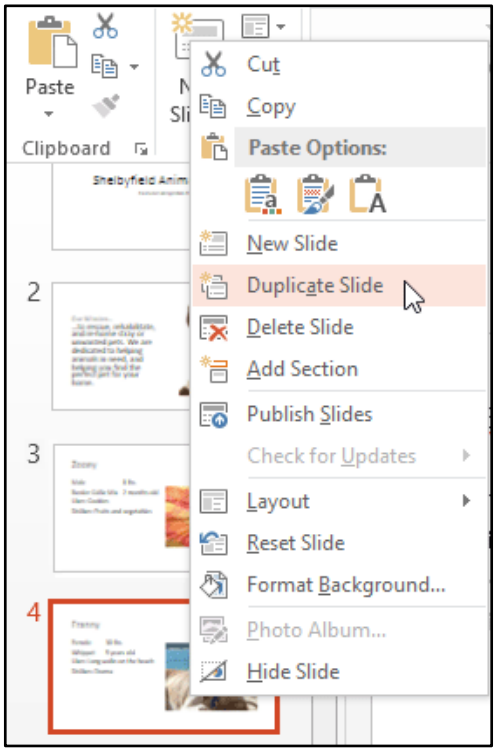
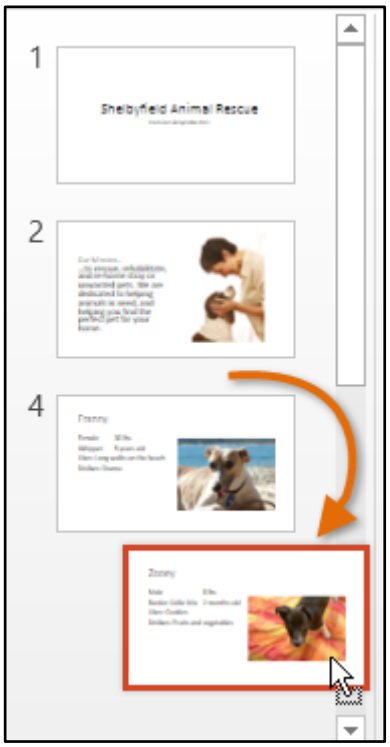
Microsoft Power Point 2013-Part 2

Working with slides

- ***Duplicate slides*:** If you want to copy and paste a slide quickly, you can ***duplicate*** it. To duplicate slides, select the slide you want to ***duplicate***, right-click the mouse, and choose ***Duplicate Slide*** from the menu that appears. You can also duplicate ***multiple slides*** at once by selecting them first.

- ***Move slides:*** It's easy to change the ***order*** of your slides. Just click, hold, and drag the ***desired slide*** in the Slide Navigation pane to the desired position.





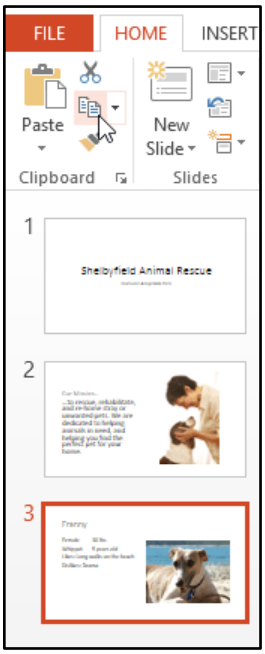
- ***Delete slides*:** If you want to remove a slide from your presentation, you can ***delete*** it. Simply select the slide you want to delete, then press the ***Delete*** or ***Backspace*** key on your keyboard.

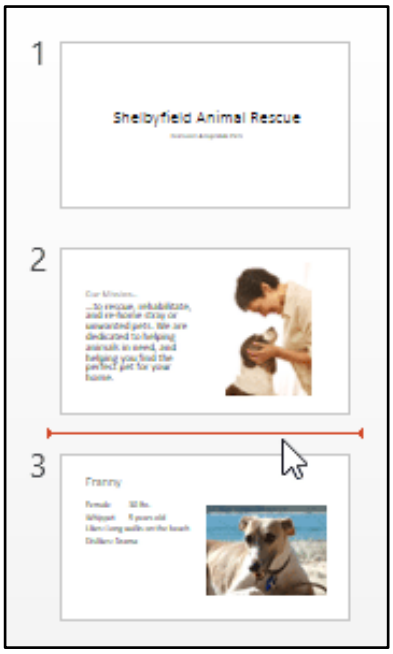
Copy and paste slides:

If you want to create several slides with the same layout, you may find it easier to ***copy and paste*** a slide you've already created instead of starting with an empty slide.

1. Select the ***slide*** you want to copy in the Slide Navigation pane, then click the ***Copy*** command on the ***Home*** tab.

Dr. Ahmed A. Naser

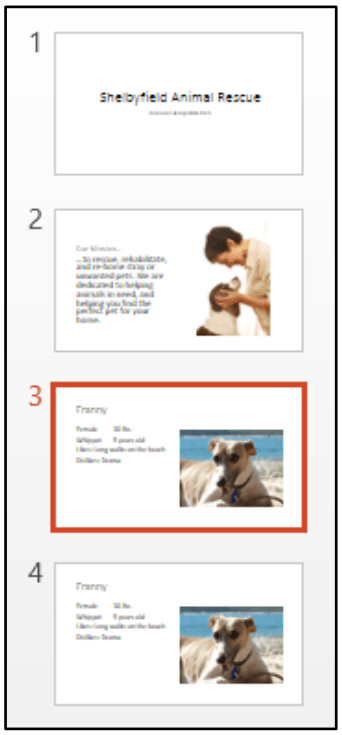




2. In the Slide Navigation pane, click just below a slide (or between two slides) to choose a paste location. A ***horizontal insertion point*** will appear.

3. Click the ***Paste*** command on the ***Home*** tab.

4. The slide will appear in the selected location.

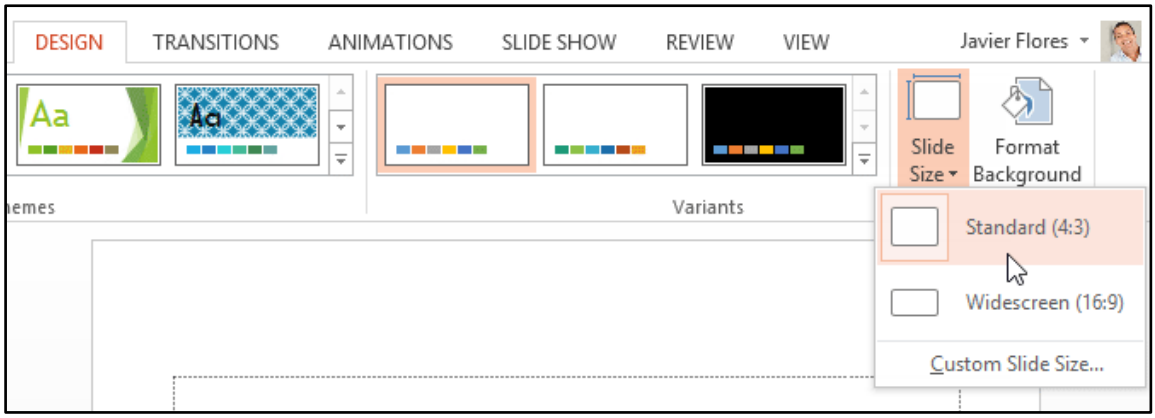


Customizing slides

Change the slide size:

By default, all slides in PowerPoint 2013 use a ***16 by 9*** or ***widescreen*** aspect ratio. You might know that widescreen TVs also use the 16-by-9 aspect ratio. Widescreen slides will work best with widescreen monitors and projectors. However, if you need your presentation to fit a standard ***4-by-3*** screen, it's easy to change the slide size to fit.

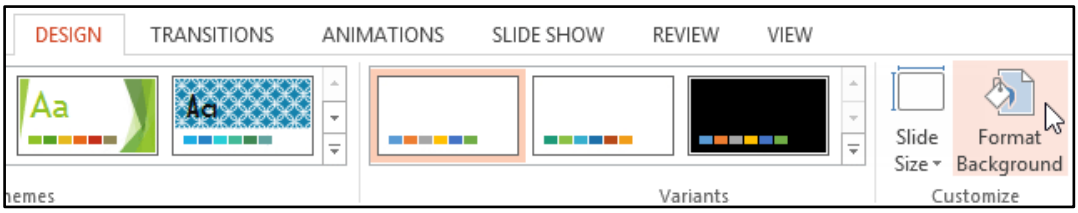
- To change the slide size, select the ***Design*** tab, then click the ***Slide Size*** command. Choose the desired slide size from the menu that appears, or click ***Custom Slide Size...*** for more options.



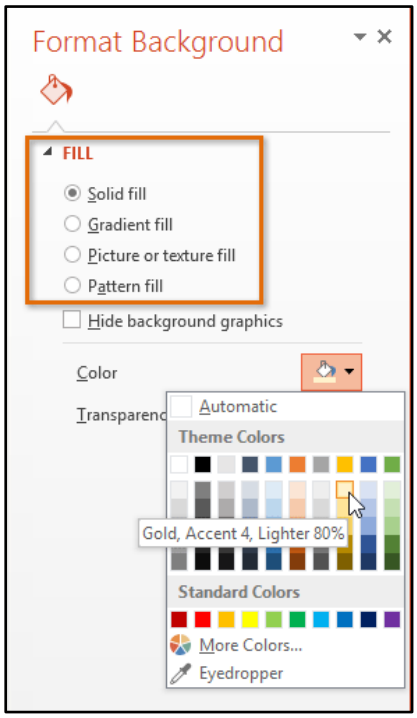
Format the slide background:

By default, all slides in your presentation use a ***white background***. It's easy to change the background style for some or all of your slides. Backgrounds can have a ***solid***, ***gradient***, ***pattern***, or ***picture*** fill.

1. Select the ***Design*** tab, then click the ***Format Background*** command.

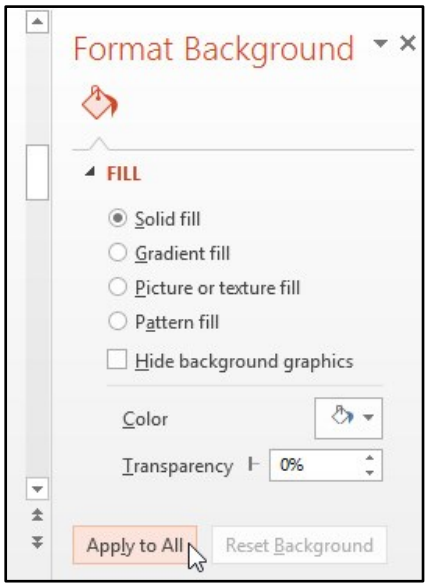


2. The ***Format Background*** pane will appear on the right. Select the desired fill options. In our example, we'll use a ***Solid fill*** with a ***light gold*** color.



3. The background style of the selected slide will update.

4. If you want, you can click ***Apply to All*** to apply the same background style to all slides in your presentation.

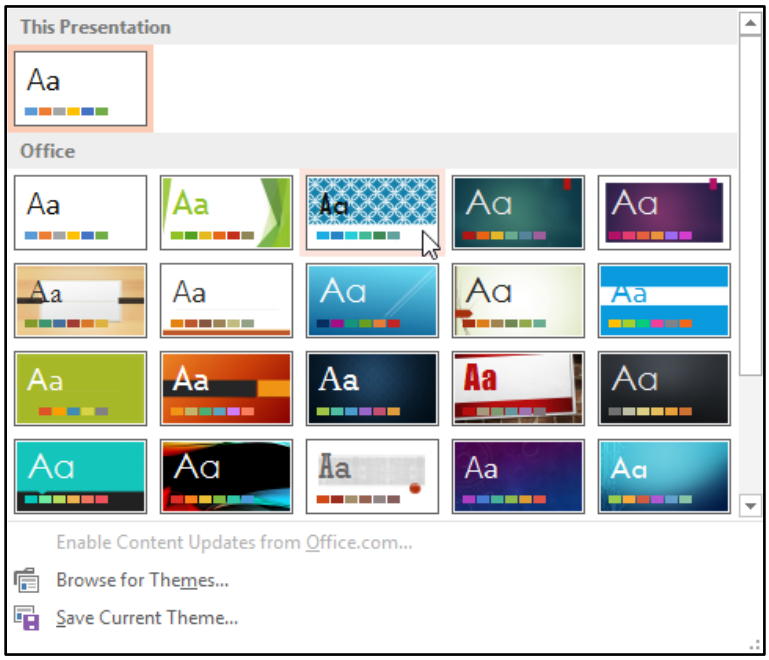


Apply a theme:

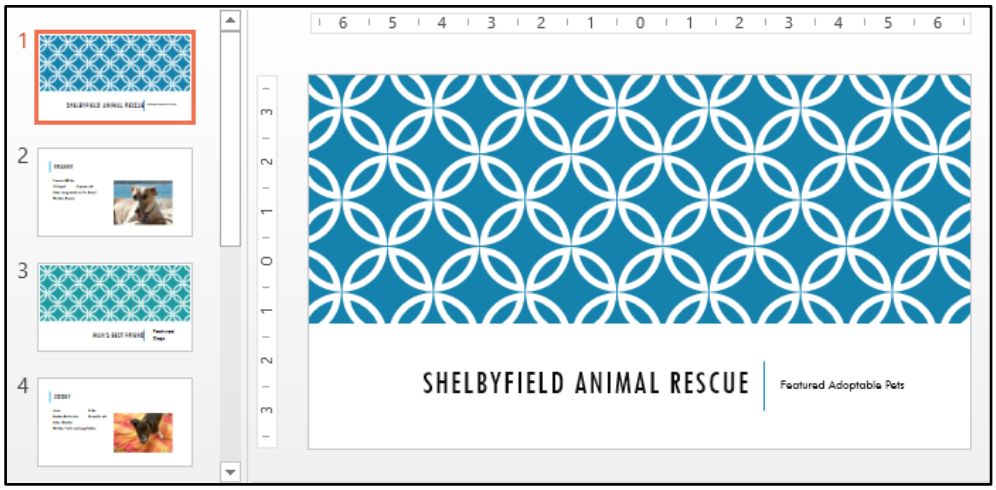
A theme is a ***predefined combination*** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also use different ***slide layouts***, which can change the arrangement of your existing placeholders. We'll talk more about themes later in our ***Applying Themes*** lesson.

1. Select the ***Design*** tab on the Ribbon, then click the ***More*** drop-down arrow to see all of the available themes.

2. Select the ***desired theme***.



3. The theme will be applied to your ***entire presentation***.



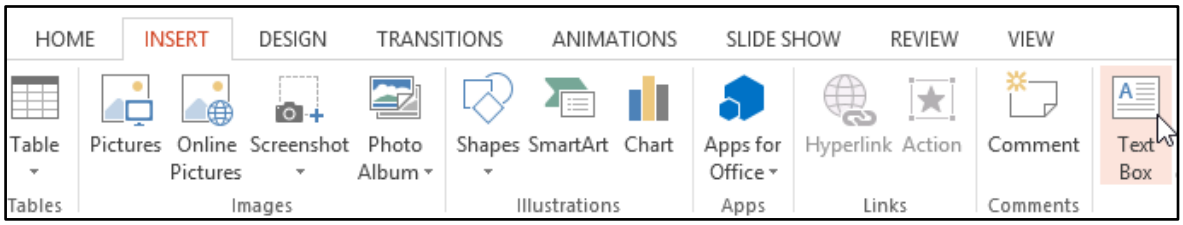
Try applying a few different themes to your presentation. Some themes will work better than others, depending on your content.

Customizing slide layouts

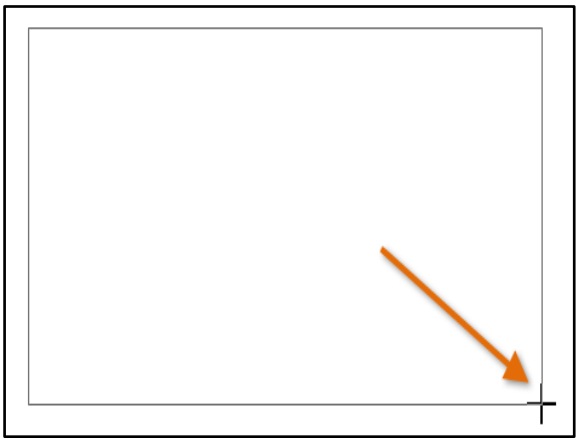
Add a text box:

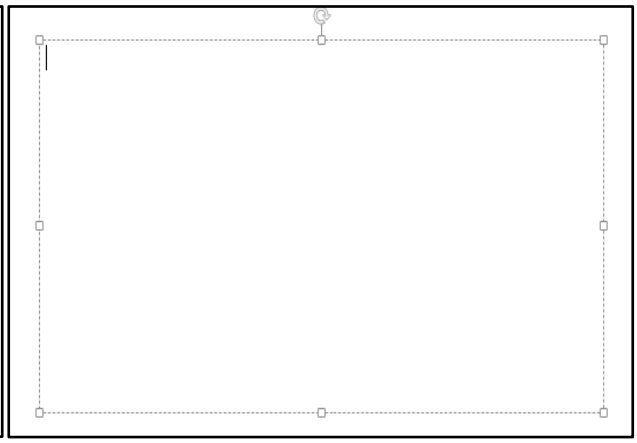
Text can be inserted into both ***placeholders*** and ***text boxes***. Inserting ***text boxes*** allows you to add to the slide layout. Unlike placeholders, text boxes always stay in the same place, even if you change the theme.

1. From the ***Insert*** tab, select the ***Text Box*** command.



2. Click, hold, and drag to draw the text box on the slide.
3. The text box will appear. To add text, simply click the text box and begin typing.

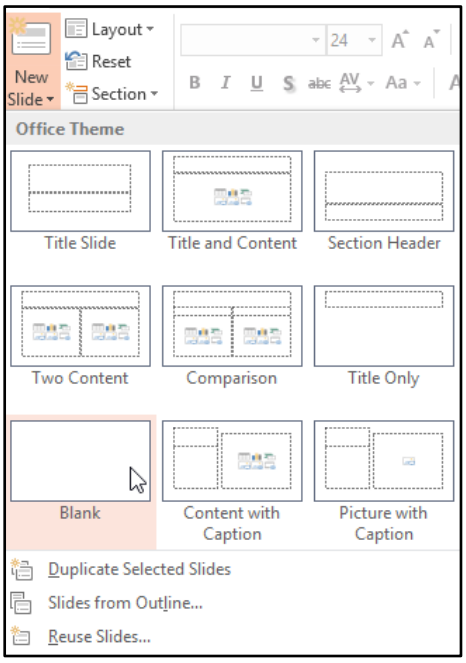




Using blank slides

If you want even more control over your content, you may prefer to use a ***blank slide***, which contains no placeholders. Blank slides can be customized by adding your own text boxes, pictures, charts, and more.

- To insert a blank slide, click the bottom half of the ***New Slide*** command, then choose ***Blank*** from the menu that appears.

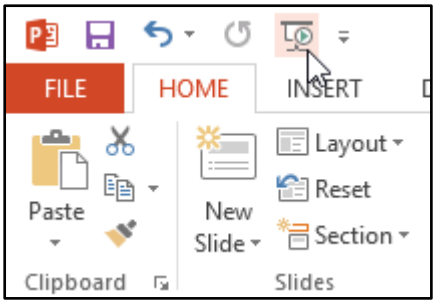


While blank slides offer more flexibility, keep in mind that you won't be able to take advantage of the predesigned layouts included in each theme.

Play the presentation:

Once you've arranged your slides, you may want to ***play*** your presentation. This is how you will present your slide show to an audience.

1. Click the ***Start from beginning*** command on the Quick Access toolbar to see your presentation.



2. The presentation will appear in full-screen mode.
3. You can advance to the next slide by ***clicking your mouse*** or pressing the ***spacebar*** on your keyboard. Alternatively, you can use the ***arrow keys*** on your keyboard to move forward or backward through the presentation.
4. Press the ***Esc*** key to exit presentation mode.

You can also press the ***F5*** key at the top of your keyboard to start a presentation.