Microsoft® PowerPoint 2016 Basic
Quick Reference Card

The PowerPoint 2016 Program Screen

Labels: Quick Access Toolbar, Title Bar, Close Button, File Tab, Ribbon, Thumbnails Pane, Active Slide, Notes Pane, Status Bar, View Buttons, Zoom Slider
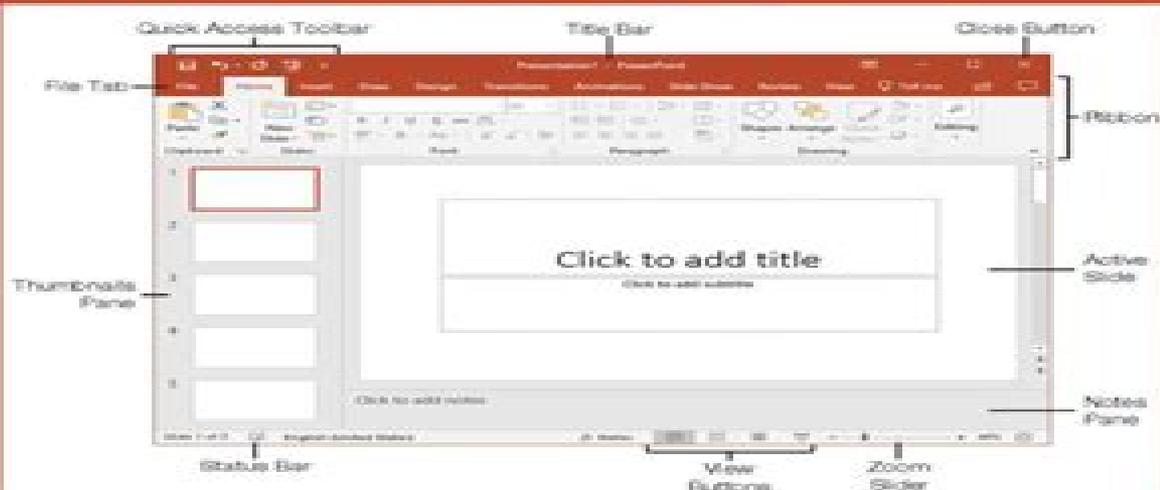
Keyboard Shortcuts

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
Italics	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** ✕ 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 ↻ 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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The book delves into Microsoft Powerpoint Quick Reference Guide. Microsoft Powerpoint Quick Reference Guide is a crucial topic that needs to be grasped by everyone, from students and scholars to the general public. This book will furnish comprehensive and in-depth insights into Microsoft Powerpoint Quick Reference Guide, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:

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   - Chapter 3: Microsoft Powerpoint Quick Reference Guide in Everyday Life
   - Chapter 4: Microsoft Powerpoint Quick Reference Guide in Specific Contexts
   - Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Microsoft Powerpoint Quick Reference Guide. The first chapter will explore what Microsoft Powerpoint Quick Reference Guide is, why Microsoft Powerpoint Quick Reference Guide is vital, and how to effectively learn about Microsoft Powerpoint Quick Reference Guide.
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