

# 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, Repeat, 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 *Microsoft PowerPoint 2013 Essentials (Speedy Study Guide)* Speedy Publishing LLC, 2014-06-08 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 *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 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

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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

**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 PowerPoint presentations Publish and deliver your presentations on the Web Create and edit PowerPoint presentations on the go using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third party tools And much more

Patrice Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies Patrice has used and has trained others to use PowerPoint for many years designing presentations for meetings seminars trade shows and worldwide audiences She is also the author of five previous books about PowerPoint for Pearson Education She can be reached through her website at [www.patricerutledge.com](http://www.patricerutledge.com) Category Microsoft Office

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**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

**Office 2013: The Missing Manual** Nancy Conner,Matthew MacDonald,2013-05-22 Microsoft Office is the most widely used productivity software in the world but most people just know the basics This helpful guide gets you started with the programs in Office 2013 and provides lots of power user tips and tricks when you re ready for more You ll learn about Office s new templates and themes touchscreen features and other advances including Excel s Quick Analysis tool The important stuff you need to know Create professional looking documents Use Word to craft reports newsletters and brochures for the Web and desktop Stay organized Set up Outlook to track your email contacts appointments and tasks Work faster with Excel Determine the best way to present your data with the new Quick Analysis tool Make inspiring presentations Build PowerPoint slideshows with video and audio clips charts and graphs and animations Share your Access database Design a custom database and let other people view it in their web browsers Get to know the whole suite Use other handy Office tools Publisher OneNote and a full range of Office Web Apps Create and share documents in the cloud Upload and work with your Office files in Microsoft s SkyDrive

**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

Chemical Warfare Agents Brian J. Lukey,James A. Romano Jr.,Harry Salem,2019-04-11 The first edition of this book Chemical Warfare Agents Toxicity at Low Levels was published just prior to the terrorist attacks of September 11 2001 The second edition titled Chemical Warfare Agents Pharmacology Toxicology and Therapeutics included new epidemiological and clinical studies of exposed or potentially exposed populations new treatment concepts and products improved organization of the national response apparatus addressing the potential for CWA terrorism and improved diagnostic tests that enable rapid diagnosis and treatment Since the second edition the chemical warfare agent community has worked hard to advance research for protection and treatment and develop improve response approaches for individuals and definitive care Consequently in addition to updating previous chapters Chemical Warfare Agents Biomedical and Psychological Effects Medical Countermeasures and Emergency Response Third Edition features several new chapters that address the Syrian War chemical destruction the Organisation for the Prohibition of Chemical Weapons biomarkers for chemical warfare agent exposure field sensors aircraft decontamination lung human on a chip chemical warfare response decision making and other research advancements Features Describes the newest medical interventions and the latest technologies deployed in the field as well as developments in the international response to CW usage highlighting recent events in the Middle East Discusses the latest in organizational interagency partitioning in terms of responsibilities for emergency response not just in the United States but at the international level whether prevention mitigation medical care reclamation or medico legal aspects of such response Contains the most current research from bench level experts The third edition contains the most up to date and comprehensive coverage of the question of chemical warfare agent employment on the battlefield or in terrorism Edited by workers that have been in the field for 35 years it remains faithful to the scientific constants while evaluating and crediting the advances by the industry that have made us safer *Commerce Business Daily* ,1999-08

**Business and Economics of Port Management** Wei Yim Yap,2020-07-06 Business and Economics of Port Management is a comprehensive but concise textbook and reference for insights into the workings of port industry from the business and economics perspectives The book examines port management from various entities which include the government port operator shipping line logistics companies and other port service providers It provides in depth discussions on strategic issues challenges and disruptions that are faced by this industry Given the uniqueness of each port and international nature of the port business the book comes with useful case studies and lessons from different port regions around the world Key lessons on challenges and issues faced by port managers developers and regulators are highlighted

and discussed using a combination of professional insights and publicly available information sources The aim is to illustrate the decision making process with the purpose of contributing to better outcomes for the industry government and the public at large Anyone who is approaching the subject matter will gain utmost understanding of how ports are critical in the global economy and societal well being *PowerPoint 2013 Quick Source Guide* Quick Source (Firm),2013-02-01 **Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix,2013-02-20 Laminated quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 The following topics are covered Adding a New Slide Changing a Slide s Layout Switching Between Standard and Widescreen Format Custom Slide Size and Orientation Entering Text Starting a Line without a Bullet Moving Between Text Areas with the Keyboard Adding Other Text on the Slide Changing Level of Indention Text Formatting Using Presentation Views Normal View Outline View Slide Sorter View Applying Design Themes Changing Background of a Slide Adding a Header or Footer Creating Speaker Notes Using the Slide Master Suppressing Slide Master Objects Adding Clip Art and Online Images Creating a Chart Creating an Org Chart Adding and Deleting Org Chart Boxes Drawing Shapes Resizing a Shape or Picture Rotating Objects Moving a Shape Adding Text to Shapes Selecting Shapes Changing Color Fill Pattern or Line Style of a Shape or Line Using Eyedropper to Match Colors Duplicating Shapes Animating an Object Running a Slide Show Assigning Transition Effects and Timings for a Slide Show Changing Slide Show Settings Printing Also includes a list of Touch Actions Text Selection and Movement and Slide Show Shortcuts Microsoft PowerPoint 2013 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp,2014-08-27 Designed with the busy professional in mind this 4 page laminated quick reference guide provides step by step instructions in Introductory PowerPoint 2013 When you need an answer fast you will find it right at your fingertips Durable and easy to use quick reference cards are perfect for individuals businesses and as supplemental training materials With 62 topics covered this guide is perfect for someone new to PowerPoint or upgrading from a previous version Topics Include Interface Basics File Management Text Pictures Shapes Objects Basic Formatting Basic Editing Formatting Paragraphs Presentation Views Presentation Setup Presentation Masters Animation Previewing Printing and Sharing Running a Slide Show Using a Touch Interface and Keyboard Shortcuts *Microsoft PowerPoint 2013*,2013 Powerpoint 2013 Tips and Tricks John Hales,2013-05-31 Unleash the power of the newest version of PowerPoint with this new addition to our Office Tips Tricks line of QuickStudy guides Go beyond the basics of PowerPoint and learn time saving tricks and best practices including animations using objects and more bringing your PowerPoint presentations to the next level

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