

# MS PowerPoint - Presenting

## “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**.

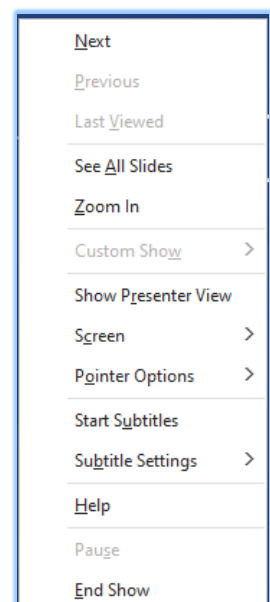


### Ending a presentation

- 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.



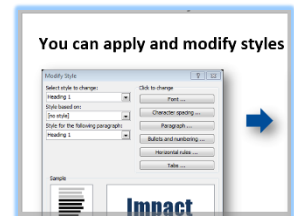
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## Hide content

- 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%.

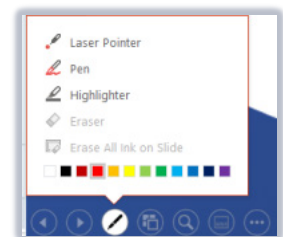


## Adding annotations

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

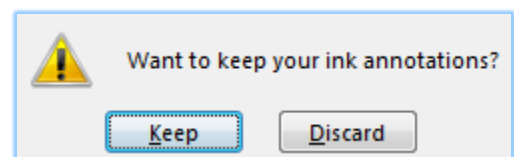
### Start annotating

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**. Note, you can also use the pen from the toolbar to toggle on or off.
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

1. Right-click on the slide again.
2. Click **Pointer Options**, then click the tool you want to switch off.
3. 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 **File** and the **question mark** icon (top right) for Microsoft help or press **F1**. 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](#)