

Action	Keystroke
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Document actions	
Open a presentation	CTRL+O
New presentation	CTRL+N
Save As	F12
Save	CTRL+S
Print	CTRL+P
Help	F1

Presentation actions	
Begin slide show	F5
Next slide	ENTER or Down arrow key
Previous slide	BACKSPACE or Up arrow key
Activate pen tool	CTRL+P
Erase pen strokes	E
Deactivate pen tool	CTRL+A
Show/Hide black screen	B
Show/Hide white screen	W
Show/Hide pointer & button	A
End slide show	ESC

Action	Keystroke
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Formatting	
Select all	CTRL+A
Copy	CTRL+C
Cut	CTRL+X
Paste	CTRL+V
Undo	CTRL+Z
Redo	CTRL+Y
Bold	CTRL+B
Italics	CTRL+I
Underline	CTRL+U
Left justified	CTRL+L
Center justified	CTRL+E
Right justified	CTRL+R
Promote list item	ALT+SHIFT+Left arrow
Demote list item	ALT+SHIFT+Right arrow or TAB

Editing	
Find	CTRL+F
Replace	CTRL+H
Insert hyperlink	CTRL+K
New slide	CTRL+M
Spell checker	F7
Macros	ALT+F8