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## Microsoft PowerPoint 2013



### **Microsoft Powerpoint 2013 Step By Step**

**Karin Nielsen-Saines** 

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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 Step Computer Learning For Class 4 DHEERAJ MEHROTRA, Step by step computer learning is a Windows 7 and Office 2013 based series It is a revised series of eight books for Classes 1 to 8 It covers a wide array of topics which are relevant and useful The books in this series are written in a very simple and easy to understand language The clearly guided steps make these books sufficient for self study for children PowerPoint 2013 on Demand Steve Johnson, 2013 This hands on guide for every user who wants to create outstanding presentations with PowerPoint 2013 teaches visually using an easy friendly full colour format designed to show how instead of telling how Microsoft PowerPoint 2013 Step by Step Elliot J. Lane.2015-08-12 Thought provoking and accessible in approach this updated and expanded second edition of the Microsoft PowerPoint 2013 Step by Step provides a user friendly introduction to the subject Taking a clear structural framework it guides the reader through the subject s core elements A flowing writing style combines with the use of illustrations and diagrams throughout the text to ensure the reader understands even the most complex of concepts This succinct and enlightening overview is a required reading for advanced graduate level students. We hope you find this book useful in shaping your future career Feel free to send us your enquiries related to our publications to info risepress pw Rise Press

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