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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 1 of 7

[Quick Reference Guide for Microsoft® PowerPoint 2010](#)

PowerPoint is a software program to enhance your oral presentation and to keep the audience focused on your subject. It operates like an old-fashioned slide show, but uses modern technology in the form of computers and digital projectors rather than a slide projector of old. PowerPoint 2010 is the latest version of this program as of this writing.

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Quick guide to PowerPoint 2010 This pdf tutorial will help you understand PowerPoint 2010 features and create presentation for school or work. I will show you how to use each feature step by step so you you will learn PowerPoint 2010 easily and efficiently. Download free training material in pdf about the basics of PowerPoint 2010.

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button on the Quick Access Toolbar, or press Ctrl + S. Choose a location where you want to save the file. Give the file a name, then click Save. Preview and Print: Click the File tab, select Print, specify print settings, and click Print. Close a Presentation: Click the File tab and select Close, or press Ctrl + W. Close PowerPoint: Click the Close

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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user.

[Microsoft PowerPoint 2010 - Free Download](#)

Click the shortcut on your desktop or on the Start menu to open the guide. Click the Start button to start the guide. In the guide, click any menu or toolbar command. The guide will show you the location of command in the 2010 program. To remove this download: Windows 7 or Windows Vista: Click Start and then click Control Panel.

[PowerPoint for Windows training - Office Support](#)

Microsoft's Office 2013 preview may be getting all the press these days, but many of us are still getting used to the Office 2010 applications, including PowerPoint 2010. Depending on which version of Office you're upgrading from, your PowerPoint 2010 experience will be very different. Share this story

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Let's open Microsoft PowerPoint. You can do this by clicking on the Start Icon, All Programs > Microsoft Office> Microsoft PowerPoint. The PowerPoint Window You use the PowerPoint window to interact with the software by choosing commands. After opening PowerPoint 2010, the window appears and your screen will look similar to the one shown above.

[Microsoft PowerPoint 2010 Step by Step eBook](#)

Here's my entire PowerPoint playlist: <http://bit.ly/2PaOmRZ> Learn everything you need to know to get started using Microsoft PowerPoint! You'll learn all the...

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This part of the PowerPoint guide will focus on the interface: 1. The Ribbon. The ribbon menu is found across many of Microsoft's apps, such as Word, Excel, and PowerPoint. It lives above the main area of the application. The PowerPoint ribbon lets you switch between various tabs. The ribbon contains a series of tabs that you can switch between.

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File: Microsoft PowerPoint 2013 Quick Reference Guide Page 1 of 2 Revised: 3.1.2016 . Microsoft PowerPoint 2013 Quick Reference Guide . The following instructions are quick references for basic features in Microsoft PowerPoint . Topics include placeholder, design theme, add text, pictures, transition and animation. I. Window Features . II.

[Add alternative text to a shape ... - support.microsoft.com](#)

An easy to follow step-by-step tutorial outlining everything you need to know about PowerPoint whether it is the corporate environment, education or personal...

[Microsoft Office 2010 - Instructional Technology](#)

Click "Home" then the "Bullets" or "Numbering" icon. Color Contrast. Text must be easy to read in comparison to the background. Use very dark-colored lettering on a white or light-colored background. Test color contrast by printing in grayscale or by using one of the color contrast analyzer tools found online.

[9781936220182: Microsoft PowerPoint 2010 Introduction ...](#)

QuickClicks Reference Guide Microsoft PowerPoint (2010,2013,2016) Engage your audience and enhance your message with this illustrated reference guide that walks you through every click . Overview. From

importing online information and creating live Web links to implementing graphics and utilizing animation settings, this book's detailed steps ...

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As usual, we've got keyboard shortcuts for PowerPoint 2010 and a guide to finding old PowerPoint 2003 commands on the PowerPoint 2010 Ribbon. Excel 2010 cheat sheet

[Project management quick reference guide](#)

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