



MICROSOFT POWERPOINT

cheat sheet for pc

FUNDAMENTALS

shortcuts and locations

Create a New Presentation	File tab + Select New or Ctrl - N
Open	File tab + Select Open or Ctrl - O
Save	File tab + Select Save or Ctrl - S
Save As	File tab + Select Save As or F12
Close a Presentation	Select Close Button  or Ctrl - W
Preview / Print	File tab + Select Print or Ctrl - P
Change Program Settings	Click File tab and Select Options
Change Views	Click the View Tab and select a view
Use Zoom	Click - Zoom Out and + Zoom In Buttons or hold Ctrl and use Scroll Wheel or click and drag the zoom slider
Help	Press F1 type your question in the window and press enter

HOW TO'S

fundamentals

Format Text

Use the commands in the Font group on the Home tab, or click the  **Dialog Box Launcher** to open dialog box

Copy or Cut Text

Select the text you want to cut or copy, click the  **Copy** or  **Cut** button in the Clipboard group on the Home tab. Or, use shortcuts **Ctrl - C** for Copy and **Ctrl - X** for Cut.

Format with the Format Painter

Select the text with desired formatting and click the  **Format Painter** button on the Home tab. Then select the text you want to copy the formatting to.

Move Text with the Mouse

Highlight the text you want to move, click and hold while dragging the text to a new location then release the mouse button.

Replace a Specific Phrase or Word Throughout

Click the replace button in the Editing Group on the **Home tab**. Or, **Press Ctrl - H**

To Correct a Spelling Error

Right-click the error and select a correction from the contextual menu.
Or, press **F7** to run Spell Check

To Use the Thesaurus

Right-click the word you want to look up and select a Synonym from the contextual menu.
Or, select a word and in the **Review tab** click Thesaurus to search for Synonyms

To Minimize the Ribbon

Press **Ctrl - F1**. Or, you can double-click

EDITING

shortcuts

Cut	Ctrl - X
Copy	Ctrl - C
Paste	Ctrl - V
Undo	Ctrl - Z
Redo	Ctrl - Y
Find	Ctrl - F
Replace	Ctrl - H

SELECTION

shortcuts

Select All	Ctrl - A
A Word	Double-click the word
A Paragraph	Triple-click the paragraph

FORMATTING

shortcuts

Align Left	Ctrl - L
Center	Ctrl - E
Align Right	Ctrl - R
Justify	Ctrl - J
Bold	Ctrl - B
Italic	Ctrl - I
Underline	Ctrl - U

NAVIGATION

shortcuts

Next Slide	Spacebar or 
Previous Slide	Backspace or  or 
Jump to Slide #	In slideshow mode press desired slide # and then press Enter

SLIDE SHOW DELIVERY

shortcuts

Begin Slide Show	Click  Slideshow Button . Or, Press F5
Resume Slide Show	Shift - F5
End Slide Show	Esc
Pause Slide Show	S
Jump to Slide Show	Slide # - Enter
Toggle Screen Black	B
Toggle Screen White	W
Show/Hide Pointer	A
Change Arrow to Pen	Ctrl - P
Change Pen to Arrow	Ctrl - A
Erase Doodles	E
Add Slide Timings	Click the Slide Show tab on the Ribbon, click the Rehearse Timings button in the Set Up group. Navigate through, pausing on each slide for the time you wish it to display Click Yes to save your timing.



MICROSOFT POWERPOINT

how to's continued

HOW TO'S formatting + graphics + tables

To Indent a Paragraph	Click the Increase Indent button in the Paragraph group on the Home tab.
To Decrease an Indent	Click the Decrease Indent button 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) and click the Line Spacing button in the Paragraph group on the Home tab and select spacing.
To Insert a Picture	Click the Insert tab on the Ribbon and click the Pictures button in the Illustrations group. Find and select the picture 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 and drag as where you want the shape located. (Hold the Shift key to keep the shapes proportions)
To Format and Object	Double-click the object and use the commands located on the Format tab.
To Insert a Table	Click the Insert tab on the Ribbon, click the Table button in the Tables group and select Insert Table from the menu.

POWERPOINT 2016 screen breakdown

