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
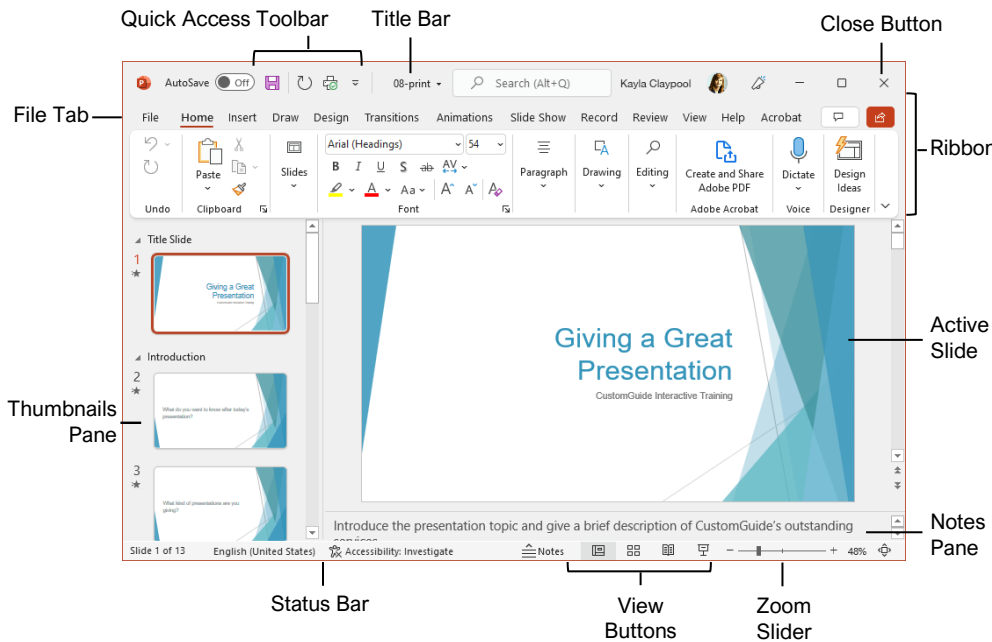
Keyboard Shortcuts

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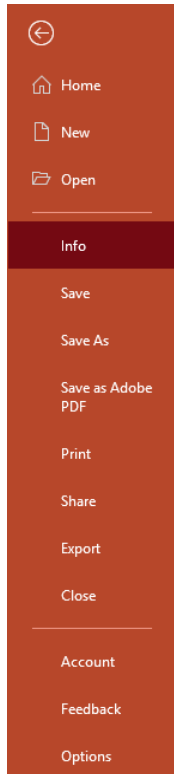
The File tab opens Backstage view, which contains commands for working with your files like Open, Save, New, Print, Share, and Close.

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.

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**.

CustomGuide

Get More Free Quick References!

Visit ref.customguide.com to download.

Microsoft	Google	Software	Business Skills
Access	Gmail	Adobe Captivate	Business Writing
Excel	Google Chrome	Computer Basics	Cyber Security
Office 365	Google Classroom	macOS	Email Etiquette
OneNote	Google Docs	QuickBooks	Manage Meetings
Outlook	Google Drive	Salesforce	Presentations
PowerPoint	Google Meet	Slack	SMART Goals
Teams	Google Sheets	Storyline	Time Management
Windows	Google Slides	Zoom	
Word	Google Workspace	+ more, including Spanish versions	

Everything you need to provide amazing training

View Demo

SKILLS CERTIFICATE
certifies that
KAYLA CLAYPOOL
has demonstrated competency in
MICROSOFT EXCEL
ISSUED: September 23   CREDIT HOURS: 4.0

Microsoft Excel
Instructor Guide

Interactive Online Learning

Skill Assessments

Customizable Courseware

Over 3,000 Organizations Rely on CustomGuide

Microsoft | Chicago Public Schools | San Diego Public Library | Yale University | City of Seattle | Glendale Community College | The Salvation Army