Microsoft PowerPoint 2016 Quick Reference

Microsoft PowerPoint 2016 is a slide-based software program that delivers high-quality customizable presentations to help you maximize your message. PowerPoint is now integrated with Office 365 and is accessible through the cloud via mobile devices, laptops and desktops. Presentations are automatically saved to OneDrive or SharePoint, making them accessible to your team members – facilitating a fluid collaboration experience – or to your audience. You can also jumpstart your design by using predesigned templates in over 40 categories.

This Microsoft PowerPoint 2016 Quick Reference Card from **CustomGuide** covers the basics screen layout, fundamentals of using the program and working with slides, keyboard shortcuts, formatting, transitions and working with images and multimedia files.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- PowerPoint 2016 Quick Reference.pdf