# PowerPoint Shortcut Keys

## Texts

Selecting Text font, color, size: F10, H, FN

Bullets: F10, H, U

## Transitions

Transition menu: select item, F10, Alt+A (animations), S

Fly in from left: select item, F10, move down one, over two; Alt+A, O, L [for left selection]

Wipe right: select item, F10, move down two; Alt+A, O, R [for right selection]

Appear: select item, F10, move down one

## Templates

Design menu: F10, G, H

Master Slides: F10, W, M

Layouts: F10, H, L

Insert a new slide: CTRL+SHIFT+M

Duplicate current slide: CTRL+SHIFT+D

Selection Pane: Home F10, H, S+L, P

## Alternative Text

Format picture: select picture, F0, JL, O

## Tables

Adding tables: F10, I, T

Check headers: select the table, JT

* O for Header Row
* M for First Column

## Accessibility Check

Built in checker: F10, F, I, I

## Presenting

Start presentation from first slide: F5

Start presentation from current slide: SHIFT+F5