



Microsoft PowerPoint 2008

Reference Card

Mac OS X

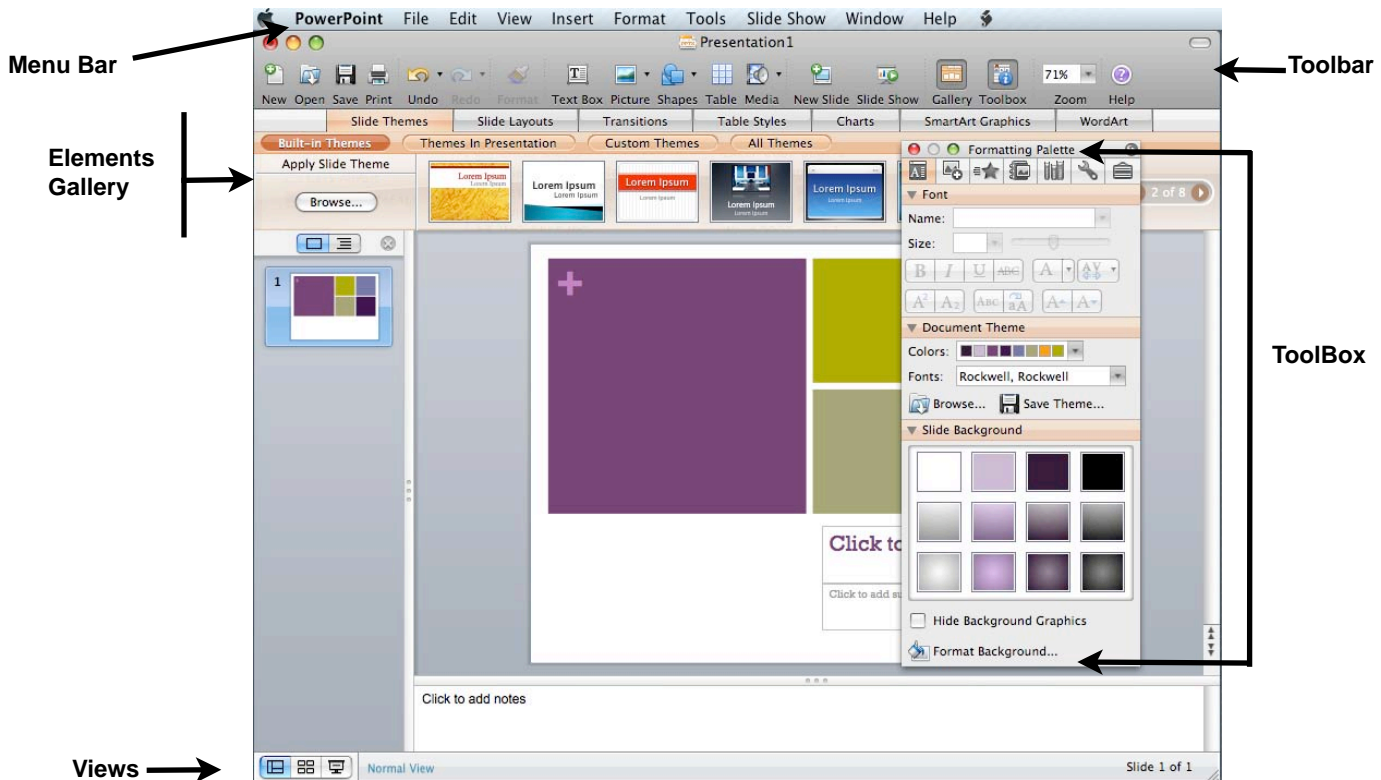
<http://www.stmarys-ca.edu/tech-services/training-services>



Galileo 111

Phone:
(925) 631-4266

New Features PowerPoint 2008: Formula Builder, new Sheet Templates, the Elements Bar and a new interface called the Toolbox.



The **Menu Bar** contains many of the standard commands from previous versions. (Open, Save, Print...)

The **Toolbar** contains common commands and houses the undo/redo buttons, the **Element Gallery** and **Toolbar** buttons which open or close these functions.

The **Elements Gallery** is new to this version of PowerPoint. It contains the new “elements” that can be used in the presentation.

- Slide Themes** -Basic slide colors, fonts, colors themes for the entire presentation
- Slide Layout**- Where and how objects (text, images, movies) appear on the slide.
- Transitions**-Animations between slides
- Table Styles**-Basic formatting and inserting tables.
- Chart**-Basic formatting and inserting Charts.
- Smart Art**-The org chart and other smart graphics inserted from here.
- WordArt**-Insert Word Art from here.

Views-Choose between Normal, Slide Sorter and “Run the Show” views.

The **ToolBox** is where all the like commands are grouped together.

New Features We Like:

- Dynamic guides**-align or resize objects relative to each other or relative to the center of a slide.
- Improved graphics.**
- Improved SmartArt Graphics.**

To learn more about these features and other technology visit **CaTS Training Services**.

Galileo 111 or online at <http://www.stmarys-ca.edu/tech-services/training-services>

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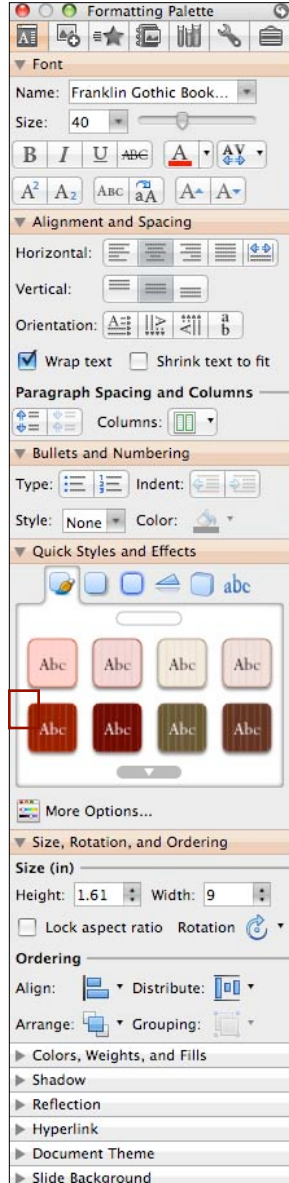
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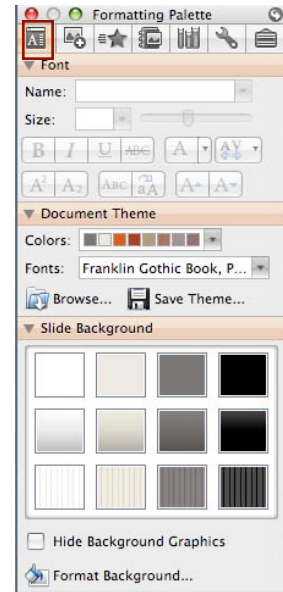


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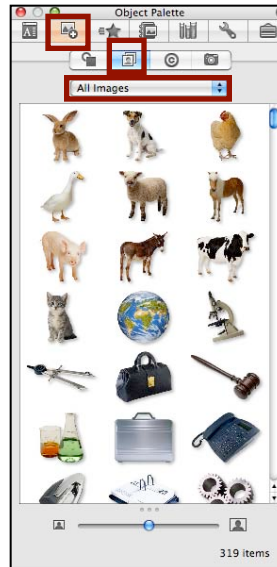
Formatting Palette (contextual)
 Text Slide



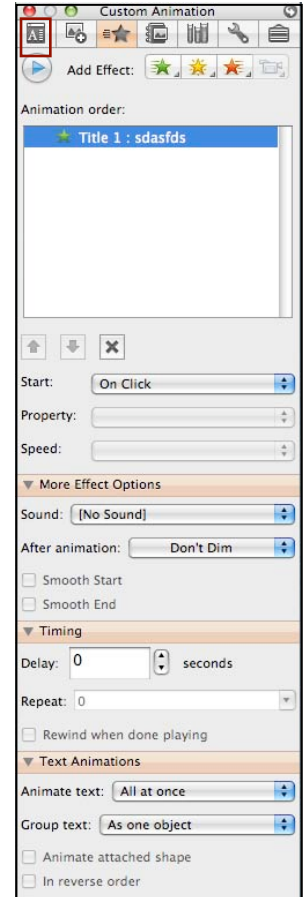
The ToolBox



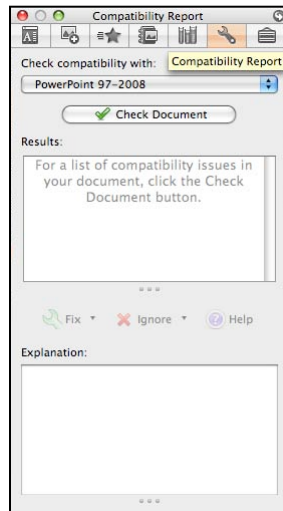
Object Pallet
 Insert Pictures, Clip Art...



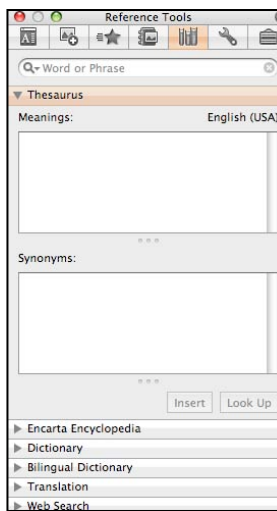
Animation Controls



Document Compatibility



Reference Tools
 Dictionary, Thesaurus and more



Common Short Cut Keys

- | | |
|----------------------|--------------------------|
| CMMD ⌘ +B Bold | CMMD ⌘ +N New Blank Show |
| CMMD ⌘ +I Italic | CMMD ⌘ +O Open a Show |
| CMMD ⌘ +U Underline | CMMD ⌘ +W Close a Show |
| CMMD ⌘ +A Select All | CMMD ⌘ +S Save |
| CMMD ⌘ +C Copy | CMMD ⌘ +P Print |
| CMMD ⌘ +X Cut | CMMD ⌘ +F Find a Word |
| CMMD ⌘ +V Paste | CMMD ⌘ +L Align Left |
| CMMD ⌘ +Z Undo | CMMD ⌘ +R Align Right |
| CMMD ⌘ +Y Redo | CMMD ⌘ +E Center Align |
| CMMD ⌘ +Q Quit | CMMD ⌘ +J Justify |

Slide Show Only

- | | |
|------------|-------------------------------|
| Enter Key | Move to next slide/object |
| Arrow Keys | Move to the next slide/object |
| Home Key | Go to First Slide |
| Page up | Move up One Screen |
| Page Down | Move Down One Screen |
| ESC Key | Cancel the Slide Show |
| B Key | Toggle Screen to Black |
| W Key | Toggle Screen to White |
| S Key | Pause or Restart show |