**Intro To Office 2013 Video Project 17.5:**

**Really Basic PowerPoint Formatting and Playing Presentation**

1. Format whole presentation with 1 click:
   1. Design Ribbon Tab:
      1. Themes
      2. Variant
2. Transitions (animation between slides):
   1. Transitions Ribbon Tab:
      1. Be sure to click the “Apply To All” button
3. Layouts:
   1. Home Ribbon, Slide Group
      1. Title
      2. Two Content
4. Placeholder:
   1. Buttons to insert pictures
5. Play PowerPoint Presentation:
   1. F5 = From first slide
   2. Shift + F5 = From current slide