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# PowerPoint® 2013

The Fast and Easy Way to Learn



William Wood





# PowerPoint® 2013



by William Wood



John Wiley & Sons, Inc.

## Teach Yourself VISUALLY™ PowerPoint® 2013

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Special thanks to my sweetheart and wife, Shane, who kept things together while I took the time to write this book — it would have been difficult to do it without her help and support.

These people had a direct influence on this book, but thank you also to my friends who took an interest in this book and listened to me talk about it while I wrote it.

# How to Use This Book

## Who This Book Is For

This book is for the reader who has never used this particular technology or software application. It is also for readers who want to expand their knowledge.

## The Conventions in This Book

### 1 Steps

This book uses a step-by-step format to guide you easily through each task. **Numbered steps** are actions you must do; **bulleted steps** clarify a point, step, or optional feature; and **indented steps** give you the result.

### 2 Notes

Notes give additional information — special conditions that may occur during an operation, a situation that you want to avoid, or a cross-reference to a related area of the book.

### 3 Icons and Buttons

Icons and buttons show you exactly what you need to click to perform a step.

### 4 Tips

Tips offer additional information, including warnings and shortcuts.

### 5 Bold

**Bold** type shows command names or options that you must click or text or numbers you must type.

### 6 Italics

*Italic* type introduces and defines a new term.

**CHAPTER 10**  
Adding Graphics and Drawings

## Insert Clip Art

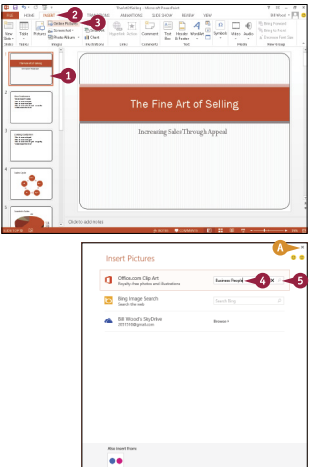
**6** *Clip art* can be interesting drawings, silhouettes, cartoons, caricatures, and other representations. Photographs are not clip art and the clip art files are usually much smaller than photographs. You can add clip art to slides to make them interesting and engaging. Clip art is usually easier for an audience to see because it lacks the detail of a picture. You can search for clip art by keyword with the online feature in PowerPoint or you can insert your own clip art from your computer. You can insert clip art anywhere on your slide without using a content placeholder, which gives you complete flexibility with how you use it.

**1** Select a slide in Normal view.  
**Note:** To learn how to select a slide, see Chapter 2.

**2** Click the **Insert** tab.  
**3** Click **Online Pictures**.

The Insert Pictures dialog box appears.

**4** Type a keyword or phrase in the **Office.com Clip Art** text box or the **Bing Image Search** text box.  
**5** Click the **Search** icon (⌕).  
**3** You can click the **Close** button (X) to cancel.

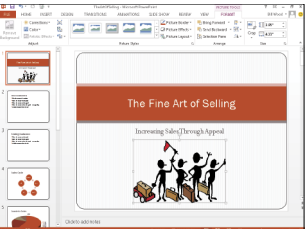
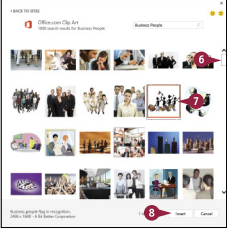


**2** The clip art appears on the slide.  
**Note:** See the sections, "Move Objects" and "Resize Objects," to learn how to position and size the clip art.

**4** **TIPS**

Can I search the entire Internet for clip art? Yes. First, try the Bing Image search feature. If unsuccessful, search the web with your browser and save an image to your computer. Then click **Pictures** on the Insert tab and use the Insert Picture dialog box to browse to your saved clip art.

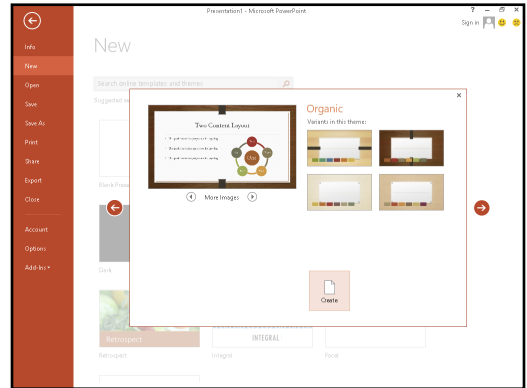
What happens if I insert a sound clip instead of clip art? When you insert a sound clip on a slide, a small megaphone icon appears on the slide. You can set the sound clip so the sound plays automatically or only when you click the icon. See Chapter 12 for more about inserting sound and movie clips.



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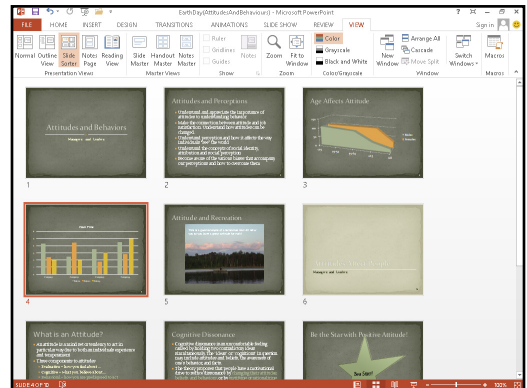
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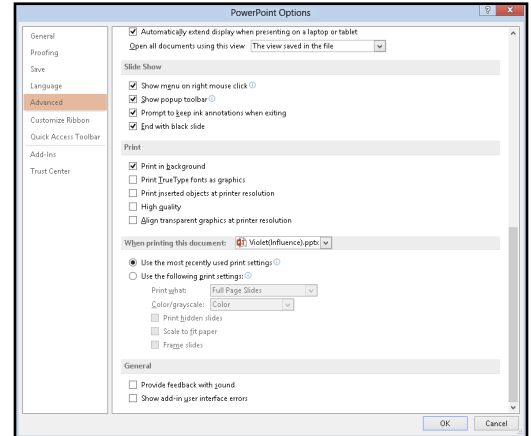




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FONT

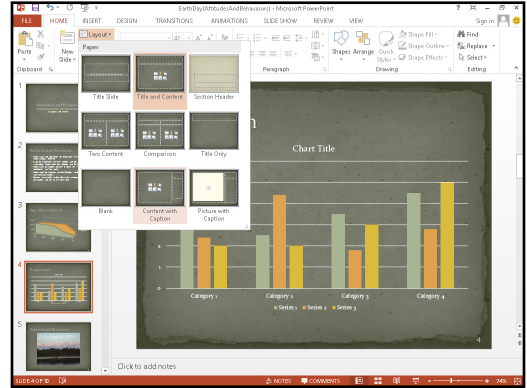
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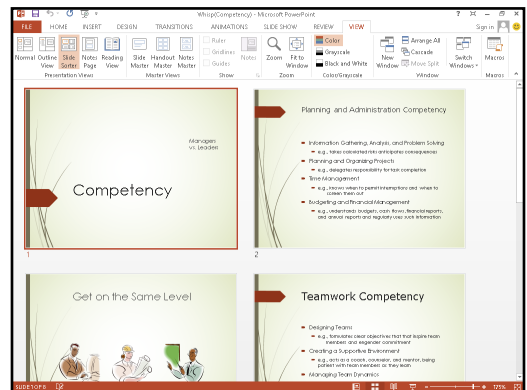
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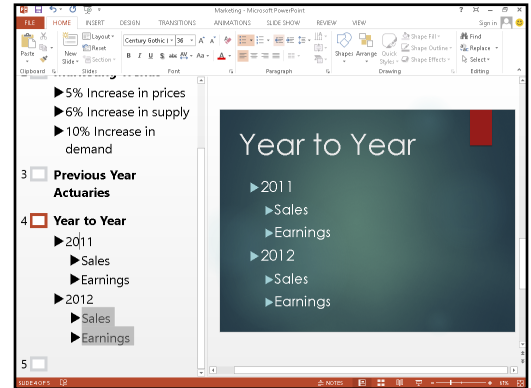
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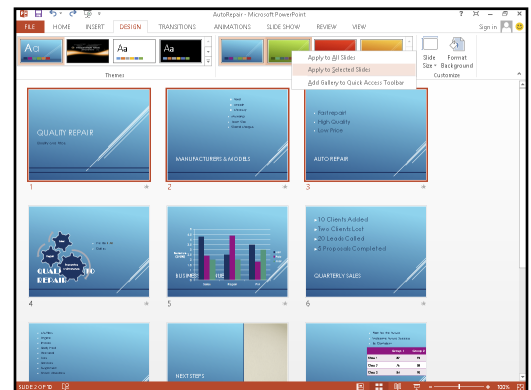
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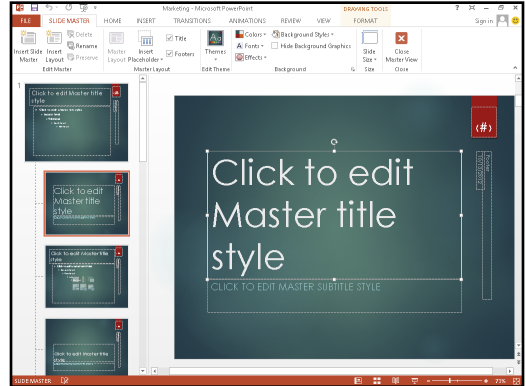
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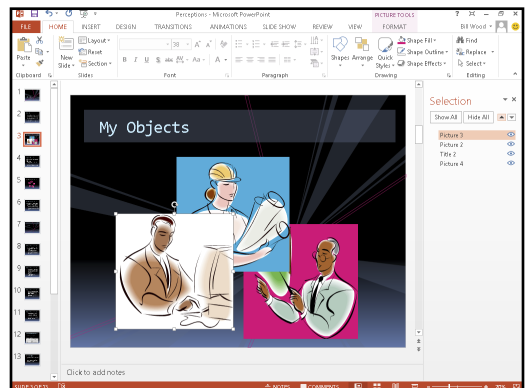
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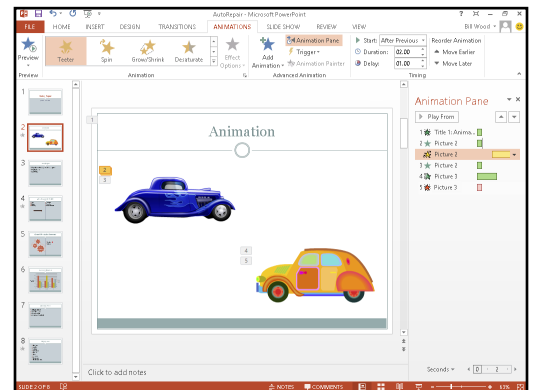
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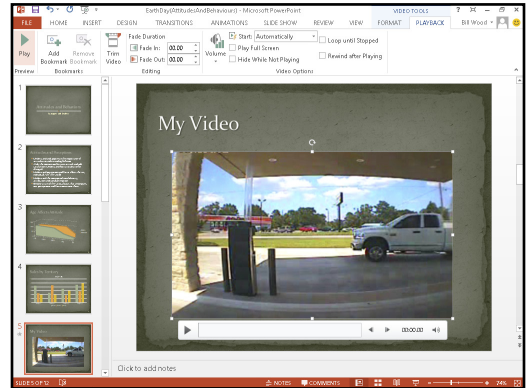
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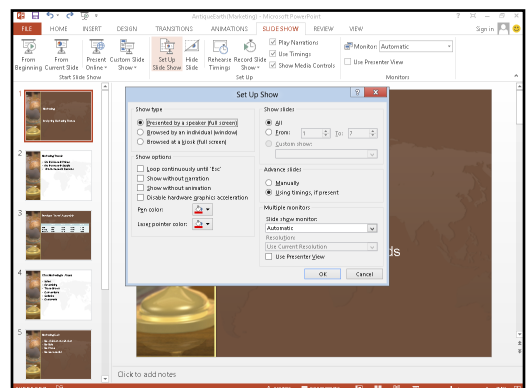
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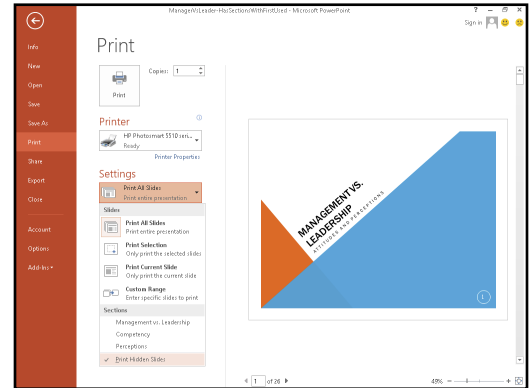
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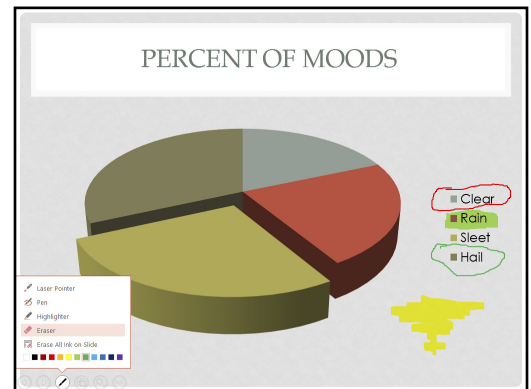
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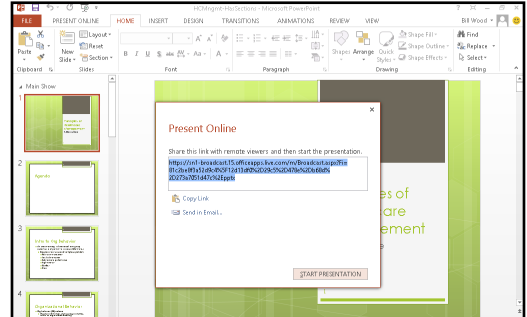
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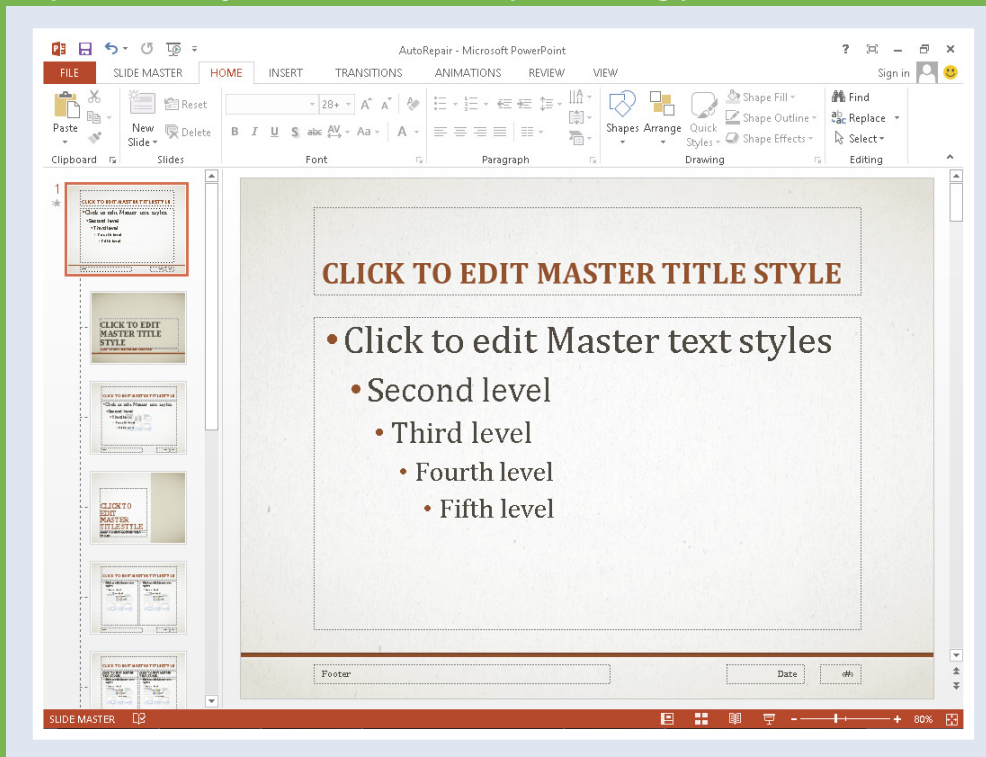




## CHAPTER 1

# Starting with PowerPoint Basics

Discover PowerPoint basics such as creating, saving, and closing a presentation. Each presentation you build exists in its own separate PowerPoint file. After showing you how to create a new presentation, this chapter teaches you how to find and open existing presentation files.



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# Introducing PowerPoint

With PowerPoint, you can create a professional-looking slide show. The PowerPoint program provides tools you can use to build presentations that include graphics, media, animations, and an assortment of ways to transition from slide to slide. It provides various views and user interfaces to suit your particular needs. These PowerPoint tools enable you to design and build a quality presentation. Many tasks start in Backstage view. To access this view, click the File tab on the ribbon.

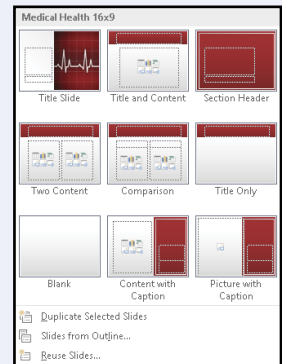
## Build an Outline

You can type text in outline form to build slides for your presentation. In the Outline view, an icon represents each slide, and each slide contains a slide title next to the icon. Second-level lines of text on the outline appear as bullet points on the slide. These bullets convey the main points you want to make about each topic.

- 5  **BUSINESS REVENUE**
- 6  **QUARTERLY SALES**
  - 10 Clients Added
  - 2 Clients Lost
  - 20 Leads Called
  - 5 Proposals Completed

## Choose a Slide Design and Layout

A slide design applies preset design elements such as colors, background graphics, and text styles to a slide. A particular slide layout applied to a slide determines what type of information that slide includes. For example, a Title Slide layout has a title and subtitle. A Title and Content layout includes a title, plus a placeholder that holds a list of bullet points, a table, or other graphic elements.



## Add Content

You can add content such as text, charts, and pictures to the slide in the Slide pane of Normal view. You can also insert text boxes that enable you to add slide text that does not appear in the presentation outline.



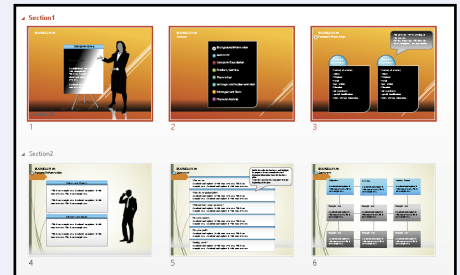
## Work with Masters

A set of slide designs and a slide theme combine to create a set of master slides. Masters enable you to add content that you want to appear in a particular location on slides. This saves you from having to add repeating content, such as your company logo, to each slide. For example, you can set up the master so an identical footer appears on every slide.



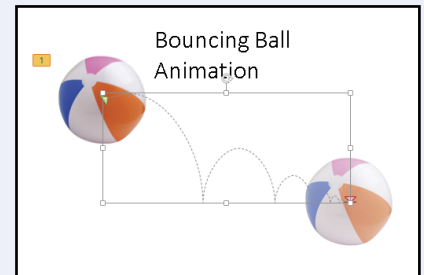
## Organize Slides

After creating several slides, you may need to reorganize them to create the proper sequence for your presentation. You can reorder slides in Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide. You can also perform these actions on the Slides Thumbnail pane in Normal view.



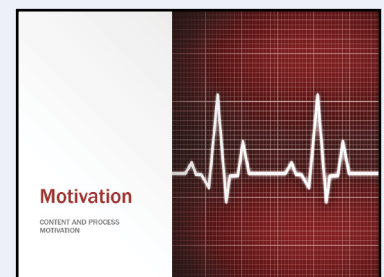
## Set Up Your Show

You can add narration, animations, and transitions to your slides. You can record a narration that plays when you give your presentation. Use animation to move an element on-screen, such as a ball bouncing onto the screen. Transitions control how a new slide appears on-screen — for example, a slide can fade in over the previous slide.



## Run a Slide Show


After you add the content, choose slide designs, and add special effects, you are ready to run your slide show presentation. Tools appear on-screen during the slide show — they help you control your presentation and even enable you to make annotations on your slides as you present them. Presenter view shows your notes and provides a timer to ensure that your presentation is flawless.



# Start PowerPoint and Explore the Start Screen

You can start PowerPoint from the new Windows 8 Start screen so you can begin designing a presentation. When you open PowerPoint 2013, the redesigned start screen appears automatically. From the start screen, you can start a new presentation or open an existing one. The start screen lists recently opened presentations and allows you to create a presentation from templates on your computer, or search for PowerPoint templates on the Internet.

## Start PowerPoint and Explore the Start Screen

- 1 Turn on your computer.
- 2 Press .



The Start screen appears.

- 3 Right-click the background on the Start screen.

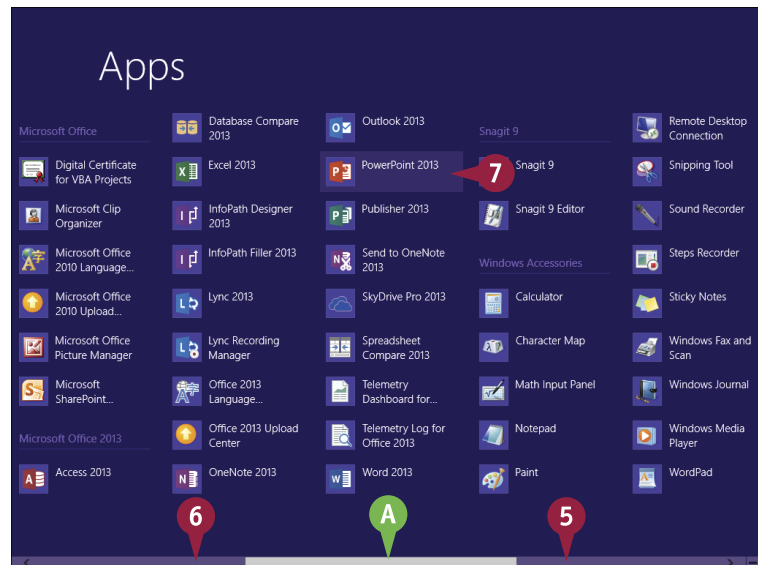
The All apps button appears.

- 4 Click the **All apps** button.



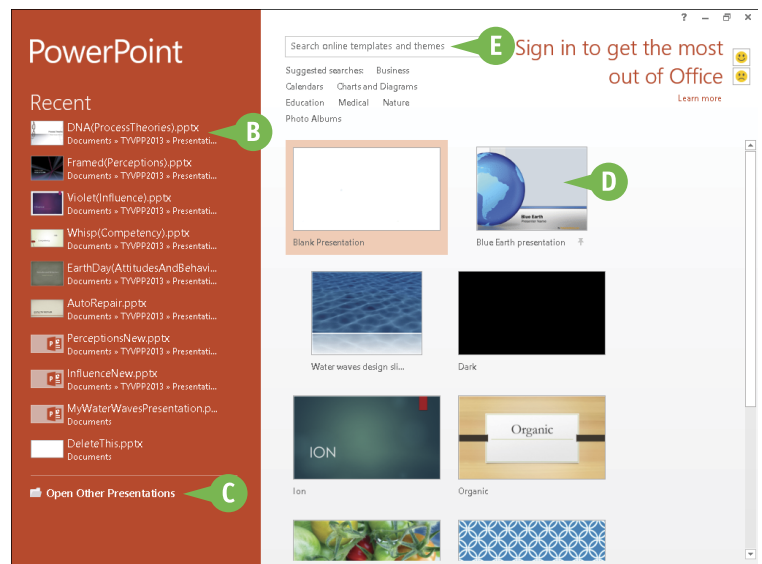
All applications appear on the Start screen.

- 5 Position the mouse pointer (☞) at the bottom of the Start screen.
- A A scroll bar appears.
- 6 Scroll across to find the PowerPoint 2013 icon.
- 7 Click the **PowerPoint 2013** icon.



PowerPoint opens and displays the start screen.

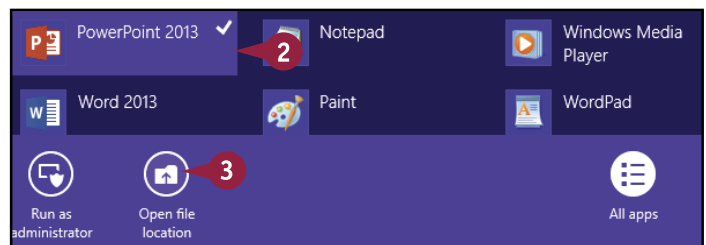
- B You can open a recently opened presentation.
- C You can open a file from your computer.
- D You can create a new presentation by clicking a template.
- E You can search for a template on the Internet.



## TIP

**Is there a quicker way to open PowerPoint?**

- 1 Repeat Steps 1 to 6.
- 2 Right-click **PowerPoint 2013**.
- 3 Click **Open file location**.
- 4 Click the **Home** tab.
- 5 Click **Copy** and the shortcut appears on your desktop.

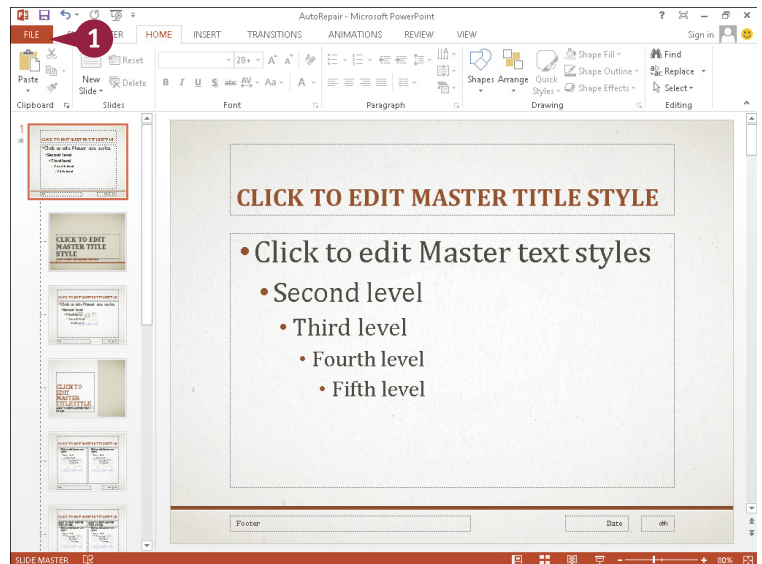


# Start a New Presentation

You can create a new presentation from the start screen when you start PowerPoint, or from the File tab on the ribbon (*also known as Backstage View*). You can create a new presentation from scratch or by using a template. Creating a presentation from scratch allows you to design freely without preconceived notions, while working from a template saves time and promotes ideas by starting you off with a certain look and theme. You can find templates on your computer, as well as on the Internet for free or for a fee. Your computer needs an Internet connection to download online templates.

## Start a New Presentation

- 1 Click the **File** tab to show Backstage view.



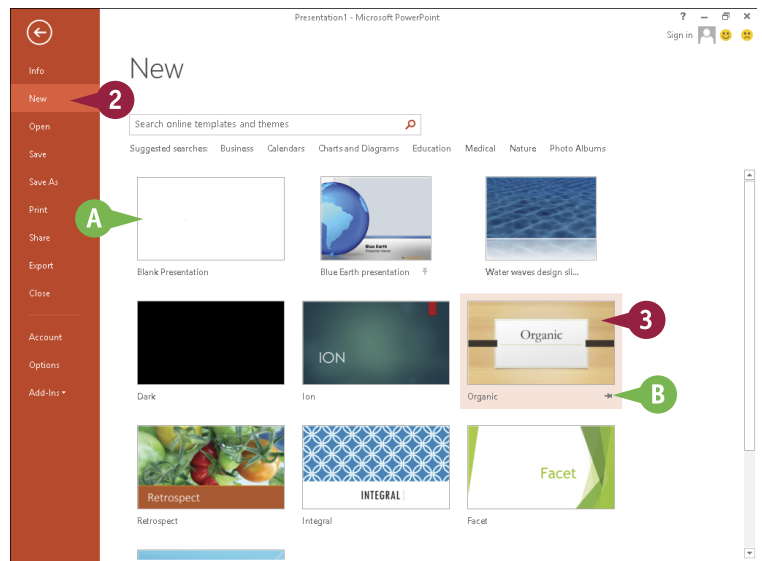
- 2 Click **New**.  
Templates available on your computer appear.

**A** You can choose a blank presentation.

**B** You can click the **Pushpin** button (📌) to pin a template to this list (📌 changes to 📌).

- 3 Click the presentation template of your choice.

This example uses Organics.





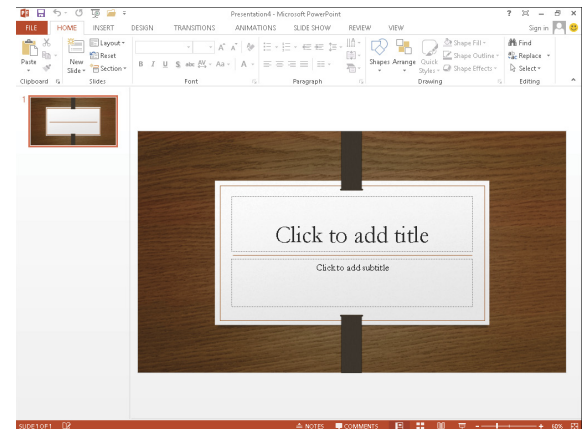
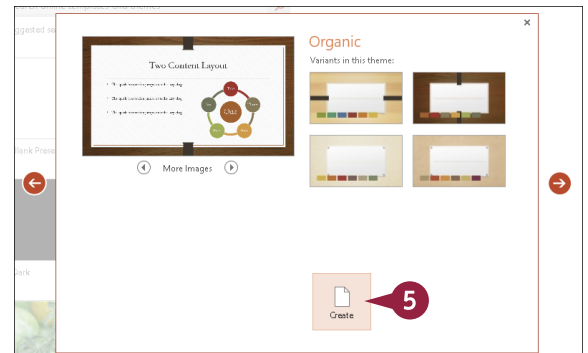
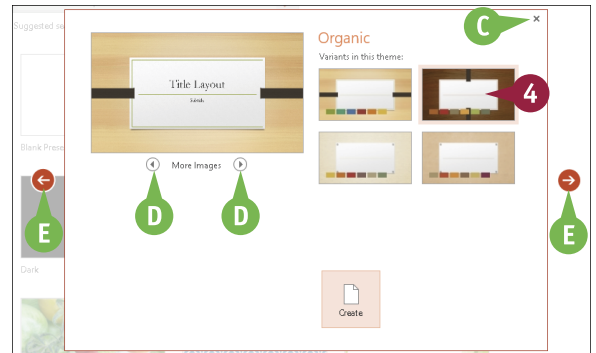
A dialog box appears, showing a preview of the template.

- C** You can click the **Close** button (✕) to cancel.
- D** You can click **Back** (◀) or **Forward** (▶) to view other slides from this template.
- E** You can click **Back** (◀) or **Forward** (▶) to view other templates from the list.
- 4** Click a color scheme.

The preview changes to reflect your preferences.

- 5** Click **Create**.

PowerPoint creates a presentation from the template.



## TIPS

### Is there another way to create a blank presentation?

Yes. When you launch PowerPoint from the Windows 8 Start screen, the start screen has an option to create a blank template. Simply click the **Blank Presentation** option.

### Can I get templates from the Internet?

Yes. You can find many templates online, a lot of them free. Click the **File** tab, and then click **New**. At the top of the screen, click the **Search online templates and themes** text box to start the process. A dialog box appears that allows you to search online.

# Search for Templates Online

The larger your choice of PowerPoint templates, the greater the chance you will find one that suits your needs. Fortunately, there are literally thousands of PowerPoint templates available online. You can search for an online template by using the PowerPoint search feature, or an Internet search engine.

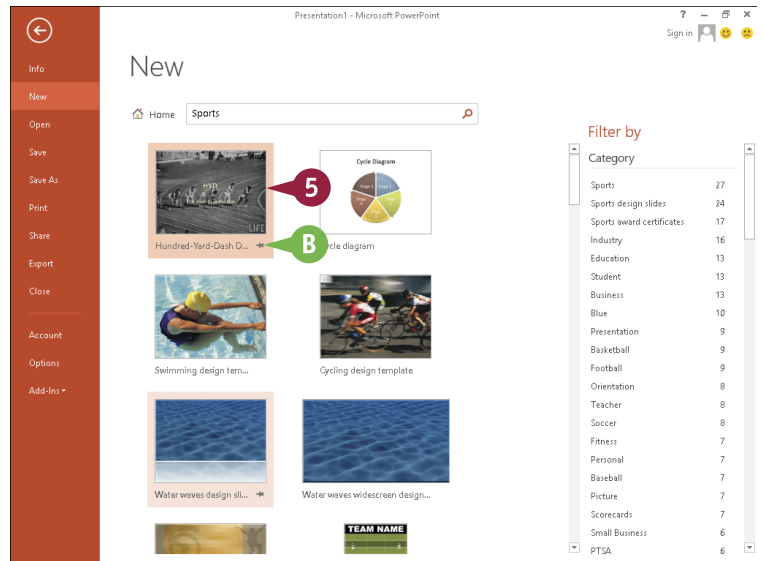
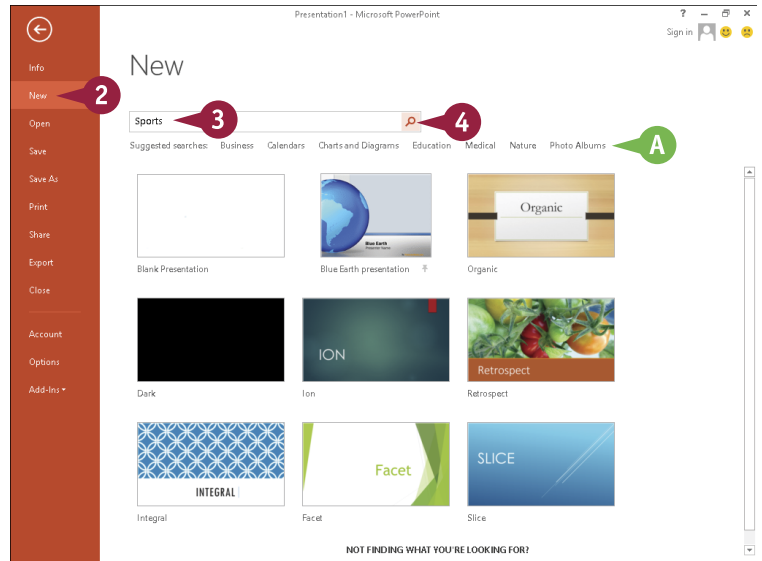
The PowerPoint search feature allows you to search by a keyword and shows you online presentation templates associated with that keyword. The search feature shows you a preview of the template and the name of who provided it, and then downloads the template for you! Remember to download only files from websites that you trust.

## Search for Templates Online

- 1 Click the **File** tab to show Backstage view.
- 2 Click **New**.  
Templates available on your computer appear.
- A You can search by clicking one of the suggested searches.
- 3 Type a keyword in the search text box and click (🔍).
- 4 Click **Search** (🔍).

PowerPoint shows online templates that match the search text.

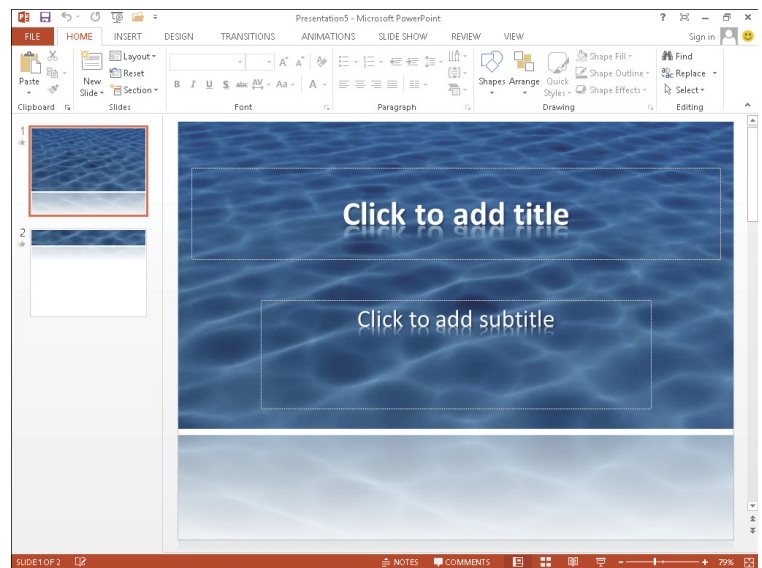
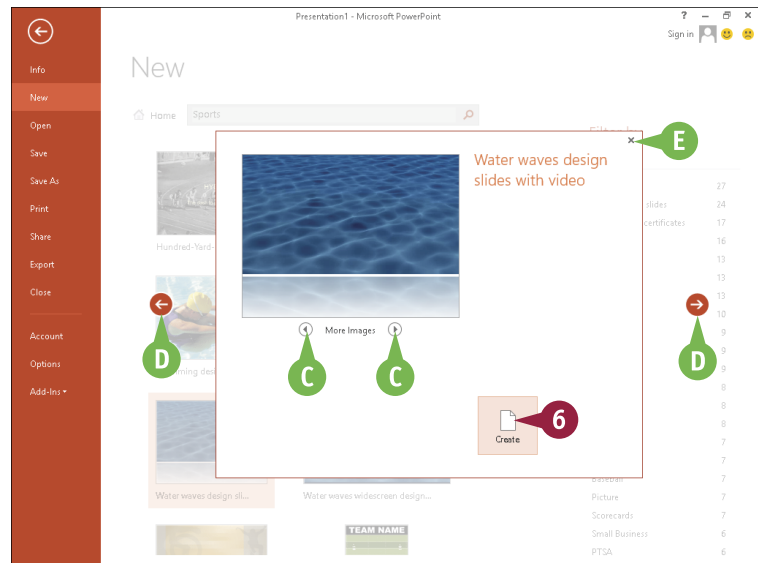
- B Click the **Pushpin** button (📌) to pin a template to your list of templates (📌 changes to 📌).
- 5 Click the template of your choice.



A dialog box appears, showing a preview of the template.

- C** You can click **Back** (⏪) or **Forward** (⏩) to view other slides from this template.
- D** You can click **Back** (⏪) or **Forward** (⏩) to view other templates from the list.
- E** You can click the **Close** button (✕) to leave Backstage view.
- 6** Click **Create**.

PowerPoint creates a presentation from the template.



## TIPS

### Do templates come in different sizes?

Yes. Templates come in two slide sizes. The 16:9 aspect ratio is for widescreen, and the 4:3 aspect ratio is for conventional monitors. Your choice of template may require you to change the aspect ratio. See Chapter 6 to learn about changing aspect ratios.

### I need more space to work. Can I hide the ribbon?

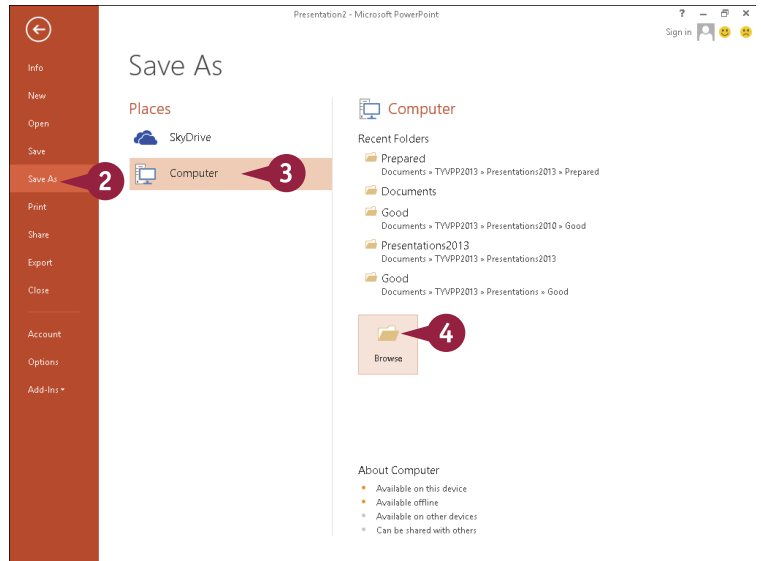
Yes. To hide the ribbon, simply double-click a tab and the ribbon disappears except for the tabs. Then click a tab and the ribbon appears temporarily so you can execute a command. Double-click a tab again to show the ribbon continuously.

# Save a Presentation

After you create a presentation, you should save it for future use. You should also save the presentation often while working on it to avoid losing any changes. Saving a PowerPoint file works much like saving any other Microsoft Office program file: You need to specify the location in which to save the file and give the file a name. If you want to save a presentation that has previously been saved, you can click the Save icon in the upper-left corner of the PowerPoint window to quickly save it.

## Save a Presentation

- 1 Click the **File** tab to show Backstage view.
- 2 Click **Save As**.
- 3 Click **Computer**.
- 4 Click **Browse**.



The Save As dialog box appears.

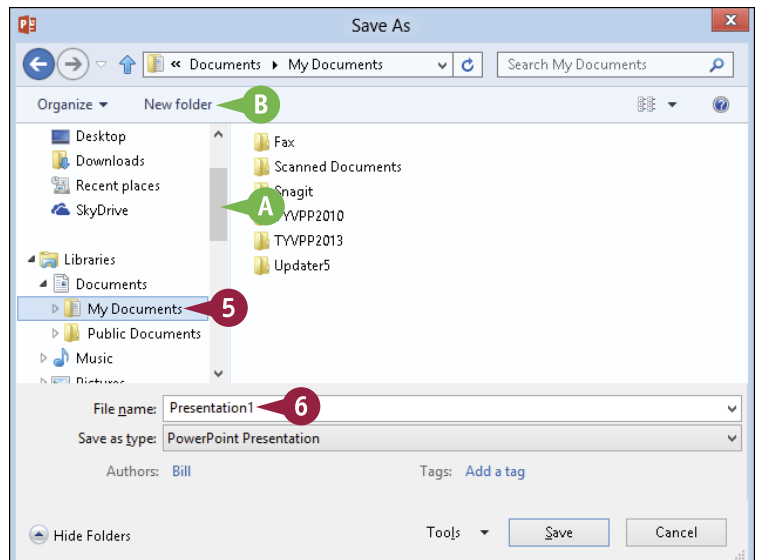
- 5 Click the folder where you want to save your file.

This example saves to My Documents.

- 6 Click in the **File name** text box to select the text and then type a filename.

A You can click and drag the scroll bar to find more folder locations.

B You can click **New folder** to create a new folder.



In this example, the filename is WaterWaves.

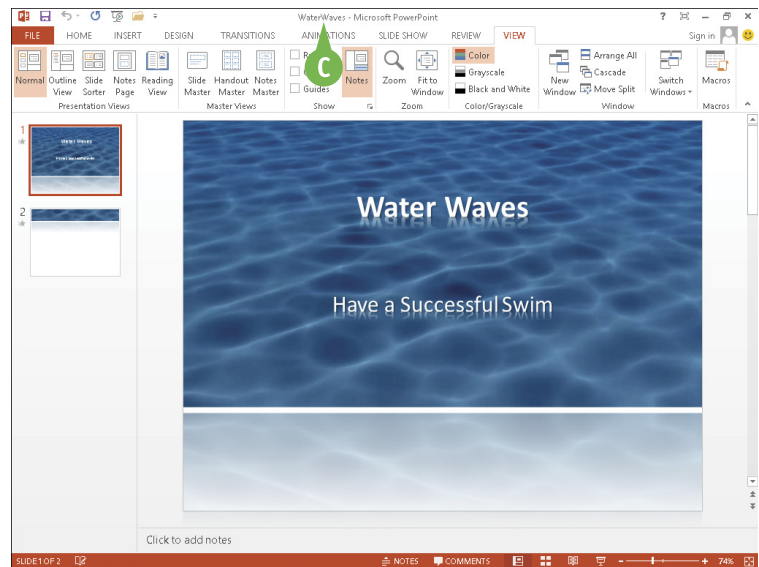
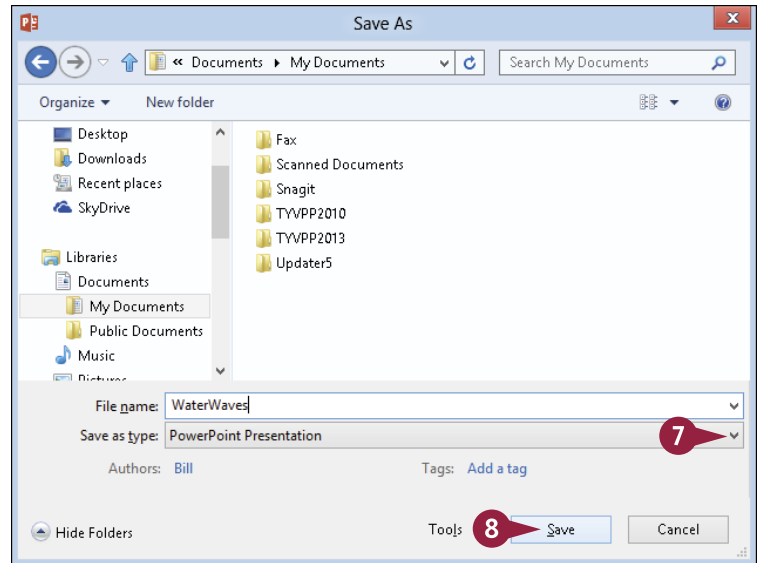
- 7 Click the **Save as Type** down arrow (▼) to change the file type from the default.

**Note:** If you choose a format other than the default PowerPoint format, you may see a prompt about an issue such as version compatibility. Respond to the prompt to continue saving.

- 8 Click **Save**.

PowerPoint saves the presentation and the Save As dialog box closes.

- C The new filename appears in the title bar.



## TIPS

**I save presentations in a specific folder all the time. Is there a quick way to locate that folder in the Save As dialog box?**

Yes. You can make your favorite folder the default local file location in the PowerPoint Options dialog box. When you perform a save, your favorite folder is the default location in the Save As dialog box. See Chapter 3 to learn how to change PowerPoint options.

**Must I always use the Save As dialog box?**

No. You can click the **Save** icon (F) on the Quick Access Toolbar or press **Ctrl+S**. To save a copy of your presentation under a new name, click the **File** tab, click **Save As**, and then specify a new filename and save location.

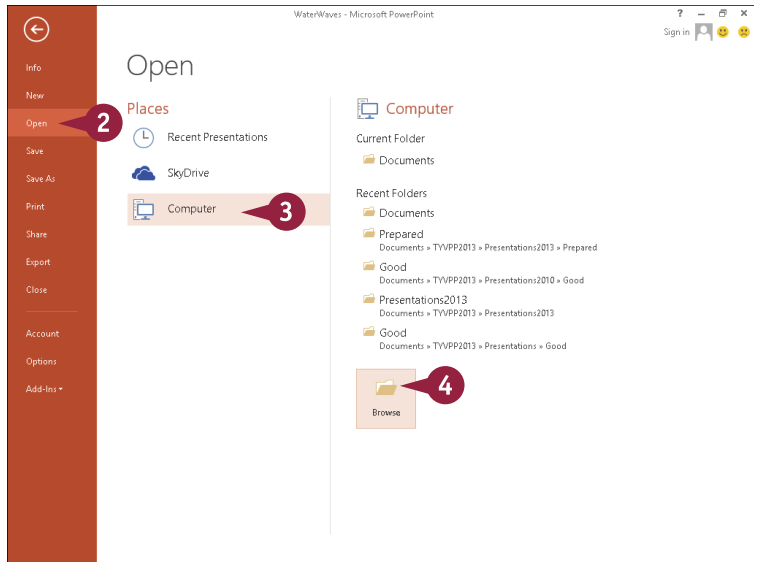
# Find a Presentation

Sometimes you want to open a presentation file but you forget what you named it or you forget which folder contains it. Finding that file is very important because you need it not only to design the presentation, but also to present the slide show. If it is not on the Recent Presentations list in Backstage view and browsing for it is unsuccessful, you can use the PowerPoint search feature to locate the file. You can also use the search feature on the Windows 8 Start screen to locate it.

## Find a Presentation

### Use the Open Dialog Box

- 1 Click the **File** tab to show Backstage view.
- 2 Click **Open**.
- 3 Click **Computer**.
- 4 Click **Browse**.



- 5 Click the parent folder that you think may hold the file, even if you think it is in a subfolder.
- 6 Type a keyword in the search text box.

**Note:** PowerPoint searches filenames and file contents.

This example searches for Water.

As you type, the Open dialog box shows files containing the keyword.

- 7 If PowerPoint finds your file, click it.
- 8 Click **Open**

The file opens.

