Changing the View
1. Choose **View.**
2. Choose the Presentation View.

Creating a Slide
1. Select the **Home** tab.
2. Select the **New Slide** .
3. Choose the Office Theme Slide Style.

Changing Slide Layout
1. Select the **Home** Tab.
2. Choose **Layout** .
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 slide below, so you may see the theme colors in full view.

Creating a List Slide
1. Choose the **Home** tab.
2. Choose New Slide .
3. Choose Title and Content Layout.

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

Editing Text
1. Click into the Text Area.
2. Edit the text accordingly.

Apply Character Formats
1. Click into the Text Area.
2. Select the Characters.
3. Select the **Home** tab.
4. Click **B**, *I* or U on the ribbon.
5. Click Arial for fonts and 11 for font sizes.
6. Click the "A" on for color shown, or arrow to select color.
7. For other formats, select the **Dialog Box Launcher**

and enter new settings.
8. Click OK .

Apply Paragraph Formats
1. Click on the Text Box Area and Select the **Home** tab.
2. Click , , , or for alignment.
3. Click for line spacing.
4. Choose or for bullets and list.
5. Choose or to increase or decrease list level.
6. For other Formats, select the **Dialog Box Launcher.**
7. Enter the new settings.
8. Click OK .

Creating a ClipArt Picture Slide
1. Choose the **Home** tab.
2. Choose New Slide .
3. Choose Title and Content.
4. Choose the or icons.

Inserting ClipArt
1. Choose ClipArt.
2. Enter the keyword for the clipart from the ClipArt Pane on the right.
3. Click on the ClipArt Thumbnail to enter it into the slide.
4. Close the ClipArt Pane.

Inserting Pictures
1. Choose Picture.
2. Navigate to the pictures location.
3. Choose Insert .

Inserting Shapes
1. Choose the **Insert** tab.
2. Choose Shapes.
3. Select the shape.
4. In the slide, click and drag to create the shape.
5. Release the mouse.

Resizing ClipArt, Pictures and Shapes
1. Clip on the Object.
2. Select one of its anchor boxes.
3. Click and drag to resize.

Note: 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. Choose the Drawing Tools or Picture Tools, depending on the objects you choose.
3. Choose Group from the Arrange section.

Creating Table Slide
1. Choose the **Home** tab.
2. Choose New Slide .
3. Choose Title and Content.
4. Choose the Table Icon.
5. Enter the number of Rows and Columns.
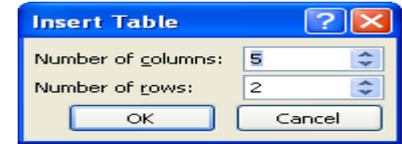
6. Click OK .
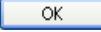
Resizing the Table
1. Select the table.
2. Click and drag on of the anchor boxes.

Formatting the Table
1. Select the table.
2. Choose the **Design** Tab.
3. Choose a **Table Style.**

Inserting Charts
1. Choose the **Home** tab.
2. Choose New Slide.
3. Choose Title and Content Layout.
4. Choose the Chart Icon.
5. Choose the Chart Type.
6. Enter the Chart Data.

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

7. Close the Data(Excel) Window.

Editing Chart Data
1. Select the Chart.
2. Choose the **Design** tab.
3. Choose Edit Data.
4. Change the Data.
5. Close the Data(Excel) Window.

Change Chart Type
1. Select the Chart.
2. Choose the **Design** tab.
3. Choose Change Data Type.
4. Choose the chart type.
5. Click OK .
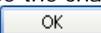
Change Chart Layout
1. Select the Chart.
2. Choose the **Design** tab.
3. Select a Chart Layout

Changing Chart Style.

1. Select the Chart.
2. Choose the **Design** tab.
3. Choose the Chart Style.

Inserting Chart from Excel

1. Open Excel.
2. Open the file containing the chart you would like to paste into PowerPoint.
3. Select the chart.
4. Click the Home tab.
5. Click **Copy**.
6. Navigate to your PowerPoint Presentation.
7. Move to where you want to place the chart.
8. Click the **Home** tab.
9. Click **New Slide** button. .
10. Choose the **Title Only Layout**.
11. Click the **Paste** button .

Saving a Chart

1. Choose the **Microsoft Office Button**
2. Choose **Save As.**
3. Enter .the name, location and type of file
4. Choose **Save**.
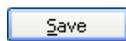
Spell Checking

1. Choose the **Review** Tab.
2. Choose **Spell Check**.
3. Spell Check the document.
4. Click **OK**.
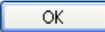
Arranging Slides

1. Choose the **View** Tab
2. Choose slide sorter.
3. Click and drag the slide thumbnails to the desired location.

Adding Transition

1. Choose the **View** Tab.
2. Choose slide sorter.
3. Choose the **Animation** Tab.
4. Choose the Transition from the **transition to this slide.**
5. Choose **Transition Sound: [No Sound]** .

6. Choose **Transition Speed: Fast** .
7. Choose if this Transition should be **Apply To All** .

Apply Animation Effect

1. Choose the slide you wish to animate.
2. Choose the Area of the slide you wish to animate.
3. Choose the **Animation** Tab.
4. Choose **Animate: No Animation**
5. Choose the Type of Animation from the drop-down list.

Create Speaker Notes

1. Choose the **View** Tab.
2. Choose **Notes Page**.
3. Type the notes into the Notes area.
4. Navigate to the next slide.

Note: If the text is too small to read, use the **Zoom** to increase the size.

View the Slide Show

1. Choose the **View** Tab.
2. Choose **Slide Show**.
3. Use the mouse to advance to the next slide.
4. Use the **ESC** key to exit out of slide show.

Package a Presentation

1. Save the Presentation.
2. Choose the **Microsoft Office Button** .
3. Choose **Publish.**
4. Choose **Package for CD.**
5. Enter the Name of the Presentation.
6. Choose any additional files, if necessary
7. Choose **Copy to CD** .
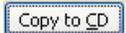
Printing a Presentation

1. Choose the **Microsoft Office Button** .
2. Choose **Print.**

3. Choose which slide to print.

4. Choose What to print.
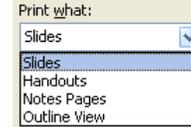
5. If Handouts, choose number of slides per page.
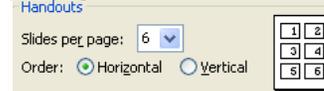
6. Choose number of Copies.
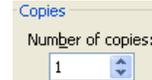
7. Choose **OK** .
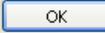
Keyboard Shortcuts

To do this	Press
Open Font dialog box to change font.	CTRL + SHIFT + F
Open Font dialog box to change font size.	CTRL + SHIFT + P
Increase font size.	CTRL + SHIFT + >
Decrease font size.	CTRL + SHIFT + <
Open Font dialog box to change formatting of characters.	CTRL + T
Change case of letters between sentence, lowercase, or uppercase.	SHIFT + F3
Apply bold.	CTRL + B
Apply an underline.	CTRL + U
Apply italic.	CTRL + I
Apply subscript	CTRL + =
formatting.	
Apply superscript formatting.	CTRL + SHIFT + +
Remove manual character formatting	CTRL + SPACEBAR
Insert a hyperlink.	CTRL + K
Select an object (with text selected inside object).	ESC
Select an object (with an object selected).	TAB or SHIFT+TAB until the object you want is selected
Select text within an object (with an object selected).	ENTER
Select all objects.	CTRL + A (on Slides tab)
Select all slides.	CTRL + A (in Slide Sorter view)
Select all text.	CTRL + A (on Outline tab)
Move clockwise among panes in Normal view.	F6
Move counterclockwise among panes in Normal view.	SHIFT + F6
Switch between Slides and Outline tabs.	CTRL + SHIFT + TAB
Hide or show the Ribbon.	CTRL+F1
Display shortcut menu for selected command.	SHIFT+F10