

The book was found

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 an existing presentation.

1. Choose FILE, NEW.
2. Choose BLANK PRESENTATION.
3. To save a file:
 - Press ALT+F, S or FILE, SAVE.
 - Press ALT+F, S, I to save as a different name.
 - Press ALT+F, S, O to open an existing presentation.
 - Press ALT+F, S, R to save a copy of the presentation as a new file.
 - Press ALT+F, S, A to save a copy of the presentation as a new file in a different location.
4. Press CTRL+S or FILE, SAVE AS TO OPEN THE SAVE AS DIALOG BOX.

Adding a New Slide
Choose HOME, then ADD SLIDE.

To choose a slide layout when adding the new slide, click the icon.

Changing a Slide's Layout
Choose HOME, then .

Changing the Slide Orientation
1. Choose DESIGN, then SLIDE ORIENTATION.- 2. Choose HORIZONTAL or VERTICAL.

All slide layouts in the presentation have a list of slide layouts in the bottom right corner. You can click on a slide layout to change the slide's orientation.

Changing the Slide Size
1. Choose DESIGN, then SLIDE SIZE.- 2. Choose a slide layout for the SLIDE SIZE TASK pane, or click the SLIDE SIZE icon in the ribbon.

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 CTRL+ENTER.
3. To end the list, press CTRL+SHIFT+ENTER.

Starting a New Line Without a Bullet
To start a new line of text without creating a new paragraph in a new bulleted list, press CTRL+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, or press CTRL+SHIFT+ENTER to end the placeholder.

Adding Other Text on the Slide
To add text when in the body text placeholder:
1. Choose HOME, then in the ribbon.
2. Press the text, to add the text to the slide.
3. Type the text, to add the text to the slide.

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

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 in the ribbon.

Rearranging Bullet Points or Paragraphs
To rearrange bullet points or paragraphs, click on the text to select it.
1. Press the mouse button on the text to select it.
2. Drag the text to the new position.

Changing the Text Font
1. Select the text to change.
2. Choose HOME, then Font in the ribbon, and click on the font face.

Changing the Text Size
1. Select the text to change.
2. Choose HOME, then Font in the ribbon, and click on the font size.

Enhancing Text: Bold, Italic, etc.
1. Select the text.
2. Choose HOME, then Font in the ribbon, and click on the Bold, Italic, Underline, Text Shadow, or Text Highlighting icons.

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

Formatting Text with the Mini Toolbar
Click on the Mini toolbar to quickly access the most common formatting options.
1. Select the text to format.
2. Click on the icon in the Mini toolbar to format the text.

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 ribbon.
2. Click on a theme to apply it to all slides that have the same design as the current slide.
3. To apply a theme to a specific slide, click on the theme in the SLIDE SORTER view.

Changing the Background of a Slide
1. In the SLIDE SORTER view, select the slide whose background you want to change.
2. Choose DESIGN, then Backgrounds in the ribbon, and click on a background to apply it to the slide.

Adding a Header or Footer
1. Choose DESIGN, then HEADERS & FOOTERS in the ribbon.
2. Click on the header or footer icon to add a header or footer to the slide.

Creating Speaker Notes
1. Press ALT+N, O to open the Notes pane.
2. Type the notes.
3. To move to the next slide, press ALT+N, O, N.

Text Selection Shortcuts
A word: Double-click.
A paragraph: Triple-click.
A selected sub-paragraph: Click on the bullet.
All text on the text slide: CTRL+A.
Multiple paragraphs: Press CTRL+SHIFT+ENTER.

Moving, Resizing Slides
• Click on the Slide Sorter icon in the ribbon.
• Click on a slide in the SLIDE SORTER view.
• Drag the slide to the new position.
• Drag the Slide Sorter icon to the left to show the number of the selected slide's position.

To view items...
For a list of items: Press F10.
For a list of items: Press F11.
For a list of items: Press F12.

Shortcuts
View presentation: CTRL+O.
View presentation: CTRL+O.
View presentation: CTRL+O.
View presentation: CTRL+O.

Slide show shortcuts
View presentation: CTRL+O.
View presentation: CTRL+O.
View presentation: CTRL+O.
View presentation: CTRL+O.

Print shortcuts
Print: CTRL+P.
Print: CTRL+P.
Print: CTRL+P.
Print: CTRL+P.



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).

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (June 10, 2010)

Language: English

ISBN-10: 1936220180

ISBN-13: 978-1936220182

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.3 out of 5 stars [See all reviews](#) (447 customer reviews)

Best Sellers Rank: #138,849 in Books (See Top 100 in Books) #15 in [Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint](#) #111 in [Books > Computers &](#)

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.

[Download to continue reading...](#)

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide

(Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

[Dmca](#)