

Top ↗ UpSlide x Microsoft 365 shortcuts for finance professionals

UpSlide for PowerPoint



Structure your presentation

Duplicate a slide

ctrl **↑** **D**

Add a new slide

ctrl **M**

Create a Table of Contents ↗

ctrl **↑** **T**

Insert preformatted section divider ↗

ctrl **↑** **S**

View presentation outline ↗

ctrl **↑** **P**



Perfect your formatting

Group

ctrl **G**

Ungroup

ctrl **↑** **G**

Auto arrange items ↗

ctrl **↑** **A**

Smart Paint an object's formatting ↗

ctrl **↑** **C**

Swap objects (centre) ↗

ctrl **alt** **W**

Swap text between two objects ↗

ctrl **alt** **T**

Finalize your document

Automatically proof your slide deck ↗

ctrl **alt** **C**

Remove all notes and comments and share your slide deck ↗

ctrl **↑** **M**

works on Word too

Update linked data from Excel ↗

ctrl **↑** **U**



UpSlide for Excel



Format your workbook

Clear cell formats

alt **H** **E** **F**

Clear cell comments

alt **H** **E** **M**

Smart Format ↗

ctrl **↑** **S**

Toggle custom fonts ↗

ctrl **alt** **T**

Toggle custom row heights ↗

ctrl **↑** **H**

Toggle custom column width ↗

ctrl **↑** **W**



Navigate your workbook

Jump to next worksheet

ctrl **Page Down**

Jump to previous worksheet

ctrl **Page Up**

Go to end of contiguous range

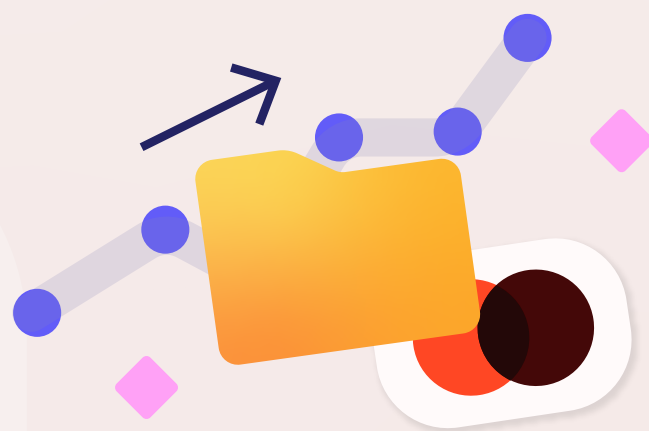
ctrl **<** **>**

Go to cell A1

ctrl **↶**

Select a cell range

↑ **<** **>**



Automatically create tables and charts

Insert a pivot table

alt **N** **V**

Build a Waterfall chart ↗

ctrl **↑** **B**

Display CAGR on the selected chart ↗

ctrl **↑** **G**

Update waterfall Y-axis scales/CAGR ↗

ctrl **↑** **U**

Export data with ease

Export data to Word ↗

ctrl **↑** **D**

Export data to PowerPoint ↗

ctrl **↑** **E**

Highlight linked items ↗

ctrl **alt** **L**

UpSlide for Word



Format text with ease

Align text left

ctrl **L**

Align text right

ctrl **R**

Centre text

ctrl **E**

Decrease font size

ctrl **<**

Increase font size

ctrl **>**

Select text to the left

ctrl **↑** **<**

Select text to the right

ctrl **↑** **>**

Select a line above

ctrl **↑** **↑**

Select a line below

ctrl **↑** **↓**

Highlight text

ctrl **alt** **H**

