

PowerPoint 2010

Quick Reference Card

PowerPoint 2010 Screen



Keyboard 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
Create a New Slide	Ctrl + M
Help	F1

Editing

Undo	Ctrl + Z
Copy	Ctrl + C
Paste	Ctrl + V
Cut	Ctrl + X
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

The Fundamentals

► The **File** tab is home to features that control how the presentation is saved, shared, and printed.

File

Open
Save
Save As
Open Recent
Recent
Print
Share

Home

Font
Paragraph
Styles
Editing
Links
Background
Color
Table
Screen Clipping
Clipboard

- To Create a New Presentation: Click the **File** tab, click **New**, and click **Create a New Presentation**. (Ctrl + N)
- To Open a Presentation: Click the **File** tab, click **Open**, and click **Open**. (Ctrl + O)
- To Save a Presentation: Click the **File** tab, click **Save**, and click **Save**. (Ctrl + S)
- To Save a Presentation with a Different Name: Click the **File** tab, click **Save As**, and click **Save As**. (Ctrl + S)
- To Print a Presentation: Click the **File** tab, click **Print**, and click **Print**. (Ctrl + P)
- To Close a Presentation: Click the **File** tab, click **Close**, and click **Close**. (Ctrl + W)
- To Navigate: Press **Alt** to open the ribbon. Use your keyboard to press **Ctrl**.
- To Exit PowerPoint: Click the **File** tab, click **Exit**, and click **Exit**.

Slides

- To Insert a New Slide: Click the **Insert** tab, and click **New Slide** in the Slides group. (Ctrl + M)
- To Change the Slide Layout: Click the **Insert** tab, and click **Layout** in the Slides group, and click a layout.
- To Move a Slide to the Default Settings: Click the **Insert** tab, and click the **Reset** button in the Slides group.
- To Apply a Customized Theme: Click the **Design** tab in the Ribbon, click the **Theme** button in the Theme group, and click a theme from the gallery.
- To Change the Slide Background: Click the **Design** tab in the Ribbon, click the **Background** button in the Background group, and click a background.
- To Show the Slide Master: Click the **View** tab in the Ribbon, click the **Slide Master** button in the Master group, and click the **Slide Master** in the appropriate **Layout** group.
- To Insert a Header or Footer: Click the **Insert** tab in the Ribbon, and click the **Header & Footer** button in the Text group. Open the options for your slide and click **Slide** or **Header** or **Footer**.
- To Add a Section: Click the **Insert** tab in the Ribbon, click the **Section** button in the Text group, and click **Section**.

Navigation - On the Go

Go Next Slide	Alt + Right Arrow
Go Previous Slide	Alt + Left Arrow

Slide Show Delivery

Begin Slide Show	F5
Resume Slide Show	Alt + F5
End Slide Show	Esc
Jump to Slide	Alt + G
Trigger Next Slide	Alt + N
Trigger Previous Slide	Alt + P
Pause Slide	Alt + Space
Unhide Slide	Alt + U
Change Advance to Next	Alt + F10
Change Advance to Previous	Alt + F11
Draw Scribble	Alt + S

Printing

Print	Ctrl + P
Print Range	Alt + P
Print Layout	Alt + L
Print	Alt + P
Print	Alt + P

Custom Guide Powerpoint 2010 Training

Andrew Smith, Faithe Wempen



Custom Guide Powerpoint 2010 Training:

Boot-Click-Enter □ 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD Microsoft Office 2010 BITTU KUMAR,2015-06-01 We have moved one step ahead in the arena of student and job oriented books with the CCL by enhancing our proven pedagogy to bring together the collective knowledge and wisdom of the world of computers Books published under this series are specifically designed to engage readers improve computer skills and prepare themselves for future success This comprehensive series with step by step instructions and relevant screenshots throughout the text enables readers to have a better understanding of computers Written in simple and lucid language without technical jargons each book of this series is accompanied by an interactive CD DVD with video tutorials This book and CD bundle is an ideal resource for getting comfortable and confident with the new features of and updates to Office 2010 The guide book uses easy to follow steps and screenshots and clear concise language to show the simplest ways to get things done with Microsoft Word Excel PowerPoint Outlook Access and Publisher It covers the basics of Microsoft Office such as typing in Word navigating an Excel spreadsheet creating a unique PowerPoint presentation configuring e mail with Outlook designing an Access database and much more When you go through the text you feel like you have an MS Office expert by your side to answer your questions and queries MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert,Joyce Cox,2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book s easy to follow procedures and illustrations to review the essential skills measured by the MOS exams *Exam 77-883 Microsoft PowerPoint 2010, with Microsoft Office 2010 Evaluation Software* Microsoft Official Academic Course,2011-10-11 The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Microsoft Office PowerPoint 2010 is built from the ground up around the MOS certification objectives making it a great way to learn all the workforce oriented tasks required for certification The Test Bank now offers greater flexibility and provides more than 75 questions and 3 projects per lesson as well as automated grading via

OfficeGrader Furthermore the latest edition s use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader also helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics *CompTIA Strata Study Guide Authorized Courseware* Andrew Smith,Faithe Wempen,2011-10-05 An authoritative guide that prepares you for the Strata exam The CompTIA Strata certification relates to computer systems maintenance and is often the stepping stone for progression to CompTIA A certification This study guide offers complete authoritative coverage of the Strata exam objectives in clear and concise language With this resource you ll find all you need to know in order to succeed in the exam Along with gaining preventative maintenance skills you will also develop the tools to complete troubleshooting and resolve common issues Addresses the five key parts of the CompTIA Strata certification Offers thorough coverage of the Strata exam in a clear and concise manner Prepares you for troubleshooting and resolving common user issues Features practical examples exam highlights and review questions to enhance your learning experience CompTIA Strata Study Guide is essential reading if you are preparing to take the Strata certification exam **EBOOK: Using Information Technology Complete Edition** Brian Williams,2012-03-16 **EBOOK Using Information Technology Complete Edition** **Custom SharePoint Solutions with HTML and JavaScript** Brandon Atkinson,2015-03-16 The content and screenshots in this book are based on SharePoint 2013 The techniques shown can also be applied to SharePoint 2016 Custom SharePoint Solutions with HTML and JavaScript shows you how to build and customize SharePoint solutions to suit a wide range of business needs You don t need a background in Microsoft technologies you ll learn how to rapidly build and customize sites entirely on the front end starting with out of the box features and extending them with HTML and JavaScript code The book starts with an introduction to working with SharePoint on the front end and how this can help you avoid common pitfalls associated with deploying custom code on the server You ll start by using SharePoint s browser based tools to place and manipulate out of the box web parts on a page Then learn to inject some simple HTML and JavaScript to manipulate these web parts and use JSLink to rapidly style and manipulate data in the List web part You ll also see examples of how to build your own custom web parts using HTML JavaScript and CSS For those who want to dive deeper into JavaScript on SharePoint chapters cover working directly with built in JavaScript methods and properties and the JavaScript object model JSOM and how to work with the powerful new REST API which gives you the ultimate flexibility over what you do with your data Whatever your background whether it s web development working with SharePoint on the server side or if you re a SharePoint user looking to learn new skills Custom SharePoint Solutions with HTML and JavaScript will show you how to get what you want from SharePoint quickly and reliably [Designing and Developing Training Programs](#) Janis Fisher Chan,2009-12-30 [Designing and Developing Training Programs](#) is filled with practical information best practices and proven strategies This book will help

both new and experienced trainers design and develop training programs that achieve results for both individuals and their organizations while meeting the challenges of today's fast paced rapidly changing learning environment Created to be easy to use *Designing and Developing Training Programs* covers a wide range of topics including how to Ensure that training is needed relevant and cost effective Analyze the needs and characteristics of the audience Write behavioral learning Select the right content and design activities that help people learn Develop effective learning materials Create a program evaluation Design virtual and remote training programs Praise for *Designing and Developing Training Programs* Janis Fisher Chan is truly a master designer having an uncanny ability to help people to truly think Her book is of real service to anyone in the field of training Manfred Kets de Vries Raoul de Vitry d'Avaucourt Chaired Clinical Professor of Leadership Development and director INSEAD Global Leadership Centre What makes Janis Chan's book so exceptional is the variety of challenging content related exercises that bring the concepts up close and personal into the reader's life and work Sharon Bowman Author *Training from the BACK of the Room* ***MOS 2010 Study Guide for Microsoft OneNote Exam*** John Pierce, 2011-12-15 Demonstrate your expertise with Microsoft OneNote 2010 by earning a MOS certification This official Study Guide is designed to help you practice and prepare for MOS Exam 77 853 OneNote 2010 and features Full objective by objective coverage Procedures and hands on practice tasks Ready made downloadable practice files Exam discount offer from Certipoint Use the in depth exam prep practice and review to help advance your proficiency with OneNote 2010 and earn the credential that proves it ***MOS Study Guide for Microsoft Office 365*** John Pierce, 2012-06-15 Demonstrate your expertise with Microsoft Office 365 by earning a MOS certification This Study Guide is designed to help you prepare for MOS Exam 77 891 Microsoft Office 365 and features Full objective by objective review Easy to follow procedures and hands on tasks Exam discount offer from Certipoint Use the in depth exam prep practice and review to help advance your proficiency with Office 365 and earn the credential that proves it ***SharePoint 2010 User's Guide*** Seth Bates, Anthony Smith, Roderick Smith, 2010-07-30 Microsoft SharePoint Foundation 2010 and SharePoint Server 2010 provide a collection of tools and services you can use to improve user and team productivity make information sharing more effective and facilitate business decision making processes In order to get the most out of SharePoint 2010 you need to understand how to best use the capabilities to support your information management collaboration and business process management needs This book is designed to provide you with the information you need to effectively use these tools Whether you are using SharePoint as an intranet or business solution platform you will learn how to use the resources such as lists libraries and sites and services such as publishing workflow and policies that make up these environments Information and process owners will be given the knowledge they need to build and manage solutions Information and process consumers will be given the knowledge they need to effectively use SharePoint resources In this book Seth Bates and Tony Smith walk you through the components and capabilities that make up a SharePoint 2010 environment Their expertise shines as they provide step by step instructions for

using and managing these elements as well as recommendations for how to best leverage them As a reader you ll then embrace two common SharePoint uses document management and project information management and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

Practical SharePoint 2010 Branding and Customization Erik Swenson, 2012-01-31 With Practical SharePoint 2010 Branding and Customization SharePoint branding expert Erik Swenson cuts through the fluff and discusses accessible easy to understand consulting and processes to create aesthetically pleasing highly usable branded and customized SharePoint websites both internally and externally Designed to be a quick reference how to guide that lets you dive straight into the task at hand you ll find this book s attention to detail and pragmatism make it an attractive companion during your branding experience SharePoint 2010 deployments are more common than ever as is the desire to make the environment branded and attractive to both internal and external clients However since SharePoint is more than just a collection of web pages customizing the look and feel and completing the process of branding the platform itself is complex and requires a knowledge of web development web design techniques and a familiarity with SharePoint administration a curious niche to be sure And sometimes you just need to make quick fixes while at other times building an entirely customized and branded environment is a multi step process with lots of stakeholder buy in and development time required Whether you re interested in applying just a touch of style to a team site or you re branding a public facing Fortune 500 website based on SharePoint Practical SharePoint 2010 Branding and Customization is the only book you ll need to quickly easily and efficiently brand and customize your environment Bonus Includes the SharePoint 2010 Branding Starter Kit This kit has everything you need to jumpstart successful and compelling designs The kit includes a layered Adobe Photoshop file of a SharePoint 2010 site two pre built visual design examples and a Visual Studio solution you can use to deploy either of the designs included This starter kit is specifically prepared to save you substantial time kicking off your SharePoint branding project and to minimize potential roadblocks These branding tools would cost you as much as 500 if purchased separately but they re included with the purchase of this book at no additional charge Get started today

PowerPoint 2013 Absolute Beginner's Guide Patrice-Anne Rutledge, 2013-02-06 Make the most of PowerPoint 2013 without becoming a technical expert This book is the fastest way to learn PowerPoint and use it to create dynamic eye catching presentations that you can deliver in person or on the Web Even if you ve never used PowerPoint before you ll learn how to do what you want one incredibly clear and easy step at a time PowerPoint has never ever been this simple Who knew how simple PowerPoint 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new PowerPoint 2013 presentation software simple

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are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment

Handbook of Career Development Gideon Arulmani, Anuradha J. Bakshi, Frederick T. L. Leong, A. G. Watts, 2014-02-08 This book is focused on work occupation and career development themes that are fundamental to a wide range of human activities and relevant across all cultures Yet theorizing and model building about this most ubiquitous of human activities from international perspectives have not been vigorous An examination of the literature pertaining to career development counseling and guidance that has developed over the last fifty years reveals theorizing and model building have been largely dominated by Western epistemologies some of the largest workforces in the world are in the developing world Career guidance is rapidly emerging as a strongly felt need in these contexts If more relevant models are to be developed frameworks from other cultures and economies must be recognized as providing constructs that would offer a deeper understanding of career development This does not mean that existing ideas are to be discarded Instead an integrative approach that blends universal principles with particular needs could offer a framework for theorizing research and practice that has wider relevance The central objective of this handbook is to draw the wisdom and experiences of different cultures together to consider both universal and specific principles for career guidance and counseling that are socially and economically relevant to contemporary challenges and issues This book is focused on extending existing concepts to broader contexts as well as introducing new concepts relevant to the discipline of career guidance and counseling

Microsoft PowerPoint 2010 EZ-Ref Courseware, 2010-12-01 Color Instructor Guide for instructor led computer training Meant to be used with our companion student training manuals for learning the basic concepts of Microsoft PowerPoint 2010 To download the exercise files that accompany this title please visit http://www.ezref.com/exercise_files For information regarding unlimited printing with the ability to customize our courseware please visit our website www.ezref.com Topics covered in Microsoft PowerPoint 2010 One Day 6 8 hours PowerPoint Basics Screen Menus Opening a Presentation Using Help Running a Slide Show Changing Views Spell Checking your Presentation Working with Objects Moving Copying Resizing Deleting Customizing Objects Entering Editing Text Creating a New Presentation Using the Outliner Adding Headers and Footers Working with Text Charts Find Replace Saving Your Presentation Printing Adding Deleting Slides Working with Bullet Lists Drawing Objects Using the Ruler to Set Tabs Indents Adding Tables Inserting ClipArt Creating WordArt SmartArt Creating and Customizing Charts Creating Slide Shows Adding Animation Transition Effects Document Recovery Editing Master Slides Creating Custom Backgrounds Using Creating Templates Adding

Hyperlinks **Office and SharePoint 2010 User's Guide** Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we ve been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today s increasingly electronic based office environment *New Perspectives on Computer Concepts 2010* June Jamrich Parsons, Dan Oja, Rachel Biheller Bunin, 2004 Revised to keep your students on top of our ever changing world of emerging technology this is your solution for staying current and keeping your students engaged in an information age

The Art and Science of Training Elaine Biech, 2016-12-01 There are more similarities than differences between how artists and scientists work Both ask countless questions Both search in earnest for answers Both are dedicated to reaching the best results Not so different from today s trainers are they Elaine Biech one of the most highly regarded names in talent development has set out to identify the perfect blend of content mastery and audience insight The result is this highly informative book The Art and Science of Training presents the science for learning and development but it also emphasizes that training success lies in knowing what to do when things don t go as planned Discover how top facilitators always put learners first even when faced with exceptions to the rule the unwilling learner the uninformed supervisor the inappropriate delivery medium or the unmanageable performance challenge And learn why you must understand people not only content to ensure consistently exceptional learning experiences Science is both a body of knowledge and a process Art is the expression of creativity and imagination Where they intersect is the best way to help others learn and grow

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Table of Contents Custom Guide Powerpoint 2010 Training

1. Understanding the eBook Custom Guide Powerpoint 2010 Training
 - The Rise of Digital Reading Custom Guide Powerpoint 2010 Training
 - Advantages of eBooks Over Traditional Books
2. Identifying Custom Guide Powerpoint 2010 Training
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Custom Guide Powerpoint 2010 Training
 - User-Friendly Interface
4. Exploring eBook Recommendations from Custom Guide Powerpoint 2010 Training
 - Personalized Recommendations

- Custom Guide Powerpoint 2010 Training User Reviews and Ratings
- Custom Guide Powerpoint 2010 Training and Bestseller Lists
- 5. Accessing Custom Guide Powerpoint 2010 Training Free and Paid eBooks
 - Custom Guide Powerpoint 2010 Training Public Domain eBooks
 - Custom Guide Powerpoint 2010 Training eBook Subscription Services
 - Custom Guide Powerpoint 2010 Training Budget-Friendly Options
- 6. Navigating Custom Guide Powerpoint 2010 Training eBook Formats
 - ePub, PDF, MOBI, and More
 - Custom Guide Powerpoint 2010 Training Compatibility with Devices
 - Custom Guide Powerpoint 2010 Training Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Custom Guide Powerpoint 2010 Training
 - Highlighting and Note-Taking Custom Guide Powerpoint 2010 Training
 - Interactive Elements Custom Guide Powerpoint 2010 Training
- 8. Staying Engaged with Custom Guide Powerpoint 2010 Training
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Custom Guide Powerpoint 2010 Training
- 9. Balancing eBooks and Physical Books Custom Guide Powerpoint 2010 Training
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Custom Guide Powerpoint 2010 Training
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Custom Guide Powerpoint 2010 Training
 - Setting Reading Goals Custom Guide Powerpoint 2010 Training
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Custom Guide Powerpoint 2010 Training
 - Fact-Checking eBook Content of Custom Guide Powerpoint 2010 Training

- Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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