

# Keyboard shortcuts: PowerPoint



**Create a new window to work on two distant parts of your PowerPoint presentation at the same time with Ctrl+Shift+N.** Click and drag one to the left and one to the right to work on them side by side.

**Want more space to work on your slides and also keep up with your presentation notes?** Use the Ctrl+Shift+H shortcut to quickly hide and reveal Notes pane.

**Make several font style decisions at the same time by tapping Ctrl+Shift+P,** which brings up the whole Font dialog box with all the selections.

**Select the next object on the slide** (including placeholders and graphic objects) by hitting Tab.

**Play or pause a video in a presentation** by using Alt+P. Inside a presentation, the spacebar takes you to the next slide.

**Toggle Navigation Pane between Slides and Outline** with Ctrl+Shift+Tab.