# Update Your Slide Guide, Using PowerPoint with JAWS Handout

Microsoft PowerPoint is included in the Office Suite and is used to create and give presentations for personal events, school projects, and professional meetings. Microsoft provides many keyboard commands for using PowerPoint without vision, and it is accessible with JAWS.

## Add, Move, and Delete Slides Using the Thumbnails Pane

1. Press **SHIFT+F6** from the slide area to navigate to the Thumbnails Pane.
2. Navigate the list of slides using the **UP ARROW** and **DOWN ARROW** keys.
3. Copy and move slides within the Thumbnails Pane or from one presentation to another using commands like **CTRL+C to copy**, **CTRL+X** to cut, and **DEL** to delete.

## Add a Video to a Slide

Add videos to slides using keyboard commands. Change these settings using the keyboard. Designate whether you want them to play automatically during the presentation or to play when clicked. To add a video:

1. Title the slide, then navigate to the object area.

2. Press **ALT**, followed by **N**, then **V** to add a video. Choose where the video is located from the list of options. Press **T** for “this device” to add a video from your computer.

3. Locate the video from your files list and press **ENTER** to add it.

4. Press **TAB** to navigate to the video on the slide if it is not already in focus.

5. Press **ALT**, followed by **J**, **N**, then **U** to set how the video will play during the presentation. Choices include in click sequence, automatically, and when clicked on. Choose automatically if you want the video to begin playing when the slide is displayed. If you choose one of the other options, you will need to click, or press **ENTER** on the video to start playing it.

## Insert a URL On a Slide

Insert a URL in the form of a hyperlink using keyboard commands. To do this:

1. Navigate to the slide area and press **ENTER** to activate edit mode. This enables you to enter text.

2. Type the text you want to link to a web page. This could be something like “Freedom Scientific training,” or “APH webinars.”

3. Select the text, then press **CTRL+K** to access the Insert Hyperlink dialog.

4. Type or paste the URL you want to link to, and press **ENTER**.

Note: Pressing **SHIFT+TAB** navigates to a group of checkboxes where you can choose to link to an existing file or web page, place in your document, or email address. The option you choose may still be selected the next time you use this feature, even if you close and reopen PowerPoint. It defaults to “existing file or web page.” Use these checkboxes to change it back if needed.

## Add Alt Text to Images

Use Alt Text to describe images, tables, and charts for users who are blind. Add it using keyboard commands. To add Alt Text:

1. Navigate to the image on your slide.

2. Press **SHIFT+F10** or the **APPLICATIONS KEY** to access the context menu, then **A** to access the ALT Text pane. Focus is on the description box.

3. Type a description for the image.

4. Navigate between the ALT Text pane and slide area by pressing **F6** and **SHIFT+F6**.

5. The Alt Text will be spoken by JAWS when in presentation mode. You can also use the Alt text pane to edit your description.

Note: You can also press ESC when in the Alt Text pane to navigate back to the slide area, but this pane will still be shown.

## Manage Slide Transitions

Use slide transitions to add visual movement when changing slides during a presentation. Add them using the keyboard.

To add a transition:

1. Navigate to the slide you want to transition to and press **ALT+K** to open the Transitions Tab.

2. Press **TAB** to navigate through the choices on this tab. Press **T** to open the Transition Effects menu. Press **DOWN ARROW** to navigate through the effects, and press **ENTER** on one to select it.

3. To remove a transition, follow the steps above and select None from the list of transitions.

## Use Themes and Animations

Use themes in your presentations for a unified professional look. Add animations to make presentations more dynamic. Apply themes and animations to a presentation using keyboard commands.

To apply a theme:

1. Select one or more slides in your presentation from the Thumbnails tab.

2. Press **ALT+G**, then **H** to navigate to Themes on the Design tab of the Ribbon.

3. Press **DOWN ARROW** to navigate through the available themes.

4. Press **SHIFT+F10** to right click the theme and access the context menu.

5. Select an option from this menu. You can apply the theme to all slides, apply it to selected slides, or choose it as the default theme.

6. Press **ENTER** on the option you want to apply it.

To apply animations:

1. Select an object or text you want to animate on a slide.

2. Press **ALT+A**, followed by **A**, then **A** to access the list of animations.

3. Navigate this list using your **UP ARROW** and **DOWN ARROW** keys.

4. Press **ENTER** on the animation you want to apply.

## Use Slide Sorter

Use Slide Sorter to view slides in thumbnail form. Sort and organize your slide sequence when creating a presentation. Access the Slide Sorter using keyboard commands.

To access Slide Sorter:

1. Press **ALT+W**, then **I** to change the view to Slide Sorter.

2. Navigate to one slide or select multiple slides.

3. Press **SHIFT+F10** to access the context menu where you can cut, copy, reuse, duplicate, or delete a slide. You can also choose to add a slide-to-Slide Sorter, add a section, format the background, and more.

4. Press **ALT+W**, then **L** to change back to Normal view.