

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 **Quick 2013 Introduction** guide.

Adding a New Slide

Choose **HOME**, then **NEW SLIDE** .

To change the slide layout when creating the new slide, click .

Changing a Slide's Layout

Choose **HOME**, then **Layout** to see a list of layouts.

Switching Between Standard and Widescreen Formats

Change the slide format to either 16:9 (widescreen) or 4:3 (standard).

- Choose **DESIGN**, then **SLIDE SIZE** then **SLIDE SIZE** .
- Choose **SLIDE SIZE** to choose the size of your content. **ENSURE FIT** (ensures content fits on slide).

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 a preset **SLIDE SIZE** (either standard **SLIDE SIZE**, or a custom **SLIDE SIZE**).
- Choose **PRESENTATION LAYOUTS** to change the look and content of the slide.

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

- Click on the placeholder to activate the text.
- To add text to the placeholder, click on the text box.
- After a subtitle (1), to create another paragraph, click at the beginning of the paragraph. To "undo" a paragraph, click at the beginning of the paragraph.

Starting a New Line without a Bullet

To start a new line of text without creating a bulleted list, click .

Moving Between Text Areas with the Keyboard

Normally, pressing the arrow keys moves the text cursor to the next line, then to the next text area, press **CTRL** to jump between the text boxes. **CTRL** **ENTER** creates a new slide.

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. **CTRL** **ENTER** creates a new slide.

Changing Level of Indentation

- Select the paragraph (or **CTRL** **click** on the paragraph) .
- Choose **HOME**, then **INDENT** .
- Click to increase the indent.

Text Formatting

- Select the text to format (or **CTRL** **click** on the text) .
- Choose **HOME**, then **Font** to see a list of options.
- To change font color, click or to format it or choose.
- To italicize text, click or on the ribbon.
- To align text vertically, click or on the ribbon.
- To increase the font size, click or on the ribbon.
- To decrease the font size, click or on the ribbon.

Using Presentation Views

Normal View
The normal view, **NORMAL VIEW**, provides a way to view individual slides, the presentation, the built-in navigation, and a list of notes for each slide in the normal view. To switch to **NORMAL VIEW**, click on the ribbon, or click **VIEW**, then **NORMAL VIEW** on the ribbon.

Navigation Pane, Navigation, and View
To view the navigation pane, click **VIEW**, then **Navigation Pane** on the ribbon.

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Applying a Design Theme

Themes are used to add color, fonts, and graphics to your presentation. To apply a theme, click **DESIGN**, then **THEMES** to see a list of themes.

- Click to see a list of themes.
- Click to see a list of themes.

Changing the Background of a Slide

In the **SLIDE SHOW** or **SLIDE SORTER** view, select **SLIDE SHOW**, then **BACKGROUND** to see a list of options.

- Choose **DESIGN**, then **FORMAT BACKGROUND** to see a list of options.
- Click to see a list of options.

Adding a Header or Footer

- To apply the header/footer only to one slide, select **VIEW**, then **SLIDE SHOW** .
- Choose **SLIDE SHOW**, then **HEADER & FOOTER** .
- Click to see a list of options.
- Click to see a list of options.

Creating Speaker Notes

- To create a new slide, choose **VIEW**, then **NOTES** .
- Click to see a list of options.
- Click to see a list of options.

Quick Actions

Clipboard icon	Right-click to copy or paste
Select icon	Right-click to select
Right-click icon	Right-click to copy or paste
Left-click icon	Left-click to copy or paste
Right-click icon	Right-click to copy or paste

Best Selection Shortcuts

Click	Right-click
Right-click	Right-click
Right-click	Right-click
Right-click	Right-click
Right-click	Right-click

Moving Among Slides

- Click to move to the next slide.
- Click to move to the previous slide.
- Click to move to the first slide.
- Click to move to the last slide.
- Click to move to the first slide.
- Click to move to the last slide.

To move between...

Next slide	Next slide
Previous slide	Previous slide
First slide	First slide
Last slide	Last slide

Shortcuts

Next slide	Next slide
Previous slide	Previous slide
First slide	First slide
Last slide	Last slide

Navigation icons

Next slide	Next slide
Previous slide	Previous slide
First slide	First slide
Last slide	Last slide

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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

Pamphlet: 2 pages

Publisher: Beezix Inc. (February 21, 2013)

Language: English

ISBN-10: 1936220873

ISBN-13: 978-1936220878

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 1.6 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (56 customer reviews)

Best Sellers Rank: #38,227 in Books (See Top 100 in Books) #3 in [Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint](#) #43 in [Books > Computers & Technology > Software > Microsoft > Microsoft Office](#) #11640 in [Books > Reference](#)

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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