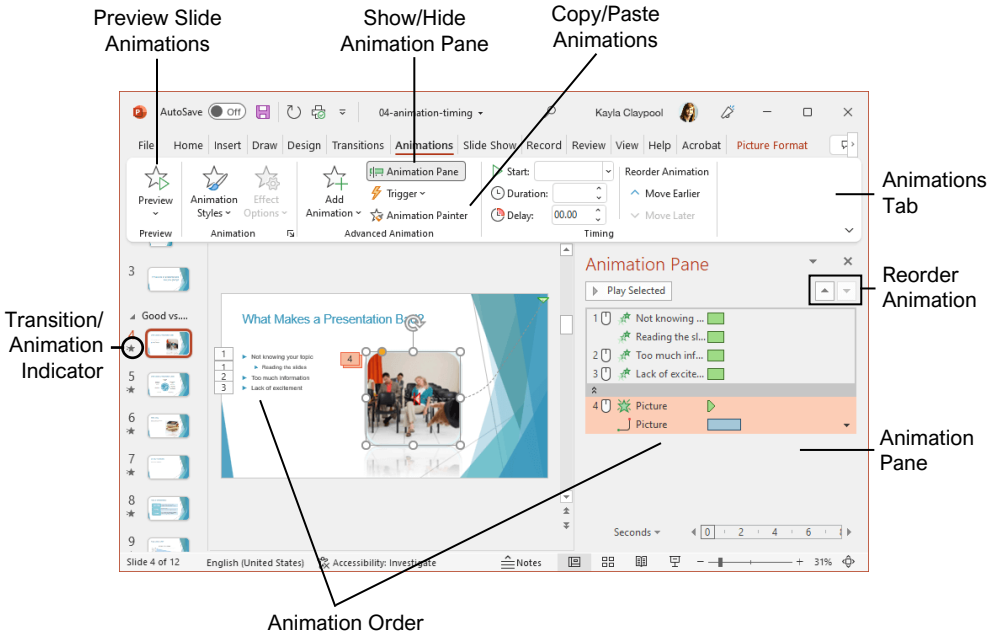
PowerPoint Intermediate
Cheat Sheet

CustomGuide

Animations Tab & Pane



Transitions and Animations

Apply a Slide Transition: Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

Modify a Transition: Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

Apply an Animation: Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

Modify an Animation: Click the **Animations** tab on the ribbon and click the **Effect Options** button. Select an option for the applied animation.

Copy Animations: Select an object with an animation applied. Click the **Animations** tab and click the **Animation Painter** button. Select the object you want the animation applied to.

Display the Animation Pane: Click the **Animations** tab on the ribbon and click the **Animation Pane** button. View and edit the timeline for animations on the current slide.

Formatting and Themes

Change the Font: Select the text you want to change, click the **Font** list arrow on the Home tab, and select a new font.

Change the Font Size: Select the text you want to change, click the **Font Size** list arrow on the Home tab, and select a new font size.

Change the Font Color: Select the text you want to change, click the **Font Color** list arrow, and select a new color.

Modify the Slide Background: Click the **Design** tab on the ribbon and click the **Format Background** button. Make the desired changes in the Format Background pane.

Apply a Presentation Theme: Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

Modify Theme Elements: Click the **Design** tab, then, in the Variants group, click **Colors**, **Fonts**, or **Effects** to expand the menu and select a new style that coordinates with the current theme.

Change the Slide Size: Click the **Design** tab, click the **Slide Size** button in the Customize group, and select a slide size.

Use a Presentation Template: Click the **File** tab on the ribbon and select **New**. Select a template in the list and click **Create**.

Styles

Animation Styles

Appear	Text or object appears on the slide.
Fade	Text or object fades into view.
Fly In	Text or object flies in from the specified direction.
Float In	Text or object floats in from a specified direction and becomes visible.
Split	Text or object becomes whole as its halves unite from a specified direction.
Wipe	Text or object is wiped on from a specified direction.
Shape	Text or object fills in from the edges of a specified shape and appears.
Wheel	Text or object rotates around a central hub and gradually comes into view.

Transition Styles

Fade	The previous slide fades away, revealing the current slide.
Push	The previous slide pushes the current slide into view.
Wipe	The previous slide disappears quickly as the current slide rolls over it.
Split	The previous slide divides at a center point and disappears, revealing the current slide.
Cut	The previous slide disappears almost instantly and the current slide pops into view.
Uncover	The previous slide moves out of the way quickly, revealing the current slide.
Flash	The previous slide disappears in a bright flash and the current slide eases into view.
Morph	Move things on the previous slide to their new locations on the current slide.

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Pictures

Insert a Picture Using Content Placeholders: Click a content slide's **Pictures** or **Online Pictures** button. Navigate to the picture you want to use and select it, then click **Insert**.

Insert from the Ribbon: Click the **Insert** tab on the ribbon. Click the **Pictures** or **Online Pictures** button. Navigate to the picture you want to use and select it, then click **Insert**.

Resize a Picture: Select a picture. Click and drag a resize handle around the outer edge to make the picture larger or smaller.

Crop a Picture: Select the picture you want to crop. Click the Picture Tools **Format** tab on the ribbon and click the **Crop** button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop** button again.

Insert a Screenshot: Click the Insert tab on the ribbon and click the **Screenshot** button. Choose an open window to capture, or select Screen Clipping.

Remove a Picture's Background: Select a picture, click the Picture Tools **Format** tab on the ribbon, and click the **Remove Background** button. Resize the bounding box around what you want to keep. If needed, use the Refine group to mark specific areas to remove or keep, then click the **Keep Changes** button.

Apply Picture Adjustments: Select a picture, then click the Picture Tools Format tab on the ribbon. In the Adjust group, click the **Corrections**, **Color**, and/or **Artistic Effects** button and select an adjustment from the menu.

Reset Picture Formatting: Select a picture. Click the Picture Tools **Format** tab on the ribbon and click the **Reset Picture** button.

Apply a Picture Style: Select a picture, then click the Picture Tools **Format** tab on the ribbon. Select a style in the Picture Styles gallery.

Graphics

Insert a Text Box: Click the **Insert** tab on the ribbon and click the **Text Box** button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

Insert a Shape: Click the **Insert** tab on the ribbon and click the **Shapes** button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.

Merge Shapes: Select two or more shapes to merge. Click the Drawing Tools **Format** tab on the ribbon and click the **Merge Shapes** button. Select a merge option in the menu.

Apply a Shape Style: Select a shape, then click the click Drawing Tools **Format** tab on the ribbon and select a style in the Shape Styles gallery.

Graphics

Insert WordArt: Click the **Insert** tab on the ribbon and click the **WordArt** button in the Text group. Select a WordArt style in the menu and replace the placeholder text.

Insert an Icon: Click the **Insert** tab on the ribbon and click the **Icons** button. Select an icon and click **Insert**.

Create a Drawing: Click the **Draw** tab on the ribbon and click the **Draw with Touch** button. Draw a shape using the mouse or touchscreen.

Insert SmartArt: Click the **Insert** tab on the ribbon and click the **SmartArt** button in the Illustrations group. Select a graphic in the dialog box and click **OK**.

Insert a Chart: Click the **Insert Chart** button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Chart** button. Select a chart type and click **OK**.

Insert a Table: Click the **Insert Table** button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Table** button. Specify the number of rows and columns for the table and click **OK**.

Self-Run Presentations

Insert a Video: Click the **Insert** tab and click the **Video** button in the Media group. Select either **Online Video** or **Video on My PC**. Locate and select the video and click the **Insert** button.

Modify Video Playback Options: Select a video and click the Video Tools **Playback** tab on the ribbon. Use the options on this tab to perform tasks such as trimming the video, adding a fade in and out, and controlling how the video behaves in a live presentation.

Insert an Audio Clip: Click the **Insert** tab and click the **Audio** button in the Media group. Select **Audio on My PC** to locate an existing audio clip, or **Record Audio** to create a custom clip right within PowerPoint.

Insert Action Buttons: Click the **Insert** tab and click the **Shapes** button. In the menu, select a button in the Action Buttons category. Click and drag the cursor on the slide to place the button in the desired location. In the dialog box that appears, leave the default settings or modify how the button behaves, then click **OK**.

Record Narration and Timing: Click the **Slide Show** tab and click the **Record Slide Show** button. Click the **Record** button. The presentation starts, recording narration and timing for each slide as you move through the presentation. Click the **Stop** button.

Set up a Slide Show: Click the **Slide Show** tab on the ribbon and click the **Set Up Slide Show** button. Modify the options in the dialog box to specify how you want the slide show to run and click **OK**.

Slide Masters

Open Slide Master View: Click the **View** tab on the ribbon and click the **Slide Master** button.

Edit a Slide Master Layout: While in Slide Master view, select the layout you want to edit in the Thumbnails pane at the left. Modify existing placeholders, or add new ones using the Master Layout group on the Slide Master tab of the ribbon.

Close Slide Master View: While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Close Master View** button.

Create a Custom Slide Layout: While in Slide Master view, click in between two existing slide layouts in the Thumbnails pane. Click the **Insert Layout** button on the Slide Master tab of the ribbon. Insert and format the desired slide placeholders.

Add a Master Footer: While in Slide Master view, select the slide layout where you want to add a footer. Click the **Insert** tab on the ribbon and click the **Header & Footer** button. Modify the footer options and click **Apply**.

Modify a Master or Layout Background: While in Slide Master view, select a slide master or layout to edit. Right-click the thumbnail and select **Format Background**. Modify the options in the Format Background pane at the right, then close the pane when you're finished making changes.

Apply a Master Theme: While in Slide Master view, select a slide master. Click the **Themes** button on the Slide Master tab and select a theme to apply to the selected master and all its layouts.

Insert an Additional Slide Master: While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Insert Slide Master** button.

Rename a Slide Master or Layout: While in Slide Master view, select a slide master or layout to rename. Click the **Rename** button on the Slide Master tab of the ribbon. Type a new name and click the **Rename** button.

Delete a Slide Master or Layout: While in Slide Master view, select a slide master or layout to delete. Right-click the thumbnail and select **Delete Master** or **Delete Layout**.

Edit the Handout Master: Click the **View** tab on the ribbon and click the **Handout Master** button. Modify the handout master using the options on the Handout Master tab of the ribbon, then click the **Close Master View** button.

Edit the Notes Master: Click the **View** tab on the ribbon and click the **Notes Master** button. Modify the notes master using the options on the Notes Master tab of the ribbon, then click the **Close Master View** button.

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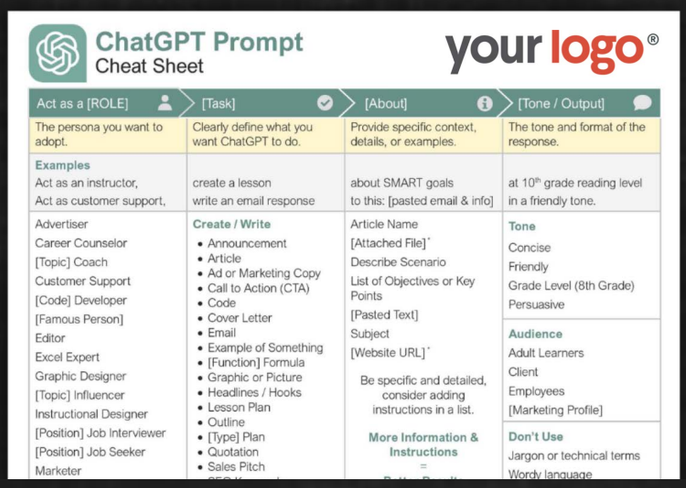

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- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

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- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
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Microsoft
- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Leadership
- Leadership
- Management
- Project Management

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- A.I.
- Digital Literacy
- Software Applications

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- Personal Growth
- Well-Being
- Work/Life Balance

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- Bias
- Diversity
- U.S. Citizenship

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