



Getting to Know PowerPoint

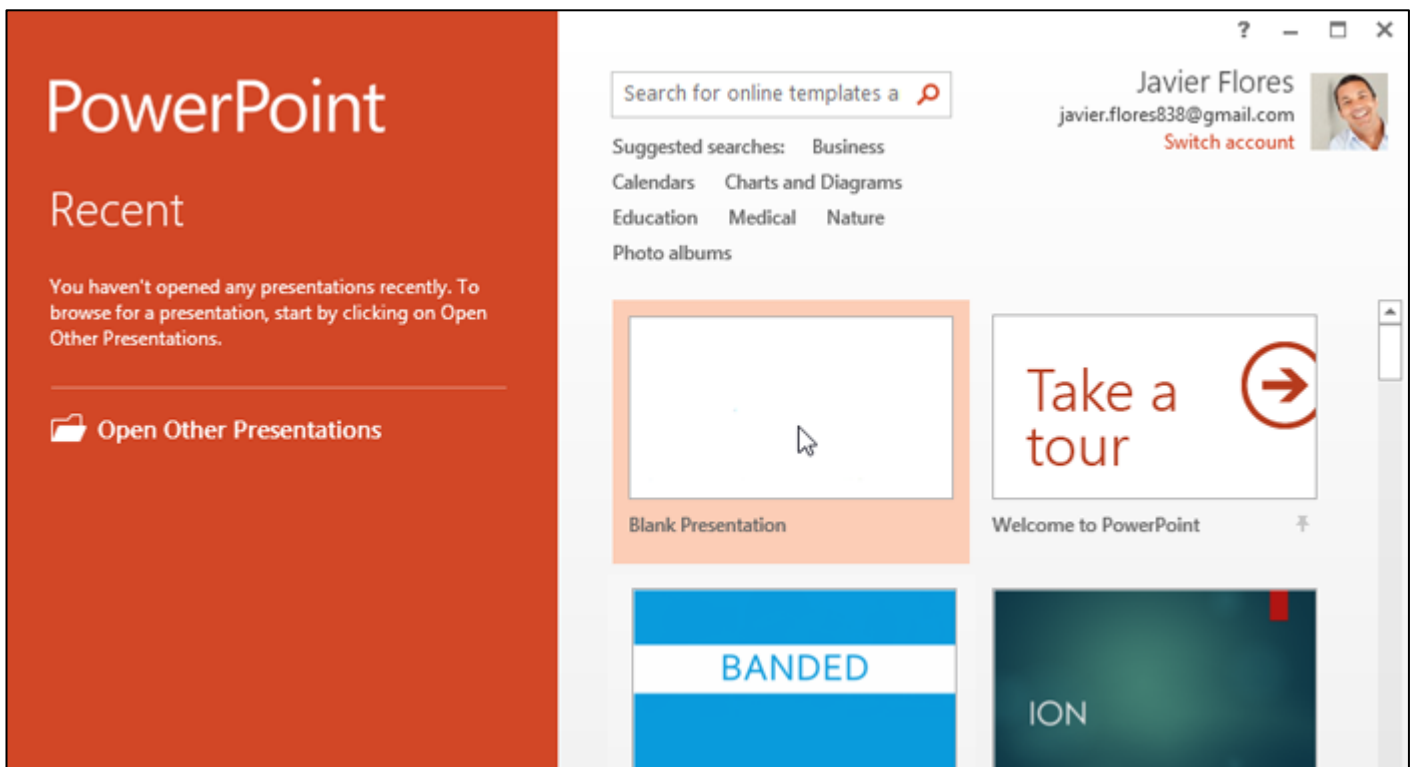
Use IT+

Introduction

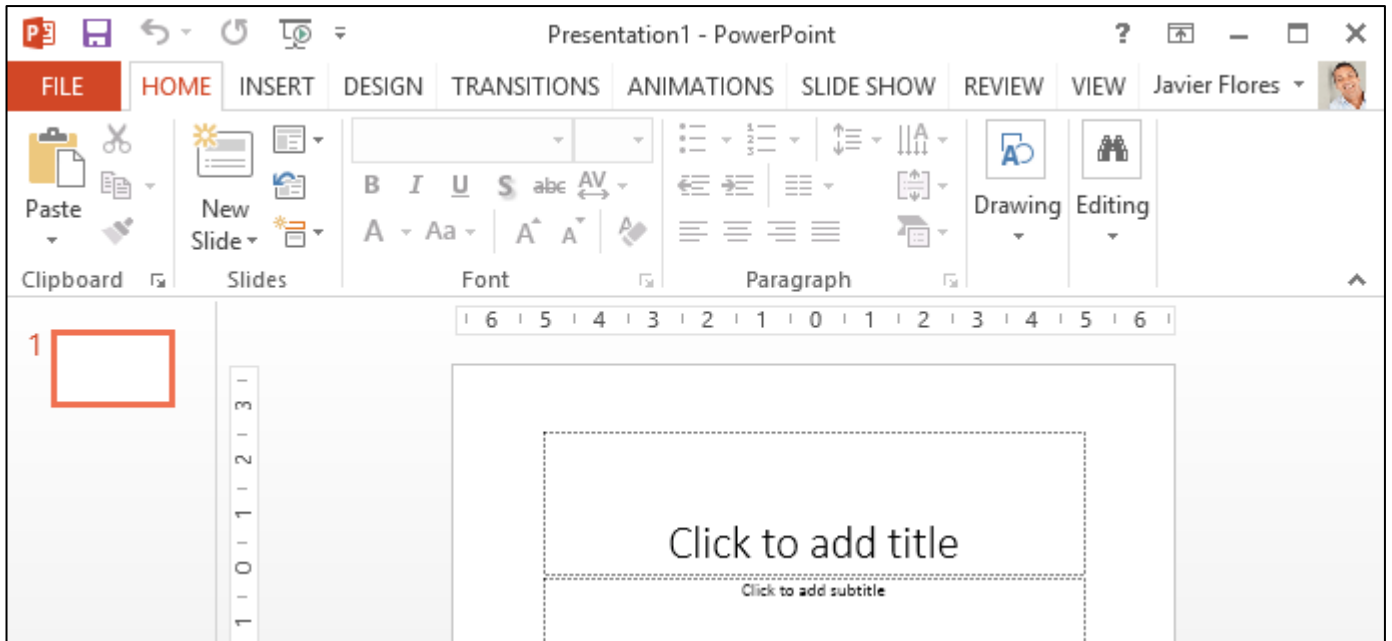
PowerPoint 2013 is a **presentation software** that allows you to create dynamic slide presentations. Slideshows can include animation, description, images, videos and much more.

Opening PowerPoint 2013

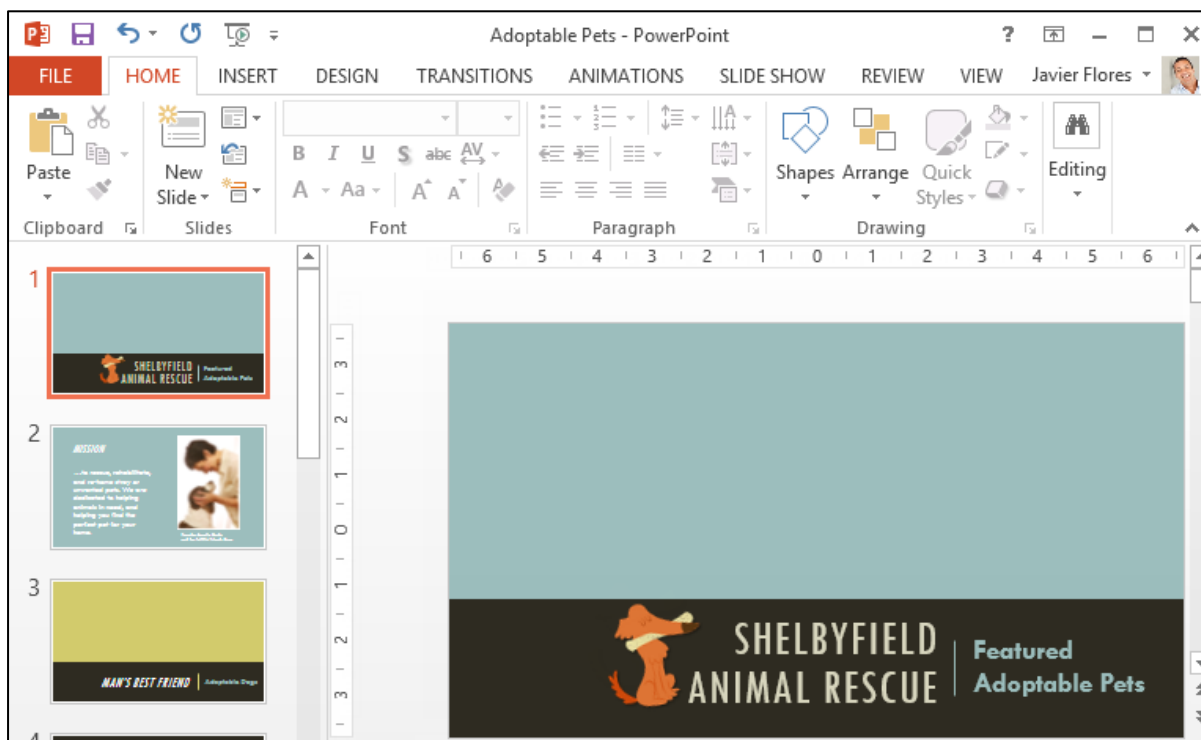
When you open PowerPoint 2013 for the first time, the **Start Screen** will appear. From here, you'll be able to create a **new presentation**, choose a **template**, and access your **recently edited presentations**.



1. From the **Start Screen**, locate and select **Blank Presentation**.
2. A **new presentation** will appear.



PowerPoint 2013 is similar to PowerPoint 2010. If you've previously used PowerPoint 2010, PowerPoint 2013 should feel familiar. But if you are new to PowerPoint or have more experience with older versions, you should first take some time to become familiar with the **PowerPoint 2013 interface**.

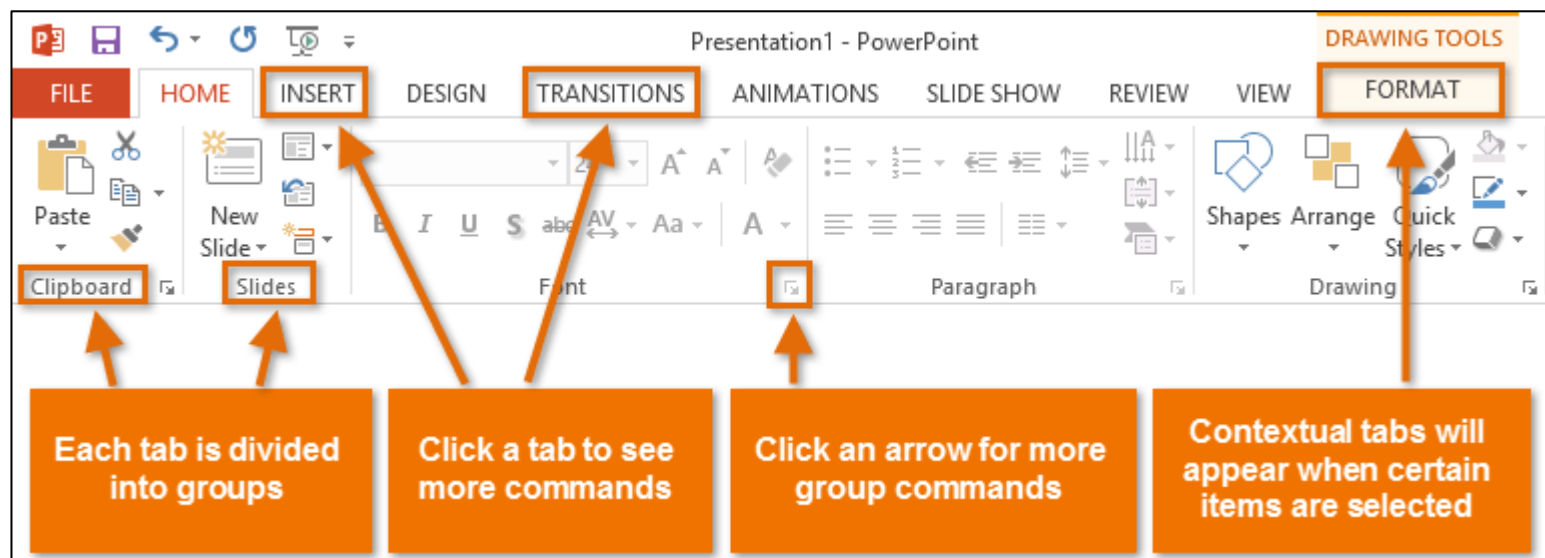


Working with the PowerPoint environment

If you've previously used PowerPoint 2010 or 2007, PowerPoint 2013 will feel familiar. It continues to use 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

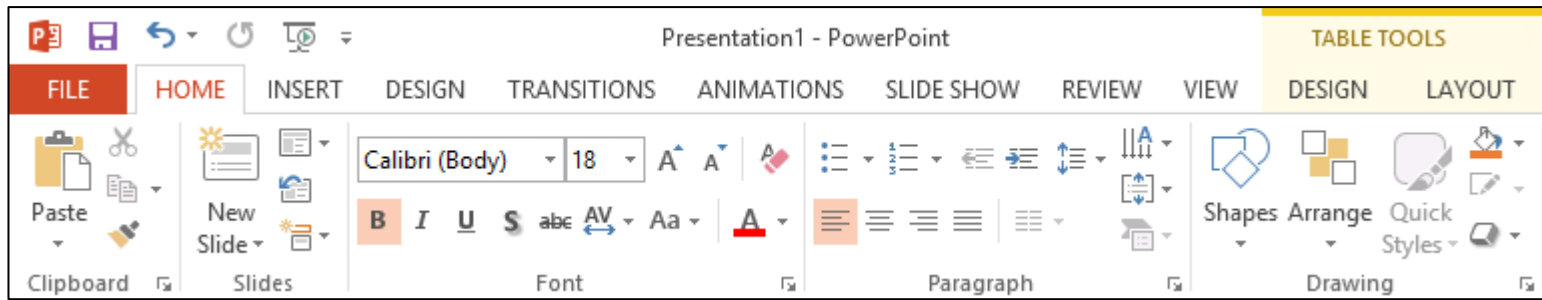
PowerPoint 2013 uses a **tabbed Ribbon system**. The **Ribbon** contains **multiple tabs**, each with several **groups of commands**. You will use these tabs to perform the most **common tasks** in PowerPoint.



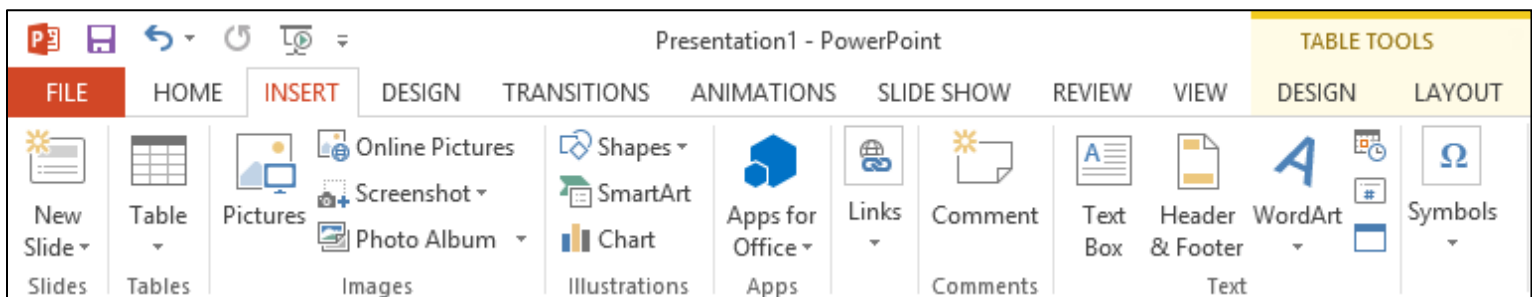
Exploring the Ribbon

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.

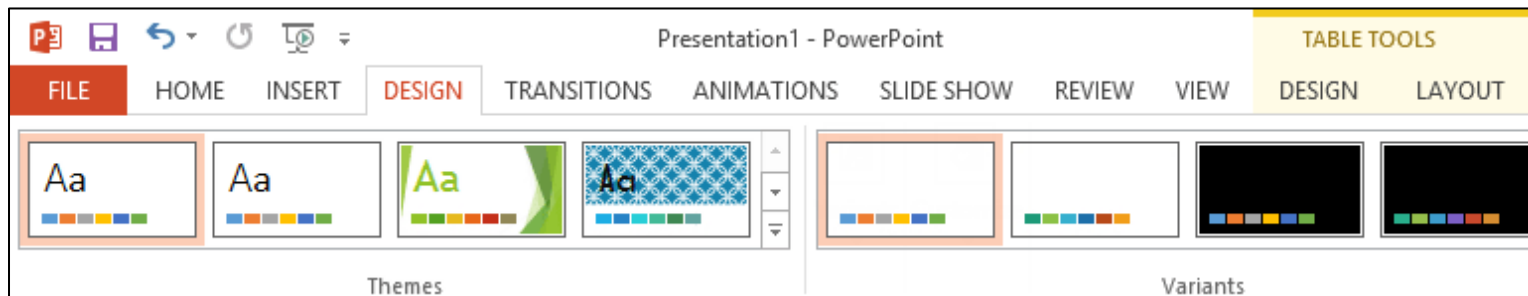
Open up PowerPoint then blank presentation and explore the ribbon using this as a guide.



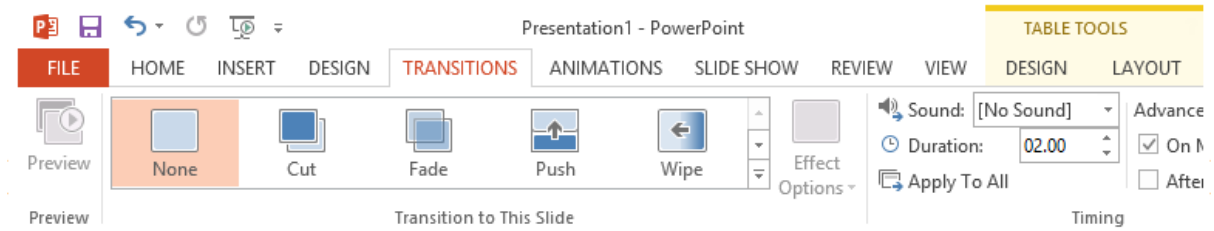
The **Home** tab gives you access to the most commonly used commands, including **copy and paste, formatting, and the New Slide** command. The Home tab is selected by default whenever you open PowerPoint.



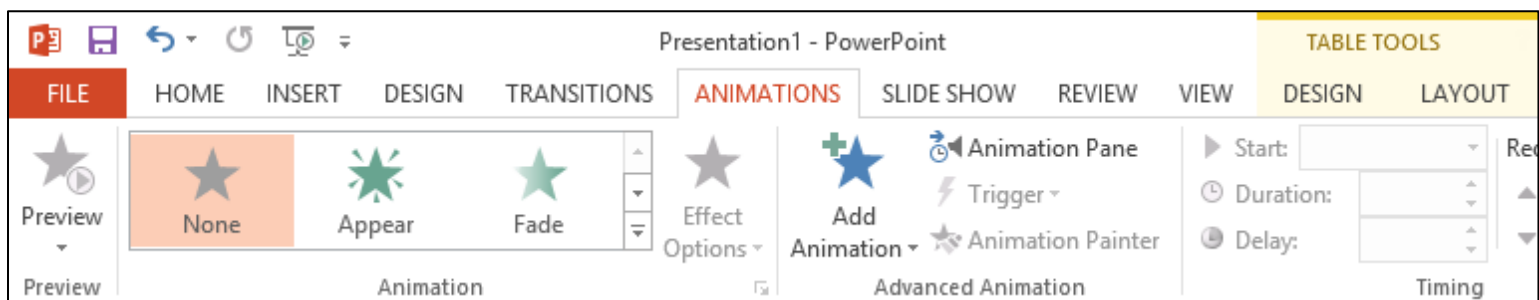
The **Insert** tab allows you to insert **pictures, charts, tables, shapes, and videos**, which can help you communicate information **visually** and add **style** to your presentation.



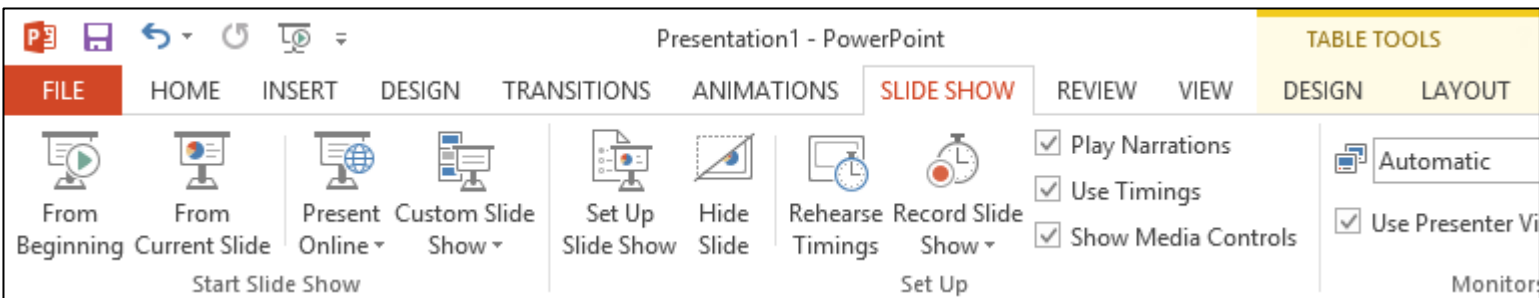
You can apply **themes** from the Design tab. A theme is a **predefined combination** of colors, fonts, and effects that can quickly change the look and feel of your entire slide show. Different themes also include different **slide layouts**.



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

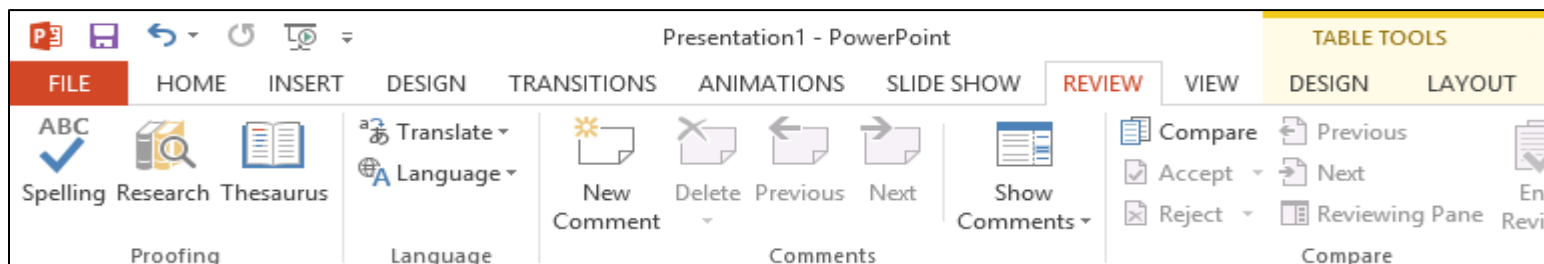


The **Animations** tab allows you to **animate** text and objects such as clip art, shapes, and pictures. Animations can be used to draw attention to specific content or make the slide easier to read.

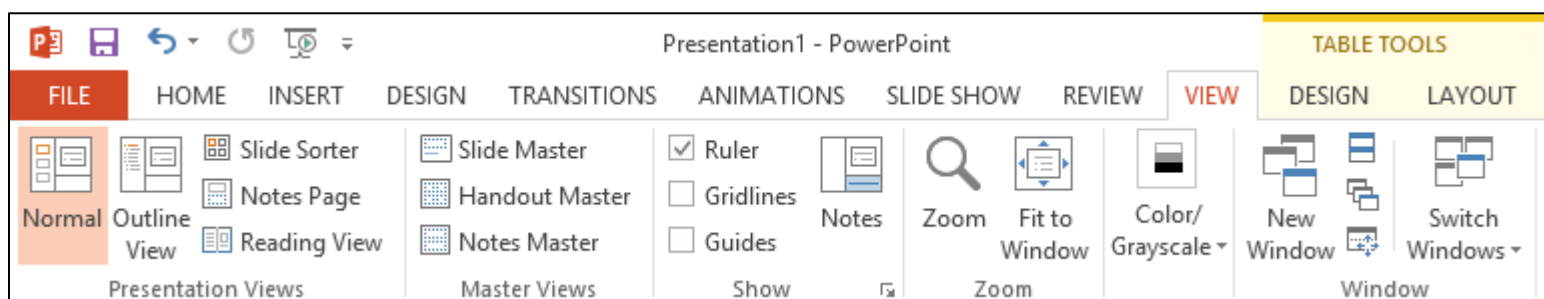


The “**TABLE TOOLS**” are only visible when a table, picture etc. are inserted.

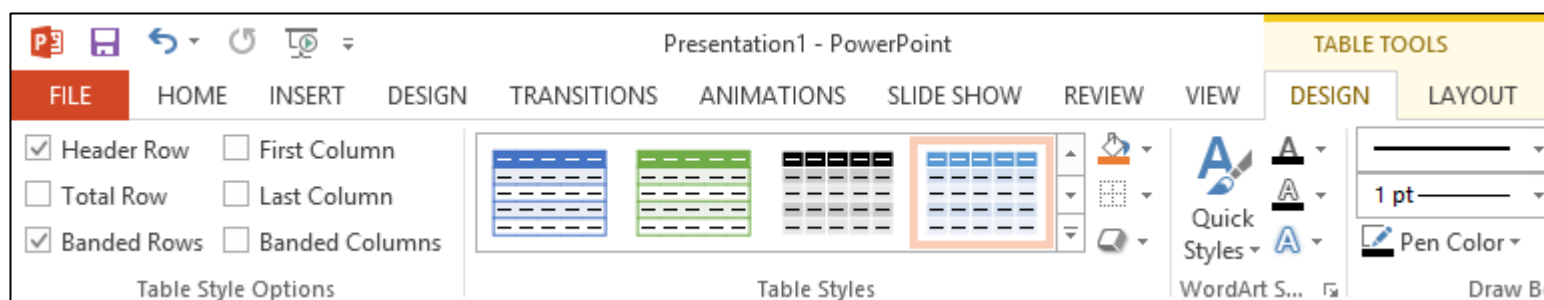
When you’re ready to present your slide show, the **Slide Show** tab gives you tools to make your presentation smooth and professional, including the option to **rehearse timings** and **record narration**.



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.

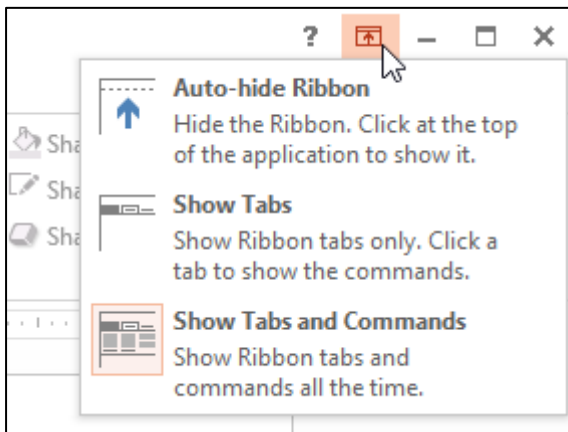


Contextual tabs will appear on the Ribbon when working with certain items like **tables**, **shapes**, and **pictures**. These tabs contain special command groups that can help you format these items as needed.

To minimize and maximize the Ribbon:

The Ribbon is designed to respond to your current task, but you can choose to **minimize** it if you find that it takes up too much screen space.

1. Click the **Ribbon Display Options** arrow in the upper-right corner of the Ribbon.



2. Select the desired **minimizing option** from the drop-down menu:
 - **Autohide Ribbon:** Autohide displays PowerPoint in full-screen mode and completely hides the Ribbon. To **show the Ribbon**, click the **Expand Ribbon** command at the top of screen.
 - **Show Tabs:** This option hides all command groups when not in use, but **tabs** will remain visible. To **show the Ribbon**, simply click a tab.
 - **Show Tabs and Commands:** This option maximizes the Ribbon. All of the tabs and commands will be visible. This option is selected by default when you open PowerPoint for the first time.

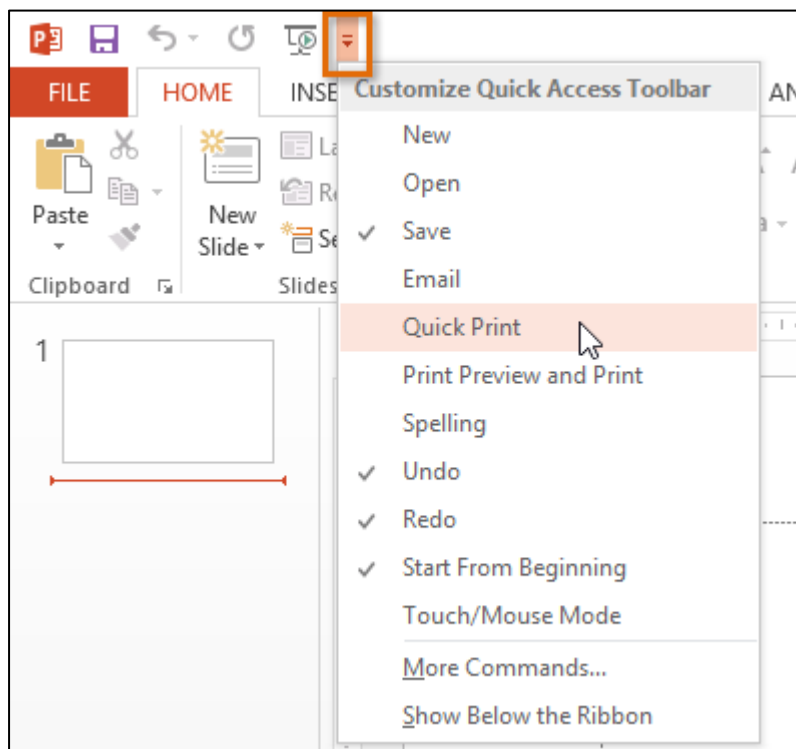


The Quick Access toolbar

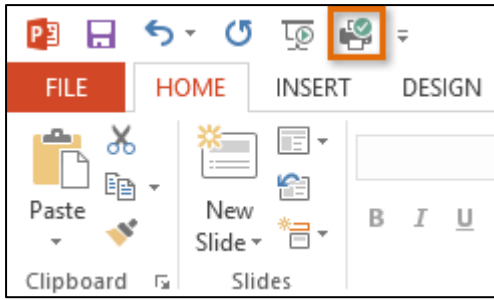
Located just above the Ribbon, the **Quick Access toolbar** lets you access common commands no matter which tab is selected. By default, it includes the **Save**, **Undo**, **Repeat**, and **Start Presentation** commands. You can add other commands depending on your preference.

To add commands to the Quick Access toolbar:

1. Click the **drop-down arrow** to the right of the **Quick Access toolbar**.
2. Select the **command** you want to add from the drop-down menu. To choose from more commands, select **More Commands**.

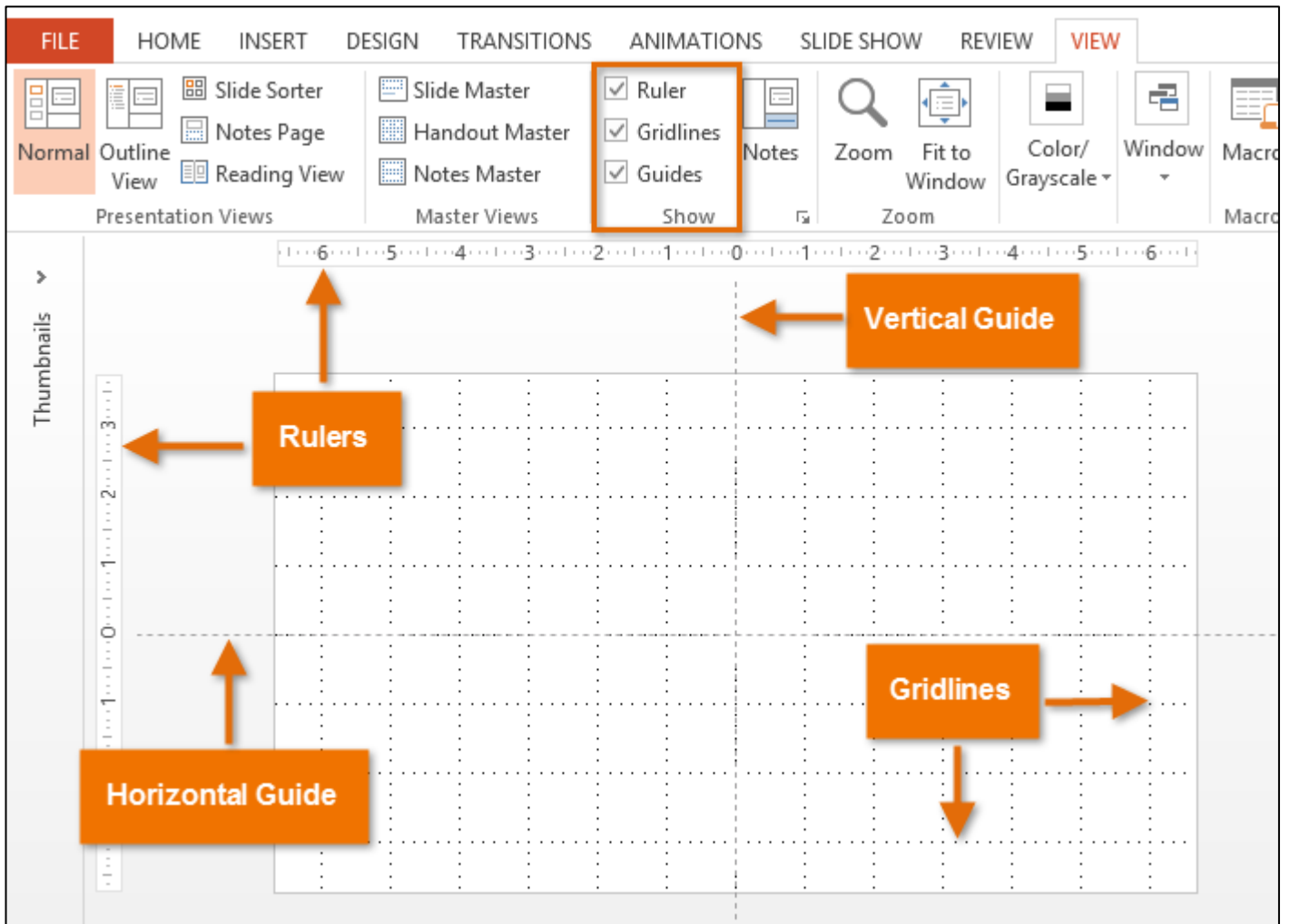


3. The command will be added to the Quick Access toolbar.



The Ruler, guides, and gridlines

PowerPoint includes several tools to help organize and arrange content on your slides, including the **Ruler**, **guides**, and **gridlines**. These tools make it easier to **align objects** on your slides. Simply click the **check boxes** in the **Show** group on the **View** tab to show and hide these tools.



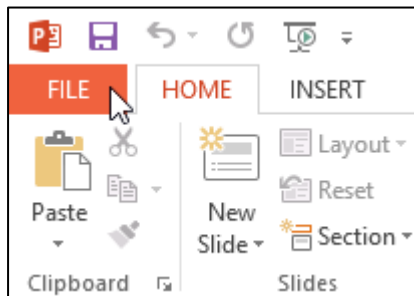
Simply click and drag to move the horizontal or vertical guides to a new position.

Backstage view

Backstage view gives you various options for saving, opening, printing, and sharing your presentations.

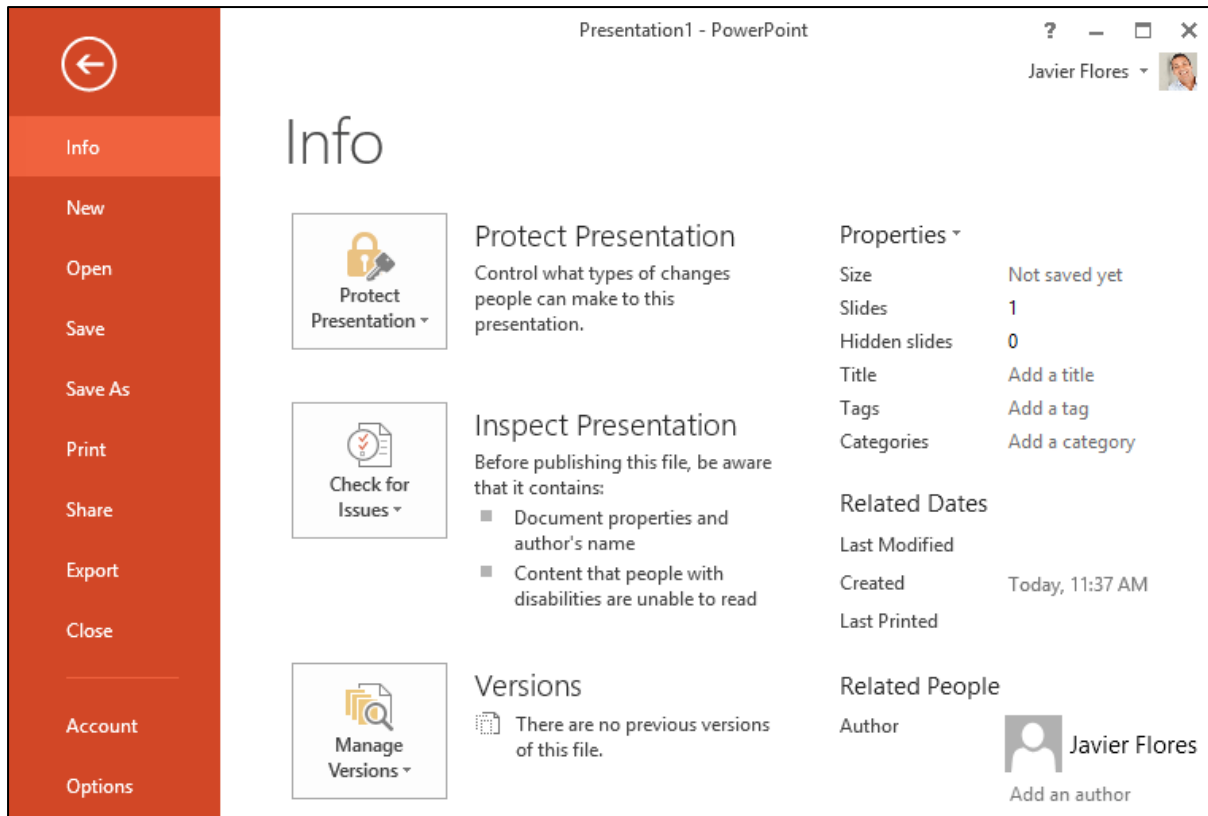
To access Backstage view:

1. Click the **File** tab on the **Ribbon**.



2. **Backstage view** will appear.

Explore the menu down the left hand side to learn more about the backstage view.



Challenge!

1. Open **PowerPoint 2013** and create a new presentation.
2. Click through all of the **tabs** and review the **commands** on the **Ribbon**.
3. Try **minimizing** and **maximizing** the Ribbon.
4. Add a **command** to the **Quick Access toolbar**.
5. Navigate to **Backstage view** and open your **Account settings**.