

POWER UP! TRAINING SHORTCUT KEYS FOR POWERPOINT EDITING

<http://Power-UP.Training>

➤ KEYBOARD

- Switch Views:
Outline & Normal

CTRL + SHIFT + TAB

- New Slide

CTRL + M

- Duplicate Objects or Slides

CTRL + D

- Object GROUP and UNGROUP

CTRL + G

➤ MOUSE & Keyboard

- Zoom

Keyboard: CTRL +
Mouse: Center Scroll Wheel
AND SCROLL up and down

Draw VERTICAL and HORIZONTAL “Lines”

First: Select item to insert
Keyboard: Shift
Mouse: Click and drag in the direction you want to move

- Move VERTICAL and HORIZONTAL “Objects”

First: Select item to move
Keyboard: Shift
Mouse: Click and drag in the direction you want to move

- Resize object at CENTER POINT

First: Select item to resize
Keyboard: CTRL
Mouse: Drag object corner