PowerPoint 2013

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Workbook Gallery

The PowerPoint Workbook Gallery has many built-in templates that can make getting started with PowerPoint easy. You can browse through the templates, search for one using the suggested searches or the search box, or select the first options, which is a blank presentation.

After selecting a theme, you can then customize the theme. Use the arrows below the thumbnail to see other slide types with this theme applied, or use the white arrows at the left and right to switch templates.
The File Tab
The Ribbon

The Ribbon moves some of the more commonly used functions to the foreground, while increasing the visibility of some lesser known but practical functions. Buttons that were previously found in toolbars and panels are now grouped into different Tabs that sort them according to their assigned tasks. The tabs vary from program to program, but the organization remains the same.

Note: Some buttons and shortcuts on the ribbon may be hidden, depending on the width of the PowerPoint window.
Contextual Tabs

Some tabs appear only when certain items are selected such as shapes, tables, charts, pictures, video and audio.
Themes and Design

After creating a new presentation, the overall design can be changed using the **Design** tab. Once a theme is selected, the colors, fonts, and backgrounds can be changed using the **Variants Options**.

Choose **Customize Colors** to create your own color theme.

By default, the slide size in PowerPoint 2013 is Widescreen. This can be changed to Standard using the **Slide Size** option.

**Slide, Handout, and Note Masters**

To create your own theme, or to insert items that should appear on every slide (logos, names, etc.) use the **Master Views** found on the View tab. The Handout and Notes Masters also allow you to customize those as well.

Use the first slide to apply changes to every slide in the presentation.

Use the separate layout masters to make changes for only certain layouts.
Adding New Slides

To insert new slides, click on the Home tab. Clicking the New Slide button will insert a Title and Content slide by default. Do insert a slide with a specific layout, click the dropdown arrow next to the button.

To change the layout of an existing slide, click the Layout button next to the New Slide button.

You can also right-click a thumbnail to see New, Duplicate, Delete, and Layout options.

Working with Text

Text boxes, by default, in PowerPoint show as bulleted lists. First-level bullets can be changed to second level by indenting using the Increase Indent and Decrease Indent buttons in the paragraph group or by pressing Tab on your keyboard. Press Shift+Tab to decrease an indent or move bullet points up a level.
**Inserting Images**

Inserting images into PowerPoint can be done by using one of the content buttons on a new content slide, by selecting **Insert > Pictures**, or by clicking on the Picture button in the **Insert** tab of the ribbon.

When an image is selected, sizing handles appear around the frame, the **Format Picture** tab appears, and the crop, fill, and fit buttons appear below the image. The circular handle at the top of the frame will rotate the image, the corner handles will scale an image proportionally, and the side handles will stretch or warp an image.
**Inserting Tables**

Tables can be inserted by using one of the content buttons on a new content slide, by selecting **Insert Menu > Table**, or by clicking on the Picture button in the Insert group on the Home tab.

The **New** button in the Tables tab will open a window that will allow you to select the number of columns and rows. Using **Insert > Table** will open the insert table dialog.

Use the options available in the **Tables** and **Table Layout** tabs to edit the styles or format the table. The Table Layout tab only appears when a table is selected.

**Inserting Charts**

Charts can be inserted by using one of the content buttons on a new slide or by clicking **Insert > Chart**. The insert chart dialog appears which allows the type of chart to be selected.

Once a chart type is selected, a sample chart will be displayed with a small Excel worksheet. Enter the information in this spreadsheet to create a chart with your own data.

Click the green plus sign to add elements to the chart, or double click an element to edit it in the task pane on the right.

*For more information on working with charts, see the Excel 2013 handout.*
Adding Animation

Click on the Animations Tab to add animations to objects and text on slides. Animations are divided into entrance, emphasis, exit, and motion paths. Click on an object or select multiple objects, and select an effect to apply the animation.

Clicking on the animation order numbers next to objects will activate the Animation Options buttons.

Each effect has a varying set of options. The Fly-In effect, for example, allows the direction to be changed.

Clicking the Animation Pane button will open the Animation Pane. If there are many animations on one slide, the animation pane can prove very helpful for making multiple changes simultaneously.

Second level bullets enter with first level bullets by default. If animation numbers are the same, they will occur at the same time. Different numbers indicate different numbers of clicks. Selecting a second level heading and changing the “Start” time to “On Click” will allow these two bullet points to come in separately.
Transitions

Click on the Transitions Tab to add transitions between the slides. Like animations, some transitions have options that can be changed.

Use the Advance Slide option to advance slides automatically after a certain length of time or on mouse click.

The Apply to All button will apply the same transition to all slides in the presentation.

Playing Presentations

The Slide Show Tab contains the controls to start a slide show, presenter tools, and settings.

Press F5 on the keyboard to start a slide show from the beginning, and Shift+F5 to start a slide show from the currently displayed slide.

Rehearse will play and time the slide show as you rehearse your presentation. At the end you will have the option to save the slide timings so that the show will advance automatically.

Timings can be removed in the Advance Slide section of the Transitions Tab.
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