



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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