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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, new presentation whenever PowerPoint starts a presentation. To start a new presentation, click on the File tab, and then click on the New button.

1. Click on FILE, NEW
2. Click on BLANK PRESENTATION
3. In the sidebar, click on a template (e.g., 100% Blank Presentation)

**Adding a New Slide**  
Click on HOME, then click on the ADD NEW SLIDE button.

**Changing a Slide's Layout**  
Click on HOME, then click on the LAYOUT button.

**Changing the Slide Orientation**  
Click on DESIGN, then click on the ORIENTATION button.

**Changing the Slide Size**  
Click on DESIGN, then click on the SLIDE SIZE button.

**Entering Text into a "Click to add..." Bulleted List Placeholder**

1. Click on the placeholder and type the text.
2. To add more text to the paragraph, press ENTER.
3. To stop the text from appearing as a bulleted list, click on the bulleting of the paragraph. To "unbullet" a paragraph, press and hold the left mouse button on the paragraph.

**Starting a New Line Without a Bullet**  
To start a new line without creating a new paragraph, click on the bullet, press and hold the mouse button, and then click on the bulleting of the paragraph.

**Moving from Title to Body with the Keyboard**  
When typing the title, press CTRL+ENTER. This moves the text to the body of the slide. Press CTRL+ENTER again to move the text to the next slide. Press CTRL+ENTER again to move the text to the next slide.

**Adding Other Text on the Slide**  
To add text to the slide, click on the text box.

1. Click on the text box.
2. Type the text.

**Changing Level of Indentation**

1. Click on the paragraph, and click on the INCREASE INDENTATION button.
2. Click on the paragraph, and click on the DECREASE INDENTATION button.

**Using the Outline Tab**  
Use the Outline tab to see an outline of your slides. To show the Outline tab, click on the VIEW tab, and then click on the OUTLINE button.

**Rearranging Bullet Points or Paragraphs**  
To rearrange the bullet points or paragraphs, click on the Outline tab.

1. Click on the bullet point or paragraph that you want to move.
2. Drag the bullet point or paragraph to the new position.

**Changing the Text Font**

1. Select the text to change.
2. Click on HOME, then click on the FONT button.

**Changing the Text Size**

1. Select the text to change.
2. Click on HOME, then click on the FONT button.

**Enhancing Text: Bold, Italic, etc.**

1. Select the text.
2. Click on HOME, then click on the FONT button.

**Turning Off/On Bullets**

1. Select the paragraph(s) to change.
2. Click on HOME, then click on the BULLETS button.

**Formatting Text with the Mini Toolbar**  
Use the Mini Toolbar to quickly format text. To show the Mini Toolbar, click on the text.

1. Select the text to change with your mouse.
2. Right-click on the text to show the Mini Toolbar.

**Viewing Many Slides at Once**  
Click on VIEW, then click on the SLIDE SORTER button.

**Rearranging Slides**  
To rearrange the slides, click on the SLIDE SORTER button.

1. Click on the slide that you want to move.
2. Drag the slide to the new position.

**Applying a Design Theme**  
When you click on a design theme, the theme is applied to all of the slides in the presentation.

1. Click on DESIGN, then click on the THEMES button.
2. Click on the design theme that you want to apply.

**Changing the Background of a Slide**

1. Click on the SLIDE SORTER button, and then click on the SLIDE BACKGROUND button.
2. Click on the background that you want to use.

**Adding a Header or Footer**

1. Click on INSERT, then click on the HEADER & FOOTER button.
2. Type the header and footer text.



## 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

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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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