



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.

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**Speedy Publishing**



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## **Table of Contents Microsoft Powerpoint Quick Reference Guide**

1. Understanding the eBook Microsoft Powerpoint Quick Reference Guide
  - The Rise of Digital Reading Microsoft Powerpoint Quick Reference Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint Quick Reference Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Powerpoint Quick Reference Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint Quick Reference Guide
  - Personalized Recommendations
  - Microsoft Powerpoint Quick Reference Guide User Reviews and Ratings
  - Microsoft Powerpoint Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint Quick Reference Guide Free and Paid eBooks
  - Microsoft Powerpoint Quick Reference Guide Public Domain eBooks
  - Microsoft Powerpoint Quick Reference Guide eBook Subscription Services
  - Microsoft Powerpoint Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint Quick Reference Guide eBook Formats
  - ePub, PDF, MOBI, and More
  - Microsoft Powerpoint Quick Reference Guide Compatibility with Devices
  - Microsoft Powerpoint Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Powerpoint Quick Reference Guide
  - Highlighting and Note-Taking Microsoft Powerpoint Quick Reference Guide
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8. Staying Engaged with Microsoft Powerpoint Quick Reference Guide



- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Powerpoint Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint Quick Reference Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Powerpoint Quick Reference Guide
- 10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint Quick Reference Guide
  - Setting Reading Goals Microsoft Powerpoint Quick Reference Guide
  - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint Quick Reference Guide
  - Fact-Checking eBook Content of Microsoft Powerpoint Quick Reference Guide
  - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
  - Utilizing eBooks for Skill Development
  - Exploring Educational eBooks
- 14. Embracing eBook Trends
  - Integration of Multimedia Elements
  - Interactive and Gamified eBooks

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