





































Menu/toolbar/keyboard commands

Command	Toolbar	Key shortcut
File•New		⌘ + N
File•Open		⌘ + O
File•Close		⌘ + W
File•Save		⌘ + S
File•Print		⌘ + P
Tools•Spelling		F7
Edit•Undo		⌘ + Z
Edit•Redo		⌘ + Y
Edit•Cut		⌘ + X
Edit•Copy		⌘ + C
Edit•Paste		⌘ + V
Edit•Select All		⌘ + A
Edit•Duplicate		⌘ + D
Insert•New Slide		⌘ + M
Insert•Word Table		
Insert Excel Sheet		
Insert•MS Graph		
Insert•Clip Art		
Slide Layout		
Apply Design		
Animation Effects		
B&W View		

Text formatting toolbar/commands

Button	Action
	Increase font size
	Decrease font size
	Bold ⌘ + B
	Italic ⌘ + I
	Underline ⌘ + U
	Text shadow
	Left alignment ⌘ + L
	Right alignment ⌘ + R
	Center alignment ⌘ + E
	Justify alignment ⌘ + J
	Increase paragraph space
	Decrease paragraph space
	Bullet On/Off
	Promote (Indent less)
	Demote (Indent more)
	Insert Hyperlink
	Format Painter
	Web Toolbar

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Microsoft



PowerPoint 98
for Macintosh

Mouse and
Keyboard Shortcuts
QUICK REFERENCE GUIDE

Moving the insertion point

The simplest way to move the insertion point is to point and click with the mouse when the I-beam pointer is displayed. You can also move the insertion point using time-saving key combinations.

UP ARROW DOWN ARROW	Moves the insertion point to the line above or the line below.
LEFT ARROW RIGHT ARROW	Moves the insertion point one character to the left or to the right
⌘ +LEFT ARROW ⌘ +RIGHT ARROW	Moves the insertion point to the beginning of the next word to the left or to the right.
HOME END	Moves the insertion point to the beginning or the end of the line.
⌘ +UP ARROW ⌘ +DOWN ARROW	Moves the insertion point up or down to the beginning of the previous or next paragraph.
⌘ +HOME ⌘ +END	Moves the insertion point to the beginning of a text box or to the end of the text box.
OPTION + RETURN	To the next title or body text placeholder. (Will insert new slides at the end.)

Formatting characters

CTRL+B	Makes selected text bold .
CTRL+I	Makes selected text <i>italic</i> .
CTRL+U	Underlines <u>selected text</u>
SHIFT+F3	Changes case of selected text.
CTRL+ SPACEBAR	Removes all locally-applied character formatting.

Selecting text using the mouse

Any text	Drag across the text you want to select.
Block of text	Click at the beginning, press SHIFT key and click at the end of the text.
A word	Double-click the word.
A line	Click at the left of the line.
Multiple lines	Drag in the selection area to the left of the lines.
A sentence	Hold down the OPTION key and click anywhere in the sentence.
A paragraph	Triple-click in the paragraph.
Entire text block	Click in text block and choose Edit>Select all [⌘]+[A]
To deselect	Click anywhere in the text.
Select an object	TAB or SHIFT-TAB
All objects	⌘ +A

Inserting special characters

(also use **Insert•Symbol** command)

Line Break	SHIFT+RETURN
™	OPTION+2
©	OPTION+G
®	OPTION+R
•	OPTION+8
–	OPTION+ - (en dash)
—	OPTION SHIFT+ - (em dash)
°	OPTION + SHIFT +8
é	OPTION+e, then type e
ñ	OPTION+n, then type n

Slide Show controls

Next slide	N, RETURN, SPACEBAR, DOWN arrow, RIGHT arrow, or click mouse
Previous slide	P, DELETE, UP arrow, LEFT arrow.
Go to slide <i>n</i>	<i>n</i> + ENTER
Display a black screen	B Press B again to return
Display a white screen	W Press W again to return
Stop/restart	S
Erase annotations	E
Next hidden slide	H
Set new timings while rehearsing	T
Use original timings while rehearsing	O
Use mouse-click to advance while rehearsing	M
Change pointer to pen	⌘ +P
Change pen to pointer	⌘ +A
Hide pointer and button	⌘ +H
Hide pointer always	CTRL+L
Display shortcut menu	CONTROL-click
Press [Help] during a slide show to see list of controls.	

Slide View

First slide	HOME key
Last slide	END key
Next slide	PAGE DOWN key
Previous slide	PAGE UP key