

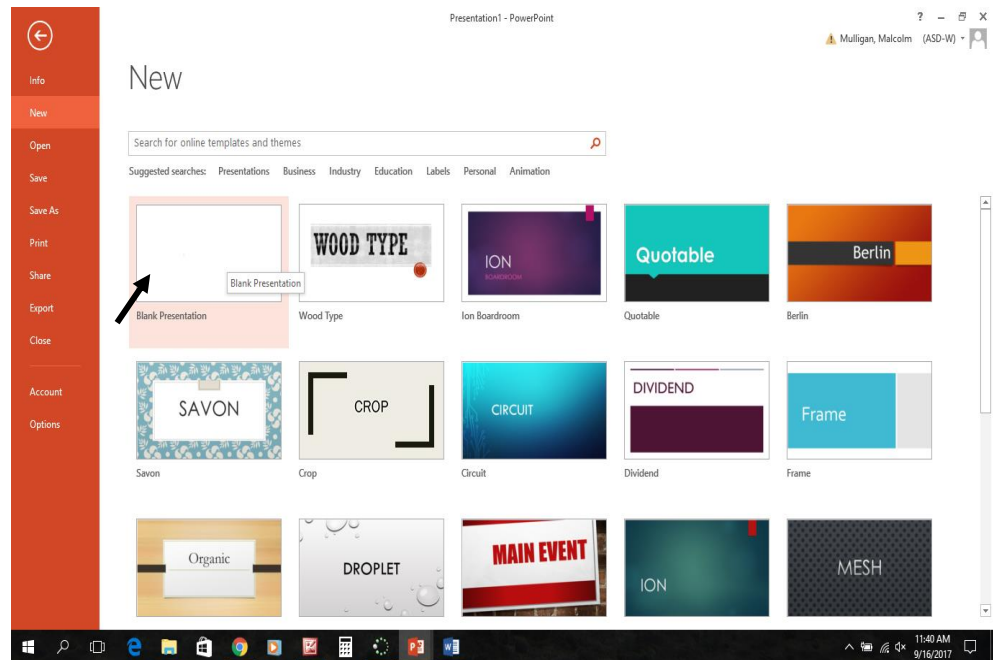
## Introduction

PowerPoint 2013 is a **presentation software** that allows you to create dynamic slide presentations. Slideshows can include animation, narration, images, videos, and much more.

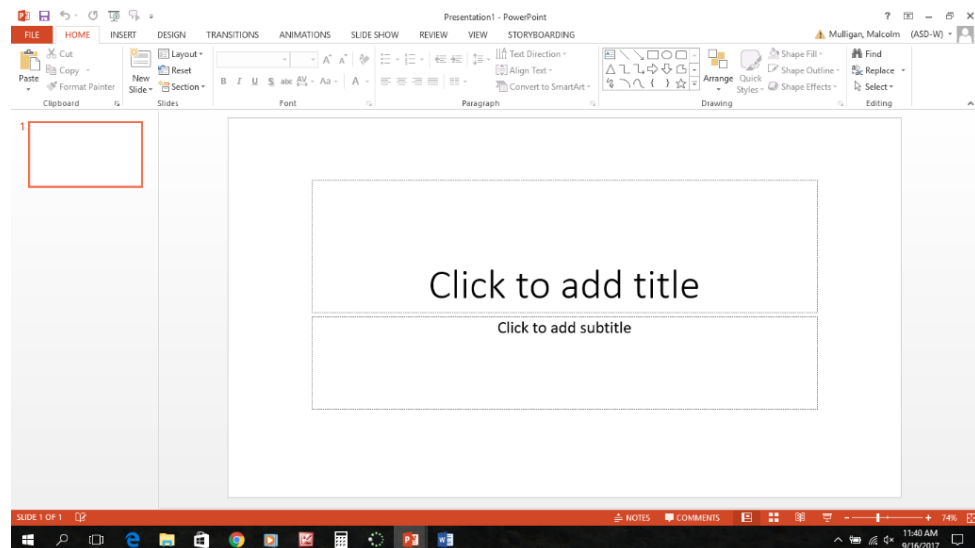
### Opening PowerPoint 2013

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**, and access your **recently edited presentations**.

1. From the **Start Screen**, locate and select **Blank Presentation**.



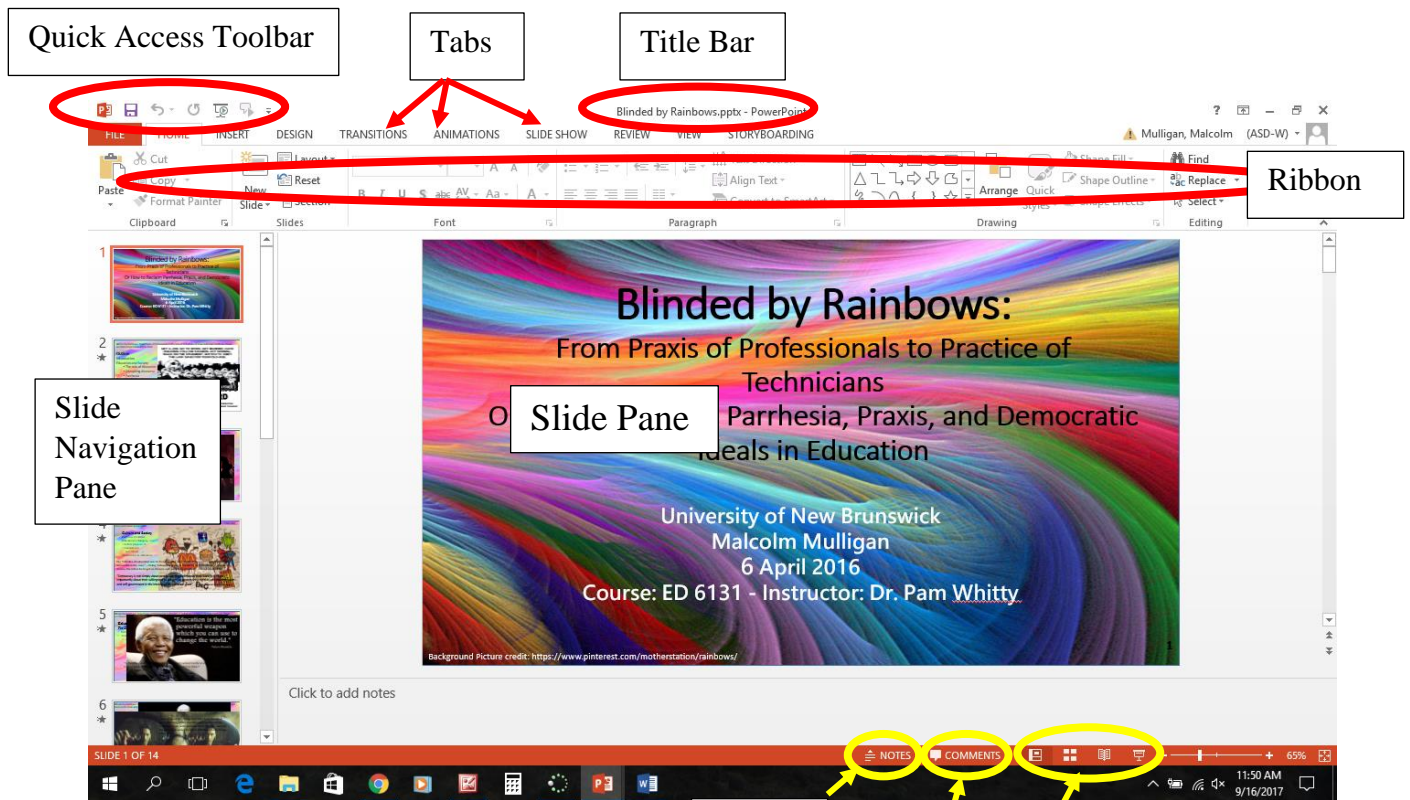
2. A new Presentation will appear.



## Getting to know PowerPoint 2013

Below is a screenshot of a PowerPoint presentation that has been labelled so you may become familiar with the interface of the program.

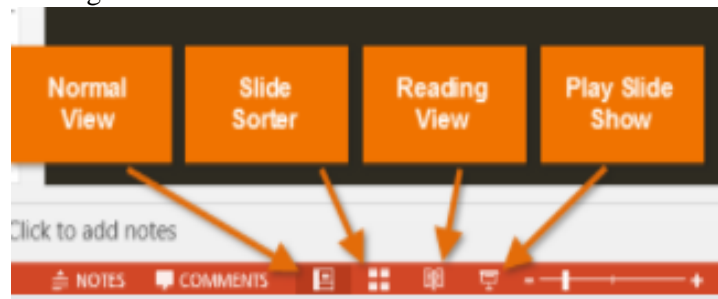
Much of the interface is similar to that of other MS Office products like MS Word and Excel.



### Slide View Options

Adjust your slide view by choosing one of the following:

- **Normal View** is selected by default. This view shows the slide navigation pane and the selected slide.
- **Slide Sorter** displays smaller versions of all of the slides in the presentation.
- **Reading View** hides all editing tools to make your slides easier to review.
- **Play Slide Show** will play your slides as an actual presentation.



### Notes and Comments

Click Notes to add notes to your current slide. Often called speaker notes, these notes can help you deliver or prepare for your presentation. Reviewers can leave comments on any slide

### Quick Access Toolbar

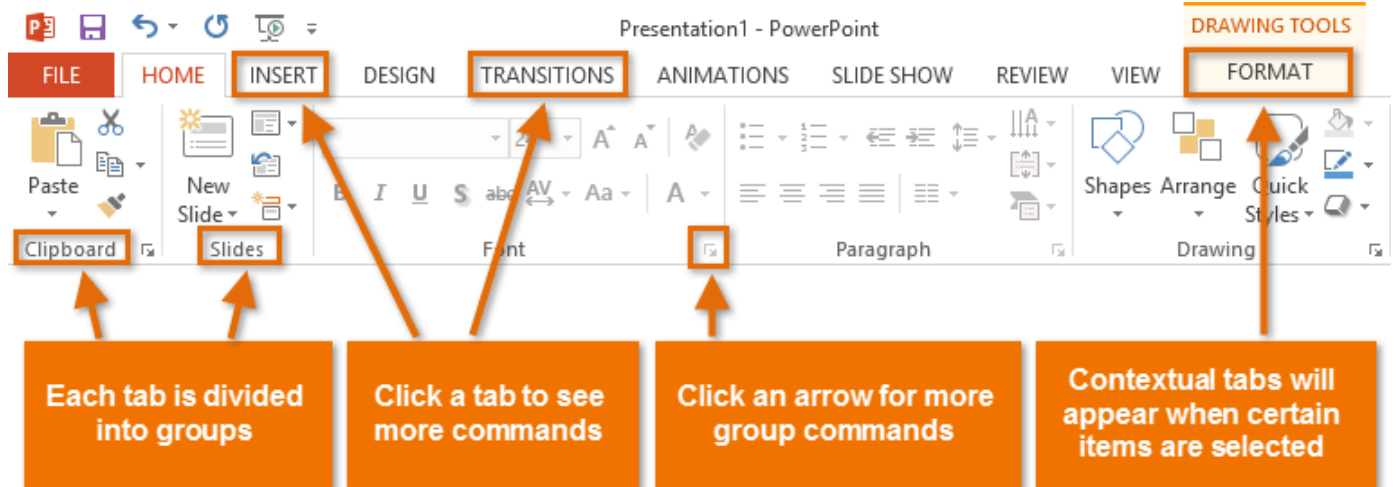
The Quick Access Toolbar lets you access common commands no matter which tab is selected on the Ribbon.

### Slide Navigation Pane

The **slide navigation pane** allows you to view and work with the slides in your presentation. The selected slide will appear in the **slide pane** to the right. You can **add**, **delete**, **duplicate**, and **rearrange** slides in the slide navigation pane. You can also **add sections** to organize and divide your slides.

## 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.

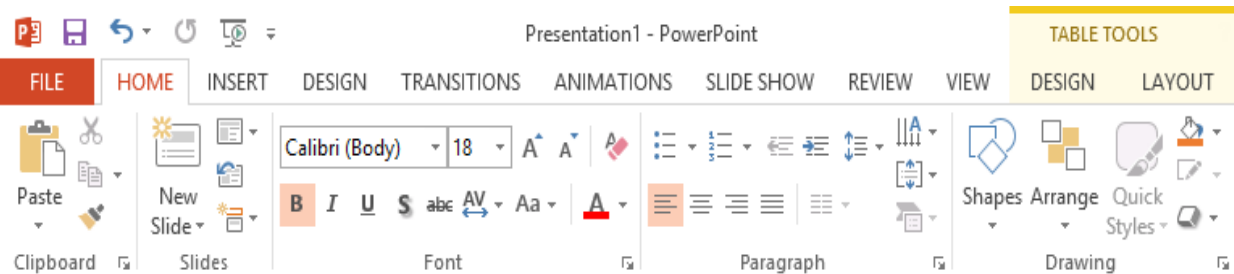


## Exploring the Ribbon

You'll need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use.

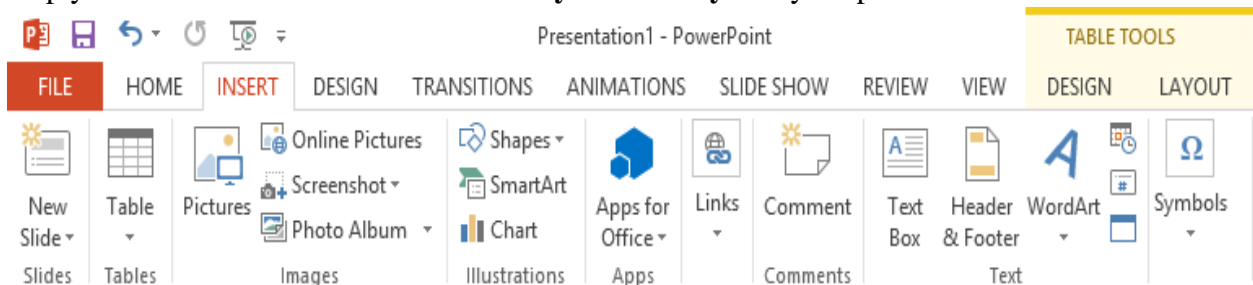
### Home Tab

The **Home** tab gives you access to the most commonly used commands, including **copy and paste, formatting,** and the **New Slide** command. The Home tab is selected by default whenever you open PowerPoint.



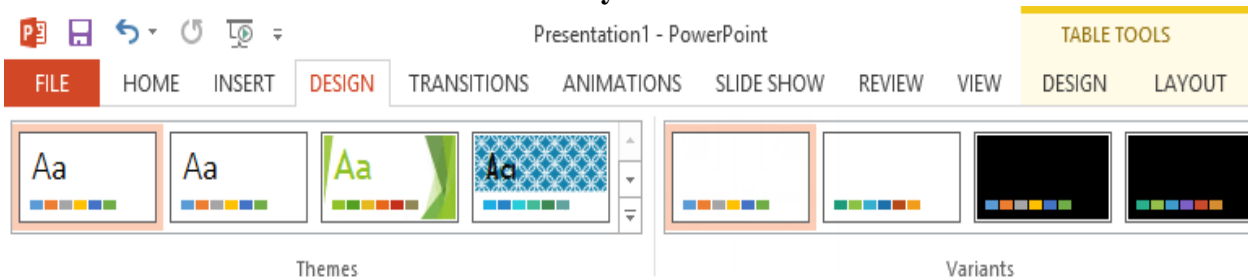
### Insert Tab

The **Insert** tab allows you to insert **pictures, charts, tables, shapes,** and **videos,** which can help you communicate information **visually** and add **style** to your presentation.



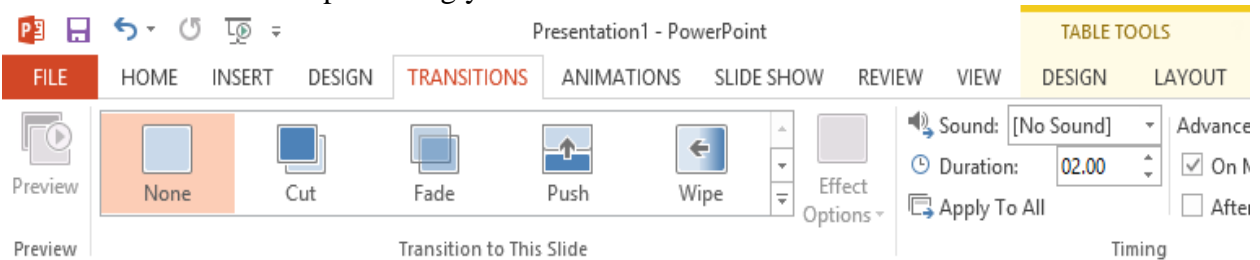
## Design Tab

You can apply **themes** from the Design tab. A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also include different **slide layouts**.



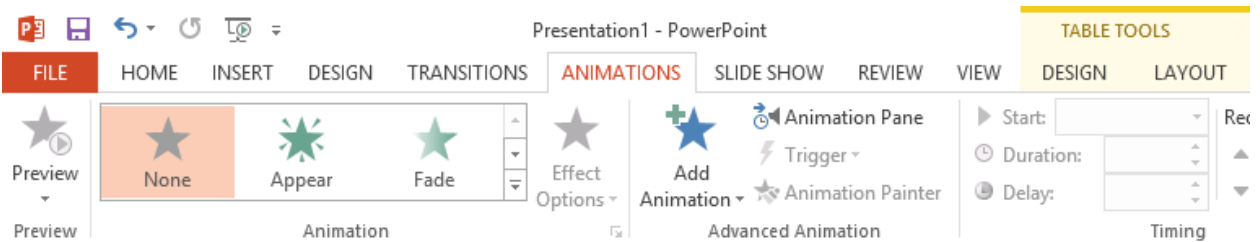
## Transitions Tab

You can apply slide transitions from the Transitions tab. Transitions are the movements you see between slides when presenting your slide show.



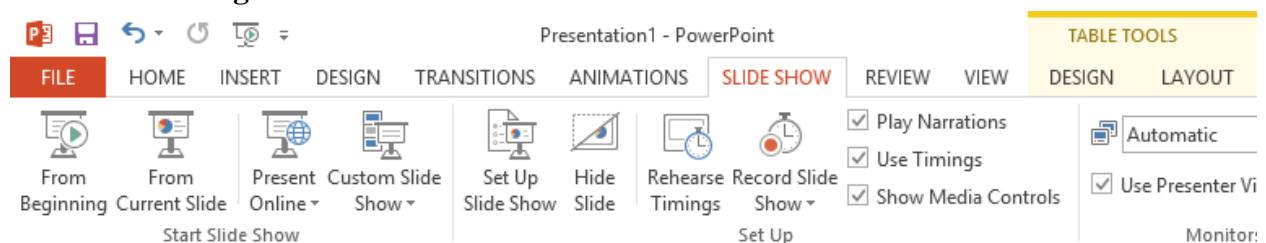
## Animations Tab

The **Animations** tab allows you to **animate** text and objects such as clip art, shapes, and pictures. Animations can be used to draw attention to specific content or make the slide easier to read.



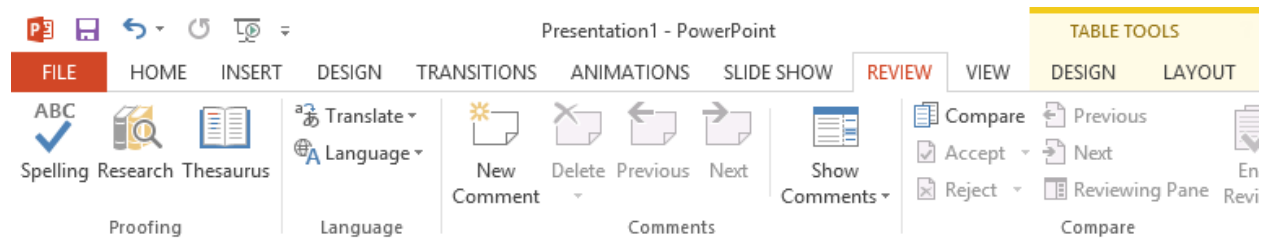
## Slide Show Tab

When you're ready to present your slide show, the **Slide Show** tab gives you tools to make your presentation smooth and professional, including the option to **rehearse timings** and **record narration**.



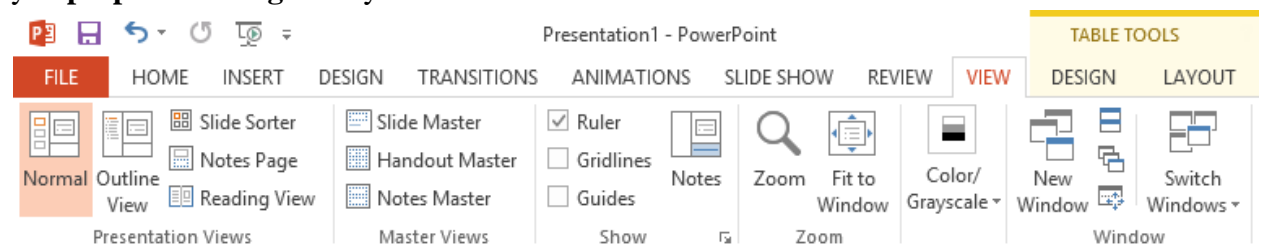
## Review Tab

You can use the **Review** tab to access PowerPoint's powerful **editing features**, including **spell check** and **comments**. These features make it easy to **review** and **collaborate** on presentations.



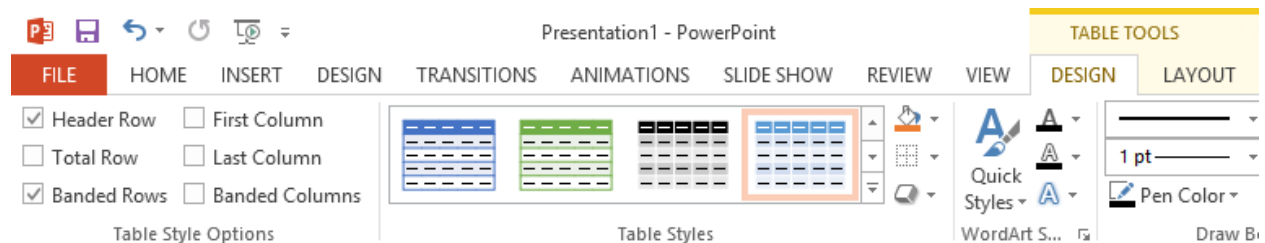
## View Tab

The **View** tab allows you to switch between several different views for your presentation, including **Outline View**, **Slide Sorter**, and **Slide Master**. These views can help you **prepare** and **organize** your slide show.



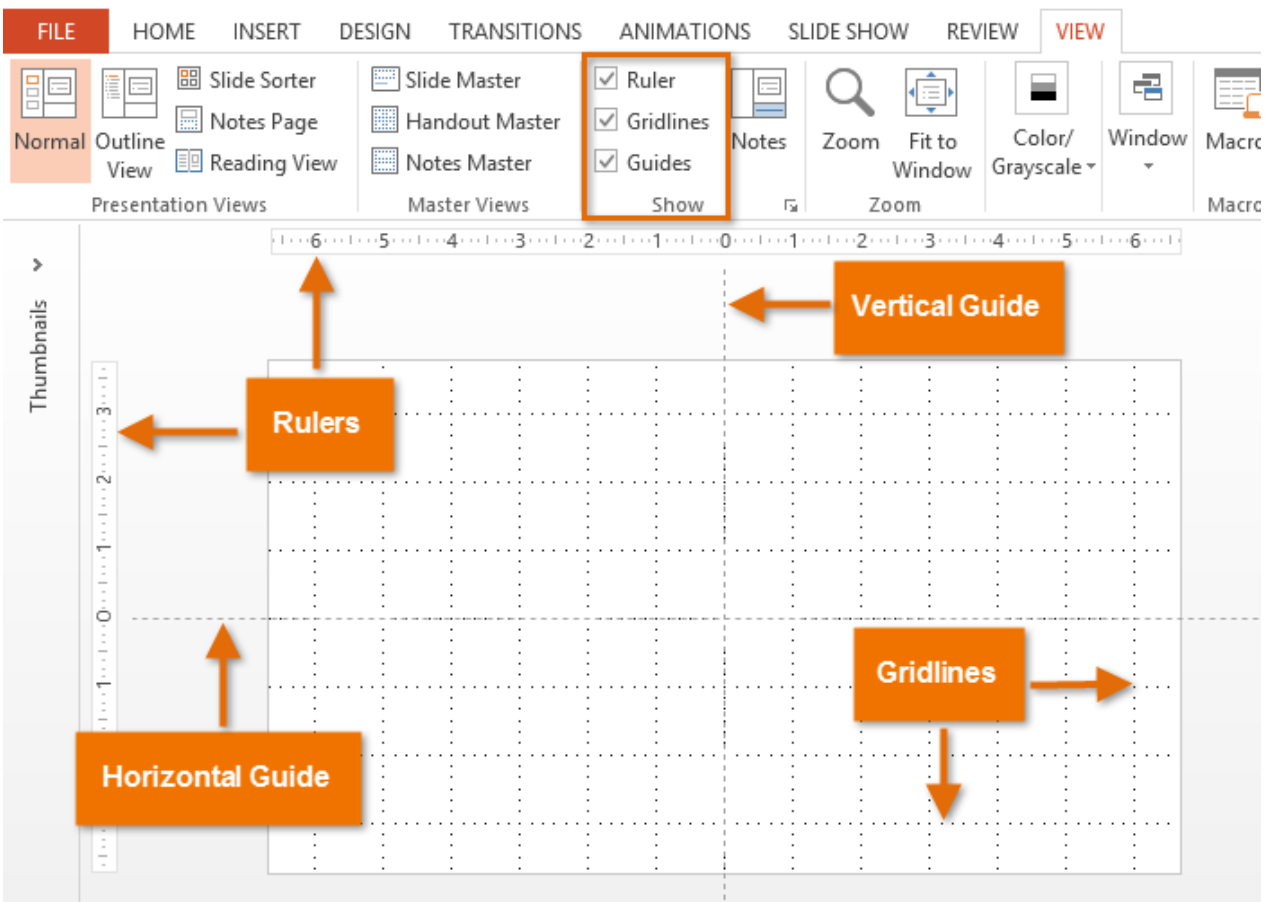
## Context Tabs

**Contextual** tabs will appear on the Ribbon when working with certain items like **tables**, **shapes**, and **pictures**. These tabs contain special command groups that can help you format these items as needed.



## 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.

Simply click and drag to move the horizontal or vertical guides to a new position.

## Challenge!

1. Open **PowerPoint 2013** and create a new presentation.
2. Click through all of the **tabs** and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the Ribbon.
4. Add the Print preview and Print **command** to the **Quick Access toolbar**.
5. In your new PowerPoint presentation turn on the guidelines, then move them to a new position. How might this be helpful?



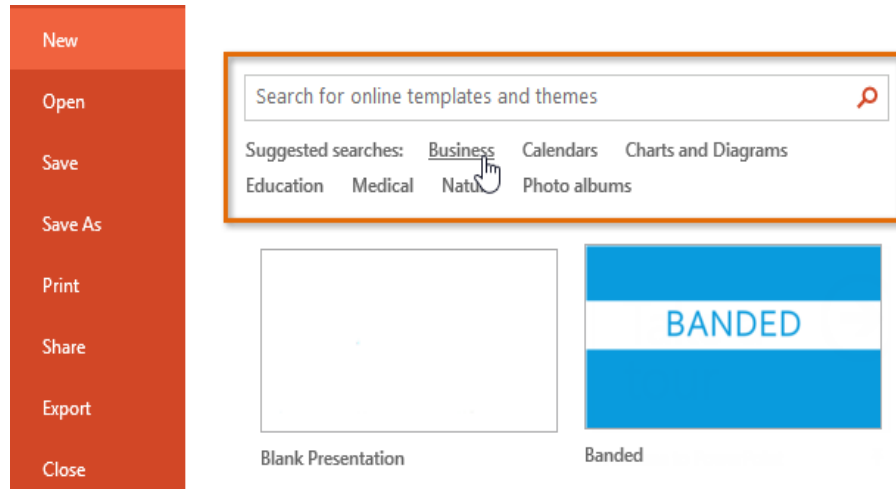
## Using templates

A **template** is a **predesigned presentation** you can use to create a new slide show quickly. Templates often include **custom formatting** and **designs**, so they can save you a lot of time and effort when starting a new project.

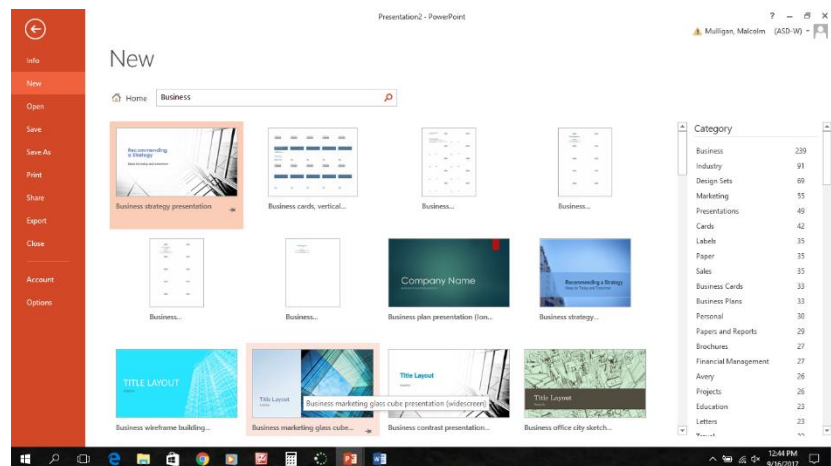
To create a new presentation from a template:

1. Click the **File** tab to access **Backstage view**.

2. Select **New**. You can click a suggested search to find templates or use the **search bar** to find something more specific. In our example, we'll search for **business** presentations.

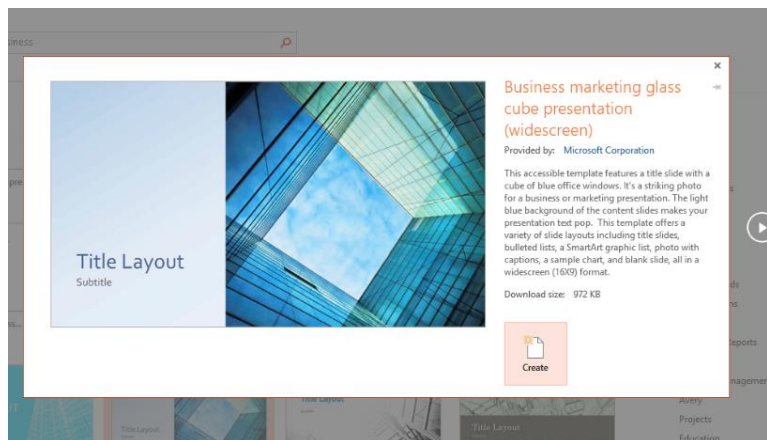


3. Select a **template** to review it.



4. A **preview** of the template will appear, along with **additional information** on how the template can be used.

5. Click **Create** to use the selected template.



## Save and Save As

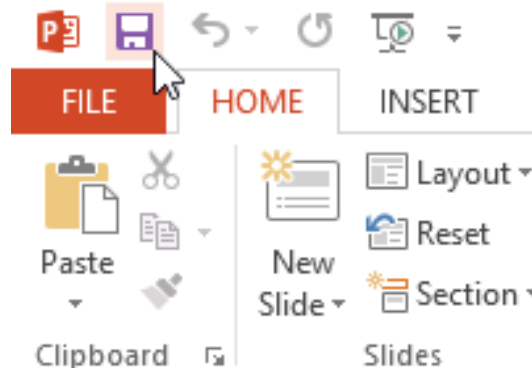
PowerPoint offers two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

- **Save:** When you create or edit a presentation, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can just click the Save command to save it with the same name and location.
- **Save As:** You'll use this command to create a **copy** of a presentation while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

### To save a presentation:

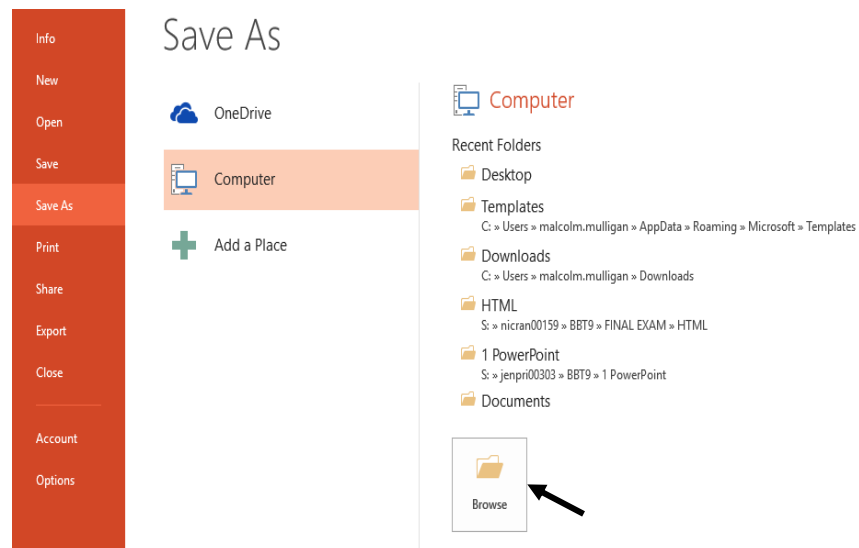
It's important to **save your presentation** whenever you start a new project or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the presentation so it will be easy to find later.

1. Locate and select the **Save** command on the **Quick Access toolbar**.



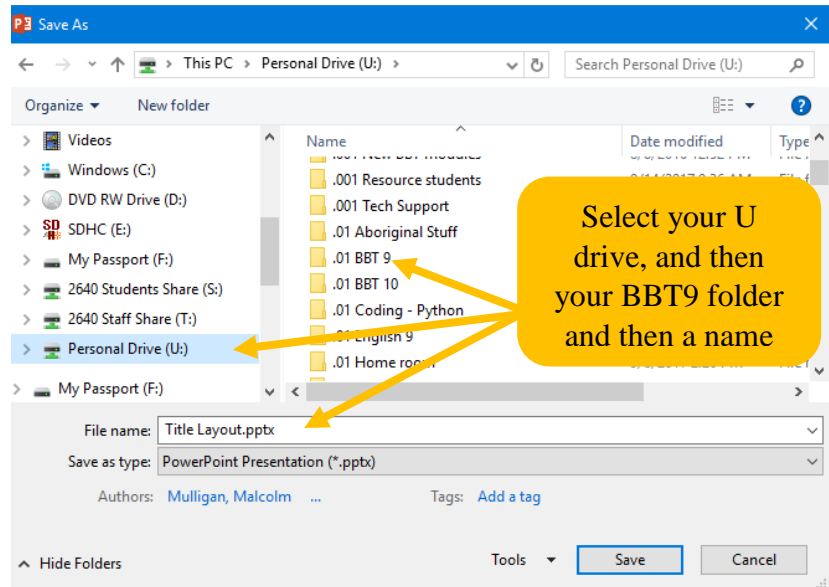
2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.

3. You'll then need to choose **where to save** the file and give it a **file name**. To save the presentation to your computer, select **Computer**, then click **Browse**.





- The Save As dialog box will appear. Select the location where you want to save the presentation.



- Enter a file name for the presentation, then click Save.

- The presentation will be saved. You can click the Save command again to save your changes as you modify the presentation.

You can also access the Save command by pressing Ctrl+S on your keyboard.

### Using Save As to make a copy

If you want to save a **different version** of a presentation while keeping the original, you can create a **copy**. For example, if you have a file named **Client Presentation** you could save it as **Client Presentation 2** so you'll be able to edit the new file and still refer back to the original version.

To do this, you'll click the **Save As** command in Backstage view. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.

