

Keyboard Shortcuts for Microsoft PowerPoint 2007

(Modified from: <http://office.microsoft.com/en-us/powerpoint-help/keyboard-shortcuts-for-use-while-delivering-a-presentation-in-powerpoint-2010-HP010336520.aspx>
and
<http://office.microsoft.com/en-us/powerpoint-help/keyboard-shortcuts-for-use-while-creating-a-presentation-in-powerpoint-2010-HP010336519.aspx> - retrieved 6/15/2010)

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Finding and using keyboard shortcuts

For keyboard shortcuts in which you press two or more keys simultaneously, the keys to press are separated by a plus sign (+) in Microsoft Office Word 2007 Help. For keyboard shortcuts in which you press one key immediately followed by another key, the keys to press are separated by a comma (,).

Microsoft Office basics

To do this	Press
Switch to the next window.	ALT+TAB
Switch to the previous window.	ALT+SHIFT+TAB
Close the active window.	CTRL+W or CTRL+F4
Restore the size of the active window after you maximize it.	ALT+F5
Move to a task pane from another pane in the program window (clockwise direction). You may need to press F6 more than once.	F6
Move to a task pane from another pane in the program window (counterclockwise direction).	SHIFT+F6
When more than one window is open, switch to the next window.	CTRL+F6
Switch to the previous window.	CTRL+SHIFT+F6
Maximize or restore a selected window.	CTRL+F10
Copy a picture of the screen to the Clipboard.	PRINT SCREEN
Copy a picture of the selected window to the Clipboard.	ALT+PRINT SCREEN

Use dialog boxes

To do this	Press
Move from an open dialog box back to the document, for dialog boxes such as Find and Replace that support this behavior.	ALT+F6
Move to the next option or option group.	TAB
Move to the previous option or option group.	SHIFT+TAB
Switch to the next tab in a dialog box.	CTRL+TAB
Switch to the previous tab in a dialog box.	CTRL+SHIFT+TAB
Move between options in an open drop-down list, or between options in a group of options.	Arrow keys
Perform the action assigned to the selected button; select or clear the selected check box.	SPACEBAR
Select an option; select or clear a check box.	ALT+ the letter underlined in an option
Open a selected drop-down list.	ALT+DOWN ARROW
Select an option from a drop-down list.	First letter of an option in a drop-down list
Close a selected drop-down list; cancel a command and close a dialog box.	ESC
Run the selected command.	ENTER

Use edit boxes within dialog boxes

An edit box is a blank in which you type or paste an entry, such as your user name or the path to a folder.

To do this	Press
Move to the beginning of the entry.	HOME
Move to the end of the entry.	END
Move one character to the left or right.	LEFT ARROW or RIGHT ARROW
Move one word to the left.	CTRL+LEFT ARROW
Move one word to the right.	CTRL+RIGHT ARROW
Select or unselect one character to the left.	SHIFT+LEFT ARROW
Select or unselect one character to the right.	SHIFT+RIGHT ARROW
Select or unselect one word to the left.	CTRL+SHIFT+LEFT ARROW
Select or unselect one word to the right.	CTRL+SHIFT+RIGHT ARROW
Select from the insertion point to the beginning of the entry.	SHIFT+HOME
Select from the insertion point to the end of the entry.	SHIFT+END

Use the Open and Save As dialog boxes

To do this	Press
Display the Open dialog box.	CTRL+F12 or CTRL+O
Display the Save As dialog box.	F12
Go to the previous folder. 	ALT+1
Up One Level  button: Open the folder one level above the open folder.	ALT+2
Delete  button: Delete the selected folder or file.	DELETE
Create New Folder  button: Create a new folder.	ALT+4
Views  button: Switch among available folder views.	ALT+5
Display a shortcut menu for a selected item such as a folder or file.	SHIFT+F10
Move between options or areas in the dialog box.	TAB
Open the Look in list.	F4 or ALT+I
Update the file list.	F5

Undo and redo actions

To do this	Press
Cancel an action.	ESC
Undo an action.	CTRL+Z
Redo or repeat an action.	CTRL+Y

Access and use task panes and galleries

To do this	Press
Move to a task pane from another pane in the program window. (You may need to press F6 more than once.)	F6
When a menu is active, move to a task pane. (You may need to press CTRL+TAB more than once.)	CTRL+TAB
When a task pane is active, select the next or previous option in the task pane.	TAB or SHIFT+TAB
Display the full set of commands on the task pane menu.	CTRL+SPACEBAR
Perform the action assigned to the selected button.	SPACEBAR or ENTER
Open a drop-down menu for the selected gallery item.	SHIFT+F10
Select the first or last item in a gallery.	HOME or END
Scroll up or down in the selected gallery list.	PAGE UP or PAGE DOWN

Close a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Close**, and then press ENTER.

Move a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Move**, and then press ENTER.
4. Use the arrow keys to move the task pane, and then press ENTER.

Resize a task pane

1. Press F6 to move to the task pane, if necessary.
2. Press CTRL+SPACEBAR.
3. Use the arrow keys to select **Size**, and then press ENTER.
4. Use the arrow keys to resize the task pane, and then press ENTER.

Access and use smart tags

To do this	Press
Display the shortcut menu for the selected item.	SHIFT+F10
Display the menu or message for a smart tag or for the AutoCorrect Options button  or the Paste options button  . If more than one smart tag is present, switch to the next smart tag and display its menu or message.	ALT+SHIFT+F10
Select the next item on a smart tag menu.	DOWN ARROW
Select the previous item on a smart tag menu.	UP ARROW
Perform the action for the selected item on a smart tag menu.	ENTER
Close the smart tag menu or message.	ESC

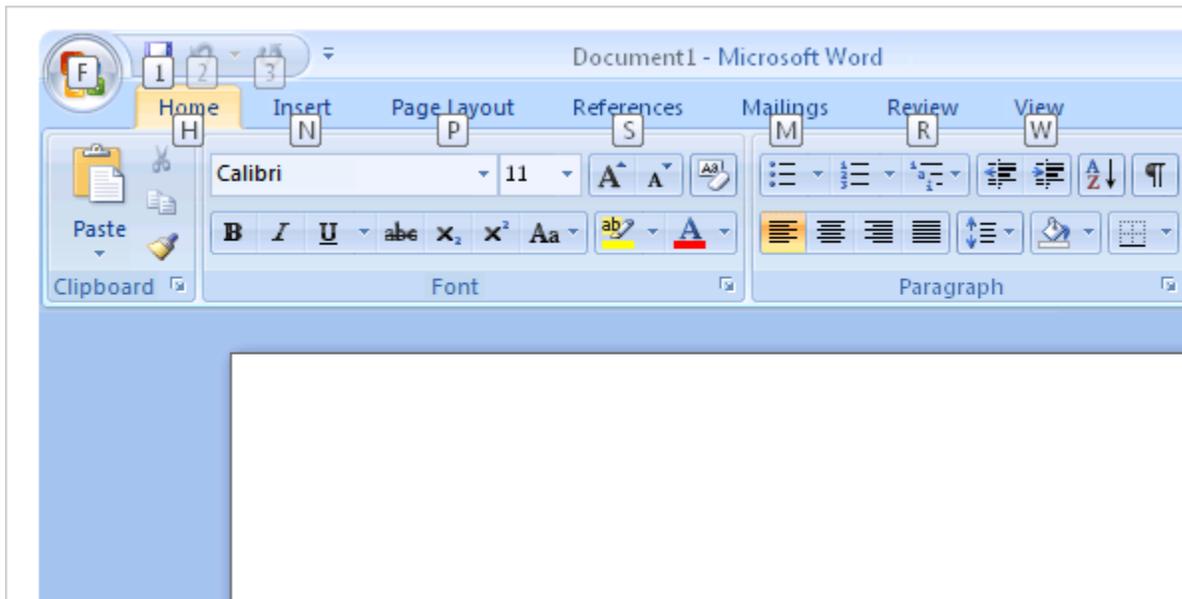
Navigating the Office Fluent Ribbon

Note The Ribbon is a component of the Microsoft Office Fluent user interface.

Access keys provide a way to quickly use a command by pressing a few keys, no matter where you are in the program. Every command in Office Word 2007 can be accessed by using an access key. You can get to most commands by using two to five keystrokes. To use an access key:

1. Press ALT.

The KeyTips are displayed over each feature that is available in the current view.



The above image was excerpted from [Training on Microsoft Office Online](#).

2. Press the letter shown in the KeyTip over the feature that you want to use.
3. Depending on which letter you press, you may be shown additional KeyTips. For example, if the **Home** tab is active and you press I, the **Insert** tab is displayed, along with the KeyTips for the groups on that tab.
4. Continue pressing letters until you press the letter of the command or control that you want to use. In some cases, you must first press the letter of the group that contains the command.

Note To cancel the action that you are taking and hide the KeyTips, press ALT.

Change the keyboard focus without using the mouse

Another way to use the keyboard to work with programs that feature the Office Fluent Ribbon is to move the focus among the tabs and commands until you find the feature that you want to use. The following table lists some ways to move the keyboard focus without using the mouse.

To do this	Press
Select the active tab of the Ribbon and activate the access keys.	ALT or F10. Press either of these keys again to move back to the document and cancel the access keys.
Move to another tab of the Ribbon.	F10 to select the active tab, and then LEFT ARROW or RIGHT ARROW
Hide or show the Ribbon.	CTRL+F1
Display the shortcut menu for the selected command.	SHIFT+F10
Move the focus to select each of the following areas of the window: <ul style="list-style-type: none">• Active tab of the Ribbon• Any open task panes• Status bar at the bottom of the window• Your document	F6
Move the focus to each command on the Ribbon, forward or backward, respectively.	TAB or SHIFT+TAB
Move down, up, left, or right, respectively, among the items on the Ribbon.	DOWN ARROW, UP ARROW, LEFT ARROW, or RIGHT ARROW
Activate the selected command or control on the Ribbon.	SPACEBAR or ENTER
Open the selected menu or gallery on the Ribbon.	SPACEBAR or ENTER
Activate a command or control on the Ribbon so you can modify a value.	ENTER
Finish modifying a value in a control on the Ribbon, and move focus back to the document.	ENTER
Get help on the selected command or control on the Ribbon. (If no Help topic is associated with the selected command, a general Help topic about the program is shown instead.)	F1

Common tasks in Microsoft PowerPoint

TO DO THIS	PRESS
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR
Perform the previous animation or return to the previous slide.	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i> .	<i>number</i>+ENTER
Display a blank black slide, or return to the presentation from a blank black slide.	B or PERIOD
Display a blank white slide, or return to the presentation from a blank white slide.	W or COMMA
Stop or restart an automatic presentation.	S
End a presentation.	ESC or HYPHEN
Erase on-screen annotations.	E
Go to the next slide, if the next slide is hidden.	H
Set new timings while rehearsing.	T
Use original timings while rehearsing.	O
Use mouse-click to advance while rehearsing.	M
Re-record slide narration and timing	R
Return to the first slide.	Press and hold Right and Left Mouse buttons for 2 seconds
Show or hide the arrow pointer	A or =

TO DO THIS	PRESS
Change the pointer to a pen.	CTRL+P
Change the pointer to an arrow.	CTRL+A
Change the pointer to an eraser	CTRL+E
Show or hide ink markup	CTRL+M
Hide the pointer and navigation button immediately.	CTRL+H
Hide the pointer and navigation button in 15 seconds.	CTRL+U
View the All Slides dialog box	CTRL+S
View the computer task bar	CTRL+T
Display the shortcut menu.	SHIFT+F10
Go to the first or next hyperlink on a slide.	TAB
Go to the last or previous hyperlink on a slide.	SHIFT+TAB
Perform the "mouse click" behavior of the selected hyperlink.	ENTER while a hyperlink is selected

Media shortcuts during presentation

TO DO THIS	PRESS
Stop media playback	ALT+Q
Toggle between play and pause	ALT+P
Go to the next bookmark	ALT+END
Go to the previous bookmark	ALT+HOME
Increase the sound volume	ALT+Up
Decrease the sound volume	ALT+Down
Seek forward	ALT+SHIFT+PAGE DOWN
Seek backward	ALT+SHIFT+PAGE UP
Mute the sound	ALT+U

TIP You can press F1 during your presentation to see a list of controls.