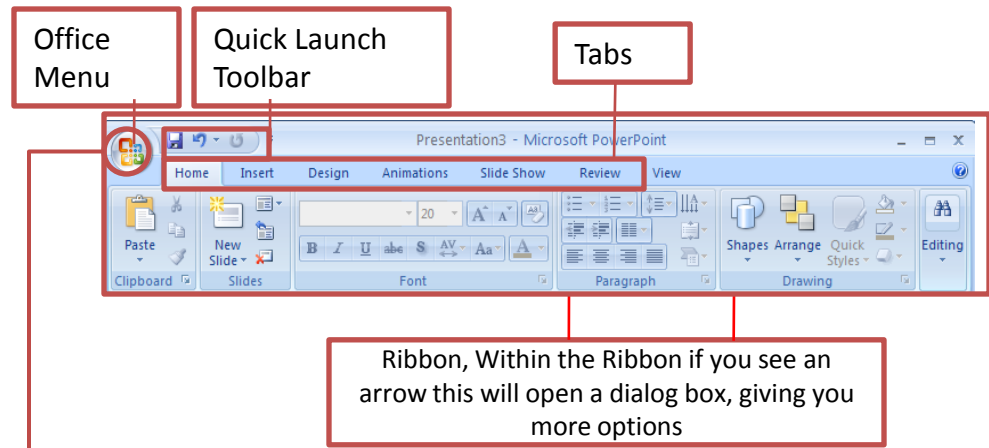
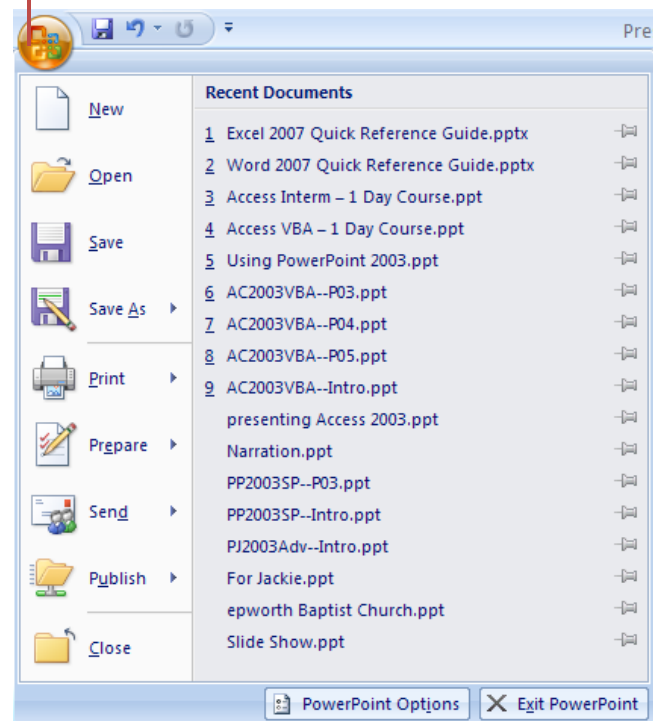


Shortcut	Action
Ctrl + N	New Presentation
Ctrl + O	Open
Ctrl + P	Print
Ctrl + W	Close Presentation
Ctrl + D	Duplicate Object
F5	Go To Slide Show from Beginning
Shift + F5	Got To Slide Show from Current Slide
F1	Activates Help
Alt	Activates Keyboard Options to Select Ribbons and Quick Toolbar

# Microsoft PowerPoint 2007 Quick Reference



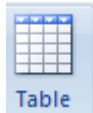
Slide Show Help	
During the slide show: <span style="float: right;">OK</span>	
'N', left click, space, right or down arrow, enter, or page down	Advance to the next slide
'P', backspace, left or up arrow, or page up	Return to the previous slide
Number followed by Enter	Go to that slide
'B' or '.'	Blacks/Unblacks the screen
'W' or ','	Whites/Unwhites the screen
'A' or '='	Show/Hide the arrow pointer
'S' or '+'	Stop/Restart automatic show
Esc, Ctrl+Break, or '-'	End slide show
'E'	Erase drawing on screen
'H'	Go to next slide if hidden
'T'	Rehearse - Use new time
'O'	Rehearse - Use original time
'M'	Rehearse - Advance on mouse click
Hold both the Right and Left Mouse buttons down for 2 seconds	Return to first slide
Ctrl+P	Change pointer to pen
Ctrl+A	Change pointer to arrow
Ctrl+E	Change pointer to eraser
Ctrl+H	Hide pointer and button
Ctrl+U	Automatically show/hide arrow
Right mouse click	Popup menu/Previous slide
Ctrl+S	All Slides dialog
Ctrl+T	View task bar
Ctrl+M	Show/Hide ink markup



## How To

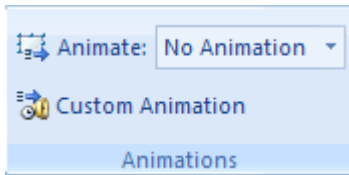
## Action

### Insert Tables



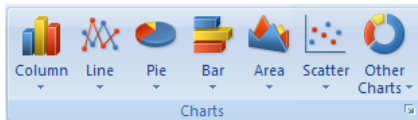
Select the **Insert Tab** and the **Table Option**, a New Gallery will be activated for preset formatting options

### Animations



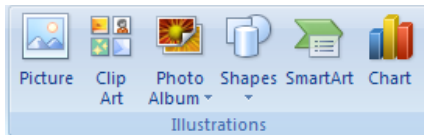
Select the **Animations Tab**, and in the **Animations group** you can place on Animations, or use the custom Animation option

### Charts



Select the **Insert Tab**, to define your **Chart**. Additional Galleries will become available once you start the process. For quick Charts use F11

### Illustrations



Select the **Insert Tab**, and you will see the **Illustrations Group** the **SmartArt** is the new feature here for Diagrams (The same options here as per the other Office Applications)

### Slide Show



Select the **Slide Show Tab**, and you will find the Slide Options. Press F5 to Start a Slide Show from the Beginning

## How To

## Action

### Add Slides



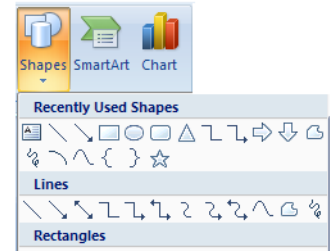
Select the **Home Tab**, and in the **Slides Group** you can add slides and change Layouts, use Rest and Delete Or use Ctrl + M for a New Slide

### Use Designs



Select the **Design Tab**, and you will be able to select a Theme for your presentation

### Drawing Objects



Use the **Insert Tab** to **Add Drawing Shapes**, you will activate Addition Galleries and Tabs to help format the shapes

### PowerPoint 2007 File Extensions.

Use the **Office Logo** to select the **Save As**,



- .pptx PowerPoint Presentations**
- .pptm Macro-Enabled Presentation**
- .potx PowerPoint Template**
- .potm PowerPoint Macro Template**
- .ppsx PowerPoint Show**
- .ppsm PowerPoint Macro Show**

Please ensure you Save to a previous version if sending out of the company