

Introduction to Computer

Lecture # 13

Topics

- MS Power Point
- General Program Shortcuts

MS Power Point

- What is MS Power Point?

Microsoft PowerPoint is a powerful presentation software developed by **Microsoft**. It is a standard component of the company's **Microsoft** Office suite software, and is bundled together with Word, Excel and other Office productivity tools. The program uses slides to convey information rich in multimedia.

General Program Shortcuts

- **General Program Shortcuts**
- First, let's review some general keyboard shortcuts for opening, closing, and switching between presentations, as well as navigating the Ribbon.
- **Ctrl+N:** Create a new presentation
- **Ctrl+O:** Open an existing presentation
- **Ctrl+S:** Save a presentation

General Program Shortcuts

- **F12 or Alt+F2:** Open the Save As dialog box
- **Ctrl+W or Ctrl+F4:** Close a presentation
- **Ctrl+Q:** Save and close a presentation
- **Ctrl+Z:** Undo an action
- **Ctrl+Y:** Redo an action
- **Ctrl+F:** Search in a presentation or use Find and Replace
- **Alt+F:** Open the File tab menu
- **Alt+H:** Go to the Home tab

General Program Shortcuts

- **Ctrl+F2:** Print Preview View
- **F1:** Open the Help pane
- **Alt+Q:** Go to the “Tell me what you want to do” box
- **F7:** Check spelling
- **Alt or F10:** Turn key tips on or off
- **Ctrl+F1:** Show or hide the ribbon

General Program Shortcuts

- **Alt+N** : Open the Insert tab
- **Alt+G** : Open the Design tab
- **Alt+K**: Go to the Transitions tab
- **Alt+A**: Go to the Animations tab
- **Alt+S**: Go to the Slide Show tab

General Program Shortcuts

- **Alt+R:** Go to the Review tab
- **Alt+W:** Go to View tab
- **Alt+X:** Go to the Add-ins tab
- **Alt+Y:** Go to the Help tab
- **Ctrl+Tab:** Switch between open presentations
- **Ctrl+R:** Right align a paragraph
- **Ctrl+T:** Open the Font dialog box when text or object is selected

General Program Shortcuts

- **Delete:** Remove selected text, selected object(s), or selected slide(s)
- **Ctrl+B:** Add or remove bold to selected text
- **Ctrl+I:** Add or remove italics to selected text
- **Ctrl+U:** Add or remove underline to selected text
- **Ctrl+E:** Center a paragraph
- **Ctrl+J:** Justify a paragraph
- **Ctrl+L:** Left align a paragraph

Thank you