


General Shortcuts

Shortcut	Action
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Create new presentation. Add a new slide. Apply bold formatting to the selected text. Open the Font dialog box. Cut selected text, object, or slide. Copy selected text, object, or slide. Paste cut or copied text, object, or slide. Insert a hyperlink. Insert a new comment. Undo the last action. Redo the last action. Go to the next slide. Go to the previous slide. Start the slide show. End the slide show. Print a presentation. Save the presentation. Close PowerPoint.

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Not published yet.
Last updated 18th July, 2023.
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