

Microsoft PowerPoint Cheat Sheet

(Focused on PowerPoint for Microsoft 365 / PowerPoint Online)

1. Anatomy of PowerPoint

- Slides Pane (left): Thumbnails of all slides for navigation.
- Main Slide Area (centre): Workspace to design and edit the selected slide.
- Ribbon: Tabs like Home, Insert, Design, Transitions, Animations, Slide Show, Review, View.
- Notes Pane (bottom): Add speaker notes for each slide.
- Status Bar: Slide number, design ideas, comments, and zoom controls.

2. Keyboard Shortcuts

- Ctrl + N → New presentation
- Ctrl + M → New slide
- Ctrl + S → Save
- F12 → Save As
- Ctrl + P → Print
- Ctrl + Z → Undo / Ctrl + Y → Redo
- Ctrl + C / V / X → Copy / Paste / Cut
- Ctrl + A → Select all
- Ctrl + D → Duplicate selected slide/object
- F5 → Start slideshow from beginning
- Shift + F5 → Start slideshow from current slide
- Esc → Exit slideshow

3. Slide Design Essentials

- Themes: Apply consistent design across slides (Design tab).
- Layouts: Choose from title, content, comparison, blank, etc.

- Background: Change background colour or image (Design tab).
- Fonts & Colours: Use consistent styles for readability.
- SmartArt & Icons: Insert visual elements to enhance communication.

4. Transitions & Animations

- Transitions: Effects between slides (Transitions tab).
- Animations: Effects for text, images, shapes (Animations tab).
- Animation Pane: Control timing and order of animations.
- Use sparingly: Too many effects can distract from the message.

5. Presenting

- Presenter View: See notes, upcoming slides, and timer (Slide Show tab).
- Laser Pointer: Hold Ctrl + Left Mouse in slideshow mode.
- Record Slideshow: Add timings, narration, and video (Slide Show tab).
- Export: Save as PDF, video, or images for sharing.

6. Employability Link

- Create professional presentations for interviews, reports, and meetings.
- Use clear design and consistent layouts to make ideas memorable.
- Presenter View helps deliver confident presentations.
- Export slides as PDF to share with employers or clients.