

Cool Things You Can Do With PowerPoint

- Custom Animation (*Slide Show/Custom Animation/Add Effect*)
- Add a custom sound effect
- Path in XP & 2003 (*Slide Show/Custom Animation*)
- Different designs on slides (*Format/Slide Design/ arrow on design/Apply to Selected Slide*)
- Format Painter (*Click slide icon/click Format Painter/click other slide*)
- Create WordArt with a picture inside (*Format WordArt/Fill color/Fill Effects/Picture*)
- Rehearsing and timing a slide show (*Slide Show/Rehearse Timings*)
- Making a slide show that loops (*Slide Show/Set Up Show/Loop continuously until 'Esc'*)
- Saving as a Web page (*File/Save as Web Page*)
- Dark backgrounds for photo slide shows (*Format/Background*)
- Animated movies
- Insert a movie (*Insert/Movies and Sounds/Movie from File*)
- Insert slides from another show (*Insert/Slides from Files*)
- Outline Insert & Export (*File/Send To Microsoft Office Word*)
- Printing a presentation
- Photo Album (*Insert/Picture/New Photo Album*)
- Presenter tools (Mac 2004) (*Slide Show/View Presenter Tools*)
- Trigger in XP & 2003 (*Slide Show/Custom Animation/.../Timing*)

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File and Window Commands	Windows Keys	Macintosh Keys
Open a Presentation	Control+O	Command+O
Save a Presentation	Control+S	Command+S
Print a Presentation	Control+P	Command+P
Close Presentation Window	Control+W	Command+W
Undo/Redo	Windows Keys	Macintosh Keys
Undo an Action	Control+Z	Command+Z
Redo an Action	Control+Y	Command+Y
Navigating in a Presentation	Windows Keys	Macintosh Keys
Next Slide or Next Animation	N, enter, page down, right arrow, down arrow, spacebar	N, return, right arrow, or spacebar
Previous Slide or Previous Animation	P, page up, left arrow, up arrow, or backspace	P, page up, left arrow, up arrow, or delete
Go to Slide Number	Number+Enter	Number+Return
Stop a Slide Show	S or plus sign	S or plus sign
End a Slide Show	Esc	Esc
Return to the First Slide	1+Enter	1+Return
Hide Pointer	Control+H	Command+H
Redisplay Hidden Pointer	Control+P	Command+P
Format Text	Windows Keys	Macintosh Keys
Bold	Control+B	Command+B
Italics	Control+I	Command+I
Underline	Control+U	Command+U
Increase Font Size	Control+Shift+>	Command+Shift+>
Decrease Font Size	Control+Shift+<	Command+Shift+<
Change the Case of Letters	Shift+F3	Shift+F3
Align Text	Windows Keys	Macintosh Keys
Center a Paragraph	Control+E	Command+E
Justify a Paragraph	Control+J	Command+J
Left Align a Paragraph	Control+L	Command+L
Right Align a Paragraph	Control+R	Command+R
Working with Slides	Windows Keys	Macintosh Keys
Insert a New Slide	Control+M	Command+M
Make a Copy of a Selected slide (in Outline or Slide Sorter view)	Control+D	Command+D
Changing Views	Windows Keys	Macintosh Keys
Switch to Normal View	Control+Shift+Z	Command+Shift+Z
Switch to Slide Sorter View	Control+Shift+V	Command+Shift+V
Switch to Notes View	Control+Shift+T	Command+Shift+T
Switch to Slide View	Control+Shift+C	Command+Shift+C

To find more Keyboard Commands, type the words Keyboard Shortcuts in the Office Assistant box or other Help feature.

