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Microsoft PowerPoint 2013 A Beginners Guide

Introduction Microsoft PowerPoint is widely used for making professional quality presentations in a variety of formats, including on-screen computer slide shows, black-and-white or colour overheads, and 35mm slides You can also use it for speaker's notes and audience hand-outs In addition, PowerPoint can be used as a drawing package for preparing pictures, forms, posters ...

Microsoft PowerPoint 2013 - CustomGuide

Microsoft® PowerPoint 2013 Quick Reference Card The PowerPoint 2013 Screen Keyboard Shortcuts The Fundamentals To Create a New Presentation: Click the File tab, click NewOr, press Ctrl + N To Open a Presentation: Click the File tab and click Open, or press Ctrl + O To Save a Presentation: Click the Save button on the Quick Access Toolbar, or press Ctrl + S

Microsoft PowerPoint 2013 Step by Step - pearsoncmg.com

Microsoft PowerPoint 2013 —one step at a time! Experience learning made easy—and quickly teach yourself how to create professional-looking presentations with Microsoft PowerPoint 2013 With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Cox Lambert

PowerPoint I (Office 2013)

PowerPoint I (Office 2013) Welcome to PowerPoint for Beginners, an introduction to creating simple slide show presentations using Microsoft

PowerPoint 2013 Overview of the PowerPoint 2013 Environment Quick Access Toolbar File Name Current Slide View Options Zoom 2/22/2016

Revision - SK 2 Start a New Presentation Click on the File tab of the ribbon menu The ribbon ...

Introduction to PowerPoint 2013 - West Chester University

Introduction Microsoft PowerPoint 2013 is an updated version of PowerPoint 2010 with a few changes When you open PowerPoint 2013, you will find different online templates that you could choose from By clicking on the Blank Presentation option (or any other option) it will take you to the home screen You will also find the

Microsoft PowerPoint 2013: An Introduction

Microsoft PowerPoint 2013: An Introduction Modality: Self-Paced Learning Duration: 4 Hours SATV Value: CLC: NATU: SUBSCRIPTION: Learn, Master About the course: This sequence of videos will help you to get the most out of MS PowerPoint 2013, from customization of toolbars and ribbons to adding animation and transitions effects, to uploading your presentation as a ...

Microsoft PowerPoint 2013 Fundamentals Manual

Microsoft PowerPoint 2013 is a presentation application that enables an individual from any technical level to create a dynamic and professional-looking presentation This is a hands-on workshop to help University of Pittsburgh faculty and staff with the fundamental features of PowerPoint and will teach them how to

PowerPoint 2013: Basic Skills - Mercy College

PowerPoint 2013: Basic Skills You can click on Start > All Programs > Microsoft Office > PowerPoint In Windows 7, you can click on the Start orb and start typing PowerPoint in the search box in the lower left corner then select PowerPoint from the list of choices that appears You will see a new blank presentation and its title slide: This is normal view with the slide area ...

Quick Start Guide - download.microsoft.com

Quick Start Guide Microsoft Project 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve How to get started with Project 2013 The first thing you'll see when you open Project 2013 is a sharp new look But don't stop there Look a little closer to see how much has improved from Project 2007 Instead of dropping you in a blank ...

Word 2013 Quick Reference - Microsoft Office Training

Navigation Editing To Open the Navigation Pane: Click the Find button in the Editing group on the Home tab Or, press Ctrl + F To Search for a Word or Phrase: Click the Search box, type the word or phrase To Search for Graphics, Tables, Equations, or Comments: Click the Magnifying Glass and select an option from the list Click the Search box, enter the information you are ...

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Microsoft Office: PowerPoint 2013 Intro to PowerPoint

With Microsoft PowerPoint 2013, you can easily capture and insert screenshots and images into your presentation The video formatting tool allows you to change brightness, contrast, video shapes, borders , and effects Two of the most striking and important features of Microsoft PowerPoint 2013 are the broadcasting and collaboration tools

Microsoft Word 2013 A Beginners' Guide

2 Starting Microsoft Word To load Microsoft Word: 1 Click on the Start button in the bottom left corner of the screen 2 Choose All Programs then Microsoft Office 2013 followed by Word 2013 Tip: You'll probably be using Word quite frequently in the future, so it's worth putting it as an icon on the Desktop To do this, repeat the above steps, but at the last step, right click (ie press ...

ESSENTIAL MICROSOFT OFFICE 2013 Tutorials for Teachers

ESSENTIAL Microsoft Office 2013: Tutorials for Teachers Copyright © Bernard John Poole, 2013 All rights reserved viii Lesson 4 INTRODUCTION TO THE SPREADSHEET

Microsoft Office Word 2013 - Application Gateway

This booklet is the companion document to the Intro to Word 2013 workshop It includes an introduction to the Microsoft Office 2013 interface, and covers the various aspects of creating, formatting, editing, saving, and printing a document in Word 2013 Learning Objectives After completing the instructions in this booklet, you will be able to:

Sharepoint Online and 2013 Quick Reference Guide

2013 Quick Reference Guide Beginner 1 Create and Set Up A List 2 Start Using A List 3 Introduction to Libraries 4 Share Documents and Manage Versions 5 Follow A Document or Website In Your Organization 6 Update Your Profile 7 Post to The Newsfeed 8 Sync Sharepoint Libraries to Your Computer Using Skydrive Pro 9 Create and Manage A Sharepoint Blog 10 ...

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ESSENTIAL MICROSOFT OFFICE 2013

11 OVERVIEW OF MICROSOFT OFFICE 2013 If Lesson 1: Introduction to Word 2013 7 so-called Quick Keyboard Commands For this reason, the author has prepared a chart that breaks down the most used Office Word 2013 quick keyboard commands The chart is available as a separate download at the end of the list of contents on the download site for these Office 2013 ...

Introduction to Microsoft Excel 2013 - San Diego Unified ...

Introduction to Microsoft Excel 2013 Page 9 Quick Access Toolbar Located in the upper left corner of the Excel user interface, the Quick Access Toolbar is a convenient place with single-click access to common tools such as Save, Undo, and Open (an existing file) You can

Microsoft Excel 2013 Fundamentals Manual

1 Quick Access Toolbar Displays quick access to commonly used commands 2 Title Bar Displays the name of the application file 3 File Tab The File tab has replaced the Office button It helps you to manage the Microsoft application and provide access to ...