PowerPoint Keyboard Shortcuts for Mac

The 28 shortcuts to know first

ShortcutFoo

Essentials

Cmd + Shift + D	Duplicate the slide
PgDn	Go to the next slide
PgUp	Go to the previous slide
Cmd + Shift + Enter	Start the slide show
Esc	End the slide show
Opt + Enter	Start Presenter view

Format text

Cmd + Opt + Shift + C	Copy the animation
Cmd + Opt + Shift + V	Paste the animation
Cmd + Shift + >	Increase the font size
Cmd + Shift + <	Decrease the font size
Cmd + Opt + M	Open the Paragraph dialog
Shift + F3	Change the case

Objects

Ctrl + D	Duplicate the selected objects
Cmd + Opt + G	Group
Cmd + Opt + Shift + G	Ungroup
Cmd + Opt + J	Regroup
Cmd + Opt + Shift + F	Bring forward one position
Cmd + Opt + Shift + B	Send back one position

Text and slides

Cmd + [	Promote the paragraph
Cmd +]	Demote the paragraph
Cmd + F	Search in the presentation
Cmd + Shift + H	Open Find and Replace
Cmd + Up	Move the slide up

Views

Cmd + Shift + Down	Move the slide to the end
Cmd + 1	Normal view
Cmd + 2	Slide Sorter view
Cmd + 3	Notes Page view
Cmd + 4	Outline view

See all 63 shortcuts and practice them free

shortcutfoo.com/app/dojos/powerpoint-mac

Typing drills + spaced repetition