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Quick Reference Guide for Microsoft® PowerPoint 2010
 Microsoft PowerPoint 2010 Quick Reference Guide . PowerPoint 2010 Screen Keyboard Shortcuts The Fundamentals • 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 . Save

Microsoft PowerPoint 2010 - QUT IT Helpdesk
 MICROSOFT POWERPOINT 2010 |QUICK REFERENCE GUIDE. MC-NPL Computer Lab • 1001 Powell St • Norristown, PA 19401 (610) 278-5100 x141 • mcnplcomputerlab@gmail.com • www.mc-npl.org Revised: 6/4/2015. Page 4 of 7. Managing Slides and Presentation Slide Views Slides views are located on the View Toolbar, at the bottom of the screen.

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 A Beginner's Guide to PowerPoint 2010 I. The Opening Screen You will see the default opening screen is actually composed of three parts: 1. The Slides/Outline tabs on the left which displays thumbnails or lists of all slides 2. The main Slide pane (center) which allows you to work on individual slides. 3.

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