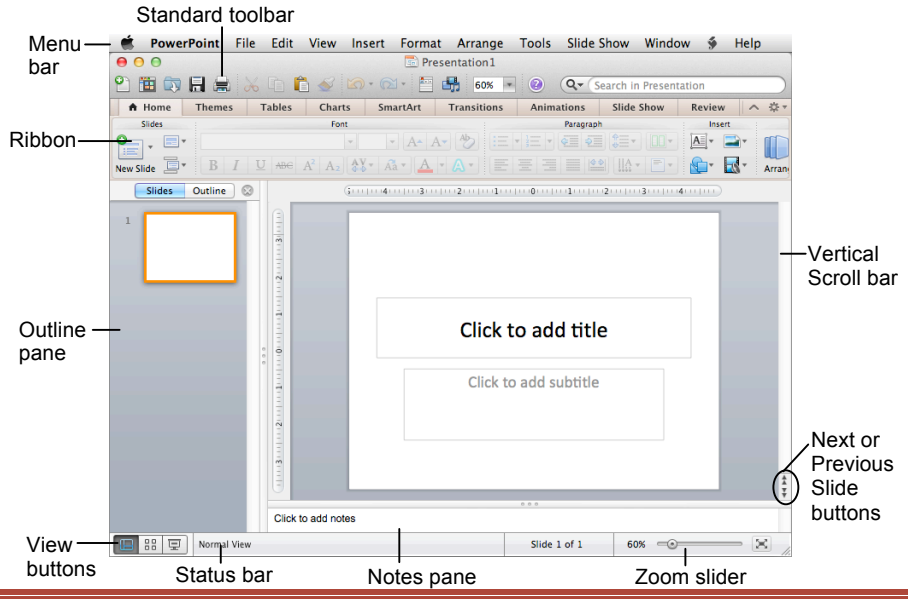
Microsoft®

PowerPoint 2011

Quick Reference Card

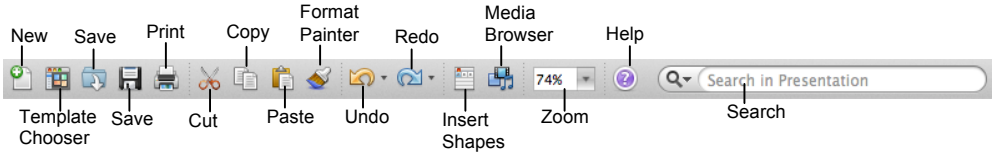
CustomGuide
Learn on Demand
Customizable Training Materials
Tel. (888) 903-2432 | www.customguide.com

PowerPoint 2011 Screen



The Fundamentals

Standard Toolbar



- **To Create a New Presentation:** Click the **New Presentation** button on the Standard toolbar, or select **File** → **New Presentation** from the menu, or press **<⌘>** + **<N>**.
- **To Apply a Slide Layout:** Select **Format** → **Slide Layout** from the menu, or click the **Slide Layout** tab in the Ribbon.
- **To Apply a Slide Theme:** Select **Format** → **Slide Theme** from the menu, or click the **Themes** tab in the Ribbon.
- **To Open a Presentation:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press **<⌘>** + **<O>**.
- **To Save a Presentation:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press **<⌘>** + **<S>**.
- **To Save a Presentation with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the presentation.
- **To Insert a Slide:** Click the **New Slide** button on the Standard toolbar, or select **Insert** → **New Slide** from the menu, or press **<Shift>** + **<⌘>** + **<N>**.
- **To Undo:** Click the **Undo** button on the Standard toolbar, or press **<⌘>** + **<Z>**.
- **To Redo:** Click the **Redo** button on the Standard toolbar, or press **<⌘>** + **<Y>**.
- **To Print a Presentation:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press **<⌘>** + **<P>**.
- **To Cut or Copy:** Select the text and press **<⌘>** + **<X>** (cut) or **<⌘>** + **<C>** (copy).
- **To Paste:** Move to where you want to paste the text and press **<⌘>** + **<V>**.
- **To Open or Close the Toolbox:** Click the **Toolbox** button on the Standard toolbar.
- **To Change the Toolbox:** Select **View** from the menu bar and select the tool you want to view in the Toolbox from the menu. Or, click a button near the top of the Toolbox to change the tool displayed.
- **To Show or Hide the Ribbon:** Click the tab on the Ribbon that's currently displayed.
- **To Get Help:** Select **Help** from the menu bar or click the **Help** button on the Standard toolbar.

Keyboard Shortcuts

General

Open a Presentation	**<⌘>** + **<O>**
Save a Presentation	**<⌘>** + **<S>**
Print a Presentation	**<⌘>** + **<P>**
Close a Presentation	**<⌘>** + **<W>**
Undo	**<⌘>** + **<Z>**
Redo or Repeat	**<⌘>** + **<Y>**
Insert New Slide	**<Shift>** + **<⌘>** + **<N>**
Switch Between Applications	**<⌘>** + **<Tab>**

Navigation

Previous Slide	**<Page Up>**
Next Slide	**<Page Down>**
First Slide	**<⌘>** + **<Home>**
Last Slide	**<⌘>** + **<End>**

Slide Show Delivery

(These shortcut keystrokes only work during a Slide Show.)

End Slide Show	**<Esc>**
Display Specific Slide	**<Slide #>** + **<Return>**
Toggle Screen Black	**<B>**
Toggle Screen White	**<W>**
Pause or Restart Show	**<S>**
Show/Hide Pointer	**<A>**
Change Arrow to Pen	**<⌘>** + **<P>**
Change Pen to Arrow	**<⌘>** + **<A>**
Erase Screen Doodles	**<E>**

Editing

Cut	**<⌘>** + **<X>**
Copy	**<⌘>** + **<C>**
Paste	**<⌘>** + **<V>**
Find	**<⌘>** + **<F>**
Replace	**<⌘>** + **<H>**
Select All	**<⌘>** + **<A>**
Duplicate	**<⌘>** + **<D>**

Formatting

Bold	**<⌘>** + **<B>**
Italic	**<⌘>** + **<I>**
Underline	**<⌘>** + **<U>**
Open Font dialog box	**<⌘>** + **<T>**

Formatting

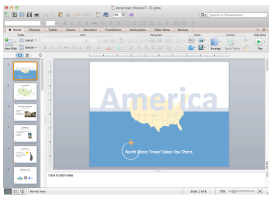
- **To Format Text:** Select the text you want to format and select **Format** → **Font** from the menu to open the Format Text dialog box. You can also use the commands found on the Formatting toolbar; select **View** → **Toolbars** → **Formatting** to display the Formatting toolbar.
- **To Change Paragraph Alignment:** Select the paragraph(s), select **Format** → **Alignment** from the menu, and select the appropriate alignment (Left, Center, Right, Justify). You can also use the commands found on the Formatting toolbar; select **View** → **Toolbars** → **Formatting** to display the Formatting toolbar.
- **To Use the Format Painter to Copy Formatting:** Select the text or object with the formatting settings you want to copy, click the **Format Painter** button on the Standard toolbar and select the text or object to which you want to apply the copied formatting.
- **To Edit the Slide Master:** Select **View** → **Master** → **Slide Master** from the menu.
- **To Change the Slide Theme:** Use the options found on the Themes tab in the Ribbon.
- **To Change Theme Colors:** Click the **Colors** button in the Theme Options group in the Themes tab on the Ribbon.
- **To Change the Slide Background:** Or, select **Format** → **Slide Background** from the menu, select a background setting from the Solid, Gradient, Picture or Texture, or Pattern tab, and click **Apply** or **Apply All**.
- **To Format a Shape:** Select the shape you want to format and use the formatting commands that appear in the Format tab on the Ribbon. Or, select **Format** → **Shape** from the menu.
- **To Delete a Slide:** Select **Edit** → **Delete Slide** from the menu.

Delivery, Transitions and Animation

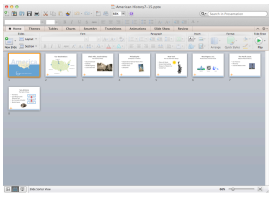
- **To Present a Slide Show:** Click the **Slide Show** button on the horizontal scroll bar. Or, select **View**→ **Slide Show** from the menu.
- **To Doodle on the Current Slide with the Pen:** In Slide Show View, press **<⌘>** + **<P>** and draw on the screen with the tool. Press**<⌘>** + **<A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Use Slide Sorter view or the Slides pane in Normal view to select the slide(s) where you want to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. Click the **Transitions** tab on the Ribbon. Select a transition category, and select the transition effect you want to use.
- **To Apply Animation:** Select **Slide Show** → **Animations** from the menu. Select the text or object you want to animate. In the Animations tab, click one of four types of effects (Entrance , Emphasis , Exit , Motion). Select an effect from the list. Click the **Play** button to preview the effect.
- **To Use Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse** from the menu to rehearse timings. Select **Slide Show** → **Record Slide Show** from the menu to rehearse timings. Display each slide as long as necessary, then advance to the next slide. PowerPoint will record the length of time each slide is displayed.
- **To Reduce the Size of the Presentation:** Select **File** → **Reduce File Size** from the menu. Click the **Picture Quality** list arrow and choose the picture quality you wish to retain. Choose if you want to apply to all pictures or only selected pictures. Click **OK**.

Views

- **To Change Views:** Select **View** from the menu bar and select a view from the list. Or, click a view button on the status bar. (Only Normal, Slide Sorter, and Slide Show views are available on the status bar.)

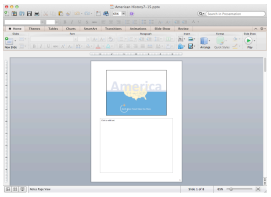


Normal includes panes for your presentation's outline, thumbnails of slides in the presentation, the current slide, and notes for that slide. You will probably spend more time in Normal view than in any other view.



Slide Sorter displays all the slides in your presentation as *thumbnails* (small pictures). Use Slide Sorter view when you want to rearrange the slides in your presentation and add transition effects to slides.

Slide Show displays your presentation as an electronic slide show. Use Slide Show view when you want to deliver your presentation.



Notes Page focuses on what you want to say about each slide in the presentation. The large area for notes lets you write extensive notes for each slide.

Presenter View displays important presentation information on one screen, such as the current time, notes for the slide that is currently shown, and a slide pane so you can see the slide order as you speak.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Select **Insert** → **Clip Art** → **Clip Art Browser** or **Gallery** from the menu or click the **Media Browser** button on the toolbar and click the **Clip Art** tab. Search for the image you want to use and click **Insert**. Or, copy and paste the image onto a slide.
- **To Insert a Picture:** Select **Insert** → **Photo**→ **Photo Browser** or **Picture from File** from the menu; or click the **Picture or Clip Art** button on the Insert group of the Home tab on the Ribbon; or click the **Media Browser** button on the toolbar and click the **Photos** tab. Navigate to and select the file and click **Insert**.
- **To Draw an Object:** Select **Insert** → **Shape** from the menu; or click the **Shapes** button on the Insert group of the Home tab on the Ribbon; or click the **Media Browser** button on the toolbar and click the **Shapes** tab. Click and drag with the + pointer until the shape reaches the desired size. To draw a perfectly proportioned shape, hold down **<Shift>** while you drag.
- **To Add a Text Box:** Click the **Text Box** button on the Insert group of the Home tab on the Ribbon and click and drag to insert it.
- **To Resize an Object:** Click the object to select it. Drag the object's sizing handles until the shape reaches the desired size. To maintain the object's proportions while resizing, hold down **<Shift>** while you drag.