



PowerPoint: Eight invaluable keyboard shortcuts

While the presentation is running:

W	Pauses the presentation – displaying a WHITE screen (any key starts the presentation again)
B	Pauses the presentation – displaying a BLACK screen (any key starts the presentation again)
[CTRL] P	Turns the mouse pointer into a pen so you can “draw” on the current slide (you can also still use the [SPACEBAR] to advance from slide to slide (staying in pen-mode). Press [ESC] to revert back to the regular mouse pointer.
[CTRL] H	Go to the next slide (if the next slide is HIDDEN)
1 then [ENTER]	Returns the presentation to the 1 st slide
P	Moves to the previous slide (the ↑ or [PAGE UP] keys do the same thing)

While *working* on the presentation:

[F5]	Starts the presentation at the 1 st slide (no matter which slide you were looking at/working on)
[CTRL] A	Selects <i>all</i> objects on a slide