

PowerPoint® Menus

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
File > New	Office button > New	Ctrl-N
File > Open	Office button > Open	Ctrl-O
File > Close	Office button > Close	Ctrl-W
File > Save	Office button > Save or Quick Access toolbar > Save icon	Ctrl-S
File > Save As	Office button > Save As	F12
File > Save As Web Page	Office button > Save As (in Save As dialog, choose Web Page from Save As Type drop-down)	<i>In PP 2003: Alt-F, G In PP 2007: F12 (in Save As dialog, choose Web Page from Save As Type drop-down)</i>
File > File Search	Windows Start button > Search	<i>In PP 2003: Alt-F, H In PP 2007: Window key, C</i>
File > Permission	Office button > Prepare > Restrict Permission	<i>In PP 2003: Alt-F, M In PP 2007: Alt-F, E, R</i>
File > Package for CD	Office button > Publish > Package for CD	<i>In PP 2003: Alt-F, K In PP 2007: Alt-F, U, K</i>
File > Web Page Preview	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Commands > Web Page Preview > OK	<i>In PP 2003: Alt-F, B In PP 2007: Alt-[number of position in QA toolbar]</i>
File > Page Setup	Design > Page Setup > Page Setup	<i>In PP 2003: Alt-F, U In PP 2007: Alt-G, S</i>
File > Print Preview	Office button > Print > Print Preview	<i>In PP 2003: Alt-F, V In PP 2007: Alt-F, W, V</i>
File > Print	Office button > Print	Ctrl-P
File > Send To	Office button > Send (for more Send options, see Office button > PowerPoint Options > Customize > All Commands)	Alt-F, D
File > Properties	Office button > Prepare > Properties	<i>In PP 2003: Alt-F, I In PP 2007: Alt-F, E, P</i>
File > Most Recently Used Documents	Office button > Recent Documents	Alt-F
File > Exit	Office button > Exit PowerPoint	Alt-F, X

POWERPOINT® MENUS CONTINUED

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Edit > Undo	Quick Access toolbar > Undo icon	Ctrl-Z
Edit > Redo	Quick Access toolbar > Redo icon	Ctrl-Y
Edit > Cut	Home > Clipboard > Cut	Ctrl-X
Edit > Copy	Home > Clipboard > Copy	Ctrl-C
Edit > Office Clipboard	Home > Clipboard dialog box launcher	Alt-E, B
Edit > Paste	Home > Clipboard > Paste	Ctrl-V
Edit > Paste Special	Home > Clipboard > Paste > Paste Special	<i>In PP 2003: Alt-E, S In PP 2007: Alt-E, S or Alt-Ctrl-V</i>
Edit > Paste as Hyperlink	Home > Clipboard > Paste > Paste as Hyperlink	Alt-E, H
Edit > Clear	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Commands > Clear	Alt-E, A
Edit > Select All	Home > Editing > Select > Select All	Ctrl-A
Edit > Duplicate	Home > Clipboard > Paste > Duplicate	Ctrl-D
Edit > Delete Slide	Home > Slides > Delete	<i>In PP 2003: Alt-E, D In PP 2007: Alt-E, D or Alt-H, D</i>
Edit > Find	Home > Editing > Find	Ctrl-F
Edit > Replace	Home > Editing > Replace	Ctrl-H
Edit > Links	Office button > Prepare > Edit Links to Files	<i>In PP 2003: Alt-E, K In PP 2007: Alt-F, E, L</i>
Edit > Object	Double-click the object and look for object-specific tabs in Ribbon	<i>In PP 2003: Alt-E, O In PP 2007: n/a</i>

POWERPOINT® MENUS CONTINUED

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
View > Normal	View > Presentation Views > Normal	<i>In PP 2003: Alt-V, N In PP 2007: Alt-V, N or Alt-W, L</i>
View > Slide Sorter	View > Presentation Views > Slide Sorter	<i>In PP 2003: Alt-V, D In PP 2007: Alt-V, D or Alt-W, I</i>
View > Slide Show	View > Presentation Views > Slide Show <i>or</i> Slide Show > Start Slide Show	<i>In PP 2003: F5 or Alt-V, W In PP 2007: F5 or Alt-V, W or Alt-W, S</i>
View > Notes Page	View > Presentation Views > Notes Page	<i>In PP 2003: Alt-V, P In PP 2007: Alt-V, P or Alt-W, T</i>
View > Master > Slide Master	View > Presentation Views > Slide Master	<i>In PP 2003: Alt-V, M, S In PP 2007: Alt-W, M</i>
View > Master > Handout Master	View > Presentation Views > Handout Master	<i>In PP 2003: Alt-V, M, D In PP 2007: Alt-W, H</i>
View > Master > Notes Master	View > Presentation Views > Notes Master	<i>In PP 2003: Alt-V, M, N In PP 2007: Alt-W, K</i>
View > Color/Grayscale > Color	View > Color/Grayscale > Color	<i>In PP 2003: Alt-V, C, C In PP 2007: Alt-W, C</i>
View > Color/Grayscale > Grayscale	View > Color/Grayscale > Grayscale	<i>In PP 2003: Alt-V, C, G In PP 2007: Alt-W, O</i>
View > Color/Grayscale > Pure Black and White	View > Color/Grayscale > Pure Black and White	<i>In PP 2003: Alt-V, C, W In PP 2007: Alt-W, B</i>
View > Task Pane	The overall task pane is gone in PowerPoint 2007, but some dialog box launchers display task panes.	<i>In PP 2003: Ctrl-F1 In PP 2007: not available</i>
View > toolbars	PowerPoint 2007 no longer has toolbars.	<i>In PP 2003: Alt-V, T In PP 2007: not available</i>
View > Ruler	View > Show/Hide > Ruler	Alt-V, R
View > Grids and Guides	Home > Drawing > Arrange > Align > Grid Settings	Alt-V, I
View > Header and Footer	Insert > Text > Header & Footer	Alt-V, H
View > Markup	Review > Comments > Show Markup	Alt-V, A
View > Zoom	View > Zoom > Zoom	Alt-V, Z

POWERPOINT® MENUS CONTINUED

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Insert > New Slide	Home > Slides > New Slide	Ctrl-M
Insert > Duplicate Slide	Home > Slides > New Slide > Duplicate Selected Slides	<i>In PP 2003:</i> Alt-I, D <i>In PP 2007:</i> Alt-H, I, D
Insert > Slide Number	Insert > Text > Slide Number	<i>In PP 2003:</i> Alt-I, U <i>In PP 2007:</i> Alt-I, U or Alt-N, SN
Insert > Date and Time	Insert > Text > Date and Time	<i>In PP 2003:</i> Alt-I, T <i>In PP 2007:</i> Alt-I, T or Alt-N, D
Insert > Symbol	Insert > Text > Symbol	<i>In PP 2003:</i> Alt-I, S <i>In PP 2007:</i> Alt-I, S or Alt-N, U
Insert > Comment	Review > Comments > New Comment	<i>In PP 2003:</i> Alt-I, M <i>In PP 2007:</i> Alt-I, M or Alt-R, C
Insert > Slide from Files	Home > Slides > New Slide > Reuse Slides	<i>In PP 2003:</i> Alt-I, F <i>In PP 2007:</i> Alt-H, I, R
Insert > Slide from Outline	Home > Slides > New Slide > Slides from Outline	<i>In PP 2003:</i> Alt-I, L <i>In PP 2007:</i> Alt-I, L or Alt-H, I, L
Insert > Picture	Insert > Illustrations	<i>In PP 2003:</i> Alt-I, P <i>In PP 2007:</i> Alt-N, P
Insert > Diagram	Insert > Illustrations > SmartArt	<i>In PP 2003:</i> Alt-I, G <i>In PP 2007:</i> Alt-N, M
Insert > Text Box	Insert > Text > Text Box	<i>In PP 2003:</i> Alt-I, X <i>In PP 2007:</i> Alt-N, X
Insert > Movies and Sounds	Insert > Media Clips > Movie <i>or</i> Insert > Media Clips > Sound	<i>In PP 2003:</i> Alt-I, V <i>In PP 2007:</i> Alt-N, V (movie); Alt-N, O (sound)
Insert > Chart	Insert > Illustrations > Chart	<i>In PP 2003:</i> Alt-I, H <i>In PP 2007:</i> Alt-I, H or Alt-N, C
Insert > Table	Insert > Tables > Table	<i>In PP 2003:</i> Alt-I, B <i>In PP 2007:</i> Alt-N, T
Insert > Object	Insert > Text > Object	<i>In PP 2003:</i> Alt-I, O <i>In PP 2007:</i> Alt-I, O or Alt-N, J
Insert > Hyperlink	Insert > Links > Hyperlink	Ctrl-K

POWERPOINT® MENUS CONTINUED

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Format > Font	Home > Font	Alt-O, F
Format > Bullets and Numbering	Home > Paragraph > Bullets	Alt-O, B
Format > Alignment > Align Left	Home > Paragraph > Align Text Left	Ctrl-L
Format > Alignment > Center	Home > Paragraph > Center	Ctrl-E
Format > Alignment > Align Right	Home > Paragraph > Align Text Right	Ctrl-R
Format > Alignment > Justify	Home > Paragraph > Justify	<i>In PP 2003: Alt-O, AJ In PP 2007: Alt-O, AJ or Alt-H, AJ</i>
Format > Line Spacing	Home > Paragraph > Line Spacing	<i>In PP 2003: Alt-O, S In PP 2007: Alt-O, S or Alt-H, K</i>
Format > Change Case	Home > Font > Change Case	<i>In PP 2003: Alt-O, E In PP 2007: Alt-H, 7</i>
Format > Replace Fonts	Home > Editing > Replace > Replace Fonts	Alt-O, R
Format > Slide Design	Design > Themes	<i>In PP 2003: Alt-O, D In PP 2007: Alt-G, H</i>
Format > Slide Layout	Home > Slides > Layout	<i>In PP 2003: Alt-O, L In PP 2007: Alt-H, L</i>
Format > Background	Design > Background > Background Styles > Format Background	<i>In PP 2003: Alt-O, K In PP 2007: Alt-O, K or Alt-G, BB</i>
Format > Object	Double-click the object and look for object-specific tabs in Ribbon	<i>In PP 2003: Alt-O, K In PP 2007: n/a</i>

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2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Tools > Spelling	Review > Proofing > Spelling	F7
Tools > Research	Review > Proofing > Research	Alt-Click
Tools > Thesaurus	Review > Proofing > Thesaurus	Shift-F7
Tools > Language	Review > Proofing > Language	<i>In PP 2003: Alt-T, L In PP 2007: Alt-T, L or Alt-R, U</i>
Tools > Shared Workspace	Office button > Publish > Create Document Workspace	<i>In PP 2003: Alt-T, K In PP 2007: Alt-F, UC</i>
Tools > Compare and Merge Presentations	Not in PowerPoint 2007	Alt-T, W
Tools > Online Collaboration	Not in PowerPoint 2007	<i>In PP 2003: Alt-T, N In PP 2007: not available</i>
Tools > Macro	View > Macros > Macros	<i>In PP 2003: Alt-T, M In PP 2007: Alt-W, PM</i>
Tools > Add-Ins	Office button > PowerPoint Options > Add-Ins	Alt-T, I
Tools > AutoCorrect Options	Office button > PowerPoint Options > Proofing > AutoCorrect Options	Alt-T, A
Tools > Customize	Office button > PowerPoint Options > Customize	<i>In PP 2003: Alt-T, C In PP 2007: Alt-F, IC</i>
Tools > Options	Office button > PowerPoint Options	<i>In PP 2003: Alt-T, O In PP 2007: Alt-T, O or Alt-F, I</i>

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2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Slide Show > View Show	Slide Show > Start Slide Show <i>or</i> View > Presentation Views > Slide Show	F5
Slide Show > Set Up Show	Slide Show > Set Up > Set Up Slide Show	<i>In PP 2003:</i> Alt-D, S <i>In PP 2007:</i> Alt-D, S <i>or</i> Alt-S, S
Slide Show > Rehearse Timings	Slide Show > Set Up > Rehearse Timings	<i>In PP 2003:</i> Alt-D, R <i>In PP 2007:</i> Alt-D, R <i>or</i> Alt-S, T
Slide Show > Record Narration	Slide Show > Set Up > Record Narration	<i>In PP 2003:</i> Alt-D, N <i>In PP 2007:</i> Alt-D, N <i>or</i> Alt-S, N
Slide Show > Action Buttons	Home > Drawing > Shapes	<i>In PP 2003:</i> Alt-D, I <i>In PP 2007:</i> Alt-S, SH
Slide Show > Action Settings	Insert > Links > Action	<i>In PP 2003:</i> Alt-D, A <i>In PP 2007:</i> Alt-D, A <i>or</i> Alt-N, K
Slide Show > Animation Schemes	Animations > Animations > Animate	<i>In PP 2003:</i> Alt-D, C <i>In PP 2007:</i> Alt-A, A
Slide Show > Custom Animation	Animations > Animations > Custom Animation	<i>In PP 2003:</i> Alt-D, M <i>In PP 2007:</i> Alt-D, M <i>or</i> Alt-A, C
Slide Show > Slide Transitions	Animations > Transition to This Slide	<i>In PP 2003:</i> Alt-D, T <i>In PP 2007:</i> Alt-A, T
Slide Show > Hide Slide	Slide Show > Set Up > Hide Slide	<i>In PP 2003:</i> Alt-D, H <i>In PP 2007:</i> Alt-D, H <i>or</i> Alt-S, H
Slide Show > Custom Shows	Slide Show > Start Slide Show > Custom Slide Show	<i>In PP 2003:</i> Alt-D, W <i>In PP 2007:</i> Alt-D, W <i>or</i> Alt-S, MW

POWERPOINT® MENUS CONTINUED

2003 LOCATION	2007 LOCATION	KEYBOARD SHORTCUT
Window > New Window	View > Window > New Window	Alt-W, N
Window > Arrange All	View > Window > Arrange All	Alt-W, A
Window > Cascade	View > Window > View Side by Side	<i>In PP 2003: Alt-W, C In PP 2007: Alt-W, E</i>
Window > Next Pane	Add to Quick Access toolbar: Office button > PowerPoint Options > Customize > All Com-	<i>In PP 2003: F6 In PP 2007: Alt-[number of position in QA tool-</i>
Window > List of Windows	View > Window > Switch Windows	<i>In PP 2003: Alt-W, [window number] In PP 2007: Alt-W, W, [window number]</i>