Microsoft® Office PowerPoint

Key Templates

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Microsoft PowerPoint Shortcut Keys Software Solutions	
Design Mode Ctrl Keys	
Home	First Slide
End	Last Slide
A	Select All
B	Bold Text
C	Copy Text
D	Duplicate
E	Centre
F	Find
G	Guide Lines
H	Replace
I	Italic
J	Justified
K	Hyperlink
L	Left Align
M	New Slide
N	New File
O	Open a File
P	Print a File
R	Right Align
S	Save File
T	Font
U	Underline
V	Paste Text
W	Close File
X	Cut Text
Y	Redo
Z	Undo
Function Keys	
F1	Help
F5	Run Show
F7	Spell Check
F12	File Save As
Slide Show	
A	Show/Hide Pointer
B	Black Screen
E	Erase Drawing
N	Next Slide
P	Previous Slide
W	White Screen
ESC	End Show
#	Go to # Slide
Ctrl Keys	
A	Arrow
P	Pen

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Microsoft PowerPoint	Design Mode Ctrl Keys								
Shortcut Keys	Home	End	A	B	C	D	E	F	G
Software Solutions	First Slide	Last Slide	Select All	Bold	Copy	Duplicate	Centre	Find	Guide Lines

Design Mode CTRL Keys											
H	I	J	K	L	M	N	O	P	R	S	T
Replace	Italic	Justify	Hyperlink	Left Align	New Slide	New File	Open File	Print File	Right Align	Save File	Font

Design Mode CTRL Keys						Function Keys				Show Ctrl Keys	
U	V	W	X	Y	Z	F1	F5	F7	F12	A	P
Underline	Paste Text	Close File	Cut Text	Redo	Undo	Help	Run Show	Spell Check	File Save As	Show Arrow	Show Pen

Slide Show Keys											
A	B	E	N	P	W	ESC	#				
Show/Hide Pointer	Black Screen	Erase Drawing	Next Slide	Prev Slide	White Screen	Stop Show	Goto Slide #				

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