
































Menu/toolbar/keyboard commands

Command	Toolbar	Key shortcut
File•New		CTRL + N
File•Open		CTRL + O
File•Close		CTRL + W
File•Save		CTRL + S
File•Save As		F12
File•Print		CTRL + P
Tools•Spelling		F7
Edit•Undo		CTRL + Z
Edit•Redo		CTRL + Y
Edit•Cut		CTRL + X
Edit•Copy		CTRL + C
Edit•Paste		CTRL + V
Edit•Select All		CTRL + A
Edit•Duplicate		CTRL + D
Insert•New Slide		CTRL + M
Insert• Table		
Tables & Borders		
Insert•MS Graph		
Insert•Clip Art		
Apply Design		
Color/Grayscale		

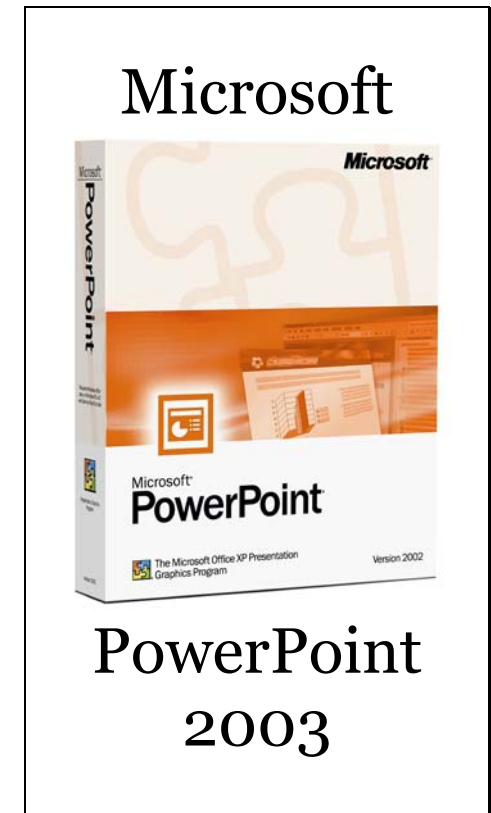
Text formatting toolbar/commands

Button	Action
	Increase font size
	Decrease font size
	Bold CTRL + B
	Italic CTRL + I
	Underline CTRL + U
	Text shadow
	Left alignment CTRL + L
	Right alignment CTRL + R
	Center alignment CTRL + E
	Justify alignment CTRL + J
	Increase indent
	Decrease indent
	Bullet On/Off
	Insert Hyperlink
	Format Painter

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Mouse and
Keyboard Shortcuts
QUICK REFERENCE GUIDE

Moving the insertion point in text

The simplest way to move the insertion point is to point and click with the mouse when the I-beam pointer is displayed. You can also move the insertion point using time-saving key combinations.

UP ARROW DOWN ARROW	Moves the insertion point to the line above or the line below.
LEFT ARROW RIGHT ARROW	Moves the insertion point one character to the left or to the right
CTRL+LEFT ARROW CTRL+RIGHT ARROW	Moves the insertion point to the beginning of the next word to the left or to the right.
HOME END	Moves the insertion point to the beginning or the end of the line.
CTRL+UP ARROW CTRL+DOWN ARROW	Moves the insertion point up or down to the beginning of the previous or next paragraph.
CTRL+HOME CTRL+END	Moves the insertion point to the beginning of a text box or to the end of the text box.
CTRL+ENTER	To the next title or body text placeholder. (Will insert new slides at the end.)

Formatting characters

CTRL+B	Makes selected text bold .
CTRL+I	Makes selected text <i>italic</i> .
CTRL+U	Underlines <u>selected text</u> .
SHIFT+F3	Changes case of selected text.
CTRL+ SPACEBAR	Removes all locally-applied character formatting.

Selecting text using the mouse

Any text	Drag across the text you want to select.
Block of text	Click at the beginning, press SHIFT key and click at the end of the text.
A word	Double-click the word.
A line	Click at the left of the line.
Multiple lines	Drag in the selection area to the left of the lines.
A sentence	Hold down the CTRL key and click anywhere in the sentence.
A paragraph	Triple-click in the paragraph.
Entire text block	Click in text block and choose Edit>Select All or [Ctrl]+[A]
To deselect	Click anywhere in the text.
Select an object	TAB or Shift-Tab
All objects	CTRL+ A

Inserting special characters

(also use Insert > Symbol command)

Line Break	SHIFT+ENTER
™	ALT+ 0153 (on numeric keypad)
©	ALT+0169 (on numeric keypad)
®	ALT+ 0174 (on numeric keypad)
•	ALT+0149 (on numeric keypad)
–	ALT+0150 (en dash)
—	ALT+0151 (em dash)
°	ALT+0176 (on numeric keypad)
¼	ALT+0188 (on numeric keypad)
½	ALT+0189 (on numeric keypad)
¾	ALT+0190 (on numeric keypad)
é	ALT+0233 (on numeric keypad)
ñ	ALT+0241 (on numeric keypad)

Slide Show controls

Next slide	N, ENTER, SPACEBAR, DOWN arrow, RIGHT arrow, or click mouse
Previous slide	P, BACKSPACE, UP arrow, LEFT arrow.
To end slide show	[Esc]
Go to slide <i>n</i>	<i>n</i> + ENTER (<i>n</i> =slide #)
Display a black screen	B, Press B again to return
Display a white screen	W, Press W again to return
Stop/restart	S
Erase annotations	E
Next hidden slide	H
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M
Return to first slide	Both mouse buttons for 2 seconds
Change pointer to pen	CTRL+P
Change pen to pointer	CTRL+A
Hide pointer and button	CTRL+H
Hide pointer always	CTRL+L
Display shortcut menu	SHIFT+ F10 or right-click
Press F1 during a slide show to see list of controls.	

Slide View

First slide	HOME key
Last slide	END key
Next slide	PAGE DOWN key
Previous slide	PAGE UP key