



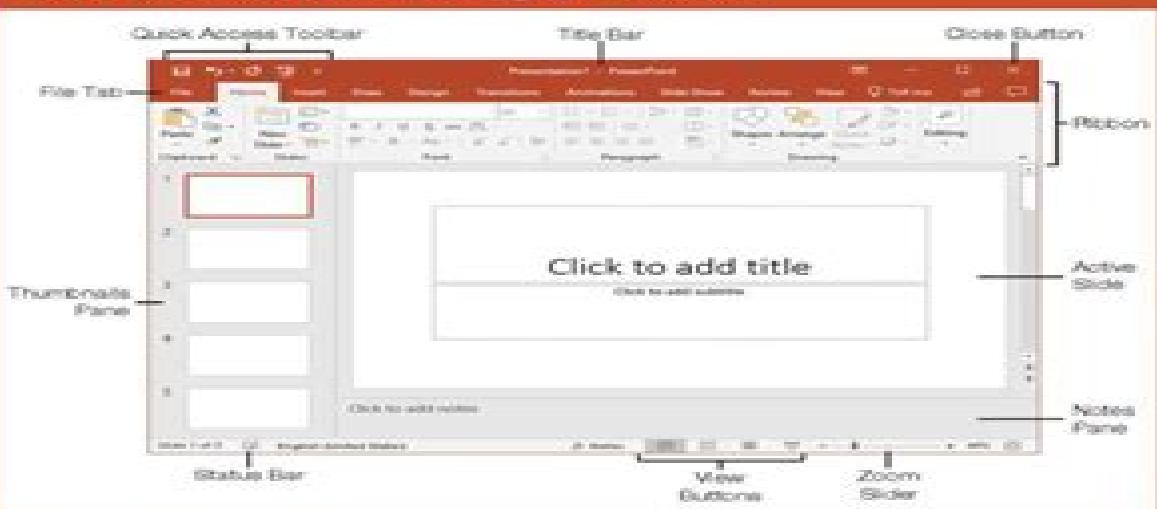
Microsoft®

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	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 + IP
Change pen to arrow	Ctrl + JA

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Microsoft Powerpoint Quick Reference Guide

Raffaela Di Napoli

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Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered: Adding Placeholders to a Slide Master, Adding Master Level Guides, Adding a Customized Layout, Creating and Changing Personal Templates, Organizing Slides with Sections, Inserting an Excel Table, WordArt Effects, Recoloring a Picture, Inserting an Audio Clip, Inserting a Video, Merging Shapes, Ungrouping Clip Art, Creating a Button to Jump to Another Slide or File During a Slide Show, Hiding Slides, Displaying the Animation Pane, Reordering Animations, Removing or Modifying Animations, Previewing Animations, Using the Animation Painter, Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show, Saving Different Slide Orders, Setting up a Self Running Show, Setting Timings by Viewing the Show, Recording Narration, Compressing Media Files, Packaging Presentations on a CD/USB Drive, Saving a Presentation as a Video, Broadcasting Your Presentation on the Web. This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction and PowerPoint 2013 Advanced. **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.

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Speedy Publishing,2014-06-18 Windows 8 1 is an all new version of Windows software that runs faster sleeker and better than you've ever experienced With all new built in app features Windows 8 1 provides the same familiarity of Windows with an updated interface to keep up with the ever changing times Users would benefit from a chart about Windows 8 1 to help visually explain all of the new features of the software A chart would allow clarification of how to navigate the new interface as smoothly as possible

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on instructions for creating outstanding presentations in a fast paced training solution free of unnecessary frills

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