

Quick Reference Summary

Microsoft PowerPoint 2010 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Action Button, Copy	PPT 348		Copy button (Home tab Clipboard group)	Copy	CTRL+C
Action Button, Edit Setting	PPT 349		Action button (Insert tab Links group)		
Action Button, Insert	PPT 344		Shapes button (Insert tab Illustrations group), Action Buttons area		
Animated GIF (Movie), Insert	PPT 174		Picture button (Insert tab Images group)		
Animation, Add after Existing Effect	PPT 413, 414		Add Animation button (Animations tab Advanced Animation group)		
Animation, Associate Sound with	PPT 430		Add sound to slide, click sound icon, Play button (Animations tab Animation group), With Previous		
Animation, Change Direction	PPT 412		Effect Options button (Animations tab Animation group)		
Animation, Change Order	PPT 420		Animation Pane button (Animations tab Advanced Animation group)		
Animation, Dim Text After	PPT 440		Animation Pane button (Animations tab Advanced Animation group), Animation Order list arrow, Effect Options, After animation list arrow		
Animation, Modify Timing	PPT 416		Start Animation Timing button arrow (Animations tab Timing group)		
Animation, Preview Sequence	PPT 416		Preview button (Animations tab Preview group)		
Animation Painter, Use to Copy Animations	PPT 433		Animation Painter button (Animations tab Advanced Animation group)		
Audio File, Insert	PPT 167		Insert Audio button (Insert tab Media group)		

Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Audio Options, Add	PPT 170		Audio options check boxes (Audio Tools Playback tab Audio Options group)		
Broadcast Presentation	PPT 705		Broadcast Slide Show button (Slide Show tab Start Slide Show group), Start Broadcast button (Broadcast Slide Show dialog box)		
Bullet, Format Color	PPT 379		Bullets button arrow (Home tab Paragraph group), Bullets and Numbering, Color button	Bullets, Bullets and Numbering	
Bullet, Format Size	PPT 377		Bullets button arrow (Home tab Paragraph group), Bullets and Numbering, Size box	Bullets, Bullets and Numbering	
Bullet Character, Change to Number	PPT 380		Numbering button arrow (Home tab Paragraph group)	Bullets, Bullets and Numbering	
Bullet Character, Change to Picture	PPT 372		Bullets button arrow (Home tab Paragraph group), Bullets and Numbering, Picture button (Bullets and Numbering dialog box)		
Bullet Character, Change to Symbol	PPT 375		Bullets button arrow (Home tab Paragraph group), Bullets and Numbering, Customize button (Bullets and Numbering dialog box)		
Bullet Characters, Remove	PPT 382		Bullets button arrow (Home tab Paragraph group), None	Bullets, None	
Character Spacing, Change	PPT 486		Character Spacing button (Home tab Font group); Font Dialog Box Launcher (Home tab Font Group), Character Spacing tab		
Chart, Align	PPT 625		Align button (Drawing Tools Format tab Arrange group) or (Chart Tools Format tab Arrange group)		
Chart, Animate	PPT 437		More button (Animations tab Animation group)		
Chart, Apply Quick Style	PPT 628		More button (Chart Tools Design tab Chart Styles group)		
Chart, Apply Style	PPT 223		More button (Chart Tools Design tab Chart Styles group)		
Chart, Change Layout	PPT 226		More button (Chart Tools Design tab Chart Layouts group)		
Chart, Change Type	PPT 627		Change Chart Type button (Chart Tools Design tab Type group)		
Chart, Display Gridlines	PPT 633		Gridlines button (Chart Tools Layout tab Axes group)		
Chart, Display Labels	PPT 632		Data Labels button (Chart Tools Layout tab Labels group)		

Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Chart, Format Background	PPT 634		Chart Wall button (Chart Tools Layout tab Background group)		
Chart, Format Legend	PPT 629		Legend button (Chart Tools Layout tab Labels group)	Format Legend	
Chart, Hide Axis	PPT 632		Axes button (Chart Tools Layout tab Axes group), Primary Vertical Axis or Primary Horizontal Axis, None		
Chart, Insert	PPT 220	Insert Chart button in content placeholder	Chart button (Insert tab Illustrations group)		
Chart, Insert from Excel	PPT 624		Insert Object button (Insert tab Text group), Create from file, browse to file with chart	Copy chart in Microsoft Excel, exit Microsoft Excel, Paste button arrow (Home tab Clipboard group), Use Destination Theme & Embed Workbook	
Chart, Resize	PPT 228	Drag sizing handle to desired location			
Chart, Rotate	PPT 230		Format Selection button (Chart Tools Format tab Current Selection group)		
Chart, Separate a Pie Slice	PPT 229	Select slice and drag			
Chart, Switch Rows and Columns	PPT 626		Switch Row/Column button (Chart Tools Design tab Data group)		
Chart Shape, Change Outline Color	PPT 226		Shape Outline button arrow (Chart Tools Format tab Shape Styles group)		
Chart Shape, Change Outline Weight	PPT 224		Shape Outline button arrow (Chart Tools Format tab Shape Styles group), Weight		
Clip Art, Insert	PPT 27	Clip Art button in content placeholder	Clip Art button (Insert tab Images group)		
Clip Art, Photo, or Shape, Move	PPT 36	Drag			ARROW KEYS move selected image in small increments
Clip Art, Regroup	PPT 162		Group button (Drawing Tools Format tab Arrange group), Regroup	Group, Regroup	
Clip Art, Ungroup	PPT 157		Group button (Picture Tools Format tab Arrange group), Ungroup	Group, Ungroup	
Clip Object, Recolor	PPT 158		Shape Fill button (Drawing Tools Format tab Shape Styles group)	Format Shape, Solid fill option button, Color button (Format Shape dialog box)	
Columns, Adjust Spacing	PPT 369		Columns button (Home tab Paragraph group), More Columns, Spacing box		

Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Columns, Create in a Placeholder	PPT 367		Columns button (Home tab Paragraph group)		
Comment, Delete	PPT 274		Delete Comment button (Review tab Comments group)		
Comment, Edit	PPT 282		Edit Comment button (Review tab Comments group)		
Comment, Insert	PPT 281		New Comment button (Review tab Comments group)		
Comments, Print	PPT 271		Page Layout button (File tab Print tab), check 'Print Comments and Ink Markup' box		CTRL+P
Copy	PPT 108, 155, 348		Copy button (Home tab Clipboard group)	Copy	CTRL+C
Credits, Create	PPT 442		More button (Animations tab Animation group), More Entrance Effects, Credits		
Custom Slide Show, Create	PPT 674		In Normal view, Custom Slide Show button (Slide Show tab Start Slide Show group), Custom Shows, New		
Custom Slide Show, Edit	PPT 677		In Normal view, Custom Slide Show button (Slide Show tab Start Slide Show group), Custom Shows, select show, Edit		
Digital Signature, Create and Add	PPT 309		Protect Presentation button (File tab Info tab), Add a Digital Signature		
Document Inspector, Start	PPT 303		Check for Issues button (File tab Info tab), Inspect Document		
Document Properties, Change	PPT 46		Properties button (File tab Info tab)		
Document Theme, Change Color	PPT 81		Colors button (Design tab Themes group)		
Document Theme, Choose	PPT 5		More button (Design tab Themes group)		
Embedded File, Edit	PPT 601	Double-click embedded object to open source program		Document Object, Edit	
File with Graphics and Text, Insert	PPT 598		Insert Object button (Insert tab Text group), Create from file		
Fill Color, Apply to Slide	PPT 507		Background Styles button (Design tab Background group), Format Background, Fill pane	Format Background, Fill pane	
Fill Color, Set Transparency	PPT 507		Background Styles button (Design tab Background group), Format Background, Fill pane, Transparency slider	Format Background, Fill pane, Transparency slider	
Font, Change	PPT 102	Font box arrow on Mini toolbar	Font box arrow (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+F

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Font, Change Color	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+SHIFT+F
Font Size, Decrease	PPT 104	Decrease Font Size button or Font Size box arrow on Mini toolbar	Decrease Font Size button or Font Size box arrow (Home tab Font group)		CTRL+SHIFT+<
Font Size, Increase	PPT 11	Increase Font Size button or Font Size box arrow on Mini toolbar	Increase Font Size button or Font Size box arrow (Home tab Font group)		CTRL+SHIFT+>
Footer, Add	PPT 289, 476		Header & Footer button (Insert tab Text group)		
Format Painter	PPT 105	Format Painter button on Mini toolbar	Format Painter button (Home tab Clipboard group)		
Guides, Display	PPT 357		Guides check box (View tab Show group)	Grid and Guides, 'Display drawing guides on screen' check box	ALT+F9
Handout, Create by Exporting File to Microsoft Word	PPT 578		Create Handouts button (File tab Save & Send tab)		
Handout, Print	PPT 184, 510		Print button (File tab Print tab)		
Handout Master, Use	PPT 496, 510		Handout Master button (View tab Master Views group)		
Header, Add	PPT 289		Header & Footer button (Insert tab Text group)		
Hyperlink, Add	PPT 339, 341, 636		Hyperlink button (Insert tab Links group)	Hyperlink	CTRL+K
Hyperlink to Another PowerPoint File	PPT 350		Action button (Insert tab Links group), Hyperlink to list arrow, Other PowerPoint Presentation		
Hyperlink to a Word File	PPT 353		Action button (Insert tab Links group), Hyperlink to list arrow, Other File		
Line, Change Weight or Color	PPT 567		Shape Outline button (Drawing Tools Format tab Shape Styles group), Weight or choose color		
Line, Draw	PPT 565		More button (Drawing Tools Format tab Insert Shapes group), click desired Line shape		
Line, Set Formatting as Default	PPT 568			Set as Default Line	
Line Break, Enter	PPT 371				SHIFT+ENTER
Line Spacing, Change	PPT 367		Line Spacing button (Home tab Paragraph group)	Paragraph	
Linked File, Insert	PPT 618		Insert Object button (Insert tab Text group), Create from file, Link check box		
Linked Worksheet, Edit	PPT 622	Double-click linked object to open source program			
List, Animate	PPT 439		More button (Animations tab Animation group)		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
List Level, Decrease	PPT 18	Decrease List Level button on Mini toolbar	Decrease List Level button (Home tab Paragraph group)		SHIFT+TAB or ALT+SHIFT+LEFT ARROW
List Level, Increase	PPT 17	Increase List Level button on Mini toolbar	Increase List Level button (Home tab Paragraph group)		TAB or ALT+SHIFT+RIGHT ARROW
Manual Timing, Show Presentation with	PPT 673		Set Up Slide Show button (Slide Show tab Set Up group), Manually (Set Up Show dialog box)		
Master View	PPT 471		Slide Master button (View tab Master Views group)		
Merge a Presentation	PPT 270		Compare button (Review tab Compare group)		
Narration, Record	PPT 694		Record Slide Show button arrow (Slide Show tab Set Up group), Start Recording from Beginning or Start Recording from Current Slide, Narrations and laser pointer check box (Record Slide Show dialog box), Start Recording button (Record Slide Show dialog box), End Show		
Next Slide	PPT 25	Next Slide button on vertical scroll bar or next slide thumbnail on Slides tab			PAGE DOWN
Normal View	PPT 153	Normal view button at lower-right PowerPoint window	Normal View button (View tab Presentation Views group)		
Notes Master, Use	PPT 500, 512		View Notes Master button (View tab Master Views group)		
Numbered List, Format	PPT 382		Numbering button arrow (Home tab Paragraph group), Bullets and Numbering	Numbering, Bullets and Numbering	
Open Presentation	PPT 50		Open (File tab)		CTRL+O
Outline, Open as Presentation	PPT 335		Open (File tab), File Type arrow, All Outlines, select Word file, Open button		
Password, Set	PPT 305		Protect Presentation button (File tab Info tab), Encrypt with Password		
Paste	PPT 109		Paste button (Home tab Clipboard group)	Paste	CTRL+V
Pattern Fill, Apply to Slide	PPT 509		Background Styles button (Design tab Background group), Format Background, Fill pane, Pattern fill	Format Background, Fill pane, Pattern fill	
Photo, Insert	PPT 32, 83	Insert Picture from File button in content placeholder or Insert Clip Art button in content placeholder	Picture button or Clip Art button (Insert tab Images group)		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Photo Album, Add Captions Below All Pictures	PPT 686		New Photo Album button arrow (Insert tab Images group), Captions below ALL pictures check box (Photo Album dialog box)		
Photo Album, Add Theme	PPT 686		New Photo Album button arrow (Insert tab Images group), Browse button in Album Layout area (Photo Album dialog box)		
Photo Album, Change Layout	PPT 685		New Photo Album button arrow (Insert tab Images group), Picture layout box arrow (Photo Album dialog box)		
Photo Album, Create	PPT 687		New Photo Album button arrow (Insert tab Images group), Create button (Photo Album dialog box)		
Photo Album, Create Black-and-White Images	PPT 690		New Photo Album button arrow (Insert tab Images group), ALL pictures black and white check box (Photo Album dialog box), Update		
Photo Album, Edit	PPT 687		New Photo Album button arrow (Insert tab Images group), Edit Photo Album		
Photo Album, Reorder Pictures	PPT 682		New Photo Album button arrow (Insert tab Images group), Move Up or Move Down button (Photo Album dialog box)		
Photo Album, Start and Add Pictures	PPT 680		New Photo Album button (Insert tab Images group)		
Photo Album Image, Adjust Brightness	PPT 684		New Photo Album button arrow (Insert tab Images group), Increase Brightness or Decrease Brightness button (Photo Album dialog box)		
Photo Album Image, Adjust Contrast	PPT 684		New Photo Album button arrow (Insert tab Images group), Increase Contrast or Decrease Contrast button (Photo Album dialog box)		
Photo Album Image, Adjust Rotation	PPT 683		New Photo Album button arrow (Insert tab Images group), Rotate Left 90° or Rotate Right 90° button (Photo Album dialog box)		
Picture, Add an Artistic Effect	PPT 145		Artistic Effects button (Picture Tools Format tab Adjust group)	Format Picture, Artistic Effects (Format Picture dialog box)	

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Picture, Add Border	PPT 91		Picture border button (Picture Tools Format tab Picture Styles group)		
Picture, Animate	PPT 411, 414, 415, 425		Select picture, choose animation in Animation gallery (Animations tab Animation group)		
Picture, Change	PPT 544		Change Picture button (Picture Tools Format tab Adjust group), select new picture file		
Picture, Clear Formatting	PPT 291		Reset Picture button (Picture Tools Format tab Adjust group)		
Picture, Compress	PPT 410		Compress Pictures button (Picture Tools Format tab Adjust group)		
Picture, Correct	PPT 87		Corrections button (Picture Tools Format tab Adjust group)	Format Picture, Picture Corrections (Format Picture dialog box)	
Picture, Crop	PPT 409		Crop button (Picture Tools Format tab Size group), drag cropping handles		
Picture, Recolor	PPT 143		Color button (Picture Tools Format tab Adjust group)	Format Picture, Picture Color (Format Picture dialog box)	
Picture, Remove Background	PPT 405, 407		Remove Background button (Picture Tools Format tab Adjust group)		
Picture, Rotate	PPT 489	Drag rotation handle			
Picture Border, Change Color	PPT 92		Picture Border button (Picture Tools Format tab Picture Styles group)		
Picture Effects, Apply	PPT 89		Picture Effects button (Picture Tools Format tab Picture Styles group)	Format Picture	
Picture Presentation, Save as	PPT 576		Change File Type (File tab Save & Send tab), PowerPoint Picture Presentation		
Picture Style, Apply	PPT 87		More button (Picture Tools Format tab Picture Styles group)		
Pictures, Align	PPT 360, 362		Align button (Picture Tools Format tab Arrange group)		
Placeholder, Delete	PPT 149				Select placeholder, DELETE
Placeholder, Move	PPT 148	Drag			
Placeholder, Resize	PPT 148	Drag sizing handles			
Presentation, Check for Compatibility	PPT 301		Check for Issues button, (File tab Info tab), Check Compatibility		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Presentation, Create Self-Running	PPT 447		Set Up Slide Show button (Slide Show tab Set Up group), 'Browsed at a kiosk (full screen)' option		
Presentation, Display Multiple Windows Simultaneously	PPT 697		With multiple presentations open, Cascade button or Arrange All button (View tab Window group)		
Presentation, Mark as Final	PPT 308		Protect Presentation button, (File tab Info tab), Mark as Final		
Presentation, Package for CD or DVD	PPT 297		Package Presentation for CD (File tab Send & Save tab), Package Presentation for CD button		
Presentation, Print	PPT 51, 184, 271		Print button (File tab Print tab)		CTRL+P
Presentation Change, Accept	PPT 276		Accept Change button (Review tab Compare group)		
Presentation Change, Reject	PPT 278, 280		Reject Change button (Review tab Compare group)		
Presentation Changes, End Review	PPT 283		End Review button (Review tab Compare group)		
Presentation Changes, Review	PPT 273		Reviewing Pane button (Review tab Compare group)		
Presenter View, Use	PPT 708		Use Presenter View check box (Slide Show tab Monitors group), icon on Monitor tab, 'This is my main monitor' check box, icon that represents second monitor, 'Extend my Windows Desktop onto this monitor' check box, Set Up Slide Show button (Slide Show tab Set Up group)		
Previous Slide	PPT 26	Previous Slide button on vertical scroll bar or click previous slide thumbnail on Slides tab			PAGE UP
Quit PowerPoint	PPT 50	Close button on title bar	Exit (File tab)	Right-click Microsoft PowerPoint button on taskbar, click Close window	ALT+F4
Reading View	PPT 154	Reading view button at lower-right PowerPoint window	Reading View button (View tab Presentation Views group)		
Research Pane, Use to Find Information	PPT 692		Research button (Review tab Proofing group)		Press ALT and click word to research

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Resize	PPT 33, 93, 148	Drag sizing handles	Enter height and width values (Picture Tools Format tab Size group or Drawing Tools Format tab Size group)	Format Picture or Format Shape, Size tab, or enter height and width in Shape Height and Shape Width boxes	
Ribbon, Customize	PPT 570		Options (File tab), Customize Ribbon (PowerPoint Options dialog box)		
Ribbon, Reset	PPT 579		Options (File tab), Customize Ribbon, Reset button (PowerPoint Options dialog box)		
Rulers, Display	PPT 359		Ruler check box (View tab Show group)	Ruler	
Save a Presentation	PPT 14, 295, 297, 300	Save button on Quick Access Toolbar	Save or Save As (File tab)		CTRL+S or F12
Save a Slide as an Image	PPT 296		Change File Type (File tab, Save & Send tab), JPEG File Interchange Format, Save As button		
Save as a PowerPoint Show	PPT 295		Change File Type (File tab Save & Send tab), PowerPoint Show, Save As button		
Save in a Previous Format	PPT 300		Change File Type (File tab Save & Send tab), PowerPoint 97-2003 Presentation, Save As button		
Screen Clipping, Use	PPT 288		Screenshot button (Insert tab Images group), Screen Clipping command		
Section, Create Break	PPT 666	Click mouse where section break desired, then follow Ribbon steps	In Slide Sorter view, Section button (Home tab Slides group), Add Section		
Section, Rename	PPT 669		Section button (Home tab Slides group), Rename Section	Rename Section	
Sections, Collapse or Expand	PPT 671		Section button (Home tab Slides group), Collapse All or Expand All	Collapse All or Expand All	
Sections, Reorder	PPT 682	Drag section name		Move Section Up or Move Section Down	
Shape, Apply Fill	PPT 561		Shape Fill button (Drawing Tools Format tab Shape Styles group) or Shape Fill button (Home tab Drawing group)	Format Shape, Fill pane	
Shape, Apply Style	PPT 110		More button or Format Shape Dialog Box Launcher in Shapes Style gallery (Drawing Tools Format tab Shape Styles group)	Format Shape	

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Shape, Change Fill Color	PPT 347		Shape Fill button arrow (Drawing Tools Format tab Shape Styles group)		
Shape, Insert	PPT 106		Shapes button (Home tab Drawing group), More button (Drawing Tools Format tab Insert Shapes group)		
Shape Fill, Increase Transparency	PPT 487		Drawing Dialog Box Launcher (Home tab Drawing group), Fill Pane, Transparency slider (Format Shape dialog box)		
Shape Formatting, Set as Default	PPT 564			Set as Default Shape	
Slide, Add	PPT 14		New Slide button (Home tab Slides group)		CTRL+M
Slide, Arrange	PPT 39	Drag slide in Slides tab or Outline tab to new position, or in Slide Sorter view drag to new position			
Slide, Delete	PPT 152			Delete Slide	DELETE
Slide, Duplicate	PPT 38		New Slide button arrow (Home tab Slides group), Duplicate Selected Slides	Duplicate Slide	
Slide, Format Background	PPT 95		Background Styles button (Design tab Background group)	Format Background	
Slide, Hide	PPT 363		Hide Slide button (Slide Show tab Set Up group)	Hide Slide (Slide Sorter view or thumbnail on Slides tab)	
Slide, Insert Picture as Background	PPT 97		Background Styles button (Design tab Background group)	Format Background, Picture or texture fill, Insert from File (Format Background dialog box)	
Slide, Reuse from an Existing Presentation	PPT 285		New Slide button arrow (Home tab Slides group), Reuse Slides command		
Slide, Select Layout	PPT 21		Layout button or New Slide button arrow (Home tab Slides group)		
Slide, Set Size	PPT 292		Page Setup button (Design tab Page Setup group), 'Slides sized for' box arrow		
Slide, Set Up Custom Size	PPT 696		Page Setup button (Design tab Page Setup group), 'Slides sized for' box arrow, Custom		
Slide Layout, Delete	PPT 493		Delete button (Home tab Slides group) (must be in Slide Master view)	Delete Layout	DELETE
Slide Master, Apply Slide and Font Themes	PPT 472		Themes button (Slide Master tab Edit Theme group)		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Slide Master, Display	PPT 471		Slide Master button (View tab Master Views group)		
Slide Master, Format Background and Apply a Quick Style	PPT 475		Background Styles button (Slide Master tab Background group)		
Slide Master, Hide and Unhide Background Graphics	PPT 490		Hide/Unhide Background Graphics check box (Slide Master tab Background group)		
Slide Master, Insert a Background Graphic	PPT 479		Insert Picture button (Insert tab Images group)		
Slide Master, Insert Placeholder	PPT 480, 484		Insert Placeholder button (Slide Master tab Master Layout group)		
Slide Master and Slide Layout, Rename	PPT 491		Rename button (Slide Master tab Edit Master group)		
Slide Number, Insert	PPT 182		Insert Slide Number button (Insert tab Text group) or Header & Footer button (Insert tab Text group), Slide number check box		
Slide Objects, Rename	PPT 422		Select button (Home tab Editing group), Selection Pane		
Slide Orientation, Change	PPT 696		Slide Orientation button (Design tab Page Setup group)		
Slide Show, Adjust Timings Manually	PPT 446		Select slide and set timing (Transitions tab Timing group)		
Slide Show, Draw on Slides During Show	PPT 313		Pointer button, Pen (Slide Show toolbar), drag mouse to draw		
Slide Show, E-mail from within PowerPoint	PPT 702		Send Using E-mail (File tab Save & Send tab), Send as Attachment button		
Slide Show, End	PPT 49	Click black ending slide		End Show	ESC or HYPHEN
Slide Show, Highlight Items During Show	PPT 312		Pointer button, Highlighter (Slide Show toolbar), drag mouse to highlight		
Slide Show, Rehearse Timings	PPT 444		Rehearse Timings button (Slide Show tab Set Up group)		
Slide Show, Set Resolution	PPT 294		Resolution box arrow (Slide Show tab Monitors group)		
Slide Show View	PPT 47	Slide Show view button at lower-right PowerPoint window	From Beginning button (Slide Show tab Start Slide Show group)		F5
Slide Sorter View	PPT 153, 664	Slide Sorter view button at lower-right PowerPoint window	Slide Sorter button (View tab Presentation Views group)		
Slides, Insert with a Section Layout	PPT 661		Slide Layout button (Home tab Slides group), Section Header layout		
SmartArt, Change Layout	PPT 550		More button (SmartArt Tools Design tab Layouts group)		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
SmartArt, Convert to Text or Shapes	PPT 557, 559		Convert button (SmartArt Tools Design tab Reset group)		
SmartArt, Remove Shape	PPT 551				Select shape, DELETE
SmartArt, Resize Graphic Shape	PPT 554		Smaller or Larger button (SmartArt Tools Format tab Shapes group)	Size and Position, Size tab	
SmartArt Bullet Level, Promote or Demote	PPT 548, 549		Promote button or Demote button (SmartArt Tools Design tab Create Graphic group)		
SmartArt Graphic, Add Text	PPT 208		Text Pane button (SmartArt Tools Design tab Create Graphic group)		See Table 4–2, PPT 207
SmartArt Graphic, Animate	PPT 435, 436		More button (Animations tab Animation group)		
SmartArt Graphic, Apply Style	PPT 210		More button (SmartArt Tools Design tab SmartArt Styles group)		
SmartArt Graphic, Change Color	PPT 211		Change Colors button (SmartArt Tools Design tab SmartArt Styles group)		
SmartArt Graphic, Insert	PPT 206		SmartArt button (Insert tab Illustrations group)		
SmartArt Graphic, Insert Picture	PPT 209	Insert Picture from File button in picture placeholder			
SmartArt Graphic, Resize	PPT 212, 553	Drag sizing handle to desired location	Shape width and Shape height boxes (SmartArt Tools Format tab Size group)	Size and Position, Size tab	
SmartArt Shapes, Reorder	PPT 547		Move Up or Move Down button (SmartArt Tools Design tab Create Graphic group)		
Speaker Notes, Add	PPT 179	In Normal view, click Notes pane and type notes			
Speaker Notes, Print	PPT 187, 512		Page Layout button (File tab Print tab), Notes Pages		
Spelling, Check	PPT 181		Spelling button (Review tab Proofing group)	Spelling (or click correct word on shortcut menu)	F7
Stacking Order, Change	PPT 146		Bring Forward or Send Backward button (Picture Tools Format tab Arrange group)	Send to Back or Bring to Front	
Symbol, Insert	PPT 233		Symbol button (Insert tab Symbols group)		
Synonym, Find and Insert	PPT 178		Thesaurus button (Review tab Proofing group)	Synonyms	SHIFT+F7
Table, Add Borders	PPT 238		Border button arrow (Table Tools Design tab Table Styles group)		
Table, Add Cell Effects	PPT 614		Effects button (Table Tools Design tab Table Styles group)		
Table, Add Effect	PPT 238		Effects button (Table Tools Design tab Table Styles group)		

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Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Table, Add Gradient Fill	PPT 613		Shading button arrow (Table Tools Design tab Table Styles group), Gradient		
Table, Add Shading	PPT 612		Shading button arrow (Table Tools Design tab Table Styles group)		
Table, Align	PPT 617		Align button (Table Tools Layout tab Arrange group)		
Table, Apply Style	PPT 236		More button (Table Tools Design tab Table Styles group)		
Table, Distribute Rows	PPT 614		Distribute Rows button (Table Tools Layout tab Cell Size group)		
Table, Draw	PPT 603		Table button (Insert tab Tables group), Draw Table, drag pencil pointer		
Table, Insert	PPT 232	Insert Table button in content placeholder	Table button (Insert tab Tables group)		
Table, Merge Cells	PPT 242		Merge Cells button (Table Tools Layout tab Merge group)	Merge Cells	
Table, Resize	PPT 240	Drag sizing handle to desired location	Height and Width boxes (Table Tools Layout tab Table Size group)		
Table, Resize Columns and Rows	PPT 615	Drag column or row borders	Table Row Height or Table Column Width arrows (Table Tools Layout tab Cell Size group)		
Table, Split Columns or Rows	PPT 610		Split Cells button (Table Tools Layout tab Merge group)	Split Cells	
Table Cell, Add Image	PPT 241			Format Shape, Picture or texture fill	
Table Cell, Center Text Vertically	PPT 245		Center Vertically button (Table Tools Layout tab Alignment group)	Format Shape, Text Box, Vertical alignment arrow	
Table Cell, Change Text Direction	PPT 244		Text Direction button (Table Tools Layout tab Alignment group)	Format Shape, Text Box, Text direction arrow	
Table Line, Erase	PPT 608		Table Eraser button (Table Tools Design tab Draw Borders group), click line to erase		
Table Rows and Columns, Draw	PPT 604, 606		Draw Table button (Table Tools Design tab Draw Borders group), drag pencil pointer		
Template, Save a Master As	PPT 502		Change File type (File tab Save & Send tab), Template, Save As button		
Text, Add Shadow	PPT 103		Text Shadow button (Home tab Font group)		
Text, Align Horizontally	PPT 150	Align Text buttons on Mini toolbar	Align Text buttons (Home tab Paragraph group)	Paragraph, Alignment box (Paragraph dialog box)	CTRL+R (right), CTRL+L (left), CTRL+E (center)

Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Text, Align Vertically	PPT 366		Align Text button (Home tab Paragraph group), Top, Middle, or Bottom		
Text, Animate	PPT 425, 427		More button in Animation gallery (Animations tab Animation group)		
Text, Bold	PPT 20	Bold button on Mini toolbar	Bold button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+B
Text, Change Color	PPT 13	Font Color button or Font Color button arrow on Mini toolbar	Font Color button or Font Color button arrow (Home tab Font group)	Font, Font tab (Font dialog box)	
Text, Change Direction	PPT 482		Text Direction button (Home tab Paragraph group)		
Text, Convert to SmartArt Graphic	PPT 213		Convert to SmartArt Graphic button (Home tab Paragraph group)	Convert to SmartArt	
Text, Delete	PPT 41		Cut button (Home tab Clipboard group)	Cut	DELETE or CTRL+X or BACKSPACE
Text, Find and Replace	PPT 176		Replace button (Home tab Editing group)		CTRL+H
Text, Italicize	PPT 11	Italic button on Mini toolbar	Italic button (Home tab Font group)	Font, Font tab (Font dialog box)	CTRL+I
Text, Select Paragraph	PPT 10	Triple-click paragraph			SHIFT+DOWN ARROW or SHIFT+UP ARROW
Text, Select Word	PPT 12	Double-click word			CTRL+SHIFT+RIGHT ARROW or CTRL+SHIFT+LEFT ARROW
Text Box, Align	PPT 543		Align button (Drawing Tools Format tab Arrange group)		
Text Box, Animate	PPT 425, 427		More button (Animations tab Animation group)		
Text Box, Apply Effect	PPT 536		Shape Effects button (Drawing Tools Format tab Shape Styles group)		
Text Box, Apply Fill	PPT 487		Shape Fill button (Home tab Drawing group)		
Text Box, Apply Gradient Fill	PPT 542		Shape Fill button arrow (Drawing Tools Format tab Shape Styles group), Gradient	Format Shape, Fill pane, Gradient fill	
Text Box, Apply Pattern Fill	PPT 539		Shape Fill button arrow (Drawing Tools Format tab Shape group), Gradient, More Gradients, Pattern fill (Format Shape dialog box)	Format Shape, Fill pane, Pattern fill	
Text Box, Apply Picture Fill	PPT 555		Shape Fill button arrow (Drawing Tools Format tab Drawing group), Picture		
Text Box, Change Internal Margin	PPT 488		Drawing Dialog Box Launcher (Home tab Drawing group), Text box (Format Shape dialog box)		

Microsoft PowerPoint 2010 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Text Box, Change Outline Weight, Color, or Style	PPT 534, 535, 536		Shape Outline button arrow (Drawing Tools Format tab Shape Styles group), choose Weight, color, or Dashes		
Text Box, Insert	PPT 423		Text Box button (Insert tab Text group)		
Text Box, Rotate	PPT 489	Drag rotation handle			
Text Box, Set Formatting as Default	PPT 537			Set as Default Text Box	
Theme Font, Customize	PPT 473		Theme Fonts button (Slide Master tab Edit Theme group)		
Transition, Add	PPT 43		Click transition in Transitions gallery (Transitions tab Transition to This Slide group)		ALT+K
Transition Effect, Modify	PPT 447		Effect Options button (Transitions tab Transition to This Slide group)		
Transparency, Change	PPT 98		Background Styles button (Design tab Background group), Format Background, move Transparency slider	Format Background, Transparency slider	
Video, Create from Presentation	PPT 705		Create a Video (File tab Save & Send tab), Create Video button		
Video File, Compress	PPT 701		Compress Media button (File tab Info tab)		
Video File, Insert	PPT 163		Insert Video button (Insert tab Media group)		
Video File, Trim	PPT 165		Trim Video button (Video Tools Playback tab Editing group), drag video start/end points or edit Start Time and End Time boxes		
Video Options	PPT 166		Video options check boxes (Video Tools Playback tab Video Options group)		
Video Style, Add	PPT 172		More button (Video Tools Format tab Video Styles group)		
WordArt, Add Text Effects	PPT 115		Text Effects button (Drawing Tools Format tab WordArt Styles group)		
WordArt, Convert to SmartArt	PPT 546			Convert to SmartArt	
WordArt, Insert	PPT 114		WordArt button (Insert tab Text group)		
Worksheet, Align	PPT 621		Align button (Drawing Tools Format tab Arrange group)		
Zoom for Viewing Slides	PPT 156	Drag Zoom slider on status bar; click Zoom In or Zoom Out button on Zoom slider; change percentage in Zoom level box on left side of slider	Zoom button (View tab Zoom group)		