PowerPoint Keyboard Shortcuts for Windows

ShortcutFoo

The 30 shortcuts to know first

Essentials

Ctrl + M	Add a new slide
Ctrl + Shift + D	Duplicate the slide
PgDn	Go to the next slide
PgUp	Go to the previous slide

Format text

Ctrl + Shift + F	Open the Font dialog
Ctrl + Shift + >	Increase the font size
Ctrl + Shift + <	Decrease the font size
Shift + F3	Change the case

Slides and views

Ctrl + Up	Move the slide up
Ctrl + Down	Move the slide down
Ctrl + Shift + Up	Move the slide to the beginning
Ctrl + Shift + Down	Move the slide to the end

Ribbon tabs

Alt + H	Go to the Home tab
Alt + N	Go to the Insert tab
Alt + G	Go to the Design tab

Objects

Ctrl + D	Duplicate the selected objects
Ctrl + G	Group
Ctrl + Shift + G	Ungroup
Ctrl + Shift + J	Regroup

Outline

Alt + Shift + Left	Promote the paragraph
Alt + Shift + Right	Demote the paragraph
Alt + Shift + Up	Move paragraphs up
Alt + Shift + Down	Move paragraphs down

Panes

F6	Cycle through panes
Shift + F6	Cycle backward through panes
Ctrl + F1	Expand or collapse the ribbon
Alt + F10	Open the Selection pane

Ribbon commands

Alt + W	Go to the View tab
Alt + N X	Insert a text box
`Alt+N SH`	Insert a shape

See all 77 shortcuts and practice them free

shortcutfoo.com/app/dojos/powerpoint-win

Typing drills + spaced repetition