


Quick Start MS PowerPoint 2016

PowerPoint: The Basics

- **To Create a New Presentation:** Click the **File tab**, click **New**.
- **To Open a Presentation:** Click the File tab, click Open.
- **To Save a Presentation:** Click the  Save button on the Quick Access Toolbar.
- **To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.
- **To Insert a New Slide:** Click the **Home tab** and click **New Slide** in the Slides group.
- **To Return a Slide to its Default Settings:** Click the **Home tab** and click the **Reset button** in the Slides group.
- **To Change the Slide Layout:** Click the **Home tab**, click the **Layout button** in the Slides group, and select a layout.

Advanced user? Visit: <https://support.office.com/en-us/article/Office-2016-Quick-Starts-25f909da-3e76-443d-94f4-6cdf7dedc51e>



Keyboard Shortcuts

Open a Presentation	Ctrl + O
Create New	Ctrl + N
Save a Presentation	Ctrl + S
Print a Presentation	Ctrl + P
Close a Presentation	Ctrl + W
Insert a New Slide	Ctrl + M
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Find	Ctrl + F
Replace	Ctrl + H
Help	F1



Quick Start MS Word 2016

Word: The Basics

- **To Create a New Document:** Click the **File tab**, select **New**, select a template and click the **Create button**.
- **To Open a Document:** Click the **File tab**, click **Open**.
- **To Save a Document:** Click the  Save button on the Quick Access Toolbar.
- **To Undo:** click the  **Undo button** on the Quick Access Toolbar.
- **To Print a Document:** Click the **File tab** and select **Print**.
- **To Correct a Spelling error:** Right-click the error and select a correction from the contextual menu.
- **To Get Help:** Press **F1** to open the Help window. Type your question and press **Enter**.

Advanced User? Visit: <https://support.office.com/en-us/article/Office-2016-Quick-Starts-25f909da-3e76-443d-94f4-6cdf7dedc51e>

Keyboard Shortcuts

Open a Document	Ctrl + O
Create New	Ctrl + N
Save a Document	Ctrl + S
Print a Document	Ctrl + P
Close a Document	Ctrl + W
Help	F1
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Undo	Ctrl + Z
Find	Ctrl + F
Replace	Ctrl + H

