

General			
OPEN Existing	<Ctrl> + <O>	OPEN New	<Ctrl> + <N>
CLOSE Presentation	<Ctrl> + <W>	PRINT	<Ctrl> + <P>
SAVE	<Ctrl> + <S>	SAVE AS	<F12>
CANCEL	<Esc>	CLEAR	
UNDO	<Ctrl> + <Z>	REDO	<Ctrl> + <Y>
CLOSE / EXIT	<Alt> + <F4>	HELP	<F1>
		SWITCH Between Applications	<Alt> + <Tab>

Navigation			
START of Line	<Home>	END of Line	<End>
START of Textbox	<Ctrl> + <Home>	END of Textbox	<Ctrl> + <End>
LAST ACTION Repeat	<F4>	LAST Find Repeat	<Shift> + <F4>
SLIDESHOW Begin	<F5>	SLIDESHOW End	<Esc>
GO To Slide	(number) + <Enter>	NEXT Title / Placeholder	<Ctrl> + <Enter>

Editing			
COPY	<Ctrl> + <C>	COPY Formatting Only	<Ctrl> + <Shift> + <C>
CUT	<Ctrl> + <X>	PASTE	<Ctrl> + <V>
PASTE Special	<Ctrl> + <Alt> + <V>	PASTE Formatting Only	<Ctrl> + <Shift> + <V>
SPELL Check	<F7>	EDIT all in Textbox	<F2>
DELETE Word to Right	<Ctrl> + <Delete>	ADD New Slide	<Ctrl> + <Enter>
FIND Open	<Ctrl> + <F>	FIND Repeat	<Shift> + <F4>

Formatting			
BOLD	<Ctrl> + 	ITALIC	<Ctrl> + <I>
UNDERLINE	<Ctrl> + <U>	FONT Box	<Ctrl> + <T>
CENTRE	<Ctrl> + <E>	JUSTIFY	<Ctrl> + <J>
LEFT ALIGN	<Ctrl> + <L>	RIGHT Align	<Ctrl> + <R>
CASE Lettering	<Shift> + <F3>	HYPERLINK	<Ctrl> + <K>

Text Selection	
Beginning of a Word	<Ctrl> + <Shift> + Left Arrow Key
End of Word	<Ctrl> + <Shift> + Right Arrow Key
Down/Up One Line	DOWN/UP Arrow Key
Down/Up One Paragraph	<Ctrl> + Down/Up Arrow Key
Select All	<Ctrl> + <A>