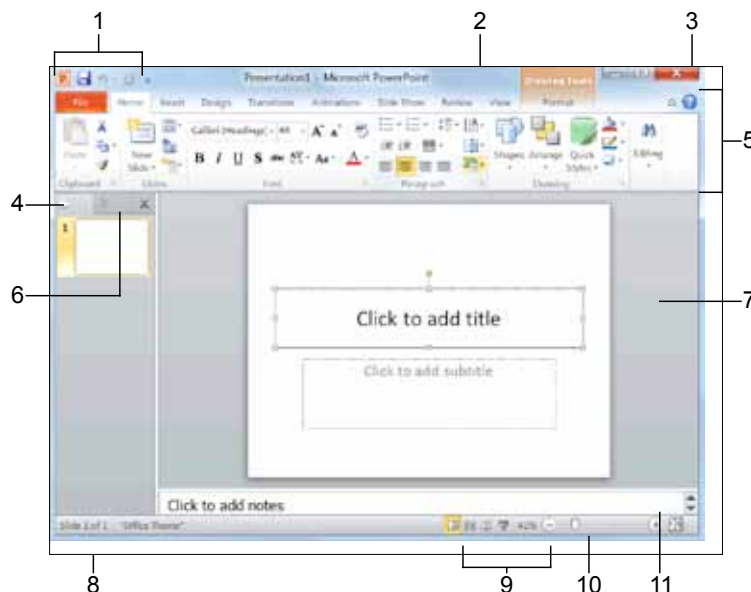


# Microsoft® POWERPOINT 2010 QUICK REFERENCE CARD

## POWERPOINT 2010 SCREEN

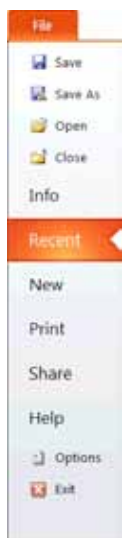


- |                         |                |                 |
|-------------------------|----------------|-----------------|
| 1. Quick Access Toolbar | 4. Slides tab  | 8. Status bar   |
| 2. Title bar            | 5. Ribbon      | 9. View buttons |
| 3. Close button         | 6. Outline tab | 10. Zoom Slider |
|                         | 7. Slide Pane  | 11. Notes pane  |

## SLIDES

- **To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press **<Ctrl> + <M>**.
  - **To Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.
  - **To Return a Slide to its Default Settings:** Click the **Home** tab and click the **Reset** button in the Slides group.
  - **To Apply a Document Theme:** Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.
  - **To Change the Slide Background:** Click the **Design** tab on the Ribbon, click the **Background Styles** button in the Background group, and select a background.
  - **To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Master Views group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.
  - **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- To Add a Section:** Click the **Home** tab on the Ribbon, click the **Section** button in the Slides group, and click **Add Section**.

## THE FUNDAMENTALS



The File tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.

- **To Create a New Presentation:** Click the **File** tab, click New, and click **Create**.
- **To Open a Presentation:** Click the **File** tab and click **Open**.
- **To Save a Presentation:** Click the **Save** button on the Quick Access Toolbar.
- **To Save a Presentation with a Different Name:** Click the **File** tab, click **Save As**, enter a new name for the presentation, and click **Save**.
- **To Preview and Print a Presentation:** Click the **File** tab and click **Print**.
- **To Close a Presentation:** Click the **File** tab and click **Close**.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **To Exit PowerPoint:** Click the **File** tab and click **Exit**.

## KEYBOARD SHORTCUTS

### GENERAL

Open Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save Presentation	<Ctrl> + <S>
Print Presentation	<Ctrl> + <P>
Close Presentation	<Ctrl> + <W>
Insert New Slide	<Ctrl> + <M>
Help	<F1>

### NAVIGATION — GO TO:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

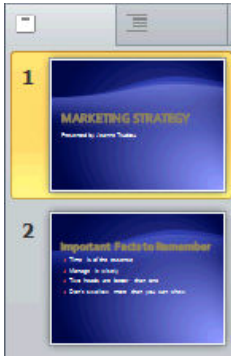
### FORMATING

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Justify	<Ctrl> + <J>

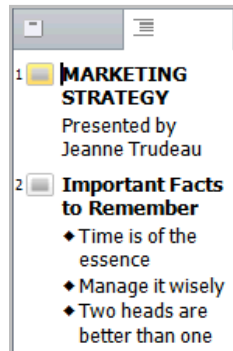
### EDITING

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

## THE OUTLINE PANE



The **Slides** tab contains a thumbnail image of every slide in the presentation; click a thumbnail to jump to that slide. You can also rearrange, add, or delete slides here.



The **Outline** tab focuses on the content of the presentation. Use this tab when you want to adjust the textual structure or add large amounts of text.

## VIEWS



**Normal view:** This is the default view in PowerPoint 2010. Normal view includes the Outline pane, Slide pane, and Notes pane.



**Slide Sorter view:** Displays all the slides in the presentation as thumbnails (tiny images). Use Slide Sorter view when you want to rearrange the order of slides or add transition effects between slides.



**Reading view:** Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.



**Slide Show view:** Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is definitely the view you want to use.

## IMAGES, MULTIMEDIA, AND OBJECTS

- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find the picture you want to insert and click **Insert**.
- **To Insert a Video File:** Click the **Insert** tab on the Ribbon and click the **Video** button in the Media group. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert** tab on the Ribbon, click the **Video** button list arrow in the Media group, and select **Video from Website**. Paste the video's Embed code into the Insert Video from Web Site dialog box and click **Insert**.
- **To Insert an Audio Clip:** Click the **Insert** tab on the Ribbon, click the **Audio** button list arrow in the Media group, and select **Audio from File**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt you want to insert and click **OK**.

## TRANSITIONS AND ANIMATION EFFECTS

- **To Present a Slide Show:** Click the **Slide Show** button on the status bar, or press **<F5>**.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **<Ctrl>** key while clicking and holding the **left mouse button**.
- **To Use the Pen:** In Slide Show view, press **<Ctrl> + <P>** and then draw on the screen. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Advance to the Next Slide:** Press **<Spacebar>**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **<Backspace>** or **<Page Up>**.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **<Esc>**.

## SLIDE SHOW DELIVERY

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the **More** button in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations** tab on the Ribbon, and click the **Animation Painter** button in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.