



Frequently used shortcuts

Below are lists of the most frequently used shortcuts in PowerPoint for Windows.

To do this	Press
Start a presentation from the beginning.	F5
Start a presentation from the current slide.	Shift+F5
Start the presentation in Presenter View.	Alt+F5 PowerPoint 2010 and 2007: Not available
Perform the next animation or advance to the next slide.	N Enter Page Down Right arrow key Down arrow key Spacebar
Perform the previous animation or return to the previous slide.	P Page Up Left arrow key Up arrow key Backspace
Hide the pointer and navigation buttons.	Ctrl+H
Display a blank black slide, or return to the presentation from a blank black slide.	B Period (.)
Display a blank white slide, or return to the presentation from a blank white slide.	W Comma (,)
Stop or restart an automatic presentation.	S
End the presentation.	Esc In PowerPoint 2010 and 2007, Hyphen (-)

Control the slide show

The following keyboard shortcuts apply while you're delivering your presentation in **Slide Show** (full-screen) mode, with or without the **Presenter View**.

To do this	Press
Go to a specific slide.	Type the slide number, then press Enter
Go to the next slide, if the next slide is hidden.	H
View the All Slides dialog.	Ctrl+S PowerPoint 2007: Not available
Return to the first slide.	Home In PowerPoint 2010 and newer, press and hold the Right and Left mouse buttons for 2 seconds
Go to the last slide.	End
View the computer task bar.	Ctrl+T PowerPoint 2007: Not available
Display the context menu.	Shift+F10
Go to the next hotspot on the current slide. (Hotspots include hyperlinks, animation triggers, audio objects, and video objects.)	Tab
Go to the last or previous hyperlink on the current slide.	Shift+Tab
Perform the "mouse click" behavior on the selected hyperlink. (Follow the selected hyperlink.)	Enter while a hyperlink is selected



Control video and other media in the slide show in PowerPoint 2010 and newer

These keyboard shortcuts work with video files imported from your computer or other device. They don't work with online video files.

To do this	Press
Stop media playback.	Alt+Q
Play or pause media.	Alt+P In PowerPoint 2013 and newer, Ctrl+Space
Go to the next bookmark.	Alt+End
Go to the previous bookmark.	Alt+Home
Increase the sound volume.	Alt+Up
Decrease the sound volume.	Alt+Down
Mute the sound.	Alt+U
Seek forward three seconds.	Alt+Shift+Page Down
Seek backward three seconds.	Alt+Shift+Page Up
Seek forward 0.25 seconds, then pause.	Alt+Shift+Right arrow key PowerPoint 2010: Not available
Seek backward 0.25 seconds, then pause.	Alt+Shift+Left arrow key PowerPoint 2010: Not available
Show or hide the audio and subtitles menu. (For videos that have multiple audio tracks and/or subtitle tracks in supported formats.)	Alt+J PowerPoint 2010: Not available