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# Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

## PowerPoint® 2010 Introduction

**Creating a New Presentation**  
You are presented with a blank, new presentation when you first start PowerPoint. If you want to start a new presentation, you can create a blank presentation or a presentation based on a template.  
1. Choose FILE, NEW.  
2. Choose BLANK PRESENTATION.  
3. To use a template:  
• From the Office Themes group, click a theme.  
• From the Backgrounds group, click a background.  
• From the Colors group, click a color scheme.  
• From the Fonts group, click a font scheme.  
• From the Effects group, click an effect scheme.  
4. Click OK or F5.

**Adding a New Slide**  
Choose HOME, then ADD SLIDE. To choose a slide layout, click the layout icon in the SLIDES task pane.

**Changing a Slide's Layout**  
Choose HOME, then ADD SLIDE. To choose a slide layout, click the layout icon in the SLIDES task pane.

**Changing the Slide Orientation**  
1. Choose DESIGN, then ORIENTATION.  
2. Choose HORIZONTAL or VERTICAL.

**Changing the Slide Size**  
1. Choose DESIGN, then SLIDE SIZE.  
2. Choose a slide size from the SLIDE SIZE task pane.

**Entering Text into a "Click to add..." Bulleted List Placeholder**  
1. Click on the placeholder and type the text.  
2. To add another item to the bulleted list, click on the placeholder and type the text.  
3. To end the list, click on the placeholder and type the text.

**Starting a New Line Without a Bullet**  
To start a new line of text without creating a new paragraph, click on the placeholder and type the text.

**Moving from title to body with the Keyboard**  
When finished typing the title, press **Ctrl+Enter**. This moves the focus to the body placeholder. When you are in the body placeholder, press **Enter** to add a new line of text.

**Adding Other Text on the Slide**  
To add text other than the title, click on the placeholder and type the text.

**Changing Level of Indentation**  
1. Click on the paragraph to change.  
2. Choose HOME, then BULLETS AND NUMBERING, then INCREASE INDENTATION or DECREASE INDENTATION.

**Using the Outline Tab**  
Use the Outline tab to see an overview of your slides, main points, and focus on the main points. To display the Outline tab, click on the Outline tab in the task pane.

**Rearranging Bullet Points or Paragraphs**  
To rearrange bullet points or paragraphs, click on the bullet point or paragraph, then click on the arrow in the task pane to move it to the new position.

**Changing the Text Font**  
1. Select the text to change.  
2. Choose HOME, then FONT, then FONT COLOR, then COLOR.

**Changing the Text Size**  
1. Select the text to change.  
2. Choose HOME, then FONT, then FONT SIZE, then SIZE.

**Enhancing Text: Bold, Italic, etc.**  
1. Select the text.  
2. Choose HOME, then FONT, then FONT, then BOLD, ITALIC, UNDERLINE, TEXT SHADOW, or BULLETS.

**Turning Off/On Bullets**  
1. Select the paragraph to change.  
2. Choose HOME, then BULLETS AND NUMBERING, then BULLETS.

**Formatting Text with the Mini Toolbar**  
Use the Mini Toolbar to quickly format text. To show the Mini Toolbar, click on the text.

**Viewing Many Slides at Once**  
Choose VIEW, then SLIDE SORTER.

**Rearranging Slides**  
1. Click on the slide to move.  
2. Drag the slide to the new position.

**Applying a Design Theme**  
1. Choose DESIGN, then THEMES.  
2. Click on a theme to apply it to all slides.

**Changing the Background of a Slide**  
1. In the SLIDES task pane, click on the slide to change.  
2. Choose HOME, then BACKGROUND, then BACKGROUND.

**Adding a Header or Footer**  
1. Choose DESIGN, then HEADERS AND FOOTERS.  
2. Click on the header or footer placeholder and type the text.

**Creating Speaker Notes**  
1. Click on the slide to create notes.  
2. Type the notes.  
3. To view the notes, click on the Notes task pane.

**Text Selection Shortcuts**  
A word: Double-click.  
A paragraph: Triple-click.  
A selected sub-paragraph: Click on the bullet point.  
All text on the text slide: Ctrl+A.  
Multiple paragraphs: Ctrl+Click while clicking text.

**Moving, Resizing Slides**  
• Click on the slide to move or resize.  
• Drag the slide to the new position.  
• Drag the slide to the new size.  
• Drag the slide to the new position and size.

**To view items...**  
For a list of items: Ctrl+Shift+F.  
For a list of items: Ctrl+Shift+F.  
For a list of items: Ctrl+Shift+F.

**Shortcuts**  
View presentation: Ctrl+Shift+F.  
Move presentation: Ctrl+Shift+F.  
Copy slide: Ctrl+C.  
Paste slide: Ctrl+V.  
View presentation: Ctrl+Shift+F.

**Slide show shortcuts**  
View presentation: F5.  
Go to slide number: Ctrl+G.  
Next slide: F6.  
Previous slide: F4.  
End show: Esc.  
Pause: F5.  
Next slide: F6.  
Previous slide: F4.  
End show: Esc.  
Pause: F5.

**Slide show shortcuts**  
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Go to slide number: Ctrl+G.  
Next slide: F6.  
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Next slide: F6.  
Previous slide: F4.  
End show: Esc.  
Pause: F5.



## Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Creating a New Presentation, Adding a New Slide, Changing the Slide's Layout, Changing the Slide Orientation, Changing the Slide Size, Entering Text into a Click to add... Bulleted List Placeholder, Starting a New Line Without a Bullet, Moving from Title to Body with the Keyboard, Adding Other Text on the Slide, Changing Level of Indentation, Using the Outline Tab, Rearranging Bullet Points or Paragraphs, Changing the Text Format, Changing the Text Size, Enhancing Text: Bold, Italic, etc., Turning On/Off Bullets, Formatting Text with the Mini Toolbar Viewing Many Slides at Once, Rearranging Slides, Applying a Design Theme, Changing the Background of a Slide, Adding a Header or Footer, Creating Speaker Notes Using the Slide Master, Suppressing Slide Master Elements on Certain Slides Adding Clip Art, Inserting a Picture from a File, Resizing Graphics, Creating a Chart, Creating an Org Chart, Adding a New Box to the Org Chart, Deleting a Box in the Org Chart, Drawing Shapes, Resizing a Shape, Rotating an Object, Moving a Shape, Adding Text to a Shape, Selecting Shapes; Changing the Color, Fill Pattern, or Line Style of a Shape or Line; Duplicating a Shape, Hiding Slides, Running a Slide Show, Assigning Transition Effects and Timings for a Slide Show, Animating an Object, Changing Slide Show Settings, Printing Also includes: Lists of Selection, Movement, and Slide Show Shortcuts. This guide is one of two titles available for PowerPoint 2010: PowerPoint 2010 Introduction, PowerPoint 2010 Advanced (ISBN 978-1936220298).

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## Customer Reviews

This item came in handy to have available on my desk for quick reference. I recently purchased a new computer and it contained Windows 7 and a lot of the routine processes were somewhat different. Even if you have basic knowledge of Microsoft Excel, this is a handy reference laminated sheet to have available.

The "ribbon" above the working window of 2010 Microsoft Office products can be quite confusing to us "oldsters" who started using them back when Windows 3.2 was the best thing going. This compact fact sheet is a BIG help!

I got this "cheat sheet" for the 2010 version of Microsoft's OneNote program for my wife as a quick reference. It does include a number of the most basic features of the program, but I was not impressed overall. Quite a few of the features are not included on the sheet, and so it does not do the job of providing a quick reference to all of the capabilities of OneNote. The sheet itself is of nice quality; firm plastic laminate and quite legible. The OneNote program is a great tool for organizing a variety of subjects and both my wife and I both really enjoyed using the 2007 version of MS OneNote. The 2010 version is a substantial upgrade in capability as well as some changes in format, so I was hoping that a good quick reference guide would help ease my wife into the new version. Alas, the Intro Quick Reference Guide being reviewed is just too basic to be of much value.

This sheet is what Onenote has in its opening notebook. If you want the information just start the program for the first time and there it is. Dont buy the sheet.

MS Excel reference guide. Cheat sheets are quite handy as long as problem/info needed is not complex. Just about worth price. Vendor performance excellent. Shipped in 1 day & arrived quickly even though USPS. GN

Again, this is much better than buying a \$60.00 book and only reading the first 2 chapters. I do a lot of PowerPoint presentations so am fairly proficient in it, but I just went to PP2010. The little card gives me the basics and I don't have to spend 30 minutes looking through a book for what I need. Takes up less space on my already overloaded book shelf too.

this is a great short cut after you have read the book you can't remember everything and this gives a quick reference so you don't have to look up everything up in the book. the guide has all the main commands and makes it easy to find when your in the middle of a project.

I have used Excel on my Windows PC for many years. Just recently bought a MacBook. The commands are quite similar, although they vary slightly and the Excel for the Mac does slightly different things. This sheet makes it easy to find a command quickly.

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