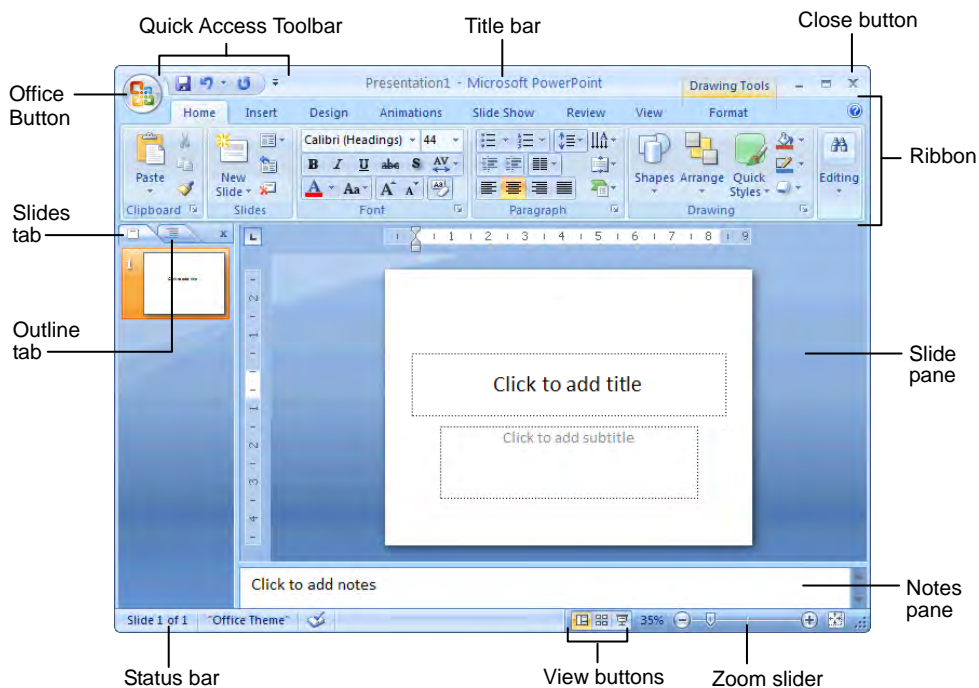




Quick Reference Card

888.903.2432 | www.customguide.com

PowerPoint 2007 Screen



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> |

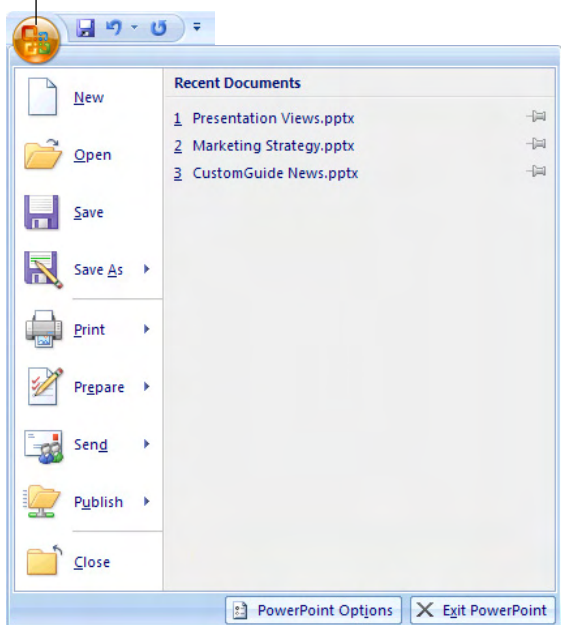
Editing

| | |
|----------------|--------------|
| 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

- **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:**

Drawing and Graphics

Delivery, Transitions and Animation