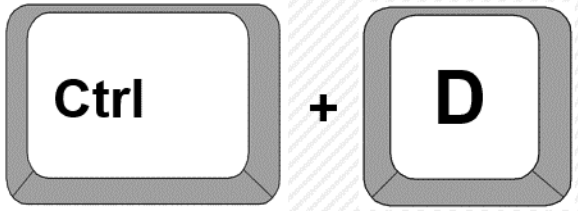
Duplicate an Object:

(PowerPoint 2007, 2010, 2013)



Duplicate a Slide:

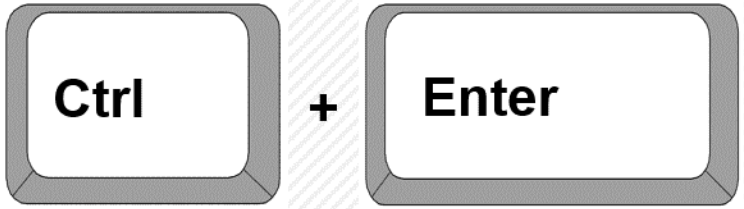
(PowerPoint 2007, 2010, 2013)

Opening the Header & Footer Options:

(PowerPoint 2007, 2010, 2013)

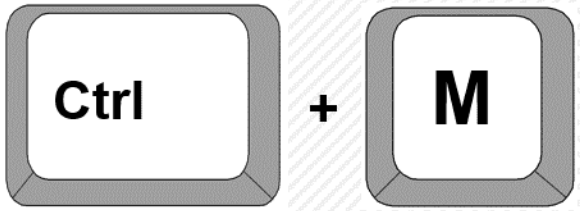
Insert a new slide (Cycles through placeholders):

(PowerPoint 2007, 2010, 2013)

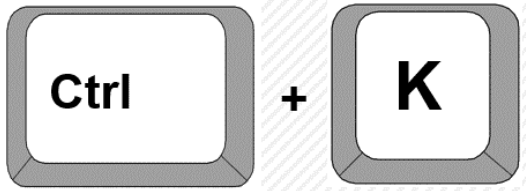


Insert a new slide:

(PowerPoint 2007, 2010, 2013)



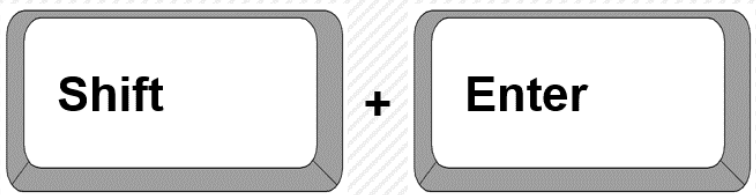
Insert a hyperlink:
(PowerPoint 2007, 2010, 2013)



Navigate between hyperlinks:
(PowerPoint 2007, 2010, 2013)

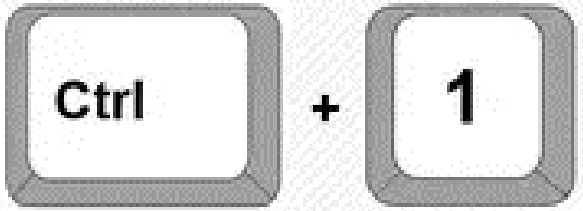
Activate a mouse click:
(PowerPoint 2007, 2010, 2013)

Activate a mouseover:
(PowerPoint 2007, 2010, 2013)



Open formatting options for a chart element:

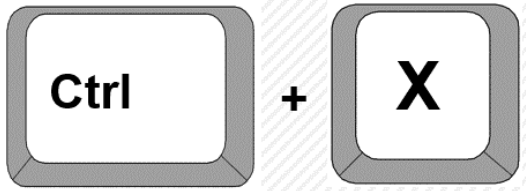
(PowerPoint 2007, 2010, 2013)



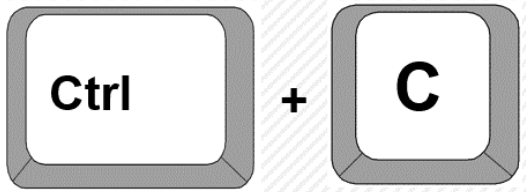
Move the chart as an object:
(allows use of arrow keys)

(PowerPoint 2007, 2010, 2013)

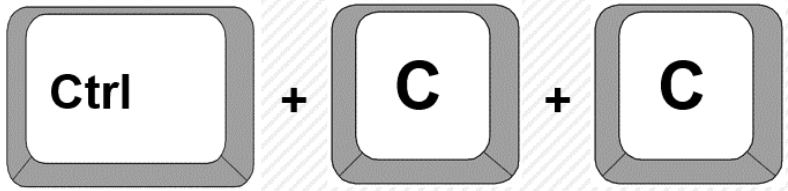
Cut:
(PowerPoint 2007, 2010, 2013)



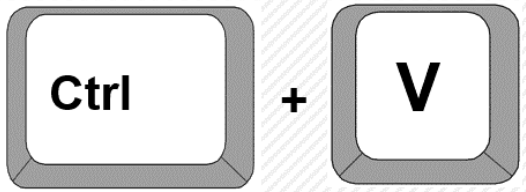
Copy:
(PowerPoint 2007, 2010, 2013)



Copy an object and open the Clipboard:
(PowerPoint 2007, 2010, 2013)



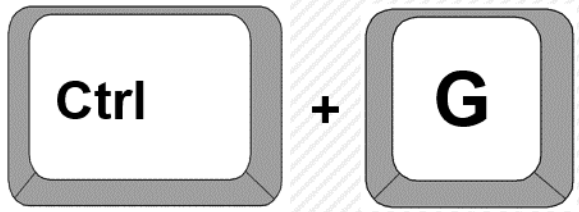
Paste:
(PowerPoint 2007, 2010, 2013)



Open the Paste Special dialog box:
(PowerPoint 2007, 2010, 2013)

Grouping Objects:

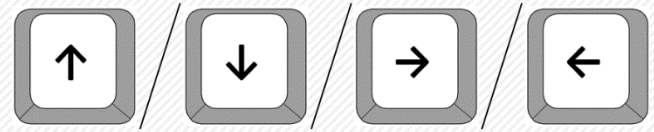
(PowerPoint 2007, 2010, 2013)



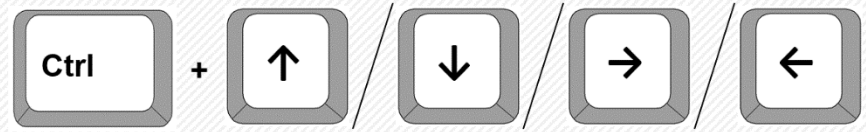
Ungrouping Objects:

(PowerPoint 2007, 2010, 2013)

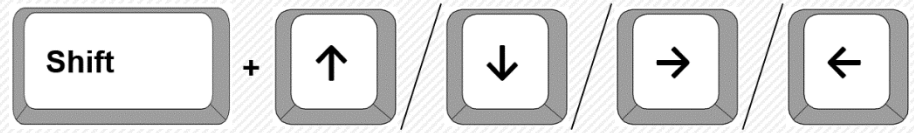
Move an object:
(PowerPoint 2007, 2010, 2013)



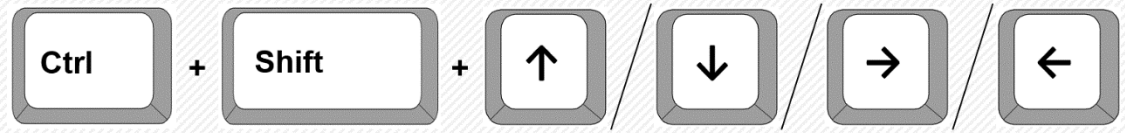
Move an object in smaller increments:
(PowerPoint 2007, 2010, 2013)



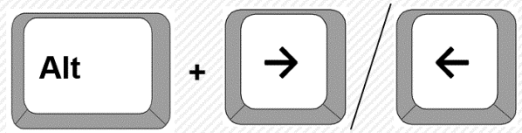
Grow an object:
(PowerPoint 2010 and 2013)



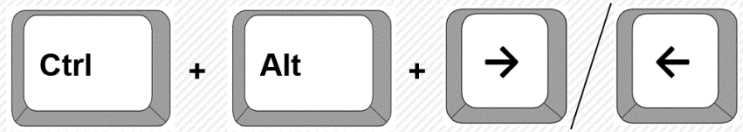
Grow an object in smaller increments:
(PowerPoint 2010, 2013)



Rotate an object (by 15°):
(PowerPoint 2010, 2013)



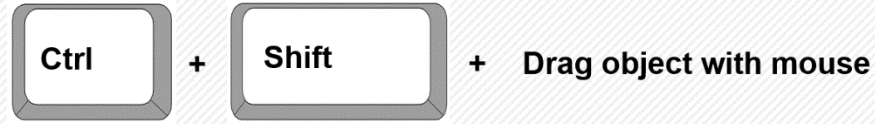
Rotate an object (by 1°):
(PowerPoint 2010, 2013)



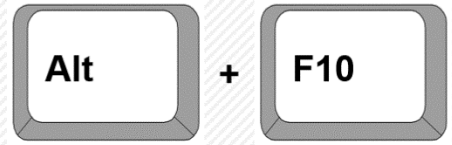
Create a duplicate of an object:
(PowerPoint 2007, 2010, 2013)

Move an object (while keeping its horizontal / vertical position):
(PowerPoint 2007, 2010, 2013)

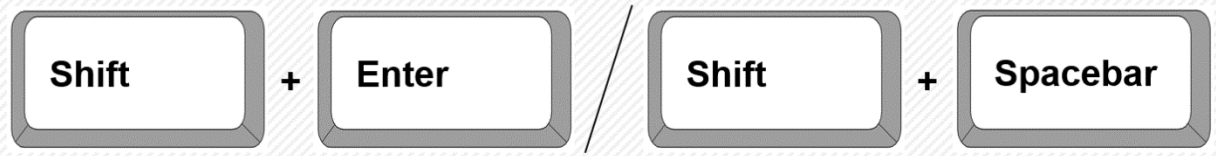
Create a duplicate of an object (while keeping its horizontal / vertical position):
(PowerPoint 2007, 2010, 2013)



Open / Close the Selection Pane:
(PowerPoint 2010, 2013)



Select multiple shapes in the Selection Pane:
(must be active in the Selection Pane using F6)
(PowerPoint 2007, 2010, 2013)

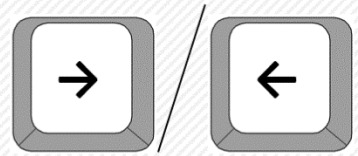


Hide an object in the Selection Pane:
(must be active in the Selection Pane using F6)
(PowerPoint 2010, 2013)

Expand groups in the Selection Pane:
(PowerPoint 2010, 2013)

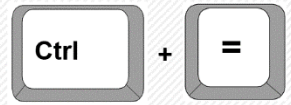
Collapse groups in the Selection Pane:
(PowerPoint 2010, 2013)

Expand/Collapse a single group in the Selection Pane:
(PowerPoint 2010, 2013)



Rename an object in the Selection Pane:
(PowerPoint 2010, 2013)

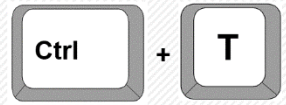
Subscript*:
(PowerPoint 2007, 2010, 2013)



Superscript*:
(PowerPoint 2007, 2010, 2013)

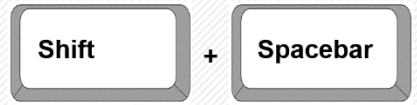
* In PowerPoint 2007, re-hitting the subscript or superscript shortcuts will not take you back to normal text formatting

Open the Font dialog box:
(PowerPoint 2007, 2010, 2013)

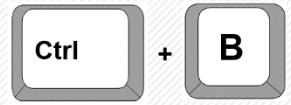


Change sentence case:
(PowerPoint 2007, 2010, 2013)

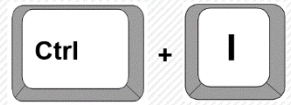
Remove all formatting:
(PowerPoint 2007, 2010, 2013)



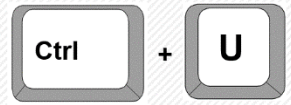
Bold:
(PowerPoint 2007, 2010, 2013)



Italics:
(PowerPoint 2007, 2010, 2013)



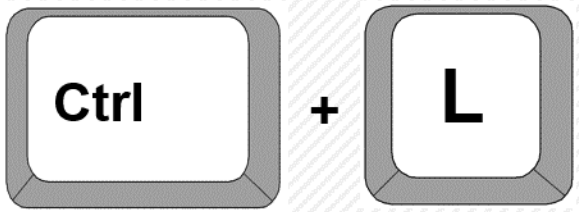
Underline:
(PowerPoint 2007, 2010, 2013)



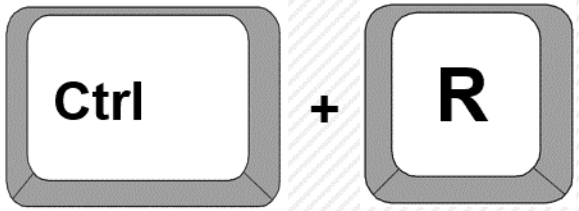
Increase font size:
(PowerPoint 2007, 2010, 2013)

Decrease font size:
(PowerPoint 2007, 2010, 2013)

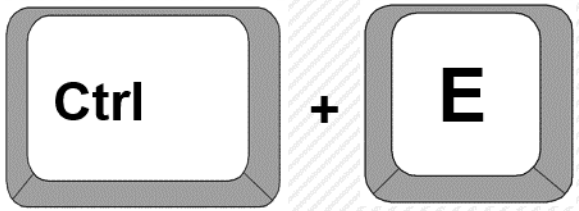
Align text to the left:
(PowerPoint 2007, 2010, 2013)



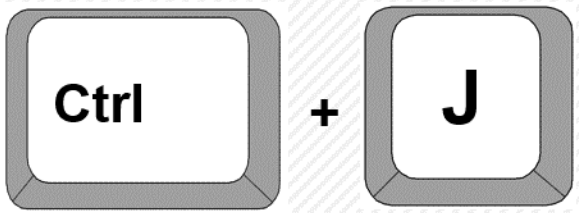
Align text to the right:
(PowerPoint 2007, 2010, 2013)



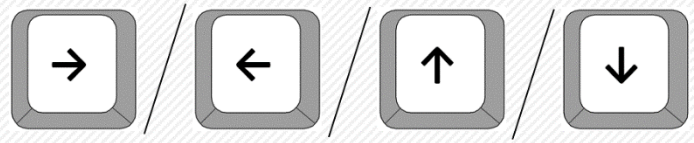
Align text to the center:
(PowerPoint 2007, 2010, 2013)



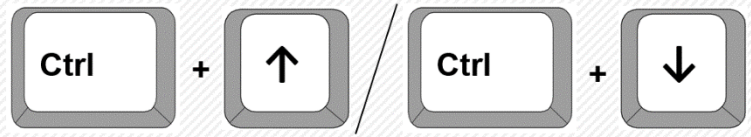
Justify alignment:
(PowerPoint 2007, 2010, 2013)



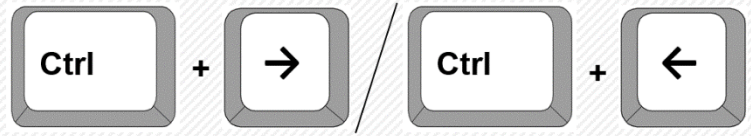
Move one space or line at a time:
(PowerPoint 2007, 2010, 2013)



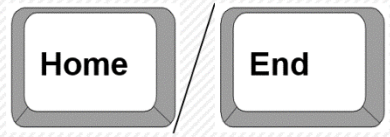
Move up or down one paragraph:
(PowerPoint 2007, 2010, 2013)



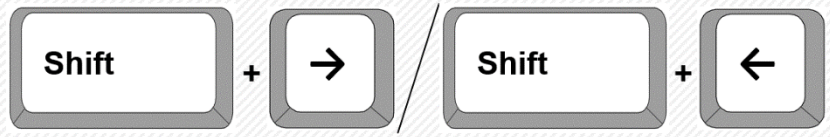
Move right or left one word:
(PowerPoint 2007, 2010, 2013)



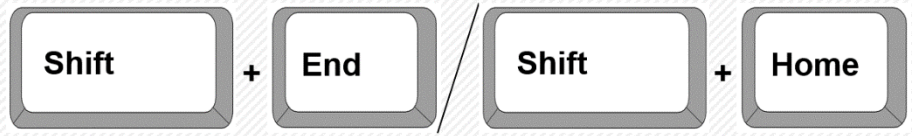
Move to the beginning/end of a line:
(PowerPoint 2007, 2010, 2013)



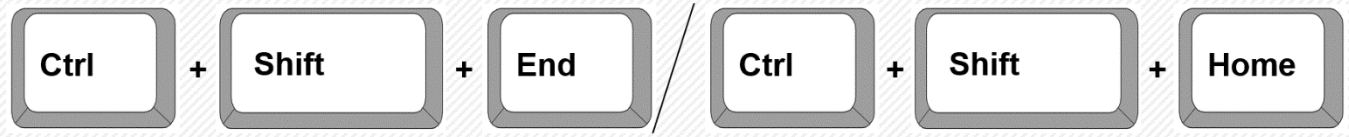
Select text one character at a time::
(PowerPoint 2007, 2010, 2013)



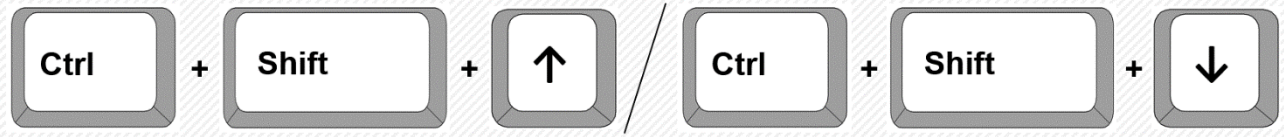
Select an entire line of text:
(PowerPoint 2007, 2010, 2013)



Select text to the end of the line or to its beginning:
(PowerPoint 2007, 2010, 2013)

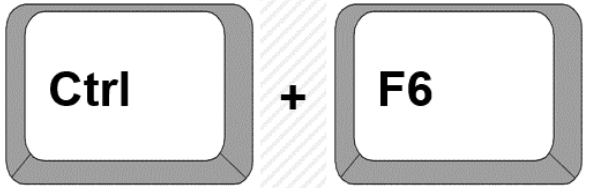


Select text to the end of the paragraph or to its beginning:
(PowerPoint 2007, 2010, 2013)



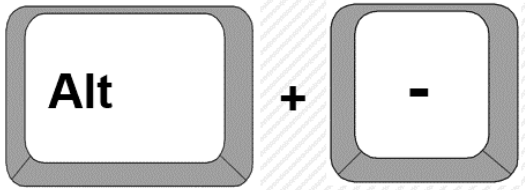
Snap all presentation windows side-by-side:
(PowerPoint 2010, 2013)

Move to the next PowerPoint window:
(PowerPoint 2007, 2010, 2013)

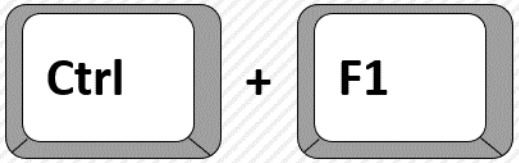


Move to the previous PowerPoint window:
(PowerPoint 2007, 2010, 2013)

Additional window options:
(PowerPoint 2007, 2010, 2013)

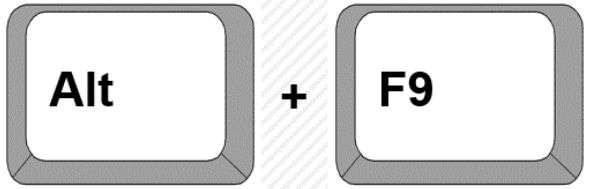


Collapsing the Ribbon:
(PowerPoint 2007, 2010, 2013, 2016)

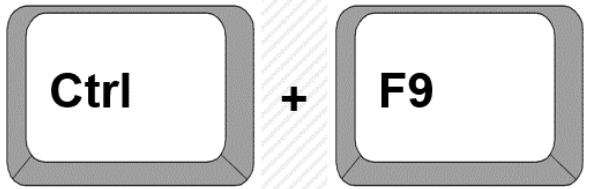


Distraction Free Mode ***(Hiding the Ribbon):***
(PowerPoint 2016)

Show / Hide gridlines:
(PowerPoint 2007, 2010, 2013)



Show / Hide guidelines:
(PowerPoint 2007, 2010, 2013)



Create a new guideline:
(PowerPoint 2007, 2010, 2013)

Turn Snap to Grid on / off:
(PowerPoint 2007, 2010, 2013)

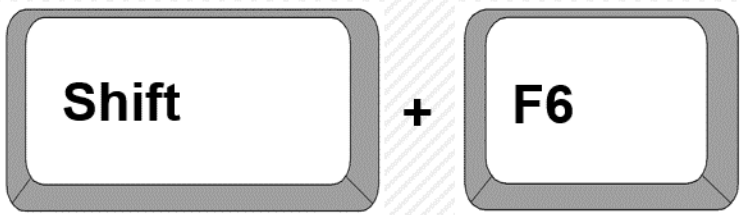
Show / Hide rulers:
(PowerPoint 2010, 2013)

Switch to the next pane:

(PowerPoint 2007, 2010, 2013)

Switch to the previous pane:

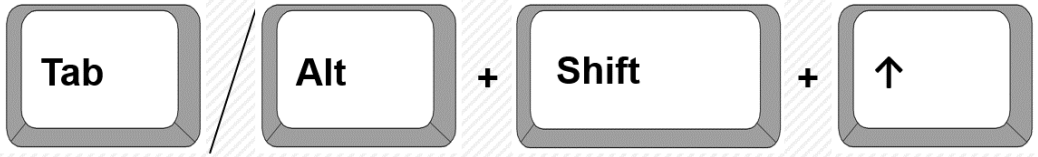
(PowerPoint 2007, 2010, 2013)



Open / Close the Outline View:
(PowerPoint 2007, 2010, 2013)

Create a new slide in the Outline View:
(PowerPoint 2007, 2010, 2013)

Move a title down (demote) in the Outline View:
(PowerPoint 2007, 2010, 2013)

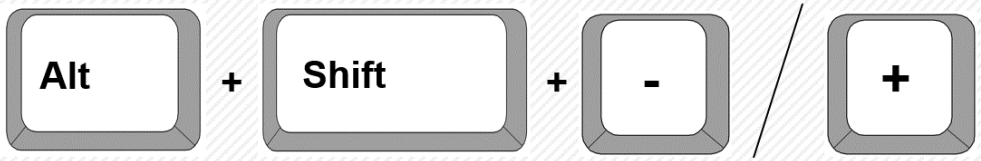


Turn Snap to Grid on / off:
(PowerPoint 2007, 2010, 2013)

Collapse all groups in the Outline View:
(PowerPoint 2007, 2010, 2013)

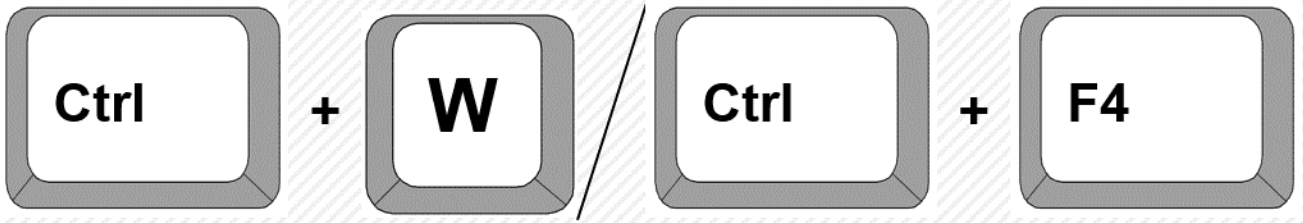
Expand all groups in the Outline View:
(PowerPoint 2007, 2010, 2013)

Collapse / expand a single group in the Outline View:
(PowerPoint 2007, 2010, 2013)



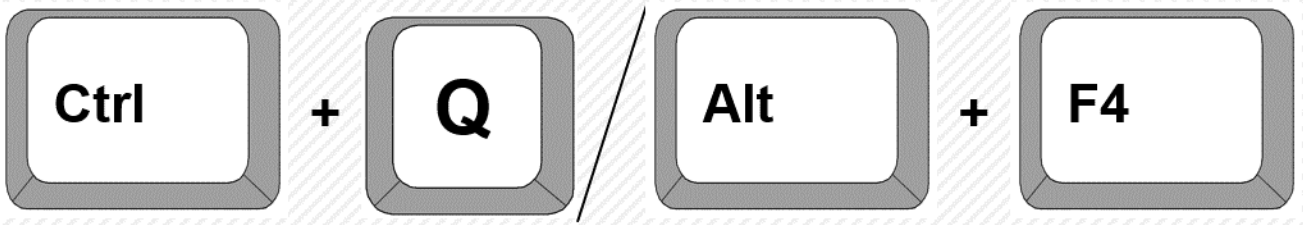
Close a presentation:

(PowerPoint 2007, 2010, 2013)

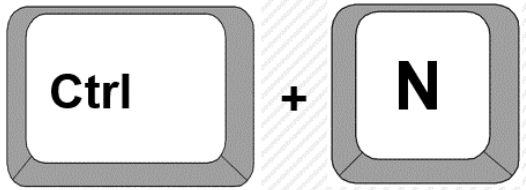


Quit PowerPoint:

(PowerPoint 2007, 2010, 2013)

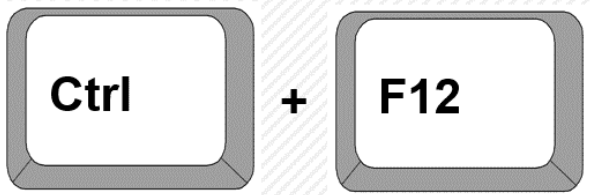


Create a new presentation:
(PowerPoint 2007, 2010, 2013)

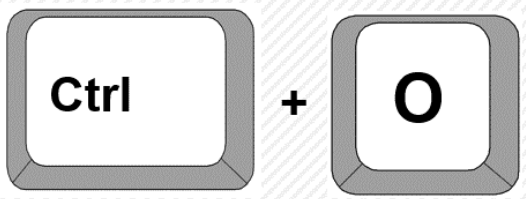


Create a duplicate presentation:
(PowerPoint 2013)

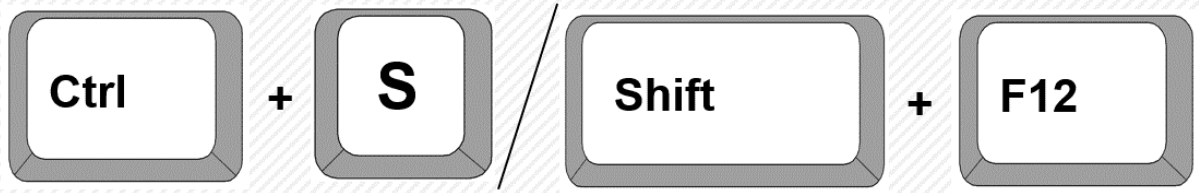
Open a presentation:
(file navigation dialog box)
(PowerPoint 2007, 2010, 2013)



Open a presentation:
(backstage view)
(PowerPoint 2010, 2013)

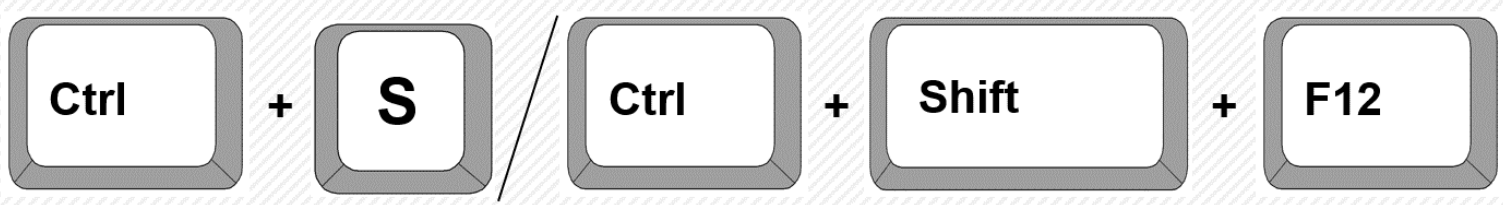


Save a presentation:
(PowerPoint 2007, 2010, 2013)

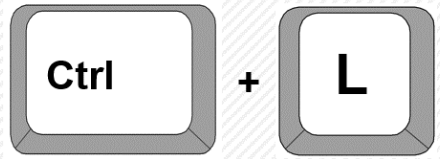


Save a presentation as…
(PowerPoint 2007, 2010, 2013)

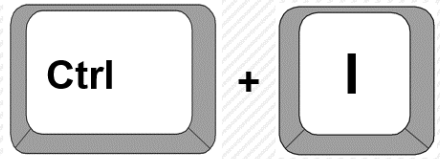
Print a presentation:
(PowerPoint 2007, 2010, 2013)



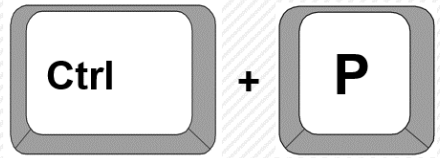
Activate the laser pointer:
(PowerPoint 2013)



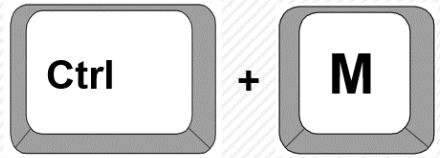
Activate the highlighter:
(PowerPoint 2013)



Activate the pen:
(PowerPoint 2007, 2010, 2013)

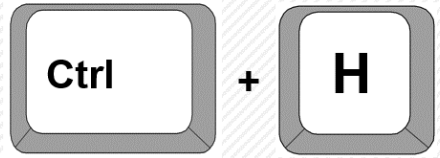


Hide / Unhide all ink:
(PowerPoint 2007, 2010, 2013)

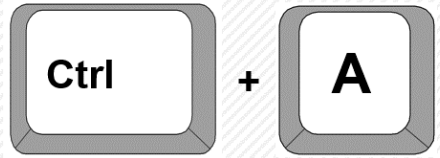


Erase all ink:
(PowerPoint 2007, 2010, 2013)

Hide the cursor and buttons:
(PowerPoint 2007, 2010, 2013)



Redisplay the pointer *(brings it back as a regular cursor)*:
(PowerPoint 2007, 2010, 2013)



Start slideshow: *(PowerPoint 2007, 2010, 2013)*	F5
Start slideshow from the current slide: *(PowerPoint 2007, 2010, 2013)*	Shift + F5
End slideshow: *(PowerPoint 2007, 2010, 2013)*	Esc
Present online: *(PowerPoint 2010, 2013)*	Ctrl + F5
Start slideshow in Presenter View: *(PowerPoint 2010, 2013)*	Alt + F5
Start slideshow in Presenter View from the current slide: *(PowerPoint 2010, 2013)*	Alt + Shift + F5
Start slideshow in mini window: *(PowerPoint 2007 and 2010)*	Ctrl +
Start slideshow in mini window: *(PowerPoint 2013)*	Alt +
Open Set Up Show dialog box: *(PowerPoint 2007, 2010, 2013)*	Shift +

Move to next slide or action:
(PowerPoint 2007, 2010, 2013)

Enter / PgDn / N / → / ↓ / Spacebar / Click with mouse

Move to previous slide or action:
(PowerPoint 2007, 2010, 2013)

PgUp / P / ← / ↑ / Backspace

Open Go To slide dialog box:
(PowerPoint 2007, 2010, 2013)

Ctrl + S

Go to a specific slide:
(PowerPoint 2007, 2010, 2013)

Type # + Enter

Go to the first or last slide:
(PowerPoint 2007, 2010, 2013)

Home / End

Show the next hidden slide:
(PowerPoint 2007, 2010, 2013)

H

Make screen black:
(PowerPoint 2007 and 2010)

B / Shift + .

Make screen white:
(PowerPoint 2013)

W / Shift + ,

Zoom in or out:
(PowerPoint 2007, 2010, 2013)

Shift + = / Shift + -

Cycle through your media:
(PowerPoint 2007, 2010, 2013)

Tab / Shift + Tab

Play / Pause *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + P

Stop *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + Q

Go to the next/previous bookmark *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + End / Alt + Home

Raise / Lower the volume *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + ↑ / Alt + ↓

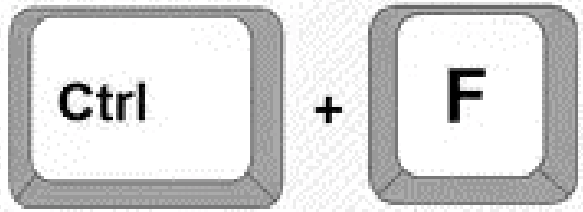
Fast forward / Rewind *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + Shift + → / Alt + Shift + ←

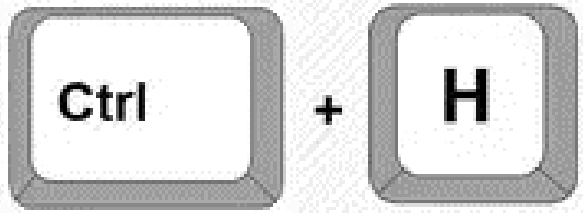
Mute / Unmute *(media must be selected)*:
(PowerPoint 2010, 2013)

Alt + U

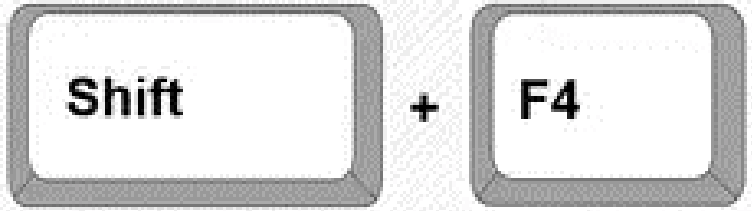
Find text:
(PowerPoint 2007, 2010, 2013)



Replace text:
(PowerPoint 2007, 2010, 2013)

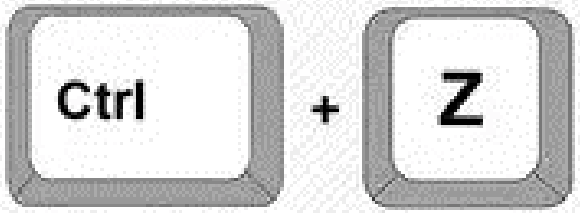


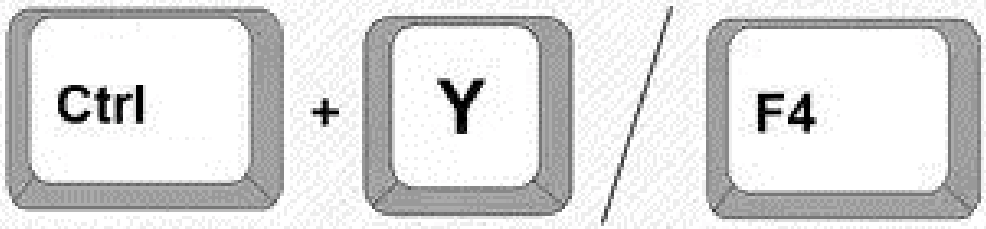
Repeat last "find":
(PowerPoint 2007, 2010, 2013)



Undo your last action:

(PowerPoint 2007, 2010, 2013)



Redo / repeat your last action:

(PowerPoint 2007, 2010, 2013)