

Quick Start Guide

Microsoft PowerPoint 2013 looks different from previous versions, so we created this guide to help you minimize the learning curve.

Find what you need

Click any tab on the ribbon to display its buttons and commands.

Use contextual tabs

Some ribbon tabs appear only when you need them. For example, when you insert or select a picture, the **Picture Tools Format** tab appears.

See more options

Click this arrow to see more options in a dialog box.

Manage your presentations

Click the **File** tab to open, save, print, and manage your presentations.

Show the content you want

Switch views or show or hide notes and comments.



Get help

Click here or press **F1**.

Need more space?

Click here or press **CTRL+F1** to hide or show the ribbon.

Use the Format pane

Use this handy pane to apply formatting to pictures, videos, SmartArt, shapes, and other objects.

Zoom in and out

Slide this bar to the left or right to zoom in or out on slide details.

Powerpoint Quick Guide

Mark Middlebrook

A red circular graphic with a gradient, appearing as a semi-circle or a stylized arrow pointing to the right, located to the right of the author's name.

Powerpoint Quick Guide:

Microsoft Power Point 2017: An Easy Guide to Learning the Basics Michael Galeso, 2017-01-19 Microsoft PowerPoint has for many years been the premier slide show presentation software that is developed by Microsoft but for use on Apple or Microsoft machines PowerPoint is quite useful in creating presentations that are slide based and is the commonly used software for this kind of development The main interface of this system consists of number of individual pages otherwise called slides This was originally related to a slide projector This slide can contain graphics texts movies sounds and other objects that can be arranged freely based on the user s requirements The presentations can be printed displayed on a computer screen or it can be controlled by a presenter *Microsoft Office 2016 and 2013 Basics Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips)* TeachUcomp Inc, 2017-07-29 New to Microsoft Office 2016 or 2013 Upgrading from a previous version Designed with the busy professional in mind this two page quick reference guide provides step by step instructions in the shared basic features of Microsoft Excel Word and PowerPoint When you need an answer fast you will find it right at your fingertips Simple and easy to use quick reference guides are perfect for individuals businesses and as supplemental training materials With 28 topics covered this guide is ideal for someone new to Microsoft Office or upgrading from a previous version **Quick Reference Guide for PowerPoint 97** DDC Publishing, Chris Katsaropoulos, 1997 *Professional Presentation Skills (A Handbook & Quick Reference Guide)* GERARD ASSEY, The best of skills and competency levels will not help if one is unable to present or communicate effectively In recent studies conducted in organizations it was established that more than 60% of an executive s time was spent in communicating and presenting ideas and in the case of top level executives it even exceeded 80% of the daily working time One may have great knowledge of their field excellent skills and enormous potential but the world will know about these only if one can properly present themselves along with the qualities they have The most successful employees are the ones who can communicate well People with effective presentation skills know how to speak with confidence conveying information in a clear crisp and concise manner Business leaders are often expected to present new ideas new developments new innovations company policies and changes to staff clients partners or even the public Lots of money time planning efforts and pressure can go into these presentations Therefore organizations are constantly on the lookout for such ones who have strong presentation skills to take the lead on these kinds of projects People who possess these skills will be more likely to get noticed by their superiors and climb their way up the corporate ladder faster So whether you are a high level manager or just an assistant developing your presentation skills is one sure way to climb up the corporate ladder Being a good presenter contributes a lot to individual growth especially for those in the field of sales and marketing This is because your presentation skills can help play a vital role in how well you are able to convince your audience Further being a good communicator gives you a chance to connect with people thus enabling you to easily convey your ideas in the meeting room And most times it s your presentation that can

actually help bag projects For businessmen and entrepreneurs a powerful presentation can mean funding for their startup or convincing stakeholders For employees and freelancers a great presentation means retaining a client or securing a new project But many people think of presentation skills as only the delivery part However creating a great presentation requires much more than just public speaking skills Being able to create and deliver a great presentation is something that most people need to know as it s an important way to express ideas and persuade audiences One example is the understanding of your audience which is an important trait of a good presenter You need to be able to research properly structure your ideas write the presentation in an orderly flow add visuals and design elements and then only you get to present it Presentation skills are therefore most vital for individual growth as well as the success of an organization on the whole and this book Professional Presentation Skills A Handbook Quick Reference Guide will help you do just that covering all that you would need to prepare and deliver an impactful presentation You will find that the book has been laid out in a very unique manner under 20 headings each beginning with a P that will help equip you or your team with the best of skills to mark your presence and help you move forward and upward soaring high

SAP Business Intelligence Quick Start Guide Vinay Singh,2019-02-27 Designing and deploying solutions using the SAP BusinessObjects Business Intelligence platform 4 2 Key FeaturesGet up and running with the SAP BusinessObjects Business Intelligence platformPerform effective data analysis and visualization for actionable insightsEnhance your BI strategy by creating different types of reports and dashboards using SAP BusinessObjectsBook Description The SAP BusinessObjects Business Intelligence platform is a powerful reporting and analysis tool This book is the ideal introduction to the SAP BusinessObjects Business Intelligence platform introducing you to its data visualization visual analytics reporting and dashboarding capabilities The book starts with an overview of the BI platform and various data sources for reporting Then we move on to looking at data visualization analysis reporting and analytics using BusinessObjects Business Intelligence tools You will learn about the features associated with reporting scheduling and distribution and learn how to deploy the platform Toward the end you will learn about the strategies and factors that should be considered during deployment By the end you will be confident working with the SAP BusinessObjects Business Intelligence platform to deliver better insights for more effective decision making What you will learnWork with various tools to create interactive data visualization and analysis Query report and analyze with SAP Business Objects Web IntelligenceCreate a report in SAP Crystal Reports for EnterpriseVisualize and manipulate data using an SAP Lumira StoryboardDeep dive into the workings of the SAP predictive analytics toolDeploy and configure SAP BO Intelligence platform 4 2Who this book is for This book is for Business Intelligence professionals and existing SAP ecosystem users who want to perform effective Business Intelligence using SAP BusinessObjects

A Quick Guide to Behaviour Management in the Early Years Emily Bullock,Simon Brownhill,2011-09-15 Managing the behaviour of young children can be a real challenge this book provides you with 100 tried and tested ideas for the long medium and short term It shows how to select

and adopt the right approach how to analyze reflect on and modify practice to ensure consistency and fairness and that positive behaviour develops Each of the 100 ideas focuses on a single strategy and looks at structures and systems using fun child orientated resources rewarding good behaviour and managing sanctions the advantages of various approaches case studies from practice adaptations of strategies for different settings and ages The book suggests lively strategies that keep behaviour management fresh and effective Advice is given to support children with Special Educational Needs and examples of behaviour management in different settings are shared An easily accessible guide for all practitioners working with children aged 3 to 8 The Ridiculously Simple Guide to Google Slides Scott La Counte,2019-08-19 How many times do you work on a presentation that you will get absolutely no feedback on and want no help Maybe you re the type that likes to whip something up and have no practice or feedback at all Most of us are the former Before we stand in front of a group of people we want to make sure we re as polished as possible The problem is PowerPoint wasn t built like that It was built as a desktop program that one person would use at a time Google realized the problem and seized the opportunity when they launched Google Slides over ten years ago Google Slides is a cloud based presentation editor that can replace PowerPoint or Keynote If you d like to get the most out of the software then let s get started Note This book is the Google Slides portion of the larger work The Ridiculously Simple Guide to Google Apps G Suite The Ridiculously Simple Guide to Using Google for Business Scott La Counte,2019-09-01 Google has changed the way businesses do work If you are considering switching to using Google Apps and Chromebooks at your office then this book will be your crash course It covers how Chromebook work getting started with Google Analytics and the most popular Google Apps Docs Sheets and Slides This book is not endorsed by Alphabet Inc and should be considered unofficial *A Strategic Guide to Technical Communication - Second Edition (Canadian)* Heather Graves,Roger Graves,2011-12-20 A Strategic Guide to Technical Communication incorporates useful and specific strategies for writers to create aesthetically appealing and usable technical documentation These strategies have been developed and tested on a thousand students from a number of different disciplines over twelve years and three institutions The second edition adds a chapter on business communication reworks the discussion on technical style and expands the information on visual communication and ethics into free standing chapters Particular attention is paid throughout to the needs of Canadian students *PCs All-in-One Desk Reference For Dummies* Mark L. Chambers,2011-03-03 Need the scoop on Windows Vista How about Office 2007 Anything you need to know about using your PC can probably be found in *PCs All In One Desk Reference for Dummies* 4th Edition This handy guide is made up of eight convenient minibooks so you can find what you need in a hurry And in case you think you ve seen it before this fourth edition is fully updated for all the newest coolest stuff Want a guided tour of the Vista operating system and how it differs from XP Check out minibook 2 Have you heard about Microsoft Works but aren t sure what it s about Find out in Book 4 Planning to network all the computers in your home Minibook 8 is just what you need The entire repertoire includes PC Hardware

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Houseplants For Dummies Larry Hodgson,National Gardening Association,1998-08-26 Looking to bring some outside greenery indoors Maybe you already have an indoor garden and are looking to create a botanical jungle Whatever the case may be houseplants are an ideal inexpensive way to beautify your dwelling You ll be rewarded with purer air and you re sure to enjoy watching your plant sprout climb and even flower Of course before you start working on crafting a greenhouse you need to know what kinds of plants you can grown in your home and which plants are best suited to your taste and style **Houseplants For Dummies** introduces dozens of different foliage plants flowering plants cacti and exotic varieties Your green thumb is sure to get even greener once you ve read about Houseplant basics Identifying indoor microclimates Indoor plant biographies Differentiating between direct indirect and low light Watering needs Rules of fertilizing Temperature and growing cycles **Houseplants For Dummies** is packed with houseplant growing techniques tips tricks and even goes the extra mile with a chapter devoted to the various ways you can display houseplants if you re looking for some bragging rights Whether you re new to the world of houseplant basics or you re a seasoned gardener you ll get the inside dirt on topics such as Various potting soil mixes Preparing plants for indoor life Cleaning pruning and staking Propagating houseplants Dealing with pests and diseases Building your own controlled climate And much more The material is arranged into six clear and helpful sections houseplant basics houseplant profiles growing essentials potted plant maintenance houseplant settings and valuable ideas each section helping you create your own indoor forest Even if you re convinced you have a black thumb **Houseplants For Dummies** will have you living among the green in no time

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