PowerPoint 2013 Shortcuts	
Shortcut	**Description**
Alt+1	Align Left
Alt+3	Align Right
Alt+2	Align Horizontal Center
Alt+4	Distribute Objects Horizontally
Alt+Shift+1	Align Top
Alt+Shift+2	Align Vertical Center
Alt+Shift+3	Align Bottom
Alt+Shift+4	Distribute Objects Vertically
Alt+5	Align to Slide
Alt+Shift+W	Bring to Front
Alt+Shift+S	Bring Forward
Alt+Shift+A	Send Backward
Alt+Shift+Q	Send to Back
Ctrl+1	View Normal
Ctrl+2	View Outline
Ctrl+3	View Notes
Ctrl+4	View SlideSorter
Ctrl+5	View Reading
Ctrl+Shift+Y	Increase Font Size
Ctrl+Shift+X	Decrease Font Size
Ctrl+Shift+G	Object Regroup
Alt, N, O, P	Insert Audio on My PC - Insert audio from your computer or from other computers that you're connected to.
Alt, N, O, R	Insert Record Audio.
Alt, G, H, M	Browse for Themes...
Alt, G, H, S	Save Current Theme...
Alt, G, V, C, C	Design variants - Customize Colors...
Alt, G, V, F, C	Design variants - Customize Fonts...
Alt, G, S, C	Custom Slide Size.
Alt, A, P, P	Preview Animations - Play the animations on this slide.
Alt, A, P, A	AutoPreview - See how the animation will look as soon as you add it or change it.
Alt, S, N, S	Start Recording from Beginning... - Record audio narrations, laser pointer gestures, and slide and animation timings for playback during your slide show. - Slide Show > Set Up > Record Slide Show > Start Recording from Beginning...
Alt, N, O, O	Insert Online Audio - Find and insert audio from a variety of online sources.
Alt, N, V, P	Insert Video on My PC... - Insert videos from your computer or from other computers that you're connected to.
Alt, N, V, O	Insert Online Video - Find and insert videos from a variety of online sources.
Alt, N, S, N	Insert slide Number - Number the slides in your presentation for easy reference.You can also add the slide number by clicking in a text box, then clicking Slide Number.
Alt, H, S, O, M	Shape outline color dialog.
Alt, H, S, O, N	No shape outline color
Alt, H, S, F, T, M	Shape fill texture dialog.
Alt, H, S, F, G, M	Shape fill gradients dialog.
Alt, H, S, F, P	Shape fill picture.
Alt, H, S, F, E	Shape fill eyedropper - Pick a fill color by clicking within the app window. To pick a color outside of the app window, click and drag.
Alt, H, S, F, M	Shape fill option dialog.
Alt, H, S, F, N	Shape fill none.
Alt+F10	Open the Selection Pane: See a list of all your objects. This makes it easier to select objects, change their order, or change their visibility.
Alt, H, G, O, M	More rotation options.

Alt, H, G, O, H	Flip objects horizontal.
Alt, H, G, O, V	Flip objects vertical.
Alt, H, G, O, L	Rotate objects left 90°.
Alt, H, G, O, R	Rotate objects right 90°.
Alt, H, G, A, O	Turn on alignment of selected objects.
Alt, H, G, A, A	Align object to slide.
Alt, H, G, A, V	Distribute objects vertically.
Alt, H, G, A, H	Distribute objects horizontally.
Alt, H, G, A, B	Align object bottom.
Alt, H, A, X, R	Text direction: Rotate all text 90°.
Alt, H, A, X, H	Text direction: Horizontal.
Alt, H, 7, T	Change case to "tOGGLE cASE".
Alt, H, 7, C	Change case to "Capitalize Each Word".
Alt, H, 7, U	Change case to "UPPERCASE".
Alt, H, 7, L	Change case to "lowercase".
Alt, H, 7, S	Change case to "Sentence case".
Alt, H, 6, M	More character spacing options.
Alt, H, 6, V	Adjust character spacing to very loose.
Alt, H, 6, L	Adjust character spacing loose.
Alt, H, 6, N	Adjust character spacing to normal.
Alt, H, 6, T	Adjust character spacing to tight.
Alt, H, 6, I	Adjust character spacing to very tight.
Alt, H, T, O	Collapse all sections in your presentation
Alt, H, T, X	Expand all sections in your presentation.
Alt, H, T, V	Remove all sections from your presentation.
Alt, H, T, E	Remove a section from your presentation.
Alt, H, T, R	Rename a section in your presentation.
Alt, H, T, A	Add a section to your presentation.
Alt, H, I, R	Reuse Slides.
Alt, H, I, L	Slides from Outline.
Ctrl+T	Opens the Font dialog box to change the formatting of characters.
Ctrl+Alt+V	Opens paste special dialog box.
Ctrl+Shift+V	Pastes formatting only.
Ctrl+Shift+C	Copies formatting only.
Ctrl+Y	Redoes the last action.
Ctrl+Z	Undoes the last action.
Ctrl+V	Pastes cut or copied object or text.
Ctrl+C	Copies selected object or text.
Ctrl+X	Cuts the selection and puts it on the Clipboard.
Ctrl+A	Selects all objects, slides or text.
Alt+F9	Displays drawing guides on screen.
Shift+F9	Displays or hides the grid.
Ctrl+Shift+G	Ungroups shapes, pictures, and WordArt objects.
Ctrl+G	Groups shapes, pictures, and WordArt objects.
Alt+Shift+Minus	Collapses text below a heading.
Alt+Shift+=	Expands text below a heading.
Alt+Shift+1	Displays heading level 1.
Alt+Shift+Arrow-Down	Moves selected paragraphs down.
Alt+Shift+Arrow-Up	Moves selected paragraphs up.
Alt+Shift+Arrow-Right	Demotes a paragraph.
Alt+Shift+Arrow-Left	Promotes a paragraph.
Shift+F4	Repeats the last Find action.
Ctrl+H	Opens the Replace dialog box.
Ctrl+F	Opens the Find dialog box.
F7	Checks the spelling of the text.

Ctrl+Shift+,	Decreases the font size of the selected text.
Ctrl+Shift+.	Increases the font size of the selected text.
Alt, S, N, R	Start Recording from Current Slide... - Start Recording from Current Slide... - Slide Show > Set Up > Record Slide Show > Start Recording from Current Slide...
Alt, R, L, S	Translate Selected Text.
Alt, R, L, M	Pauses on words or selected paragraphs for a quick translation.
Alt, R, L, L	Sets Translation Language.
Alt, R, U, L	Set Proofing Language... - Choose the language of the selected text. We'll remember to use this language every time we check spelling and grammar.
Alt, N, A, 1, E	Edit photo album.
Alt, N, A, 1, A	Insert new photo album: Create a beautiful presentation for your favorite photo collection.
Alt, N, S, C, C	Insert Screen Clipping - Take a quick snapshot of part of the screen, and add it to your document.
Alt, N, T, X	Insert Excel Spreadsheet.
Alt, N, T, D	Draw table - Design your own table by drawing the cell, row and column borders yourself.You can even draw diagonal lines and cells within cells.
Alt, N, T, I	Insert table dialog.
Alt, H, S, L, O	Select Objects - Select objects including ink, shapes, and text areas. This is especially useful when working with objects that are behind the text.
Alt, H, R, O	Replace fonts dialog.
Alt, H, S, E, D, R	Shape effect 3-D rotation options.
Alt, H, S, E, B, O	Shape effect 3-D bevel options.
Alt, H, S, E, E, S	Shape effect soft edges options.
Alt, H, S, E, G, G	Shape effect glow options.
Alt, H, S, E, R, R	Shape effect reflection options.
Alt, H, S, E, S, S	Shape effect shadow options.
Alt, H, S, E, P, O	Shape effect 3-D preset options.
Alt, H, S, O, R, M	Displays the line arrows dialog.
Alt, H, S, O, S, L	Shape outline weight dialog
Alt, H, S, O, W, L	Shape outline weight dialog
Alt, H, S, O, E	Sets an outline color.
Alt, R, U, P	Language Preferences... - Set the editing, display, Help, and ScreenTip languages. The editing language enables language-specific features, including dictionaries, grammar-checking and sorting.
Alt, R, D, D	Delete comment.
Alt, R, D, A	Delete All Comments and Ink on this Slide.
Alt, R, D, P	Delete All Comments and Ink in this Presentation.
Alt, R, P, M	Show Markup - Show comments and other annotations.
Alt, R, P, P	Comments Pane - Show the Comments pane to view, add, and delete comments. Comments are not displayed during a slide show.
Alt, R, A, A	Accept Change.
Alt, R, A, P	Accept All Changes to the Presentation.
Alt, R, A, S	Accept All Changes to This Slide.
Alt, R, J, R	Reject Change.
Alt, R, J, S	Reject All Changes to This Slide.
Alt, R, J, P	Reject All Changes to the Presentation.
Alt+F8	Macros - See a list of macros you can work with.
Alt, H, F, O	Office Clipboard - See all the items you've copied to the Clipboard.
Alt, H, P, G	Paragraph - Fine-tune the layout of the current paragraph, including spacing, indentation, and more.
Alt, H, A, T, O	More Text Alignment Options...
Alt, H, A, X, M	More Text Direction Options...
Alt, H, G, G	Group - Join objects together to move and format them as if they were a single object. - Home > Drawing > Arrange > Group

Alt, H, G, U	Ungroup - Break the connection between grouped objects so that you can move them individually again. - Home > Drawing > Arrange > Ungroup
Alt, H, G, A, M	Align object middle.
Alt, H, G, A, T	Align object top.
Alt, H, G, A, R	Align object right.
Alt, H, G, A, C	Align object center.
Alt, H, G, A, L	Align object left.
Alt, H, G, E	Regroup selected objects.
Alt, H, G, B	Send the selected object back one level so that it's hidden behind more objects.
Alt, H, G, F	Bring the selected object forward one level so that it's hidden behind fewer objects.
Alt, H, G, K	Send back the selected object behind all other objects.
Alt, H, G, R	Bring the selected object in front of all other objects.
Alt, H, A, T, B	Align text bottom.
Alt, H, A, T, M	Align text middle.
Alt, H, A, T, T	Align text top.
Alt, H, J, M	Displays the Columns dialog box to customize column widths.
Alt, H, J, H	Splits text into three columns.
Alt, H, J, T	Splits text into two columns.
Alt, H, J, O	Splits text into one column.
Alt, H, A, T, R	Align text right (If text direction is not horizontal).
Alt, H, A, T, C	Align text center (If text direction is not horizontal).
Alt, H, A, T, L	Align text left (If text direction is not horizontal).
Alt, H, A, X, S	Text direction: Stacked.
Alt, H, A, X, O	Text direction: Rotate all text 270°.
Alt, H, I, D	Duplicate Selected Slides - Duplicate Selected Slides - Home > Slides > Duplicate Selected Slides
Alt, H, N, N	Bullets and Numbering... - Numbering Settings... - Home > Paragraph > Bullets and Numbering...
Alt, H, U, N	Bullets and Numbering... - Bullets and Numbering... - Home > Paragraph > Bullets and Numbering...
Alt, A, A, A, E	Displays more Entrance Effects. (Advanced Animation)
Alt, A, A, A, M	Displays more Emphasis Effects. (Advanced Animation)
Alt, A, A, A, X	Displays more Exit Effects. (Advanced Animation)
Alt, A, A, A, P	Displays more Motion Paths. (Advanced Animation)
Alt, A, A, A, O	Displays OLE Action Verbs. (Advanced Animation)
Alt, H, F, C, M	More Font Colors
Alt, H, F, C, E	Eyedropper - Select a text fill color by clicking on the screen. - Home > Font > Eyedropper
Alt, H, K, L	Line Spacing Options... - Home > Paragraph > Line Spacing > Line Spacing Options...
Alt, N, I	Hyperlink... - Create a link in your document for quick access to webpages and files.Hyperlinks can also take you to places in your document.Tell me more - Insert > Links > Hyperlink...
Page-Up	Previous Slide
Page-Down	Next Slide
Alt, H, G, P	Selection Pane... - See a list of all your objects.This makes it easier to select objects, change their order, or change their visibility. - Home > Drawing > Arrange > Selection Pane...
Alt, H, S, E, G, M	More Glow Colors - Home > Drawing > Shape Effects > Glow > More Glow Colors > More Glow Colors
Alt, H, S, E, G, M, M	More Colors... - More Glow Colors... - Home > Drawing > Shape Effects > Glow > More Glow Colors > More Colors...
Alt, H, S, E, G, M, E	Eyedropper - Select a glow color by clicking on the screen. - Home > Drawing > Shape Effects > Glow > More Glow Colors > Eyedropper
Alt, W, W	Switch Windows

Alt, S, D, O	Office Presentation Service - Anyone using the link can see the slide show while you're presenting online. - Slide Show > Start Slide Show > Present Online > Office Presentation Service
Alt, L, V	Opens visual basic editor.
Alt, H, V, E	Paste and embed.
Alt, H, V, S	Paste and use destination styles.
Alt, H, V, T	Paste and keep text only.
Alt, H, V, K	Paste and keep source formatting.
Alt, H, V, U	Paste as picture.
Alt, H, V, H	Paste and use destination theme.
Ctrl+O	Open File
Ctrl+F4	Closes the current presentation.
Ctrl+W	Closes the current presentation.
Alt, H, V	Displays paste options.
Alt, H, I	Opens the New Slide dialog.
Alt, H, C	Copy
Alt+F11	Opens visual basic editor.
Ctrl+S	Saves the file.
Ctrl+P, Enter	Prints the current presentation.
Alt, M, N	Includes the page number in the printed handouts or notes.
Alt, M, J	Includes a separate box with the slide text on the notes page.
Alt, M, D	Includes the date in the printed handouts or notes.
Alt, M, M	Hides any graphics on the slide that are part of the background theme.
Alt, M, F	Displays or hides the footer placeholders.
Alt, M, E	Displays or hides the title placeholder.
Alt, M, C	Closes Master View and returns to edit the slide show.
Alt, M, G	Displays the Format Background task pane to fine-tune formatting for the background.
Alt, M, L	Sets the elements to include in the slide master.
Alt, M, V	Preserves the selected master so that it remains with the presentation even if it is not used.
Alt, F, E	File Export Dialog
Alt, F, H	Saves and sends the file.
Alt, F, I	File Info Dialog
Alt+F4	Closes the application.
F2	Changes Text of element / Renames a focused item.
F4	Opens the look in list when opening or saving a documents.
Ctrl+F12	Open File
F12	Saves the file under a different name.
Ctrl+Shift+F6	Switches to the previous PowerPoint Window
Ctrl+F6	Switches to the next PowerPoint Window
Shift+F6	Moves to a pane from another pane in the program window (counterclockwise direction).
F6	Moves to the next task pane from another pane in the program window (clockwise direction).
Alt, W, J	Notes
Alt, W, U	Edits and jumps between your slides in the Outline pane.
Shift+F7	Suggests other words with a similar meaning to the word you have selected.
Alt, G, F	Displays the Format Background dialog box.
Alt, N, L	Adds a comment about the selection.
Ctrl+Shift+Tab	Switches between Slides and Outline tabs in the Outline and Slides pane in Normal view.
Alt, W, X	Displays the Grid and Guides dialog box.
Ctrl+Tab	Switches to a different currently open window.
Alt, W, V	Moves the splitters which separate the different sections of the window.

Alt, W, T	Displays the Notes Page to edit the speaker notes as they'll look when you print them out.
Alt, W, S	Displays drawing guides on screen.
Alt, W, R	Displays the rulers, used to measure and line up objects in the document.
Alt, W, Q	Displays the Zoom dialog box to specify the zoom level of the document.
Alt, W, O	Displays this presentation in grayscale, and customize how the colors are translated into grayscale.
Alt, W, N	Opens a new window containing a view of the current document.
Alt, W, M	Opens Slide Master view to change the design and layout of the master slides.
Alt, W, L	Displays the presentation in Normal view.
Alt, W, K	Opens Notes Master view.
Alt, W, I	Displays the presentation in Slide Sorter view to easily rearrange slides.
Alt, W, H	Opens Handout Master view to change the design and layout of printed handouts.
Alt, W, G	Displays or hides the grid.
Alt, W, F	Zooms the presentation so that the slide fills the window.
Alt, W, E	Cascades the open document windows on the screen so that they overlap.
Alt, W, D	Displays the presentation as a slide show that fits within the window.
Alt, W, C	Displays this presentation in full color.
Alt, W, B	Displays this presentation in black and white, and customize how the colors are translated into black and white.
Alt, W, A	Tiles all open program windows side-by-side on the screen.
Alt, S, W	Displays play controls when you move the pointer over audio and video clips during the slide show.
Alt, S, V	Displays the full-screen slide show using Presenter View.
Alt, S, U	Plays back slide and animation timings during slide show.
Alt, S, T	Starts a full-screen slide show in which you can rehearse your presentation.
Alt, S, S	Sets up advanced options for the slide show, such as kiosk mode.
Alt, S, P	Plays back audio narrations and laser pointer gestures during slide show.
Alt, S, H	Hides the current slide from the presentation.
Alt, S, C	Starts the slide show from the current slide.
Alt, S, B	Starts the slide show from the first slide.
Alt, R, W	Ends the presentation review, applying the current accept and reject decisions.
Alt, R, V	Navigates to the previous comment in the document.
Alt, R, S	Checks the spelling of the text.
Alt, R, R	Opens the Research Task Pane to search through reference materials.
Alt, R, N	Navigates to the next comment in the document.
Alt, R, I	Displays the reviewing pane when reviewing changes.
Alt, R, H	Navigates to the next revision in the document so that you can accept or reject it.
Alt, R, G	Compares and combines another presentation with your current presentation.
Alt, R, F	Navigates to the previous revision in the document so that you can accept or reject it.
Alt, R, E	Suggests other words with a similar meaning to the word you have selected.
Alt, R, C	Adds a comment about the selection.
Alt, N, X	Inserts a text box into the document, or adds text to the selected shape.
Alt, N, W	Inserts decorative text in your document.
Alt, N, U	Inserts characters that are not on your keyboard, such as copyright symbols, trademark symbols, paragraph marks, and Unicode characters.
Alt, N, P	Inserts a picture from a file.
Alt, N, M	Inserts a SmartArt graphic to visually communicate information.
Alt, N, K	Adds an action to the selected object to specify what should happen when you click on it or hover over it with your mouse.
Alt, N, J	Inserts an embedded object.
Alt, N, H	Edits the Header or Footer of the document. The information in the Header or Footer will appear at the top or bottom of each printed page.
Alt, N, F	Inserts Clip Art into the document to illustrate a specific concept.

Alt, N, E	Insert Equation
Alt, N, D	Inserts the current date or time into the current document.
Alt, N, C	Inserts a chart to illustrate and compare data.
Alt, K, U	Selects a sound to play during the transition between the previous slide and the current slide.
Alt, K, T	Sets a special effect that will be applied during the transition between the previous slide and the current slide.
Alt, K, P	Previews the transition for this slide.
Alt, K, O	Changes to a variation of the selected transition. Variations let you change properties of a transition effect.
Alt, K, M	Waits for a mouse click to move to the next slide.
Alt, K, L	Sets the transition between all slides in the presentation to be like the transition you have set up for the current slide.
Alt, K, I	Moves to the next slide after a certain number of seconds.
Alt, K, F	Moves to the next slide after a certain number of seconds.
Alt, K, E	Specifies the length of a transition.
Alt, H, X	Cuts the selection and puts it on the Clipboard.
Alt, H, U	Displays a list of available kinds of bullet points.
Alt, H, Q	Resets the position, size, and formatting of the slide placeholders to their default settings.
Alt, H, O	Displays the Format Shape dialog box.
Alt, H, N	Specifies the line numbering to use.
Alt, H, M	Converts text to a SmartArt graphic to visually communicate information.
Alt, H, L	Changes the layout of the selected slide.
Alt, H, K	Specifies the line spacing to use.
Alt, H, E	Clears all the formatting from the selection, leaving only the plain text.
Alt, H, 5	Adds a shadow behind the selected text to help it stand out on the slide.
Alt, H, 4	Draws a line through the middle of the selected text.
Alt, H, 3	Underlines the selected text.
Alt, H, 2	Applies or removes italic formatting.
Alt, H, 1	Applies or removes bold formatting.
Alt, F, T	Options Dialog
Alt, F, S	Saves the file under a different name.
Alt, F, P	Print File Dialog
Alt, F, O	Open File
Alt, F, N	New File Dialog
Alt, F, C	Closes the current presentation.
Alt, F, A	Saves the file under a different name.
Alt, A, T	Sets the time when an animation starts to play.
Alt, A, S	Displays the Effect Options dialog box.
Alt, A, O	Applies an animation effect to the selected object.
Alt, A, M	Displays the Effect Options dialog box.
Alt, A, L	Moves the current animation to play later.
Alt, A, E	Moves the current animation to play earlier.
Alt, A, C	Displays the Animation Pane to create custom animations.
Ctrl+D	Duplicates a marked object.
Ctrl+Delete	Deletes one word to the right.
Delete	Deletes one character to the right.
Ctrl+Backspace	Deletes one word to the left.
Shift+Arrow-Down	Selects one line down.
Shift+Arrow-Up	Selects one line up.
Ctrl+Shift+Arrow-Left	Extends a selection to the beginning of a word.
Ctrl+Shift+Arrow-Right	Extends a selection to the end of a word.
Shift+Arrow-Left	Selects one character to the left.
Shift+Arrow-Right	Selects one character to the right.

Ctrl+Enter	Moves to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide.
Ctrl+Home	Moves to the beginning of a text box.
Ctrl+End	Moves to the end of a text box.
Ctrl+Arrow-Down	Moves down one paragraph.
Ctrl+Arrow-Up	Moves up one paragraph.
Home	Moves to the beginning of a line.
End	Moves to the end of a line.
Ctrl+Arrow-Right	Moves one word to the right.
Ctrl+Arrow-Left	Moves one word to the left.
Arrow-Down	Moves one line down.
Arrow-Up	Moves one line up.
Arrow-Right	Moves one character to the right.
Arrow-Left	Moves one character to the left.
F1	Opens the Help window.
Ctrl+Shift+F	Opens the Font dialog box to change the formatting of characters.
Ctrl+F1	Hides or displays the Ribbon.
Ctrl+F5	Broadcasts the open presentation to a remote audience using the PowerPoint web application.
Shift+F5	Starts the slide show from the current slide.
F5	Starts the slide show from the first slide.
Ctrl+Shift+D	Duplicates a selected slide.
Ctrl+M	Inserts a new slide.
Ctrl+N	Builds a new presentation.
Ctrl+R	Aligns a paragraph to the right.
Ctrl+L	Aligns a paragraph to the left.
Ctrl+J	Justifies a paragraph.
Ctrl+E	Aligns a paragraph to the center.
Ctrl+K	Creates a link to a Web page, a picture, an e-mail address, or a program.
Ctrl+Spacebar	Clears all the formatting from the selection, leaving only the plain text.
Ctrl+Shift+=	Applies superscript formatting (automatic spacing).
Ctrl+=	Applies subscript formatting (automatic spacing).
Ctrl+I	Applies or removes italic formatting.
Ctrl+U	Underlines the selected text.
Ctrl+B	Applies or removes bold formatting.
Shift+F3	Changes the case of letters between sentence, lowercase, or uppercase.
Alt, N, A, P, S	Insert Office App... - View Additional Available Apps for Office.
Alt, S, N, C, T	Clear Timing on Current Slide.
Alt, S, N, C, A	Clear Timings on All Slides.
Alt, S, N, C, N	Clear Narration on Current Slide.
Alt, S, N, C, A, A	Clear Narrations on All Slides.
Alt, G, V, C, R	Design variants - Reset Slide Theme Colors.
Alt, A, A, P	Animation Painter - Like the animation of a particular object? You can apply that effect to other objects in your presentation. To get started: 1) Select the object with the animation you like 2) Click Animation Painter 3) Select something else to automatically apply the animation FYI: To apply the animation to multiple objects, double-click Animation Painter.
Alt, A, S, E	Displays More Entrance Effects (Animation).
Alt, A, S, M	Displays More Emphasis Effects (Animation).
Alt, A, S, X	Displays More Exit Effects (Animation).
Alt, A, S, P	Displays More Motion Paths (Animation).
Alt, A, S, O	Displays OLE Action Verbs (Animation).
Alt, H, S, H	Recently Used Shapes.
Alt, S, M, W	Custom Shows...