



The ECHO™ – Your Weekly Presentation Tip

February 20, 2008

A Small Key Opens Big Doors

Presentation technology can be overwhelming. There are so many things to remember when you're presenting in PowerPoint. However, like the Turkish proverb - "A small key opens big doors" - there's a key tip (pun intended) to remember that will help: the "F1" key.

When you're in "Slide Show" mode and you press "F1," you get a drop-down menu of 23 presentation options that can help make your presentation most effective. Here are three of them:

- Press "B" to go to a black screen. Go to a whiteboard or a chart to capture something or facilitate a discussion. Your visual won't be a distraction. When you're ready to go back to your visual, press the down arrow or "Enter" key to return to your current slide.
- Press "Ctrl + T" and you show the task bar on the bottom of your screen. If you want to switch to a different document, click on the task bar button for that document and that's what you'll see on the screen. To switch back to your presentation, click on the PowerPoint slide button and the task bar disappears.
- Press a slide number and "Enter" to show a particular slide out of sequence. If you have a printed slide list with each slide's title and number, you can easily navigate to any part of your presentation.

Use the "F1" key to open big doors to a successful presentation.

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