**Intro To Office 2013 Video Project 18:**

**PowerPoint**

Topics Covered in Video:

1. Open PowerPoint
2. New in PowerPoint 2013: You can choose **Theme** and 1 of 4 **Variant** before even opening a new file
   1. After you open PowerPoint, select Theme, then Variant, then click Create button.
   2. Themes and Variants can also be found on the Design Ribbon Tab
3. Save As with Name “My2ndPP” in PowerPoint Class Notes
4. Title Slide
5. Placeholders
   1. Click on Edge to move or resize
   2. Ctrl + Enter is keyboard to jump to next placeholder. If you are in last placeholder in last slide, Ctrl + Enter adds new slide.
6. New Slide:
   1. Click in Slide Pane and when you see Horizontal Flashing Line, hit Enter.
      1. Insert slides at end of presentation: make sure Horizontal Flashing Line is after last slide, then hit Enter
      2. Insert slides between other slides: make sure Horizontal Flashing Line is between two slides, then hit Enter
   2. New slide button in Slides group in Home Ribbon Tab
   3. Ctrl + M
   4. Ctrl + Enter is keyboard to jump to next placeholder. If you are in last placeholder in last slide, Ctrl + Enter adds new slide.
7. Slide Pane
   1. Slide Pane can be accesses from the View Ribbon Tab, Presentations View Group
   2. Slide Pane, click below slide until you see horizontal flashing line, then hit Enter to add new slide
   3. Selection and Navigation Keyboards
      1. Shift key and click with Mouse Selection trick: highlight contiguous slides
      2. Ctrl key and click with Mouse Selection trick: highlight noncontiguous slides
      3. Ctrl + End: jumps to last slide
      4. Ctrl + Home jumps to first slide
8. Outline Pane
   1. Outline Pane can be accesses from the View Ribbon Tab, Presentations View Group
   2. Allows you use Tab and Shift + Tab for bullets and new slides
9. Bullets (on slides or in Outline Pane):
   1. Tab moves forward or in a level
   2. Shift Tab moves backward or back a level
   3. Enter adds a new bullet
   4. Shift + Enter skips a bullet
10. Layout
    1. Select slides in Slide Pane, then go to Home Ribbon Tab, Slide group, Layout
11. Themes and Variants on Design Ribbon
    1. Selecting Theme will apply Them to all slides
    2. To add a different Theme to just the selected slides: Right-click and point to “Apply To Selected Slides”
12. Insert Photo, Clip Art or Video
    1. Insert Ribbon Tab  
       or
    2. Placeholder
    3. After inserting a video, use Video Tools Playback Ribbon Tab to:
       1. Trim
          1. Use green and red to select the portion of video you want, then click OK
       2. Video Options:
          1. Start:
             1. On Click
             2. Automatically
13. Insert Paste Special Link from Excel on slide with Title Only layout
14. Transitions Ribbon tab
    1. Remember to hit the “Apply To All” button
15. Slide Master
    1. View Ribbon Tab, Master Views group
    2. Allows you to do universal changes for a particular Layout (like Animation)
    3. The Top Slide Master allows you to apply changes to all the slides.
    4. If you choose individual Layouts, you can apply changes you just the individual layouts and not all the slides.
16. Animation Ribbon tab
    1. Show Animations Pane by clicking Animation Pane button in Animations Ribbon Tab, Advanced Animation group.
    2. Select items (placeholders or objects) and apply Animation
       1. Animations
       2. Effect Options
       3. “Start drop-down” in Timing group decides when animation occurs: “On Click” or “With Previous”.
          1. “On Click” will allow each bullet to fly in separately.
    3. Use Animation Pane to change order of animations
17. Run Slide Show
    1. Start slide show at slide 1 = F5
    2. Start slide show at current slide = Shift + F5
    3. Move slide forward during slide show = Up Arrow
    4. Move slide backward during slide show = Down Arrow
    5. Jump to a certain slide number during slide show = # of Slide, Enter
    6. Stop slide show and go back to edit mode = Esc
18. Views:
    1. Normal (Slide Pane)
    2. Outline (Outline Pane)
    3. Slide Sorter (see many slides at once)
    4. Slide Master
       1. Allows Universal Changes
          1. Example: Animation
19. Notes
    1. Click below slide and type
    2. When printing, select Notes
20. Printing
    1. Print Slides?
    2. Print Layout and Handouts
    3. Edit Header and Footer
       1. Slides
       2. Notes and Handouts
    4. Orientation:
       1. Design Ribbon Tab, Customize group, Slide Size drop-down, Customize Slide Size
21. New Keyboard Shortcut:
    1. Keyboard to jump to next placeholder = Ctrl + Enter
    2. If you are in last placeholder in last slide, to add a new slide = Ctrl + Enter
    3. Bulleted list, Move Forward = Tab
    4. Bulleted list, Move Backward = Move Backward
    5. Start slide show at slide 1 = F5
    6. Start slide show at current slide = Shift + F5
    7. Move slide forward during slide show = Up Arrow
    8. Move slide backward during slide show = Down Arrow
    9. Jump to a certain slide number during slide show = # of Slide, Enter
    10. Stop slide show and go back to edit mode = Esc