

# Part I

# Building Your Presentation

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# A First Look at PowerPoint

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**P**owerPoint 2013 is a member of the Microsoft Office 2013 suite of programs. A *suite* is a group of programs designed by a single manufacturer to work well together. Like its siblings — Word (the word processor), Excel (the spreadsheet), Outlook (the personal organizer and e-mail manager), and Access (the database) — PowerPoint has a well-defined role. It creates materials for presentations.

A *presentation* is any kind of interaction between a speaker and audience, but it usually involves one or more of the following: computer-displayed slides, noncomputerized visual aids (such as transparencies or 35mm slides), hard-copy handouts, and/or speaker's notes. PowerPoint can create all of these types of visual aids, plus many other types that you'll learn about as you go along.

Because PowerPoint is so tightly integrated with the other Microsoft Office 2013 components, you can easily share information among them. For example, if you have created a graph in Excel, you can use it on a PowerPoint slide. It goes the other way too. You can, for example, take the outline from your PowerPoint presentation and copy it into Word, where you can dress it up with Word's powerful document formatting commands. Virtually any piece of data in any Office program can be linked to any other Office program, so you never have to worry about your data being in the wrong format. PowerPoint also accepts data from almost any other Windows-based application and can import a variety of graphics, audio, and video formats.

In this chapter you'll get a big-picture introduction to PowerPoint 2013, and then we'll fire up the program and poke around a bit to help you get familiar with the interface. You'll find out how to use the tabs and panes and how to get help and updates from Microsoft.

## Who Uses PowerPoint and Why?

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PowerPoint is a popular tool for people who give presentations as part of their jobs and also for their support staff. With PowerPoint, you can create visual aids that help get the message across to an audience, whatever that message may be and whatever the format in which it is presented. Although the traditional kind of presentation is a live speech presented at a podium, advances in technology have made it possible to give several other kinds of presentations, and PowerPoint has kept pace nicely. The following list outlines the most common PowerPoint formats:

- **Podium.** For live presentations, PowerPoint helps the lecturer emphasize key points through the use of computer-based shows (from a notebook or tablet PC, for example) or overhead transparencies.
- **Kiosk shows.** These are self-running presentations that provide information in an unattended location. You have probably seen such presentations listing meeting times and rooms in hotel lobbies and as sales presentations at trade show booths.
- **CDs and DVDs.** You can package a PowerPoint presentation on a CD or DVD and distribute it with a press release, a marketing push, or a direct mail campaign. The presentation can be in PowerPoint format, or it can be converted to some other format, such as PDF or a video clip.
- **Internet formats.** You can use PowerPoint to create a show that you can present live over a network or the Internet, while each participant watches from their own computer. You can even store a self-running or interactive presentation on a website in a variety of formats and make it available for the public to download and run on a PC.

When you start your first PowerPoint presentation, you may not be sure which delivery method you will use. However, it's best to decide the presentation format before you invest too much work in your materials because the audience's needs are different for each medium.



Need help structuring a presentation or planning for its delivery? See Appendix A, "What Makes a Great Presentation?"

Most people associate PowerPoint with sales presentations, but PowerPoint is useful for people in many other lines of work as well. The following sections present a sampling of how real people just like you are using PowerPoint in their daily jobs.

### Sales

More people use PowerPoint for selling goods and services than for any other reason. Armed with a laptop computer and a PowerPoint presentation, a salesperson can make a good impression on a client anywhere in the world. Figure 1.1 shows a slide from a sample sales presentation.

**FIGURE 1.1**

PowerPoint offers unparalleled flexibility for presenting information to potential customers.



These are just some of the sales tools you can create with PowerPoint:

- Live presentations in front of clients with the salesperson present and running the show. This is the traditional kind of sales pitch that most people are familiar with.
- Self-running presentations that flip through the slides at specified intervals so that passersby can read them or ignore them as they wish. These types of presentations are great for grabbing people's attention at trade show booths.
- User-interactive product information demos distributed on CD/DVD that potential customers can view at their leisure on their own PCs. This method is very inexpensive because you can create a single presentation and distribute it by mail to multiple customers.



See Chapter 19, "Designing User-Interactive or Self-Running Presentations," to learn about controlling a live presentation. You create a self-running or user-interactive presentation in Chapter 20, "Preparing a Presentation for Mass Distribution."

## Marketing

The distinction between sales and marketing can be rather blurred at times, but marketing generally refers to the positioning of a product in the media rather than its presentation

to a particular company or individual. Marketing representatives are often called upon to write advertising copy, generate camera-ready layouts for print advertisements, design marketing flyers and shelf displays, and produce other creative selling materials.

PowerPoint is not a drawing program per se, and it can't substitute for one except in a crude way. However, by combining the Office 2013 clip art collection and drawing tools with some well-chosen fonts and borders, a marketing person can come up with some very usable designs in PowerPoint. Figure 1.2 shows an example. You learn about clip art in Chapter 11, "Working with Clip Art and Photos." You can also integrate video clips in PowerPoint presentations that can tell the story of your product; see Chapter 15 for more information.

**FIGURE 1.2**

PowerPoint can generate camera-ready marketing materials, although it can't substitute for the tools that professional advertising companies use.



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technology?*

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giving you fits?*

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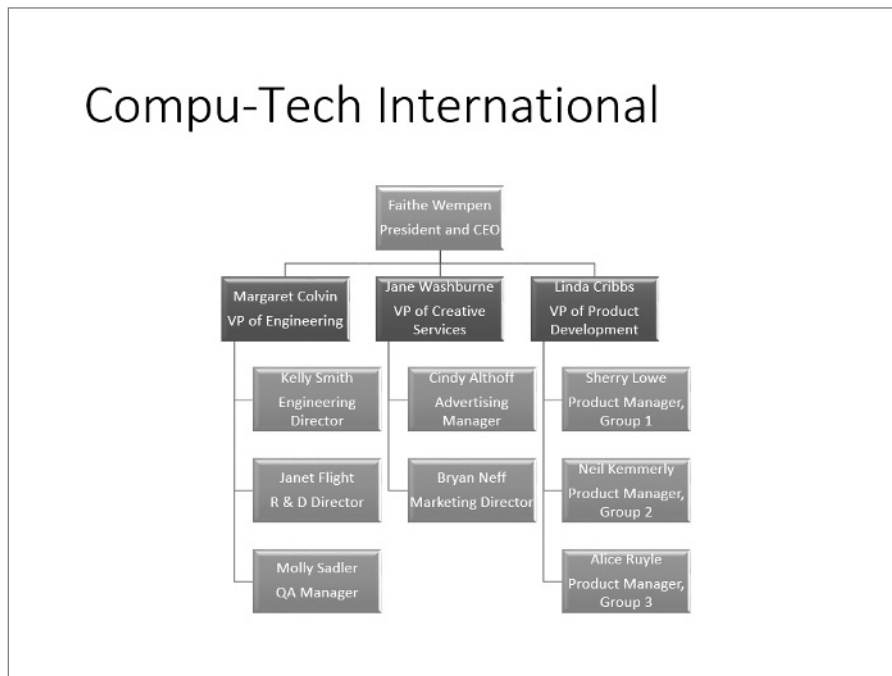
## Human Resources

Human resources personnel often find themselves giving presentations to new employees to explain the policies and benefits of the company. A well-designed, attractive presentation gives the new folks a positive impression of the company they have signed up with, starting them off on the right foot.

One of the most helpful features in PowerPoint for the human resources professional is the SmartArt tool. With it, you can easily diagram the structure of the company and make changes whenever necessary with a few mouse clicks. Figure 1.3 shows an organization chart on a PowerPoint slide. You can also create a variety of other diagram types. Organization charts and other SmartArt diagrams are covered in Chapter 10, “Creating SmartArt Diagrams.”

**FIGURE 1.3**

Microsoft’s SmartArt feature lets you easily create organizational diagrams from within PowerPoint.



## Education and Training

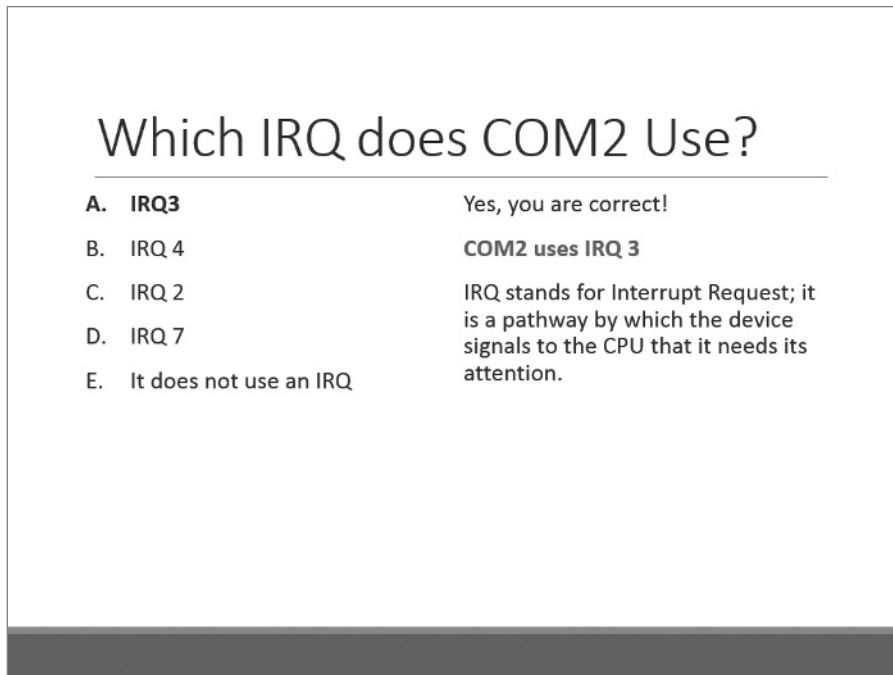
Most training courses include a lecture section in which the instructor outlines the general procedures and policies. This part of the training is usually followed up with individual, hands-on instruction. PowerPoint can’t help much with the latter, but it can help make the lecture portion of the class go smoothly.

If you have access to a scanner, you can scan in diagrams and drawings of the objects you are teaching the students to use. You can also use computer-generated images, such as screen captures and video clips, to teach people about software.

PowerPoint's interactive controls even let you create quizzes that each student can take on-screen to gauge their progress. Depending on the button the student clicks, you can set up the quiz to display a "Yes, you are correct!" or "Sorry, try again" slide. See Figure 1.4. For details about this procedure, see Chapter 19 and Lab 4 in the Project Labs section at the end of the book.

**FIGURE 1.4**


Test the student's knowledge with a user-interactive quiz in PowerPoint.



## Hotel and Restaurant Management

Service organizations such as hotels and restaurants often need to inform their customers of various facts but need to do so unobtrusively so that the information will not be obvious except to those looking for it. For example, a convention center hotel might provide a list of the meetings taking place in its meeting rooms, or a restaurant might show pictures of the day's specials on a video screen in the waiting area.

In such unattended situations, a self-running (kiosk) presentation works best. Typically the computer box and keyboard are hidden from passersby, and the monitor displays the information.

 You learn more about kiosk setups in Chapter 19.



## Clubs and Organizations

Many nonprofit clubs and organizations, such as churches and youth centers, operate much the same way as for-profit businesses and need sales, marketing, and informational materials. But clubs and organizations often have special needs too, such as the need to recognize volunteers for a job well done. Microsoft provides a certificate template for PowerPoint that's ideal for this purpose. Figure 1.5 shows a certificate generated in PowerPoint. Another popular use for PowerPoint is to project the lyrics of a song on a big screen for sing-alongs at churches and meetings.

**FIGURE 1.5**

With PowerPoint, you can easily create certificates and awards.



## What's New in PowerPoint 2013?

PowerPoint 2013 is very much like PowerPoint 2010 in its basic functionality. It uses a tabbed Ribbon across the top, rather than a traditional menu system, and employs dialog boxes and a Quick Access Toolbar in the same ways that 2010 did.

This doesn't mean that there aren't changes and improvements though! The following sections outline the major differences you will see when you upgrade from PowerPoint 2010 to PowerPoint 2013.

### Cloud Integration

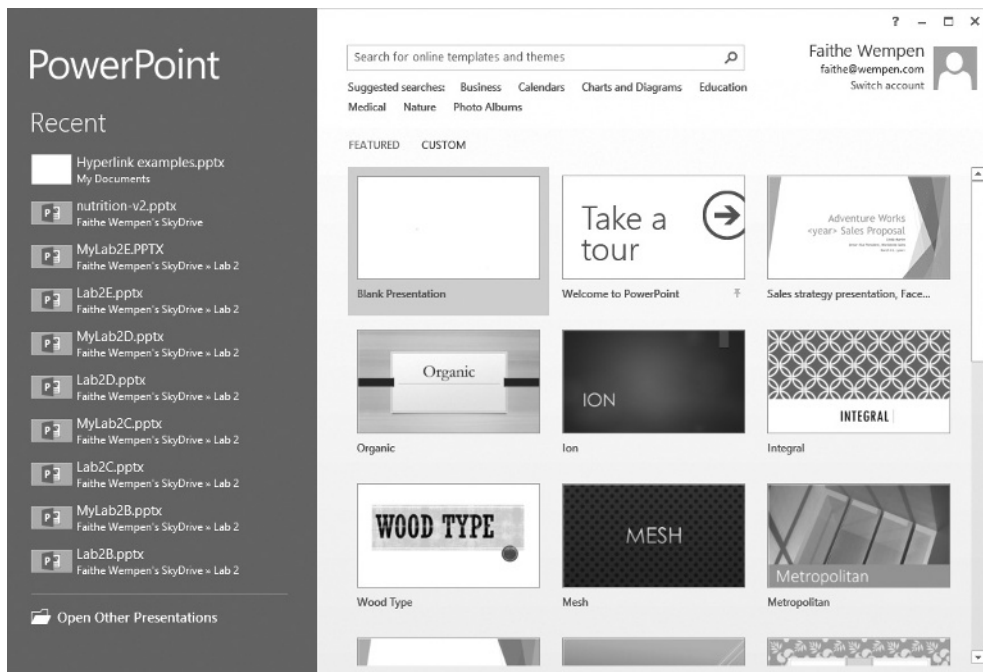
You can purchase Office 2013 (or the standalone PowerPoint 2013) either as a traditional boxed application or as a cloud-based subscription called Office 365. There are several benefits to the cloud version, including lower price, automatic updates, the ability to use Office on multiple PCs without paying extra (with some editions), and the ability to access your Office applications and files from multiple locations. The cloud-based version is marketed primarily to businesses, but versions are also available for university students and home users too. See <http://www.microsoft.com/en-us/office365/small-business-home.aspx> for more information.

### Start Screen

In earlier PowerPoint versions, you started up in a blank new presentation, which some beginners found intimidating. PowerPoint 2013 opens with a Start screen (Figure 1.6), providing easy access to both local and online templates as well as recently used files.

**FIGURE 1.6**

PowerPoint 2013 opens with a Start screen that offers links to templates and recent files.



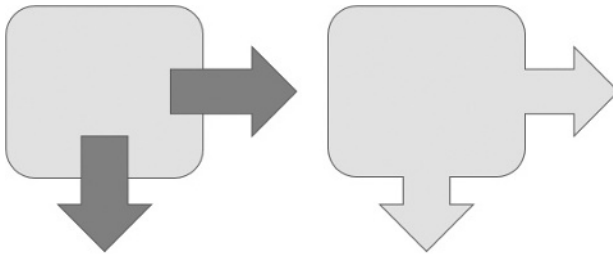
## Improved Shape Merging

If you have ever tried to create anything with the drawing tools in an Office app, you know that it can be frustrating because the shapes provided don't always match the shapes you want. Office 2013's drawing tools contain several new commands and capabilities that make the process of creating just the right shapes much easier. You can find the Merge Shapes button on the Insert Shapes section of the Drawing Tools Format tab when two or more shapes are selected. Clicking Merge Shapes opens a menu of merge types.

These new commands are all focused around merging two or more shapes into a single shape, using actions like Union, Combine, Intersect, Fragment, and Subtract. For example, suppose you want a shape that consists of a rounded rectangle with two arrows emerging from it. You could start with the three separate shapes shown at the left in Figure 1.7 and then use the Union command to join them into a single shape, as shown on the right.

**FIGURE 1.7**

Drawn shapes, before and after merging.



You will learn a lot more about these in Chapter 9, "Drawing and Formatting Objects."

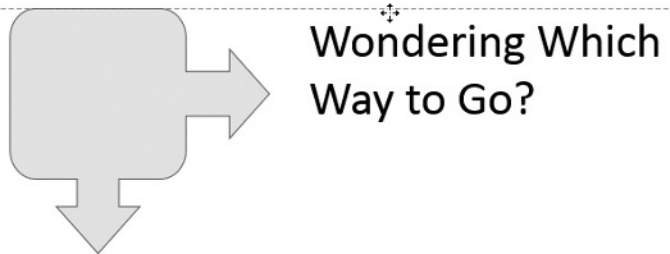
## Improved Smart Guides

PowerPoint 2013 makes it easier than ever to precisely align and evenly space objects with one another. When you drag an object to position it, dotted guidelines called Smart Guides appear, showing its relationship to other objects on the slide and allowing you to easily snap the object into precise alignment and spacing. Earlier versions of PowerPoint had alignment commands, but you had to specifically issue them; Smart Guides present themselves automatically whenever they might be needed. Figure 1.8 shows an example. Smart Guides are covered in Chapter 9.

You can also create permanent drawing guides on the slide masters, making it easier to position content on slide masters and layout masters. Chapter 4, "Working with Layouts, Themes, and Masters," covers modifying slide masters.

**FIGURE 1.8**

Alignment guides make it easier to align objects on slides.

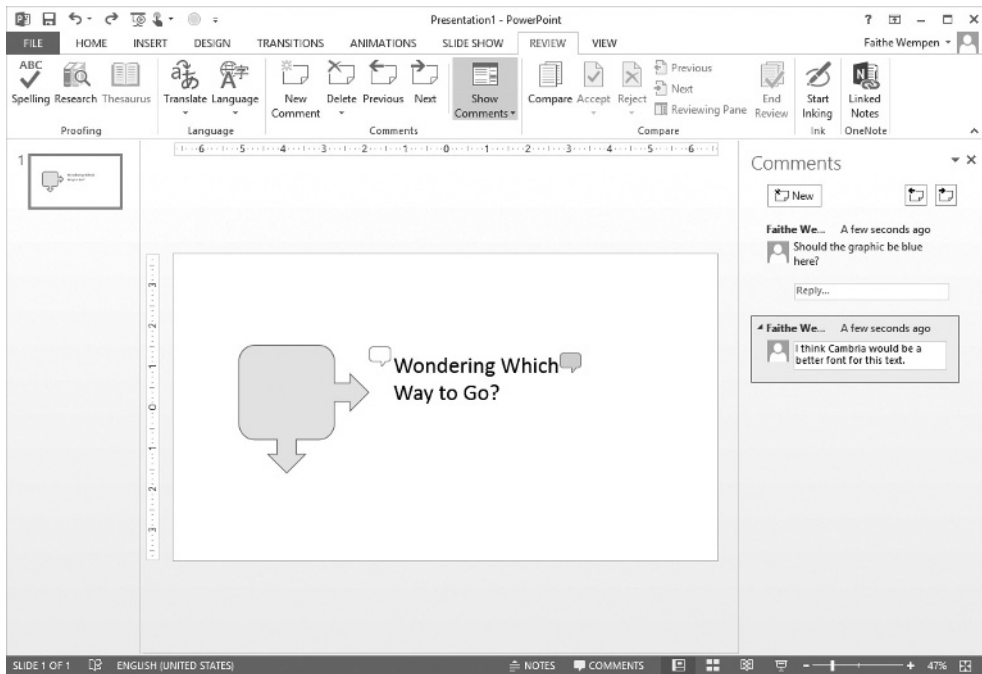


## Improved Comments

PowerPoint has included a Comments feature in the past, but it hasn't been very robust. In PowerPoint 2013, there is a Comments pane that you can use in Normal view to display and manage comments. See Figure 1.9.

**FIGURE 1.9**

The Comments pane helps you display and respond to comments.



## SkyDrive Integration

SkyDrive is Microsoft's online file storage service. Each user gets a certain amount of free space there (usually 2GB), and you can purchase additional space.

In Office 2013 apps, the logged-in user's SkyDrive is the default save location, making it as easy to save files to your SkyDrive as it is to save to any local folder on your hard disk. Files saved to SkyDrive are private and secure, and you can access them from any Internet-connected computing device, no matter where you are. For more information about SkyDrive, see Appendix B.

## Online Pictures and Videos

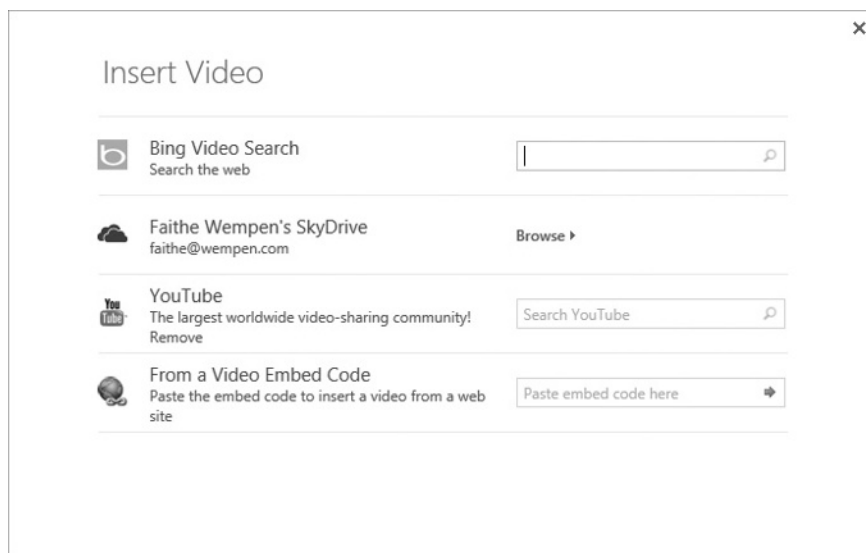
PowerPoint 2013, like other Office 2013 applications, includes integration with online picture and video sharing services such as YouTube and Flickr, enabling you to easily access your own and other people's online content for use in your presentations.

Microsoft's clip art collection is now accessed entirely online from Office.com. You can also easily import pictures from your own SkyDrive and from a Bing image search. To help you avoid copyright problems, by default the Bing image search returns only results that are free to use under Creative Commons (a public user license).

For videos, you can embed video code from any website that provides it. (PowerPoint 2010 also allowed this.) But what's new now is that you can search for videos with Bing video search and select and embed clips directly from YouTube. See Figure 1.10.

**FIGURE 1.10**

You can insert or embed video content from online sources.



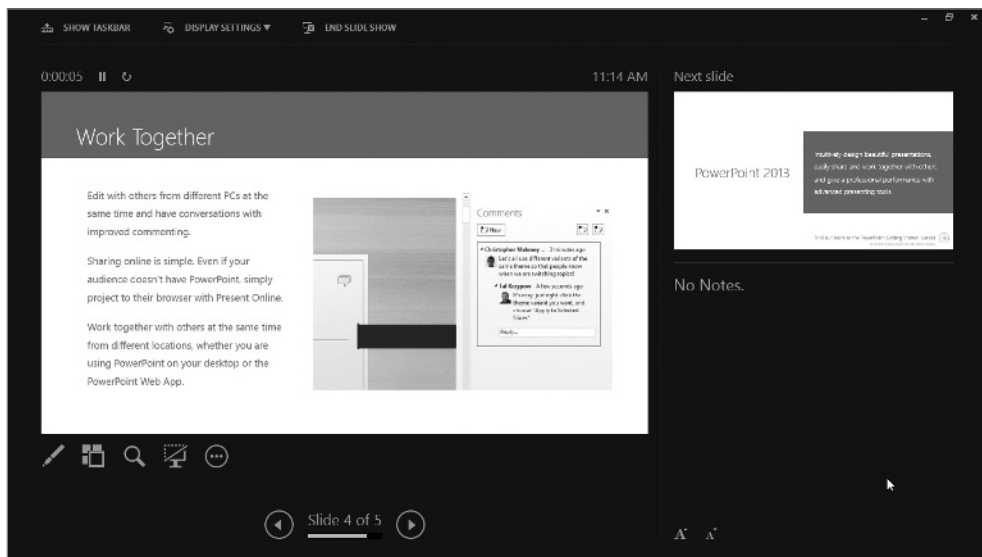
### Improved Presenter Tools

PowerPoint 2013 improves on-screen presentation capabilities in several ways. First, the tools available to you in Slide Show view are now more robust, including the ability to zoom in on a particular area of a slide and to select a slide to jump to from an array of thumbnail images.

Presenter view can now be viewed on one monitor, allowing you to rehearse without connecting anything else. Presenter view has also been enhanced, with extra display settings and easier-to-use slide controls. See Figure 1.11.

**FIGURE 1.11**

Presenter view is now easier to use.



### ...And Other New Features

Besides the features I've just outlined, there are plenty more nice surprises awaiting upgraders:

- **Theme variants.** For many years now, PowerPoint users have complained that the templates PowerPoint provides are not customizable enough. For example, what if a certain template has a perfect background graphic but the colors are all wrong? PowerPoint 2013 solves this by providing color variants for many of the built-in themes.

- **Touch controls.** All of the Office 2013 apps, including PowerPoint, are more easily controlled with touch screens than their predecessors. You can use PowerPoint 2013 in the traditional way, with a mouse, or by pointing, tapping, swiping, and dragging on a touch screen.
- **Eyedropper tool.** Some graphics programs enable you to use an Eyedropper tool to pick up a color from one object and copy that color to another object. Now you can do that in Office applications too. For example, you could pick up a color from a photograph on a slide and apply it to the text on the slide so that everything matches. This is great for matching colors for themes. You'll find the Eyedropper tool on the Shape Fill and Shape Outline buttons' menus on the Drawing Tools Format tab when working with shapes.
- **MP4 support.** PowerPoint 2010 was revolutionary in that it allowed users to create their own video versions of their presentations. However, only one video format was supported: AVI. PowerPoint 2013 adds MP4 support, making the resulting videos much more widely shareable because MP4 is one of the most common video formats for online use.
- **Welcome Back.** When you reopen a presentation that you were previously working on, the last slide you were editing automatically reappears.

## Learning Your Way around PowerPoint


Now that you have seen some of the potential uses for PowerPoint and toured the new features, let's get started using the program.

PowerPoint is one of the easiest and most powerful presentation programs available. You can knock out a passable presentation in a shockingly short time by skimming through the chapters in Part I and Part II of the book, or you can spend some time with PowerPoint's advanced features to make a complex presentation that looks, reads, and works exactly the way you want.

### Starting and Exiting PowerPoint

You can start PowerPoint just as you would any other program in Windows: from the Start screen (in Windows 8) or the Start menu (in Windows 7). Office 2013 runs only under those two operating systems.

In Windows 8:

1. **Press the Windows key, , on the keyboard to display the Start screen, or on a touch screen, swipe in from the right and tap Start.** The Start screen appears.
2. **Scroll to the right if needed to find the PowerPoint 2013 tile, and click or tap it.** The program starts.

In Windows 7:

1. **Click the Start button.** The Start menu opens.
2. **Click All Programs.**
3. **Click Microsoft Office.**
4. **Click Microsoft PowerPoint 2013.** The program starts.

When PowerPoint 2013 opens, a Start screen appears, as you saw back in Figure 1.6, offering help for opening existing files or starting new ones. If you want to bypass the Start screen and jump immediately to a new blank presentation (as in earlier versions of PowerPoint), just press the Esc key.

### TIP

If you want quick access to PowerPoint from the Windows 8 Desktop, add a shortcut to PowerPoint to the taskbar. To do so, right-click the PowerPoint 2013 tile on the Start screen and click Pin to Taskbar. From then on, you can start PowerPoint by clicking the PowerPoint 2013 icon on the left end of the taskbar.

When you are ready to leave PowerPoint, click the Close (X) button in the top-right corner of the PowerPoint window. If you have any unsaved work, PowerPoint asks if you want to save your changes. Because you have just been playing around in this chapter, you probably do not have anything to save yet. (If you do have something to save, see Chapter 2, “Creating and Saving Presentation Files,” to learn more about saving.) Click No to decline to save your changes, and you’re outta there.

## Understanding the Screen Elements

PowerPoint’s interface is typical of any Windows desktop program in many ways, but it has some special Office-specific features as well. The PowerPoint window contains these elements, as shown in Figure 1.12:

- **Title bar.** Identifies the program running (PowerPoint) and the name of the active presentation. If the window is not maximized, you can move the window by dragging the title bar.
- **Ribbon.** Functions as a combination of menu bar and toolbar, offering tabbed “pages” of buttons, lists, and commands. The next section describes it in more detail.
- **File tab.** Opens the File menu (Backstage view), from which you can open, save, print, and start new presentations.
- **Quick Access Toolbar.** Contains shortcuts for some of the most common commands. You can add your own favorites here as well.
- **Minimize button.** Shrinks the application window to a bar on the Windows taskbar; you click its button on the taskbar to reopen it.



- **Maximize/Restore button.** If the window is maximized (full screen), it changes to windowed (not full screen). If the window is not maximized, clicking here maximizes it.
- **Close button.** Closes PowerPoint. You may be prompted to save your changes, if you made any.
- **Work area.** Where active PowerPoint slide(s) appear. Figure 1.10 shows it in Normal view, but other views are available that make the work area appear differently.

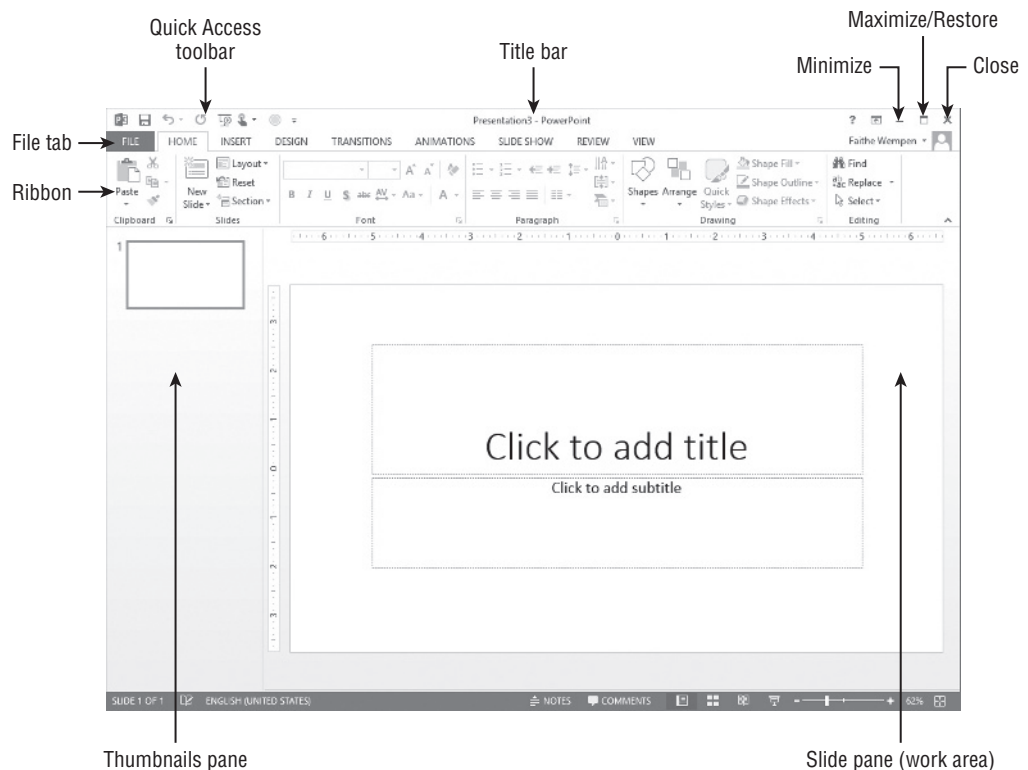


See the section “Changing the View” later in this chapter for details.

- **Status bar.** Reports information about the presentation and provides shortcuts for changing the view and the zoom and accessing the Notes and Comments panes.

**FIGURE 1.12**

The PowerPoint window is a combination of usual Windows features and unique Office elements.



### NOTE

Because this isn't a Windows book, Windows controls are not covered in detail here. However, if you're interested in learning more about Windows-based programs in general, pick up my book *Windows 8 eLearning Kit For Dummies* (Wiley, 2013). A Windows 7 version is also available.

## Working with the Ribbon

PowerPoint 2013's user interface is based on the Ribbon, which is a bar across the top of the window that contains tabbed pages of commands and buttons. Rather than opening a menu and selecting a command, you click a tab and then click a button or open a list on that tab.

Here are some important terms you need to know when working with tabs:

- **Ribbon.** The whole bar, including all of the tabs.
- **File tab.** A rectangular orange button that opens Backstage view (also called the File menu), from which you can choose to start a new presentation and save, print, and perform other file-related activities. See Figure 1.12 for this button's location.
- **Quick Access Toolbar.** A small toolbar adjacent to the Office button from which you can select commonly used commands.

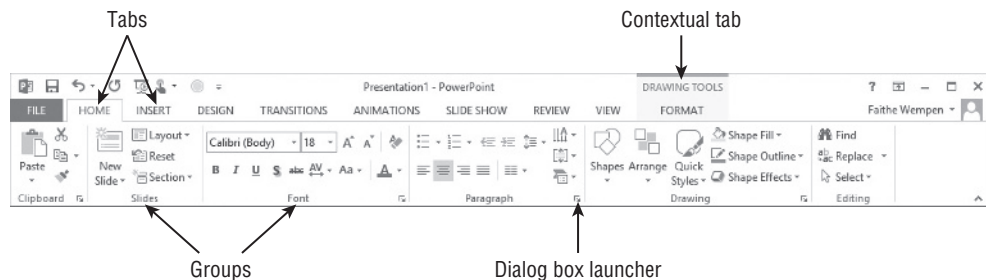
### TIP

To add a command to the Quick Access Toolbar, right-click the icon for it and choose Add to Quick Access Toolbar. To remove the command from there, right-click its icon and choose Remove from Quick Access Toolbar.

- **Tab.** A tabbed page of the Ribbon. Figure 1.13 shows the Home tab, for example.

**FIGURE 1.13**

The Ribbon is PowerPoint 2013's primary user interface.



- **Contextual tab.** A tab that appears only when certain content is selected, such as a graphic or a chart. The context name appears above the tab name. In Figure 1.13, Drawing Tools is the context name for the Format tab.
- **Group.** A section of a tab. The Home tab shown in Figure 1.13 has the following groups: Clipboard, Slides, Font, Paragraph, Drawing, and Editing.
- **Dialog box launcher.** A small icon that is in the bottom-right corner of a group and from which you can open a dialog box related to that group.

## NOTE

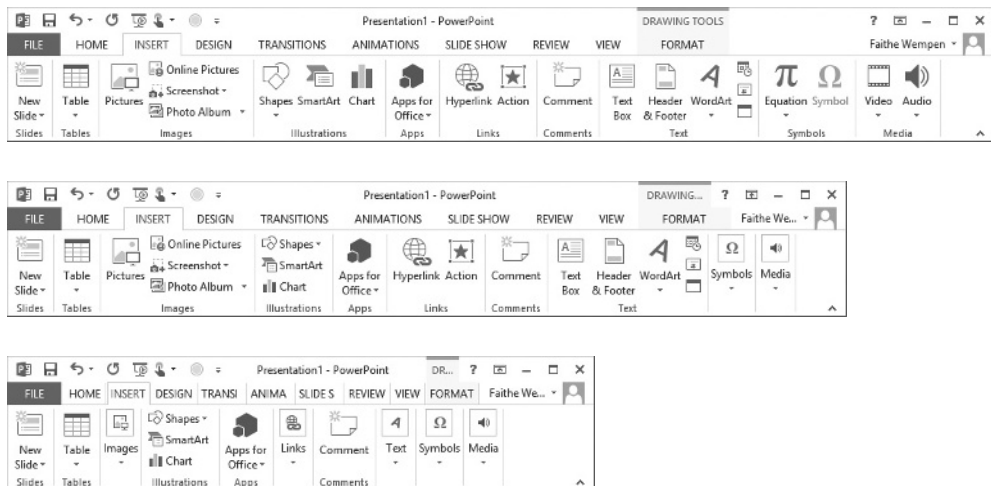
To find out what a toolbar button does, point the mouse at it. A ScreenTip pops up explaining it.

## Working with Collapsible Tab Groups

Within a tab, groups can expand or collapse depending on the width of the PowerPoint window. When the window is large enough, everything within each group is fully expanded so that each item has its own button. When the window is smaller, groups start collapsing so that all groups remain visible. At first, large buttons get smaller and stack vertically; if that's not enough, then groups collapse into single large buttons with drop-down lists from which you can select the individual commands. Figure 1.14 shows the same tab in three different widths for comparison.

**FIGURE 1.14**

The size of the PowerPoint window determines how much the groups are collapsed or expanded on the Ribbon.



### CAUTION

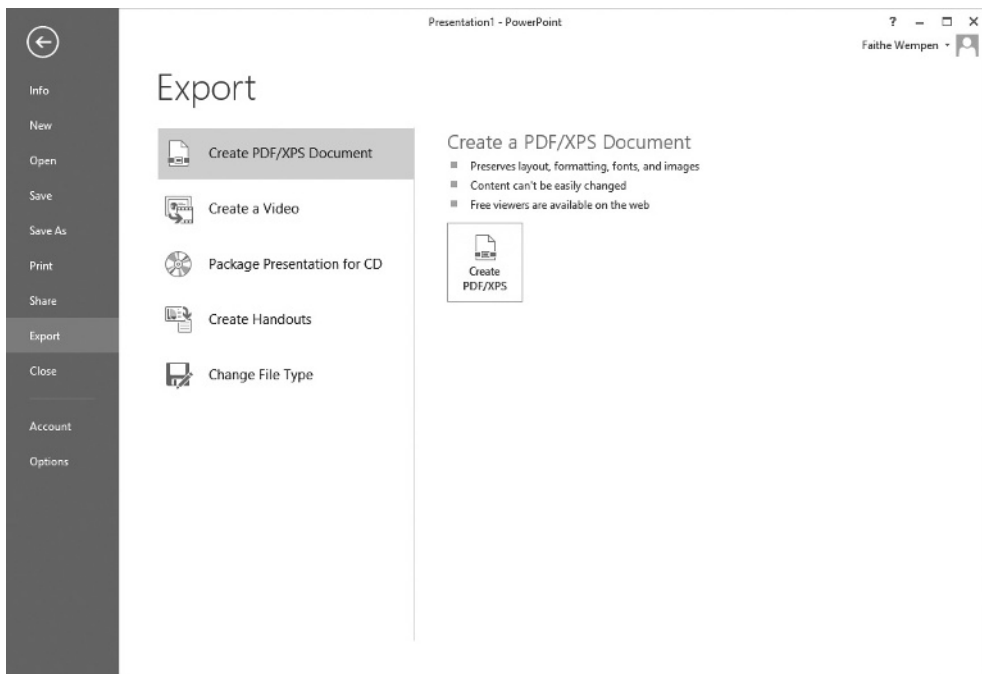
Because the Ribbon collapses, the exact steps for performing certain procedures depend on the active PowerPoint window's width. A small window may require an extra step of opening a button's menu to select a command, for example. For a large window, each command appears directly on the tab. This book assumes a PowerPoint app window size of 1024 x 768 pixels; if you run PowerPoint at a smaller resolution, you may occasionally have an extra step to access a command.

### Working with Backstage View

When you open Backstage view by clicking the File tab, a multilayered menu system appears. Many of the commands along the left side of the screen are categories that open submenus when you click them. For example, in Figure 1.15, the Export command has been selected, revealing additional choices.

**FIGURE 1.15**

Backstage view is a hierarchical menu system; first select a category on the left, then a command in the middle, and then an option on the right.



The top-level categories and commands in Backstage View are as follows:

- **Info.** Displays information about the current presentation, including its properties. Commands are available for working with versions, permissions, and sharing.

- **New.** Displays a list of templates available for starting a new presentation.
- **Open.** Displays the Open dialog box, from which you can select a file to open.
- **Save.** Saves the current presentation.
- **Save As.** Saves the current presentation and prompts you for filename and location information, even if the file has been previously saved.
- **Print.** Provides access to printing options, including setting a print range, choosing a printer, and specifying settings like color and collation.
- **Share.** Offers access to features for distributing the presentation via e-mail or fax, sharing it on your SkyDrive, presenting it online, or publishing slides to a SharePoint server.
- **Export:** Provides commands for creating PDF and XPS files, creating videos, exporting handouts to Word, packaging a presentation for CD, and changing the file type.
- **Close.** Closes the active presentation.
- **Account.** Enables you to see the user account information that you are logged in with and manage your connected services, such as your SkyDrive. You can also check for updates from here and view software version information.
- **Options.** Opens a dialog box where you can customize the interface, also described in Chapter 22, “Customizing PowerPoint.”

## NOTE

PowerPoint 2010 had an Exit command on the File menu, but PowerPoint 2013 does not. You can exit PowerPoint by clicking the Close (X) button in the upper-right corner of the app window.

## Working with Dialog Boxes and Panes

PowerPoint sometimes uses dialog boxes to prompt you for more information. When you issue a command that can have many possible variations, a dialog box appears so you can specify the particulars.

Figure 1.16 illustrates some of the controls you may encounter in PowerPoint’s dialog boxes:

- **Check box.** These are individual on/off switches for particular features. Click to toggle them on or off.
- **Increment buttons.** Placed next to a text box, these buttons allow you to increment the number in the box up or down by one digit per click. For example, the Size text box has increment buttons in Figure 1.16.
- **Drop-down list.** Click the down arrow next to one of these to open the list, and then click your selection from the menu that appears. For example, the Latin text font setting has a drop-down list.

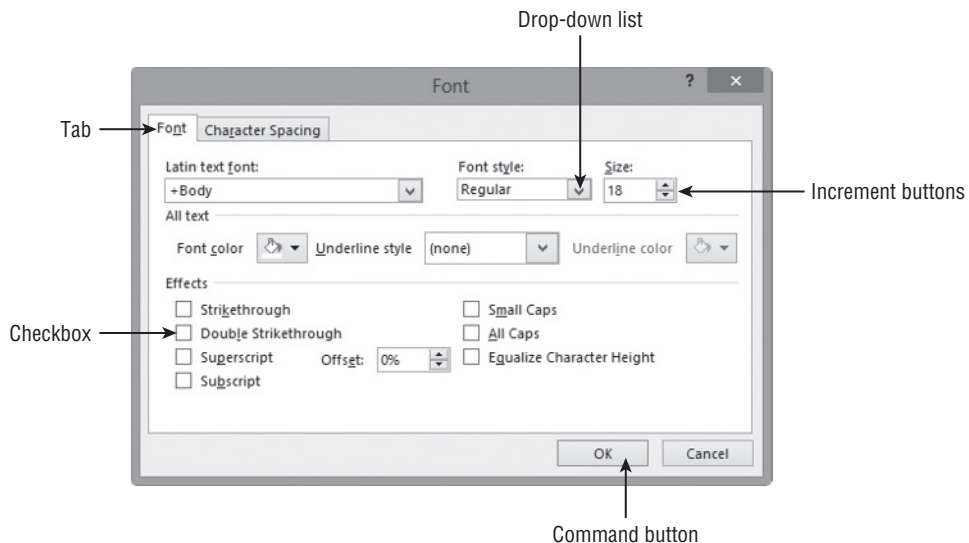
- **Command button.** Click one of these big rectangular buttons to jump to a different dialog box. OK and Cancel are also command buttons; OK accepts your changes and Cancel rejects them.
- **Tabs.** Click a tab along the top of the dialog box to see a different page of options. In Figure 1.16, there are two tabs: Font and Character Spacing.



Dialog boxes that open or save files have some special controls and icons all their own, but you learn about those in more detail in Chapter 2, where you also learn to open and save your files.

**FIGURE 1.16**

The Font dialog box illustrates several types of controls.



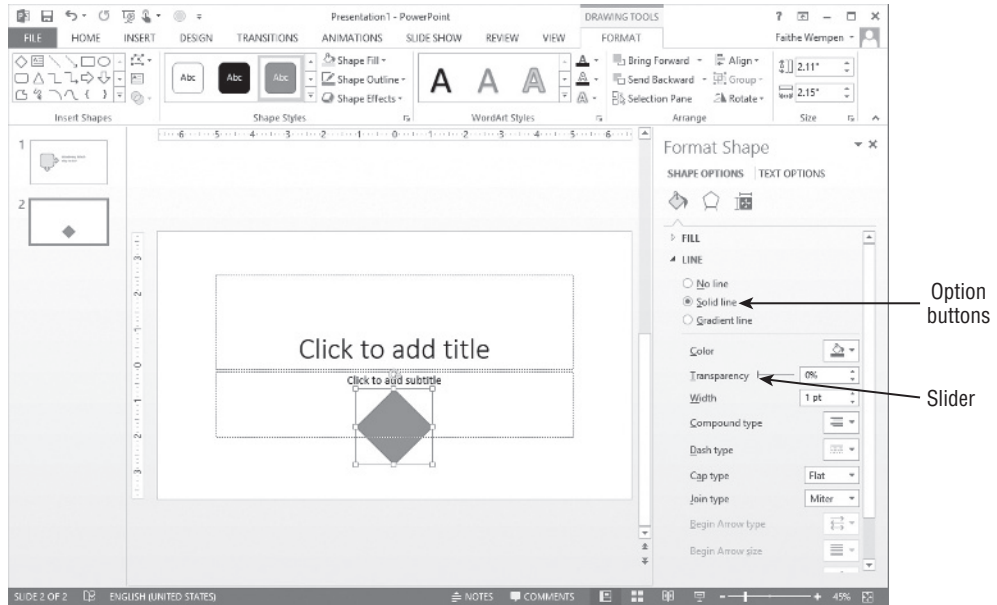
Office 2013 has moved away from using dialog boxes for some features; you may also encounter panes that ask for more information when you issue a command. A *pane* is a rectangular area along the left or right side of the screen, as shown in Figure 1.17. Notice that the Format Shape pane in Figure 1.17 has two tabs: Shape Options and Text Options. Click one or the other of those terms near the top of the pane to switch among the different pages of options. Beneath the selected tab are several icons; each icon shows a different page of options as well.

Some of the additional controls are shown in Figure 1.17:

- **Option buttons.** Option buttons are round, and operate in mutually exclusive groups. In Figure 1.17, under the Line heading, there are three Option buttons: No line, Solid line, and Gradient line. Option buttons are sometimes called radio buttons.
- **Slider.** A slider enables you to drag a bar to indicate a setting along a sliding scale. Transparency has a slider in Figure 1.17.

**FIGURE 1.17**

Some features use panes instead of dialog boxes.



## Changing the View

A *view* is a way of displaying your presentation on-screen. PowerPoint comes with several views because at different times during the creation process, it is helpful to look at the presentation in different ways. For example, when you add a graphic to a slide, you need to work closely with that slide, but when you rearrange the slide order, you need to see the presentation as a whole.

PowerPoint offers the following presentation views:

- **Normal.** A combination of several resizable panes so you can see the presentation in multiple ways at once. Normal is the default view.
- **Outline.** A variant of Normal view in which slide content appears as a text outline in the left pane rather than as graphical slide thumbnails. This view is available only from the View tab.
- **Slide Sorter.** A light-table-type overhead view of all the slides in your presentation, laid out in sections and rows, suitable for big-picture rearranging.
- **Slide Show.** The view you use to show the presentation on-screen. Each slide fills the entire screen in its turn. This view is not available from the View tab, but it

is available in several other places, including in the status bar and in the Quick Access Toolbar.

- **Reading.** Similar to Slide Show view, except it's windowed and the status bar remains in view. You can use Reading view to check your work as if you were showing the slide show but still retain access to certain commands.
- **Notes Page.** A view with the slide at the top of the page and a text box below it for typed notes. (You can print these notes pages to use during your speech.) This view is available only from the View tab.

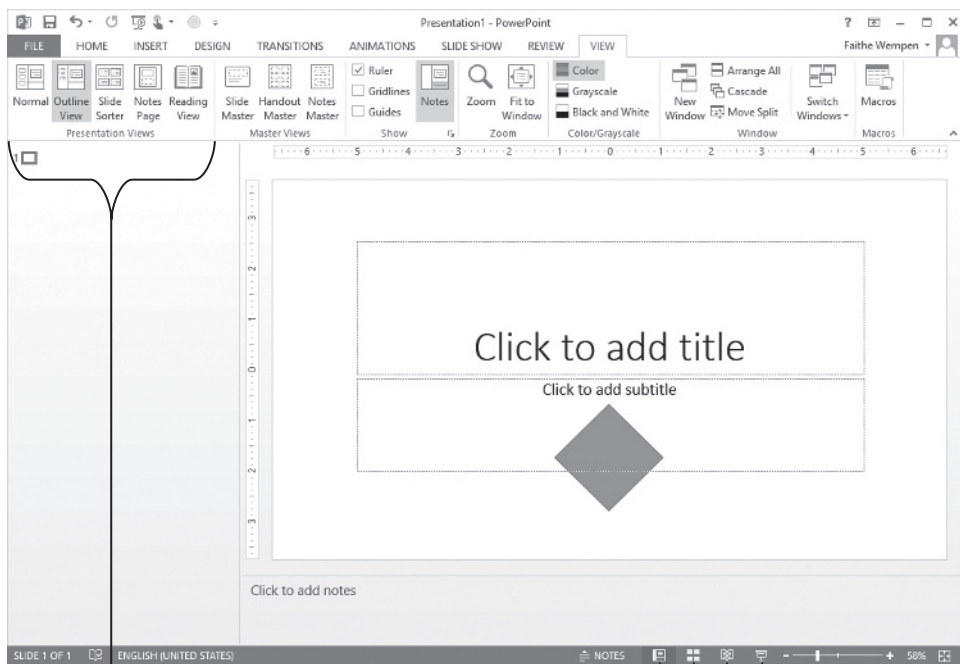


This chapter covers only the presentation views (that is, regular views in which you can see the individual content of each slide). The master views are discussed in Chapter 4; master views enable you to make global changes to many slides at once.

There are two ways to change a view: Click a button on the View tab, or click one of the view buttons at the right end of the status bar at the bottom of the screen, shown in Figure 1.18. Not every view is available in both places.

**FIGURE 1.18**

Select a view from the View tab or from the viewing controls in the bottom-right corner of the screen.



View buttons

Normal  
Slide Sorter  
Reading  
Slide Show



**TIP**

When you save, close, and reopen a file, PowerPoint opens it in the view in which you left the file. To have the files always open in a particular view, choose File ⇨ Options ⇨ Advanced, and in the Display section, click the drop-down arrow on the Open All Documents Using This View list and select the desired view. The options on this list include some custom versions of Normal view that have certain panes turned off. For example, you can open all documents in Normal – Slide Only to always start in Normal view with just the main editing pane open.

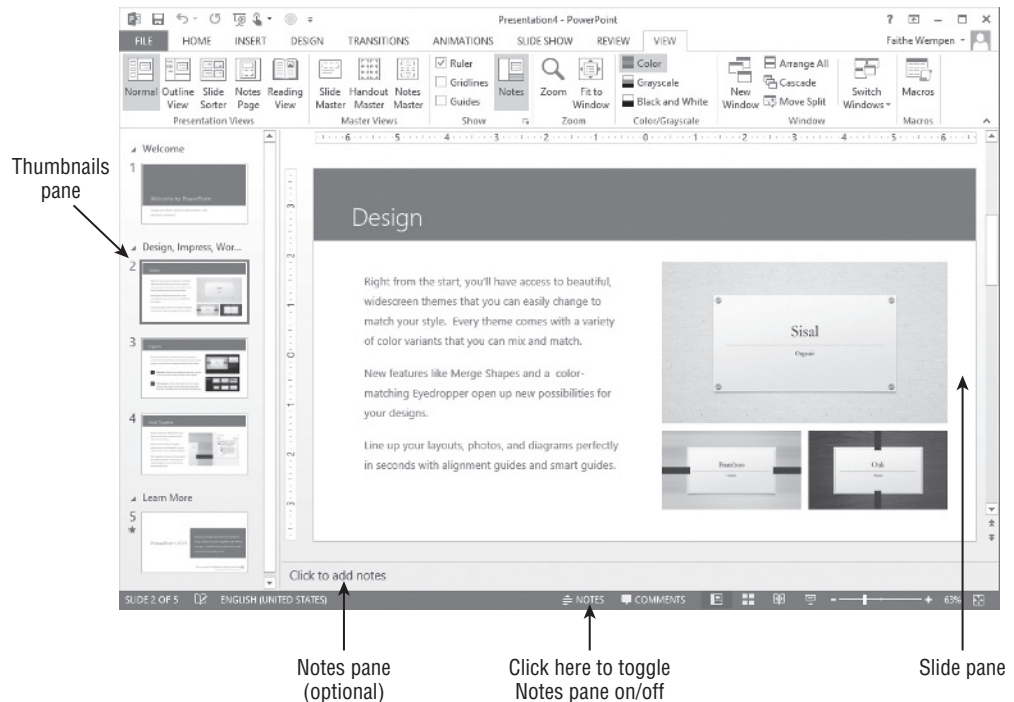
1

## Normal and Outline Views

Normal view, shown in Figure 1.19, is a very flexible view that contains a little bit of everything. In the center is the Slide pane, where the active slide appears, and to its left is the Thumbnails pane, containing a set of thumbnail images that represent the presentation's slides.

**FIGURE 1.19**

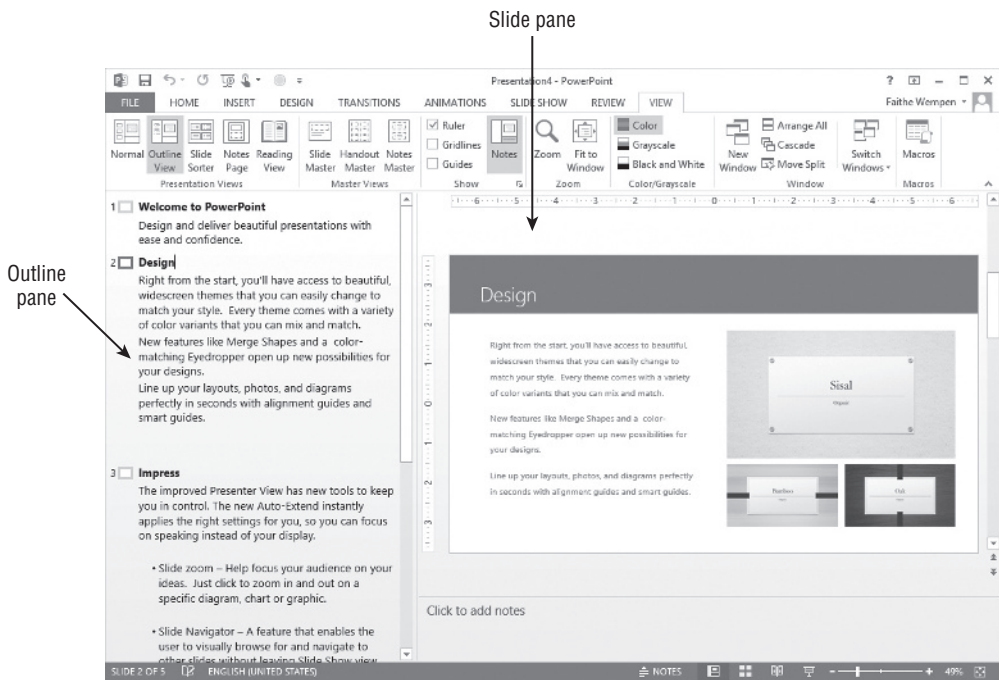
Normal view, the default, shows slide thumbnails at the left and an editing window at the right.



Outline view (shown in Figure 1.20) is identical to Normal view except instead of the slide thumbnails on the left, you see a text outline.

**FIGURE 1.20**

Outline view shows a text outline at the left and an editing window at the right.



An optional Notes pane is available at the bottom of the window in Normal or Outline view; click Notes on the status bar to display or hide it. An optional Comments pane appears and disappears on the right when you click Comments on the status bar. (Normal view only, as shown in Figure 1.19).

Each of the panes in Normal view has its own scroll bar, so you can move in it independently of the other panes. You can resize the panes by dragging the dividers between the panes. For example, to give the notes area more room, point the mouse pointer at the divider line between it and the slide area so that the mouse pointer becomes a double-headed arrow, and then hold down the left mouse button as you drag the line up to a new spot. To get the Thumbnails (or Outline) pane out of the way, drag the divider between it and the slide editing pane as far as possible to the left.

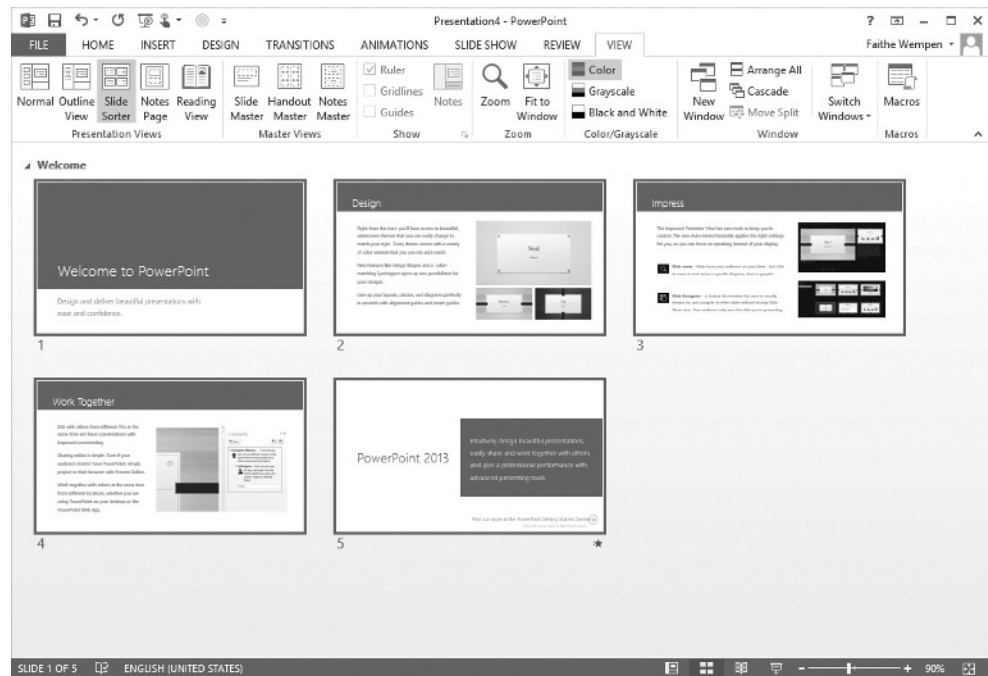
The left pane is useful because it lets you jump quickly to a specific slide by clicking its thumbnail (Normal view) or some of its text content (Outline view).

## Slide Sorter View

If you have ever worked with hard copies of slides, such as 35mm slides, you know that it can be helpful to lay the slides out on a big table and plan the order in which to show them. You rearrange them, moving this one here, that one there, until the order is perfect. You might even start a pile of backups that you will not show in the main presentation but will hold back in case someone asks a pertinent question. That's exactly what you can do with Slide Sorter view, as shown in Figure 1.21. It lays out the slides in miniature, so you can see the big picture. You can drag the slides around and place them in the perfect order. You can also return to Normal view to work on a slide by double-clicking the slide.

**FIGURE 1.21**

Use the Slide Sorter view for a bird's-eye view of the presentation.



## Slide Show View and Reading Views

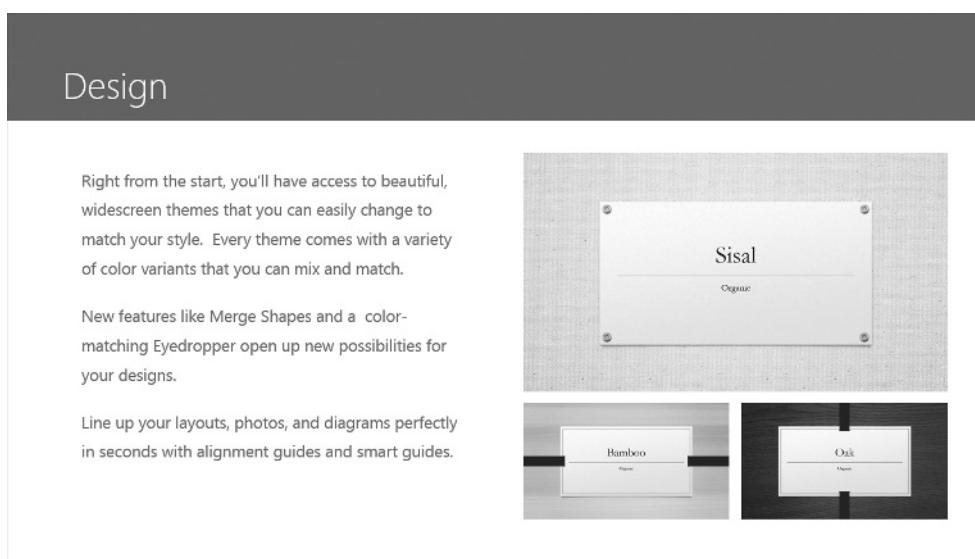
When it's time to rehearse the presentation, nothing shows you the finished product quite as clearly as Slide Show view does. In Slide Show view, the slide fills the entire screen, as shown

in Figure 1.22. You can move from slide to slide by pressing the Page Up and Page Down keys or by using one of the other movement methods available (covered in Chapter 19).

The default slide dimensions in PowerPoint 2013 are set for a wide-screen monitor (16:9 aspect ratio). If you are using a regular monitor (4:3) but showing wide-screen slides, black bars fill in the extra space at the top and bottom. You can correct this problem by changing the slide size on the Design tab. When you change the slide size, PowerPoint prompts you to specify how to adjust the existing content to fit the new format.

**FIGURE 1.22**

Slide Show view lets you practice the presentation in real life.



When you move your mouse in Slide Show view, buttons appear in the bottom-left corner for controlling the show without leaving it (These aren't shown in Figure 1.22.). To leave the slide show, choose End Show from the menu or just press the Esc key.

### TIP

When entering Slide Show view, the method you use determines which slide you start on. If you use the Slide Show View button in the bottom-right corner of the screen, the presentation will start with whatever slide you have selected. (You can also press Shift+F5 to do this or choose Slide Show ⇨ From Current Slide.) If you use the Slide Show ⇨ From Beginning command, or press F5, the presentation will start at the beginning.

Reading view is like Slide Show view except it runs within the PowerPoint app window rather than full screen and it doesn't have the powerful slide show tools that you get with Slide Show view (covered in Chapter 18), such as the ability to draw on a slide or skip to a certain slide. You still see the PowerPoint app's title bar, and you still see the status bar at the bottom. You can move between slides by clicking with the mouse or by using the arrow keys on the keyboard. As with Slide Show view, you can exit from Reading view by pressing Esc to return to the previously accessed view.

## Notes Page View

When you give a presentation, your props usually include more than just your brain and your slides. You typically have all kinds of notes and backup material for each slide — figures on last quarter's sales, sources to cite if someone questions your data, and so on. In the old days of framed overhead transparencies, people used to attach sticky notes to the slide frames for this purpose and hope that nobody asked any questions that required diving into the four-inch-thick stack of statistics they brought.

Today, you can type your notes and supporting facts directly in PowerPoint. As you saw earlier, you can type them directly into the Notes pane below the slide in Normal or Outline view. Just click the Notes button in the status bar to display the Notes pane, and start typing away. However, if you have a lot of notes to type, you might find it easier to work with Notes Page view instead.

Notes Page view is accessible only from the View tab. In this view, you see a single slide (uneditable) with an editable text area below it called the *notes placeholder*, which you can use to type your notes. See Figure 1.23. You can refer to these notes as you give an on-screen presentation, or you can print notes pages to stack neatly on the lectern next to you during the big event. If your notes pages run off the end of the page, PowerPoint even prints them as a separate page. If you have trouble seeing the text you're typing, zoom in on it, as described in the next section.

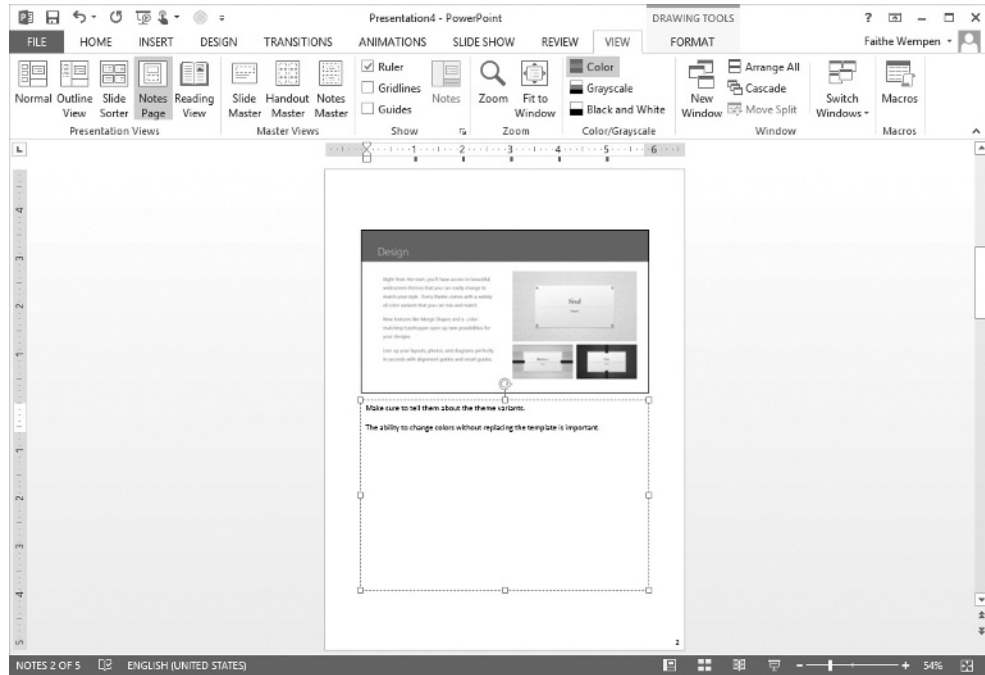
## Zooming In and Out

If you need a closer look at your presentation, you can zoom the view in or out to accommodate almost any situation. For example, if you have trouble placing a graphic exactly at the same vertical level as some text in a box next to it, you can zoom in for more precision. (The new Smart Guides feature in PowerPoint 2013 helps with that situation too.) You can view your work at various magnifications on-screen without changing the size of the surrounding tools or the size of the print on the printout.

In Normal view, each of the panes has its own individual zoom. To set the zoom for the Thumbnails pane only, for example, select it first; then choose a zoom level. Or to zoom only in the Slide pane (the main editing pane), click it first. In a single-pane view such as Notes Page or Slide Sorter, a single zoom setting affects the entire work area.

**FIGURE 1.23**

Notes Page view offers a special text area for your notes, separate from the slides.

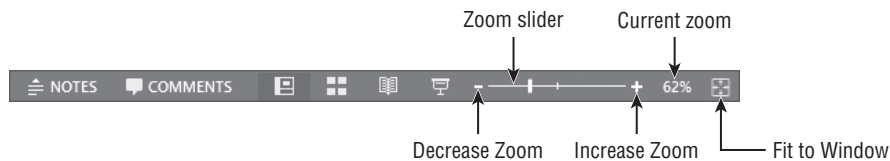


The larger the zoom number, the larger the details on the display. A zoom of 10% would make a slide so tiny that you couldn't read it. A zoom of 400% would make a few letters on a slide so big they would fill the entire pane.

An easy way to set the zoom level is to drag the Zoom slider in the status bar, or click its plus or minus buttons to change the zoom level in increments, as shown in Figure 1.24. You can also hold down the Ctrl key and roll the scroll wheel on your mouse, if it has one.

**FIGURE 1.24**

Zoom in or out to see more or less of the slide(s) at once.

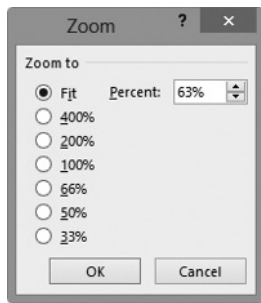


To resize the current slide so that it is as large as possible while still fitting completely in the Slides pane, click the Fit Slide to Current Window button, or Choose View ⇨ Fit to Window.

Another way to control the zoom is with the Zoom dialog box. Choose View ⇨ Zoom to open it. (You can also open that dialog box by clicking the % next to the Zoom slider in the lower-right corner of the screen.) Make your selection, as shown in Figure 1.25, by clicking the appropriate button, and then click OK. Notice that you can type a precise zoom percentage in the Percent text box. You can specify any percentage you like, up to 400%. (Some panes and views will not go higher than 100%.)

**FIGURE 1.25**

You can zoom with this Zoom dialog box rather than the slider if you prefer.



## Enabling Optional Display Elements

PowerPoint has a lot of optional screen elements that you may (or may not) find useful, depending on what you're up to at the moment. The following sections describe them.

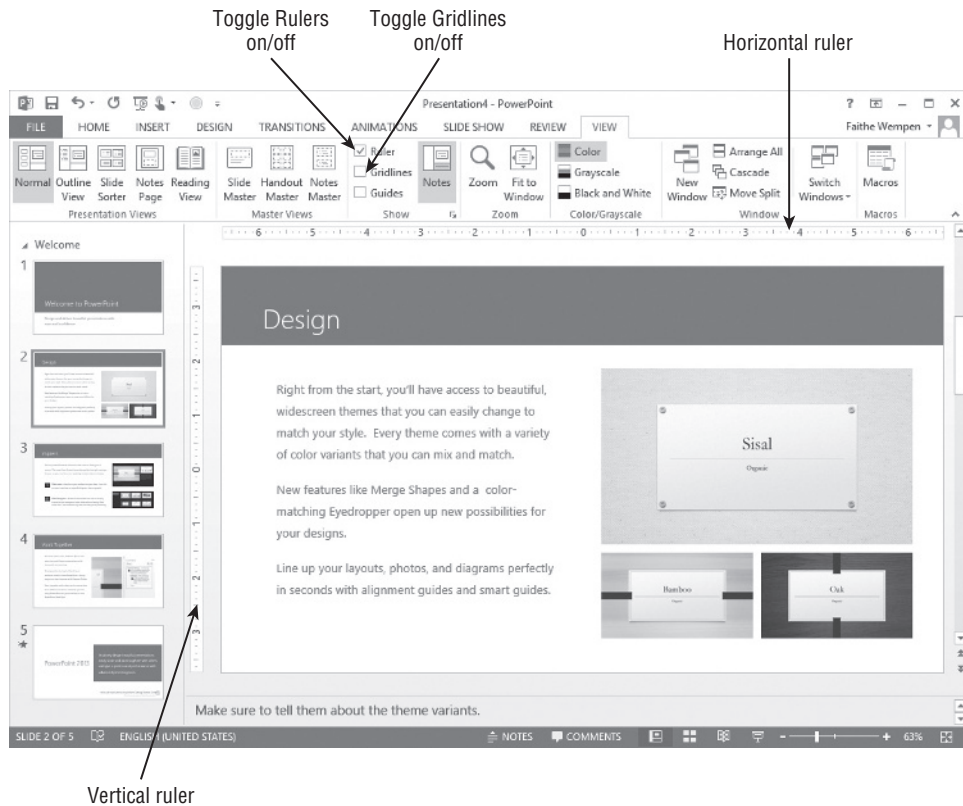
### Ruler

Vertical and horizontal rulers around the Slide pane can help you place objects more precisely. To toggle them on or off, select or deselect the Ruler check box on the View tab, as shown in Figure 1.26. Rulers are available only in Normal, Outline, and Notes Page views.

The rulers help with positioning no matter what content type you are working with, but when you are editing text in a text frame they have an additional purpose. The horizontal ruler shows the frame's paragraph indents and any custom tab stops, and you can drag the indent markers on the ruler just as you can in Word.

**FIGURE 1.26**

Rulers and gridlines help position objects on a slide.



### NOTE

The ruler's unit of measure is controlled from Regional Settings in Control Panel in Windows. Choose Clock and then Language and Region, and then click the Region heading in Windows 8 (or Region and Language in Windows 7) to open the Region (or Region and Language) dialog box. On the Formats tab, click Additional Settings and choose U.S. or Metric from the Measurement System drop-down list.

### TIP

The display of the vertical ruler is optional. To disable it while retaining the horizontal ruler, choose File ⇨ Options, click Advanced, and in the Display section, clear the Show Vertical Ruler check box.



## Gridlines

Gridlines are nonprinting dotted lines at regularly spaced intervals that can help you line up objects on a slide. Figure 1.26 shows gridlines (and the ruler) enabled.

To turn gridlines on or off, use either of these methods:

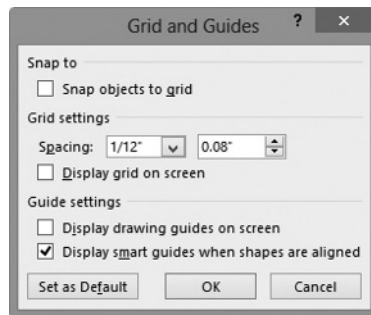
- Press Shift+F9.
- On the View tab, in the Show group, select or deselect the Gridlines check box.

There are many options you can set for the gridlines, including whether objects snap to it, whether the grid is visible, and what the spacing should be between the gridlines. To set grid options, follow these steps:

1. **On the View tab, click the dialog box launcher in the Show group.** The Grid and Guides dialog box opens (see Figure 1.27).

**FIGURE 1.27**

Set grid options and spacing.



2. **In the Snap To section, select or deselect the Snap Objects to Grid check box.** This setting specifies whether or not objects will automatically align with the grid.
3. **In the Grid Settings section, enter the amount of space you want between gridlines.**
4. **Select or deselect the Display Grid On Screen check box to display or hide the grid.** (Note that you can make objects snap to the grid without the grid being displayed.)
5. **Click OK.**

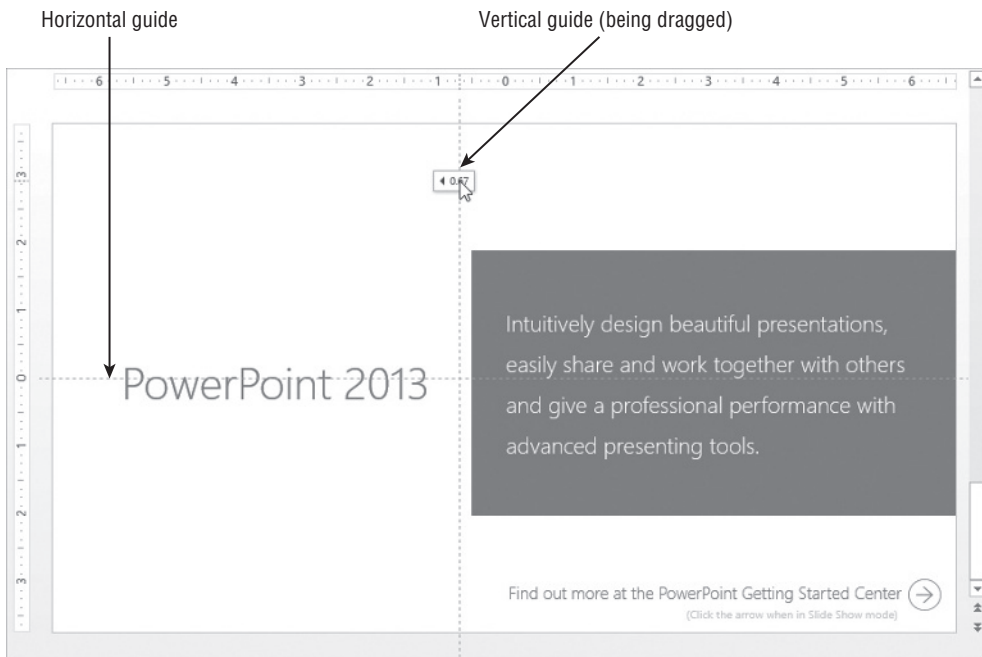
## Guides

Guides are like gridlines except they are individual lines, rather than a grid of lines, and you can drag them to different positions on the slide. As you drag a guide, a numeric

indicator appears to let you know the ruler position, as shown in Figure 1.28. Use the Grid and Guides dialog box shown in Figure 1.27 to turn guides on/off, or press Alt+F9.

**FIGURE 1.28**

Guides are movable, nonprinting lines that help with alignment.



You can create additional sets of guide lines by holding down the Ctrl key while dragging a guide (to copy it). You can have as many horizontal and vertical guides as you like, all at positions you specify. You can also save your custom guides (new in PowerPoint 2013).

## Ribbon

For a cleaner look to PowerPoint, as well as more screen space, you can choose to hide (or as Microsoft calls it, “un-pin”) the Ribbon when it’s not in use. To hide the Ribbon, click the Unpin the Ribbon icon (the up-pointing arrow button at the far right end of the Ribbon). From that point on, the Ribbon doesn’t appear unless you click one of its tabs. To get it back to always-on status, view the Ribbon (by clicking one of the tabs) and then click the Pin the Ribbon icon (which is a pushpin icon in the same spot that the Unpin the Ribbon arrow icon appeared in before).

## Color/Grayscale/Pure Black and White Views

Most of the time you will work with your presentation in color. However, if you plan to print the presentation in black and white or grayscale (for example, on black-and-white handouts), you should check to see what it will look like without color.

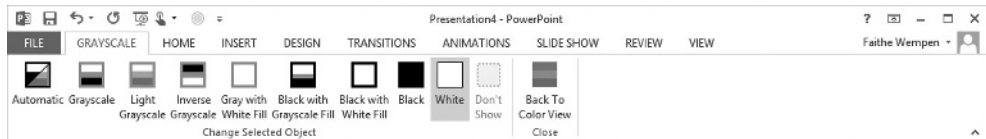
### TIP

This Color/Grayscale/Pure Black and White option is especially useful when you are preparing slides that will eventually be faxed because a fax is pure black and white in most cases. Something that looks great on a color screen could look like a shapeless blob on a black-and-white fax. It doesn't hurt to check.

Click the Grayscale or the Pure Black and White button on the View tab to switch to one of those views. When you do so, a Grayscale or Black and White tab becomes available. The Grayscale tab is shown in Figure 1.29. From its Change Selected Object group, you can fine-tune the grayscale or black-and-white preview. Choose one that shows the object to best advantage; PowerPoint will remember that setting when printing or outputting the presentation to a grayscale or black-and-white source.

**FIGURE 1.29**

Select a grayscale or a black-and-white preview type.



When you are finished, click the Back to Color View button on the Grayscale or Black and White tab. Changing the Black and White or Grayscale settings doesn't affect the colors on the slides; it only affects how the slides will look and print in black and white or grayscale.

## Opening a New Display Window for the Same Presentation

Have you ever wished you could be in two places at once? Well, in PowerPoint, you actually can. PowerPoint provides a way to view two spots in the presentation at the same time by opening a new window.

To display a new window, display the View tab and click New Window in the Window group. Then use Arrange All or Cascade to view both windows at once.

You can use any view with any window, so you can have two slides in Normal view at once, or Slide Sorter and Notes Pages view, or any other combination. Both windows contain the same presentation, so any changes you make in one window are reflected in the other window.

### Arranging Windows

When you have two or more windows open, whether they are for the same presentation or different ones, you need to arrange them for optimal viewing. You saw earlier in this chapter how to resize a window, but did you know that PowerPoint can do some of the arranging for you?

When you want to arrange the open windows, do one of the following:

- **Tile the windows.** On the View tab, click Arrange All to tile the open windows so there is no overlap.
- **Cascade the windows.** On the View tab, click Cascade to arrange the open windows so that the title bars cascade from upper left to lower right on the screen. Click a title bar to activate a window.

These commands do not apply to minimized windows. If you want to include a window in the arrangement, make sure you restore it from its minimized state first.

### Switching among Windows

If you have more than one window open and can see at least a corner of the window you want, click it to bring it to the front. If you have one of the windows maximized, on the other hand, or if another window is obscuring the one you want, click Switch Windows (on the View tab) and select the window you want to view.

### Using the Help System

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The PowerPoint help system is like a huge instruction book in electronic format. You can look up almost any PowerPoint task you can imagine and get step-by-step instructions for performing it.

To open the PowerPoint Help window, press F1, or click the Help icon (the question mark) in the upper-right corner of the PowerPoint window, as shown in Figure 1.30.

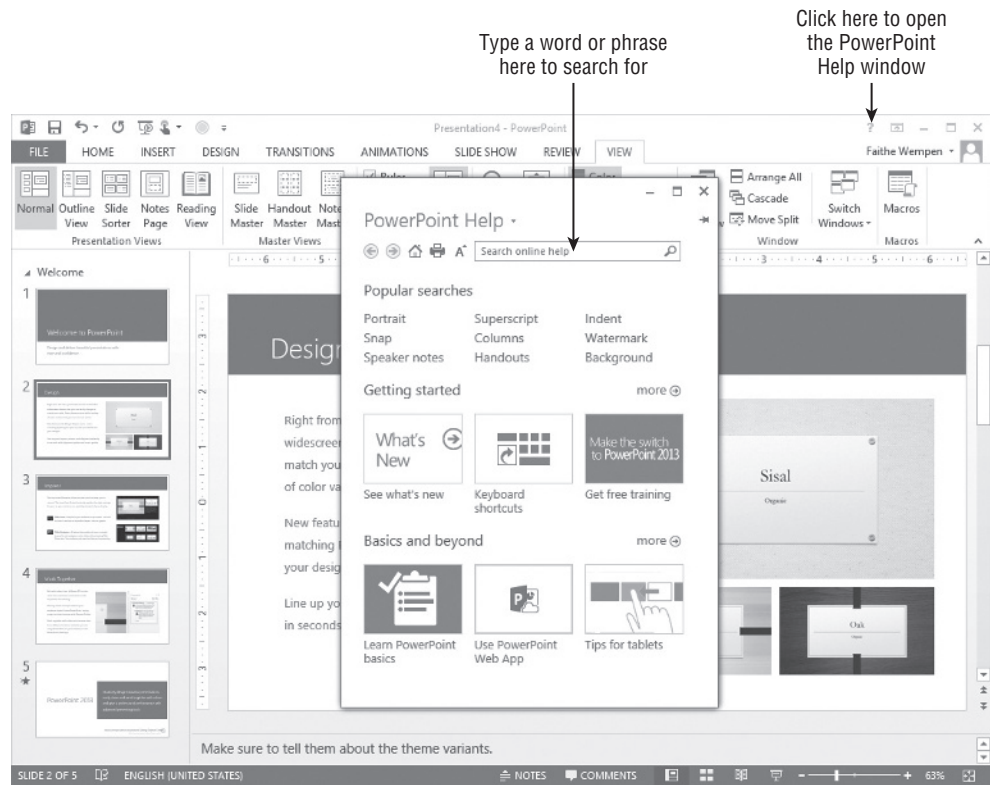
There are two ways to look up information in the help system:

- Click one of the topics on the default PowerPoint Help window shown in Figure 1.30, and then keep clicking subtopics to narrow down the search until you arrive at what you want.

- Type a keyword or phrase in the Search Help box, and then click the Search Help icon (the magnifying glass) or press Enter to find all help articles that contain it.

**FIGURE 1.30**

Get help with PowerPoint via the PowerPoint Help window.

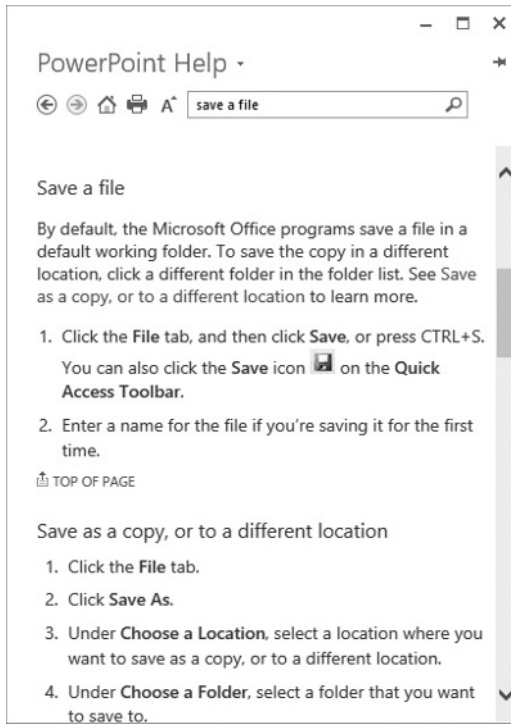
**TIP**

Much of the Office 2013 help system relies on an Internet connection. By default, Office 2013 applications automatically connect to Microsoft's servers online to gather additional help information. If you have a slow Internet connection and find that searches are slow, try disabling online help so that PowerPoint uses just the help files installed on your PC. To do this, from the PowerPoint Help window, click the down arrow to the right of the PowerPoint Help heading and from the menu that appears, choose PowerPoint Help from Your Computer.

When you browse or search the help system, a list of articles matching the topic or search term appears. Click an article to read it. Figure 1.31 shows an article on saving files, for example.







**FIGURE 1.31**

A typical article in the help system contains some background information and step-by-step instructions.



The PowerPoint Help window's toolbar contains the buttons shown in Table 1.1.

**TABLE 1.1 Help Window Icons**

Icon(s)	Name	Description
 	Back and Forward	These are the same as they are in Internet Explorer; Back goes back to a previously viewed topic and Forward goes forward again afterward.
	Home	Returns to the default list of topics (Figure 1.30).
	Print	Prints the currently displayed article.
	Change Font Size	Toggles the text in the Help window between regular and large size.
	Pin Help	Keeps the Help window on top of all other windows.

### Summary

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This chapter provided an introduction to PowerPoint. You learned about PowerPoint 2013's new features, how to navigate the new user interface, how to control the view of the PowerPoint window, and how to get help and support. In the next chapter, you'll learn how to create and save presentation files. There are more options than you might think, so don't be too quick to dismiss that topic as something you already know!

