



Microsoft®

PowerPoint 2019 Basic

Quick Reference Card

The PowerPoint 2019 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



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 press **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** 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 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 topic or question and press **Enter**.

Use Zoom: Click and drag the zoom slider to the left or right.

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improve their skills to an advanced level In doing so they can benefit both professionally and personally This is not a comprehensive book that will bore you with every detail of PowerPoint but a guide to specific actions you can take to create the ultimate presentation The book covers the powerful formatting engine new to PowerPoint 2007 and how it can be used for applying soft shadows reflection and glows to make a presentation look attractive It also covers PowerPoint's new 3D engine The book goes into deep technical detail about the Office 2007 theme engine and how color schemes effect schemes and font schemes work as well as the new PowerPoint XML file format showing you how to edit PowerPoint files without using PowerPoint at all The authors walk through programming a macro and explain how to format shapes diagrams charts text tables with gradient and picture fills and different kinds of lines e g a beveled compound line with a diamond arrowhead Also covered are those all important slide show shortcuts that few people know about like seeing your private notes while presenting on a projector starting the slide show from the current slide without fumbling through the user interface and how to black out the slide show screen with one key press

An Applied Reference Guide to Research Designs: Quantitative, Qualitative, and Mixed Methods W. Alex Edmonds, Thomas D. Kennedy, 2012-01-17 Presents research designs in education and the social and behavioral sciences in a way that students and researchers can readily understand and accurately apply in their own investigations This book covers practical and common research designs used in educational and the social and behavioral sciences

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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 Show
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nature of tasks leading to dwindling efficiency and escalating frustration Today the hunt is on for individuals skilled in
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