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Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

PowerPoint® 2013 Introduction

Need to know more about PowerPoint 2013? Clicking this link will take you to the PowerPoint 2013 Introduction page.

Adding a New Slide

Choose HOME, then NEW SLIDE  to add a new slide to the presentation.

Changing a Slide's Layout

Choose HOME, then LAYOUT  to change the layout of the slide.

Switching Between Standard and Widescreen Formats

Change the slide size to either 4:3 or 16:9.

1. Choose DESIGN, then SLIDE SIZE  then SLIDE SIZE.
2. Choose STANDARD or WIDESCREEN.

Using Custom Slides and Orientation

Customize the look of your presentation by changing the slide orientation.

1. Choose DESIGN, then SLIDE ORIENTATION  then SLIDE ORIENTATION.
2. Choose HORIZONTAL or VERTICAL.

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

1. Click on the placeholder to activate the text box.
2. Type the text.
3. Click on the placeholder to deactivate the text box.

Starting a New Line Without a Bullet

To start a new line without a bullet, press **Shift + Enter**.

Moving Between Text Areas with the Keyboard

Press **Tab** to move between text boxes on the same slide. Press **Ctrl + Tab** to move between slides.

Adding Other Text on the Slide

1. Choose INSERT, then TEXT  to add a new text box.
2. Click on the text box to activate it.
3. Type the text.

Changing Level of Indentation

1. Select the paragraph.
2. Choose HOME, then BULLETS AND NUMBERING  then INCREASE INDENTATION .

Text Formatting

1. Select the text.
2. Choose HOME, then FONT  to format the text.

Adding a Header or Footer

1. Choose INSERT, then SLIDE HEADER AND FOOTER .
2. Choose SLIDE HEADER or SLIDE FOOTER.

Creating Speaker Notes

1. Choose VIEW, then SPEAKER NOTES .
2. Type the notes.

Using Presentation Views

Normal View

The normal view is the default view. It shows the slide, the slide sorter, and the task pane. To switch to normal view, choose VIEW, then NORMAL VIEW  on the ribbon.

Slide Sorter View

The slide sorter view shows all the slides in the presentation. To switch to slide sorter view, choose VIEW, then SLIDE SORTER VIEW  on the ribbon.

Web Preview

The web preview view shows the presentation as it will look when viewed in a web browser. To switch to web preview view, choose VIEW, then WEB PREVIEW  on the ribbon.

Best Selection Shortcuts

Action	Shortcut
Select all	Ctrl + A
Select the first slide	Ctrl + Home
Select the last slide	Ctrl + End
Select the slide below	Ctrl + Down Arrow
Select the slide above	Ctrl + Up Arrow

Moving Among Slides

- To go to the first slide, press **Ctrl + Home**.
- To go to the last slide, press **Ctrl + End**.
- To go to the slide below, press **Ctrl + Down Arrow**.
- To go to the slide above, press **Ctrl + Up Arrow**.

Text Shortcuts

Action	Shortcut
Undo	Ctrl + Z
Redo	Ctrl + Y
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F

Slide Show Shortcuts

Action	Shortcut
Start slide show	F5
End slide show	Esc
Next slide	Right Arrow
Previous slide	Left Arrow
First slide	Ctrl + Home
Last slide	Ctrl + End



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).

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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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