

...FASTER THAN  
A CLICK

## THE BEST SHORTCUTS FOR POWERPOINT

ctrl N Create a new presentation

ctrl M Insert a new slide

ctrl O Open a presentation

ctrl D Duplicate current slide/object

F5 Start slide show

⇧ F5 Start slide show from current slide

alt F9 Show guidelines

⇧ F9 Show grid

ctrl ⇧ F Text bold

ctrl ⇧ K Text italic

ctrl ⇧ U Text underlined

ctrl E Align center

ctrl L Align left

ctrl R Align right

ctrl J Justify

ctrl G Group

ctrl ⇧ G Ungroup

ctrl X Cut

ctrl C Copy

ctrl V Paste

ctrl A Select all

ctrl Z Undo an action

ctrl S Save

ctrl P Print

ctrl F Find text

ctrl Y Repeat an action

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REINVENT  
PRESENT

...FASTER THAN  
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THE BEST  
**SHORTCUTS**  
FOR  
POWERPOINT

# REINVENT PRESENT

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