Quick Start Guide

PowerPoint presentations work like slide shows. To convey a message or a story, you break it down into slides. Think of each slide as a blank canvas for the pictures, words, and shapes that will help you build your story.

Microsoft PowerPoint 2013 looks different from previous versions; this guide is intended to help you minimize the learning curve.

The PowerPoint Window

1 Quick Access Toolbar – contains shortcuts for the most commonly used tools.

2 Backstage View – contains common functions for saving, printing, and sharing your slideshow. Click the File tab to manage your presentations.

3 Tab Bar – contains tabs that display tools and commands in the ribbon.

4 Slides and Outline Tabs – displays slide thumbnails or slide outlines.

5 Slide Pane – displays the selected slide.

6 Note Pane – displays notes for the selected slide.

7 Ribbon – contains groups of tools for use with PowerPoint 2013. Each ribbon tab has groups, and each group has a set of related commands.

8 Contextual Tabs – some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the Picture Tools Format tab appears.

9 Get Help – click on the question mark or press F1.

10 Hide the Ribbon – click here or press Ctrl + F1 to hide or show the ribbon

11 See More Options – click this arrow to see more options in a dialog box.

12 Format Pane – use this handy pane to apply formatting to pictures, video, SmartArt, shapes, and other objects.

13 Show the Content You Want – switch views or show or hide notes and comments.

14 Zoom In and Out – Slide this bar to the left or right to zoom in or out on slide details.

Getting Started

Microsoft PowerPoint 2013 has a brand-new look: It's cleaner and primed for use on tablets and phones, so you can swipe and tap your way through presentations. Presenter View automatically adapts to your projection set-up, and you can even use it on a single monitor. Themes now come with variations, which make it simpler to hone in on the look you want. And when you're working with others, you can add comments to ask questions and get feedback.

PowerPoint 2013 Start Screen

When you first open PowerPoint 2013, you'll see that you have several choices for getting started — using a template, a theme, a recent file, or a blank presentation.

1 **Open a recent presentation** – It provides easy access to your most recently opened presentations.

2 **Find other files** – Browse to find presentations and other files stored on your computer or in the cloud.

3 **Start from scratch** – To start a new, presentation, click Blank Presentation.

4 **Search for online templates and themes** – Type keywords into the search box to find templates and themes online at Office.com.

5 **Choose a template category** – Click the template categories below the search box to find some of the most popular PowerPoint templates.

6 **Sign in to Office** – Sign into your account and access the files you've saved to the cloud from anywhere. (Requires a Microsoft account)

7 **Use a featured theme** – Choose a built-in theme to start your next presentation. These work well for both widescreen (16:9) and standard screen (4:3) presentations.
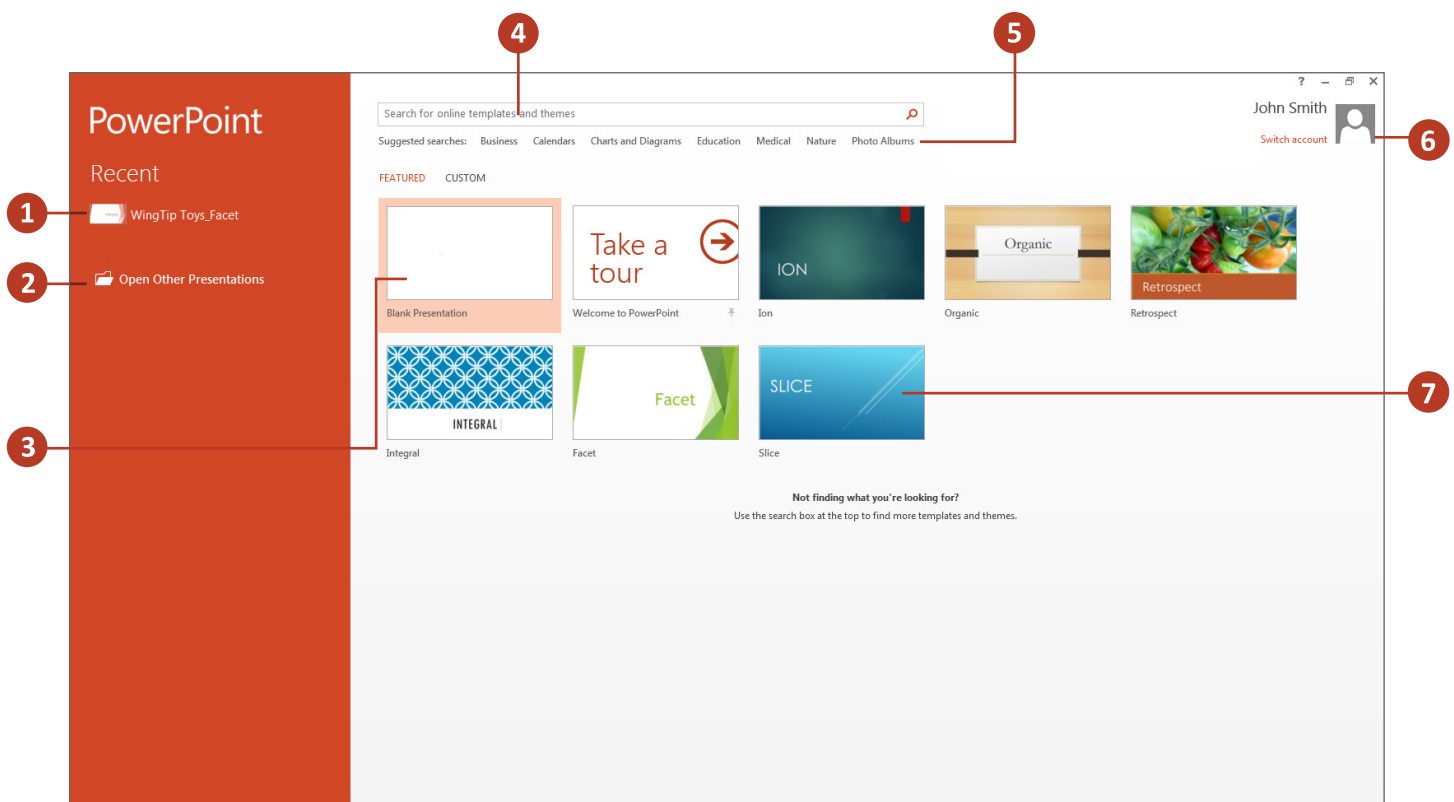
Choose a Theme

When you open PowerPoint, you'll see some built-in themes. A theme is a slide design that contains matching colors, fonts, and special effects like shadows, reflections, and more.

1. Choose a theme.

2. Pick a color variation and then click **Create**.

Tip – If you change your mind, you can always change the theme or variant later on the Design tab.

Add, Rearrange, and Delete Slides

When creating your presentation, you'll typically add new slides, move your slides around, and delete the slides you don't need.

Add a new slide

1. In the left slide thumbnail pane, click the slide that you want your new slide to follow.

2. On the **Home** tab, click **New Slide**.

3. In the gallery of layouts, click the layout that you want for your new slide.

Rearrange the order of slides

In the pane on the left, click the thumbnail of the slide that you want to move, and then drag it to the new location.

Tip – To select multiple slides, press and hold **Ctrl** while you click each slide that you want to move, and then drag them as a group to the new location.

Delete a slide

1. In the pane on the left, right-click the slide thumbnail that you want to delete.

2. Click **Delete Slide**.

Add and Format Text

1. Click inside a text placeholder, and begin typing.

2. Select the text.

3. Under **Drawing Tools**, click **Format**.
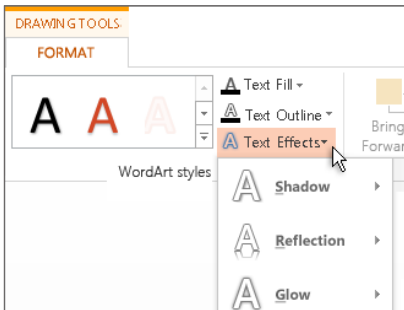
4. Do one of the following:

• To change the color of your text, click **Text Fill**, and then choose a color.

• To change the outline color of your text, click **Text Outline**, and then choose a color.

• To apply a shadow, reflection, glow, bevel, 3-D rotation, a transform, click **Text Effects**, and then choose the effect you want.

Add Shapes

1. On the **Insert** tab, click **Shapes**.

2. Pick the shape that you want, click anywhere on the slide, and then drag to draw the shape.

Tip – To create a perfect square or circle (or constrain the dimensions of other shapes), press and hold **Shift** while you drag.

Add Pictures

On the **Insert** tab, do one of the following:

1. To insert a picture that is saved on your local drive or an internal server, click **Pictures on my PC**, browse for the picture, and then click **Insert**.

2. To insert a picture from Bing or the Office.com Clip Art gallery, click **Online Pictures**, and use the search box to find a picture. For example, type 'Cats' in the Office.com Clip Art search box. Choose a picture, and then click **Insert**.

Add Speaker Notes

Slides are best when you don't cram in too much information. You can put helpful facts and notes in the speaker notes, and refer to them as you present.

1. To open the notes pane, at the bottom of the window, click **Notes**.
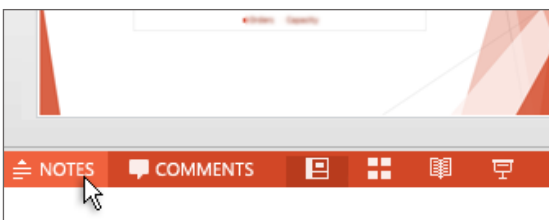
2. Click inside the Notes pane below the slide, and begin typing your notes.

Print Your Speaker Notes

1. On the **File** tab, click **Print**.

2. Under **Printer**, choose the printer that you want to print to.

3. Under **Settings**, next to **Full Page Slides**, click the down arrow and under **Print Layout**, click **Notes Pages**, then click **Print.**
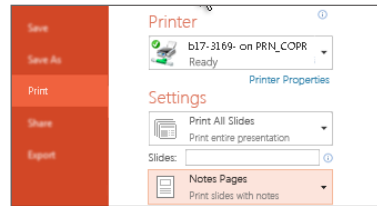
Give Your Presentation

On the Slide Show tab, do one of the following:

• To start the presentation at the first slide, in the **Start Slide Show** group, click **From Beginning**.
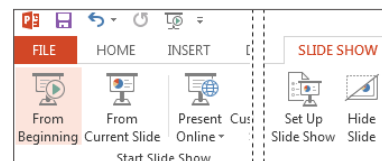
• If you're not at the first slide and want to start from where you are, click **From Current Slide**.

• If you need to present to people who are not where you are, click **Present Online** to set up a presentation on the web, and then choose one of the following options:

• Present online using the **Office Presentation Service**

• Start an online presentation in PowerPoint using **Lync**

Tip – To get out of Slide Show view at any time, on the keyboard, press **Esc**.

Hassle-free Presenter View

Presenter View allows you to see your notes on your monitor while the audience only sees the slide. In previous releases, it was difficult to figure out who saw what on which monitor. The improved Presenter View fixes that headache and makes it simpler to work with.

Use Presenter View on one monitor – Presenter View no longer requires multiple monitors. Now you can rehearse in Presenter View without hooking up anything else.

Zoom in on a slide – Click the magnifying glass to zoom in on charts, diagrams, or whatever you want to emphasize for your audience.

Jump to a slide – Use Slide Navigator to browse to other slides in the presentation.

Automatic set up – PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter view.

Things You Might be Looking for

Open, save, print, share, send, export, convert, or protect files

Click **File** and then look in the **Backstage view** (click the commands in the left pane).

Add slides, apply a layout, change fonts, align text, or apply Quick Styles

Click **Home** and then look in the **Slides**, **Font**, **Paragraph**, **Drawing**, and **Editing** groups.

Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, Header and footer, video, or audio

Click **Insert** and then look in the **Tables**, **Images**, **Illustrations**, **Comments**, **Text**, and **Media** groups.

Apply a theme, change the color of a theme, change the slide size, change the background of a slide, or add a watermark

Click **Design** and then look in the **Themes**, **Variants**, or **Customize** groups.

Apply or adjust the timing of a transition

Click **Transitions** and then look in the **Transition** and **Timing** groups.

Apply or adjust the timing of an animation

Click **Animations** and then look in the **Animation**, **Advanced Animation**, and **Timing** groups.

Start a slide show, set up a slide show, specify monitors for use with Presenter view

Click **Slide Show** and then look in the **Start Slide Show**, **Set Up**, and **Monitors** groups.

Check spelling, enter and review comments, or compare presentations

Click **Review** and then look in the **Proofing**, **Comments**, and **Compare** groups.

Change views, edit a master view, show grids, guides, and rulers, zoom in, switch between PowerPoint windows, and use macros

Click **View** and then look in the **Presentation Views**, **Master Views**, **Show**, **Zoom**, **Window**, and **Macros** groups.

Sign in to Office

To get started saving, sharing, and storing your files to the cloud, sign in to Microsoft Office. In PowerPoint, or any Office application, look for your name at the top right corner of the ribbon. After you sign in, you can switch accounts and change your profile.

Save Your Presentations to the Network Drive or to the Cloud

To Save your presentation to the Network Drive, click the **File** tab then click **Save**. Browse to a folder on the Network Drive, then type a name for your presentation in the **File name** box. Once done, click **Save**.

Saving to the cloud is another option. The "cloud" is like file storage in the sky. You can get to it anytime you're online. If you travel or move from one place to another on a regular basis and you need access to your files, consider storing your files in the cloud. SkyDrive is a free online cloud service where you can securely access and share files with others. All you need is a free Microsoft account or Windows Live ID to sign in to SkyDrive.

PowerPoint on Touch Devices

Now it's possible to interact with PowerPoint on most any device including a Windows 8 PC. Using typical touch gestures, you can swipe, tap, scroll, zoom, and pan your way through your slides, and really feel the presentation.

Working With an Older Version of PowerPoint

1. When you open a presentation that was created in PowerPoint 2007 or earlier, you'll see the words **[Compatibility Mode]** on the title bar. This tells you that the presentation is currently saved in the older file format, which doesn't recognize newer features like embedded video, new transition effects, sections, and more. If you want to use all of the available PowerPoint 2013 features, you'll need to change the presentation to the newest file format. To change the file to the newest format, click **File** > **Info** > **Convert**.

2. If you save your presentation as a PowerPoint 2013 and a colleague opens your PowerPoint 2013 presentation in PowerPoint 2007 or earlier, a prompt appears with a link to download the free Compatibility Pack. They'll need the Compatibility Pack to open and work with presentations in the new format. Before sharing your PowerPoint 2013 presentation with colleagues who use earlier versions of PowerPoint, run the Compatibility Checker tool. Click **File** > **Info** > **Check for Issues** > **Check Compatibility**. This tool tells you which new features in PowerPoint 2013 aren't supported in older versions. You can then decide whether to remove these features to avoid warnings in earlier versions of PowerPoint.

3. You can also save your presentation as a PowerPoint 2007 or earlier file. If a colleague opens the presentation in PowerPoint 2007 or earlier, the file will open normally.

Shortcuts

To Do This	Press
Duplicate active slide	Ctrl + Shift + D
Open the Find dialog box	Ctrl + F
Select all slides (Slides pane)	Ctrl + A
Select all slide objects (Normal view)	Ctrl + A
Duplicate selected slides (Slides pane)	Ctrl + D
Show/Hides Notes pane	Ctrl + Shift + H
Insert hyperlink	Ctrl + K
Insert New Slide	Ctrl + M
Create New Presentation	Ctrl + N
Hide and unhide Ribbon	Ctrl + F1
View the slide show from first slide	F5
View Slide Show from the current slide	Shift + F5
Open Backstage view	Alt + F
Move to previous slide	Page Up
Move to next slide	Page Down