



# MICROSOFT POWERPOINT

cheat sheet for Loveland Public Library

## FUNDAMENTALS

shortcuts and locations

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

## EDITING

shortcuts

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

## FORMATTING

shortcuts

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

## HOW TO'S

fundamentals

Format Text	Use the commands in the Font group on the Home tab, or click the <b>Dialog Box Launcher</b> to open dialog box
Copy or Cut Text	Select the text you want to cut or copy, click the <b>Copy</b> or <b>Cut</b> button in the Clipboard group on the Home tab. Or, use shortcuts <b>Ctrl-C</b> for Copy and <b>Ctrl-X</b> for Cut.
Format with the Format Paint	Select the text with desired formatting and click the <b>Format Painter</b> 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 <b>Home tab</b> . Or, <b>Press Ctrl - H</b>
To Correct a Spelling Error	Right-click the error and select a correction from the contextual menu. Or, press <b>F7</b> 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 <b>Review tab</b> click Thesaurus to search for Synonyms
To Minimize the Ribbon	Press <b>Ctrl - F1</b> . Or, you can double-click

## SELECTION

shortcuts

Select All	<b>Ctrl - A</b>
A Word	Double-click the word
A Paragraph	Triple-click the paragraph

## NAVIGATION

shortcuts

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

## SLIDE SHOW DELIVERY

shortcuts

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



# MICROSOFT POWERPOINT

how to's continued

## HOW TO'S formatting + graphics + tables

To Indent a Paragraph	Click the <b>Increase Indent</b> button in the Paragraph group on the Home tab.
To Decrease an Indent	Click the <b>Decrease Indent</b> 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 <b>Bullets</b> or <b>Numbering</b> button in the Paragraph group on the Home tab
To Change Paragraph Line Spacing	Select the paragraph(s) and click the <b>Line Spacing</b> button in the Paragraph group on the <b>Home tab</b> and select spacing.
To Insert a Picture	Click the <b>Insert tab</b> on the Ribbon and click the <b>Pictures</b> button in the Illustrations group. Find and select the picture you want to insert and click Insert.
To Draw a Shape	Click the <b>Insert tab</b> on the Ribbon. Click the <b>Shapes</b> 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 <b>Format tab</b> .
To Insert a Table	Click the <b>Insert tab</b> on the Ribbon, click the <b>Table</b> button in the Tables group and select Insert Table from the menu.

## POWERPOINT 2016 screen breakdown

