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PowerPoint Tips: 15 Shortcuts You Should Be Using

Looking for an easier way to create or update a Microsoft PowerPoint presentation? Here are 15 shortcuts that can streamline your work.

Don't let clicking your mouse and looking in the toolbar interfere with your creativity or stall your presentation. The right [PowerPoint tips](#) can help you put together and present your next deck much more efficiently.

Here are 10 useful shortcuts for creating your PowerPoint deck:

- 1. You want to create a new slide.** Press *Ctrl+M* to set you on your way. (Mac users: Follow the same instructions.)
- 2. You want to undo edits you made on a slide.** It happens to the best of us. Press *Ctrl+Z* for this. (Mac users: *Cmd+Z*)
- 3. You want to redo edits you made on a slide.** On second thought, press *Ctrl+Y* to replace the edits you made. (Mac users: *Cmd+Y*)
- 4. You want to copy a slide.** If you want to use a slide as the basis for another one, press *Ctrl+C* while in the Slide pane. (Mac users: *Cmd+C*)
- 5. You want to paste the slide you just copied.** Press *Ctrl+V*. You can determine the slide placement when in Slide or Outline view. The slide you're pasting will appear after the one you click on. (Mac users: *Cmd+V*)
- 6. You want to change the font size.** Press *Ctrl+Shift+>* to increase the font size or press *Ctrl+Shift+<* to decrease it. (Mac users: *Cmd+Shift+>*, *Cmd+Shift+<*)
- 7. You want to duplicate a selected shape, image or chart.** Press *Ctrl+D*. (Mac users: *Cmd+D*)
- 8. You want to use the font formatting from one part of your deck in another part.** Copy the text that contains the format you want. Press *Ctrl+Shift+C* to copy the format. Then, select the text and press *Ctrl+Shift+V* to change to the desired formatting. (Mac users: Sorry, there's no shortcut available.)

9. You want to insert a hyperlink in your presentation. Select the text that you want to hyperlink and then press *Ctrl+K* to link the selection to a web address. (Mac users: *Cmd+K*)

10. You want to italicize, underline or add bold formatting to text? Piece of cake. Select the text and press *Ctrl+I* to italicize, *Ctrl+U* to underline or *Ctrl+B* to make the text bold. (Mac users: *Cmd+I, Cmd+U, Cmd+B*)

And one bonus tip for Windows users: PowerPoint 2013 includes a feature called a ribbon to help make your job easier. Press *Alt* to access it. Small boxes with numbers and letters will appear. Press the corresponding number or letter to complete the task you want.

Finally, here are 5 more shortcuts for presenting your deck:

11. You want to start the show. It all starts here. Press *F5* to begin your PowerPoint presentation (Mac users: *Command + Return*). If you want to begin from somewhere other than your first slide, simply press *Shift+F5* (Mac users: *Command + Shift + Return*) to start the slideshow from your current slide.

12. You want to advance to the next slide or perform the next animation. You have options: Press *Enter, Page Down, Right Arrow, Down Arrow, Spacebar* or click the mouse. Choose the one that works best for you. (Mac users: *Spacebar, N* or *Right Arrow*)

13. You want to go back to the previous slide or repeat the previous animation? You have options again: Press *P, Page Up, Left Arrow, Up Arrow* or *Backspace*. (Mac users: *Delete, P* or *Left Arrow*)

14. You want to return to the first slide. Press the *Home* button while in slide sorter view. (Mac users: *1 + Return*)

15. You want to stop or restart your automatic slide show. Press *S* or the plus sign (+). (Mac users: Follow the same instructions.)

(This article originally appeared on the [OfficeTeam Take Note blog](#).)

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