



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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PT Brinkman



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Table of Contents Microsoft Powerpoint 2010 Standard Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2010 Standard 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 2010 Standard Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide User Reviews and Ratings

- Microsoft Powerpoint 2010 Standard Quick Reference Guide and Bestseller Lists
- 5. Accessing Microsoft Powerpoint 2010 Standard Quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide Budget-Friendly Options
- 6. Navigating Microsoft Powerpoint 2010 Standard Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 2010 Standard Quick Reference Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 2010 Standard Quick Reference Guide
- 8. Staying Engaged with Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2010 Standard Quick Reference Guide
- 9. Balancing eBooks and Physical Books Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2010 Standard Quick Reference Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Powerpoint 2010 Standard Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2010 Standard 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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