

Microsoft Powerpoint Shortcut Key

Sr.No.	Shortcut Key	Use of Key
01	Alt+1	Align Left
02	Alt+3	Align Right
03	Alt+2	Align Horizontal Center
04	Alt+4	Distribute Objects Horizontally
05	Alt+Shift+1	Align Top
06	Alt+Shift+2	Align Vertical Center
07	Alt+Shift+3	Align Bottom
08	Alt+Shift+4	Distribute Objects Vertically
09	Alt+5	Align to Slide
10	Alt+Shift+W	Bring to Front
11	Alt+Shift+S	Bring Forward
12	Alt+Shift+A	Send Backward
13	Alt+Shift+Q	Send to Back
14	Ctrl+1	View Normal
15	Ctrl+2	View Outline
16	Ctrl+3	View Notes
17	Ctrl+4	View SlideSorter
18	Ctrl+5	View Reading
19	Ctrl+Shift+Y	Increase Font Size
20	Ctrl+Shift+X	Decrease Font Size