

























PowerPoint short-cut cheat sheet

for Windows

	Undo	Ctrl + Z
	Redo	Ctrl + Y
	Cut	Ctrl + X
	Copy	Ctrl + C
	Paste	Ctrl + V
	Paste special	Ctrl + Alt + V
	Duplicate objects	Ctrl + mouse button
	Move on a straight axis	Shift + mouse button
	Keep aspect when resizing	Shift + mouse button
	Rotate by 15° increments	Shift + mouse button
	Multiple object select	Ctrl or Shift + mouse button
	Select all	Ctrl + A
	Nudge move	↑ ↓ ← →
	Cycle through layers/objects	Tab

	Group	Ctrl + G
	Ungroup	Ctrl + Shift + G
	Decrease/increase font size	Ctrl + [or]
	Change type casing	Shift + F3
	Find and replace text	Ctrl + H
	Add new slide	Ctrl + M
	Duplicate slide	Ctrl + D
	Run slideshow	F5
	Run slideshow from current slide	Shift + F5
	Jump to specific slide (slideshow mode)	Slide number + Enter
	Copy style formatting	Ctrl + Shift + C
	Paste style formatting	Ctrl + Shift + V
	Animation painter	Alt + Shift + C