



Key PowerPoint shortcuts

Insert slide:

Enter from slides thumbnails

Change text level:

Alt + Shift + Left/Right Arrow

Select all shapes in slide: **Ctrl + A**

Select all slides: **Ctrl + A**

Duplicate object: **Ctrl + drag object**

Move object horizontally or vertically:

Shift + move object

Move object precisely:

Alt + move object

Start slide show from beginning: **F5**

Start slide show from current slide:

Shift + F5

End slide show: **Esc**

Change the order of bulleted text in text boxes:

Alt + Shift + Up/Down Arrow Key

Change the indent-level of bulleted text in text boxes:

Alt + Shift + Right/Left Arrow Key

Resize an object while keeping them regular and in proportion:

Hold Shift while you're resizing an object with your pointer/mouse

Duplicate your shape or object without copy & paste:

Ctrl + Drag the shape with your pointer/mouse

Ensure that your lines are actually straight:

Insert the shape → **Right click** → **Format Shape** → **Size & Properties** → **Set "Width" or "Height" to "0"**

Transform a number into a footnote superscript:

Type in the number of the footnote (e.g., 1, 2, 3) → **Highlight the number** → **Hold Ctrl + Shift + the equal sign (=)**

Adjust the case of your text by toggling between text cases (lowercase, title case and all caps):

Highlight + Shift + F3

