



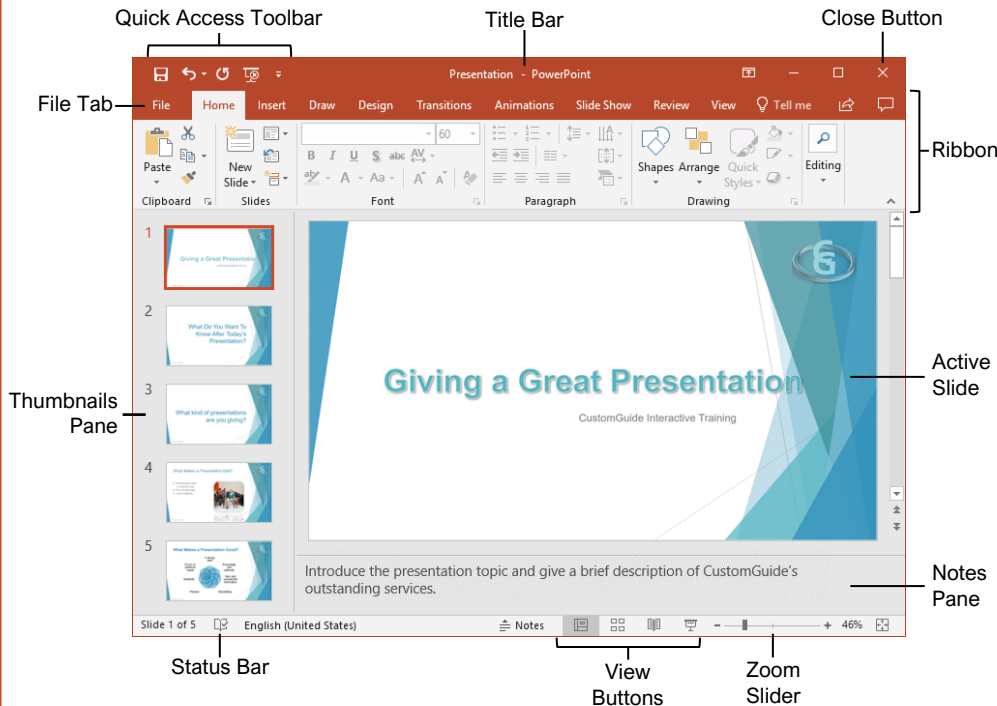
PowerPoint Basic

Cheat Sheet

CustomGuide

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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.

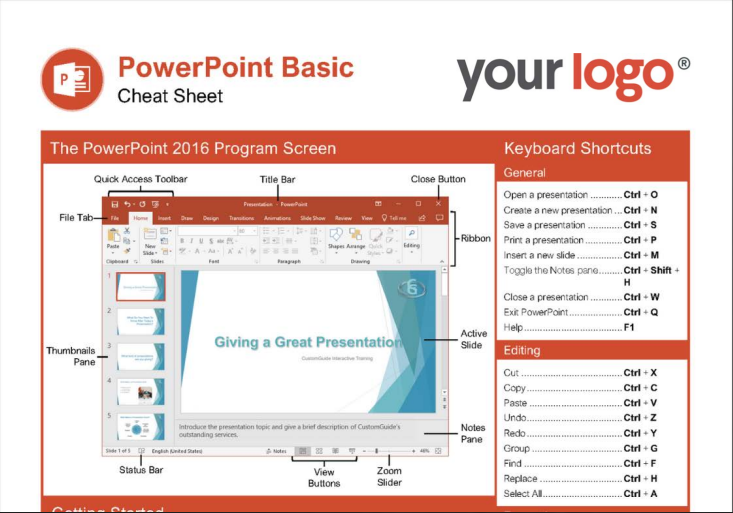
Slide Zoom: In Slide Show view, click the **Zoom**  button in the slide show toolbar. Click an area of the slide to zoom in. Right-click or press the **Esc** key to zoom out and view the entire slide.

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**.



CustomGuide

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- Communication
- Customer Service
- HR
- Marketing
- Professional Development
- Sales
- Training & Education

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- Chrome
- Classroom
- Docs
- Drive
- Gmail
- Sheets
- Slides

Leadership

- Leadership
- Management
- Project Management

Technology

- A.I.
- Digital Literacy
- Software Applications

Career Development

- Career
- Higher Education
- Job Hunting

Microsoft

- Access
- Copilot
- Excel
- OneDrive
- Outlook
- PowerPoint
- Teams
- Windows
- Word

Wellness

- Mental Health
- Personal Growth
- Well-Being
- Work/Life Balance

Compliance & Safety

- Active Shooter
- Discrimination
- Harassment
- Safety
- Security

Diversity & Citizenship

- Bias
- Diversity
- U.S. Citizenship

Fewer Tools. Lower Costs. Smarter Training.

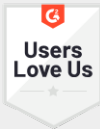
Includes	Paid Plans			
	Free	Starter	Custom Plans	
Num Active Users	1	5	10+	Compare To
Branded Cheat Sheets	Your Logo	Your Logo	Your Logo	None
Customizable Courses		300+	300+	LinkedIn Learning
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★★★★★
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