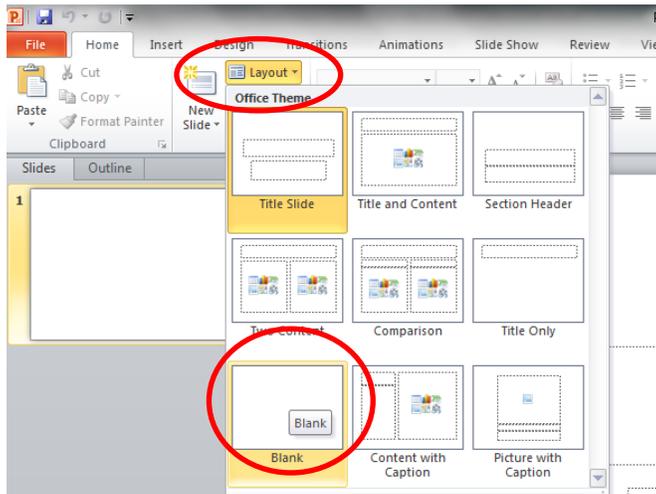
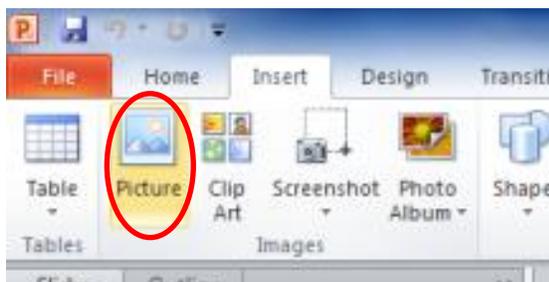


# Keyboard Shortcut Project Guidelines

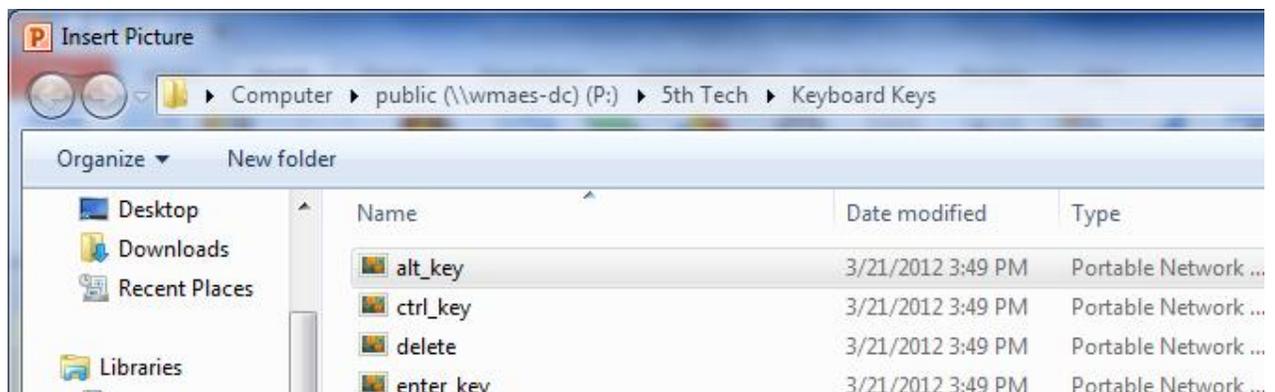
1. Open PowerPoint.
2. Select a blank slide layout (from the Home tab click Layout and then Blank)



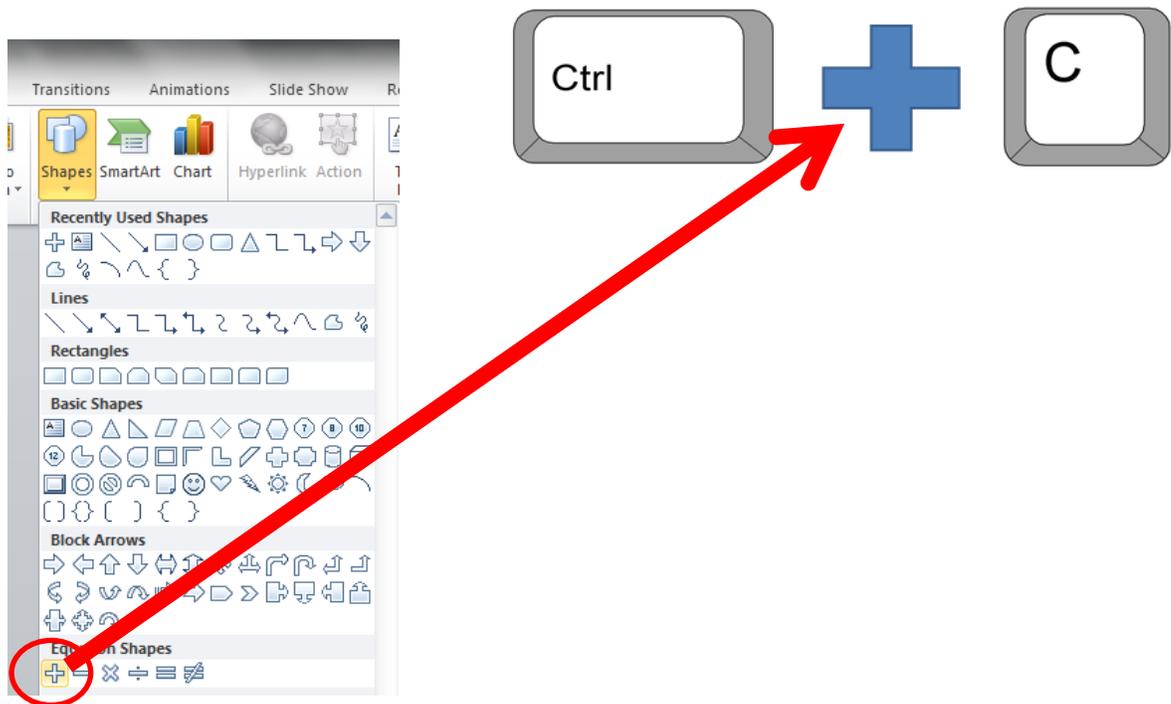
3. Click Insert and select Picture.



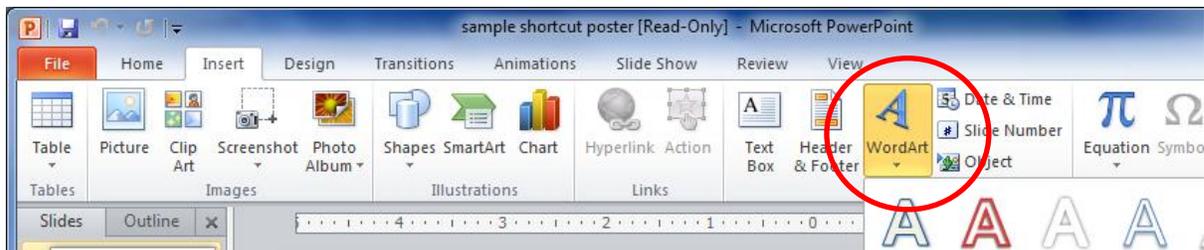
4. Navigate to your network folder to find a collection of keyboard images.



5. Click on one of the key images needed for your keyboard shortcut. Double click on the file or click Insert to add the keyboard key to your poster.
6. Repeat this process to obtain the other keyboard key images needed for your poster.
7. Resize the keyboard key images so they're clearly visible on your poster.
8. Insert a + symbol by clicking insert, shapes, and selecting the + symbol. Position the plus symbol between the keys showing your keyboard shortcut.

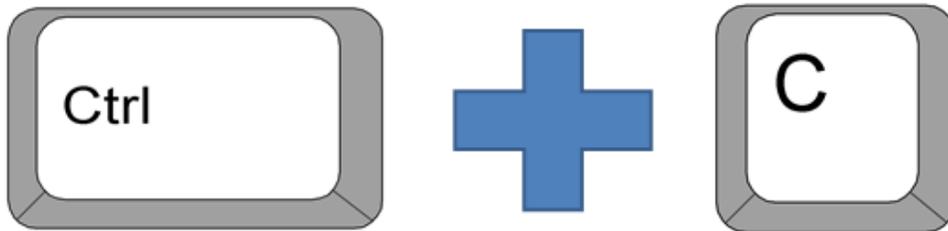


9. Click insert and select WordArt. Select a WordArt style.



10. Type the name of your keyboard shortcut in WordArt. Increase the font size of the WordArt so it's appropriate for a poster.

# Copy



## Completion Checklist

- **WordArt naming shortcut function**
- **Keyboard key images**
- **Plus symbol inserted between keyboard shortcuts**