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# Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)



## **Synopsis**

Laminated quick reference card showing step-by-step instructions and shortcuts for how to use advanced features of Microsoft Office PowerPoint 2013. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered:

Adding Placeholders to a Slide Master  
Adding Master Level Guides  
Adding a Customized Layout  
Creating and Changing Personal Templates  
Organizing Slides with Sections  
Inserting an Excel Table  
WordArt Effects  
Recoloring a Picture  
Inserting an Audio Clip  
Inserting a Video  
Merging Shapes  
Ungrouping Clip Art  
Creating a Button to Jump to Another Slide or File During a Slide Show  
Hiding Slides  
Displaying the Animation Pane  
Reordering Animations  
Removing or Modifying Animations  
Previewing Animations  
Using the Animation Painter  
Syncing Animation/Text Overlays with Audio/Video  
Annotations During a Slide Show  
Saving Different Slide Orders  
Setting up a Self Running Show  
Setting Timings by Viewing the Show  
Recording Narration  
Compressing Media Files  
Packaging Presentations on a CD/USB Drive  
Saving a Presentation as a Video  
Broadcasting Your Presentation on the Web.

This guide is one of two titles available for PowerPoint 2013: PowerPoint 2013 Introduction (ISBN 978-1936220878), PowerPoint 2013 Advanced.

## **Book Information**

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## **Customer Reviews**

While it is laminated, it is not sealed or "Coffee Proof". The spilling of the coffee was not done as a test but did reveal that liquids will seep in around the edges. I had purchased four different titles of this series and all show the same problem. Because of the spill one of the sheets is starting to come apart. The material covered was adequate. The information in the "Introduction" sheets might be

good for use in a teaching environment but is at the entry level.

I am a relatively new Power Point user. This advanced quick reference has helped me solve problems much quicker than reading pages of the user manual. It has answered 99% of my questions.

PowerPoint always needs a reference sheet. I need it for school but I don't remember how to use it after a few weeks. So it is essential for me to have this handy/

This is a go way to get familiar with Power Point. I like these sheets on various subjects. I have several of them such as Word 2013

Not a bad place to get some quick answers. Will not answer all your questions or solve all your problems, but a good place to start.

Wonderful little "extra" to have just in case a step is missed. I give them to my students so they have something extra.

Just what a "newby" to the new Office suite needs! Very quick delivery too!!

This is an obligatory comment so they can stop asking how great this product is.

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