

# PowerPoint 2019 Basic

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#### The PowerPoint 2019 Program Screen



# Keyboard Shortcuts

#### General

Open a presentation	CORNE	+ 0
Create a new presentation	COM	+ 14
Save a presentation	Otes	+ 8
Frint a presentation	Obd	+ P
Insert a new slide	ON	+ 845
Toggle the Notes pane	Ctrl H	+ Shirt
Close a presentation	One	+ WV
Exit PowerPoint	COM	+ 0
Help	JEN .	

#### Editing

Cut	Otel + X
Copy	Ctvl + C
Planto	
Undo	OM + Z
Pledo:	OtH + Y
Group	C64 + G
Fired	Otd + F
Pleplace	Ctell + H
Select All	Otel + A

#### Getting Started



The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Olose.

Create a New Presentation: Olick the File tab, select New, and click Blank Presentation. Or, press Ottl N

Open a Presentation: Click the Rise 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 Elitation on the Quick Access Toolbar, or press C44 = 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: Olek the Undo 10 button on the Quick Access Toolbar.

Redo or Repeat; Olok the Redo ♥ button on the Quick Access Toolber. The button turns to Repet ♥ once eventhing has been re-done.

Change Presentation Wews: Click the View tab and select a view, or click one of the View buttons at the bottom of the window.

Montmail Wiener



Outline View



provint Enter.

Skide Sorter View

Get Help: Press P1 to open the Helppane. Type your topic or question and

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

#### Formatting

- Bold	OM - B
Balca	Ctel + 1
Underline	Ctell + U
Align Left	Obd + L
Align Right	Otel + R
Center	Obd + E
Justify	Ond + J

#### Slide Show Delivery

F6
Shift + FS
Dec
Page Down
Page Up
Home
End
Slide # + Enter
W
- 8
C64 + P
OM + A

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**ML Morrison** 

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