

## પાવર પોઈન્ટ માટેની શોર્ટકટ કી

Go to previous presentation window	CTRL+SHIFT+F6
Go to next presentation window	CTRL+F6
Maximize PowerPoint application window	ALT+F10
Maximize presentation window	CTRL+F10
Restore presentation window to previous size	CTRL+F5
Delete character left	BACKSPACE
Delete word left	CTRL+BACKSPACE
Delete character right	DELETE
Delete word right	CTRL+DELETE
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Open new presentation	CTRL+N
Open existing presentation	CTRL+O
Close	CTRL+W or CTRL+F4
Save	CTRL+S or SHIFT+F12
Save As	F12
Print	CTRL+P or CTRL+SHIFT+F12
Exit PowerPoint	CTRL+Q or ALT+F4
Undo	CTRL+Z

Repeat/Redo	CTRL+Y
Clear	DELETE
Cut	CTRL+X
Copy	CTRL+C, CTRL+INSERT
Paste	CTRL+V, SHIFT+INSERT
Select all	CTRL+A
Find	CTRL+F
Replace	CTRL+H
Duplicate	CTRL+D
Update links	CTRL+SHIFT+F7
Show guides (toggle)	CTRL+G
Switch to master view	SHIFT+Click View button
Create new slide	CTRL+M
Create new slide without New Slide dialog	CTRL+SHIFT+M
Add date	ALT+SHIFT+D
Add page number	ALT+SHIFT+P
Add time	ALT+SHIFT+T
Format character	CTRL+T
Center paragraph	CTRL+E
Justify paragraph	CTRL+J
Left-align paragraph	CTRL+L
Right-align paragraph	CTRL+R
Move from title to text	CTRL+ENTER
Show title in slide sorter view	ALT+click
Group	CTRL+SHIFT+G

Ungroup	CTRL+SHIFT+H
Regroup	CTRL+SHIFT+J
Display Help Contents screen	F1
Display context-sensitive Help	SHIFT+F1
One character left	LEFT ARROW
One character right	RIGHT ARROW
One line up	UP ARROW
One line down	DOWN ARROW
One word left	CTRL+LEFT ARROW
One word right	CTRL+RIGHT ARROW
To end of line	END
To beginning of line	HOME
Up one paragraph	CTRL+UP ARROW
Down one paragraph	CTRL+DOWN ARROW
To end of page	CTRL+END
To start of page	CTRL+HOME
To previous object	SHIFT+TAB
To next object	TAB
Repeat Find or Go To	SHIFT+F4
Promote paragraph	ALT+SHIFT+LEFT ARROW
Demote paragraph	ALT+SHIFT+RIGHT ARROW
Move selected paragraphs up	ALT+SHIFT+UP ARROW
Move selected paragraphs down	ALT+SHIFT+DOWN ARROW
Show heading level 1	ALT+SHIFT+1
Expand text under a heading	ALT+SHIFT+PLUS

Collapse text under a heading	ALT+SHIFT+MINUS
Show all text and headings	ALT+SHIFT+A
Turn character formatting on/off	Keypad /
Character right	SHIFT+RIGHT ARROW
Character left	SHIFT+LEFT ARROW
To end of word	CTRL+SHIFT+RIGHT ARROW
To beginning of word	CTRL+SHIFT+LEFT ARROW
Line up	SHIFT+UP ARROW
Line down	SHIFT+DOWN ARROW
All objects (slide view)	CTRL+A
All slides (slide sorter view)	CTRL+A
All text (outline view)	CTRL+Z
A word	Double-click
A paragraph	Triple-click
Drag-and-drop copy	CTRL+select and drag
Advance to the next slide	Click the mouse
Return to the previous slide	BACKSPACE
Go to a slide	Type the slide number, and then press ENTER
Black or unblack the screen	B
White or unwhite the screen	W
Show or hide the arrow pointer	S
End slide show	ESC
Erase drawing on-screen	E
Go to next slide, if it's hidden	H
Rehearse with new timings	T

Rehearse with original timings	O
Rehearse with mouse-click advance	M
Change pointer to pen	CTRL+P
Change pen to pointer	CTRL+A
Hide pointer and button	CTRL+H
Hide pointer and button always	CTRL+L
Display shortcut menu	Right mouse click