

Quick Reference Card

- **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**.
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**

General

Editing

Formatting

Bold **Ctrl + B**

Italics **Ctrl + I**

Align Left **Ctrl + L**

Center **Ctrl + E**

Justify **Ctrl + J**

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**

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**

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

- **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**.

Quick Access Toolbar

Title bar

Slide

stage

Zoom slider

Close button

Slides

preview

pane

Status bar View buttons

Ribbon

Notes and

Comments

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- **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.
- **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.
- **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.

- **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**.

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

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

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.

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.

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

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

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