

# Keyboard Commands PowerPoint Office 365

## Module 1: Text & Animation

Use of context menu in Powerpoint Shift + F10 allows access to settings covered in this module: Font, Format Text Effects

Access Via the ribbon menu:

Shadow on Text Menu: Alt, JD, TX, S

Font Color: Alt, H, FC

Font Size: Alt, H, FS

Font type: Alt, H, FF

Bold: Ctrl + B

Underline Ctrl + U

## Module 2: Templates, Themes, and Layouts

Access the Design tab in the Ribbon menu: Alt, G

Access Master Slide: Alt, W, M

Changing the Layout of Slide: Shift + F10, L

Check reading Order of slide: Alt, R, A1, R

Line Spacing: Shift + F10, P, N

## Module 3: Alternative Text

Check Alt Text: Alt, R, A1, L or select object, Shift + F10, A

## Module 4: Links, Tables, and more

Insert hyperlink: Shift + F10, I, I

Edit hyperlink: Shift + F10, L

Table Design Headers: Alt, JT, O

Table Design First Column: Alt, JT, M

## **Module 5: Accessibility Check**

Check Accessibility: Alt, R, A1, A

Check reading Order of slide: Alt, R, A1, R

View Outline: Alt, W, PO