

# PowerPoint 2016

## Quick Reference Card

### The PowerPoint 2016 Screen



### Keyboard Shortcuts

#### General

Open a Presentation	Ctrl + O
Create New	Ctrl + N
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Insert a New Slide	Ctrl + M
Help	F1

#### Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

### The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.



Info  
New  
Open  
Save  
Save As  
Print  
Share  
Export  
Close  
Account  
Options

- To Create a New Presentation:** Click the **File** tab, click **New**. Or, press **Ctrl + N**.
- To Open a Presentation:** Click the **File** tab and click **Open**, or press **Ctrl + O**.
- To Save a Presentation:** Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**.
- To Save a Presentation with a Different Name:** Click the **File** tab, click **Save As**, enter a new name for the presentation, and click **Save**.
- To Preview and Print a Presentation:** Click the **File** tab and click **Print**, or press **Ctrl + P**.
- To Close a Presentation:** Click the **File** tab and click **Close**, or press **Ctrl + W**.
- To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- To Exit PowerPoint:** Click the **Close** button.

### Slides

- To Insert a New Slide:** Click the **Home** tab and click **New Slide** in the Slides group, or press **Ctrl + M**.
- To Change the Slide Layout:** Click the **Home** tab, click the **Layout** button in the Slides group, and select a layout.
- To Return a Slide to its Default Settings:** Click the **Home** tab and click the **Reset** button in the Slides group.
- To Apply a Document Theme:** Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.
- To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Master Views group, and click the **Slide Master**.
- To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- To Add a Section:** Click the **Home** tab on the Ribbon, click the **Section** button in the Slides group, and click **Add Section**.

### Navigation—Go To:

The Next Slide	Spacebar
The Previous Slide	Backspace

### Slide Show Delivery

Begin Slide Show	F5
Resume Slide Show	Shift + F5
End Slide Show	Esc
Jump to Slide	Slide # + Enter
Toggle Screen Black	B
Toggle Screen White	W
Pause Show	S
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl + P
Change Pen to Arrow	Ctrl + A
Erase Doodles	E

### Formatting

Bold	Ctrl + B
Italics	Ctrl + I
Align Left	Ctrl + L
Center	Ctrl + E
Justify	Ctrl + J

# Custom Guide Quick Reference Powerpoint

**TeachUcomp**

The logo for TeachUcomp, featuring a stylized red and white circular graphic.

## Custom Guide Quick Reference Powerpoint:

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**Quick Reference Guide for PowerPoint 97** DDC Publishing, Chris Katsaropoulos, 1997

**Introduction to Computers for Healthcare Professionals** Irene Joos, Ramona Nelson, Marjorie J. Smith, 2013-08-21 An ideal resource for introductory computer courses for healthcare professionals the text provides a comprehensive approach to digital literacy with the incorporation of social media tools The Sixth Edition features an extensive revision of each chapter to reflect Microsoft Office 2010 and Windows 7 updates as well as computer assisted communication Back cover

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someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Presentation Views Presentation Setup Presentation Masters Animation Previewing Printing and Sharing Running a Slide Show Using a Touch Interface and Keyboard Shortcuts     Word 2003 Personal Trainer CustomGuide Inc,2005 Provides a training manual on using Microsoft Office Word 2003 covering such topics as working with tables performing mail merge using Document collaboration and working with forms     **Quick Course in Microsoft PowerPoint 97** Online Press, Inc,1997 A concise friendly training solution for beginning users this Quick Course book is designed to quickly teach readers the basics of PowerPoint 97 The task based document oriented approach trains users how to create real documents and get productive immediately     Excel 2003 Personal Trainer CustomGuide Inc,2004 With sections on editing formatting functions formulas lists macros creating and managing workbooks and creating and editing charts this tutorial also includes an interactive companion CD ROM     Microsoft PowerPoint 97 Field Guide Stephen L. Nelson,1997 Beginning to intermediate users especially casual or occasional users can find tasks terms and techniques easily in this portable field guide     Outlook 2003 Personal Trainer CustomGuide Inc,2005 Complete and engaging this handbook features task oriented lessons that allow readers to proceed at their own pace     **Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet** TeachUcomp,2014-08-27 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory PowerPoint 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 62 topics covered this guide is perfect for someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Presentation Views Presentation Setup Presentation Masters Animation Previewing Printing and Sharing Running a Slide Show Using a Touch Interface and Keyboard Shortcuts     Microsoft Office 2007 in Business Joseph M. Manzo,Dee R. Piziak,Christine J. Rhoads,2009 Microsoft Office is the industry standard in business software Learn how to make Office 2007 work for you As part of the In Business System Microsoft Office 2007 In Business Core is the only Office 2007 book that prepares students expressly for core business courses such as Accounting Economics Marketing Finance and Business Statistics by providing exposure to real business files that meet professional standards useful references that can be used in later courses an understanding of how to use the software as a tool to accomplish business goals and coverage of the core Office skills needed in business The second edition includes several new features that reinforce the primary mission of the series which is to illustrate how Microsoft Office is used to accomplish both personal and professional business objectives Microsoft Office skills are essential for anyone working in a business environment Whether you need Word skills for Marketing or Excel skills for Accounting Microsoft Office 2007 In Business Core ensures that you can meet your business

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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 Shortcuts      **The Beginner's Guide** David C. McKay, 1995

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