

Constraint Keys for Rectangles and Ovals

Key	Draw	Resize	Move
Shift	Circles and squares only horizontal	Vertical, horizontal	Vertical or or diagonal only
Ctrl	From center outward	Maintains center	No effect
Ctrl-Shift	Circles and squares only	Vertical, horizontal, from center outward	Vertical and or diagonal only, maintains center
and	horizontal (same as Shift)		

- For more about this topic, refer to your PowerPoint Manual [Page\(s\) 166](#)
- Choose **Title Sorter** from the View menu to see the Help list again.

Constraint Keys for Lines

Key	Draw	Resize	Move
Shift	Vertical, horizontal, and 45° only.	Change length but not angle.	Vertical or horizontal only
Ctrl	From center outward	Both ends outward from center; change length and angle	No change
Shift-Ctrl	Vertical, horizontal, and 45° only from center outward	Both ends outward from center; only along line	Vertical and horizontal (same as Shift)

- For more about this topic, refer to your PowerPoint Manual [Page\(s\) 170](#)
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Slide Show Keys

Function	Mouse	Keyboard
Show next slide	Click	Spacebar or N or Up arrow or Right arrow
Show previous slide	Right Click	Backspace or P or Down arrow or Left arrow
Show slide number		Type number, press Enter
Show/Hide Arrow pointer		A or = (equals)
Invert/Reinvert Image		I or / (slash)
Black/Unblack screen		B or . (period)
Return to the Slide Show dialog box		Esc or Ctrl+Break or - (minus)
Start/Stop Automatic Show		S or + (plus)
White/Unwhite screen		W or , (comma)

- For more about this topic, refer to your PowerPoint Manual **Page(s) 200**
- Choose **Title Sorter** from the View menu to see the Help list again.

Types of Pasting

What You're Pasting	Where You Are Pasting To	
	Sorter View	Slide View
Slides	Put at the insertion point or in front of the selected slide.	All objects are added to the current slide in their same relative positions.
Objects	Does not apply.	Pasted at their original positions on the new slide if the positions are visible. If the positions are not visible, the objects are pasted to the middle of the window.
Text	Does not apply.	Replaces selected text on the slide.
Picture	Does not apply.	Pastes a new object centered in the window.

- For more about this topic, refer to your PowerPoint Manual [Page\(s\) 336](#)
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