

PowerPoint Tips

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These PowerPoint tips are generally available for both Windows and Macintosh versions of PowerPoint. They may not be available in all versions. Where they differ for the Macintosh, commands or keys are shown in *italics*.

Tip	Steps
Move selected object horizontally or vertically	Arrow key on keyboard
Constrain dragging selected object to one direction	SHIFT/drag
Nudge selected object one pixel at a time	CTRL/arrow key <i>CMD/arrow key</i>
Select object that is overlaid by another (Selection Pane)	Home Tab-->Arrange <i>(not available in Macintosh)</i>
Copy	CTRL/c <i>CMD/c</i>
Paste	CTRL/v <i>CMD/v</i>
Cut	CTRL/x <i>CMD/x</i>
Undo	CTRL/z <i>CMD/z</i>
Clone (Copy object content and formatting)	CTRL/drag <i>Option/drag</i>
Display contextual menu	Right click on selected object
Select more than one object at a time	SHIFT/click
Group selected objects into one	CTRL/g <i>Option/CMD/g</i>