Microsoft®
PowerPoint 2010
Quick Reference Card

PowerPoint 2010 Screen

Quick Access Toolbar · Title bar · Close button

Ribbon

Slides tab

Outline tab

Slide pane

Slide pane

Notes pane

Status bar · View buttons · Zoom slider

Keyboard Shortcuts

General

Open a Presentation	**<Ctrl> + <O>**
Create New	**<Ctrl> + <N>**
Save a Presentation	**<Ctrl> + <S>**
Print a Presentation	**<Ctrl> + <P>**
Close a Presentation	**<Ctrl> + <W>**
Insert a New Slide	**<Ctrl> + <M>**
Help	**<F1>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**
Find	**<Ctrl> + <F>**
Replace	**<Ctrl> + <H>**
Select All	**<Ctrl> + <A>**

Navigation—Go To:

The Next Slide	**<Spacebar>**
The Previous Slide	**<Backspace>**

Slide Show Delivery

Begin Slide Show	**<F5>**
Resume Slide Show	**<Shift> + <F5>**
End Slide Show	**<Esc>**
Jump to Slide	***<Slide #>* + <Enter>**
Toggle Screen Black	**<B>**
Toggle Screen White	**<W>**
Pause Show	**<S>**
Show/Hide Pointer	**<A>**
Change Arrow to Pen	**<Ctrl> + <P>**
Change Pen to Arrow	**<Ctrl> + <A>**
Erase Doodles	**<E>**

Formatting

Bold	**<Ctrl> + <B>**
Italics	**<Ctrl> + <I>**
Align Left	**<Ctrl> + <L>**
Center	**<Ctrl> + <E>**
Justify	**<Ctrl> + <J>**

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.
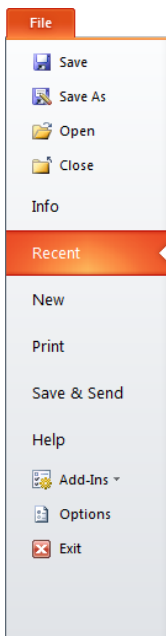
- **To Create a New Presentation:** Click the **File** tab, click **New**, and click **Create**. Or, press **<Ctrl> + <N>**.
- **To Open a Presentation:** Click the **File** tab and click **Open**, or press **<Ctrl> + <O>**.
- **To Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press **<Ctrl> + <S>**.
- **To Save a Presentation with a Different Name:** Click the **File** tab, click **Save As**, enter a new name for the presentation, and click **Save**.
- **To Preview and Print a Presentation:** Click the **File** tab and click **Print**, or press **<Ctrl> + <P>**.
- **To Close a Presentation:** Click the **File** tab and click **Close**, or press **<Ctrl> + <W>**.
- **To Get Help:** Press **<F1>** to open the Help window. Type your question and press **<Enter>**.
- **To Exit PowerPoint:** Click the **File** tab and click **Exit**.

Slides

- **To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press **<Ctrl> + <M>**.
- **To Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.
- **To Return a Slide to its Default Settings:** Click the **Home** tab and click the **Reset** button in the Slides group.
- **To Apply a Document Theme:** Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.
- **To Change the Slide Background:** Click the **Design** tab on the Ribbon, click the **Background Styles** button in the Background group, and select a background.
- **To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Master Views group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.
- **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- **To Add a Section:** Click the **Home** tab on the Ribbon, click the **Section** button in the Slides group, and click **Add Section**.

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Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the ✂ **Cut** or 📋 **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the 📋 **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the 🖌 **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (≣ **Align Left**, ≣ **Center**, ≣ **Align Right**, or ≣ **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the ≣ **Bullets** or ≣ **Numbering** button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the ≣ **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.
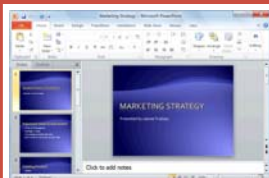
The Outline Pane

The **Slides** tab contains a thumbnail image of every slide in the presentation; click a thumbnail to jump to that slide. You can also rearrange, add, or delete slides here.
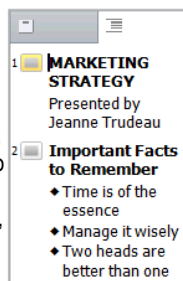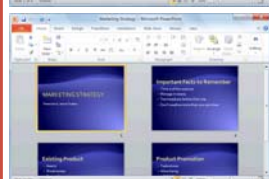
The **Outline** tab focuses on the content of the presentation. Use this tab when you want to adjust the textual structure or add large amounts of text.

Views

Normal view: This is the default view in PowerPoint 2010. Normal view includes the Outline pane, Slide pane, and Notes pane.

Slide Sorter view: Displays all the slides in the presentation as thumbnails (tiny images). Use Slide Sorter view when you want to rearrange the order of slides or add transition effects between slides.

Reading View: Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.

Slide Show view: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is definitely the view you want to use.

Images, Multimedia, and Objects

- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find the picture you want to insert and click **Insert**.
- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Images group. Type the name of what you're looking for in the "Search for" box and click **Go**.
- **To Insert a Video file:** Click the **Insert** tab on the Ribbon and click the **Video** button in the Media group. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert** tab on the Ribbon, click the **Video** button list arrow in the Media group, and select **Video from Web Site**. Paste the video's **Embed** code into the Insert Video from Web Site dialog box and click **Insert**.
- **To Insert an Audio clip:** Click the **Insert** tab on the Ribbon, click the **Audio** button list arrow in the Media group, and select **Audio from File**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt you want to insert and click **OK**.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (○), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.

Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the ⌄ **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the ⌄ **More** button in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations** tab on the Ribbon, and click the **Animation Painter** button in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.

Slide Show Delivery

- **To Present a Slide Show:** Click the **Slide Show** button on the status bar, or press **<F5>**.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **<Ctrl>** key while clicking and holding the **left mouse button**.
- **To Use the Pen:** In Slide Show view, press **<Ctrl>** + **<P>** and then draw on the screen. Press **<Ctrl>** + **<A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Advance to the Next Slide:** Press **<Spacebar>**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **<Backspace>** or **<Page Up>**.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **<Esc>**.