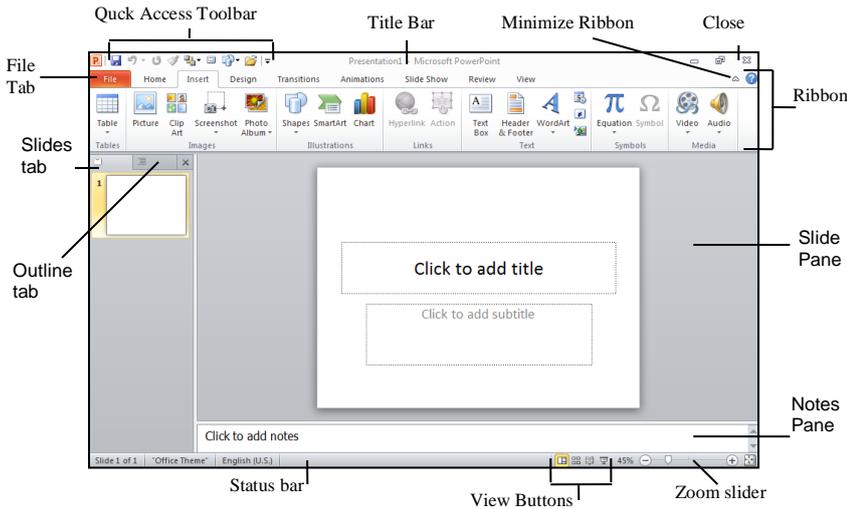


Quick Reference Card MS Office PowerPoint 2010



KEYBOARD SHORTCUTS

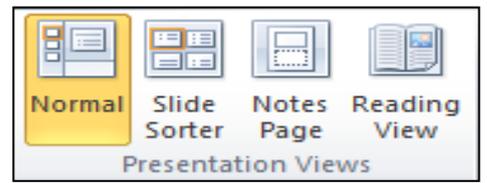
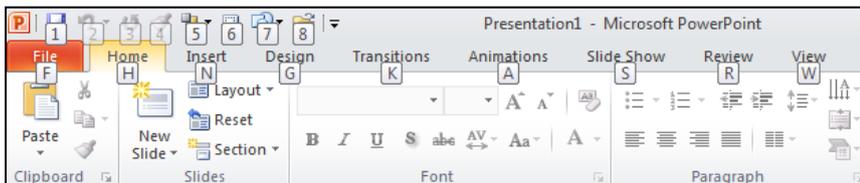
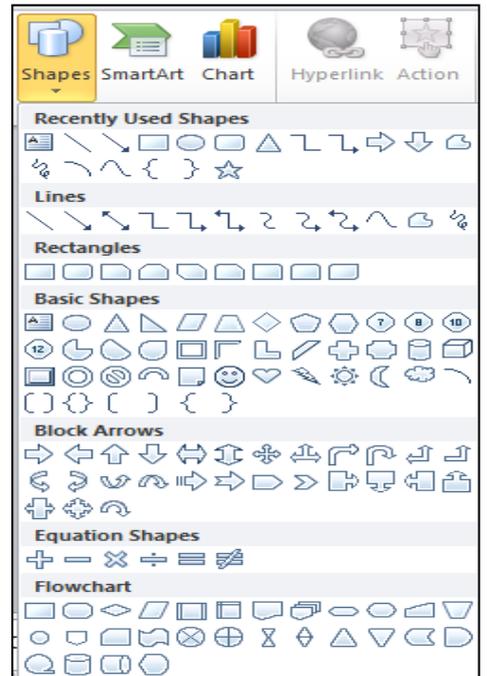
Open doc	<Ctrl>+<O>
New doc	<Ctrl>+<N>
Save	<Ctrl>+<S>
Print	<Ctrl>+<P>
Close	<Ctrl>+<W>
Copy	<Ctrl>+<C>
Paste	<Ctrl>+<V>
Cut	<Ctrl>+<X>

QUICK ACCESS TOOLBAR



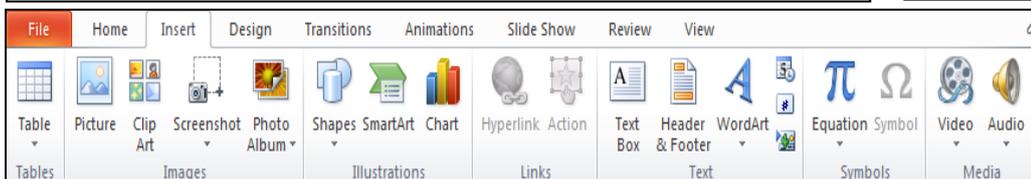
With the Quick Access Toolbar you get direct access to frequently used commands.
Add button from Ribbon: Press right mousebutton, then select Add to Quick Access Toolbar.

File	
Save	Save document
Save As	Save with another name/location or as PDF
Open	Open existing document
Close	Close document
Info	
Recent	Recent documents. The PIN (at the right side) pins this document down.
New	
Print	Print: Print Preview, Select Printer, Orientation, Margins, Printerproperties.
Save & Send	File type, PDF, Save to SharePoint, Send Using E-mail. Create video, Package for CD.
Help	
Options	Options: Customize Settings
Exit	

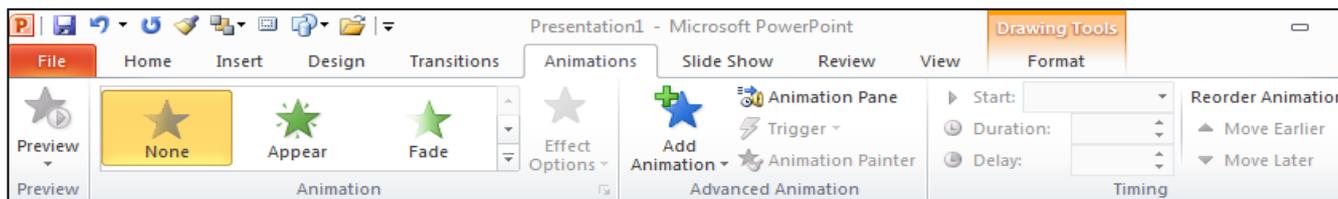


By pressing the left Alt-key, letters and numbers will appear next to Tabs and Commands in the Ribbon. Now you can select items by using the keyboard instead of the mouse. So to select the tab Insert, press the N-key. Subsequently again letters and numbers will appear in the new menu/ribbon.

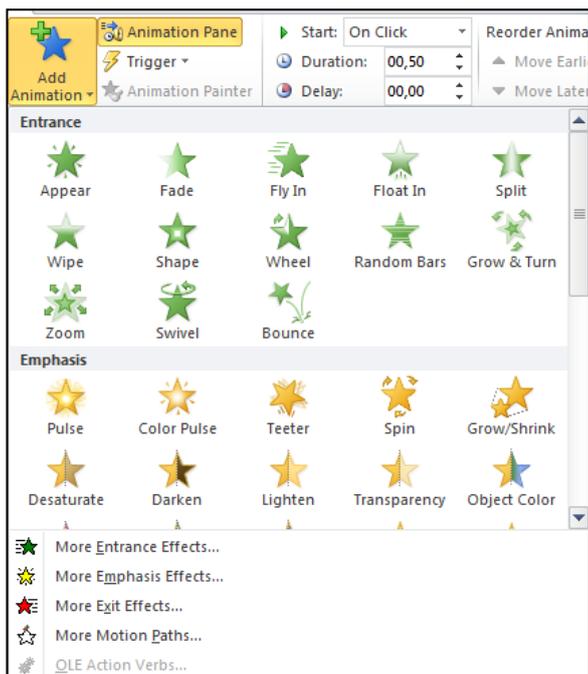
Through the tab **View** you can select different Views. These Views you find also in the **Status Bar** (at the bottom of your screen)



In the group Media of the tab Insert, you can insert Sound (Audio) and Movies (Video) into your presentation.



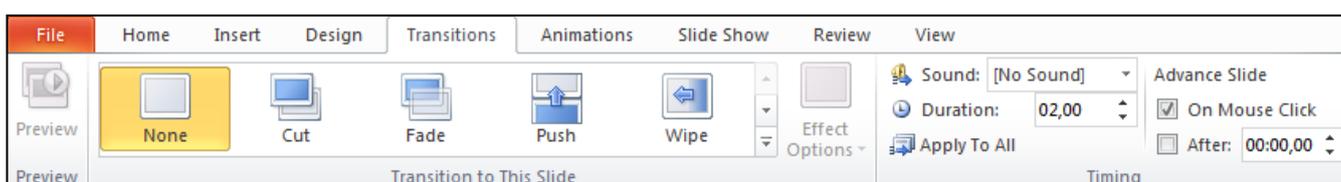
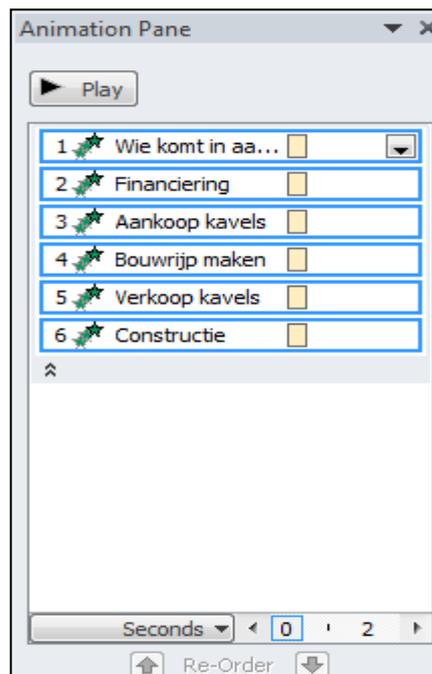
Tab **Animations**, with additional tab **DrawingTools, Format**.
 With the tab Animations you can add special effects to your slide. Here you find different Animations and soundsettings (audio) .
 Also the speed of the animation can be set.
 The tab Transitions (to the left of tab Animations) is to set Transtion effects from slide to slide.



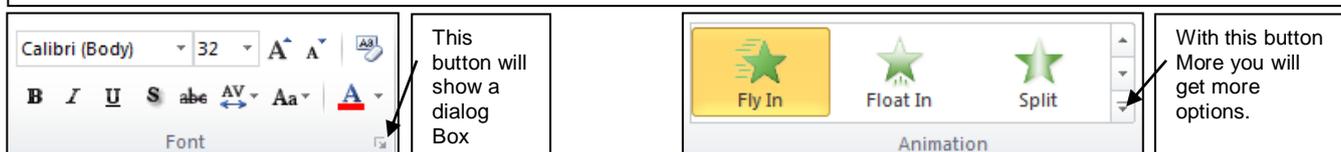
Clicking on the button **Add Animation** will get you a subsequent Menu, where you can select the desired effects. Here you can set an animation per Paragraph, Word or Letter.

Also you can have pictures disappear with or without sound.

To the right of your screen appears a Task-Pane with the different effects you have entered and the order of appearance.

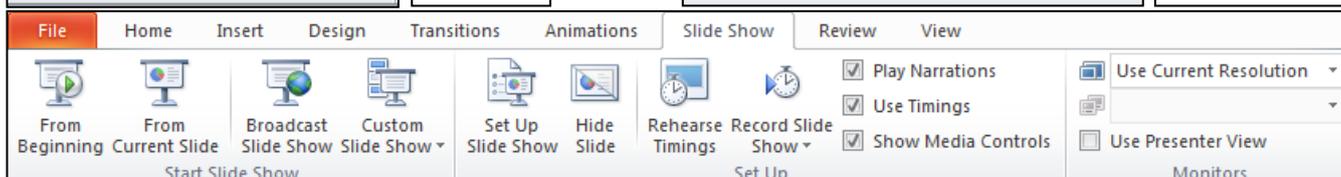


Animation when moving from one slide to the another is called **Transtions**.
 You can select the type of effect, the length (duration in time) , with or without sound, how do we want to switch from one slide to the next one (using the Mouse or automatically) and also if we want to apply the effect to just this slide or to all slides.



This button will show a dialog Box

With this button More you will get more options.



In the Ribbon **Slide Show** you can customize the settings for your Slide-Show, like Record SlideShow, Rehearse Timings , select the resolution when using a beamer.

If the presentation will be held in a different location, you can save the presentation on a CD or on a USB-stick. Go to the File-tab, then go to Save & Send, and click finally (in the Sub-group File Types) on: Package Presentation from CD. The files needed for the presentation will then be copied to a CD or a USB-stick.