



UpSlide Shortcuts

UpSlide for PowerPoint

Table of Contents

Insert Table of Contents

ctrl **↑** **T**

Insert Section

ctrl **↑** **S**

Insert Subsection

ctrl **↑** **B**

Update contents page and dividers

ctrl **↑** **U**

View outline

ctrl **↑** **P**

Insert Footnote

ctrl **alt** **F**

Insert Endnote

ctrl **alt** **G**

Linked Data

Update linked data from Excel

ctrl **↑** **E**

Open Excel Link Manager

ctrl **↑** **R**

Other

Display PowerPoint Library

ctrl **↑** **L**

Open a new UpSlide Template

ctrl **↑** **D**

Share your presentation via email

ctrl **↑** **M**

Slide Check

ctrl **alt** **C**

Open Logo Finder

ctrl **alt** **L**

Open Debug pane

ctrl **↑** **X**

Cycle through slides layouts

ctrl **↑** **K**

General

Open Quick Actions

ctrl **↓**

AI Assistant (add-on)

ctrl **↑** **↓**

Open Track Changes pane

ctrl **alt** **K**

Formatting

Arrange

ctrl **↑** **A**

Smart Painter

ctrl **↑** **C**

Copy height of object

ctrl **↑** **H**

Copy width of object

ctrl **↑** **W**

Swap objects (top left corner)

ctrl **alt** **S**

Swap objects (center)

ctrl **alt** **W**

Swap Text

ctrl **alt** **T**

Switch Fonts

ctrl **alt** **B**

Remove Margins

ctrl **↑** **O**

Default Margins

ctrl **alt** **O**

Custom Margins

ctrl **alt** **P**

Select Similar Shapes

ctrl **↑** **Y**

Open Colors Pane

ctrl **alt** **Y**

Smart Align Top

ctrl **alt** **↑**

Smart Align Right

ctrl **alt** **→**

Smart Align Down

ctrl **alt** **↓**

Smart Align Left

ctrl **alt** **←**

Resize and Distribute Vertically

ctrl **alt** **D**

Resize and Distribute Horizontally

ctrl **alt** **H**

Copy the height of the first shape

ctrl **↑** **H**

Copy the width of the first shape

ctrl **↑** **W**

Copy dimensions

ctrl **↑** **Z**

Send to mask

ctrl **alt** **A**

Restore

ctrl **alt** **U**

UpSlide for Word

Smart Check

ctrl **↑** **C**

Convert number to words

ctrl **↑** **N**

Update linked item

ctrl **↑** **U**

Open the debug pane

ctrl **↑** **X**



UpSlide Shortcuts

UpSlide for Excel



Linking Data

Export data to Word

ctrl **↑** **D**

Export data to PowerPoint

ctrl **↑** **E**

Advanced export

ctrl **alt** **A**

Highlight linked items

ctrl **alt** **L**

Collaboration

Send selection via email

ctrl **↑** **M**

Smart Print

ctrl **↑** **P**

Display Excel Library

ctrl **↑** **Y**

Charts

Build a Waterfall chart

ctrl **↑** **B**

Add CAGR formula

ctrl **↑** **Q**

Display CAGR on the selected chart

ctrl **↑** **G**

Update Waterfall Y-axis scales and CAGR

ctrl **↑** **U**

Formatting

Smart Format

ctrl **↑** **S**

Titles (pre-set style)

ctrl **↑** **T**

Result (pre-set style)

ctrl **↑** **R**

Item (pre-set style)

ctrl **↑** **N**

Number (pre-set style)

ctrl **↑** **F**

Backgrounds color (pre-set style)

ctrl **↑** **C**

Borders (pre-set style)

ctrl **↑** **O**

Fonts (pre-set style)

ctrl **alt** **T**

Font Colors (pre-set style)

ctrl **alt** **↑** **A**

Font Size (pre-set style)

ctrl **alt** **↑** **Q**

Row heights (pre-set style)

ctrl **↑** **H**

Column widths (pre-set style)

ctrl **↑** **W**

Increase Font Size

ctrl **alt** **↑** **F**

Decrease Font Size

ctrl **alt** **↑** **G**

Paste row heights

ctrl **alt** **H**

Paste number formats only

ctrl **alt** **F**

Clear all formats

ctrl **alt** **C**

Multiple Format Cycle

ctrl **↑** **8**

Currency Format Cycle

ctrl **↑** **4**

Date Format Cycle

ctrl **↑** **2**

General Format Cycle

ctrl **↑** **1**

Percent Format Cycle

ctrl **↑** **%**

Insert multiple rows or columns

ctrl **alt** **↑** **+**

Divide by 1000

ctrl **↑** **/**

Multiply by 1000

ctrl **↑** *****

Show fewer decimal places

ctrl **↑** **.**

Show more decimal places

ctrl **↑** **,**

Change the sign

ctrl **↑** **-**

Modeling

Open Smart Track pane (use keyboard navigation)

ctrl **↑** **⏏**

Explore sheets of all open workbooks

ctrl **alt** **X**

Smart Track Dependents

ctrl **↑** **L**

Smart Track Precedents

ctrl **↑** **K**

Last audited cell

ctrl **↑** **J**

IfError

ctrl **↑** **I**

Fast Fill Formula Right

ctrl **alt** **R**

Fast Fill Formula Down

ctrl **alt** **D**

Paste and preserve formulas

ctrl **alt** **P**

Duplicate formulas/Paste to duplicate source range

ctrl **alt** **B**

Open the debug pane

ctrl **↑** **X**

Autocolor Selection

ctrl **↑** **A**

