Microsoft® PowerPoint® 2013 Cheat Sheet

CEV

• Program Layout

Quick Access Toolbar
Title Bar
Minimize Maximize Close
Tab
Ribbon
Slide Sorter
Group
Scroll Bar
Slide Pane
Notes Pane
Status Bar
Views
Zoom Slider
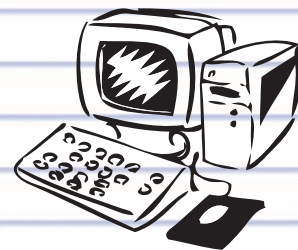
File Tab & Backstage View: Holds the options to start a new presentation, open a saved file, save, print, prepare for distribution, publish the presentation, close the program and show recently viewed presentations

Customize the Quick Access Toolbar to hold commands such as Save, Print, Undo, Redo, Copy, and Paste.

• Keyboard Shortcuts

Program Shortcuts
Ctrl+O	Open
Ctrl+N	Create New
Ctrl+S	Save
Ctrl+P	Print
Ctrl+W	Close
Ctrl+M	New Slide
F1	Open Help

Editing Shortcuts
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+F	Find
Ctrl+A	Select All

Navigation Shortcuts
Spacebar	Next Slide
Backspace	Previous Slide
Ctrl+Home	First Slide
Ctrl+End	Last Slide
Esc	End SlideShow

Formatting Shortcuts
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+L	Left Align
Ctrl+E	Center Align
Ctrl+R	Right Align
Ctrl+J	Justify

• Program Basics
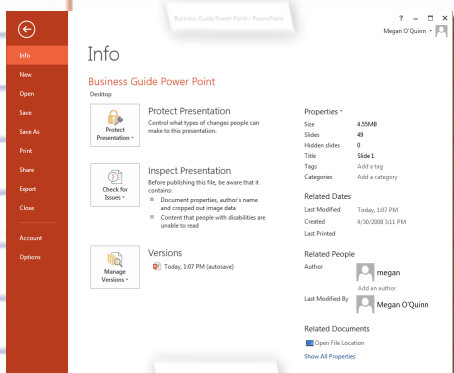
Create New Presentation:
Click File Tab, select New
Open a Presentation:
Click File Tab, select Open
Save a Presentation:
Click File Tab, select Save
Save Presentation with a New Name:
Click File Tab, select Save As, type in the title
Change File Type:
Click File Tab, select Export, choose the file type
Print Presentation:
Click File Tab, choose Print, adjust printing settings

Text Selection:
Word: Double-click the word
Sentence: Ctrl and click in the sentence
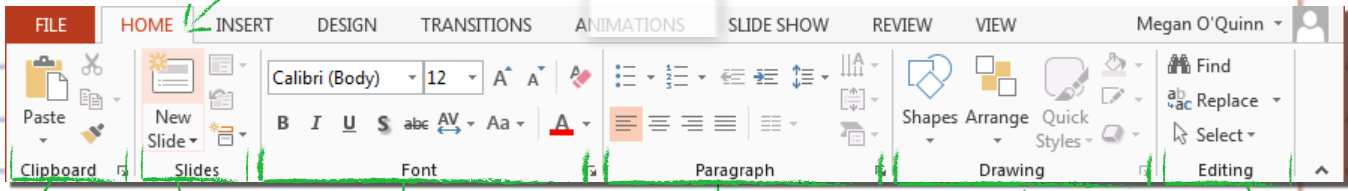Paragraph: Triple-click the paragraph

Keys to Remember:
Backspace: Erases back one space
Delete: Erases forward one space
Num Lock: Controls the 10-key pad

• Formatting

Home Tab

Clipboard Group   Slides Group   Font Group   Paragraph Group   Drawing Group   Editing Group

Using the Clipboard Group:
Cut and Copy Text:
   Select the text and click on the Cut or Copy button
Paste Text:
   Put insertion point where you want the text and click on the Paste button
Copy Formatting:
   Select text with formatting, click the Format Painter button, select text you want to apply the formatting

Formatting Fonts Using the Font Group:
Style: Use the Bold, Italics and Underline buttons
Type: Choose an option from the Font List
Size: Choose an option from the Font Size List
Color: Choose an option by clicking the Font Color Button

Editing Group
Find Text:
   Click the Find button
Replace Text:
   Click the Replace button

Slides Group
Holds options for adding a new slide, changing layout and deleting a slide.

Using the Paragraph Group:
Change Paragraph Alignment:
Click the left, right, center or justify buttons
Indent Paragraph:
Click Increase Indent Button
Decrease an Indent:
Click Decrease Indent Button
Adjust Line Spacing:
Click the Line Spacing button and choose from the list
Create a Bulleted or Numbered List:
Select the paragraph, click on the Bullets or Numbering button

You can also change the text direction, align text in the slide and convert to SmartArt using the Paragraph group.

Drawing Group
Holds options for adding shapes, arranging the shapes, applying quick styles, changing the shape's color, border and effects.

Using the Design Tab:
Change the Slide Size:
   Click Slide Size in the Customize Group
Change Slide Orientation:
   Click Slide Size in the Customize Group, select Custom Slide Size and change the orientation
Add a Theme:
   Click the theme you want in the Themes group and it will be applied

Format the Slide Background:
   Click Format Background in the Customize Group and edit the options to fit your needs
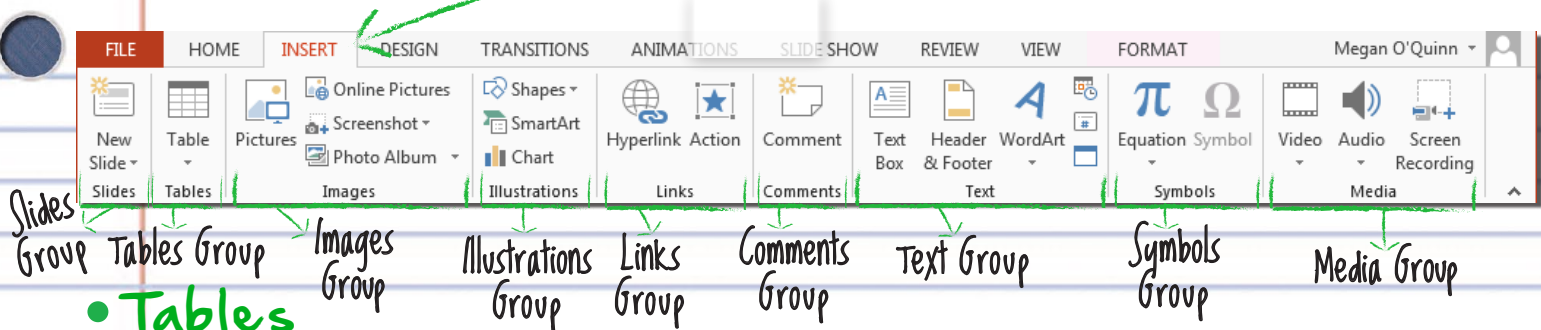
Design Tab

Themes Group   Variants Group   Customize Group

• The Insert Tab

Insert Tab

FILE	HOME	INSERT	DESIGN	TRANSITIONS	ANIMATIONS	SLIDE SHOW	REVIEW	VIEW	FORMAT	Megan O'Quinn

New Slide | Table | Pictures | Online Pictures | Screenshot | Photo Album | Shapes | SmartArt | Chart | Hyperlink | Action | Comment | Text Box | Header & Footer | WordArt | Equation | Symbol | Video | Audio | Screen Recording

Slides | Tables | Images | Illustrations | Links | Comments | Text | Symbols | Media

Slides Group — Tables Group — Images Group — Illustrations Group — Links Group — Comments Group — Text Group — Symbols Group — Media Group

• Tables

Insert a Table:
Click the Insert tab, click the table button in the Tables group and select Insert Table

Insert a Column or Row:
Click the Layout tab under Table Tools, use the commands in the Rows & Columns group

Delete a Column or Row:
Select the item you want to delete, click the Layout tab under Table Tools, click Delete button in the Rows & Columns group

Use the Table Tools section of the Ribbon to change the Design and Layout of the table.

• Charts

To Create a Chart:
Click the Insert tab, click the chart button in the Illustrations group, choose the type of chart you want to display the data and use the Excel spreadsheet's cells to insert the data you want represented in the chart

Use the Chart Tools section of the Ribbon to change the Design, Layout and Format of the chart.

• Items to Add

Text Box:
Click Text box in the Text group

Header & Footer:
Click the Header & Footer button in the Text group and choose the options you want

Date & Time:
Click the Date & Time button in the Text group

Slide Numbers:
Click the Slide Number button in the Text group

Hyperlinks:
Click Hyperlink in the Links group

Symbols:
Click Symbols and choose the symbol you need from the gallery which appears

Movie:
Click the Movie button in the Media group and choose where the movie file is located

Sound:
Click the Sound button in the Media group choose the option you need such as CD Music

• Graphics

Adding Pictures:
Click the Picture button in the Images group, locate the picture you want to add

Adding Screen Shot:
Click the Screen Shot button in the Images group, locate the screen shot you want to add

Adding Shapes:
Click the Shapes button in the Illustrations group and choose from the drop down menu

Adding SmartArt:
Click the SmartArt button in the Illustrations group and choose the SmartArt you want to use
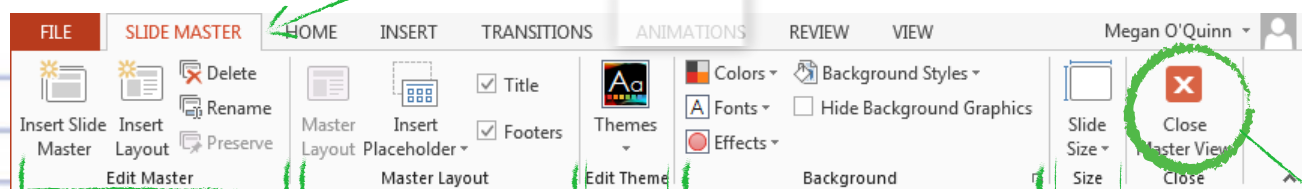
Adding WordArt:
Click WordArt in the Text group and choose the option you would like to use

Adding a Photo Album:
Click Photo Album in the Images group and choose the album you need to insert

• Slide Masters

Slide Master Tab

FILE | SLIDE MASTER | HOME | INSERT | TRANSITIONS | ANIMATIONS | REVIEW | VIEW | Megan O'Quinn

Insert Slide Master | Insert Layout | Delete | Rename | Preserve — **Edit Master**
Master Layout | Insert Placeholder | ☑ Title | ☑ Footers — **Master Layout**
Themes | Colors | Fonts | Effects — **Edit Theme**
Background Styles | ☐ Hide Background Graphics — **Background**
Slide Size — **Size**
Close Master View — **Close**

Edit Master Group — **Master Layout Group** — **Edit Theme Group** — **Background Group** — **Size Group** — **Close Master Button**
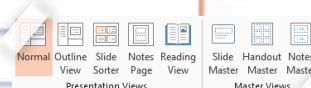
View Slide Master:
Click on the Views tab and choose Slide Master in the Presentation Views group

Use Slide Masters:
- To create a custom presentation design
- To add items to certain slide types

• Delivery, Transitions & Animation

Add Slide Transitions:
Choose slide, click the Transitions tab on the Ribbon and in the Transition to this Slide group choose the transition you want

Add Animation to Object:
Select the object, click the Animation Styles button in the Animations group, choose the animation you want to add

Add Slide Timings:
Click the Slide Show tab, click the Rehearse Timings button in the Set up group, navigate through presentation, click yes to save timings

• Views

Normal | Outline View | Slide Sorter | Notes Page | Reading View — **Presentation Views**
Slide Master | Handout Master | Notes Master — **Master Views**

Viewing Options:

Normal:
Default view which includes the outline, slide and notes panes

Slide Sorter:
Displays all of the slides in the presentation as thumbnails

Slide Show:
Displays presentation as a slide show

Master Views:
Allow you to make changes to the layout of the presentation and handouts without changing the content

To present a slide show, click the Slide Show button on the status bar.

• Your Notes....