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# BACKGROUND AND RATIONALE

## Disclaimer Information

### Disclaimer

#### General

We have extracted the keyboard shortcuts contained in this document from the Microsoft Office document "Keyboard shortcuts for use while creating a presentation in PowerPoint 2010." We have duplicated this information for ease of access, but have not verified that the keystrokes are compatible with JAWS or MAGic. The keyboard shortcuts described in this document refer to the U.S. QWERTY keyboard layout. For keyboard shortcuts in which you press two or more keys simultaneously, we show the keys to press separated by a plus sign (+). For keyboard shortcuts in which you press one key immediately followed by another key, we show the keys to press separated by a comma (,).

**Note**: This material focuses only on keystrokes relevant to Microsoft Office PowerPoint 2010. For keystrokes that are common throughout the Microsoft Office 2010 Suite, see the following training document, **"Keystrokes Common Throughout the Microsoft Office 2010 Suite"** located on the Office of Learning (OL) [Visual Impairment Curriculum](http://learning.ba.ssa.gov/OL/ewd/JAWSCurriculum.asp) page.

# Objective 1:

## Common Tasks in Microsoft Office PowerPoint 2010

### Move between Panes

#### General

Move clockwise among panes in Normal View = F6

Move counterclockwise among panes in Normal View = SHIFT+F6

Switch between Slides and Outline tabs in the Outline and Slides Pane in Normal View = CTRL+SHIFT+TAB

### Work in an Outline

#### General

Promote a paragraph = ALT+SHIFT+LEFT ARROW

Demote a paragraph = ALT+SHIFT+RIGHT ARROW

Move selected paragraphs up = ALT+SHIFT+UP ARROW

Move selected paragraphs down = ALT+SHIFT+DOWN ARROW

Show heading level 1 = ALT+SHIFT+1

Expand text below a heading = ALT+SHIFT+PLUS SIGN

Collapse text below a heading = ALT+SHIFT+MINUS SIGN

### Work with Shapes, Pictures, Boxes, Objects and WordArt

#### Insert a Shape

1. Press and release ALT, then N, then S, then H to select Shapes.
2. Use the ARROW KEYS to move through the categories of shapes, and select the shape that you want.
3. Press CTRL+ENTER to insert the shape that you selected.

#### Insert a Text Box

1. Press and release ALT, then N, then X.
2. Press CTRL+ENTER to insert the text box.

#### Insert an Object

1. Press and release ALT, then N, then J to select Object.
2. Use the ARROW KEYS to move through the objects.
3. Press CTRL+ENTER to insert the object that you want.

#### Insert WordArt

1. Press and release ALT, then N, then W to select WordArt.
2. Use the ARROW KEYS to select the WordArt style that you want, and then press ENTER.
3. Type the text that you want.

#### Select a Shape

**Note**: If your cursor is within text, press ESC.

1. To select a single shape, press the TAB key to cycle forward (or SHIFT+TAB to cycle backward) through the objects until sizing handles appear on the object that you want to select.
2. To select multiple items, use the Selection Pane.

#### Group or Ungroup Shapes, Pictures and WordArt Objects

1. To group shapes, pictures, or WordArt objects, select the items that you want to group, and then press CTRL+G.
2. To ungroup a group, select the group, and then press CTRL+SHIFT+G.

### Show or Hide a Grid or Guides

#### General

Show or hide the grid = SHIFT+F9

Show or hide guides = ALT+F9

### Copy the Attributes of a Shape

#### General

1. Select the shape with the attributes that you want to copy.

**Note**: If you select a shape with text, you copy the look and style of the text in addition to the attributes of the shape.

1. Press CTRL+SHIFT+C to copy the object attributes.
2. Press the TAB key or SHIFT+TAB to select the object that you want to copy the attributes to.
3. Press CTRL+SHIFT+V.

### Select Text and Objects

#### General

Select one character to the right = SHIFT+RIGHT ARROW

Select one character to the left = SHIFT+LEFT ARROW

Select to the end of a word = CTRL+SHIFT+RIGHT ARROW

Select to the beginning of a word = CTRL+SHIFT+LEFT ARROW

Select one line up (with the cursor at the beginning of a line) = SHIFT+UP ARROW

Select one line down (with the cursor at the beginning of a line) = SHIFT+DOWN ARROW

Select an object (when the text inside the object is saved) = ESC

Select another object (when one object is selected) = TAB or SHIFT+TAB until the object you want is selected

Select text within an object (with an object selected) = ENTER

Select all objects = CTRL+A (on the Slides Tab)

Select all slides = CTRL+A (in Slide Sorter View)

Select all text = CTRL+A (on the Outline Tab)

### Delete and Copy Text and Objects

#### General

Delete one character to the left = BACKSPACE

Delete one word to the left = CTRL+BACKSPACE

Delete one character to the right = DELETE

Delete one word to the right = CTRL+DELETE

**Note**: The cursor must be between words to do this.

Cut selected object or text = CTRL+X

Copy selected object or text = CTRL+C

Paste cut or copied object or text = CTRL+V

Undo the last action = CTRL+Z

Redo the last action = CTRL+Y

Copy formatting only = CTRL+SHIFT+C

Paste formatting only = CTRL+SHIFT+V

Open Paste Special dialog box = CTRL+ALT+V

### Move Around in Text

#### General

Move one character to the left = LEFT ARROW

Move one character to the right = RIGHT ARROW

Move one line up = UP ARROW

Move one line down = DOWN ARROW

Move one word to the left = CTRL+LEFT ARROW

Move one word to the right = CTRL+RIGHT ARROW

Move to the end of a line = END

Move to the beginning of a line = HOME

Move up one paragraph = CTRL+UP ARROW

Move down one paragraph = CTRL+DOWN ARROW

Move to the end of a text box = CTRL+END

Move to the beginning of a text box = CTRL+HOME

Move to the next title or body text placeholder. If it is the last placeholder on a slide, this will insert a new slide with the same slide layout as the original slide = CTRL+ENTER

Move to repeat the last Find action = SHIFT+F4

### Move around and Work in Tables

#### General

Move to the next cell = TAB

Move to the preceding cell = SHIFT+TAB

Move to the next row = DOWN ARROW

Move to the preceding row = UP ARROW

Insert a tab in a cell = CTRL+TAB

Start a new paragraph = ENTER

Add a new row at the bottom of the table = TAB at the end of the last row

### Edit a Linked or Embedded Object

#### General

1. Press TAB or SHIFT+TAB to select the object that you want.
2. Press SHIFT+F10 for the shortcut menu.
3. Press the DOWN ARROW until Worksheet Object is selected, press RIGHT ARROW to select Edit, and press ENTER.

**Note**: The name of the command in the shortcut menu depends on the type of embedded or linked object. For example, an embedded Microsoft Office Excel worksheet has the command Worksheet Object, whereas an embedded Microsoft Office Visio Drawing has the command Visio Object.

# Objective 2:

## Format and Align Characters and Paragraphs

### Change or Resize the Font

#### General

Open the Font dialog box to change the font = CTRL+SHIFT+F

Increase the font size = CTRL+SHIFT+>

Decrease the font size = CTRL+SHIFT+<

### Apply Character Formats

#### General

Open the Font dialog box to change the formatting of characters = CTRL+T

Change the case of letters between sentence, lowercase, or uppercase = SHIFT+F3

Apply bold formatting = CTRL+B

Apply an underline = CTRL+U

Apply italic formatting = CTRL+I

Apply subscript formatting (automatic spacing) = CTRL+EQUAL SIGN

Apply superscript formatting (automatic spacing) = CTRL+SHIFT+PLUS SIGN

Remove manual character formatting, such as subscript and superscript = CTRL+SPACEBAR

Insert a hyperlink = CTRL+K

### Copy Text Formats

#### General

Copy formats = CTRL+SHIFT+C

Paste formats = CTRL+SHIFT+V

### Align Paragraphs

#### General

Center a paragraph = CTRL+E

Justify a paragraph = CTRL+J

Left align a paragraph = CTRL+L

Right align a paragraph = CTRL+R

# objective 3:

## Working with Presentations

### Slide Show Shortcuts

#### General

You can use the following keyboard shortcuts while running your presentation in Slide Show view.

Start the presentation from the beginning = F5

Perform the next animation or advance to the next slide = N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR

Perform the previous animation or return to the previous slide = P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE

Go to slide number = Number+ENTER

Display a blank black slide, or return to the presentation from a blank black slide = B or PERIOD

Display a blank white slide, or return to the presentation from a blank white slide = W or COMMA

Stop or restart an automatic presentation = S

End a presentation = ESC or HYPHEN

Erase on-screen annotations = E

Go to the next slide, if the next slide is hidden = H

Set new timings while rehearsing = T

Use original timings while rehearsing = O

Use mouse click to advance while rehearsing = M

Re-record slide narration and timing = R

Return to the first slide = Press and hold Right and Left Mouse buttons for two seconds

Show or hide the arrow pointer = A or =

Change the pointer to a pen = CTRL+P

Change the pointer to an arrow = CTRL+A

Change the pointer to an eraser = CTRL+E

Show or hide ink markup = CTRL+M

Hide the pointer and navigation button immediately = CTRL+H

Hide the pointer and navigation button in 15 seconds = CTRL+U

View the All Slides dialog box = CTRL+S

View the computer task bar = CTRL+T

Display the shortcut menu = SHIFT+F10

Go to the first or next hyperlink on a slide = TAB

Go to the last or previous hyperlink on a slide = SHIFT+TAB

Perform the "mouse click" behavior of the selected hyperlink = ENTER with a hyperlink selected

### Media Shortcuts during Presentation

#### General

Show media playback = ALT+Q

Toggle between play and pause = ALT+P

Go to the next bookmark = ALT+END

Go to the previous bookmark = ALT+HOME

Increase the sound volume = ALT+PAGE UP

Decrease the sound volume = ALT+PAGE DOWN

Seek forward = ALT+SHIFT+PAGE DOWN

Seek backward = ALT+SHIFT+PAGE UP

Mute the sound = ALT+U

**User Tip**:

You can press F1 during your presentation to see a list of controls.

### Browse Web Presentations

#### General

The following keystrokes are for viewing your Web presentation in Microsoft Internet Explorer 4.0 or later.

Move forward through the hyperlinks in a Web presentation, the Address bar, and the Links bar = TAB

Move back through the hyperlinks in a Web presentation, the Address bar, and the Links bar = SHIFT+TAB

Perform the "mouse click" behavior of the selected hyperlink = ENTER

Go to the next slide = SPACEBAR

### Use the Selection Pane Feature

#### General

Launch the Selection Pane = ALT, H, S,

L, and then P

Cycle the focus through the different panes = F6

Display the context menu = SHIFT+F10

Move the focus to a single item or group = UP ARROW or DOWN ARROW

Move the focus from an item in a group to its parent group = LEFT ARROW

Move the focus from a group to the first item in that group = RIGHT ARROW

Expand a focused group and all its child groups = \* (on numeric keypad only)

Expand a focused group = + (on numeric keypad only)

Collapse a focused group = - (on numeric keypad only)

Move the focus to an item and select it = SHIFT+UP ARROW or SHIFT+DOWN ARROW

Select a focused item = SPACEBAR or ENTER

Cancel selection of a focused item = SHIFT+SPACEBAR or SHIFT+ENTER

Move a selected item forward = CTRL+SHIFT+F

Move a selected item backward = CTRL+SHIFT+B

Show or hide a focused item = CTRL+SHIFT+S

Rename a focused item = F2

Switch the keyboard focus within the Selection Pane between Tree View and the Show All and Hide All buttons = TAB or SHIFT+TAB

Collapse all groups (**Note**: The focus must be in the Tree View of the Selection Pane to use this shortcut) = ALT+SHIFT+1

Expand all groups = ALT+SHIFT+9

# objective 4:

## JAWS Commands for PowerPoint

### Navigation

#### General

Switch panes in Normal view = F6

Switch panes in Normal view in reverse order = SHIFT+F6

Follow selected hyperlink = CTRL+SHIFT+ENTER

View a list of hyperlinks in the current slide = INSERT+F7

Next Object = TAB

Prior Object = SHIFT+TAB

Up a Level = ESC

Prior Slide = PAGE UP

Next Slide = PAGE DOWN

Up one level in Save as or Open dialogs = ALT+1

Back to previous folder in Save as or Open dialog boxes = ALT+2

### Reading

#### General

Repeat Slide Show = BACKSPACE

Read table column by column = INSERT+SHIFT+C

Read table row by row = INSERT+SHIFT+R

Read notes in Normal or Slide Show view = CTRL+SHIFT+N

### Information

#### General

Say Font = INSERT+F

Say object dimensions and location = CTRL+SHIFT+D

Say PowerPoint version = CTRL+INSERT+V

Say selected object = INSERT+SHIFT+DOWN ARROW

Say shape animation information = CTRL+SHIFT+A

Say slide information = CTRL+SHIFT+S

Say status bar information = INSERT+DELETE

Show a list of comments associated with the current slide = CTRL+SHIFT+APOSTROPHE

Read spell check dialog = INSERT+F7

### Other

#### General

Select an object on current slide = CTRL+SHIFT+O

Toggle table reading method = CTRL+SHIFT+T

# Glossary

## Office PowerPoint 2010

### Terms and Definitions

#### Office PowerPoint 2010 Terms and Definitions

**Effects**: You can add effects to text and objects in your presentations. You can add effects such as WordArt styles, transparency effects, and three-dimensional (3-D) rotation.

**PowerPoint Slide Library**: A library that enables you to reuse existing information, such as existing slides or presentations, in your presentation. To be able to reuse information, you need to publish a presentation to a PowerPoint Slide Library, which is managed by SharePoint Server 2010.

**Themes**: You can apply themes to a presentation to provide it a consistent look in terms of slide design. By using themes, you can apply background design, placeholder layout, colors, and font styles to slides and slide elements.

# FEEDBACK SHEET

Request to the instructor:

As you use this training package, please document errors, omissions, and revisions and notify us of any required editing. At the completion of this segment, you should mail this form to the address on the next page.

**Source of report:**

Location of training: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Timeframes:**

How much time did it take to present this material?

**Topics:**

Is there any material in the lesson that is covered but not relevant to your position that we should remove? If so, what?

Can you identify any topic not covered in this lesson that should be included?

**Complexity level:**

Are there any lessons that appear either too simple or too complex? Which ones? Why?

**Testing:**

How would you rate the usefulness of the tests and exercises?

1 2 3 4 5

Irrelevant Adequate Quite Helpful

Please note your corrections below or attach a photocopy of corrected pages.

Page # Correction Needed

**Comments:**

Use the space below for your comments on how we can improve this material.

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