



PC and Mac Shortcuts in PowerPoint (365 and 2016 / 2019 / 2021)

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The Fundamentals

	PC/Windows	Mac
Open File	Ctrl + O	⌘ + O
New File	Ctrl + N	⌘ + N
Print	Ctrl + P	⌘ + P
Save File	Ctrl + S	⌘ + S
Save File As	F12	⌘ + Shift + S
Close File	Ctrl + F4	⌘ + W
Close PowerPoint	Alt + F4	⌘ + Q
Enter Edit Mode (Shapes)		F2
Exit Dialog or Edit Mode		Esc
Delete Slide or Object		Del
Copy	Ctrl + C	⌘ + C
Cut	Ctrl + X	⌘ + X
Paste	Ctrl + V	⌘ + V
Undo	Ctrl + Z	⌘ + Z
Redo	Ctrl + Y	⌘ + Y
Select All (Shapes/Slides)	Ctrl + A	⌘ + A
Find	Ctrl + F	⌘ + F
Replace	Ctrl + H	⌘ + Shift + H
Switch Windows	Alt + Tab	⌘ + Tab
Switch Pane	F6	Fn + F6
Options Menu	Alt, T, O	⌘ + ,
Repeat Last Action	F4	⌘ + Y or F4
Toggle Ribbon Menu	Ctrl + F1	⌘ + Opt + R
Show Ribbon Shortcuts	Alt	N/A

Inserting & Moving Objects

Select Multiple Objects or Slides	Shift/Ctrl + Left Click	Shift/⌘ + Left Click
Move Object & Keep Axis Constant	Shift + Drag Shape	
Move Object in Small Steps	Ctrl + Arrows	⌘ + Arrows
Duplicate Object & Keep Axis Constant	Ctrl + Shift + Drag	⌘ + Ctrl + Shift + Drag
Resize Object w/ Same H/W Ratio	Shift + Drag Diagonal Corner	
Next Object	Tab	
Previous Object	Shift + Tab	
Draw Rectangle	Alt, 8	N/A
Draw Text Box	Alt, 9	N/A
Draw Line	Alt, 08	N/A
Draw Shape	Alt, 09	N/A
Draw Shape and Keep H/W Ratio Constant	Shift + Draw Shape	
Draw Straight Line	Shift + Draw Line	
Delete Object	Del	
Duplicate Object	Ctrl + D	⌘ + D

Slide Insertion & Navigation

	PC/Windows	Mac
Insert New Slide	Ctrl + M	⌘ + Shift + N
Insert Slide & Select Layout	Alt, H, I	N/A
Duplicate Current Slide	Ctrl + Shift + D	⌘ + Shift + D
Previous / Next Slide	PgUp / PgDn	⌘ + Scroll Wheel
Jump to First Slide	Home	Fn + ←
Jump to Last Slide	End	Fn + →
Slide Sorter View	Alt, W, I	⌘ + 2
Normal View	Alt, W, L	⌘ + 1
Slide Show View	F5	⌘ + Shift + Enter
Slide Show from Cur. Slide	Shift + F5	⌘ + Enter
Jump to Slide Number	# + Enter (in Slide Show View)	
Reading View	Alt, W, D	⌘ + 5
Slide Design	Alt, G	N/A

Grouping, Alignment, Distribution & Ordering

Align to Slide	Alt, 1, A	N/A
Align Selected Objects	Alt, 1, O	N/A
Align Left	Alt, 1, L	N/A
Align Right	Alt, 1, R	N/A
Align Center	Alt, 1, C	N/A
Align Top	Alt, 1, T	N/A
Align Middle	Alt, 1, M	N/A
Align Bottom	Alt, 1, B	N/A
Distribute Vertically	Alt, 1, V	N/A
Distribute Horizontally	Alt, 1, H	N/A
Group Shapes	Ctrl + G	⌘ + Opt + G
Ungroup Shapes	Ctrl + Shift + G	⌘ + Shift + Opt + G
Regroup Shapes	Alt, 6, E	⌘ + Opt + J
Bring Forward	Alt, 6, F	⌘ + Shift + Opt + F
Send Backward	Alt, 6, B	⌘ + Shift + Opt + B
Bring to Front	Alt, 6, R	⌘ + Shift + F
Send to Back	Alt, 6, K	⌘ + Shift + B

Formatting Objects

(RMB = Right Mouse Button)

	PC/Windows	Mac
Font Color	Alt, 2	N/A
Fill Color	Alt, 3	N/A
Shape Outline	Alt, 4	N/A
Font Size	Alt, 7	N/A
Copy Format	Ctrl + Shift + C	⌘ + Shift + C
Paste Format	Ctrl + Shift + V	⌘ + Shift + V
Format Painter	Alt, H, FP	N/A
Set Default Shape	RMB + D	RMB + Set Default
Increase/Decrease Size	Shift + Arrows	
Rotate Shape	Alt + Arrows	Opt + Arrows
Shape Formats (Short)	Alt, JD	N/A
Shape Formats (Detailed)	Alt, 5	⌘ + Shift + 1



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The Slide Master, Layouts, Sections, and Views

	PC/Windows	Mac
Slide Master View	Alt, W, M	⌘ + Opt + 1
Close Slide Master	Alt, M, C	⌘ + 1
Nex/Prev. Layout	Arrow Keys	
Insert New Layout	Alt, M, I	N/A
Rename Layout	Alt, M, R	N/A
Insert Placeholder	Alt, M, A	N/A
Toggle Title on Layout	Alt, M, E	N/A
Change Slide Layout	Alt, H, L	N/A
Reset Slide Layout	Alt, H, Q	N/A
Section Menu	Alt, H, T1	N/A
Header & Footer	Alt, N, H	N/A
Outline View	Ctrl + Shift + Tab	⌘ + 4
Handout Master	Alt, W, H	⌘ + Opt + 2
Notes Master	Alt, W, K	⌘ + Opt + 3
Notes Page for Slide	Alt, W, T	N/A

The Ruler, Grids, and Drawing Guides

(RMB = Right Mouse Button)

	PC/Windows	Mac
Zoom In / Out	Ctrl + Mouse Scroll Wheel	
Toggle Ruler Display	Alt, W, R	RMB, Ruler
Toggle Grid Display	Alt, W, G	⌘ + ' (apostrophe)
Toggle Drawing Guides	Alt, W, S	⌘ + Opt + Ctrl + G
Grids & Guides Menu	Alt, W, X	RMB, Grids & Guides
Alt. Grid/Guide Menu	RMB, I	RMB, Grids & Guides
New Drawing Guide	Ctrl + Drag Existing Guide	Opt + Drag Existing Guide
Delete Drawing Guide	Drag Guide Off Slide	
Move Guide in Small Increments	Alt + Drag Guide	⌘ + Drag Guide

Navigating Menus and Dialog Boxes Within PPT

	PC/Windows	Mac
Go to Next Control	Tab	
Go to Previous Control	Shift + Tab	
Move Through Tabs	Ctrl + Tab	N/A
Move Up/Down a List	Arrows	
Toggle Checkbox Options	Spacebar	
Apply Changes & Exit	Enter	
Cancel Changes & Exit	Esc	
Activate Control	Alt + Underlined Letter	N/A

Text Navigation & Formatting

	PC/Windows	Mac
Enter Edit Mode (Shapes)	F2	
Exit Edit Mode	Esc	
Skip Over Word	Ctrl + Arrows	Opt + Arrows
Jump to Start of Text	Ctrl + Home	⌘ + ↑
Jump to End of Text	Ctrl + End	⌘ + ↓
Select Multiple Letters	Shift + Arrows	
Select Multiple Words	Ctrl + Shift + Arrows	Opt + Shift + Arrows
Select All Text	Ctrl + A	⌘ + A
Font Color	Alt, 2	N/A
Format Details (Margins)	Alt, 5	⌘ + Shift + 1
Font Size	Alt, 7	N/A
Increase Font Size	Ctrl + Shift + >	⌘ + Shift + >
Decrease Font Size	Ctrl + Shift + <	⌘ + Shift + <
Toggle Superscript	Ctrl + Shift + ^	
Toggle Subscript	Ctrl + =	
Font Face	Alt, H, FF	N/A
Font Case	Alt, H, 7	Shift + Fn + F3
Font Styles	Alt, H, FN	⌘ + T
Bold / Italics / Underline	Ctrl + B / I / U	⌘ + B / I / U
Align Left / Center / Right	Ctrl + L / E / R	⌘ + L / E / R
Indents, Spacing & Tabs	Alt, H, PG	⌘ + Opt + M
New Tab Stop	Click Ruler in Edit Mode	
Line Spacing	Alt, H, K	N/A
Bullet Styles	Alt, H, U	N/A
Vertical Alignment	Alt, H, AT	N/A
Text Orientation	Alt, H, AX	N/A

Tables, SmartArt, Images, and Miscellaneous

(RMB = Right Mouse Button)

	PC/Windows	Mac
Insert Table	Alt, N, T	N/A
Table Design	Alt, JT	N/A
Table Layout	Alt, JL	N/A
Paste Special	Alt, E, S or Ctrl + Alt + V	⌘ + Ctrl + V
Paste Options	Alt, H, V	N/A
Insert Chart	Alt, N, C1	N/A
Chart Design	Alt, JC	N/A
Chart Formatting	Alt, JA	N/A
Picture Formatting	Alt, JP	N/A
Crop Image Options	Alt, JP, V	Shift + C
Insert SmartArt	Alt, N, M	N/A
Shape to SmartArt	Alt, H, M	N/A
SmartArt Design	Alt, JS	N/A
Change SmartArt Type	RMB, A	N/A
SmartArt to Text	RMB, C, C	N/A
Merge Shapes	Alt, 07	N/A
Spelling/Grammar	F7	N/A
Review Menu	Alt, R	N/A
Replace Fonts	Alt, H, R, O	N/A
Inspect Document	Alt, F, I, I	N/A



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Excel Shortcuts Useful for PPT Paste-Ins

(Shortcuts in red require the BIWS QAT or Excel macro package.)

📁 PC/Windows 🍏 Mac

	PC/Windows	Mac
Move Between Cells	Arrows	
Jump to Boundary	Ctrl + Arrows	
Select Multiple Cells	Shift + Arrows	
Select Area to Boundary	Shift + Ctrl + Arrows	
Select Column	Ctrl + Spacebar	
Select Row	Shift + Spacebar	
Insert Row	Alt, I, R or Ctrl + Shift ++	Ctrl + Shift ++
Insert Column	Alt, I, C or Ctrl + Shift ++	Ctrl + Shift ++
Next Worksheet	Ctrl + PgDn	Ctrl + Fn + ↓
Previous Worksheet	Ctrl + PgUp	Ctrl + Fn + ↑
Toggle Gridlines	Alt, W, VG	N/A
Copy Right from Cell	Ctrl + R	
Copy Down from Cell	Ctrl + D	
Group Rows/Columns	Shift + Alt + →	Opt + Shift + →
Ungroup Rows/Columns	Shift + Alt + ←	Opt + Shift + ←
Auto-Fit Column Width	Alt, O, C, A	N/A
Column Width	Alt, O, C, W	N/A
Data from Picture	Alt, A, F1	N/A
Home Menu (Formatting)	Alt, H	N/A
Format Cells	Ctrl + 1	⌘ + 1
Font Color	Alt, 1	N/A
Accounting Format	Alt, 2	N/A
Increase Decimals	Alt, 3	N/A
Decrease Decimals	Alt, 4	N/A
Center / Uncenter	Alt, 5	N/A
Fill Color	Alt, 6	N/A
Borders Menu	Alt, 7	N/A
Font Size	Alt, 8	N/A
Add Comment or "Note"	Shift + F2	
Delete Comment/Note	Alt, R, D	Shift + F2, Esc, Del
Insert Suggested Chart	Alt, N, R	N/A
Chart Design	Alt, JC	N/A
Chart Format	Alt, JA	N/A
Color-Code Cell Range for Printing	Ctrl + Shift + P	
Color-Code Cell Range for Editing	Ctrl + Shift + C	

PowerPoint VBA and BIWS Macro Package

(NOTE: The "Y2" key after the "Alt" below might be Y1, Y3, or another number, depending on your system/PPT setup and other add-ins.)

📁 PC/Windows 🍏 Mac

	PC/Windows	Mac
VBA Editor	Alt, L, V	Opt + Fn + F11
View Macros	Alt, L, PM	Opt + Fn + F8
PowerPoint Add-Ins	Alt, L, H	N/A
BIWS Macros Tab	Alt, Y2	N/A
Swap Shapes	Alt, Y2, Y1	N/A
Select by Same...	Alt, Y2, Y2	N/A
Format Cycles	Alt, Y2, Y3	N/A
Toggle Margins	Alt, Y2, Y4	N/A
Match All Attributes of First Selected Shape	Alt, Y2, Y5	N/A
Stack Shapes Vertically	Alt, Y2, Y6	N/A
Stack Shapes Horizontally	Alt, Y2, Y7	N/A
Distribute Shapes Across Wider Shape	Alt, Y2, Y8	N/A
Distribute Shapes Across Taller Shape	Alt, Y2, Y9	N/A
Distribute Shapes in Perfect Grid	Alt, Y2, YA	N/A
Create Drawing Guides from Selection	Alt, Y2, YB	N/A
Delete Drawing Guides	Alt, Y2, YC	N/A
Align to Left Guide	Alt, Y2, YD	N/A
Align to Right Guide	Alt, Y2, YE	N/A
Align to Top Guide	Alt, Y2, YF	N/A
Align to Bottom Guide	Alt, Y2, YG	N/A
Distribute Vertically Between Guides	Alt, Y2, YH	N/A
Distribute Horizontally Between Guides	Alt, Y2, YI	N/A
Table to Shapes	Alt, Y2, YJ	N/A
Shapes to Table	Alt, Y2, YK	N/A
Copy Table Formats	Alt, Y2, YL	N/A
Paste Table Formats	Alt, Y2, YM	N/A
Distribute Shapes in Nearest Table Cells	Alt, Y2, YN	N/A
Distribute and Fit Shapes to Nearest Table Cells	Alt, Y2, YM	N/A
Add Calendar	Alt, Y2, YP	N/A
Add Harvey Ball	Alt, Y2, YQ	N/A
Add Table of Contents	Alt, Y2, YR	N/A
Change Language ⁽¹⁾	Alt, Y2, YS	N/A

(1) This macro does not work in Mac PowerPoint due to a missing VBA feature (the "Dictionary" object). There's a suggestion on how to fix or rewrite it using an outside file in the corresponding lesson.



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PC/Windows PowerPoint – Setup Tips

Mac PowerPoint – Setup Tips

Please see our dedicated setup guide for the details, but here's the short version:

Points #1 and #4 in the column to the left also apply to Mac PowerPoint; the rest do not. Also:

- 1) Keyboard/Mouse** – It's best to use an external keyboard and mouse, but at least get an external mouse because laptop touchpads are horrible.
- 2) Keyboard/System Settings** – Disable Scroll Lock and the Language Bar in Windows, and ideally, use the English-language version of PowerPoint.
- 3) Laptops** – If you must press the Function key ("Fn") to use your function keys (F2, F4, etc.), you should change the settings in the BIOS. Google it or review the setup guide instructions.
- 4) PPT Settings (Alt, T, O or ⌘ + ,)** – In General → PowerPoint Designer, un-check "Automatically show me design ideas," and within Settings → Advanced, disable all hardware acceleration. Within the Trust Center (or "Security & Privacy" on the Mac), un-check the "Protected View" options, make sure all macros can run, and enable the "Trust access to the VBA project object model" option.
- 5) Add-Ins / Plugins** – Install our Quick Access Toolbar (QAT) [in this lesson](#) and [install our custom macro package](#) if you already know the fundamentals of PowerPoint and understand how to use the macros properly. If not, complete a few of the VBA/macro-related lessons first.

- 1) Function Keys** – Go to the Apple logo in the top left, System Preferences, Keyboard, and check the box for "Use all F1, F2, etc. keys as standard function keys" OR change "Touch Bar shows" to "F1, F2, etc. Keys."
- 2) Mission Control** – Go here under System Preferences and uncheck "Application Windows" and all the "Mission Control" shortcuts. Make sure the Ctrl + ↑ and Ctrl + ↓ shortcuts do not appear anywhere on this screen.
- 3) Keyboard within System Preferences** – Go to "Input Sources," uncheck everything, and remove all languages besides U.S. / English while you use PowerPoint.
- 4) Shortcuts Tab in Keyboard within System Preferences** – Under "Mission Control," uncheck everything. Also, ensure that under Keyboard, "Move focus to the menu bar" is set to ^F2, i.e., Ctrl + F2. Finally, go to "Function Keys" and add an exception for Microsoft PowerPoint (and Excel, Word, etc., if you want).