FILE tab: It provides file management commands.

Quick Access Toolbar: Used for frequent commands. It is customizable.

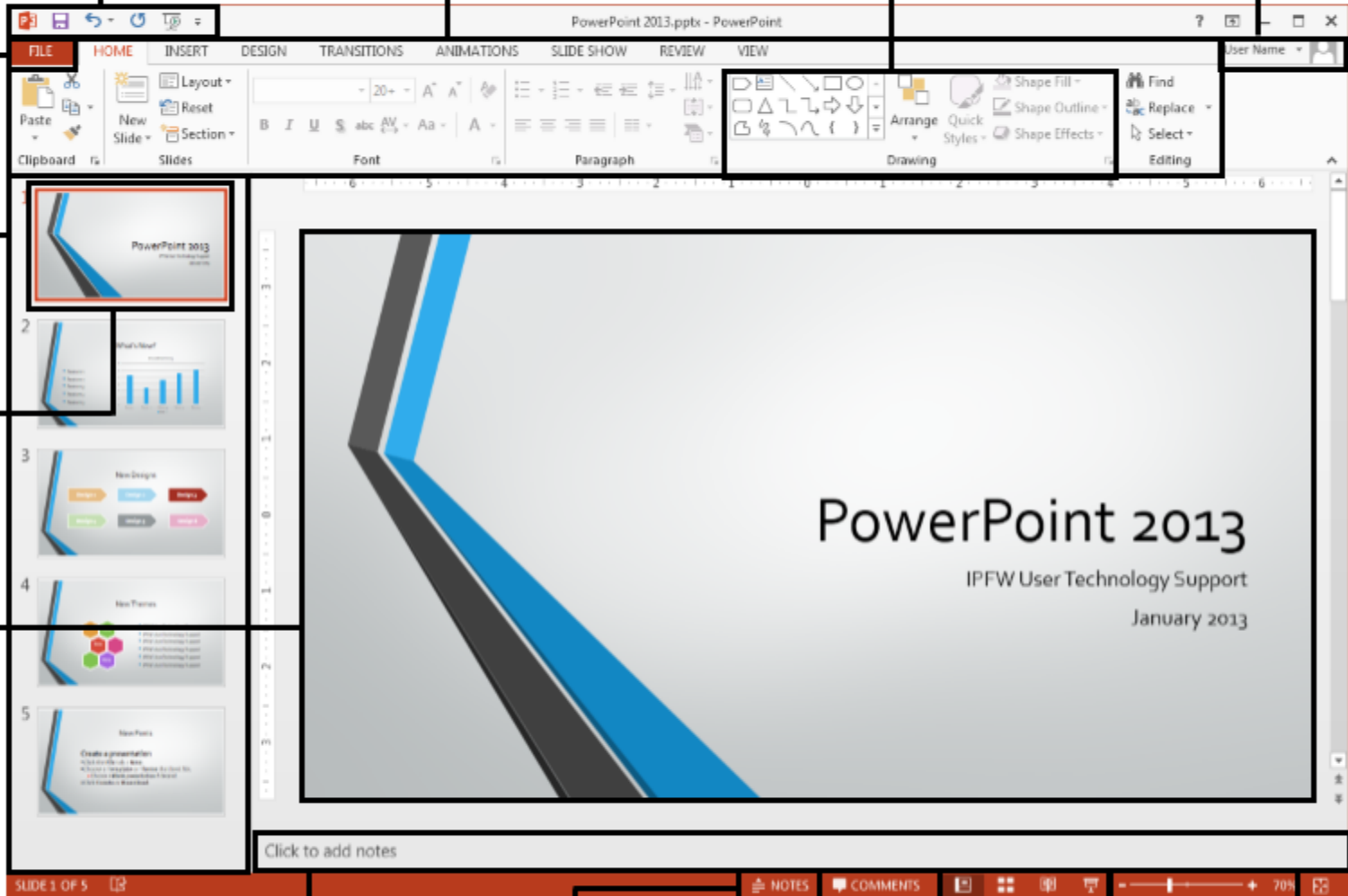**Ribbon**: Contains tabs, on which items are organized in groups of related tools.

Ribbon Group: Contains sets of related controls.

Current User: Displays the current user's name.

Slides pane: Uses to manage slides.

Selected Slide

Current Slide: Displays the current selected slide.

PowerPoint 2013

IPFW User Technology Support

January 2013

Notes pane: Enter notes to use during a presentation.

NOTES button: Click to display **Notes** panel.

View Modes: Uses to change different view modes.

Zoom slider: Uses to change the zoom level.

PowerPoint 2013 Customizing

Slide Masters (SM)

Elements That Can Be Edited in Normal View:
- Transitions
- Themes
- Background styles
- Fonts
- Colors
- Effects
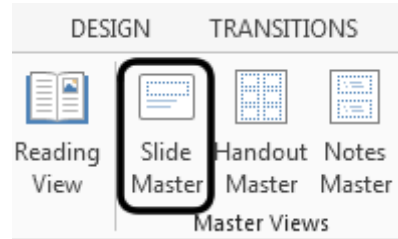- Headers & Footers
- Date & Time
- Slide Numbers

Elements That Can Only Be Edited Through Slide Master View
- Animations
- Tables
- Pictures
- Clip art
- Screenshots
- Shapes
- SmartArt
- Charts
- Text boxes
- WordArt
- Objects
- Equations
- Video Audio
- Page setup
- Slide orientation

Getting to the Slide Master
1. Click the **VIEW** tab.

2. In the **Master Views** group, click **Slide Master**.
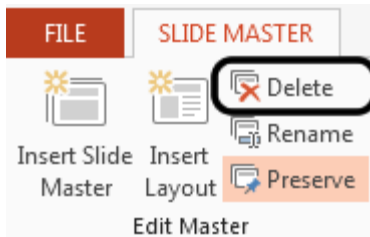
Inserting a New Set of SM
1. Click the **SLIDE MASTER** tab.
2. In the **Edit Master** group, click **Insert Slide Master**.

Deleting a Set of SM
1. Click the **SLIDE MASTER** tab.
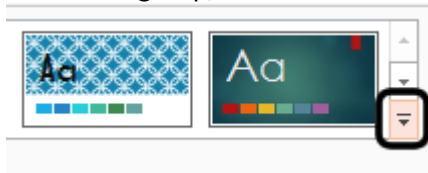2. Click the slide master of the set you want to remove > **Delete**.

Renaming the Master
1. Right-click the slide master and click **Rename Master**.
2. Type in a new name and click **Rename**.

Applying a Master Set to a Presentation
1. To switch to **Normal View**, click the **SLIDE MASTER** tab.
2. Click the **DESIGN** tab.
3. In **Themes** group, click the **More** button.

4. Under **This Presentation**, click the desired slide master.

Editing Slide Masters

Suggestions for Editing SM
- Changing Colors.
- Changing the case of text.
- Modifying font size.
- Adding an image.
- Adding a frame.
- Adding slides numbers.
- Applying a new background.
- Adding text that cannot be edited in normal view.

Notes:
- The text shown on master slides is for formatting purposes only. You must insert a new text box if you want specific text to show up in Normal view.
- Changes made to individual layout masters will override the slide master.
- Images added in SM view cannot be deleted or edited in **Normal View**.

Customizing a Slide Show

Customizing a Presentation
1. Click the **SLIDE SHOW** tab.
2. In the **Start Slide Show** group, click **Custom Slide Show** > **Custom Shows…**
   a. The **Custom Shows** window will pop-up.
3. Click **New…**
4. Enter the desired name in the **Slide show name** field.
5. Under **Slides in presentation**, check the desired slide(s).
6. Click **Add** > **OK** > **Close**.

Saving as Template

1. Click the **FILE** tab > **Save As**.
2. Click the **Browse** button.
3. Locate the desired folder to save the template.
4. Enter the file name in the **File name** field.
5. Click the **Save as type** drop-down menu and select **PowerPoint Template (*.potx)**.
6. Click **Save**.

Creating Hyperlinks

1. Highlight the desired text or to hyperlink.
2. Right-click the text or image and click **Hyperlink…**
   a. The **Insert Hyperlink** window appears.
3. Under the **Link to** section, choose an option:
   a. **Existing File or Web Page**- browse for the desired file to link to or insert a URL in the **Address** field.
   b. **Place in This Document**- choose a slide.
   c. **Create New Document**- links to a new document.
   d. **E-mail Address**- insert an e-mail address in the **E-mail address** field. Add a **Subject**, if desired.
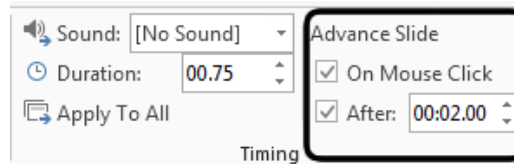4. Click **OK** when finished.

Hiding Slides

1. From the Slides pane, right-click the desired slide(s).
2. Click **Hide Slide**.
3. Repeat the process if you want to un-hide a slide.

Applying Slide Transition Times

1. Select the desired slide.
2. Click the **TRANSITIONS** tab.
3. In the **Timing** group, check **After**.

4. Set a time to automatically advance a slide.

   a. **Note:** If you check both, on **Mouse Click** and **After**, you can advance either by mouse clicking or after the time you chose.
5. Click **Apply to All** if the same settings are desired for the entire presentation.

# Creating Special Effects

Creating Triggers

Note: Make sure you already created animations for your presentation.

1. From the Slides pane, select the desired slide.
2. On the selected slide, select the desired text or object.
3. Click the **ANIMATIONS** tab.
4. In the **Animation** group, click the desired animation to set a trigger.
5. In the **Advanced Animation** group, click **Trigger**.
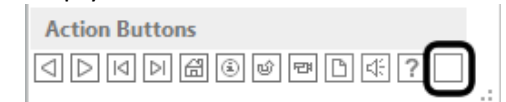6. Place the cursor over **On Click of** and choose a trigger.

Creating a Mouse Over Action Button

1. From the Slides pane, select the desired slide.
2. Click the **INSERT** tab.

3. In the **Illustrations** group, click **Shapes**.
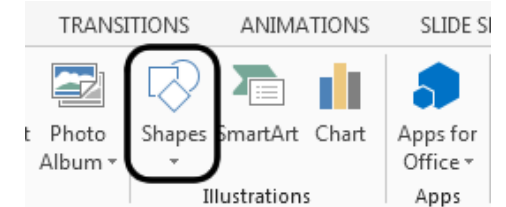
4. In the **Action Buttons** section, choose the empty button.

5. Click and drag around a text or other file.
6. Click the **Mouse Over** tab and choose an action.
   a. Fill in the required field for the desired action.

To Make the Button Invisible

1. Click the desired button.
2. Click the **FORMAT** tab.
3. In the **Shape Styles** group, click **Shape Fill** > **No Fill**.
4. Click **Shape Outline** > **No Outline**.

## Creating Multi-level Custom Animations

1. Click the desired text or object.
2. Click the **ANIMATIONS** tab.
3. In the **Advanced Animation** group, click **Add Animation**.
4. Click the desired animation.
5. In the **Timing** group:
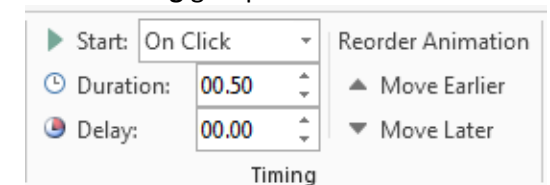
a. Click the **Start** drop-down menu and chhose **On Click**, **With Previous**, or **After Previous** animation.
b. Edit the duration of the animation (in seconds) in the **Duration** field.
c. If desired, edit the delay option in the **Delay** field.
d. **Reorder Animation** if desired.
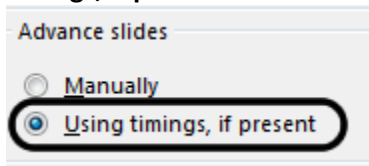
Looping a Presentation

1. Click the **SLIDE SHOW** tab.
2. In the **Set U**p group, click **Set Up Slide Show**.
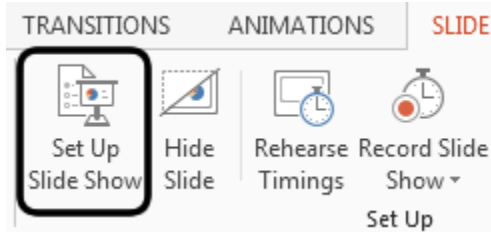
3. In the **Show options** section, check **Loop continuously until 'ESC'**.
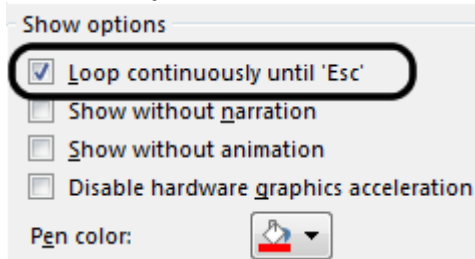
4. In the **Advance slides** section, click **Using timings, if present**.
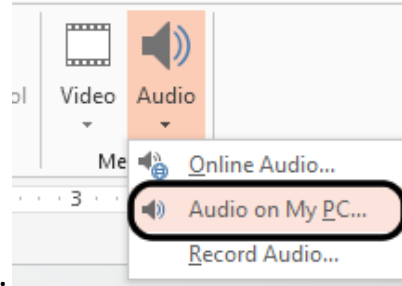

5. Click **OK**.

## Customizing Sound

Adding a Sound File to a Slide

1. Select the desired slide.
2. Click the **INSERT** tab.
3. In the **Media** group, click **Audio** > **Audio on**

My PC...
4. Locate and select the audio file.
5. Click **Insert**.

Configuring an Audio file to Play across Slides

1. Insert an audio file on your presentation.
2. Click the audio file.
3. Click the **PLAYBACK** tab.
4. In the **Audio Options** group, click the **Start** drop-down menu:
   a. Select **On Click** to play the audio file when clicking.
   b. Select **Automatically** to play the audio when the presentation starts.
5. Check **Play Across Slides**.
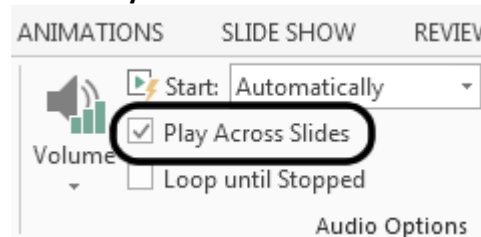
6. To make the sound icon invisible, check **Hide During Show**.