

# PowerPoint 2010 tips and tricks

## Quick Reference Card

### Open PowerPoint fast

- Press Windows Key+R, type **powerpnt**, and then press Enter.

### Use an Office.com template

- On the **File** tab, click **New**, and then under **Office.com templates**, choose a template.

### Make a slide from a bullet

1. On the left, above the slide thumbnails, click the **Outline** tab.
2. Select the text you want on its own slide.
3. Press SHIFT+TAB.

### Crop a picture to a shape

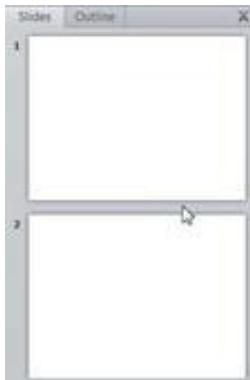
1. Select the picture or pictures that you want to crop to a specific shape.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the arrow under **Crop**.
3. Click **Crop to Shape** and then click the shape you want to crop to.

### Zoom with your mouse

- If your mouse has a wheel, hold down the CTRL key, and then rotate the wheel forward to zoom in. Rotate the wheel backward to zoom out

### Reuse slides from another presentation

1. Open the presentation that you want to add a slide to.
2. In the pane that contains the Outline and Slides tabs, click **Slides**, and then click where you want to add a slide.



3. On the **Home** tab, in the **Slides** group, click the arrow below **New Slide**, and then select **Reuse Slides**.

4. In the **Reuse Slides** pane, click **Open a PowerPoint File**.
5. In the **Browse** dialog box, locate and click the presentation file that contains the slide that you want, and then click **Open**.

**Tip** In the **Reuse Slides** pane, PowerPoint displays thumbnails of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.

6. In the **Reuse Slides** pane, do one of the following:
  - To add a single slide, click the slide.
  - To add all of the slides, right click any slide, and then select **Insert All Slides**.

**Note** If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the **Keep source formatting** check box before you add the slide to the destination presentation.

  - To add a single slide, click the slide.
  - To add all of the slides, right-click any slide, and then click **Insert All Slides** on the shortcut menu.

### Slide Sorter view

- In the lower-right corner of the screen, press the Slide Sorter button.

### Insert a screenshot or screen clipping

1. Click the slide that you want to add the screenshot to.
2. On the **Insert** tab, in the **Images** group, click **Screenshot**.



3. Do one of the following:
  - To add the whole window, click the thumbnail in the **Available Windows** gallery.
  - To add part of the window, click **Screen Clipping**, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.

### Show or hide the ribbon

- Press CTRL+F1.

### Use the Quick Access Toolbar

- Right click a button, and then click Add to Quick Access Toolbar.