



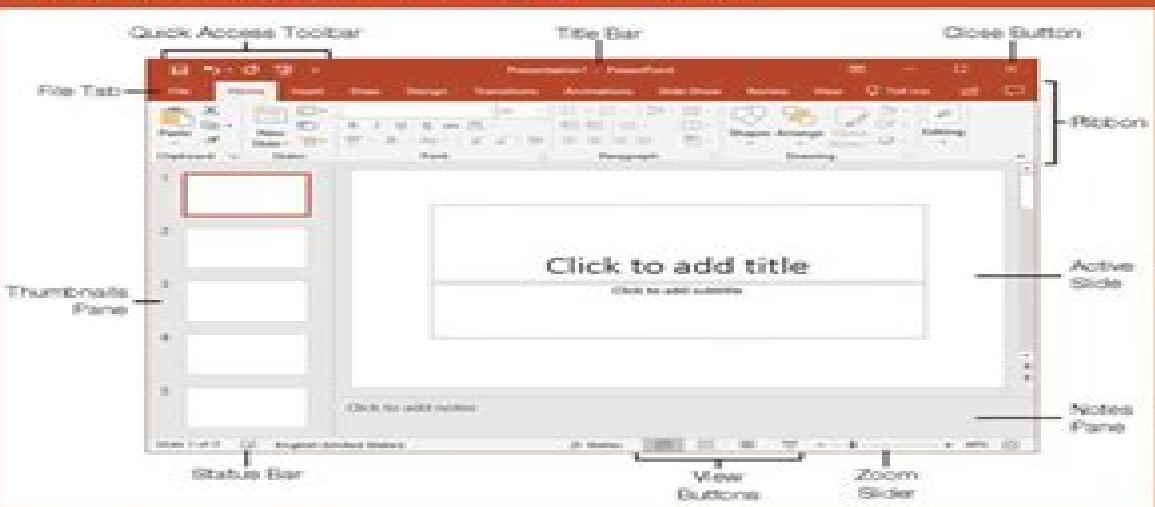
Microsoft®

# PowerPoint 2016 Basic

## Quick Reference Card



### The PowerPoint 2016 Program Screen



### Getting Started



**Create a New Presentation:** Click the **File** tab, select **New**, and click **Blank Presentation**. Or, press **Ctrl + N**.

**Open a Presentation:** Click the **File** tab and select **Open**, or click **Ctrl + O**. Select a location with a file you want, then select a file and click **Open**.

**Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

**Preview and Print:** Click the **File** tab, select **Print**, specify print settings, and click **Print**.

**Close a Presentation:** Click the **File** tab and select **Close**, or press **Ctrl + W**.

**Close PowerPoint:** Click the **Close** X button in the upper-right corner.

**Undo:** Click the **Undo** ⌘ button on the Quick Access Toolbar.

**Redo or Repeat:** Click the **Redo** ⌘ button on the Quick Access Toolbar. The button turns to **Repeat** ⌘ once everything has been redone.

**Change Presentation Views:** Click the **View** tab and select a view, or click one of the **View** buttons at the bottom of the window.

**Normal View**

**Outline View**

**Slide Sorter View**

**Reading View**

**Get Help:** Press **F1** to open the Help pane. Type your question and press **Enter**.

**Use Zoom:** Click and drag the zoom slider to the left or right.

### Keyboard Shortcuts

#### General

Open a presentation	<b>Ctrl + O</b>
Create a new presentation	<b>Ctrl + N</b>
Save a presentation	<b>Ctrl + S</b>
Print a presentation	<b>Ctrl + P</b>
Insert a new slide	<b>Ctrl + M</b>
Toggle the Notes pane	<b>Ctrl + Shift + H</b>
Close a presentation	<b>Ctrl + W</b>
Exit PowerPoint	<b>Ctrl + Q</b>
Help	<b>F1</b>

#### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>
Group	<b>Ctrl + G</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>
Select All	<b>Ctrl + A</b>

#### Formatting

Bold	<b>Ctrl + B</b>
Italic	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Align Left	<b>Ctrl + L</b>
Align Right	<b>Ctrl + R</b>
Center	<b>Ctrl + E</b>
Justify	<b>Ctrl + J</b>

#### Slide Show Delivery

Begin slide show	<b>F5</b>
Resume slide show	<b>Shift + F5</b>
End slide show	<b>Esc</b>
Go to next slide	<b>Page Down</b>
Go to previous slide	<b>Page Up</b>
Go to first slide	<b>Home</b>
Go to last slide	<b>End</b>
Jump to slide	<b>Slide # + Enter</b>
Toggle screen black	<b>B</b>
Toggle screen white	<b>W</b>
Pause show	<b>S</b>
Change arrow to pen	<b>Ctrl + IP</b>
Change pen to arrow	<b>Ctrl + JA</b>

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cooper

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