



University Information  
Technology Services

# **Microsoft Office: PowerPoint 2013**

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## **Intro to PowerPoint**

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## Intro to PowerPoint

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## Introduction

Microsoft Office PowerPoint 2013 is a presentation software application that aids users in the creation of professional, high-impact, dynamic presentations. Slides are the building blocks of a PowerPoint presentation. By using slides, the focus is not only on the speaker, but on the visuals (slides) as well.

The latest version of Microsoft PowerPoint 2013 includes advanced and easy-to-use features. It helps you create powerful presentations. It includes more choices for getting started, which includes:

- New and improved presenter tools
- Better design tools
- Improved video and audio support
- A new comments pane.

With Microsoft PowerPoint 2013, you can easily capture and insert screenshots and images into your presentation. The video formatting tool allows you to change brightness, contrast, video shapes, borders, and effects. Two of the most striking and important features of Microsoft PowerPoint 2013 are the broadcasting and collaboration tools. Indeed, PowerPoint 2013 supports simultaneous editing of presentations by multiple users and lets you present a slide show over the Web via new sharing options.

## Best Practices for creating presentations:

Slide layout, font, color scheme, and content are the main components to developing a great presentation. Follow the guidelines below to create a good presentation:

- Identify the critical information that needs to be presented and include it in your presentation.
- Use no more than six bullet points per slide.
- Keep bullet points short and to the point. Incomplete sentences are okay.
- Minimize the number of font types used in your presentation.
- Keep font sizes consistent.
- Do not make all of the text uppercase.
- For contrast, use a light-colored font on a dark background and vice versa.
- Use bold formatting to make appropriate words stand out.
- Minimize the use of italics. They are more difficult to read.
- Do not vary the look of one slide greatly from the next. Consistency is key.
- Identify text that can be represented pictorially and use appropriate graphics in its place.
- Remove unnecessary graphics that are not relevant to the information presented.

- Use consistent colors and font size on each slide.
- Do not use unusually bright colors.
- Do not clutter the slides with too many graphics.
- Use graphics and transitions sparingly.

## Learning Objectives

After viewing this booklet, you will be able to:

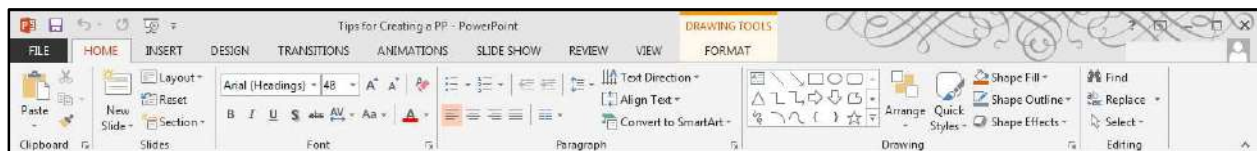
- Become familiar with PowerPoint's interface.
- Create a new presentation
- Save a presentation
- Add slides to a presentation
- Delete and Rearrange slides
- Apply a design theme
- Work with themes and background styles
- Use the various PowerPoint views
- Enter and edit text
- Insert graphics and other objects
- Play the slideshow
- Print handouts

## The Microsoft PowerPoint 2013 Interface

There are a number of prominent changes to the look and functionality of Microsoft PowerPoint. Let us have a look at its latest interface.

### The Ribbon

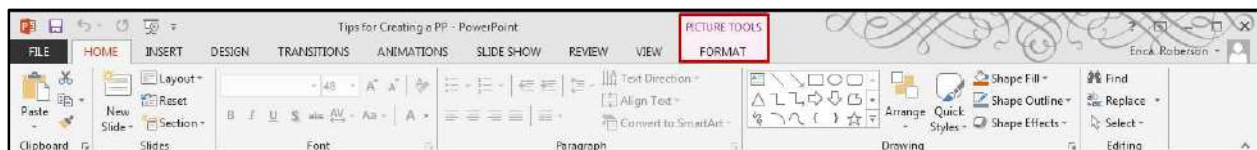
The ribbon is a panel that contains functional groupings of buttons and drop-down lists organized by tabs (see Figure 1). The ribbon is designed to help you quickly find the commands that you need to complete a task.



**Figure 1 – The Ribbon**

The ribbon is made up of a set of tabs that pertain to the different functionalities of PowerPoint, such as designing slides, inserting media onto slides, or applying animations. Each tab is further divided into logical groups (of buttons), such as the Font group shown in Figure 1 above.

There are also “contextual tabs” that appear, depending on what you are working on. For example, if you have inserted pictures, the Picture Tools tab appears whenever a picture is selected (see Figure 2).



**Figure 2 – Contextual Tab**

### The Quick Access Toolbar

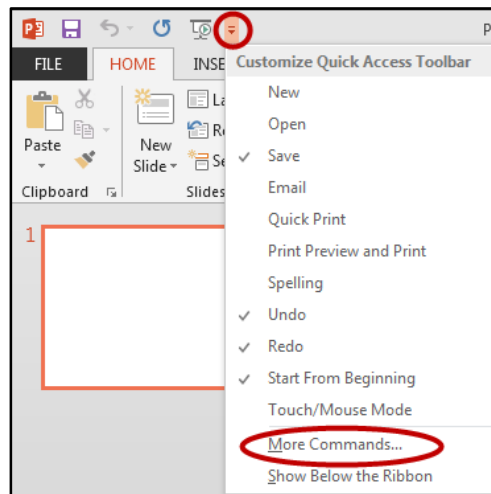
The Quick Access Toolbar is a small toolbar at the top left of the application window that you can customize to contain the buttons for the functions that you use most often.



**Figure 3 – Quick Access Toolbar**

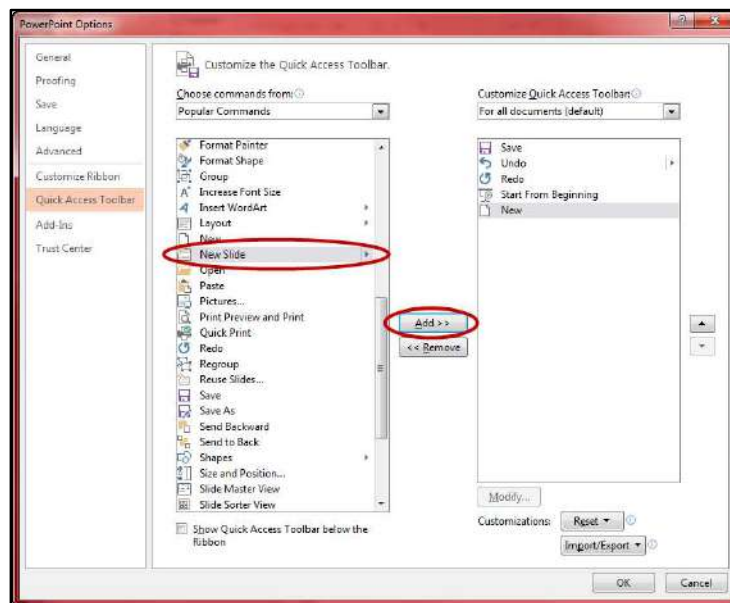
To customize the Quick Access Toolbar:

1. Click the drop-down arrow on the far right (see *Figure 4*).
2. Click on any listed command to add it to the Quick Access Toolbar (see *Figure 4*).
3. Click **More Commands...** to choose from a comprehensive list of commands (see *Figure 4*).



**Figure 4 – Customize Quick Access Toolbar**

4. Select a command from the list by clicking on it (See *Figure 5*).
5. Click the **Add** button (See *Figure 5*).



**Figure 5 – Quick Access Toolbar Options**

6. Repeat steps 4 & 5 to add additional commands.
7. Click on the **OK** button to confirm your selection.



## Galleries

A Gallery is a collection of pre-defined formats which can be applied to various elements in Office applications, such as the Themes Gallery in PowerPoint (see Figure 6). A Gallery most often appears as a result of clicking on an item on one of the Ribbon Tabs.



Figure 6 - Gallery

The selections in a Gallery incorporate a feature called **Live Preview**. When the mouse cursor hovers over a selection in a Gallery, your document takes on the formatting attributes of that selection in order to give you a preview of how that selection will look when applied to your document.

## Mini Toolbar

The Mini Toolbar is a semi-transparent toolbar that appears when you select text (see Figure 7). When the mouse cursor hovers over the Mini Toolbar, it becomes completely solid and can be used to format the selected text.

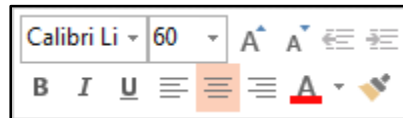


Figure 7 – Mini Toolbar

## Status Bar

The Status Bar can be customized to display specific information. Below, in Figure 8, is the default Status Bar for PowerPoint:



Figure 8 – Status Bar

Right-clicking on the Status Bar brings up the menu to the right, which enables you to change the contents of the Status Bar by checking or un-checking an item (see Figure 9).

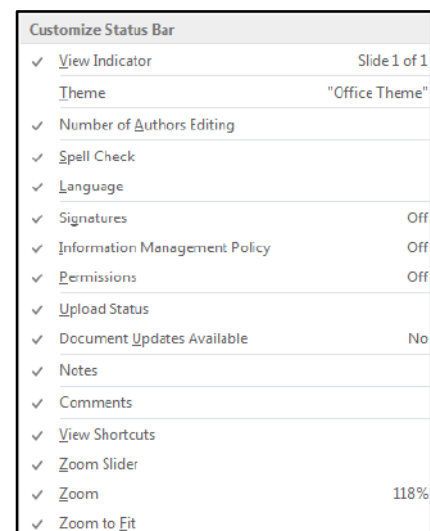


Figure 9 – Status Bar Menu

## Themes

A Theme is a set of formatting options that is applied to an entire presentation. A Theme includes a set of colors, a set of fonts, and a set of effects. Using themes shortens formatting time and provides a unified, professional appearance.

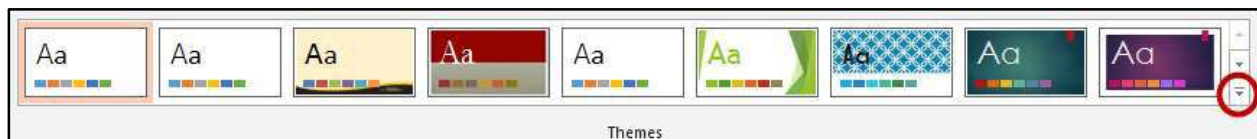
The Themes group is located on the Design tab; it allows you to select a theme from the Themes Gallery, apply variants, and customize the colors, fonts, and effects of a theme (see *Figure 10* on the next page).



**Figure 10 – Design**

### Applying a Theme to a Presentation

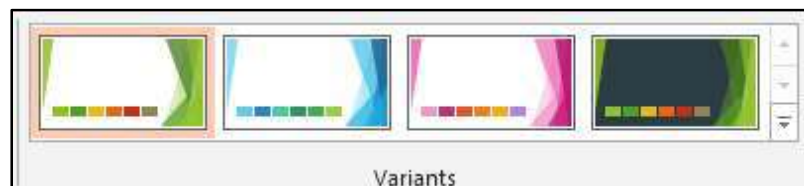
1. On the Ribbon, select the **Design tab**.
2. In the *Themes* group, hover over a theme with your mouse to see a preview.
  - a. Click the arrows to scroll to additional themes (see *Figure 11* on the next page).
3. Select a theme by clicking on the thumbnail of your choice within the *Themes* group.



**Figure 11 - Themes**

### Applying a Theme Variant

1. On the Ribbon, select the **Design tab**.
2. In the *Variants* group, hover over a variant with your mouse to see a preview.
  - a. Click the arrows to view any additional variants.
3. Select a variant by clicking the thumbnail of your choice within the *Variants* group.



**Figure 12 – Variants Gallery**

### Changing the Color Scheme of a Theme

It may be necessary to change the color of a theme to better suit your presentation. In order to change the color scheme after applying a theme to your presentation:

1. From the Variants group, click the down arrow with the line above it, in the bottom right corner (see *Figure 13*).



**Figure 13 – Variants drop-down**

2. Select colors from the menu (see *Figure 14*).



**Figure 14 – Variants menu**

3. Select a color scheme from the list that appears.

### **Changing the Fonts of a Theme**

In order to change the fonts of an applied theme:

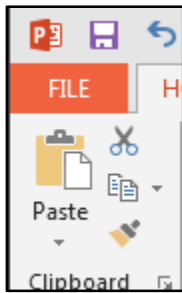
1. From the *Variants* group, click the down arrow with the line above it, in the bottom right corner (see *Figure 13* above).
2. Select **Fonts** from the menu (see *Figure 14* above).
3. Select your desired font from the list that appears.

### **Changing the Effects of a Theme**

In order to alter the visual effects of an applied theme:

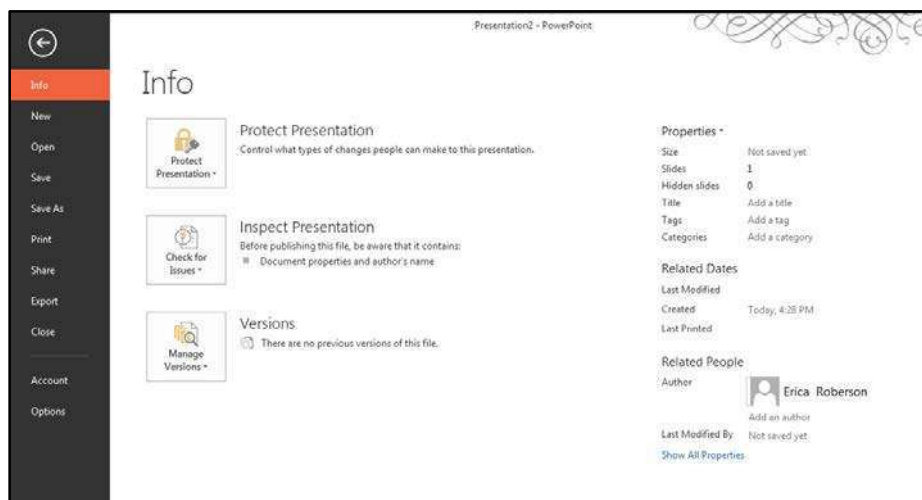
1. From the *Variants* group, click the down arrow with the line above it, in the bottom right corner (see *Figure 13* above).
2. Select **Effects** from the menu (see *Figure 14* above).
3. Select your desired effect from the list that appears.

## The File tab



**Figure 15 – File tab**

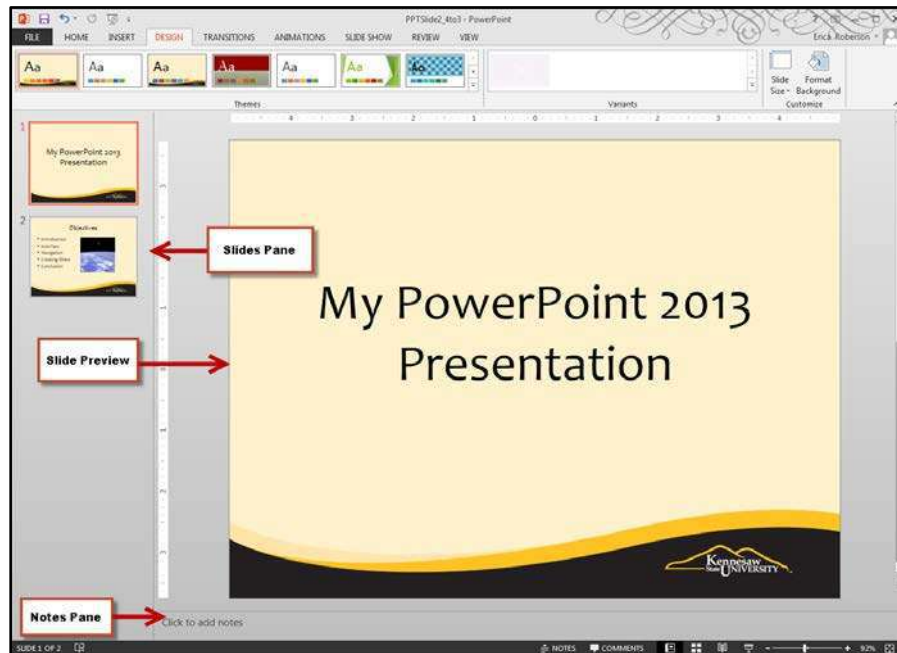
The **File** tab, shown above in Figure 15, provides a centralized location called the *Microsoft Office Backstage* view (see Figure 16). The *Backstage* view is used for all tasks related to PowerPoint file management: opening, creating, closing, sharing, saving, printing, converting to PDF, emailing, and publishing. The Backstage view also allows for viewing document properties, setting permissions, and managing different versions of the same document. (See the “PowerPoint 2013 Quick Guide” located at <http://its.kennesaw.edu/cdoc>, for additional information on the Backstage View).



**Figure 16 – Backstage View**

## Navigation

PowerPoint 2013 opens in the Normal View showing the Slides tab on the left side of the window (see *Figure 17*).



**Figure 17 – Normal View**

### Slides Pane

The Slides pane shown above in *Figure 17*, displays all the slides available in a presentation and helps to navigate through the presentation. The slides are listed in sequence and you can shuffle the slides by dragging a slide from the current location and placing it in the preferred location.

### Slide Preview

Select a slide in the slides pane to preview it in the Slide Preview window (see *Figure 17* on the previous page). The slide preview all you to see how your text looks on each slide. You can add graphics, video and audio, create hyperlinks, and add animations to individual slides.

### Notes Pane

It can be helpful to use the Notes Pane to remind yourself of speaking points for your presentation (see *Figure 17* on the previous page). These personal notes can also be printed out for future referencing. Notes entered in the Notes Pane will not appear on the slide show.

## Changing Views

PowerPoint 2013 allows you to see and edit your slides in several “views”. To work with your presentation in a different view, click the **View** tab on the ribbon (see Figure 18) and select the appropriate view, or, click on the appropriate **Shortcut button** at the bottom right area of the Status Bar (see Figure 19).

### View Tab

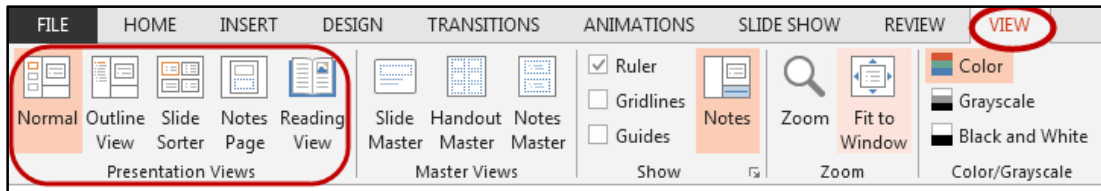


Figure 18 – View Tab

### Status Bar

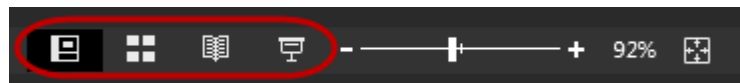


Figure 19 – Status Bar

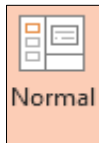

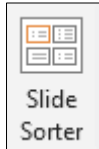

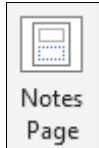
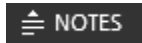
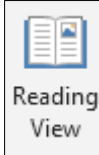


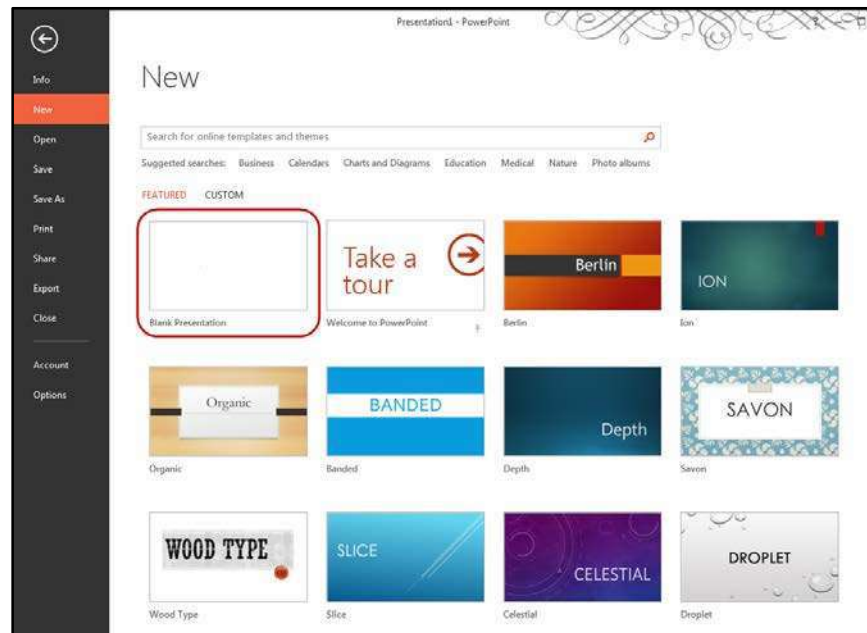
View	Icon On View Tab	Shortcut Icon On Status Bar
<p><b>Normal View</b> Displays the outline pane, slide pane, and notes pane.</p>		
<p><b>Slide Sorter View</b> Displays a small version of each slide and is useful for reorganizing your slides.</p>		
<p><b>Notes Page</b> Displays a miniature slide with space below to type notes for the presenter.</p>		
<p><b>Reading View</b> Makes the presentation easy to review.</p>		
<p><b>Slide Show View</b> Runs the slide show beginning with the current slide.</p>	No button on tab	

Table 1 – Presentation Views

## How to Create a New Presentation

1. Click on the **File tab**.
2. Choose **New** (see Figure 20).
3. Double-click on **Blank presentation** (see *Figure 20*).



**Figure 20 – Creating a New Presentation**

4. A new blank presentation will be created.

## Saving a Presentation

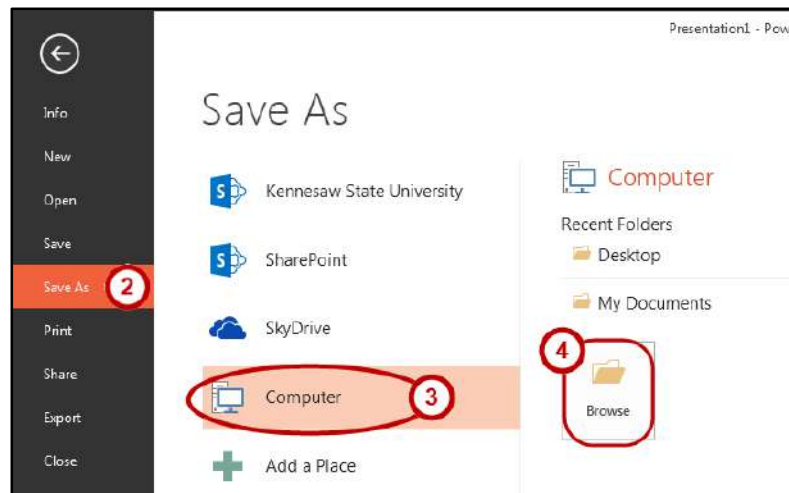
You created a new presentation. Now, you should save the presentation so that you can use it later. The Save command, available from the File tab, is used to save a newly created presentation or to save the changes made to an existing presentation. When saving a file for the first time, you are prompted to enter a file name for the presentation, and you are asked in which location you would like the file to be saved.

## File Formats

PowerPoint 2013 uses PowerPoint Presentation (.pptx) as the default file format. Additional formats include PowerPoint 97-2003 (.ppt), PowerPoint Show (.ppsx), PowerPoint Show 97-2003 (.pps), Windows Media Video (.wmv), as well as GIF, JPEG, PNG, TIF and BMP. The PowerPoint Show is a presentation that always opens in Slide Show view rather than in Normal view.

## How to Save a Presentation

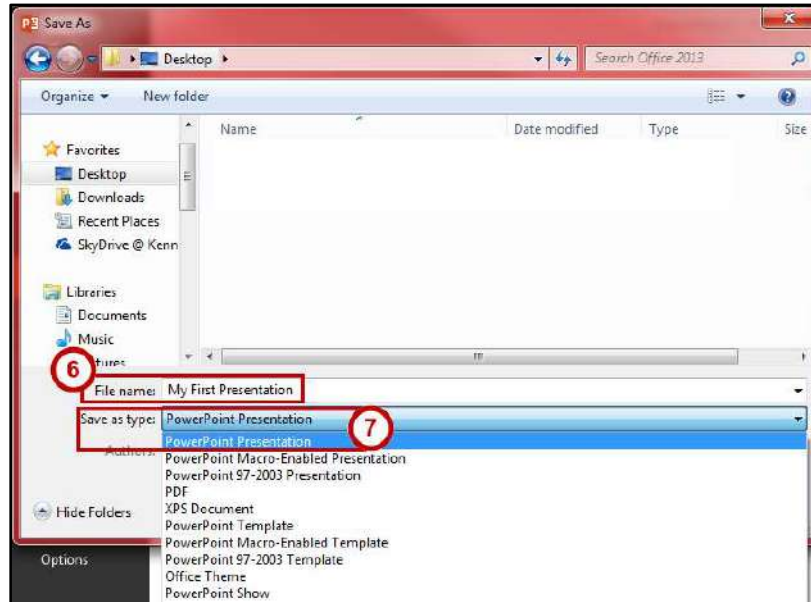
1. Click the **File** tab.
2. Choose **Save As** to save the presentation with a new name in any location.
3. Select **Computer** to save to the local drive such as your computer/laptop or flash drive (see *Figure 21*)
4. Click **Browse** (see *Figure 21*).



**Figure 21: Save**


5. Navigate to the destination folder where you would like to save the file.
6. In the **File Name** text box, type the name of the file (see *Figure 22*).
7. Click **Save as Type** and then do one of the following (see *Figure 22*):
  - For a presentation that can be opened only in PowerPoint 2013 or in PowerPoint 2010, in the *Save as Type* list, select PowerPoint Presentation (\*.pptx).
  - For a presentation that can be opened in either PowerPoint 2013 or earlier versions of PowerPoint, select PowerPoint 97-2003 Presentation (\*.ppt).





**Figure 22: File name and Save as type**

8. Click **Save**.

**Note:** From now on, you can press CTRL+S or click **Save**  near the top of the screen to save your presentation quickly at any time.

## Appearance

### Slides

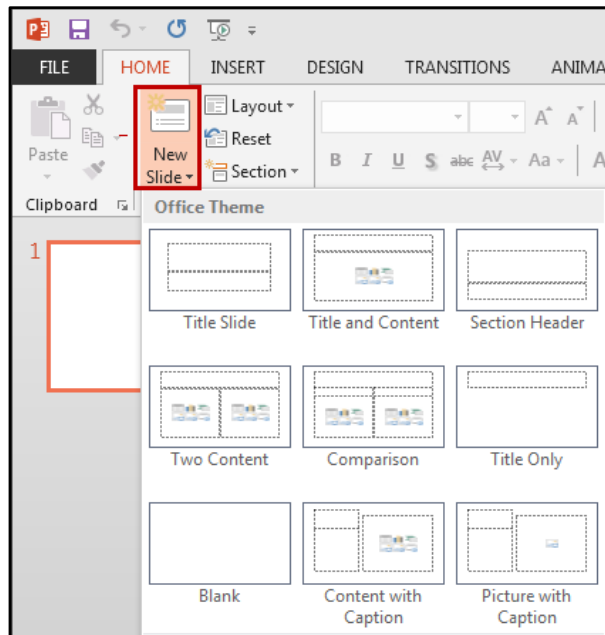
You are familiar with creating a new presentation and saving the changes you make to an existing presentation. You may need to add slides to the presentation to include more information.

Before you begin creating a presentation it is important that you decide on a design and layout. Slides and layouts are the basic building blocks of any presentation. For a presentation to be effective, care should be taken to apply the right slide layouts. Being able to add the appropriate slide layout to your presentation will enable you to present information more relevantly to your audience. PowerPoint offers several built-in slide layouts to deliver visually effective presentations.

### Adding a New Slide




1. Within the slides pane, select the slide that you would like to insert a new slide after.
2. On the **Home tab** in the ribbon, click the drop-down arrow next to **New Slide**, within the Slides group, to display the default list of layouts (see Table 2 on the pages 18 and 19 for a description of the types of slide layouts).

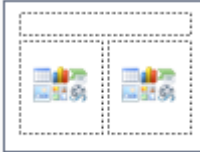





3. From the **New Slide** drop-down list, select a layout to insert (see *Figure 23*).



**Figure 23: New Slide**

### Types of Slide Layouts

<p><b>Title Slide</b></p>	 <p>Title Slide</p>	<p>This layout includes placeholders for a main title and a subtitle.</p>
<p><b>Title And Content</b></p>	 <p>Title and Content</p>	<p>This layout includes a placeholder to enter slide title and a place for text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Section Header</b></p>	 <p>Section Header</p>	<p>This layout allows space for section and sub-section titles.</p>

<p><b>Two Content</b></p>	 <p>Two Content</p>	<p>Much like the Title and Content slide layout, this layout offers a place for slide title text and two content places for text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Comparison</b></p>	 <p>Comparison</p>	<p>This layout is just like the Two Content layout with the addition of two text placeholders to aid in compare and contrast slides.</p>
<p><b>Title Only</b></p>	 <p>Title Only</p>	<p>This layout offers a place to enter title text.</p>
<p><b>Blank</b></p>	 <p>Blank</p>	<p>This is a blank slide with no placeholders.</p>
<p><b>Content With Caption</b></p>	 <p>Content with Caption</p>	<p>With this slide you can enter a title, text, and content such as additional text, charts, tables, pictures, clip art, and SmartArt graphics.</p>
<p><b>Picture With Caption</b></p>	 <p>Picture with Caption</p>	<p>This layout offers a place for a picture and caption text.</p>

*Table 2 – Slide Layouts*

**Text**

A presentation is not all about pictures and background color—it depends mostly on the text. The message of your presentation is conveyed through the text. The visual aids are simply cosmetics to help support your message. The instructions below explain how to work with text.

## Entering Text

Most slides contain one or more *text placeholders*. These placeholders are available for you to type text on the slide layout chosen. In order to add text to a slide, click in the placeholder and begin typing.

The placeholder is movable and you can position it anywhere on the slide. You can also resize a text placeholder by dragging the sizing handles (see Figure 24). Removing an unwanted text placeholder from a slide is as simple as selecting it and pressing Delete.

A text placeholder can contain multiple lines of text and will adjust the size of the text and the amount of space between the lines if the text exceeds the allowed space.

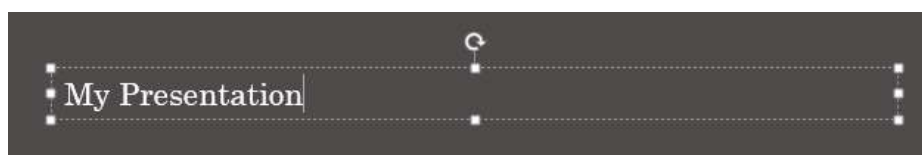


**Figure 24 – Text Placeholders**

Text Boxes can be added to any slide in order to provide additional room outside of the text placeholders.

## Adding a Text Box

1. From the **Insert** tab, click on **Text Box**.
2. Left-click on the area of the slide where you want to add text.
3. While maintaining the left-click, drag the mouse cursor down a bit and then to the right, then release. The dashed text box appears.
4. Left-click once inside the text box and start entering your text (see Figure 25).

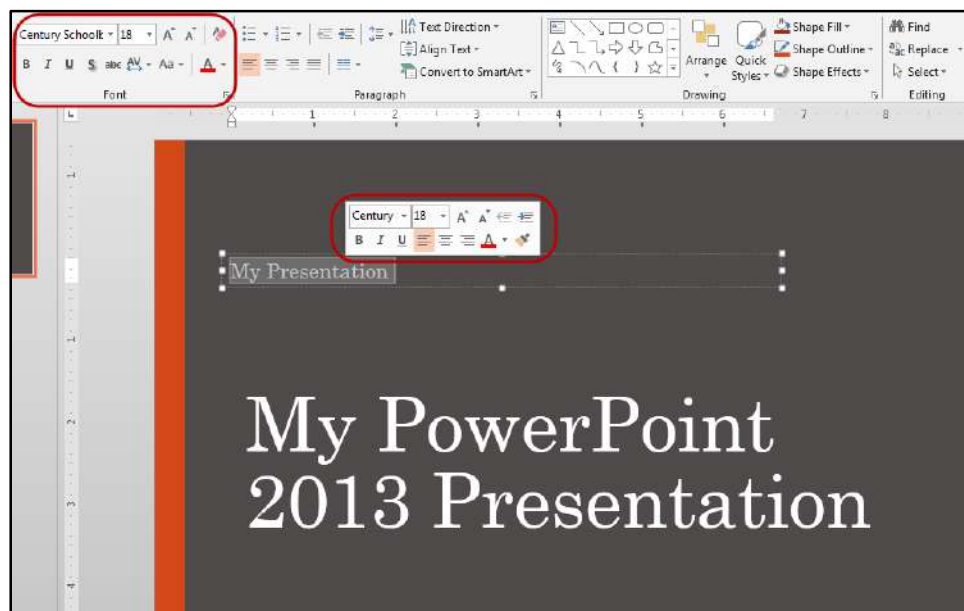


**Figure 25 – Text Entry in a New Textbox**

## Formatting Text

When creating a presentation, it is likely that you will be doing some formatting. In order to edit text on a presentation:

1. Select the text (by left-clicking and maintaining the left-click while dragging the mouse cursor across the text).
2. Use the Font Group on the *Home* tab or right-click on the selected text and choose formatting options from the *Mini Toolbar* (see *Figure 26*).
3. Make necessary changes to the font and click outside of the text placeholder to accept the changes.



**Figure 26 – Formatting Text**

## Graphics

Another way to add emphasis to your presentation is to have visual aids or graphics. Although we learned earlier that the most important part of your presentation is the message, it is always helpful to use graphics to get your point across more concisely and in a shorter period of time.

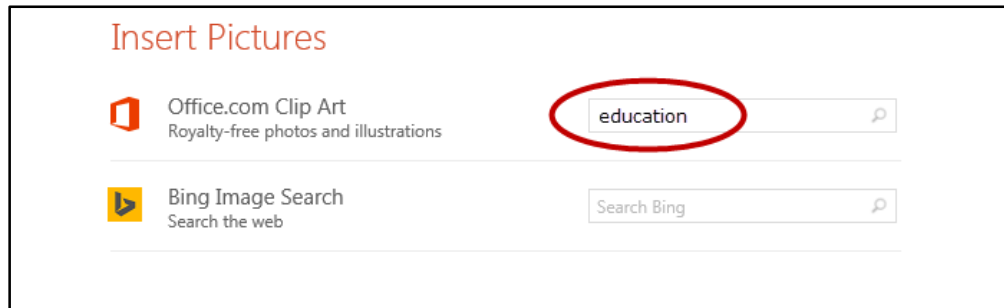
## Clip Art

*Clip art* images are pictures that are available in PowerPoint that can be inserted into your presentations. A collection of clip arts is available in the form of a gallery—the Clip Art gallery. In addition to pictures, the Clip Art gallery also contains a wide variety of photographs, movies (animated clip arts), and sounds that are ready for you to insert and use on your slides.

## Inserting Clip Art

When inserting clip art onto a preselected slide layout:

1. Go to the **Insert** tab.
2. Click the **Online Pictures** button. This will open the Insert Pictures window.
3. In the *Office.com Clipart* Search field, type the name of the object you wish to find clipart for, and press Enter on your keyboard (see *Figure 27*).



**Figure 27 – Search for Clipart**

4. Scroll through the given results to find your desired clip art (see *Figure 28*).
5. Once found, click on the image (see *Figure 28*).
6. Select **Insert** to add the clip art to your slide (see *Figure 28*).



**Figure 28 – Insert Clip Art**

## Images from a File

Images from your own collection and experiences may also add value to your presentation. You must have the image saved prior to adding it to your presentation.

### Inserting an Image from a file

1. Place your cursor where you would like the image to appear.
2. Select the **Insert** tab.
3. Click **Pictures** (see *Figure 29*).
4. In the Insert Picture dialog box, navigate to find your image.
5. Select your image, and click Insert.



**Figure 29 – Insert Pictures**

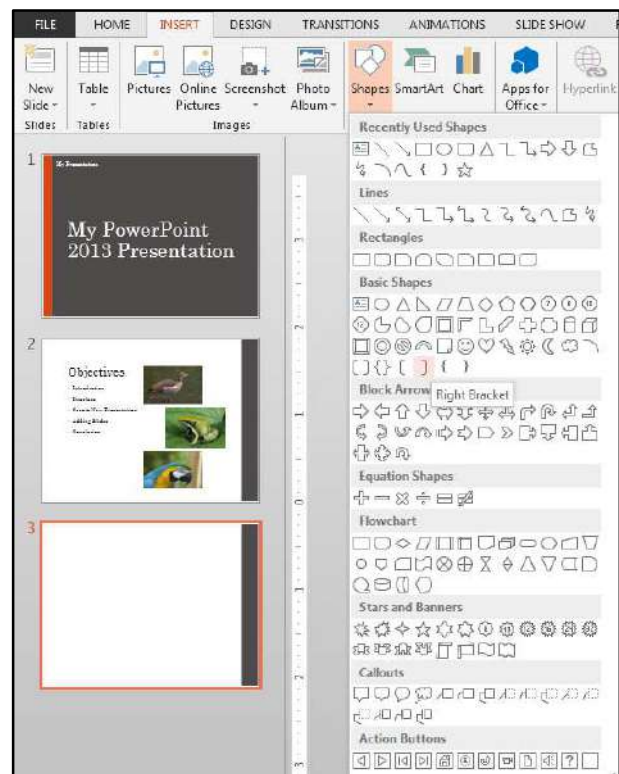
## Draw Shapes

*Shapes* are simple geometric objects that are pre-created by PowerPoint and can be modified.

A shape can contain text or can appear without it. It can also be filled with color, and the outline of the shape can be given a different style and color.

### Inserting a Shape

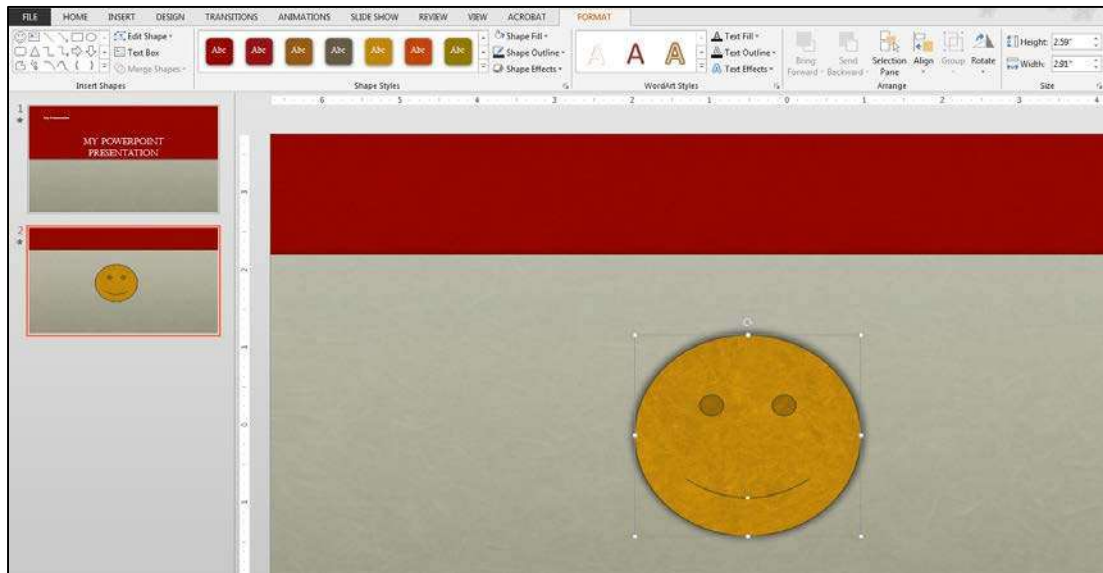
1. Select the **Insert** Tab.
2. Click **Shapes**.
3. Select the shape you wish to draw (see *Figure 30*).
4. Your cursor becomes a small black plus sign.
5. In the Slide pane, point the crosshair mouse pointer to the upper-left corner of the area where you want to draw the shape, hold the left mouse button down, and then drag diagonally down to the right to create the shape.



**Figure 30 – Insert Shapes**

## Altering a Shape

1. You can now move your shape if necessary by clicking on the object, holding down the left mouse button, and dragging it to another location.
2. You may also alter the look of your shape by selecting the shape and clicking the Format Tab.
3. In the Shape Styles group, scroll through additional styles and click on the desired style to apply it to the shape (see *Figure 31*).



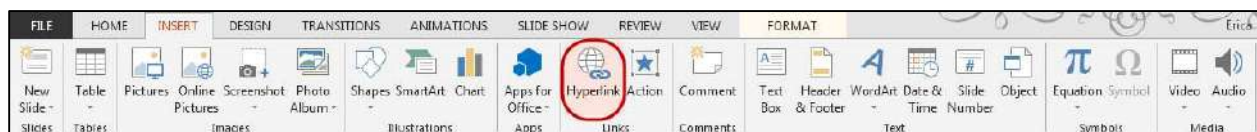
**Figure 31 – Altering Shapes**

## Hyperlinks

You may have an additional document or a great website to enhance your presentation. Adding hyperlinks into your presentation can allow you to quickly jump to supplemental information while you are presenting.

## Adding a Hyperlink

1. Select the text that you would like to change to a hyperlink
2. Select the **Insert** tab.
3. Click **Hyperlink** (see *Figure 32*).



**Figure 32 – Inserting a Hyperlink**



- The text you selected will appear in the *Text to Display* field at the top of the window (see Figure 32). You can change the text if you would like.
- Select the location where you want to link to from the *Link To* column on the left (see Figure 32).
- Type the address that you want to link to in the Address field (see Figure 32).
- Click **OK** (see Figure 32). The text that you selected will now hyperlink to the web address.

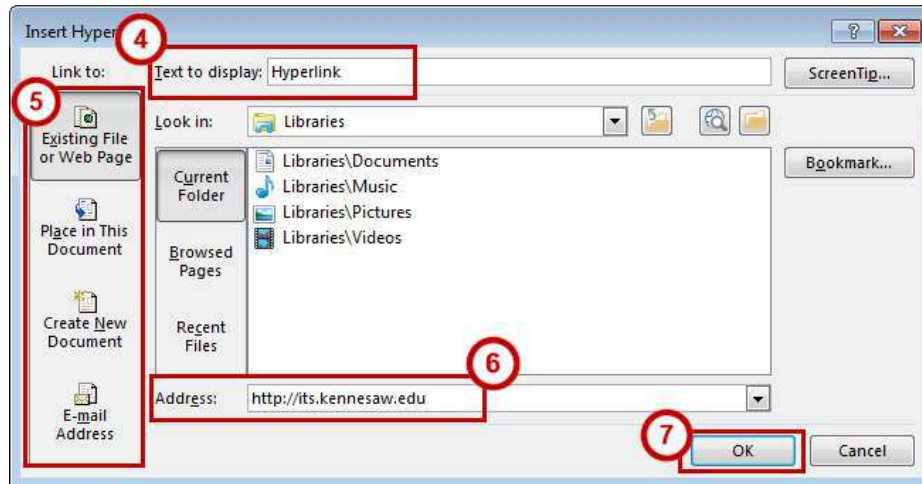


Figure 32 – Insert Hyperlink

## Header and Footer

Occasionally it is necessary to add information to the Header or Footer of a PowerPoint presentation, just the printout, or both. This may be information such as the author’s name, date and time, organization, class information, etc.

### Adding a Header or Footer

- Select the **Insert** tab.
- Click **Header & Footer** (see Figure 33).

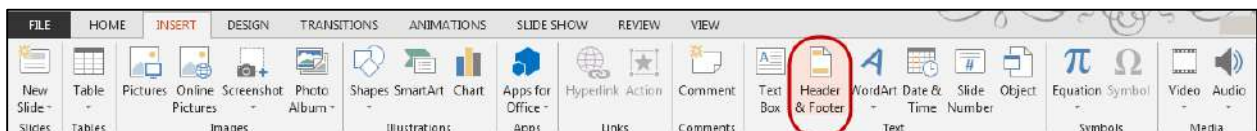
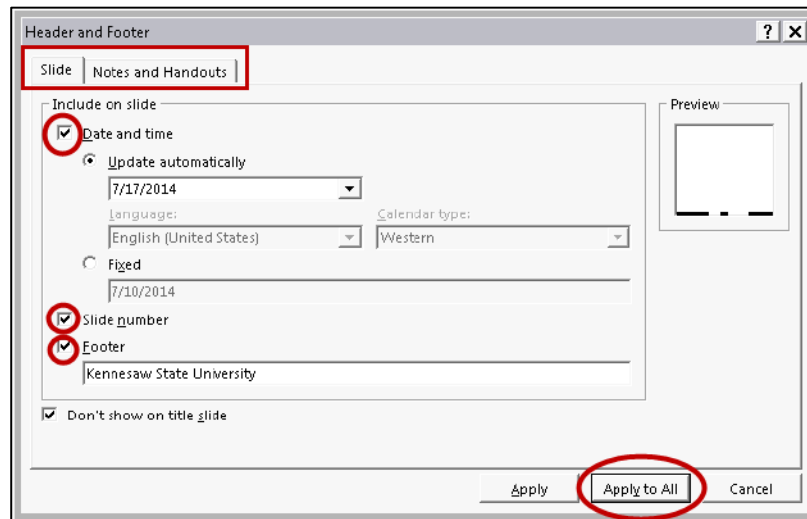


Figure 33 – Inserting Header & Footer

3. Select whether you would like to add these settings to the *Slides* or *Notes and Handouts* by selecting the appropriate tab (see *Figure 34*).
4. Click inside the checkbox to add the Date and Time or Slide Number (see *Figure 34*).
5. Type additional information such as the author's name in the *Footer* box (see *Figure 34*).
6. If you would like this information to appear on all slides, click **Apply to All** (see *Figure 34*).



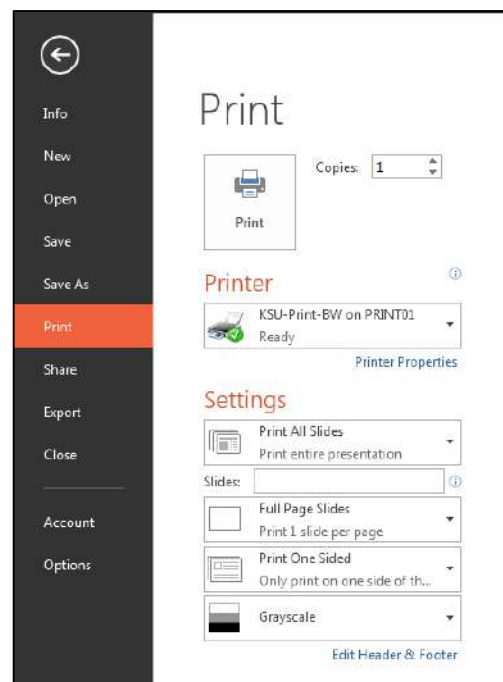
**Figure 34 – Header and Footer Settings**

## Printing

PowerPoint 2013 allows you to print your presentation in order to aid you in presenting or to give your audience something to take notes on. There are multiple formats available when printing; you should choose a format which best suits your presentation and audience needs.

### Printing Your Presentation

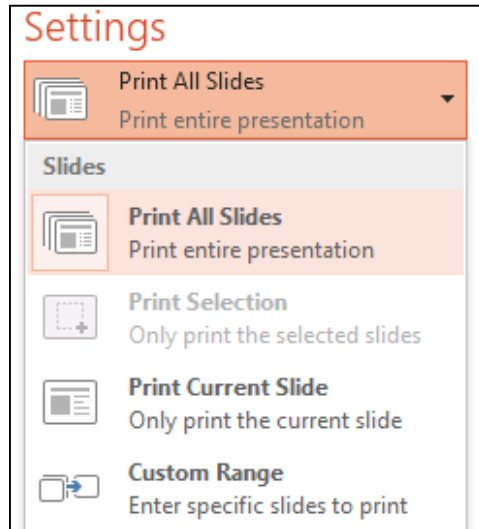
1. Click the **File** tab.
2. Click on **Print** to view the printer settings (see *Figure 35*).
3. Indicate the number of copies you would like to print.
4. Select the printer.



**Figure 35 – Printer Settings**

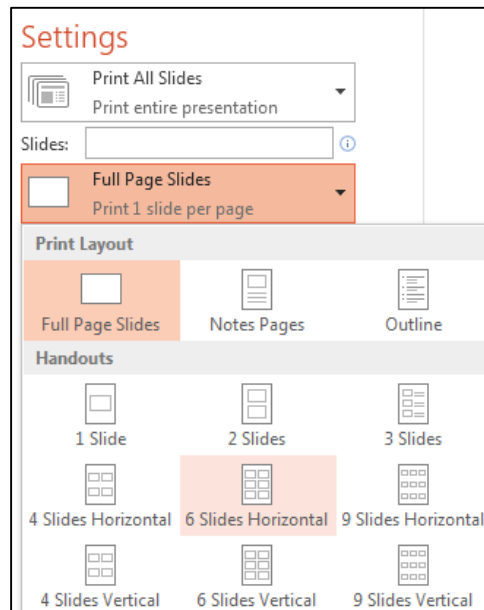
From the **Settings** section:

5. Click on **Print All Slides**. If you do not need to print all slides, you may select another option in the window (see *Figure 36*).



**Figure 36 – Print All Slides**

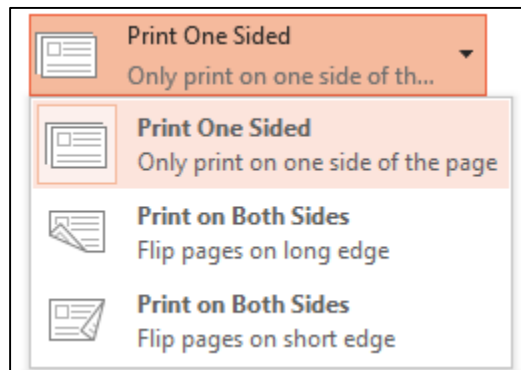
6. Click on **Full Page Slides** to access Print Layout options such as Handouts and Notes Pages (see *Figure 37*).



**Figure 37 – Print Layout**

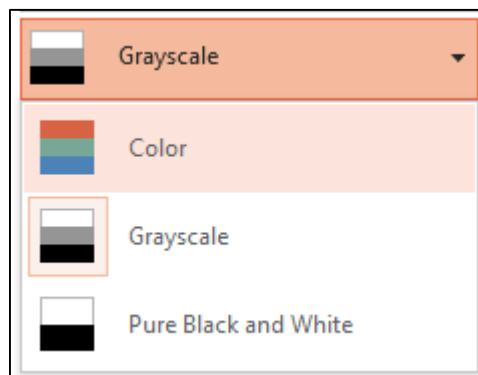
**Note:** If you select **Handouts**, choose the amount of slides that should appear on the printed page from the Handouts box. The *3 Slides* option allows for notes to be written on the handout.

7. Click on **Print One Sided** to access options to print on both sides of the paper (see *Figure 38*).



*Figure 38 – Print One Sided*

8. Click on **Grayscale** to access options to print in grayscale, color, or black & white (see *Figure 39* on the next page).



*Figure 39 - Grayscale*

9. Once you are ready to print, click on the **Print** button.



## Additional Assistance

**If you need additional assistance with PowerPoint 2013, contact University Information Technology Services (UITs) at:**

**Faculty and Staff Service Desk**

Phone: 470-578-6999

Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

**Students Help Desk**

Phone: 470-578-3555

Email: [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu)