

## Powerpoint Quick Guide

New to Microsoft Office 2016 or 2013? Upgrading from a previous version? Designed with the busy professional in mind, this two-page quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version.

Laminated quick reference card showing step-by-step instructions and shortcuts for Microsoft PowerPoint 2011 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Starting a New Presentation; Adding a New Slide; Changing a Slide's Layout; Changing the Slide Shape, Size, Orientation; Entering Text into a Text Placeholder; Starting a New Line Without a Bullet; Moving from Title to Body with the Keyboard. Changing Level of Indention after the Text has been Typed, Using the Outline; Rearranging Points, Adding Other Text on the Slide; Importing Text into the Outline. Changing the Font and Size of Text; Enhancing Text: Bold, Italic, etc.; Turning Bullets On and Off; Creating Numbered Points. Viewing Many Slides at Once; Rearranging Slides; Applying a Design Theme; Adding a Footer; Changing the Background of a Slide; Creating Speaker Notes. Changing the Slide Master to

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Change All Slides at Once; Suppressing the Slide Master Elements on Some Slides. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Chart (Graph); Changing Chart Type; Editing a Chart; Creating and Editing an Organization Chart; Drawing Shapes; Resizing, Moving & Rotating Shapes; Selecting Multiple Shapes; Changing the Color, Fill Pattern, or Line Style of a Shape or Line; Duplication a Shape; Adding Text to a Shape. Printing the Presentation (or Notes, Handouts, Outline); Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Animating an Object. Also includes a list of Selection, Movement, and Slide Show Shortcuts.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2013 that are common to Word, Excel & PowerPoint. Great companion product to Word, Excel & PowerPoint Introduction guides. Topics include: The Excel, Word, PowerPoint Start Screen Using the Ribbon Optimizing for Touch Using the File Menu (Backstage View): Creating, Opening, Saving & Printing Documents The Quick Access Toolbar Using the Status Bar to Zoom and Change Views Using the Shortcut Menu Inserting/Deleting Text Selecting Text, Shapes, or Cells Moving or Copying: Cut, Copy Paste; Drag & Drop Changing Text Font and Size Enhancing Text: Bold, Italic Formatting with the Mini Toolbar Undoing/Redoing Actions Repeating an Action Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows: Switching between Open Windows, Arranging Multiple Windows Saving a PDF Sending a Document as

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an E-mail Attachment, PDF or Link File Formats Compatibility with Previous Versions Also includes a list of keyboard shortcuts common to Word, Excel & PowerPoint.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Microsoft Office 2016 (Windows Version) that are common to Word, Excel & PowerPoint. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Microsoft Office 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Great companion product to Word 2016 (ISBN 978-1939791917); Excel 2016 (ISBN 978-1939791924); PowerPoint 2016 (ISBN 978-1939791931), Introduction Guides. The following topics are covered: The Excel, Word, PowerPoint Start Screen Signing in to an Online Account Using the Ribbon Using the Quick Access Toolbar Using the File Menu: Creating, Opening, Saving, Previewing & Printing Documents Using the Status Bar to Zoom and Change Views Using the Shortcut Menu Undoing/Redoing/Repeating Actions Optimizing for Touch Inserting/Deleting Text Selecting Text, Shapes, or Cells Moving or Copying: Cut, Copy Paste; Drag & Drop Changing Text Font and Size Enhancing Text: Bold, Italic Formatting with the Mini Toolbar Changing AutoCorrect Behavior Adding Pictures Adding SmartArt Working with Windows: Switching between Open Windows, Arranging Multiple Windows Saving a PDF Sending a Document as an E-mail Attachment, PDF

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or LinkFile FormatsGetting Answers from Tell Me and Smart LookupCompatibility with Previous VersionsAlso includes a list of keyboard shortcuts common to Word, Excel & PowerPoint.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft PowerPoint 2004 for Mac. The following topics are covered: Changing Background Color of a Slide, Switching from Color to Black & White, Editing Templates, Using Existing Presentations as Templates, Applying a Design to Selected Slides, Importing Slides from other Presentations, Hidden Slides, Clip Art: Recoloring, Ungrouping, Inserting Tables, WordArt, Replace Fonts, Changing Layering of Objects, Animating Objects, Using Action buttons to jump to other slides, presentations or files, Branching to Other Presentations, Documents in a Slide Show, Creating Custom Shows, Meeting Minder, Annotations during a Slide Show and Self Running Presentations, Setting Timings. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Laminated quick reference card showing step-by-step instructions and shortcuts as well as general document management for the Word, Excel & PowerPoint web apps available in Office 365 and SharePoint. Intended for users familiar with the desktop Microsoft Office suite. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: General: Creating a New Document, Opening Existing Documents, Saving and

Closing Documents, Checking Documents In & Out, Uploading Files, Creating Folders, Renaming Items, Deleting & Restoring Documents, Web App Limitations, Browser & Format Support. Word Web App: Using Reading View, Using Edit View, Collaborating with Others, Printing Documents. Excel Web App: Using Reading View, Using Edit View, Collaborating with Others. PowerPoint Web App: Using Reading View, Using Edit View, Collaborating with Others. Also includes a list of Word, Excel & PowerPoint keyboard shortcuts. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013. The following topics are covered: Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show;

Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2016. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2016 Quick Reference Guide. Simple and easy-to-use, quick reference guides are perfect for individuals, businesses and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an

Excel Table WordArt Effects Recoloring a Picture  
Inserting an Audio Clip Inserting a Video Merging  
Shapes Ungrouping Clip Art Creating a Button to Jump  
to Another Slide or File During a Slide Show Hiding  
Slides Displaying the Animation Pane Reordering  
Animations Removing or Modifying Animations  
Previewing Animations Using the Animation Painter  
Syncing Animation/Text Overlays with Audio/Video  
Annotations During a Slide Show Saving Different Slide  
Orders Setting up a Self Running Show Setting Timings  
by Viewing the Show Recording Narration Compressing  
Media Files Packaging Presentations on a CD/USB  
Drive Saving a Presentation as a Video Broadcasting  
Your Presentation on the Web. This guide is one of two  
titles available for PowerPoint 2013: PowerPoint 2013  
Introduction, PowerPoint 2013 Advanced.

Laminated quick reference guide showing step-by-step  
instructions and shortcuts for how to use advanced  
features of Microsoft Office PowerPoint 2007. The  
following topics are covered: Reusing Slides from Other,  
Presentations, Adding Placeholders to a Slide Master,  
Adding a Customized Layout, Switching from Color to  
Black & White, Making Changes to a Template, Using a  
Theme from Another Office Document, Inserting Tables,  
WordArt, The Selection and Visibility Pane, Ungrouping  
Clip Art, Recoloring Pictures, Placing an Excel Object on  
the Slide, Editing an Excel Object Hiding/Showing Slides,  
Creating a Button to Jump to Another Slide or File During  
a Slide Show, Adding Custom Animations, Modifying  
Previewing the Effect, Annotations during a Slide Show,  
Self Running Presentations, Setting Timings, Recording

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Narration, Creating a Photo Slide Show, Saving Different Slide Orders, Packaging Presentations on a CD, Packaging Multiple Presentations on a CD. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of two titles available for PowerPoint 2007: PowerPoint 2007 Introduction, PowerPoint 2007 Advanced.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use features of Mac Office 2011 that are common to Word, Excel, PowerPoint & Outlook. Great companion product to Word, Excel & PowerPoint Introduction guides. The following topics are covered: Using the Ribbon, Opening a Recently Used File, Customizing Toolbars, Copying Formatting, Quick Access to Paste Options, Using Themes to Format a Document, Adding SmartArt, Using Shape Styles, File Formats, Compatibility with Previous Versions, Working Anywhere (Office Web Apps), Co-Authoring (Word/PowerPoint), The Reference Tools Panel, Creating an Embedded Object from Another Office File, Linking to an Office Object, Creating a Hyperlink, Inserting Comments, Deleting Comments, Removing Personal Information, Saving as PDF, E-Mailing a PDF, Restricting Distribution, Using the Media Browser, Reducing the File Size, Showing Macro and Form Controls, Using the Scrapbook, Working with Multiple Windows. Also includes a list of keyboard shortcuts common to Word, Excel, PowerPoint, and Outlook. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft PowerPoint Introduction 2004 for Mac. The following topics are covered: Beginning a New Presentation, Adding a New Slide, Slide Setup, Entering Text, New Lines Without Bullets (Line Breaks), Changing Indention, Adding Text Anywhere on the Slide, Rearranging Points, Importing Text into the Outline. Text Formatting: Font, Size, Enhancements, Bullets, Numbers, Viewing Many Slides at Once, Rearranging Slides, Applying Templates, Footers, Using the Slide Master, Importing Clip Art and Other Graphics, Creating Graphs, Creating Org Charts, Using the Drawing Tools, Working with Shapes, Speaker's Notes, Printing, Running a Slide Show. Basic Slide Show Effects: Transition, Timing and Builds. Also includes: Lists of Selection, Movement, and Slide Show Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint 2019. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version. Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views,

Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts. Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft PowerPoint 2016 for Mac to create impressive presentations. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 for Mac. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are included: Adding a New Slide; Changing a Slide's Layout; Slide Shape, Size, Orientation; Entering Text into a "Click to add..." Bulleted List Placeholder; Starting a New Line without a Bullet; Moving from Title to Body with the Keyboard; Changing Indention Level; Text Formatting; Adding Other Text on the Slide. Using Presentation Views: Normal View; Working on Your Presentation Structure (Outline View); Rearranging Slides (Slide Sorter). Importing Text into the Outline. Applying a Design Theme; Changing the Background of a Slide; Changing the Slide Master to Change All Slides at Once; Suppressing Slide Master Elements on Some Slides; Adding a Header or Footer. Creating Speaker Notes. Inserting Clip Art or Other Images; Resizing Graphics; Creating a Charts or Graph; Changing Chart Type; Editing a Chart. Creating an Org Chart; Adding a New Box to the Org Chart; Deleting a Box in the Org Chart. Drawing Shapes; Resizing a Shape; Rotating an Object; Moving a Shape; Selecting Multiple Shapes; Changing

the Color, Fill Patter, or Line Style of a Shape or Line; Duplicating a Shape; Adding Text to a Shape; Animating an Object. Organizing Slides with Sections. Printing the Presentation. Hiding Slides; Running a Slide Show; Using Presenter View; Assigning Transition Effects and Timings for a Slide Show. Also includes: Lists of Selection, Movement, and Slide Show Shortcuts.

Laminated quick reference guide specializing in keyboard shortcuts for Microsoft Office 2010 and 2007 products Word, Excel, and PowerPoint. This guide is suitable as a training handout, or simply an easy to use reference guide for any type of user.

Shortcuts for the following topics: Word - Text Selection Shortcuts, Movement Shortcuts, Special Characters, Switching Views, Formatting Shortcuts, Deleting Words, and Other Shortcuts. Excel - Selection Shortcuts, Movement Shortcuts, Formatting Shortcuts, Date & Time Shortcuts, Copying Shortcuts, Formula Shortcuts, Print Preview Shortcuts, Special Characters, and Other Shortcuts. PowerPoint - Slide Show Shortcuts, Media Shortcuts, Rehearsing Shortcuts, Outline View Shortcuts, and Other Shortcuts. Common Shortcuts for Word, Excel and PowerPoint. Also includes instructions for customizing the Quick Access Toolbar and the Status Bar.

Designed with the busy professional in mind, this 4-page laminated quick reference guide provides step-by-step instructions in Introductory PowerPoint

2013. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 62 topics covered, this guide is perfect for someone new to PowerPoint or upgrading from a previous version. Topics Include: Interface Basics, File Management, Text, Pictures, Shapes, Objects, Basic Formatting, Basic Editing, Formatting Paragraphs, Presentation Views, Presentation Setup, Presentation Masters, Animation Previewing, Printing and Sharing, Running a Slide Show, Using a Touch Interface, and Keyboard Shortcuts.

The Quick Start Reference Guide provides an overview of the installation and evaluation process, and additional resources.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft PowerPoint 2003.

The following topics are covered: Editing Templates, Using Presentations as Templates, Importing Slides from other Presentations, Building a Slide Library, Clip Art: Recoloring & Ungrouping, Inserting Tables, WordArt, Excel Objects, Summary Slides, Switching from Color to Black & White, Hidden Slides, Animating Objects, Using Action buttons to jump to other slides, presentations or files, Annotations during a Slide Show, Self Running Presentations, Setting Timings, Recording Narrations, Creating a

Photo Slide Show , Save Different Slide Orders, and Packaging Presentations on a CD. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 (Windows Version). Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding

Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft PowerPoint Introduction 2002 (XP). The following topics are covered: Beginning a New Presentation, Adding a New Slide, Slide Setup, Entering Text, Rearranging Points, and Importing Text into the Outline. Text Formatting: Font, Size, Enhancements, Bullets, Viewing Many Slides at Once, Rearranging Slides, Applying Templates, Footers, Using the Slide Master, Adding Clip Art and Other Graphics, Running a Slide Show, Creating Graphs, Creating Org Charts, Using the Drawing Tools, Duplicating Shapes, Speaker's Notes and Printing. Basic Slide Show Effects: Transition, Timing, Animation Schemes. Also includes: Lists of Selection, Movement, and Slide Show Shortcuts. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

This Succinct Manual Has a Dimension of 8.5 x 11 inches and It Is Printed in Full Color When you need

a quick guide on how to get started with Microsoft PowerPoint, this is the guide to consult. It is designed with the busy people in mind. This guide will give you succinct and smart introduction to Microsoft PowerPoint 365 and Microsoft PowerPoint 2019. This guide is useful for both beginners and intermediates. This manual could also be used as a training manual. If you ever need to revise PowerPoint's basics, this is the guide to consult. You could also use this succinct reference guide for revision if it has been long you used PowerPoint last and you wish to brush-up your knowledge about this app. N.B. If you have read a larger guide (textbook) on Microsoft PowerPoint and you are looking for a summary to refresh your memory and save time, this is the guide for you. Also, if you are reading a textbook on Microsoft PowerPoint and you are finding it difficult, this is the guide to read to understand the basics so that you can better understand the textbook when you return to read it.

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