



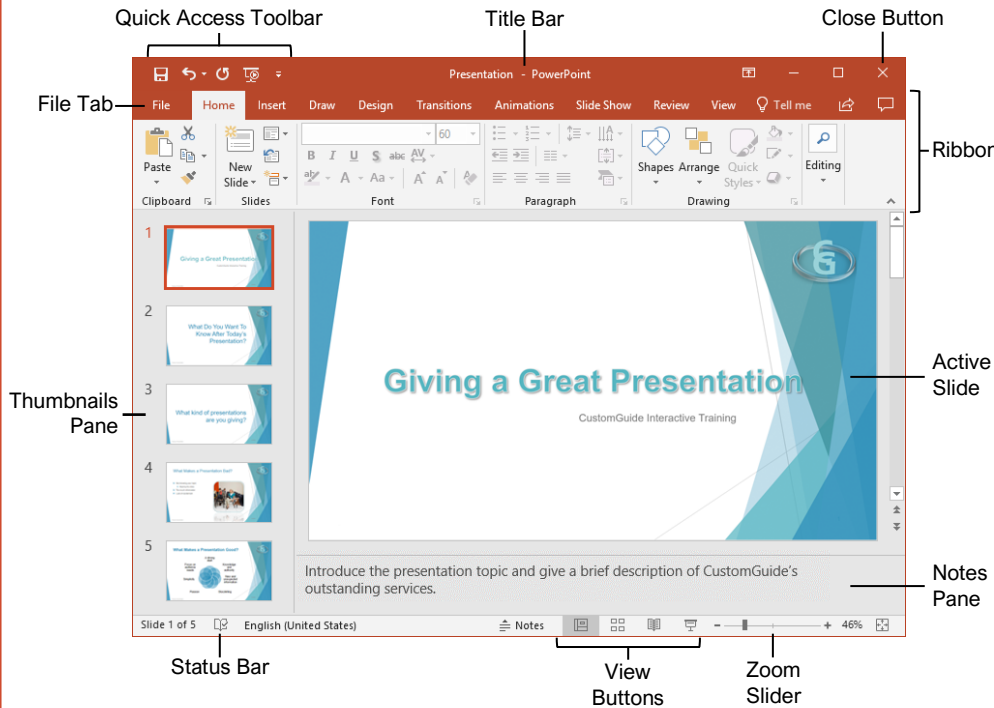
Microsoft®

# PowerPoint 2016 Basic Quick Reference Guide



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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**

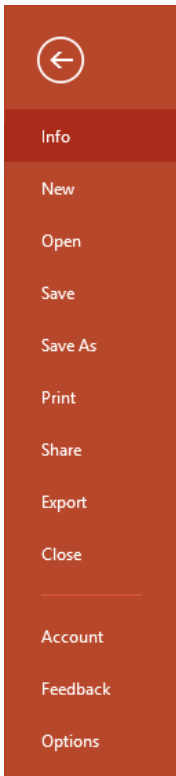
### Formatting

- 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



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**.

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