

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 whenever PowerPoint is launched. Microsoft will create a new presentation for you when you click on the **File** tab, **New** button.

1. Click **FILE**, **NEW**.
2. Click **Blank Presentation**.
3. Click **OK**.

To create a new presentation from a template, click on the **File** tab, **New** button, then click on the **Templates** button.

1. Click **FILE**, **NEW**.
2. Click **Blank Presentation**.
3. Click **OK**.

Adding a New Slide

To add a new slide to the presentation, click on the **Home** tab, **New Slide** button.

1. Click **HOME**, **New Slide**.
2. Click **OK**.

Changing a Slide's Layout

Click on the **Home** tab, **New Slide** button, then click on the **Layout** button.

1. Click **HOME**, **New Slide**.
2. Click **Layout**.

Changing the Slide Orientation

Click on the **Design** tab, **Slide Orientation** button.

1. Click **DESIGN**, **Slide Orientation**.
2. Click **OK**.

Changing the Slide Size

Click on the **Design** tab, **Slide Size** button.

1. Click **DESIGN**, **Slide Size**.
2. Click **OK**.

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 list, click on the **Bulleted List** button.
3. To stop adding items to the list, click on the **End of List** button.

Starting a New Line Without a Bullet

To start a new line without a bullet, click on the **Home** tab, **New Line** button.

1. Click **HOME**, **New Line**.
2. Click **OK**.

Moving from Title to Body with the Keyboard

When typing the title, press **Alt+Enter**. This moves the cursor to the body of the slide.

1. Press **Alt+Enter**.

Adding Other Text on the Slide

To add text to the slide, click on the **Text Box** button.

1. Click **HOME**, **Text Box**.
2. Click **OK**.

Changing Level of Indentation

Click on the **Home** tab, **Indentation** button.

1. Click **HOME**, **Indentation**.
2. Click **OK**.

Using the Outline Tab

Click on the **Outline** tab to see an outline of your presentation.

1. Click **OUTLINE**.
2. Click **OK**.

Rearranging Bullet Points or Paragraphs

To rearrange bullet points or paragraphs, click on the **Home** tab, **Move Up** button.

1. Click **HOME**, **Move Up**.
2. Click **OK**.

Changing the Text Font

Click on the **Home** tab, **Font** button.

1. Click **HOME**, **Font**.
2. Click **OK**.

Changing the Text Size

Click on the **Home** tab, **Font Size** button.

1. Click **HOME**, **Font Size**.
2. Click **OK**.

Enhancing Text: Bold, Italic, etc.

Click on the **Home** tab, **Font** button, then click on the **Bold**, **Italic**, **Underline**, **Text Shadow**, or **Text Color** button.

1. Click **HOME**, **Font**.
2. Click **Bold**, **Italic**, **Underline**, **Text Shadow**, or **Text Color**.

Turning Off/On Bullets

Click on the **Home** tab, **Bullets** button.

1. Click **HOME**, **Bullets**.
2. Click **OK**.

Formatting Text with the Mini Toolbar

Click on the **Mini Toolbar** button.

1. Click **MINI TOOLBAR**.
2. Click **OK**.

Viewing Many Slides at Once

Click on the **View** tab, **Slide Sorter** button.

1. Click **VIEW**, **Slide Sorter**.
2. Click **OK**.

Rearranging Slides

Click on the **View** tab, **Slide Sorter** button, then click on the **Move Up** button.

1. Click **VIEW**, **Slide Sorter**.
2. Click **Move Up**.

Applying a Design Theme

Click on the **Design** tab, **Theme** button.

1. Click **DESIGN**, **Theme**.
2. Click **OK**.

Changing the Background of a Slide

Click on the **Design** tab, **Background** button.

1. Click **DESIGN**, **Background**.
2. Click **OK**.

Adding a Header or Footer

Click on the **Insert** tab, **Header & Footer** button.

1. Click **INSERT**, **Header & Footer**.
2. Click **OK**.

Creating Speaker Notes

Click on the **Slide Show** tab, **Speaker Notes** button.

1. Click **SLIDE SHOW**, **Speaker Notes**.
2. Click **OK**.

Best Selection Shortcuts

Click on the **Home** tab, **Selection** button.

1. Click **HOME**, **Selection**.
2. Click **OK**.

Moving, Resizing Slides

Click on the **Slide Show** tab, **Move** button.

1. Click **SLIDE SHOW**, **Move**.
2. Click **OK**.

To select text...

Click on the **Home** tab, **Select** button.

1. Click **HOME**, **Select**.
2. Click **OK**.

Shortcuts

Click on the **Home** tab, **Shortcuts** button.

1. Click **HOME**, **Shortcuts**.
2. Click **OK**.

Slide show shortcuts

Click on the **Slide Show** tab, **Slide Show** button.

1. Click **SLIDE SHOW**, **Slide Show**.
2. Click **OK**.



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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