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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 things like opening and saving files, creating a new presentation, or navigating the ribbon? Check out the **Quick Reference Guide**.

### Adding a New Slide

Choose **HOME**, then **NEW SLIDE** . To change the slide layout when creating the new slide, click .

### Changing a Slide's Layout

Choose **HOME**, then **Layout** to see a list of layouts at the bottom of the ribbon.

### Switching Between Standard and Widescreen Formats

Change the slide size for a slide in the ribbon, click **SLIDE SIZE** . To change the slide size for the entire presentation, click **SLIDE SIZE** in the ribbon, then click **Slide Size Task Pane** . To change the slide size for the entire presentation, click **SLIDE SIZE** in the ribbon, then click **Slide Size Task Pane** . To change the slide size for the entire presentation, click **SLIDE SIZE** in the ribbon, then click **Slide Size Task Pane** .

### Using Custom Slides and Orientation

Open a different type of presentation, custom format or layout, by changing the slide orientation.

1. Choose **DESIGN**, then **SLIDE ORIENTATION** . To change the slide orientation, click **Slide Orientation** .
2. Choose a preset **SLIDE ORIENTATION** (vertical or horizontal) . To change the slide orientation, click **Slide Orientation** .
3. Choose **SLIDE ORIENTATION** in the ribbon, then click **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 (1), to main content (2) or a list (3), click on the placeholder.

### Starting a New Line without a Bullet

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

### Moving Between Text Areas with the Keyboard

Normally, pressing a key starts a new bullet or paragraph. To move the text cursor to the next text area, press **CTRL** **ENTER** . To move the text cursor to the next text area, press **CTRL** **ENTER** .

### Adding Other Text on the Slide

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

1. Choose **HOME**, then **NEW SLIDE** .
2. Click on the placeholder.
3. Type the text. To add a new line, press **ENTER** .

### Changing Level of Indentation

1. Select the paragraph (or **CTRL** **CLICK** on the paragraph).
2. Choose **HOME**, then **INDENT** .
3. Click to increase the indentation.

### Text Formatting

1. Select the text to format (or **CTRL** **CLICK** on the text).
2. Choose **HOME**, then **FONT** . To change the font, click . To change the font size, click . To change the font color, click . To change the text color, click . To change the text color, click .
3. To change the font color, click . To change the text color, click .
4. To change the text color, click . To change the text color, click .

### Using Presentation Views

**Normal View**  
The normal view, **NORMAL VIEW**, provides a way to view and edit a slide. The ribbon shows the list of options, and the slide is visible in the center. To change the view, click **VIEW** in the ribbon, then click **NORMAL VIEW** . To change the view, click **VIEW** in the ribbon, then click **NORMAL VIEW** .

**Slide Sorter View**  
To view the slide sorter, click **VIEW** in the ribbon, then click **Slide Sorter View** . To view the slide sorter, click **VIEW** in the ribbon, then click **Slide Sorter View** .

**Reading Pane**  
To view the reading pane, click **VIEW** in the ribbon, then click **Reading Pane** . To view the reading pane, click **VIEW** in the ribbon, then click **Reading Pane** .

**Navigation Rollers, Navigation, and View**  
1. **Navigation Rollers** : A horizontal bar at the bottom of a slide that allows you to navigate between slides.  
2. **Navigation** : A set of icons that allows you to navigate between slides.  
3. **View** : A set of icons that allows you to change the view of the presentation.

### Applying a Design Theme

There are several themes of fonts, colors, and graphics that you can apply to a presentation. To apply a theme, click **DESIGN** in the ribbon, then click **Themes** . To apply a theme, click **DESIGN** in the ribbon, then click **Themes** .

### Changing the Background of a Slide

1. In the **SLIDE SHOW** view, click **SLIDE SHOW** in the ribbon, then click **Background** .
2. Choose **SLIDE SHOW**, then **BACKGROUND** . To change the background, click **SLIDE SHOW** in the ribbon, then click **BACKGROUND** .

### Adding a Header or Footer

1. To add a header or footer, click **SLIDE SHOW** in the ribbon, then click **Header and Footer** .
2. Choose **SLIDE SHOW**, then **HEADER & FOOTER** . To add a header or footer, click **SLIDE SHOW** in the ribbon, then click **HEADER & FOOTER** .
3. Click to add a header or footer.
4. To add a header or footer, click **SLIDE SHOW** in the ribbon, then click **HEADER & FOOTER** .

### Creating Speaker Notes

1. To create speaker notes, click **VIEW** in the ribbon, then click **Notes** .
2. Click on the ribbon, then click **Notes** . To create speaker notes, click **VIEW** in the ribbon, then click **Notes** .

Choose **VIEW**, then **NOTES PAGE** to view and edit notes on a separate page. To view and edit notes on a separate page, click **VIEW** in the ribbon, then click **NOTES PAGE** .

### Quick Reference

Quick Reference	Quick Reference
File	FILE
Home	HOME
Insert	INSERT
Layout	LAYOUT
References	REFERENCES
Review	REVIEW
Send To Backstage	SEND TO BACKSTAGE
Slide Show	SLIDE SHOW
View	VIEW
Window	WINDOW
Help	HELP

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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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