

# 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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**(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

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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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 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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 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  
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 follows my first book on an element of Microsoft Office called Excel Essentials You will have enough information that serves  
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