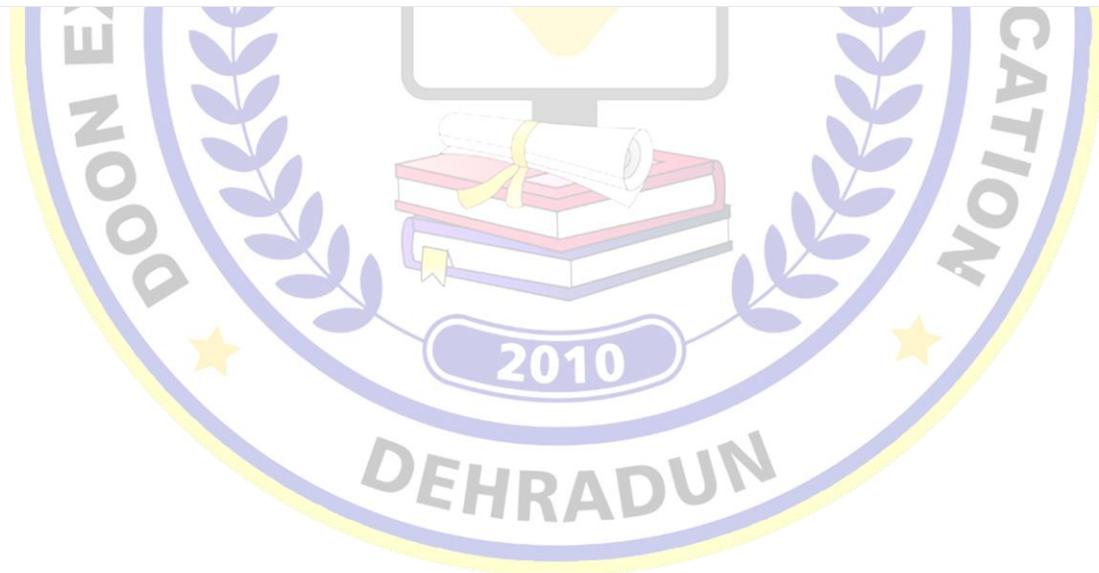


COMPUTER SHORTCUT KEYS- POWERPOINT

Shortcuts	Work of shortcuts
Esc	Exit the slide show and go back to the earlier live view.
Ctrl+K	Enter a hyperlink.
Ctrl+M	Include a new, blank slide after the chosen slide.
Ctrl+N	Open a new, blank slide in a different PowerPoint program window.
CTRL + D	Duplicate the current slide
Ctrl+Shift+>	Increases the chosen text size by one font size.
Ctrl+Shift+<	Decreases the chosen text size by one font size.
CTRL + G	Group things together
F5	Start presentation from the initial slide

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1. CTRL + O: Open an existing presentation
2. CTRL + S: Save the current presentation
3. CTRL + P: Print the current presentation
4. CTRL + Z: Undo the last action
5. CTRL + Y: Redo the last undone action
6. CTRL + A: Select all objects on the current slide
7. CTRL + C: Copy the selected object(s)
8. CTRL + X: Cut the selected object(s)
9. CTRL + V: Paste the copied or cut object(s)
10. CTRL + F: Find and replace text
11. CTRL + H: Open the Replace dialog box
12. CTRL + B: Make selected text bold
13. CTRL + I: Italicize selected text
14. CTRL + U: Underline selected text
15. CTRL + Semicolon (;): Insert the current date
16. CTRL + Shift + Colon (:): Insert the current time
17. CTRL + Enter: Insert a new slide
18. CTRL + Tab: Switch between open presentations
19. CTRL + W: Close the current presentation.



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