

POWERPOINT HINTS AND TIPS

1. To get into show mode press F5
2. Press B to show black screen
3. Press Esc to return to show
4. When in Show mode:
 - a. Hit **Home** to go to first screen
 - b. Hit **End** to go to last screen
 - c. Hit number of slide followed by enter to jump to specific slide
e.g. For slide 12 Hit **1** then **2** then **enter**
5. To edit a slide:
 - a. Copy slides into a new folder (desktop is a good place to save the new folder to start with)
 - b. Choose the slide you wish to change
 - c. Double click inside the slide frame
 - d. Edit text
6. To move slides around
 - a. Click on View
 - b. Select slide sorter
 - c. Drag and drop slides into new positions

Please note: New materials should not be added to SMHFA slides.