



# PowerPoint Intermediate: Keyboard Shortcuts

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## Useful Shortcut Keys in PowerPoint 2000

Do you find that using the keyboard is sometimes quicker than using your mouse? Shortcut keys can help you bypass menus and carry out commands directly. Shortcut keys are sometimes listed next to the command name on PowerPoint menus. For example, on the **Edit** menu, the **Find** command lists the shortcut CTRL+F.

Here are some of the most useful PowerPoint shortcut keys:

Activity	Shortcut Keys
Insert a new slide	CTRL+M
Make a duplicate of the current slide	CTRL+D
Start a slide show	F5
Promote a paragraph	ALT+SHIFT+LEFT ARROW
Demote a paragraph	ALT+SHIFT+RIGHT ARROW
Open the <b>Font</b> dialog box	CTRL+T
Repeat your last action	F4 or CTRL+Y
Find	CTRL+F
View guides	CTRL+G
Delete a word	CTRL+BACKSPACE
Capitalize	SHIFT+F3
Bold	CTRL+B
Italicize	CTRL+I
Insert a hyperlink	CTRL+K
Select all	CTRL+A
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Save	CTRL+S
Print	CTRL+P
Open	CTRL+O

For a comprehensive list of shortcuts, ask the Office Assistant for help. Press **F1** to display the Assistant, and then type **shortcut keys** in the text box.