Microsoft®
PowerPoint 2003
Quick Reference Card

The PowerPoint 2003 Screen

Title Bar — Standard Toolbar — Formatting Toolbar

Menu Bar

Outline/Thumbnail Pane

Click to add title

Click to add subtitle

Task Pane

Getting Started

Microsoft Office Online

- Take a course on using the Research service
- Tips for giving better presentations
- You talk: We listen and respond

More…

Search for:

Example: "start the slide show"

Open

Sample
More…

Create a new presentation…

View Buttons

Notes Pane

Status Bar

Slide 1 of 1 — Default Design — English (U.S.)

Drawing Toolbar

Draw — AutoShapes

Keyboard Shortcuts

General

Open a Presentation	**<Ctrl> + <O>**
Save a Presentation	**<Ctrl> + <S>**
Print a Presentation	**<Ctrl> + <P>**
Close a Presentation	**<Ctrl> + <W>**
Undo	**<Ctrl> + <Z>**
Redo or Repeat	**<Ctrl> + <Y>**
New Slide	**<Ctrl> + <M>**
Help	**<F1>**
Switch Between Applications	**<Alt> + <Tab>**

Navigation—Go To:

The Previous Slide	**<Page Up>**
The Next Slide	**<Page Down>**
The First Slide	**<Ctrl> + <Home>**
The Last Slide	**<Ctrl> + <End>**

Slide Show Delivery
(These shortcut keystrokes only work in Slide Show View.)

End Slide Show	**<Esc>**
Display Specific Slide	**<Slide #> + <Enter>**
Toggle Screen Black	**<B>**
Toggle Screen White	**<W>**
Pause Automatic Show	**<S>**
Show/Hide Pointer	**<A>**
Change Arrow to Pen	**<Ctrl> + <P>**
Change Pen to Arrow	**<Ctrl> + <A>**
Erase Screen Doodles	**<E>**

Editing

Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Find	**<Ctrl> + <F>**
Replace	**<Ctrl> + <H>**
Select All	**<Ctrl> + <A>**
Duplicate	**<Ctrl> + <D>**

Formatting

Bold	**<Ctrl> + <B>**
Italic	**<Ctrl> + <I>**
Underline	**<Ctrl> + <U>**

The Fundamentals

The Standard Toolbar

New — Save — Print — Spell Check — Cut — Paste — Undo — Insert Chart — Tables and Borders — Expand All — Show/Hide Grid — Zoom

Open — E-mail — Print Preview — Research — Copy — Format Painter — Redo — Insert Table — Insert Hyperlink — Show Formatting — Color/Grayscale — Help
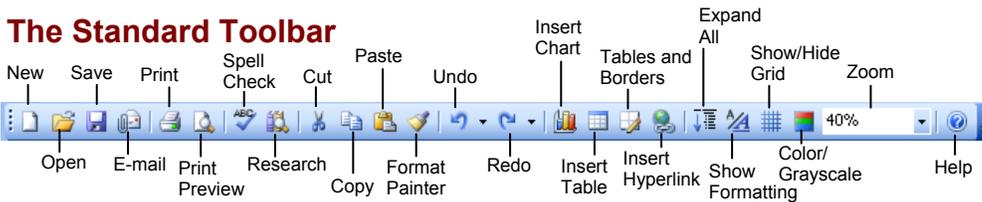
- **To Create a New Presentation:** Click the New button on the Standard toolbar or select **File → New** from the menu.

- **To Create a Presentation from a Template:** Select **File → New** from the menu, select the template you want to use, and click **OK**.

- **To Open a Presentation:** Click the Open button on the Standard toolbar, or select **File → Open** from the menu, or press **<Ctrl> + <O>**.

- **To Save a Presentation:** Click the Save button on the Standard toolbar, or select **File → Save** from the menu, or press **<Ctrl> + <S>**.

- **To Save a Presentation with a Different Name:** Select **File → Save As** from the menu and enter a different name for the presentation.

- **To Print a Presentation:** Click the Print button on the Standard toolbar, or select **File → Print** from the menu, or press **<Ctrl> + <P>**.

- **To Insert a Slide:** Click the New Slide button on the Formatting toolbar and select a layout you want to use in the task pane.

- **To Switch Views:** Click one of the View buttons on the horizontal scroll bar (see the back side for more information about Views).

- **To View or Hide a Toolbar:** Select **View → Toolbars** from the menu and select the toolbar you want to view or hide.

- **To Get Help:** Press **<F1>** to open the Help task pane, type your question and press **<Enter>**.

- **To Cut or Copy:** Select the text and click the Cut button or Copy button on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).

- **To Paste:** Move to where you want to paste the text and click the Paste button on the Standard toolbar, or press **<Ctrl> + <V>**.

- **To Undo:** Click the Undo button on the Standard toolbar, or press **<Ctrl> + <Z>**.

- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.

- **To Promote a Paragraph:** Select the paragraph(s) in the Outline tab and press **<Shift> + <Tab>**.

- **To Demote a Paragraph:** Select the paragraph(s) in the Outline tab and press the **<Tab>** key.

- **To Present a Slide Show:** Click the Slide Show View button on the horizontal scroll bar.

Formatting

The Formatting Toolbar

Font list · Bold · Underline · Align Left · Align Right · Numbering · Decrease Indent · Increase Font Size · Font Color · New Slide · Font Size list · Italic · Shadow · Center · Bullets · Decrease Font Size · Increase Indent · Slide Design

- **To Format Selected Text:** Change the style of text by clicking the **Bold button**, **Italic button**, or **Underline button** on the Formatting toolbar.
  Change the font type by selecting a font from the **Font list** on the Formatting toolbar.
  Change the font size by selecting the pt. size from the **Font Size list**.

- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.

- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Align Left, Center, or Align Right) on the Formatting toolbar.

- **To Apply a Design Template:** Click the **Slide Design button** on the Formatting toolbar and select the template you want to use.

- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View → Master → Slide Master** from the menu.

- A **Color Scheme** is a set of eight coordinated colors you use as the main colors in your presentation.

- **To Change the Slide Color Scheme:** Click the **Slide Design button** on the Formatting toolbar, click **Color Schemes** in the task pane, and select the color scheme you want to use.

- **To Change the Slide Background:** Select **Format → Background** from the menu, select a color or fill effect from the drop-down color list, and click **Apply**.

- **To Format a Drawing Object:** Select the object and select **Format → AutoShape** from the menu, or right-click the object you want to format and select **Format AutoShape** from the menu.

Delivery, Transitions and Animation

- **To Present a Slide Show:** Click the **Slide Show View button** on the horizontal scroll bar.

- **To Doodle on the Current Slide with the Pen:** In Slide Show View, press **<Ctrl>** + **<P>** and draw on the screen with the tool. Press **<Ctrl>** + **<A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.

- **To Add Slide Transitions:** Switch to **Slide Sorter View** and select the slide(s) where you want to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. Click the **Slide Transition button** on the Slide Sorter toolbar and select the transition effect you want to use from the task pane.

- **To Add an Animation Scheme:** Select **Slide Show → Animation Schemes** from the menu and select the animation scheme you want from the task pane.

- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show → Rehearse Timings** from the menu. Display each slide for whatever duration you want, then advance to the next slide. PowerPoint will record how long each slide is presented.

- While running a presentation, the **Slide Show toolbar** displays discreet buttons for highlighting text and accessing different parts of the slide show.

Views
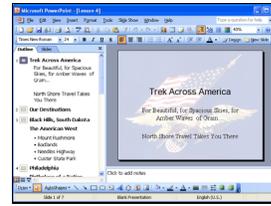
Normal View includes panes for your presentation's outline, the current slide, and any notes for that slide. You will probably spend more time in Normal View than in any other view.


Slide Sorter View displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.

Slide Show View displays your presentation as an electronic slide show. Use Slide Show View when you want to deliver your presentation.

Outline and Slides Tabs

Outline Tab
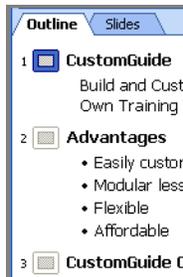
This tab focuses on the content of your presentation instead of its appearance. Use this when you want to develop your presentation and add large amounts of text.
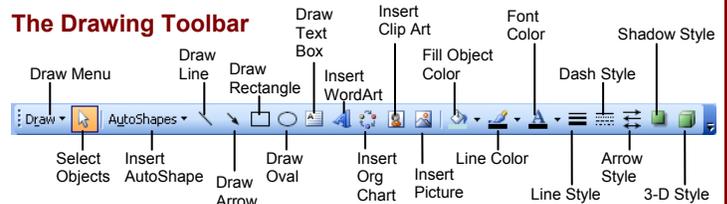
Slides Tab

This tab displays the slides in a presentation as thumbnails, making it easy to navigate through slides in your presentation. You can also rearrange, add, or delete slides here.

Drawing and Graphics

The Drawing Toolbar

Draw Menu · Draw Line · Draw Rectangle · Draw Text Box · Insert WordArt · Insert Clip Art · Insert Org Chart · Fill Object Color · Font Color · Line Color · Dash Style · Arrow Style · Shadow Style · 3-D Style · Select Objects · Insert AutoShape · Draw Arrow · Draw Oval · Insert Picture · Line Style

- **To Insert a Clip Art Graphic:** Select **Insert → Picture → Clip Art** from the menu, type a name in the **Search for** box or select a clip art category from the task pane, and click to select and insert the graphic.

- **To Insert a Picture:** Select **Insert → Picture → From File** from the menu, select the file, and click **Insert**.

- **To Draw an Object:** Click the object you want to draw on the Drawing toolbar and draw your shape by clicking on the document with the + pointer and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.

- **To Add a Text Box:** Click the **Text Box button** on the Drawing toolbar and click where you want to insert the text with the insertion point.

- **To Move an Object:** Click and drag the object using the mouse.

- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.