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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 **PowerPoint 2013 Introduction** guide.

**Adding a New Slide**

Choose **HOME**, then **NEW SLIDE** . To change a slide's 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 to either 16:9 (widescreen) or 4:3 (standard).

- Choose **DESIGN**, then **SLIDE SIZE** then **SLIDE SIZE** .
- Choose **16:9 WIDESCREEN** or **4:3 STANDARD** to change the slide size.

**Using Custom Slides and Orientation**

Create different types of presentations, custom content or layouts, by changing the slide orientation.

- Choose **DESIGN**, then **SLIDE SIZE** then **ORIENTATION** .
- Choose **VERTICAL** or **HORIZONTAL** to change the slide orientation.

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

- Click on the placeholder to activate the text.
- Type or paste text into the placeholder.
- Click on the placeholder to deactivate the text.

**Starting a New Line without a Bullet**

To start a new line of text without creating a new bullet point, press **Shift + Enter**.

**Moving Between Text Areas with the Keyboard**

Normally, pressing a key starts a new bullet or paragraph. To move text from one text area to another, press **Ctrl + Enter** to start a new line or **Ctrl + Shift + Enter** to start a new paragraph.

**Adding Other Text on the Slide**

To add text where there is no text placeholder:

- Choose **INSERT**, then **TEXT BOX** .
- Click where you want to begin.
- Type the text. Click outside the text area to finish.

**Changing Level of Indentation**

- Select the paragraph(s) or **Ctrl** in the paragraph(s).
- Choose **HOME**, then **INCREASE INDENTATION** or **DECREASE INDENTATION** .

**Text Formatting**

- Select the text to format (by dragging or using **Shift**, **Ctrl** or the ribbon).
- Choose **HOME**, then **Font** to see the **Font** group.
- To change font color, click **Font Color** or **Text Color** .
- To change font size, click **Font Size** or **Text Size** .
- To italicize text, click **Italic** or **Text Italic** .
- To bold text, click **Bold** or **Text Bold** .
- To underline text, click **Underline** or **Text Underline** .
- To change text color, click **Text Color** .
- To change text background color, click **Text Background Color** .
- To change text color, click **Text Color** .
- To change text background color, click **Text Background Color** .

**Using Presentation Views**

**Normal View**

The normal view, **NORMAL VIEW**, provides the most detailed view of the slide, including the text, images, and other content for each slide in the presentation. To return to normal view, click **NORMAL VIEW** on the ribbon or **Ctrl + F5**.

**Slide Sorter View**

To see a thumbnail view of all slides in the presentation, click **SLIDE SORTER VIEW** on the ribbon or **Ctrl + Shift + W**.

**Navigation Ribbon, Ribbon, and View**

- Click on the ribbon to activate it.
- Click on the ribbon to activate it.
- Click on the ribbon to activate it.

**Applying a Design Theme**

There are several design themes, colors, and graphics that you can apply to your presentation. To apply a design theme:

- Choose **DESIGN**, then **THEMES** to see a list of themes.
- Click on the theme you want to apply.

**Changing the Background of a Slide**

- In the **DESIGN** group of the ribbon, click **BACKGROUND** to see a list of background images.
- Click on the background image you want to apply.

**Adding a Header or Footer**

- Choose **INSERT**, then **HEADER & FOOTER** .
- Click on the header or footer text box.
- Type the text.

**Creating Speaker Notes**

- Choose **VIEW**, then **NOTES** .
- Click on the notes pane at the bottom of the screen. Type your notes. To see more of your notes, drag the bottom of the pane, or use **Ctrl + Shift + F**.

**Quick Actions**

| Quick Action         | Keyboard Shortcut |
|----------------------|-------------------|
| Open a presentation  | Ctrl + O          |
| Save a presentation  | Ctrl + S          |
| Print a presentation | Ctrl + P          |
| Close a presentation | Ctrl + W          |
| Quit PowerPoint      | Alt + F4          |
| Undo                 | Ctrl + Z          |
| Redo                 | Ctrl + Y          |
| Copy                 | Ctrl + C          |
| Paste                | Ctrl + V          |
| Find                 | Ctrl + F          |
| Print                | Ctrl + P          |
| Close                | Ctrl + W          |
| Quit                 | Alt + F4          |
| Undo                 | Ctrl + Z          |
| Redo                 | Ctrl + Y          |
| Copy                 | Ctrl + C          |
| Paste                | Ctrl + V          |
| Find                 | Ctrl + F          |
| Print                | Ctrl + P          |
| Close                | Ctrl + W          |
| Quit                 | Alt + F4          |

**Keyboard Shortcuts**

| Keyboard Shortcut | Action |
|-------------------|--------|
| Ctrl + O          | Open   |
| Ctrl + S          | Save   |
| Ctrl + P          | Print  |
| Ctrl + W          | Close  |
| Alt + F4          | Quit   |
| Ctrl + Z          | Undo   |
| Ctrl + Y          | Redo   |
| Ctrl + C          | Copy   |
| Ctrl + V          | Paste  |
| Ctrl + F          | Find   |
| Ctrl + P          | Print  |
| Ctrl + W          | Close  |
| Alt + F4          | Quit   |
| Ctrl + Z          | Undo   |
| Ctrl + Y          | Redo   |
| Ctrl + C          | Copy   |
| Ctrl + V          | Paste  |
| Ctrl + F          | Find   |
| Ctrl + P          | Print  |
| Ctrl + W          | Close  |
| Alt + F4          | Quit   |



## 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

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## 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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