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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 you start a new PowerPoint® 2010 presentation. It is ready to go. To modify content, click on a content point, add text, or for last options:

1. Choose FILE > NEW
2. Choose FILE > NEW FROM EXISTING LAYOUT
3. Choose FILE > NEW FROM DESIGN TEMPLATE
4. Choose FILE > NEW FROM DESIGN LAYOUT
5. Choose FILE > NEW FROM DESIGN LAYOUT
6. Choose FILE > NEW FROM DESIGN LAYOUT
7. Choose FILE > NEW FROM DESIGN LAYOUT
8. Choose FILE > NEW FROM DESIGN LAYOUT
9. Choose FILE > NEW FROM DESIGN LAYOUT
10. Choose FILE > NEW FROM DESIGN LAYOUT

Adding a New Slide

Choose HOME > SLIDE NEW

To choose a slide layout, click on the Slide Layout icon in the Ribbon.

Changing a Slide's Layout

Choose HOME > SLIDE NEW

Changing the Slide Orientation

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

All slides change to the new orientation. While it is a presentation, you can also change the orientation of a slide by clicking on the Slide Orientation icon in the Ribbon.

Changing the Slide Size

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Inserting 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 placeholder, click on the "Click to add..." placeholder and type the text.
3. To remove an item from the placeholder, click on the "Click to add..." placeholder and delete the text.

Starting a New Line Without a Bullet

To start a new line without a bullet, click on the "Click to add..." placeholder and type the text.

Moving from Title to Body with the Keyboard

When the title is selected, press the TAB key to move to the first body text placeholder. Press the TAB key again to move to the next body text placeholder.

Adding Other Text on the Slide

1. Choose HOME > TEXT > NEW TEXT
2. Choose HOME > TEXT > NEW TEXT
3. Choose HOME > TEXT > NEW TEXT

When the title is selected, press the TAB key to move to the first body text placeholder. Press the TAB key again to move to the next body text placeholder.

Changing Level of Indentation

1. Click on the paragraph to change.
2. Choose HOME > LAYOUT > INCREASE INDENTATION
3. Choose HOME > LAYOUT > INCREASE INDENTATION

Using the Outline Task

Use the Outline task to view a summary of your slides. It shows the title and the first line of text for each slide. To display the Outline task, click on the Outline icon in the Ribbon.

Changing the Background of a Slide

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Adding a Header or Footer

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Rearranging Bullet Points or Paragraphs

To rearrange the bullet points or paragraphs, click on the bullet point or paragraph, click on the "Click to add..." placeholder, and type the text.

1. Click on the bullet point or paragraph to change.
2. Choose HOME > LAYOUT > INCREASE INDENTATION
3. Choose HOME > LAYOUT > INCREASE INDENTATION

Changing the Text Font

1. Select the text to change.
2. Choose HOME > FONT > FONT COLOR
3. Choose HOME > FONT > FONT COLOR

Changing the Text Size

1. Select the text to change.
2. Choose HOME > FONT > FONT SIZE
3. Choose HOME > FONT > FONT SIZE

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. Choose HOME > FONT > BOLD
3. Choose HOME > FONT > BOLD

Turning Off/on Bullets

1. Select the paragraph to change.
2. Choose HOME > LAYOUT > BULLETS
3. Choose HOME > LAYOUT > BULLETS

Permitting Text with the Mini Toolbar

1. Click on the text to change.
2. Choose HOME > FONT > FONT COLOR
3. Choose HOME > FONT > FONT COLOR

Viewing Many Slides at Once

1. Choose VIEW > SLIDE SORTER
2. Choose VIEW > SLIDE SORTER
3. Choose VIEW > SLIDE SORTER

Rearranging Slides

1. Click on the slide to change.
2. Choose HOME > LAYOUT > ORIENTATION
3. Choose HOME > LAYOUT > ORIENTATION

Applying a Design Theme

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Changing the Background of a Slide

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Adding a Header or Footer

1. Choose DESIGN > LAYOUT > ORIENTATION
2. Choose DESIGN > LAYOUT > ORIENTATION
3. Choose DESIGN > LAYOUT > ORIENTATION

Creating Speaker Notes

1. Choose VIEW > SLIDE SHOW
2. Choose VIEW > SLIDE SHOW
3. Choose VIEW > SLIDE SHOW

When the slide is selected, click on the "Click to add..." placeholder, and type the text.

Adding Speaker Notes

1. Choose VIEW > SLIDE SHOW
2. Choose VIEW > SLIDE SHOW
3. Choose VIEW > SLIDE SHOW



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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