













Microsoft PowerPoint 2003

Microsoft PowerPoint 2003 Shortcuts

● Formatting Shortcuts

| | | |
|-----------------------|---|--|
| [CTRL]+[T] | | Open the Font window (Format Font window). |
| [CTRL]+[B] |  | Add or remove boldface. |
| [CTRL]+[I] |  | Add or remove italics. |
| [CTRL]+[U] |  | Add or remove underlines. |
| [CTRL]+[=] | | Add or remove subscript formatting. |
| [CTRL]+[SHIFT]+[+] | | Add or remove superscript formatting. |
| [CTRL]+[SHIFT]+[F] |  | Change the font. |
| [CTRL]+[SHIFT]+[P] |  | Change the font size. |
| [CTRL]+[SHIFT]+[>] |  | Increase the font size. |
| [CTRL]+[SHIFT]+[<] |  | Decrease the font size. |
| [SHIFT]+[F3] | | Toggle though the case of letters. |
| [CTRL]+[SPACEBAR] | | Remove manual character formatting. |
| [CTRL]+[L] |  | Align the paragraph on the left. |
| [CTRL]+[E] |  | Center a paragraph. |
| [CTRL]+[R] |  | Align the paragraph on the right. |
| [CTRL]+[J] | | Fully justify a paragraph. |
| [ALT]+[SHIFT]+[RIGHT] |  | Increase the paragraph indent. |
| [ALT]+[SHIFT]+[LEFT] |  | Decrease the paragraph indent. |

Microsoft PowerPoint 2003

● Text Manipulation and Cursor Movement

| | |
|-----------------------|---|
| [CTRL]+[A] | Select All. When inside a text frame, such as a heading, select all of the text in that frame. When no frame is selected, select all frames. Or, select all slides from the thumbnail view. |
| [CTRL]+[C] | Copy. Copy to the windows clipboard anything that you have selected. |
| [CTRL]+[V] | Paste. Paste anything you've copied to the Windows clipboard. If you copied a slide from thumbnail view, a new slide will be pasted. If you copied text, that will be pasted; likewise with a whole text frame. |
| [CTRL]+[F] | Open the Find window. |
| [CTRL]+[H] | Open the Find And Replace window. |
| [CTRL]+[K] | Open either the Insert Hyperlink window or the Edit Hyperlink window, in which you can add or edit new or existing hyperlinks. |
| [CTRL]+[W] | Close the selected window. |
| [CTRL]+[X] | Cut. Cut the selection from the presentation and copy it to the Windows clipboard. |
| [CTRL]+[LEFT] | Move the cursor one word to the left. |
| [CTRL]+[RIGHT] | Move the cursor one word to the right. |
| [END] | Move the cursor to the end of the line. |
| [HOME] | Move the cursor to the beginning of the line. |
| [CTRL]+[U] | Move the cursor up a paragraph. |
| [CTRL]+[DOWN] | Move the cursor down a paragraph. |
| [CTRL]+[END] | Move the cursor to the end of the text box. |
| [CTRL]+[HOME] | Move the cursor to the beginning of the text box. |
| [CTRL]+[ENTER] | Move the cursor to the next title or body text. Starts a new slide when you're in the last placeholder on a slide. |

Microsoft PowerPoint 2003

Keyboard Shortcuts Available During Presentations

| | |
|--|---|
| Number+[ENTER] | Go to the specified slide number. |
| [A] or [=] | Show or hide mouse pointer. |
| [B] or [.] | Display a black screen, or go back to the presentation from a black screen. |
| [H] | Go to the next hidden slide. |
| [CTRL]+[H] | Hide the mouse pointer and navigation button. |
| [N] or [ENTER] or [PAGE DOWN] or [RIGHT ARROW] or [DOWN ARROW] or [SPACEBAR] | Advance to the next slide or animation. |
| [P] or [PAGE UP] or [LEFT ARROW] or [UP ARROW] or [BACKSPACE] | Perform the previous animation or return to the previous slide. |
| [CTRL]+[S] | Open the All Slides dialog box. |
| [T] | Set new timings while rehearsing. |
| [CTRL]+[T] | View Windows task bar. |
| [W] or COMMA [,] | Display a white screen, or go back to the presentation from a white screen. |
| [ESC] or [BREAK] or HYPHEN [-] | End the presentation. |
| [SHIFT]+[F10] | Display the shortcut menu. |

Other Keyboard Shortcuts

| | |
|------------|---|
| [CTRL]+[N] | Create a new file. |
| [CTRL]+[O] | Open a file. |
| [CTRL]+[P] | Print your worksheet. This opens the Print window. |
| [CTRL]+[S] | Save the current presentation. Opens the Save window if the file has not been previously saved. |
| [CTRL]+[Y] | Repeats the last command or action. |
| [CTRL]+[Z] | Undo. Use the Undo command to reverse the last command or to delete the last item you typed. |