

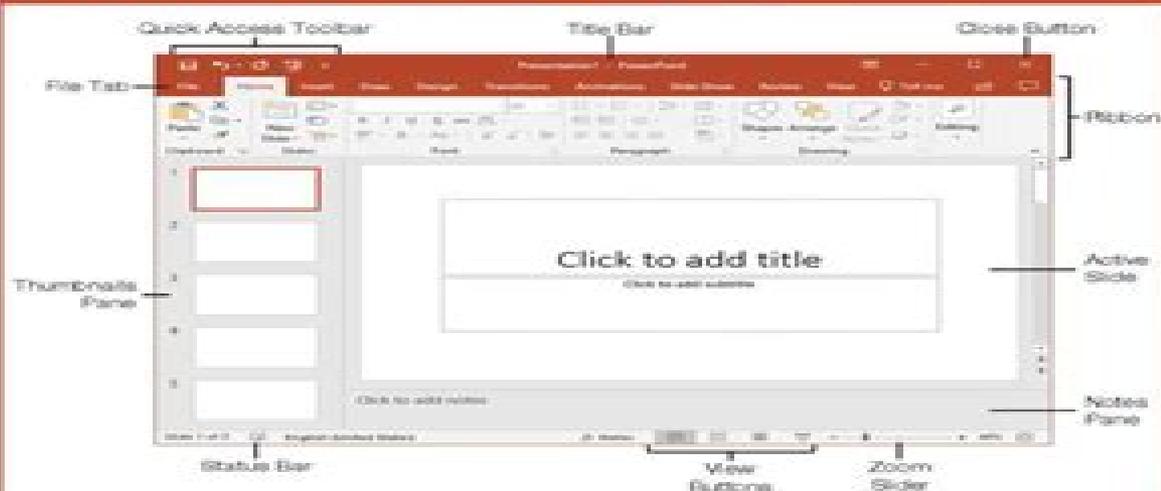


Microsoft®

# 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



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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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

**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

**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 servicesby 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 *Unveiling the Secrets to Mastering Effective and Efficient Project Management* Dr. John Adeghe,2024-11-03 In the fast paced world of project management the quest for effective and efficient practices is an ongoing challenge Organizations across industries increasingly recognize the need for a structured approach to project management that meets deadlines and budgets delivers high quality outcomes and drives strategic objectives *Unveiling the Secrets to Mastering Effective and Efficient Project Management* aims to address this need by providing a comprehensive and practical guide to mastering the art and science of project management This book was conceived from the realization that many project management resources focus on theory or generalized practices without offering a detailed practical approach to navigating the complexities of modern projects It aims to bridge this gap by presenting an in depth analysis of essential project management concepts frameworks and methodologies supported by real world case studies and evidence based practices This book begins with foundational concepts including crucial terminologies and essential frameworks which are critical for anyone looking to understand the core principles of project management From there we explore advanced topics such as strategic planning risk management and quality assurance providing practical tools and techniques that can be applied to enhance project performance One of the book's central themes is the integration of Agile methodologies and Lean practices which have revolutionized the field by introducing more flexible and iterative approaches to project management The inclusion of contemporary topics such as emerging technologies and their impact on project management reflects the evolving nature of the field and prepares readers to stay ahead of future trends Throughout the book I have drawn on my experiences insights from industry experts and a wealth of research to provide a well rounded perspective on project management The case studies offered real world examples of how various methodologies and tools have been successfully applied providing valuable lessons and practical advice I hope this book will be a valuable resource for project managers team leaders and organizational decision makers committed to achieving excellence in their project endeavors Whether you are a seasoned professional or new to the field the insights and strategies presented here are designed to help you navigate the complexities of project management with confidence and skill Thank you for embarking on this journey with me I am excited to share these insights and practices with you and look forward to their impact on your project management endeavors Dr John Adeghe November 2024

**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 **PC Magazine** ,1996-07 **The Software Encyclopedia** ,1986 Macworld ,1991 **MacUser** ,1991-05 *Microsoft PowerPoint 97* Nevada Learning Series Inc,1997 **Science** John Michels (Journalist),2004 *Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,Beezix Software Services,2010-06-10 The New York Times Index ,2009 *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**

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