

I am a Keyboard Person!

Creating a presentation

Ctrl	↑ Shift	> .	Increase font size
Ctrl	↑ Shift	< ,	Decrease font size
↑ Shift	F3		Change case i.e. lower → Proper → UPPER → lower etc.
Ctrl	G		G roup selected shapes or pictures
Ctrl	↑ Shift	G	un G roup selected shapes or pictures
Ctrl	{		Send object back one position
Ctrl	}		Send object forward one position
Ctrl	↑ Shift	{	Send object to back
Ctrl	↑ Shift	}	Send object to front

Delivering a presentation

F5		Start a presentation from the beginning
↑ Shift	F5	Start a presentation from the current slide
B		Display a blank B lack slide
W		Display a blank W hite slide
Ctrl	L	Start the L aser pointer
Ctrl	P	Change the pointer to a P en
E		E rase on-screen annotations
Ctrl	A	Change the pointer to an A rrow

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Alphabetical Ctrl Shortcuts

Ctrl	A	Select A ll	Ctrl	N	N ew presentation
Ctrl	B	B old	Ctrl	O	O pen
Ctrl	C	C opy	Ctrl	P	P rint
Ctrl	D	D uplicate slide	Ctrl	Q	Q uit PowerPoint
Ctrl	E	Align c E ntre	Ctrl	R	Align R ight
Ctrl	F	F ind	Ctrl	S	S ave
Ctrl	G	G roup	Ctrl	T	Display Fon T dialog box
Ctrl	H	Replace	Ctrl	U	<u>U</u> nderline
Ctrl	I	<i>I</i> talics	Ctrl	V	Paste
Ctrl	J	J ustify a paragraph	Ctrl	W	Close W indow
Ctrl	K	Insert Hyperlin K	Ctrl	X	Cut
Ctrl	L	Align L eft	Ctrl	Y	Redo
Ctrl	M	New slide	Ctrl	Z	Undo

F Key Shortcuts

F1	Help	F7	Spell check
F2	Edit text in a text box	F10	Activate ribbon 'Key Tips'
F5	Start slide show from beginning	F12	Save as