



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 2015 Standard Quick Reference Guide

Nevada Learning Series Inc



Microsoft Powerpoint 2015 Standard Quick Reference Guide:

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

A Researcher's Guide to Using Electronic Health Records Neal D. Goldstein, 2023-07-25 In an age when electronic health records EHRs are an increasingly important source of data this essential textbook provides both practical and theoretical guidance to researchers conducting epidemiological or clinical analysis through EHRs Split into three parts the book covers the research journey from start to finish Part 1 focuses on the challenges inherent when working with EHRs from access to data management and raising issues such as completeness and accuracy which impact the validity of any research project Part 2 examines the core research process itself with chapters on research design sampling and analysis as well as emerging methodological techniques Part 3 demonstrates how EHR research can be made meaningful from presentation to publication and includes how findings can be applied to real world issues of public health Supported by case studies throughout and applicable across a range of research software programs including R SPSS and SAS this is the ideal text for students and researchers engaging with EHRs across epidemiological and clinical research

How to Succeed in Nursing Assessments Cariona Flaherty, 2025-11-29 Throughout your nursing degree you will need to undertake a broad range of assessments each requiring a different skill set in order to pass Taking an assessment literacy approach that explains the purpose and process behind each assessment this book offers practical tips and guidance to help you feel confident demonstrate learning and application to practice and achieve success Key features Advice for a wide variety of assessments that you ll encounter during your training from essays and oral presentations to quality improvement projects and OSCEs Case studies and activities take you through each aspect of the assessment from start to finish and allow you to practise as you learn Practical tips and guidance for success including how to overcome exam anxiety and how to utilise and make the most of simulation

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

Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Beezix Software Services, 2010-06-10

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 Advances in Genomics Vijai Singh,2024-07-31 This book provides a comprehensive overview of genomics and its diverse applications Chapters cover genomics data generation methods computational tools gene annotation transcriptomics DNA barcoding next generation sequencing functional genomics metagenomics synthetic genomics microarray analysis nutrigenomics genome editing and more This book offers a valuable source of information for not only beginners in genomics but also for students researchers scientists clinicians practitioners policymakers and stakeholders who are interested in harnessing the potential of genomics in many areas Microsoft PowerPoint 97 : Quick Reference Guide Nevada Learning Series Inc,1998 **Microsoft PowerPoint 97** Nevada Learning Series Inc,1998-09-01 **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

Microsoft PowerPoint 7 Nevada Learning Series Inc,1996 *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

Microsoft PowerPoint 2016 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc, 2017-01-16 Designed with the busy professional in mind this 4 page 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 2016 Quick Reference Guide Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials Includes touch gestures and keyboard shortcuts

Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 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
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Grisenthwaite,1999

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around the globe from small grassroots groups to large international humanitarian agencies without this collaboration our efforts to bring much needed assistance to 128 2 million people in over 120 countries would not be

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web nov 12 2023 nongovernmental organization ngo voluntary group of individuals or organizations usually not affiliated with any government that is formed to provide services or to advocate a public policy although some ngos are for profit corporations the vast majority are nonprofit organizations

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web while ngos have no fixed or formal definition they are generally defined as nonprofit entities independent of governmental influence although they may receive government funding as one can tell from the basic definition above the difference between nonprofit organizations npos and ngos is slim

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web orientation i e the type of activities an ngo undertakes such as activities involving human rights consumer protection environmentalism health or development level of operation which indicates the scale at which an organization works local

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web ngos are independent of governments and can be seen as two types advocacy ngos which aim to influence governments with a specific goal and operational ngos which provide services examples of ngo mandates are environmental preservation human rights promotions or the advancement of women

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and a haven of peace within a stone s throw of the boulevard périphérique ring road

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