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Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

PowerPoint® 2013 Introduction

Need to know more about PowerPoint 2013? Click on the links below to get more information.

See also [Office 2013 Essential Guide](#)

Adding a New Slide

Choose **HOME**, then **NEW SLIDE**

To change a slide's layout when creating the next slide, click

Changing a Slide's Layout

Choose **HOME**, then **Layout**

Switching Between Standard and Widescreen Formats

Change the slide size or the ratio of the slide's width to height.

1. Choose **DESIGN**, then **SLIDE SIZE** then **SLIDE SIZE** **SLIDE SIZE**
2. For a standard slide, choose **STANDARD (4:3)** . For a widescreen slide, choose **WIDESCREEN (16:9)**

Using Custom Slides and Orientation

Create different types of presentations, such as screen savers or videos, by changing the slide orientation.

1. Choose **DESIGN**, then **SLIDE SIZE** **SLIDE SIZE**
2. Choose **SLIDE ORIENTATION** **SLIDE ORIENTATION**
3. Choose **SLIDE ORIENTATION** **SLIDE ORIENTATION**

Entering Text into a "Click to Add..." Placeholder

1. Click on the placeholder to activate the text.
2. To add text to the placeholder, click on the placeholder.
3. After a subtitle is added, click on the placeholder to add more text.

Starting a New Line Without a Bullet

To start a new line of text without creating a new bullet, click on the placeholder.

Moving Between Text Areas with the Keyboard

Press **Tab** to move from one text area to the next. Press **Shift + Tab** to move from the last text area to the first.

Adding Other Text on the Slide

To add text to the slide, click on the placeholder.

1. Choose **INSERT**, then **TEXT**
2. Click on the placeholder.
3. Type the text. Click on the placeholder.

Changing Level of Indentation

1. Select the paragraph, or on the paragraph.
2. Choose **HOME**, then **INDENT**

Text Formatting

1. Select the text to format. Click on the placeholder.
2. Choose **HOME**, then **TEXT**
3. To change text color, click
4. To change text font, click
5. To change text size, click
6. To change text style, click
7. To change text alignment, click
8. To change text background color, click
9. To change text border, click
10. To change text shadow, click
11. To change text 3D effect, click
12. To change text rotation, click
13. To change text orientation, click
14. To change text language, click
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Using Presentation Views

Normal View

The normal view, which is the default view, provides a way to view and edit slides. It shows the slide in the center, the slide notes on the left, and the slide thumbnails on the right. To switch to normal view, click on the bottom-left corner of the slide.

Slide Sorter View

Slide Sorter view provides a way to view all slides at once. To switch to slide sorter view, click on the bottom-left corner of the slide.

Web Preview

Web Preview view provides a way to view slides as they would appear in a web browser. To switch to web preview view, click on the bottom-left corner of the slide.

Applying a Design Theme

There are several design themes available. To apply a design theme, click on the bottom-left corner of the slide.

Changing the Background of a Slide

1. In the **DESIGN** tab, click **Background** **BACKGROUND**

Adding a Header or Footer

1. To add a header or footer, click **HEADER & FOOTER**

Creating Speaker Notes

1. To create speaker notes, click **NOTES**

Quick Reference

Command	Keyboard Shortcut
File	Alt + F
Home	Alt + H
Insert	Alt + I
Layout	Alt + L
References	Alt + R
Send To Back	Alt + Z
Bring To Front	Alt + W
Undo	Ctrl + Z
Redo	Ctrl + Y
Save	Ctrl + S
Print	Ctrl + P
Exit	Alt + F4
Find	Ctrl + F
Replace	Ctrl + H
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Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use 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 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. This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction, PowerPoint 2013 Advanced (ISBN 978-1936220885). Recommended companion title covering Office basics: Microsoft Office 2013 Essentials (ISBN 978-1936220755).

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (February 21, 2013)

Language: English

ISBN-10: 1936220873

ISBN-13: 978-1936220878

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 1.6 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (56 customer reviews)

Best Sellers Rank: #38,227 in Books (See Top 100 in Books) #3 in [Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint](#) #43 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #11640 in [Books > Reference](#)

Customer Reviews

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

These look really good and easy to follow. I am still getting my computer set up the way I want, but I like having the basic at my fingertips to refer to. I don't have to worry about remembering everything. A good value and useful for a senior like me!

I'm no doubt showing my age, but while this Cheat Sheet is a good reference. The print is VERY small. Not sure how they can do it, but a larger font would help a great deal.

This quick reference guide is great when you don't want to slog through an entire book looking for that single thing you need.

Easier than in the book. Plain and simple. Not a very patient person to flip back and forth in the book.

This is for someone that has a understanding of PowerPoint. Great cheat sheet to increase your understanding. put it beside your desk for everyday use.

Ok for what it does. Covers a lot and yet limited.

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