



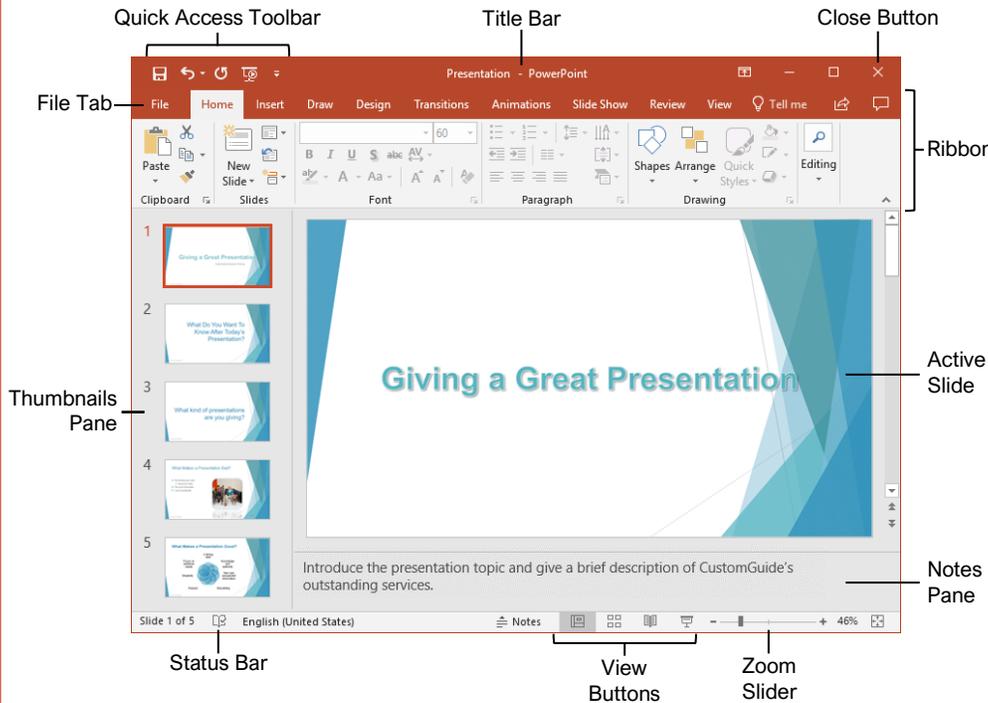
Microsoft®

# PowerPoint 2016 Basic

## Quick Reference Guide



### 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



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 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, 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**.