



Excel

Linking data

CTRL + SHIFT + D	Export data to Word
CTRL + SHIFT + E	Export data to PowerPoint
CTRL + ALT + A	Advanced export
CTRL + ALT + L	Highlight linked items

Formatting

CTRL + SHIFT + S	Smart Format
CTRL + SHIFT + T	Toggle custom title formats
CTRL + SHIFT + R	Toggle custom result formats
CTRL + SHIFT + N	Toggle custom item formats
CTRL + SHIFT + C	Toggle custom backgrounds
CTRL + SHIFT + O	Toggle custom borders
CTRL + ALT + T	Toggle custom fonts
CTRL + SHIFT + F	Toggle custom number formats
CTRL + SHIFT + %	Toggle custom percentage formats
CTRL + SHIFT + H	Toggle custom row heights
CTRL + SHIFT + W	Toggle custom column widths

Charts

CTRL + SHIFT + B	Build a Waterfall chart
CTRL + SHIFT + G	Display CAGR on the selected chart
CTRL + SHIFT + U	Update waterfall Y-axis scales and CAGR

Collaboration

CTRL + SHIFT + M	Send selection via email
CTRL + SHIFT + P	Smart Print
CTRL + SHIFT + Y	Display Excel Library

PowerPoint

Table of contents

CTRL + SHIFT + T	Insert Table of Contents
CTRL + SHIFT + S	Insert section divider
CTRL + SHIFT + P	View outline
CTRL + SHIFT + U	Update contents page and dividers

Formatting

CTRL + SHIFT + A	Arrange
CTRL + SHIFT + C	Smart Painter
CTRL + SHIFT + H	Copy height of object
CTRL + SHIFT + W	Copy width of object
CTRL + ALT + C	Slide Check
CTRL + ALT + S	Swap objects (top left corner)
CTRL + ALT + W	Swap objects (center)

Linked data

CTRL + SHIFT + E	Update linked item
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Other

CTRL + SHIFT + D	Open a new UpSlide template
CTRL + SHIFT + K	Cycle through slide layouts
CTRL + SHIFT + L	Display PowerPoint Library
CTRL + SHIFT + M	Send selection via email

Word

CTRL + SHIFT + C	Smart Check
CTRL + SHIFT + N	Convert number to words
CTRL + SHIFT + U	Update linked item

In-app help

Access the "Help" menu directly from the UpSlide tab.

- ⚡ **UpSlide Help** to access the support platform
- ⚡ **Signal an issue** to reach the Support team
- ⚡ **Propose a New Feature** to suggest an idea
- ⚡ **UpSlide Onboarding** to start a short onboarding

