

# Quick Reference Microsoft PowerPoint

## KEYBOARD SHORTCUTS

### FORMATTING TEXT

Action	Shortcut	Action	Shortcut
Bold the selected text	[Ctrl]B	Right-align a paragraph	[Ctrl]R
Underline the selected text	[Ctrl]U	Copy formatting from selected text (or object)	[Ctrl][Shift]C
Italicize the selected text	[Ctrl]I	Paste copied formatting	[Ctrl][Shift]V
Center a paragraph	[Ctrl]E	Increase the size of selected text	[Ctrl] and ]
Justify a paragraph	[Ctrl]J	Decrease the size of selected text	[Ctrl] and [
Left-align a paragraph	[Ctrl]L	Remove manually applied character formatting	[Ctrl][Spacebar]
		Toggle capitalization of selected text	[Shift][F3]

### SELECTION AND NAVIGATION

Action	Shortcut	Action	Shortcut
Select the next object on a slide	[Shift][Tab]	Move to the beginning of a line in a text box	[Home]
Select text within an object	[Enter]	Move to the end of a line in a text box	[End]
Select all the objects on a slide	[Ctrl]A in Slide View	Move to the beginning of a text box	[Ctrl][Home]
Select all the slides in a presentation	[Ctrl]A in Slide Sorter View	Move to the end of a text box	[Ctrl][End]
Select all the text in a presentation	[Ctrl]A in Outline View	Move to the next text box	[Ctrl][Enter]
		Jump to the next pane	[F6]
		Jump to the previous pane	[Shift][F6]

### PRESENTATION BASICS

Action	Shortcut	Action	Shortcut
Create a new presentation	[Ctrl]N	Run a presentation	[F5]
Open a presentation	[Ctrl]O	Insert a hyperlink	[Ctrl]K
Save a presentation	[Ctrl]S	Open Find dialog box	[Ctrl]F
Open Save As dialog box	[F12]	Open Replace dialog box	[Ctrl]H
Print a presentation	[Ctrl]P	Run a spelling check	[F7]
Insert a new slide	[Ctrl]M	Toggle the display of guides (opens the Grids And Guides dialog box in PowerPoint XP and 2003)	[Ctrl]G
Duplicate a selected slide in Slide Sorter View	[Ctrl]D		

### RUNNING A SLIDE SHOW

Action	Shortcut	Action	Shortcut
Run the next animation or advance to the next slide	[Enter] or [Spacebar] (or click the mouse)	Erase annotations from a slide	E
Return to the previous slide	[Backspace]	Change pointer to a pen (and display it and the Popup Menu button, if hidden)	[Ctrl]P
Jump to a particular slide	Type the slide number and press [Enter]	Change pointer to an arrow (and display it and the Popup Menu button, if hidden)	[Ctrl]A
Jump to the first slide	[Home]	Hide the pointer and the Popup Menu button	[Ctrl]H
Jump to the last slide	[End]	Hide the pointer and the Popup Menu button after 15 seconds	[Ctrl]U
Go to a black screen or resume slide show from a black screen	B (or period)	Display the shortcut menu	[Shift][F10]
Go to a white screen or resume slide show from a white screen	W (or comma)	Jump to the next hyperlink on a slide	[Tab]
End a slide show	[Esc] or -	Jump to the previous hyperlink on a slide	[Shift][Tab]
		Launch selected hyperlink	[Enter]

## TIPS AND TRICKS

### QUICKLY VIEW A TRANSITION

PowerPoint offers such a variety of transition effects that you may forget which effect you've assigned where. But you don't have to run a slide show to see what effect you've used where. Just click on the transition icon below a slide in Slide Sorter View. PowerPoint will present a demo of the assigned effect.

### COPY SLIDE OBJECT FORMATS

When you have an AutoShape looking just the way you want, you can easily transfer the formatting to other objects in a presentation. To copy all that formatting, along with the formatting of any text within it, just select the object, click Format Painter, and click on the object you want to format.

### ENSURE PERFECTION

A professional-looking presentation requires consistent formatting, uncluttered slides, and no typos. PowerPoint offers a safety net to help you make sure your presentations are as polished as possible. All you have to do is go to Tools | Style Checker, and PowerPoint will examine all your slides for any problems or errors you might have overlooked. PowerPoint XP and 2003 feature automatic style checking instead. You'll need to go to Tools | Options and click the Spelling And Style tab. There, you can select the Check Style check box.

### REPLACE FONTS IN A PRESENTATION

When you're building a presentation, you may sometimes need to substitute one font for another. For example, you might be incorporating a number of slides from a colleague who used no-frills Courier New, and you prefer Arial. In such situations, you can take advantage of a timesaving PowerPoint feature. Just go to Format | Replace Fonts and choose the font you want to change. Then, select the replacement font and click Replace. PowerPoint will switch to the desired font throughout the presentation.

### DUPLICATE OBJECTS INSTANTLY

Here's a quick way to create a copy of a slide object. Hold down [Ctrl] and then click on the object and drag it. Release the [Ctrl] key, and your duplicate will appear.

### MAKE A PERFECT SHAPE

When you click the Oval or Rectangle tool on PowerPoint's Drawing toolbar, you can drag across a slide to create a shape. But if you want that shape to have the perfect proportions of a square or circle, this trick will help. After you click one of those buttons, hold down [Shift] as you draw. PowerPoint will constrain the shape to produce the correct object.

### KEEP TEXT FROM RESIZING

If you type too much text to fit inside a text box, PowerPoint 2000 and later will reduce the size of the text to try to squeeze it in. Maybe you're trying to get just one extra point on a slide, and this is just what you need. But you may prefer to keep your size consistent and simply reduce the amount of text you're putting in the text box. To prevent PowerPoint from reducing the size in an overflow situation, go to Tools | Options. In the Edit tab, deselect the Auto-fit Text To Text Placeholder check box and click OK. (In PowerPoint XP and 2003, go to Tools | AutoCorrect Options, click AutoFormat As You Type, and deselect AutoFit Body Text To Placeholder.)

### REMOVE MULTIPLE SLIDES

If you need to get rid of a batch of slides in a hurry, switch to Slide Sorter View, hold down [Ctrl], and click each slide you want to remove. When you choose Delete Slide from the Edit menu, PowerPoint will remove all the selected slides at once.

### GET MORE [SHIFT] KEY MILEAGE

When it comes to switching view modes in PowerPoint, the [Shift] key offers hidden powers. Holding down [Shift] and clicking one of the buttons listed below displays additional views:

- Hold down [Shift] and click the Slide View button (the Normal View button in PowerPoint XP and 2003) to access Slide Master View.
- Hold down [Shift] and click the Slide Sorter View button to access Handout Master View.
- Hold down [Shift] and click the Slide Show button to open the Set Up Slide Show dialog box.

### SET A DEFAULT PRESENTATION FORMAT

If most of your presentations require the same standard appearance, you can save time by setting PowerPoint to start your blank presentations using your preferred formatting. To set your own default, first open a presentation that includes the formats you need. Then, go to File | Save As and select Design Template from the Save As Type drop-down list. Type Blank Presentation in the File Name text box (PowerPoint XP and 2003 users, type Blank) and click Save.

### REARRANGE SLIDES THE EASY WAY

When you need to shuffle things around in a presentation, you have a couple of options. In the Outline pane, click on the icon of a slide you need to move and then drag it to the desired spot. In Slide Sorter View, click on a slide image and drag it wherever you want. PowerPoint XP and 2003 users can also drag slides in the Slides tab of Normal View to rearrange them.

### KEEP TRACK OF YOUR SLIDES WITH NUMBERS

Slide numbers can help you manage your slides, particularly in large presentations. To add numbers to all the slides in a presentation, go to View | Header And Footer and select the Slide Numbers check box. If you prefer to selectively number your slides, click within a text box on a slide you want to number and go to Insert | Slide Numbers. PowerPoint XP and 2003 offer Apply and Apply To All buttons for numbering individual slides or all slides in a presentation.

### ADD SOME ACTION

PowerPoint makes it easy to create a custom button you can use to launch all sorts of useful supporting actions during a slide show. To add a button to a slide, go to Slide Show | Action Buttons and select a button image. Then, click and drag on the slide to draw the button. PowerPoint will open the Action Settings dialog box, where you can specify what you want to take place when you mouse over or click the button. Options include jumping to another slide or presentation, opening a file, and running a program.

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