

# PowerPoint 2013

## Advanced Features - Quick Reference Card

### Charts and Tables

#### Charts

- **Inserting a Chart:** Navigate to the slide you want the Chart to appear on. Click the **Insert** tab and then click the **Chart** button in the Illustrations group. Select the type of Chart you want to insert on the left and then select the sub-type (3-D etc.) on the right. Click **OK**.
- **Inserting Data:** Replace the sample data in the contextual spreadsheet with your own. To add additional data, click and drag the selection handle in the last cell on the right. Alternatively, keep entering data in the same format; the data selection will automatically grow to accommodate the additional data. Click **Close** on the spreadsheet when you're done.
- **Move or Resize the Chart:** To move a chart, click and drag any one of its borders. To resize a chart, click and drag any of the resizing handles inwards or outwards.
- **Change Chart Style:** Select the **Chart** and click the **Design** contextual tab. Click **More** in the Chart Styles group to select a style or change the colors by clicking the **Change Colors** button in the same group.
- **Formatting Chart Elements:** Click the **Format** contextual tab under **Chart Tools** and click the **Chart Elements** list arrow in the Current Selection group. Select any of the Chart Elements from the list and click **Format Selection** in the Current Selection group to customize them.
- **Working with Labels:** Click the **Design** contextual tab under **Chart Tools** and click **Add Chart Element** in the Chart Layouts group. Point to any Chart Element on the list and point to the available options for a preview. Select options as necessary. You can also add, move or remove Labels here. Right-click any of the labels and select **Edit Data** from the contextual list to edit the text.
- **Change Chart Type:** Select the **Chart**, click the **Design** contextual tab under **Chart Tools** and click **Change Chart Type** in the Type group.  
**TIP:** Changing the chart type will not affect the data. Select a new Chart type and click **OK**.




#### Tables

- **Inserting a Table:** Navigate to the slide you want the Table to appear on. Click the **Insert** tab and then click **Table** in the Tables group. Select the number of rows and columns you need by highlighting the relevant number of boxes in the Table grid. Additional rows and columns can be added later.
- **Working with Tables:** Use the groups on the **Layout** tab to **Add**, **Remove**, **Merge**, **Resize** and **Align** cells, text, rows and columns on the Table.
- **Change Table Styles:** Select the Table and click the **Design** contextual tab under **Table Tools** and click **More** in the Table Styles group to change the Table Style.
- **Formatting Tables:** Select the Table and use the groups on the **Design** contextual tab under **Table Tools** to change the look of the Table.

Sales Representatives	January	February	March
Susie	\$2500	\$3000	\$3200
Bob	\$2000	\$1900	\$3000
Renee	\$2120	\$1875	\$2890
John	\$2600	\$2000	\$2950
Jane	\$2550	\$3100	\$3200

#### Objects

- **Moving/Aligning Objects:** Select the object. Click and drag where you want it, or click **Align** in the Arrange group on the **Format** contextual tab under **Picture/Drawing Tools**.
- **Flipping/Rotating Objects:** Select the object. Click and drag the rotation handle  on the object, or click **Rotate** in the Arrange group on the **Format** contextual tab under **Picture/Drawing Tools**.



- **Layering Objects:** Right-click the object you want to layer and point to **Bring to Front** or **Send to Back** on the contextual menu and make your selection from the available options.

#### SmartArt

- **Working with SmartArt:** Add text by clicking on the SmartArt text placeholders and replacing it with your own or use the Text Pane. Rearrange text, layouts and add elements by using the Create Graphic and Layouts groups on the **Design** contextual tab under **SmartArt Tools**. Use the SmartArt Styles group to format the style and colors.  
**TIP:** Select picture enabled SmartArt layouts to incorporate pictures with your SmartArt.
- **Convert Text to SmartArt:** Select the text placeholder. Click the **Home** tab and click **Convert to SmartArt** in the Paragraph group. Select a Layout and customize as required.



## Multimedia

- **Editing Media Playback:** Select the **video** or **clip** you want to edit. Click **Trim Audio** or **Trim Video** in the Editing group on the **Playback** contextual tab under **Audio/Video Tools**. In the Trimming dialog box, drag the Beginning and Ending Markers, or use the arrows in the Start and End time text boxes to adjust the video/audio clip.
- **Compressing Media:** Click the **File** tab, select **Info** and click **Compress Media**, select the applicable compression quality from the list.



## Comparing/Merging Presentations

Click the **REVIEW** tab and click **Compare** in the Compare group. Navigate to the presentation you want to compare and click **Merge**. Select a change listed on the **Details** tab of the Revisions task pane and Accept or Reject it by clicking the yellow checkbox that appears next to the slide in the Slide Preview pane. To reject a change, leave the yellow box unchecked.

Once you've made all the changes necessary, click the **End Review** button in the Compare group on the **Review** tab. On the Confirmation dialog box click **Yes**. Click **Save** on the Quick Access Toolbar to finalize changes.

## Packaging a Presentation

- **Package a Presentation:** Insert a blank CD into your CD Drive. Click the **File** tab and click **Export**. Select **Package Presentation for CD** and then click **Package for CD**. Enter a name for the CD and click **Options**. Specify the options you require and click **OK**. Click **Copy to Folder** or **Copy to CD**.
  - **Copy to Folder:** Click the **Browse** button, navigate to the folder you want to copy the presentation to and click **OK**.
  - **Copy to CD:** Click **Yes** on the Confirmation dialog box. Click **Close** when you're done.
- **Save Presentation as a Video:** Click the **File** tab and then click **Export**. Click **Create a Video** and select the video quality and if you want to include narrations/timings on the right. Click **Create Video** when you're done. Enter a name for the video and navigate to where you want to save it. Click **Save**.



## Publishing Slides

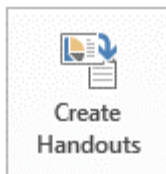
- **Publish Slides:** Click the **File** tab and click **Share**. Click **Publish Slides** and then click the **Publish Slides** button. Select the slides you want to publish, navigate to the Slides Library and click **Select**. Click **Publish**.
- **Add Slides:** Open the presentation you want to add slides to. Click the **Home** tab and click the **New Slide** list arrow in the Slides group. Select **Reuse Slides** from the list.



## Creating Handouts

Click the **File** tab and click **Export**. Select **Create Handouts** and click **Create Handouts**. Select a layout and select how you want the slides to be inserted (Paste/Paste Link) and click **OK**.

- **Paste:** If you update the presentation the Handouts will remain unchanged.
- **Paste Link:** If you update the presentation the Handouts will also be updated.



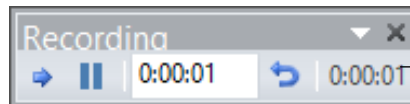
## Finalizing a Presentation

### Setting up a Slide Show

- **Specify the Show Type:** Click the **Slide Show** tab and click **Setup Slide Show** in the Setup group. In the Show Type section select what type of Show the presentation will be. Click **OK**.
- **Specify the Show Options:** Click **Slide Show** tab and click **Setup Slide Show** in the Setup group. In the Show Options section select how the Show will run, choose a color for the Pen and Laser pointer here as well. Click **OK**.
- **Choose the Slides to Include:** Click **Slide Show** tab and click **Setup Slide Show** in the Setup group. In the Show slides section choose which slides to include. Click **OK**.
- **Choose how to advance Slides:** Click **Slide Show** tab and click **Setup Slide Show** in the Setup group. In the Advance slides section select how slides will be advanced. Click **OK**.
- **Multiple Monitors:** Click **Slide Show** tab and click **Setup Slide Show** in the Setup group. Adjust the settings in the Multiple monitors section and click **OK**.

### Rehearsing Slide Show Timings

Click the **Slide Show** tab and click **Rehearse Timings** in the Setup group. Navigate through the presentation, leaving each slide displayed for the approximate time you want them displayed during the presentation. Click the **Next** button on the Recording dialog box when you're ready for the next slide. On completion, click **Yes** on the Confirmation dialog box to save the Timings.



Recording Dialog Box

### Hiding a Slide

Select the slide you want to hide and click the **Slide Show** tab. Click the **Hide Slide** button in the Setup group.

### Recording a Presentation

**TIP:** You need a microphone to record narration.

- **Recording a Presentation:** Click the **Slide Show** tab. Click **Record Slide Show** in the Setup group. Select what you'd like to record and click **Start Recording**. Navigate through the presentation, leaving each slide displayed for the approximate time you want them displayed during the presentation.

Click the **Next** button on the Recording dialog box when you're ready for the next slide. On completion, click **Yes** on the Confirmation dialog box to save the Recording.
- **Clearing Narrations/Timings:** To clear slide timings or narrations, click the **Slide Show** tab and click the **Record Slide Show** list arrow. Point to **Clear** and select what you want to clear from the list.

### Marking a Presentation as Final

**Marking a Presentation a Final:** Click the **File** tab and select **Info**. Click **Protect Presentation** and select **Mark as Final** from the list. Click **OK** twice. Use the same steps to remove the Mark as Final function.

### Security

**Password protect a Presentation:** Click the **File** tab and select **Info**. Click **Protect Presentation** and select **Encrypt with Password** from the list. Enter a password and click **OK**. Confirm your password and click **OK**.

