

What's new in PowerPoint 2013?

Provided by
Work Smart



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PowerPoint® 2013 has a brand new look. It's cleaner and primed for use on tablets, so you can swipe and tap your way through presentations. Presenter View automatically adjusts your projection setup, and you can even use it on a single monitor. Themes come with variations, which makes it easy to hone in on the look you want. And when you're working with others, you can reply to comments and have meaningful conversations where they matter most.

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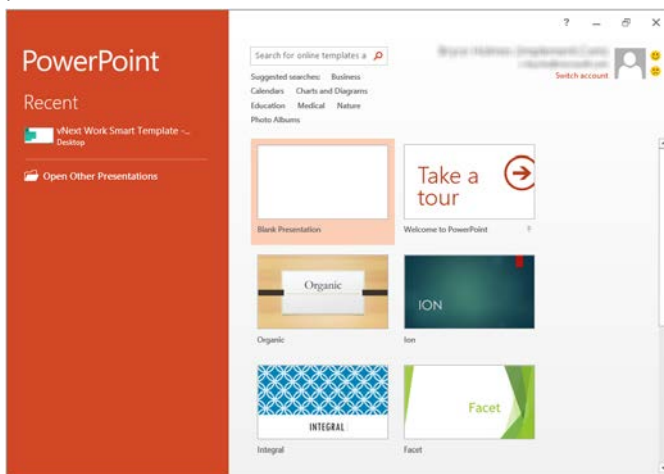
More Work Smart content: <http://microsoft.com/microsoft-IT>

Design

With new wide-screen themes and Theme Variants, getting started on your presentation has never been easier. Add videos, pictures, and shapes and align them perfectly. Maximize your creativity with powerful tools like Merge Shapes and Eyedropper.

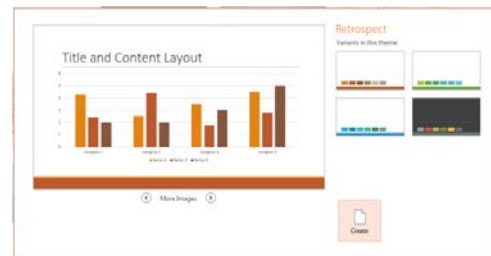
Get started quickly

Instead of opening with a blank presentation, PowerPoint 2013 gives you several ways to start your next presentation using a template, a theme, a recent presentation, a not-so-recent presentation, or a blank one..



Themes and theme variations

PowerPoint includes a collection of compelling themes (including wide-screen themes) that you can choose from to create your presentation so you can get started easily and with polish. Themes come with a set of variations, like different color palettes, backgrounds, and font families, so you can change the look and feel of your presentation with a single tap or click.



Alignment guides

Enhanced alignment guides make it easy and intuitive to line up shapes, text boxes, and other graphics. PowerPoint 2013 includes smart guides and master-level guides.

Smart guides

Smart guides enable you to see in real-time how your graphics line up and intuitively help you drop objects in the right place. Smart guides automatically appear when objects such as pictures and shapes are close to even.

Smart guides also tell you when objects are evenly spaced.

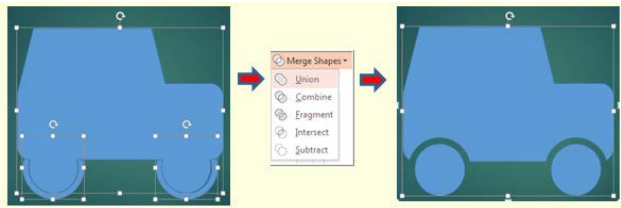


Master-level guides

Master-level guides set fixed guides for specific slides from the master, which makes it easy to achieve visual consistency across slides.

Merge common shapes

You can create new shapes for diagrams and icons with the improved Merge Shapes tool. Just select two or more common shapes on your slide, tap or click the **Merge Shapes** button on the **Format** tab, and then tap or click **Union**, **Combine**, **Fragment**, **Intersect**, or **Subtract**.

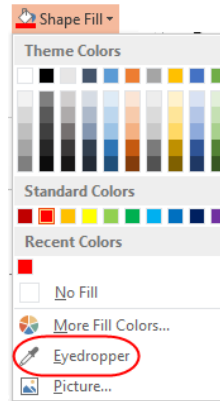


Match colors with the Eyedropper

Use the new Eyedropper to capture the exact color of an object on the screen, and then apply it to any shape. For example, match the color of a tile to an accompanying picture or match an exact logo color. The eyedropper does the match-up work for you.

To use the eyedropper:

1. Select the shape or object you want to match colors for.
2. Tap or click any of the color options, such as **Shape Fill**, **Shape Outline**, or **Font Color**.



3. Tap or click **Eyedropper**, and then tap or click the color you want to match and apply to the selected object. To cancel the eyedropper without picking a color, press ESC.

NOTE To see RGB (Red Green Blue) color coordinates for an object, hover or pause on a color

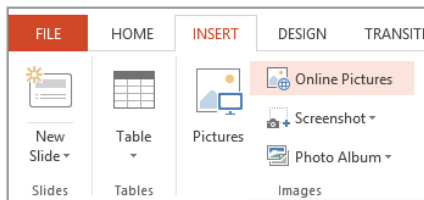


Add online pictures

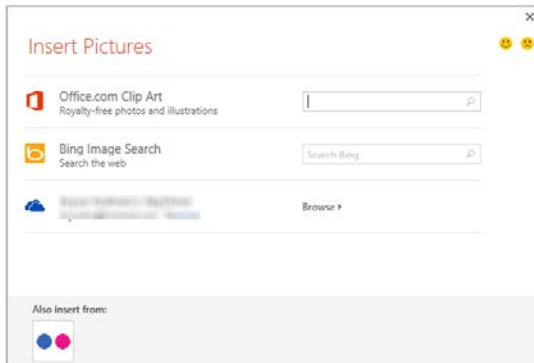
You can use PowerPoint 2013 to search your online albums on Flickr and other online services and add pictures directly to a presentation without saving them first to your computer.

To add an online picture:

1. On the Insert menu, tap or click Online Pictures.



2. In the Insert Pictures dialog box, select a source for your pictures. To insert a picture from an online site like Flickr, tap or click the link at the bottom of the dialog box.



Improved video and audio support

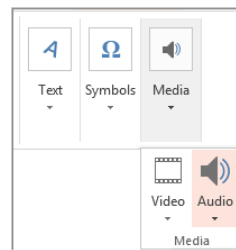
PowerPoint 2013 supports more multimedia formats, such as .mp4 and .mov with H.264 video and Advanced Audio Coding (AAC) audio, and more HD content. PowerPoint 2013 also includes more built-in codecs so you don't have to install them for certain file formats to work.

Play music in the background

Play in Background has been improved so you can easily have music and sound play across several slides or your whole presentation.

To play a song for the duration of a slide show:

1. On the **Insert** tab, tap or click **Media**, and then tap or click **Audio**.



2. Do one of the following:

- Tap or click **Audio on my PC** to insert an audio file stored on your computer.
- Tap or click **Online Audio**, to insert sound clips from Office.com.

3. Locate and double-tap or double-click the music file.
4. On the **Playback** tab, tap or click **Play in Background**.

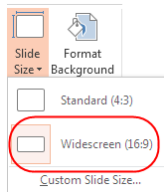
Widescreen friendly

In earlier versions of PowerPoint, default slides were squarer (4:3). Many of the world's TVs and videos have gone to widescreen and High Definition (HD) formats. The default aspect ratio in PowerPoint 2013 is widescreen (16:9). New themes are designed to take advantage of these widescreen possibilities.



Change to a widescreen format

1. On the **Design** tab, tap or click **Customize**, and then tap or click **Slide Size**.
2. Tap or click **Widescreen (16:9)**.



NOTE You can also change your slide size to a custom dimension. On the **Design** tab, tap or click **Slide Size**, and then tap or click **Custom Slide Size**.

Watch motion path to see where an object ends up

When you create a motion path with PowerPoint 2013, PowerPoint shows you where your object will end up. Your original object stays put, and a "ghost" image moves along the path to the endpoint.



Format objects easily with new task pane

Shape, picture, and text design tools have been centralized in a new formatting pane, so you can edit or format objects more easily than before.

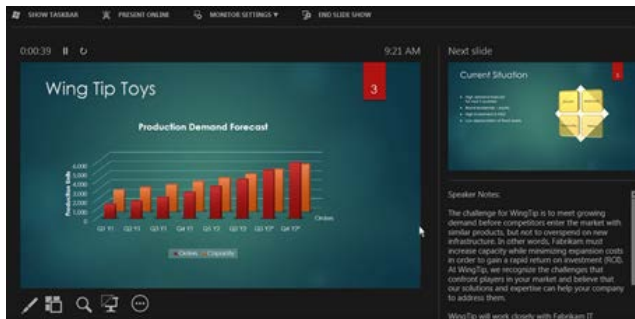
To use the new formatting pane:

1. Right-click the object you want to format.
2. In the drop-down menu, tap or click **Format Shape** or **Format Picture**.
3. Tap or click one of the four icons: **Fill & Line** (paint bucket icon), **Effects** (pentagon icon), **Size & Properties** (ruler icon), or **Picture** (picture icon).
4. Select a formatting option.

Impress

The enhanced Presenter View includes several helpful new tools. You can see your notes on your monitor (while your audience only sees the slides), zoom in on specific areas, and navigate easily between slides with the new Slide Navigator. These features also work with touch. Just “unpinch” a slide to zoom out to the Slide Navigator. Touch to zoom in to a new slide, which also switches the slide being presented.

Connecting to a projector is simple too. PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter View.

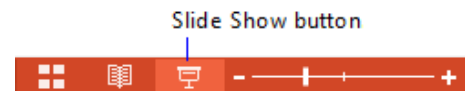


Display Presenter View on a single monitor

You can use the enhanced Presenter View on a single monitor so you can rehearse in Presenter View without hooking up to another monitor.

View a document in Read Mode

1. At the bottom of the PowerPoint slide window, tap or click the **Slide Show** button.



2. In Slide Show view, point to the lower-left corner of the window. When the control bar appears, tap or click , and then tap or click **Show Presenter View**.

TIP If Presenter View is projected on the big screen and the presentation is on your personal monitor, with a couple taps or clicks, you can flip the settings to swap the displays. At the top of Presenter View, tap or click **DISPLAY SETTINGS**, and then tap or click **Swap Presenter View and Slide Show**.

Work together

With the new PowerPoint and SkyDrive Pro, it's easy to share and collaborate on a presentation in the cloud. You can also comment on each other's work using the new Comments Pane. It's also simple to share a presentation in a Lync online meeting.

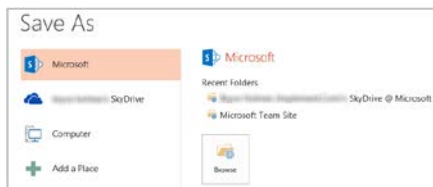
Save and share a presentation in the cloud

With your presentations stored in the cloud, you can get to them anytime you're online. It's also easier to share presentations stored in the cloud. You and your coworkers can even work together on the same presentation at the same time.

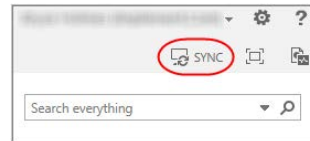
CAUTION Do not use your personal SkyDrive (use SkyDrive Pro instead) to share business documents. Your personal SkyDrive is a consumer service and is not intended for confidential business information. Also, do not store HBI or PII content to SkyDrive Pro.

Save a document on SkyDrive Pro

1. Tap or click **File**, and then tap or click **Save As**.
2. Under **Save As**, select the SkyDrive Pro location you desire.



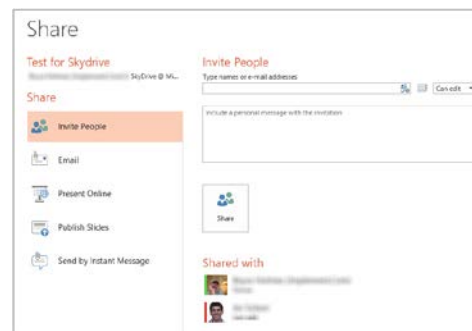
NOTE After you save files on SkyDrive Pro, you can create a local cache of the files for offline usage with one click by clicking the **Sync** button, which appears in every document library. The local folder will always sync with the online library when you regain connectivity.



Invite people to share a presentation saved on SkyDrive Pro

After you save a presentation on SkyDrive Pro, you can invite people to share the presentation. You can even set up permissions (view or edit) for the presentation from PowerPoint.

1. In PowerPoint, open the presentation that you want to share.
2. Tap or click **File**, and then tap or click **Share**.
3. Under **Share**, tap or click **Invite People**



4. On the right side of the screen, under **Invite People**:

- Enter the names or email addresses of the people you want to share the presentation with.
- Select **Can edit** or **Can view** to set permissions for the presentation.
- Enter a message to include with the invitation (optional).

5. Tap or click **Share**.

NOTE If you haven't saved the presentation to SkyDrive Pro before you start this procedure, PowerPoint walks you through the process of saving to SkyDrive Pro before you invite people.

Present online

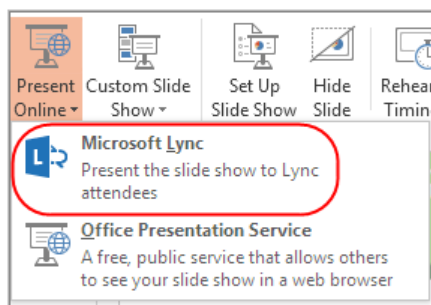
You can present online, even if your audience doesn't have PowerPoint. Just send a link. Others can follow you in their browser as you advance through the presentation on your screen.

Start an online meeting from PowerPoint

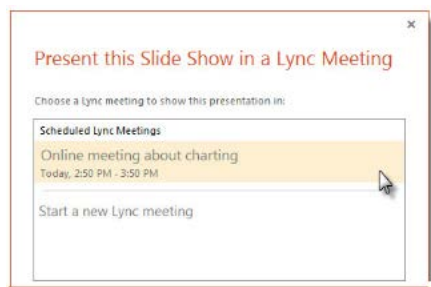
You can start a Lync® 2013 meeting from PowerPoint and present with audio and Instant Messaging (IM). Your audience can join you from anywhere on any device with Lync.

Start a Lync online meeting

1. On the **Slide Show** tab, tap or click the down arrow next to **Present Online**, and then tap or click **Microsoft Lync**.



A list of active Lync conversations and scheduled Lync online meetings (within 30 minutes) will appear. You can also start a new meeting on the spot.



2. In the list, pick a scheduled meeting or start a new Lync meeting, and then tap or click **OK**.

4. In Lync, do one of the following:

- Begin your scheduled meeting.

— OR —

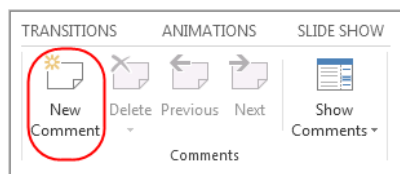
- To begin a new meeting, tap or click  to invite more attendees, and then tap or click **Invite More People**.
- Select contacts from the contacts list or type each name in the box, and then tap or click **Select**.
- Begin your presentation

Add and reply to comments

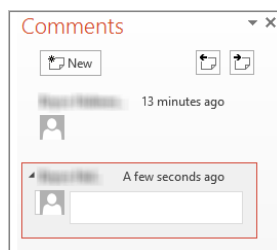
In PowerPoint 2013, you can provide feedback with the new Comments Pane. You can also show or hide comments.

Add a comment

- On the slide, tap or click the text or object that you want to add a comment to, or tap or click anywhere in the slide to add a general comment.
- On the **Review** tab, in the **Comments** group, tap or click **New Comment**.



This opens the Comments Pane at the side of the slide pane, and places an orange active comment icon  next to the selected item.



- Type your comment in the Comment field. When you're finished adding your comment, press ENTER or tap or click outside the Comment field.

NOTES

- If the Comments Pane is already open, you can tap or click **New Comment** to add a comment to the selected text, object, or slide. You can attach multiple comments to the same text or object this way.
- Elements that have comments are indicated by a comment icon . Tap or click the icon to see the comments.
- To move between comments, tap or click the **Previous** or **Next** buttons at the top of the Comments Pane.
- To show or hide the Comments Pane, on the **Review** tab, tap or click **Show Comments**. To show or hide the comments icons, tap or click the down arrow next to **Show Comments**, and then tap or click **Show Markup**.

Reply to a comment

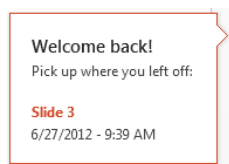
- In the comment that you want to reply to, simply begin typing in the Reply field, and then press ENTER.

Pick up where you left off

When you close a presentation, PowerPoint remembers the last slide you looked at. When you reopen the file, as long as you are signed in to Office with a Microsoft account or Office 365 account, the Resume Reading callout will appear next to the scroll bar to indicate the last location.

To resume reading in a presentation:

1. When you reopen PowerPoint, you'll see the following callout.



2. Tap or click the callout to go directly to the slide where you left off.

NOTE After a few seconds, the callout morphs into a bookmark icon . You can tap or click the icon to go to the slide where you left off.

Touch

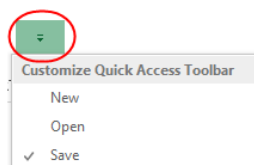
You can use PowerPoint 2013 on a Windows 8 or Windows 7 touch-enabled computer or tablet. Using typical touch gestures, you can swipe, tap, scroll, zoom, and pan your way through your slides. Presenter tools in PowerPoint 2013 work great with touch too—just pinch and unpinch to zoom in and out if you want to emphasize a part of a slide.



If you want to enlarge the space between buttons on the ribbon to make it easier to select options with your fingers, you can use the new **Touch/Mouse Mode** button. You can add the **Touch/Mouse Mode** button to the Quick Access Toolbar so that you can switch back and forth between Touch and Mouse modes.

Add the Touch/Mouse Mode button to the Quick Access Toolbar

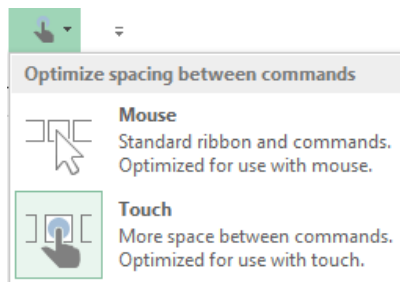
1. Click the down arrow on the Quick Access Toolbar.



2. Tap or click **Touch/Mouse Mode**.

The **Touch/Mouse Mode** button is added to the Quick Access Toolbar.

3. Tap or click the **Touch/Mouse Mode** button on the Quick Access Toolbar, and then select the mode you want.



Note that even in Mouse mode, if you open a menu (the collapsed ribbon or the contextual right-click menu) using touch, the menu will open up with spaced icons and controls, as if you set Touch mode. Functionality that requires hover behavior is not active in Touch mode. For example, if you tap **Font Color** (rather than clicking with the mouse), the buttons will be bigger, but the Eyedropper will not be available on the menu.

PowerPoint 2013 Touch Guide

To	Do this
Zoom into a slide in Slide Show View.	Stretch two fingers apart.
Zoom out of a slide to the Slide Navigator in Slide Show View.	Pinch two fingers together.
Show controls in Slide Show View.	Tap a slide.
Go to the next or previous slide in Normal View.	Make a quick vertical flick on the slide, or tap the slide's thumbnail in the Thumbnail Pane.
Select multiple slides.	In the Thumbnail Pane or in Slide Sorter View, make a short, horizontal swipe across each slide until the color of the thumbnail's border changes.
Rearrange slides.	Drag a slide horizontally out of the Thumbnail Pane and drop it at the new location.
Select multiple objects.	Tap an object to select it, and then tap and hold it while you tap the other objects.
Edit the text in an object.	Double-tap the text.

For more information

Microsoft IT Showcase

<http://microsoft.com/microsoft-IT>

What's new in PowerPoint 2013

<http://office.microsoft.com/en-us/powerpoint-help/what-s-new-in-powerpoint-2013-HA102809628.aspx?CTT=1>

PowerPoint 2013 Quick Start Guide

<http://office.microsoft.com/en-us/support/powerpoint-2013-quick-start-guide-HA103673693.aspx?CTT=1>

Create your first PowerPoint 2013 presentation

<http://office.microsoft.com/en-us/support/create-your-first-powerpoint-2013-presentation-RZ102925085.aspx?CTT=1>

Keyboard shortcuts for use while creating a presentation in PowerPoint 2013

<http://office.microsoft.com/en-us/powerpoint-help/keyboard-shortcuts-for-use-while-creating-a-presentation-in-powerpoint-2013-HA102749080.aspx?CTT=1>

Make the switch to PowerPoint 2013

<http://office.microsoft.com/en-us/powerpoint-help/make-the-switch-to-powerpoint-2013-RZ102925029.aspx?CTT=1>

