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Your Ultimate Productivity Resource Hub

Microsoft PowerPoint Cheat Sheet

Master dynamic design alignments and leverage key presenter shortcuts to deliver flawless corporate presentations.

1. Slide Layout & Creation Shortcuts

Action	Windows	Mac	Result
Insert New Slide	Ctrl + M	Cmd + M	Creates a blank template.
Duplicate Slide	Ctrl + D	Cmd + D	Clones current active canvas.
Group Objects	Ctrl + G	Cmd + G	Locks entities together.
Maintain Aspect Ratio	Shift + Drag	Shift + Drag	Resizes visuals without skewing.

2. Presentation Mode Commands (Live)

Goal	Shortcut (Live)	Audience View
Start from Slide 1	F5	Launches full show immediately.
Black Out Screen	B	Blanks screen to focus on speaker.
Laser Pointer	Ctrl + Left Click	Emits glowing tracking red pointer.

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