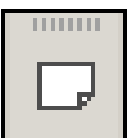


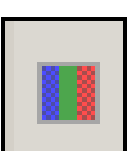
# Shortcuts



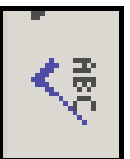
**New Slide**



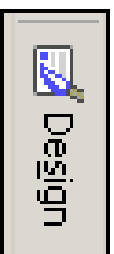
**New Presentation**



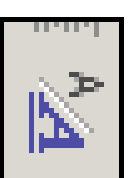
**Color / Grayscale**



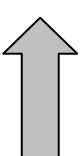
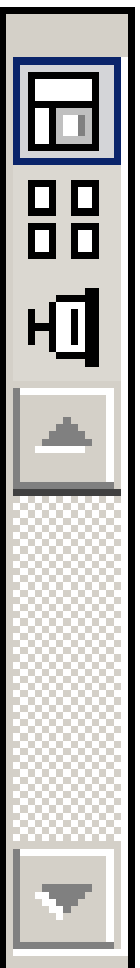
**Spell Check**



**Design**



**Show Formatting**



Lower Left-Hand Corner of Screen

- 1. Normal View – the main editing view, which you use to write and design your presentation. The view has three working areas: on the left, the outline pane, on the right, the slide pane, and on the bottom, the notes pane.**
- 2. Slide Sorter View – Thumbnail view of all slides; used to arrange order, add, or delete slides**
- 3. Slide Show View – Current slide as it appears on the computer screen**