

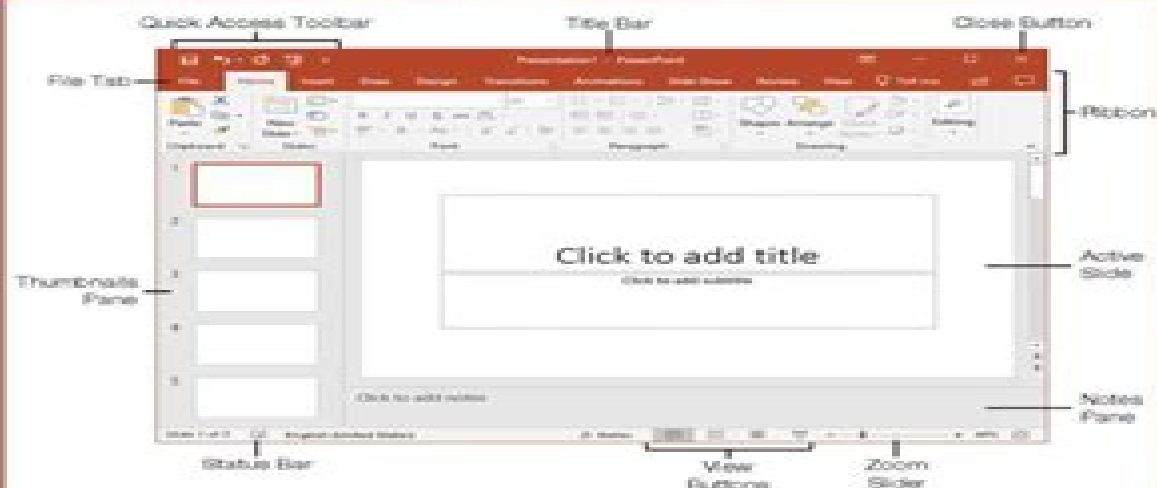


Microsoft®

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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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

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web sep 30 2020 en español on the morning of april 18 1906 a massive earthquake shook san francisco california though the quake lasted less than a minute its immediate impact was disastrous the earthquake also ignited several fires around the city that burned for three days and destroyed nearly 500 city blocks

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web 4 10 p m slight earthquake shock felt in san francisco november 11 1881 there was a slight earthquake shock at 4 p m november 13 1881 a sharp earthquake was felt at 2 41 p m reports from the hotel del monte in monterey described the earthquake there as violent july 29 1900 a light earthquake was felt at 5 07 a m august 31 1900

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web oct 25 2016 earthquakes had rocked san francisco before the big one hit they kept happening because of san francisco s location it sits over the san andreas fault the fault is a giant underground crack about 810 miles long it runs from humboldt county california past the salton sea near san diego

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web the 1957 san francisco earthquake also known as the daly city earthquake of 1957 occurred on march 22 at 11 44 22 local time with a moment magnitude of 5 7 and a maximum mercalli intensity of vii very strong

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web on april 18 1906 san francisco was near totally destroyed by a great earthquake and an ensuing devastating fire what occurred during the great san francisco earthquake and fire was beyond the experience or imagination of the people living in 1906

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web on april 18 1906 an earthquake struck near san francisco california united states then the largest city on the west coast the earthquake occurred offshore at an outcropping called mussel rock a little after 5 00 a m

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web jul 21 2023 san francisco earthquake of 1989 major earthquake that struck the san francisco bay area california u s on october 17 1989 and caused 63 deaths nearly 3 800 injuries and an estimated 6 billion in property damage it was the strongest earthquake to hit the area since the san francisco earthquake of 1906

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web nov 24 2009 on april 18 1906 at 5 13 a m an earthquake estimated at close to 8 0 on the richter scale strikes san francisco california killing an estimated 3 000 people as it topples numerous

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web the great san francisco earthquake january 1 1981 this earthquake which occurred at 5 2 in the morning just as the dawn was breaking came from rupture of the san andreas fault from san juan bautista near hollister northward for 270 miles to

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web coordinates 37 75 n 122 55 w at 05 12 pacific standard time on wednesday april 18 1906 the coast of northern california was struck by a major earthquake with an estimated moment magnitude of 7 9 and a maximum mercalli intensity of xi extreme

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web library of congress at 5 12 am on april 18 1906 san francisco residents were awakened by a 40 second tremor that moved furniture shattered glass and toppled chimneys after a 10 second

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web calaveras fault hayward fault zone a map displaying each of the seven major faults in the san francisco bay area and the

probability of an earthquake or higher occurring on each fault between 2003 and 2032

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