



Top 25 PPT Shortcuts for Investment Bankers and Consultants

Slide Master Jump	Shift + Normal Icon (bottom of screen)
Align and Copy Shortcut	Ctrl + Shift + Drag
Duplicate Shortcut	Ctrl + D
Eyedropper Shortcut	Eye dropper than Click + Hold
Group Shortcut	Ctrl + G
Ungroup Shortcut	Ctrl + Shift + G
New Slide Shortcut	Ctrl + M
Start Slide show from Beginning	F5
Start Slide show from Current Slide	Shift + F5
Format Painter – Pick Up Style	Ctrl + Shift + C
Format Painter – Apply Style	Ctrl + Shift + V
Selection Pane Shortcut	Alt + F10
Arrange – Bring Forward Shortcut	Ctrl + Shift +]
Arrange – Send Backward Shortcut	Ctrl + Shift + [
Animation Painter shortcut	Alt + Shift + C
Draw perfect objects shortcuts	Shift + Draw your shape
Increase Font Size	Ctrl + Shift + >
Decrease Font Size	Ctrl + Shift + <
Format Chart Element Shortcut	Ctrl + 1
Notes Pane Shortcut	Ctrl + Shift + H
Create a Section Shortcut	Ctrl + <
Move Slides	Ctrl + ↑ / ↓ (thumbnail view)
Insert Equation Shortcut	Alt + =
Date and Footer Dialog Box Shortcut	Alt + Shift + D
Alignment Tool Shortcut	Alt, 1, Direction (QAT Setup)

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