

PowerPoint keyboard shortcuts

Keyboard control of presentations (May 22, 2000): Most of the time when you're running a PowerPoint presentation, clicking the mouse (left button for Windows, mouse button for Mac) to advance to the next slide or the next point within a slide is all the control you need. There are a number of keyboard commands, however, that you can use to get more control over the showing of your presentation. I've listed the ones I know about below. If you don't want to memorize all of these shortcuts, that's ok. Pressing the help key any time during your presentation will bring up a window showing most of these shortcuts.

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| Advance to the next slide | N, spacebar, right or down arrow, page down, enter key, or mouse click |
| Return to the previous slide | P, left or up arrow, page up, backspace delete |
| Go to a specific slide, based on the number of the slide in your presentation | Type in the number of the slide, followed by the return or enter key |
| Go to the first slide | Home |
| Go to the last slide | End (Windows only) |
| Present a black screen, or return to your presentation from a black screen | B |
| Present a white screen, or return to your presentation from a white screen | W |
| Change the pointer to a pen | Command-P (Mac)/Ctrl-P (Windows) |
| Erase on-screen annotations | E |
| Change the pen to a pointer (arrow) | Command-A (Mac)/Ctrl-A (Windows) |
| Hide the pen/pointer temporarily | Command-H (Mac)/Ctrl-H (Windows) |
| Hide the pen/pointer 'permanently' - you can turn it back on using the 'change to pen' or 'change to pointer' commands above | Command-L (Mac)/Ctrl-L (Windows) |
| Set new timings while rehearsing | T |
| Use original timings while rehearsing | O |
| Use the mouse to advance the slides while rehearsing timings | M |
| Display the pop-up control menu | Ctrl-click (Mac), right-click (Windows) |
| Show a list of keyboard shortcuts | Help |
| Quit the slide show | Esc, - (the minus key), command-. (command-period - Mac only) |