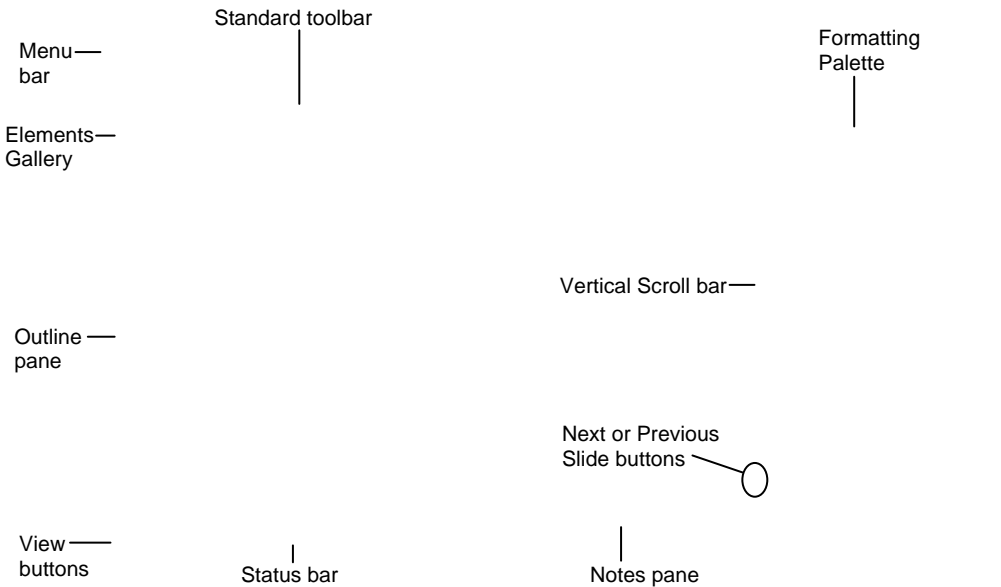


# PowerPoint Quick Reference Card



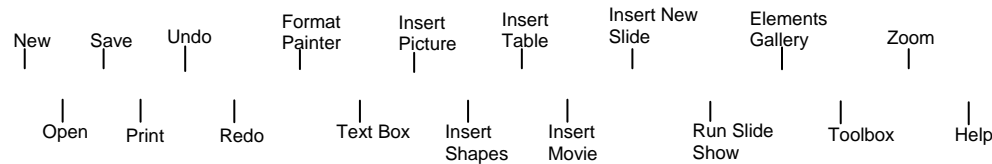
Open a Presentation	<b>&lt;Ctrl&gt; + &lt;O&gt;</b>
Save a Presentation	<b>&lt;Ctrl&gt; + &lt;S&gt;</b>
Print a Presentation	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Close a Presentation	<b>&lt;Ctrl&gt; + &lt;W&gt;</b>
Undo	<b>&lt;Ctrl&gt; + &lt;Z&gt;</b>
Redo or Repeat	<b>&lt;Ctrl&gt; + &lt;Y&gt;</b>
Insert New Slide	<b>&lt;Shift&gt; + &lt;Ctrl&gt; + &lt;N&gt;</b>
Switch Between Applications	<b>&lt;Ctrl&gt; + &lt;Tab&gt;</b>
Previous Slide	<b>&lt;Page Up&gt;</b>
Next Slide	<b>&lt;Page Down&gt;</b>
First Slide	<b>&lt;Ctrl&gt; + &lt;Home&gt;</b>
Last Slide	<b>&lt;Ctrl&gt; + &lt;End&gt;</b>

(These shortcut keystrokes only work during a Slide Show.)






End Slide Show	<b>&lt;Esc&gt;</b>
Display Specific Slide	<b>&lt;Slide #&gt; + &lt;Return&gt;</b>
Toggle Screen Black	<b>&lt;B&gt;</b>
Toggle Screen White	<b>&lt;W&gt;</b>
Pause or Restart Show	<b>&lt;S&gt;</b>
Show/Hide Pointer	<b>&lt;A&gt;</b>
Change Arrow to Pen	<b>&lt;Ctrl&gt; + &lt;P&gt;</b>
Change Pen to Arrow	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>
Erase Screen Doodles	<b>&lt;E&gt;</b>



Cut	<b>&lt;Ctrl&gt; + &lt;X&gt;</b>
Copy	<b>&lt;Ctrl&gt; + &lt;C&gt;</b>
Paste	<b>&lt;Ctrl&gt; + &lt;V&gt;</b>
Find	<b>&lt;Ctrl&gt; + &lt;F&gt;</b>
Replace	<b>&lt;Ctrl&gt; + &lt;H&gt;</b>
Select All	<b>&lt;Ctrl&gt; + &lt;A&gt;</b>
Duplicate	<b>&lt;Ctrl&gt; + &lt;D&gt;</b>

Bold	<b>&lt;Ctrl&gt; + &lt;B&gt;</b>
Italic	<b>&lt;Ctrl&gt; + &lt;I&gt;</b>
Underline	<b>&lt;Ctrl&gt; + &lt;U&gt;</b>
Open Font dialog box	<b>&lt;Ctrl&gt; + &lt;T&gt;</b>







- To Create a New Presentation:** Click the button on the Standard toolbar, or select **New** from the menu, or press **Ctrl+N**.
- To Apply a Slide Layout:** Select **Slide Show** from the menu, or click the tab in the Elements Gallery.
- To Apply a Slide Theme:** Select **Format and Themes** from the menu, or click the tab in the Elements Gallery, or select a design from the **Formatting Palette**.
- To Open a Presentation:** Click the button on the Standard toolbar, or select **Open** from the menu, or press **Ctrl+O**.
- To Save a Presentation:** Click the button on the Standard toolbar, or select **Save** from the menu, or press **Ctrl+S**.
- To Save a Presentation with a Different Name:** Select **Save As** from the menu and enter a different name for the presentation.
- To Insert a Slide:** Click the button on the Standard toolbar, or select **Insert New Slide** from the menu, or press **Shift+Ctrl+N**.
- To Undo:** Click the button on the Standard toolbar, or press **Ctrl+Z**.
- To Redo:** Click the button on the Standard toolbar, or press **Ctrl+Y**.
- To Insert a Table:** Click the button from the Standard toolbar.
- To Print a Presentation:** Click the button on the Standard toolbar, or select **Print** from the menu, or press **Ctrl+P**.
- To Cut or Copy:** Select the text and press **Ctrl+X** (cut) or **Ctrl+C** (copy).
- To Paste:** Move to where you want to paste the text and press **Ctrl+V**.
- To Open or Close the Toolbox:** Click the button on the Standard toolbar.
- To Change the Toolbox:** Select **Toolbox** from the menu bar and select the tool you want to view in the Toolbox from the menu. Or click a button near the top of the Toolbox to change the tool displayed.
- To View the Elements Gallery:** Click an **Elements Gallery** tab, or click the button on the Standard toolbar.
- To Get Help:** Select **Help** from the menu bar or click the button on the Standard toolbar.





- **To Format Selected Text:** Change the style of text by clicking the  , or  button on the Formatting toolbar. Select a font type from the  on the Formatting toolbar. Change the font size by selecting the pt. size from the  . Change font color by clicking the  button arrow and selecting the color you want to use.



- **To Change Paragraph Alignment or Spacing:** Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, or Align Right), or click the  or  button on the Formatting toolbar.

- **To Edit the Slide Master:** Select  →  →  from the menu.

- **To Use the Formatting Palette:** Select the text or object you want to change, then use the options in the appropriate panel like you would in a toolbar or dialog box. For example, to format text, select the text and apply changes in the Font panel of the Formatting Palette.

- **To Change the Theme Colors:** In the  panel of the Formatting Palette, click the  and select the color scheme you want to use. Or, select  →  from the menu, select a color scheme and click  or .



- **To Change the Slide Background:** Select  →  from the menu, select a background setting from the Solid, Gradient, Picture or Texture tab, and click  or .







- **To Format a Shape:** Select the object and select  →  from the menu, or select the object you want to format and use the Formatting Palette to apply formatting to the shape.




- **To Use the Format Painter to Copy Formatting:** Select the cell(s) with the formatting options you want to copy, click the  button on the Standard toolbar and select the cell(s) where you want to apply the copied formatting.








- **To View the Presentation in Grayscale:** Select  →  from the menu.



- **To Delete a Slide:** Select  →  from the menu.


- **To Present a Slide Show:** Click the  button on the Standard toolbar, or click the  button on the horizontal scroll bar.

- **To Doodle on the Current Slide with the Pen:** In Slide Show View, press  +  and draw on the screen with the  tool. Press  +  to switch back to the arrow pointer. Press  to erase your doodles.

- **To Add Slide Transitions:** Switch to  and select the slide where you want to add a transition. To select multiple slides, hold down the  key as you click each slide. Click the  tab in the Elements Gallery. Select a transition category, and select the transition effect you want to use.

- **To Apply Animation:** Select  →  from the menu. Select the text or object you want to animate. Next to Add Effect, click one of four types of effects (Entry  , Emphasis  , Exit  , Media Effects  ) and select an effect from the list. Click the  button to preview the effect.

- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select  →  from the menu. Display each slide for whatever duration you want, then advance to the next slide. PowerPoint will record how long each slide is displayed.

- **To Change Views:** Select  from the menu bar and select a view from the list. Or, click a view button on the status bar. (Only Normal, Slide Sorter, and Slide Show views are available on the status bar.)






**Normal** includes panes for your presentation's outline, thumbnails of slides in the presentation, the current slide, and notes for that slide. You will probably spend more time in Normal view than in any other view.






**Slide Sorter** displays all the slides in your presentation as *thumbnails* (small pictures). Use Slide Sorter view when you want to rearrange the slides in your presentation and add transition effects to slides.



**Slide Show** displays your presentation as an electronic slide show. Use Slide Show view when you want to deliver your presentation.


**Notes Page** focuses on what you want to say about each slide in the presentation. The large area for notes lets you write extensive notes for each slide.

**Presenter Tools** displays important presentation information on one screen, such as the current time, notes for the slide that is currently shown, and a slide pane so you can see the slide order as you speak.


- **To Insert a Clip Art Graphic:** Select  →  from the menu. Or, click the  button on the toolbar and select  . Search for the image you want to use and click .

- **To Insert a Picture:** Select  →  from the menu. Or, click the  button on the toolbar and select  . Navigate to and select the file and click .

- **To Draw an Object:** Click the object button you want to draw on the Drawing toolbar. Click and drag with the  pointer until the shape reaches the desired size. To draw a perfectly proportioned shape, hold down the  key while you drag.

- **To Add a Text Box:** Click the  button on the Drawing toolbar and click where you want to insert the text with the insertion point.

- **To Move an Object:** Click and drag the object using the mouse.

- **To Resize an Object:** Click the object to select it. Drag the object's sizing handles until the shape reaches the desired size. To draw a perfectly proportioned shape, hold down the  key while you drag.