



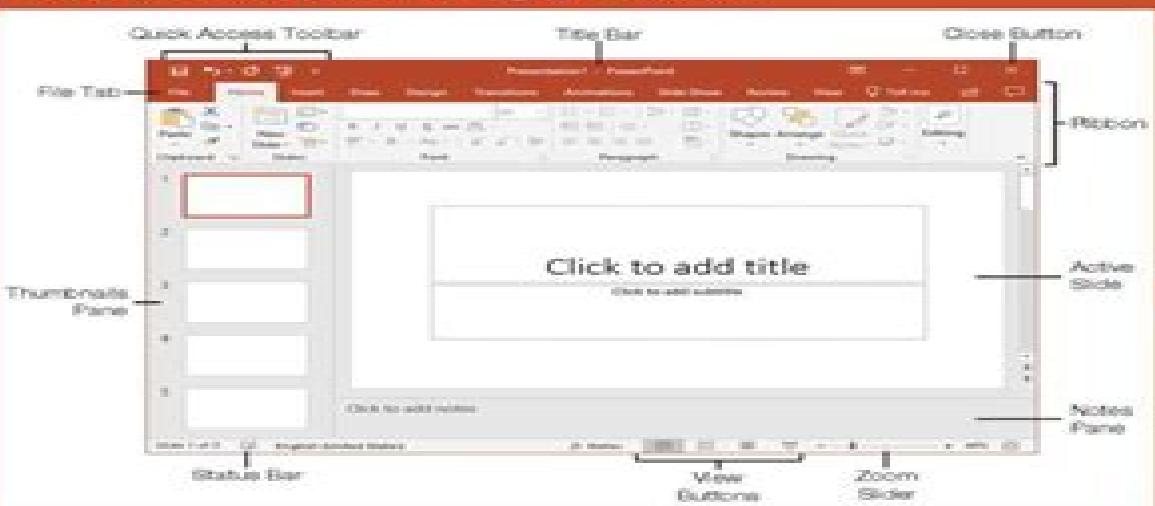
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# PowerPoint 2016 Basic

## 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	<b>Ctrl + O</b>
Create a new presentation	<b>Ctrl + N</b>
Save a presentation	<b>Ctrl + S</b>
Print a presentation	<b>Ctrl + P</b>
Insert a new slide	<b>Ctrl + M</b>
Toggle the Notes pane	<b>Ctrl + Shift + H</b>
Close a presentation	<b>Ctrl + W</b>
Exit PowerPoint	<b>Ctrl + Q</b>
Help	<b>F1</b>

#### Editing

Cut	<b>Ctrl + X</b>
Copy	<b>Ctrl + C</b>
Paste	<b>Ctrl + V</b>
Undo	<b>Ctrl + Z</b>
Redo	<b>Ctrl + Y</b>
Group	<b>Ctrl + G</b>
Find	<b>Ctrl + F</b>
Replace	<b>Ctrl + H</b>
Select All	<b>Ctrl + A</b>

#### Formatting

Bold	<b>Ctrl + B</b>
Italic	<b>Ctrl + I</b>
Underline	<b>Ctrl + U</b>
Align Left	<b>Ctrl + L</b>
Align Right	<b>Ctrl + R</b>
Center	<b>Ctrl + E</b>
Justify	<b>Ctrl + J</b>

#### Slide Show Delivery

Begin slide show	<b>F5</b>
Resume slide show	<b>Shift + F5</b>
End slide show	<b>Esc</b>
Go to next slide	<b>Page Down</b>
Go to previous slide	<b>Page Up</b>
Go to first slide	<b>Home</b>
Go to last slide	<b>End</b>
Jump to slide	<b>Slide # + Enter</b>
Toggle screen black	<b>B</b>
Toggle screen white	<b>W</b>
Pause show	<b>S</b>
Change arrow to pen	<b>Ctrl + IP</b>
Change pen to arrow	<b>Ctrl + JA</b>

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# Microsoft Powerpoint 2015 Standard Quick Reference Guide

**Mike Jess**

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**User Experience Methods and Tools in Human-Computer Interaction** Constantine Stephanidis,Gavriel Salvendy,2024-08-16 This book covers user experience methods and tools in designing user friendly products and servicesby encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications

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*Human-Computer Interaction* Constantine Stephanidis, Gavriel Salvendy, 2024-09-28 The pervasive influence of technology continuously shapes our daily lives From smartphones to smart homes technology is revolutionizing the way we live work and interact with each other Human computer interaction HCI is a multidisciplinary research field focusing on the study of people interacting with information technology and plays a critical role in the development of computing systems that work well for the people using them ensuring the seamless integration of interactive systems into our technologically driven lifestyles The book series contains six volumes providing extensive coverage of the field wherein each one addresses different theoretical and practical aspects of the HCI discipline Readers will discover a wealth of information encompassing the foundational elements state of the art review in established and emerging domains analysis of contemporary advancements brought about by the evolution of interactive technologies and artificial intelligence as well as the emergence of diverse societal needs and application domains These books Showcase the pivotal role of HCI in

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