



### CURSOR MOVEMENT

Keystroke	Action	Keystroke	Action
PAGE UP	Next Slide	F6	Next or previous object on the current slide
PAGE DOWN	Previous Slide	SHIFT + F6	Next or previous object on the current slide
CTRL + HOME	To the beginning of the document	CTRL + ENTER	Next object (if at the last object it creates a new slide)
CTRL + END	To the end of the document	CTRL + F1	Close the Task Pane (PPT 2003, 2003)
		CTRL + F	Find
		CTRL + R	Replace

### EDIT/FORMAT KEYS

Keystroke	Action
CTRL + M	Add a slide
CTRL + D (In Slide Sorter View)	Duplicate and paste the selected slide
CTRL + ] or [	Increase/decrease font size by 1 point

### MENU COMMANDS

Keystroke	Action
Ctrl + S	Save
CTRL + P	Print
SHIFT + ENTER	Insert line break (new line w/o a bullet)

### SLIDE SHOW KEYBOARD SHORTCUTS

Keystroke	Action	Keystroke	Action
SHIFT + F5	Start the Slide Show	ESC	Cancel the Slide Show
ENTER, PGDN, →	Advance to next slide or next animation	W	Display a white screen
A	Show arrow / hide arrow (a toggle key)	CTRL + H	Hide the pointer (arrow or pen)
B	Display a Black Screen	Ctrl + A	Show the pointer (arrow or pen)
# ENTER	Type a slide number and ENTER to go to that slide	CTRL + P	Change the arrow to a pen
SHIFT + ENTER	Insert line break (new line w/o a bullet)	E	Erase annotation drawn by the pen