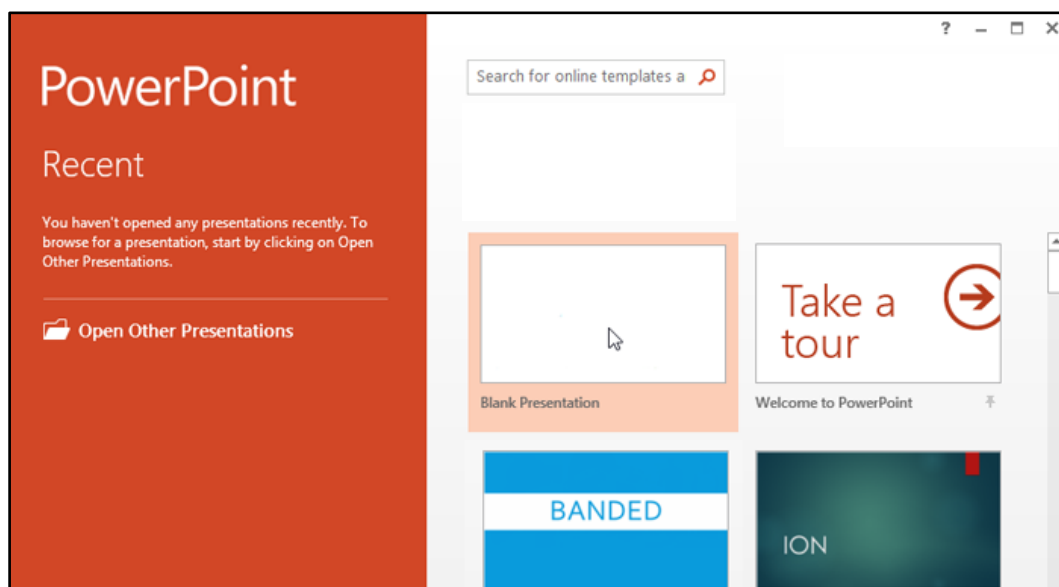# Microsoft Power Point 2013-Part 1

Opening PowerPoint 2013

When you open PowerPoint 2013 for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**.

1. From the **Start Screen**, locate and select **Blank Presentation**.


2. A **new presentation** will appear.

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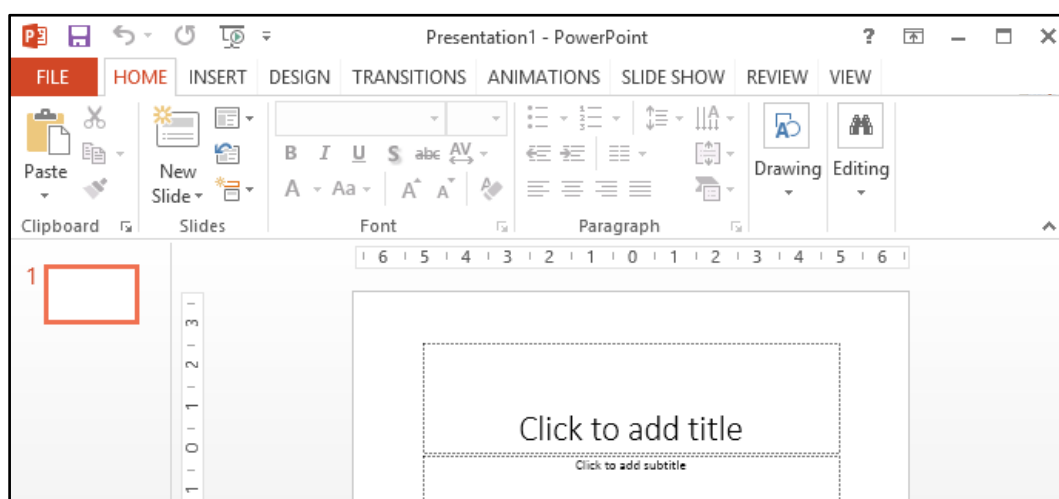
Working with the PowerPoint environment

PowerPoint 2013 uses features like the ***Ribbon*** and the ***Quick Access toolbar*** where you will find commands to perform common tasks in PowerPoint, as well as ***Backstage view***.
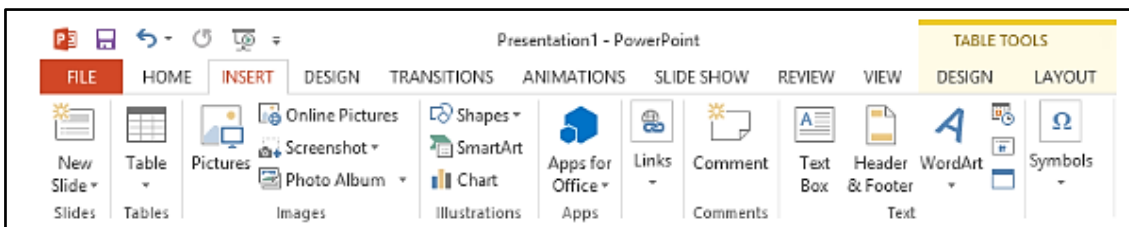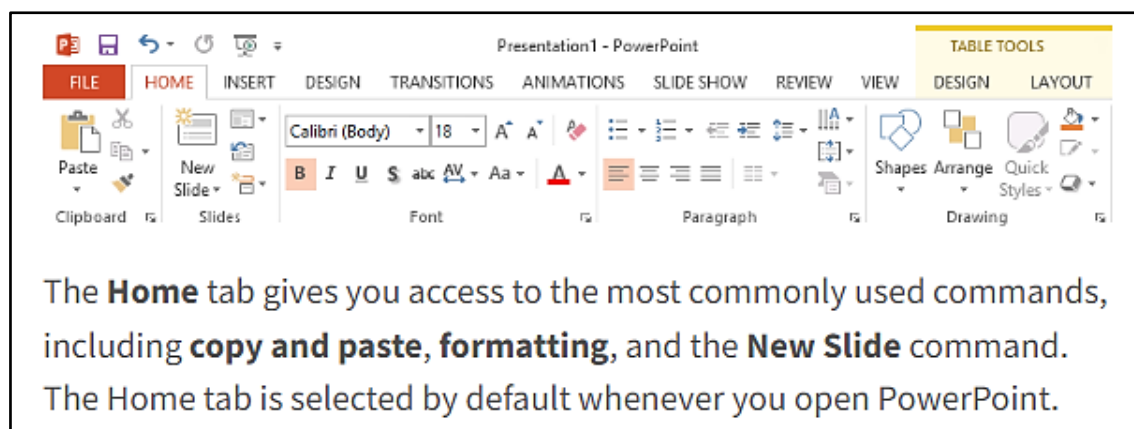
The Ribbon of PowerPoint 2013

PowerPoint 2013 uses a ***tabbed Ribbon system*** instead of traditional menus. ***The Ribbon*** contains ***multiple tabs***, each with several ***groups of commands***. You will use these tabs to perform the most ***common tasks*** in PowerPoint.
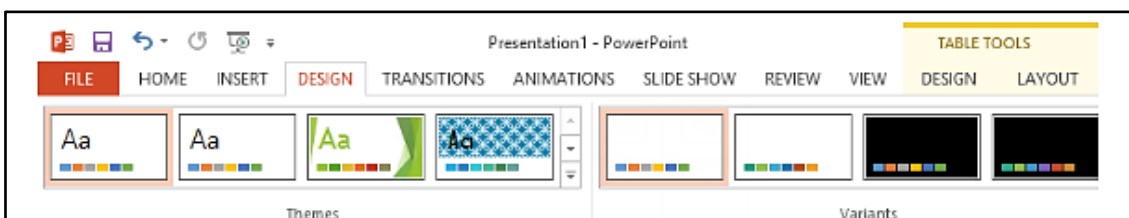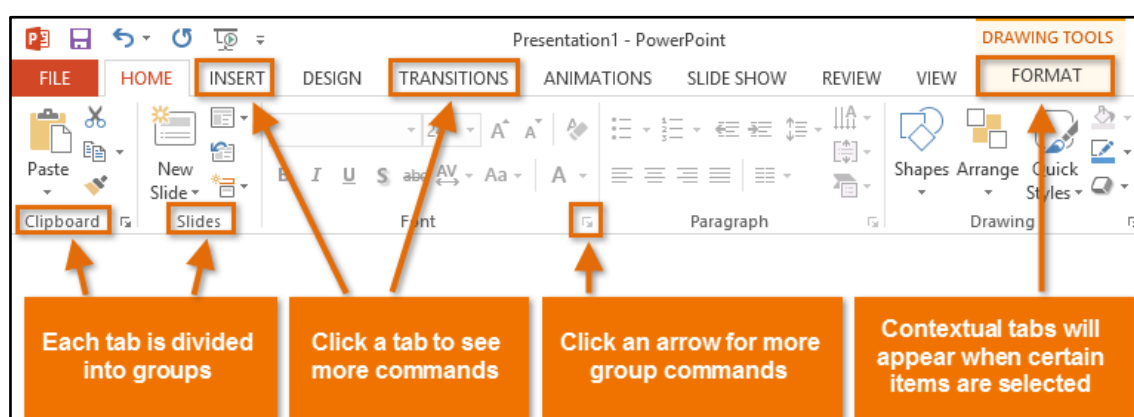

Exploring the Ribbon of PowerPoint 2013

You'll need to move between tabs to perform common tasks in PowerPoint. Knowing where to find the right command will make PowerPoint easier to use. Figures below are used to be more familiar about the different commands available within each tab on the ***Ribbon***.
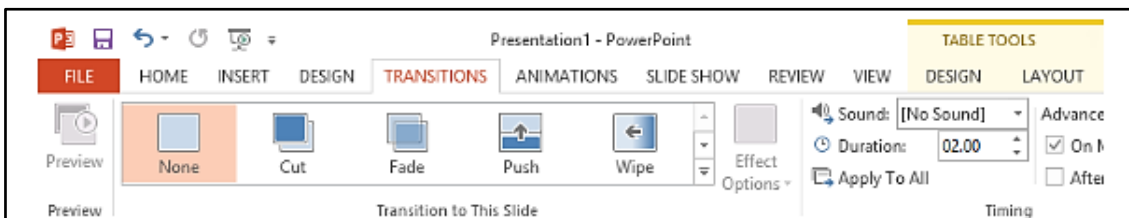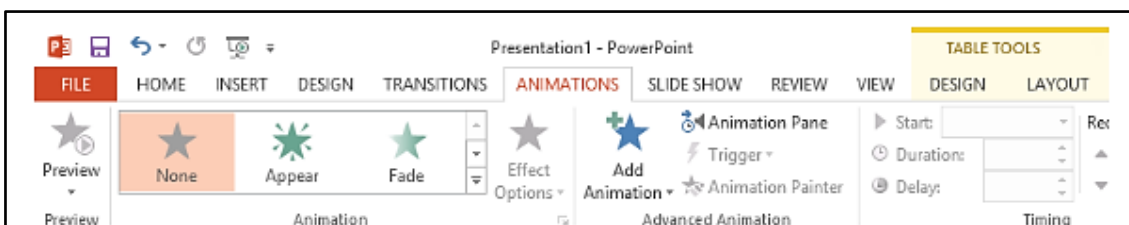

The **Home** tab gives you access to the most commonly used commands, including **copy and paste, formatting**, and the **New Slide** command. The Home tab is selected by default whenever you open PowerPoint.

(2 - 7)

Dr. Ahmed A. Naser

The **Insert** tab allows you to insert **pictures**, **charts**, **tables**, **shapes**, and **videos**, which can help you communicate information **visually** and add **style** to your presentation.


You can apply **themes** from the Design tab. A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also include different **slide layouts**.


You can apply slide transitions from the **Transitions** tab. Transitions are the movements you see between slides when presenting your slide show.


The **Animations** tab allows you to **animate** text and objects such as clip art, shapes, and pictures. Animations can be used to draw attention to specific content or make the slide easier to read.

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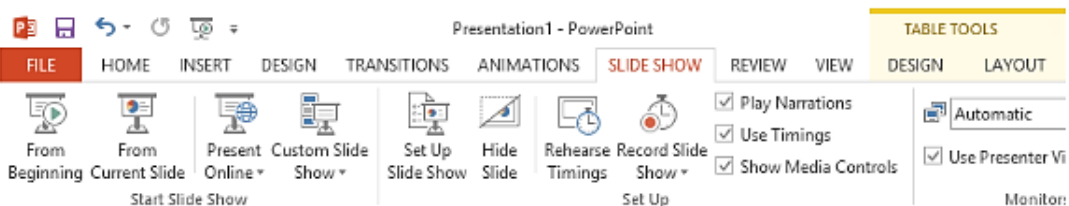
When you're ready to present your slide show, the **Slide Show** tab gives you tools to make your presentation smooth and professional, including the option to **rehearse timings** and **record narration**.
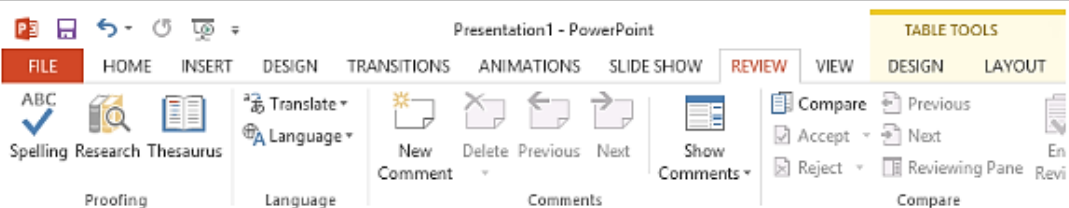
You can use the **Review** tab to access PowerPoint's powerful **editing features**, including **spell check** and **comments**. These features make it easy to **review** and **collaborate** on presentations.
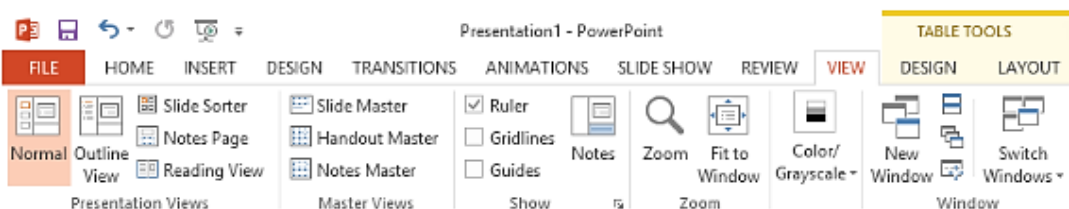

The **View** tab allows you to switch between several different views for your presentation, including **Outline View**, **Slide Sorter**, and **Slide Master**. These views can help you **prepare** and **organize** your slide show.
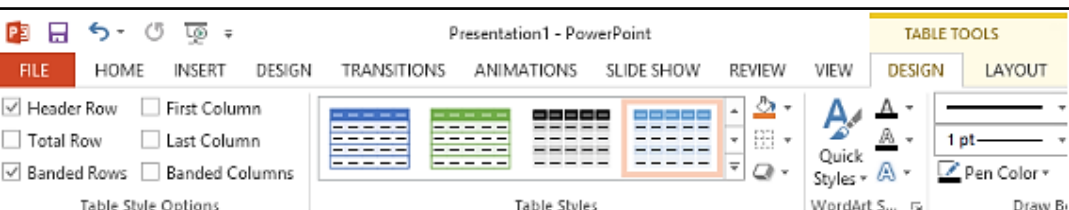

Contextual tabs will appear on the Ribbon when working with certain items like **tables**, **shapes**, and **pictures**. These tabs contain special command groups that can help you format these items as needed.

Dr. Ahmed A. Naser

Understanding slides and slide layouts

When you insert a ***new slide***, it will usually have ***placeholders***. Placeholders can contain different types of content, including ***text*** and ***images***. Some placeholders have ***placeholder text***, which you can replace with your own text. Others have ***thumbnail icons*** that allow you to insert pictures, charts, and videos.
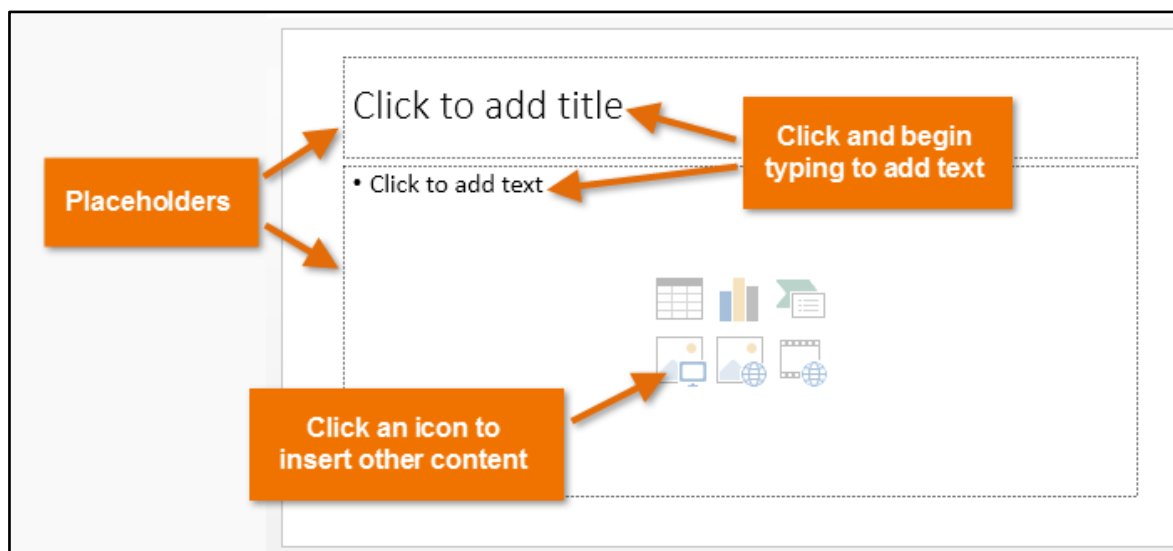

Slides have different ***layouts*** for placeholders, depending on the type of information you want to include. Whenever you create a new slide, you'll need to choose a slide layout that fits your content.

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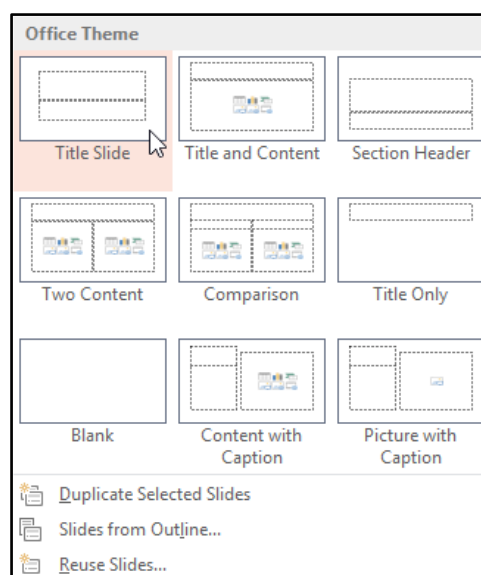
Insert a new slide:

Whenever you start a new presentation, it will contain *one slide* with the *Title Slide* layout. You can insert as many slides as you need from a variety of layouts.

1.   From the *Home* tab, click the *bottom half* of the *New Slide* command.

2.   Choose the desired *slide layout* from the menu that appears.
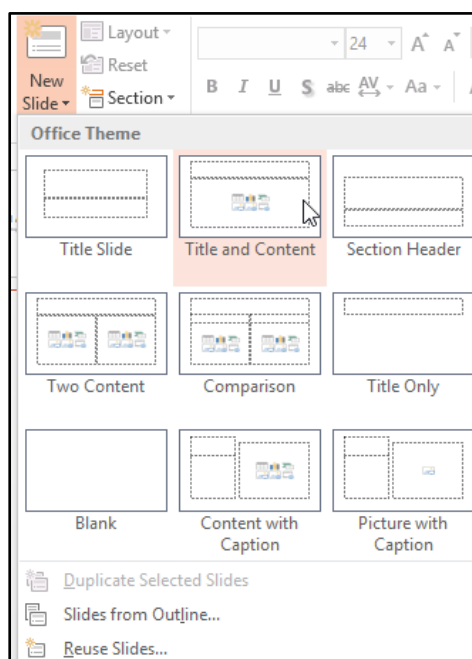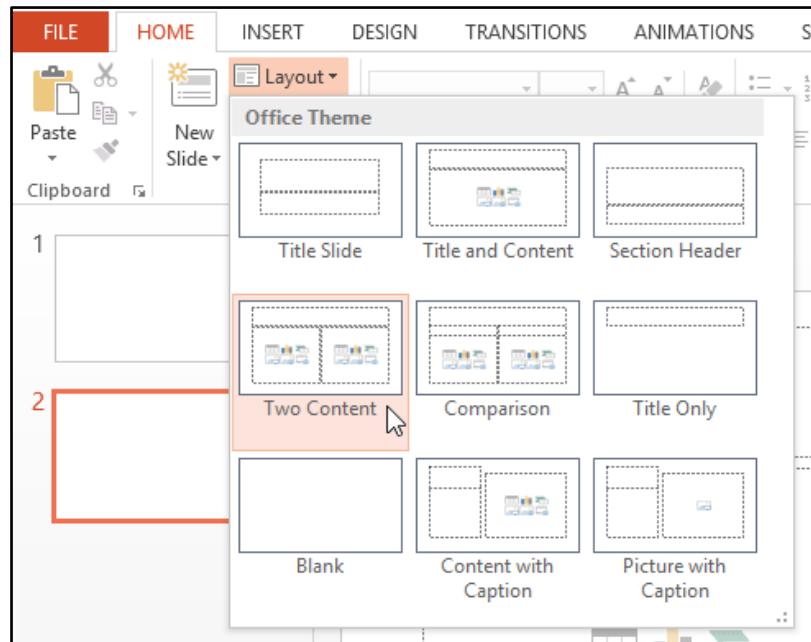

3.   The new slide will appear. Click any *placeholder* and begin typing to add text. You can also click an *icon* to add other types of content, such as a *picture* or a *chart*.
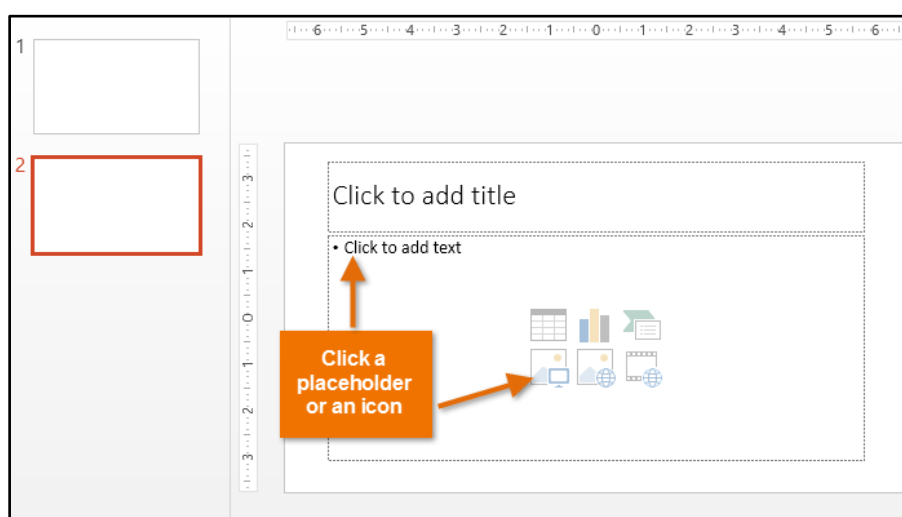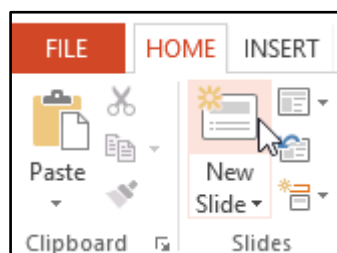

To change the layout of an existing slide, click the *Layout* command, then choose the desired layout.

Dr. Ahmed A. Naser

To quickly add a slide that uses the same layout as the selected slide, click the top half of the **New Slide** command.

Organizing slides

PowerPoint presentations can contain as many slides as you need. The **Slide Navigation pane** makes it easy to **organize** your slides. From there, you can **duplicate**, **rearrange**, and **delete** slides in your presentation.

Dr. Ahmed A. Naser