



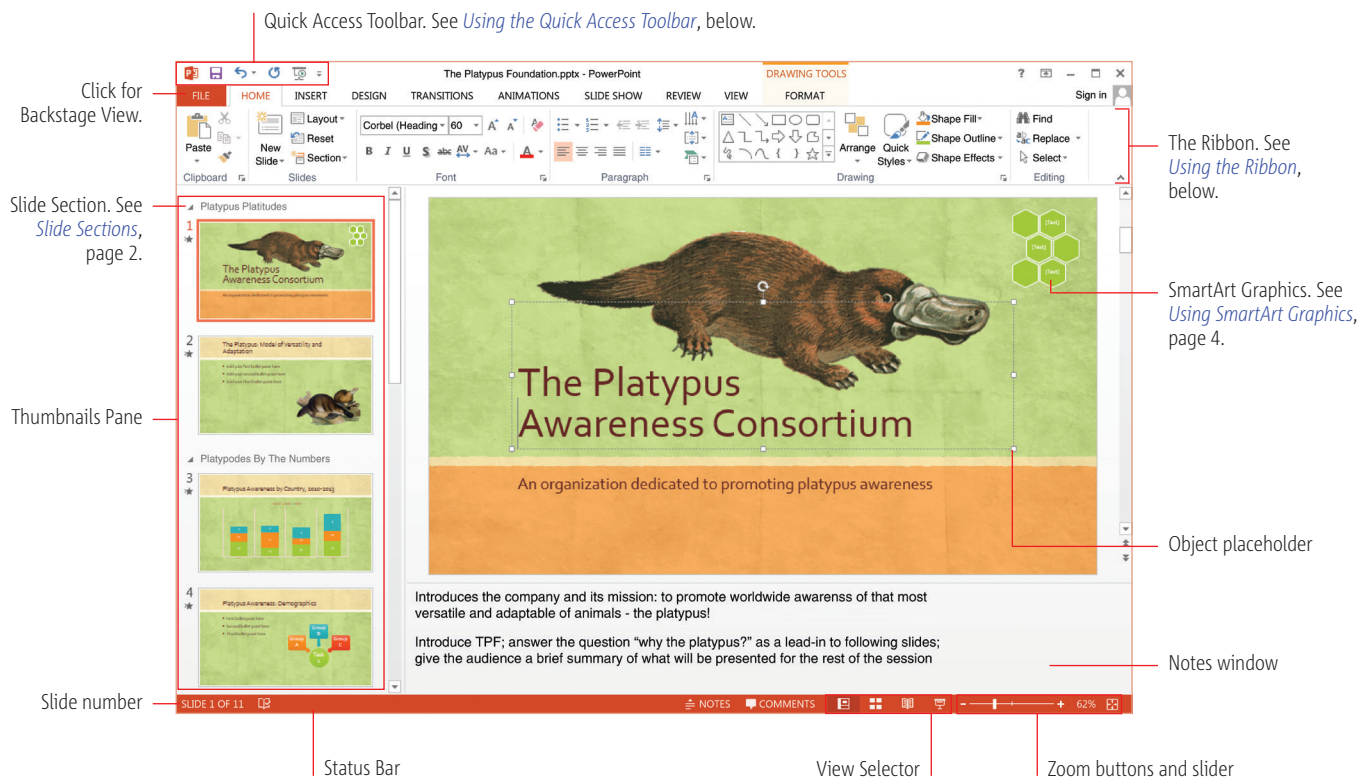
Microsoft®

PowerPoint 2013



Microsoft PowerPoint offers a suite of creative tools for designing, displaying and sharing presentations. PowerPoint 2013 enhances design capability with Theme variations, Smart Guides, and an Eyedropper for color matching across slide elements. Slides are now optimized for widescreen monitors to match workplace standards. Presenter View has been streamlined,

and Commenting allows for enhanced collaboration on presentations. In addition, Microsoft Lync users have the ability to broadcast presentations to Lync contacts with the click of a mouse button.



Using the Backstage View

The Backstage View replaces the File menu and Office Button from previous versions of Microsoft Office. You can access common commands such as **Open**, **Save**, and **Print** here.

To save a presentation: press CTRL+S, or click **FILE** ► **Save**. If needed, type a file name, choose a location to save the file to, and click **Save**.

To open a presentation: press CTRL+O, or click **FILE** ► **Open**. Select the presentation and click **Open**, or click the arrow **Open** for a menu of options (e.g., **Open as Copy**).

To print a presentation, notes, or handouts: press CTRL+P, or click **FILE** ► **Print**. Set printing options using the drop-down menus, then click the **Print** button.

To access program preferences: click **FILE** ► **Options**.

Using the Ribbon

The Ribbon contains common commands and tasks used to make changes in PowerPoint, grouped in context-sensitive tabs.

To fully customize the Ribbon: right-click anywhere on the Ribbon and choose **Customize the Ribbon**.

Using the Quick Access Toolbar

To add a command to the Quick Access Toolbar: right-click the command icon on the Ribbon and choose **Add to Quick Access Toolbar**.

To customize the Quick Access Toolbar: right-click anywhere on the Ribbon and choose **Customize Quick Access Toolbar**.

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