



POWERPOINT 2010 QUICK REFERENCE

SAVE A PRESENTATION

1. Click the **Save** button in the Quick Access



SAVE AS 2003 PRESENTATION

1. Click **File > Save As**.
2. Select **PowerPoint 97-2003 presentation**.

CONVERT TO PDF

1. Save the file as a PowerPoint presentation.
2. Click **File > Save & Send**.
3. Select **Create PDF/XPS Document** (under File Types).
4. Click **Create PDF/XPS**.


OPEN & REVIEW A PRESENTATION

1. Click the **File > Open**.
2. Navigate to the drive and folder for the file to open.

SEND AS ATTACHMENT

1. Click the **File > Save & Send**.
2. Click **Send as Attachment**.


SLIDE SORTER VIEW

1. On the *View* tab, click the **Slide Sorter** button. As an alternative, click the Slide Sorter view tool  in the lower right.


NOTES PAGES VIEW

1. On the *View* tab, click the **Notes Pages** button.

NORMAL VIEW

1. On the *View* tab, click the **Normal** button. As an alternative, click the Normal View tool  in the lower right.

RUN A SLIDESHOW

1. To begin at slide 1, hold down the CTRL key and tap the HOME key.
2. On the *View* tab, click the **Slide Show** button. As an alternative, click the Slide Show tool  in the lower right.
3. Advance through the slides by clicking the mouse button or pressing the space bar.
4. Move back one slide or animation by pressing the backspace key on the keyboard.
5. Stop the slideshow by pressing the ESCape key on the keyboard.

CREATE A NEW PRESENTATION (BLANK)

1. Click **File > New**.
2. Select **Blank Presentation**.
3. Click **Create** in the lower right corner.

CREATE A NEW PRESENTATION

1. Click **File > New**.
2. Select either a template or theme from the options provided.
3. Click **Create** in the lower right corner.

CHOOSE SLIDE LAYOUT

1. Select the slide.
2. On the *Home* tab, click the **Layout** button.

ADD A NEW SLIDE

1. On the *Home* tab, click the down arrow of the **New Slide** button.
2. Select the slide layout from the gallery.

DUPLICATE A SLIDE

1. Right click on the slide to duplicate.
2. Select **Duplicate Slide** from the shortcut menu that appears.

DELETE A SLIDE

1. Click the slide to be deleted.
2. Press the Delete key on the keyboard.

REUSE SLIDES

1. Click the slide where you wish to add new slides – slides will be added **after** the active slide.
2. On the *Home* tab, click the arrow for **New Slide**.
3. Select **Reuse Slides** which is in the list of options below the gallery.
4. Click on the **Browse** button.
5. Select the location of the presentation which contains the slides to be reused.
6. Select the slides to reuse.
7. NOTE: Leave the **Keep Source Formatting** box unchecked to have the slide share the appearance of the new presentation.

REORDER SLIDES – NORMAL VIEW

1. In the thumbnails on the left side of the window, place the mouse pointer on the slide to move and drag it to its new location.
2. As the slide is dragged, a horizontal line appears to indicate where the slide will be dropped when the mouse button is released.




POWERPOINT 2010 QUICK REFERENCE

REORDER SLIDES – SLIDE SORTER VIEW

1. Place the mouse pointer on the slide to move and drag it to its new location.
2. As the slide is dragged, a vertical line appears to indicate where the slide will be dropped when the mouse button is released.

INSERT A TABLE

1. In the Content placeholder of the slide, click the **Insert Tables** button.
2. Enter the number of columns and rows.
3. NOTE: Table Tools are available to modify the table after it is created. Click inside the table to see the **Table Tools – Design** and **Layout** tabs.
4. To select a table style, click the **Table Tools – Design** tab. In the Table Styles group click the More button  and select the style.


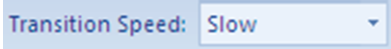

INSERT A PICTURE

1. In the Content placeholder of the slide, click the **Picture from File** button.
2. Navigate to the location of the picture.

INSERT CLIP ART

1. In the Content placeholder of the slide, click the **Clip Art** button.
2. Enter the Search criteria at **Search for**, **Search in** and **Results should be**. Click the **Go** button.
3. Click on the picture to insert it.

SET A TRANSITION

1. Make the appropriate slide active. To select multiple slides, CTRL + click on each slide.
2. Click the *Animations* tab on the Ribbon and click the More button  in the **Transition to This Slide** group.
3. A gallery of transitions is displayed. Use Live Preview to select a transition.
4. Click the down arrow for  and select the transition speed.
5. Click the Preview button  to review the choices.

SPELLING & GRAMMAR CHECK

1. Click the *Review* tab on the Ribbon and click the **Spelling & Grammar** button.

PRINTING

1. Click **File > Print**. A print preview is displayed.
2. Click the down arrow next to “**Full Page Slides**” (under the Settings heading) to specify what to print (Slides, Handouts, Notes Pages, Outline View).
3. NOTE: One of the frequently-selected choices is Handouts. Usually, slides per page is set to 3 so blank lines are available for note taking.
4. Click the **Print** button.

For complete Office 2007 manuals visit us online at:
<http://www.uakron.edu/training>