

Keyboard Shortcuts for Microsoft PowerPoint

Activity	Shortcut
Help	F1
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Bold	CTRL+B
Save	CTRL+S
Print	CTRL+P
Advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
Return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
End a slide show	ESC or HYPHEN
Stop or restart an automatic slide show	S or PLUS SIGN
Go to slide <number>	<number>+ENTER
Display a black screen, or return to the slide show from a black screen	B or PERIOD
Display a white screen, or return to the slide show from a white screen	W or COMMA
Hide the pointer	CTRL+H
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Return to the first slide	Both mouse buttons for 2 seconds