

Lesson 6: Slide Show Keyboard Controls

Making a presentation look effortless adds polish to the presenter. These keyboard controls are subtle means of controlling a slide show without distracting the audience.

N, Enter, Page Down, Right or Down Arrow, Spacebar (or left mouse click).	Moves to next animation on current slide or advances to next slide.
P, Page Up, Left or Up Arrow, or Backspace	Activates the previous animation or goes to the previous slide.
<number> + Enter	Goes to slide <number>
B or period	Toggles between a black screen or returns to the slide show.
W or comma	Toggles between a white screen or returns to the slide show.
S or plus sign	Stops or restarts an automatic slide show.
Esc, Ctrl + Break or Hyphen	Ends a slide show.
A	Hides or shows an arrow.
E	Erases screen annotations.
H	Advances to the next hidden slide.
T	Sets new timings while rehearsing a show.
O	Uses the original timings while rehearsing a show.
M	Uses a mouse click to advance slides while rehearsing a show.
Both mouse buttons for 2 seconds	Returns to the first slide in a presentation.
Ctrl + A	Changes the pen or eraser to an arrow.
Ctrl + E	Changes the pen or arrow to an eraser.
Ctrl + P	Changes the arrow or eraser to a pen.
Ctrl + H	Hides the pointer immediately.
Ctrl + P	Redisplay a hidden pointer and/or changes the pointer to a pen.
Ctrl + T	Displays the taskbar at the bottom of the slide show.
Ctrl + U	Hides the pointer for 15 seconds.
Shift + F10	Displays the Slide Show Shortcut Menu .
Tab	Goes to the first or next hyperlink on a slide.
Shift + Tab	Goes to the last or previous hyperlink on a slide.
Enter while a hyperlink is selected	Does the “mouse-click” for the selected link.
Shift + Enter while a hyperlink is selected	Does the “mouse-over” behavior of the selected link.
F1	During a slide show displays the list of keyboard controls.