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# Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

**PowerPoint 2013 Advanced**

**Customize Slides From Other Files**

- In the **START** screen, click on the **POWERPOINT** icon to open the application.
- Click on **FILE** > **OPEN**.
- Click on **POWERPOINT** > **FROM OTHER FILES**.
- Click on **FROM OTHER FILES**.

**Adds Presentation to a Slide Master**

- Click on **FILE** > **SLIDE MASTER**.
- Click on **SLIDE MASTER**.
- Click on **SLIDE MASTER**.
- Click on **SLIDE MASTER**.

**Creating Transparencies**

- Click on **FILE** > **SLIDE SHOW**.
- Click on **SLIDE SHOW**.
- Click on **SLIDE SHOW**.

**Changing the Background**

- Click on **FILE** > **DESIGN**.
- Click on **DESIGN**.
- Click on **DESIGN**.

**Working with Images**

- Click on **FILE** > **INSERT**.
- Click on **INSERT**.
- Click on **INSERT**.

**Working with Video**

- Click on **FILE** > **INSERT**.
- Click on **INSERT**.
- Click on **INSERT**.

**Working with Animations**

- Click on **FILE** > **ANIMATIONS**.
- Click on **ANIMATIONS**.
- Click on **ANIMATIONS**.

**Working with Tables**

- Click on **FILE** > **INSERT**.
- Click on **INSERT**.
- Click on **INSERT**.

**Working with Charts**

- Click on **FILE** > **INSERT**.
- Click on **INSERT**.
- Click on **INSERT**.

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## Synopsis

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of 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 Placeholders to a Slide Master
- Adding Master Level Guides
- Adding a Customized Layout
- Creating and Changing Personal Templates
- Organizing Slides with Sections
- Inserting an Excel Table
- Word Art Effects
- Recoloring a Picture
- Inserting an Audio Clip
- Inserting a Video
- Merging Shapes
- Ungrouping Clip Art
- Creating a Button to Jump to Another Slide or File During a Slide Show
- Hiding Slides
- Displaying the Animation Pane
- Reordering Animations
- Removing or Modifying Animations
- Previewing Animations
- Using the Animation Painter
- Syncing Animation/Text Overlays with Audio/Video
- Annotations During a Slide Show
- Saving Different Slide Orders
- Setting up a Self Running Show
- Setting Timings by Viewing the Show
- Recording Narration
- Compressing Media Files
- Packaging Presentations on a CD/USB Drive
- Saving a Presentation as a Video
- Broadcasting Your Presentation on the Web.

This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction (ISBN 978-1936220878), PowerPoint 2013 Advanced.

## Book Information

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## Customer Reviews

While it is laminated, it is not sealed or "Coffee Proof". The spilling of the coffee was not done as a test but did reveal that liquids will seep in around the edges. I had purchased four different titles of this series and all show the same problem. Because of the spill one of the sheets is starting to come apart. The material covered was adequate. The information in the "Introduction" sheets might be

good for use in a teaching environment but is at the entry level.

I am a relatively new Power Point user. This advanced quick reference has helped me solve problems much quicker than reading pages of the user manual. It has answered 99% of my questions.

PowerPoint always needs a reference sheet. I need it for school but I don't remember how to use it after a few weeks. So it is essential for me to have this handy/

This is a go way to get familiar with Power Point. I like these sheets on various subjects. I have several of them such as Word 2013

Not a bad place to get some quick answers. Will not answer all your questions or solve all your problems, but a good place to start.

Wonderful little "extra" to have just in case a step is missed. I give them to my students so they have something extra.

Just what a "newby" to the new Office suite needs! Very quick delivery too!!

This is an obligatory comment so they can stop asking how great this product is.

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