



Microsoft®

# PowerPoint 2016 Basic

## Quick Reference Card

### The PowerPoint 2016 Program Screen



### Keyboard Shortcuts

#### General

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

#### Editing

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

#### Formatting

Bold.....	Ctrl + B
Italic.....	Ctrl + I
Underline.....	Ctrl + U
Align Left.....	Ctrl + L
Align Right.....	Ctrl + R
Center.....	Ctrl + E
Justify.....	Ctrl + J

#### Slide Show Delivery

Begin slide show.....	F5
Resume slide show.....	Shift + F5
End slide show.....	Esc
Go to next slide.....	Page Down
Go to previous slide.....	Page Up
Go to first slide.....	Home
Go to last slide.....	End
Jump to slide.....	Slide # + Enter
Toggle screen black.....	B
Toggle screen white.....	W
Pause show.....	S
Change arrow to pen.....	Ctrl + P
Change pen to arrow.....	Ctrl + A

### Getting Started



Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

**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 if once everything has been re-done.

**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.

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**IM Harris**



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**Accessible Instructional Design** Dave L. Edyburn, 2015-12-07 This volume will examine issues of accessibility and how designers can improve the quality of educational materials by embedding supports that anticipate the special learning needs of diverse learners

*A Researcher's Guide to Using Electronic Health Records* Neal D. Goldstein, 2023-07-25 In an age when electronic health records EHRs are an increasingly important source of data this essential textbook provides both practical and theoretical guidance to researchers conducting epidemiological or clinical analysis through EHRs Split into three parts the book covers the research journey from start to finish Part 1 focuses on the challenges inherent when working with EHRs from access to data management and raising issues such as completeness and accuracy which impact the validity of any research project Part 2 examines the core research process itself with chapters on research design sampling and analysis as well as emerging methodological techniques Part 3 demonstrates how EHR research can be made meaningful from presentation to publication and includes how findings can be applied to real world issues of public health Supported by case studies throughout and applicable across a range of research software programs including R SPSS and SAS this is the ideal text for students and researchers engaging with EHRs across epidemiological and clinical research

**User Experience Methods and Tools in Human-Computer Interaction** Constantine Stephanidis, Gavriel Salvendy, 2024-08-16 This book covers user experience methods and tools in designing user friendly products and services by encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications

*Advances in Genomics* Vijai Singh, 2024-07-31 This book provides a comprehensive overview of genomics and its diverse applications Chapters cover genomics data generation methods computational tools gene annotation transcriptomics DNA barcoding next generation sequencing functional genomics metagenomics synthetic genomics microarray analysis nutrigenomics genome editing and more This book offers a valuable source of information for not only beginners in genomics but also for students researchers scientists clinicians practitioners policymakers and stakeholders who are interested in harnessing the potential of genomics in many areas

**How to Succeed in Nursing Assessments** Cariona Flaherty, 2025-11-29 Throughout your nursing degree you will need to undertake a broad range of assessments each requiring a different skill set in order to pass Taking an assessment literacy approach that explains the purpose and process

behind each assessment this book offers practical tips and guidance to help you feel confident demonstrate learning and application to practice and achieve success Key features Advice for a wide variety of assessments that you ll encounter during your training from essays and oral presentations to quality improvement projects and OSCEs Case studies and activities take you through each aspect of the assessment from start to finish and allow you to practise as you learn Practical tips and guidance for success including how to overcome exam anxiety and how to utilise and make the most of simulation

**Six Sigma For Dummies** Craig Gygi,Bruce Williams,2012-09-17 The fast and easy way to understand and implement Six Sigma The world s largest and most profitable companies including the likes of GE Bank of America Honeywell DuPont Samsung Starwood Hotels Bechtel and Motorola have used Six Sigma to achieve breathtaking improvements in business performance in everything from products to processes to complex systems and even in work environments Over the past decade over 100 billion in bottom line performance has been achieved through corporate Six Sigma programs Yet despite its astounding effectiveness few outside of the community of Six Sigma practitioners know what Six Sigma is all about With this book Six Sigma is revealed to everyone You might be in a company that s already implemented Six Sigma or your organization may be considering it You may be a student who wants to learn how it works or you might be a seasoned business professional who needs to get up to speed In any case this updated edition of Six Sigma For Dummies is the most straightforward non intimidating guide on the market New and updated material including real world examples What Six Sigma is all about and how it works The benefits of Six Sigma in organizations and businesses The powerful DMAIC problem solving roadmap Yellow Green and Black how the Six Sigma belt system works How to select and utilize the right tools and technologies Speaking the language of Six Sigma knowing the roles and responsibilities and mastering the statistics skills and analytical methods Six Sigma For Dummies will become everyone s No 1 resource for discovering and mastering the world s most famous and powerful improvement tool Stephen Covey is spot on when he says Six Sigma For Dummies is a book to be read by everyone

**Human-Computer Interaction** Constantine Stephanidis,Gavriel Salvendy,2024-09-28 The pervasive influence of technology continuously shapes our daily lives From smartphones to smart homes technology is revolutionizing the way we live work and interact with each other Human computer interaction HCI is a multidisciplinary research field focusing on the study of people interacting with information technology and plays a critical role in the development of computing systems that work well for the people using them ensuring the seamless integration of interactive systems into our technologically driven lifestyles The book series contains six volumes providing extensive coverage of the field wherein each one addresses different theoretical and practical aspects of the HCI discipline Readers will discover a wealth of information encompassing the foundational elements state of the art review in established and emerging domains analysis of contemporary advancements brought about by the evolution of interactive technologies and artificial intelligence as well as the emergence of diverse societal needs and application domains These books Showcase the pivotal role of HCI in

designing interactive applications across a diverse array of domains Explore the dynamic relationship between humans and intelligent environments with a specific emphasis on the role of Artificial Intelligence AI and the Internet of Things IoT Provide an extensive exploration of interaction design by examining a wide range of technologies interaction techniques styles and devices Discuss user experience methods and tools for the design of user friendly products and services Bridge the gap between software engineering and human computer interaction practices for usability inclusion and sustainability These volumes are an essential read for individuals interested in human computer interaction research and applications

**Microsoft PowerPoint 97 : Quick Reference Guide** Nevada Learning Series Inc,1998 **Byte** ,1996-05 *Disability and Accessibility in the Music Classroom* Alexandria Carrico,Katherine Grennell,2022-08-29 *Disability and Accessibility in the Music Classroom* provides college music history instructors with a concise guide on how to create an accessible and inclusive classroom environment In addition to providing a concise overview of disability studies highlighting definitions theories and national and international policies related to disability this book offers practical applications for implementing accessibility measures in the music history classroom The latter half of this text provides case studies of well known disabled composers and musicians from the Western Art Music canon from the Middle Ages to the Twentieth Century as well as popular music genres such as the blues jazz R B pop country and hip hop These examples provide opportunities to integrate discussions of disability into a standard music history curriculum *Microsoft PowerPoint 97* Nevada Learning Series Inc,1998-09-01

**PC Magazine** ,1996 *Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,Beezix Software Services,2010-06-10 **Microsoft PowerPoint 7** Nevada Learning Series Inc,1996 **Macworld** ,1991 **PC/Computing** ,1996-05 *Microsoft PowerPoint 2016 Introductory Quick Reference Guide Laminated Cheat Sheet* TeachUcomp Inc.,2017-01-16 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in PowerPoint 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *The Software Encyclopedia* ,1986 **PC World** ,1996 **Microsoft PowerPoint 2000 : Quick Reference Guide** Nevada Learning Series Inc,2000

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web jul 26 2022 date employer s name company s name employer s title such as human resources company s address city state zip code dear name of employer this letter is to formally request tuition reimbursement for the amount i spent on a course at name of institution to learn how to make pastries

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