



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.

Microsoft Powerpoint 20quick Reference Guide

CH Cherryholmes



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The Ultimate Microsoft Office Book Eric Stroo,1996 This colorful interesting fact filled guide shows intermediate users how to use Office applications together to realize the full power and versatility they offer Users will learn how to share data through linking and embedding objects and how to choose the right tools from any application to complete a task intelligently Includes an updated and revised Q A section **Quick Reference Guide for PowerPoint 97** DDC Publishing,Chris Katsaropoulos,1997 **Microsoft PowerPoint 2000** Jeff Grisenthwaite,1999 *Microsoft PowerPoint 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips and Shortcuts* - Beezix Software Services,2015-11-27 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2016 Windows Version Written with Beezix s trademark focus on clarity accuracy and the user s perspective this guide will be a valuable resource to improve your proficiency in using PowerPoint 2016 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide 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 Shortcuts [PowerPoint for Microsoft 365 Introductory Quick Reference Guide](#) TeachUcomp,2025-07-12 Designed with the busy professional in mind this 4 page quick reference guide provides step by step instructions in PowerPoint for Microsoft 365 When you need an answer fast you will find it right at your fingertips with this PowerPoint for Microsoft 365 Quick Reference Guide Clear and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts **Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet** TeachUcomp,2014-08-27 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory PowerPoint 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 62 topics covered this guide is perfect for someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File

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Table of Contents Microsoft Powerpoint 20quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 20quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 20quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 20quick 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 20quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 20quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 20quick Reference Guide User Reviews and Ratings
 - Microsoft Powerpoint 20quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 20quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 20quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 20quick Reference Guide eBook Subscription Services

- Microsoft Powerpoint 20quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Powerpoint 20quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 20quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 20quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 20quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 20quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 20quick Reference Guide
- 8. Staying Engaged with Microsoft Powerpoint 20quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 20quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint 20quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 20quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint 20quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 20quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint 20quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 20quick 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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