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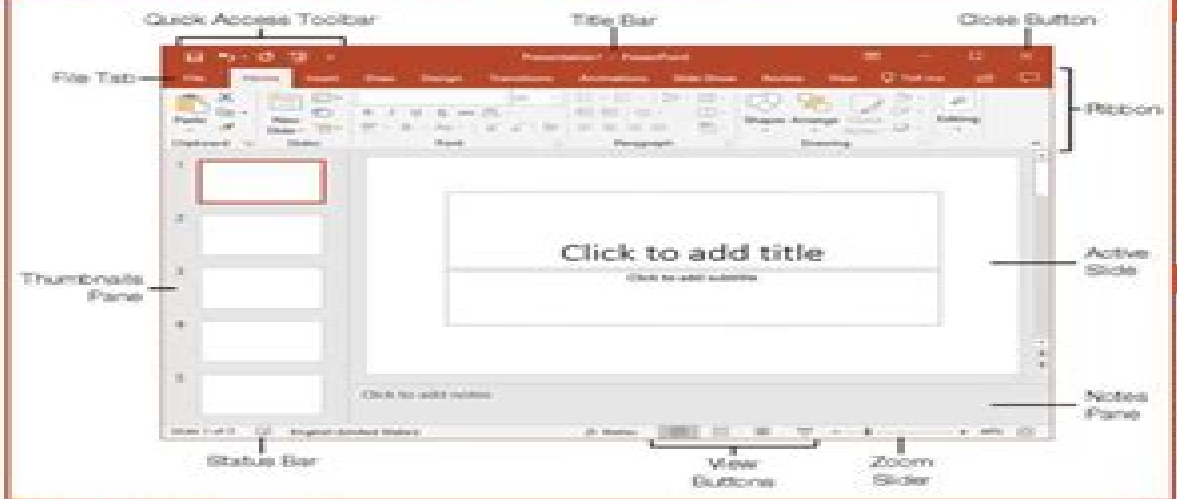
The PowerPoint 2016 Program Screen



Getting Started

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** 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 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.

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
Italics	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

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Creating a Button to Jump to Another Slide or File During a Slide Show Adding Custom 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 Advanced *Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet* TeachUcomp,2014-08-27 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory PowerPoint 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 62 topics covered this guide is perfect for someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Presentation Views Presentation Setup Presentation Masters Animation Previewing Printing and Sharing Running a Slide Show Using a Touch Interface and Keyboard Shortcuts **Windows 8.1 Quick Reference Guide (Speedy Study Guides)** 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 *Subject Guide to Books in Print* ,2001 Quick Course in Microsoft PowerPoint 2000 Online Press, Inc,1999 The core of this guide is a logical sequence of straightforward easy to follow hands on instructions for creating outstanding presentations in a fast paced training solution free of unnecessary frills *The Software Encyclopedia* ,1997

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Table of Contents Microsoft Powerpoint Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint Quick Reference Guide
    - The Rise of Digital Reading Microsoft Powerpoint Quick Reference Guide
    - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Quick Reference Guide
    - Exploring Different Genres
    - Considering Fiction vs. Non-Fiction
    - Determining Your Reading Goals
3. Choosing the Right eBook Platform
    - Popular eBook Platforms
    - Features to Look for in an Microsoft Powerpoint Quick Reference Guide
    - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Quick Reference Guide
    - Personalized Recommendations
    - Microsoft Powerpoint Quick Reference Guide User Reviews and Ratings

- Microsoft Powerpoint Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint Quick Reference Guide Free and Paid eBooks
   - Microsoft Powerpoint Quick Reference Guide Public Domain eBooks
   - Microsoft Powerpoint Quick Reference Guide eBook Subscription Services
   - Microsoft Powerpoint Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint Quick Reference Guide eBook Formats
   - ePub, PDF, MOBI, and More
   - Microsoft Powerpoint Quick Reference Guide Compatibility with Devices
   - Microsoft Powerpoint Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
   - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Quick Reference Guide
   - Highlighting and Note-Taking Microsoft Powerpoint Quick Reference Guide
   - Interactive Elements Microsoft Powerpoint Quick Reference Guide
8. Staying Engaged with Microsoft Powerpoint Quick Reference Guide
   - Joining Online Reading Communities
   - Participating in Virtual Book Clubs
   - Following Authors and Publishers Microsoft Powerpoint Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint Quick Reference Guide
   - Benefits of a Digital Library
   - Creating a Diverse Reading Collection Microsoft Powerpoint Quick Reference Guide
10. Overcoming Reading Challenges
    - Dealing with Digital Eye Strain
    - Minimizing Distractions
    - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint Quick Reference Guide
    - Setting Reading Goals Microsoft Powerpoint Quick Reference Guide
    - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint Quick Reference Guide
    - Fact-Checking eBook Content of Microsoft Powerpoint Quick Reference Guide
    - Distinguishing Credible Sources

13. Promoting Lifelong Learning
    - Utilizing eBooks for Skill Development
    - Exploring Educational eBooks
14. Embracing eBook Trends
    - Integration of Multimedia Elements
    - Interactive and Gamified eBooks

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