

BEST KEYBOARD SHORTCUTS FOR POWERPOINT

Here are my favourite tips and keyboard shortcuts for using PowerPoint in presentations. If you have any questions or have your own tips, please [click here](#) to add your thoughts and comments to the original article online.

Start your document in PowerPoint SlideShow.

Simply save your document as PowerPoint Slide at the 'Save as' function.

However, you cannot edit a document in SlideShow. You'll need to change the document back to SlideShow to edit.

Go from Editing Mode to SlideShow: F5.

Go to SlideShow in one key stroke by pressing the F5 key, which always takes you to Slide #1.

Go to a specific slide from Editing Mode to SlideShow: SHIFT + F5

If you're in the middle of a presentation - say you're working on slide #10 - you can go directly to slide #10 by pressing **SHIFT + F5**.

Jump to a specific slide in SlideShow: press ENTER.

If you know your slide numbers, you can go to a specific slide. In SlideShow, type the slide number, press ENTER.

Advance the presentation to next slide or animation: press the SPACE BAR.

To move to the next slide or animation in SlideShow, press the largest key on any keyboard in the world: the SPACE BAR.

You can also type the **N** key, or **ENTER**, or a **left-mouse click**. The arrow keys work too - **RIGHT ARROW**, **DOWN ARROW**, or **PAGE DOWN** - but they're often hard to find on a keyboard and are rarely in the same spot.

Go back one slide or animation: press BACKSPACE.

To go back one slide, or back-up animation, press **BACKSPACE**, or the **P** key. The arrow keys work here too: **LEFT ARROW**, **UP ARROW** or **PAGE UP**.

To temporarily turn off the projector: press the B Key.

Sometimes it's helpful in the middle of a presentation to turn off the projector. To pause SlideShow and display a black screen, the **B** key (for black) is a pleasant surprise to many people. To return to SlideShow, hit the **B** key again, or press the **SPACE BAR**.

To display a white or blank screen: press the W key.

To display a white screen instead of a black screen, press the **W** key (for white). To return to SlideShow, press the **W** key again, or press the **SPACE BAR**.

Go to the first slide: press HOME.

You can return to the first slide (the 'home slide') anywhere in the presentation by pressing the **HOME** key.

Go to the last slide: press END.

You can jump directly to the final slide anywhere in the presentation by pressing the **END** key.

To end SlideShow: press ESC.

To finish the presentation, press the **ESCAPE (ESC)** key. You can also press the **HYPHEN** or the **MINUS** key to do the same action.

To change a PowerPoint SlideShow document to a regular document.

I often receive a PowerPoint document as a SlideShow, and I cannot edit it. To change the document for editing, here are the instructions.

1. Open Windows Explorer.
2. Go to **TOOLS > FILE OPTIONS > VIEW**. Under **Advanced Settings**, scroll down to and unclick **Hide extensions for known file types**. Click **APPLY**, then **OK**. When you return to Windows Explorer, all documents show their file extensions. (To rehide the file extensions, return to Advanced Settings and relick the 'Hide extensions' option.)
3. Click any document to highlight it. Press the **F2** key. (The short-key to rename a document.)
4. If you're using Office 2007, change the file extension from .pps to .ppt.
5. If you're using Office 2010, change the file extension from .ppsx to .pptx

Please go to the original post - [The Best Keyboard Tips for PowerPoint](#) – if you have any other thoughts or comments to add.

Thank you!

<https://AndyEklund.com>