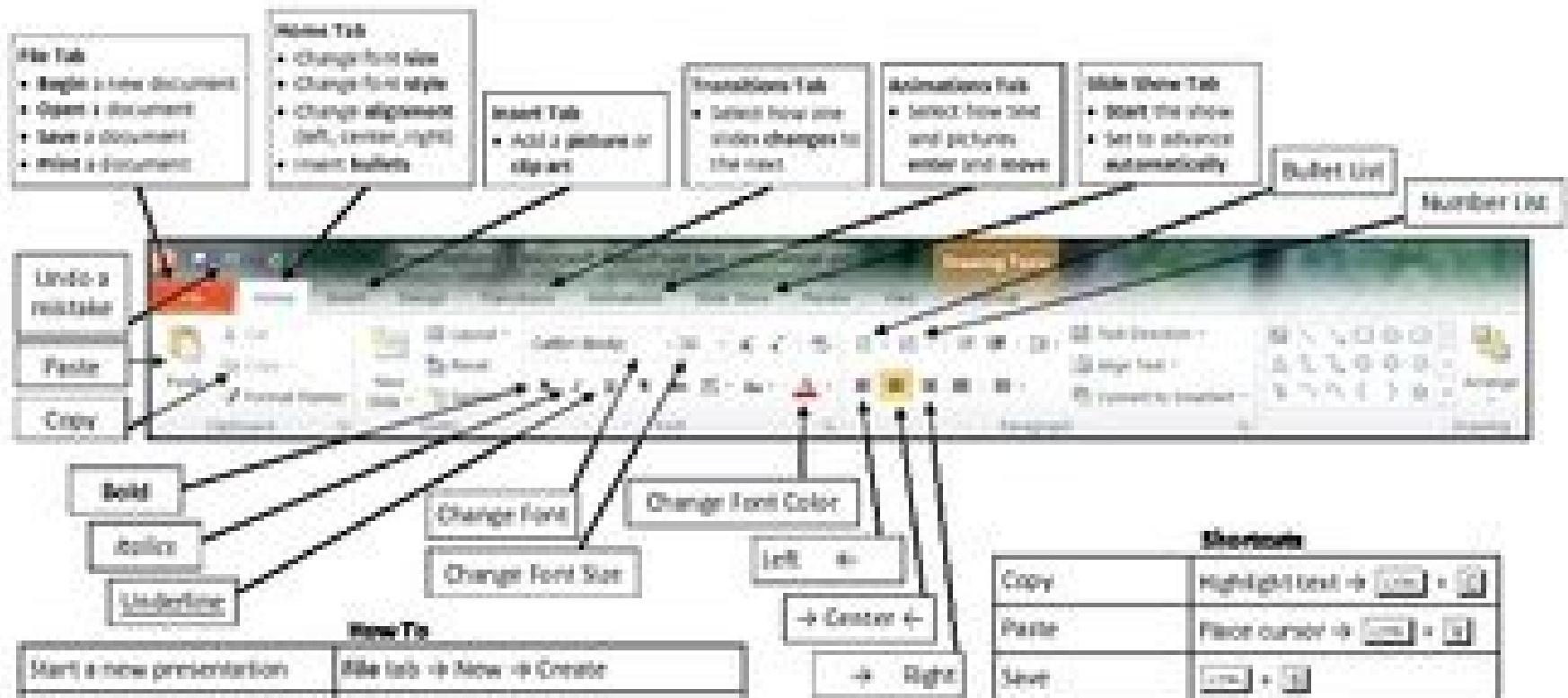


## Microsoft PowerPoint 2010 — Quick Reference Guide



### 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>

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**Peter Weverka**



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