

Microsoft Powerpoint 97 Keyboard Shortcuts

	Go to slide
ALT+0(ZERO)	Select the folder list in the Open and Save As dialog boxes (in File menu); use within a dialog box; use arrow keys to select a folder in the list.
CTRL Shift RIGHT ARROW	Go to the end of a word in which the cursor is positioned in Microsoft Powerpoint .
CTRL+Shift+RIGHT ARROW	Select or unselect one word to the right of the cursor.
CTRL+Shift+TAB or CTRL+PAGE UP	Go to the previous tab when working in a tabbed dialog box.
ALT+B	Display the previous tip; use with Office Assistant.
ALT+DOWN ARROW	Open a selected drop-down menu; works within a dialog box.
ALT+DOWN ARROW	Display more Help topics; works when using Office Assistant.
ALT F6; repeat until the balloon is active	Activate Office Assistant while working in a document in Microsoft Powerpoint.
ALT+N	Display the next tip when working with Office Assistant.
ALT+number (where hitting key for 1 selects the le	Select a toolbar option in the Open and Save As dialog boxes (in File menu).
ALT+number (ALT+1 is the first topic, ALT+2 is the	Select a Help topic while using Office Assistant.
ALT+Shift+1	Display all headings with the Heading 1 style while working within a document outline.
ALT+Shift+A	Display all text or headings while working within a document with an outline.
ALT+Shift+DOWN ARROW	Move selected paragraphs down while working within a document outline.
ALT Shift LEFT ARROW	Move a paragraph up within a document's outline in Microsoft Powerpoint.
ALT+Shift+MINUS SIGN	Collapse text below a heading while working in document outline.
ALT+Shift+PLUS SIGN	Expand text below a heading while working in a document outline.
ALT+Shift+RIGHT ARROW	Move a paragraph down in a document's outline.
ALT+Shift+TAB	Move from active application window to previously active application window.
ALT+Shift+UP ARROW	Move selected paragraphs up within a document's outline.
ALT SPACEBAR	Display the Control menu while working from the Microsoft Powerpoint Help menu.
ALT+TAB	Move from active application window to the previously used application window; to select an application from a list of the open applications, hold ALT down and press TAB more than once to move through the list.
ALT+letter key, where the key is the underlined le	Select a menu, or select or clear the check box by the letter underlined in the menu name.
ALT+UP ARROW	Display previously viewed Help topics while using Office Assistant.
CTRL Shift F6	Go to the previous presentation window in Microsoft Powerpoint.
CTRL+Shift+LEFT ARROW	Go to the beginning of the word in which the cursor is positioned.
CTRL+Shift+LEFT ARROW	Select or unselect one word to the left of the cursor.
CTRL+TAB or CTRL+PAGE DOWN	Move to the next tab on a tabbed dialog box.
CTRL+TAB or CTRL+Shift+TAB	Select the next or previous toolbar.
CTRL UP ARROW	Go up one paragraph in Microsoft Powerpoint.
CTRL+V	Paste a copied item(s) from the Clipboard into a selected location (You also can choose Paste from the Edit menu.).
CTRL+W	Close the active presentation window.
CTRL+X	Copy and remove the selected item(s) from their original location to the Clipboard. (You also can choose the Cut command from the Edit menu.).
CTRL+Z	Undo the last action; note: some actions, like Shutdown, cannot be undone (You also can choose Undo from the Edit menu.).
DELETE	Delete the selected item(s), or to delete the character to the right of the cursor; if items are files they will be moved to the Recycle Bin.
DOWN ARROW	Move one line down.
DOWN ARROW or UP ARROW	Select the next or previous command on the menu or submenu in Microsoft Powerpoint.
E	Delete on-screen annotations when working with a slide show presentation.
END	Go to the end of a line.

Microsoft Powerpoint 97 Keyboard Shortcuts

END	Go to the end of the entry.
ENTER	Perform the action assigned to a default button in a dialog box.
ENTER	Open the selected menu in Microsoft Powerpoint.
ENTER	Perform the action assigned to the selected button.
ENTER	Enter text in the selected text box.
ESC	Close a selected drop-down list from a dialog box.
ESC	Cancel a command and close a dialog box.
ESC	End a Microsoft Powerpoint slide show.
ESC	Close an Office Assistant message or tip.
F1	Display Help or Office Assistant.
F10	Activate, or select, the main toolbar beginning with the first toolbar option on the left, usually File; after the first option is activated you can navigate through toolbar and menu options using the appropriate ARROW keys; press F10 or ALT again
F5	Update the files visible in the Open or Save As dialog box (File menu).
H	Go to next hidden slide in a Microsoft Powerpoint presentation.
HOME	Go to the beginning of the current line.
HOME	Go to the beginning of the current entry.
LEFT ARROW	Go one character to the left of the cursor's current position.
LEFT ARROW or RIGHT ARROW	With a menu open, select the menu to the left or right of the original, or, with a submenu visible, switch between the main menu and the submenu.
MOUSE CLICK	Advance through Microsoft Powerpoint slide show while rehearsing.
N, ENTER, or the SPACEBAR or click the mouse	Advance to the next slide in a slide show presentation.
O	Choose original timings while rehearsing a slide show presentation.
P or BACKSPACE	Return to the previous Microsoft Powerpoint slide.
RIGHT ARROW	Move one character to the right.
S	Stop or restart an automatic Microsoft Powerpoint slide show.
Shift+DOWN ARROW	Select one line down of current line.
Shift+END	Select from the insertion point to the end of the text box entry.
Shift F10	Display a shortcut menu that shows a list of commands relevant to the selected object when working in Microsoft Powerpoint.
Shift+F10 (or right-click)	Display a shortcut menu that shows a list of commands relevant to the selected object.
Shift+F4	Find the previous occurrence of the text specified in the Find or Replace dialog box when the dialog box is closed.
Shift+HOME	Select from the insertion point in the text box to the beginning of the text box entry.
Shift+LEFT ARROW	Select or unselect one character to the left of the cursor's position.
Shift+RIGHT ARROW	Select or unselect by one character to the right of the cursor's current position.
Shift+TAB	Move to the previous option or option group in a dialog box.
Shift+UP ARROW	Extend selection one line up.
SLASH (/) on the numeric keypad	Turn character formatting on or off.
T	Set new timings while rehearsing a slide show.
TAB or Shift+TAB until the object you want is sele	Select an object.
TAB to select the Office Assistant button; SPACEBA	Display the Microsoft Powerpoint Office Assistant in a wizard, or turn off Help with the wizard.
ARROW KEYS	Move between options in a selected drop-down list dialog box or menu, or use to move between options in a group of options; add ENTER to open the selected option.
LETTER KEY, where the key corresponds with the und	Move to an option in a selected drop-down list dialog box or menu.
LEFT ARROW or RIGHT ARROW KEY	Move one character to the left or right when working in text boxes in Microsoft Powerpoint.

Microsoft Powerpoint 97 Keyboard Shortcuts

SPACEBAR	Perform the action assigned to the selected button; or to select or clear the check box.
TAB key	Move to the next option or option group in a dialog box.
The TAB key or Shift+TAB	Select the next or previous button or menu on the active toolbar.
UP ARROW	Move one line up when working with text.
W	Display a white screen, or return to the slide show from a white screen in Microsoft Powerpoint.
B	Display a black screen, or return to the slide show from a black screen.
BACKSPACE	Delete selected text or to delete the character to the left of where the cursor is positioned within a document while editing.
Both mouse buttons for 2 seconds	Return to the first slide when using slide show controls.
CTRL+A	Select all objects when working in Slide view.
CTRL A	Select all slides when in Microsoft Powerpoint Slide Sorter view.
CTRL+A	Select all text when in outline view.
CTRL+A	Change the pen to a pointer when working with a slide presentation.
CTRL+BACKSPACE	Delete one word to the left of cursor's current position.
CTRL C	Copy a selected object to Windows Clipboard in Microsoft Powerpoint.
CTRL+DELETE	Delete one word to the right of the cursor's position in a document.
CTRL+DOWN ARROW	Move cursor down one paragraph within a PowerPoint slide or document.
CTRL+END	Move to the end of the active text box within a PowerPoint document.
CTRL+ENTER	Go to the next title or body text placeholder while working in PowerPoint.
CTRL+ESC	Display Windows Start menu.
CTRL F10	Maximize the active presentation window while working in Microsoft PowerPoint.
CTRL+F5	Restore the active presentation window.
CTRL+F6	Go to the next presentation window while working in PowerPoint.
CTRL+F7	Carry out the Move command (under Presentation icon menu, menu bar).
CTRL+F8	Carry out the Size command (under Presentation icon menu, menu bar).
CTRL F9	Minimize the active presentation window while working in Microsoft Powerpoint.
CTRL+H	Hide the presentation pointer and button temporarily.
CTRL+HOME	Go to the beginning of a text box.
CTRL+L	Permanently hide the slide show pointer and button.
CTRL+LEFT ARROW	Move cursor's position one word to the left.
CTRL+LEFT ARROW or CTRL+RIGHT ARROW	Move cursor's position one word to the left or right.
CTRL P	Change the pointer to a pen within a Microsoft Powerpoint presentation.
CTRL+RIGHT ARROW	Move cursor one word to the right within a presentation.

Visit <http://www.shortcutmania.com/> for more printable keyboard shortcuts