



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.

# Microsoft Powerpoint 20quick Reference Guide

**JA Banks**



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web problem convert 4 1024 atoms of zn to find the number of mol of zn 1 measuring matter continued 1 analyze the problem known number of atoms 1 mole zn atoms of zn unknown mole zn 2 solve for the unknown the number of atoms conversion factor number of moles atoms zn number of moles 3 evaluate the answer

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web describe how a mole is used in chemistry relate a mole to common counting units convert moles to number of representative particles and number of representative particles to moles vocabulary mole avogadro s number section 11 1 measuring matter if you were buying a bouquet of roses for a special occasion you probably

*1 5 the mole is a measure of amount chemistry libretexts* - Jul 04 2023

web it provides a specific measure of the number of atoms or molecules in a bulk sample of matter a mole is defined as the amount of substance containing the same number of discrete entities such as atoms molecules and ions as the number of atoms in a sample of pure  $^{12}\text{C}$  weighing exactly 12 g