

# Shortcut Keys of PowerPoint



Powerpoint is very useful software. There are some shortcut keys in Powerpoint which will help users to use all features of MS PowerPoint.

## Important shortcut Keys for Microsoft Power point

### Shortcut Keys

**HOME**

**END**

**The LEFT ARROW or RIGHT ARROW key**

**SHIFT + HOME**

**SHIFT + END**

**SHIFT + LEFT ARROW**

**CTRL + SHIFT + LEFT ARROW**

**SHIFT + RIGHT ARROW**

**CTRL + SHIFT + RIGHT ARROW**

**CTRL + LEFT ARROW or CTRL + RIGHT ARROW**

### Feature Usage

Move to the beginning of the entry

Move to the end of the entry

Move one character to the left or right

Select from the insertion point while beginning of the entry

Select from the insertion point to the end of the entry

Select or unselect one character to the left

Select or unselect one word to the left

Select or unselect one character to the right

Select or unselect one word to the right

Move one word to the left or right

### Slide show in full screen mode

**ESC**  
**E**  
**H**  
**B**  
**W**  
**O**  
**S**  
**T**  
**M**  
**CTRL + P**  
**CTRL + A**  
**CTRL + H**  
**CTRL + L**  
**SHIFT + F10 (or right-click)**  
**P or BACKSPACE**  
**N, ENTER, SPACEBAR, Mouse click**  
**(NUMBER) + ENTER**  
Both mouse buttons for **a few** seconds

### Outline

**Alt+Shift+**  
**Alt+Shift+Right**  
**Alt+Shift +**  
**Alt+Shift+Dn**  
**Alt+Shift+Up**  
**Alt+Shift+Left**  
**Alt+Shift+A**  
**Alt+Shift+1**

### Slide show in full screen mode

End a slide show  
Erase on-screen annotations  
Go to next hidden slide  
Display a black screen, or return to the slide show from a black screen  
Display a white screen, or return to the slide show from a white screen  
Use original timings while rehearsing  
Stop or restart an automatic slide show  
Set new timings while rehearsing  
Use mouse-click to advance while rehearsing  
Change the pointer to a pen  
Change the pen to a pointer  
Hide the pointer and button temporarily  
Hide the pointer and button always  
Display the shortcut menu  
Return to the previous slide  
Advance to the next slide  
Go to slide (number)  
Return to the first slide

### Outline

Collapse  
Demote paragraph  
Expand  
Move paragraph down  
Move paragraph up  
Promote paragraph  
Show All Headings  
Show heading level 1

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## For MS Office Shortcut keys



visit [here](#)

<https://www.seekergk.com/ms-office-shortcut-keys/>

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## **For Shortcut keys of Excel**

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