

PowerPoint® 2019 Introduction

TEACHUComp, INC.®

...it's all about you

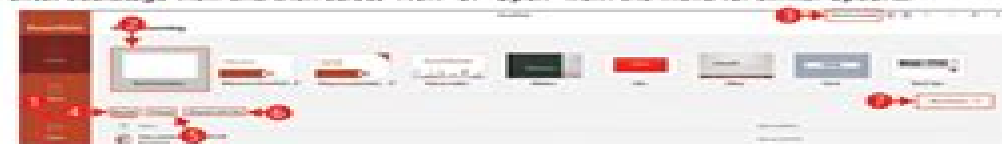
Quick Reference Guide

Comprehensive video training & instruction manuals available at www.teachucomp.com

Interface Terms

Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new presentation. The Start Screen launches when starting PowerPoint without a presentation. If a presentation is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



Interface Basics

Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

Using the Status Bar

The Status Bar runs along the bottom of the program window. It contains presentation view buttons and the Zoom Slider. To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

Changing Presentation Views

1. Click one of the "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Presentation Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

File Management

Creating New Presentations

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new presentation**, click the BLANK presentation thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates and themes" text box and press "Enter" and click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

Saving Presentations

To **overwrite a presentation that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a presentation for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

Saving Presentations as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the document in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

Opening Presentations

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View. To **pin a recent presentation to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a presentation**:

1. Click to select a "Recent" or "Pinned" file.
- Or,
1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file in the "Open" dialog box.
4. Click to select the file and click the "Open" button.

Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

Recovering Unsaved Presentations

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Presentations" button.
4. Select the presentation in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

TeachuComp, Inc.
Computer Software Training & Continuing Education



Microsoft Powerpoint 2013 Quick Reference Guide

WJ Hussar



Microsoft Powerpoint 2013 Quick Reference Guide:

Unveiling the Magic of Words: A Overview of "**Microsoft Powerpoint 2013 Quick Reference Guide**"

In some sort of defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is really awe-inspiring. Enter the realm of "**Microsoft Powerpoint 2013 Quick Reference Guide**," a mesmerizing literary masterpiece penned by a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve in to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

<https://staging.conocer.cide.edu/public/detail/HomePages/movado%20605646%20watches%20owners%20manual.pdf>

Table of Contents Microsoft Powerpoint 2013 Quick Reference Guide

1. Understanding the eBook Microsoft Powerpoint 2013 Quick Reference Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2013 Quick Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2013 Quick Reference Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2013 Quick Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2013 Quick Reference Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2013 Quick Reference Guide User Reviews and Ratings
 - Microsoft Powerpoint 2013 Quick Reference Guide and Bestseller Lists

5. Accessing Microsoft Powerpoint 2013 Quick Reference Guide Free and Paid eBooks
 - Microsoft Powerpoint 2013 Quick Reference Guide Public Domain eBooks
 - Microsoft Powerpoint 2013 Quick Reference Guide eBook Subscription Services
 - Microsoft Powerpoint 2013 Quick Reference Guide Budget-Friendly Options
6. Navigating Microsoft Powerpoint 2013 Quick Reference Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2013 Quick Reference Guide Compatibility with Devices
 - Microsoft Powerpoint 2013 Quick Reference Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2013 Quick Reference Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2013 Quick Reference Guide
 - Interactive Elements Microsoft Powerpoint 2013 Quick Reference Guide
8. Staying Engaged with Microsoft Powerpoint 2013 Quick Reference Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2013 Quick Reference Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2013 Quick Reference Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2013 Quick Reference Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2013 Quick Reference Guide
 - Setting Reading Goals Microsoft Powerpoint 2013 Quick Reference Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint 2013 Quick Reference Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2013 Quick Reference Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

Microsoft Powerpoint 2013 Quick Reference Guide Introduction

In this digital age, the convenience of accessing information at our fingertips has become a necessity. Whether its research papers, eBooks, or user manuals, PDF files have become the preferred format for sharing and reading documents. However, the cost associated with purchasing PDF files can sometimes be a barrier for many individuals and organizations. Thankfully, there are numerous websites and platforms that allow users to download free PDF files legally. In this article, we will explore some of the best platforms to download free PDFs. One of the most popular platforms to download free PDF files is Project Gutenberg. This online library offers over 60,000 free eBooks that are in the public domain. From classic literature to historical documents, Project Gutenberg provides a wide range of PDF files that can be downloaded and enjoyed on various devices. The website is user-friendly and allows users to search for specific titles or browse through different categories. Another reliable platform for downloading Microsoft Powerpoint 2013 Quick Reference Guide free PDF files is Open Library. With its vast collection of over 1 million eBooks, Open Library has something for every reader. The website offers a seamless experience by providing options to borrow or download PDF files. Users simply need to create a free account to access this treasure trove of knowledge. Open Library also allows users to contribute by uploading and sharing their own PDF files, making it a collaborative platform for book enthusiasts. For those interested in academic resources, there are websites dedicated to providing free PDFs of research papers and scientific articles. One such website is Academia.edu, which allows researchers and scholars to share their work with a global audience. Users can download PDF files of research papers, theses, and dissertations covering a wide range of subjects. Academia.edu also provides a platform for discussions and networking within the academic community. When it comes to downloading Microsoft Powerpoint 2013 Quick Reference Guide free PDF files of magazines, brochures, and catalogs, Issuu is a popular choice. This digital publishing platform hosts a vast collection of publications from around the world. Users can search for specific titles or explore various categories and genres. Issuu offers a seamless reading experience with its user-friendly interface and allows users to download PDF files for offline reading. Apart from dedicated platforms, search engines also play a crucial role in finding free PDF files. Google, for instance, has an advanced search feature that allows users to filter results by file type. By specifying the file type as "PDF," users can find websites that offer free PDF downloads on a specific topic. While downloading Microsoft Powerpoint 2013

Quick Reference Guide free PDF files is convenient, its important to note that copyright laws must be respected. Always ensure that the PDF files you download are legally available for free. Many authors and publishers voluntarily provide free PDF versions of their work, but its essential to be cautious and verify the authenticity of the source before downloading Microsoft Powerpoint 2013 Quick Reference Guide. In conclusion, the internet offers numerous platforms and websites that allow users to download free PDF files legally. Whether its classic literature, research papers, or magazines, there is something for everyone. The platforms mentioned in this article, such as Project Gutenberg, Open Library, Academia.edu, and Issuu, provide access to a vast collection of PDF files. However, users should always be cautious and verify the legality of the source before downloading Microsoft Powerpoint 2013 Quick Reference Guide any PDF files. With these platforms, the world of PDF downloads is just a click away.

FAQs About Microsoft Powerpoint 2013 Quick Reference Guide Books

What is a Microsoft Powerpoint 2013 Quick Reference Guide PDF? A PDF (Portable Document Format) is a file format developed by Adobe that preserves the layout and formatting of a document, regardless of the software, hardware, or operating system used to view or print it. **How do I create a Microsoft Powerpoint 2013 Quick Reference Guide PDF?** There are several ways to create a PDF: Use software like Adobe Acrobat, Microsoft Word, or Google Docs, which often have built-in PDF creation tools. Print to PDF: Many applications and operating systems have a "Print to PDF" option that allows you to save a document as a PDF file instead of printing it on paper. Online converters: There are various online tools that can convert different file types to PDF. **How do I edit a Microsoft Powerpoint 2013 Quick Reference Guide PDF?** Editing a PDF can be done with software like Adobe Acrobat, which allows direct editing of text, images, and other elements within the PDF. Some free tools, like PDFescape or Smallpdf, also offer basic editing capabilities. **How do I convert a Microsoft Powerpoint 2013 Quick Reference Guide PDF to another file format?** There are multiple ways to convert a PDF to another format: Use online converters like Smallpdf, Zamzar, or Adobe Acrobats export feature to convert PDFs to formats like Word, Excel, JPEG, etc. Software like Adobe Acrobat, Microsoft Word, or other PDF editors may have options to export or save PDFs in different formats. **How do I password-protect a Microsoft Powerpoint 2013 Quick Reference Guide PDF?** Most PDF editing software allows you to add password protection. In Adobe Acrobat, for instance, you can go to "File" -> "Properties" -> "Security" to set a password to restrict access or editing capabilities. Are there any free alternatives to Adobe Acrobat for working with PDFs? Yes, there are many free alternatives for working with PDFs, such as: LibreOffice: Offers PDF editing features. PDFsam: Allows splitting, merging, and editing PDFs. Foxit Reader: Provides basic PDF viewing and editing capabilities. How do I compress a PDF file? You can use online tools like Smallpdf, ILovePDF, or desktop software

like Adobe Acrobat to compress PDF files without significant quality loss. Compression reduces the file size, making it easier to share and download. Can I fill out forms in a PDF file? Yes, most PDF viewers/editors like Adobe Acrobat, Preview (on Mac), or various online tools allow you to fill out forms in PDF files by selecting text fields and entering information. Are there any restrictions when working with PDFs? Some PDFs might have restrictions set by their creator, such as password protection, editing restrictions, or print restrictions. Breaking these restrictions might require specific software or tools, which may or may not be legal depending on the circumstances and local laws.

Find Microsoft Powerpoint 2013 Quick Reference Guide :

[movado 605646 watches owners manual](#)

[ms access multi user login](#)

[mounted by a monster boxed set volume english edition](#)

[mpsc question papers](#)

[mountaineering guide alps](#)

mpi 441 monitor heater manual

mpumalanga provincial government bursary 2015 form

[mpumalanga grade 11 economics paper 2](#)

[motorolla vip1225 manual](#)

[moyens dimmigrer au canada guide comment immigrer au canada t](#)

[mpre study guide](#)

[movie and guide and los angeles](#)

mountain bike ers guide

[mr espresso manual parts](#)

[ms access user guide](#)

Microsoft Powerpoint 2013 Quick Reference Guide :

Reaching for the Invisible God Study Guide Yancwy's book is my favorite of all spiritual books and the study guide supports it well. I highly recommend everyone read the book, whether a serious believer ... Reaching for the Invisible God Study Guide: Philip Yancey ... Dovetailing with Philip Yancey's book Reaching for the Invisible God, the twelve sessions in this study guide are your opportunity to journey toward ... Reaching for the Invisible God Study Guide Reaching for the Invisible God Study

Guide · Paperback (\$11.49) · eBook (\$5.49). Reaching for the Invisible God Study Guide Get ready to experience the challenges and rewards of relating to God as he is, not as you've thought he is. Yancey shifts your focus from questions to the One ... Reaching for the Invisible God Study Guide Details ; Release: 11/26/2001 ; SKU: 9780310240570 ; Publisher: Zondervan ; Format: Paperback ; Language: English. Reaching for the Invisible God Study Guide ... Invisible God Study Guide gives you a path in your personal quest for answers. Dovetailing with Philip Yancey's book Reaching for the Invisible God, the ... Reaching for the Invisible God: What Can We Expect to Find? Reaching for the Invisible God: What Can We Expect to Find? ... The Reaching for the Invisible God Study Guide gives you a path in your personal quest for answers ... Reaching for the Invisible God Study Guide By Philip Yancey, Brenda Quinn, ISBN: 9780310240570, Paperback. Bulk books at wholesale prices. Min. 25 copies. Free Shipping & Price Match Guarantee. Reaching For The Invisible God My most personal and introspective book, this one explores times of doubt, silence, and confusion that occur in the Christian life, and gives practical ... Reaching for the Invisible God Study Guide Praying the Names of God for 52 Weeks. Free printables with purchase! ... Bible Buying Made Easy. Whether buying for yourself or someone else, the ideal Bible is ... John Thompson's Modern Course for the Piano - Second ... John Thompson's Modern Course for the Piano - Second Grade (Book Only): Second Grade [Thompson, John] on Amazon.com. *FREE* shipping on qualifying offers. John Thompson's Modern Course for the Piano - Second ... The classic and beloved Modern Course series provides a clear and complete foundation in the study of the piano that enables the student to think and feel ... John Thompson's Modern Course for the Piano, 2nd Grade ... John Thompson's Modern Course for the Piano, 2nd Grade Book [Thompson, John] on Amazon.com. *FREE* shipping on qualifying offers. John Thompson's Modern ... John Thompson's Modern Course For The Piano The complete series of John Thompson's Modern Course for the Piano at MethodBooks.com. This reliable course offers a solid foundation in the study of the ... John Thompson's Modern Course For The Piano John Thompson's Modern Course For The Piano - Second Grade (Book Only). Article number: HL00412234. \$9.99. Excl. tax. Modern Course Grade 2 continues the ... John Thompson's Modern Course for the Piano Buy the official Hal Leonard Willis, 'John Thompson's Modern Course for the Piano - Second Grade (Book Only) - Second Grade' John Thompson's Modern Course for the Piano 2nd Grade ... The Modern Course series provides a clear and complete foundation in the study of the piano that enables the student to think and feel musically. John Thompson Piano Lesson Books John Thompson's Modern Course For The Piano - Second Grade (Book Only). \$ 9.99. Add to cart. Quick view. John Thompson's Modern Course for the Piano John Thompson's Modern Course for the Piano - Second Grade Book. Price: \$8.99. John Thompson's Modern Course for the Piano John Thompson's Modern Course for the Piano - Second Grade (Book Only). Second Grade. Series: Willis Publisher: Willis Music Format: Softcover ELA Grades 6-12 - SpringBoard - College Board Beginning in grade 6, SpringBoard English Language Arts students develop and refine skills in critical thinking, close reading, writing in various genres, and ... SpringBoard English Language Arts Grade 6 SpringBoard English Language Arts

Grade 6 · Buy New. \$22.79\$22.79. FREE delivery: Friday, Jan 5 on orders over \$35.00 shipped by Amazon. Ships from: Amazon. Sold ... SpringBoard_ELA_Grade6_Flipb... ELA Grade 6. 1. Table of Contents. 6. Unit 1: Stories of Change. 28. Unit 2: The Power of Change. 116. Unit 3: Changing Perspectives. 186. Unit 4: The Final Act. SpringBoard English Language Arts, Grade 6 ... SpringBoard English Language Arts, Grade 6, Consumable Student Edition, c. 2021, 9781457312922, 1457312921 · Buy New. \$45.23\$45.23. FREE delivery: Friday, Jan 5. SpringBoard Language Arts - Grade 6 The Grade 6 Curriculum Map Excel spreadsheet covers all four core ELA Grade 6 units, and each unit begins with a one-page summary that allows teachers to ... sec_E_SB_ELA_G6.pdf ... English. Language Arts. GRADE 6. STUDENT EDITION. SAMPLE. Page 2. About The College Board ... SpringBoard English Language Arts. Research and Planning Advisors. Springboard ela grade 6 This product includes the following: • 4-day lesson plan for Springboard Activity 1. 6 - 7th Grade ELA • PowerPoint presentation & PDF - both with all ... SpringBoard English Language Arts 6 TE (CA)(TE)(P) by ... Textbook and beyond SpringBoard English Language Arts 6 TE (CA)(TE)(P) by Bishop, [1457304694] - 2017 SpringBoard English Language Arts Grade 6 California ... ELA Curriculum and Resources - SpringBoard - College Board A comprehensive look at SpringBoard's English Language Arts curriculum. Hear from teachers and students on how SpringBoard prepares students for college success ... Springboard 6th grade ela Browse springboard 6th grade ela resources on Teachers Pay Teachers, a ... Workbook. It also has a link to CPALMS for each standard to help with ideas ...