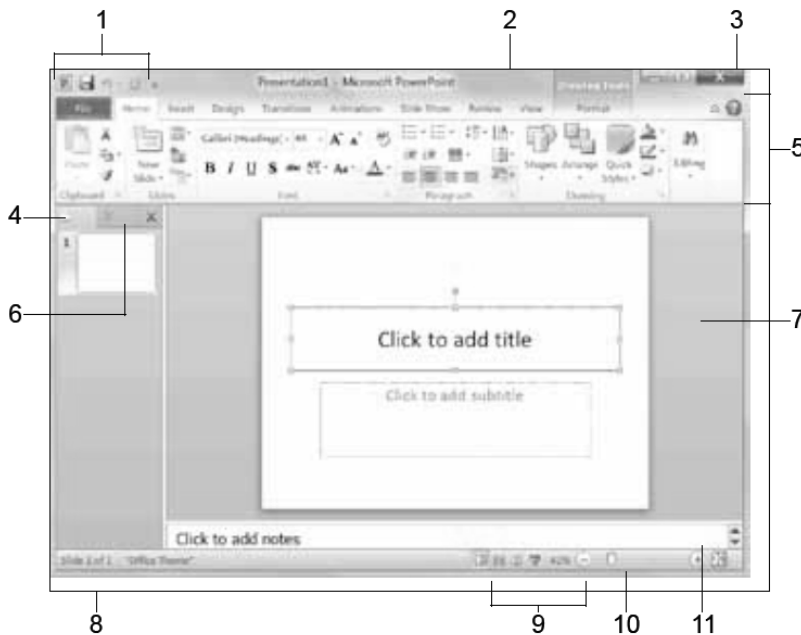


PowerPoint 2010

QUICK REFERENCE GUIDE

www.dianemckeever.com

THE POWERPOINT 2010 SCREEN



1. Quick Access Toolbar
2. Title bar
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

KEYBOARD SHORTCUTS

GENERAL

- New Presentation..... Ctrl + n
- Open Presentation..... Ctrl + o
- Save Presentation..... Ctrl + s
- Print Presentation..... Ctrl + p
- Quit Program Ctrl + w
- Help F1

NAVIGATION IN SLIDE SHOW

- Next Slide..... Spacebar
- Previous Slide Backspace

EDITING

- Undo Ctrl + z
- Cut Ctrl + x
- Copy..... Ctrl + c
- Paste Ctrl + v

THE FUNDAMENTALS



To Create a New Presentation:

Click the file tab, click the New tab and click the Create button.

To Open a Presentation: Click the File tab and click the Open option.

To Save a Presentation: Click the Save button on the Quick Access Toolbar.

To Save a Presentation with a Different Name or File type: Click the File tab, click the Save As button and enter a new name or select a different file type for the Presentation.

To Preview and Print Presentation: click the File tab and click the Print tab.

To Close a Presentation: Click Close "X" on the window.

To Correct a Spelling or Grammar Error: Right-click the error and select a correction from the contextual menu.

To Get Help: Press F1 to open the Help window or click the blue help question mark button.



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 option 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.

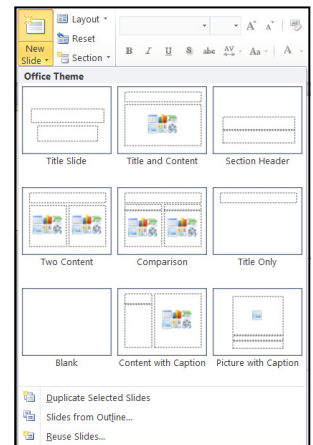
To Apply a Document Theme: Click the Design tab, click the More button in the Themes group, and select a theme from the gallery.

To Change the Slide Background: Click the Design tab, click the Background Styles button in the Background group, and select a background.

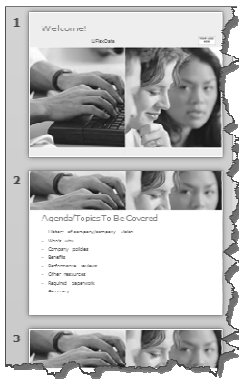
To View the Slide Master: Click the View tab, click the Slide Master option in the Master Views group, and click the Slide Master or the appropriate Layout Master in the Outline pane.

To Insert a Header or Footer: Click the Insert tab and click the Header & Footer option 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, click the Section button in the Slides group, and click Add section.

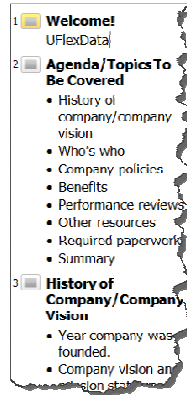


THE PREVIEW PANE

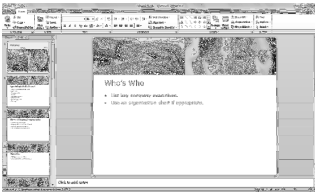


The Slides tab contains a thumbnail image of every slide in the presentation, click a thumbnail to jump to that slide. You can also rearrange, add or delete slides here.

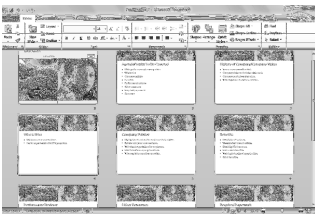
The Outline tab focuses on the content of the presentation. Use this tab when you want to adjust the textual structure or add large amounts of text.



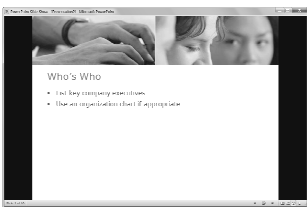
VIEWS



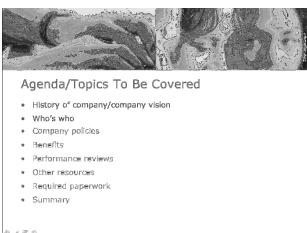
Normal view: This is the default view in PowerPoint 2010. Normal view includes the Outline pane, Slide pane and Note pane.



Slide Sorter view: Displays all the slides in the presentation as thumbnails. 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 and click the Picture option in the Illustrations group. Find the picture you want to insert and click Insert.

To Insert a Video File: Click the Insert tab and click the Video option 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, 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, 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, click the Shapes option 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 and click the SmartArt option in the Illustrations group. Select the SmartArt you want to insert and click OK.

TRANSITIONS AND ANIMATION EFFECTS

To Add a Slide Transition: Navigate to the slide you want to add a transition to. Click the Transitions tab, click the More button in the Transition to the Slide group, and select a transition effect.

To Add an Animation Effect to an Object: Select the object, click the Animations tab. 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 Animation tab and click the Animation Painter button in the Advanced Animation group. Then click the object you want to apply the copied animation effect to.

SLIDE SHOW DELIVERY

To Format a Slide Show: Click the Slide Show option on the status bar or press F5.

To Use the Laser Pointer: In Slide Show view, hold down the Ctrl key while clicking the 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 the Spacebar or click the mouse button.

To Go Back to the Previous Slide: Press the Backspace or Page Up keys

To Add Slide Timings: Click the Slide Show tab and click the Rehearse Timings option 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.