

# NOT TO BE USED FOR TRAINING PURPOSES

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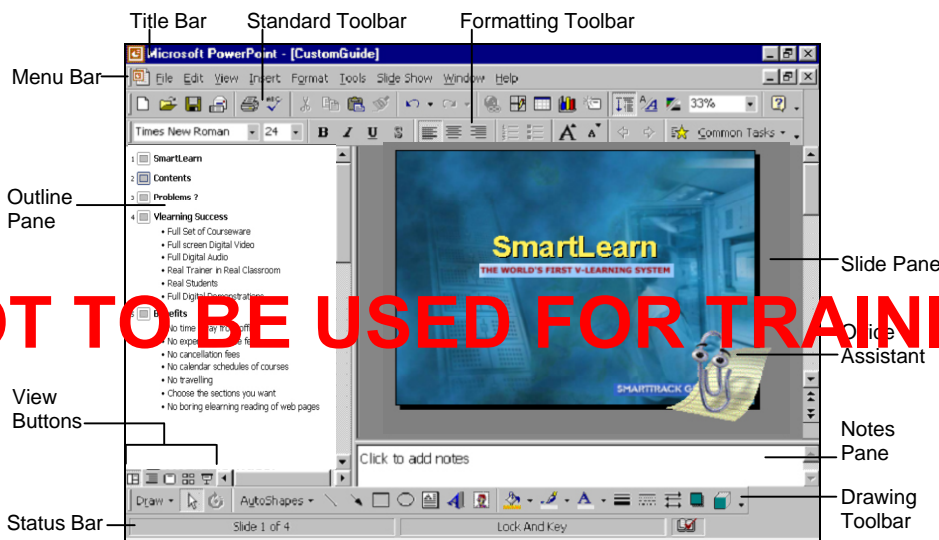
# PowerPoint 2000

## Quick Reference Card



### The PowerPoint 2000 Screen

### Keyboard Shortcuts



#### General

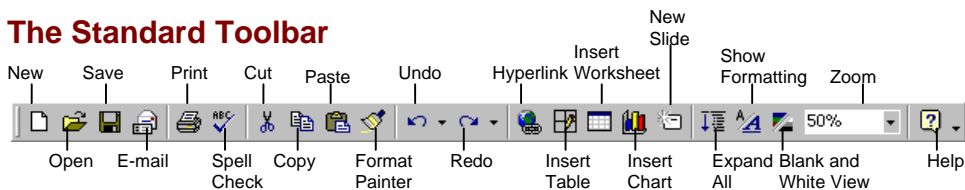
- Open a Presentation <Ctrl> + <O>
- Save a Presentation <Ctrl> + <S>
- Print a Presentation <Ctrl> + <P>
- Close a Presentation <Ctrl> + <W>
- Undo <Ctrl> + <Z>
- Redo or Repeat <Ctrl> + <Y>
- New Slide <Ctrl> + <M>
- Help <F>
- Switch Between Applications <Alt> + <Tab>

#### 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 **Insert Slide** button on the Standard toolbar, select the slide layout you want to use, and click **OK**.
- **To Switch Views:** Click one of the **View** buttons on the horizontal scroll bar (see the back side for more information about Views).
- **To View or Hide 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 in Normal English, 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 the insertion point 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 paragraph(s) and press <Shift> + <Tab>.
- **To Demote a Paragraph:** Select the paragraph(s) 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 <B>
- Stop 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> + <B>
- Italic <Ctrl> + <I>
- Underline <Ctrl> + <U>

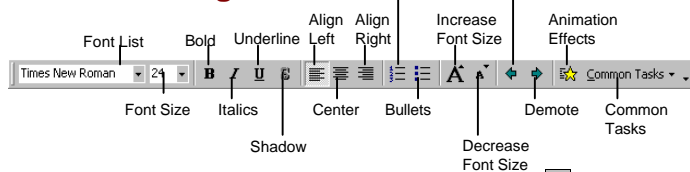
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## Formatting

### The Formatting Toolbar

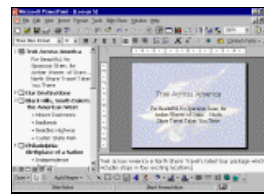


- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar.  
Change the font type by selecting a font from the **Font list** on the Formatting toolbar.  
Change the font size by selecting the pt. size from the **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 across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Center, Right, or Justify) on the Formatting toolbar.
- **To Apply a Template Design to a Presentation:** Select **Format** → **Apply Design** from the menu, select the template you want to use, and click **Apply**.
- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Masters** → **Slide Master** from the menu, or press the **<Shift>** key as you click the **Slide View button**.
- 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:** Select **Format** → **Slide Color Scheme** from the menu, select a color scheme and click **Apply to All**.
- **To Change the Slide Background:** Select **Format** → **Background** from the menu, select a color or fill effect from the drop-down color list, and click **Apply to All**.
- **To Format a Drawing Object:** Select the object and select **Format** → **AutoShape** from the menu, or right-click the object you want to format and select **Format AutoShape** from the menu.

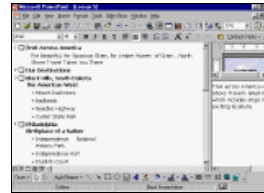
## Delivery, Transitions, & Animation

- **To Present a Slide Show:** Click the **Slide Show View button** on the horizontal scroll bar.
- **To Doodle on the Current Slide with the Pen:** Press **<Ctrl> + <P>** and draw on the screen with the Pen tool. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and click the slide on which to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. Once you have selected the slide(s), select a transition from the **Transition list** on the Slide Sorter toolbar.
- **To Add Custom Animations:** Select the object you want to animate and select **Slide Show** → **Custom Animation** from the menu. Select an animation, a sound, and what you want to happen after the animation (optional). Click **OK** when you're finished.
- **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.

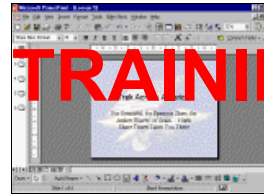
## Views



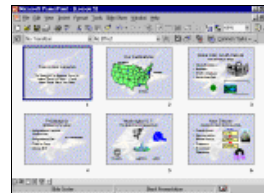
- **Normal View** includes panes for your presentation's outline, the current slide, and any notes for that slide. You will probably spend more time in Normal View than in any other view.



- **Outline View** focuses on the content of your presentation instead of its appearance. Use outline view when you want to develop your presentation and add large amounts of text.



- **Slide View** displays the slides one at a time, as they will appear when printed or displayed in a presentation. Use Slide View when you want to enhance your slide's appearance.



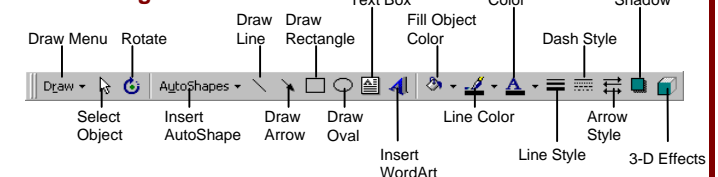
- **Slide Sorter View** displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.



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

## Drawing and Graphics

### The Drawing Toolbar



- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, select a clip art category, select the clip art, and click **Insert**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file, and click **OK**.
- **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 pointer.
- **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.