



Custom computer  
& technology  
training

# CHEAT SHEET

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# POWERPOINT

## Running Your Presentation

Start Presentation	<b>F5</b> (start from beginning) <b>Shift-F5</b> (start from current slide)
Next animation or slide	<b>SPACEBAR</b> <i>-OR-</i> Click left mouse button
Previous animation or slide	<b>BACKSPACE</b>
Go to specific slide	Type slide number followed by <b>ENTER</b>
Return to first slide	Type <b>1</b> followed by <b>ENTER</b> <i>-OR-</i> Press both mouse buttons for <b>2 seconds</b>
Stop or restart an auto- matic slide show	<b>S</b>
End slide show	<b>ESC</b>

## Visual Effects

Black screen on/off	<b>B</b>
White screen on/off	<b>W</b>
Change pointer to writing pen	<b>Ctrl+P</b>
Change pointer to arrow	<b>Ctrl+A</b>
Erase pen markings on screen	<b>E</b>
Display shortcut menu	<b>Shift+F10</b> <i>-OR-</i> Right-click