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PowerPoint 2016 Quick Reference - Microsoft Office Training

Microsoft® PowerPoint 2016 Quick Reference Card
The PowerPoint 2016 Screen Keyboard Shortcuts
The Fundamentals To Create a New Presentation: Click the File tab, click NewOr, press Ctrl + N
To Open a Presentation: Click the File tab and click Open, or press Ctrl + O
To Save a Presentation: Click the Save button on the Quick Access Toolbar, or press Ctrl + S

Introduction to Microsoft PowerPoint 2016

Introduction to Microsoft PowerPoint 2016 Viewing a Presentation
When you create a Blank Presentation in PowerPoint, the workspace opens in

Normal view Normal view is divided into three areas: 1) Slide Pane - shows the full layout of a slide 2) Thumbnails - shows slide thumbnails 3) Notes Pane - used to input text relevant to a specific slide

Microsoft Office PowerPoint 2016 for Windows

The Microsoft PowerPoint 2016 Interface There are a number of prominent changes to the look and functionality of Microsoft PowerPoint 2016 Let us have a look at its latest interface Figure 1 - The Interface 1 Quick Access Toolbar - Allows you to keep shortcuts to ...

Microsoft PowerPoint 2016 Step by Step - pearsoncmg.com

Microsoft PowerPoint 2016 Step by Step is designed for use as a learning and reference resource by home and business users of Microsoft Office programs who want to use PowerPoint to create and present slide presentations and printed materials The content of the book is designed to be useful for people who have previously used earlier ver-

PowerPoint 2016 Basics for Windows - myUSF

PowerPoint 2016 Basics for Windows Center for Instruction and Technology 4 9/28/2016 Online Help Use the Microsoft Office PowerPoints Help for quick answers to PowerPoint 2016 questions Click on the Help button in the upper right corner of the Ribbon and type in a question

Microsoft Office Specialist 2016 Online Outline - 2019

- The Quick Access Toolbar
- The Backstage View (The File • Menu)
- Formatting Microsoft PowerPoint Presentations
- Working with Images
- Working with Tables and Charts
- Finalizing Microsoft PowerPoint Presentations
- Introduction to Microsoft PowerPoint 2016 Exam ; 10 Advanced Microsoft PowerPoint

ESSENTIAL MICROSOFT OFFICE 2016 - pitt.edu

Lesson 1: Introduction to Word 2016 7 If you can find Microsoft Word by yourself, open the program now; otherwise get help from a friend, or your instructor, or from the lab supervisor You are now presented with the Word 2016 Backstage window (Fig 12) Fig 12 Initial Word Backstage View Ribbons and Groups

Microsoft Word 2016 Basic - CustomGuide

Microsoft® Word 2016 Basic Quick Reference Card The Word 2016 Program Screen The Fundamentals Create a Blank Document: Click the File tab, select New, and click Blank document; or, press Ctrl + N Open a Document: 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

Microsoft Teams

PowerPoint 2016 Sign in In Windows, click Start > Microsoft Teams On Mac, go to the Applications folder and click Microsoft Teams On mobile, tap the Teams icon Then sign in with your Office 365 username and password (If you're using Teams free, sign in with that username and password)

Introduction to Microsoft Word 2016

Introduction to Microsoft Word 2016 Screen Elements Title Bar Z File Menu: The File tab will bring you into the Backstage View The Backstage View is where you manage your files and the data about them - creating, opening, printing, saving, inspecting for hidden metadata or ...

Microsoft OneNote Step by Step - pearsoncmg.com

Microsoft Word, Excel, and Outlook • Share notes by using email, Microsoft OneDrive, and SharePoint • Look up just the tasks and lessons you need The quick way to learn Microsoft OneNote! Easy numbered steps Colorful screenshots Helpful tips and pointers IN FULL COLOR! Step by Step Curtis Frye PRACTICE FILES Celebrating over 30 years

OneNote 2016 Tips & Tricks - download.microsoft.com

OneNote 2016 Tips & Tricks Shortcuts and timesavers for your favorite note-taking app Applies to OneNote 2016 for Windows

Microsoft Office PowerPoint 2016 for Mac

Introduction Microsoft Office PowerPoint 2016 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations Slides are the building blocks of a PowerPoint presentation By using slides, the focus is not only on the speaker, but on the visuals (slides) as well Learning Objectives

PowerPoint I (Office 2016)

PowerPoint I (Office 2016) Welcome to PowerPoint for beginners, an introduction to creating simple slide show presentations using Microsoft PowerPoint 2016 Overview of the PowerPoint 2016 Environment Quick Access Toolbar File Name Current Slide Notes/Comments View Options Zoom 2/21/2017 Revision ...

ONE-ON-ONE COMPUTER HELP COMPUTER CLASSES ...

The Quick Access Toolbar is above the Tabs and has commands used most often, including "Save" Place the mouse arrow over each icon (do not click) to see the name and use for each icon You may customize the commands in the toolbar if you click the black arrow at the end of the toolbar

Microsoft Excel 2016 Introduction Quick Reference Guide ...

Just what I needed for a quick introduction One stop answer sheet Great for everyone helps get me through most of my daily's Needed Tips for Microsoft 2016 Office Microsoft Excel 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Project 2016 Quick Reference Guide

Features and Functionality of Microsoft Office 2016

Features and Functionality of Microsoft Office 2016 Employee & Organizational Development Page 1 of 3 - rev 04/2016 Human Resources Features and Functionality of Microsoft Office 2016 Explore the features of Microsoft Office 2016 using the links found here These links will guide PowerPoint 2016, and Word 2016 (Or see links below for