

## Keyboard Shortcuts PowerPoint 2010 Screen

### 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
Insert a New Slide	Ctrl + M
Help	F1

### Editing

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

### Navigation

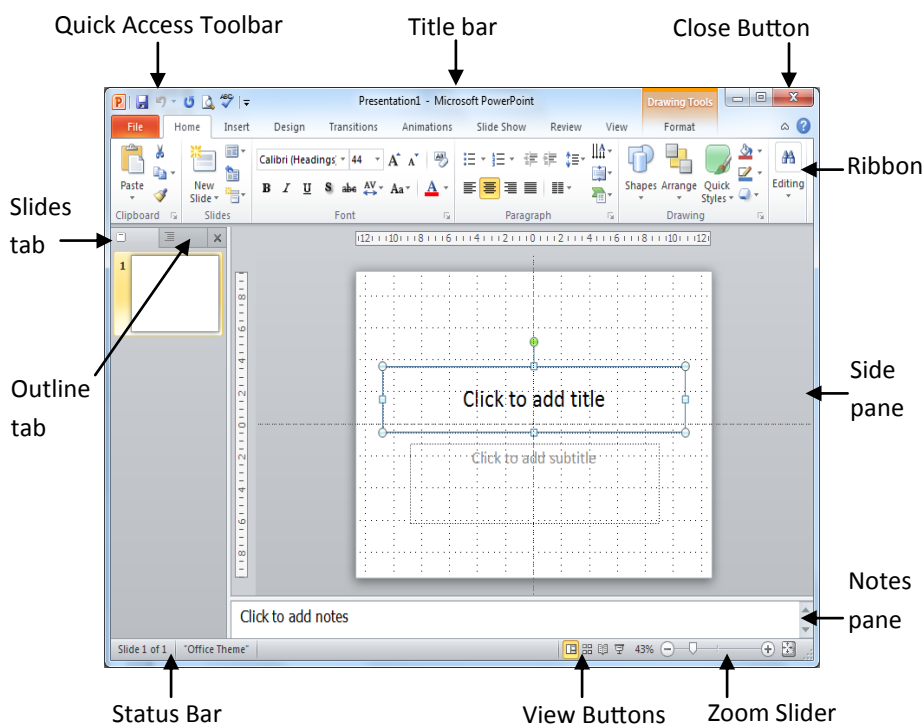
Go to Next Slide	Spacebar
Go to Previous Slide	Backspace

### Slide Show

Begin Slide Show	F5
Resume Show	Shift+F5
End Slide Show	Esc
Toggle Screen Black	B
Toggle Screen White	W
Pause Show	S
Show/Hide Pointer	A

### Formatting

Bold	Ctrl+B
Italics	Ctrl+I
Align Left	Ctrl+L
Center	Ctrl+E
Justify	Ctrl+ J



## The Essentials

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.
- **To Create a New Presentation:** Click File > New > Create. Or **Ctrl+N**
- **To Open a Presentation:** Click File > Open, or **Ctrl+O**
- **To Save a Presentation:** Click the Save button on the Quick Access Toolbar, or **Ctrl+S**
- **To Save a Presentation with a Different Name:** Click File > Save As, enter a new name for the presentation, and click Save.
- **To Preview and Print a Presentation:** Click File > Print, or **Ctrl+P**
- **To Close a Presentation:** Click File > Close, or **Ctrl+W**
- **For Help:** F1
- **To Exit:** File > Exit

## Working with Slides

- **To Insert a New Slide:** Click Home > New Slide in the Slides group, or **Ctrl+M**
- **To Change the Slide Layout:** Click Home > Layout in the Slides group, and select a layout.
- **To Return a Slide to its Default Settings:** Click Home > Reset button in the Slides group.
- **To Apply a Document Theme:** Click Design > More button in the Themes group, and select a theme from the gallery.
- **To Change the Slide Background:** Click Design > Background Styles button in the Background group, and select a background.
- **To View the Slide Master:** Click View > Slide Master button in the Master Views group, and click the Slide Master or the appropriate Layout Master in the Outline pane.
- **To Insert a Header or Footer:** Click Insert > Header & Footer button in the Text group, edit, then Click Apply.

## Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the Cut or Copy button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, Align Right, or Justify) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph (s), click the Line Spacing button in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press F7 to run the Spell Checker.

## Views

- **Normal view:** This is the default view in PowerPoint 2010. Normal view includes the Outline pane, Slide pane, and Notes pane.
- **Slide Sorter view:** Displays all the slides in the presentation as thumbnails (tiny images). Use Slide Sorter view when you want to rearrange the order of slides or add transition effects between slides.
- **Reading View:** Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.
- **Slide Show view:** Displays the presentation as an electronic slide show.

## Images, Multimedia and Objects

- **To Insert a Picture:** Click the Insert tab on the Ribbon and click the Picture button in the Images group. Find the picture you want to insert and click Insert.
- **To Insert a Clip Art Graphic:** Click the Insert tab on the Ribbon and click the Clip Art button in the Images group. Type the name of what you're looking for in the "Search for" box and click Go.
- **To Insert a Video file:** Click the Insert tab on the Ribbon and click the Video button in the Media group. Find the video you want to insert and click Insert.
- **To Insert an Audio clip:** Click the Insert tab on the Ribbon, click the Audio button list arrow in the Media group, and select Audio from File. Find the audio clip that you want to insert and click Insert.
- **To Draw a Shape:** Click the Insert tab on the Ribbon, click the Shapes button in the Illustrations group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the Shift key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the Insert tab on the Ribbon and click the SmartArt button in the Illustrations group. Select the SmartArt you want to insert and click OK.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.  
**To Resize an Object:** Click the object to select it, click and drag one of its sizing handles ( ), and release the mouse button when the object reaches the desired size. Hold down the Shift key while dragging to maintain the object's proportions while resizing it.

## Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click Transitions > More button > select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click Animations > More button > select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click Animations > Animation Painter button. Then, click the object you want to apply the copied animation effect to.