# Microsoft
# PowerPoint 2013
### Reference Sheet

**connect**
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## The PowerPoint 2013 Screen



Quick Access Toolbar — Title bar — Close button — Ribbon — Slides preview pane — Slide stage — Status bar — Notes and Comments — View buttons — Zoom slider

## The Fundamentals

The File tab menu and Backstage view contain commands for working with a program's files such as Open, Save, Close, New, and Print.
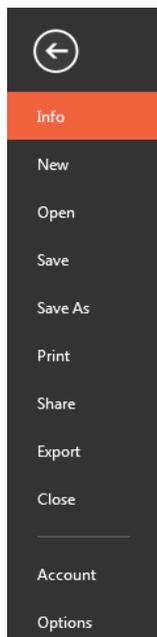


- **To Create a New Presentation:** Click the File tab and select New, or press <Ctrl> + N.
- **To Open a Presentation:** Click the File tab and click Open, or press <Ctrl> + O.
- **To Save a Presentation:** Click the Save button on the Quick Access Bar or press <Ctrl> + S.
- **To Save a Presentation under a New Name:** Click the File tab, click Save As, enter a new name, and click Save.
- **To Preview and Print a Presentation:** Click the File tab and click Print or press <Ctrl> + P.
- **To Close a Presentation:** Click the File tab and click Close or press <Ctrl> + W.
- **To Get Help:** Press F1 to open the help window. Type your question and press <Enter>.
- **To Exit PowerPoint:** Click the File tab and click Exit.

## Keyboard Shortcuts

### General
| | |
|---|---|
| Open a Presentation | **<Ctrl> + O** |
| Create New | **<Ctrl> + N** |
| Save a Presentation | **<Ctrl> + S** |
| Print a Presentation | **<Ctrl> + P** |
| Close a Presentation | **<Ctrl> + W** |
| Insert a New Slide | **<Ctrl> + M** |
| Help | **<F1>** |

### Editing
| | |
|---|---|
| Cut | **<Ctrl> + X** |
| Copy | **<Ctrl> + C** |
| Paste | **<Ctrl> + V** |
| Undo | **<Ctrl> + Z** |
| Redo | **<Ctrl> + Y** |
| Find | **<Ctrl> + F** |
| Replace | **<Ctrl> + H** |
| Select All | **<Ctrl> + A** |

### Navigation
| | |
|---|---|
| The Next Slide | **<Space>** |
| The Previous Slide | **<Backspace>** |

### Slide Show Delivery
| | |
|---|---|
| Begin Slide Show | **<F5>** |
| Resume Slide Show | **<Shift> + <F5>** |
| End Slide Show | **<Esc>** |
| Jump to Slide | **<Slide #> + <Enter>** |
| Toggle Screen Black | **<B>** |
| Toggle Screen White | **<W>** |
| Pause Show | **<S>** |
| Show/Hide Pointer | **<A>** |
| Change Arrow to Pen | **<Ctrl> + <P>** |
| Change Pen to Arrow | **<Ctrl> + <A>** |
| Erase Doodles | **<E>** |

### Formatting
| | |
|---|---|
| Bold | **<Ctrl> + B** |
| Italics | **<Ctrl> + I** |
| Align Left | **<Ctrl> + L** |
| Center | **<Ctrl> + E** |
| Justify | **<Ctrl> + J** |

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## Transitions and Animations

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the Transitions tab on the Ribbon, click the More button in the Transition to This Slide Group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the Animations tab on the Ribbon. Click the More button in the Animation group and select an animation effect.
- **To Cop Animation Effects from One Object to Another:** Select the object with the animation effect you want to copy, click the Animations tab on the Ribbon. Then click the Animation Painter button in the Advanced Animation group. Next, click the object you want to apply the copied animation effect to.

## Views

- **Normal View:** This is the default view in PowerPoint 2013. Normal view includes the Slide pane and Notes Pane.
- **Outline View:** This view focuses on content. You can use this for adjusting text structure or adding a large amount of text.
- **Slide Sorter view:** Displays all the slides in presentation as thumbnails.
- **Reading view:** Displays the presentation in a window with simple controls, making it easy to review.
- **Slide Show view**: Displays the presentation as an electronic slide show.
- **Notes Page view**: Displays slides in a print layout with your notes beneath.

## Images, Multimedia, and Objects

- **To Insert a Picture:** Click the insert tab on the Ribbon and click the Picture button in the Images group. Find the picture you want and click Insert.
- **To Insert Smart Art:** Click the Insert tab and click SmartArt in the Illustrations group. Select the SmartArt you want and click OK.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles and hold down shift to maintain the proportions, then release the mouse button when object reaches desired size.
- **To Insert an Audio clip:** Click the Insert tab on the Ribbon, click the Audio button list arrow in the Media group, and select Audio On My PC or Online Audio. Find the audio clip that you want to insert and click Insert.
- **To Insert a Video file:** Click the Insert tab on the Ribbon and click the Video button in the Media group. Click Video On My PC then find the video you want to insert and click Insert.
- **To Insert a Video from the Web:** Click the Insert tab on the Ribbon, click the Video button list arrow in the Media group, and select Online Video. Search for videos on the web, select your choice, and click insert.
- **To Format an Object:** Double-click the object and use the commands on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Delete an Object:** Select the object and press the <Delete> key.

## Formatting

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the Cut or Copy button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the Paste button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group in the Home tab, or click the Dialog Box Launcher in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the Format Painter button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button in the Paragraph group on the Home tab. Your options will be Align Left, Center, Align Right, and Justify.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the Bullets or Numbering button in the Paragraph group on the Home tab.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the Line Spacing button in the Paragraph group on the Home tab and select an option from the list.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Run Spell Check anytime by pressing <F7>.

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