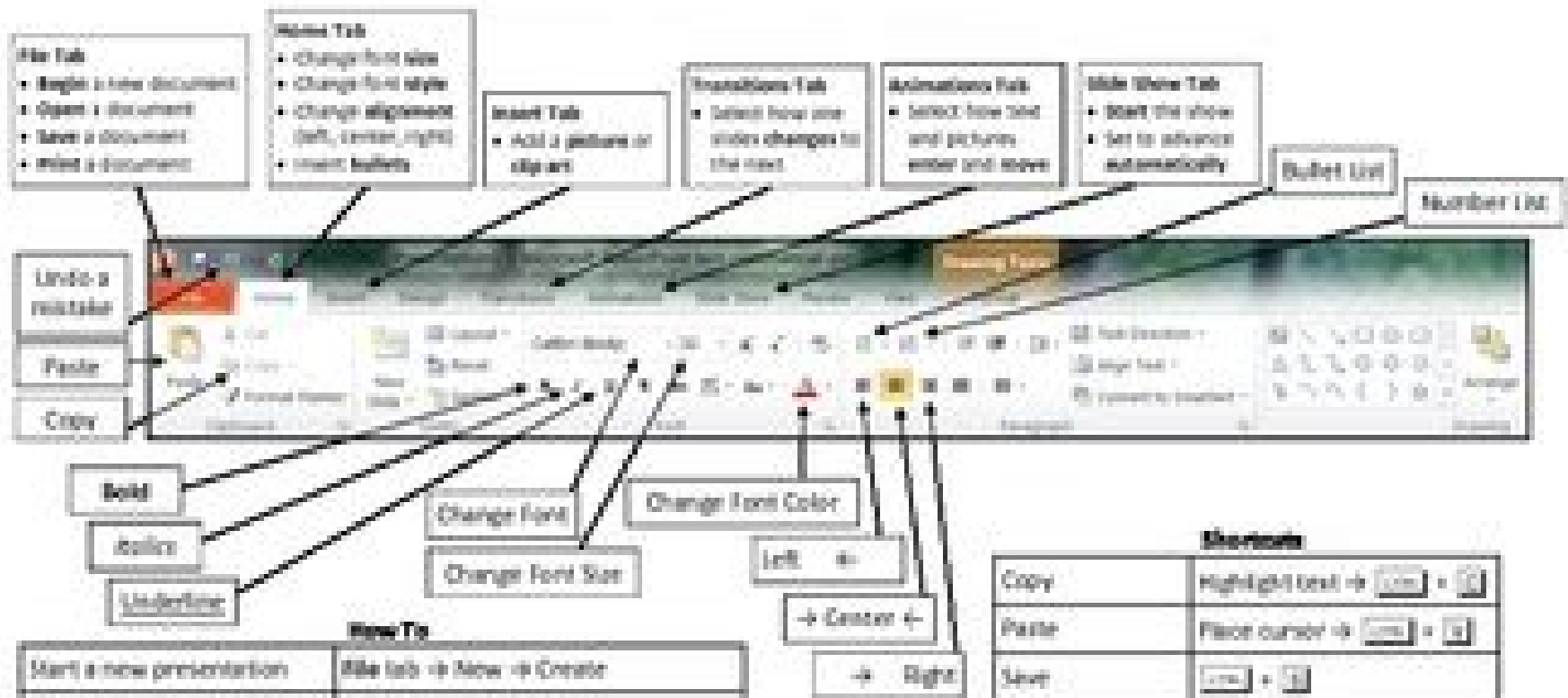


Microsoft PowerPoint 2010 — Quick Reference Guide



How To

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Open a saved presentation	File tab → Open
Save a presentation	File tab → Save
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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 → Ctrl + C
Paste	Place cursor → Ctrl + V
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Undo	Ctrl + Z
Bold	Ctrl + B
Underline	Ctrl + U
Italic	Ctrl + I
Print	Ctrl + P
Insert new slide	Ctrl + M
Begin slide show	F5
End slide show	Esc

Microsoft Powerpoint 2010 Quick Guide

Hussin A.Rothana



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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

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Office 2010 Made Simple Guy Hart-Davis, MSL Made Simple Learning, 2011-12-03 Office 2010 Made Simple for Windows is a practical and highly effective

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