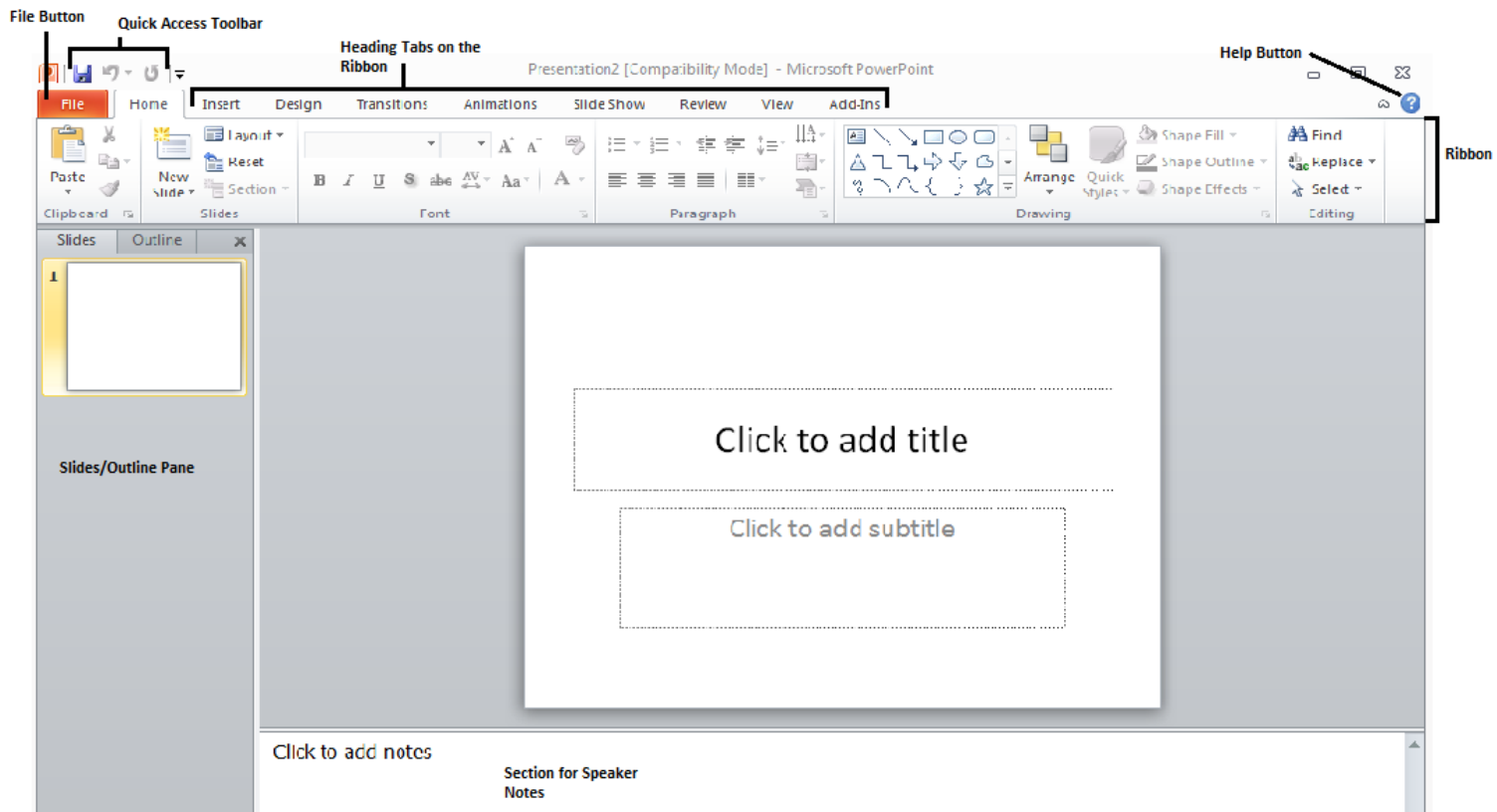


# Beginners PowerPoint Cheat Sheet

**Microsoft PowerPoint** is a presentations program consisting of a series of slides that visually outlines information for presenters.

Example: Business presentation, sales pitch, photo album, lectures, school projects, and much more.




1. **Title Bar**- This bar by default has a title and it is called “Presentation1” until the file is saved and renamed.
2. **Quick Access Toolbar**- Instant access to commonly used commands.
3. **Ribbon**- A list of commands sharing a similar functionality stored in 9 different tabs.
4. **Slide**- A slide is an electronic page positioned in landscape orientation.
5. **Placeholder**- A placeholder is a box with a dotted outline, designed for the placement of content, mainly text.
6. **Slide Layout**- This command offers options on setting up the placement of placeholders.
7. **Slides Pane**- This area holds a thumbnail version of the actual slides in the presentation.

8. **Outline Pane-** This is an alternative area to enter text besides slides.


9. **Notes Area/ Speaker Notes-** This area can be  used as a reference or reminder for the presenter.

**Cursors** are symbols that indicate a variety of things.

**Pointer Cursor**

- Movable object that allows you to navigate on the screen
- Helps in choosing objects on screen by  pointing on them and clicking


**I-Beam Cursor**

- Indicates if there is a writing area 
- Instrumental in helping select text


**Insertion Point Indicator**

- Point that indicates where text will appear from on page


**Draw Object Cursor**

- Will help with dragging to place text box or shape onto slide 


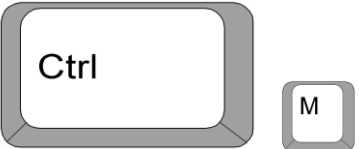

**Drag and Drop Cursor**

- Drags objects to different places on the slide 

**Re-Sizing Cursor**

- Sizing handles can be dragged to resize an object 

**Keyboard Essentials**

<b>Enter Key</b>		This key creates new slides on a presentation.
<b>Ctrl + M</b>		Both of these keys can also create new slides on a presentation.
<b>Backspace and Delete Keys</b>		These keys will erase slides from the presentation.