

PowerPoint Online Keyboard Shortcuts

Reading View

TO DO THIS	PRESS
Next slide	N
Previous slide	P
Go to a specific slide	G, type the number, Tab, Enter

Slide Show View

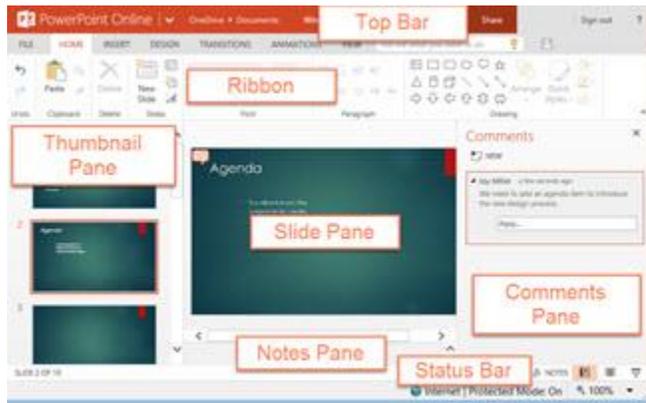
TO DO THIS	PRESS
Next slide	N
Previous slide	P
Go to a specific slide	G, type the number, Tab, Enter
Exit Slide Show	Esc

Editing View

Navigate the ribbon and panes

To move through the task panes in PowerPoint Online, press Ctrl + F6. This is the order (from left to right) in which the task pane loops:

1. Slide Pane
2. Comments Pane (if it's open)
3. Notes Pane (if it's open)
4. Status Bar
5. Top Bar
6. Ribbon
7. Thumbnail Pane



TO DO THIS	PRESS
Move left to right between Thumbnail Pane, Ribbon, Slide Pane, and Notes Pane	Ctrl + F6
Reverse: Move right to left between Notes Pane, Slide Pane, Ribbon, and Thumbnail Pane	Shift + Ctrl + F6
Go to a different ribbon tab	Tab, Enter
Carry out the currently-selected ribbon command	Enter
Move between ribbon commands	Tab
Move between groups of features on the Ribbon	Ctrl + Arrow Left or Right

Edit slides

TO DO THIS	PRESS
Create new slide after currently selected thumbnail	Ctrl + M
Move left to right through placeholders on a slide	Tab
Select or edit the current placeholder	Enter or F2
End editing text in a placeholder	F2
Copy slide	Ctrl + C
Paste slide	Ctrl + V
Undo	Ctrl + Z
Redo	Ctrl + Y
Reorder thumbnails when Thumbnail Pane is current:	Ctrl + Up Arrow Ctrl + Down Arrow Ctrl + Shift + Up Arrow Ctrl + Shift + Down Arrow
e slide up one position	
e slide down one position	

e slide to 1st position
e slide to last position

Move insertion point within placeholders and notes

TO DO THIS	PRESS
Right one character	Right Arrow
Left one character	Left Arrow
Right one word	Ctrl + Right Arrow
Left one word	Ctrl + Left Arrow
Up one line	Up Arrow
Down one line	Down Arrow
Up one paragraph	Ctrl + Up Arrow
Down one paragraph	Ctrl + Down Arrow
Beginning of line	Home
End of line	End
Beginning of placeholder or notes	Ctrl + Home
End of placeholder or notes	Ctrl + End

Select content: expand selection

TO DO THIS	PRESS
Right one character	Shift + Right Arrow
Left one character	Shift + Left Arrow
Right one word	Shift + Ctrl + Right Arrow
Left one word	Shift + Ctrl + Left Arrow
Up one line	Shift + Up Arrow
Down one line	Shift + Down Arrow

Up one paragraph	Shift + Ctrl + Up Arrow
Down one paragraph	Shift + Ctrl + Down Arrow
To beginning of paragraph	Shift + Home
To end of paragraph	Shift + End
To beginning of placeholder or notes	Shift + Ctrl + Home
To end of placeholder or notes	Shift + Ctrl + End
Whole placeholder or notes	Ctrl + A

Edit text

TO DO THIS	PRESS
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Insert hyperlink	Ctrl + K
Undo	Ctrl + Z
Redo	Ctrl + Y
Justify (align) text left	Ctrl + J

Edit shape

TO DO THIS	PRESS
Move: Nudge shape right	Right Arrow
Move: Nudge shape left	Left Arrow
Move: Nudge shape up	Up Arrow
Move: Nudge shape down	Down Arrow
Arrange: Send shape to back	Ctrl + Shift + [
Arrange: Send shape backward	Ctrl + [

Arrange: Send shape to front Ctrl + Shift +]

Arrange: Send shape forward Ctrl+]

Format text

TO DO THIS	PRESS
Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U
Align left	Ctrl + L
Align right	Ctrl + R
Align centered	Ctrl + E

Comments

The Comments keyboard shortcuts work only when the Comments pane is current and in focus.

TO DO THIS	PRESS
Add a new comment	Alt + N
Reply to a comment	Alt + R
Move from one comment to the next	Tab

NOTE The keyboard shortcuts that are described in this Help topic refer to the U.S. keyboard layout. Keys on other layouts might not correspond exactly to the keys on a U.S. keyboard.