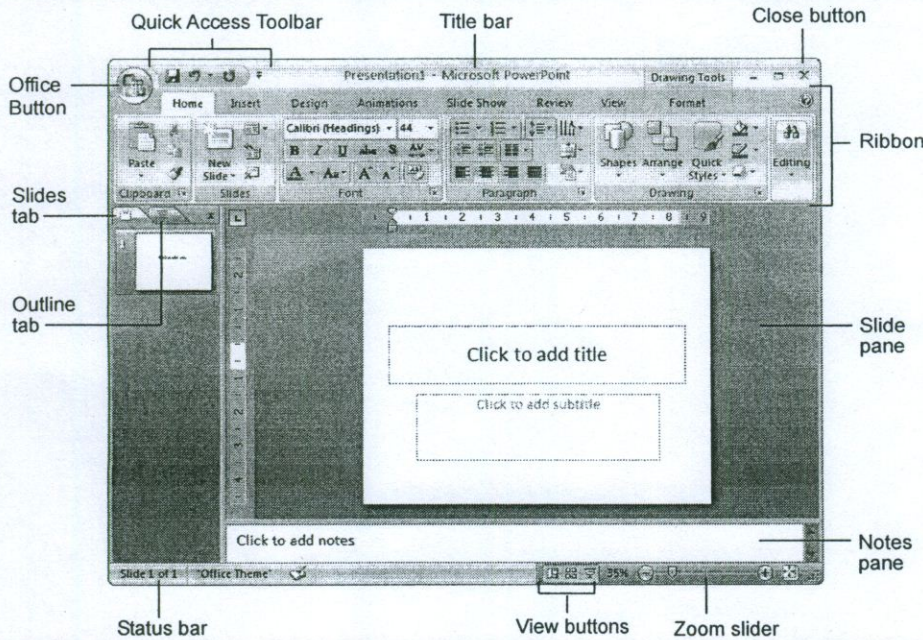


PowerPoint 2007 Training

PowerPoint Quick Reference Card

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PowerPoint 2007 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>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

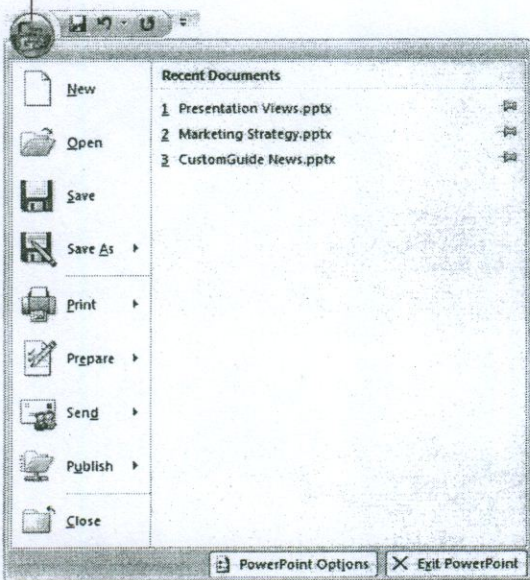
Editing

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>

The Fundamentals

The Office Button, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft PowerPoint. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

Office Button



- To Create a New Presentation: Click the Office Button, select New, and click Create, or press <Ctrl> + <N>.
- To Open a Presentation: Click the Office Button and select Open, or press <Ctrl> + <O>.
- To Save a Presentation: Click the Save button on the Quick Access Toolbar, or press <Ctrl> + <S>.
- To Save a Presentation with a Different Name: Click the Office Button, select Save As, and enter a new name for the presentation.
- To Preview a Presentation: Click the Office Button, point to the Print list arrow, and select Print Preview.
- To Print a Presentation: Click the Office Button and select Print, or press <Ctrl> + <P>.
- To Undo: Click the Undo button on the Quick Access Toolbar or press <Ctrl> + <Z>.
- To Close a Presentation: Click the Office Button and select Close, or press <Ctrl> + <W>.
- To Get Help: Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit PowerPoint: Click the Office Button and click Exit PowerPoint.

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>
The First Slide	<Ctrl> + <Home>
The Last Slide	<Ctrl> + <End>

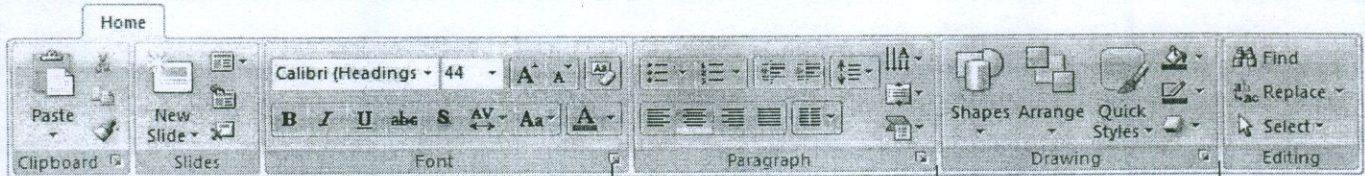
Slide Show Delivery

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

Formatting

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

Formatting

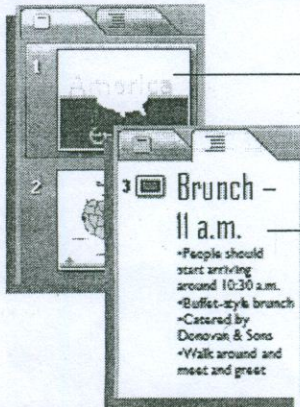


Dialog Box Launcher

Group

- **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 Apply a Document Theme (called *design templates* in previous versions of PowerPoint):** Click the Design tab on the Ribbon, click the More button in the Themes group, and select a theme from the gallery.
- **To Change the Slide Background:** Click the Design tab on the Ribbon, click the Background Styles button in the Background group, and select a background.
- **To View the Slide Master:** Click the View tab on the Ribbon, click the Slide Master button in the Presentation Views group, and click the Slide Master or the appropriate Layout Master in the Outline pane.
- **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 Insert a Header or Footer:** Click the Insert tab on the Ribbon and click the Header & Footer button in the Text group. Select the option(s) that you want and click Apply or Apply to All.
- **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.

The Outline Pane



The Slides tab contains a thumbnail image of every slide in the presentation; simply click a thumbnail to jump to that slide. You can also rearrange, add, or delete slides here.

The Outline tab focuses on the content of the presentation rather than its appearance. Use this tab when you want to adjust the textual structure of a presentation or add large amounts of text to it.

Delivery, Transitions and Animation

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the Animations tab on the Ribbon, click the More button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the Animations tab on the Ribbon, and click the Custom Animation button in the Animations group. Click the Add Effect button, select a category, and select the effect you want to use.
- **To Present a Slide Show:** Click the Slide Show button on the status bar.
- **To Use the Pen:** In Slide Show view, press <Ctrl> + <P> and then draw on the screen. Press <Ctrl> + <A> to switch back to the arrow pointer. Press <E> to erase your doodles.
- **To Add Slide Timings:** Click the Slide Show tab on the Ribbon and click the Rehearse Timings button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click Yes to save your timings.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the Insert tab on the Ribbon and click the Clip Art button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click Go.
- **To Insert a Picture:** Click the Insert tab on the Ribbon and click the Picture button in the Illustrations group. Find the picture you want to insert and click Insert.
- **To Draw a Shape:** Click the Insert tab on the Ribbon, click the Shapes button in the Shapes 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 Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **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.
- **To Delete an Object:** Select the object and press the <Delete> key.

View buttons



Normal view: This is the default view in PowerPoint 2007. 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.



Slide Show view: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is definitely the view you want to use.