

MOVING AROUND IN A PRESENTATION

The commands below are used to move through a presentation while in Normal view. The scroll bar is illustrated at the right.

Using the Scroll Bar

- ❖ **Up Scroll Arrow** - While in Normal view, this arrow is used to move to the next slide in a presentation.
- ❖ **Down Scroll Arrow** - While in Normal view, this arrow is used to move to the previous slide in a presentation.
- ❖ **Scroll Box** - Click and drag the scroll box to move through the presentation. A screen tip will appear showing which slide will display when the mouse button is released.
- ❖ **Next Slide** (Down Double Arrows) - This option is used to move to the Next Slide in a presentation.
- ❖ **Previous Slide** (Up Double Arrows) - This option is used to move to the Previous Slide in a presentation.

Using the Keyboard

- ❖ **Page Up** - Use this key on the keyboard to move to a previous slide in a presentation.
- ❖ **Page Down** - Use this key on the keyboard to move to the next slide in a presentation.
- ❖ **Ctrl + Home** - This option is used to move to the first slide in the presentation while in Normal view.
- ❖ **Ctrl + End** - This option is used to move to the last slide in the presentation while in Normal view.
- ❖ **Left, Right, Up, Down Arrows** - Use these arrows to move from slide to slide in the presentation.
- ❖ **Home** - Use this key on the keyboard to move to the first slide in the presentation.
- ❖ **End** - This key on the keyboard is used to move to the last slide in the presentation.
- ❖ **Space Bar** - Press the space bar while in Slide View to move to the next slide in a presentation.



Moving from Slide to Slide

When there is more than one slide in a presentation, it becomes necessary to move from slide-to-slide in order to make changes. There are several methods for moving from slide-to-slide depending on the view that is being used.

In any view where the Outline pane is displayed:

- ❖ Scroll through the **Outline**.
- ❖ Click the text for the slide that needs to be seen.
- ❖ The other panes in the view will move to the slide to be displayed.

In any view except Slide Sorter:

- ❖ Press **Page Up** to move to the previous slide.
- ❖ Press **Page Down** to move to the next slide.
- ❖ Click the **Up arrow** on the scroll bar to move to the previous slide.
- ❖ Click the **Down arrow** on the scroll bar to move to the next slide.

In any view except Slide Sorter and Slide Show:

- ❖ Click the **Previous Slide** or **Next Slide** button just below the vertical scroll bar.

- ❖ Drag the box inside the vertical scroll bar until the correct slide is displayed.

In Slide Sorter view:

- ❖ Click the desired slide.
- ❖ A thick border will display around the selected slide.

In Slide Show View:

- ❖ Click the left mouse button.
- ❖ Press the spacebar on the keyboard.
- ❖ Click the up or down arrow key on the keyboard.
- ❖ Press the Page Up or Page Down key on the keyboard.