

HOME

1) Clipboard (Paste / Cut / Copy / Format Painter)

How to use (step-by-step)

1. Select text or an object (shape/picture/text box).
2. **Cut** removes it to the clipboard; **Copy** copies it; **Paste** inserts what's on the clipboard.
3. To copy formatting only: **Select** formatted text/object → press **Copy formatting** → select target → **Paste formatting** (or use Format Painter button once to apply once, double-click it to apply repeatedly).

Shortcuts

- **Copy:** Ctrl + C
- **Cut:** Ctrl + X
- **Paste:** Ctrl + V
- **Duplicate selected object:** Ctrl + D
- **Copy formatting:** Ctrl + Shift + C → **Paste formatting:** Ctrl + Shift + V.
[Microsoft Support](#)

Quick tip: double-click Format Painter to paint the same style on multiple places; click it once to paint only the next selection.

2) Slides (New Slide / Layout / Reset / Section)

How to use

1. **New Slide:** puts a new slide after the current one using the same layout.
2. **Layout:** opens the slide layout gallery — choose a layout with placeholders (Title, Two Content, etc.).
3. **Reset:** returns the slide placeholders to the layout's default positions (useful after moving things).
4. **Section:** use sections to group slides for large presentations.

Shortcuts

- **Insert new slide:** Ctrl + M. [Microsoft Support](#)
- To open the **Slide Layout** gallery with the keyboard: use ribbon access keys (press Alt, then H (Home tab), then L for Layout). [Information Technology Services \(ITS\)](#)

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Quick tip: `Ctrl+M` creates the new slide with the same layout as the slide you're currently on — handy for fast note/slide creation.

3) Font (typeface, size, bold/italic, color)

How to use

1. Select the text you want to change.
2. Pick the font name or size from the dropdowns, or click Bold/Italic/Underline, or change font color.
3. Use **Increase / Decrease Font Size** buttons to nudge size quickly.

Shortcuts

- **Bold:** `Ctrl + B`
- **Italic:** `Ctrl + I`
- **Underline:** `Ctrl + U`
- **Increase font size:** `Ctrl + Shift + >`
- **Decrease font size:** `Ctrl + Shift + <`. [GoSkills.com](https://www.goskills.com)

Quick tip: `Ctrl+Shift+C / Ctrl+Shift+V` (format copy/paste) is great to keep note text consistent.

4) Paragraph (bullets, numbering, alignment, indentation, line spacing)

How to use

1. Select the paragraph or click inside it.
2. Use Bullets / Numbering to create lists; Increase/Decrease Indent to create sublevels.
3. Use alignment buttons to left/center/right align text within the placeholder.

Shortcuts (handy ones)

- **Indent / outdent bullet level:** `Tab / Shift + Tab`
- **Move bullet/line up or down:** `Alt + Shift + ↑ / Alt + Shift + ↓` (reorder list items). [Analyst Academy](https://www.analystacademy.com)
- **Align left / center / right:** `Ctrl + L / Ctrl + E / Ctrl + R`. [Microsoft](https://www.microsoft.com)

Quick tip: To open the Bullets & Numbering dialog via keyboard: `Alt, H, N, N` (ribbon sequence) — useful to change bullet style.

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5) Drawing (Shapes / Arrange / Quick Styles)

How to use

1. Click **Shapes** → pick a shape → click/drag on the slide to draw.
2. Use **Arrange** to bring shapes forward/back, align, distribute, rotate, or group them.
3. Use Quick Styles to apply preset fills/borders/shadows to shapes.

Shortcuts & tricks

- Insert common shapes quickly with **Alt** ribbon sequences (e.g., **Alt** → **H** → **S** → then press the letter for a shape), or just use the mouse. [Information Technology Services \(ITS\)](#)
- Aligning multiple objects is faster with the **Arrange** → **Align** menu (or custom shortcuts if you set them). For shape attribute copy/paste use **Ctrl+Shift+C** / **Ctrl+Shift+V**. [PPT Productivity+1](#)

Quick tip: Hold **Shift** while drawing to constrain proportions (perfect circle or square).

6) Editing (Find / Replace / Select)

How to use

1. **Find** text in your slides.
2. **Replace** to change repeated words across slides.
3. **Select** offers Selection Pane (shows/hides/list of objects) and Select All.

Shortcuts

- **Find:** **Ctrl + F**
 - **Replace:** **Ctrl + H**
 - **Selection Pane (toggle):** **Alt + F10** (useful to select objects behind others). [Financial Edge](#)
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Notes (speaker notes & using notes when you present)

How to add & show notes

1. Click the area below the slide that says **Click to add notes** and type your notes for that slide.
2. If the Notes pane is hidden: show/hide it with the ribbon access sequence **Alt** → **W** → **P** → **N** (Normal view Notes pane). [Microsoft Support](#)

Presenting with notes

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- **Presenter View** (shows your slide + notes on your screen while audience sees only slides): **Alt + F5** (when using two screens) or use **Slide Show → Presenter View**. lindsey.edu
- Start slideshow: **F5** (from beginning) or **Shift + F5** (from current slide). lindsey.edu

Quick tip: To print your notes pages, choose **File → Print → Notes Pages** so each slide prints with its notes below.

Mini cheatsheet — top shortcuts (Windows)

Ctrl+C, **Ctrl+V**, **Ctrl+X** — copy/paste/cut. Microsoft Support

Ctrl+Shift+C / **Ctrl+Shift+V** — copy/paste formatting. Microsoft Support

Ctrl+M — new slide. Microsoft Support

Ctrl+B / **Ctrl+I** / **Ctrl+U** — bold / italic / underline. GoSkills.com

Ctrl+L / **Ctrl+E** / **Ctrl+R** — left / center / right align. Microsoft

Ctrl+F / **Ctrl+H** — find / replace

INSERT

Slides / Tables

New Slide

- How to use: click **New Slide** → choose a layout (Title & Content is great for note-taking).
- Shortcut: **Ctrl + M** (creates a new slide with the same layout as the current slide).
- Notes tip: use Title & Content for a slide per topic, add bullet notes in the content area.

Table

- How to use: Insert → **Table** → pick the grid size or choose **Insert Table** to type rows/cols.
- Use: structure facts, comparisons, schedules, or quick bullet + detail layouts.
- Shortcut: no universal single key; open Insert with **Alt → N** then choose the Table button (the on-screen key appears).

Images (useful for visual notes)

Pictures (from your PC)

- How to use: Insert → **Pictures** → This Device → pick your image → Insert. Or drag & drop an image onto the slide.
- Use: paste screenshots of diagrams, photos of whiteboards, scanned notes.
- Shortcut: copy an image and **Ctrl + V** will paste it directly; or use **Alt → N** then the Pictures button.

Online Pictures

- How to use: Insert → **Online Pictures** → search Bing/OneDrive/stock images and insert.
- Use: add icons/illustrations to clarify points in your notes.

Screenshot / Screen Clipping

- How to use: Insert → **Screenshot** → choose an available window or pick **Screen Clipping** to capture part of your screen.
- Use: grab diagrams, portions of webpages or PDFs to include in your notes quickly.

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Photo Album

- How to use: Insert → **Photo Album** → New Photo Album → add a folder of images to create many picture slides at once.
 - Use: good for creating a visual reference set from a class or meeting photos.
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Illustrations (shapes, diagrams, charts)

Shapes

- How to use: Insert → **Shapes** → pick a shape → click & drag to draw. Format with right-click → Format Shape.
- Use: annotate diagrams, build quick flowcharts or callouts in your notes. Hold **Shift** to constrain proportions.

Icons

- How to use: Insert → **Icons** → pick an icon and Insert.
- Use: quick visual shorthand for topics (e.g., a book icon for reading notes).

3D Models

- How to use: Insert → **3D Models** → Choose from file or online library.
- Use: mostly for visuals — rarely needed for simple notes, but handy for science/architecture visuals.

SmartArt

- How to use: Insert → **SmartArt** → choose a diagram (Process, List, Hierarchy) → add text.
- Use: convert bullet notes into a visual diagram (great for relationships/processes).
- Tip: type your bullets, then convert to SmartArt: select text → right-click → Convert to SmartArt.

Chart

- How to use: Insert → **Chart** → choose chart type → PowerPoint opens a small Excel sheet to edit chart data.
 - Use: quickly visualize numeric notes or compare data points discussed in class/meeting.
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Add-ins

Add-ins

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- How to use: Insert → **Add-ins** → Get Add-ins → install Office add-ins (e.g., icons packs, third-party plugins).
 - Use: add extra tools (citation managers, diagram tools) that help with note creation.
-

Zoom / Links / Action

Zoom (Summary/Cover/Slide Zoom)

- How to use: Insert → **Zoom** → choose Summary/Slide/Section Zoom to make a clickable overview slide that jumps to sections.
- Use: make a single “contents” slide to jump between topics while reviewing notes.

Link (Hyperlink)

- How to use: select text or object → Insert → **Link** → type or paste URL or slide link.
- Shortcut: `Ctrl + K` — fast way to link to a website or another slide.
- Use: link to source articles, PDFs, or related slides.

Action

- How to use: Insert → **Action** (select an object first) → set it to hyperlink to a slide, URL or run a program, or set mouse-over behavior.
 - Use: set up navigation buttons in a study deck (e.g., “Next topic”).
-

Comments

Comment

- How to use: Insert → **Comment** (or right-click an object/text and choose **New Comment**) → type your note.
 - Shortcut: versions vary; try `Ctrl + Alt + M` (commonly works) or use the ribbon.
 - Use: add temporary reminders, questions, or TODOs that you can resolve later (excellent for review).
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Text group

Text Box

- How to use: Insert → **Text Box** → click on the slide and type (you can move and resize it).
- Use: place short notes anywhere — good for annotating diagrams or adding side comments.
- Shortcut: no universal single key; after `Alt → N` use the Text Box control.

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Header & Footer

- How to use: Insert → **Header & Footer** → choose to add slide numbers, footer text, or date/time.
- Use: add class name, date, or page numbers when printing notes/pages (for handouts).

WordArt

- How to use: Insert → **WordArt** → pick a style → type to create decorative headings.
- Use: make section headings stand out in your notes.

Symbols

- How to use: Insert → **Symbol** → choose special characters (or use **Equation** for math formulas).
- Use: add arrows, degree symbols, math symbols in technical notes.

Media

Media (Audio/Video)

- How to use: Insert → **Media** → **Audio** or **Video** → from file or online → insert → use Playback settings.
- Use: attach lecture recordings or short video clips for later review. (Be mindful of file size.)

Notes-specific workflow tips (quick)

- Use **Title & Content** slide for each topic, or make one slide per concept for spaced review.
- Use **Screenshot** + **Text Box** to capture and annotate diagrams fast.
- Convert long bullets to **SmartArt** to see relationships visually.
- Use **Chart** when numeric comparisons are discussed — the embedded Excel keeps numbers editable.
- Use **Comments** for questions you want to follow up on.
- When printing study notes: **File** → **Print** → **Notes Pages** so each slide prints with its speaker notes below. Use **Insert** → **Header & Footer** → **Notes and Handouts** to add date/page numbers.

) Mini cheatsheet — most useful shortcuts (Windows)

- Ctrl + M — New Slide

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- Ctrl + C / Ctrl + V / Ctrl + X — copy / paste / cut

DESIGN

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Ctrl + K — Insert hyperlink

- Ctrl + Shift + C / Ctrl + Shift + V — copy/paste formatting
- Alt → N — open **Insert** tab (then press the on-screen letter for the specific button)
- Ctrl + Alt + M — try to add a comment (varies by version)
- F5 / Shift + F5 — start slide show (helpful for review)

□ What It Shows

The small preview boxes in the image represent **different “Themes.”**
Each theme includes:

- A **font style (Aa)**
- A **color palette (color lines below Aa)**
- Optional **background or design elements** (like the green curve, wood texture, or dark background).

When you select a theme, **the entire presentation’s colors, fonts, and backgrounds** change to match that design.

🧠 Explanation of Icons

1. **Aa icon** → Shows the **font style** used in the theme.
2. **Colored bars** → Represent the **theme colors** (used for text, backgrounds, shapes, etc.).
3. **Background preview** → Shows the **overall look** of slides (light, dark, gradient, etc.).
4. **Drop-down arrow (▼)** → Opens **more theme options** to browse or import.
5. **Customize icon (right side)** → Lets you **create or modify your own theme**.

⚙️ Purpose of Themes

Themes make your presentation look **consistent and professional**.
They automatically adjust:

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- Slide background
- Title and text fonts
- Accent and hyperlink colors

Shortcut Keys Related to Themes

There's no direct shortcut for "Themes" alone, but here are useful **keyboard shortcuts** related to the **Design tab and themes**:

Action	Shortcut Key
Open Design tab	Alt + G
Move between themes (once Design tab is open)	Use → / ← arrow keys
Apply selected theme	Enter
Open Theme Variants menu	Alt + G + V
Open Customize options	Alt + G + C

Example:


If you press:

1. **Alt + G** → opens the *Design tab*
2. Then press → → moves between the themes you see in your screenshot
3. Press **Enter** → applies the selected theme

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□ Explanation of Each Section in the Image

◆ 1. Preview Button (on left)

Icon:  (Play symbol)

Purpose: Plays a **preview** of the transition effect applied to the selected slide.

Shortcut Key:

- **Alt + K + P** → Preview the transition.

◆ 2. Transition Effects Group

This area contains **transition styles** that control how slides enter or exit.

Icon	Effect Name	Description	Shortcut
□	None	No transition effect	Alt + K + N
◆	Morph	Smoothly transforms shapes/text between slides	Alt + K + M
□	Fade	Slide fades in/out gently	Alt + K + F
→	Push	New slide pushes old one off-screen	Alt + K + P
↔	Wipe	New slide wipes over old one (directional)	Alt + K + W

You can also click the **dropdown arrow (▼)** to see **more transitions** like Split, Reveal, Cover, etc.



◆ 3. Effect Options

Icon:  (Gear symbol — may appear greyed out)




Purpose: Adjusts **direction or style** of the chosen transition (e.g., “Wipe from Left,” “From Bottom,” etc.).

Shortcut Key: **Alt + K + E**

◆ 4. Timing Group (Right Side)

Icon	Option	Description	Shortcut
	Sound	Adds a sound to the transition (e.g., Chime, Drum Roll)	Alt + K + S
	Duration	Sets how long the transition lasts (e.g., 2.00 seconds)	Alt + K + D

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Icon	Option	Description	Shortcut
	Apply to All	Applies current transition to all slides	Alt + K + A
	On Mouse Click	Advances slide when you click	Alt + K + M
	After (Time)	Advances slide automatically after given time	Alt + K + T

Example Usage

If you want to add a “Fade” transition lasting 2 seconds to all slides:

1. Press **Alt + K** → opens *Transitions* tab.
 2. Press **F** → applies *Fade* transition.
 3. Type **2.00** in Duration box.
 4. Press **Alt + K + A** → *Apply to All* slides.
-

Summary

Area	Function	Shortcut
Preview	Play the transition	Alt + K + P
Choose Transition	Apply effect (None, Morph, Fade, etc.)	Alt + K + (Effect letter)
Effect Options	Change direction/style	Alt + K + E
Sound	Add sound	Alt + K + S
Duration	Set speed	Alt + K + D
Apply to All	Apply to every slide	Alt + K + A
Advance Slide	Set mouse click or timing	Alt + K + M / Alt + K + T

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TRANSITION

◆ PowerPoint Transitions Tab — Tools + Shortcuts (Windows)

1. Preview

- **What it does:** Plays the transition effect on the selected slide so you can see it.
 - **Shortcut key:**
 - **Alt + K**, then **R** (to Preview button) → Enter
 - Or run slideshow from current slide: **Shift + F5**
-

2. None

- **What it does:** Removes any transition effect from the selected slide.
 - **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow keys to **None** → Enter
-

3. Morph

- **What it does:** Smoothly animates objects, text, or pictures between slides. Great for motion effects.
 - **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow to **Morph** → Enter
 - **Ctrl + D** (duplicate slide) → often used with Morph
-

4. Fade

- **What it does:** Slides fade in/out smoothly. Subtle & professional.
 - **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow to **Fade** → Enter
-

5. Push

- **What it does:** New slide pushes the old one off-screen (up/down/left/right).
- **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow to **Push** → Enter

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6. Wipe

- **What it does:** New slide appears as if wiped on from a direction.
 - **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow to **Wipe** → Enter
-

7. Split

- **What it does:** New slide splits into view from center/edges (horizontal or vertical).
 - **Shortcut key:**
 - **Alt + K**, Tab to gallery → Arrow to **Split** → Enter
-

8. Effect Options

- **What it does:** Changes direction/variant of a transition (e.g., Fade in from bottom, Wipe from left).
 - **Shortcut key:**
 - **Alt + K**, then **E** (opens Effect Options menu) → Arrow keys → Enter
-

9. Sound

- **What it does:** Plays a sound during the transition.
 - **Shortcut key:**
 - **Alt + K**, Tab until **Sound** dropdown is focused → Enter → choose with Arrows → Enter
-

10. Duration

- **What it does:** Sets how long the transition takes.
 - **Shortcut key:**
 - **Alt + K**, Tab to Duration box → type number (e.g., 1.00) → Enter
-

11. Apply To All

- **What it does:** Applies the selected transition, sound, and duration to every slide.
 - **Shortcut key:**
 - **Alt + K**, then **L** (Apply to All) → Enter
-

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12. Advance Slide – On Mouse Click

- **What it does:** Advances slide only when you click during slideshow.
 - **Shortcut key:**
 - **Alt + K**, Tab to checkbox → Space (toggle on/off)
-

13. Advance Slide – After

- **What it does:** Advances slide automatically after set time.
 - **Shortcut key:**
 - **Alt + K**, Tab to **After** time box → type time (e.g., 00:05.00) → Enter
-


◆ Extra Slideshow Control Keys

- **F5** → Start slideshow from beginning
- **Shift + F5** → Start slideshow from current slide
- **Esc** → End slideshow
- **Right Arrow / Page Down / Space / Enter / N** → Next slide
- **Left Arrow / Page Up / Backspace / P** → Previous slide
- **B** → Black screen toggle
- **W** → White screen toggle

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ANIMATION

1. Preview

- **Purpose:** Lets you **preview** how the animation will look.
 - **Button:**  Preview
 - **Shortcut Key: Alt + A + P**
→ (Press Alt → A → P in sequence)
-

2. Animation

- **Purpose:** Choose an animation effect.
 - **Options shown in your image:**
 - **None** – Removes animation.
 - **Appear** – Object just appears.
 - **Fade** – Object fades in or out.
 - **Fly In** – Object slides into view.
 - **Shortcut Key to open animation gallery: Alt + A + A**
-

3. Effect Options

- **Purpose:** Change the direction or style of the selected animation (e.g., Fly In from Left, Right, Top, etc.).
 - **Shortcut Key: Alt + A + F**
-

4. Advanced Animation

Contains tools for managing multiple animations.

- **Add Animation** → Add another effect to the same object.
Shortcut: Alt + A + D
 - **Animation Pane** → Opens a side panel showing the animation order.
Shortcut: Alt + A + N
 - **Trigger** → Makes animation start when something else is clicked.
(No direct shortcut — accessible via menu)
 - **Animation Painter** → Copies animation effects from one object to another.
Shortcut: Alt + A + C
-

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5. Timing

Controls *when* and *how long* the animation plays.

- **Start:**
 - *On Click* (default)
 - *With Previous*
 - *After Previous*
- **Duration:** Controls how fast the animation plays.
- **Delay:** Adds waiting time before starting.
- **Reorder Animation:** Move animations earlier or later.
 - **Move Earlier:** **Alt + A + K**
 - **Move Later:** **Alt + A + J**

⚡ Quick Summary of Shortcut Keys

Function	Shortcut Key
Preview animation	Alt + A + P
Animation gallery	Alt + A + A
Effect options	Alt + A + F
Add animation	Alt + A + D
Animation Pane	Alt + A + N
Animation Painter	Alt + A + C
Move animation earlier	Alt + A + K
Move animation later	Alt + A + J

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SLIDE SHOW

□ 1. Start Slide Show

Button	Function	Shortcut Key
From Beginning	Starts your slide show from the first slide .	F5
From Current Slide	Starts slide show from the slide you're currently on .	Shift + F5
Present Online	Lets you share your presentation online (via Office services).	(No direct shortcut)
Custom Slide Show	Allows you to create and play a custom set of slides (not the whole presentation).	(No direct shortcut)

⚙️ 2. Set Up

Button	Function	Shortcut Key
Set Up Slide Show	Opens a dialog box to choose how the slideshow runs (e.g., automatically, manually, or in a loop).	(No direct shortcut)
Hide Slide	Temporarily hides the selected slide during the presentation.	Ctrl + M (to add a slide) → Right-click → Hide Slide (no direct key, but toggled manually)
Rehearse Timings	Lets you practice your presentation and record the timing of each slide.	Alt + S + R
Record Slide Show	Records narration, slide timings, and animations for playback.	Alt + S + C

🖥️ 3. Monitors

Option	Function	Shortcut Key
Use Presenter View	Shows speaker notes and controls on one screen while the audience sees the slides.	Alt + F5 (starts Presenter View)
Monitor (Automatic)	Choose which monitor displays the slideshow.	(No shortcut — use drop-down menu)

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4. Additional Options

- **Play Narrations** → Plays recorded voice narrations during slideshow.
- **Use Timings** → Uses pre-recorded slide timings.
- **Show Media Controls** → Shows play/pause buttons for audio or video clips.
(These are checkboxes, no direct shortcut keys.)

QUICK SUMMARY OF SLIDE SHOW SHORTCUTS

Action	Shortcut
Start slide show from first slide	F5
Start slide show from current slide	Shift + F5
Presenter view	Alt + F5
Rehearse timings	Alt + S + R
Record slide show	Alt + S + C
Next slide / Advance	Right Arrow / N / Spacebar
Previous slide	Left Arrow / P / Backspace
End slide show	Esc
Black screen (during show)	B
White screen (during show)	W

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REVIEW

◆ 1. Proofing Section

Tool	Description	Shortcut Key
Spelling	Checks spelling and grammar.	F7
Thesaurus	Finds synonyms and antonyms.	Shift + F7

◆ 2. Accessibility Section

Tool	Description	Shortcut Key
Check Accessibility	Scans the document for accessibility issues.	No default shortcut

◆ 3. Insights Section

Tool	Description	Shortcut Key
Smart Lookup	Searches the web for selected text meaning or context.	No default shortcut
Translate	Translates selected text or the full document.	No default shortcut
Language	Set proofing and editing language.	No default shortcut

◆ 4. Comments Section

Tool	Description	Shortcut Key
New Comment	Adds a comment to the document.	Ctrl + Alt + M
Delete	Deletes the selected comment.	No default shortcut
Previous	Goes to the previous comment.	No default shortcut
Next	Goes to the next comment.	No default shortcut
Show Comments	Displays or hides the comment pane.	No default shortcut

◆ 5. Compare Section

Tool	Description	Shortcut Key
Compare	Compares two versions of a document.	No default shortcut

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Tool	Description	Shortcut Key
Accept	Accepts a tracked change.	Alt + Shift + A
Reject	Rejects a tracked change.	Alt + Shift + R
Previous	Moves to the previous tracked change.	Alt + Shift + P
Next	Moves to the next tracked change.	Alt + Shift + N
Reviewing Pane	Shows a summary pane of changes and comments. <i>No default shortcut</i>	
End Review	Finishes the reviewing session. <i>No default shortcut</i>	

◆ 6. Ink Section

Tool	Description	Shortcut Key
Start Inking	Enables pen input for annotations. <i>No default shortcut</i>	
Hide Ink	Hides ink annotations. <i>No default shortcut</i>	

◆ Extra Useful Shortcuts Related to Review Tab

Action	Shortcut Key
Track Changes On/Off	Ctrl + Shift + E
Next Change or Comment	Alt + Shift + N

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VIEW

◆ Presentation Views

These let you choose how to view your slides during editing.

1. **Normal View**
 - Main editing view.
 - **Shortcut:** Alt + W, then L
2. **Outline View**
 - Shows text in outline format.
 - **Shortcut:** Alt + W, then O
3. **Slide Sorter**
 - Shows thumbnails of all slides.
 - **Shortcut:** Alt + W, then I
4. **Notes Page**
 - Displays the slide and its speaker notes.
 - **Shortcut:** Alt + W, then P
5. **Reading View**
 - Full-screen slide show with window controls.
 - **Shortcut:** Alt + W, then D

◆ Master Views

Used to edit layout templates for the entire presentation.

6. **Slide Master**
 - Edit the master slide and layouts.
 - **Shortcut:** Alt + W, then M
7. **Handout Master**
 - Edit layout for printed handouts.
 - **Shortcut:** Alt + W, then H
8. **Notes Master**
 - Edit layout for notes pages.
 - **Shortcut:** Alt + W, then N

◆ Show

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Show or hide elements on the screen.

9. Ruler

- Show/hide the ruler.
- **Shortcut:** Alt + W, then R

10. Gridlines

- Show/hide the gridlines.
- **Shortcut:** Alt + W, then G

11. Guides

- Show/hide drawing guides.
- **Shortcut:** Alt + W, then U

◆ Zoom

Adjust how close/far the slide appears.

12. Zoom

- Opens zoom options dialog.
- **Shortcut:** Alt + W, then Q

13. Fit to Window

- Fit slide to the current window size.
- **Shortcut:** Alt + W, then F

◆ Color/Grayscale

Switch between different display modes.

14. Color

- Default color view.
- No direct shortcut.

15. Grayscale

- View in grayscale.
- **Shortcut:** Alt + G, then G

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16. Black and White

- View in black & white.
 - **Shortcut:** Alt + G, then B
-

◆ Window

Manage multiple presentation windows.

17. New Window

- Opens a new window of the same presentation.
- **Shortcut:** Alt + W, then N

18. Arrange All

- Arrange all open windows.
- **Shortcut:** Alt + W, then A

19. Cascade

- Stack windows.
- **Shortcut:** Alt + W, then C

20. Move Split

- Adjust pane split location.
- No direct shortcut.

21. Switch Windows

- Choose between open PowerPoint windows.
 - **Shortcut:** Alt + W, then W
-

◆ Macros

Used to automate tasks.

22. Macros

- View, run, or record macros.
- **Shortcut:** Alt + F8