

PowerPoint 2010

Quick Reference Card

PowerPoint 2010 Screen



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
Create a New Slide	Ctrl + M
Help	F1

Editing

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

The Fundamentals

- The **File** tab shows all features that control how the presentation is saved, shared, and printed.

File

- New
- Open
- Save
- Save As
- Print

Home

- Font
- Paragraph
- Styles
- Tables
- Slides
- Tables
- Tables

- To Create a New Presentation: Click the **File** tab, click **New**, and click **Blank Presentation**. Or press **Ctrl + N**.
- To Open a Presentation: Click the **File** tab, click **Open**, and click the presentation file.
- To Save a Presentation: Click the **File** tab, click **Save**, and click **Save**. Or press **Ctrl + S**.
- To Save a Presentation with a Different Name: Click the **File** tab, click **Save As**, and click the location, name, and format.
- To Print a Presentation: Click the **File** tab, click **Print**, and click **Print**. Or press **Ctrl + P**.
- To Close a Presentation: Click the **File** tab, click **Close**, and click **Close**. Or press **Ctrl + W**.
- To Navigate: Press **Alt** to open the ribbon. Press your question mark key (**?**) to open the ribbon.
- To Exit PowerPoint: Click the **File** tab, click **Exit**, and click **Exit**.

Slides

- To Insert a New Slide: Click the **Insert** tab, and click **New Slide** in the Slides group. Or press **Ctrl + M**.
- To Change the Slide Layout: Click the **Insert** tab, and click **Layout** in the Slides group. Or press **Ctrl + L**.
- To Move a Slide to the Default Settings: Click the **Insert** tab, and click the **Reset** button in the Slides group.
- To Apply a Customized Theme: Click the **Design** tab in the Ribbon, click the **Themes** button in the Theme group, and click the theme you want.
- To Change the Slide Background: Click the **Design** tab in the Ribbon, click the **Background** button in the Background group, and click the background you want.
- To Show the Slide Master: Click the **View** tab in the Ribbon, click the **Slide Master** button in the Master group, and click the **Slide Master** in the appropriate **Layout** group.
- To Insert a Header or Footer: Click the **Insert** tab in the Ribbon, and click the **Header & Footer** button in the Text group. Open the options for your slide and click **Slide** or **Footer**.
- To Add a Section: Click the **Insert** tab in the Ribbon, click the **Section** button in the Text group, and click **Section**.

Navigation - On The

- The Next Slide: **Alt + Right Arrow**
- The Previous Slide: **Alt + Left Arrow**

Slide Show Delivery

Begin Slide Show	F5
End Slide Show	Alt + F5
Next Slide Show	Alt + F5
Previous Slide Show	Alt + F5
Next Slide Show	Alt + F5
Previous Slide Show	Alt + F5
Next Slide Show	Alt + F5
Previous Slide Show	Alt + F5
Next Slide Show	Alt + F5
Previous Slide Show	Alt + F5
Next Slide Show	Alt + F5
Previous Slide Show	Alt + F5

Navigation - On The

Next	Alt + F5
Previous	Alt + F5
Next Slide	Alt + F5
Previous Slide	Alt + F5
Next Slide	Alt + F5
Previous Slide	Alt + F5

Custom Guide Powerpoint 2010 Training

**June Jamrich Parsons, Dan Oja, Rachel
Biheller Bunin**



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