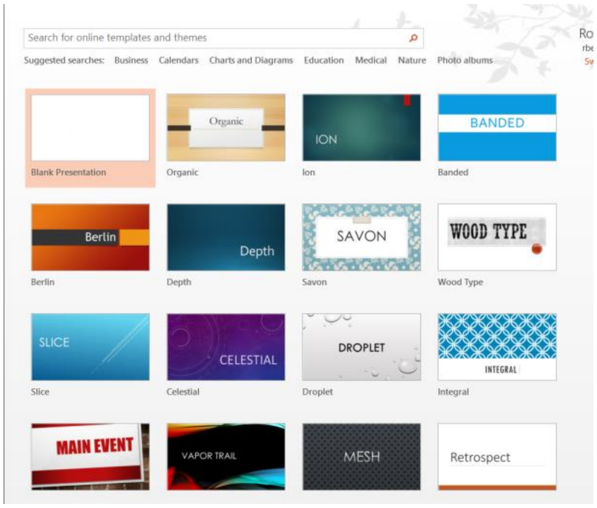
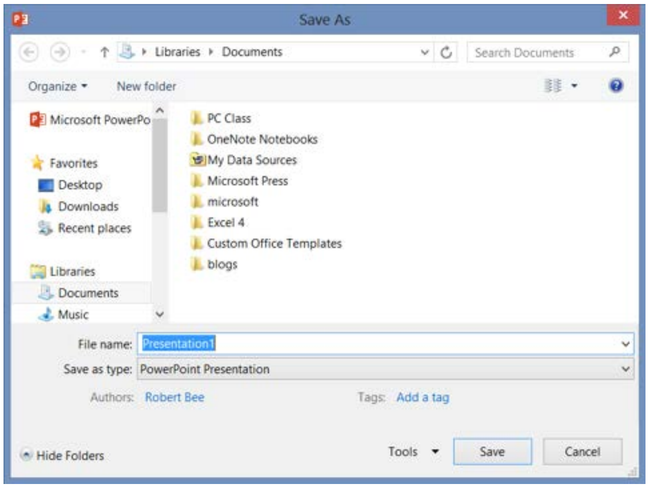
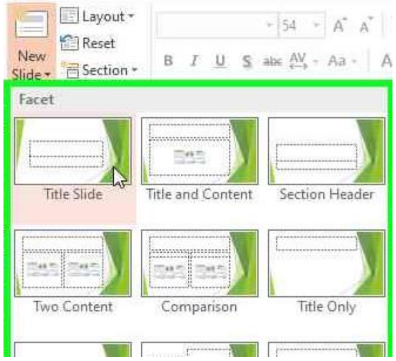
PowerPoint
Microsoft PowerPoint 2013

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  File name: Presentation1 Save as type: PowerPoint Presentation Authors: Robert Bee Tags: Add a tag 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	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


New Slide
Layout
Reset
Section
Facet
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only

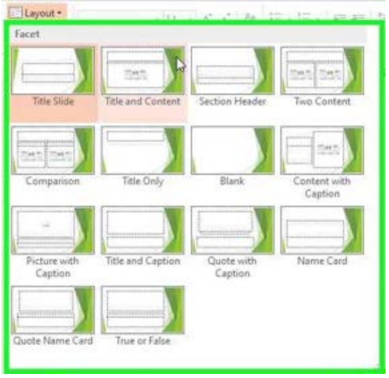
On the **Home** tab, in the **Slides** group, click **New Slide**. Click on a slide thumbnail from the layout gallery and it will be inserted into your presentation.
*The new slide will be inserted after the slide that is currently selected. To insert a new slide in between two existing slides, select the first of the two from the **navigation pane** on the left, then use the **New Slide** tool.

To delete a slide, select the slide from the **navigation pane** on the left. Click **Delete** on your keyboard, or right-click and select **Delete** from the menu.

4. Moving From Slide to Slide

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

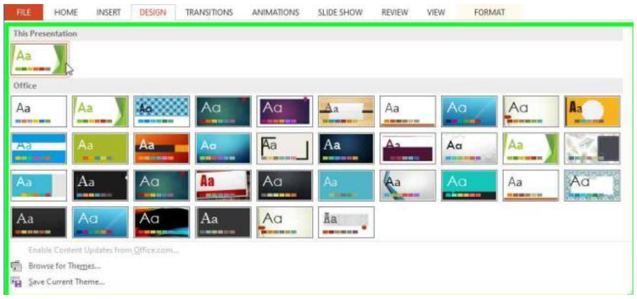
5. Slide Layout


Layout
Facet
Title Slide
Title and Content
Section Header
Two Content
Comparison
Title Only
Blank
Content with Caption
Picture with Caption
Title and Caption
Quote with Caption
Name Card
Quote Name Card
True or False

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 change the layout. Then from the **Home** tab, in the **Slides** group, click **Layout**, and click on the layout you want.

6. Apply a Theme


FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
FORMAT
This Presentation
Office
Enable Content Updates from Office.com...
Browse for Themes...
Save Current Theme...

Format an entire presentation by applying a **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.

7. Modify a Theme

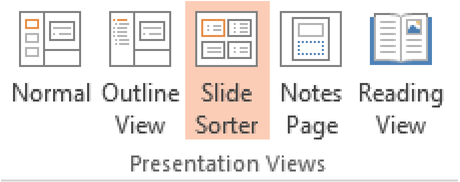
You can modify elements of the theme: **Colors**, **Fonts**, **Effects**, and **Background Styles.**

Go to the **Design** tab, **Variants** group. Click **More**, then select the category you want to modify.

The selections you make will apply to all the slides in your presentation. If you wish to modify only specific slides:

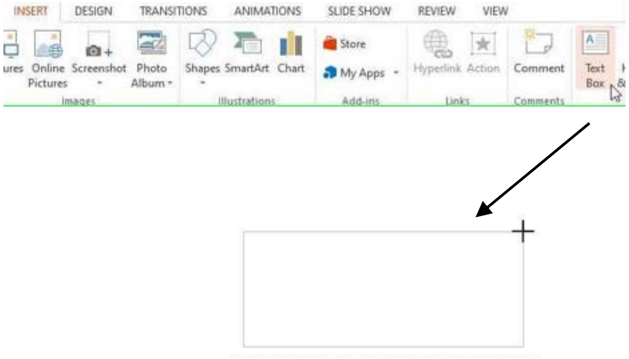
1. Click on the slides in the navigation pane while holding down the **Ctrl** key.
2. When making your **Variants** selection, right-click it, then select "Apply to Selected Slides."

8. Change the Order of Your Slides


Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views

In the left navigation pane, 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
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
ures
Online Pictures
Screenshot
Photo Album
Shapes
SmartArt
Chart
Store
My Apps
Hyperlink
Action
Comment
Text Box
Images
Illustrations
Add-ins
Links
Comments

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.

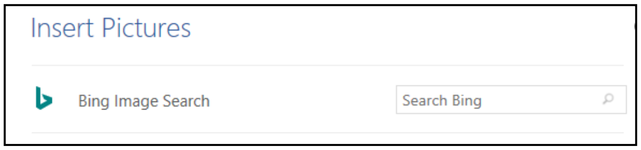
10. Add or Delete Text

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.

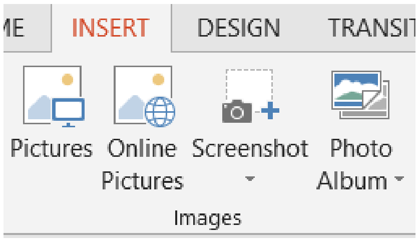
12. Insert Pictures


Insert Pictures
Bing Image Search
Search Bing

Click the slide to which you want to add pictures.

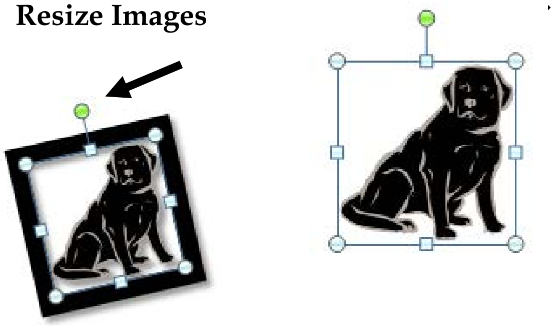
From the **Insert** tab, in the **Images** group, click **Online Pictures**. This will open a dialog box which allows you to search for pictures through Bing Image Search. Type a search term in the box, then select the picture(s) that you want. Insert the picture(s) onto your slide by clicking on insert.

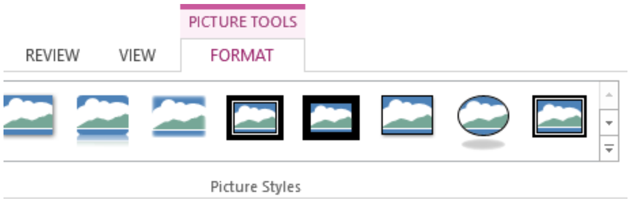
13. Insert Picture from File


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



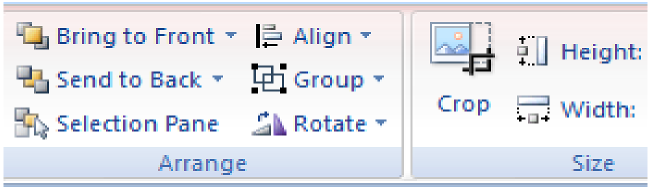

PICTURE TOOLS
REVIEW
VIEW
FORMAT
Picture Styles

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

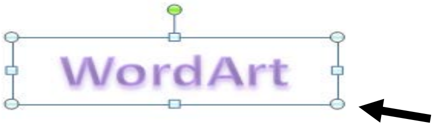
Use the corner handles to resize the image while keeping it in proportion.
Use the **green circle** on the top of the picture to rotate it.

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 is also available.

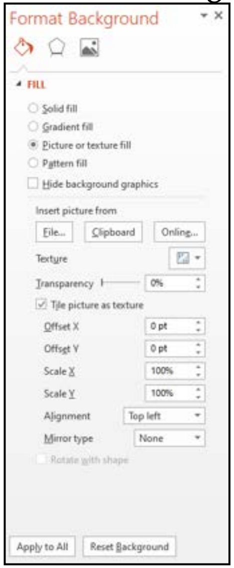

Bring to Front
Send to Back
Selection Pane
Align
Group
Rotate
Arrange
Crop
Height:
Width:
Size

15. WordArt

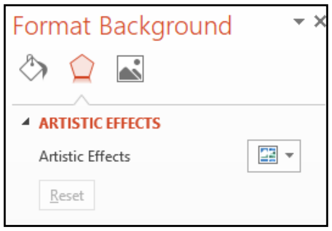


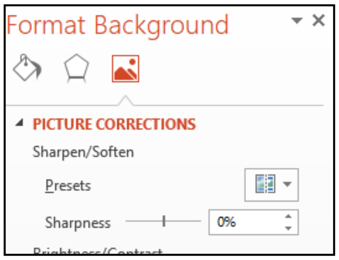
Click on the **Insert** tab and then click on the **WordArt** command in the **Text** group. Choose a **WordArt** style. Type the word(s) you want. Click on **OK**. Use the image handles to resize. To move WordArt click on it and drag.

16. Add an Image to the Background


Format Background
FILL
File...
Clipboard
Online...
Apply to All
Reset Background

○ Solid fill
○ Gradient fill
● Picture or texture fill
○ Pattern fill
☐ Hide background graphics
Insert picture from
Texture
Transparency 0%
☑ Tile picture as texture
Offset X 0 pt
Offset Y 0 pt
Scale X 100%
Scale Y 100%
Alignment Top left
Mirror type None
☐ Rotate with shape


Format Background
ARTISTIC EFFECTS
Artistic Effects
Reset


Format Background
PICTURE CORRECTIONS
Sharpen/Soften
Presets
Brightness/Contrast

Sharpness 0%

You can insert an image to make up the entire background of a slide.

1. Choose the slide you want from the **navigation pane** on the left.
2. In the **Design** tab, **Customize** group, click on **Format Background.**
3. The **Format Background** pane opens on the right. Select **Picture or texture fill** and **Hide background graphics.** Under **Insert picture from**, select **Online.**
4. This will open the Bing image search box. You insert the picture the same way described in #12.
5. Adjust the background using the **Effects** and **Picture** categories at the top of the **Format Background** pane.

17. 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 **Animation** group, select **None.**

18. Add Slide Transitions

From **Normal** view, in the **navigation pane** on the left, click on a slide.

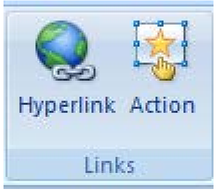
On the **Transitions** tab, in the **Transition To This Slide** group, click a slide transition.

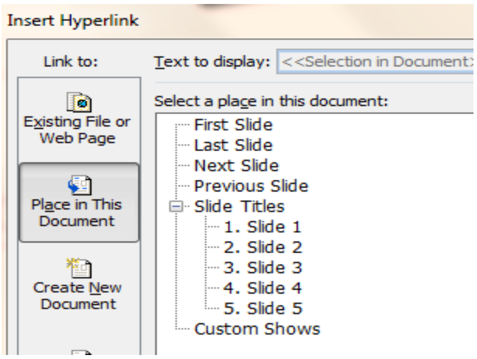
To see more transitions, click the **More** button ▼. Some transitions will have **"Effect Options"** that allow you to customize them.

In the **Timing** group, you can add other features to your transitions. **Sound** allows you to choose a sound to accompany the transition. **Duration** will adjust the length of time it takes for the entire transition to take place. In **Advance Slide,** you can choose to have your slides advance automatically.

*All of these settings will apply only to the slide that is currently selected. To apply them to all slides, you must click on **Apply to All** in the **Timing** group.

19. Add a Hyperlink


Hyperlink
Action
Links


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

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.

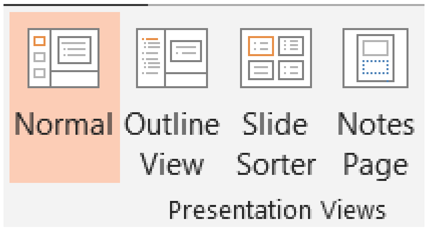
To create a link to another slide within the same presentation:
From **Normal** view, select the text or the image that you want to use as a hyperlink.
From the **Insert** tab, in the **Links** group, click **Hyperlink.**
Under **Link to**, click **Place in This Document**.
Under **Select a place in this document**, click the slide that you want to use as the hyperlink destination.

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**.

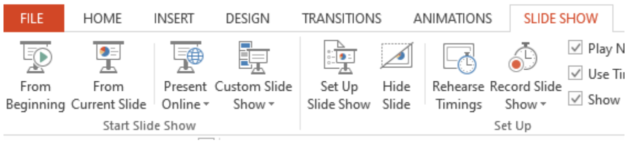
Note: The hyperlink will only work when the presentation is in the Slide Show mode.

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  FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW From Beginning From Current Slide Present Online Custom Slide Show Set Up Slide Show Hide Slide Rehearse Timings Record Slide Show ☑ Play N ☑ Use Ti ☑ Show Start Slide Show 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

NOTES