



Investment Banking PowerPoint Shortcuts and Commands: 30-Minute Crash Course

How to Get Up to Speed ASAP for Your
Internship or Full-Time Job



Accelerated Preparation Plans...

We get **a lot** of questions about how to “prepare quickly” for internships, new jobs, etc.

These days, many people ask about programming languages, automation tools, AI, and more...

Accelerated Preparation Plans...

But as a new hire in investment banking or corporate finance, **PowerPoint** might be your highest ROI skill.

Why: It's very common in "intern / new hire work," and *it doesn't take much time to become decent (vs. Excel).*

Accelerated Preparation Plans...

Here: I will give you a **30-minute crash course** on the key PowerPoint shortcuts and commands used in presentations.

Not Covering: Mac PowerPoint, macros, VBA, Slide Master, tables, Excel/Word integration, images...

Accelerated Preparation Plans...

For all the files and resources, go to:

<https://mergersandinquisitions.com/investment-banking-powerpoint-shortcuts/>

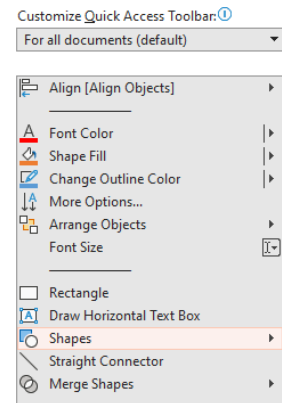
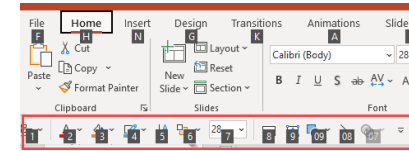
(This is a **very condensed version** of our full [PowerPoint & VBA course](#).)

Plan for This Tutorial

- **Part 1:** Quick Access Toolbar **2:17**
- **Part 2:** Windows Shortcuts & Slide Fundamentals **4:16**
- **Part 3:** Inserting and Formatting Shapes **10:01**
- **Part 4:** Aligning and Distributing Shapes **20:02**
- **Part 5:** Grouping and Ordering Shapes **27:55**

Part 1: Quick Access Toolbar

- **Quick Access Toolbar (QAT):** Lets you build *shorter* versions of shortcuts or shortcuts for new commands
- **Options (Alt, T, O) → Quick Access Toolbar:** Modify it here
- **Download Our Recommended QAT:**
<https://breakingintowallstreet.com/kb/powerpoint/powerpoint-quick-access-toolbar/> (Google “biws ppt qat”)
- **If It Doesn't Work:** Create it yourself! Go to Options, Quick Access Toolbar, display “All Commands,” and add them manually

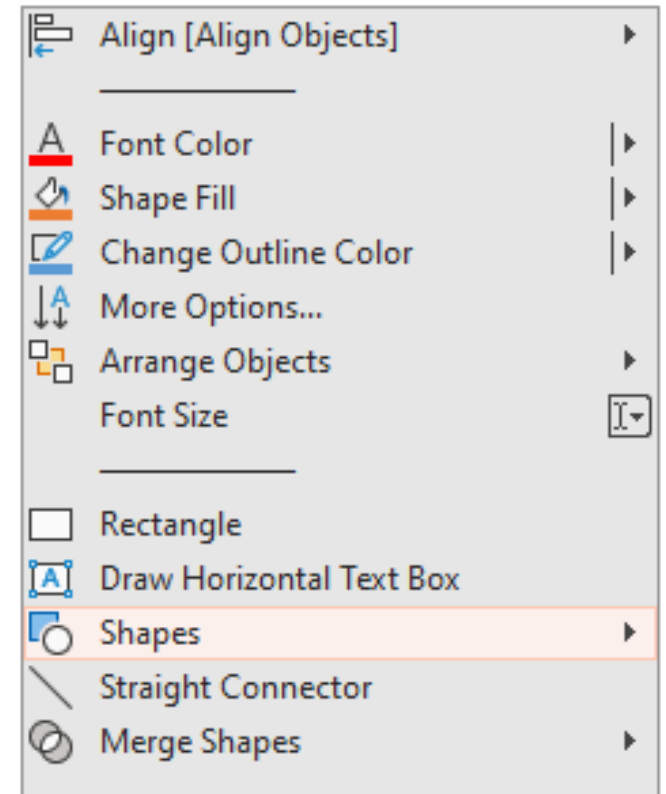


Part 1: Quick Access Toolbar

- **Step 1:** Set “Choose commands from” to “All Commands”
- **Step 2:** Add these commands:
 - Align Objects
 - <Separator>
 - Font Color
 - Shape Fill
 - Change Outline Color
 - More Options...
 - Arrange
 - Font Size
 - <Separator>
 - Rectangle
 - Draw Horizontal Text Box
 - Shapes
 - Straight Connector
 - Merge Shapes

Customize Quick Access Toolbar: ⓘ

For all documents (default) ▼



Part 2: Windows Shortcuts & Slide Fundamentals

- **Almost all** the standard Windows/Office shortcuts still work in PowerPoint:



- **Ctrl + N:** New File
- **Ctrl + O:** Open File
- **Ctrl + P:** Print File
- **Ctrl + S:** Save File / **F12:** Save File As
- **Ctrl + C:** Copy
- **Ctrl + X:** Cut
- **Ctrl + V:** Paste
- **Del:** Delete Text, Shape, or Slide
- **Esc:** Exit Dialog Box

Part 2: Windows Shortcuts & Slide Fundamentals

- **More** standard shortcuts that still work in PowerPoint:
 - **Ctrl + Z:** Undo
 - **Ctrl + Y:** Redo
 - **Ctrl + A:** Select All
 - **Ctrl + F4:** Close File (just the file with the current focus)
 - **Alt + F4:** Close PPT (whole program)
 - **Ctrl + F:** Find
 - **Ctrl + H:** Replace
 - **Alt + Tab:** Switch Windows
 - **F4:** Repeat Last Action
- **One Point:** Be careful with your *selected range* when using these (e.g., slides on left vs. current slide in the main area)



Part 2: Windows Shortcuts & Slide Fundamentals

- **Slide-Specific Shortcuts:**

- **Ctrl + M:** Insert New Slide (Based on Current Slide's Template)
- **Alt, H, I:** Insert New Slide (Pick Template Type)

- **Ctrl + Shift + D:** Duplicate Current Slide (from any selection)

- **Home:** Jump to First Slide
- **End:** Jump to Last Slide

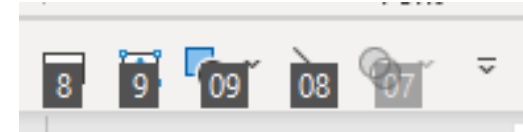
- **PgUp:** Previous Slide (from any selection)
- **PgDn:** Next Slide (from any selection)



Part 3: Inserting and Formatting Shapes

- **Key Insertion Shortcuts:**

- **Alt, 09:** Draw Shape
- **Alt, 8:** Draw Rectangle
- **Alt, 9:** Draw Horizontal Text Box
- **Alt, 08:** Draw Line
- **Shift + Draw Shape:** Draw Shape w/ Constant Height/Width Ratio



- **Drawing Yourself vs. Automatic Insertion:** Depends on whether you use the mouse or the keyboard for the “final click”

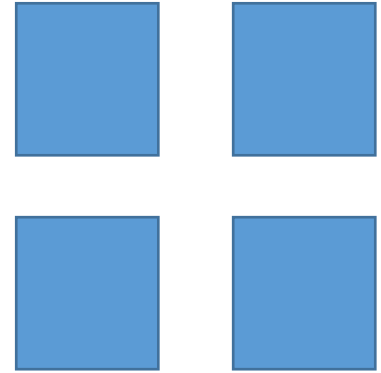


- **But:** Not a big deal either way; if you don't get what you want, just use the mouse to re-size the shape (click and drag)



Part 3: Inserting and Formatting Shapes

- Once you've **inserted** objects, you can select and edit them:
 - **Shift + Left Click:** Select Multiple Shapes (or use the mouse – often faster/easier)
 - **Shift + Drag Diagonal Edge:** Resize Shape & Keep Height/Width Ratio Constant
 - **Shift + Drag Shape:** Move Shape & Keep Horizontal or Vertical Axis Constant
- **Shift Key:** Remember to use this, if you remember nothing else from this tutorial!



Part 3: Inserting and Formatting Shapes

- **Formatting Shortcuts:** Alt, 5 is “the one shortcut to rule them all”
 - **Alt, 5:** “Format Shape” menu (doesn’t work for lines)
 - **Alt, JD:** “Shape Format” in the Ribbon Menu (simpler + works for lines)
 - **Alt, 2:** Font Color
 - **Alt, 3:** Fill Color
 - **Alt, 4:** Shape Outline
 - **Alt, 7:** Font Size
 - **Ctrl + B / I / U:** Bold / Italicize / Underline Text (standard Office shortcut)
 - **Ctrl + L / E / R:** Left / Center / Right Align Text (standard shortcut)
- **Uses:** You can apply formatting to *specific text* in a shape or to all the text (the latter is usually better and more consistent)



Part 3: Inserting and Formatting Shapes

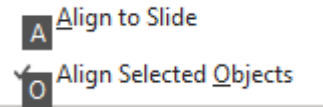
- **Task:** Once you've spent time setting up the proper colors, borders, fonts, etc., **you don't want to re-invent the wheel**
- **Solution:** These shortcuts:
 - **Ctrl + Shift + C:** Copy Shape Format
 - **Ctrl + Shift + V:** Paste Shape Format
 - **Ctrl + D:** Duplicate Object(s)
 - **Ctrl + Shift + Drag:** Duplicate Object(s) in Place
- **Limitations:** These shortcuts copy “most” formatting properties, but not everything else (e.g., text content and height/width)



Part 4: Aligning and Distributing Shapes

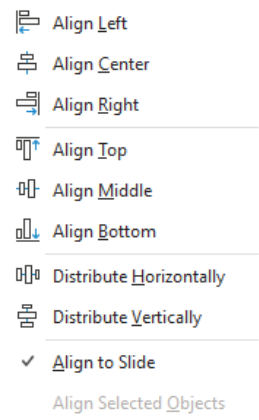
- **Align to Slide vs. Align Selected Objects:**

- **Alt, 1, A:** Align to Slide
- **Alt, 1, O:** Align Selected Objects (must select 2 or more objects first!)



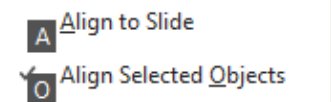
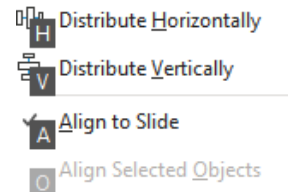
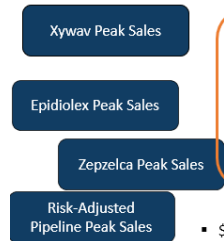
- **Main Useful Shortcuts:**

- **Alt, 1:** Alignment Menu
- **Ctrl + Mouse Scroll Wheel or Alt, V, Z:** Zoom
- **Alt, 1, L / C / R:** Align Left / Center / Right
- **Alt, 1, T / M / B:** Align Top / Middle / Bottom



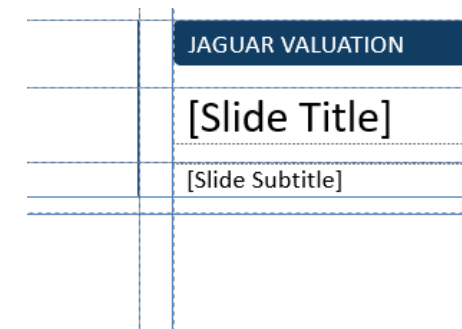
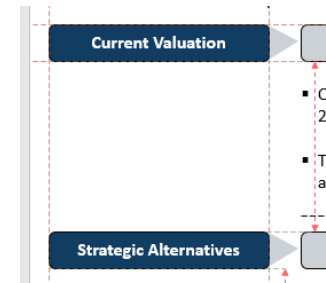
Part 4: Aligning and Distributing Shapes

- **Task:** Sometimes, you've *aligned* many objects, but the **spacing between them is not equal**
- **One Option:** Insert many squares or lines of the same height/width and align to those
- **Sane People:** They use the *distribution* commands
 - **Alt, 1, H:** Distribute Horizontally
 - **Alt, 1, V:** Distribute Vertically
- **And:** Be careful, because “Align to Slide” vs. “Align Selected Objects” also applies here!



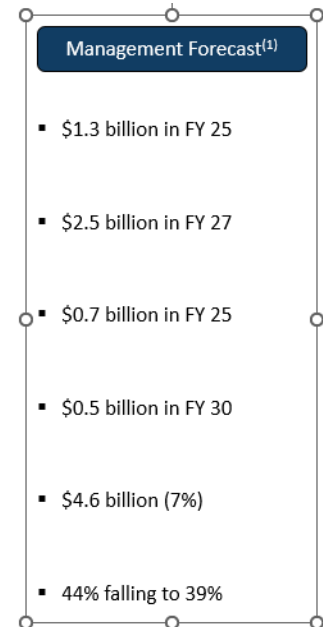
Part 4: Aligning and Distributing Shapes

- **The Ruler:** Lets you insert objects at more precise locations
 - **Alt, W, R:** Toggle Ruler On and Off
- **Smart Guides:** Display the “dashed lines” when you move shapes and aim for equidistant spacing or perfect alignment
 - **Alt, W, X** → “Display smart guides when shapes are aligned”
- **Custom Drawing Guides:** Very useful when you want to replicate a layout across many slides
 - **Alt, W, S:** Display Guides
 - **Ctrl + Drag Mouse:** New Drawing Guide
 - **Drag Guide Off Slide:** Delete Drawing Guide



Part 5: Grouping and Ordering Shapes

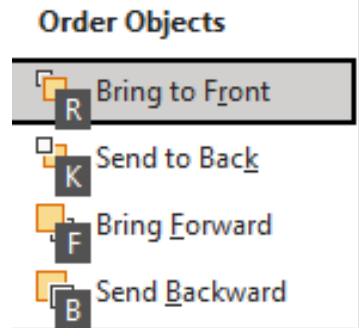
- **Task:** Sometimes, you've aligned and distributed many objects, and you want PPT to **treat them as one object**
- **Why:** It's easier to move it around, resize it, and align/distribute it as one object (especially with other complex objects)
- **Grouping Shortcuts:**
 - **Ctrl + G:** Group Shapes
 - **Ctrl + Shift + G:** Ungroup Shapes



Part 5: Grouping and Ordering Shapes

- **Moving Objects Backward and Forward:** Useful for complex objects where one Shape is “on top” and for combo objects such as a Table + Shapes
- **Key Shortcuts:**
 - **Alt, 6, R:** Bring to Front
 - **Alt, 6, K:** Send to Back
 - **Alt, 6, F:** Bring Forward (not that useful)
 - **Alt, 6, B:** Send Backward (not that useful)

Pre-Clinical	Phase 1	Phase 2	Ph
FDA Approval on June 30, 2021			
Phase 3 Trial Planned			



Recap and Summary

- **Part 1:** Quick Access Toolbar
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