

Quick Start Guide

Microsoft PowerPoint 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Find what you need

Click any tab on the ribbon to display its buttons and commands.

Use contextual tabs

Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options

Click this arrow to see more options in a dialog box.

Manage your presentations

Click the **File** tab to open, save, print, and manage your presentations.

Show the content you want

Switch views or show or hide notes and comments.

Get help

Click here or press **F1**.

Need more space?

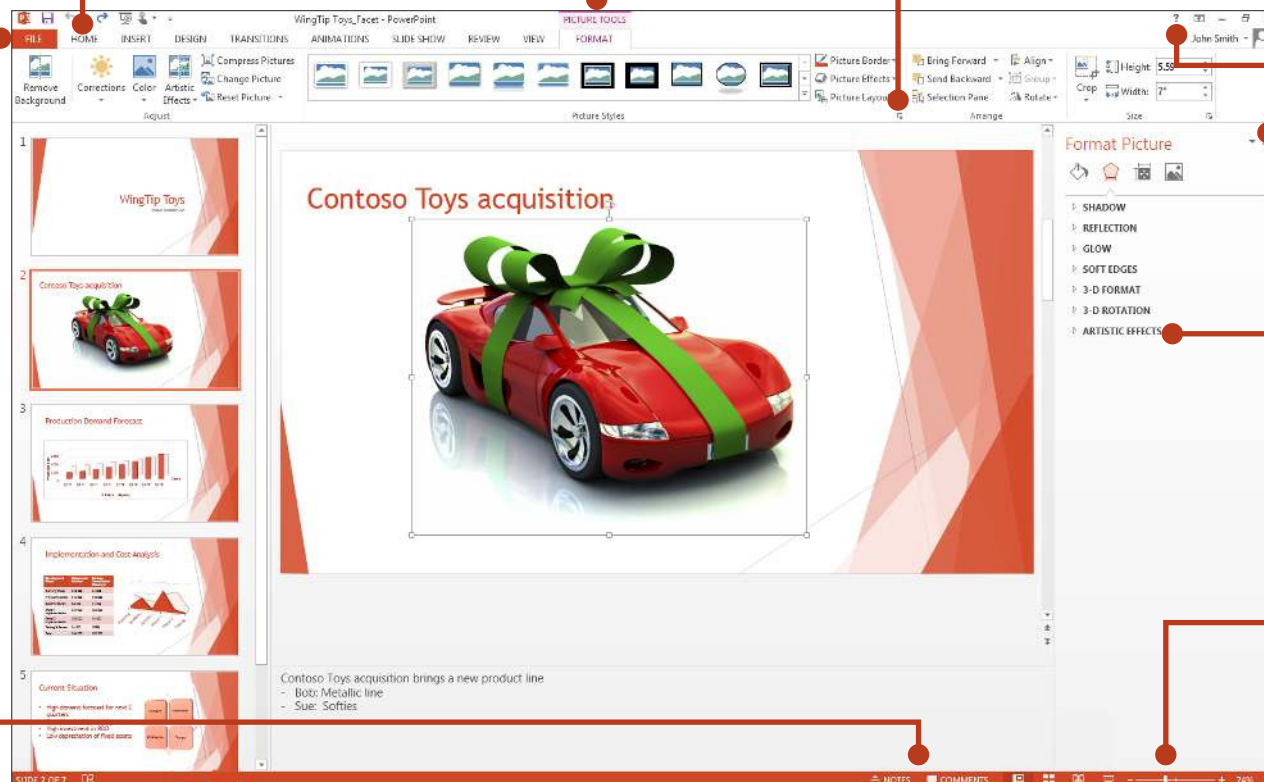
Click here or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane

Use this handy pane to apply formatting to pictures, video, SmartArt, shapes, and other objects.

Zoom in and out

Slide this bar to the left or right to zoom in or out on slide details.



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When you first open PowerPoint 2013, you'll see that you have several choices for getting started — using a template, a theme, a recent file, or a blank presentation.

Search for online templates and themes

Type keywords into the search box to find templates and themes online at Office.com.

Use a featured theme

Choose a built-in theme to start your next presentation. These work well for both widescreen (16:9) and standard screen (4:3) presentations.

Choose a template category

Click the template categories below the search box to find some of the most popular PowerPoint templates.

Open a recent presentation

It provides easy access to your most recently opened presentations.

Find other files

Browse to find presentations and other files stored on your computer or in the cloud.

Start from scratch

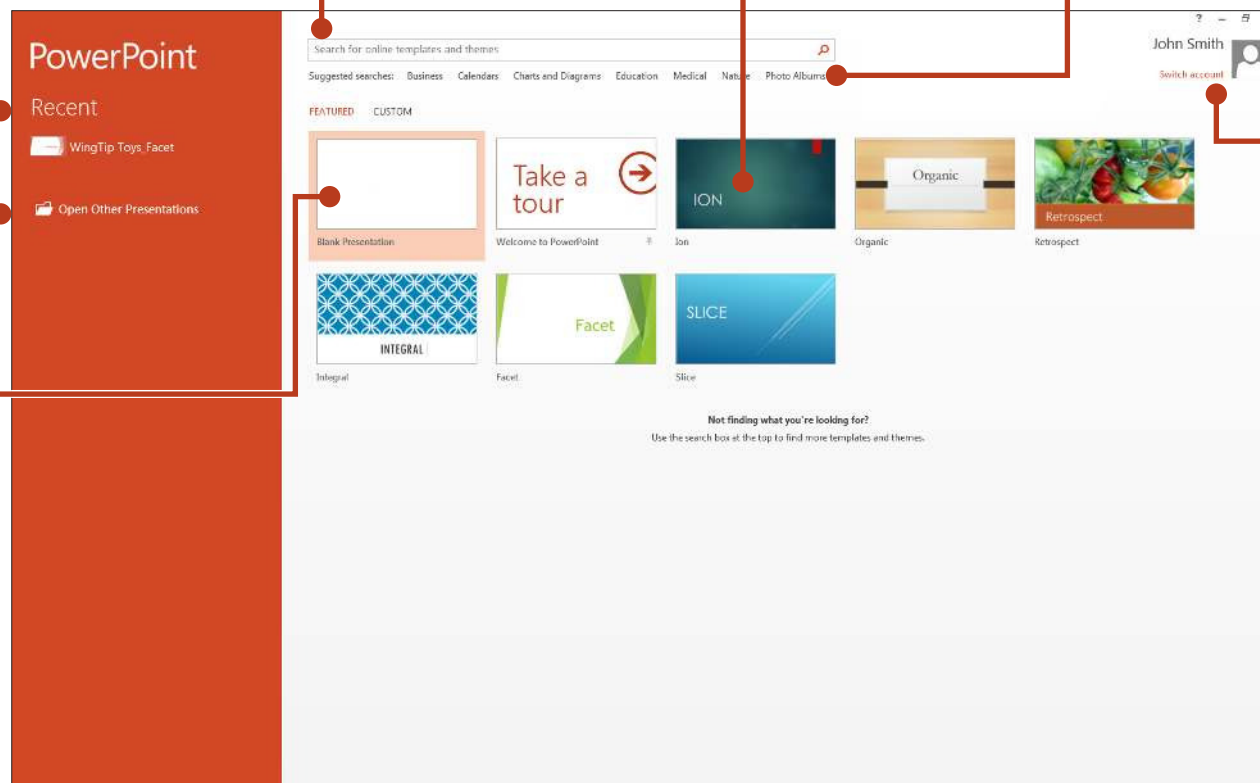
To start a new presentation, click **Blank Presentation**.

Sign in to Office

Sign into your account and access the files you've saved to the cloud from anywhere.

Theme variations

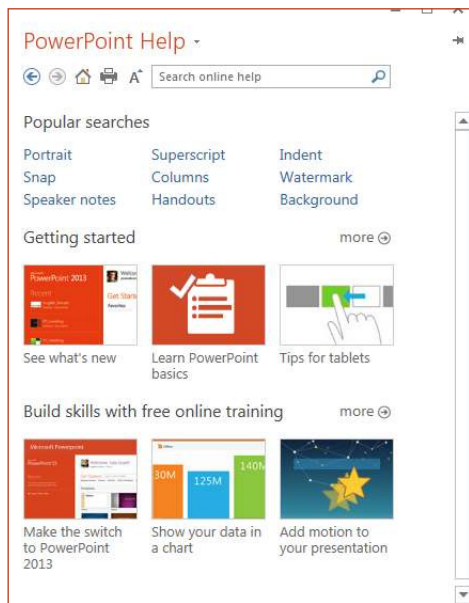
When you choose a theme, PowerPoint offers you variations with different color palettes and font families.



How to get help with PowerPoint 2013

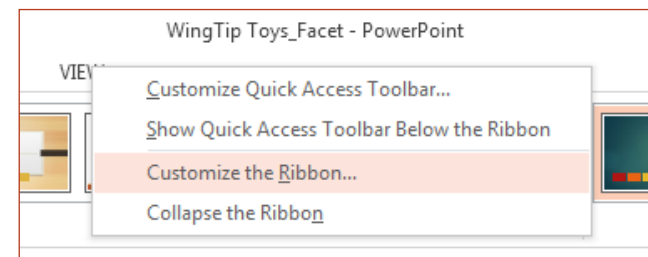
If you've been using earlier versions of PowerPoint, you'll probably have questions about where to find certain commands in PowerPoint 2013.

There are many free resources available to help you learn PowerPoint 2013, including training courses, Getting Started help topics and videos, and basic tasks. To find these materials, click the PowerPoint Help button (the question mark) in the upper right corner of the PowerPoint window.



Create custom ribbon tabs and groups

You can create custom tabs or groups on the ribbon and add buttons with the commands you want. Right-click any ribbon tab or group, and then click **Customize the Ribbon**.



Next, add commands from the **PowerPoint Options** box. For example, you could create a tab called **Frequent**, and then add some of your most frequently-used commands to a custom group on this tab.

If you make a mistake, you can use the **Reset** button to go back to the default ("factory") settings.

Some older PowerPoint commands don't appear on the ribbon, but they're still available. In the **PowerPoint Options** dialog box, click **Customize Ribbon**, and then, in the **Choose commands from** list, select **Commands Not in the Ribbon**. Now find the commands you want and add them to a custom ribbon tab or group.

Things you might be looking for

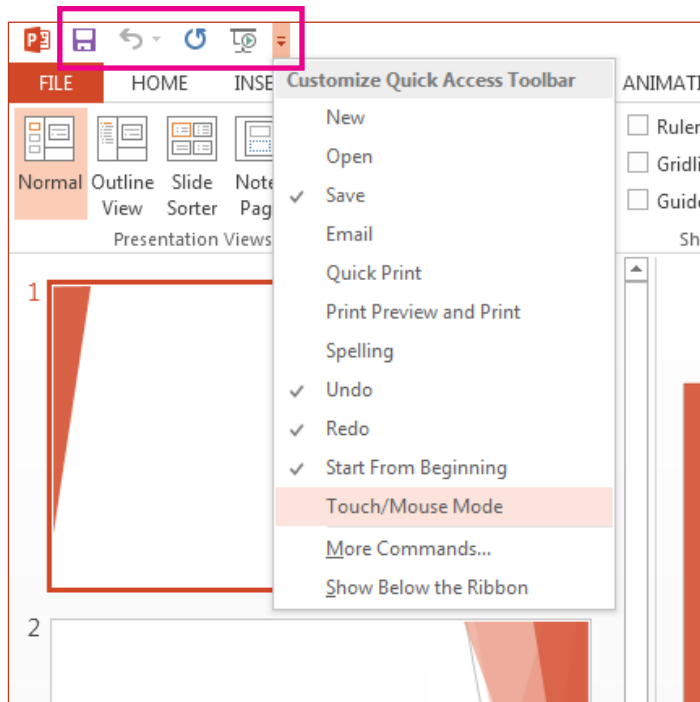
Use the list below to find some of the more common tools and commands in PowerPoint 2013.

To...	Click...	And then look in the...
Open, save, print, share, send, export, convert, or protect files	File	Backstage view (click the commands in the left pane).
Add slides, apply a layout, change fonts, align text, or apply Quick Styles	Home	Slides, Font, Paragraph, Drawing, and Editing groups.
Insert tables, pictures, shapes, SmartArt, WordArt, charts, comments, Header and footer, video, or audio	Insert	Tables, Images, Illustrations, Comments, Text, and Media groups.
Apply a theme, change the color of a theme, change the slide size, change the background of a slide, or add a watermark	Design	Themes, Variants, or Customize groups.
Apply or adjust the timing of a transition	Transitions	Transition and Timing groups.
Apply or adjust the timing of an animation	Animations	Animation, Advanced Animation, and Timing groups.
Start a slide show, set up a slide show, specify monitors for use with Presenter view	Slide Show	Start Slide Show, Set Up, and Monitors groups.
Check spelling, enter and review comments, or compare presentations	Review	Proofing, Comments, and Compare groups.
Change views, edit a master view, show grids, guides, and rulers, zoom in, switch between PowerPoint windows, and use macros	View	Presentation Views, Master Views, Show, Zoom, Window, and Macros groups.

Access frequently-used commands

The Quick Access Toolbar, in the upper-left corner of the PowerPoint window, is a great place to add shortcut buttons to the commands you'll use most often.

Click the drop-down arrow next to the Quick Access Toolbar to add or remove the commands listed on the shortcut menu.



If the command you want to add isn't shown in the list, switch to the ribbon tab where the button resides, and then right-click it there. On the shortcut menu, click **Add to Quick Access Toolbar**.

Intuitive tools at your fingertips

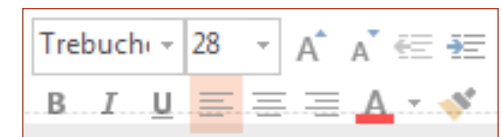
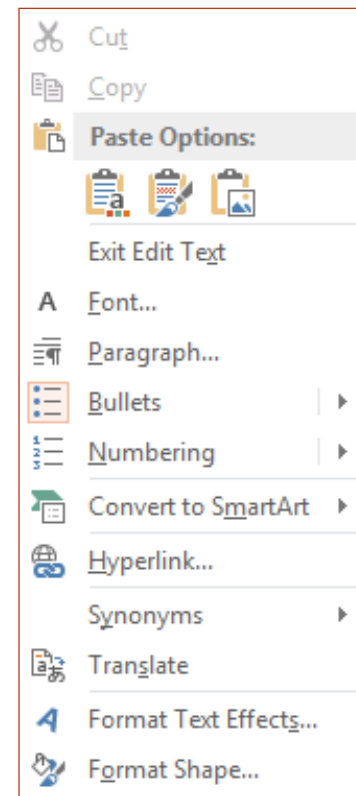


Note that some ribbon tabs appear and disappear, depending on what you're doing.

For example, when you insert or select a video, the **Video Tools: Playback** and **Format** tabs automatically appear. They appear so you can apply formatting or set playback options for the video. These types of contextual tabs appear any time you insert or select a picture, chart, table, WordArt, or any other object.

When you're working on a slide and you right-click the slide background, the right-click menu appears, which is loaded with task options.

Similarly, the mini toolbar automatically appears whenever you want to perform quick text-related tasks, such as indenting a bullet or applying bold to your text.



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