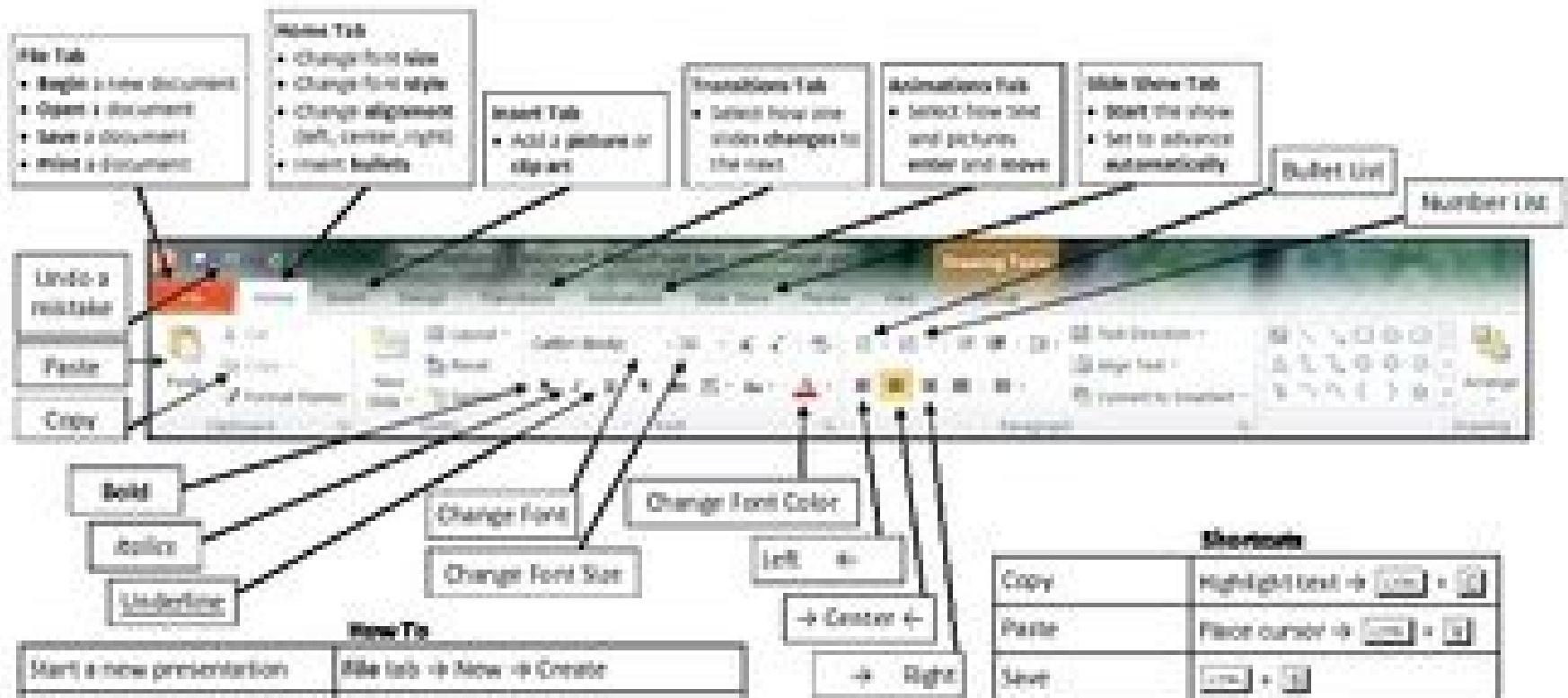


## Microsoft PowerPoint 2010 — Quick Reference Guide



### How To

|                           |                                       |
|---------------------------|---------------------------------------|
| Start a new presentation  | File tab → New → Create               |
| Open a saved presentation | File tab → Open                       |
| Save a presentation       | File tab → Save                       |
| Insert a new slide        | Home tab → New Slide                  |
| Change slide layout       | Home tab → Layout                     |
| Change theme              | Design tab → Select theme             |
| Change background         | Design tab → Background Styles        |
| Insert a picture          | Insert tab → Picture → Select picture |
| Insert clip art           | Insert tab → Clip Art → Select image  |
| Draw a shape              | Insert tab → Shapes                   |

### Shortcuts

|                  |   |
|------------------|---|
| Copy             | Highlight text → <b>Ctrl</b> + <b>C</b> |
| Paste            | Place cursor → <b>Ctrl</b> + <b>V</b>   |
| Save             | <b>Ctrl</b> + <b>S</b>                  |
| Undo             | <b>Ctrl</b> + <b>Z</b>                  |
| Bold             | <b>Ctrl</b> + <b>B</b>                  |
| Underline        | <b>Ctrl</b> + <b>U</b>                  |
| Italic           | <b>Ctrl</b> + <b>I</b>                  |
| Print            | <b>Ctrl</b> + <b>P</b>                  |
| Insert new slide | <b>Ctrl</b> + <b>M</b>                  |
| Begin slide show | <b>F5</b>                               |
| End slide show   | <b>Esc</b>                              |

# Microsoft Powerpoint 2010 Reference Guide

**Tobias Bleicker**



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