



# Be More Efficient in PowerPoint



## Presenter Viewer

- F5: Start a presentation from the beginning
- Shift F5: Start a presentation from current slide
- Alt F5: Start a presentation in Presenter View
- N / Enter: Next animation or slide
- P / Backspace: Previous animation or slide
- Ctrl H: Hide pointer and navigation buttons
- B / period: Display a blank black slide
- W / comma: Display a blank white slide
- S: Stop or Restart an automatic presentation
- ESC: End presentation
- Slide # ENTER: Go to a specific slide
- H: Go to next hidden slide
- Ctrl S: View All Slides dialog
- Home: Return to first slide
- End: Go to last slide
- Ctrl T: View Computer Task Bar

## Pointer and Annotations during Presentation

- Ctrl L: Start laser pointer
- Ctrl P: Change pointer to a Pen
- Ctrl A: Change pointer to an Arrow
- Ctrl E: Change pointer to an Eraser
- Equal sign (=) : Show or Hide arrow pointer
- Ctrl M: Show or Hide ink markup
- E: Erase on-screen annotations
- Ctrl U: Hide pointer and navigation button after 15 secs.

## Navigation using Outline View

- Enter: New Slide
- Tab: Enter text within the current slide
- Shift Tab: Go back to new slide
- Ctrl D: Duplicate current slide
- Ctrl M: New Slide

## Formatting

- Ctrl B: Bold
- Ctrl U: Underline
- Ctrl I: Italic
- Ctrl ]: Increase Font size
- Ctrl [: Decrease Font size
- Shift F3: Change Case



[www.powerconcepts.ca](http://www.powerconcepts.ca)

250.861.8324