

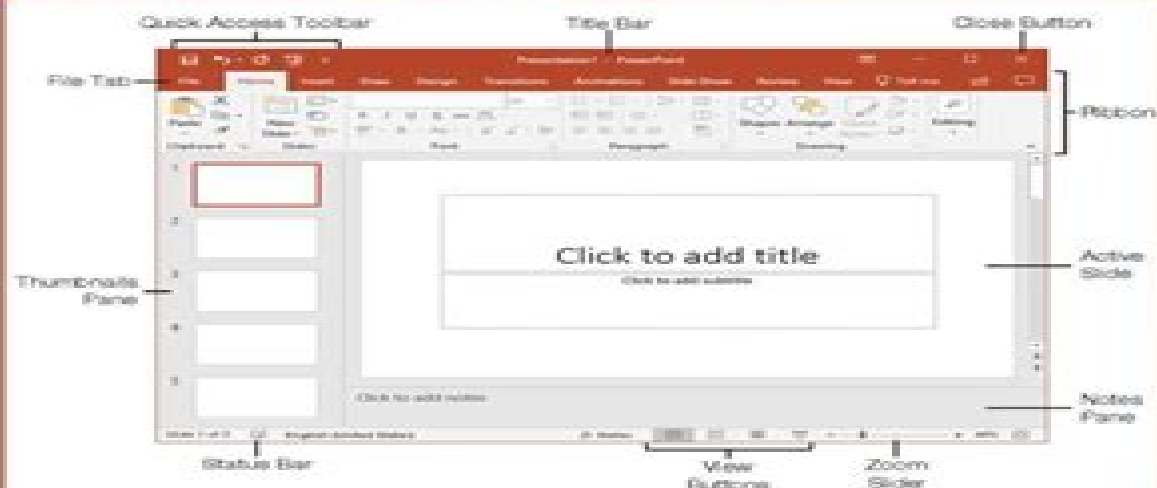


Microsoft®

# 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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Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your  
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