

# PowerPoint® 2019 Introduction

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## Quick Reference Guide

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### Interface Terms

#### Understanding the Start Screen & the Ribbon

Use the **Start Screen** to open an existing file or create a new presentation. The Start Screen launches when starting PowerPoint without a presentation. If a presentation is open, choose the "File" tab in the Ribbon to enter Backstage View and then select "New" or "Open" from the menu for similar options.



The **Ribbon** is displayed along the top of the application window. The Ribbon is divided into tabs. Within these tabs are different groups of commands that perform various functions, accessed through the use of buttons, boxes, and menus.



### Interface Basics

#### Using the Ribbon

1. To **hide and show the contents in the Ribbon**, double-click the active tab in the Ribbon.
2. To **change button groups shown in the Ribbon**, click the tabs at the top of the Ribbon.
3. To **show or hide "Contextual" tabs**, click to select or click away to de-select the object.
4. To **access commands**, click a Ribbon tab and use the buttons, boxes and menus within the command groups of the active tab.
5. To **access advanced options**, click the "Dialog Box Launcher" button in the lower-right corner of a button group, if available.

#### Using the File Tab & Backstage View

1. To **open "Backstage View" and perform file management**, click the "File" tab at the left end of the Ribbon.
2. To **see additional options for a command**, click on a command in the left section of "Backstage View".

#### Using the Quick Access Toolbar

1. To **change the Quick Access Toolbar's location**, click the "Customize Quick Access Toolbar" button and select either "Show Below the Ribbon" or "Show Above the Ribbon".
2. To **add a button**, right-click on a command button or function in the Ribbon and choose the "Add to Quick Access Toolbar" command.
3. To **remove a button**, right-click the button in the Quick Access Toolbar and choose the "Remove from Quick Access Toolbar" command.
4. To **access advanced customization**, click the "Customize Quick Access Toolbar" button, select "More Commands" and then a command group from the drop-down at the top of the left column. To **add a command**, select it on the left, click the "Add" button and then "OK." To **remove a command**, select it on the right and click the "Remove" button and then "OK."

#### Enabling and Disabling Touch Mode

1. Click the "Customize Quick Access Toolbar" button in the Quick Access Toolbar and choose the "Touch/Mouse Mode" option.
2. Click the "Touch/Mouse Mode" button that appears in the Quick Access Toolbar and select either "Mouse" or "Touch."

#### Using the Status Bar

The Status Bar runs along the bottom of the program window. It contains presentation view buttons and the Zoom Slider. To **customize the Status Bar**, right-click anywhere on the Status Bar and check (to display) or un-check (to hide) any available features.

#### Changing Presentation Views

1. Click one of the "View" buttons at the far-right of the Status Bar or click the "View" tab in the Ribbon and click one of the views in the "Presentation Views" group.
2. To **use the "Zoom Slider"**, click and drag the slider control at the far-right end of the Status Bar.
3. To **use a preset magnification**, click the "View" tab in the Ribbon and then click the "Zoom" button in the "Zoom" group to select a magnification and click "OK."

### File Management

#### Creating New Presentations

Click the "File" tab in the Ribbon and select "New" from the menu on the left within Backstage View.

1. To **create a new presentation**, click the BLANK presentation thumbnail or a template thumbnail (and any available variants) and then click the "Create" button.
2. To **find online templates**, click a "Suggested searches" link or type in the "Search for online templates and themes" text box and press "Enter" and click the "Start searching" button.
3. To **view custom templates**, click the "Personal" link.
4. To **pin templates to the "Featured" list**, hover over the template and click the "Pin to list" button.

#### Saving Presentations

To **overwrite a presentation that has already been saved**, click the "File" tab in the Ribbon and click the "Save" command at the left of Backstage View.

To **save a presentation for the first time or to save with a different name or location**:

1. Click the "File" tab in the Ribbon and click the "Save As" command at the left of Backstage View.
2. Click to select a location ("This PC," "OneDrive," or other location, such as a SharePoint Server for some Office 365 subscribers).
3. Click a folder name or the "Browse" button.
4. Navigate to the location where you want to save the file in the "Save As" dialog box.
5. Type a name in the "File name" text box and click the "Save" button.

#### Saving Presentations as a PDF or XPS

PDF and XPS are standardized file formats that can be read and printed with a free copy of Adobe Reader or XPS Reader and don't require Office to be installed to view the files. To **save a file as a PDF or XPS**:

1. Click the "File" tab in the Ribbon and choose the "Export" command at the left of Backstage View.
2. Click the "Create PDF/XPS Document" command in the "Export" area.
3. Click the "Create PDF/XPS" button.
4. Navigate to the location where you want to save the document in the "Publish as PDF or XPS" dialog box.
5. Type a name in the "File name" text box, choose either "PDF" or "XPS Document" from the "File Type" drop-down, and click the "Publish" button.

#### Opening Presentations

Click the "File" tab in the Ribbon and choose the "Open" command at the left of Backstage View. To **pin a recent presentation to the "Pinned" list for easy access later**, hover over the file and click the "Pin this item to the list" push pin. To **un-pin**, click it again.

To **open a presentation**:

1. Click to select a "Recent" or "Pinned" file.
- Or,
1. Click to select the file's location ("This PC," "OneDrive," or other location).
2. Click a recent folder or the "Browse" button.
3. Navigate to the file in the "Open" dialog box.
4. Click to select the file and click the "Open" button.

#### Opening Files Containing Macros

Macros are small programs that perform frequent tasks within applications. Macros are usually harmless, but can contain malicious code. By default, Office disables macros. If the file is from a trusted source, enable the macros by clicking the "Enable Content" button in the Message Bar.

#### Recovering Unsaved Presentations

1. Select the "File" tab in the Ribbon and choose the "Open" command at the left.
2. Select "Recent" in the "Open" area.
3. Scroll to the bottom of the "Recent" pane at the right and click the "Recover Unsaved Presentations" button.
4. Select the presentation in the "Open" dialog box in the "UnsavedFiles" folder.
5. Click the "Open" button.

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# Microsoft Powerpoint 2013 Quick Reference Guide

**Gillian Gilert**



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creative features The manual will first look at the genesis of the program s manufacturer Microsoft Inc The Microsoft Office suite and its foundation and subsequent growth will then be discussed followed by growth of the actual PowerPoint program

**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 **PowerPoint 2013 Absolute Beginner's Guide** Patrice-Anne Rutledge,2013-02-06 Make the most of PowerPoint 2013 without becoming a technical expert This book is the fastest way to learn PowerPoint and use it to create dynamic eye catching presentations that you can deliver in person or on the Web Even if you ve never used PowerPoint before you ll learn how to do what you want one incredibly clear and easy step at a time PowerPoint has never ever been this simple Who knew how simple PowerPoint 2013 could be This is the easiest most practical beginner s guide to using Microsoft s incredibly powerful new PowerPoint 2013 presentation software simple reliable instructions for doing everything you really want to do Here s a small sample of what you ll learn Quickly move from learning PowerPoint 2013 basics to creating and delivering polished dynamic presentations Communicate data visually using pictures shapes charts and SmartArt Design sophisticated presentations even faster with themes variants and custom layouts Enliven your presentations with animation audio and video including online video from websites such as YouTube Collaborate on presentations using SkyDrive Microsoft s online file sharing solution Create MP4 and Windows Media videos from your PowerPoint presentations Publish and deliver your presentations on the Web Create and edit PowerPoint presentations on the go using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third party tools And much more Patrice Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies Patrice has used and has trained others to use PowerPoint for many years designing presentations for meetings seminars trade shows and worldwide audiences She is also the author of five previous books about PowerPoint for Pearson Education She can be reached through her website at [www.patricerutledge.com](http://www.patricerutledge.com) Category Microsoft Office Covers PowerPoint 2013 User Level Beginning *Boot-Click-Enter* □ 4

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Patrice-Anne Rutledge, 2014 Covers Excel Word Outlook OneNote and PowerPoint Cover

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*PCs All-in-One For Dummies* Mark L. Chambers, 2013-04-11 A perfect companion for your PC Whether you use your PC for work or play there s a lot to learn and a lot of territory to discover so take along a good guide Serving up nine meaty minibooks this All in One guide covers essential PC topics from soup through nuts including the latest on PC hardware Windows 8 the Internet all the tools in Office 2013 digital media troubleshooting and maintenance upgrading your PC home networking and PC gaming You ll get to know your PC inside and out and find yourself turning to this terrific resource again and again This new edition features expanded coverage of home networking and desktop gaming cool hardware for hardcore gamers exciting new Windows 8 features and much more Nine minibooks provide a comprehensive PC overview and include PC Hardware Windows 8 The Internet Troubleshooting and

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