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Lawrenceville, NJ 08648
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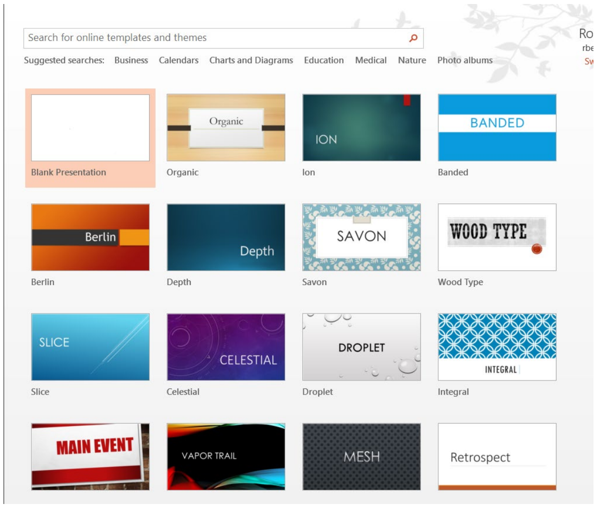
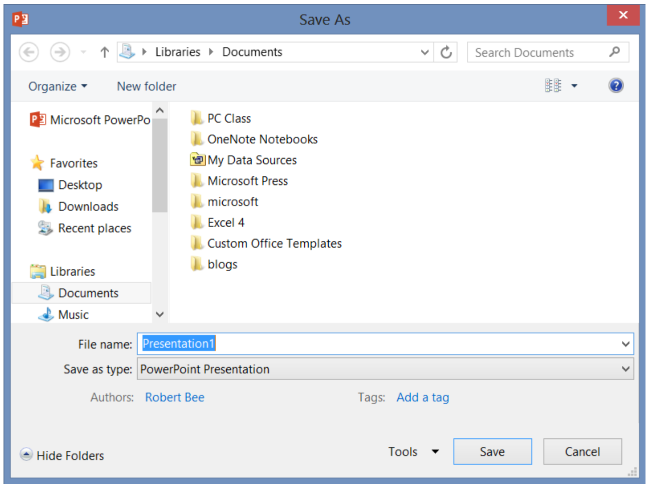
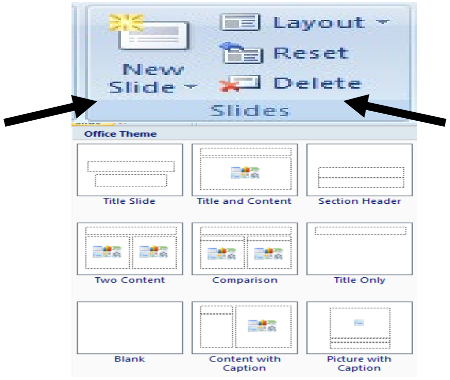
PowerPoint
Microsoft PowerPoint 2013

Mercer County Library System
Brian Hughes, County Executive

Action	*Technique*
1. Create a New Presentation  Search for online templates and themes Suggested searches: Business Calendars Charts and Diagrams Education Medical Nature Photo albums Blank Presentation Organic ION Ion BANDED Banded Berlin Depth SAVON Savon WOOD TYPE Wood Type SLICE Slice CELESTIAL Celestial DROPLET Droplet INTEGRAL Integral MAIN EVENT VAPOR TRAIL MESH Retrospect	Open PowerPoint by **clicking** the program icon on the Task Bar. This will open up the PowerPoint start page. This page is a Launchpad that will display templates and themes you can use to build a presentation. You can click on "Blank Presentation" and start creating a presentation. If you choose a Blank Presentation you can add Theme Design, Color, or Background Styles to the slides. You also have the option of clicking on one of the other themes or templates offered in the start page, each of which will already have colors and background styles. You can search for additional templates and themes by typing keywords into the search box at the top. To create a new presentation at any time click on **File**, then **New.** You can then select a blank presentation or a theme or a template.
2. Name and Save Your Presentation  Save As Libraries ▸ Documents Search Documents Organize ▾ New folder Microsoft PowerPo Favorites Desktop Downloads Recent places Libraries Documents Music PC Class OneNote Notebooks My Data Sources Microsoft Press microsoft Excel 4 Custom Office Templates blogs Hide Folders Tools ▾ Save Cancel File name: Presentation1 Save as type: PowerPoint Presentation Authors: Robert Bee Tags: Add a tag	Click the **Save icon** on the Quick Access toolbar to save your presentation. Your presentation will be saved as a 2013 PowerPoint presentation that can be opened using only the 2013 version of PowerPoint. To access other options when saving your presentation: Click **File.** Then click **Save As**. Click **Browse**. This will open up the **Save As** dialog box. At this point you can change where you save the document on your computer by using the navigation pane or the Address Bar at the top of the Save As dialog box. You can also give your file a name, or a new name by typing a name in the box next to File name. In order to save your presentation in a compatible mode so that it can be opened using either Office PowerPoint 2007 or earlier versions of PowerPoint, click **PowerPoint 97-2003 Presentation**. To save your presentation so that it always opens in the slide show view click on **PowerPoint Show**. Click on **PDF or XPS** to save your presentation in that file format.
3. Add or Delete a Slide	On the **Home** tab, in the **Slides** group, click **New Slide**. Click on a slide thumbnail from the layout gallery and it will be inserted in your presentation.

3. Add or Delete a Slide (continued)


New Slide
Layout
Reset
Delete
Slides
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption

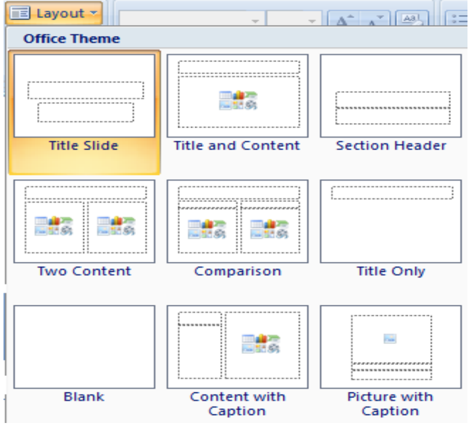
When you insert a new slide, you have the option to choose the layout by clicking on the drop-down arrow next to the **New Slide** command and choosing the layout as you insert a new slide.

From **Normal** view, in the pane that contains the Outline and Slides tabs, click the **Slides** tab.
Then click the slide that you want to delete, and use the **Delete** key on your keyboard.
OR
From the Home tab, in the Slides group use the **Delete** command. Whichever slide you are clicked on will be deleted.

4. Moving From Slide to Slide

In the left-hand panel, in **Normal** View, click on the thumbnail icon of the slide that you wish to view or on which you wish to work.

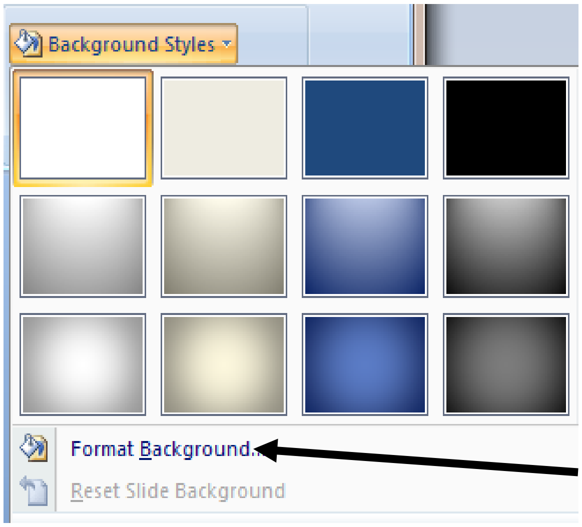
5. Slide Layout


Layout
Office Theme
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption

In order to change the layout of a slide that you have already inserted, here's what you do:

Click the slide to which you want to apply a layout.
Then from the **Home** tab, in the **Slides** group, click **Layout**, and click on the layout you want.

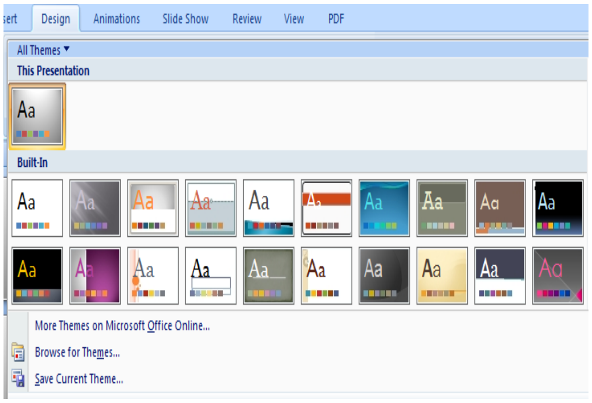
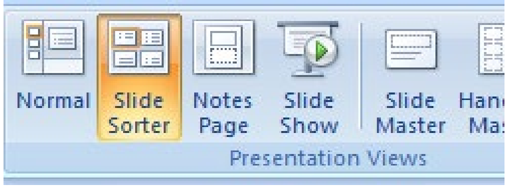
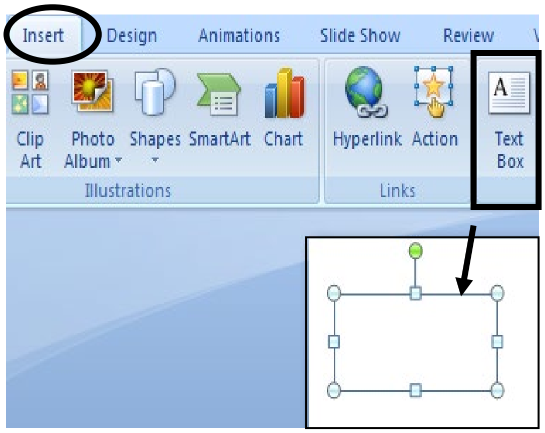
6. Add a Background to Your Slides


Background Styles
Format Background...
Reset Slide Background

Click the slide or slides to which you want to add a background style.

From the **Design** tab, in the **Variants** group, click the drop-down arrow and point your mouse at **Background Styles**.
Click the background style of your choice and it will be inserted on all your slides.

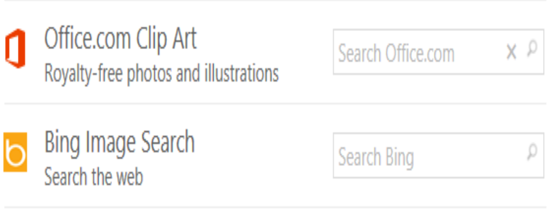
You can also choose to select different background styles for some of the slides. First, you must select the slides to which you want to add the background style.
[To select multiple slides, click the first slide, and then press and hold the **Ctrl** key while you click the other slides].
Right click the background style that you want, and then to apply the background style to the selected slides, just click **Apply to Selected Slides**.

6. Add a Background to Your Slides (continued)	If you want to apply the same style to all slides, simply click **Apply to All Slides**. See more background styles by clicking on **Format Background.**
7. Apply a Theme  sert Design Animations Slide Show Review View PDF All Themes ▾ This Presentation Aa Built-In More Themes on Microsoft Office Online... Browse for Themes... Save Current Theme...	Format an entire document by applying a document **Theme** and changing the color/design and the fonts of your slides. From the **Design** tab, in the **Themes** group, click the document theme that you want. Click More ▼ to see gallery of available document themes. Click the document theme from the gallery that you want and it will be inserted on your slide. You can apply a document theme to all slides or to selected slides only. Right-click the document theme and then click the option that you want.
8. Change the Order of Your Slides  Normal Slide Sorter Notes Page Slide Show Slide Master Han Ma Presentation Views	In the left side panel, click on the slide that you want to move, and then drag it to its new location. **OR** From the **View** tab, in the **Presentation Views** group, click on **Slide Sorter**. Here you can view all your slides. Click and drag the slide you want to move.
9. Add or Delete a Text Box  Insert Design Animations Slide Show Review Clip Art Photo Album Shapes SmartArt Chart Hyperlink Action Text Box Illustrations Links	You cannot type in a blank slide. First you must insert a text box. From the **Insert** tab, click T**ext Box**. Hold the left mouse button down and draw and drag to create a text box. The text box will expand as you type your data so you don't have to resize it before you begin typing. To move a text box, click to select the text box. Position your pointer on the outline of the text box until you see a 4-way arrow. Then just click-and-drag the text box. To remove a text box, click the border of the text box, and then press **DELETE** on your keyboard.
10. Add or Delete Text	To add text, click inside a text placeholder, or a text box and then type or paste the text. If your text exceeds the size of the placeholder, PowerPoint reduces the font size and line spacing as you type, to make the text fit. To delete text select or highlight the text and use the delete key on your keyboard.

11. Format text

Select the text you wish to modify. From the **Home** tab, click on any of the formatting icons in the **Font** group and make the desired changes.

12. Insert Clipart



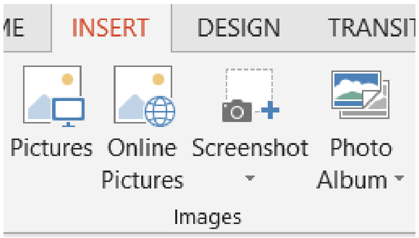
Office.com Clip Art
Royalty-free photos and illustrations
Search Office.com

Bing Image Search
Search the web
Search Bing

Click the slide to which you want to add clipart.

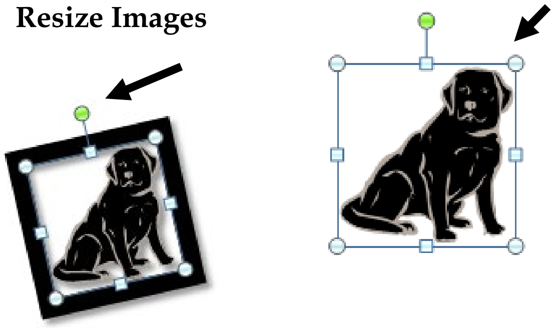
From the **Insert** tab, in the **Images** group, click **Online Pictures**. This will open a dialog box which allows you to search for pictures through Office.com Clip Art or Bing Image Search. Type a search term in the box next to Office.com Clip Art. Once the ClipArt is loaded, locate the clip art that you want, and insert it on your slide simply by clicking on the image and then clicking on insert.

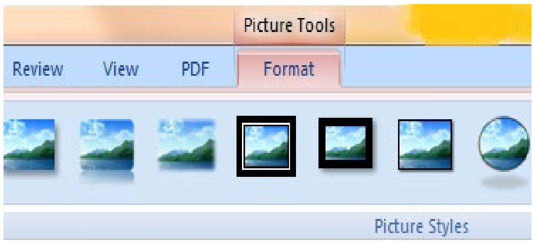
13. Insert Picture from File


ME
INSERT
DESIGN
TRANSIT
Pictures
Online Pictures
Screenshot
Photo Album
Images

First save your picture in the **Pictures** folder on your hard drive.
On your PowerPoint slide, click where you want to insert the picture.
On the **Insert** tab, in the **Images** group, click **Pictures**.
Locate the picture that you want to insert, and then **double-click** it to insert the picture on your slide.

14. Resize Images



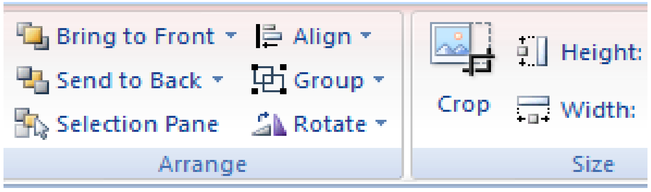

Picture Tools
Review
View
PDF
Format
Picture Styles

Click and select the picture. Once selected, the image can be resized, moved, deleted or aligned (center, right, left).

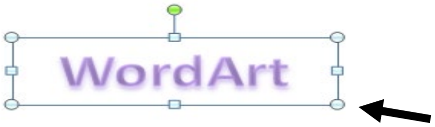
Use the corner handles to resize the image while keeping it in proportion.
Use the **green circle** on the top of the picture to rotate it.

Once the image is selected, the **Picture Tools** tab becomes visible and provides a variety of tools to modify the image.

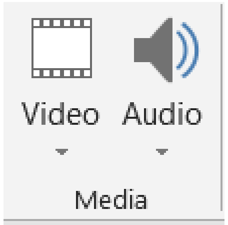
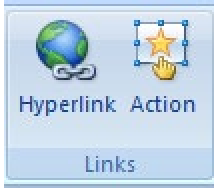
Click on **Format**, under the **Picture Tools** tab and you can lighten or darken the image; add a border or different styles to the image. The option to crop the image or create layers is also available.


Bring to Front
Align
Send to Back
Group
Selection Pane
Rotate
Arrange
Crop
Height:
Width:
Size

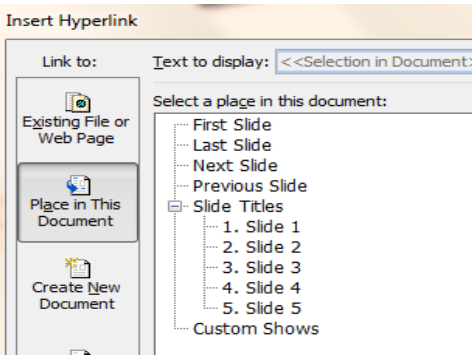
15. WordArt



Click on the **Insert** tab and then click on the **WordArt** command in the **Text** group. Choose a **WordArt** style. Type the word(s) you want. Click on **OK**. Use the image handles to resize. To move WordArt click on it and drag.

16. Add or Remove Animation	Select the words, or graphic that you wish to animate. On the **Animations** tab, in the **Animation** group, select the animation that you want from the **Animate** list by clicking on the pull down arrow**.** **To remove animation**: Click the words, or the graphic with the animation that you want to remove. Click the number of the animation In the **Advanced Animation** group, click **Animation Pane**, then click on the pull down arrow next to animation and select **Remove**.
17. Add Slide Transitions	From **Normal** view, in the **Slides** panel on the left, click on a slide thumbnail. On the **Transitions** tab, in the **Transition To This Slide** group, click a slide transition. To see more transitions, click the **More** button ▾. Some transitions will have **"Effect Options"** that allow you to customize them. To set the slide transition speed, in the **Timing** group, click the arrow next to **Duration**, and then select the speed that you want. In the **Timing** group, click **Apply to All**.
18. Add Sound 	From **Normal** view, click the slide to which you want to add a sound. On the **Insert** tab, in the **Media** group, click the arrow under **Audio**. Click on **Online Audio**. This will open up the online Audio dialog box. You can then type keywords into the Office.com Clip Art search box. Then click on the sound you want and select insert. You can also click on **Audio on my PC**, locate the folder that contains the file, and then double-click the file that you want to add.
19. Add a Hyperlink 	Create a hyperlink using text, image or a shape. Then in the slide show mode, click on the hyperlink and move to another slide within the same presentation or to a website. **To create a link to another slide within the same presentation**: From **Normal** view, select the text or the image that you want to use as a hyperlink. From the **Insert** tab, in the **Links** group, click **Hyperlink.** Under **Link to**, click **Place in This Document**. Under **Select a place in this document**, click the slide that you want to use as the hyperlink destination.

19. Add a Hyperlink (continued)

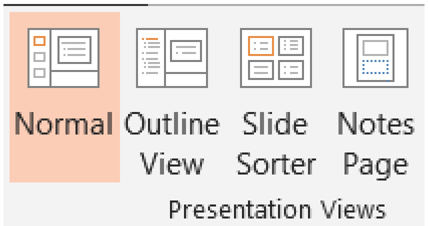

Insert Hyperlink
Link to:
Text to display:
<<Selection in Document
Existing File or Web Page
Place in This Document
Create New Document
Select a place in this document:
First Slide
Last Slide
Next Slide
Previous Slide
Slide Titles
1. Slide 1
2. Slide 2
3. Slide 3
4. Slide 4
5. Slide 5
Custom Shows

To create a hyperlink to a website:
From **Normal** view, select the text or image that you want to use as a hyperlink.

From the **Insert** tab, in the **Links** group, click **Hyperlink**.
Under **Link to**, click **Existing File or Webpage**
In the **Address** box type in the complete website address and then click **OK**.

Note: The hyperlink will only work when the presentation is in the Slide Show mode.

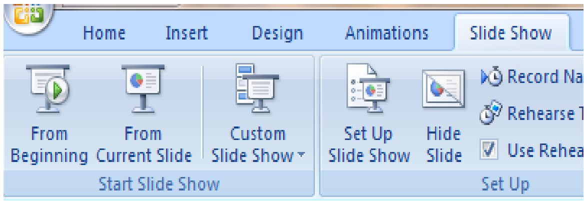
20. Views


Normal
Outline View
Slide Sorter
Notes Page
Presentation Views

Click on the **View** tab on your **Ribbon**. Choose the view you want from the following options**: Normal**, **Outline**, **Slide Sorter**, **Notes Page**, **Reading, and Master Views – Slide, Handout and Notes**.
Normal view: the default view, where you create, edit, and design your presentation.
Outline View: instead of showing a thumbnail of each slide in the slides pane, it shows the text of each slide in outline form.
Slide Sorter view: view your slides in thumbnail form and modify the order of the slides.
Notes Page view: type your notes in the Notes pane, which is located just below the Slide pane in Normal view.

You can also use the short-cut buttons on the bottom right side of the window in the **Status Bar**. The views offered are the icons for: **Normal, Slide Sorter, Reading,** and **Slide Show**.

21. View Your Presentation


Home
Insert
Design
Animations
Slide Show
From Beginning
From Current Slide
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Record Na
Rehearse T
Use Rehea
Set Up

Click on the **Slide Show** tab then choose one of the following: **From Beginning**, **From Current Slide** or **Custom Slide Show**.

Move to the next slide with a left click of your mouse or use the **Enter** key. To go back to the previous slide use the **Backspace** key on your keyboard. You can also use the right and left arrow keys on your keyboard to go backwards and forwards in your presentation.

To exit the view mode without viewing the remaining slides, use the **Escape (Esc)** key on your keyboard.

To start your slide show you can also click on the fourth icon from the left, which is situated on your **Status Bar**. You can start your slide show at the beginning by clicking the 4th icon in your **Quick Access Toolbar**.

22. Print	Click on **File** then **Print**. Under settings you have a number of choices for printing. Under the first option you can choose to print the entire presentation or just sections of it. Under the second option you can print full page slides, notes pages, or outline. Under the other options you can print your presentation on one or both sides of the page. You can collate your presentation in several different ways. You can also print in color or grayscales.
23. Help ?	The **Microsoft Office PowerPoint Help** icon opens the **PowerPoint Help** pane where you can click on links or use keywords to search.

http://office.microsoft.com

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