

Activity	Shortcut
New Presentation	⌘ + N
New slide	⌘ + M
Make a duplicate slide	⌘ + D
Save	⌘ + S
Print	⌘ + P
Open	⌘ + O
Copy	⌘ + C
Paste	⌘ + V
Undo	⌘ + Z
Select All	⌘ + A
Bold	⌘ + B
Italics	⌘ + I
Delete a word	⌘ + Backspace
Font Dialogue Box	⌘ + T
Subscript formatting	⌘ + =
Superscript formatting	⌘ + SHIFT + =
Align left	⌘ + L
Align Centre	⌘ + E
Align Right	⌘ + R
Justify	⌘ + J
Promote a paragraph	ALT + SHIFT + Left Arrow
Demote a paragraph	ALT + SHIFT + Right Arrow
Hyperlink	⌘ + K
Find	⌘ + F
View Guides	⌘ + G
End a Slide Show	Esc

