

Microsoft PowerPoint 2016



Keyboard Shortcuts

The following tables are listing important keyboard shortcuts in order of importance. Using keyboard shortcuts is the key to working efficiently with software applications.

TOP 10 Shortcuts

When Presenting

Advance to the next slide	N or Enter
Return to the previous slide	P or Back
Make the screen go black	B
Start a presentation from the beginning	F5
Increase sound volume	Alt + Up
Decrease sound volume	Alt + Down
Play or pause media.	Ctrl + Space

When Editing

Group shapes, pictures, and WordArt objects	Ctrl + G
Ungroup ...	Ctrl + Shift + G
Change the case of the selected letters <small>(Helpful in case capslock was accidentally on)</small>	Shift + F3

Did you know?

When you master these features your investment in this training pays off, because you get more things done in less time and produce better results:

Themes

Learn how to apply themes to individual slides, groups of slides, or your entire presentation.

Paragraph Formatting

Learn how to use paragraph formatting to organize the structure of your textual content.

Insert a Chart from Excel

PowerPoint 2016 lets you insert existing Microsoft Excel charts to your presentations. You will save time and effort, avoid data errors, and facilitate a consistent look across various documents. (Linking vs. Embedding Charts)

Important Shortcuts that Work in All Office Applications

Copy	Ctrl+C	Select all	Ctrl+A	Open	Ctrl+O
Paste	Ctrl+V	Undo	Ctrl+Z	Print	Ctrl+P
Cut	Ctrl+X	Redo	Ctrl+Y	Save	Ctrl+S

It's a best practice to print this page and keep it on your desk until you master these keyboard shortcuts.