
PowerPoint 2002

Shortcuts (PC)

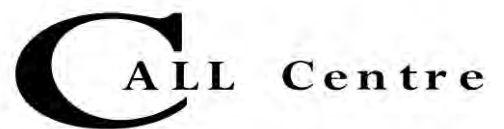
Quick Guide

Updated 8/05

Activity	Shortcut
New Presentation	CTRL + N
New slide	CTRL + M
Make a duplicate slide	CTRL + D
Save	CTRL + S
Print	CTRL + P
Open	CTRL + O
Copy	CTRL + C
Paste	CTRL + V
Undo	CTRL + Z
Select All	CTRL + A
Bold	CTRL + B
Italics	CTRL + I
Capitalize	SHIFT + F3
Delete a word	CTRL + Backspace
Font Dialogue Box	CTRL + T
Subscript formatting	CTRL + =
Superscript formatting	CTRL + SHIFT + =
Promote a paragraph	ALT + SHIFT + Left Arrow
Demote a paragraph	ALT + SHIFT + Right Arrow
Hyperlink	CTRL + K
Find	CTRL + F
View Guides	CTRL + G
Next Pane	F6
Previous Pane	SHIFT + F6
Start a Slide Show	F5
End a Slide Show	Esc



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