

## PowerPoint 2007 Keyboard Shortcuts

<p><b>Standard</b></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><b>Selection and Navigation</b></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><b>Formatting</b></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><b>Moving and Copying</b></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><b>Handling Objects</b></p> <p>Shift + F9 - Show/Hide Grid          Alt + F9 - Show/Hide Guides          Ctrl + G - Group Objects          Ctrl + Shift + G - 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><b>Slide Show</b></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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