



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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Nevada Learning Series Inc



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Accessible Instructional Design Dave L. Edyburn, 2015-12-07 This volume will examine issues of accessibility and how designers can improve the quality of educational materials by embedding supports that anticipate the special learning needs of diverse learners

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User Experience Methods and Tools in Human-Computer Interaction Constantine Stephanidis, Gavriel Salvendy, 2024-08-16 This book covers user experience methods and tools in designing user friendly products and services by encompassing widely utilized successful methods including elicitation analysis and establishment of requirements collaborative idea generation with design teams and intended users prototype testing and evaluation of the user experience through empirical and non empirical means This book Provides methods and tools tailored for each stage of the design process Discusses methods for the active involvement of users in the human centered design process Equips readers with an effective toolset for use throughout the design process ensuring that what is created aligns with user needs and desires Covers a wide array of research and evaluation methods employed in HCI from the initiation of the human centered development cycle to its culmination This book is a fascinating read for individuals interested in Human Computer Interaction research and applications

Six Sigma For Dummies Craig Gygi, Bruce Williams, 2012-09-17 The fast and easy way to understand and implement Six Sigma The world s largest and most profitable companies including the likes of GE Bank of America Honeywell DuPont Samsung Starwood Hotels Bechtel and Motorola have used Six Sigma to achieve breathtaking improvements in business performance in everything from products to processes to complex systems and even in work environments Over the past decade over 100 billion in bottom line performance has been achieved through corporate Six Sigma programs Yet despite its astounding effectiveness few outside of the community of Six Sigma practitioners know what Six Sigma is all about With this book Six Sigma is revealed to everyone You might be in a company that s already implemented Six Sigma or your organization may be considering it You may be a student who wants to learn how it works or you might be a seasoned business professional who needs to get up to speed In any case this updated edition of Six Sigma For Dummies is the most straightforward non intimidating guide on the market New and updated material including real world examples What Six Sigma is all about and how it works The benefits

of Six Sigma in organizations and businesses The powerful DMAIC problem solving roadmap Yellow Green and Black how the Six Sigma belt system works How to select and utilize the right tools and technologies Speaking the language of Six Sigma knowing the roles and responsibilities and mastering the statistics skills and analytical methods Six Sigma For Dummies will become everyone's No 1 resource for discovering and mastering the world's most famous and powerful improvement tool Stephen Covey is spot on when he says Six Sigma For Dummies is a book to be read by everyone

Human-Computer Interaction Constantine Stephanidis, Gavriel Salvendy, 2024-09-28 The pervasive influence of technology continuously shapes our daily lives From smartphones to smart homes technology is revolutionizing the way we live work and interact with each other Human computer interaction HCI is a multidisciplinary research field focusing on the study of people interacting with information technology and plays a critical role in the development of computing systems that work well for the people using them ensuring the seamless integration of interactive systems into our technologically driven lifestyles The book series contains six volumes providing extensive coverage of the field wherein each one addresses different theoretical and practical aspects of the HCI discipline Readers will discover a wealth of information encompassing the foundational elements state of the art review in established and emerging domains analysis of contemporary advancements brought about by the evolution of interactive technologies and artificial intelligence as well as the emergence of diverse societal needs and application domains These books Showcase the pivotal role of HCI in designing interactive applications across a diverse array of domains Explore the dynamic relationship between humans and intelligent environments with a specific emphasis on the role of Artificial Intelligence AI and the Internet of Things IoT Provide an extensive exploration of interaction design by examining a wide range of technologies interaction techniques styles and devices Discuss user experience methods and tools for the design of user friendly products and services Bridge the gap between software engineering and human computer interaction practices for usability inclusion and sustainability These volumes are an essential read for individuals interested in human computer interaction research and applications

Disability and Accessibility in the Music Classroom Alexandria Carrico, Katherine Grennell, 2022-08-29 Disability and Accessibility in the Music Classroom provides college music history instructors with a concise guide on how to create an accessible and inclusive classroom environment In addition to providing a concise overview of disability studies highlighting definitions theories and national and international policies related to disability this book offers practical applications for implementing accessibility measures in the music history classroom The latter half of this text provides case studies of well known disabled composers and musicians from the Western Art Music canon from the Middle Ages to the Twentieth Century as well as popular music genres such as the blues jazz R B pop country and hip hop These examples provide opportunities to integrate discussions of disability into a standard music history curriculum

Healthy SQL Robert Pearl, 2015-06-01 Robert Pearl a well known DBA in the SQL community explains his holistic vision of a database instance that needs regular check ups and gives the tools scripts and best practices he has

collected over the years Alberto Bolchini Computing Reviews May 9 2016 Healthy SQL is about ensuring the ongoing performance health of a SQL Server database An unhealthy database is not just an inconvenience it can bring a business to its knees And if you are the database administrator the health of your SQL Server implementation can be a direct reflection on you It s in everyone s best interest to have a healthy SQL implementation Healthy SQL is built around the concept of a medical checkup giving you the tools you need to assess the current health of your database and take action to improve upon that health and maintain good performance to your business Healthy SQL aids in developing a rigorous routine so that you know how healthy your SQL Server machines are and how you can keep those same servers healthy and fit for duty The book is filled with practical advice and a time tested strategy helping you put together a regimen that will ensure your servers are healthy your implementation is fully optimized your services are redundant and highly available and you have a plan for business continuity in the event of a disaster If your current environment doesn t match up with these criteria then pick up a copy of Healthy SQL today and start your journey on the road to a fit and tight SQL Server deployment **PC Magazine**

,1996-07 **Macworld** ,1991 **The Software Encyclopedia** ,1986 *Microsoft PowerPoint 97* Nevada Learning Series Inc,1997 *Microsoft PowerPoint 2016 Introductory Quick Reference Guide Laminated Cheat Sheet* TeachUcomp

Inc.,2017-01-16 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in PowerPoint 2016 When you need an answer fast you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts *MacUser* ,1991-05

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Services,2010-06-10 *The New York Times Index* ,2009 **Microsoft PowerPoint 7** Nevada Learning Series Inc,1996

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Table of Contents Microsoft Powerpoint 2015 Standard Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2015 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 2015 Standard Quick Reference Guide
 - User-Friendly Interface

4. Exploring eBook Recommendations from Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide User Reviews and Ratings
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 2015 Standard Quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint 2015 Standard Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 2015 Standard Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 2015 Standard Quick Reference Guide
8. Staying Engaged with Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2015 Standard Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2015 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 2015 Standard Quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Powerpoint 2015 Standard Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2015 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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