

# PowerPoint Cheat Sheet

## Program Screen



## Getting Started

File

Home

Insert

References

Layout

Send

Help

The File tab opens PowerPoint files, which contain everything for working with your files (New, Open, Save, Save As, Print, Share, and Close).

**Create a Workbook:** Click the File tab and select **New** or press **Ctrl + N** (Create a new workbook).

**Open a Workbook:** Click the File tab and select **Open** or press **Ctrl + O** (Open a recent file or navigate to the location where the file is saved).

**Preview and Print a Workbook:** Click the File tab and select **Print**.

**Save:** Click the **Save** button on the Quick Access Toolbar.

**Save as Backup:** Click the **Save As** button on the Quick Access Toolbar. The button turns to **Reopen** (Once everything has been saved).

**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N** (Create a new workbook).

**Get Help/Press F1:** Click the **Help** button. Type your question and press **Enter**.

**Cell Address:** Cells are referenced by an address made from their column letter and row number. Such as cell A1, A2, B1, B2, etc. You can find the address of a cell by clicking the Name box to the left of the formula bar.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, click and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

## Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open/Recent Files	Ctrl + Shift + O
Print	Ctrl + P
Select All	Ctrl + A
Select adjacent	Shift + Space
Select nonadjacent	Ctrl + Space

## Editing

Move between cells	Tab, Shift + Tab
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Clear contents	Page Down
To the end of active cell	Home
End of row	End

## Formatting

Cell	Ctrl + C
Copy	Ctrl + V
Paste	Ctrl + Y
Link	Ctrl + L
Text	Ctrl + T
Font	Ctrl + F
Paragraph	Ctrl + H
Cell address	F5
Clear cell contents	Delete

## Slide Show Delivery

Open a presentation	Ctrl + O
Create a new presentation	Ctrl + N
Save a presentation	Ctrl + S
Print a presentation	Ctrl + P
Close a presentation	Ctrl + W
Help	F1
Activate Full Screen	Alt + F5
Exit screen	F5

# Microsoft Powerpoint Custom Guide

**J Elliott**



## **Microsoft Powerpoint Custom Guide:**

Custom Guide to Writing, 2005      **Ms Powerpoint (all You Wanted To Know About)** Davinder Singh Minhas, 2003-12-01 Davinder Singh Minhas is an experienced and well established author in the field of Information Technology He is a Microsoft Certified Professional and has over 60 books on various facets of computer programs to his credit His books have been critically acclaimed by many schools as well as readers both in India and abroad

**Introduction to Computers for Healthcare Professionals** Irene Joos, Debra Wolf, Ramona Nelson, 2019-12-18 Introduction to Computers for Health Care Professionals Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students      Microsoft Office Dr. V.V. Vinoth, 2024-02-14 Microsoft is a developer of personal computer software It is best known for its Windows operating system the Internet Explorer and subsequent Microsoft Edge web browsers the Microsoft Office family of productivity software plus services and the Visual Studio IDE

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      **Introduction to Computers for Health**

**Care Professionals** Irene Joos, Ramona Nelson, Debra Wolf, 2019-12-01 Introduction to Computers for Health Care Professionals Seventh Edition is a contemporary computer literacy text geared toward nurses and other healthcare students

**SharePoint 2007: The Definitive Guide** James Pyles, 2007-09-24 Provides information on the features applications and extensions of Microsoft Office SharePoint 2007      *PowerPoint 2013 Bible* Faithe Wempen, 2013-03-18 Master PowerPoint and improve your presentation skills with one book In today's business climate you need to know PowerPoint inside and out and that's not all You also need to be able to make a presentation that makes an impact From using sophisticated transitions and animation in your PowerPoint presentations to interfacing in person with your audience this information packed book helps you succeed Start creating professional quality slides that captivate audiences and discover essential tips and techniques for making first rate presentations whether you're at a podium or online Combines both the technical software skills and the soft presentation skills needed to be a successful presenter in today's business climate Explains PowerPoint

2013's features and tools in detail so you can create impressive professional presentations for your job. Shows you essential formatting techniques including tables and working with Layouts Themes and Masters Covers working with drawings and SmartArt photos charts sounds music video and data from other sources Explains how to prepare for live presentations and also how to create and present material in the Cloud or online including learning For compelling successful presentations in person in the cloud or on the web start with PowerPoint 2013 Bible      **Office 2013 Library: Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible** John Walkenbach, Michael Alexander, Richard Kusleika, Faith Wempen, Lisa A. Bucki, 2013-08-22 An indispensable collection of Office 2013 Bibles Eager to delve into the new suite of Office 2013 applications Look no further than this spectacular collection of four invaluable resources that boast nearly 5 000 pages and cover the core Office programs Excel Access PowerPoint and Word The world's leading experts of these applications provide you with an arsenal of information on the latest version of each program Features four essential books on the most popular applications included in the Office 2013 suite Excel Access PowerPoint and Word Excel 2013 Bible serves as an essential reference for Excel users no matter your level of expertise and updates you on the latest Excel tips tricks and techniques Access 2013 Bible offers a detailed introduction to database fundamentals and terminology PowerPoint 2013 Bible shows you how to use the newest features and make successful presentations Word 2013 Bible begins with a detailed look at all the latest features and then cover more advanced intricate topics Look no further than Office 2013 Library for the most thorough coverage on every aspect of the Office 2013 suite      The All-in-One Office Guide: Deploy, Support, and Optimize Microsoft's Next-Generation Office Suite Pasquale De Marco, 2025-07-14 Embrace the next generation of Microsoft Office and unlock a world of enhanced productivity seamless collaboration and efficient communication This comprehensive guidebook is your ultimate resource for deploying supporting and optimizing the revolutionary Office suite With this book as your trusted companion you'll delve into the treasure trove of new features and enhancements that await you Unleash the power of collaborative editing enabling multiple users to work simultaneously on the same document spreadsheet or presentation fostering real time teamwork and eliminating version control hassles Experience the convenience of integrated cloud storage enabling seamless access to your files from anywhere on any device Discover the art of customizing Office applications to suit your unique preferences and requirements Personalize toolbars create custom templates and leverage macros and add ins to automate repetitive tasks enhancing your productivity and streamlining your workflow Craft visually stunning presentations with PowerPoint's captivating animations dynamic transitions and integration of multimedia content Engage your audience with interactive elements leaving a lasting impression Navigate the intricacies of data analysis with Excel's powerful formula writing capabilities pivot tables and charts Transform raw data into actionable insights empowering you to make informed decisions and uncover hidden trends Utilize Outlook's advanced search and filtering techniques to effortlessly manage your inbox schedule appointments and meetings and maintain a clear overview of your communication

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**PowerPoint Super Coach** CustomGuide,2005 Permet de maîtriser les fonctionnalités de ce logiciel grâce des leçons progressives et des exercices présents sur le CD ROM

*Office 365 Walkthrough Companion Guide* Steven Mann,2011-07-25 This guide was created to visually step you through Office 365 using the Professionals and Small Businesses edition of the service The purpose is to show you exactly what to do and how to do it Following the book from cover to cover will provide you the proper sequence of steps to perform in order to setup and configure Office 365 as well as quickly ramp up on the features and functionality available

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programmers coming from other languages will enjoy the sheer depth of Moocks s coverage Novice programmers will appreciate the frequent low jargon explanations that are often glossed over by advanced programming books

**Best Ideas for Teaching with Technology** Justin Reich,Tom Daccord,2015-02-18 This practical how to guide makes it easy for teachers to incorporate the latest technology in their classes Employing an informal workshop approach the book avoids technical jargon and pays special attention to the needs of teachers who are expanding the use of computers in their classrooms The authors focus on what teachers do and how they can do it better and provide a wide variety of proven tools tips and methods for enhancing these activities with technology Best Ideas for Teaching with Technology provides extensively illustrated tutorials for a wide variety of software online tools and teaching techniques It covers everything from lesson plans to time management how to show animation blogging podcasts laptop strategies and much much more In addition periodic updates to the text will be available on the authors website

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