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Microsoft PowerPoint 2013 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)


PowerPoint® 2013 Introduction

Need to know more about PowerPoint 2013? Clicking this link will take you to the PowerPoint 2013 Introduction page.

Adding a New Slide



Choose HOME, then NEW SLIDE  to add a new slide to the presentation.

Changing a Slide's Layout

Choose HOME, then LAYOUT  to change the layout of the slide.



Switching Between Standard and Widescreen Formats

Change the slide size or the display ratio.

1. Choose DESIGN, then SLIDE SIZE  then SLIDE SIZE .
2. For a standard slide, choose STANDARD (4:3) or WIDESCREEN (16:9).
3. For a widescreen slide, choose WIDESCREEN (16:9) or STANDARD (4:3).

Using Custom Slides and Orientation

Customize the presentation, such as the theme or colors, by changing the slide orientation.

1. Choose DESIGN, then SLIDE ORIENTATION .
2. Choose HORIZONTAL or VERTICAL.
3. Choose CUSTOM SLIDE ORIENTATION  to change the orientation of the slide.

Entering Text into a "Click to add..." Placeholder

1. Click on the placeholder to activate the text.
2. To add text to the placeholder, click on the text.
3. After a subtitle, click on the placeholder to add text.

Starting a New Line Without a Bullet


To start a new line of text without a bullet, press the ENTER key.

Moving Between Text Areas with the Keyboard


Press the TAB key to move between text areas.

Adding Other Text on the Slide


To add text to the slide, click on the text.

1. Choose INSERT, then NEW SLIDE .
2. Click on the text.
3. Press the TAB key to move between text areas.


Changing Level of Indentation

1. Select the paragraph, or click on the paragraph.
2. Choose HOME, then BULLETPHASE .


Text Formatting

1. Select the text to format.
2. Choose HOME, then FONT .
3. Choose the font style, size, and color.


Creating Speaker Notes

To create speaker notes, choose VIEW, then NOTES .


Applying a Design Theme

To apply a design theme, choose DESIGN, then THEMES .

Changing the Background of a Slide



To change the background of a slide, choose DESIGN, then BACKGROUND .

Adding a Header or Footer



To add a header or footer, choose INSERT, then HEADER & FOOTER .

Using Presentation Views



Normal View

The normal view, which is the default view, shows the slide, the notes, and the task pane. To switch to the normal view, choose VIEW, then NORMAL VIEW  or on the bottom status bar .

Slide Sorter View

The slide sorter view shows all the slides in the presentation. To switch to the slide sorter view, choose VIEW, then SLIDE SORTER VIEW  or on the bottom status bar .

Web Preview

The web preview view shows the presentation as it will appear in a web browser. To switch to the web preview view, choose VIEW, then WEB PREVIEW  or on the bottom status bar .

Best Selection Shortcuts

Shortcut	Action
Ctrl + A	Select all
Ctrl + B	Bulleted list
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + E	Align center
Ctrl + F	Find
Ctrl + G	Go to slide
Ctrl + H	Hyperlink
Ctrl + I	Italic
Ctrl + J	Justify
Ctrl + K	Keynote
Ctrl + L	Left align
Ctrl + M	Master view
Ctrl + N	New presentation
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Quit
Ctrl + R	Redo
Ctrl + S	Save
Ctrl + T	Text box
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Window
Ctrl + X	Cut
Ctrl + Y	Undo
Ctrl + Z	Undo
Ctrl + [Previous slide
Ctrl +]	Next slide
Ctrl + Home	First slide
Ctrl + End	Last slide

Moving Among Slides

- To go to the first slide, press Ctrl + Home.
- To go to the last slide, press Ctrl + End.
- To go to the next slide, press Ctrl + Right Arrow.
- To go to the previous slide, press Ctrl + Left Arrow.
- To go to the first slide of the next section, press Ctrl + Shift + Home.
- To go to the last slide of the next section, press Ctrl + Shift + End.

Text shortcuts

Shortcut	Action
Ctrl + B	Bulleted list
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + E	Align center
Ctrl + F	Find
Ctrl + G	Go to slide
Ctrl + H	Hyperlink
Ctrl + I	Italic
Ctrl + J	Justify
Ctrl + K	Keynote
Ctrl + L	Left align
Ctrl + M	Master view
Ctrl + N	New presentation
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Quit
Ctrl + R	Redo
Ctrl + S	Save
Ctrl + T	Text box
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Window
Ctrl + X	Cut
Ctrl + Y	Undo
Ctrl + Z	Undo
Ctrl + [Previous slide
Ctrl +]	Next slide
Ctrl + Home	First slide
Ctrl + End	Last slide

Slide show shortcuts

Shortcut	Action
Ctrl + F5	Start slide show
Ctrl + S	Save
Ctrl + W	Window
Ctrl + Q	Quit
Ctrl + P	Print
Ctrl + O	Open
Ctrl + N	New presentation
Ctrl + B	Bulleted list
Ctrl + C	Copy
Ctrl + D	Duplicate
Ctrl + E	Align center
Ctrl + F	Find
Ctrl + G	Go to slide
Ctrl + H	Hyperlink
Ctrl + I	Italic
Ctrl + J	Justify
Ctrl + K	Keynote
Ctrl + L	Left align
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Slide show shortcuts

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Ctrl + Q	Quit
Ctrl + P	Print
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Ctrl + D	Duplicate
Ctrl + E	Align center
Ctrl + F	Find
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Ctrl + T	Text box
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Window
Ctrl + X	Cut
Ctrl + Y	Undo
Ctrl + Z	Undo
Ctrl + [Previous slide
Ctrl +]	Next slide
Ctrl + Home	First slide
Ctrl + End	Last slide



Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use Microsoft Office PowerPoint 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Adding a New Slide; Changing a Slide's Layout; Switching Between Standard and Widescreen Format; Custom Slide Size and Orientation; Entering Text; Starting a Line without a Bullet; Moving Between Text Areas with the Keyboard; Adding Other Text on the Slide; Changing Level of Indention; Text Formatting; Using Presentation Views: Normal View, Outline View, Slide Sorter View. Applying Design Themes; Changing Background of a Slide; Adding a Header or Footer; Creating Speaker Notes. Using the Slide Master; Suppressing Slide Master Objects. Adding Clip Art and Online Images; Creating a Chart; Creating an Org Chart; Adding and Deleting Org Chart Boxes; Drawing Shapes; Resizing a Shape or Picture; Rotating Objects; Moving a Shape; Adding Text to Shapes; Selecting Shapes; Changing Color, Fill Pattern, or Line Style of a Shape or Line; Using Eyedropper to Match Colors; Duplicating Shapes; Animating an Object. Running a Slide Show; Assigning Transition Effects and Timings for a Slide Show; Changing Slide Show Settings; Printing. Also includes a list of Touch Actions, Text Selection and Movement and Slide Show Shortcuts. This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction, PowerPoint 2013 Advanced (ISBN 978-1936220885). Recommended companion title covering Office basics: Microsoft Office 2013 Essentials (ISBN 978-1936220755).

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Customer Reviews

This is a review of the Quick sheets available for various Microsoft programs. I purchased 7 of them for the following: Powerpoint 2013, Excel 2013, Windows 8, Office 365, Word 2013, Outlook 2013, IE 10. They all come laminated. Some are dual sided and a few are multiple pages. The same company makes all 7. Now on to the usefulness of them. They are great cheat sheets. The information is on the basic side....but sometimes that is what you need. These can be useful to a user of any skill set. I have years of experience with all of the above products. However, I retired young at 55 a few years back and have only used my iOS and OX. I have spent the last four years totally away from the Microsoft family of products. Sure most of what is in these can be found in the help menu etc..... but if you want to use all 27 inches of your screen real estate to view the program and do not have a secondary monitor these are well worth the cheap price. All 7 of these cost me around \$20. I am sure within a few months they will not be needed but for now Thank you very much.

Great for beginners and intermediate users. Some new stuff I learned and for the items that I already knew about it is great practice to learn where everything is at on my Surface Pro 2, using Microsoft Office 365. Going from Office 2003 and 2007 to 2013 Office 365 can be a shock for some. Because it doesn't cost that much I felt it was worth it for me. Obviously for those of you who have more experience you shouldn't even be looking at this page.

These look really good and easy to follow. I am still getting my computer set up the way I want, but I like having the basic at my fingertips to refer to. I don't have to worry about remembering everything. A good value and useful for a senior like me!

I'm no doubt showing my age, but while this Cheat Sheet is a good reference. The print is VERY small. Not sure how they can do it, but a larger font would help a great deal.

This quick reference guide is great when you don't want to slog through an entire book looking for that single thing you need.

Easier than in the book. Plain and simple. Not a very patient person to flip back and forth in the book.

This is for someone that has a understanding of PowerPoint. Great cheat sheet to increase your understanding. put it beside your desk for everyday use.

Ok for what it does. Covers a lot and yet limited.

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