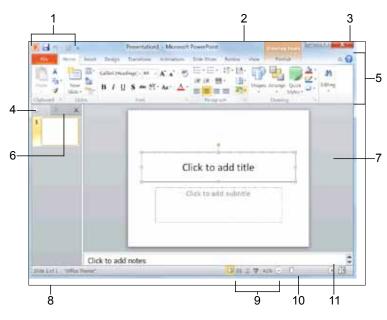
Microsoft® POWERPOINT 2010 QUICK REFERENCE CARD



CUSTOMIZABLE TRAINING MATERIALS

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POWERPOINT 2010 SCREEN



- 1. Quick Access Toolbar
- 2. Title bar

Save

Do Open

Close

Info

New

Print

Share

Help

1 Options

La Luit

Save As

- 3. Close button
- 4. Slides tab
- 5. Ribbon
- 6. Outline tab
- 7. Slide Pane
- 8. Status bar
- 9. View buttons
- 10. Zoom Slider
- 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 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 EDITING Open Presentation <Ctrl> + <O> Cut <Ctrl> + <X> **Create New** <Ctrl> + <N> <Ctrl> + <C> Copy Save Presentation <Ctrl> + <S> **Paste** <Ctrl> + <V> Print Presentation <Ctrl> + <P> <Ctrl> + <Z> Undo Close Presentation <Ctrl> + <W> Redo or Repeat <Ctrl> + <Y> **Insert New Slide** <Ctrl> + <M> <Ctrl> + <F> Find Help <F1> Replace <Ctrl> + <H> <Ctrl> + <A> Select All Cut <Ctrl> + <X> **NAVIGATION — GO TO:** <Ctrl> + <C> Copy The Next Slide <Spacebar> **Paste** <Ctrl> + <V> The Previous Slide <Backspace> Undo <Ctrl> + <Z> Redo or Repeat <Ctrl> + <Y> **FORMATING Find** <Ctrl> + <F> Bold <Ctrl> + <Ctrl> + <H> Replace **Italics** <Ctrl> + <I> Select All <Ctrl> + <A> Align Left <Ctrl> + <L> <Ctrl> + <E> Center

<Ctrl> + <J>

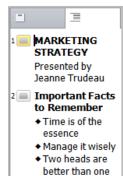
Justify

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.



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.

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.

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.

