**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