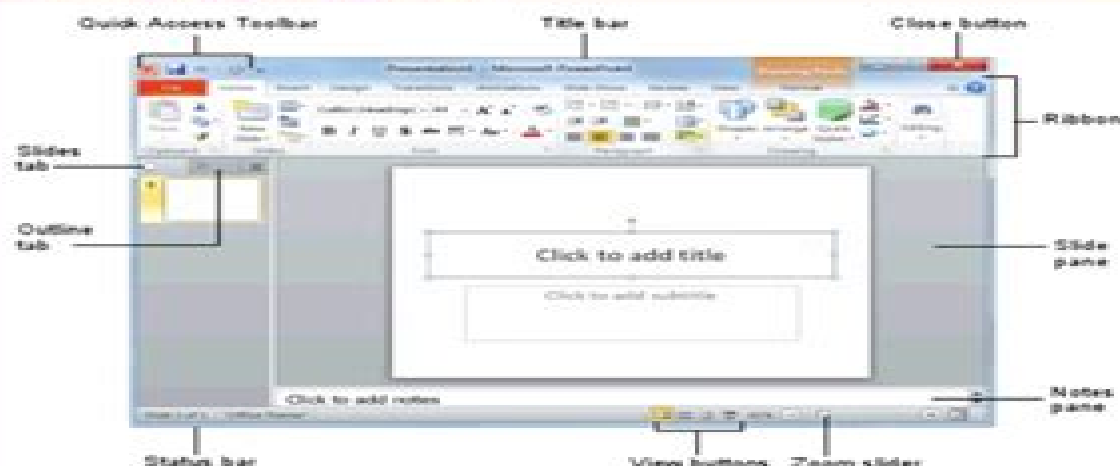


PowerPoint 2010

Quick Reference Card

PowerPoint 2010 Screen



Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print, and Close.



- To Create a New Presentation:** Click the **File** tab, click **New**, and click **Create**. Or, press <Ctrl> + <N>.
- To Open a Presentation:** Click the **File** tab and click **Open**, or press <Ctrl> + <O>.
- To Save a Presentation:** Click the **File** tab and click **Save**, or press <Ctrl> + <S>.
- To Save a Presentation with a Different Name:** Click the **File** tab, click **Save As**, enter a new name for the presentation, and click **Save**.
- To Preview and Print a Presentation:** Click the **File** tab and click **Print**, or press <Ctrl> + <P>.
- To Close a Presentation:** Click the **File** tab and click **Close**, or press <Ctrl> + <W>.
- To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.
- To Exit PowerPoint:** Click the **File** tab and click **Exit**.

Slides

- To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press <Ctrl> + <M>.
- To Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.
- To Return a Slide to its Default Settings:** Click the **Home** tab and click the **Reset** button in the Slides group.
- To Apply a Document Theme:** Click the **Design** tab on the Ribbon, click the **Themes** button in the Themes group, and select a theme from the gallery.
- To Change the Slide Background:** Click the **Design** tab on the Ribbon, click the **Background Styles** button in the Background group, and select a background.
- To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Master Views group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.
- To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- To Add a Section:** Click the **Home** tab on the Ribbon, click the **Section** button in the Slides group, and click **Add Section**.

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

Slide Show Delivery

Begin Slide Show	<F5>
Resume Slide Show	<Shift> + <F5>
End Slide Show	<Esc>
Jump to Slide	<Slide ID> + <Enter>
Toggle Screen Black	
Toggle Screen White	<W>
Pause Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Justify	<Ctrl> + <J>

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D Kirk



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Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10

Microsoft PowerPoint 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2010-08-09

Boot-Click-Enter □ 4 Gurpreet Bindra, Boot Click Enter Enter the world of IT based on Windows 7 and MS Office 2010 comprises of eight computer science textbooks for classes 1 8 The CCE compliant series is based on an interactive approach to teach various concepts related to Computer Science This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The books for classes 1 5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2010 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD *MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Exams* Joan Lambert, Joyce Cox, 2011-03-15 Demonstrate your expertise with Microsoft Office 2010 This all in one guide is designed to help you practice and prepare for the four core Microsoft Office Specialist MOS exams With the MOS 2010 Study Guide you get full objective by objective coverage for Exam 77 881 Microsoft Word 2010 Exam 77 882 Microsoft Excel 2010 Exam 77 883 Microsoft PowerPoint 2010 Exam 77 884 Microsoft Outlook 2010 Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams And you can apply what you've learned hands on using the downloadable files for all the book's practice tasks *A Speaker's Guidebook with The Essential Guide to Rhetoric* Dan O'Hair, Rob Stewart, Hannah Rubenstein, 2011-10-26 A Speaker's Guidebook is the best resource in the classroom on the job and in the community Praised for connecting with students who use and keep it year after year this tabbed comb bound text covers all the topics typically taught in the introductory course and is the easiest to use public speaking text available In every edition hundreds of instructors have helped us focus on the fundamental challenges of the public speaking classroom Improving on this tradition the fifth edition does even more to address these challenges with stronger coverage of overcoming speech anxiety organizing and outlining and more And as the realities of public speaking change so does A Speaker's Guidebook the new edition also focuses on presentational speaking in a digital world from finding credible sources online to delivering presentations in a variety of mediated formats From product description *PCs All-in-One For Dummies* Mark L. Chambers, 2010-06-22 One stop shopping for everything you need to know about PCs If you're a PC owner you have a pretty good idea of just how much there is to discover about your PC

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Table of Contents Powerpoint 2010 Quick Reference Sheets

1. Understanding the eBook Powerpoint 2010 Quick Reference Sheets
 - The Rise of Digital Reading Powerpoint 2010 Quick Reference Sheets
 - Advantages of eBooks Over Traditional Books
2. Identifying Powerpoint 2010 Quick Reference Sheets
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in a Powerpoint 2010 Quick Reference Sheets
 - User-Friendly Interface
4. Exploring eBook Recommendations from Powerpoint 2010 Quick Reference Sheets
 - Personalized Recommendations
 - Powerpoint 2010 Quick Reference Sheets User Reviews and Ratings
 - Powerpoint 2010 Quick Reference Sheets and Bestseller Lists

5. Accessing Powerpoint 2010 Quick Reference Sheets Free and Paid eBooks
 - Powerpoint 2010 Quick Reference Sheets Public Domain eBooks
 - Powerpoint 2010 Quick Reference Sheets eBook Subscription Services
 - Powerpoint 2010 Quick Reference Sheets Budget-Friendly Options
6. Navigating Powerpoint 2010 Quick Reference Sheets eBook Formats
 - ePub, PDF, MOBI, and More
 - Powerpoint 2010 Quick Reference Sheets Compatibility with Devices
 - Powerpoint 2010 Quick Reference Sheets Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Powerpoint 2010 Quick Reference Sheets
 - Highlighting and Note-Taking Powerpoint 2010 Quick Reference Sheets
 - Interactive Elements Powerpoint 2010 Quick Reference Sheets
8. Staying Engaged with Powerpoint 2010 Quick Reference Sheets
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Powerpoint 2010 Quick Reference Sheets
9. Balancing eBooks and Physical Books Powerpoint 2010 Quick Reference Sheets
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Powerpoint 2010 Quick Reference Sheets
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Powerpoint 2010 Quick Reference Sheets
 - Setting Reading Goals Powerpoint 2010 Quick Reference Sheets
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Powerpoint 2010 Quick Reference Sheets
 - Fact-Checking eBook Content of Powerpoint 2010 Quick Reference Sheets
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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$$\begin{bmatrix} 2 & 2 & 0 & 1 & 1 & 0 & 1 & 1 & 0 & 3 \\ 1 & 1 & 3 & 0 & 1 & 1 & 1 & 1 & 1 & 1 \end{bmatrix}$$
 5 times 4 5 4 4 times 5 4 5 20 problem 2

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web so there are two quantities which can be found in a matrix minors and cofactors minors exist for each element of the matrix and are defined as the determinant of the matrix you get when you ignore the row and column of the element in question for example if my matrix is as follows $\begin{vmatrix} 1 & 2 & 3 & 4 \\ 5 & 6 & 7 & 8 \\ 9 & 10 & 11 & 12 \end{vmatrix}$

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