

Top tips for PowerPoint

Applies to Microsoft Office PowerPoint® 2003

While Running A Presentation

Navigating

- Stop or restart an automatic slide show by pressing S or the PLUS SIGN.
- End a slide show by pressing ESC, CTRL+BREAK, or HYPHEN.
- Go to slide *number* by pressing *number* and ENTER.
- Go to the next hidden slide by pressing H.
- Return to the first slide by pressing 1 and ENTER (or press both mouse buttons for 2 seconds).

Pausing

- Display a black screen, or return to the slide show from a black screen by pressing B or PERIOD.
- Display a white screen, or return to the slide show from a white screen by pressing W or COMMA.

Working with the pointer during a slide show

- Redisplay hidden pointer and/or change the pointer to a pen by pressing CTRL+P.
- Redisplay hidden pointer and/or change the pointer to an arrow by pressing CTRL+A.

While Editing A Presentation

Displaying additional tools

- View the Windows task bar by pressing CTRL+T.
- Display the **All Slides** dialog box by pressing CTRL+S.
- See a list of keyboard shortcuts by pressing F1.

Working with AutoShapes in Normal view

- Copy the formatting style of the currently selected shape by pressing CTRL+SHIFT+C.
- Paste the formatting style of the currently selected shape by pressing CTRL+SHIFT+V.
- Paste only text formatting by selecting only the text in the text box, and then pressing CTRL+SHIFT+V.

Tips taken from Microsoft Office Online:

<http://office.microsoft.com/en-us/assistance/HA010830951033.aspx>