BrainStorm Quick Start Card for
Microsoft® PowerPoint® 2013

BRAINSTORM
Teaching Software. Teaching People.

Getting Started

With the new features and enhancements of Microsoft® PowerPoint® 2013, you and your team can confidently design and deliver stunning, effective presentations. Use beautiful new themes and variants to set the stage for your story, and then embellish it by using charts, merged shapes, and other visuals. Enhance collaboration on your presentation by saving it online and encouraging feedback in the Comments pane. And finally, take advantage of an improved Presenter View and hassle-free monitor setup so you have all the control and confidence you need to make your presentation unforgettable.

Quick Access Toolbar: Quickly find your most-used commands on the customizable Quick Access Toolbar.

Design Gallery: *New* Select an attractive new theme for your presentation, or tweak the theme by choosing one of its variants.

File Tab: Easily access vital actions such as Open, Print, Save As, Share, and Export.

The Ribbon: Use the logically organized ribbon tabs, groups, and buttons to easily create your ideal presentation.

Slide Sections: Organize your slides into sections that you can collapse or expand to simplify navigation.

Spelling Checker: Check for misspellings or typos at any time as you build your presentation.

**Slide Size Button:** *New* Choose between standard size (4:3) and widescreen (16:9).

Unpin Ribbon Button: Declutter your screen by hiding the ribbon.

Comments Pane: *New* Read what your colleagues have to say. Scroll through all the comments without changing slides.

Notes Pane: Type notes relating to the current slide. Notes are visible only to the presenter, not to the audience.

Status Bar: Open Presenter View, sort your slides, open the Comments and Notes panes, and more.

Using the Ribbon
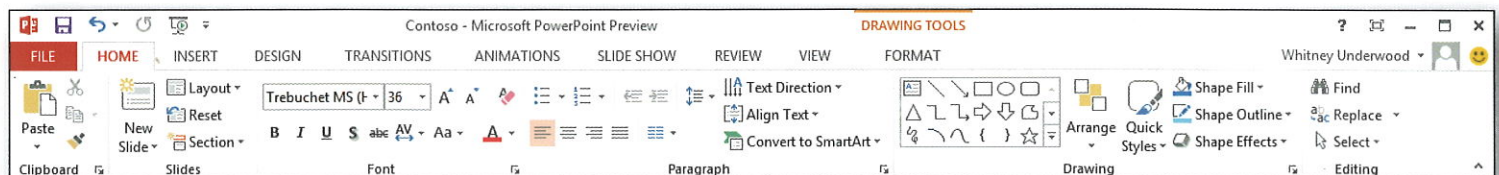
The Ribbon contains all the buttons, galleries, and other features you need to create dynamic presentations. Commands are organized into groups, which are in turn organized on tabs for easy locating. The Ribbon is also intuitive, with contextual tabs that appear when you need them and hide when you don't.

▶ **TAKE CONTROL:** Learn how to take full advantage of the power of the ribbon by creating custom tabs, groups, and more.

Using Keyboard Shortcuts

Description	Shortcut Keys	Description	Shortcut Keys
Navigate through ribbon commands	Ctrl+Right Arrow/Left Arrow	Start slide show	F5
New slide	Ctrl+M	Next slide or animation	Spacebar, Mouse Click, or N
Duplicate slide or object	Ctrl+D	Pause to display black screen	B or Period
Resize shape	Shift+Arrows	Pause to display white screen	W or Comma
Rotate shape	Alt+Arrows	Back to previous slide	P
Copy object to new location	Ctrl+Drag	Exit slide show	Esc

Setting the Stage for a New Presentation

Now you have more options than ever for selecting the perfect appearance for your presentation. With sleek new themes, stunning variations, and thousands of templates ready and waiting the second you begin, PowerPoint 2013 can turn the daunting task of design into a simple pleasure.

Choosing a Look from the Beginning [New]

When you first open PowerPoint 2013, you see a variety of attractive themes, links to presentations you worked on recently, and a search bar for finding any kind of template you need. Never again will you find yourself staring at a blank presentation (unless you prefer to).

Select a blank presentation if you want to start from scratch.

Enter a search term to see available templates, or select one of the suggested search terms.

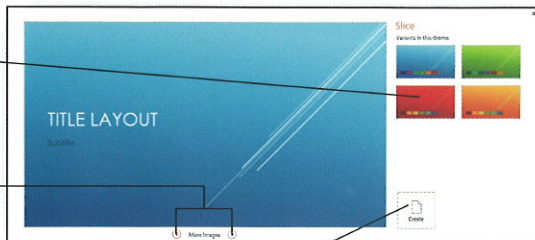Click a link to open a presentation you worked on recently.

Select a predesigned theme to start a new presentation.
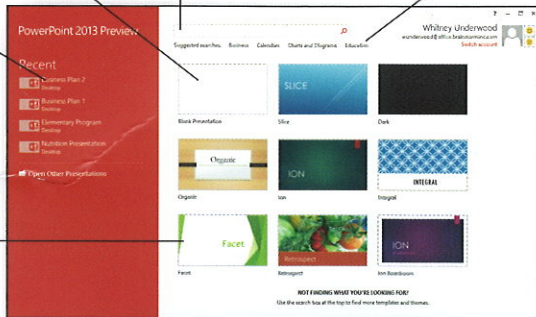
When you click a theme, you can select one of its several variants, which differ in color, font, and effects but follow the same basic design.

Click a variant to see its effects in the preview window.

Click the arrows to preview the different slide layouts.

Click **Create** when you find the perfect theme and variant.
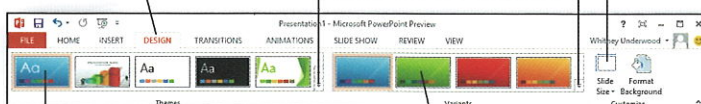
Making Changes with the Design Tab

Afraid of commitment? No need to fear—with the Design tab you can easily change your theme or variant at any time, even up until the very last minute.

Click the Design tab to see all the themes and variants.

Click the arrows to display more.

Click to change the slide size.

Hover over a theme to preview it on your current slide. Click to select the theme. Or, right-click to apply it to specific slides.

Hover over a variant to preview it. Then click to apply it.

The new themes in PowerPoint 2013 are designed to work in the widescreen format. To change the slide size:

1. In the Customize group, click **Slide Size**.
2. Select **Standard** or **Widescreen**.
3. Select **Maximize** or **Ensure Fit**.
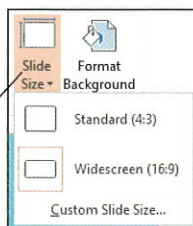
Adding and Deleting Slides

Ideas come and go. While working on your presentation, you can insert unlimited new slides and discard unnecessary ones as the need arises.

To add a slide:

1. In the left pane, select the slide you want your new slide to follow.
2. Click the **Home** tab.
3. To insert a new slide with the same layout as the preceding slide, click the **New Slide** button; OR to select a new layout first, click the **New Slide** button arrow.
4. Click a slide layout to apply it.

To delete a slide:

1. In the left pane, right-click the slide.
2. Click **Delete Slide**.

Note: You can temporarily remove a slide by right-clicking the slide and selecting **Hide Slide**.
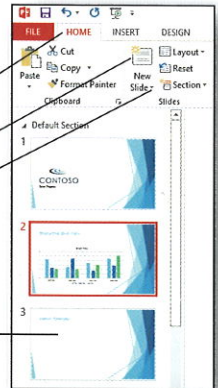
Selecting the Layout of a Slide

Your layout options are endless! Want to include a chart, a title, and a photograph on the same slide? Simply select a predesigned layout and insert your content in the placeholders. Want to create a slide with a picture and a caption? There's a layout for that too.

To apply a slide layout:

1. Select the slide.
2. Click the **Home** tab.
3. In the Slides group, click **Layout**.
4. Click the layout you want to apply.
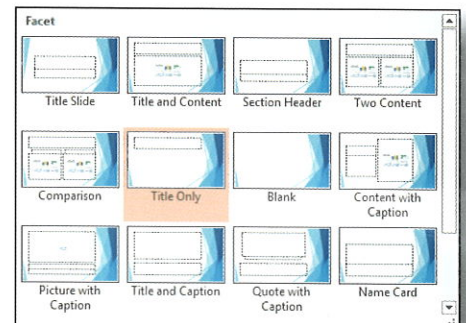
With a layout in place, you can reposition and resize any of the elements. To return to the original layout, right-click the slide and select **Reset Slide**.

Organizing Slides into Sections

If your presentation becomes long and unwieldy, you can divide the slides into sections, which you can then collapse or expand for easier navigation. You can also change the order of your slide sections at any time with just a couple of clicks.

To add a new slide section:

1. In the left pane, select the first slide in the section.
2. On the Home tab, in the Slides group, click **Section**.
3. Select **Add Section**.
4. Right-click the new section and select **Rename**.
5. Enter the name and click **Rename**.

Note: In the left pane you can also add a new section by right-clicking the space between two slides and selecting **Add Section**. To collapse, expand, and move sections, right-click the section name.
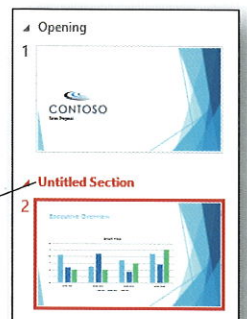
COLOR-CODE YOUR SLIDE SECTIONS: Learn how to use theme variants to add variety to a long presentation.

Adding Charts to Your Slides

A chart is often the most visually appealing, memorable way to present important data to your audience. You can easily create a chart without leaving PowerPoint, or you can copy an existing chart from Microsoft Excel® and paste it right onto a slide.
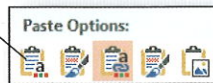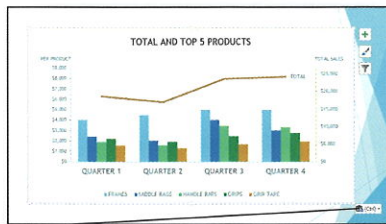
To create a chart in PowerPoint:

1. On the **Insert** tab, in the Illustrations group, click **Chart**.
2. In the left pane, select a chart type. Select one of its variants shown across the top.
3. Click **OK**.
4. In the worksheet window that opens, replace the existing data with your own.
5. When you finish, close the worksheet. Your customized data is now reflected in the chart.
6. Click your chart to display the Chart Tools contextual tabs, where you can personalize the design and format of your chart.
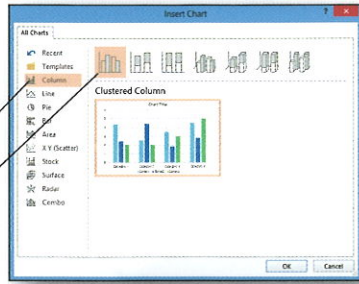
To copy a chart from Excel:

1. In Excel, select the chart you want to copy, and press **Ctrl+C**.
2. In PowerPoint, select the slide where you want to paste the chart.
3. Press **Ctrl+V**.
4. Next to the chart, click **Paste Options**.
5. Select your preferred paste option. You can keep or change the original formatting, and you can embed the chart or keep it linked to Excel so the data will stay up to date.
6. Click your chart to display the Chart Tools contextual tabs, where you can edit the chart's design and format.

LINK YOUR CHART: Watch how easy it is to place an Excel chart (and all its functionality) on a PowerPoint slide.

Organizing Data in Table Form

Adding tables to your presentation is a logical and attractive way to share information with your audience.

To insert a table:

1. Click the **Insert** tab.
2. Click **Table**.
3. Hover over the number of cells you want in your table. As you do so you can preview the table on your slide.
4. When your table has the correct number of cells, click to insert it.

Note: Use the Table Tools contextual tabs to adjust the design and layout of your table.

Merging Shapes

Sometimes you need a unique shape that is not available in the Shapes gallery. You can quickly create what you need by merging multiple shapes into one.

To merge shapes:

1. On the **Insert** tab, click **Shapes** and select a shape.
2. Insert the shape by clicking and dragging on your slide.
3. Repeat Steps 1 and 2, placing the additional shapes where you want them.
4. Select the shapes by holding down **Ctrl** and clicking each shape.
5. On the Format tab, click **Merge Shapes**.
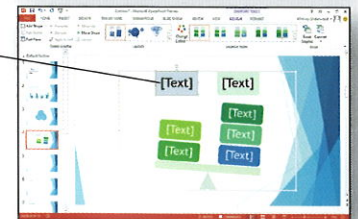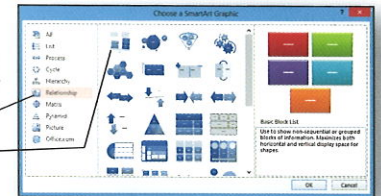6. Hover over each option to see its effect on your shapes. Select the one you want.
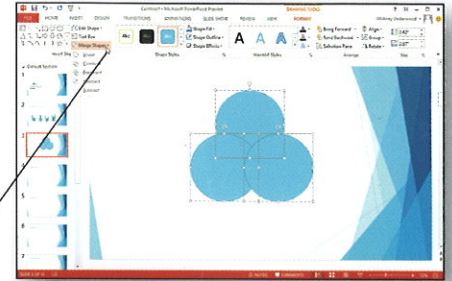
COMBINE AND CREATE: See how your options expand when you use the new Merge Shapes feature.

Upgrading Your Look with SmartArt

Use SmartArt to convey ideas in an appealing visual format. Enhance lists, tasks, processes, relationships, and more. In an instant you can create what otherwise might have taken hours to design!

To use SmartArt in your presentation:

1. Click the **Insert** tab.
2. In the Illustrations group, click the **SmartArt** button.
3. Select a type of SmartArt (list, cycle, pyramid, etc.).
4. Select the layout you want to use.
5. Click **OK**.
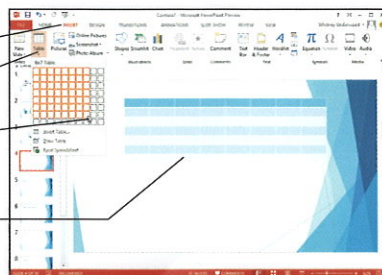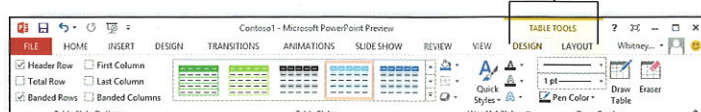6. Enter your text in the SmartArt text boxes.

Use the SmartArt Tools contextual tabs to modify your SmartArt. You can add shapes, change colors, change styles, and do much more with a few simple clicks.

Aligning Shapes and Text

When you are arranging several similar objects—such as shapes, photos, or text boxes—on a slide, make sure they are exactly aligned. Dotted red lines, called Smart Guides, automatically appear to save you the trouble of scrutinizing and guessing.

While placing objects, watch for the Smart Guides to show that your objects are aligned.

Equidistant guides appear to show that your objects are equally spaced.
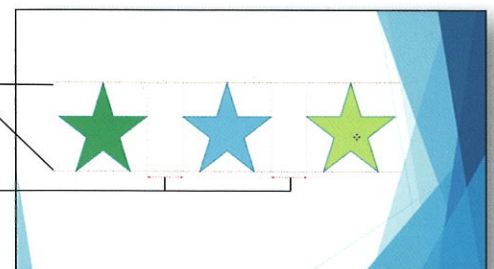
Enhancing a Photo by Using Artistic Effects

With the Artistic Effects tool, you can give your photo a hand-painted feel or make it look textured or abstract. Use the preview feature to find the perfect fit before you commit.

To apply artistic effects:

1. Select the picture by clicking it on your slide.
2. On the **Picture Tools** contextual tab, in the Adjust group, click **Artistic Effects**.
3. Hover over a thumbnail of your photo to preview the effect on the slide. A ScreenTip appears to tell you the name of each effect.
4. Click a thumbnail to apply the effect to your image.
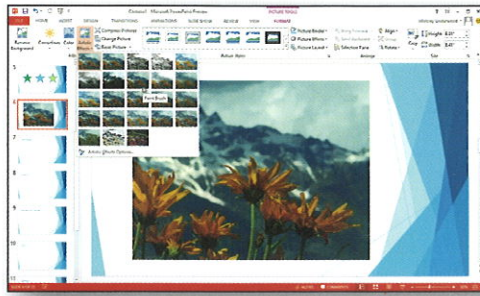
Selecting a Picture Style

Once the photo effect is set, you can give it a new style by changing its border, shadow effects, angle, and more.

To select a picture style:

1. Select the picture by clicking it on your slide.
2. On the **Picture Tools** contextual tab, in the Picture Styles group, hover over the styles to preview them on your slide.
3. Click to select a new style.
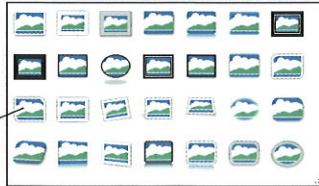
Matching Colors by Using the Eyedropper New

Want to give your slide a more cohesive look by matching the color of an object or text to a color on a photo? With the Eyedropper tool you don't have to waste any time searching through color charts for a close match. Simply click the color you want, and it appears right where you want it.

To use the Eyedropper:

1. Select the shape or text box you want to apply the new color to.
2. Select the color button that applies to your object, such as **Shape Fill** (on the Drawing Tools **Format** tab, in the Shape Styles group), or **Font Color** (on the Home tab).
3. Select **Eyedropper**.
4. Move the eyedropper icon around on your photo until the preview box shows the color you want to duplicate.
5. Click to apply the color to your object or text.
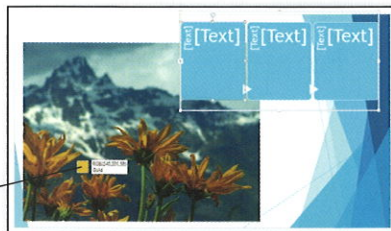
Note: You can use the Eyedropper tool with any color on the screen, even if you move the Eyedropper outside of PowerPoint.

Animating Your Presentation

What better way is there to capture your audience's attention than by making objects move? Whether you want one simple animation or a complex series of motions, you can get the effect you want.

Applying Animation and Effects

With a few simple clicks, you can apply animation to objects, text, pictures, shapes, tables, SmartArt, and more. And it's simple to specify effects so the animation does just what you want.

To add animation to an object:

1. Select the object by clicking it on your slide.
2. Click the **Animations** tab.
3. In the Animation group, click the **More** button to see all animations.
4. Hover over an animation to preview it.
5. Click an animation to select it.
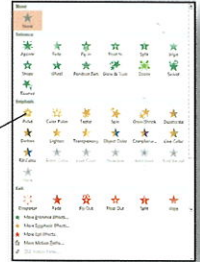
To change the effects (such as direction, path, or origin) of the assigned animation:

1. In the Animation group, click **Effect Options**.
2. Select an effect from the list.
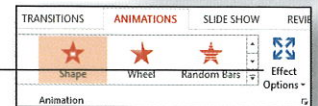
Using Multiple Animations

Why stop with one animation per slide? From the Animations tab you can create more complex animations by using the features in the Advanced Animation group.

To apply and manage multiple animations:

1. Select the object.
2. Click **Add Animation** and select an animation.
3. Click **Add Animation** again to add another animation.
4. Use the Animation Pane on the right to change duration, start triggers, and other options.

Play the animation, starting from the selected effect.

Click the arrow to set a start trigger, select more effect options, or remove the effect.
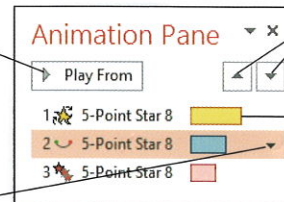
Use the arrows to change the order of the effects.

Drag the edge of the timeline left or right to change the duration of the effect.

Making a Smooth Transition

An eye-catching slide transition will keep your audience engaged from one slide to the next. Apply one (or more) of the many available transitions to help maintain your audience's focus.

To select a slide transition and change its effects:

1. In the left pane, select the slide you want to transition to.
2. Click the **Transitions** tab.
3. In the Transition To This Slide group, click the **More** button to see all transitions.
4. Click a transition to preview it.
5. To choose different effects (such as From Right, From Bottom), next to the Transitions gallery, click **Effect Options** and select a new effect.
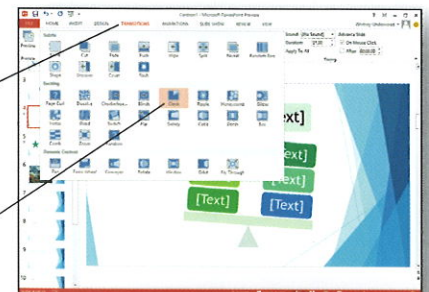
Using Presenter View [New]

With PowerPoint 2013 preparing to present your slide show is as easy as hooking up the monitors. Never again will you have to worry about whether the right view is being shown to the right people, because PowerPoint automatically senses your setup and puts Presenter View on the correct screen. You can also rehearse your presentation using just one computer, now that Presenter View can be shown on a single monitor with no additional hookups!

Opening Presenter View

Practice your presentation by opening Presenter View, which displays exactly what you'll see during the real show.

To open Presenter View:

1. In the lower-right of the PowerPoint window, click the **Slide Show** button.
2. On the control bar on the bottom left (you might have to hover over the buttons to view them), click the **Slide Show Options** button.
3. Select **Show Presenter View**.

Use the timer to time yourself as you rehearse.

See how the slide will look to your audience.

View the upcoming slide.

Let your notes prompt you as you present. The audience will not see your notes.

Use the control bar buttons to locate a slide, zoom in, and more.

Use the arrows to go forward or backward one slide.

Zooming In on a Slide

While using Presenter View during your presentation, you can zoom in on important parts of your slides to focus the audience's attention.

To zoom in on a slide:

1. In Presenter View, on the control bar, click the **Zoom** button.
2. Move the magnifying glass to the portion of the slide you want to magnify. Then click.
3. If you need to adjust the view, use the hand icon to pull the picture around.
4. Click the **Zoom** button to restore the slide to normal magnification.
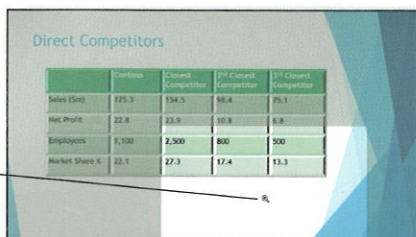
Jumping to a Slide by Using Slide Navigator

If you want to show one of your slides out of order, you can jump directly there without clicking through all the slides that come first.

To find a slide using Slide Navigator:

1. In Presenter View, on the control bar, click the **See all slides** button.
2. Click the slide you want to display, OR click the back arrow to return to Presenter View without selecting a slide.

STRUT YOUR STUFF: Learn how Presenter View puts you in total, confident control of your presentation.

Collaborating on Presentations

Many minds are often better than one when it comes to putting together a presentation. PowerPoint 2013 helps eliminate the headaches that could come from coordinating a team with different locations and schedules. The comments and online file-saving features keep everyone on the same page as you work together to make each slide the best it can be.

Sharing Comments

As you work on your presentation, you can post comments, suggestions, and questions for other members of your team. You can also reply to comments from others to create a robust and productive dialog.

To add a comment to a slide:

1. On the slide, click the object you want to comment on, OR click anywhere on the slide to make a general comment.
2. On the **Review** tab, in the Comments group, click **New Comment**.
3. A comment icon appears next to the selected item, and the Comments pane opens on the right.
4. Type your comment in the text box.
5. Click outside the box, OR press **Tab** when you finish.
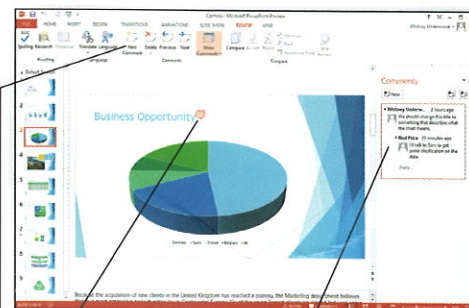
Click **New** to add another comment about the selected object or text.

Reply to a comment by typing in the Reply box. Click outside the box or press **Tab** when finished.
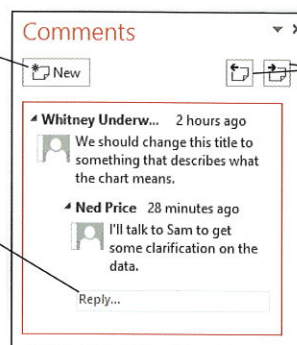
Click the **Previous** and **Next** buttons to scroll through all the comments in the presentation. PowerPoint automatically shows the slide where the comment was made.

TALK IT OVER: Learn how to use the collaboration tools to your advantage when working with a group.

Saving Your Presentation Online

When you save your presentation to Microsoft OneDrive™, your entire team can easily access it and work on the same version at the same time. Saving online is an ideal way to collaborate on presentations.

Note: You need a Microsoft account to set up a OneDrive account.

To save your presentation to OneDrive:

1. Click the **File** tab.
2. Click **Save As**.
3. Under Places, click **OneDrive**.
4. If you haven't created an account, click the link to sign up.
5. If you have a OneDrive account, click **Browse** to select a folder. Then click **Save**.
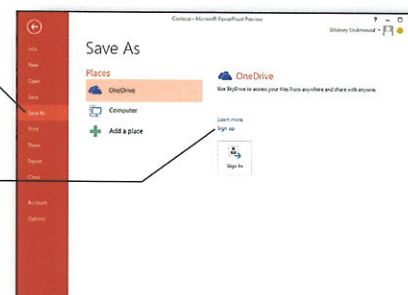
Inserting Online Photos New

Photos are essential to any high-quality presentation, but it can be a hassle to open your browser, search the Internet for the perfect picture, save it to your computer, and insert it on your slide. With PowerPoint 2013 you can forgo the hassle by finding and inserting an online picture without ever leaving PowerPoint.

To insert an online photo:

1. Open the slide where you want to place the photo.
2. Click the **Insert** tab.
3. In the Images group, click **Online Pictures**.
4. In the **Search Office.com** box, enter a search term to find free clip art from Microsoft, OR in the **Search Bing** box, enter a search term to find other pictures.
5. Select a picture from the options that appear.
6. Click **Insert** to add the picture to your slide.
7. You can move, resize, edit, and otherwise alter the picture with the tools on the Picture Tools **Format** tab.
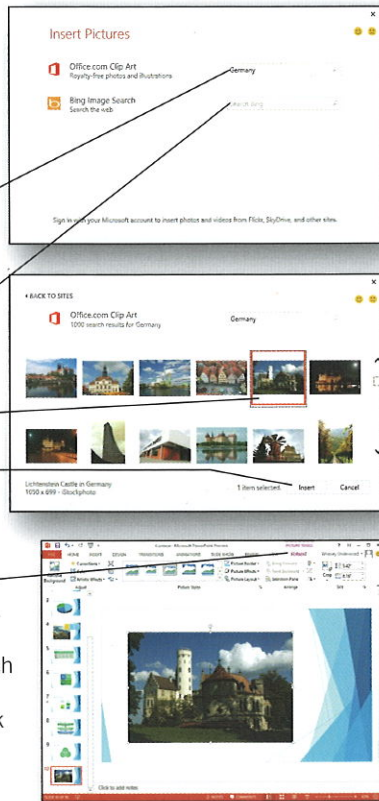
Note: When you do a Bing search for Internet photos, a warning appears, reminding you to check copyright information before using any photo.

Inserting Online Videos New

To include a video in your presentation, you have a few options. You can embed a video that is saved on your computer or, to save space in the presentation, you can link to that video. And now with PowerPoint 2013, you can search for an online video and insert it directly onto your slide without even opening your browser.

To insert an online video:

1. Open the slide where you want to include the video.
2. Click the **Insert** tab.
3. In the Media group, click **Video**.
4. Select **Online Video**.
5. In the **Bing Video Search** box, enter a search term to find the video you want.
6. Select a video from the options that appear.
7. Click **Insert** to add the video to your slide.
8. You can move, resize, edit, and otherwise alter the video by using the tools on the Video Tools **Format** and **Playback** tabs.
9. To watch the video after it is inserted, double-click it, then click the **Play** button.
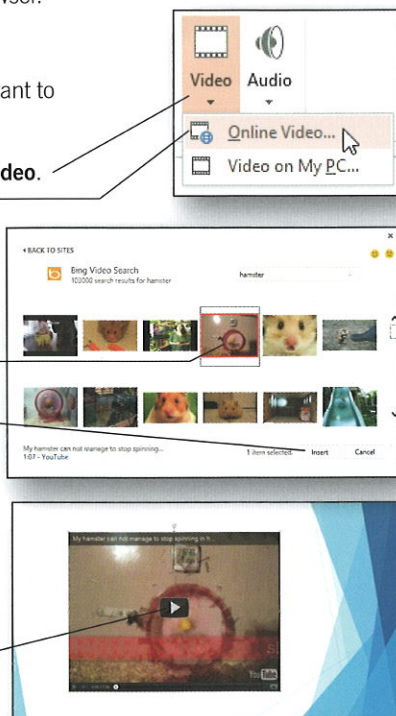
Presenting Online New

You don't have to be in the same room as your audience to deliver a rousing presentation. Whether you use the Office Presentation Service or start a Microsoft Lync® meeting, you can invite anyone, anywhere, to attend your presentation in real time.

Starting an Online Meeting Using the Office Presentation Service

If you need to give a web-based presentation with no setup required, the Office Presentation Service is for you. Anyone with a web browser can join; all you need is your free Microsoft account.

To use the Office Presentation Service:

1. Click the **Slide Show** tab.
2. In the Start Slide Show group, click the **Present Online** button arrow.
3. Select **Office Presentation Service**.
4. In the Present Online box, click **Connect**.
5. Sign in to your Microsoft account if prompted.
6. PowerPoint provides a link to share with attendees. Select **Copy Link**, **Send in Email**, or **Send in IM**.
7. When you are ready to begin, click **START PRESENTATION**.
8. When you finish your online presentation, on the **Present Online** tab, click **End Online Presentation**.
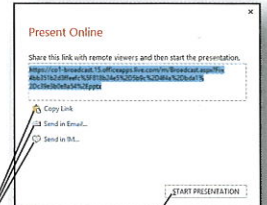
Giving Your Presentation in a Lync Meeting New

To deliver your presentation online using Lync, you can schedule a meeting or start a new one.

To schedule a Lync meeting in PowerPoint:

1. On the **Slide Show** tab, click the **Present Online** button arrow.
2. Select **Microsoft Lync**.
3. Select a scheduled meeting, or select **Start a new meeting**.
4. Click **OK**.
5. In Lync, begin the scheduled meeting or start the new meeting by clicking the **Participants** button, then clicking **Invite More People**.
6. When all attendees are present, begin your presentation.