

PowerPoint 2013 Tip sheet

PowerPoint window

Find what you need

Click any tab on the ribbon to display its buttons and commands.

Use contextual tabs

Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options

Click this arrow to see more options in a dialog box.

Manage your presentations

Click the **File** tab to open, save, print, and manage your presentations.

Get help

Click here or press **F1**.

Need more space?

Click here or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane

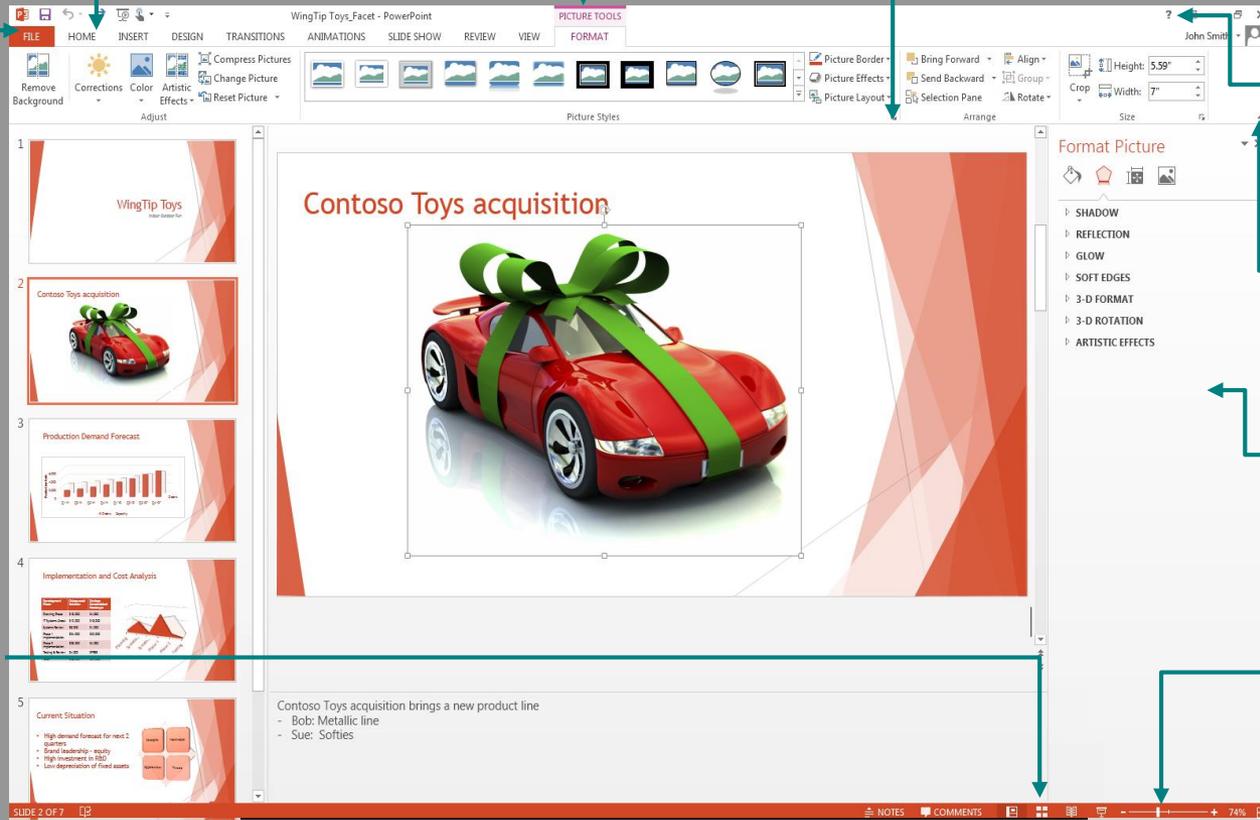
Use this handy pane to apply formatting to pictures, video, SmartArt, shapes, and other objects.

Zoom in and out

Slide this bar to the left or right to zoom in or out on slide details.

Show the content you want

Switch views or show or hide notes and comments.



When you first open PowerPoint 2013, you'll see that you have several choices for getting started — using a template, a theme, a recent file, or a blank presentation.

Search for online templates and themes
Type keywords into the search box to find templates and themes online at Office.com.

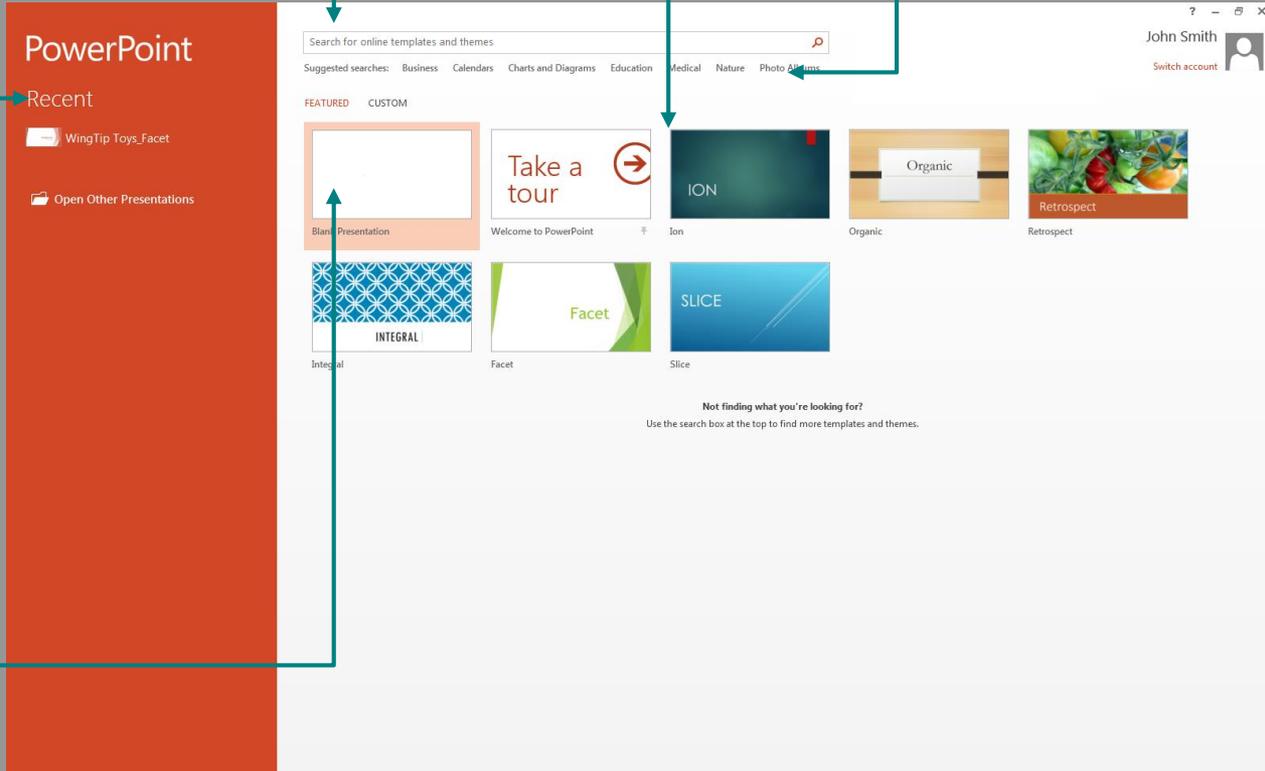
Use a featured theme
Choose a built-in theme to start your next presentation. These work well for both widescreen (16:9) and standard screen (4:3) presentations.

Choose a template category
Click the template categories below the search box to find some of the most popular PowerPoint templates.

Open a recent presentation
It provides easy access to your most recently opened presentations.

Find other files
Browse to find presentations and other files stored on your computer, network or on UWL One Drive.

Start from scratch
To start a new presentation, click Blank Presentation.

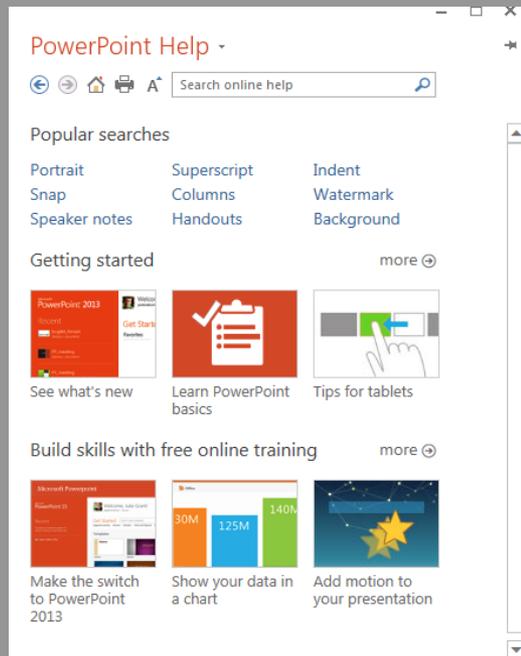


Theme variations
When you choose a theme, PowerPoint offers you variations with different color palettes and font families.

How to get help with PowerPoint 2013

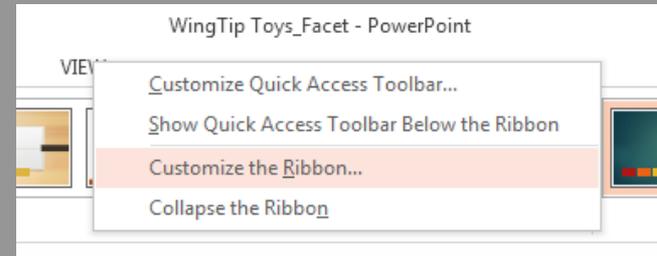
If you've been using earlier versions of PowerPoint, you'll probably have questions about where to find certain commands in PowerPoint 2013.

There are many free resources available to help you learn PowerPoint 2013. To find these materials, click the **PowerPoint Help button** (the question mark) in the upper right corner of the PowerPoint window.



Create custom ribbon tabs and groups

You can create custom tabs or groups on the ribbon and add buttons with the commands you want. Right-click any ribbon tab or group, and then click **Customize the Ribbon**.



Next, add commands from the **PowerPoint Options** box. For example, you could create a tab called **Frequent**, and then add some of your most frequently-used commands to a custom group on this tab.

If you make a mistake, you can use the **Reset** button to go back to the default ("factory") settings.

Some older PowerPoint commands don't appear on the ribbon, but they're still available. In the **PowerPoint Options** dialog box, click **Customize Ribbon**, and then, in the Choose commands from list, select **Commands Not in the Ribbon**.

Now find the commands you want and add them to a custom ribbon tab or group.

Things you might be looking for

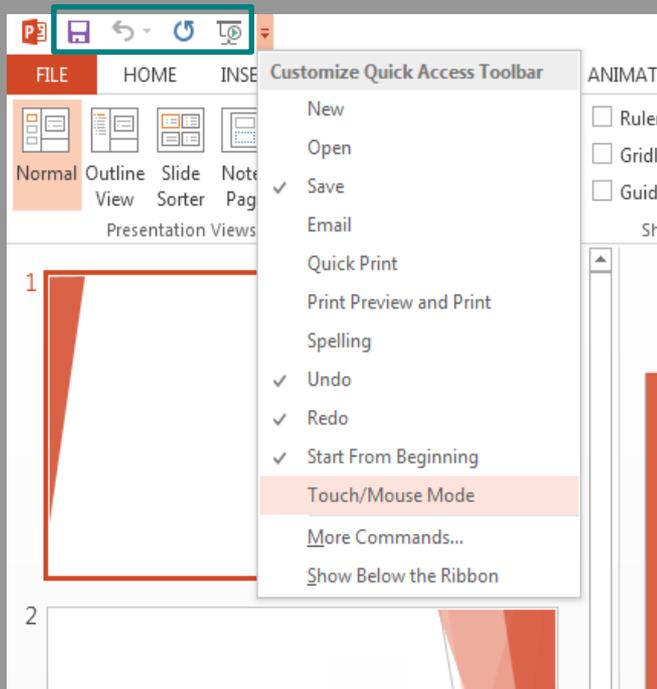
Use the list below to find some of the more common tools and commands in PowerPoint 2013.

| To... | Click... | And then look in the... |
|--|-------------|--|
| Open, save, print, share, send, export, convert, or protect files | File | Backstage view (click the commands in the left pane). |
| Add slides, apply a layout, change fonts, align text, or apply Quick Styles | Home | Slides, Font, Paragraph, Drawing, and Editing groups. |
| Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, Header and footer, video, or audio | Insert | Tables, Images, Illustrations, Comments, Text, and Media groups. |
| Apply a theme, change the color of a theme, change the slide size, change the background of a slide, or add a watermark | Design | Themes, Variants, or Customize groups. |
| Apply or adjust the timing of a transition | Transitions | Transition and Timing groups. |
| Apply or adjust the timing of an animation | Animations | Animation, Advanced Animation, and Timing groups. |
| Start a slide show, set up a slide show, specify monitors for use with Presenter view | Slide Show | Start Slide Show, Set Up, and Monitors groups. |
| Check spelling, enter and review comments, or compare presentations | Review | Proofing, Comments, and Compare groups. |
| Change views, edit a master view, show grids, guides, and rulers, zoom in, switch between PowerPoint windows, and use macros | View | Presentation Views, Master Views, Show, Zoom, Window, and Macros groups. |

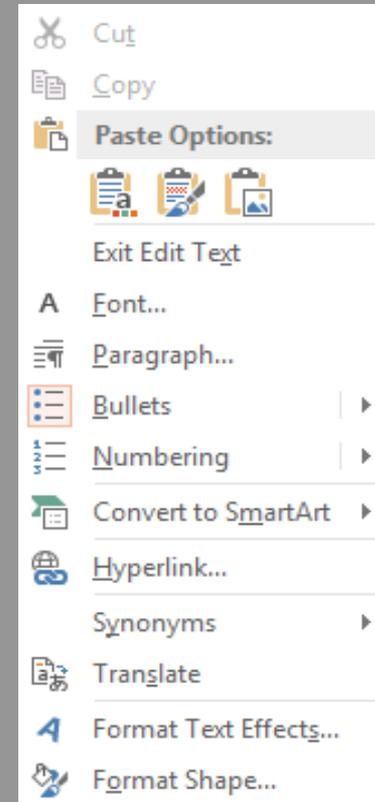
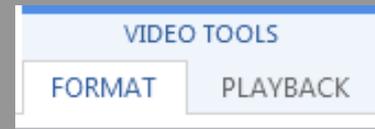
Access frequently-used commands

The Quick Access Toolbar, in the upper-left corner of the PowerPoint window, is a great place to add shortcut buttons to the commands you'll use most often.

Click the drop-down arrow next to the Quick Access Toolbar to add or remove the commands listed on the shortcut menu.



Intuitive tools at your fingertips

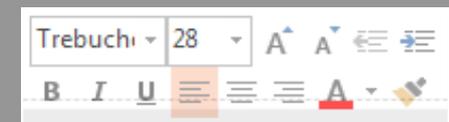


Note that some ribbon tabs appear and disappear, depending on what you're doing.

For example, when you insert or select a video, the **Video Tools: Playback** and **Format** tabs automatically appear. They appear so you can apply formatting or set playback options for the video. These types of contextual tabs appear any time you insert or select a picture, chart, table, WordArt, or any other object.

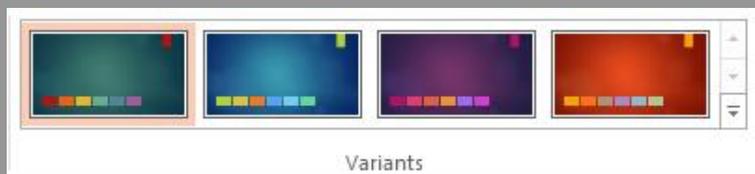
When you're working on a slide and you right-click the slide background, the right-click menu appears, which is loaded with task options.

Similarly, the mini toolbar automatically appears whenever you want to perform quick text-related tasks, such as indenting a bullet or applying bold to your text.

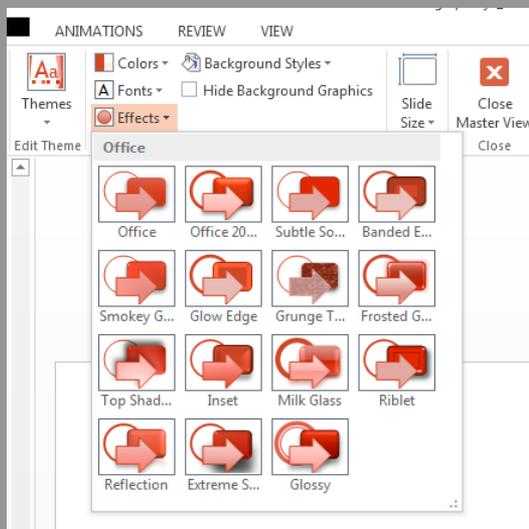


Changes to themes

When you apply a built-in theme and you want to change the colors and fonts, you can now choose from designer-selected theme variants from the start screen or on the **Design** tab.



If you don't see a combination that works for you, you can always customize the theme colors, fonts, and effects in Slide Master View. Click **View > Slide Master** and you'll see the **Colors**, **Fonts**, and **Effects** options in the **Background** group.



New default slide size

Much of the world's TVs and video have gone to widescreen and HD formats, and so has PowerPoint. In previous versions, the slide ratio was 4:3. In PowerPoint 2013, 16:9 is the new default, but you can change this on the Design tab.

If you work with slides in older versions of PowerPoint, or are presenting on older monitors or projectors, you'll want to change the slide ratio back to 4:3. To do so, click **Design > Slide Size** and then choose 4:3 — or you can set your own custom size.

