

MOVING AROUND IN A PRESENTATION

All of the options listed below, except the Ctrl + Home/End, are used to move from one slide to another while creating and/or revising the presentation. Ctrl + Home/End is used to move to the beginning or the end of the presentation.

- ✦ **Up/Down Scroll Arrow** - These arrows are located at the top and bottom of the scroll bar on the right side of the window.
- ✦ **Scroll Box** - This is the box that appears in the scroll bar. When this box is used to scroll through the presentation, the slide number and name are displayed.
- ✦ **Next Slide** (Down Double Arrows) - These are the arrows that appear at the bottom of the scroll bar.
- ✦ **Previous Slide** (Up Double Arrows) - These are the arrows that appear at the bottom of the scroll bar.
- ✦ **Page Up/Page Down** - These keys are located on the keyboard. They may be used to move from slide to slide in a presentation.
- ✦ **Ctrl + Home/Ctrl + End** - These key combinations are used to move to either the first or last slide in the presentation.