

# Rapid Response Marketing Ltd



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## Reminders for speakers on the shortcuts in Powerpoint

The following "Tricks of PowerPoint" may help your presentation

Once the file is running wherever it is in the presentation

### **Back to the beginning?**

Escape takes you back to the index page & **F5 puts you on slide one** full screen ready to go. Pressing the enter or space Bar key advances the slide on stage at a time. Or the up/down Left/Right keys also do this.

### **Slide selection, forward & Backwards**

Type the slide number you want to show + enter eg. **9 Enter** and it shows **Slide 9 full screen**

You can hop around your presentation by typing the slide number + enter.

Up/ Down Left and Right keys will take you forward and backward one slide (or pulldown) 1 at a time if you jump 1 step ahead by mistake?

### **To draw attention to yourself...**(away from the presentation screen)

Try a Black Screen? Press B it goes Black Press B again it comes back.

Try a White Screen? Press W it goes white, Press W again it comes back.

**Pointing device?** CTRL P gives you a Laser Pointer CTRL A Gives you the normal pointer. Press the = button to get rid of them.

If you are running an automatic show, **STOP It by pressing S + to restart.**

If you are running more than one Powerpoint presentation or programme, ALT & TAB will allow you to select from the icons shown. Then a quick Escape F5 and you are back to slide one full screen ... up and running.

***Don't forget you are the star of the show not the presentation.***

Any tips you have for us please let us have them and we promise to share them.

Send them to Richard Rymill

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