

MICROSOFT POWER POINT 2013 E S S E N T I A L S

The following is a brief overview of the more prominent new features of PowerPoint 2013. To get a more in depth explanation of what's new, check out *What's New in PowerPoint 2013*.

- new look – cleaner and phone and tablet friendly
- several ways to start your next presentation – templates, themes, a recent presentation, a not-so-recent presentation, or a blank one.
- presenter view
- Zoom in on a slide
- Jump to a slide
- Automatic set up: PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter view.
- Widescreen friendly
- Start an online meeting from PowerPoint.

When you open PowerPoint 2013 for the first time, the Start Screen will appear. From here, you'll be able to create a new presentation, choose a template, or access your recently edited presentations.

PowerPoint 2013 is similar to PowerPoint 2010. If you've previously used PowerPoint 2010, PowerPoint 2013 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the PowerPoint 2013 interface.

The Ribbon

PowerPoint 2013 uses a tabbed Ribbon system instead of traditional menus.

The Ribbon contains multiple tabs, each with several groups of commands. You will use these tabs to perform the most common tasks in PowerPoint. The Ribbon is designed to respond to your current task, but you can choose to minimize it if you find that it takes up too much screen space.

The Quick Access Toolbar

Located just above the Ribbon, the Quick Access Toolbar lets you access common commands no matter which tab is selected. By default, it includes the Save, Undo, Repeat, and Start Presentation commands. You can add other commands depending on your preference.

To add commands to the Quick Access Toolbar:

Click the drop-down arrow to the right of the Quick Access Toolbar. Select the command you wish to add from the drop-down menu. To choose from more commands, select More Commands.

The ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the Ruler, Guides, and Gridlines. These tools make it easier to align objects on your slides. Simply click the check boxes in the Show group on the View tab to show and hide these tools.

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JR Anderson



Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing:

Microsoft Powerpoint 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013 The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface

Microsoft PowerPoint 2013 Essentials (Speedy Study Guide) Speedy Publishing LLC, 2014-06-08 Microsoft PowerPoint 2013 Essentials is an explicit bit of training materials for use with the revamped version of PowerPoint 2013 The information is extensive and handy for someone that has knowledge of the previous version and wants to become very familiar in a short amount of time with the new interface A perfect candidate for this product would be someone that uses PowerPoint presentations for business matters daily A Chart would be instrumental as a quick reference point that illustrates the locations of the previous functions in correlation with the new interface

Microsoft Office 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 When you are looking at the Microsoft Office 2013 Essentials office suite you will find that there are a number of great programs included Some of the offerings from this productivity suite include Word Excel PowerPoint and Outlook and with a few upgrades you might be able to get more programs A good chart is something that will help you keep the right kind of shortcuts and features available to you With a suite this robust it is often easy to forget some of the more obscure but no less useful functions

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Microsoft Excel 2013 Essentials (Speedy Study Guides) Speedy Publishing, 2014-06-18 Microsoft Excel 2013 is part of the Microsoft Office Suite package The software is designed to help people keep track of accounts numbers and more through spread sheets Therefore this tool helps businesses and individuals alike to manage their assets in an easy way The 2013 version is one of the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programing better

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the latest updates It includes new features and it is easy to learn if you already know how to use Excel A detailed chart of its inner workings would help people understand the programming better

Taming Randomized Controlled Trials in Education Keith Morrison,2020-07-07 There is a recent surge in the use of randomized controlled trials RCTs within education globally with disproportionate claims being made about what they show what works and what constitutes the best evidence Drawing on up to date scholarship from across the world Taming Randomized Controlled Trials in Education critically addresses the increased use of RCTs in education exploring their benefits limits and cautions and ultimately questioning the prominence given to them While acknowledging that randomized controlled trials do have some place in education the book nevertheless argues that this place should be limited Drawing together all arguments for and against RCTs in a comprehensive and easily accessible single volume the book also adds new perspectives and insights to the conversation crucially the book considers the limits of their usefulness and applicability in education raising a range of largely unexplored concerns about their use Chapters include discussions on The impact of complexity theory and chaos theory Design issues and sampling in randomized controlled trials Learning from clinical trials Data analysis in randomized controlled trials Reporting evaluating and generalizing from randomized controlled trials Considering key issues in understanding and interrogating research evidence this book is ideal reading for all students on Research Methods modules as well as those interested in undertaking and reviewing research in the field of education

Business and Economics of Port Management Wei Yim Yap,2020-07-06 Business and Economics of Port Management is a comprehensive but concise textbook and reference for insights into the workings of port industry from the business and economics perspectives The book examines port management from various entities which include the government port operator shipping line logistics companies and other port service providers It provides in depth discussions on strategic issues challenges and disruptions that are faced by this industry Given the uniqueness of each port and international nature of the port business the book comes with useful case studies and lessons from different port regions around the world Key lessons on challenges and issues faced by port managers developers and regulators are highlighted and discussed using a combination of professional insights and publicly available information sources The aim is to illustrate the decision making process with the purpose of contributing to better outcomes for the industry government and the public at large Anyone who is approaching the subject matter will gain utmost understanding of how ports are critical in the global economy and societal well being

PowerPoint 2013 Quick Source Guide Quick Source (Firm),2013-02-01 *Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix,2013-07-08 Laminated quick reference card showing step by step instructions and shortcuts for how to use advanced features of 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 Placeholders to a Slide Master Adding Master Level Guides Adding a Customized

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 Recoloring a Picture Inserting an Audio Clip Inserting a Video Merging Shapes Ungrouping Clip Art Creating a Button to
 Jump to Another Slide or File During a Slide Show Hiding Slides Displaying the Animation Pane Reordering Animations
 Removing or Modifying Animations Previewing Animations Using the Animation Painter Syncing Animation Text Overlays
 with Audio Video Annotations During a Slide Show Saving Different Slide Orders Setting up a Self Running Show Setting
 Timings by Viewing the Show Recording Narration Compressing Media Files Packaging Presentations on a CD USB Drive
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 PowerPoint 2013 PowerPoint 2013 Introduction PowerPoint 2013 Advanced [Microsoft PowerPoint 2013 Introduction](#)
[Quick Reference Guide \(Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card\)](#) Beezix, 2013-02-20 Laminated
 quick reference card showing step by step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013 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 **PowerPoint Essentials** David K Ewen M Ed, David
 Ewen, 2014-04-09 I wrote this book in a few hours with the intention of being a quick starter guide and a general introduction
 to PowerPoint This book has been used as a study guide for a class I teach at Forest Academy called PowerPoint Essentials It
 follows my first book on an element of Microsoft Office called Excel Essentials You will have enough information that serves
 as a strong platform to learn more To use the expression you will learn in a few short pages enough to be dangerous This
 book is a simple direct to the point presentation of how to use PowerPoint to make impressive looking presentation with
 animation and narration You ll get to know all the fancy techniques in a few pages With what you learn in this book you will
 have the ability to intuitively learn other topics on your own that is not covered in this book You ll have enough
 understanding to become a PowerPoint expert David K Ewen M Ed Forest Academy April 2014 *Microsoft PowerPoint*
2013 Introductory Quick Reference Guide Laminated Cheat Sheet TeachUcomp, 2014-08-27 Designed with the busy
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customize the interface

Reviewing **Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing**: Unlocking the Spellbinding Force of Linguistics

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Table of Contents Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing

1. Understanding the eBook Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - The Rise of Digital Reading Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing

- Personalized Recommendations
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing User Reviews and Ratings
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing and Bestseller Lists
5. Accessing Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing Free and Paid eBooks
- Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing Public Domain eBooks
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing eBook Subscription Services
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing Budget-Friendly Options
6. Navigating Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing eBook Formats
- ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing Compatibility with Devices
 - Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing Enhanced eBook Features
7. Enhancing Your Reading Experience
- Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Highlighting and Note-Taking Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Interactive Elements Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
8. Staying Engaged with Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
- Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
- Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
10. Overcoming Reading Challenges
- Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
- Setting Reading Goals Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Fact-Checking eBook Content of Microsoft Powerpoint 2013 Essentials Speedy Study Guides Speedy Publishing
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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