

# PowerPoint® for Microsoft 365® Introduction

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our Microsoft 365 Essential guide.

## Adding a New Slide

- Choose HOME, then NEW SLIDE 
- To choose a slide layout when creating the new slide, [Click] 

## Changing a Slide's Layout

Choose HOME, then  Layout, then select a layout.

## Switching Between Standard and Widescreen Format

Change the slide format to better fit the display ratio:

- Choose DESIGN, SLIDE SIZE , then STANDARD (4:3) or WIDESCREEN (16:9).
- If prompted, choose MAXIMIZE: Increase the size of slide content or ENFORCE FIT: Decrease the size of slide content.

## Using Custom Size and Orientation

Create different types of presentations, such as banners or letters, by changing the size and orientation:

- Choose DESIGN, SLIDE SIZE , CUSTOM SLIDE SIZE.
- Choose a preset SLIDE SIZE FOR such as standard LETTER size, or set the WIDTH and HEIGHT.
- Choose PORTRAIT or LANDSCAPE for SLIDES. All slides change to the new size and orientation. [Click] OK.

## Entering Text into a "Click to add..." Placeholder

- Click on the placeholder and type the text.
- To add another line of paragraph, press <Enter>.
- With a bulleted list, to create an indented paragraph, press <Tab> at the beginning of the paragraph.
- To "un-indent" a paragraph, press <Shift-Tab> at the beginning of the paragraph.

## Starting a New Line Without a Bullet

To break a line of text without creating a new bullet, press <Shift-Enter>.

## Moving Between Text Areas with the Keyboard

Normally, pressing <Enter> starts a new bullet or paragraph. To end text and then move to the next text area, press <Ctrl-Enter>. If you are at the last text box, <Ctrl-Enter> creates a new slide.

## Adding Other Text on the Slide

To add text where there is no text placeholder:

- Choose INSERT, then TEXT BOX 
- [Click] where the text is to begin.
- Type the text. [Click] outside the box when finished.

## Changing Level of Indentation

- Select the paragraph(s), or [Click] in the paragraph to change.
- Choose HOME, then 

## Text Formatting

- Select the text to format. Or, to format all text in a shape, [Click] on the edge of the shape to select it.
- Choose HOME, then select from the FONT and PARAGRAPH groups:
  - To change font size in increments, [Click]  A+ A-
  - To turn off bullets, [Click] 
  - To align text vertically, [Click]  Align Text, then an option.
  - For effects such as glow, choose  FORMAT then select from the WORDART STYLES group.

## Using Presentation Views

### Normal View

The default view, Normal view, provides ways to work on an individual slide, slide thumbnails on the left for navigation, and speaker notes for each slide at the bottom. To return to Normal view:

Choose VIEW, then NORMAL , or on the bottom right [Click] 

To toggle notes on/off, Choose VIEW, NOTES 

To toggle notes on/off, Choose VIEW, NOTES 

### Working on Your Presentation Structure (Outline View)

Outline view provides an overview of your slides' main points on the left, useful for understanding and reorganizing your presentation. To access:

Outline View, choose VIEW, then OUTLINE 

To choose slide text, [Double-Click]  by headings.

Rearranging Bullet Points, Paragraphs, and Titles:

- [Hover] over , a bullet point, or to the left of a paragraph. The mouse pointer changes to .

[Drag] up or down to a new position.

Or, to promote/demote to a higher/lower level:

- [Drag] left to promote it to a higher level, or right to demote it to a lower level (sub-point or sub-paragraph).

[Click] item to move, then press <Shift-Left-Shift-Right> to move the element to a lower or higher level.

### Rearranging Slides (Slide Sorter View)

To access, choose VIEW, then SLIDE SORTER , or on the bottom right [Click] 

- To rearrange slides, [Drag] a slide to the new position.

Press <Ctrl> to select multiple slides, <Shift> to select a range of slides.

To edit an individual slide, [Double-Click] a slide, or select a slide then press <Enter>.

### Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

- To apply the theme to only some slides, select them in Slide Sorter view. Otherwise, the theme is applied to all slides with the same theme as the current slide.

Choose DESIGN, then select from the THEMES group. [Click]  to see all themes.

[Hover] to preview, [Click] to apply.

Further customize the theme by choosing one of the options from the VARIANTS group. Or in the VARIANTS group [Click] , then choose from the COLORS, FONTS, EFFECTS, and BACKGROUND STYLES.

### Changing the Background of a Slide

- In the SLIDES PANE or the Slide Sorter view, select slide(s) whose background is to be changed.
- Choose DESIGN, then FORMAT BACKGROUND 
- Then choose fill options.

## Adding a Header or Footer

- To apply the header/footer only to some slides, select the slides.
- Choose INSERT, then HEADER & FOOTER 

Specify options.

- To apply only to selected slides [Click] APPLY TO ALL or [Click] APPLY TO ALL.

Move header/footer elements like any other object.

## Creating Speaker Notes

In Normal view:

- To show/hide notes, choose VIEW, NOTES 
- [Click] in the notes pane at the bottom, then type your text. To see more of the notes pane, [Drag] top border of the pane, or use  to scroll up/down.

Choose VIEW, then NOTES PAGE 

To view and edit how the notes page will look when it prints.

## Touch Actions

Click/Double Click  Tap/Double Tap

Scroll  Drag or Swipe

Select/Text  Tap, Drag

Right Click menu  Touch and hold for box

Touch Min/Max  Tap top/bottom, then tap again. Or, touch and hold for box.

## Text Selection Shortcuts

A word  [Double-Click]

A paragraph  [Triple-Click] within the paragraph

A bullet and sub-bullets  [Click] on the bullet

All text in the text block  Ctrl-A

Multiple separate words  Hold <Ctrl> while selecting text

## Moving Among Slides

To go to the Next Slide or Previous Slide, use located below the vertical scroll bar:

[Click] on a slide in the Slides pane.

Switch to Slide Sorter view: [Double-Click] a slide.

[Drag] the scroll box in the vertical scroll bar until the number of the desired slide appears, then release.

To move here...  Press this... 

First or last slide  Home or End

Next or previous slide  Page Down or Up

## Shortcuts

New slide  Ctrl-M

Increase/Decrease indent  Alt-Shift-→↑←↓

Move paragraph up/down  Alt-Shift-↑↓

Copy shape attributes  Ctrl-Shift-C

Paste shape attributes  Ctrl-Shift-V

Increase/Decrease font size  Ctrl-Shift-+ or -

Slide show shortcuts  Show shortcuts during show F1

Go to a slide number  <Number> + <Enter>

Black/white the screen  B or - (speed)

White/black the screen  W or + (speed)

Next slide or step  [Click], Spacebar, [Shift-Left], [Enter], N

Previous slide or step  Page Down, Backspace, [Shift-Right], P

4+ or 4-  Page Up, 4+ or 4- (speed)

Zoom In/Out  +/-, [Shift-Finch]

Fit screen  F

Stop/Start automatic show  S

End show  Esc

Show laser pointer  Press <Ctrl> while [Clicking]

Change pointer to pen  Ctrl-P

Change pointer to arrow  Ctrl-A

Change pointer to crosshair  Ctrl-C

Hide pointer and buttons  Ctrl-H

Erase screen annotations  E

# Microsoft Powerpoint Introduction Quick Reference

**Beezix**

## **Microsoft Powerpoint Introduction Quick Reference:**

**Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Beezix Software Services, 2010-06-10      **Microsoft PowerPoint 2004 Introduction Quick Reference Guide** Beezix, Inc Staff, 2003-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft PowerPoint Introduction 2004 for Mac. The following topics are covered: Beginning a New Presentation, Adding a New Slide, Slide Setup, Entering Text, New Lines Without Bullets, Line Breaks, Changing Indentation, Adding Text Anywhere on the Slide, Rearranging Points, Importing Text into the Outline, Text Formatting, Font Size Enhancements, Bullets, Numbers, Viewing Many Slides at Once, Rearranging Slides, Applying Templates, Footers, Using the Slide Master, Importing Clip Art and Other Graphics, Creating Graphs, Creating Org Charts, Using the Drawing Tools, Working with Shapes, Speaker's Notes, Printing, Running a Slide Show, Basic Slide Show Effects, Transition Timing and Builds. Also includes Lists of Selection Movement and Slide Show Shortcuts. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user.

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