PRESENTATION HERO

The definitive presentation cheat sheet

I'm a Mac

⌘+F1	Switch between Mirrored & Arranged display modes
X	Keynote: switch where the presenter display is displayed
⌥+⌘+P	Keynote: full screen the slides
H	Keynote: switch to the last application used (for demos)
⌘+TAB	Switch back to the previous application
⌘+⇧+Return	PowerPoint: full screen the slides
⌥+Return	PowerPoint: activate the presenter display
⌘+P	PowerPoint: draw on top of your slides
⌘+A	PowerPoint: stop drawing
E	PowerPoint: erase drawing
⌘+ctrl+F	Preview: full screen a pdf
⌘+Q	Quit any app in a rush

If you want your slides to appear in full screen the instant you connect the projector, make sure to start the presentation before you connect the projector.

To activate the Presenter Display open Keynote. Go to Preferences -> Presenter Display. Check the box next to Alternate Display.

While in Preview never ever activate the SlideShow feature: it auto advances the slides.

PRESENTATION HERO

@matteoc
http://preshero.co

I'm a PC

(Win)+P	Switch between display modes
fn+F4	Samsung & HP: switch between display modes
fn+F5	Acer: switch between display modes
fn+F7	Lenovo: switch between display modes
fn+F8	Dell: switch between display modes
F5	PowerPoint: full screen the slides
Ctrl+P	PowerPoint: draw on top of your slides
Ctrl+A	PowerPoint: stop drawing
H	PowerPoint: go the next slide even if the next slide is hidden
⇧+F10	PowerPoint: Display the shortcuts menu
Hold left mouse button	PowerPoint: returns to the first slide
Ctrl+L	Acrobat: display slides full screen
Alt+F4	Quit any app in a rush

If you want your slides to appear in full screen the instant you connect the projector, make sure to start the presentation before you connect the projector.

To activate the Presenter Display in PowerPoint, on the Slide Show tab, in the Monitors group, click Use Presenter View.

PRESENTATION HERO

I work with both

Right Arrow or Spacebar	Go to the next slide
Left Arrow or Backspace	Go to the previous slide
B	Blank the display
W	White-out the display
ESC	End the slideshow
number+Return	Jump to specific slide *number*

Knowing all the modes and shortcuts will make you more confident when it come to setting up your technology.

You know what will make you even more confident? Having a rock solid structure, great design and confident delivery! That's what you will learn with Presentation Hero, the most innovative and effective presentation training system.

Learn more at http://preshero.co/

PRESENTATION HERO
is produced by
LA FABBRICA DELLA REALTÀ
www.lafabbricadellarealta.com

PRESENTATION HERO

@matteoc
http://preshero.co