

PowerPoint Cheat Sheet

Program Screen



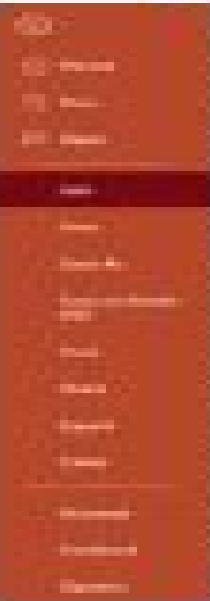
Keyboard Shortcuts

File	Ctrl + F
Save	Ctrl + S
Undo	Ctrl + Z
Open/Save As	Ctrl + Shift + F
Select All	Ctrl + A
Select references	Ctrl + Space
Select references	Ctrl + Space

Editing

Move/extend cells	↑, ↓, ←, →
Right arrow cell	Tab
Left arrow cell	Shift + Tab
Down arrow cell	Enter
Up arrow cell	Shift + Enter
Clear one screen	Page Down
To top cell of active row	Home
End of End mark	End

Getting Started



The file tab opens whenever you click on a tab, which contains shortcuts for working with your file (File Open, Save, 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** (select a recent workbook in the window where it's been saved).

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

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

Redo or Repeat: Click the **Redo** button on the **Quick Access Toolbar**. The button turns to **Repeat** (Repeat anything that you did to-do).

Close a Workbook: Click the **Close** button in the upper-right corner.

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, B4, B5, 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, enter and hold down the **Shift** key while using the arrow keys to move the selection to the desired cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

Formatting

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Link	Ctrl + K
Text	Ctrl + T
Font	Ctrl + F
Font color	Ctrl + B
Clear cell contents	Delete

Slide Show Delivery

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Full-Screen View	Alt + F5
Exit screen	F2

Microsoft Powerpoint Custom Guide

Irene Joos, Debra Wolf, Ramona Nelson

Microsoft Powerpoint Custom Guide:

Custom Guide to Writing, 2005 **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 *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

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 SharePoint 2007: The Definitive Guide James Pyles, 2007-09-24 Provides information on the features applications and extensions of Microsoft Office SharePoint 2007 **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 *A Guide to Online Course Design* Tina Stavredes, Tiffany Herder, 2014-01-28 A Guide to Online Course Design offers faculty and professional staff a practical and easy to follow model for creating exceptional online courses that focuses on quality standards in instructional design transparency in learning outcomes and learner persistence A comprehensive resource the book includes effective research based instructional strategies to motivate online learners and help them become more self directed A Guide to Online Course Design emphasizes quality standards and removing barriers to learners persistence which ensures online courses meet the needs of online learners as well as distance education initiatives All faculty members and course designers regardless of experience level content background or technology skills can benefit from applying the

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configure Office 365 as well as quickly ramp up on the features and functionality available **PowerPoint** Grace Joely Beatty, David C. Gardner, 1994 For business users who aren't graphics professionals mastering a package such as PowerPoint can be a daunting task But this Visual Learning Guides way of explaining it all in simple illustrated steps with full color on every page makes learning new software easy and fast for everyone Malware Forensics Field Guide for Linux Systems Eoghan Casey, Cameron H. Malin, James M. Aquilina, 2013-12-07 Malware Forensics Field Guide for Linux Systems is a handy reference that shows students the essential tools needed to do computer forensics analysis at the crime scene It is part of Syngress Digital Forensics Field Guides a series of companions for any digital and computer forensic student investigator or analyst Each Guide is a toolkit with checklists for specific tasks case studies of difficult situations and expert analyst tips that will aid in recovering data from digital media that will be used in criminal prosecution This book collects data from all methods of electronic data storage and transfer devices including computers laptops PDAs and the images spreadsheets and other types of files stored on these devices It is specific for Linux based systems where new malware is developed every day The authors are world renowned leaders in investigating and analyzing malicious code Chapters cover malware incident response volatile data collection and examination on a live Linux system analysis of physical and process memory dumps for malware artifacts post mortem forensics discovering and extracting malware and associated artifacts from Linux systems legal considerations file identification and profiling initial analysis of a suspect file on a Linux system and analysis of a suspect program This book will appeal to computer forensic investigators analysts and specialists A compendium of on the job tasks and checklists Specific for Linux based systems in which new malware is developed every day Authors are world renowned leaders in investigating and analyzing malicious code *Office 2013 Library: Excel 2013 Bible, Access 2013 Bible, PowerPoint 2013 Bible, Word 2013 Bible* John Walkenbach, Michael Alexander, Richard Kusleika, Faithe 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 Graphic Designer's Guide to Portfolio Design Debbie Rose Myers, 2013-10-21 Landing a job in graphic design or multimedia starts with the creation of a portfolio that showcases a

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