

PowerPoint Tips & Shortcuts Cheat Sheet simplifylearn.com

Build and present better slides faster | PowerPoint for Windows (on Mac, use Cmd for most Ctrl shortcuts)

BUILDING SLIDES

Ctrl + M	New slide
Ctrl + D	Duplicate selected object or slide
Ctrl + G / Ctrl + Shift + G	Group / ungroup
Shift + drag	Keep shape in proportion / move straight
Ctrl + drag	Copy an object
Ctrl + Shift + C / V	Copy / paste formatting
Alt + F10	Selection pane (hide and rename objects)
Ctrl + K	Insert link

TEXT

Ctrl + Shift + > / <	Bigger / smaller font
Ctrl + B / I / U	Bold / Italic / Underline
Ctrl + L / E / R	Align left / center / right
Shift + F3	Change case
Ctrl + Space	Clear text formatting

PRESENTING

F5	Start from the beginning
Shift + F5	Start from current slide
Alt + F5	Presenter view
N / Space / Right	Next slide or animation
P / Left	Previous
Number + Enter	Jump to that slide
B / W	Black / white screen (pause)
Ctrl + L	Laser pointer
Esc	End the show

VIEWS

Ctrl + Mouse wheel	Zoom in / out
Ctrl + Shift + Tab	Switch outline / slides pane
Alt then letters	Use the ribbon without a mouse

DESIGN TIPS

One idea per slide	Split busy slides. Your audience reads the slide instead of listening.
Big, short text	Aim for 6 lines or fewer, and at least 24 pt for body text.
High contrast	Dark text on light backgrounds, or the reverse. Avoid busy photos behind text.
Consistent look	Set fonts, colors and logo once in View > Slide Master.
Align everything	Use Shape Format > Align and Distribute for neat layouts.
Show, don't list	Replace bullet lists with a chart, icon, photo or diagram.

POWER FEATURES

Designer	Design > Designer suggests layouts for your content.
Morph	A transition that smoothly animates objects between slides.
Speaker Coach	Slide Show > Rehearse with Coach gives feedback on pace and filler words.
Reuse Slides	Home > New Slide > Reuse Slides imports slides from another deck.
Compress Pictures	Picture Format > Compress Pictures makes large files smaller.
Export to PDF	File > Export > Create PDF to share a version that looks the same everywhere.

Before you present

- Practice with Presenter View (Alt + F5) so you can see your notes and the next slide.
- Test on the real screen and projector, and bring the file as PowerPoint and PDF.
- Feature names and locations can vary between PowerPoint versions, Mac and PowerPoint for the web.