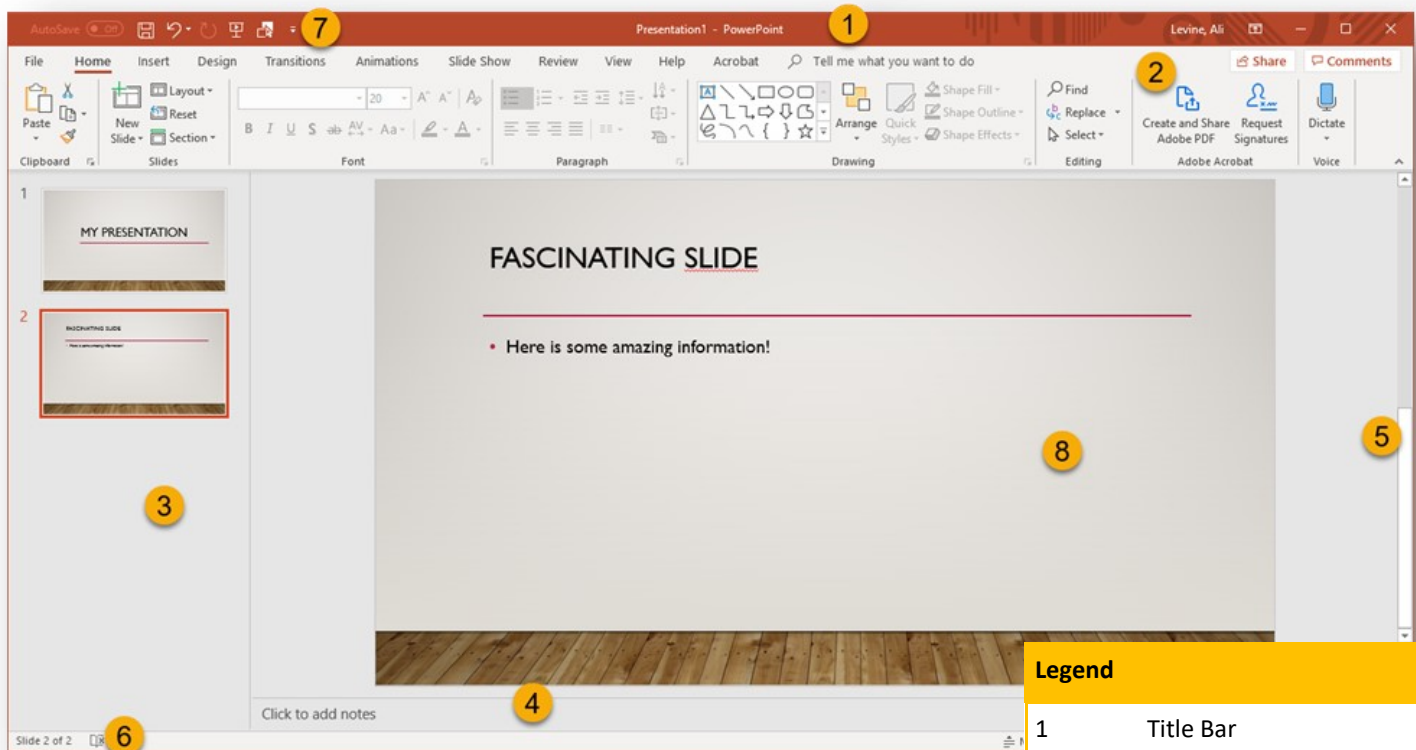


PowerPoint Quick Reference Card



Legend	
1	Title Bar
2	Ribbon
3	Thumbnails
4	Notes Pane
5	Scroll Bars
6	Status Bar
7	Quick Access Toolbar
8	Current Slide

View Options	
1	Normal View
2	Slide Sorter
3	Slide Show

Frequently used Microsoft shortcuts	
Open a document	Ctrl+O
Create new	Ctrl+N
Save a document	Ctrl+S
Copy	Ctrl+C
Paste	Ctrl+V
Undo	Ctrl+Z
Redo	Ctrl+Y
Cut	Ctrl+X
Close a document	Ctrl+W

Formatting	
Italicize text	Ctrl+I
Bold text	Ctrl+B
Underline Text	Ctrl+U
Strikethrough	Ctrl+5
Align Left	Ctrl+L
Align Center	Ctrl+E
Align Right	Ctrl+R

During Presentation	
Next Slide	Page down or Enter or Mouse Click, or Right Arrow
Previous Slide	Page up or Left Arrow
Stop Show	Esc
See list of key commands	F1
Start Show	F5, or Slide Show Button