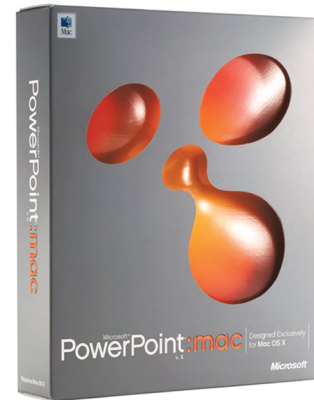


Aside from the gimmicky clip art, animations and transitions, PowerPoint actually has some very useful functions that you may not be aware of. There are tons of navigational shortcuts that you can use to give a more efficient presentation.

Below are some that we think you would find very useful:



## Quick Reference Guide

Start Show	press F5
Go to the Previous Slide	up arrow, page up key or roll your mouse wheel up
Go to the Next Slide	down arrow, page down key, roll your mouse wheel down or left click
Go to a Specific Slide	type in a specific slide number and press ENTER
Display a Black Screen (stops the audience from reading)	press B on the keyboard to show a solid black screen and press B again to return to your presentation
Display a White Screen (stops the audience from reading)	press W on the keyboard to show a solid white screen and press W again to return to your presentation
Hide the On-Screen Arrow	press A on the keyboard
Write on Your Presentation	activate pen mode by pressing CTRL - P (Apple - P for Mac users)
Deactivate Pen Mode	press ESC
Erase Pen Marks	press E once to erase all pen marks on the screen
Terminate a Slide Show	press ESC