



Microsoft PowerPoint 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)

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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.

The following topics are covered:

- Reusing Slides from Other Presentations
- Adding Placeholders to a Slide Master
- Adding a Customized Layout
- Using a Theme from Another Office Document
- Creating and Using Templates
- Making Changes to a Template
- Inserting an Audio Clip
- Inserting a Video
- Inserting an Excel Table
- WordArt Effects
- Recoloring a Picture
- Ungrouping Clip Art
- Organizing Slides With Sections
- Creating a Button to Jump to Another Slide or File During a Slide Show
- Displaying the Animation Pane
- Reordering Animations
- Removing or Modifying Animations
- Previewing Animations
- Using the Animation Painter
- Syncing Animation/Text Overlays With Audio/Video
- Annotations During a Slide Show
- Setting up a Self Running Show
- Set Timings by Viewing the Show
- Recording Narration
- Saving Different Slide Orders
- Compressing Media Files
- Packaging a Presentation on a CD
- Saving a Presentation as a Video
- Broadcasting Your Presentation on the Web.

This guide is one of two titles available for PowerPoint 2010: PowerPoint 2010 Introduction (ISBN 978-1936220182), PowerPoint 2010 Advanced.

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