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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 presentation window when you open PowerPoint. You can click the New button on the ribbon to start a new presentation. You can also click the New button on the Quick Access Toolbar to start a new presentation with the last one you used.

1. Choose FILE>NEW.
2. Choose Blank, click the **CREATE** tab.
3. Click the **Blank** icon.
4. Type a title for the slide.
5. From the **Font** dropdown, choose a font.
6. From the **Font Size** dropdown, choose a font size.
7. Click **OK** to create the slide.

Adding a New Slide

Once you have a slide, click the **NEW SLIDE** icon  to choose a slide layout for adding the new slide.

Changing a Slide's Layout

Changing the Slide Orientation

1. Choose FILE>NEW>Blank presentation.
2. Choose **Portrait** or **Landscape**.

After you change the orientation of a slide, it is permanent. If you want to change the orientation of other slides, you can insert them into the presentation.

Changing the Slide Size

1. Choose FILE>NEW>Blank presentation.
2. Choose **Portrait** or **Landscape**.

If you want to change the orientation of other slides, you can insert them into the presentation.

Entering Text Into a "Click to Add..." Bulleted List Placeholder

1. Right-click the placeholder, and then click **Text Box**.
2. To add another item, press **Enter**—the text box automatically adds a new line at the beginning of the paragraph.
3. To remove a paragraph, press **Shift** and then the left arrow key.

Starting a New Line Without a Bullet

To start a new line without creating a new paragraph, click a new bullet point—**Shift** + **Enter**.

Moving Text From "Body" with the Keyboard

Using the keyboard, you can move text from the slide. This makes it the body text, and then **Ctrl** + **C** (Copy) + **Ctrl** + **V** (Paste) reinserts it in the body text placeholder to add it to the slide's content, or reinserts it in another slide's content.

Adding Other Text on the Slide

1. Click **Insert>Text Box**.
2. Choose **HOME>Font** to choose the font.
3. Enter the text. **Ctrl** + **C** (Copy) + **Ctrl** + **V** (Paste) reinserts it in the body text placeholder.

Changing the Level of Indentation

1. Click the text you want to indent.
2. Choose **HOME>Font**.

Using the Outline Tab

Use the Outline tab to see an overview of your slide's main content. You can click **Outline** to move to the slide's content. To display it in the pane, click **Outline** in the ribbon. To switch to slide view, click **Slide** .

Rearranging Bullet Points or Paragraphs

You can group text. A grouping shape is used to group text together. You can click the **Group** button on the ribbon to group text.

1. Open the **HOME** tab.
2. Click the **Group** button on the ribbon.
3. Drag the grouping shape to the text you want to group.
4. Drag the paragraph up or down to reposition.

Changing the Text Font

1. Select the text to change.
2. Choose **HOME>Font** from the Font Size  dropdown to choose a font size.
3. **Ctrl** + **C** (Copy) + **Ctrl** + **V** (Paste) reinserts it in the body text placeholder.

Changing the Text Size

1. Select the text to change.
2. Choose **HOME>Font** from the Font Size  dropdown to choose a font size.
3. **Ctrl** + **C** (Copy) + **Ctrl** + **V** (Paste) reinserts it in the body text placeholder.

Emphasizing Text: Bold, Italic, etc.

1. Select the text.
2. Choose **HOME>Font** from the **B**  **I**  **U**  dropdown to bold, italic, or underline the text.
3. To remove emphasis, choose the text to select, and then **B** (Bold), **I** (Italic), or **U** (Underline).

Turning on/off Bullets

1. Select the paragraph to change.
2. Choose **HOME>Font**.

Formatting Text with the Mini Toolbar

Use the Mini Toolbar for quick access to common text formatting.

1. Select the text to change with your mouse.
2. Right-click, or move the mouse pointer up and to the right.

Viewing Many Slides at Once

Once you have a few slides, click **VIEW>SLIDES** .

Rearranging Slides

To slide a slide to the top of the list, click the **Slide** icon  in the top-left corner of the slide.

The text box will be the placeholder for the text that has been moved to the first slide.

1. Right-click the slide you want to move to the first slide.
2. Choose **MOVE SLIDE** from the **HOME>Slide Sorter** tab. **Shift** + **Enter** (Copy) + **Shift** + **Enter** (Paste) reinserts it in the body text placeholder.

Changing the Background of a Slide

1. Click the **HOME** tab, and then click the **Format** tab.
2. Click the **Change Background** icon  in the **Format** tab.
3. Click the **Picture** icon  to choose a picture.
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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 of 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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