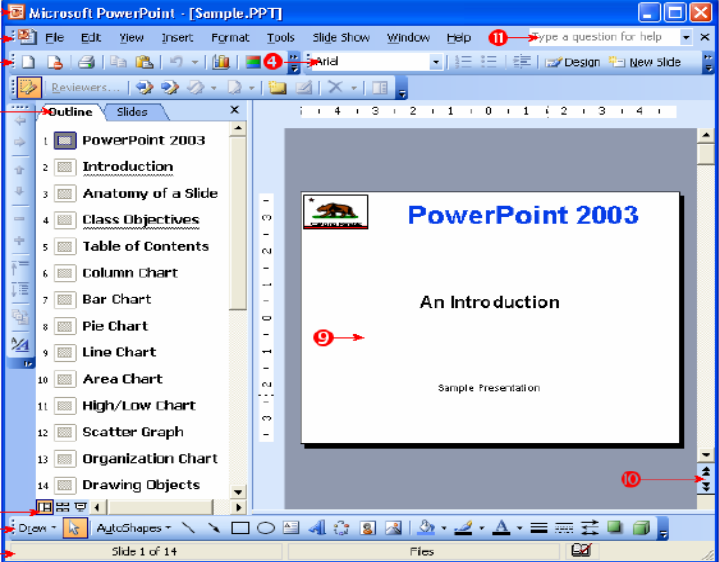


| Main Screen   | Keyboard Shortcuts  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
|---|---|------------------------|------------|------------------------|----------------------|------------------------|--------------------|------------------------|---------------------------------|------------------------|-----------------------------|------------------------|---------------------------|------------------------|-------------------------|---------------------------|-----------------------|--------------------------|------------------|----------------------------|-------------------------|------------------------|------------------|------------------------|------------------|------------------------|----------------------------|------------------------|-------|------------------------|-------------|------------------------|------|------------------------|-------------------------|------------------------|----------------------------|------------------------|----------------------|------------------------|------------|------------------------|-------------------|------------------------|--------------------|------------------------|------------------|--|--|---------------------------------------|-------------|---------------------------------------|-------------|---------------------------------------|------------------|---------------------------------------|--------------|--|--|-----------|--------------|-----------|-----------------|-----------|--------------------|-----------|--------------------|-----------|-------------------|-----------|----------|------------|--------------|------------|---------|------------------------|-------|--------------------------|-------------------|---------------------------|-----------------------|---------------------------|------|-------------------------|-------------------|---|-------|
|  <p>The screenshot shows the Microsoft PowerPoint 2003 interface. Callout 1 points to the Title Bar, 2 to the Menu Bar, 3 to the Tool Bar, 4 to the Format Bar, 5 to the Outline pane, 6 to the View Icons, 7 to the Drawing Tools, 8 to the Status Bar, 9 to the current slide, and 10 to the Previous/Next Slide buttons. Callout 11 points to the Ask a Question box in the Help menu.</p>  | <table border="0"> <tr> <td><b>CTRL</b> + <b>A</b></td> <td>Select All</td> </tr> <tr> <td><b>CTRL</b> + <b>B</b></td> <td>Toggle Bold On &amp; Off</td> </tr> <tr> <td><b>CTRL</b> + <b>C</b></td> <td>Copy Selected Item</td> </tr> <tr> <td><b>CTRL</b> + <b>D</b></td> <td>Duplicate Slide</td> </tr> <tr> <td><b>CTRL</b> + <b>E</b></td> <td>Center</td> </tr> <tr> <td><b>CTRL</b> + <b>F</b></td> <td>Find</td> </tr> <tr> <td><b>CTRL</b> + <b>I</b></td> <td>Toggle Italics On &amp; Off</td> </tr> <tr> <td><b>CTRL</b> + <b>J</b></td> <td>Justify</td> </tr> <tr> <td><b>CTRL</b> + <b>K</b></td> <td>Insert Hyperlink</td> </tr> <tr> <td><b>CTRL</b> + <b>L</b></td> <td>Left Align</td> </tr> <tr> <td><b>CTRL</b> + <b>M</b></td> <td>Insert New Slide</td> </tr> <tr> <td><b>CTRL</b> + <b>N</b></td> <td>New Presentation</td> </tr> <tr> <td><b>CTRL</b> + <b>O</b></td> <td>Open Existing Presentation</td> </tr> <tr> <td><b>CTRL</b> + <b>P</b></td> <td>Print</td> </tr> <tr> <td><b>CTRL</b> + <b>R</b></td> <td>Right Align</td> </tr> <tr> <td><b>CTRL</b> + <b>S</b></td> <td>Save</td> </tr> <tr> <td><b>CTRL</b> + <b>T</b></td> <td>Change Character Format</td> </tr> <tr> <td><b>CTRL</b> + <b>U</b></td> <td>Toggles Underline On &amp; Off</td> </tr> <tr> <td><b>CTRL</b> + <b>V</b></td> <td>Paste from Clipboard</td> </tr> <tr> <td><b>CTRL</b> + <b>W</b></td> <td>Close File</td> </tr> <tr> <td><b>CTRL</b> + <b>X</b></td> <td>Cut Selected Item</td> </tr> <tr> <td><b>CTRL</b> + <b>Y</b></td> <td>Repeat Last Action</td> </tr> <tr> <td><b>CTRL</b> + <b>Z</b></td> <td>Undo Last Action</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><b>CTRL</b> + <b>SHIFT</b> + <b>C</b></td> <td>Copy Format</td> </tr> <tr> <td><b>CTRL</b> + <b>SHIFT</b> + <b>F</b></td> <td>Change Font</td> </tr> <tr> <td><b>CTRL</b> + <b>SHIFT</b> + <b>P</b></td> <td>Change Font Size</td> </tr> <tr> <td><b>CTRL</b> + <b>SHIFT</b> + <b>V</b></td> <td>Paste Format</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td><b>F1</b></td> <td>Display Help</td> </tr> <tr> <td><b>F2</b></td> <td>Select Text Box</td> </tr> <tr> <td><b>F4</b></td> <td>Repeat Last Action</td> </tr> <tr> <td><b>F5</b></td> <td>Display Slide Show</td> </tr> <tr> <td><b>F6</b></td> <td>Move to Next Pane</td> </tr> <tr> <td><b>F7</b></td> <td>Spelling</td> </tr> <tr> <td><b>F10</b></td> <td>Display Menu</td> </tr> <tr> <td><b>F12</b></td> <td>Save As</td> </tr> <tr> <td><b>ALT</b> + <b>F4</b></td> <td>Close</td> </tr> <tr> <td><b>SHIFT</b> + <b>F1</b></td> <td>Display ScreenTip</td> </tr> <tr> <td><b>SHIFT</b> + <b>F10</b></td> <td>Display Shortcut Menu</td> </tr> <tr> <td><b>SHIFT</b> + <b>F12</b></td> <td>Save</td> </tr> <tr> <td><b>CTRL</b> + <b>F1</b></td> <td>Open Presentation</td> </tr> <tr> <td><b>CTRL</b> + <b>SHIFT</b> + <b>F12</b></td> <td>Print</td> </tr> </table> | <b>CTRL</b> + <b>A</b> | Select All | <b>CTRL</b> + <b>B</b> | Toggle Bold On & Off | <b>CTRL</b> + <b>C</b> | Copy Selected Item | <b>CTRL</b> + <b>D</b> | Duplicate Slide                 | <b>CTRL</b> + <b>E</b> | Center                      | <b>CTRL</b> + <b>F</b> | Find                      | <b>CTRL</b> + <b>I</b> | Toggle Italics On & Off | <b>CTRL</b> + <b>J</b>    | Justify               | <b>CTRL</b> + <b>K</b>   | Insert Hyperlink | <b>CTRL</b> + <b>L</b>     | Left Align              | <b>CTRL</b> + <b>M</b> | Insert New Slide | <b>CTRL</b> + <b>N</b> | New Presentation | <b>CTRL</b> + <b>O</b> | Open Existing Presentation | <b>CTRL</b> + <b>P</b> | Print | <b>CTRL</b> + <b>R</b> | Right Align | <b>CTRL</b> + <b>S</b> | Save | <b>CTRL</b> + <b>T</b> | Change Character Format | <b>CTRL</b> + <b>U</b> | Toggles Underline On & Off | <b>CTRL</b> + <b>V</b> | Paste from Clipboard | <b>CTRL</b> + <b>W</b> | Close File | <b>CTRL</b> + <b>X</b> | Cut Selected Item | <b>CTRL</b> + <b>Y</b> | Repeat Last Action | <b>CTRL</b> + <b>Z</b> | Undo Last Action |  |  | <b>CTRL</b> + <b>SHIFT</b> + <b>C</b> | Copy Format | <b>CTRL</b> + <b>SHIFT</b> + <b>F</b> | Change Font | <b>CTRL</b> + <b>SHIFT</b> + <b>P</b> | Change Font Size | <b>CTRL</b> + <b>SHIFT</b> + <b>V</b> | Paste Format |  |  | <b>F1</b> | Display Help | <b>F2</b> | Select Text Box | <b>F4</b> | Repeat Last Action | <b>F5</b> | Display Slide Show | <b>F6</b> | Move to Next Pane | <b>F7</b> | Spelling | <b>F10</b> | Display Menu | <b>F12</b> | Save As | <b>ALT</b> + <b>F4</b> | Close | <b>SHIFT</b> + <b>F1</b> | Display ScreenTip | <b>SHIFT</b> + <b>F10</b> | Display Shortcut Menu | <b>SHIFT</b> + <b>F12</b> | Save | <b>CTRL</b> + <b>F1</b> | Open Presentation | <b>CTRL</b> + <b>SHIFT</b> + <b>F12</b> | Print |
| <b>CTRL</b> + <b>A</b>  | Select All  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>B</b>  | Toggle Bold On & Off  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>C</b>  | Copy Selected Item  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>D</b>  | Duplicate Slide   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>E</b>  | Center  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>F</b>  | Find  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>I</b>  | Toggle Italics On & Off   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>J</b>  | Justify   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>K</b>  | Insert Hyperlink  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>L</b>  | Left Align  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>M</b>  | Insert New Slide  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>N</b>  | New Presentation  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>O</b>  | Open Existing Presentation  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>P</b>  | Print   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>R</b>  | Right Align   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>S</b>  | Save  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>T</b>  | Change Character Format   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>U</b>  | Toggles Underline On & Off  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>V</b>  | Paste from Clipboard  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>W</b>  | Close File  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>X</b>  | Cut Selected Item   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>Y</b>  | Repeat Last Action  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>Z</b>  | Undo Last Action  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
|   |   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>SHIFT</b> + <b>C</b>   | Copy Format   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>SHIFT</b> + <b>F</b>   | Change Font   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>SHIFT</b> + <b>P</b>   | Change Font Size  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>SHIFT</b> + <b>V</b>   | Paste Format  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
|   |   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F1</b>   | Display Help  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F2</b>   | Select Text Box   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F4</b>   | Repeat Last Action  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F5</b>   | Display Slide Show  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F6</b>   | Move to Next Pane   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F7</b>   | Spelling  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F10</b>  | Display Menu  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>F12</b>  | Save As   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>ALT</b> + <b>F4</b>  | Close   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>SHIFT</b> + <b>F1</b>  | Display ScreenTip   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>SHIFT</b> + <b>F10</b>   | Display Shortcut Menu   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>SHIFT</b> + <b>F12</b>   | Save  |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>F1</b>   | Open Presentation   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>SHIFT</b> + <b>F12</b>   | Print   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <ol style="list-style-type: none"> <li>The <b>Title Bar</b> displays the name of the application and includes a pull-down menu with options for changing the window's size and placement. In the upper right corner are three buttons for minimizing, maximizing/restoring the window, and closing the application.</li> <li>The <b>Menu Bar</b> contains the commands required to operate the program. Using the mouse, access any menu item by pointing to it and clicking the <b>[LEFT]</b> mouse button.</li> <li>The standard <b>Tool Bar</b> is located on the third line and can be used to quickly perform functions without having to access the menu. If you point to a tool without clicking the mouse button, a brief description of the tool will appear.</li> <li>The <b>Format Bar</b> contains the tools for customizing text and graphic objects.</li> <li>Down the left side of the screen is the <b>Task Pane</b>. The tab labeled "Outline" displays a list of all of the slides making up your presentation.</li> <li>Towards the bottom of the screen are the <b>View Icons</b>.</li> <li>Below the view icons are the <b>Drawing Tools</b> which can be used to add or customize drawing objects on your slide.</li> <li>At the very bottom of the screen is the <b>Status Bar</b>. This bar contains a slide counter to quickly move between your slides.</li> <li>The current <b>Slide</b> is displayed in the middle of the screen.</li> <li>The <b>Previous/Next Slide</b> buttons are displayed in the lower right corner of the screen – below the vertical scroll bar.</li> <li>The <b>Ask a Question</b> box allows you to quickly access help by entering a simple question.</li> </ol> | <table border="0"> <thead> <tr> <th colspan="2" data-bbox="1078 1417 1562 1451">Text Movement Keys</th> </tr> </thead> <tbody> <tr> <td><b>CTRL</b> + <b>←</b></td> <td>Previous Word</td> </tr> <tr> <td><b>CTRL</b> + <b>→</b></td> <td>Next Word</td> </tr> <tr> <td><b>CTRL</b> + <b>↑</b></td> <td>Beginning of Previous Paragraph</td> </tr> <tr> <td><b>CTRL</b> + <b>↓</b></td> <td>Beginning of Next Paragraph</td> </tr> <tr> <td><b>HOME</b></td> <td>Beginning of Current Line</td> </tr> <tr> <td><b>END</b></td> <td>End of Current Line</td> </tr> <tr> <td><b>CTRL</b> + <b>HOME</b></td> <td>Beginning of Text Box</td> </tr> <tr> <td><b>CTRL</b> + <b>END</b></td> <td>End of Text Box</td> </tr> <tr> <td><b>CTRL</b> + <b>ENTER</b></td> <td>Moves to the Next Title</td> </tr> </tbody> </table>  | Text Movement Keys     |            | <b>CTRL</b> + <b>←</b> | Previous Word        | <b>CTRL</b> + <b>→</b> | Next Word          | <b>CTRL</b> + <b>↑</b> | Beginning of Previous Paragraph | <b>CTRL</b> + <b>↓</b> | Beginning of Next Paragraph | <b>HOME</b>            | Beginning of Current Line | <b>END</b>             | End of Current Line     | <b>CTRL</b> + <b>HOME</b> | Beginning of Text Box | <b>CTRL</b> + <b>END</b> | End of Text Box  | <b>CTRL</b> + <b>ENTER</b> | Moves to the Next Title |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| Text Movement Keys  |   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>←</b>  | Previous Word   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>→</b>  | Next Word   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>↑</b>  | Beginning of Previous Paragraph   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>↓</b>  | Beginning of Next Paragraph   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>HOME</b>   | Beginning of Current Line   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>END</b>  | End of Current Line   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>HOME</b>   | Beginning of Text Box   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>END</b>  | End of Text Box   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |
| <b>CTRL</b> + <b>ENTER</b>  | Moves to the Next Title   |                        |            |                        |                      |                        |                    |                        |                                 |                        |                             |                        |                           |                        |                         |                           |                       |                          |                  |                            |                         |                        |                  |                        |                  |                        |                            |                        |       |                        |             |                        |      |                        |                         |                        |                            |                        |                      |                        |            |                        |                   |                        |                    |                        |                  |  |  |                                       |             |                                       |             |                                       |                  |                                       |              |  |  |           |              |           |                 |           |                    |           |                    |           |                   |           |          |            |              |            |         |                        |       |                          |                   |                           |                       |                           |      |                         |                   |   |       |

