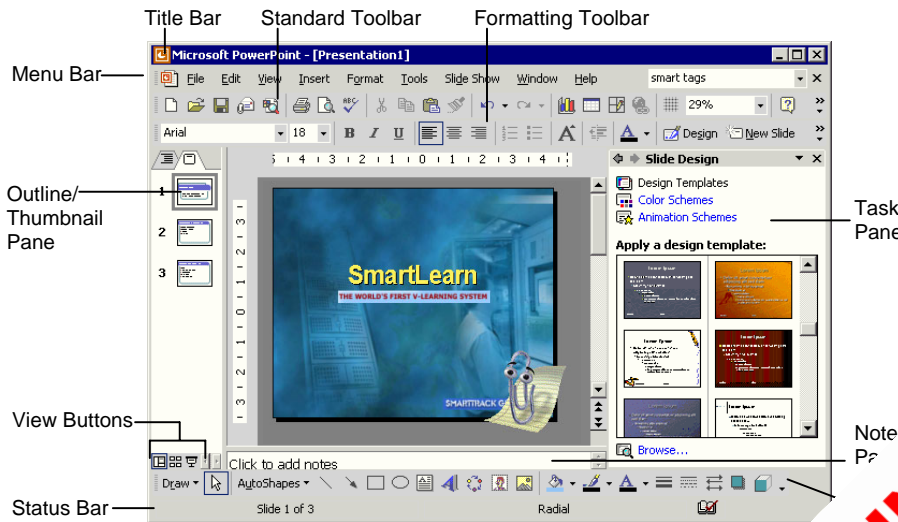


PowerPoint 2002

Quick Reference Card



The PowerPoint 2002 Screen



Keyboard Shortcuts

General

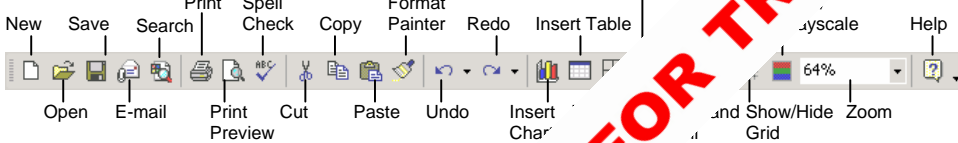
- Open a Presentation <Ctrl> + <O>
- Save a Presentation <Ctrl> + <S>
- Print a Presentation <Ctrl> + <P>
- Close a Presentation <Ctrl> + <W>
- Undo <Ctrl> + <Z>
- Redo or Repeat <Ctrl> + <Y>
- New <Ctrl> + <M>
- Find <Ctrl> + <F>
- Switch between Windows <Alt> + <Tab>

Navigation—Go To:

- The Previous Slide <Page Up>
- The Next Slide <Page Down>
- The First Slide <Ctrl> + <Home>
- The Last Slide <Ctrl> + <End>

The Fundamentals

The Standard Toolbar



- **To Create a New Presentation:** Click the **New** button on the Standard toolbar or select **File** → **New** from the menu.
- **To Create a Presentation from a Template:** Select **File** → **New** from the menu, select the template you want to use, and click **OK**.
- **To Open a Presentation:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press <Ctrl> + <O>.
- **To Save a Presentation:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press <Ctrl> + <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 Print a Presentation:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press <Ctrl> + <P>.
- **To Insert a Slide:** Click the **New Slide** button on the Formatting toolbar and select a layout you want to use in the task pane.
- **To Switch Views:** Click one of the **View** buttons on the horizontal scroll bar (see the back side for more information about Views).
- **To Add a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press <F1> to open the Office Assistant, type your question, and click **Search**.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press <Ctrl> + <X> (cut) or <Ctrl> + <C> (copy).
- **To Paste:** Move to where you want to paste the text and click the **Paste** button on the Standard toolbar, or press <Ctrl> + <V>.
- **To Undo:** Click the **Undo** button on the Standard toolbar, or press <Ctrl> + <Z>.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To Promote a Paragraph:** Select the paragraph(s) in the Outline tab and press <Shift> + <Tab>.
- **To Demote a Paragraph:** Select the paragraph(s) in the Outline tab and press the <Tab> key.
- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.

Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View.)

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

Editing

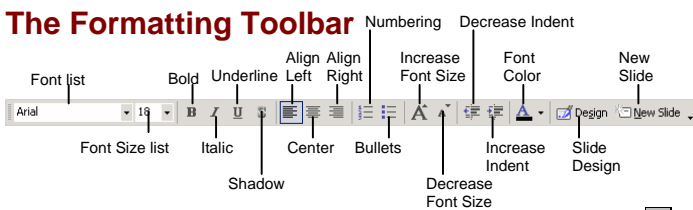
- Cut <Ctrl> + <X>
- Copy <Ctrl> + <C>
- Paste <Ctrl> + <V>
- Find <Ctrl> + <F>
- Replace <Ctrl> + <H>
- Select All <Ctrl> + <A>
- Duplicate <Ctrl> + <D>

Formatting

- Bold <Ctrl> +
- Italic <Ctrl> + <I>
- Underline <Ctrl> + <U>

Formatting

The Formatting Toolbar

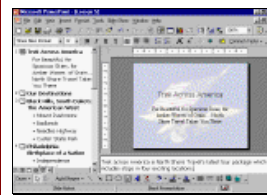


- **To Format Selected Text:** Change the style of text by clicking the **B** **Bold button**, **I** **Italic button**, or **U** **Underline button** on the Formatting toolbar.
Change the font type by selecting a font from the **Times New Roman** **Font list** on the Formatting toolbar.
Change the font size by selecting the pt. size from the **12** **Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, or **Align Right**) on the Formatting toolbar.
- **To Apply a Design Template:** Click the **Design Slide Design button** on the Formatting toolbar and select the template you want to use.
- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Master** → **Slide Master** from the menu.
- A **Color Scheme** is a set of eight coordinated colors you use as the main colors in your presentation.
- **To Change the Slide Color Scheme:** Click the **Design Slidr Design button** on the Formatting toolbar, click **Color Sch** the task pane, and select the color scheme you want to use.
- **To Change the Slide Background:** Select **Form> Background** from the menu, select a color or fill effect from the color list, and click **Apply**.
- **To Format a Drawing Object:** Select the object, click **Format** → **AutoShape** from the menu, or right-click the object and select **Format AutoShape** from the menu.

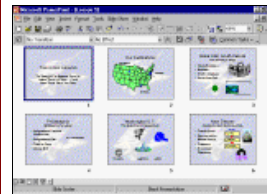
Delivery, Transition, and Animation

- **To Present a Slide Show:** Click the **Slide Show View button** on the horizontal scroll bar.
- **To Doodle on the Slide with the Pen:** In Slide Show View, press **<C>** to draw on the screen with the pen tool. Press **<Ctrl>** to return to the arrow pointer. Press **<E>** to erase your doodle!
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and 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 **Transition Slide Transition button** on the Slide Sorter toolbar and select the transition effect you want to use from the task pane.
- **To Add an Animation Scheme:** Select **Slide Show** → **Animation Schemes** from the menu and select the animation scheme you want from the task pane.
- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse Timings** from the menu. Display each slide for whatever duration you want, then advance to the next slide. PowerPoint will record how long each slide is presented.

Views



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



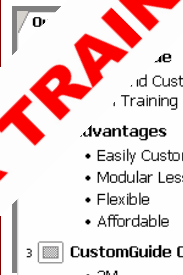
Slide Sorter View displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use **Slide Sorter View** when you want to rearrange the order of slides in your presentation and delete slides between them.



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

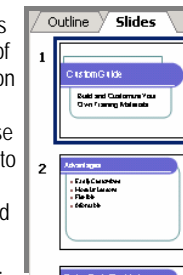
Outline and Slides Tabs

Outline



This tab focuses on the content of your presentation instead of its appearance. Use this tab when you want to develop your presentation and add large amounts of text.

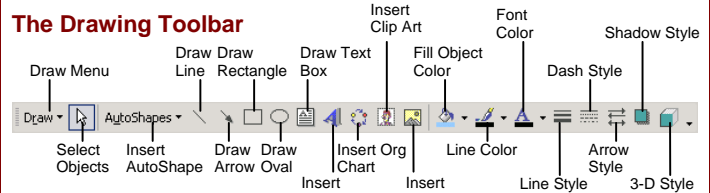
Slides Tab



This tab displays the slides in a presentation as thumbnails, making it easy to navigate through your presentation. You can also rearrange, add, or delete slides.

Drawing and Graphics

The Drawing Toolbar



- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, type a name in the **Search text** box or select a clip-art category from the task pane, and click to select and insert the graphic.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file, and click **Insert**.
- **To Draw an Object:** Click the object you want to draw on the Drawing toolbar and draw your shape by clicking on the document with the **+** pointer and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.
- **To Add a Text Box:** Click the **Text Box button** on the Drawing toolbar and click where you want to insert the text with the **+** insertion point.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.