

## Cheat Sheet for comprehensive Microsoft PowerPoint Advanced

### Slide Navigation and Management

#### - Slide Sorter View:

- **Shortcut:** `Ctrl + Shift + S`
- **Use:** Quickly rearrange slides, apply themes, and manage layouts.

#### - Slide Navigator:

- **Shortcut:** `Ctrl + Shift + H`
- **Use:** Access a mini-version of the Slide Sorter for quick navigation.

#### - Duplicate Slide:

- **Shortcut:** `Ctrl + D`
- **Use:** Create an exact copy of the current slide.

#### - New Slide:

- **Shortcut:** `Ctrl + M`
- **Use:** Insert a new slide with the default layout.

#### - Delete Slide:

- **Shortcut:** `Delete` or `Backspace`
- **Use:** Remove the selected slide.

### Text and Formatting

#### - Text Box:

- **Shortcut:** `Ctrl + Shift + N`
- **Use:** Insert a text box on the slide.

#### - Font Size:

- **Shortcut:** `Ctrl + Shift + >` (Increase) / `Ctrl + Shift + <` (Decrease)
- **Use:** Adjust the font size of selected text.

- **Bold, Italic, Underline:**

- **Shortcut:** `Ctrl + B`, `Ctrl + I`, `Ctrl + U`
- **Use:** Apply bold, italic, or underline to selected text.

- **Bullet Points:**

- **Shortcut:** `Ctrl + Shift + L`
- **Use:** Toggle bullet points on or off.

- **Align Text:**

- **Shortcut:** `Ctrl + L` (Left), `Ctrl + E` (Center), `Ctrl + R` (Right), `Ctrl + J` (Justify)
- **Use:** Align text within a text box.

### Slide Design and Themes

- **Apply Theme:**

- **Shortcut:** `Alt + N, T`
- **Use:** Apply a theme to the entire presentation.

- **Slide Layout:**

- **Shortcut:** `Alt + H, L`
- **Use:** Change the layout of the current slide.

- **Background Styles:**

- **Shortcut:** `Alt + H, B, S`
- **Use:** Apply different background styles to slides.

- **Slide Transitions:**

- **Shortcut:** `Alt + H, T`
- **Use:** Apply and customize slide transitions.

### Animations and Effects

- **Add Animation:**

- **Shortcut:** `Alt + H, A`
- **Use:** Add animations to objects on slides.

- **Animation Pane:**
  - **Shortcut:** `Ctrl + Alt + K`
  - **Use:** Open the Animation Pane to manage animations.
- **Reorder Animations:**
  - **Shortcut:** Drag and drop in the Animation Pane.
  - **Use:** Change the order of animations.
- **Timing:**
  - **Shortcut:** `Alt + H, A, T`
  - **Use:** Adjust the timing of animations.

### Presenting and Sharing

- **Start Presentation:**
  - **Shortcut:** `F5`
  - **Use:** Begin the presentation from the first slide.
- **From Current Slide:**
  - **Shortcut:** `Shift + F5`
  - **Use:** Start the presentation from the current slide.
- **Next Slide:**
  - **Shortcut:** `N` or `Enter` or `Page Down`
  - **Use:** Move to the next slide during a presentation.
- **Previous Slide:**
  - **Shortcut:** `P` or `Backspace` or `Page Up`
  - **Use:** Move to the previous slide during a presentation.
- **Black Screen:**
  - **Shortcut:** `B`
  - **Use:** Temporarily black out the screen during a presentation.

- **White Screen:**
  - **Shortcut:** `W`
  - **Use:** Temporarily white out the screen during a presentation.
- **Exit Presentation:**
  - **Shortcut:** `Esc`
  - **Use:** End the presentation and return to editing mode.

### Advanced Features

- **Slide Master:**
  - **Shortcut:** `Alt + H, M`
  - **Use:** Customize the master slide for consistent formatting.
- **Custom Slide Show:**
  - **Shortcut:** `Alt + S, C`
  - **Use:** Create a custom sequence of slides for specific presentations.
- **Rehearse Timings:**
  - **Shortcut:** `Alt + P, R`
  - **Use:** Practice the presentation and set automatic timings.
- **Record Slide Show:**
  - **Shortcut:** `Alt + R, S`
  - **Use:** Record the entire presentation with timings and narrations.

### Collaboration and Sharing

- **Co-Authoring:**
  - **Shortcut:** `Ctrl + Shift + E`
  - **Use:** Enable real-time collaboration with others.
- **Comments:**
  - **Shortcut:** `Alt + N, C`
  - **Use:** Add and manage comments on slides.

- **Share:**
  - **Shortcut:** `Alt + F, S`
  - **Use:** Share the presentation via email or OneDrive.

#### Tips and Tricks

- **Quick Access Toolbar:**
  - **Customize:** Right-click any command and select "Add to Quick Access Toolbar."
  - **Use:** Quickly access frequently used commands.
- **Slide Zoom:**
  - **Shortcut:** `Alt + S, Z`
  - **Use:** Create a zoom effect to focus on specific slides or sections.
- **Presenter View:**
  - **Shortcut:** `Alt + F5`
  - **Use:** Use Presenter View during a presentation for notes and slide previews.
- **Smart Guides:**
  - **Toggle:** `Ctrl + G`
  - **Use:** Align objects on slides with visual guides.
- **Slide Notes:**
  - **Shortcut:** `Alt + N, N`
  - **Use:** Add and view presenter notes for each slide.

#### Examples

- **Example: Creating a Custom Slide Show:**

1. Go to `Slide Show` tab.
2. Click `Custom Slide Show`.
3. Click `New`.
4. Select the slides you want to include.
5. Name the custom show and click `OK`.

- **Example: Applying a Slide Transition:**

1. Select the slide.
2. Go to `Transitions` tab.
3. Choose a transition from the gallery.
4. Customize the transition speed and sound if needed.

- **Example: Adding an Animation:**

1. Select the object on the slide.
2. Go to `Animations` tab.
3. Choose an animation from the gallery.
4. Use the `Animation Pane` to adjust the order and timing.

**Summary**

This cheat sheet covers essential features, shortcuts, and tips for advanced PowerPoint usage. Mastering these tools will enhance your ability to create professional and engaging presentations.

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ver 1.0