



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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**Beezix Software Services**



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Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced

**Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Beezix Software Services, 2010-06-10 *Microsoft PowerPoint for Beginners: A Step-by-Step Guide to Creating Impressive Presentations* Dizzy dAVIDSON, 2025-02-16 Microsoft PowerPoint for Beginners A Step by Step Guide to Creating Impressive Presentations Unlock the power of Microsoft PowerPoint and transform your presentations from ordinary to extraordinary with this comprehensive guide designed for beginners Microsoft PowerPoint for Beginners A Step by Step Guide to Creating Impressive Presentations is your ultimate resource for mastering PowerPoint and creating visually stunning engaging and professional presentations Whether you re a student teacher business professional or simply looking to enhance your presentation skills this book covers all the essentials and more Packed with practical exercises real life examples and illustrations you ll gain the confidence and expertise to create presentations that leave a lasting impact Highlights Comprehensive Guide to Learn the fundamentals of PowerPoint from navigating the interface to creating and formatting slides Step by Step Instructions to Follow easy to understand steps to master PowerPoint features and tools Visual Learning to Includes illustrations and screenshots to guide you through each process Real Life Stories to Discover how PowerPoint has transformed presentations for individuals and businesses Interactive Quizzes to Test your knowledge with multiple choice quizzes and answers to reinforce key concepts Hands On Exercises to Practice your skills with practical exercises designed to enhance your learning experience Expert Tips to Gain valuable insights and tips for creating effective and impressive presentations Engaging Content to Written in a language that s easy to understand making learning enjoyable and accessible for readers of all levels Why This Book In today s fast paced world the ability to create captivating presentations is a valuable skill that sets you apart This book is more than just a manual it s a comprehensive learning experience that equips you with the tools and knowledge to excel in any presentation setting With real life examples and practical exercises you ll not only learn the technical aspects of PowerPoint but also gain the confidence to deliver your message with impact Ready to take your presentations to the next level Dive into Microsoft PowerPoint for Beginners A Step by Step Guide to Creating Impressive Presentations and start creating presentations that wow your audience today This book

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## **Microsoft Powerpoint Quick Reference Guide** Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has become much more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is actually remarkable. This extraordinary book, aptly titled "**Microsoft Powerpoint Quick Reference Guide**," published by a highly acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound impact on our existence. Throughout this critique, we shall delve to the book's central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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






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