

There are many shortcuts to help you maneuver easily through your PowerPoint presentation. Print the shortcuts below and keep them next to your laptop during a presentation, or hit the “F1” key once in “Slide Show” mode to reveal a list with these options:

| TO DO THIS | PRESS |
|---|---|
| Go to slide <i>number</i> | <i>number</i> +ENTER |
| Show or hide arrow pointer | A or = |
| Display a black screen, or return to the slide show from a black screen | B or PERIOD |
| Display a white screen, or return to the slide show from a white screen | W or COMMA |
| Stop or restart an automatic slide show | S or PLUS SIGN |
| End a slide show | ESC, CTRL+BREAK, or HYPHEN |
| Erase on-screen annotations | E |
| Go to the next hidden slide | H |
| Set new timings while rehearsing | T |
| Use original timings while rehearsing | O |
| Use mouse-click to advance while rehearsing | M |
| Return to the first slide | 1+ENTER (or press both mouse buttons for 2 seconds) |
| Redisplay hidden pointer and/or change the pointer to a pen | CTRL+P |
| Redisplay hidden pointer and/or change the pointer to an arrow | CTRL+A |
| Hide the pointer and navigation button immediately | CTRL+H |
| Show or hide ink markup | CTRL+M |
| Hide the pointer and navigation button in 15 seconds | CTRL+U |
| View task bar | CTRL+T |
| All Slides dialog box | CTRL+S |
| Display the shortcut menu | SHIFT+F10 (or right-click) |
| Go to the first or next hyperlink on a slide | TAB |
| Go to the last or previous hyperlink on a slide | SHIFT+TAB |
| Perform the "mouse click" behavior of the selected hyperlink | ENTER while a hyperlink is selected |
| Perform the "mouse over" behavior of the selected hyperlink | SHIFT+ENTER while a hyperlink is selected |