

Quick Reference Summary

In the Microsoft Office PowerPoint 2007 program, you can accomplish a task in a number of ways. The following table provides a quick reference to each task presented in this textbook. The first column identifies the task. The second column indicates the page number on which the task is discussed in the book. The subsequent four columns list the different ways the task in column one can be carried out.

Microsoft PowerPoint 2007 Quick Reference Summary

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Action Button, Change Fill Color	PPT 273		Shape Fill button on Format tab	Format Shape Fill	
Action Button, Edit Hyperlink	PPT 278		Hyperlink button on Insert tab	Edit Hyperlink	
Action Button, Insert	PPT 271		Shapes button on Insert tab		
Add Shapes	PPT 119		Shapes button on Home tab select shape		
Add Transition	PPT 122		Transition effect on Animations tab or More button in Transition to This Slide group on Animations tab select transition		ALT+A T
Background, Insert Picture	PPT 171		Background Styles button on Design tab Format Background Picture or texture fill File button select picture Insert button	Format Background Picture or texture fill File button select picture Insert button	
Change Size, Clip Art, Photo, or Shape	PPT 101, 103, 117	Drag sizing handles	Dialog Box Launcher in Size group of Format tab Size tab enter height and width values or Size group of Format tab enter height and width values		
Chart, Apply Style	PPT 260		More button in Chart Styles gallery		
Chart, Change Layout	PPT 261		More button in Chart Layouts gallery		

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Chart, Insert	PPT 255	Insert Chart button in content placeholder select chart OK button	Chart button on Insert tab select chart OK button		
Chart Shape, Change Outline Color	PPT 263		Shape Outline button arrow on Format tab		
Chart Shape, Change Outline Weight	PPT 262		Shape Outline button arrow on Format tab Weight		
Clip Art Border Color, Change	PPT 241		Picture Border button on Format tab		
Clip Art Brightness, Change	PPT 242	Drag Brightness slider or click increase or decrease Brightness arrow in Format Picture dialog box	Brightness button on Format tab		
Clip Art, Insert	PPT 96	Clip Art icon in slide	Clip Art button on Insert tab		
Clip Art, Insert into Slide without Content Placeholder	PPT 234		Clip Art button on Insert tab type search term Go button click clip Close button		
Clip Art, Ungroup	PPT 198		Group button on Format tab Ungroup Yes	Group Ungroup	
Color, Change Object	PPT 199	Shape Fill arrow select color		Format Shape Color	
Comment, Delete	PPT 305		Delete Comment button on Review tab		
Comment, Insert	PPT 300		Insert Comment button on Review tab		
Comment, Modify	PPT 303		Edit Comment button on Review tab		
Compatibility Checker, Start	PPT 306	Office Button Prepare Run Compatibility Checker			
Compress Presentation	PPT 312		Compress Pictures button on Format tab		
Copy	PPT 276		Copy button on Home tab	Copy	CTRL+C
Date and Time, Add	PPT 173		Date & Time button on Insert tab Date and time Update automatically arrow select date and time format Apply button or Apply to All button		
Demote a Paragraph	PPT 34	Increase List Level button on Mini toolbar	Increase List Level button on Home tab		TAB OR ALT+SHIFT+RIGHT ARROW
Digital Signature, Create	PPT 313	Office Button Prepare Add a Digital Signature			

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Display a Presentation in Grayscale	PPT 59		Grayscale button on View tab		ALT+V C U
Document Inspector, Start	PPT 307	Office Button Prepare Inspect Document Inspect			
Document Properties	PPT 44	Office Button Prepare Properties			
Document Theme, Choose	PPT 16		More button on Design tab theme		
End Slide Show	PPT 54			End Show	ESC OR HYPHEN
Fill, Insert Texture	PPT 168		Background Styles button on Design tab Format Background Picture or texture fill Texture arrow select background Apply to All button	Format Background Picture or texture fill Texture arrow select background Apply to All button	
Final, Mark Presentation as	PPT 316	Office Button Prepare Mark as Final Yes button			
Find and Replace Text	PPT 267		Replace button on Home tab		CTRL+H
Font, Change	PPT 109	Font button or Font box arrow on Mini toolbar	Font button on Home tab or Font arrow on Home tab select font or Font Dialog Box Launcher on Home tab Latin text font arrow on Font tab	Font Latin text font arrow on Font tab	CTRL+SHIFT+F Font tab Latin text font arrow
Font Color	PPT 23, 110	Font Color button or Font Color arrow on Mini toolbar	Font Color button on Home tab or Font Color arrow on Home tab select color or Font Dialog Box Launcher on Home tab Font color button on Font tab select color	Font Font color button on Font tab select color	CTRL+SHIFT+F Font tab Font color button select color
Font Size, Decrease	PPT 25	Decrease Font Size button or Font Size arrow on Mini toolbar	Decrease Font Size button on Home tab or Font Size arrow on Home tab size	Font Size arrow Size	CTRL+SHIFT+LEFT CARET (<)
Font Size, Increase	PPT 24	Increase Font Size button or Font Size arrow on Mini toolbar	Increase Font Size button on Home tab or Font Size arrow on Home tab size	Font size arrow Size	CTRL+SHIFT+RIGHT CARET (>)
Guides, Display	PPT 274			Grid and Guides Display drawing guides on screen	
Guides, Hide	PPT 279			Grid and Guides Display drawing guides on screen	
Help	PPT 63 and Appendix A		Office PowerPoint Help button		F1

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Hide Slide	PPT 266		Hide Slide button on Slide Show tab	Right-click desired slide thumbnail in Slides tab or in Slide Sorter view Hide Slide	
Highlight Item	PPT 319	Pointer arrow on Slide Show toolbar Highlighter		Pointer Options Highlighter	
Hyperlink, Add	PPT 243		Insert Hyperlink button on Insert tab type hyperlink text OK button	Hyperlink type hyperlink text OK button	CTRL+K
Ink Color, Change	PPT 320	Pointer arrow on Slide Show toolbar Ink Color		Pointer Options Ink Color	
Insert Photograph	PPT 98, 99	Insert Picture from File icon on slide	Picture button on Insert tab		
Move Clip Art or Photo	PPT 105	Drag			
Next Slide	PPT 47	Next Slide button on vertical scroll bar			PAGE DOWN
Normal View	PPT 91	Normal View button at lower-right PowerPoint window	Normal button on View tab		ALT+V N
Object, Delete	PPT 202				DELETE
Open Presentation	PPT 54	Office Button Open select file			CTRL+O
Open Word Outline as Presentation	PPT 165	Office Button Open All Outlines select file Open	New Slide button arrow on Home tab Slides from Outline select file Insert		CTRL+O
Package for CD	PPT 321	Office Button Publish Package for CD			
Password, Set	PPT 310	Office Button Save As Tools General Options			
Paste	PPT 277		Paste button on Home tab	Paste	CTRL+V
Picture, Insert into Slide without Content Placeholder	PPT 234		Picture button on Insert tab select file Insert button		
Picture Border Color, Change	PPT 237		Picture Border button on Format tab		
Picture Contrast, Change	PPT 238	Drag Contrast slider or click increase or decrease Contrast arrow in Format Picture dialog box	Contrast button on Format tab		
Picture Style, Apply to Clip	PPT 240		More button in Picture Styles gallery on Format tab		
Picture Style, Insert in Picture	PPT 236		More button in Picture Styles gallery on Format tab		

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Preview Presentation as Web Page	PPT 151	[Assumes Web Page Preview button has been added to Quick Access toolbar] Web Page Preview button			
Previous Slide	PPT 50, 51	Previous Slide button on vertical scroll bar			PAGE UP
Print a Presentation	PPT 61	Office Button Print			CTRL+P
Print an Outline	PPT 122	Office Button point to Print Print Preview Print What arrow Outline View			
Promote a Paragraph	PPT 34	Decrease List Level button on Mini toolbar	Decrease List Level button on Home tab		SHIFT+TAB OR ALT+SHIFT+ LEFT ARROW
Quick Access Toolbar, Add Buttons	PPT 148	Customize Quick Access Toolbar button select from command options			
Quick Access Toolbar, Reset	PPT 154	Customize Quick Access Toolbar button More Commands Reset button			
Quit PowerPoint	PPT 53	Double-click Office Button or Close button on title bar or Office Button Exit PowerPoint		Right-click Microsoft PowerPoint button on taskbar Close	ALT+F4 OR CTRL+Q
Save a Presentation	PPT 27	Save button on Quick Access toolbar or Office Button Save			CTRL+S OR SHIFT+F12
Save as Web Page	PPT 152	Office Button Save As add File name change Save as type to Single File Web Page Save button			ALT+F G OR F12
Save in .PPS Format	PPT 317	Office Button Save As PowerPoint Presentation type file name Save as type arrow PowerPoint Show Save			
Slide, Add	PPT 29		New Slide button on Home tab or New Slide arrow on Home tab choose slide type		CTRL+M
Slide, Arrange	PPT 41	Drag slide in Slides tab to new position or in Slide Sorter View drag slide to new position			
Slide, Background	PPT 89		Background Styles button on Design tab select style	Format Background	
Slide, Duplicate	PPT 40		New Slide arrow on Home tab Duplicate Selected Slides		
Slide Layout	PPT 92, 94		Layout button on Home tab		

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Slide Show View	PPT 49	Slide Show button at lower-right PowerPoint window	Slide Show button on View tab or From Beginning button on Slide Show tab		F5 OR ALT+V W
Slide Sorter View	PPT 91	Slide Sorter View button at lower-right in PowerPoint window	Slide Sorter button on View tab		ALT+V D
SmartArt Graphic, Add SmartArt Style	PPT 184		More button in SmartArt Styles group on Design tab		
SmartArt Graphic, Adjust Size	PPT 210	Drag sizing handle to desired location			
SmartArt Graphic, Change Color	PPT 186		Change Colors button on Design tab		
SmartArt Graphic, Insert	PPT 205		SmartArt button on Insert tab select category select graphic		
SmartArt Graphic, Insert Image	PPT 183	Double-click icon in shape select picture Insert button			
Spelling Check	PPT 55		Spelling button on Review tab		F7
Table, Add Borders	PPT 251		No Border button arrow on Design tab All Borders		
Table, Add Effect	PPT 252		Effects button on Design Tab		
Table, Apply Style,	PPT 250		More button in Table Styles gallery on Design tab		
Table, Insert	PPT 246	Insert Table button in content placeholder click Number of columns and Number of rows up or down arrows OK button	Table button on Insert tab drag to select columns and rows		
Text, Add Shadow	PPT 110		Text Shadow button on Home tab		
Text, Bold	PPT 25	Bold button on Mini toolbar	Bold button on Home tab		CTRL+B
Text, Change Color	PPT 23	Font Color button or Font Color arrow on Mini toolbar	Font color arrow on Home tab choose color	Font Font color button choose color	
Text, Convert to SmartArt Graphic	PPT 181		SmartArt button on Insert tab	Convert to SmartArt	
Text, Delete	PPT 42		Cut button on Home tab	Cut	DELETE OR CTRL+X OR BACKSPACE
Text, Formatting with Quick Styles	PPT 119		Quick Styles button on Home tab select style		
Text, Italicize	PPT 22	Italic button on Mini toolbar	Italic button on Home tab	Font Font style arrow Italics	CTRL+I

Microsoft PowerPoint 2007 Quick Reference Summary (continued)

Task	Page Number	Mouse	Ribbon	Shortcut Menu	Keyboard Shortcut
Text, Select	PPT 21	Drag to select double-click to select word triple-click to select paragraph			SHIFT+DOWN ARROW OR SHIFT+RIGHT ARROW
Text Box, Format	PPT 191		Shape Fill button or Shape Outline button or Shape Effects button on Format tab		
Text Box, Insert	PPT 188		Text Box button on Insert tab click in desired location		
Text Box, Rotate	PPT 189	Drag Free Rotate pointer	Rotate button on Format Tab		
Texture Fill, Insert	PPT 168		Background Styles on Design tab Format Background		
Theme Colors, Change	PPT 233		Theme Colors button on Design tab		
Thesaurus	PPT 269		Thesaurus button on Review tab	Synonyms	SHIFT+F7
Transparency, Change	PPT 172	Drag Transparency slider in Transparency text box or click increase or decrease Transparency arrow in Format Background dialog box			
Use Format Painter	PPT 112	Format Painter button on Mini toolbar	Double-click Format Painter button on Home tab select text with a format you want to copy select other text to apply previously selected format press <code>ESC</code> to turn off Format Painter		
WordArt, Apply Style	PPT 175		More button on Format tab		
WordArt Outline Weight, Change	PPT 178		Text Outline arrow on Format tab Weight		
WordArt Text Effect, Add	PPT 179		Text Effects button on Format tab		
WordArt Text Fill, Format	PPT 176		Text Fill arrow on Format tab		
Zoom for Printing	PPT 128	Drag Zoom slider on status bar or Office Button point to Print Print Preview	Zoom button on View tab select zoom		
Zoom for Viewing Slides	PPT 127	Drag Zoom slider on status bar	Zoom button on View tab select zoom		