“So I’ve created a PowerPoint presentation...what now?”

Use these quick tips to navigate your PowerPoint presentations with ease and start presenting like a pro.

Showing a presentation

– **From the beginning** - Click the Slide Show tab, then click From Beginning.
– **From the current slide** - Click the Slide Show tab, then From Current Slide.

Ending a presentation

– To exit a presentation early, press the Esc key on your keyboard or right-click and choose End Show.

Navigating a presentation

– **Next slide** - You can move to the next slide in your presentation by left-clicking your mouse, or pressing the right or down arrow keys, Space bar, Enter key or N key (Next) on your keyboard.

– **Previous slide** - You can go back to the previous slide in your presentation by pressing the left or up arrow keys, Page Up key, P key (Previous) or Backspace key. You can also right-click the slide, then click Previous.

– **Jumping to a non-adjacent slide** – The easiest way to jump to any slide in your presentation is to press the G key (Go) and click the thumbnail that you want to go to. You can also right-click the current slide, then click See All Slides for the same effect.

– **First slide** – To quickly return to the first slide in your presentation, press the Home key on your keyboard.

– **Last slide** – If you are running out of time and need to skip to your conclusion or summary slide, press the End key.
Hide content

- Press the **B** key for a **black screen**. Press it again to return to the current slide.
- Press the **W** key for a **white screen**. Press it again to return to the current slide.

Zoom in

1. Right-click a slide and click **Zoom in**.
2. Move your cursor and click where you want to zoom in. You can then click and drag the slide content to focus on different areas.
3. Right-click the slide to return to 100%.

Adding annotations

When presenting, you can use pen and highlighter tools to annotate your slides.

Start annotating

1. Right-click the slide you want to annotate.
2. Click **Pointer Options**, then pick a tool eg **Pen** or **Highlighter** – there is also an **Eraser**.
3. Use the tool you chose to draw or write on the slide.
4. To move to the next slide without switching off the pen or highlighter, use the **arrow keys**.

Stop annotating

5. Right-click on the slide again.
6. Click **Pointer Options**, then click the tool you want to switch off.
7. At the end of your presentation, click **Keep** if you want to save your annotations – or **Discard** if not

Further information and help

For help with initially creating your presentation you can check out our companion resource **Creating a Presentation in PowerPoint**.

Click the **question mark** icon (top right) for Microsoft help. Search for a keyword eg **slide show**.

More information is available online at **IT Services help guides**

You can also use **MyIT** to log calls with the University's IT Service Desk