

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

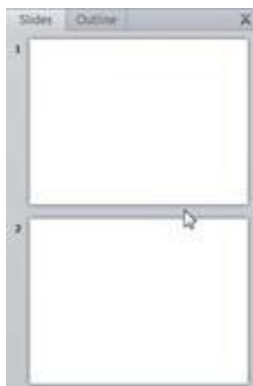
1. Select the picture or pictures that you want to crop to a specific shape.
2. Under **Picture Tools**, on the **Format** tab, in the **Size** group, click the arrow under **Crop**.
3. Click **Crop to Shape** and then click the shape you want to crop to.

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.