


Tip - PowerPoint Slide Show Keyboard Shortcuts

Listed below are a few keyboard shortcuts that can be used when showing a PowerPoint presentation slide show. For a complete list of all the keyboard shortcuts, press F1 when in a full-screen slide show.

To launch a PowerPoint Presentation:

1. Open PowerPoint.
2. Open the presentation file you need to run as a slide show.
3. Choose one of the following methods to run the file as a slide show:
 - a. Click Slide Show icon  at the lower left of the PowerPoint Window.
 - b. From the Slide Show menu, click View Show.
 - c. Press F5 key.

To manually show and stop a presentation, press one of the following keys or key combinations:

To either perform the next animation on the current slide, or to advance to the next slide:

N
Enter
Page Down
Right Arrow
Down Arrow,
Spacebar, or
Click the mouse.

To either perform the previous animation on the current slide, or to return to the previous slide:

P
Page Up,
Left Arrow,
Up Arrow, or
Backspace.

To stop a PowerPoint presentation:

Esc
Ctrl+Break
Hyphen

To stop an automatic slide show, press one of the following keys:

S
Plus Sign (+)

To bring up a pop-up menu when in the slide show:

Press Shift+F10 keys
Right-click mouse on any slide

Whenever you need help with any computer issue, please check our Support Services website as information is constantly added and updated:

http://www.uis.harvard.edu/support_services/