

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 do so in a number of ways:

1. Choose FILE, NEW
2. Choose FILE, NEW, Presentation
3. Press **Ctrl+N** (Mac OS)

Adding a New Slide
Choose HOME, then SLIDE SHOW, then ADD NEW SLIDE.

Changing a Slide's Layout
Choose HOME, then SLIDE SHOW, then LAYOUT.

Changing the Slide Orientation
1. Choose DESIGN, then SLIDE ORIENTATION.

Changing the Slide Size
1. Choose DESIGN, then SLIDE SIZE.

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, press **Enter**.
3. To finish the list, press **Enter** at the beginning of the paragraph.
To "insert" a paragraph press **Enter** at the beginning of the paragraph.

Starting a New Line Without a Bullet
To start a new line of text without creating a new paragraph, hold a new bullet point, **Shift+Enter**.

Moving from title to body with the Keyboard
When finished typing the title, press **Ctrl+Enter**. This moves to the body text placeholder. **Shift+Ctrl+Enter** when you are in the body text placeholder moves to the next placeholder, or the next slide if you are on the last placeholder.

Adding Other Text on the Slide
To add text when in Design view:

1. Choose HOME, then **Text** in the SLIDE SHOW group.
2. Click where the text is to be placed.
3. Type the text. **Ctrl+Enter** will add a new line to the text.

Changing Level of Indentation
1. Click on the paragraph to change.
2. Choose HOME, then **Indentation**.

Using the Outline Tab
Use the Outline tab to see an overview of your slides, main points, and to edit the text. To display the Outline tab, click **View** in the ribbon, then click **Outline** in the task pane.

Rearranging Bullet Points or Paragraphs
To rearrange bullet points, paragraphs, or text boxes, use the Outline tab.

1. Click on the bullet point or paragraph to be moved.
2. Drag the paragraph up or down to the new position.

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

Changing the Text Size
1. Select the text to change.
2. Choose HOME, then **Font** in the Font group, then **Font Size**.

Enhancing Text: Bold, Italic, etc.
1. Select the text.
2. Choose HOME, then **Font** in the Font group, then **Bold**, **Italic**, **Underline**, **Text Shadow**, or **Text Outline**.

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

Formatting Text with the Mini Toolbar
Use the Mini Toolbar to quickly access to common formatting options.

1. Select the text to format with your mouse.
2. Right-click on the mouse pointer up and to the right.

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

Rearranging Slides
1. Click on the slide in the SLIDE SORTER view.
2. Drag the slide to the new position.

Applying a Design Theme
1. Choose DESIGN, then **Themes** in the THEMES group.

Changing the Background of a Slide
1. In the SLIDE SHOW or the SLIDE SORTER view, select the slide or slides that you want to change.
2. Choose DESIGN, then **Background** in the SLIDE SHOW group.

Adding a Header or Footer
1. Choose DESIGN, then **Header & Footer** in the SLIDE SHOW group.



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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