

PowerPoint 2003 Keyboard Shortcuts

<p>Standard</p> <p>Ctrl + N - New Presentation Ctrl + O - Open Presentation Ctrl + W - Close Presentation Alt + F4 - Quit PowerPoint Ctrl + Q - Quit PowerPoint Ctrl + S - Save F12 - Save As Ctrl + M - New Slide Ctrl + P - Print Ctrl + Z - Undo Ctrl + Y - Redo Ctrl + K - Hyperlink F1 - Help F7 - Spell Check Shift + F7 - Thesaurus Alt + F8 - Macros Alt + F11 - VB Editor</p>	<p>Selection and Navigation</p> <p>Ctrl + F - Find Ctrl + H - Replace Ctrl + Enter - Next Placeholder Ctrl + Home - Start of Presentation Ctrl + End - End of Presentation Page Up or Up Arrow - Previous Slide Page Down or Down Arrow - Next Slide Ctrl + A - Select All Shift + Home - Select the Rest of the Presentation Before the Cursor Shift + End - Select the Rest of the Presentation After the Cursor Tab - Next Object Shift + Tab - Previous Object</p>
<p>Formatting</p> <p>Ctrl + B - Bold Ctrl + I - Italic Ctrl + U - Underline Shift + F3 - Change Case Ctrl + E - Centre Align Ctrl + L - Left Align Ctrl + R - Right Align</p>	<p>Moving and Copying</p> <p>Ctrl + X - Cut Ctrl + C - Copy Ctrl + V - Paste Ctrl + D - Duplicate Click and Drag - Move Ctrl + Click and Drag - Copy</p>
<p>Handling Objects</p> <p>Ctrl + G - Grids and Guides Ctrl + Shift + G - Group Objects Ctrl + Shift + H - Ungroup Objects Ctrl + Shift + J - Regroup Objects Arrow Keys - Nudge Object One Grid Unit Shift + Resize - Resize Maintaining Proportions Shift + Drag - Move while Maintaining Alignment Shift + Ctrl + Drag - Copy while Maintaining Alignment</p>	<p>Slide Show</p> <p>F5 - Begin slide show Esc - End slide show Ctrl + P - Change Pointer to Pen Ctrl + H - Hide Pointer Ctrl + A - Change Pointer to Arrow Ctrl + E - Change Pointer to Eraser Ctrl + M - Show/Hide Ink Markup E - Erase Ink on Screen Number then Enter - Got to that slide Ctrl + S - All Slides Dialogue Box B - Blacks/Unblacks the Screen W - Whites/Unwhites the Screen</p>
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