**JAWS PowerPoint Commands**

**While in normal view for editing a PowerPoint**

* Control + N: Creates a **new** presentation (N = new)
* Control + M: Insert a new slide which will have the default format or sometimes the same format as the previous slide
* Control + D: Make a copy of the selected slide (D + duplicate)
* Tab: Move between the placeholders on the slide
* Enter: Start edit mode on the selected placeholder
* Escape: Exit edit mode for the placeholder
* Page Up or Page Down: Move between slides

To insert a specific slide layout, press Alt + H for the Home Ribbon, then press I for Insert. Arrow down to the desired slide (such as Two Content) and press Enter.

**General JAWS Commands**

* Control + S: Save the slide
* Control + O: Open a presentation
* Control + W: Close a presentation
* Control + P: Print a presentation
* Alt + F4: Quit PowerPoint
* Control + K: Insert a hyperlink
* F7 key: Check spelling

**While in the Presentation mode**

* F5 key: Launch the slide show mode
* Spacebar: Advance a slide
* Backspace: Go back a slide
* Escape: Exit a slide show mode and return to the normal view for editing