

# PowerPoint Cheat Sheet

## Program Screen



## Keyboard Shortcuts

File	Ctrl + F
Save	Ctrl + S
Undo	Ctrl + Z
Open/Save As	Ctrl + Shift + F
Print	Ctrl + P
Select All	Ctrl + A
Select previous	Ctrl + Space
Select next	Ctrl + Space

## Editing

Move forward one	Tab
Move back one	Shift + Tab
Move one line down	Enter
Move one line up	Shift + Enter
Move one screen	Page Down
To top of slide	Home
To bottom of slide	End

## Getting Started



The file tab opens a window that contains shortcuts for working with your files. Open, Save, Print, Share, and Close.

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

**Open a Workbook:** Click the File tab and select Open Ctrl + O Select a recent workbook in the window where it's 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. (To do anything that's not redone.)

**Close a Workbook:** Click the Close button in the upper-right corner.

**Get Help:** Press F1 to open the Help pane. 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, enter and hold down the Shift key while using the arrow keys to move the selection to the desired cell of the range. Use the Ctrl key to select non-adjacent cell ranges.

## Formatting

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Link	Ctrl + K
Font	Ctrl + F
Format	Ctrl + H
Cell contents	F2
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 View	Alt + F5
Exit screen	F2

# Microsoft Powerpoint Custom Guide

**Ian Pickup**



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