

PowerPoint Keyboard Shortcuts

Keyboard Shortcut	Function
F5	Start a slide presentation from the beginning with the push of a button.
Alt + F5	Open the slide show in Presenter View. When using two screens as in a classroom, Presenter View will be displayed on the monitor while the full-screen slide show appears on the projector screen.
Control + L	Turn the arrow pointer into a Laser pointer.
Control + P	Activate the Pen tool to write or draw on slides. Repeat the shortcut to deactivate the ink tool.
Control + I	Activate the Highlighter to highlight or draw on slides. Repeat the shortcut to deactivate this ink tool.
Control + A	Revert to the arrow pointer.
Control + M	Hide all ink marks on the slide. Press the shortcut a second time to make all ink reappear.
Control + E	Activate the eraser to erase one drawing at a time.
E	Erase all drawings at once. (This cannot be undone.)
B or (.)	Display a black screen. Press a second time to return to the slide show where you left off.
W or (,)	Display a white screen. Press a second time to return to the slide show where you left off.
Slide # + Enter	Jump directly to a particular slide. For example, 12 + Enter will immediately move the slide show to slide 12.

Open the slide show in a moveable, floating window:	Click the Slide Show menu. Click Set Up Slide Show . Under Show Type choose Browsed by an individual (window) .
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Set up videos to play within the slide show:
Click the Insert menu then choose Video . Choose an online video or a video from your computer, and click Insert . Click the video frame on the slide to display the Playback menu at the top of the screen. Choose to play the video automatically, only when you click on it, or in the click sequence. Drag the corner handles to resize the video frame.
Videos can also be accessed by using a link. Click the Insert menu, then choose Link . Insert Link - enter the link URL and a display name that will appear on your slide.