

## Basic Commands for PowerPoint

Action	Menu	Keyboard Shortcuts	Look for Options	Available w/Right Click
Insert New Slide	Insert	Ctrl+M		
Slide Layout	Format		Right Sidebar	X
Background	Format			X
Slide Design	Format		Right Sidebar	X
Bullets	Format			
Insert Clipart	Insert		Right Sidebar	
Picture Background	Format			X
Custom Animation	Slide Show		Right Sidebar	
View Show	Slide Show	F5		
Slide Sorter View			Lower Left	
Play Current Slide			Lower Left	
Normal View			Lower Left	

## Microsoft PowerPoint - Supported Video Formats

Microsoft PowerPoint has the ability to play some video files embedded within a presentation, and others only by linking to a file. If the file is *not supported*, it may be possible to link to the video as described under "Hyperlinking to a video clip" in [Microsoft PowerPoint - Adding Video](#).

[http://www.its.msstate.edu/Information/Documentation/ppt\\_factsheets.php](http://www.its.msstate.edu/Information/Documentation/ppt_factsheets.php)

- **avi:**
  - Supported
- **flv** (Flash) :
  - Flash is not natively supported, but can be accomplished with the aid of [directions from Macromedia](http://kb2.adobe.com/cps/142/tn_14235.html)
- **mov** (QuickTime) :
  - Supported up to version 3 on Windows
  - Subsequent versions not supported on Windows
  - All versions supported on OS X
- **mpg:**
  - MPEG1 is supported
  - MPEG2 is supported on Vista only and may require a 3rd party plugin on XP or OS X
- **rm** (RealMedia):
  - Not Supported on OS X or Windows
- **wmv** (WindowsMedia):
  - Supported on Windows
  - Supported on OS X with [the Flip4Mac codec](#)
  - <http://www.microsoft.com/windows/windowsmedia/player/wmcomponents.mspx>