



# Most Frequently Used PowerPoint Shortcuts

PC Edition

If you've found yourself trawling through the ribbon to find the right function or tool in Microsoft PowerPoint, then there's probably a quicker way to achieve what you want.

This quicker way is normally a shortcut. According to Microsoft, these are the most frequently used ones in MS PowerPoint. Master this one page and take that time back!

Create new presentation



Insert a shape



Add a new slide



Select a theme



Make selected text bold



Select a slide layout



Open the Zoom dialog



Go to the next slide



Cut selected text, object, or slide



Go to the previous slide



Copy selected text, object, or slide



Go to the Home tab



Paste cut or copied text, object, or slide



Go to the Insert tab



Undo the last action



Start the slide show



Save the presentation



End the slide show



Insert a picture



Close PowerPoint



Change the font size for selected text



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The full Microsoft list can be found here:

<https://support.office.com/en-gb/article/use-keyboard-shortcuts-to-create-powerpoint-presentations-ebb3d20e-dcd4-444f-a38e-bb5c5ed180f4>