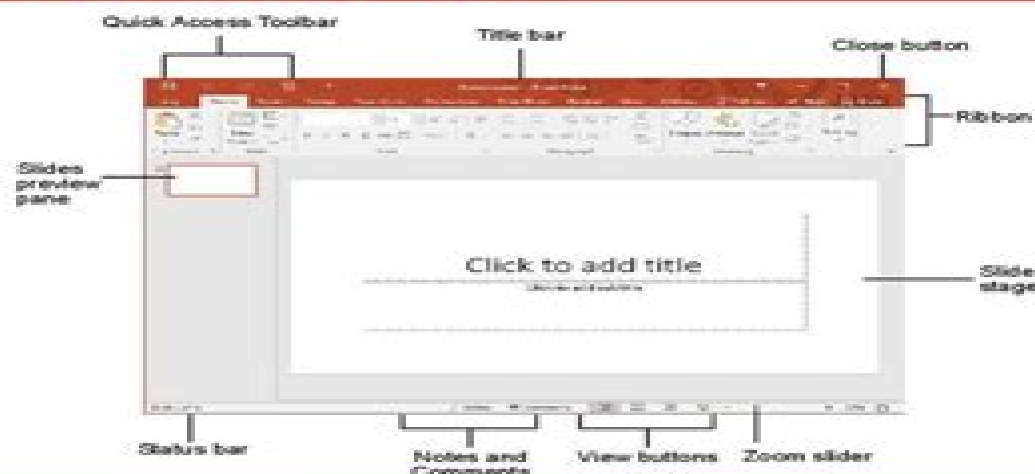


PowerPoint 2016

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
Italic	Ctrl + I
Align Left	Ctrl + L
Center	Ctrl + E
Justify	Ctrl + J

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Table of Contents Custom Guide Quick Reference Powerpoint

1. Understanding the eBook Custom Guide Quick Reference Powerpoint
 - The Rise of Digital Reading Custom Guide Quick Reference Powerpoint
 - Advantages of eBooks Over Traditional Books
2. Identifying Custom Guide Quick Reference Powerpoint
 - 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 Custom Guide Quick Reference Powerpoint
 - User-Friendly Interface
4. Exploring eBook Recommendations from Custom Guide Quick Reference Powerpoint

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

- Fact-Checking eBook Content of Custom Guide Quick Reference Powerpoint
- 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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