

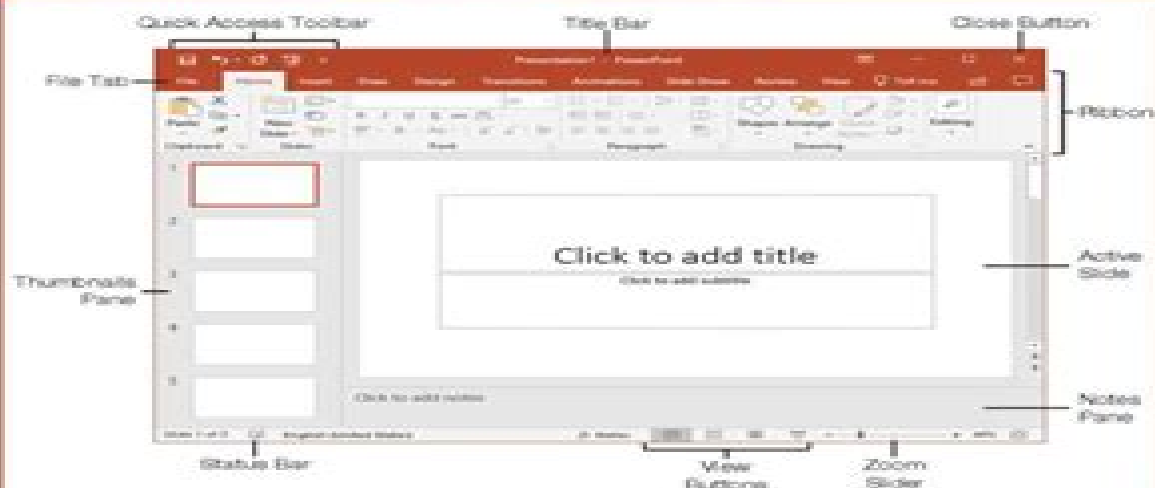


Microsoft®

PowerPoint 2016 Basic

Quick Reference Card

The PowerPoint 2016 Program Screen



Keyboard Shortcuts

General

Open a presentation.....	Ctrl + O
Create a new presentation	Ctrl + N
Save a presentation.....	Ctrl + S
Print a presentation.....	Ctrl + P
Insert a new slide	Ctrl + M
Toggle the Notes pane.....	Ctrl + Shift + H
Close a presentation	Ctrl + W
Exit PowerPoint.....	Ctrl + Q
Help.....	F1

Editing

Cut.....	Ctrl + X
Copy.....	Ctrl + C
Paste.....	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Group.....	Ctrl + G
Find.....	Ctrl + F
Replace.....	Ctrl + H
Select All.....	Ctrl + A

Formatting

Bold.....	Ctrl + B
Italic.....	Ctrl + I
Underline.....	Ctrl + U
Align Left.....	Ctrl + L
Align Right.....	Ctrl + R
Center.....	Ctrl + E
Justify.....	Ctrl + J

Slide Show Delivery

Begin slide show.....	F5
Resume slide show.....	Shift + F5
End slide show.....	Esc
Go to next slide.....	Page Down
Go to previous slide.....	Page Up
Go to first slide.....	Home
Go to last slide.....	End
Jump to slide.....	Slide # + Enter
Toggle screen black.....	B
Toggle screen white.....	W
Pause show.....	S
Change arrow to pen.....	Ctrl + P
Change pen to arrow.....	Ctrl + A

Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

Create a New Presentation: Click the File tab, select **New**, and click **Blank Presentation**. Or, press **Ctrl + N**.

Open a Presentation: Click the File tab and select **Open**, or click **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

Save a Presentation: Click the Save button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Preview and Print: Click the File tab, select **Print**, specify print settings, and click **Print**.

Close a Presentation: Click the File tab and select **Close**, or press **Ctrl + W**.

Close PowerPoint: Click the **Close X** button in the upper-right corner.

Undo: Click the **Undo** button on the Quick Access Toolbar.

Redo or Repeat: Click the **Redo** button on the Quick Access Toolbar. The button turns to Repeat if once everything has been re-done.

Change Presentation Views: Click the View tab and select a view, or click one of the View buttons at the bottom of the window.



Normal View



Outline View



Slide Sorter View



Reading View

Get Help: Press **F1** to open the Help pane. Type your question and press **Enter**.

Use Zoom: Click and drag the zoom slider to the left or right.

Microsoft Powerpoint 2010 Standard Quick Reference Guide

Christian Drosten



Microsoft Powerpoint 2010 Standard Quick Reference Guide:

Microsoft PowerPoint 2010 On Demand Steve Johnson, Perspection Inc., 2010-07-19 What you need when you need it Need answers quickly Microsoft PowerPoint 2010 on Demand provides those answers in a visual step by step format We will show you exactly what to do through lots of full color illustrations and easy to follow instructions Includes Workshops MCAS Exam Prep More than 500 Essential PowerPoint Tasks Inside the Book Create powerful presentations faster using ready made templates Organize information in sections and add impact with clip art SmartArt diagrams tables and charts Make your presentation come alive with custom animations 3 D effects and slide transitions Embed format trim and add text to videos in your presentation Add comments and email your presentation to others for review Broadcast your presentation over the Internet in a browser Use SharePoint to collaborate and share documents Prepare for the Microsoft Certified Application Specialist MCAS exam Bonus Online Content Register your book at queondemand.com to gain access to Workshops and related files Keyboard shortcuts

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Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with

SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment.

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10

PowerPoint 2010 All-in-One For Dummies Peter Weverka, 2010-04-29 A fully updated guide to creating dynamic presentations with PowerPoint 2010. PowerPoint dominates the presentation landscape. With the changes in PowerPoint 2010 including the availability of an online version, PowerPoint users need this comprehensive reference to make the most of the program. PowerPoint 2010 All in One For Dummies features in-depth coverage of the elements and the process involved in creating knockout presentations. Seven minibooks cover all the new 2010 features providing a great education for beginners and showing PowerPoint veterans lots of new tricks. PowerPoint is the leading presentation software used in business and education. New features in PowerPoint 2010 include an online version and expanded audiovisual capabilities. Seven self-contained minibooks cover getting started, building a presentation, tables, charts, and diagrams, graphics and shapes, adding audio, video, and animation, giving the presentation, and PowerPoint for power users. Explains how to use the interface and tools and shows how to represent data visually for greater impact. Provides important tips on adding the human element when making a presentation. Gives advanced users advice on creating templates, collaboration, automation, and more. PowerPoint 2010 All in One For Dummies gets novices up to speed and helps experienced users take their skills to the next level.

SharePoint 2010 User's Guide Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity, make information sharing more effective, and facilitate business decision-making processes. In order to get the most out of SharePoint 2010, you need to understand how to best use the capabilities to support your information management, collaboration, and business process management needs. This book is designed to provide you with the information you need to effectively use these tools. Whether you are using SharePoint as an intranet or business solution platform, you will learn how to use the resources such as lists, libraries, and sites and services such as publishing, workflow, and policies that make up these environments. Information and process owners will be given the knowledge they need to build and manage solutions. Information and process consumers will be given the knowledge they need to effectively use SharePoint resources. In this book, Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment. Their expertise shines as they provide step-by-step instructions for using and managing these elements as well as recommendations for how to best leverage them. As a reader, you'll then embrace two common

SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product *Exam 77-883*

Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software Microsoft Official Academic Course, 2011-10-11

The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program

Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via OfficeGrader Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics *Microsoft Office PowerPoint 2010*

QuickSteps Carole Boggs Matthews, 2010-07-06 Step by Step Full Color Graphics Start using PowerPoint 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful presentation application Follow along and quickly learn how to create great looking slides add text tables charts graphics sound and video and deliver a polished presentation guaranteed to impress Get up to speed on PowerPoint 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to need facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Carole Matthews co creator of the QuickSteps series is the author or coauthor of more than 50 books including Photoshop QuickSteps and QuickSteps to Winning Business Presentations

Microsoft PowerPoint 2010 Advanced Quick Reference Guide Beezix Software Services, 2010 *Small Business Kit For Dummies* Richard D. Harroch, 2010-03-11 Get your small business up and running and keep it running for years to come Millions of Americans own their own businesses and millions more dream of doing the same But starting your own business is a pretty complicated matter especially with all the legal issues and paperwork This updated edition of the top selling small business resource is chock full of information resources and helpful hints on making the transition from a great idea to a great business If you've got a great idea for your own business you need the kind of straightforward advice you'll find here the kind of advice you'd normally only get from business schools and MBA courses *Small Business Kit For Dummies* Second Edition covers all the basics on Recent tax law changes Balancing your finances Hiring and keeping employees Effective

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PowerPoint 2010 Bible Faithe Wempen, 2010-10-19 Master PowerPoint and improve your presentation skills with one book It s no longer enough to have slide after slide of text bullets and charts It s not even enough to have good speaking skills if your PowerPoint slides bore your audience Get the very most out of all that PowerPoint 2010 has to offer while also learning priceless tips and techniques for making good presentations in this new PowerPoint 2010 Bible Well known PowerPoint expert and author Faithe Wempen provides formatting tips shows you how to work with drawings tables and SmartArt introduces new collaboration tools walks you through five special presentation labs and more Coverage includes A First Look at PowerPoint What Makes a Great Presentation Creating and Saving Presentation Files Creating Slides and Text Boxes Working with Layouts Themes and Masters Formatting Paragraphs and Text Boxes Correcting and Improving Text Creating and Formatting Tables Drawing and Formatting Objects Creating SmartArt Diagrams Using and Organizing Clip Art Working with Photographic Images Working with Charts Incorporating Content from Other Programs Adding Sound Effects Music and Soundtracks Incorporating Motion Video Creating Animation Effects and Transitions Creating Support Materials Preparing for a Live Presentation Designing User Interactive or Self Running Presentations Preparing a Presentation for Mass Distribution Sharing and Collaborating Customizing PowerPoint Presenting Content Without Bulleted Lists Adding Sound and Movement to a Presentation Creating a Menu Based Navigation System Creating a Classroom Game It s the book you need to succeed with PowerPoint 2010 and your next live presentation Dreamweaver CS6 in easy steps Nick Vandome, 2012-06-29 Dreamweaver remains the most powerful and versatile web authoring tool on the market The new Creative Suite 6 release offers even more functionality to create dynamic state of the art websites for more platforms Dreamweaver CS6 in easy steps caters for the growing number of people designing their own websites as well as for professionals who need to promptly master the key aspects of the new release For all but the most experienced it takes some time to become familiar with all of Dreamweaver s features Dreamweaver CS6 in easy steps helps clarify this process and

ensures you can get the most out of this industry standard program All of the main functions of Dreamweaver CS6 are covered so that you can get up to speed as quickly as possible and start designing and producing high quality websites including Multiscreen Preview Fluid Grid Layouts Editing HTML Using CSS Creating and using hyperlinks Dreamweaver CS6 in easy steps shows you how to work with the different workspace views so that you can work in either design or code view The book also looks at how to optimize a website for mobile devices using Fluid Grid Layout and the new Multiscreen Preview CSS is integral to modern websites and this is covered in detail from the basics of CSS to creating and applying styles so that you can produce standards based websites that have a consistent look and feel across all pages Also the new CSS3 Transitions panel shows you how to create original and engaging animated features with CSS Dreamweaver CS6 in easy steps simplifies each stage of website creation from planning to loading and managing your site helping you to unleash your creative potential effectively and is aimed at anyone who wants to produce high quality websites across different platforms including for tablets and smart phones

Office 2010 Library John Walkenbach, Michael R. Groh, Herb Tyson, Faithe Wempen, 2010-11-17 A must have collection of Office 2010 application Bibles written by the world's leading experts Talk about a bargain Office 2010 Library offers enormous savings on four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program Three CDs are also included that feature bonus material including helpful templates worksheets examples and more to enhance your Microsoft Office 2010 experiences Features four essential books on the most popular applications included in the Office 2010 suite Excel Access PowerPoint and Word Excel 2010 Bible serves as an indispensable reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2010 Bible offers a thorough introduction to database fundamentals and terminology PowerPoint 2010 Bible shows you how to use the new features of PowerPoint 2010 and make successful presentations Word 2010 Bible begins with a detailed look at all the new features in Word 2010 and then expends to cover more advanced intricate topics Office 2010 Library presents you with all encompassing coverage that you won't find anywhere else

Pro SharePoint 2010 Development for Office 365 Dave Milner, Bart McDonough, Paul Stork, 2012-12-31 It's no secret that cloud based computing is the next big movement in IT and Microsoft is right there in the market with Office 365 a cloud based productivity suite which includes a hosted cloud focused version of SharePoint 2010 SharePoint 2010 developers who have traditionally developed for on premise environments will suddenly find themselves being asked to develop for the cloud While there is a lot of overlap between cloud based and traditional SharePoint development there are also some important differences and considerations that must be taken into account as well In particular the proliferation of cloud based solutions was a driving force behind certain new features in SharePoint 2010 like sandboxed solutions and the new client object model As the devil is always in the details Pro SharePoint 2010 Development for Office 365 helps you

navigate the changes and develop compelling applications and solutions for SharePoint Online in Office 365 Authors Dave Milner Bart McDonough and Paul Stork bring to the table decades of experience in real world development of solutions for customers expertise that is the practical result of what works in real world customer environments This proven team will cover with you the architectural landscape that SharePoint in the cloud represents discuss the steps in setting up a development environment and cover multiple real world development approaches technologies and considerations

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