



PowerPoint Cheat Sheet

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New Horizons®

Slideshow

Start presentation from first slide



Next slide or next animation



Jump to a particular slide

Type the slide number and press Enter

Jump to first slide



Jump to last slide



Change pointer to a pen to draw on current slide



Show or hide ink markup



Change pointer to eraser



Change pointer to an arrow



Erase all on-screen annotations



Slideshow

Previous slide



Go to the next slide, if the next slide is hidden.



Set new timings while rehearsing



Use original timings while rehearsing



Use mouse-click to advance while rehearsing



Re-record slide narration and timing



Stop or restart slideshow



Jump to next link on slide



Black out screen/ resume slide show



Stop media playback



Mute

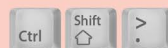


Editing slides

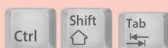
Font options



Increase font size



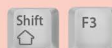
Switch between outline and slide view



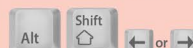
Duplicate slide



Change case



Promote / demote a paragraph in an outline



Move selected outline paragraphs up / down



Spellcheck



Editing slides

Insert slide



Select next object on slide



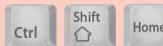
Move object pixel by pixel



Group / Ungroup selected items



Selects all text from the cursor to the start of the active text box



Selects all text from the cursor to the end of the active text box

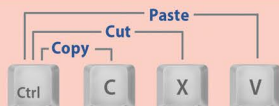


Show or hide grid



Universal

Select All



Undo



Redo



Print (not during slideshow)



Save



Switch between open windows



Help



Find



Fold along the dotted lines and glue here.

*Please note that some shortcuts may be specific to certain versions of Outlook.