

Guía de inicio rápido

Microsoft PowerPoint 2013 tiene un aspecto distinto al de las versiones anteriores, por lo que hemos creado esta guía para ayudarle a reducir lo máximo posible la curva de aprendizaje.

Encuentre lo que necesita

Haga clic en cualquiera de las fichas de la cinta para que se muestren sus botones y comandos.

Utilice las fichas contextuales

Algunas fichas de la cinta se muestran solo cuando son necesarias. Por ejemplo, cuando inserte o seleccione una imagen, se mostrará la ficha **Herramientas de imagen | Formato**.

Vea más opciones

Haga clic en esta flecha para ver más opciones en un cuadro de diálogo.

Administre sus presentaciones

Haga clic en la ficha **Archivo** para abrir, guardar, imprimir y administrar sus presentaciones.

Muestre el contenido que desea

Cambie de vista o muestre u oculte notas y comentarios.



Obtenga ayuda

Haga clic aquí o presione la tecla **F1**.

¿Necesita más espacio?

Haga clic aquí o presione **CTRL+F1** para que se oculte o muestre la cinta.

Utilice el panel Formato

Utilice este conveniente panel para aplicar formato a imágenes, videos, SmartArt, formas y otros objetos.

Acerque y aleje la vista

Deslice esta barra hacia la izquierda o hacia la derecha para aumentar o reducir el zoom de la diapositiva.

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Using Microsoft PowerPoint Gregory A. Crawford, 1998 Written specifically for librarians this guide pays extra attention to those features which are particularly useful in libraries such as creating reports for staff board members tenure committees and classes or developing information kiosks with continuous loop information on library hours or special announcements

PowerPoint 2007 for Starters: The Missing Manual E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint's most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft's documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

PowerPoint 2007 Emily A. Vander Veer, 2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp, 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object

Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Inserting Video and Audio 1 Inserting Videos 2 Inserting Audio 3 Recording Audio 4 Screen Recording Collaborating In PowerPoint 1 Collaborating on a Presentation 2 Using Classic Comments in PowerPoint 3 Using Modern Comments in PowerPoint 4 Comparing Presentations Using Themes 1 Applying Themes 2 Customizing Theme Colors 3 Customizing Theme Fonts 4 Changing Theme Effects 5 Customizing Theme Background Styles Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation 3 Animating Multimedia Playback Slide Shows 1 Start a Slide Show 2 Slide Show Pointer Options 3 Using Custom Shows 4 Set Up Show 5 Record a Slide Show 6 Rehearsing Timings 7 Subtitles in a Slide Show 8 Save a Slide Show as a Video 9 Save as Show 10 Publish to Stream 11 Hide a Slide in a Slide Show 12 Rehearse with Coach Zooms Links and Actions 1 Using Zooms 2 Using Links 3 Using Actions Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations 4 Check Accessibility 5 Create a PDF Document Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar and Microsoft Search PowerPoint Options and Export Options 1 Setting PowerPoint Options 2 Creating an Animated GIF 3 Package a Presentation for CD 4 Exporting Handouts to Word

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Open Learning Guide for PowerPoint 2003 Introductory Cia Training Ltd Staff, 2004-09 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a PowerPoint presentation The accompanying data files on CD are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach

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certification exam focusing on essential skills and tasks within PowerPoint 2016 The guide covers various key areas including creating managing and customizing presentations It emphasizes the ability to modify slide layouts themes and master slides and to configure presentation settings like slide size and orientation It also addresses how to import Word outlines and slides into PowerPoint for seamless integration of content The guide goes deeper into inserting and formatting text shapes images and multimedia ensuring the user can create visually appealing and engaging slides Inserting tables charts SmartArt and media and using them effectively to enhance presentations is another crucial topic The guide also explains how to apply transitions and animations to slides and objects including customizing animation timings and triggers and using the Animation Pane to refine these effects Managing multiple presentations is another key focus with strategies for merging presentations reusing slides and comparing changes Protecting presentations using passwords or marking them as final is also covered For delivery the guide emphasizes the setup of slide show options the use of Presenter View and rehearsal tools for timed presentations Lastly the guide highlights collaboration features like sharing presentations adding comments and utilizing OneDrive and Office 365 for seamless teamwork This study guide prepares users to confidently navigate PowerPoint's features and pass the Microsoft certification exam ensuring proficiency in both individual and collaborative tasks MOS 2010 Study Guide for Microsoft Word, Excel, PowerPoint, and Outlook Joan Lambert, Joyce Cox, 2011 This all in one guide is designed to help readers practice and prepare for the four core Microsoft Office Specialist MOS exams Use the book's easy to follow procedures and illustrations to review the essential skills measured by the MOS exams Create Electronic Presentations (PowerPoint 2003) BSBADM306A Cheryl Price, Julia Wix, 2004 Microsoft PowerPoint(R) Simple Projects Jan Rader, 2004-11 **PowerPoint 2007 Bible** Faithe Wempen, 2007-02-27 Examines the new features and enhancements of the presentation software describing the new user interface and explaining how to combine text animation video photographs sound effects narration and other features into a professional looking presentation **PowerPoint 2003: Part I**,

Google Apps: The Missing Manual Nancy Conner, 2008-05-27 Among its many amazing applications Google now has web based alternatives to many of the applications in Microsoft Office This comprehensive and easy to follow new book enables you to explore Google's new office applications in detail Once you do you'll be in good company more than 100 000 small businesses and some corporations are already looking to take advantage of these free Google offerings Google Apps The Missing Manual teaches you how to use three relatively new applications from Google Docs and Spreadsheets which provide many of the same core tools that you find in Word and Excel and Google Calendar and Gmail the applications that offer an alternative to Outlook This book demonstrates how these applications together can ease your ability to collaborate with others and allow you access to your documents mail and appointments from any computer at any location Of course as remarkable as these applications are Google's office suite is definitely a work in progress Navigating what you can and can't do and more importantly understanding how to do it isn't always easy And good luck finding enough help online Google Apps

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Table of Contents Power Point Manual

1. Understanding the eBook Power Point Manual
 - The Rise of Digital Reading Power Point Manual
 - Advantages of eBooks Over Traditional Books
2. Identifying Power Point Manual
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Power Point Manual
 - User-Friendly Interface
4. Exploring eBook Recommendations from Power Point Manual
 - Personalized Recommendations
 - Power Point Manual User Reviews and Ratings
 - Power Point Manual and Bestseller Lists
5. Accessing Power Point Manual Free and Paid eBooks
 - Power Point Manual Public Domain eBooks
 - Power Point Manual eBook Subscription Services
 - Power Point Manual Budget-Friendly Options

6. Navigating Power Point Manual eBook Formats
 - ePub, PDF, MOBI, and More
 - Power Point Manual Compatibility with Devices
 - Power Point Manual Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Power Point Manual
 - Highlighting and Note-Taking Power Point Manual
 - Interactive Elements Power Point Manual
8. Staying Engaged with Power Point Manual
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Power Point Manual
9. Balancing eBooks and Physical Books Power Point Manual
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Power Point Manual
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Power Point Manual
 - Setting Reading Goals Power Point Manual
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Power Point Manual
 - Fact-Checking eBook Content of Power Point Manual
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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