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# Powerpoint 2013 Tips & Tricks (Quick Study Computer)

**PowerPoint 2013 Tips & Tricks**

**Introduction**

This guide is intended for all audience levels, although basic PowerPoint knowledge is assumed and will not be described here. This guide can also be used in conjunction with the standard PowerPoint Help (available) guide and the Microsoft Office ImagineIt (available) guide, which provides links to site, help, and social data from PowerPoint, Excel, and Outlook, as well as how to use social media specific content in PowerPoint.

This guide is broken down into five sections. The first section is about preparing the slide deck, including requirements, content, and design. The second section covers requirements about fonts and design, including text, objects, setting backgrounds, text, photos, transitions, timing, audio, and video. The third section covers presentation delivery, everything from how to make a presentation to making your presentation more professional. The fourth section addresses delivery aspects of giving a presentation, including preparing materials in person or in a room, setting the presentation in a room, and presenting the presentation in a room. The fifth section covers the final steps of the presentation, including how to save and share the presentation through PowerPoint 2013. The last section contains a glossary of the terms used in this book.

The guide includes content from PowerPoint 2013 and contains new features such as the Comments pane, the SkyDrive, additional animation features, and the ability to open the SkyDrive from within PowerPoint, which is not covered in this guide.

**Preparing the Slide Deck**

**Using Comments**

Comments are the ideal sticky notes and can be placed on any slide. They allow users to leave responses to themselves or other co-presenters who have access to the file, such as in a collaborative project. For a single author, comments can be used as reminders or slides that need attention. For a group, comments are an efficient way to communicate back and forth. When in use, the comment sticky notes will be shown and there will be a box around the associated content. Comments are not visible when presenting a slide show (in Slide Show View or Presenter View) in PowerPoint 2013 in the Comments pane. The Comments pane is located on the right side of the screen and is used to view all the comments associated with a slide.

**TIP:** In PowerPoint 2013, go to **File**, click **Options**, and select the **General** tab to view or change the settings for the current user in the Comments pane. If you always want these settings to be used, regardless of which Microsoft account you are using, check the **Always use these settings regardless of signed-in account** checkbox. (For more on Microsoft accounts, see the PowerPoint 2013 "Accounts" guide.)

**To insert a comment:**

- On the Review tab, click the **Comment** button. A comment sticky note will be displayed. This sticky note can be positioned anywhere on the slide.
- Enter the comment text in the Comments pane.
- When finished, click outside the pane.

**To open a comment:**

- If the Comments pane is already open, all comments for that slide will be viewable in the pane.
- If the Comments pane is not open, position a slide view on the slide to open the Comments pane, where all comments for that slide can be viewed.

**To edit a comment:**

- Open the Comments pane, go to the comment that needs editing, and edit the comment.

**To delete a comment:**

- Click the sticky note, then click the **Delete** button in the Review tab.
- CAUTION:** No confirmation is provided to delete the comment, so be careful.

**TIP:** Clicking the arrow under the Review button will bring up two menu options: **Delete All Comments** and **Delete This Slide and Clean All Comments and Comments on This Presentation**. (One can be added by the presenter during a presentation and then saved.) Clicking either of these is a quick way to delete all comments on one slide or on the entire presentation.

**To reply to a comment:**

- In the open Comments pane, begin typing in the **Reply** box under the comment you wish to reply to. A box below contains a dialog between collaborators on one screen in this slide in the presentation.

**Using Masters**

Masters are used to template the user presentation. Making masters simplifies the creation of a presentation and saves resources, leading changes (including, but not limited to, text, placeholders, graphics, and images) to the master slides to be changed for the entire presentation. Masters can also provide consistency and a unified feel throughout a project. For instance, you can place a logo or a graphic in the Slide Master. You provide the content and information will be predominantly used throughout. By making these changes, you are creating your own individualized theme. There are three masters: Slide, Section, and Notes.

**To open a master:**

- On the View tab, in the Master Views group of the Ribbon, click one of the following: **Slide Master**, **Section Master**, or **Notes Master**.
- TIP:** Another quick way to open the Slide Master is to press and hold the **SHIFT** key and click the **Normal View** button when modifying the master in the status bar.

**NOTE:** The tabs for these views are available only when that view is opened.

**To close a master & return to the last view used:**

- On the Slide Master, Section Master, or Notes Master tab, click **Close Master View**.

**Side Master**

Background styles, fonts, colors, lines, or any design elements that you choose to use in the Slide Master are carried throughout the presentation. For this reason, it is best to create the Slide Master before working on the presentation. The Slide Master can be edited at any time, but other slides are created, more thought must be taken when modifying the master, as there may be graphics, diagrams, or text boxes on individual slides that may need to be managed.

In this section, the top slide (A) is the Slide Master and the other slides (B) are associated layouts. The Slide Master is the basis of the presentation layout. The background, graphics, colors, and fonts chosen will carry throughout all of the layouts. There are several content and design options. Having different aspects allows for greater flexibility in giving one layout for content and another for design (text) and speed during an hour-long session where you quickly change a slide type when making a slide. All layouts may be modified, and new ones may be created.

At any point while using the Slide Master, you can navigate to the other tabs. The Slide Master will not show, change, pictures, logos, graphics, objects, etc., on all be added and edited.

**To add images, illustrations, or text:**

- Click the **Insert** tab.
- Click the element you want to insert, and present as if you were in the Slide Master.

**To return to the Slide Master:**

- Click the **Slide Master** tab.

**To change the fonts in the entire presentation via the Slide Master:**

**NOTE:** This will change every layout within the presentation.

- On the Slide Master, highlight the text in the placeholders to be changed or select the boxes that need to be changed.
- On the Home tab, click the **Font** group icons and select a font.

**To change the fonts in individual slide layouts or part of a slide:**

**NOTE:** This will change only the layout, not all of the other layouts.

- Click the layout to be changed.
- Highlight the text in the placeholders to be changed, or select the boxes that need to be changed.
- On the Home tab, click the **Font** group icons and select a font.

**NOTE:** When the master layout on a slide layout, the master's text will appear along with the slide that one that is used. Changing the layout master is applied if modified when creating a new layout or when editing a layout. When multiple new layouts or placeholders are added, the names of the added layouts will be the same with the exception of a number and an auto-increase added to the beginning of the name. The name will be followed by "new" if an "slide" card is used. Renaming them will also make it clear to the user when each layout is used.

**To change a layout name:**

- On the Slide Master tab, click **Home** in the Slide Master group.
- A box will appear. Type in the new name.
- Click **Rename**.



## Synopsis

Unleash the power of the newest version of PowerPoint with this new addition to our Office Tips & Tricks line of QuickStudy® guides. Go beyond the basics of PowerPoint and learn time-saving tricks and best practices, including animations, using objects, and more, bringing your PowerPoint presentations to the next level.

## Book Information

Series: Quick Study Computer

Cards: 6 pages

Publisher: QuickStudy; Lam Crds edition (May 31, 2013)

Language: English

ISBN-10: 1423220196

ISBN-13: 978-1423220190

Product Dimensions: 8.5 x 11 x 0.1 inches

Shipping Weight: 1.6 ounces (View shipping rates and policies)

Average Customer Review: Be the first to review this item

Best Sellers Rank: #647,687 in Books (See Top 100 in Books) #76 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #112 in Books > Computers & Technology > Business Technology > Software > Presentation Software

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