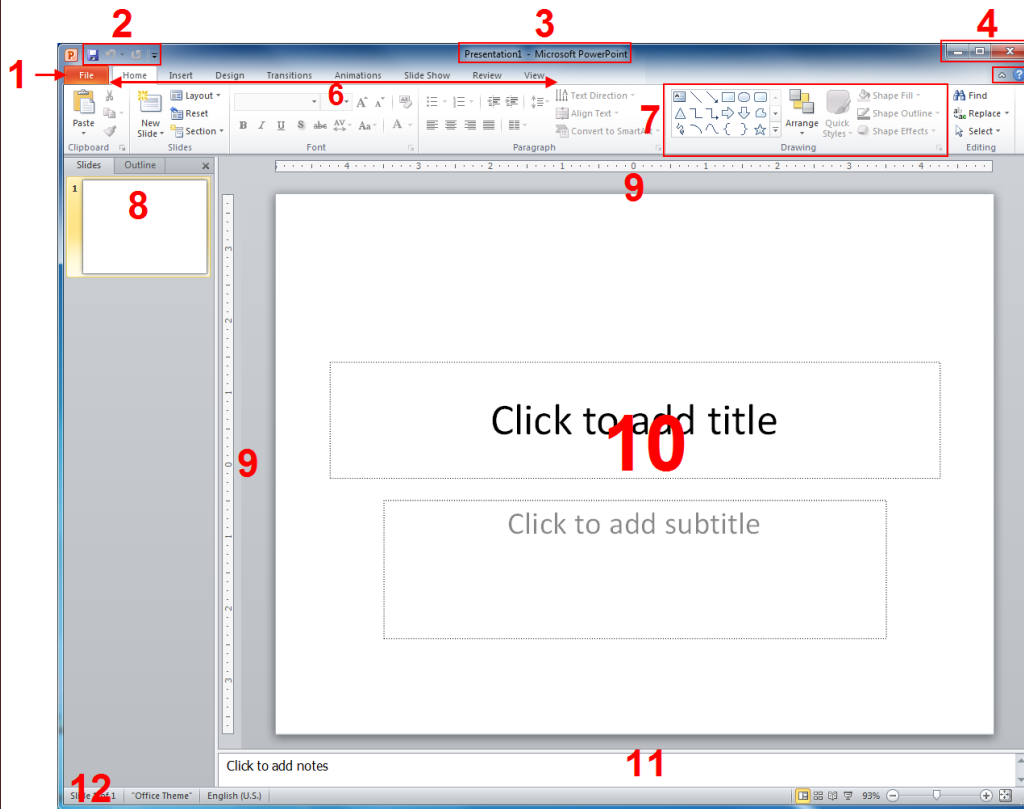


PowerPoint 2010

Foundation

Quick Reference Guide

The PowerPoint Interface



1 - File Menu (Backstage View): Similar to the File menu in older versions.

2 - Quick Access Toolbar: Provides quick access to the commands you use most often.

3 - Title Bar

4 - Window Controls

5 - Minimize the Ribbon and Help Icons

6 - Tabs: Click a tab name to view commands specific to that name.

7 - Groups: The commands on each tab are separated into groups.

8 - Slides/Outline Pane: Shows either thumbnails or a text outline of your slides.

9 - Rulers

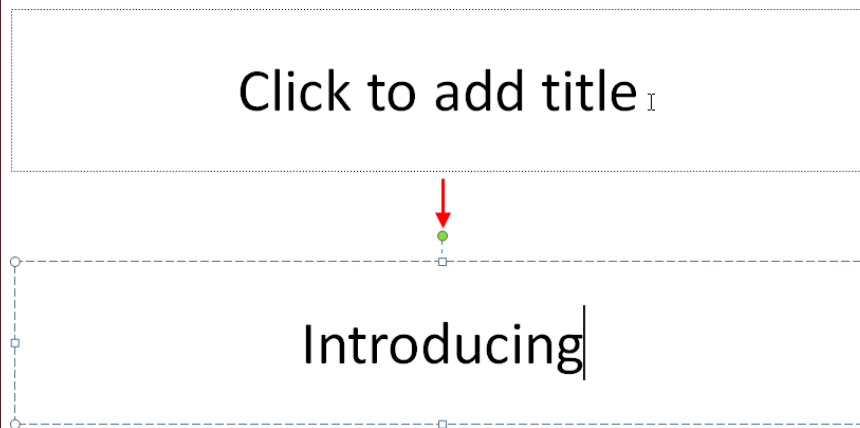
10 - Working Area: Here is where you will create your presentation.

11 - Notes Area: You can add notes to each slide in this area.

12 - Status Bar

Adding Content to Slides

To add text to a slide, simply click where indicated and type:



Click a placeholder icon to add that content type:

Icon	Content Type
	Table
	Chart
	SmartArt (diagrams)
	Picture from your computer
	ClipArt (pictures that come with Office)
	Audio or video clips

Changing the Theme

By default, all blank presentations use the Office theme. (Templates may use different themes, or even a custom theme.) To change the theme, click a thumbnail in the Themes gallery. Or, click the More arrow to view the entire collection of themes. Each theme is customizable with the drop-down menus to the right of the gallery. The Colors, Fonts, and Effects commands each open a drop-down menu, allowing you to choose a style for that element.



Keyboard Shortcuts

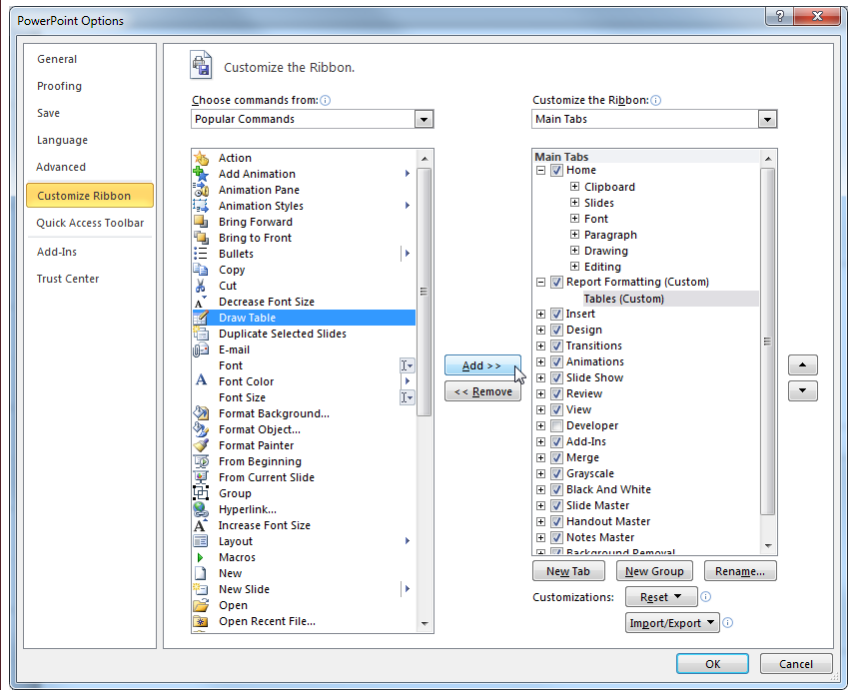
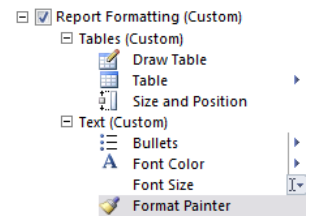
Open a new presentation	Ctrl + N
Save a file	Ctrl + S
Open a file	Ctrl + O
Print a presentation	Ctrl + P
Close PowerPoint	Alt + F4
Select all	Ctrl + A
Copy text	Ctrl + C
Cut text	Ctrl + X
Paste text	Ctrl + V
Find text	Ctrl + F
Align text to center	Ctrl + E
Align text to left	Ctrl + L
Align text to right	Ctrl + R
Justify text	Ctrl + J
Increase font size	Ctrl + Shift + .
Increase font size	Ctrl + Shift + ,
Undo last action	Ctrl + Z
Redo last action	Ctrl + Y
Check spelling or grammar	F7
Get help	F1
Start presentation from Slide 1	F5
Start presentation from current slide	Shift + F5
Next slide or animation	<ul style="list-style-type: none"> N or Enter Page Down Right arrow Down arrow Spacebar
Previous slide or animation	<ul style="list-style-type: none"> P Page Up Left arrow Up arrow Backspace
Go to first slide	Home
Go to last slide	End
End slide show	Esc
Display black screen	B
Display white screen	W

Formatting Text Boxes

- When the text box is selected, you can use the **Drawing Tools – Format tab** to modify your text box.
- You can click a **pre-formatted style** in the Shape Styles group or click the More arrow and choose from the gallery:
- You can also use the **Fill, Outline, and Effects** menus to change those individual aspects of the text box.
- To apply special effects to the text in the box, use the pre-formatted styles or the individual menus in the **WordArt Styles group** of the Drawing Tools – Format tab.

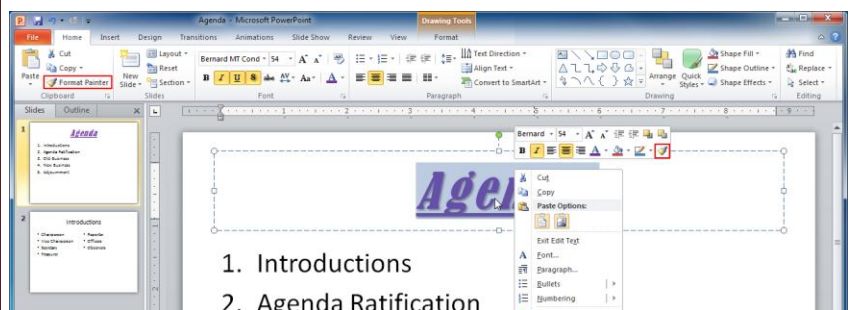
Creating Your Own Ribbon Tabs

- Click File – Options.
- Click Customize Ribbon.
- Click New Tab.
- Click Rename.
- Name the tab and click OK.
- Click New Group.
- Choose an icon, name the group, and click OK.
- Add commands to the group.
- Repeat steps 6 – 8 to add all desired commands.
- Click OK in the PowerPoint Options dialog.



Using the Format Painter

The Format Painter allows you to copy formatting from one object and apply it to another object. To start, select the text with the formatting that you want to copy. Then, click the Format Painter icon on the Home tab or on the mini toolbar:



Now, select the text that you want to apply the formatting to:

