

# PowerPoint 2013



## 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?

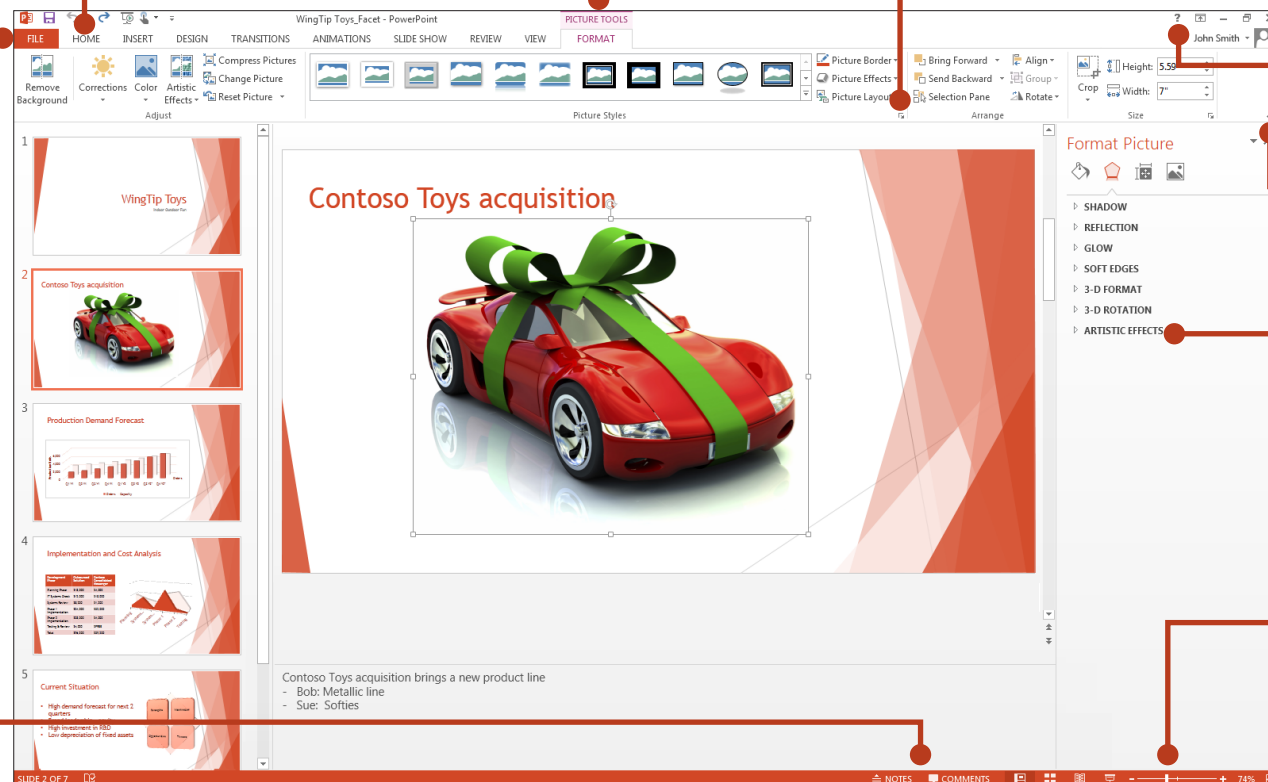
Click here or press **CTRL+F1** to hide or show the ribbon.

### 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

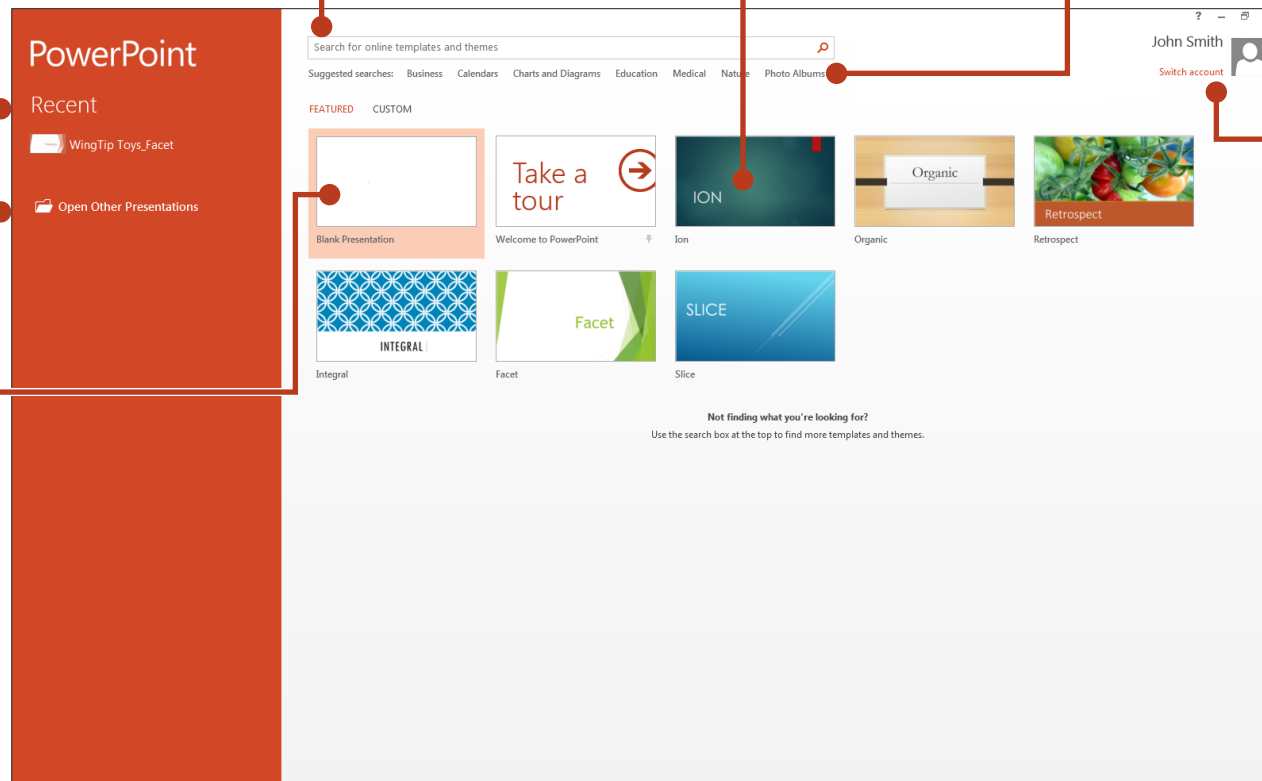
It provides easy access to your most recently opened presentations.

### 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.