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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? Click on the links below to get more information.

See 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 to either 4:3 or 16:9.

1. Choose **DESIGN**, then **SLIDE SIZE**  then **SLIDE SIZE**.
2. Choose **SLIDE SIZE**  then **SLIDE SIZE**.

### Using Custom Slides and Orientation

Customize the look of your presentation, such as colors, fonts, and background.

1. Choose **DESIGN**, then **SLIDE SIZE**  then **SLIDE SIZE**.
2. Choose **DESIGN**, then **SLIDE SIZE**  then **SLIDE SIZE**.

### Entering Text into a "Click to Add..." Placeholder

1. Click on the placeholder to activate the text.
2. Type the text into the placeholder.


### Starting a New Line Without a Bullet

To start a new line without a bullet, press **ENTER**.


### Moving Between Text Areas with the Keyboard

Press **ALT** to move between text areas.


### Adding Other Text on the Slide

1. Choose **INSERT**, then **TEXT BOX** .
2. Click where the text is to begin.
3. Type the text.


### Changing Level of Indentation

1. Select the paragraph, or **CLICK** on the paragraph.
2. Choose **HOME**, then **INDENT** .

### Text Formatting

1. Select the text to format.
2. Choose **HOME**, then **TEXT** .

### Creating Speaker Notes

1. To create speaker notes, choose **VIEW**, then **NOTES** .
2. Click on the notes pane at the bottom of the screen.

### Using Presentation Views

Normal View

Normal View is the default view for creating and editing slides. It shows the slide, the notes pane, and the task pane.

Slide Sorter View

Slide Sorter View shows all the slides in the presentation as thumbnails. It is useful for reordering slides.



Web Preview

Web Preview shows how the presentation will look when viewed in a web browser.

### 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	Key to link
Ctrl + L	Left align
Ctrl + M	Move down
Ctrl + N	New slide
Ctrl + O	Open
Ctrl + P	Print
Ctrl + Q	Quit
Ctrl + R	Redo
Ctrl + S	Save
Ctrl + T	Text to speech
Ctrl + U	Underline
Ctrl + V	Paste
Ctrl + W	Close
Ctrl + X	Cut
Ctrl + Y	Undo
Ctrl + Z	Undo
Ctrl + [	Move up
Ctrl + ]	Move down
Ctrl + _	Move left
Ctrl + =	Move right

### 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 **Next Slide** .
- To go to the previous slide, press **Previous Slide** .

### Applying a Design Theme


Themes are sets of colors, fonts, and effects that can be applied to the entire presentation.

1. Choose **DESIGN**, then **THEMES** .
2. Click on the theme you want to apply.


### Changing the Background of a Slide

1. Choose **DESIGN**, then **BACKGROUND** .
2. Click on the background you want to apply.

### Adding a Header or Footer

1. Choose **INSERT**, then **HEADER & FOOTER** .
2. Click on the header or footer you want to add.

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### Tools Ribbon

Tool	Shortcut
File	Ctrl + F
Home	Ctrl + H
Insert	Ctrl + I
Layout	Ctrl + L
References	Ctrl + R
Send to Back	Ctrl + B
Bring to Front	Ctrl + F
Format Painter	Ctrl + C
Copy	Ctrl + V
Paste	Ctrl + P
Undo	Ctrl + Z
Redo	Ctrl + Y
Save	Ctrl + S
Print	Ctrl + P
Close	Ctrl + W
Quit	Ctrl + Q

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## 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).

## Book Information

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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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