



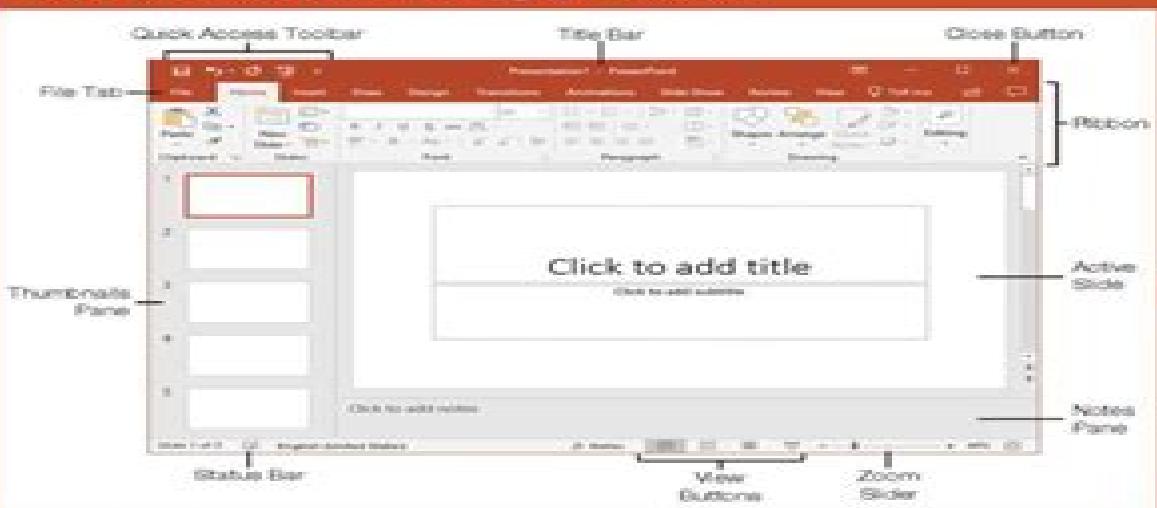
Microsoft®

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 + P
Change pen to arrow	Ctrl + A

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Microsoft Powerpoint Quick Reference Guide

TeachUcomp Inc

Microsoft Powerpoint Quick Reference Guide:

The book delves into Microsoft Powerpoint Quick Reference Guide. Microsoft Powerpoint Quick Reference Guide is a vital topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Powerpoint Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Microsoft Powerpoint Quick Reference Guide
- Chapter 2: Essential Elements of Microsoft Powerpoint Quick Reference Guide
- Chapter 3: Microsoft Powerpoint Quick Reference Guide in Everyday Life
- Chapter 4: Microsoft Powerpoint Quick Reference Guide in Specific Contexts
- Chapter 5: Conclusion

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3. In chapter 2, the author will delve into the foundational concepts of Microsoft Powerpoint Quick Reference Guide. This chapter will elucidate the essential principles that need to be understood to grasp Microsoft Powerpoint Quick Reference Guide in its entirety.

4. In chapter 3, the author will examine the practical applications of Microsoft Powerpoint Quick Reference Guide in daily life. This chapter will showcase real-world examples of how Microsoft Powerpoint Quick Reference Guide can be effectively utilized in everyday scenarios.

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6. In chapter 5, this book will draw a conclusion about Microsoft Powerpoint Quick Reference Guide. The final chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Powerpoint Quick Reference Guide.

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