

# PowerPoint Cheat Sheet

## Program Screen



## Getting Started

File

Home

Insert

Format

References

Mailings

Review

The File tab opens PowerPoint files, which contain everything for working with your files (New, Open, Save, Save As, Print, Share, and Close).

**Create a Workbook:** Click the File tab and select **New** or press **Ctrl + N** (Create a new workbook).

**Open a Workbook:** Click the File tab and select **Open** or press **Ctrl + O** (Open a recent file or navigate to the location where the file is saved).

**Preview and Print a Workbook:** Click the File tab and select **Print**.

**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).

**Create a Workbook:** Click the **File** tab and select **New** or press **Ctrl + N** (Create a new workbook).

**Get Help/Press F1:** Click the **Help** button. Type your question and press **Enter**.

**Cell Address:** Cells are referenced by an address made from their column letter and row number, such as cell A1, A2, B1, B2, etc. You can find the address of a cell by clicking the Name box to the left of the formula bar.

**Select a Cell:** Click a cell or use the keyboard arrow keys to select it.

**Select a Cell Range:** Click and drag to select a range of cells. Or, click and hold down the **Shift** key while using the arrow keys to move the selection to the last cell of the range. Use the **Ctrl** key to select non-adjacent cell ranges.

## Keyboard Shortcuts

Save	Ctrl + S
Save As	Ctrl + Shift + S
Undo	Ctrl + Z
Open/Recent Files	Ctrl + Shift + F
Select All	Ctrl + A
Select all content	Ctrl + Space
Select all content	Ctrl + Space

## Editing

Move between cells	Tab, Shift + Tab
Right arrow	Tab
Left arrow	Shift + Tab
Down arrow	Enter
Up arrow	Shift + Enter
Down arrow	Page Down
To top of active cell	Home
End of row	End

## Formatting

Cell	Ctrl + C
Copy	Ctrl + C
Paste	Ctrl + V
Link	Ctrl + K
Font	Ctrl + F
Format	Ctrl + H
Cell address	F5
Clear cell contents	Delete

## Slide Show Delivery

Open a workbook	Ctrl + O
Create a new workbook	Ctrl + N
Save a workbook	Ctrl + S
Print a workbook	Ctrl + P
Close a workbook	Ctrl + W
Help	F1
Activate Full Screen	Alt + F5
Exit screen	F5

# Microsoft Powerpoint Custom Guide

**Ian Pickup**



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