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## Powerpoint Quick Guide

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rhetoric, design, and good presentation skills.

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PowerPoint Quick Reference. Basic Skills. The PowerPoint Program Screen. The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close. Create a New Presentation: Click the Filetab, select New, and click.

### ~~PowerPoint Quick Reference | CustomGuide~~

Well, PowerPoint is a visual aid tool. It is a Microsoft software program for your computer. Remember the messy chalkboards and overhead projectors with transparencies? Well, this is today's...

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Most of the tips in this article apply to both PowerPoint 2016 and PowerPoint 2019 for Windows. Near the end are tips for PowerPoint 2019 only, and then we wrap up with handy keyboard shortcuts ...

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Quick Guide Welcome to “ Designing an Effective PowerPoint: Quick Guide. ” This presentation is designed to quickly introduce you into the world of PowerPoint creation. The information presented here are a much shorter version of the three Designing an Effective PowerPoint guides found also on the OWL.

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Select the one you want. Select Shapes, Icons, SmartArt, or Chart. Select the one you want.

### ~~Create a presentation in PowerPoint—~~

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Getting Started. When first opening PowerPoint 2016, you will be presented with several choices to get started; 1) selecting a recent presentation, 2) opening from your files located on your computer, 3) selecting a blank presentation, or 4) selecting a template. Figure 2 - Getting Started. Tell Me.

### ~~PowerPoint 2016 for PC—Quick Start Guide~~

Step 1 – Click the Start button. Step 2 – Click All Programs option from the menu. Step 3 – Search for Microsoft Office from the sub menu and click it. Step 4 – Search for Microsoft PowerPoint 2010 from the submenu and click it.

### ~~Powerpoint 2010—Quick Guide—Tutorialspoint~~

PowerPoint is a software program to enhance your oral presentation and to keep

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the audience focused on your subject. It operates like an old-fashioned slide show, but uses modern technology in the form of computers and digital projectors rather than a slide projector of old. PowerPoint 2010 is the latest version of this program as of this writing.

~~Beginner's Guide to PowerPoint 2010~~  
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In this video, you ' ll learn the slide basics in PowerPoint 2019, PowerPoint 2016, and Office 365. Visit [https://edu.gcfglobal.org/en/powerpoint/slide-basics/...](https://edu.gcfglobal.org/en/powerpoint/slide-basics/)

### ~~PowerPoint: Slide Basics—YouTube~~

PowerPoint Slide Layouts First, a little terminology. PowerPoint calls individual slide templates “ slide layouts, ” and the full template is the “ master slide layout. ” This little tidbit comes in handy if you have ever to use documentation or help files.

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

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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

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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 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

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touch gestures and keyboard shortcuts.

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to the Next Page, Table, Graphic, Heading, etc. Using the Sidebar to Navigate Document Views: Print Layout View, Web Layout view, Outline View, Draft View, Full Screen View. Using the Highlighter. Creating a Text Box Inserting a Page Break, Creating and Editing Headers and Footers. No Header or Footer on the First Page Creating a Cover Page. Using Smart Lookup & Thesaurus Checking Spelling, Grammar AutoCorrect AutoText Setting Default Font User Information Printing Envelopes and Labels. Also includes: Lists of Selection, Movement, Editing and Formatting Shortcuts.

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an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2021 and 365 Quick Reference Guide. Clear and easy-to-use, quick reference cards 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
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Designed with the busy professional in mind, this 4-page laminated quick reference

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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.

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