

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.