

# Top 25 PowerPoint Shortcuts That Save Time

To see these top 25 shortcuts in action on YouTube, [click here](#).

#	Shortcut Name	Keyboard Combination
1	Slide Master Jump	Shift + Normal Icon (bottom of screen)
2	Align and Copy Shortcut	Ctrl + Shift + Drag
3	Duplicate Shortcut	Ctrl + D
4	Eyedropper Shortcut	Eye dropper then Click + Hold
5	Group Shortcut	Ctrl + G
6	Ungroup Shortcut	Ctrl + Shift + G
7	New Slide Shortcut	Ctrl + M
8	Start Slide show from Beginning	F5
9	Start Slide show from Current Slide	Shift + F5
10	Format Painter – Pick Up Style	Ctrl + Shift + C
11	Format Painter – Apply Style	Ctrl + Shift + V
12	Selection Pane Shortcut	Alt + F10
13	Arrange – Bring Forward Shortcut	Ctrl + Shift + ]
14	Arrange – Send Backward Shortcut	Ctrl + Shift + [
15	Animation Painter shortcut	Alt + Shift + C
16	Draw perfect objects shortcuts	Shift + Draw your shape
17	Increase Font Size	Ctrl + Shift + >
18	Decrease Font Size	Ctrl + Shift + <
19	Format Chart Element Shortcut	Ctrl + 1
20	Notes Pane Shortcut	Ctrl + Shift + H
21	Create a Section Shortcut	Ctrl + <
22	Move Slides	Ctrl + ↑ / ↓ (thumbnail view)
23	Insert Equation Shortcut	Alt + =
24	Date and Footer Dialog Box Shortcut	Alt + Shift + D
25	Alignment Tool Shortcut	Alt, 1, Direction ( <a href="#">see QAT Setup here</a> )