



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.

# Microsoft Powerpoint Quick Reference Guide

**Raffaela Di Napoli**



## **Microsoft Powerpoint Quick Reference Guide:**

*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 2013 Advanced Quick 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 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      **Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, 2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide

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Animations Modifying Previewing the Effect Annotations during a Slide Show Self Running Presentations Setting Timings Recording Narration Creating a Photo Slide Show Saving Different Slide Orders Packaging Presentations on a CD Packaging Multiple Presentations on a CD This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two titles available for PowerPoint 2007 PowerPoint 2007 Introduction PowerPoint 2007

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a group of 30 professional calligraphers were asked to define calligraphy as a profession and this is the net result calligraphy is the art of forming beautiful symbols by hand and arranging them well it s a set of skills and techniques for positioning and inscribing words so they show integrity harmony some sort of ancestry rhythm

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