



University Information  
Technology Services

# Microsoft Office: PowerPoint 2013

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Accessibility Features

University Information Technology Services

Training, Outreach, Learning Technologies and Video Production

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# University Information Technology Services

## PowerPoint 2013 Accessibility Features

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## **Introduction**

This document has been developed to provide you with information about accessibility and Microsoft PowerPoint 2013. In this document, you will learn about the tools available for accessibility. You will also learn how to control the visual appearance of your slides. Additionally, best practices and document structure are also covered to help you when developing a presentation.

## **Learning Objectives**

The following learning objectives for accessibility will be covered in this document:

- Tools available for accessibility in PowerPoint 2013.
- How to use the keyboard to work with ribbon programs.
- How to control the visual appearance of the slides.
- Best practices when creating a presentation.
- How to effectively structure the slides.
- Making information available on the Internet.
- How to use the accessibility checker.
- How to obtain additional assistance.

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