

PowerPoint® for Microsoft 365® Introduction

Need to know more basic things, like opening and closing files, saving, or how to undo a mistake? See our **Microsoft 365 Essentials®** guide.

Adding a New Slide


- Choose **HOME**, then **NEW SLIDE** .
- To choose a slide layout when creating the new slide, [Click] .

Changing a Slides Layout

Choose **HOME**, then  **Layout**, then select a layout.


Switching Between Standard and Widescreen Format

Change the slide format to better fit the display ratio.

1. Choose **DESIGN**, **SLIDE SIZE** , then **STANDARD (4:3)** or **WIDESCREEN (16:9)**.
2. If prompted, choose **MAXIMIZE**: Increase the size of slide content or **ENSURE FIT**: Decrease the size of slide content.

Using Custom Size and Orientation

Create different types of presentations, such as banners or letters, by changing the size and orientation:

1. Choose **DESIGN**, **SLIDE SIZE** , **CUSTOM SLIDE SIZE**.
2. Choose a preset **SLIDES SIZED FOR** such as **STANDARD LETTER** size, or set the **WIDTH** and **HEIGHT**.
3. Choose **PORTRAIT** or **LANDSCAPE** for **SLIDES**. All slides change to the new size and orientation. [Click] **OK**.

Entering Text into a "Click to add..." Placeholder

1. [Click] on the placeholder and type the text.
2. To add another line or paragraph, press <Enter>.
3. With a bulleted list, to create an indented paragraph, press <Tab> at the beginning of the paragraph. To "unindent" a paragraph, press <Shift+Tab> at the beginning of the paragraph.

Starting a New Line Without a Bullet


To break a line of text without creating a new bullet, press <Shift+Enter>.

Moving Between Text Areas with the Keyboard

Normally, pressing <Enter> starts a new bullet or paragraph. To enter text and then move to the next text area, press <Ctrl+Enter>. If you are at the last text box, <Ctrl+Enter> creates a new slide.

Adding Other Text on the Slide





To add text where there is no text placeholder:

1. Choose **INSERT**, then **TEXT BOX** .
2. [Click] where the text is to begin.
3. Type the text. [Click] outside the box when finished.

Changing Level of Indentation

1. Select the paragraph(s), or [Click] in the paragraph to change.
2. Choose **HOME**, then  .

Text Formatting

1. Select the text to format. Or, to format all text in a shape, [Click] on the edge of the shape to select it.
2. Choose **HOME**, then select from the **FONT** and **PARAGRAPH** groups.
 - To change font size in increments, [Click] .
 - To turn off/on bullets, [Click] .
 - To align text vertically, [Click]  , then an option.
 - For effects such as glow, choose **SHAPE FORMAT** then select from the **WORDART STYLES** group.


Using Presentation Views

Normal View

The default view, Normal view, provides area to work on an individual slide, slide thumbnails on the left for navigation, and speaker notes for each slide at the bottom. To return to Normal view:



Choose **VIEW**, then **NORMAL** , or on the bottom right [Click] .

Working on Your Presentation Structure (Outline View)

Outline View provides an overview of your slides' main points on the left, useful for understanding and rearranging your presentation. To access Outline View, choose **VIEW**, then **OUTLINE VIEW** .

To show/hide slide text, [Double-Click]  by headings.

Rearranging Bullet Points, Paragraphs, and Titles:

1. [Hover] over , a bullet point, or to the left of a paragraph. The mouse pointer changes to .
2. [Drag] up or down to a new position.
 - Or, to promote/demote to a higher/lower level:
 - [Drag] left to promote it to a higher level, or right to demote it to a lower level (sub-point or sub-paragraph).
 - [Click] item to move, then press <Tab> or <Shift+Tab> to move the element to a lower or higher level.



Rearranging Slides (Slide Sorter View)

To access, choose **VIEW**, then **SLIDE SORTER** , or on the bottom right [Click] .

- To rearrange slides, [Drag] a slide to the new position.
- Press <Ctrl> to select multiple slides, <Shift> to select a range of slides.
- To edit an individual slide, [Double-Click] a slide, or select a slide then press <Enter>.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

1. To apply the theme to only some slides, select them in Slide Sorter view. Otherwise, the theme is applied to all slides with the same theme as the current slide.
2. Choose **DESIGN**, then select from the **THEMES** group. [Click]  to see all themes.
 - [Hover] to preview. [Click] to apply.
 - Further customize the theme by choosing one of the options from the **VARIANTS** group. Or in the **VARIANTS** group [Click] , then choose from the **COLORS**, **FONTS**, **EFFECTS**, and **BACKGROUND STYLES**.

Changing the Background of a Slide

1. In the **SLIDES PANE** or the Slide Sorter view, select slide(s) whose background is to be changed.
2. Choose **DESIGN**, then **FORMAT BACKGROUND** , then choose fill options.

Adding a Header or Footer

1. To apply the header/footer only to some slides, select the slide(s).
2. Choose **INSERT**, then **HEADER & FOOTER** .
3. Specify options.
4. To apply only to selected slides [Click] **APPLY** or [Click] **APPLY TO ALL**.

Move header/footer elements like any other object.

Creating Speaker Notes

In Normal view:

1. To show/hide notes, choose **VIEW**, **NOTES** .
2. [Click] in the notes pane at the bottom, then type your text. To see more of the notes pane, [Drag] top border of the pane, or use  to scroll up/down.

Choose **VIEW**, then **NOTES PAGE**  to view and edit how the notes page will look when it prints.


Touch Actions

Click/Double-Click	Tap/Double Tap
Scroll	Drag or Swipe
Select text	Tap, Drag
Right-Click menu	Touch and hold for box
Touch MiniBar	Tap text/picture/etc., then tap again. Or, touch and hold for box.

Text Selection Shortcuts

A word	[Double-Click]
A paragraph	[Triple-Click] within the paragraph
A bullet and sub-bullets	[Click] on the bullet
All text in the text block	Ctrl+A
Multiple separate areas	Hold <Ctrl> while selecting text

Moving Among Slides

- To go to the Next Slide or Previous Slide, use  located below the vertical scroll bar.
- [Click] on a slide in the Slides pane.
- Switch to Slide Sorter view; [Double-Click] a slide.
- [Drag] the scroll box in the vertical scroll bar until the number of the desired slide appears, then release.

To move here...

First or last slide
Next or previous slide

Press this...

Home or End
Page Down or Up

Shortcuts

New slide	Ctrl+M
Increase/decrease indent	Alt+Shift+>/<
Move paragraph up/down	Alt+Shift+↑/↓
Copy shape attributes	Ctrl+Shift+C
Paste shape attributes	Ctrl+Shift+V
Increase/decrease font size	Ctrl+Shift+> or <
Slide show shortcuts:	
Show shortcuts during show	F1
Go to a slide number	<Number>, <Enter>
Black/unblack the screen	B or . (period)
White/unwhite the screen	W or , (comma)
Next slide or step	[Click], Spacebar, [Swipe Right], Enter, W, > or <, Page Down
Previous slide or step	Backspace, [Swipe Right], P, < or >, Page Up
Zoom In/Out	+/-, [Stretch/Pinch]
Pan when zoomed	<, >, >, <, [Drag]
100% zoom	G
Stop/Start automatic show	S
End show	ESC
Show laser pointer	Press <Ctrl> while [Clicking]
Change pointer to pen	Ctrl+P
Change pointer to arrow	Ctrl+A
Change pointer to eraser	Ctrl+E
Hide pointer and buttons	Ctrl+H
Erase screen annotations	E

Microsoft Powerpoint Introduction Quick Reference

Minjie Lin



Microsoft Powerpoint Introduction Quick Reference:

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 2004 Introduction Quick Reference Guide** Beezix, Inc Staff, 2003-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft PowerPoint Introduction 2004 for Mac The following topics are covered Beginning a New Presentation Adding a New Slide Slide Setup Entering Text New Lines Without Bullets Line Breaks Changing Indention Adding Text Anywhere on the Slide Rearranging Points Importing Text into the Outline Text Formatting Font Size Enhancements Bullets Numbers Viewing Many Slides at Once Rearranging Slides Applying Templates Footers Using the Slide Master Importing Clip Art and Other Graphics Creating Graphs Creating Org Charts Using the Drawing Tools Working with Shapes Speaker s Notes Printing Running a Slide Show Basic Slide Show Effects Transition Timing and Builds Also includes Lists of Selection Movement and Slide Show Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *Microsoft PowerPoint 2002 Introduction Quick Reference Guide* Beezix, Inc Staff, 2003-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft PowerPoint Introduction 2002 XP The following topics are covered Beginning a New Presentation Adding a New Slide Slide Setup Entering Text Rearranging Points and Importing Text into the Outline Text Formatting Font Size Enhancements Bullets Viewing Many Slides at Once Rearranging Slides Applying Templates Footers Using the Slide Master Adding Clip Art and Other Graphics Running a Slide Show Creating Graphs Creating Org Charts Using the Drawing Tools Duplicating Shapes Speaker s Notes and Printing Basic Slide Show Effects Transition Timing Animation Schemes Also includes Lists of Selection Movement and Slide Show Shortcuts This guide is suitable as a training handout or simply an easy to use reference guide for any type of user *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 Show

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clear screen by screen step by step approach to learning basic Microsoft PowerPoint 2000 skills Microsoft PowerPoint 2007 Introduction Quick Reference Beezix Software Services,Beezix, Inc Staff,2007-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2007 The following topics are covered Creating a New Presentation Adding a New Slide Changing a Slide s Layout and Orientation Slide Size Entering Text Starting a Line without a Bullet Adding Other Text on the Slide Changing Level of Indention Using Outline View Rearranging Points Text Formatting Font Size Enhancements Bullets Formatting Text with the Mini Toolbar Viewing Many Slides at Once Rearranging Slides Applying Design Themes Changing Background of a Slide Footers Using the Slide Master Suppressing Slide Master Elements on Certain Slides Adding Clip Art and Other Graphics Resizing Graphics Creating Graphs Creating Org Charts Drawing Shapes Resizing and Moving Shapes Selecting Shapes Duplicating Shapes Speaker s Notes Printing Running a Slide Show Transition Timing Animating an Object Previewing Object and Page Animations Changing Slide Show Settings Also includes Lists of Selection Movement and Slide Show Shortcuts **Microsoft PowerPoint 2016**

Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts - Beezix Software Services,2015-11-27 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 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 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 Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide

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once the plan is developed and finally how to develop and run cyber war game tabletop exercises to continually validate and optimize the plan **Internet Quick Reference** Bill Eager,1999-12-12 This reference presents information on the Internet for beginning to intermediate users Topics include for example Internet access providers e mail addresses using AOL mailing lists using Netscape Communicator newsgroups using Microsoft NetMeeting and web site hosting The spiral bound vo

Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2014-08-27

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