

# Key Options for Power Point Users

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## Handout 1:1

**Different People use different key options. Find the ones that work well for you, and soon they'll be second nature.**

### *Go to the next slide*

- Click the mouse
- Press spacebar or enter
- Click the forward arrow
- Right-click, and on the shortcut menu, click next

### *Go to the previous slide*

- Press backspace
- Click the back arrow
- Right-click, and on the shortcut menu, click previous

### *Go to a specific slide*

- Type the slide number, and then press return
- Right-click, point to go on the shortcut menu, then point to by title and click the slide you want.

See previously viewed slide

- Right-click, point to go on the shortcut menu, and then click previously viewed

Temporarily black out the screen during a presentation

- Press the B key - This turns the audience's monitor black

To resume the slide show

- Press the B key again to return to the current slide
- Press any of the keys listed above to move to the next screen
- Press any of the keys listed