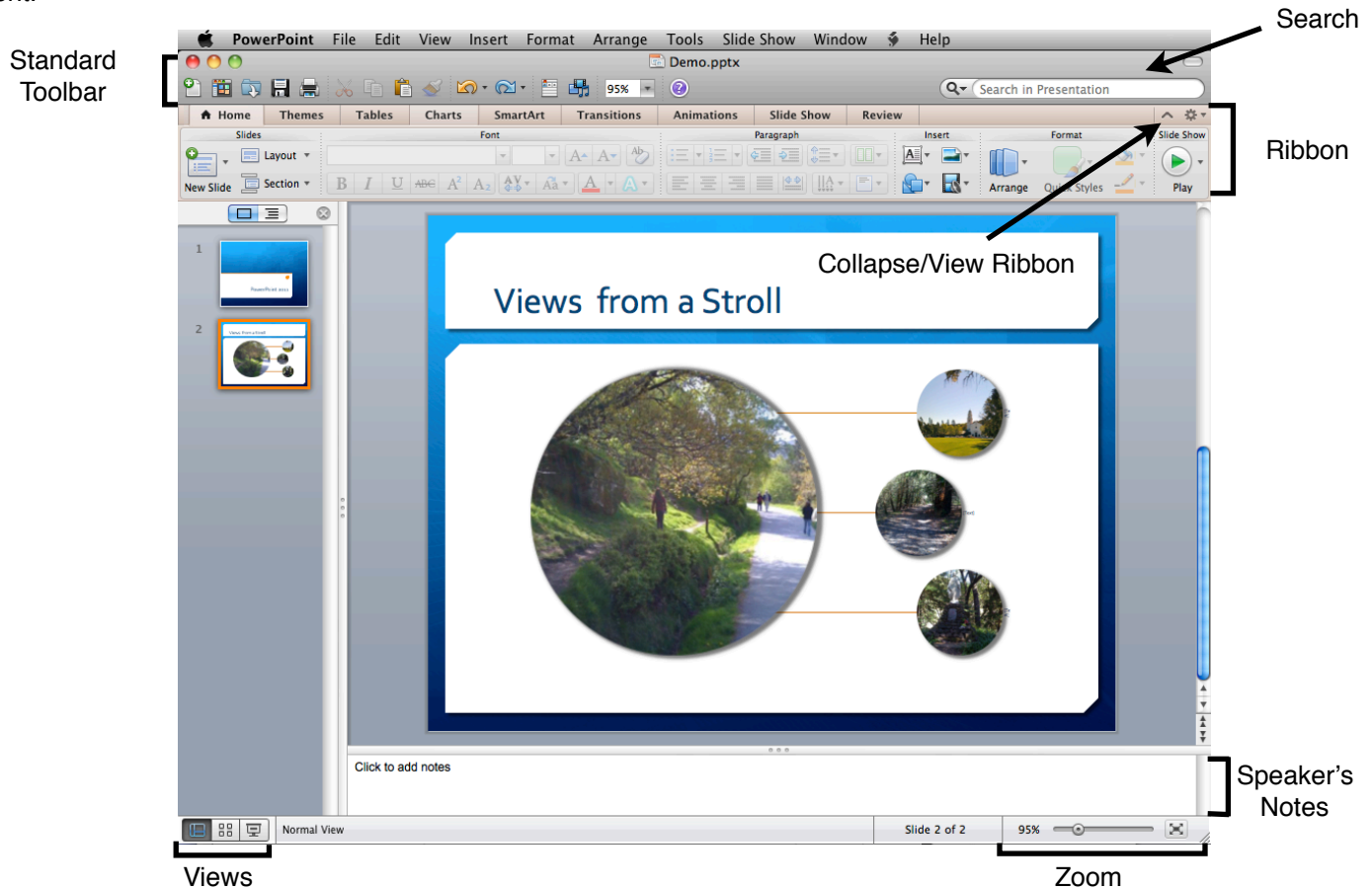




**PowerPoint 2011** is part of the Microsoft Office 2011 suite for Mac. A presentation program is a computer software package used to display information, normally in the form of a slide show. It typically includes three major functions: an editor that allows text to be inserted and formatted, a method for inserting and manipulating graphic images and a slide-show system to display the content.



The **Standard Toolbar** has been integrated with the title bar, and no longer “floats” as on previous versions of PowerPoint.

The **Ribbon**, similar to the Windows version, contains all the commands for creating and editing a presentation. The most frequently used commands can be found on the Home tab. Other tabs are sorted by type of commands. See the back of this sheet to learn more about the contents of each tab.

The **Search** function has been moved to a more prominent location, as part of the Standard Toolbar, making it easier to use Find and/or Replace text in the presentation.

**Collapse or View** hides or shows the ribbon completely allowing for more screen space.

Key in notes for the speaker in the **Speaker's Notes** section. Speaker Notes do not display by default and can be printed out.

**Views** allow for the visual interface of the presentation. Normal Tri-Pane view, Slide Sorter, or Run the Show are quickly accessed here.

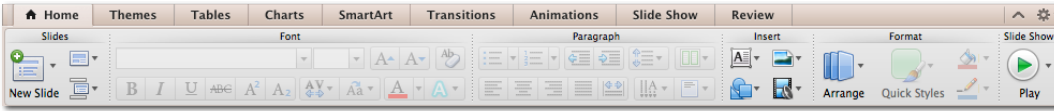
The **Zoom** function adjusts the size of the view of the slide. To adjust the size move the slider right or left.

**New Features We Like:**

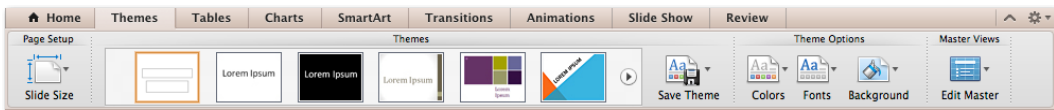
- The new **Microsoft Office for Mac ribbon** makes finding features and commands tasks quickly.
- The Search function's ease of use and simple but powerful capability make finding information far easier than before.**
- Picture Editing**-New remove background tool and updated filters allows for image editing inside of Word.
- Quick Styles** for fast text box editing.
- The **Compatibility Checker** will report any errors this document might have with previous versions.
- Smart Art to create graphic illustrations of ideas, list, organizational charts and time lines.



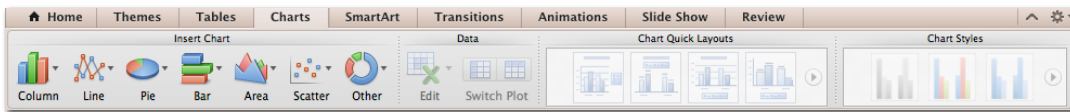
The **Standard Toolbar**, now integrated with the title bar, contains common commands. Start a new blank document, start a new document from a template, open, save, print, cut, copy, paste, format copy, redo, undo, show/hide codes, show/hide the side bar, show/hide the toolbox, insert pictures and other media as well as zoom and help. The search feature has been given its own section as well. Use the search section for find and/or replace.



The **Home** menu contains the most frequently used tools for slide addition, as well as text editing and formatting. Some simple tools for drawing shapes are also present here.

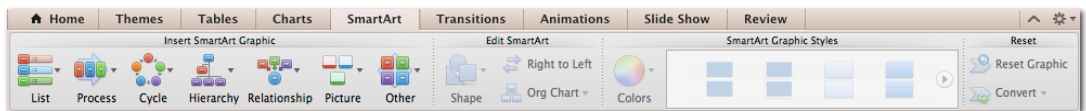


Under the **Themes** tab, a variety of built-in themes can be selected to format your presentation. There is also a personal theme customizer.

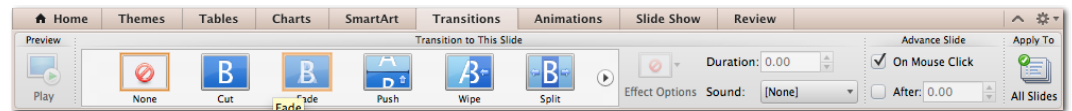


The **Charts** tab allows a choice of different methods in which tabulated information can be displayed within PowerPoint.

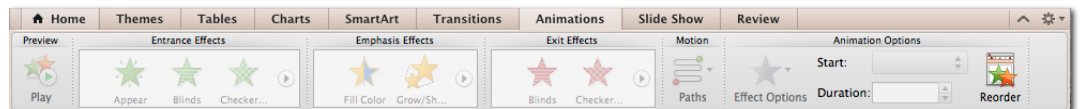
Create Smart Art at the **SmartArt** tab, Create items such as organization charts, timelines, a process with sequential tasks or non-sequential items. A great way to illustrate processes. Smart Art has it's on contextual Format tab. See more about contextual tabs below.



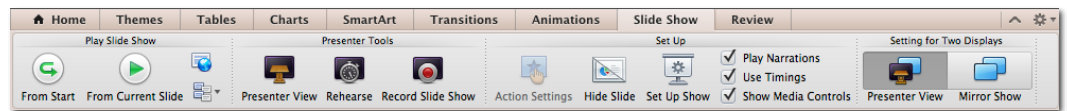
The **Transitions** tab contains the animation between slides. Add, edit and control transitions here.



The **Animations** tab contains the animations for items on a slide. Add, edit and control animations here.



The **Slide Show** tab plays and controls the running of the slide show.



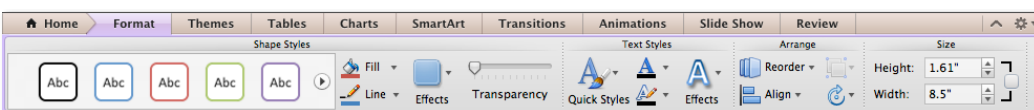
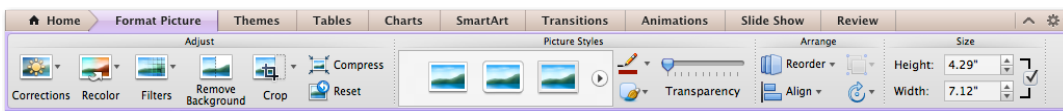
## Contextual Tabs

Contextual Tabs appear when certain items are selected. Two common contextual tabs are:

The **Format Picture** tab will appear when a picture is active (Clicked on).

The **Format Text** tab will appear when a text box is active or the cursor is in a text box.

Contextual Tabs have a different Tab and Background color.



## Common Shortcut Keys

New Presentation	⌘+N
New Slide	⌘+⌘+N
Minimize Presentation	⌘+M
Bold Text	⌘+B
Italicize Text	⌘+I
Underline Text	⌘+U
Print	⌘+P
Save	⌘+S
Save As	⌘+⌘+S
Undo	⌘+Z
Redo	⌘+⌘+Z
Open File	⌘+O
Copy	⌘+C
Cut	⌘+X
Paste	⌘+V