

POWERPOINT 2016 KEYBOARD SHORTCUTS

To Do This	Press
Make selected text bold.	Ctrl+B
Change the font size for selected text.	Alt+H, F, and then S
Change the zoom for the slide.	Alt+W, Q
Cut selected text, object, or slide.	Ctrl+X
Copy selected text, object, or slide.	Ctrl+C
Paste cut or copied text, object, or slide.	Ctrl+V
Undo the last action.	Ctrl+Z
Save the presentation.	Ctrl+S
Insert a picture.	Alt+N, P
Insert a shape.	Alt+H, S, and then H
Select a theme.	Alt+G, H
Select a slide layout.	Alt+H, L
Go to the next slide.	Page Down
Go to the previous slide.	Page Up
Go to the Home tab.	Alt+H
Move to the Insert tab.	Alt+N
Start the slide show.	Alt+S,B
End the slide show.	Esc
Close PowerPoint.	Alt+F, X