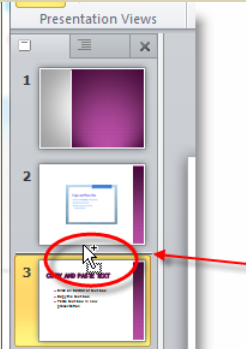


Power Point 2010-2013 Cheat Sheet

Shortcuts

Windows	Macintosh	What It Does
CTRL + O	⌘ + O	Open
CTRL + S	⌘ + S	Save
CTRL + W	⌘ + W	Close the Slide Show
CTRL + Z	⌘ + Z	Undo
CTRL + X	⌘ + X	Cut
CTRL + C	⌘ + C	Copy
CTRL + V	⌘ + V	Paste
CTRL + N	⌘ + N	New Slide Show
CTRL + A	⌘ + A	Select All
CTRL + F	⌘ + F	Find
CTRL + H	⌘ + H	Replace
CTRL + Home	⌘ + Home	Go to the First Slide
CTRL + End	⌘ + End	Go to the Last Slide
CTRL + Mouse Roller	⌘ + Plus Sign or ⌘ + Minus Sign	Zoom In and Zoom Out
SHIFT + ENTER	SHIFT + Return	Soft Return or Manual Line Break
PrintScreen (PRTSCN)	⌘ + SHIFT + 3	Copy a picture of the screen to the Clipboard.
ALT + PrintScreen (PRTSCN)	⌘ + SHIFT + 4	Copy a picture of the selected area or window to the Clipboard.
CTRL + ENTER	CTRL + Return	In the Outline Tab: Creates a new slide
ALT + F5	Option + Return	Show Presenter View
F1		Help feature
	F7	Spellcheck
	F5	Start the presentation from the beginning
	SHIFT + F5	Start the presentation from the current slide
	CTRL + M	Add a New Slide
	TAB	(In Lists) Indents to the Right or in a table, move to the next cell
	TAB at the end of the last row	Add a new row at the bottom of the table.
	SHIFT + TAB	(In Lists) Indents to the Left or in a table, move to the previous cell
	Click + SHIFT + Click	Selects the area between the two clicks
	PAGE UP or P	Previous Slide
	PAGE DOWN or N or ENTER	Next Slide
	ESC	End the slide show

Pointers

Icon	What It is Used For
I Beam Selection	Double-Click: Selects a Word Triple-Click: Selects a Paragraph
Selecting Objects	Click + SHIFT + Click: Selects Objects Click + CTRL + Click: Select non-adjacent Objects
Drag and Drop (between Slideshows)	<div style="display: flex; align-items: flex-start;"> <div style="flex: 1;">  <p style="color: red; font-size: small;">Thumbnail slide is dragged from first presentation to second presentation</p> <p style="color: red; font-size: small;">Note mouse icon and line between slides shows placement</p> </div> <div style="flex: 1; padding-left: 20px;"> <p>Before you begin:</p> <ol style="list-style-type: none"> 1) Have both files open 2) View TAB: Arrange All <p>Use the drag and drop to select a thumbnail from one slideshow and then drag and drop it into the other slideshow.</p> </div> </div>