Changing the View
1. Select the **View** tab on the Ribbon.
2. Select the desired option in the **Presentation Views** group.

Creating a Slide
1. Select the **Home** tab on the Ribbon.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Choose the desired **Office Theme** Slide Style.

Changing Slide Layout
1. Select the **Home** tab on the Ribbon.
2. Click the **Layout** button in the **Slides** group. PowerPoint 2010 displays a list of available layouts.
3. Choose the **Layout** type.

Work the Themes
1. Select the **Design** tab.
2. Choose a **Theme** from the group.

Note: When you roll over a the icon, it will change the current slide, so you may preview the theme.

Creating a List Slide
1. Select the **Home** tab.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the desired option.

Entering Text on a Slide
1. Select the **Click to add text** area on the slide.
2. Begin typing.
3. When finished, click anywhere on the slide to deactivate the text area.

Editing Text
1. Click in the **Text Area**.
2. Edit the text accordingly.

Apply Character Formats
1. Click in the Text Box Area.
2. Select the desired characters.
3. Select the **Home** tab on the Ribbon.
4. Click **B**, **I**, or **U** on the ribbon.
5. Click **|
6. Click **|** for color shown, or arrow to select a different color.
7. Select the **Dialog Box Launcher** for other formats and enter new settings.
8. Click **OK**.

Apply Paragraph Formats
1. Click on the Text Box Area and
2. Select the **Home** tab on the Ribbon.
3. Click **|** for line spacing.
4. Click **|** for bullets and numbered list.
5. Choose **|** or **|** to decrease or increase list level (indentations).
6. Select the **Paragraph** tab.
7. Select the **Dialog Box Launcher** for other formats and enter new settings.
8. Click **OK**.

Creating a Clip Art Picture Slide
1. Select the **Home** tab on the Ribbon.
2. Click the down arrow on the **New Slide** button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the **Title and Content** option.
4. Select the **Insert** button in the **Body** of the slide.
5. Select the **Clip Art** icon in the body of the slide.

Inserting Clip Art
1. Select the **Clip Art** icon in the body of the slide.
2. Using the **Search for** text box in the Clip Art pane, enter the keyword for the Clip Art you would like to insert.
3. Click on the Clip Art Thumbnail to enter it into the slide.
4. Close the Clip Art Pane.

Inserting Pictures
1. Select the **Picture** icon in the body of the slide.
2. Navigate to the pictures location.
3. Select the file to insert.
4. Click the **Insert** button.

Inserting Shapes
1. Choose the **Insert** tab on the Ribbon.
2. Click the **Shapes** button in the **Illustrations** group.
3. Select the **Shape**.
4. In the slide, click and drag to create the shape.
5. Release the mouse.

Resizing Clip Art, Pictures and Shapes
2. Select one of its anchor boxes.
3. Click and drag to resize.

Tip: If you choose a corner anchor box, hold down the **Ctrl** key and drag your mouse. The object will resize proportionately.

Moving an Object
1. Select the Object.
2. Place your mouse in the middle of the object.
3. Click and drag it to its new location.

Change Object Orientation
1. Select the Object.
2. Locate the rotate icon.
3. Click and drag to change orientation.
Grouping Objects
1. Select all the objects you wish to group.
2. Select the Home tab on the Ribbon.
3. Click the button in the Drawing group.
4. Choose the Group option in the list.

Creating Table Slide
1. Select the Home tab on the Ribbon.
   - Click the button on the Drawing tab.
2. Click the down arrow on the Slide tab. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the Title and Content option.
4. Select the icon within the body of the Slide.
5. Enter the number of Rows and Columns.

Inserting Charts
1. Select the Home tab on the Ribbon.
2. Click the down arrow on the button. PowerPoint 2010 displays a drop-down list of available slide options.
3. Select the Title and Content option.
4. Select the icon within the body of the Slide.
5. Choose the Chart Type.
6. Enter the Chart Data.

Note: Chart data is managed through Microsoft Excel. All features of Excel are available.

Editing Chart Data
1. Select the Chart.
2. Choose the Design context tab on the Ribbon.
3. Select the button in the Data group.

Change Chart Type
1. Select the Chart.
2. Choose the Design context tab on the Ribbon.
3. Select the button in the Data group.
4. Choose the new Chart Type.
5. Click the OK button.

Change Chart Layout
1. Select the Chart.
2. Choose the Design context tab on the Ribbon.
3. Select a Chart Layout within the Chart Layouts list.

Changing Chart Style
1. Select the Chart.
2. Choose the Design context tab on the Ribbon.
3. Choose the desired Chart Style from the list within the Chart Styles group.

Inserting Chart from Excel
2. Open the file containing the chart you would like to paste into PowerPoint 2010.
3. Select the Chart.
4. Click the Home tab on the Ribbon.
5. Click the button in the Clipboard group.
6. Navigate to your PowerPoint Presentation.
7. Select the Home tab on the Ribbon.
8. Click the down arrow on the button. PowerPoint 2010 displays a drop-down list of available slide options.
9. Select the Title and Content option.
10. Close the button.

Saving a Presentation
1. Select the File tab on the Ribbon.
2. Choose the Save option.
3. Enter the name, location and type of file.
4. Choose the button.

Arranging Slides
1. Choose the View Tab on the Ribbon.
2. Choose the button in the Presentation Views group.
3. Click and drag the slide thumbnails to the desired location.

Printing a Presentation
1. Select the File tab on the Ribbon.
2. Choose the Print option.
   - PowerPoint 2010 displays all print options along with the current slide in the Print Preview mode.
3. Click to select which Slide(s) to print.
4. Click to select what to print.
5. Choose number of Copies.
6. Click the Print button.

Keyboard Shortcuts

<table>
<thead>
<tr>
<th>To do this</th>
<th>Press</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Font dialog box to change font.</td>
<td>Ctrl + Shift + F</td>
</tr>
<tr>
<td>Open Font dialog box to change font size.</td>
<td>Ctrl + Shift + P</td>
</tr>
<tr>
<td>Increase font size.</td>
<td>Ctrl + Shift + &gt;</td>
</tr>
<tr>
<td>Decrease font size.</td>
<td>Ctrl + Shift + &lt;</td>
</tr>
<tr>
<td>Change case of letters between sentence, lowercase, or uppercase.</td>
<td>Shift + F3</td>
</tr>
<tr>
<td>Apply bold.</td>
<td>Ctrl + B</td>
</tr>
<tr>
<td>Apply an underline.</td>
<td>Ctrl + U</td>
</tr>
<tr>
<td>Apply italic.</td>
<td>Ctrl + I</td>
</tr>
</tbody>
</table>