

MOVE AROUND A PRESENTATION-REVISION MODE

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

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