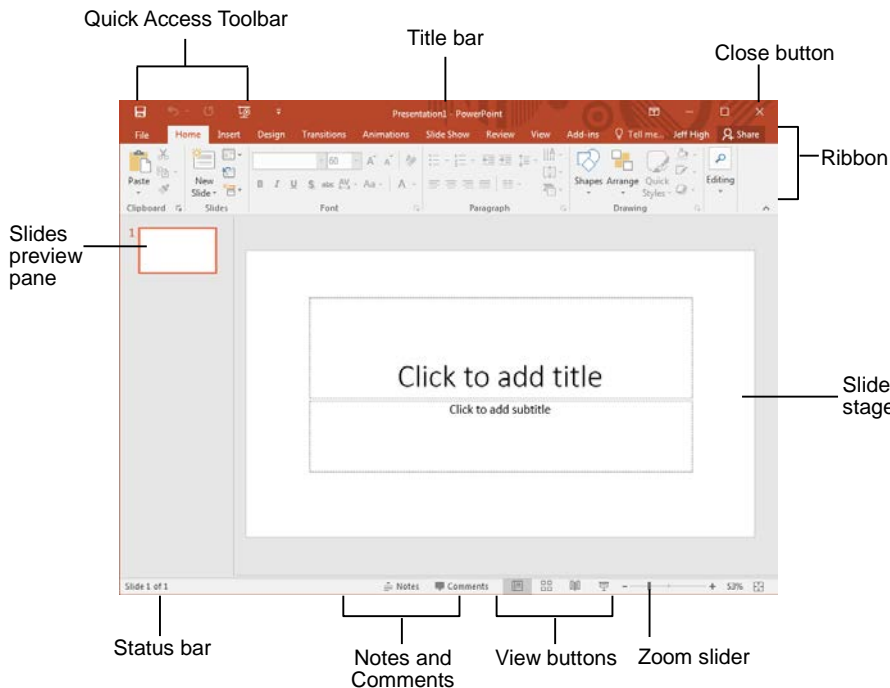


PowerPoint 2016

Quick Reference Guide

The PowerPoint 2016 Screen



Keyboard Shortcuts

General

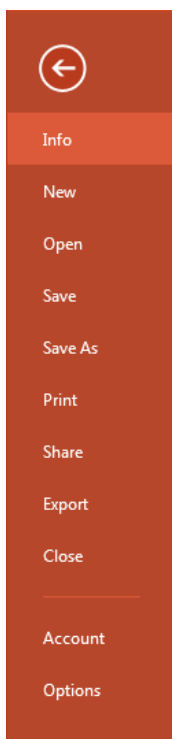
Open a Presentation	Ctrl + O
Create New	Ctrl + N
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Insert a New Slide	Ctrl + M
Help	F1

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Redo or Repeat	Ctrl + Y
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, including New, Open, Save, Print and Close.



- To Create a New Presentation:** Click the File tab, click New. Or, press Ctrl + N.
- To Open a Presentation:** Click the File tab and click Open, or press Ctrl + O.
- To Save a Presentation:** Click the Save button on the Quick Access Toolbar, or press Ctrl + S.
- To Save a Presentation with a Different Name:** Click the File tab, click Save As, enter a new name for the presentation, and click Save.
- To Preview and Print a Presentation:** Click the File tab and click Print, or press Ctrl + P.
- To Close a Presentation:** Click the File tab and click Close, or press Ctrl + W.
- To Get Help:** Press F1 to open the Help window. Type your question and press Enter.
- To Exit PowerPoint:** Click the Close button.

Slides

- To Insert a New Slide:** Click the Home tab and click New Slide in the Slides group, or press Ctrl + M.
- To Change the Slide Layout:** Click the Home tab, click the Layout button in the Slides group, and select a layout.
- To Return a Slide to its Default Settings:** Click the Home tab and click the Reset button in the Slides group.
- To Apply a Document Theme:** Click the Design tab on the Ribbon, click the More button in the Themes group, and select a theme from the gallery.
- To View the Slide Master:** Click the View tab on the Ribbon, click the Slide Master button in the Master Views group, and click the Slide Master.
- To Insert a Header or Footer:** Click the Insert tab on the Ribbon and click the Header & Footer button in the Text group. Select the option(s) that you want and click Apply or Apply to All.
- To Add a Section:** Click the Home tab on the Ribbon, click the Section button in the Slides group, and click Add Section.

Navigation—Go To

The Next Slide	Spacebar
The Previous Slide	Backspace













Slide Show Delivery

Begin Slide Show	F5
Resume Slide Show	Shift + F5
End Slide Show	Esc
Jump to Slide	Slide # + Enter
Toggle Screen Black	B
Toggle Screen White	W
Pause Show	S
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl + P
Change Pen to Arrow	Ctrl + A
Erase Doodles	E

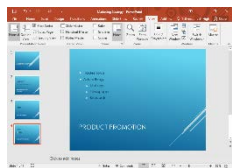
Formatting


Bold	Ctrl + B
Italics	Ctrl + I
Align Left	Ctrl + L
Center	Ctrl + E
Justify	Ctrl + J

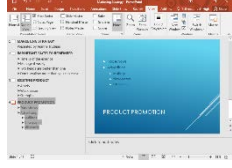
Formatting


- **To Cut or Copy Text:** Select the text you want to cut or copy and click the  **Cut** or  **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the  **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the  **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the  **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button ( **Align Left**,  **Center**,  **Align Right**, or  **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the  **Bullets** or  **Numbering** button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the  **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **F7** to run the Spell Checker.

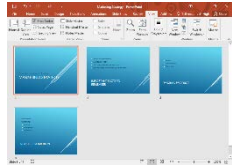
Views




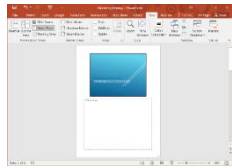
 **Normal view:** This is the default view in PowerPoint 2016. Normal view includes the Slide pane and Notes pane.




 **Outline view:** This view focuses on content. You can use this for adjusting text structure or adding a large amount of text.




 **Slide Sorter view:** Displays all the slides in the presentation on one screen. Use Slide Sorter view to rearrange the order of slides or add transition effects between slides.




 **Notes Page view:** Displays all presentation slides in a print layout with your notes beneath.




 **Reading view:** Similar to Slide Show view, it displays the presentation in a window with simple controls, making it easy to review.





 **Slide Show view:** Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is the view to use.


Images, Multimedia, and Objects

- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Images group. Find the picture you want to insert and click **Insert**.
- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Online Pictures** button in the Illustrations group. Type the name of what you're looking for in the Office.com Clip Art field and press **Enter**.
- **To Insert a Video file:** Click the **Insert** tab on the Ribbon and click the **Video** button in the Media group and click **Video On My PC**. Find the video you want to insert and click **Insert**.
- **To Insert a Video from the Web:** Click the **Insert** tab on the Ribbon, click the **Video** button list arrow in the Media group, and select **Online Video**. Search for videos on the web, select your choice, and click **Insert**.
- **To Insert an Audio clip:** Click the **Insert** tab on the Ribbon, click the **Audio** button list arrow in the Media group, and select **Audio On My PC** or **Online Audio**. Find the audio clip that you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Illustrations group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **Shift** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Insert SmartArt:** Click the **Insert** tab on the Ribbon and click the **SmartArt** button in the Illustrations group. Select the SmartArt you want to insert and click **OK**.
- **To Format an Object:** Double-click the object and use the commands located on the **Format** tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (), and release the mouse button when the object reaches the desired size. Hold down the **Shift** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **Delete** key.

Transitions and Animation Effects

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Transitions** tab on the Ribbon, click the  **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon. Click the  **More** button in the Animation group, and select an animation effect.
- **To Copy Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the **Animations** tab on the Ribbon, and click the **Animation Painter** button in the Advanced Animation group. Then, click the object you want to apply the copied animation effect to.

Slide Show Delivery

- **To Present a Slide Show:** Click the  **Slide Show** button on the status bar, or press **F5**.
- **To Use the Laser Pointer:** In Slide Show view, press and hold down the **Ctrl** key while clicking and holding the **left mouse button**.
- **To 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 doodles.
- **To Advance to the Next Slide:** Press **Spacebar**. Or, click the **left mouse button**.
- **To Go Back to the Previous Slide:** Press **Backspace** or **Page Up**.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.
- **To End a Slide Show:** Press **Esc**.