



Microsoft®

PowerPoint 2019 Basic

Quick Reference Card

The PowerPoint 2019 Program Screen



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

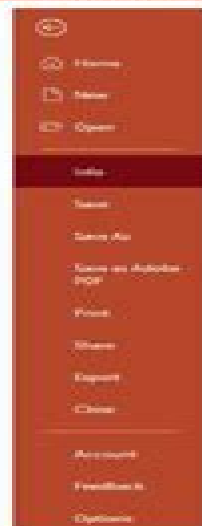
Formatting

Bold.....	Ctrl + B
Italic.....	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** X 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.

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DDC Publishing,Chris Katsaropoulos



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Table of Contents Powerpoint 97 Quick Reference Guide

1. Understanding the eBook Powerpoint 97 Quick Reference Guide
 - The Rise of Digital Reading Powerpoint 97 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Powerpoint 97 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Powerpoint 97 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Powerpoint 97 Quick Reference Guide
 - Personalized Recommendations
 - Powerpoint 97 Quick Reference Guide User Reviews and Ratings
 - Powerpoint 97 Quick Reference Guide and Bestseller Lists

5. Accessing Powerpoint 97 Quick Reference Guide Free and Paid eBooks
 - Powerpoint 97 Quick Reference Guide Public Domain eBooks
 - Powerpoint 97 Quick Reference Guide eBook Subscription Services
 - Powerpoint 97 Quick Reference Guide Budget-Friendly Options
6. Navigating Powerpoint 97 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Powerpoint 97 Quick Reference Guide Compatibility with Devices
 - Powerpoint 97 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Powerpoint 97 Quick Reference Guide
 - Highlighting and Note-Taking Powerpoint 97 Quick Reference Guide
 - Interactive Elements Powerpoint 97 Quick Reference Guide
8. Staying Engaged with Powerpoint 97 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Powerpoint 97 Quick Reference Guide
9. Balancing eBooks and Physical Books Powerpoint 97 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Powerpoint 97 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Powerpoint 97 Quick Reference Guide
 - Setting Reading Goals Powerpoint 97 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Powerpoint 97 Quick Reference Guide
 - Fact-Checking eBook Content of Powerpoint 97 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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