB
Demote a paragraph	TAB
Move selected paragraphs up	ALT+SHIFT+⬆ *
Move selected paragraphs down	ALT+SHIFT+⬇ *
Show heading level 1	ALT+SHIFT+1 *