**PowerPoint® Cheat Sheet**

Effective 6/1/18 – PowerPoint 2016 version. Many commands also available in earlier versions.

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| **How to add items to your Quick Access Toolbar**Click this drop-down to open window for customization.Click More Commands to see a full list of choices. | **The most frequently used PowerPoint shortcuts**

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| **To do this** | **Press** |
| Create new presentation | Ctrl+N |
| Make selected text bold. | Ctrl+B |
| Change the font size for selected text. | Alt+H, F, and then S |
| Change the zoom for the slide.  | Alt+W, Q |
| Cut selected text, object, or slide. | Ctrl+X |
| Copy selected text, object, or slide. | Ctrl+C |
| Paste cut or copied text, object, or slide. | Ctrl+V |
| Undo the last action. | Ctrl+Z |
| Save the presentation. | Ctrl+S |
| Insert a picture. | Alt+N, P |
| Insert a shape. | Alt+H, S, and then H |
| Select a theme. | Alt+G, H |
| Select a slide layout. | Alt+H, L |
| Go to the next slide. | Page Down |
| Go to the previous slide. | Page Up |
| Go to the Home tab. | Alt+H |
| Move to the Insert tab. | Alt+N |
| Start the slide show. | Alt+S,B |
| End the slide show. | Esc |
| Close PowerPoint. | Alt+F, X |

There are many more keyboard shortcuts. For a full list, search the online help for “Shortcuts”. |

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| **Customize Ribbons – Your “menus”** Right click on Ribbon tab, then click Customize the Ribbon. THEN…Modify the Ribbon using this window and click OK.  | **Use access keys to get to ribbon by using Key Tips**1. Press Alt. The Key Tips appear in small squares by each ribbon command.

key tips on the ribbon in PowerPoint1. To select a command, press the letter shown in the square Key Tip that appears by it. For example, press F to open the **File** Tab; H to open the **Home** Tab; N to open the **Insert** Tab, and so on.

zoom in on keytips on the ribbon in PowerpointDepending on which letter you press, you may be shown additional Key Tips. For example, if you press Alt+F, Backstage view opens on the **Info** page, which has a different set of Key Tips.  |
| **Navigate the ribbon with only the keyboard**To get to the ribbon, press Alt, and then, to move between tabs, use the Right Arrow and Left Arrow keys OR to go directly to a tab on the ribbon, press one of the following access keys.

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| **To do this** | **Press** |
| Open the File page. | Alt+F |
| Open the Home tab. | Alt+H |
| Open the Insert tab. | Alt+N |
| Open the Design tab. | Alt+G |
| Open the Transitions tab. | Alt+T |
| Open the Animations tab. | Alt+A |
| Open the Slide Show tab. | Alt+S |
| Open the Review tab. | Alt+R |
| Open the View tab. | Alt+W |
| Open the Tell me box. | Alt+Q, and then enter the search term |

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