

MICROSOFT POWER POINT 2013 E S S E N T I A L S

The following is a brief overview of the more prominent new features of PowerPoint 2013. To get a more in-depth explanation of what's new, check out What's New in PowerPoint 2013.

- new look – cleaner and phone and tablet friendly
- several ways to start your next presentation – templates, themes, a recent presentation, a not-so-recent presentation, or a blank one.
- presenter view
- Zoom in on a slide
- Jump to a slide
- Automatic set up PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter view
- Widescreen friendly
- Start an online meeting from PowerPoint

When you open PowerPoint 2013 for the first time, the Start Screen will appear. From here, you'll be able to create a new presentation, choose a template, or access your recently edited presentations.

PowerPoint 2013 is similar to PowerPoint 2010. If you've previously used PowerPoint 2010, PowerPoint 2013 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the PowerPoint 2013 interface.

The Ribbon

PowerPoint 2013 uses a tabbed Ribbon system instead of traditional menus.

The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in PowerPoint. The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space.

The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, and Redo, and Start Presentation commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar. Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.

The ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, Guides, and Gridlines. These tools make it easier to align objects on your slides. Simply click the check boxes in the Show group on the View tab to show and hide these tools.



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Microsoft Powerpoint 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013. The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface. A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily. A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface.

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Microsoft PowerPoint 2013 Introduction Quick Reference Training Tutorial Guide (Cheat Sheet of Instructions, Tips & Shortcuts) TeachUcomp Inc., 2014-08-27 Designed with the busy professional in mind, this 4-page quick reference guide provides step-by-step instructions in PowerPoint 2013. When you need an answer fast, you will find it right at your fingertips with this Microsoft PowerPoint 2013 Quick Reference Guide. Simple and easy to use, quick reference cards are perfect for individuals, businesses, and as supplemental training materials. Includes touch gestures and keyboard shortcuts.

Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite, you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word, Excel, PowerPoint, and Outlook, and with a few upgrades, you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust, it is often easy to forget some of the more obscure but no less useful functions.

Microsoft Excel 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft Excel 2013 is part of the Microsoft Office Suite package. The software is designed to help people keep track of accounts, numbers, and more through spread

sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better Microsoft Office 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC,2014-06-08 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions Office 2016 All-in-One For Dummies Peter Weverka,2015-11-02 The fast and easy way to get things done with Office Perplexed by PowerPoint Looking to excel at Excel From Access to Word and every application in between this all encompassing guide provides plain English guidance on mastering the entire Microsoft Office suite Through easy to follow instruction you ll quickly get up and running with Excel Word PowerPoint Outlook Access Publisher Charts and Graphics OneNote and more and make your work and home life easier more productive and more streamlined Microsoft Office is the leading productivity tool in the world From word processing to business communication to data crunching it requires a lot of knowledge to operate it let alone master it Luckily Office 2016 All in One For Dummies is here to deliver the breadth of information you need to complete basic tasks and drill down into Office s advanced features Create customized documents and add graphic elements proofing and citations in Word Build a worksheet create formulas and perform basic data analysis in Excel Create a notebook and organize your thoughts in Notes Manage messages tasks contacts and calendars in Outlook Clocking in at over 800 pages Office 2016 All in One For Dummies will be the singular Microsoft Office resource you ll turn to again and again Microsoft Excel 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC,2014-06-08 Microsoft Excel 2013 is part of the Microsoft Office Suite package The software is designed to help people keep track of accounts numbers and more through spread sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better Taming Randomized Controlled Trials in Education Keith Morrison,2020-07-07 There is a recent surge in the use of randomized controlled trials RCTs within education globally with disproportionate claims being made about what they show what works and what constitutes the best evidence Drawing on up to date scholarship from across the world Taming Randomized Controlled Trials in Education critically addresses the increased use of RCTs in education exploring their benefits limits and cautions and ultimately questioning the prominence given to them While acknowledging that randomized controlled trials do have some place in education the book nevertheless argues that this place should be limited Drawing together all arguments for and against RCTs in a comprehensive and easily

accessible single volume the book also adds new perspectives and insights to the conversation crucially the book considers the limits of their usefulness and applicability in education raising a range of largely unexplored concerns about their use Chapters include discussions on The impact of complexity theory and chaos theory Design issues and sampling in randomized controlled trials Learning from clinical trials Data analysis in randomized controlled trials Reporting evaluating and generalizing from randomized controlled trials Considering key issues in understanding and interrogating research evidence this book is ideal reading for all students on Research Methods modules as well as those interested in undertaking and reviewing research in the field of education **The Software Encyclopedia** ,1986 **PowerPoint 2013 Quick Source**

Guide Quick Source (Firm),2013-02-01 *Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Adding Placeholders to a Slide Master Adding Master Level Guides Adding a Customized Layout Creating and Changing Personal Templates Organizing Slides with Sections Inserting an Excel Table WordArt Effects Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive Saving a Presentation as a Video Broadcasting Your Presentation on the Web This guide is one of two titles available for PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced *PowerPoint 2013 Absolute Beginner's Guide* Patrice-Anne Rutledge,2013-02-06 Make the most of PowerPoint 2013 without becoming a technical expert This book is the fastest way to learn PowerPoint and use it to create dynamic eye catching presentations that you can deliver in person or on the Web Even if you ve never used PowerPoint before you ll learn how to do what you want one incredibly clear and easy step at a time PowerPoint has never ever been this simple Who knew how simple PowerPoint 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new PowerPoint 2013 presentation software simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Quickly move from learning PowerPoint 2013 basics to creating and delivering polished dynamic presentations Communicate data visually using pictures shapes charts and SmartArt Design sophisticated presentations even faster with themes variants and custom layouts Enliven your presentations with animation audio and video including online video from websites such as YouTube Collaborate on presentations using SkyDrive Microsoft s online file sharing solution Create MP4 and Windows Media videos from your

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Essentials David K Ewen M Ed, David Ewen, 2014-04-09 I wrote this book in a few hours with the intention of being a quick starter guide and a general introduction to PowerPoint This book has been used as a study guide for a class I teach at Forest Academy called PowerPoint Essentials It follows my first book on an element of Microsoft Office called Excel Essentials You will have enough information that serves as a strong platform to learn more To use the expression you will learn in a few short pages enough to be dangerous This book is a simple direct to the point presentation of how to use PowerPoint to make impressive looking presentation with animation and narration You'll get to know all the fancy techniques in a few pages With what you learn in this book you will have the ability to intuitively learn other topics on your own that is not covered in this

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