



# Microsoft PowerPoint 2013 Workshop

## **Course objectives:**

- Create, edit, print and present PowerPoint shows
- Apply and customise design themes
- Modify slide layouts via the Slide Master
- Insert and manage graphics, shapes, charts, movies and sound
- Insert hyperlinks
- Master animations and transitions

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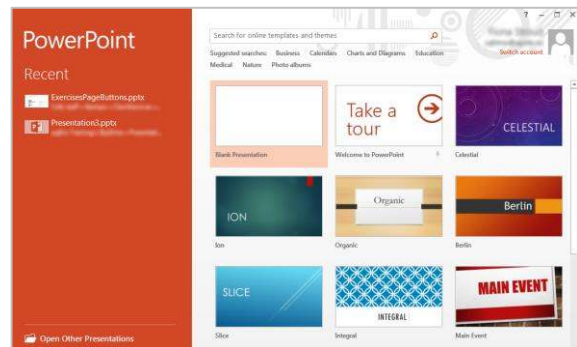
## Interface Overview

When you open PowerPoint directly you are presented with a list of recent files or a choice of templates to begin your presentation.

Microsoft has made 16:9 widescreen the default resolution for slides in PowerPoint 2013.

All the new PowerPoint 2013 themes will be designed to scale to both 4:3 and 16:9 formats. If you have a 16:9 slide and show it on a 4:3 projector, black bars will show up on the top and bottom of the slide.

Slides made in the old 4:3 format will show black bars on both sides of the slide when they are shown on a widescreen projector or TV.



### 1. The File tab

The File tab provides access to Backstage view.

### 2. The Ribbon

The tools to create and edit your presentation.

### 3. The Film Strip

Select or re-order slides.

### 4. The current slide

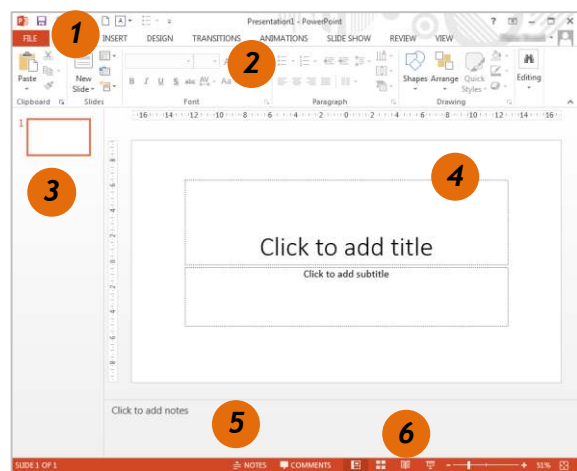
Shows the current slide layout, text and objects.

### 5. Speaker notes

Enables the presenter to add notes to be displayed in Presenter view or on print outs.

### 6. Presentation views

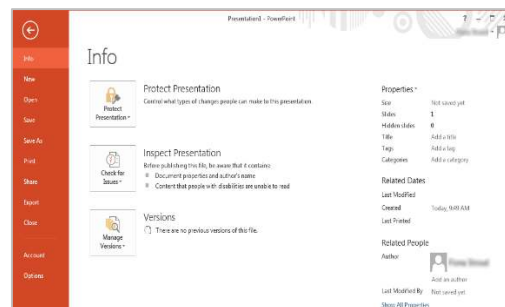
Edit, re-order, or view your slides.



## Backstage view

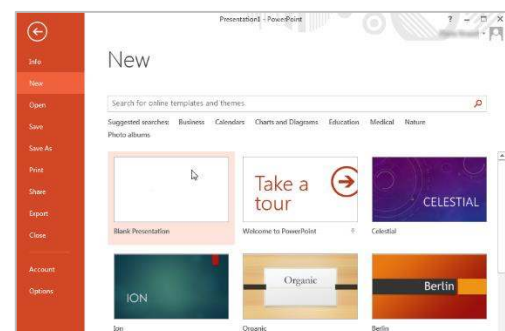
### Enter and exit Backstage view

- Click the **File** tab in the Ribbon.



### Use Backstage view to:

- Create, open, save, print, view file meta-information, manage MS Powerpoint options and adjust the logged in user account
- If MS Powerpoint is signed in with a Microsoft account – you can save directly to OneDrive via your internet connection.



## Notes

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## Getting started

Open a blank PowerPoint presentation to start.

### Exercise 1.

### Edit a placeholder

1. Click in the **Title** placeholder:
2. Type: **“Making a Great Presentation”**
3. Select the **Subtitle** placeholder:
4. Enter your name



### Exercise 2.

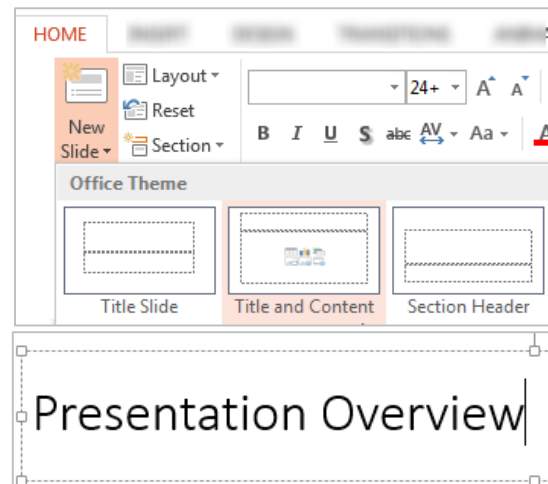
### Inserting slides

You can insert slides of various layouts which are based on the current design theme.

1. Click the **New Slide** button on the **Home** tab
2. Select **Title and Content** layout

**OR**

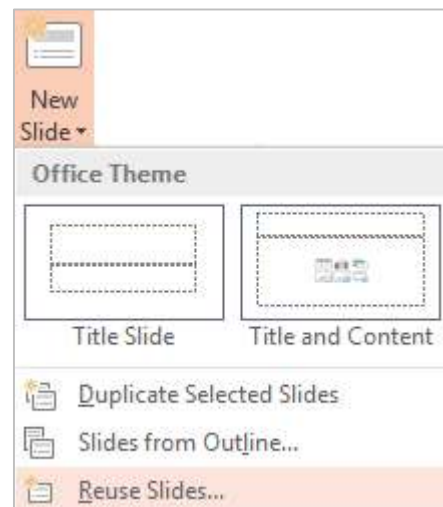
- Use the **CTRL + M** keyboard shortcut
3. Type: **“Presentation Overview”** as the slide title



### Add slides from other sources

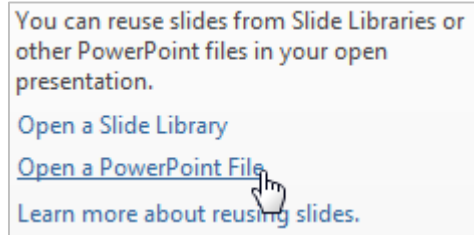
This exercise uses a slide show downloaded from the UQ Library Ask I.T. website.

1. Click the **New Slide** button > **Reuse Slides...**



Notes

2. Click **Open a PowerPoint File** from the side menu
3. Locate and select a PowerPoint presentation
4. Click on **Open**

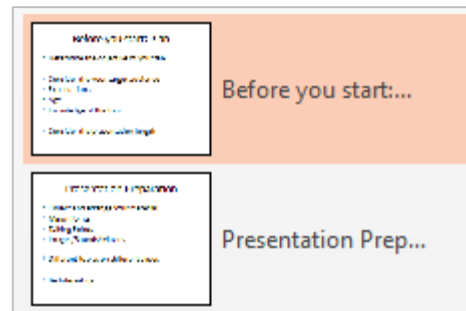



5. Insert slides **3 to 9** by clicking them individually

**OR**

- Right mouse click > **Insert All Slides** and delete any unwanted slides

You can also use this feature to reuse a presentation theme



6. Click  to close the Reuse Slides pane



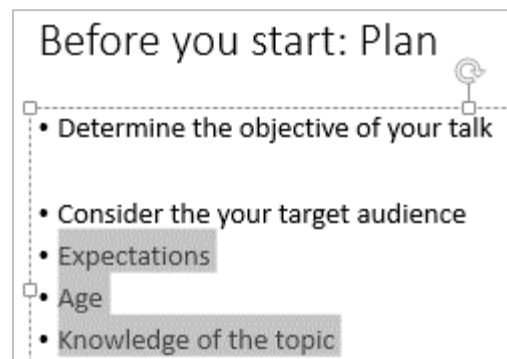
### Exercise 3.

### Modifying slide content

#### Bullet sub points

Indent bulleted text to create sub points

1. Select text to indent



2. Click the **Increase List Level** button in the **Paragraph** group on the **Home** tab



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