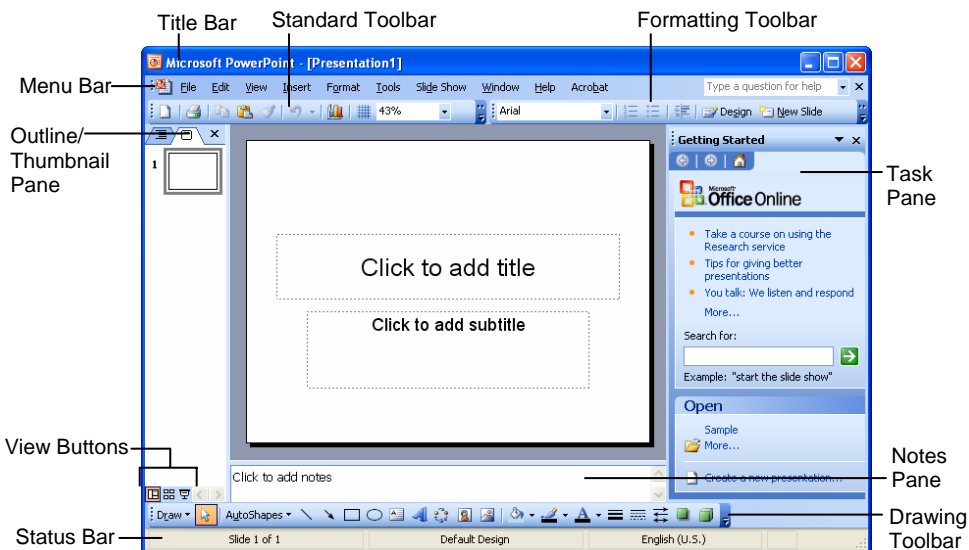


# PowerPoint

## Quick Reference Card TrainCanada

### The PowerPoint Screen



### Keyboard Shortcuts

#### General

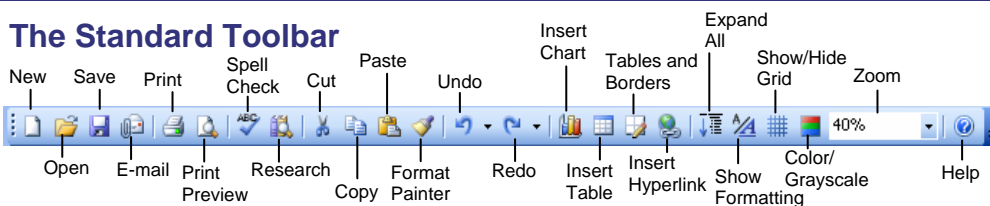
Open a Presentation	<Ctrl> + <O>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
New Slide	<Ctrl> + <M>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>

#### Navigation—Go To:

The Previous Slide	<Page Up>
The Next Slide	<Page Down>
The First Slide	<Ctrl> + <Home>
The Last Slide	<Ctrl> + <End>

### The Fundamentals

#### The Standard Toolbar



- **To Create a New Presentation:** Click the **New** button on the Standard toolbar or select **File** → **New** from the menu.
- **To Create a Presentation from a Template:** Select **File** → **New** from the menu, select the template you want to use, and click **OK**.
- **To Open a Presentation:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press <Ctrl> + <O>.
- **To Save a Presentation:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press <Ctrl> + <S>.
- **To Save a Presentation with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the presentation.
- **To Print a Presentation:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press <Ctrl> + <P>.
- **To Insert a Slide:** Click the **New Slide** button on the Formatting toolbar and select a layout you want to use in the task pane.
- **To Switch Views:** Click one of the **View** buttons on the horizontal scroll bar (see the back side for more information about Views).
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press <F1> to open the Help task pane, type your question and press <Enter>.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- **To Paste:** Move to where you want to paste the text and click the **Paste** button on the Standard toolbar, or press <Ctrl> + <V>.
- **To Undo:** Click the **Undo** button on the Standard toolbar, or press <Ctrl> + <Z>.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To Promote a Paragraph:** Select the paragraph(s) in the Outline tab and press <Shift> + <Tab>.
- **To Demote a Paragraph:** Select the paragraph(s) in the Outline tab and press the <Tab> key.
- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.

#### Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View.)

End Slide Show	<Esc>
Display Specific Slide	<Slide #> + <Enter>
Toggle Screen Black	<B>
Toggle Screen White	<W>
Pause Automatic Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Screen Doodles	<E>

#### Editing

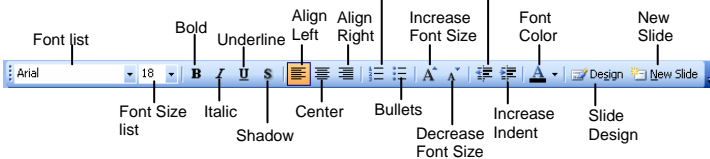
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Duplicate	<Ctrl> + <D>

#### Formatting

Bold	<Ctrl> + <B>
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>

## Formatting

### The Formatting Toolbar

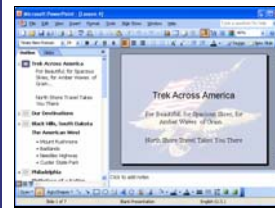


- **To Format Selected Text:** Change the style of text by clicking the **B** **Bold** button, **I** **Italic** button, or **U** **Underline** button on the Formatting toolbar.  
Change the font type by selecting a font from the **Times New Roman** **Font list** on the Formatting toolbar.  
Change the font size by selecting the pt. size from the **12** **Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter** button on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, or **Align Right**) on the Formatting toolbar.
- **To Apply a Design Template:** Click the **Design** **Slide Design** button on the Formatting toolbar and select the template you want to use.
- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Master** → **Slide Master** from the menu.
- A **Color Scheme** is a set of eight coordinated colors you use as the main colors in your presentation.
- **To Change the Slide Color Scheme:** Click the **Design** **Slide Design** button on the Formatting toolbar, click **Color Schemes** in the task pane, and select the color scheme you want to use.
- **To Change the Slide Background:** Select **Format** → **Background** from the menu, select a color or fill effect from the drop-down color list, and click **Apply**.
- **To Format a Drawing Object:** Select the object and select **Format** → **AutoShape** from the menu, or right-click the object you want to format and select **Format AutoShape** from the menu.

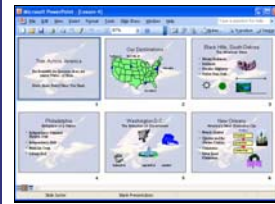
## Delivery, Transitions and Animation

- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.
- **To Doodle on the Current Slide with the Pen:** In Slide Show View, press **<Ctrl> + <P>** and draw on the screen with the **Pen** tool. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and select the slide(s) where you want to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. Click the **Transition** **Slide Transition** button on the Slide Sorter toolbar and select the transition effect you want to use from the task pane.
- **To Add an Animation Scheme:** Select **Slide Show** → **Animation Schemes** from the menu and select the animation scheme you want from the task pane.
- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse Timings** 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 presented.
- While running a presentation, the **Slide Show toolbar** displays discreet buttons for highlighting text and accessing different parts of the slide show.

## Views



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



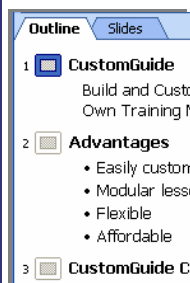
**Slide Sorter View** displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.



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

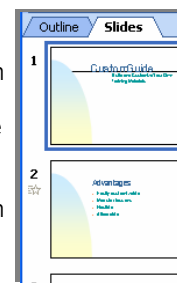
## Outline and Slides Tabs

### Outline Tab



This tab focuses on the content of your presentation instead of its appearance. Use this when you want to develop your presentation and add large amounts of text.

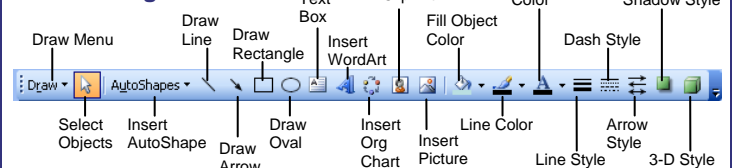
### Slides Tab



This tab displays the slides in a presentation as thumbnails, making it easy to navigate through slides in your presentation. You can also rearrange, add, or delete slides here.

## Drawing and Graphics

### The Drawing Toolbar



- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, type a name in the **Search for** box or select a clip art category from the task pane, and click to select and insert the graphic.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file, and click **Insert**.
- **To Draw an Object:** Click the object you want to draw on the Drawing toolbar and draw your shape by clicking on the document with the **+** pointer and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.
- **To Add a Text Box:** Click the **Text Box** 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 and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.

