

Job Aids

The purpose of this document is to provide students a quick reference of additional PowerPoint features.

Job Aids

- PowerPoint Keyboard Shortcuts
- Inserting an Excel Table
- Using PowerPoint Templates

PowerPoint Keyboard Shortcuts

You may be familiar with the keyboard shortcuts used in Excel and Word. Many of these also work in PowerPoint.

Shortcuts used when creating a slideshow

<u>Function</u>	<u>Shortcut</u>
Bold	Ctrl + B
Center	Ctrl + E
Change Text Case	Shift + F3
Cut Selected Object	Ctrl + X
Close Document	Ctrl + W
Close PowerPoint	Alt + F4
Close Presentation	Ctrl + W
Copy	Ctrl + C
Duplicate Slide	Ctrl + D
Find	Ctrl + F
Font	Ctrl + Shift + F
Font Size	Ctrl + Shift + P
Go To	Ctrl + G
Help	F1
Hyperlink	Ctrl + K
Italics	Ctrl + I
Justify	Ctrl + J
New Presentation	Ctrl + N
New Slide	Ctrl + M
Open	Ctrl + O
Open	Ctrl + F12
Paste	Ctrl + V
Print	Ctrl + P
Redo	Ctrl + Y
Repeat	F4
Replace	Ctrl + H

Save	Ctrl + S
Save	Shift + F12
Select All	Ctrl + A
Spell Check	F7
Subscript	Ctrl + =
Underline	Ctrl + U
Undo	Ctrl + Z

Shortcuts used when presenting a slideshow

<u>Function</u>	<u>Shortcut</u>
Advance to the next slide	N, click the mouse, Down or Right Arrow, or Enter key
Backup One Slide	Backspace, Page Up, Left or Up Arrow
Black Out the Presentation	B or . (period)
End the Slideshow	Esc or Ctrl + Break
Jump to a Specific Slide	<i>slide number</i> + Enter
Pause a slideshow	S (Press S again to restart)
Start Slide Show	F5
White out a Presentation	W or , (comma)

Inserting an Excel Table

Tables can be created within PowerPoint, but if you need powerful spreadsheet tools PowerPoint allows you to access the features of Excel.

It's easy to jump to Excel, built your table, and then jump back into PowerPoint; just follow these directions:

1. While on a slide in a PowerPoint presentation, open the **Insert Tab** and select **Tables and Excel Spreadsheet**.

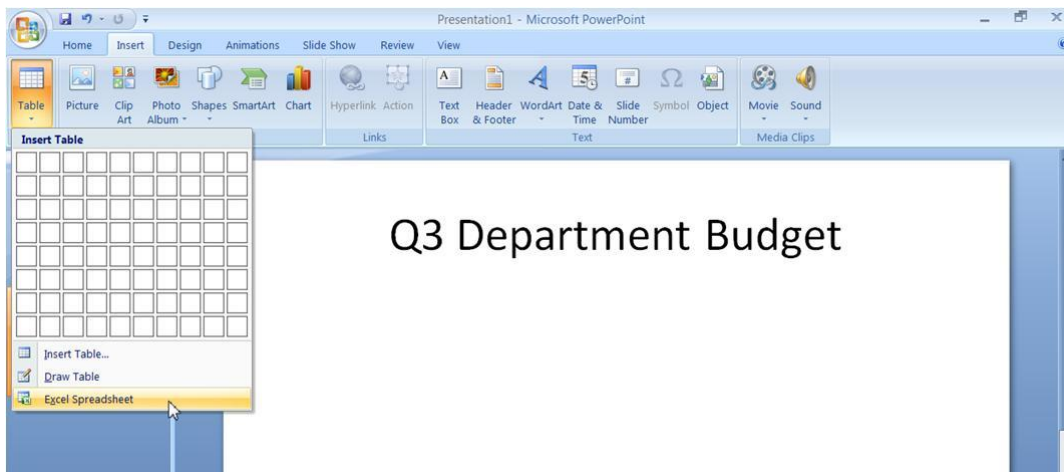


Figure 1 Insert Excel Table

A blank Excel spreadsheet appears on your slide.

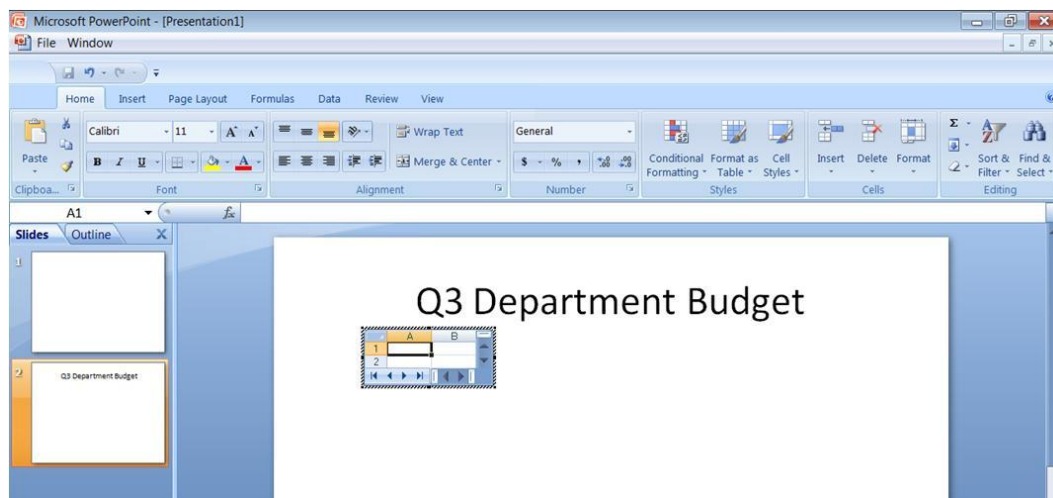


Figure 2 Excel Table

Notice that the Excel ribbon has replaced PowerPoint's.

2. Create the table using Excel's tools.

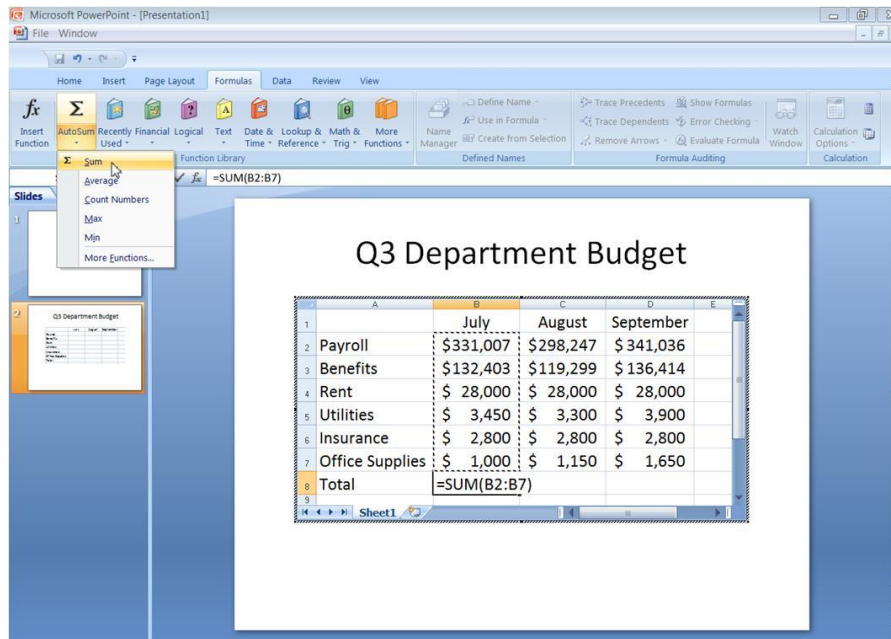


Figure 3 Creating Excel Table

3. Click on **File** and select **Close**.

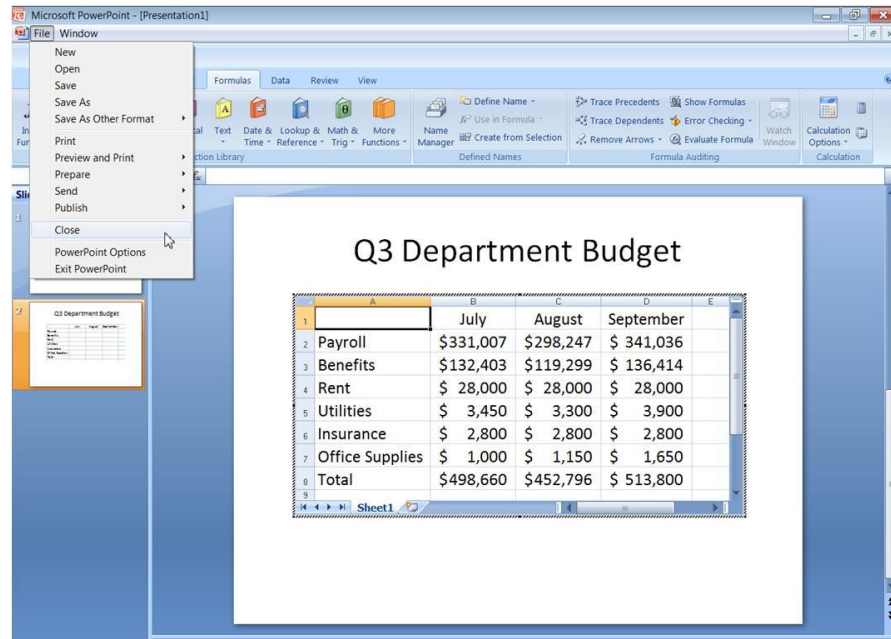


Figure 4 Close

4. When the “Save?” dialog box appears, click **Yes**.

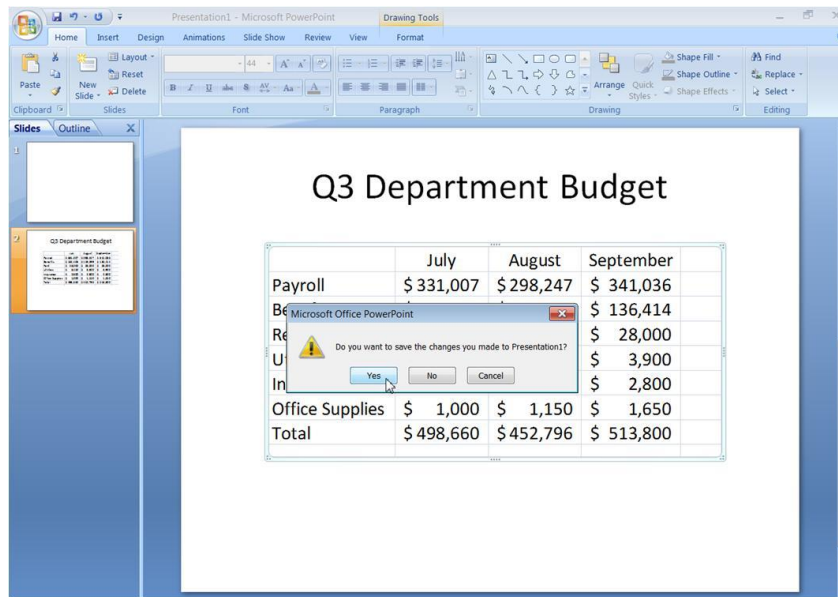


Figure 5 Save

The table is now part of the PowerPoint slide show.

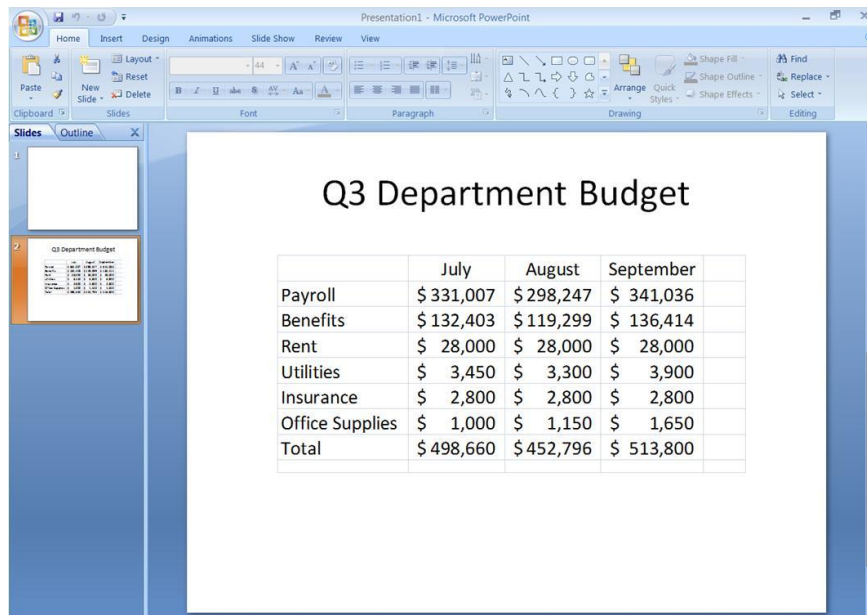


Figure 6 Excel Table in PowerPoint

5. To make table changes, double click the table in PowerPoint to return to Excel.

Using PowerPoint Templates

When you installed PowerPoint on your computer it came with pre-designed templates. A presentation can be created from these templates. Templates provide the design of a presentation; you add the content. To create a presentation using a template:

1. Open PowerPoint, click on the **Office Button** and select **New**.



Figure 1 New Presentation

The screen shown below is displayed.

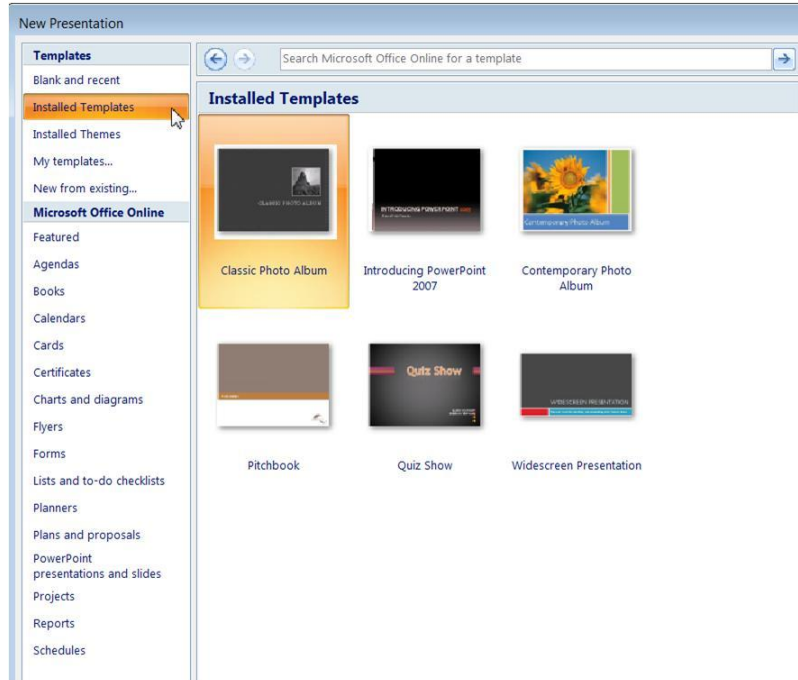


Figure 2 Installed Templates

Installed Templates has been selected. These are the templates that were installed on your computer when you installed PowerPoint.

2. Select the template that matches the presentation you wish to build and click **Create**.

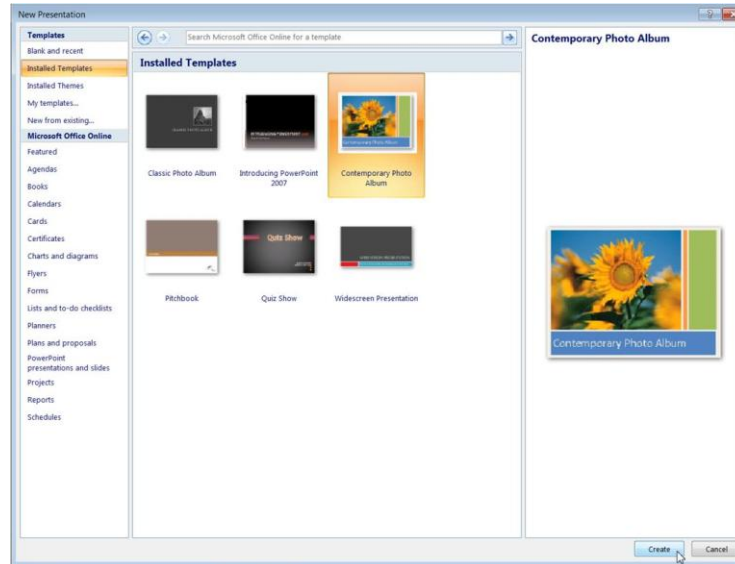


Figure 3 Select Template

In this example **Contemporary Photo Album** was selected.

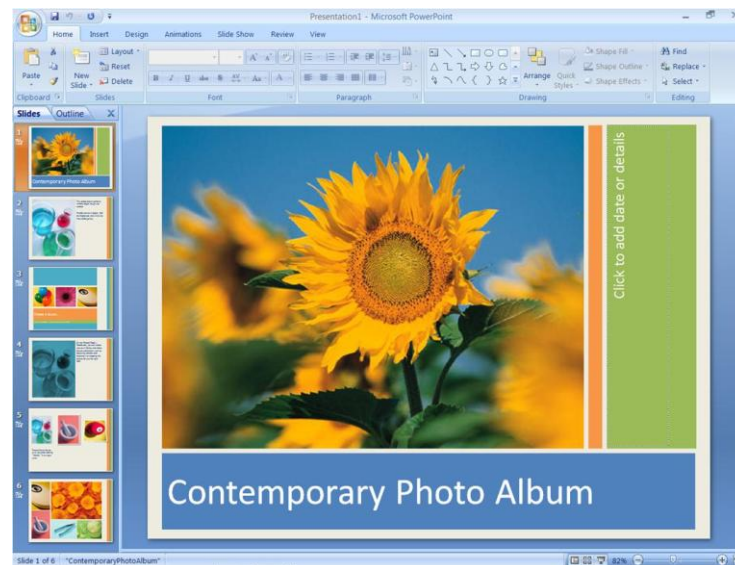


Figure 4 Contemporary Photo Album

A slide show photo album has been created with six slides containing place holders for photos and text. Each of the six slides offers suggestions for adding slides, selecting a layout and how to use the Picture Tools on the Format Tab to customize the look of your pictures.

Other templates are available on Microsoft’s web server.

To access Microsoft Access Online templates:

1. Open PowerPoint, click on **the Office Button** and select **New**.



Figure 5 New Presentation

The screen shown below is displayed.

2. Select the category and template that matches the presentation you wish to build and click **Download**.

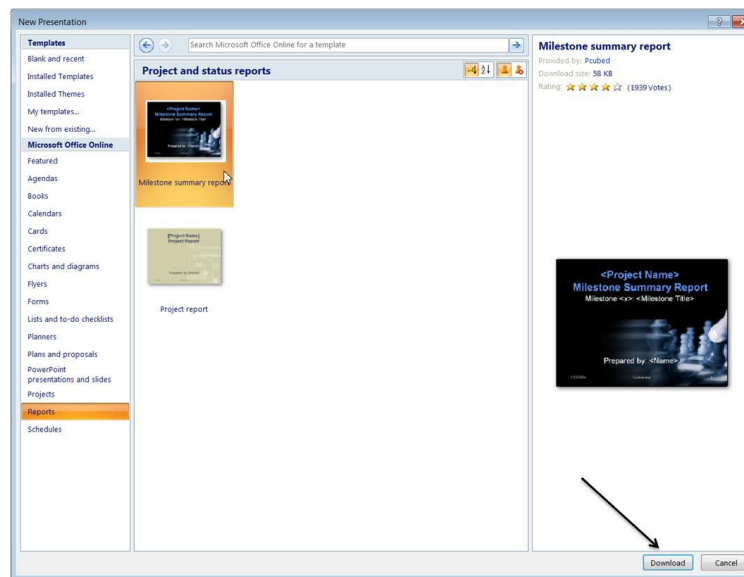


Figure 6 Microsoft Access Online Templates

The template is downloaded. In this example the **Milestone Summary Report** template was selected.

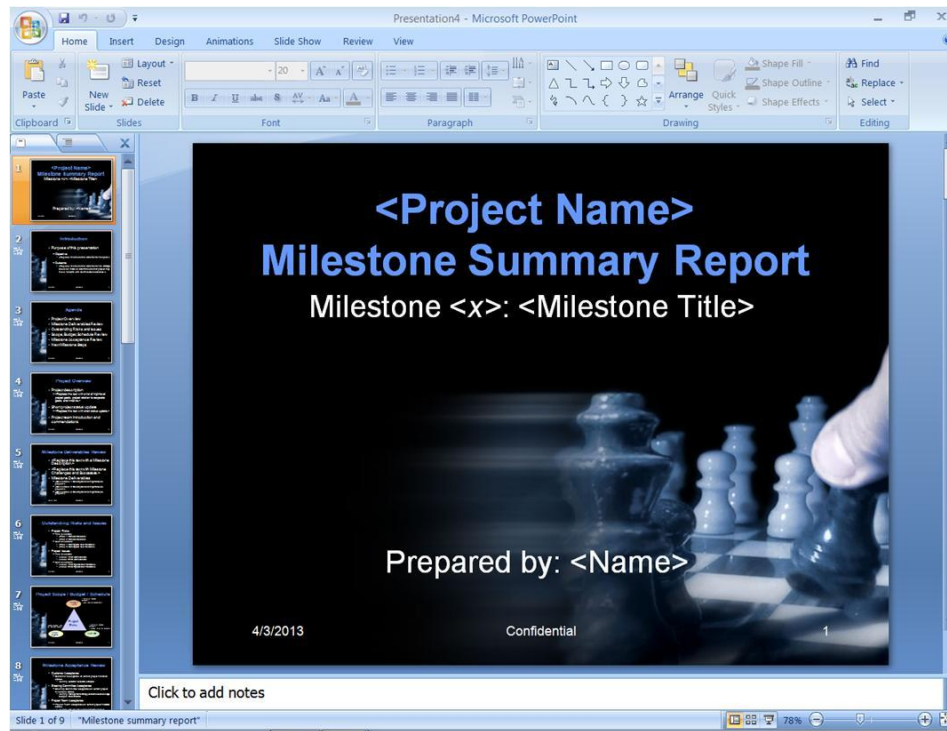


Figure 7 Milestone Summary Report

A project report slide show has been created. Each of the nine slides offers suggestions for the text and graphics that would possibly be found in this type of report.

Things to consider when using templates:

- Remember, templates offer only suggestions. Add or delete slides, text or graphics to meet your needs.
- Templates are available from many sources (including Microsoft.com). Some are free and some are for sale. Always use caution when downloading anything from the internet.
- The template you select for a presentation may be the same as one someone else used in a meeting last week. This may make you look less creative in the eyes of your audience.
- You may feel the need to make your data fit the template.