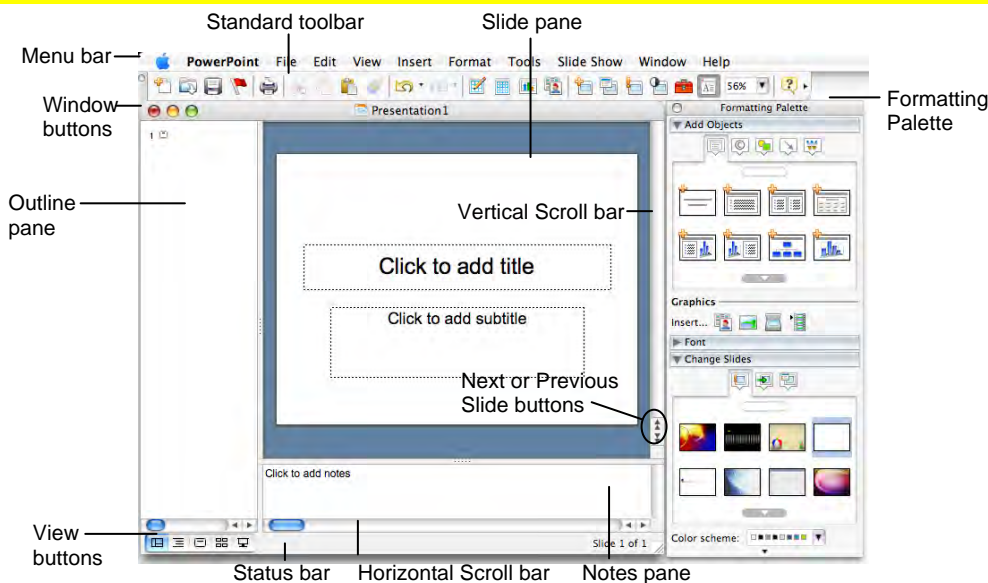




PowerPoint 2004 Screen



Keystroke Shortcuts

General

Open a Presentation	<Alt> + <O>
Save a Presentation	<Alt> + <S>
Print a Presentation	<Alt> + <P>
Close a Presentation	<Alt> + <W>
Undo	<Alt> + <Z>
Redo or Repeat	<Alt> + <Y>
Insert New Slide	<Ctrl> + <M>
Switch Between Applications	<Alt> + <Tab>

Navigation

The Previous Slide	<Page Up>
The Next Slide	<Page Down>
The First Slide	<Alt> + <Home>
The Last Slide	<Alt> + <End>

The Fundamentals

The Standard Toolbar



- **To Create a New Presentation:** Click the **New Presentation button** on the Standard toolbar or select **File → New Presentation** from the menu.
- **To Apply a Design Template:** Select **Format → Slide Design** from the menu, or click the **Slide Design button** on the Standard toolbar, or select a design from the **Presentation panel** of the Formatting Palette.
- **To Open a Presentation:** Click the **Open button** on the Standard toolbar, or select **File → Open** from the menu, or press <Alt> + <O>.
- **To Save a Presentation:** Click the **Save button** on the Standard toolbar, or select **File → Save** from the menu, or press <Alt> + <S>.
- **To Save a Presentation with a Different Name:** Select **File → Save As** from the menu and enter a different name for the presentation.
- **To Print a Presentation:** Click the **Print button** on the Standard toolbar, or select **File → Print** from the menu, or press <Alt> + <P>.
- **To Insert a Slide:** Click the **New Slide button** on the Standard toolbar, or select **Insert New Slide** from the menu.
- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Select **Help** from the Menu bar and select the type of help you want.
- **To Cut or Copy:** Select the text and click the **Cut button** or **Copy button** on the Standard toolbar, or press <Alt> + <X> (cut) or <Alt> + <C> (copy).
- **To Paste:** Move to where you want to paste the text and click the **Paste button** on the Standard toolbar, or press <Alt> + <V>.
- **To Undo:** Click the **Undo button** on the Standard toolbar, or press <Alt> + <Z>.
- **To Redo:** Click the **Redo button** on the Standard toolbar, or press <Alt> + <Y>.
- **To View the Formatting Palette:** Click the **Formatting Palette button** on the Standard toolbar.
- **To View More Toolbar Buttons:** Click **More Buttons** at the right end of the toolbar. Select the button you want to use from the list.
- **To Insert a Table:** Click the **Insert Table button** from the Standard toolbar.

Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View.)

End Slide Show	<Esc>
Display Specific Slide	<Slide #> + <Return>
Toggle Screen Black	
Toggle Screen White	<W>
Pause or Restart Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Alt> + <P>
Change Pen to Arrow	<Alt> + <A>
Erase Screen Doodles	<E>

Editing

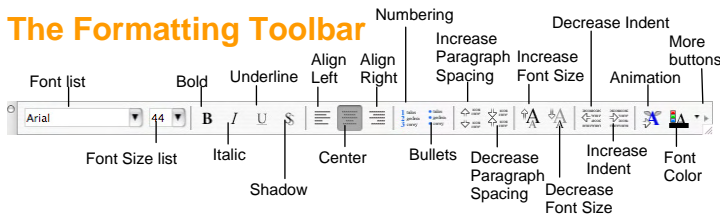
Cut	<Alt> + <X>
Copy	<Alt> + <C>
Paste	<Alt> + <V>
Find	<Alt> + <F>
Replace	<Alt> + <H>
Select All	<Alt> + <A>
Duplicate	<Alt> + <D>

Formatting

Bold	<Alt> +
Italic	<Alt> + <I>
Underline	<Alt> + <U>
Open the Font dialog box	<Alt> + <T>

Formatting

The Formatting Toolbar

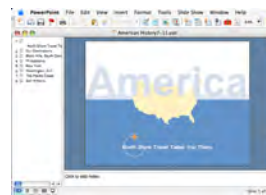


- **To Format Selected Text:** Change the style of text by clicking the **B Bold**, **I Italic**, **U Underline**, or **S Shadow** button on the Formatting toolbar. Select a font type from the **Font list** on the Formatting toolbar. Change the font size by selecting the pt. size from the **Font Size list**. Change font color by clicking the **Font Color** button arrow and selecting the color you want to use.
- **To Change Paragraph Alignment or Spacing:** Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, or Align Right), or click the **Increase** or **Decrease Paragraph Spacing** buttons on the Formatting toolbar.
- **To Edit the Slide Master:** Select **View** → **Master** → **Slide Master** from the menu.
- **To Change the Slide Color Scheme:** In the **Presentation Panel** on the Formatting Palette, click the **Color Schemes list arrow**, and select the color scheme you want to use. Or, select **Format** → **Color Scheme** from the menu, select a scheme and click **Apply** or **Apply All**.
- **To Change the Slide Background:** Select **Format** → **Slide Background** from the menu, select a color or fill effect from the drop-down color list, and click **Apply** or **Apply All**.
- **To Format a Drawing Object:** Select the object and select **Format** → **AutoShape** from the menu, or right-click the object you want to format and select **Format AutoShape** from the menu.
- **To Use the Formatting Palette:** Select the text or object you want to change, then use the options in the appropriate panel like you would in a toolbar or dialog box. For example, to format text, select the text and apply changes in the Font panel of the Formatting Palette.
- **To Use the Format Painter to Copy Formatting:** Select the cell(s) with the formatting options you want to copy, click the **Format Painter** button on the Standard toolbar and select the cell(s) where you want to apply the copied formatting.

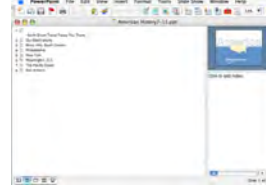
Delivery, Transitions and Animation

- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.
- **To Doodle on the Current Slide with the Pen:** In Slide Show View, press **<F5>** + **<P>** and draw on the screen with the **Pen** tool. Press **<F5>** + **<A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and select the slide where you want to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. On the Slide Sorter toolbar, click the **Cover Left-Down** **Slide Transition list arrow** and select the transition effect you want to use from the list, or click the **Slide Transition** button and select a transition from the dialog box.
- **To Apply Animation:** Select **Slide Show** → **Custom Animation** from the menu. Or use the Animation panel on the Formatting Palette. Select the text or object you want to animate and click **Add Effect**.
- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse Timings** from the menu. Display each slide for whatever duration you want, then advance to the next slide. PowerPoint will record how long each slide is presented.

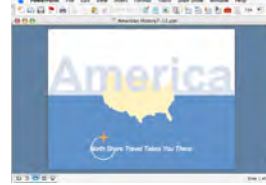
Views



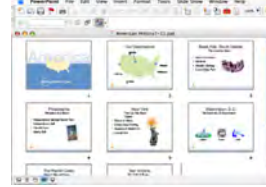
Normal View includes panes for your presentation's outline, the current slide, and any notes for that slide. You will probably spend more time in Normal View than in any other view.



Outline View focuses on the content of your presentation instead of its appearance. Use Outline View when you want to develop your presentation and add large amounts of text.



Slide View displays the slides one at a time, as they will appear when they are printed or displayed in a presentation. Use Slide View when you want to enhance your slide's appearance.

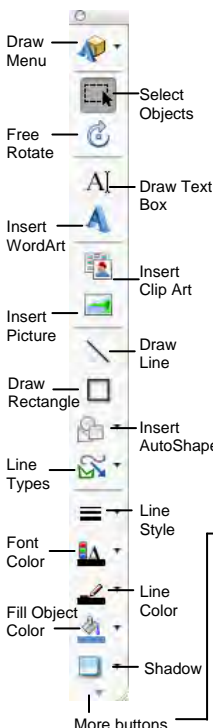


Slide Sorter View displays all the slides in your presentation as *thumbnails* (small pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.



Slide Show View displays your presentation as an electronic slide show. Use Slide Show View when you want to deliver your presentation.

Drawing and Graphics



- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, navigate to and select the file and click **Insert**.
- **To Draw an Object:** Click the object button you want to draw on the Drawing toolbar. Click and drag with the **+** pointer until the shape reaches the desired size. To draw a perfectly proportioned shape, hold down the **<Shift>** key while you drag.
- **To Add a Text Box:** Click the **Draw Text Box** button on the Drawing toolbar and click where you want to insert the text with the insertion point.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it. Drag the object's sizing handles until the shape reaches the desired size. To draw a perfectly proportioned shape, hold down the **<Shift>** key while you drag.

