

PowerPoint 2010

Quick Reference Card

PowerPoint 2010 Screen



Shortcuts

General

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

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>

Navigation—Go To:

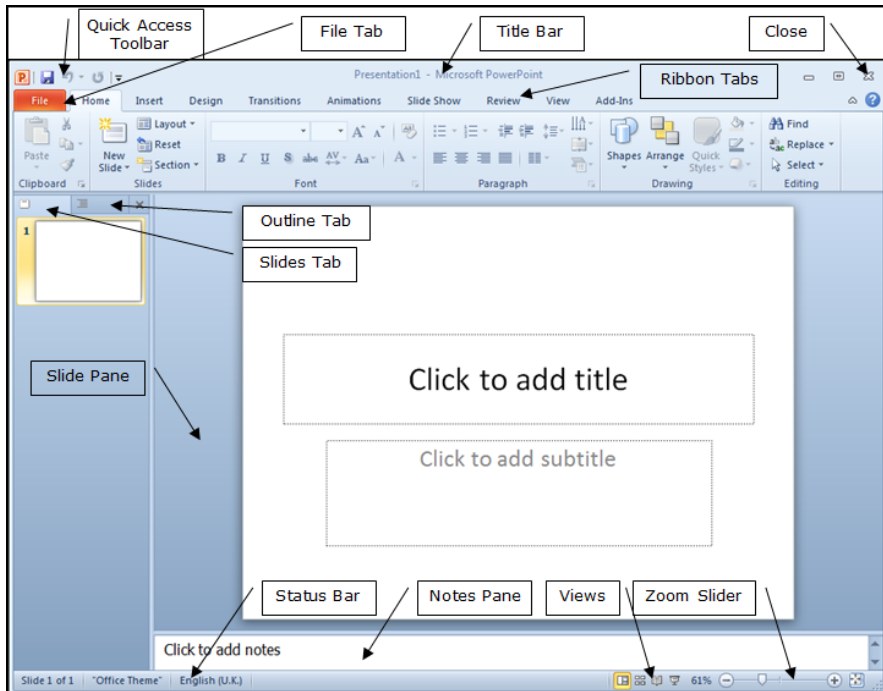
- The Next Slide <Spacebar>
- The Previous Slide <Backspace>
- The First Slide <Ctrl> + <Home>
- The Last Slide <Ctrl> + <End>

Slide Show Delivery

- End Slide Show <Esc>
- Jump to Slide <Slide #> + <Enter>
- Toggle Screen Black
- Toggle Screen White <W>
- Pause Show <S>
- Show/Hide Pointer <A>
- Change Arrow to Pen <Ctrl> + <P>
- Change Pen to Arrow <Ctrl> + <A>
- Erase Doodles <E>

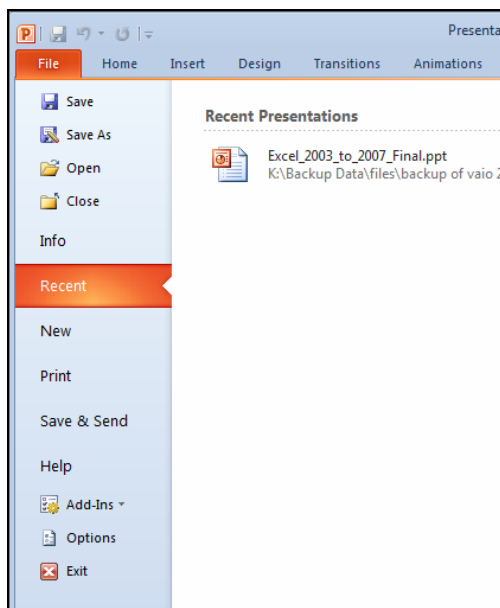
Formatting

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



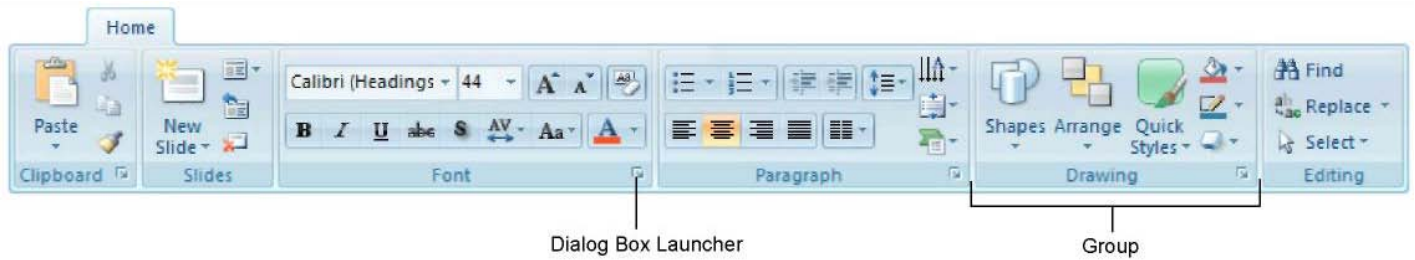
The Fundamentals

The **File Tab**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft PowerPoint. The **File Tab** menu contains basic file management commands, including **New**, **Open**, **Save**, **Print** and **Close**.



- **To Create a New Presentation:** Click the **File tab**, select **New**, and click **Create**, or press <Ctrl> + <N>.
- **To Open a Presentation:** Click the **File tab** and select **Open**, or press <Ctrl> + <O>.
- **To Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- **To Save a Presentation with a Different Name:** Click the **File tab**, select **Save As**, and enter a new name for the presentation.
- **To Preview a Presentation:** Click the **File tab**, Click **Print** to see a preview in the right hand Pane
- **To Print a Presentation:** Click the **File tab** and select **Print**, or press <Ctrl> + <P>.
- **To Undo:** Click the **Undo** button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- **To Close a Presentation:** Click the **File tab** and select **Close**, or press <Ctrl> + <W>.
- **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**.

Formatting

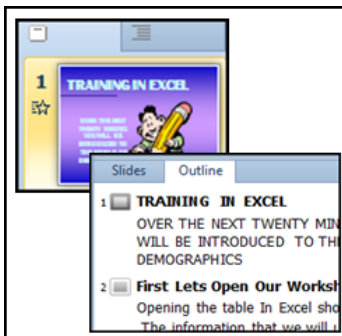


- **To Cut or Copy Text:** Select the text you want to cut or copy and click the **Cut** or **Copy** button in the Clipboard group on the Home tab. **To Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets / Numbering** button in the Paragraph group on the Home tab.
- **To Apply a Document Theme** (called *design templates* in

previous versions of PowerPoint): 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 Presentation **Views** group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **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 Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.

The Outline Pane



The Slides tab contains a thumbnail image of every slide in the presentation; simply 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 rather than its appearance. Use this tab when you want to adjust the textual structure of a presentation or add large amounts of text to it.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click **Go**.
- **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 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 Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (O), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.

View buttons



Normal view: This is the default view in PowerPoint. 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.



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.

Delivery, Transitions and Animations

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Animations** 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, and click the **Custom Animation** button in the Animations group. Click the **Add Effect** button, select a category, and select the effect you want to use.
- **To Present a Slide Show:** Click the **Slide Show** button on the status bar. **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 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.