Microsoft®
# PowerPoint 2021 Basic
## Quick Reference Guide

## The PowerPoint 2021 Program Screen

Quick Access Toolbar
Title Bar
Close Button
File Tab
Ribbon
Active Slide
Thumbnails Pane
Notes Pane
Status Bar
View Buttons
Zoom Slider

Giving a Great Presentation
CustomGuide Interactive Training

Introduce the presentation topic and give a brief description of CustomGuide's outstanding services.
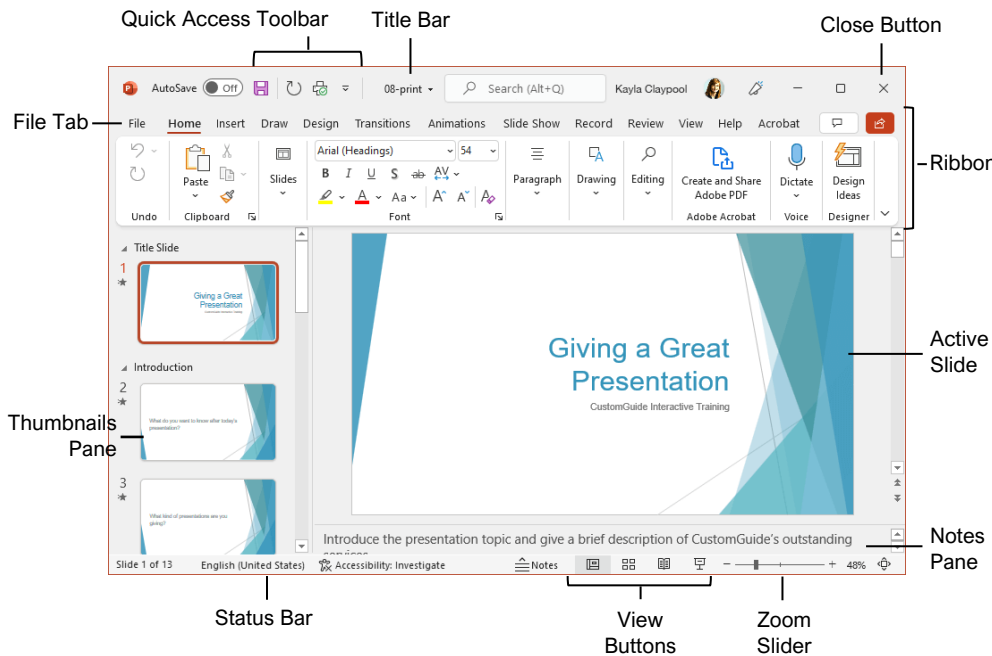
## Keyboard Shortcuts

### 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
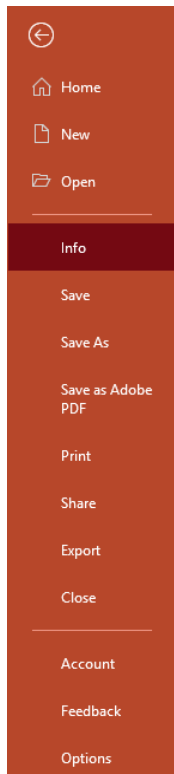
The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

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 press **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** ✕ 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 topic or question and press **Enter**.

Use Zoom: Click and drag the zoom slider to the left or right.

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.
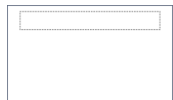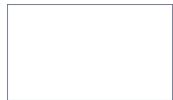
**Title Slide**

**Title and Content**

**Section Header**

**Two Content**

**Comparison**

**Title Only**

**Blank**

**Content with Caption**

**Picture with Caption**

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.

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, click the **Info** tab, 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.

Move a Slide: 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: Click the **Next Slide** button, press the **Spacebar**, click the left mouse button, or press the **Page Down** key.

Go Back to the Previous Slide: Click the **Previous Slide** button, press **Backspace** key, or press 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
## AI Powered Training Made Easy

**Customizable Courses**
Make ready-made training yours with 300+ courses

**AI Course Builder**
Create stunning courses in minutes with AI.

**LMS**
A friendly learning platform your users will love.

## Free Cheat Sheets
Use the links below to download and distribute with our compliments.

**Learn More ❯**

### Business Skills
Accounting
Communication
Professional Development

### Career Development
Career
Entrepreneurship
Higher Education
Job Hunting
Personal Branding
US Citizenship

### Compliance & Safety
Active Shooter
Discrimination
Drugs & Alcohol
Harassment
Safety
Security

### Customer Service
Customer Care
Customer Service Basics

### Diversity
Bias
Diversity in HR
Inclusion

### Google
Calendar
Chrome
Classroom
Docs
Drive
Forms
Gmail
Sheets
Slides

### HR
Hiring
HR
Talent Management

### Leadership
Leadership
Management
Project Management

### Microsoft
Access
Excel
OneDrive
OneNote
Outlook
PowerPoint
Teams
Windows
Word

### Sales & Marketing
Marketing
Sales

### Technology
AI
Computer Basics
CRM
Mac
Software

### Training
Course Authoring
Instructional Design
Train the Trainer

### Wellness
Mental Health
Personal Growth
Relationships
Well-Being
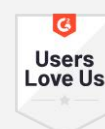Work/Life Balance

Free for personal & professional use.

Spanish versions also available.