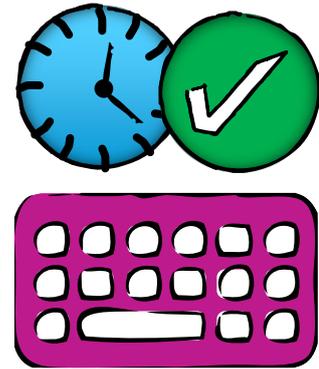




PowerPoint Shortcuts For Presenters



Our quick guide of useful keyboard shortcuts for presenters using PowerPoint 2010

The following are used when you are in slide show view, i.e. while your presentation is running.

Navigation

F5 - View the slide show from the first slide

Shift + F5 - View slide show from the current slide onwards

Left Arrow / Page Up / P / Backspace – Moves slide show back one animation

Right Arrow / Page Down / N / Spacebar / Enter – Moves slide show forward one animation

Home – Moves slide show to first slide

End – Moves slide show to final slide

<Number> + Enter - Navigates to the slide of that number

Ctrl + S - Opens all slides window (see list of slides, and can navigate to chosen one)

B – Pause / resume the slide show and displays a black screen

W – Pause / resume the slide show and displays a white screen

Alt + Tab - Switch to next application (leave PowerPoint)

Alt + Shift + Tab - Switch to previous application (leave PowerPoint)

S – Stops/Starts an automatic slide show

Esc - Ends the slide show

*THE B AND W KEYS ARE GREAT
AT GETTING THE FOCUS BACK ON
THE PRESENTER!*





Media Controls

- Alt + End** - Go to the next bookmarked media file
- Alt + Home** - Go to the previous bookmarked media file
- Alt + P** - Toggle between play and pause on video/audio files
- Alt + Shift + Page Down** - Seek video ahead (fast forward)
- Alt + Shift + Page Up** - Seek video backwards (rewind)
- Alt + Q** - Stops media playback
- Alt + Up Arrow** - Increase the volume
- Alt + Down Arrow** - Decrease the volume
- Alt + U** - Mute/Un-mute

Pointer controls

- Ctrl + P** - Change the pointer to pen
- Ctrl + E** - Change the pointer to eraser
- Ctrl + A** - Changes the pointer to an arrow
- Ctrl + H** - Hide the pointer and navigation buttons

*IF YOU RIGHT-CLICK YOUR
MOUSE IN SHOW MODE YOU CAN
BRING UP MORE PEN OPTIONS.*

And Finally...

- F1** - Opens a list of slide show shortcuts keys

