

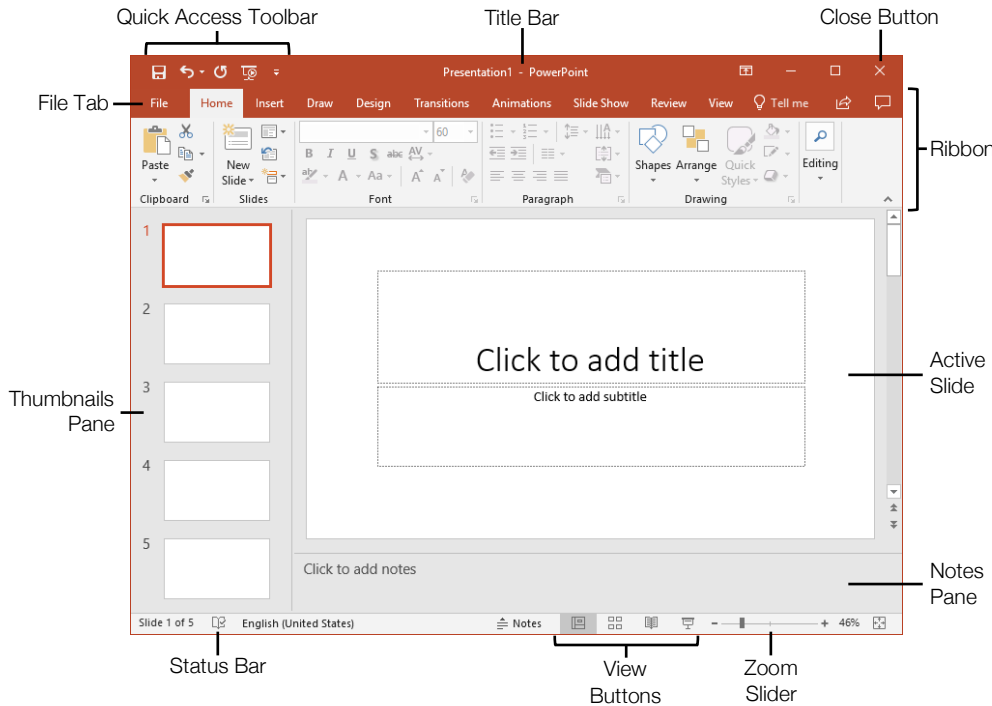


Microsoft®

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**

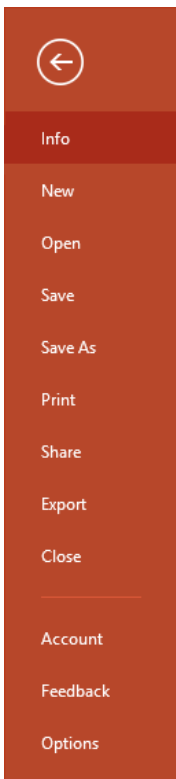
Formatting

- Bold **Ctrl + B**
- 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 where you want to save the 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 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.

Work with Presentations

Insert a New Slide: Click the **Home** tab and click the **New Slide**  button in the Slides group, or press **Ctrl + M**.

Change the Slide Layout: Click the **Home** tab, click the **Layout**  button in the Slides group, and select a layout.



Title Slide



Title and Content



Section Header



Two Content



Comparison





Title Only





Blank

Add Slides from Another Presentation:


Click the **New Slide**  list arrow on the Home tab and select **Reuse Slides**. Click **Browse** and locate the file with slides you want to add. Click a slide in the Reuse Slides pane to add it to the current presentation.


Duplicate Slides: Select the slide you want to duplicate. Click the **New Slide**  list arrow on the Home tab and select **Duplicate Selected Slides**.


Copy and Paste: Select the text you want to copy and click the **Copy**  button on the Home tab. Then click where you want to paste the text and click the **Paste**  button.


Cut and Paste: Select the text you want to cut and click the **Cut**  button on the Home tab. Then click where you want to paste the text and click the **Paste**  button.


Work with Presentations

Add Slide Notes: Click the **View** tab on the ribbon and click the **Notes**  button in the Show group to turn on the Notes pane. Enter a slide note to use during the presentation or for slide handouts.

Add a Comment: Click the slide where you want to add a comment. Click the **Review** tab on the ribbon and click the **New Comment**  button. Type your comment and click outside the Comments pane to save it.

Compare Two Presentations: Open the first presentation you want to compare. Click the **Review** tab on the ribbon and click the **Compare**  button. Navigate to and select the second presentation you want to compare. Click the **Merge** button.

Check Spelling and Grammar: Click the **Review** tab and click the **Spelling**  button.


Find Text: Click the **Find**  button on the Home tab, enter the word you want to find in the Find what field, and click the **Find Next** button to locate the word in the presentation.


Replace Text: Click the **Replace**  button on the **Home** tab. Enter the word you want to find in the Find what field, then enter the text that will replace it in the Replace with field. Click **Replace** or **Replace All**. Click **OK** when finished.


Edit Document Properties: Click the **File** tab and ensure **Info** is selected. The right column contains properties for the presentation such as file size, number of slides, hidden slides, and author, among others. Click in a field to edit it.


Password Protect a Presentation: Click the **File** tab. With **Info** selected at the left, click the **Protect Presentation** button and select **Encrypt with Password**. Enter a password to protect the presentation and click **OK**. Reenter the password and click **OK**.

Organize a Presentation

Add a Section: Select the slide where you want the section to start. Click the **Section**  button on the Home tab and select **Add Section** from the menu.


Rename Sections: Click any section heading in the Thumbnails pane to select it. Click the **Section**  button on the Home tab and select **Rename Section**. Type a new name for the section and click **Rename**.

Outline View: The Outline view allows you to focus on just the slide text without seeing any pictures or graphics. Click the **View** tab on the ribbon and click the **Outline View**  button.




Slide Sorter View: The Slide Sorter view is the easiest way to rearrange and organize slides after a presentation is created. Click the **View** tab on the ribbon and click the **Slide Sorter**  button.


Organize a Presentation

Move a Slide: While in Normal view, click a slide in the Thumbnails pane and drag it to a new location.

Hide or Unhide a Slide: Select a slide in the Thumbnails pane in Normal view. Click the **Slide Show** tab on the ribbon and click the **Hide Slide**  button in the Set Up group to toggle the slide visibility.

Deliver a Slide Show

Start a Slide Show: Click the **Slide Show** tab on the ribbon and click either the **From Beginning**  or **From Current Slide**  button. Or, click the **Slide Show**  button on the status bar, or press **F5**.

End a Slide Show: While presenting a slide show, click the **Options**  button in the toolbar at the bottom left and select **End Show**. Or, press the **Esc** key.


Advance to the Next Slide: Press the **Spacebar**, click the left mouse button, or press the **Page Down** key.


Go Back to the Previous Slide: Press **Backspace** or the **Page Up** key.

Use the Laser Pointer: In Slide Show view, press and hold down the **Ctrl** key while clicking and holding the left mouse button.


Use the Pen: In Slide Show view, press **Ctrl + P** and then draw on the screen. Press **Ctrl + A** to switch back to the arrow pointer. Press **E** to erase your annotations.

Hide a Presentation Slide: In Slide Show view, temporarily hide the current slide. Press the **B** key to make the screen black or the **W** key to make it all white. Press the **Esc** key to make the slide visible once again.

Slide Zoom: In Slide Show view, click the **Zoom**  button in the slide show toolbar. Click an area of the slide to zoom in. Right-click or press the **Esc** key to zoom out and view the entire slide.

Start Presenter View: While presenting a slide show, click the **Options**  button in the slide show toolbar and select **Show Presenter View**.

End Presenter View: While in Presenter view, click the **Options**  button in the slide show toolbar and select **Hide Presenter View**.

Create a Custom Slide Show: Click the **Slide Show** tab on the ribbon. Click the **Custom Slide Show**  button and select **Custom Shows**. Click the **New** button. Select the slides you want to add to the custom show and click the **Add** button. Click **OK** to save the custom show.

Convert Presentations to Video: Click the **File** tab on the ribbon and select **Export** at the left. Click **Create a Video**. Adjust the video settings and click **Create Video**.