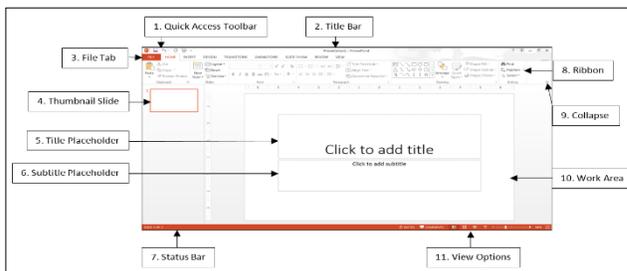




## Microsoft PowerPoint 2013 Quick Reference Guide

The following instructions are quick references for basic features in Microsoft PowerPoint. Topics include placeholder, design theme, add text, pictures, transition and animation.

### I. Window Features



Term	Description
1 Quick Access Toolbar	Displays quick access to commonly used commands.
2 Title Bar	Displays the name of the open file.
3 File Tab	The File tab has replaced the Office 2007 button. It helps you to manage the Microsoft application and provides access to options such as Open, New, Save As, Print, etc.
4 Thumbnail Slide	Displays a snapshot of each slide.
5 Title Placeholder	Section where text is entered.
6 Subtitle Placeholder	Section where text and/or graphics are entered.
7 Status Bar	Displays information about the slide presentation, such as page numbers.
8 Ribbon	Displays groups of related commands within tabs. Each tab provides buttons for commands.
9 Collapse	Collapses the ribbon so only the tab names show.
10 Work Area	Each slide has an area where text and graphics are entered for a presentation. There are various slide layouts to work from.
11 View Option	Displays several View modes for slides.

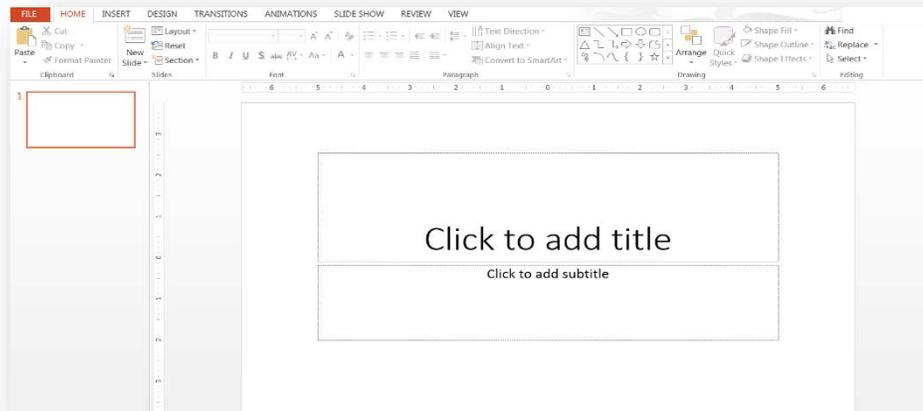
### II. Presentation Slides

Slides in a presentation are similar to pages in a word processing document. All slides and graphics are saved in one file (example: **keys.xppt**).



### III. Placeholder

When PowerPoint is launched the **Presentation** window will appear. This is the work area that contains Placeholders to enter your text and graphics.



#### IV. Design Theme

Design templates contain color schemes to replace the original blank slide.

##### A. Add Design Theme

1. Select the **Design** tab.
2. On the **Theme** group, click on the drop-down arrow next to the last **Theme**.
3. The **All Themes** window will appear, and then click on a **Theme** option of your choice.



#### V. Add Text

Placeholders are designated by dotted lines; they appear on a slide as guides, but they will not appear on the finished presentation. In order to add or edit text, click once inside of the **Text Placeholder** and the insertion point will appear; and then begin to type your text.

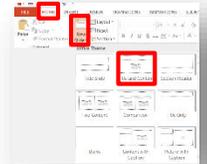


#### VI. New Slide

A slide layout defines the placement of text, pictures, tables, and graphs.

##### A. Add Slide

1. Click on the **Home** tab.
2. Click on the **New Slide** drop-down arrow, located in the **Slide** group.
3. The **Office Theme** panel will appear with multiple slide layouts, and then click on your desired slide layout.

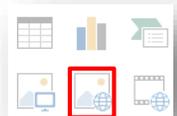


#### VII. Online Pictures

Online pictures are computerized images such as artwork and photos.

##### A. Add Online Picture

1. Click on the **Online Pictures** button in the **Images and Illustration** box, located in the **Placeholder**.
2. The **Insert Pictures** window will appear.
3. In the **Search Bing** box, type your desired image topic, and then press the **Enter** key.
4. A variety of images associated with your search will appear, and then double click on your desired image.



#### VIII. Transition and Animation

PowerPoint allows you to apply special effects by using slide transition and text/graphical animation.

##### A. Add Slide Transition

1. Click on the **Transition** tab.
2. Click on the drop-down arrow located in the **Transition to This Slide** group.
3. Several transition categories will appear, and then select your desired transition effect.



##### B. Add Text Animation

1. Click inside the **Text Placeholder**, and select your text.
2. Click on the **Animation** tab, and then click on the drop-down arrow located in the **Animation** group.
3. Several animations categories will appear, and then select your desired animation.



#### IX. Slide Show

Once you are finished adding text, graphics, and formatting to a presentation, then you can run the Slide Show.

##### A. Display Presentation

1. Click on the **Slide Show** tab.
2. Click on the **From Beginning** button.
3. The Slide Show will begin.
4. To advance to the next slide press the enter key.



## Get Help

The Technology Help Desk at 412 624-HELP [4357] is available 24 hours a day, seven days a week to answer your technology-related questions. Questions can also be submitted via the Web at [technology.pitt.edu](http://technology.pitt.edu).