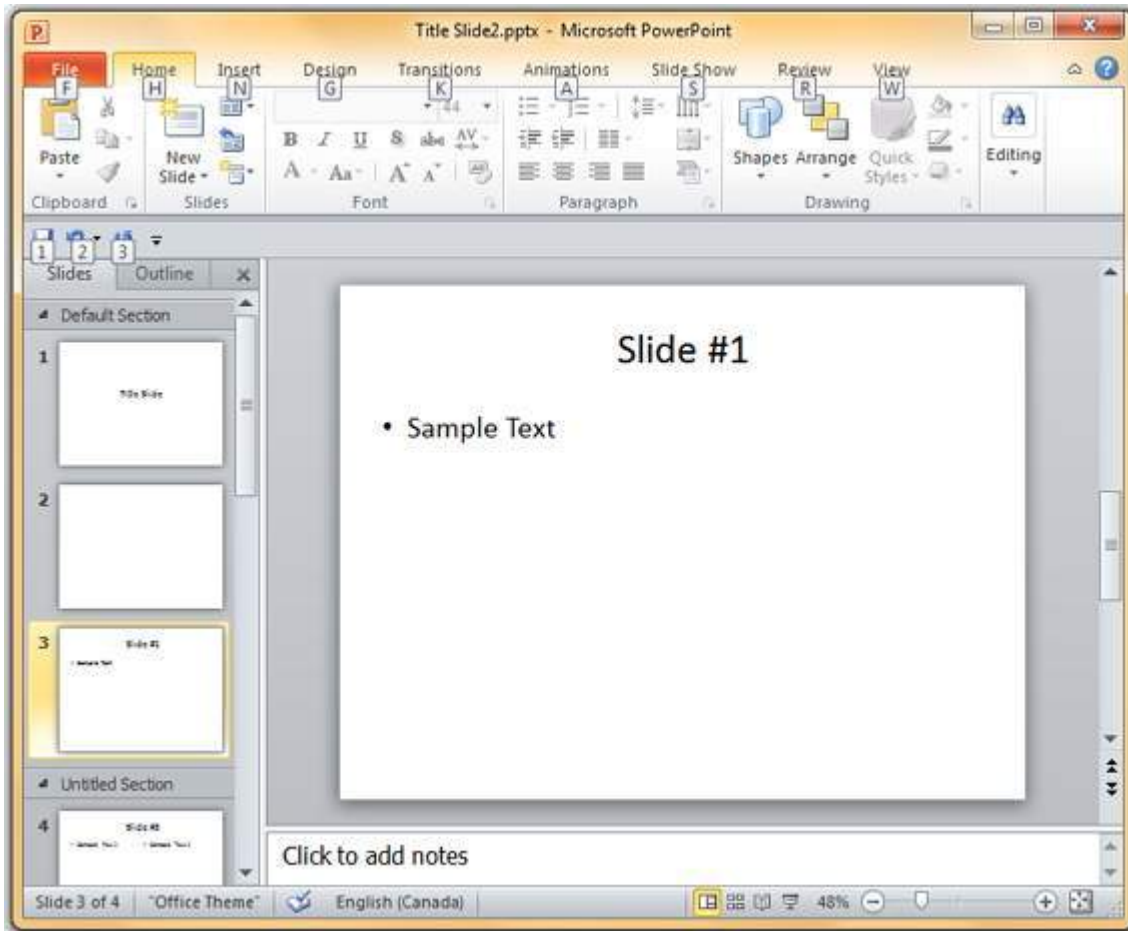


KEYBOARD SHORTCUTS IN POWERPOINT 2010

Like most other windows based programs, PowerPoint 2010 also offers a wide range of keyboard shortcuts. For current PowerPoint users there is a sea change in the way these shortcuts are being mapped in the 2010 release compared to some of the older ones. With a whole new range of features being added to PowerPoint, it is evident why there are so many changes to the keyboard short cuts. Although this tutorial would not be walking through all the short cuts, it will teach you read and figure out the shortcuts with ease.

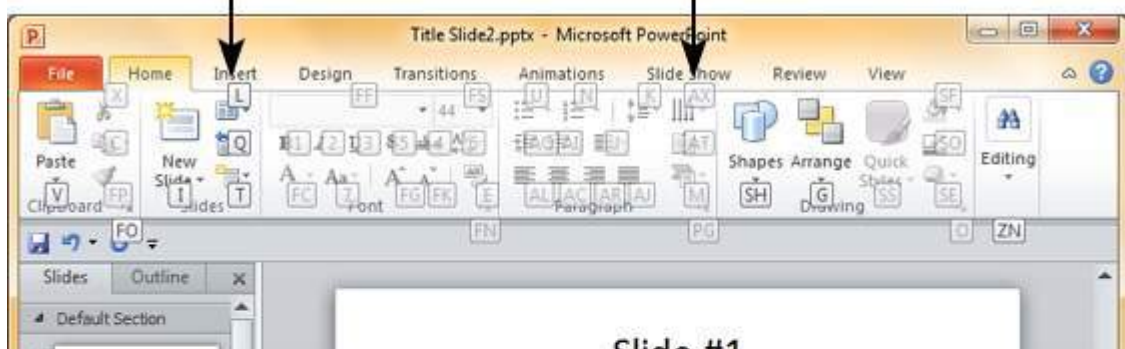
Step 1: The first step to access the keyboard shortcuts is to press the **Alt** key on your keyboard. This will display the first level of shortcuts indicated by alphabets or numbers as shown. For example, the short cut to access **Home** ribbon is 'H' and that for saving the presentation is 'S'

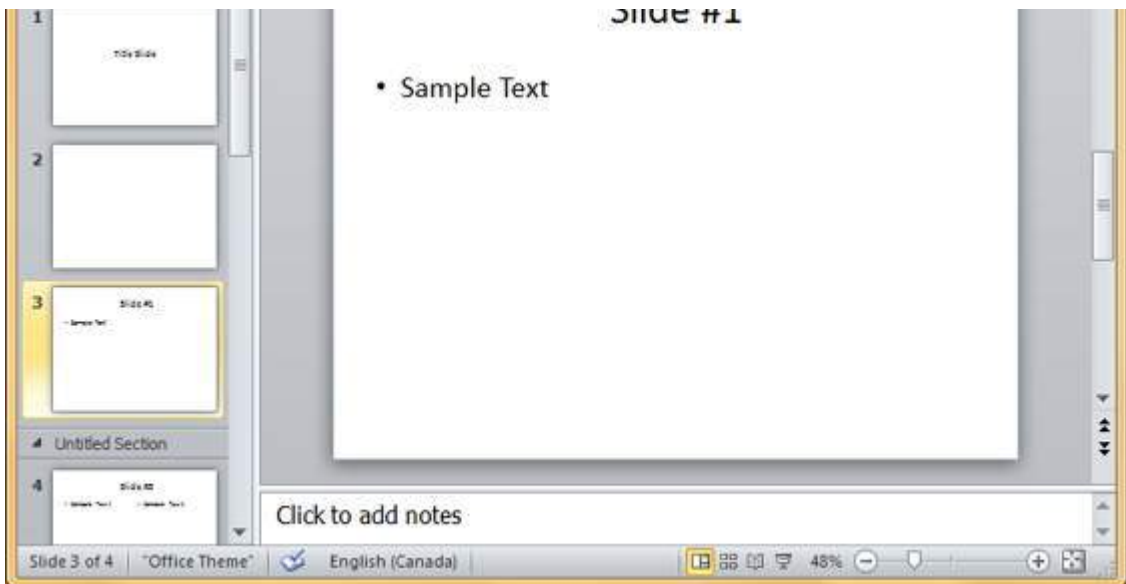


Step 2: Once you select the first level of shortcut, the second level of short cuts for respective commands are shown. Notice that some of these shortcuts are disabled or displayed in a light shade than others. This is because the disabled shortcuts cannot be used in the current state.

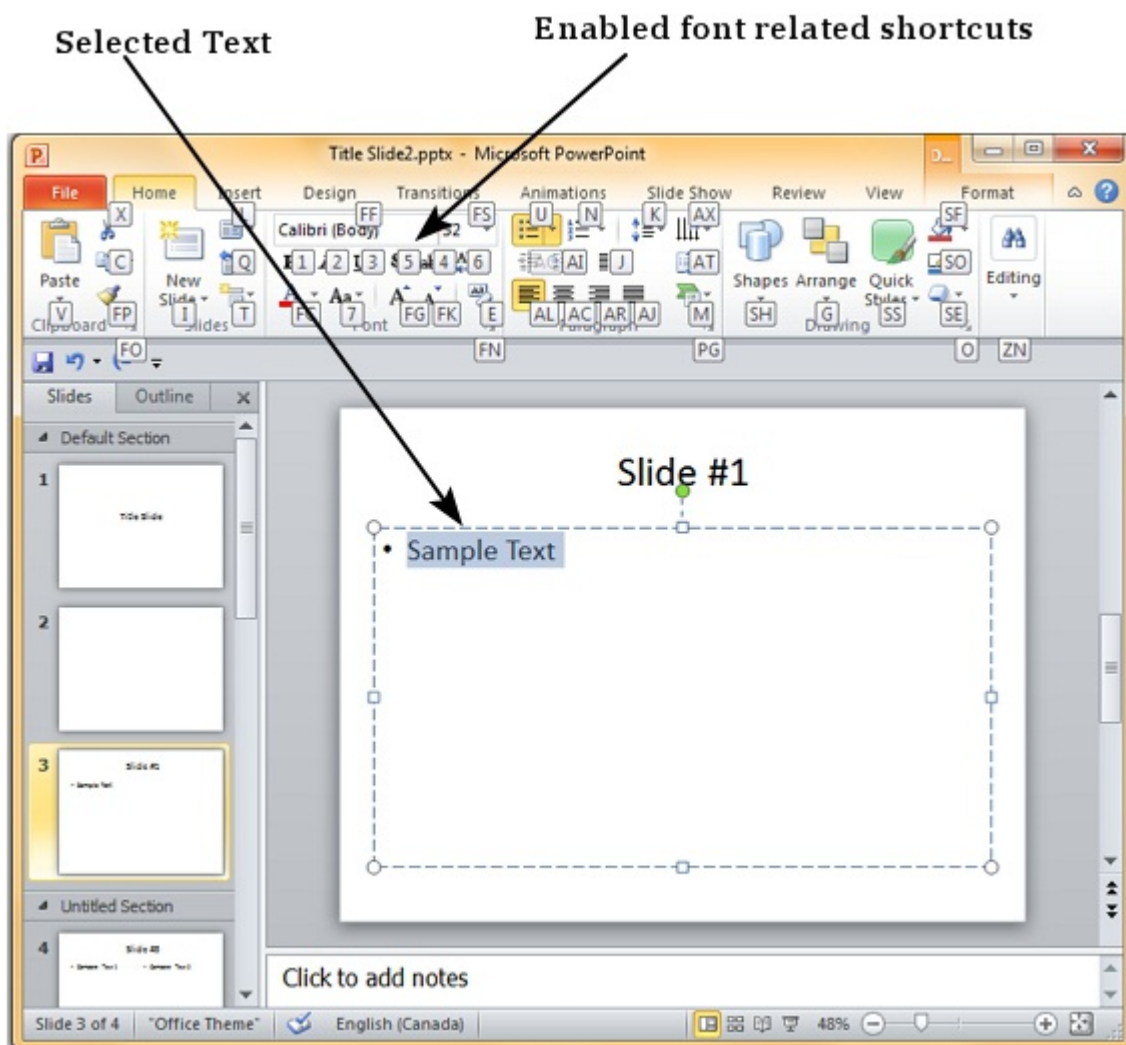
Enabled shortcut

Disabled shortcut





For example, all the font related commands are disabled since no text has been selected. If you execute the same steps after selecting a text these shortcuts will be enabled too.



In some cases there are two alphabets associated with a single shortcut, in such cases, you need to key in both of them immediately after another to get the desired effect.