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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 open a recent presentation.
1. Choose FILE, NEW.
2. Choose BLANK PRESENTATION.
3. To open a recent presentation:
• Press **Alt+F** to open the File menu.
• Press **O** to open the Open Recent list.
• Press **R** to select a recent presentation.
• Press **O** to open the Open Recent list.
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• Press **O** to open the Open Recent list.

Adding a New Slide
Choose HOME, then ADD SLIDE. To choose a slide layout when adding the new slide, click the layout icon.

Changing a Slide's Layout
Choose HOME, then SLIDE SORTER. To choose a slide layout when adding the new slide, click the layout icon.

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 for 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, press **Enter**.
3. To end the list, press **Ctrl+Enter** or **Ctrl+Shift+Enter**.

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

Moving from title to body with the Keyboard
When finished typing the title, press **Ctrl+Enter**. This moves the focus to the body text placeholder. Press **Ctrl+Enter** when you are in the body text placeholder to move to the next placeholder.

Adding Other Text on the Slide
To add text when editing a slide, press **Ctrl+Enter**.
1. Choose HOME, then ADD SLIDE.
2. Press **Enter** to add a new line of text.

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

Using the Outline Tab
Use the Outline tab to see an overview of your slide's main points, and to edit the main points. To display the Outline tab, click the **Outline** tab in the task pane.

Rearranging Bullet Points or Paragraphs
To rearrange bullet points or paragraphs, click the text to be moved. Press **Ctrl+Up** or **Ctrl+Down** to move the text up or down one position.

Changing the Text Font
1. Select the text to change.
2. Choose HOME, then FONT. To change the font, click the font name in the Font list.

Changing the Text Size
1. Select the text to change.
2. Choose HOME, then FONT. To change the text size, click the text size in the Font Size list.

Enhancing Text: Bold, Italic, etc.
1. Select the text.
2. Choose HOME, then FONT. To enhance the text, click the Bold, Italic, Underline, Text Shadow, or Text Outline buttons.

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

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

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

Rearranging Slides
1. Click on the slide to be moved.
2. Press **Ctrl+Up** or **Ctrl+Down** to move the slide up or down one position.

Applying a Design Theme
1. Choose DESIGN, then THEMES.
2. Click on the theme to apply.

Changing the Background of a Slide
1. In the SLIDES task pane, click the slide to be changed.
2. Choose DESIGN, then SLIDE BACKGROUND.

Adding a Header or Footer
1. Choose DESIGN, then HEADERS AND FOOTERS.
2. Click on the header or footer to add.



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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