

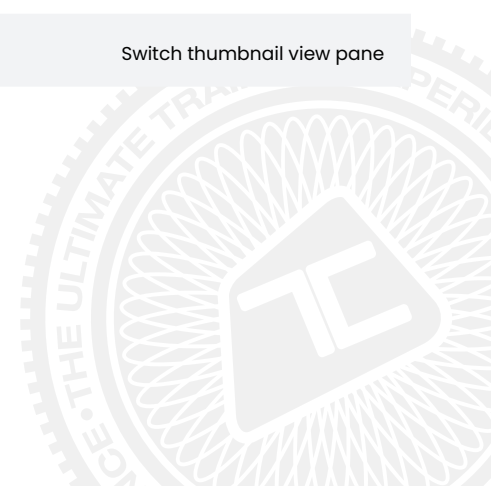


General

CTRL S	Save Presentation	F5	Slideshow of presentation
CTRL O	Open existing presentation	ALT F4	Exit
CTRL N	New presentation	CTRL Z	Undo changes in presentation
CTRL M	New Slide	CTRL Y	Redo operation
CTRL A	Select all	ALT W Q	Zoom
CTRL C	Copy Text and Image	CTRL G	Group items
CTRL V	Paste Text and Image	CTRL SHIFT G	UnGroup items
CTRL X	Cut text and Image	CTRL SHIFT C	Copy formatting of selecting shape
F2	Rename the file	ALT SHIFT V	Paste formatting only to another shape
CTRL P	Print Presentation		

Navigation Operations

↑ ↓ ← →	Move operations	TAB	To previous object
END	End of line	PB ↓	Next slide
HOME	Starting of line	PB ↓	Previous slide
CTRL ↑	Phrase or paragraph up	F6	Focus to different pane
CTRL ↓	Phrase or paragraph down	CTRL F1	Collapse and expand ribbon
CTRL END	End of text block	SHIFT F6	Move anticlockwise among pane
CTRL HOME	Beginning of text block	CTRL SHIFT TAB	Switch thumbnail view pane
SHIFT TAB	To next object		



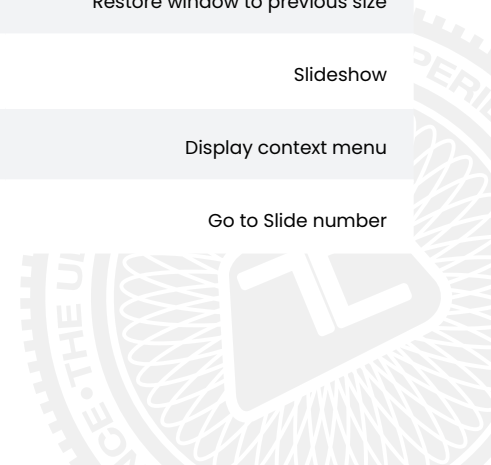


Edit Text Operations

CTRL R	Right Align selected Text	CTRL SHIFT F	Change font style
CTRL L	Left Align selected Text	CTRL SHIFT >	Increase font style
CTRL N	New presentation	CTRL SHIFT <	Decrease font style
CTRL B	Bold text	ALT CTRL SHIFT >	Superscript
CTRL U	Underline text	ALT CTRL SHIFT <	Subscript
CTRL I	Italic text	CTRL ↕	Create a copy of selected text
DELETE	Remove one character from one side	CTRL BACKSPACE	Delete word from left
CTRL E	Align center selected phrase	CTRL DELETE	Delete word from Right
CTRL J	Justify selected phrase	CTRL D	Duplicate Slide
CTRL K	Insert Hyperlink	ALT H F S	Change font size
CTRL F	Find particular text	CTRL T	Open font dialog box
CTRL H	Replace particular text	SHIFT F3	Change cases
CTRL SHIFT Z	Normal and Plain Text	CTRL N	Insert Comment
SHIFT F3	Toggle cases	CTRL R	Replay to Comment
F7	Spelling checker		

Presentation Windows

CTRL FB	Next window	CTRL FB	Restore window to previous size
CTRL SHIFT FB	Previous window	F5	Slideshow
ALT F10	Maximize window	SHIFT F10	Display context menu
ALT F5	Unmaximize window	SLIDE NUMBER ENTER	Go to Slide number





Tab Selection

	Home Tab		Slideshow Tab
	File Tab		Review Tab
	Insert Tab		Design Tab
	Transition Tab		To search item
	Animation Tab		View Tab

Outlining views

	Highlight and Promote paragraph		Expand text
	Highlight and Demote paragraph		Collapse titles
	Move up paragraph		Move from title to text
	Move down paragraph		Select Word
	Show all texts		Select Paragraph
	Collapse text under heading		

