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- Beginners Level 1

Powerpoint Quick

Reference Guide

PowerPoint Quick

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Reference Basic

Skills The

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Program Screen

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

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the File tab, select  
New, and click  
Blank Presentation.  
Or, press Ctrl + N.  
Open a  
Presentation: Click  
the File

PowerPoint Quick  
Reference |  
CustomGuide  
PowerPoint 2016  
Basic Quick  
Reference Guide

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The PowerPoint  
2016 Program  
Screen 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

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New, and click  
Blank Presentation.  
Or, press Ctrl + N.

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PowerPoint 2016

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PowerPoint 365 –

Quick Reference

Guide This guide

will introduce you

to the new features

of PowerPoint 365

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and outline key changes. Object Zoom When viewing

presentations in Slide Show View, you can now zoom in to an object to see its detail more clearly. □ Select a slide and click on the Slide Show tab □ Select From Current Slide



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PowerPoint 365  
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Quick Reference  
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This part of the PowerPoint guide will focus on the interface: 1. The Ribbon. The ribbon menu is found across many of Microsoft's apps, such as Word, Excel, and

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PowerPoint. It lives above the main area of the application. The PowerPoint ribbon lets you switch between various tabs. The ribbon contains a series of tabs that you can switch between.

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businesses and as supplemental training materials.

Includes touch gestures and keyboard shortcuts. Topics Covered: Interface Basics Using the Ribbon Using the File Tab and Backstage View Using the Quick Access Toolbar

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Enabling and  
Disabling Touch  
Mode Using the  
Status Bar

Microsoft  
PowerPoint 2016  
Introductory Quick  
Reference ...

To find out which  
commands live on  
which tabs on the  
Ribbon, download  
our PowerPoint

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2016 and 2019

Ribbon quick reference. Also see the nifty new Tell Me feature described below. As in previous...

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quick reference  
guide provides step-  
by-step  
instructions in  
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PowerPoint 2019.  
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answer fast, you  
will find it right at  
your fingertips.

Microsoft

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Introduction Quick  
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using the Page  
Explorer: 1. Click  
the menu and  
select Show Page  
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click anywhere in  
the Page Explorer  
and select Open. 3.  
Select the file use



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wish to load and  
click Open.

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Files, Protected

Whiteboard Files

and Whiteboard

Files can be

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Quick Reference

Guide - cuny.edu

Designing an

Effective

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PowerPoint Quick

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on the toolbar at the bottom of the screen. Right-click an app you want to pin, and select the Pin command.

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Microsoft Teams.

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Teams. On mobile,  
tap the Teams  
icon. Then sign in  
with your Office

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365 username and password. (If you're using Teams free, sign in with that username and password.) Pick a team and channel

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PowerPoint 2016  
Advanced Quick  
Source Guide This  
6 page, full-color  
guide is a great

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resource for anyone who uses Excel 2016. This user-friendly cheat sheet will teach you how to perform the basic commands of the software. Word 2016 Advanced Quick Reference Guide #word #microsoftword #Word2016

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