

## The Basics


### Create a New Presentation

- Click **File**, Click **New** (Or Ctrl + N)

### Open a Presentation

- Click **File**, Click **Open** (Or Ctrl + O)

### Save a Presentation

- Click  **Save** (Or Ctrl + S)

### Save With a Different Name

- Click **File**, Click **Save As**, Select a place to save it, enter a new name, Click **Save**


### Preview and Print a Presentation

- Click **File**, Click **Print** (Or Ctrl + P)


### Close during a Presentation

- Press **Esc**, or Click  **END SLIDE SHOW** or the 

### Get Help

- Press **F1** or Type in the  **Tell me...** **Tell me...**

### Close a Presentation

- Click **File**, Click **Close** (Or Ctrl + W) Or 

## Slides

### Insert a New Slide

- Click **Home**, Click  **New Slide**
- Right Click, Click **New Slide** (Or Ctrl + M)

### Change the Slide Layout

- Click **Home**, Click  **Layout** **Layout**

### Return a Slide to Default Settings

- Click **Home**, Click  **Reset** **Reset**

### Return a Slide to Default Settings

- Click **Design**, Click  **More** in Themes

### View the Slide Master

- Click **View** tab, Click  **Slide Master**

### Insert Header/Footer

- Click **Insert** tab, Click  **Header & Footer**, Select **Options**, click **Apply** or **Apply to All**

### Add a Section

- Click **Home**, Click  **Section** **Section**

# PowerPoint 2016

This Pamphlet Online

<https://its.niagaracollege.ca/>

## How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

## Install OneDrive Mobile and Desktop App

Visit <https://onedrive.live.com/> click the download tab on your mobile device or desktop

### Niagara College Help Desk

Monday-Thursday 8:30am to 10:00pm

Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext. 7642

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# PowerPoint 2016

## Contents

- Basics
- Slides
- Formatting
- Views
- Images, Multimedia, and Objects
- Transition and Animation Effects
- Slide Show Delivery
- Keyboard Shortcuts



**Niagara  
College  
Canada**  
**APPLIED DREAMS.**

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## Images, Multimedia, and Objects


### Insert a Picture

- Click **Insert** tab, Click  **Pictures**


### Insert Clipart

- Click **Insert** tab, Click  **Pictures**


### Insert Video

- Click **Insert** tab, Click  **Video**, Click **Video on My PC**
- For Online: Click **Online Video**

### Insert Audio Clip

- Click **Insert** tab, Click  **Audio**

### Draw a Shape

- Click **Insert** tab, Click  **Shapes** - Shapes

### Insert SmartArt

- Click **Insert**, Click  **SmartArt** SmartArt


### Format an Object

- Double click the object, make adjustments

### Move an Object

- Click and drag in the middle of the object

### Resize an Object

- Click and drag one of the  corners or sides of the object

### Delete an Object

- Select the object, Click **Delete**

## Transition and Animation Effects


### Add a Slide Transition

- Click **Transitions**, Click  **More**, select one

### Add an Animation Effect to an Object

- Select the object, Click **Animations**, choose an option

### Copy Animation Effects

- Select the Text you want the format of, Click  **Animation Painter**, Then select picture you want to change

## Keyboard Shortcuts

### General

Keys	Task
Ctrl + O	Open a Presentation
Ctrl + N	Create New
Ctrl + S	Save a Presentation
Ctrl + P	Print a Presentation
Ctrl + W	Close a Presentation
Ctrl + M	Insert New Slide
F1	Help
Ctrl + X	Cut
Ctrl + C	Copy
Ctrl + V	Paste
Ctrl + Z	Undo
Ctrl + Y	Redo/Repeat
Ctrl + F	Find
Ctrl + A	Select All

### Navigation




Spacebar	Next Slide
Backspace	Previous Slide

### During Slide Show


F5	Begin Slide Show
Shift + F5	Resume Slide Show
Esc	End Slide Show
B	Toggle Screen Black
W	Toggle Screen White
Ctrl + P	Change Arrow to Pen
Ctrl + A	Change Pen to Arrow
E	Erase Doodles

## Formatting


### Cut or Copy or Paste Text

- Click  **Cut**(Ctrl + X),  **Copy**(Ctrl + C) or  **Paste**(Ctrl + P)





### Format Selected Text

- Use the **Font** Section, Click  **Dialog Box Launcher** for more options



### Copy Formatting with Format Painter

- Select the Text you want the format of, Click  **Format Painter**, Then select text you want to change


### Change Paragraph Alignment

-  **Align Left**,  **Center**,
-  **Align Right**,  **Justify**


### Create a Bulleted or Numbered List

- Click  **Bullets** or  **Numbering**

### Change Paragraph Line Spacing


- Highlight paragraph to adjust, Click  **Line Spacing**

### Correct a Spelling Error

- Right-click the error and select correct option, Press **F7**, or **Review** tab,  **Spelling**

## Slide Show Delivery

### Present a Slide Show

- Click  **Slide Show** or Press **F5**

### Use the Laser Pointer

- Pres **Ctrl** + Click on the **left mouse button**

### Use the Pen

- **Ctrl** + **P** to use the pen, **Ctrl** + **A** to stop

### Next Slide, Previous Slide

- Next: **Spacebar** or **left mouse button**
- Previous: **Backspace** or **Page Up**

### End a Slide Show

- Press **Esc**