Microsoft®
PowerPoint Quick Reference
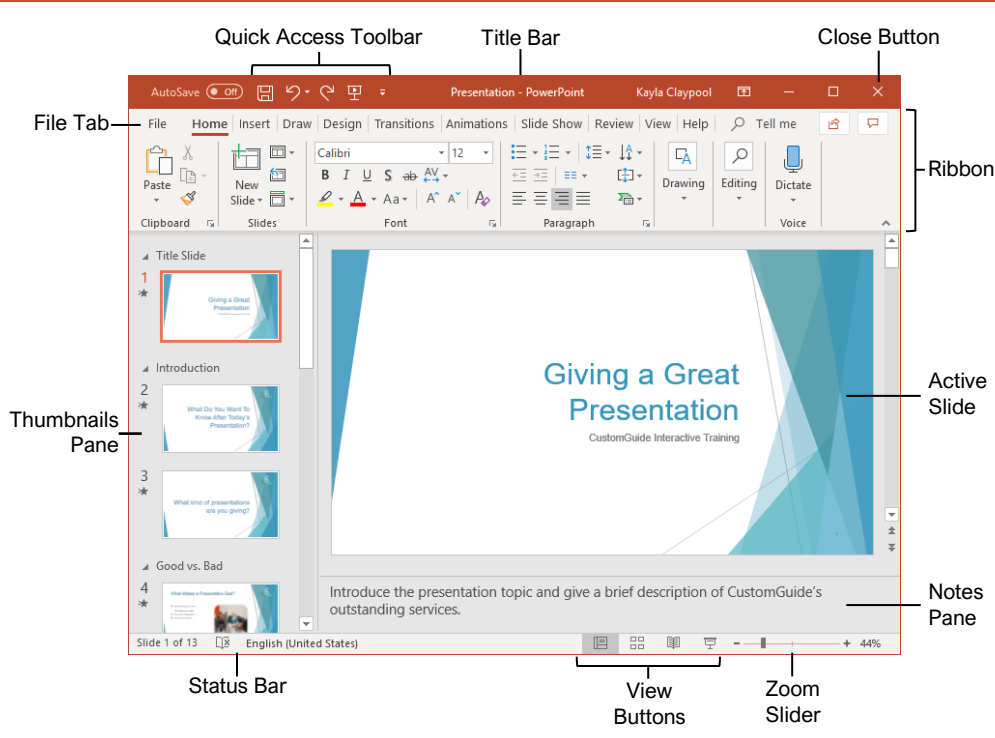## Basic Skills

The PowerPoint Program Screen

Quick Access Toolbar   Title Bar   Close Button

File Tab

Ribbon

Thumbnails Pane

Active Slide

Giving a Great Presentation
CustomGuide Interactive Training

Notes Pane

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

Status Bar   View Buttons   Zoom Slider

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**

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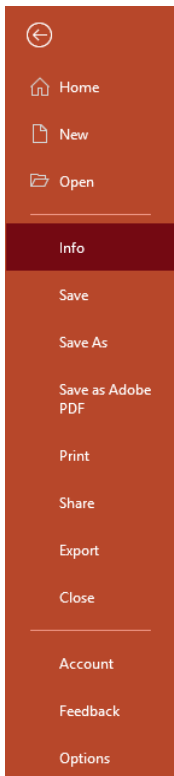
The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

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.

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
	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.

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, 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.

Organize a Presentation

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**.
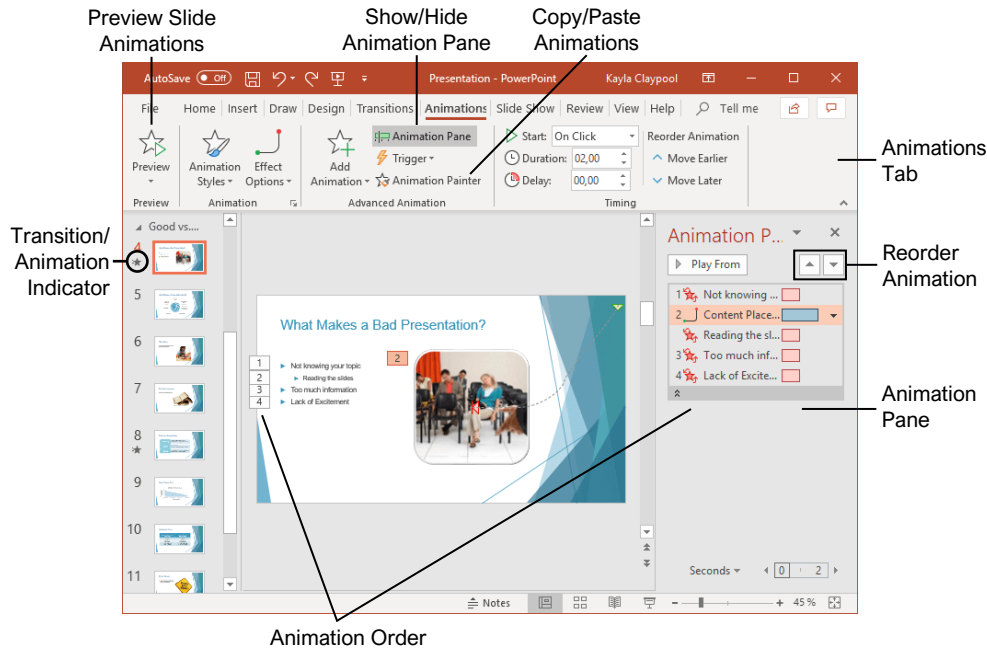
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Animations Tab & Pane

Preview Slide Animations

Show/Hide Animation Pane

Copy/Paste Animations

Animations Tab

Transition/ Animation Indicator

Reorder Animation

Animation Pane

Animation Order

Styles

Animation Styles

Appear	Text or object appears on the slide.
Fade	Text or object fades into view.
Fly In	Text or object flies in from the specified direction.
Float In	Text or object floats in from a specified direction and becomes visible.
Split	Text or object becomes whole as its halves unite from a specified direction.
Wipe	Text or object is wiped on from a specified direction.
Shape	Text or object fills in from the edges of a specified shape and appears.
Wheel	Text or object rotates around a central hub and gradually comes into view.

Transitions and Animations

Apply a Slide Transition: Select the slide(s) where you want to add a transition. Click the **Transitions** tab on the ribbon and click the **More** button in the Transition to This Slide group. Select the transition you want to use.

Modify a Transition: Click the **Transitions** tab on the ribbon and click the **Effect Options** button. Select an effect option in the menu.

Apply an Animation: Select the text or object you want to animate and click the **Animations** tab on the ribbon. Click the **Animation Styles** button and select the animation you want to use. Click the **Add Animation** button to add additional animations to the same object.

Modify an Animation: Click the **Animations** tab on the ribbon and click the **Effect Options** button. Select an option for the applied animation.

Copy Animations: Select an object with an animation applied. Click the **Animations** tab and click the **Animation Painter** button. Select the object you want the animation applied to.

Display the Animation Pane: Click the **Animations** tab on the ribbon and click the **Animation Pane** button. View and edit the timeline for animations on the current slide.

Formatting and Themes

Change the Font: Select the text you want to change, click the **Font** list arrow on the Home tab, and select a new font.

Change the Font Size: Select the text you want to change, click the **Font Size** list arrow on the Home tab, and select a new font size.

Change the Font Color: Select the text you want to change, click the **Font Color** list arrow, and select a new color.

Modify the Slide Background: Click the **Design** tab on the ribbon and click the **Format Background** button. Make the desired changes in the Format Background pane.

Apply a Presentation Theme: Click the **Design** tab on the ribbon. Click the **More** button in the Themes group and select a theme.

Modify Theme Elements: Click the **Design** tab, then, in the Variants group, click **Colors**, **Fonts**, or **Effects** to expand the menu and select a new style that coordinates with the current theme.

Change the Slide Size: Click the **Design** tab, click the **Slide Size** button in the Customize group, and select a slide size.

Use a Presentation Template: Click the **File** tab on the ribbon and select **New**. Select a template in the list and click **Create**.

Transition Styles

|	
Fade	The previous slide fades away, revealing the current slide.
Push	The previous slide pushes the current slide into view.
Wipe	The previous slide disappears quickly as the current slide rolls over it.
Split	The previous slide divides at a center point and disappears, revealing the current slide.
Cut	The previous slide disappears almost instantly and the current slide pops into view.
Uncover	The previous slide moves out of the way quickly, revealing the current slide.
Flash	The previous slide disappears in a bright flash and the current slide eases into view.
Morph	Move things on the previous slide to their new locations on the current slide.

Click the topic links for free lessons!

Pictures

Insert a Picture Using Content Placeholders:
Click a content slide's **Pictures** 🖼 or **Online Pictures** 🖼 button. Navigate to the picture you want to use and select it, then click **Insert**.

Insert from the Ribbon: Click the **Insert** tab on the ribbon. Click the **Pictures** 🖼 or **Online Pictures** 🖼 button. Navigate to the picture you want to use and select it, then click **Insert**.

Resize a Picture: Select a picture. Click and drag a resize handle around the outer edge to make the picture larger or smaller.

Crop a Picture: Select the picture you want to crop. Click the Picture Tools **Format** tab on the ribbon and click the **Crop** ⬚ button. Click and drag the crop handles to remove any unwanted areas, then click the **Crop** ⬚ button again.

Insert a Screenshot: Click the Insert tab on the ribbon and click the **Screenshot** 📷 button. Choose an open window to capture, or select Screen Clipping.

Remove a Picture's Background: Select a picture, click the Picture Tools **Format** tab on the ribbon, and click the **Remove Background** 🖼 button. Resize the bounding box around what you want to keep. If needed, use the Refine group to mark specific areas to remove or keep, then click the **Keep Changes** ✓ button.

Apply Picture Adjustments: Select a picture, then click the Picture Tools Format tab on the ribbon. In the Adjust group, click the **Corrections** ☀, **Color** 🖼, and/or **Artistic Effects** 🖼 button and select an adjustment from the menu.

Reset Picture Formatting: Select a picture. Click the Picture Tools **Format** tab on the ribbon and click the **Reset Picture** 🖼 button.

Apply a Picture Style: Select a picture, then click the Picture Tools **Format** tab on the ribbon. Select a style in the Picture Styles gallery.

Graphics

Insert a Text Box: Click the **Insert** tab on the ribbon and click the **Text Box** 🅰 button. The cursor changes to a crosshair; click and drag to place the text box on the slide.

Insert a Shape: Click the **Insert** tab on the ribbon and click the **Shapes** 🔾 button. Select the shape you want to use in the menu. Click and drag to place the shape on the slide.

Merge Shapes: Select two or more shapes to merge. Click the Drawing Tools **Format** tab on the ribbon and click the **Merge Shapes** ◎ button. Select a merge option in the menu.

Apply a Shape Style: Select a shape, then click the click Drawing Tools **Format** tab on the ribbon and select a style in the Shape Styles gallery.

Graphics

Insert WordArt: Click the **Insert** tab on the ribbon and click the **WordArt** ✐ button in the Text group. Select a WordArt style in the menu and replace the placeholder text.

Insert an Icon: Click the **Insert** tab on the ribbon and click the **Icons** 🖼 button. Select an icon and click **Insert**.

Create a Drawing: Click the **Draw** tab on the ribbon and click the **Draw with Touch** ✍ button. Draw a shape using the mouse or touchscreen.

Insert SmartArt: Click the **Insert** tab on the ribbon and click the **SmartArt** 🖼 button in the Illustrations group. Select a graphic in the dialog box and click **OK**.

Insert a Chart: Click the **Insert Chart** 📊 button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Chart** 📊 button. Select a chart type and click **OK**.

Insert a Table: Click the **Insert Table** ▦ button in a slide's content placeholder, or click the **Insert** tab and click the **Insert Table** ▦ button. Specify the number of rows and columns for the table and click **OK**.

Self-Run Presentations

Insert a Video: Click the **Insert** tab and click the **Video** 🖼 button in the Media group. Select either **Online Video** or **Video on My PC**. Locate and select the video and click the **Insert** button.

Modify Video Playback Options: Select a video and click the Video Tools **Playback** tab on the ribbon. Use the options on this tab to perform tasks such as trimming the video, adding a fade in and out, and controlling how the video behaves in a live presentation.

Insert an Audio Clip: Click the **Insert** tab and click the **Audio** 🔊 button in the Media group. Select **Audio on My PC** to locate an existing audio clip, or **Record Audio** to create a custom clip right within PowerPoint.

Insert Action Buttons: Click the **Insert** tab and click the **Shapes** 🔾 button. In the menu, select a button in the Action Buttons category. Click and drag the cursor on the slide to place the button in the desired location. In the dialog box that appears, leave the default settings or modify how the button behaves, then click **OK**.

Record Narration and Timing: Click the **Slide Show** tab and click the **Record Slide Show** 📷 button. Click the **Record** 🔴 button. The presentation starts, recording narration and timing for each slide as you move through the presentation. Click the **Stop** ▪ button.

Set up a Slide Show: Click the **Slide Show** tab on the ribbon and click the **Set Up Slide Show** 🖥 button. Modify the options in the dialog box to specify how you want the slide show to run and click **OK**.

Slide Masters

Open Slide Master View: Click the **View** tab on the ribbon and click the **Slide Master** 🖼 button.

Edit a Slide Master Layout: While in Slide Master view, select the layout you want to edit in the Thumbnails pane at the left. Modify existing placeholders, or add new ones using the Master Layout group on the Slide Master tab of the ribbon.

Close Slide Master View: While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Close Master View** ✕ button.

Create a Custom Slide Layout: While in Slide Master view, click in between two existing slide layouts in the Thumbnails pane. Click the **Insert Layout** 🖼 button on the Slide Master tab of the ribbon. Insert and format the desired slide placeholders.

Add a Master Footer: While in Slide Master view, select the slide layout where you want to add a footer. Click the **Insert** tab on the ribbon and click the **Header & Footer** 🗎 button. Modify the footer options and click **Apply**.

Modify a Master or Layout Background: While in Slide Master view, select a slide master or layout to edit. Right-click the thumbnail and select **Format Background**. Modify the options in the Format Background pane at the right, then close the pane when you're finished making changes.

Apply a Master Theme: While in Slide Master view, select a slide master. Click the **Themes** 🔤 button on the Slide Master tab and select a theme to apply to the selected master and all its layouts.

Insert an Additional Slide Master: While in Slide Master view, click the **Slide Master** tab on the ribbon and click the **Insert Slide Master** 🖼 button.

Rename a Slide Master or Layout: While in Slide Master view, select a slide master or layout to rename. Click the **Rename** 🖼 button on the Slide Master tab of the ribbon. Type a new name and click the **Rename** button.

Delete a Slide Master or Layout: While in Slide Master view, select a slide master or layout to delete. Right-click the thumbnail and select **Delete Master** or **Delete Layout**.

Edit the Handout Master: Click the **View** tab on the ribbon and click the **Handout Master** 🖼 button. Modify the handout master using the options on the Handout Master tab of the ribbon, then click the **Close Master View** ✕ button.

Edit the Notes Master: Click the **View** tab on the ribbon and click the **Notes Master** 🖼 button. Modify the notes master using the options on the Notes Master tab of the ribbon, then click the **Close Master View** ✕ button.

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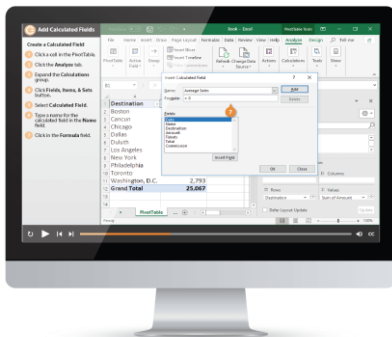
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