



# PowerPoint 2016 keyboard shortcuts



Automatic save ..... Save  
 Ctrl + C, X, V.....Copy, Cut, Paste  
 Ctrl + K.....Insert hyperlink  
 Ctrl + Z.....Undo  
 Ctrl + Y .....Redo  
 Ctrl + M .....Create new slide after currently selected thumbnail  
 Tab.....Move left to right through placeholders on a slide  
 Enter or F2 .....Select or edit the current placeholder  
 F2 .....End editing text in a placeholder  
 Ctrl + C..... Copy slide  
 Ctrl + V..... Paste slide  
 Ctrl + B.....Bold  
 Ctrl + I..... Italic  
 Ctrl + U ..... Underline  
 Ctrl + L ..... Align left  
 Ctrl + R .....Align right  
 Ctrl + E .....Align centered  
 Ctrl + Up Arrow ..... Move slide up one position  
 Ctrl + Down Arrow..... Move slide down one position  
 Ctrl + Shift + Up Arrow.....Move slide to 1st position  
 Ctrl + Shift + Down Arrow .....Move slide to last position  
 Right Arrow..... Move: Nudge shape right  
 Left Arrow..... Move: Nudge shape left  
 Up Arrow.....Move: Nudge shape up  
 Down Arrow ..... Move: Nudge shape down  
 Ctrl + Shift + [ .....Arrange: Send shape to back

Ctrl + ] .....Arrange: Send shape backward  
 Ctrl + Shift + ] ..... Arrange: Send shape to front  
 Ctrl+].....Arrange: Send shape forward  
 Right Arrow..... Right one character  
 Left Arrow..... Left one character  
 Ctrl + Right Arrow.....Right one word  
 Ctrl + Left Arrow .....Left one word  
 Up Arrow .....Up one line  
 Down Arrow ..... Down one line  
 Ctrl + Up Arrow ..... Up one paragraph  
 Ctrl + Down Arrow.....Down one paragraph  
 Home ..... Beginning of line  
 End.....End of line  
 Ctrl + Home..... Beginning of placeholder or notes  
 Ctrl + End.....End of placeholder or notes  
 Shift + Right Arrow ..... Right one character  
 Shift + Left Arrow ..... Left one character  
 Shift + Ctrl + Right Arrow .....Right one word  
 Shift + Ctrl + Left Arrow.....Left one word  
 Shift + Up Arrow .....Up one line  
 Shift + Down Arrow ..... Down one line  
 Shift + Ctrl + Up Arrow..... Up one paragraph  
 Shift + Ctrl +Down Arrow.....Down one paragraph  
 Shift + Home .....To beginning of paragraph  
 Shift + End ..... To end of paragraph  
 Shift + Ctrl + Home ..... To beginning of placeholder or notes