

















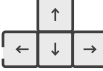
















PowerPoint short-cut cheat sheet

for Mac

	Undo	Cmd ⌘ + Z
	Redo	Cmd ⌘ + Y
	Cut	Cmd ⌘ + X
	Copy	Cmd ⌘ + C
	Paste	Cmd ⌘ + V
	Paste special	Cmd ⌘ + Ctrl + V
	Duplicate objects	Ctrl + 
	Move on a straight axis	Shift + 
	Keep aspect when resizing	Shift + 
	Rotate by 15° increments	Shift + 
	Multiple object select	Ctrl or Shift + 
	Select all	Cmd ⌘ + A
	Nudge move	
	Cycle through layers/objects	Tab

	Group	Cmd ⌘ + Option + G
	Ungroup	Cmd ⌘ + Option + Shift + G
	Decrease/increase font size	Cmd ⌘ + Shift + < or >
	Change type casing	Shift + F3
	Find and replace text	Cmd ⌘ + F
	Add new slide	Cmd ⌘ + Shift + N
	Duplicate slide	Cmd ⌘ + D
	Run slideshow	Cmd ⌘ + Shift + Enter/Return
	Run slideshow from current slide	Cmd ⌘ + Enter/Return
	Jump to specific slide (slideshow mode)	Slide number + Enter/Return
	Copy style formatting	Cmd ⌘ + Shift + C
	Paste style formatting	Cmd ⌘ + Shift + V
	Animation painter	Alt + Shift + V + C