

FULL COLOR



Microsoft®

PowerPoint® 2013

onDemand

Includes

- Online Workshops that focus on real-world techniques
- More than 500 essential PowerPoint 2013 tasks

que®

Steve Johnson, Perspection, Inc.

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

PowerPoint® 2013

onDemand

Steve Johnson
Perspection, Inc.



que® Que Publishing, 800 East 96th Street, Indianapolis, IN 46240 USA

PowerPoint® 2013 on Demand

Copyright © 2013 by Perspection, Inc.

All rights reserved. No part of this book shall be reproduced, stored in a retrieval system, or transmitted by any means, electronic, mechanical, photocopying, recording, or otherwise, without written permission from the publisher. No patent liability is assumed with respect to the use of the information contained herein. Although every precaution has been taken in the preparation of this book, the publisher and author assume no responsibility for errors or omissions. Nor is any liability assumed for damages resulting from the use of the information contained herein.

Library of Congress Cataloging-in-Publication Data is on file

ISBN-13: 978-0-7897-4856-0

ISBN-10: 0-7897-4856-8

Printed and bound in the United States of America

First Printing: April 2013

16 15 14 13 4 3 2 1

Que Publishing offers excellent discounts on this book when ordered in quantity for bulk purchases or special sales.

For information, please contact: U.S. Corporate and Government Sales

1-800-382-3419 or corpsales@pearsontechgroup.com

For sales outside the U.S., please contact: International Sales

1-317-428-3341 or International@pearsontechgroup.com

Trademarks

All terms mentioned in this book that are known to be trademarks or service marks have been appropriately capitalized. Que cannot attest to the accuracy of this information. Use of a term in this book should not be regarded as affecting the validity of any trademark or service mark.

Microsoft and the Microsoft Office logo are registered trademarks of Microsoft Corporation in the United States and/or other countries.

Warning and Disclaimer

Every effort has been made to make this book as complete and as accurate as possible, but no warranty or fitness is implied. The authors and the publishers shall have neither liability nor responsibility to any person or entity with respect to any loss or damage arising from the information contained in this book.

Publisher

Paul Boger

Associate Publisher

Greg Wiegand

Executive Editor

Loretta Yates

Managing Editor

Steve Johnson

Author

Steve Johnson

Page Layout

James Teyler

Interior Designers

Steve Johnson

Marian Hartsough

Photographs

Tracy Teyler

Indexer

Katherine Stimson

Proofreader

Beth Teyler

Team Coordinator

Cindy Teeters

Acknowledgments

Perspection, Inc.

PowerPoint 2013 on Demand has been created by the professional trainers and writers at Perspection, Inc. to the standards you've come to expect from Que publishing. Together, we are pleased to present this training book.

Perspection, Inc. is a software training company committed to providing information and training to help people use software more effectively in order to communicate, make decisions, and solve problems. Perspection writes and produces software training books, and develops multimedia and web-based training. Since 1991, we have written more than 130 computer books, with several bestsellers to our credit, and sold over 5 million books.

This book incorporates Perspection's training expertise to ensure that you'll receive the maximum return on your time. You'll focus on the tasks and skills that increase productivity while working at your own pace and convenience.

We invite you to visit the Perspection web site at:

www.perspection.com

Acknowledgments

The task of creating any book requires the talents of many hard-working people pulling together to meet impossible deadlines and untold stresses. We'd like to thank the outstanding team responsible for making this book possible: the writer, Steve Johnson; the production editor, James Teyler; the editor and proofreader, Beth Teyler; and the indexer, Katherine Stimson.

At Que publishing, we'd like to thank Greg Wiegand and Loretta Yates for the opportunity to undertake this project, Cindy Teeters for administrative support, and Lori Lyons for your production expertise and support.

Perspection

About the Author

Steve Johnson has written more than 80 books on a variety of computer software, including Adobe Edge Animate, Adobe Photoshop CS6, Adobe Dreamweaver CS6, Adobe InDesign CS6, Adobe Illustrator CS6, Adobe Flash Professional CS5, Microsoft Windows 8, Microsoft Office 2013 and 2010, Microsoft Office 2008 for the Macintosh, and Apple OS X Mountain Lion. In 1991, after working for Apple Computer and Microsoft, Steve founded Perspection, Inc., which writes and produces software training. When he is not staying up late writing, he enjoys coaching baseball, playing golf, gardening, and spending time with his wife, Holly, and three children, JP, Brett, and Hannah. Steve and his family live in Northern California, but can also be found visiting family all over the western United States.

A large, light blue, lowercase letter 'a' is positioned in the bottom left corner of the page, partially overlapping the light blue vertical bar.

We Want to Hear from You!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

I welcome your comments. You can email or write to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

Please note that I cannot help you with technical problems related to the topic of this book.

When you write, please be sure to include this book's title and author as well as your name, email address, and phone number. I will carefully review your comments and share them with the author and editors who worked on the book.

Email: feedback@quepublishing.com

Mail: Que Publishing
ATTN: Reader Feedback
800 East 96th Street
Indianapolis, IN 46240 USA

For more information about this book or another Que title, visit our web site at www.quepublishing.com. Type the ISBN (excluding hyphens) or the title of a book in the Search field to find the page you're looking for.



This page intentionally left blank

Contents

Introduction

xvii

1	Getting Started with PowerPoint	1
	Starting PowerPoint	2 New!
	Viewing the PowerPoint Window	3
	Using the Ribbon	4 New!
	Choosing Commands	5 New!
	Working with the Ribbon and Toolbars	6
	Choosing Dialog Box Options	8
	Using the Status Bar	9 New!
	Creating a Blank Presentation	10 New!
	Creating a Presentation Using a Template	11 New!
	Creating a Presentation from an Existing One	12 New!
	Opening a Presentation	14 New!
	Arranging Windows	16 New!
	Using Task Panes and Window Panes	17 New!
	Understanding PowerPoint Views	18 New!
	Browsing a Presentation	20 New!
	Documenting Properties	22
	Converting an Existing Document	23
	Getting Help While You Work	24 New!
	Saving a Presentation	26 New!
	Saving a Presentation with Different Formats	28 New!
	Saving a Presentation to Online Services	30 New!
	Working with Accounts	31 New!
	Recovering a Document	32
	Closing a Presentation and Exiting PowerPoint	34 New!
2	Developing Presentation Content	35
	Creating New and Consistent Slides	36 New!
	Working with Objects	38 New!
	Developing Text	40 New!
	Entering Text	42

C

C

Editing Text	44	
Setting Editing Options	45	New!
Correcting Text While Typing	46	
Undoing and Redoing an Action	48	
Resizing Text While Typing	50	
Inserting Information the Smart Way	52	
Inserting and Developing an Outline	54	
Moving and Indenting Text	56	
Setting Tabs	58	
Changing Text Alignment and Spacing	60	
Changing Character Spacing	62	
Changing Character Direction	63	
Formatting Text	64	
Modifying a Bulleted and Numbered List	66	
AutoFormatting Text While Typing	68	
Applying a Format Style	70	
Inserting Symbols	71	
Creating a Text Box	72	New!
Creating Text Columns	74	
Finding and Replacing Text	75	
Rearranging Slides	76	
Organizing Slides into Sections	78	
Using Slides from Other Presentations	80	

3 Designing a Look **81**

Making Your Presentation Look Consistent	82	
Viewing Masters	84	
Controlling Slide Appearance with Masters	86	
Controlling a Slide Layout with Masters	88	
Modifying Placeholders	90	
Controlling a Slide Background with Masters	92	
Adding a Header and Footer	93	
Inserting Slide Numbers	94	
Inserting the Date and Time	96	
Understanding Color Themes	97	
Viewing and Applying a Theme	98	New!
Creating a Color Theme	100	
Choosing Theme Fonts	102	
Choosing Theme Effects	103	
Creating a Custom Theme	104	
Adding Colors to a Presentation	106	

Adding a Background Style	107	New!
Modifying a Background Style	108	
Setting Up for Personal Templates	110	New!
Creating a Personal Template	111	New!
Opening Template	112	New!

4 Drawing and Modifying Shapes

113

Drawing and Resizing Shapes	114	New!
Inserting Multiple Shapes	116	
Adding Text to a Shape	117	
Drawing Lines and Arrows	118	New!
Creating and Editing Freeforms	120	
Modifying a Freeform	122	
Copying and Moving Objects	124	New!
Adding a Quick Style to a Shape	126	New!
Adding a Quick Style to Shape Text	127	
Applying Color Fills	128	New!
Applying Picture Fills	130	New!
Applying Texture Fills	132	New!
Applying Gradient Fills	134	New!
Applying Shape Effects	136	
Creating Shadows	138	
Adding 3-D Effects to a Shape	140	New!
Adding 3-D Rotation Effects to a Shape	142	
Aligning Objects to Grids and Guides	144	New!
Aligning and Distributing Objects	146	
Aligning Objects with Smart Guides	148	New!
Changing Stacking Order	149	
Connecting Shapes	150	
Rotating and Flipping a Shape	152	
Grouping and Ungrouping Shapes	154	
Merging Shapes Together	156	New!
Selecting Objects Using the Selection Pane	157	

5 Inserting Pictures and Multimedia

159

Locating and Inserting Online Pictures	160	New!
Inserting Pictures from an Online Service	162	New!
Inserting Pictures from a SkyDrive or SharePoint	164	New!
Inserting a Picture from a File	165	
Inserting a Picture from a Slide Layout	166	
Examining Picture File Formats	167	



Creating a Photo Album	168
Inserting a Picture Screen Shot	170
Adding an Artistic Style to a Picture	171
Adding a Quick Style to a Picture	172
Applying a Shape to a Picture	173
Applying a Border to a Picture	174 New!
Applying Picture Effects	175 New!
Modifying Picture Size	176 New!
Compressing a Picture	178
Correcting a Picture	179 New!
Recoloring a Picture	180
Cropping and Rotating a Picture	182
Removing a Picture Background	184
Creating WordArt Text	186
Formatting WordArt Text	188 New!
Applying WordArt Text Effects	190
Modifying WordArt Text Position	191 New!
Inserting Videos and Audio	192
Editing Videos and Audio	194
Adding Bookmarks to Video and Audio	196
Formatting Videos	197
Setting Video and Audio Play Options	198 New!
Playing Videos and Audio	200
Recording Audio	202
Compressing Media	203
Optimizing Media	204 New!

6 Inserting Charts and Related Material **205**

Creating SmartArt Graphics	206
Using the Text Pane with SmartArt Graphics	208
Modifying a SmartArt Graphic	210
Resizing a SmartArt Graphic	211
Formatting a SmartArt Graphic	212
Formatting a Shape in a SmartArt Graphic	214 New!
Adding Pictures to a SmartArt Graphic	216
Converting a SmartArt Graphic to Shapes	217
Creating an Organization Chart	218
Modifying an Organization Chart	220
Inserting a Chart	222 New!
Selecting Chart Data	224 New!
Entering Chart Data	225 New!

Editing Chart Data	226	New!
Importing Data	228	
Modifying the Data Worksheet	230	
Selecting a Chart Type, Layout, and Style	232	New!
Selecting and Changing Chart Elements	234	
Formatting Chart Elements	236	New!
Working with Chart Elements	237	New!
Changing Chart Titles	238	New!
Changing Chart Labels	239	New!
Changing Line and Bar Charts	240	New!
Filtering Chart Data	241	New!
Saving a Chart Template	242	New!
Inserting a Table	244	
Modifying a Table	246	
Formatting a Table	248	New!
Adding a Quick Style to a Table	250	
Applying Effects to a Table	252	
Sharing Information Among Documents	253	
Embedding and Linking an Object	254	
Modifying Links	256	
Inserting a Microsoft Excel Chart	258	
Inserting a Microsoft Word Document	260	

7 **Creating a Web Presentation** **261**

Adding Action Buttons	262
Adding Hyperlinks to Objects	264
Creating Hyperlinks to External Elements	266
Inserting Hyperlinks	268
Using and Removing Hyperlinks	270
Saving Slides as Web Graphics	272
Saving a Presentation as Web Graphics	273
Exploring XML	274
Saving an XML Presentation	275
Opening a Web Page	276
Getting Documents from the Web	277

8 **Finalizing a Presentation and Its Supplements** **279**

Changing Slide Setup Options	280	New!
Preparing Handouts	282	
Preparing Speaker Notes	284	
Customizing Notes Pages	286	



Changing Proofing Options	288	New!
Setting Languages for Proofing	290	
Checking Spelling	292	New!
Using Custom Dictionaries	294	
Inserting Research Material	296	
Finding the Right Words	297	New!
Translating Text to Another Language	298	
Using Multiple Languages	300	
Exporting Notes and Slides to Word	301	
Documenting Presentation Properties	302	
Checking Accessibility	304	New!
Checking Compatibility	306	
Saving Slides in Different Formats	307	
Saving Outline Text as a Document	308	
Creating a PDF Document	309	
Creating an XPS Document	310	
Selecting Printing Options	311	
Previewing a Presentation	312	
Printing a Presentation	314	
Printing an Outline	316	

9 Preparing a Slide Show 317

Creating Slide Transitions	318	
Adding and Removing Animation	320	
Using Specialized Animation	322	New!
Coordinating Multiple Animations	324	
Animating a SmartArt Graphic	326	
Triggering Animations	328	
Using the Animation Painter	329	
Adding Slide Timings	330	
Recording a Narration	332	
Setting Up a Slide Show	334	New!
Creating a Custom Slide Show	336	
Hiding Slides	338	
Creating a Self-Running Presentation	339	
Working with Fonts	340	

10 Presenting a Slide Show 341

Starting a Slide Show	342	New!
Navigating a Slide Show	344	New!

Navigating a Slide Show with Touch	346	New!
Annotating a Slide Show	348	New!
Delivering a Show on Multiple Monitors	350	New!
Displaying a Show in Presenter View	352	New!
Saving a Presentation as a Slide Show	354	
Saving a Presentation as a Video	355	
Packaging a Presentation on CD	356	
Broadcasting a Presentation Online	358	New!
Giving a Presentation at an Online Lync Meeting	360	New!
Communicating Online with Lync	362	New!
Showing a Presentation with the PowerPoint Viewer	364	
Customizing the PowerPoint Viewer	365	
Showing Multiple Presentations	366	

11 Reviewing and Securing a Presentation **367**

Adding Comments to a Presentation	368	New!
Editing Comments in a Presentation	370	New!
Comparing and Merging Presentations	372	
Creating and Linking OneNotes	373	
Working with OneNote	374	New!
Inspecting Documents	376	New!
Adding Password Protection to a Presentation	378	
Adding Security Encryption to a Presentation	380	
Marking a Presentation as Read-Only	381	
Adding a Digital Signature	382	
Sending a Presentation Using E-Mail	384	
Sending a Presentation by Internet Fax	386	New!
Sending a Presentation by Instant Message	387	New!
Avoiding Harmful Attacks	388	
Using the Trust Center	390	New!
Selecting Trusted Publishers and Locations	391	
Setting Document Related Security Options	392	
Setting App Catalog Security Options	394	New!
Setting Add-in Security Options	395	
Setting ActiveX Security Options	396	
Setting Macro Security Options	397	
Changing Message Bar Security Options	398	
Setting Privacy Options	399	
Working with Office Safe Modes	400	



12	Customizing the Way You Work	403
	Setting Start Up Options	404 New!
	Setting Office Options	405 New!
	Setting General Options	406
	Setting Image Options	408
	Setting Chart Options	409 New!
	Setting Slide Show Options	410
	Setting Display Options	411 New!
	Setting Recent Presentation Options	412 New!
	Setting Default File Locations	413 New!
	Setting Advanced Save Options	414
	Working with Touch Screens	416 New!
	Accessing Commands Not in the Ribbon	417
	Customizing the Way You Create Objects	418
	Working with Office Tools	420 New!
	Maintaining and Repairing Office	422 New!
13	Expanding PowerPoint Functionality	423
	Adding Apps for Office	424 New!
	Inserting Apps for Office	426 New!
	Managing Apps for Office	427 New!
	Viewing and Managing Add-ins	428
	Loading and Unloading Add-ins	430
	Enhancing a Presentation with VBA	432
	Viewing the Visual Basic Editor	434
	Setting Developer Options	435
	Simplifying Tasks with Macros	436
	Controlling a Macro	438
	Adding a Digital Signature to a Macro Project	440
	Assigning a Macro to a Toolbar or Ribbon	441
	Saving a Presentation with Macros	442
	Opening a Presentation with Macros	443
	Inserting ActiveX Controls	444
	Using ActiveX Controls	446
	Setting ActiveX Control Properties	447
	Playing a Movie Using an ActiveX Control	448
	Changing the Document Information Panel	450

Working Online with SharePoint and SkyDrive	452	New!
Signing in to SharePoint or SkyDrive	454	New!
Saving and Opening on SharePoint or SkyDrive	456	New!
Accessing Documents on SharePoint	458	New!
Syncing Documents on SharePoint	460	New!
Publishing Slides to a SharePoint Library	462	
Sharing Documents on SkyDrive	464	New!
Accessing Documents on SkyDrive	466	New!
Managing Documents on SkyDrive	468	
Downloading or Uploading Documents on SkyDrive	470	
Creating Office Documents on SkyDrive	471	
Sending Links to Documents on SkyDrive	472	New!
Comparing the Office Desktop App to the Web App	474	
Working with Office Web Apps	476	New!
Saving or Printing in Office Web Apps	478	
Co-authoring Documents with Office Web Apps	480	New!
Blocking Co-authoring Documents	482	
<i>New Features</i>	483	New!
<i>Microsoft Office Specialist</i>	489	
<i>Index</i>	497	

This page intentionally left blank

Introduction

Welcome to *PowerPoint 2013 on Demand*, a visual quick reference book that shows you how to work efficiently with Microsoft PowerPoint. This book provides complete coverage of basic to advanced PowerPoint skills.

How This Book Works

You don't have to read this book in any particular order. We've designed the book so that you can jump in, get the information you need, and jump out. However, the book does follow a logical progression from simple tasks to more complex ones. Each task is presented on no more than two facing pages, which lets you focus on a single task without having to turn the page. To find the information that you need, just look up the task in the table of contents or index, and turn to the page listed. Read the task introduction, follow the step-by-step instructions in the left column along with screen illustrations in the right column, and you're done.

What's New

If you're searching for what's new in PowerPoint 2013, just look for the icon: **New!**. The new icon appears in the table of contents and throughout this book so you can quickly and easily identify a new or improved feature in PowerPoint 2013. A complete description of each new feature appears in the New Features guide in the back of this book.

Keyboard Shortcuts

Most menu commands have a keyboard equivalent, such as Ctrl+P, as a quicker alternative to using the mouse. A complete list of keyboard shortcuts is available on the web at www.queondemand.com or www.perspection.com.



How You'll Learn

How This Book Works

What's New

Keyboard Shortcuts

Step-by-Step Instructions

Real World Examples

Workshops

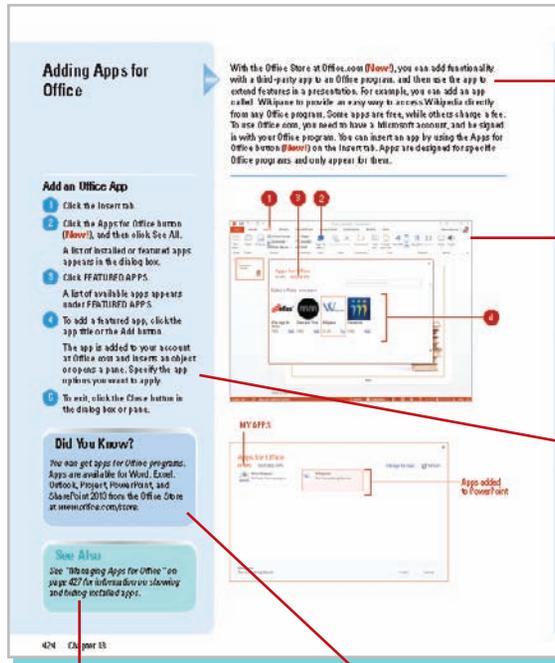
Microsoft Office Specialist

Get More on the Web



Step-by-Step Instructions

This book provides concise step-by-step instructions that show you “how” to accomplish a task. Each set of instructions includes illustrations that directly correspond to the easy-to-read steps. Also included in the text are time-savers, tables, and sidebars to help you work more efficiently or to teach you more in-depth information. A “Did You Know?” provides tips and techniques to help you work smarter, while a “See Also” leads you to other parts of the book containing related information about the task.



Easy-to-follow introductions focus on a single concept.

Illustrations match the numbered steps.

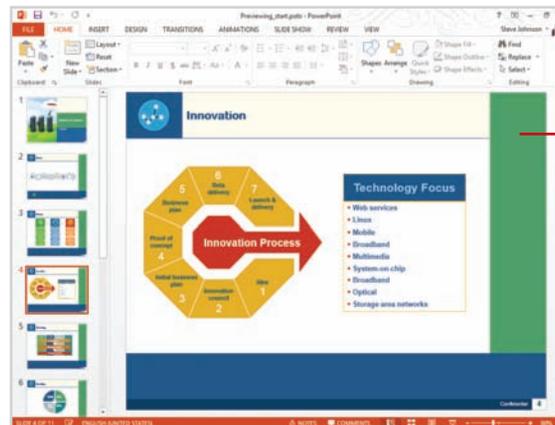
Numbered steps guide you through each task.

See Also points you to related information in the book.

Did You Know? alerts you to tips, techniques and related information.

Real World Examples

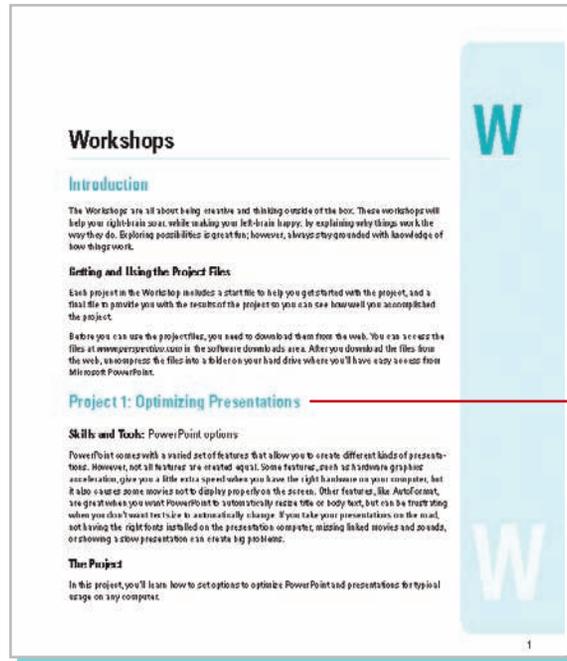
This book uses real world example files to give you a context in which to use the task. By using the example files, you won't waste time looking for or creating sample files. You get a start file and a result file, so you can compare your work. Not every topic needs an example file, such as changing options, so we provide a complete list of the example files used throughout the book. The example files that you need for project tasks along with a complete file list are available on the web at www.queondemand.com or www.perspection.com.



Real world examples help you apply what you've learned to other tasks.

Workshops

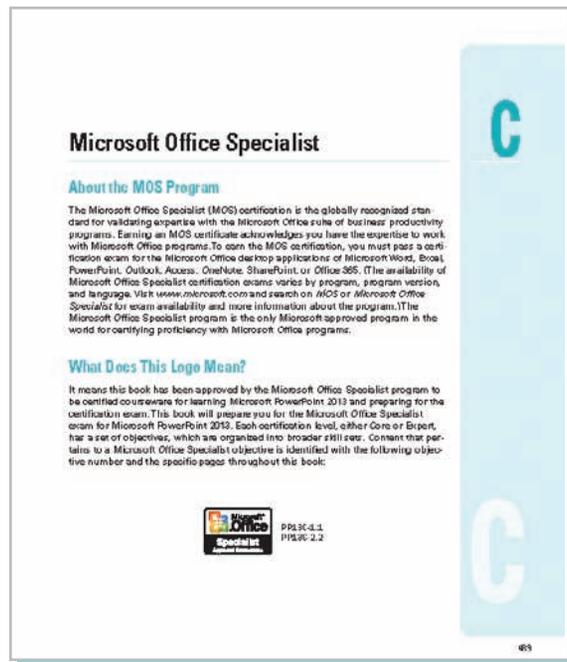
This book shows you how to put together the individual step-by-step tasks into in-depth projects with the Workshops. You start each project with a sample file, work through the steps, and then compare your results with a project results file at the end. The Workshop projects and associated files are available on the web at www.queondemand.com or www.perspection.com.



The **Workshops** walks through in-depth projects to help you put Microsoft PowerPoint to work.

Microsoft Office Specialist

This book prepares you for the Microsoft Office Specialist (MOS) exam for Microsoft PowerPoint 2013. Each MOS certification exam has a set of objectives, which are organized into broader skill sets. To prepare for the MOS certification exam, you should review and perform each task identified with a MOS objective to confirm that you can meet the requirements for the exam. Information about the MOS program is available in the back of this book. The MOS objectives and the specific pages that cover them are available on the web at www.queondemand.com or www.perspection.com.



Get More on the Web

In addition to the information in this book, you can also get more information on the web to help you get up to speed faster with PowerPoint 2013. Some of the information includes:

Transition Helpers

- ◆ **Only New Features.** Download and print the new feature tasks as a quick and easy guide.

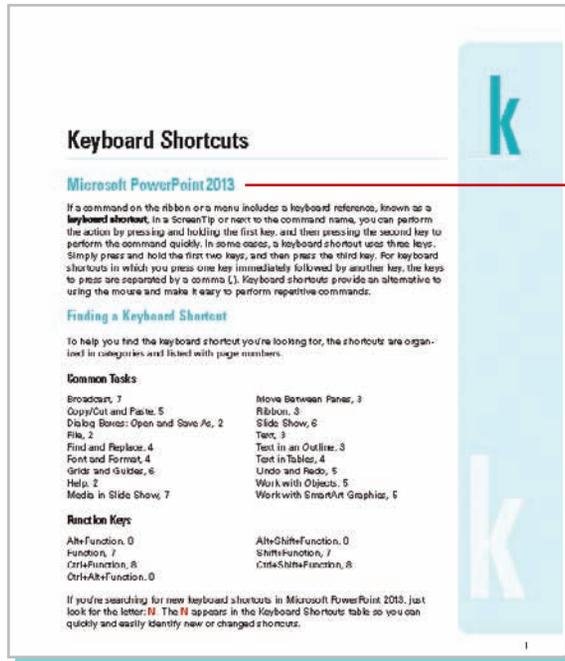
Productivity Tools

- ◆ **Keyboard Shortcuts.** Download a list of keyboard shortcuts to learn faster ways to get the job done.

More Content

- ◆ **Photographs.** Download photographs and other graphics to use in your Office documents.
- ◆ **More Content.** Download new content developed after publication. For example, you can download a chapter on SharePoint server and Office 365.

You can access these additional resources on the web at www.perspection.com.



Additional content is available on the web. You can download keyboard shortcuts.

Designing a Look

Introduction

As you develop your presentation, an important element needs to be considered: the look of your slides. The design of your presentation is just as important as the information that it contains. A poorly designed presentation without the eye-catching design elements will lose your audience, and then what your presentation has to say won't really matter.

Microsoft PowerPoint comes with professionally designed templates to help you create a consistent presentation look. A template is a presentation file that consists of one or more slide masters. A **slide master** is the part of a template that contains all of the properties of your PowerPoint presentation—slide layouts, themes, effects, animation, backgrounds, text font style and color, date and time, and graphic placement. Each slide master contains one or more slide layouts, which defines the positioning and formatting of content on a slide. Layouts contain placeholders, which hold and format future text and other slide content, such as slide numbers, date, time, and headers and footers.

Besides the text and graphics that you place on your slides, another important part of a presentation is the use of color. Not everyone has an eye for color, and pulling it all together can be daunting, so PowerPoint provides you with professionally designed color themes, which you can apply to any slide master. A **theme** is a set of unified design elements that provides a consistent look for a presentation by using color themes, fonts, and effects, such as shadows, shading, and animations.

Once you've set up your masters and themes to be exactly the way you want them, you can save it as a design template. Company specific styles, logos, colors themes and other elements, can now become a new template to be used with other presentations in the future.

What You'll Do

Make Your Presentation Look Consistent

View Masters

Control Slide Appearance with Masters

Control a Slide Layout with Masters

Modify Placeholders

Control a Slide Background with Masters

Add a Header and Footer

Insert Slide Numbers

Insert the Date and Time

View and Apply a Theme

Understand and Create Color Themes

Choose Theme Effects and Font

Create a Custom Theme

Add Colors to a Presentation

Add and Modify a Background Style

Set Up for Personal Templates

Create a Personal Template

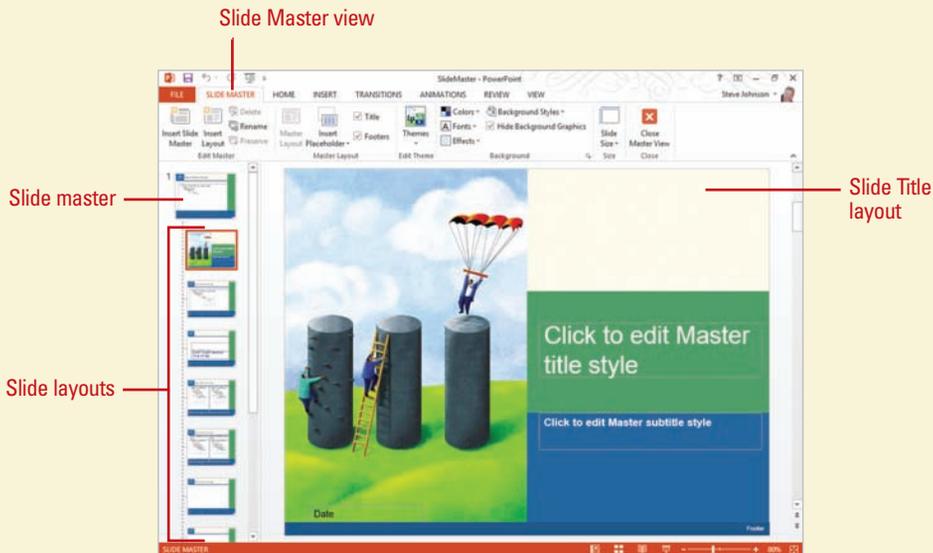
Open a Template

Making Your Presentation Look Consistent

Each PowerPoint presentation comes with a set of **masters**: slide, notes, and handout. A master controls the properties of each corresponding slide or page in a presentation. For example, when you make a change on a slide master, the change affects every slide. If you place your company logo, other artwork, the date and time, or slide number on the slide master, the element will appear on every slide.

Each master contains placeholders and a theme to help you create a consistent looking presentation. A placeholder provides a consistent place on a slide or page to store text and

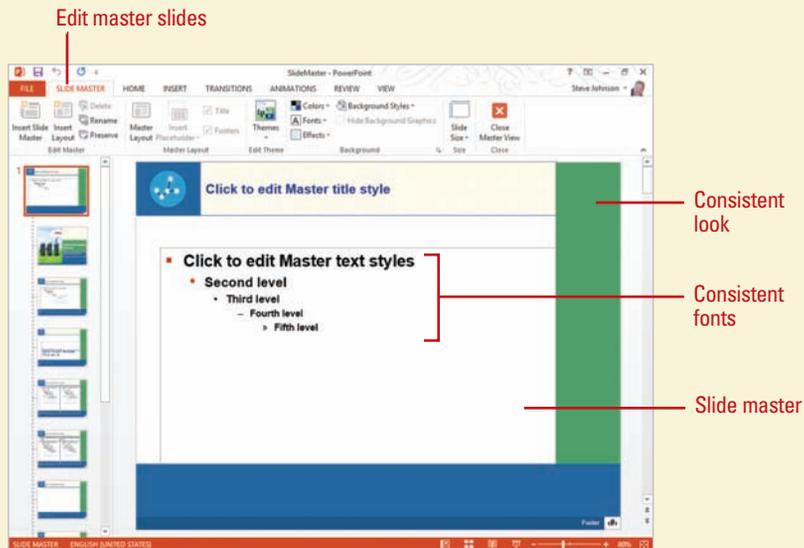
information. A theme provides a consistent look, which incorporates a color theme, effects, fonts, and slide background style. Placeholders appear on the layouts associated with the master. The notes and handout masters use one layout while the slide master uses multiple layouts. Each master includes a different set of placeholders, which you can show or hide at any time. For example, the slide master includes master title and text placeholders, which control the text format for every slide in a presentation, while the handout master includes header, footer, date, page number, and body placeholders. You can modify and arrange placeholders on all of the



master views to include the information and design you want.

You can also view and make changes to a master—either slide, notes, or handout—in one of the master views, which you can access using the View tab. When you view a master, the Ribbon adds a Program tab that correspond to the master. For example, when you switch to Slide Master view, the Slide Master tab appears. The Ribbon on each master view also includes a Close Master View button, which returns you to the view you were in before you opened the master.

The Ribbon for each master view also includes commands specific to the type of master. For example, the Slide Master tab contains several buttons to insert, delete, rename, duplicate, and preserve slide masters. You can insert one or more slide masters into a presentation, which is useful for creating separate sections within the same presentation. When you preserve a slide master, you protect it from being deleted. As you work with slide masters in Slide Master view, you can create custom slide layouts and insert placeholders.



Viewing Masters

If you want to change the appearance of each instance of a slide element, like all the title fonts or all the bullet characters, you don't have to change every slide individually. Instead, you can change them all at once using a slide master. PowerPoint updates the existing slides, and then applies your settings to any slides you add. Each PowerPoint presentation contains three masters: slide, notes, and handout. Which master you open depends on what part of your presentation you want to change. The slide master controls all the presentation slides, while the **notes master** and **handout master** controls the appearance of all speaker notes pages, and handout pages, respectively.

View the Slide Master

- 1 Click the **View** tab.
- 2 Click the **Slide Master** button.

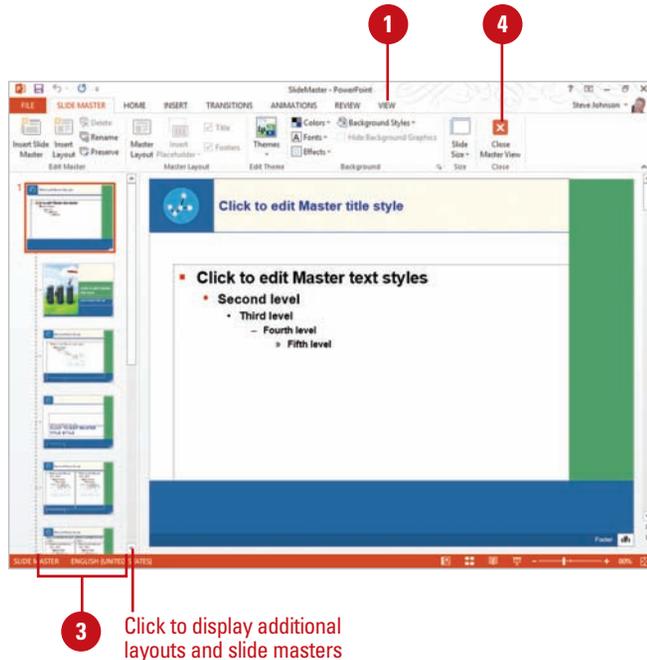
The slide master appears in the left pane as a larger slide miniature with a number next to it and the slides layouts associated with it appear below it.

TIMESAVER You can view the slide master quickly. Press and hold the **Shift** key, and then click the **Normal** view button.

- 3 Click the slide master or slide layout to display it in the slide master view.

Use the scroll bar in the left pane to display additional slide masters and slide layouts.

- 4 Click the **Close Master View** button on the Ribbon.

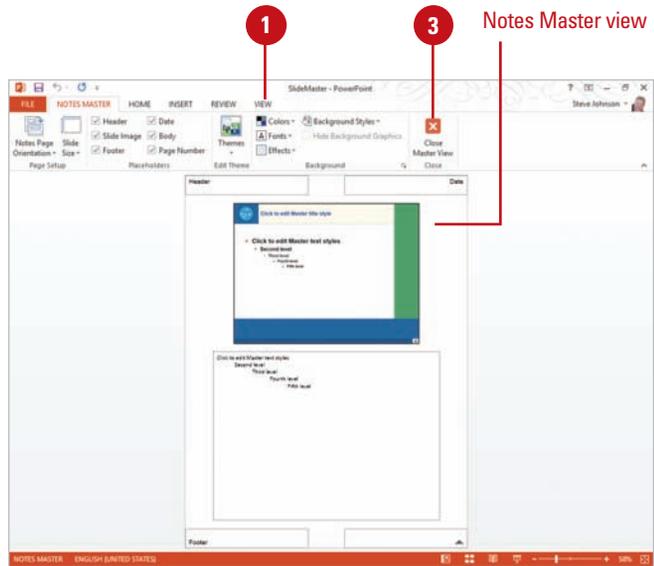


View the Notes Master

- 1 Click the **View** tab.
- 2 Click the **Notes Master** button.

The Notes Master controls the look of your notes pages.

- 3 Click the **Close Master View** button on the Ribbon.



View the Handout Master

- 1 Click the **View** tab.
- 2 Click the **Handout Master** button.

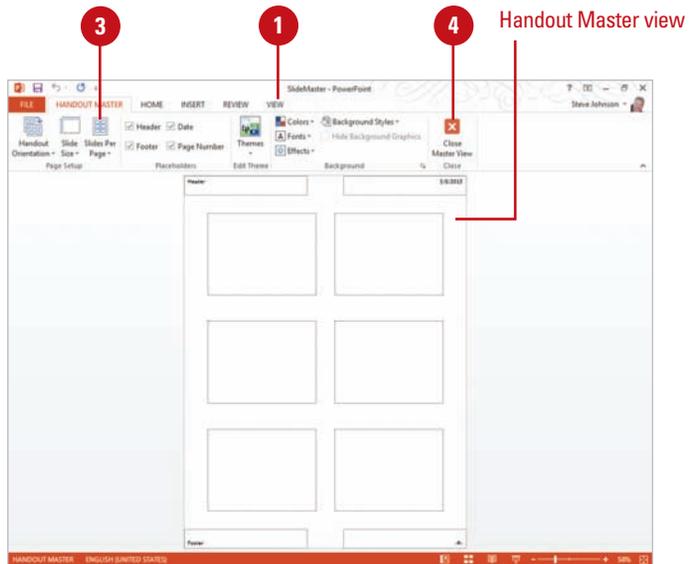
TIMESAVER You can view the handout master quickly. Press and hold the **Shift** key, and then click the **Slide Sorter** view button.

The Handout Master controls the look of your handouts.

- 3 Click the **Slides-per-page** button, and then use one of the following:
 - ◆ Click the number of slides you want on your handout pages: **1**, **2**, **3**, **4**, **6**, or **9**.
 - ◆ Click **Show Slide Outline** to show the slide outline, click the **Slides-per-page** button.

The item you select in steps 2 or 3

- 4 Click the **Close Master View** button on the Ribbon.



Controlling Slide Appearance with Masters

Include an Object on Every Slide or Only Specific Slides

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Add the objects you want to a slide master or slide layout, and then modify its size and placement.
 - ◆ **Slide master.** Includes object on every slide.

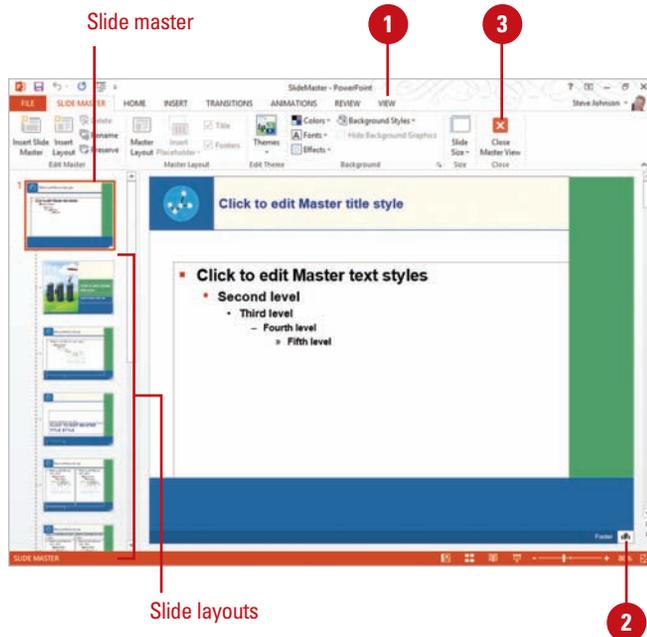
Slide master is the top slide miniature in the left column.
 - ◆ **Slide layout.** Includes object only on the specific layout.
- 3 Click the **Close Master View** button on the Ribbon.

Did You Know?

You can delete a slide master. Click the View tab, click the Slide Master button, select the slide master you want to delete, click the Delete button in the Edit Master group, and then click the Close Master View button.

You can rename a slide master. Click the View tab, click the Slide Master button, select the slide master you want to rename, click the Rename button in the Edit Master group, type a new name, click Rename, and then click the Close Master View button.

If you want an object, such as a company logo or clip art, to appear on every slide in your presentation, place it on the **Slide Master**. All of the characteristics of the Slide Master (background color, text color, font, and font size) appear on every slide. However, if you want an object to appear on a certain slide type, place it on a slide layout in Slide Master view. The Slide Master tab contains several buttons to insert, delete, rename, duplicate, and preserve masters. You can create unique slides that don't follow the format of the masters. When you preserve a master, you protect (lock) it from being deleted. You can also arrange the placeholders the way you want them.



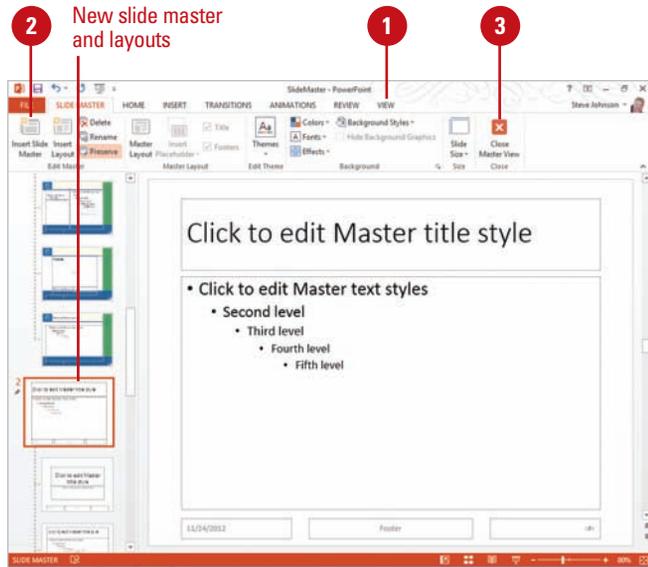
Insert a New Slide Master

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Click the **Insert Slide Master** button.

The new slide master appears at the bottom of the left pane with a push pin indicating the new master is preserved.

- 3 Click the **Close Master View** button on the Ribbon.

The new slide master and associated layouts appears in the Add Slide and Layout galleries at the bottom (scroll down if necessary).



Preserve or Not Preserve a Slide Master

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Click the master that you want to preserve or not preserve.

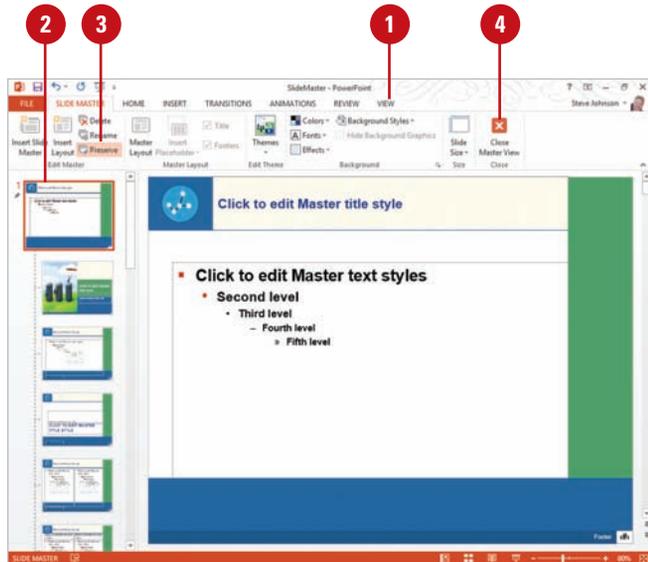
A push pin appears under the slide master number to indicate the master is currently preserved.

- 3 Use the Preserve button to toggle it on (highlighted) and off (not highlighted).

◆ **Preserve.** Click the **Preserve** button to lock the master (highlighted).

◆ **Not preserve.** Click the **Preserve** button to unlock the master (not highlighted), and then click **Yes** or **No** to delete the master (if not used).

- 4 Click the **Close Master View** button on the Ribbon.



Controlling a Slide Layout with Masters

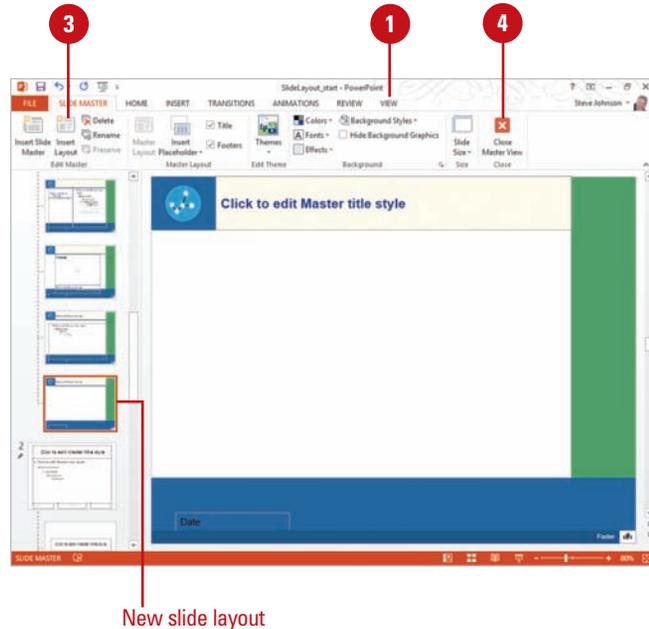
Insert a New Slide Layout

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Select the slide master in the left pane in which you want to associate a new layout.
- 3 Click the **Insert Layout** button.
The new slide layout appears at the end of the current slide layouts for the slide master.
- 4 Click the **Close Master View** button on the Ribbon.

See Also

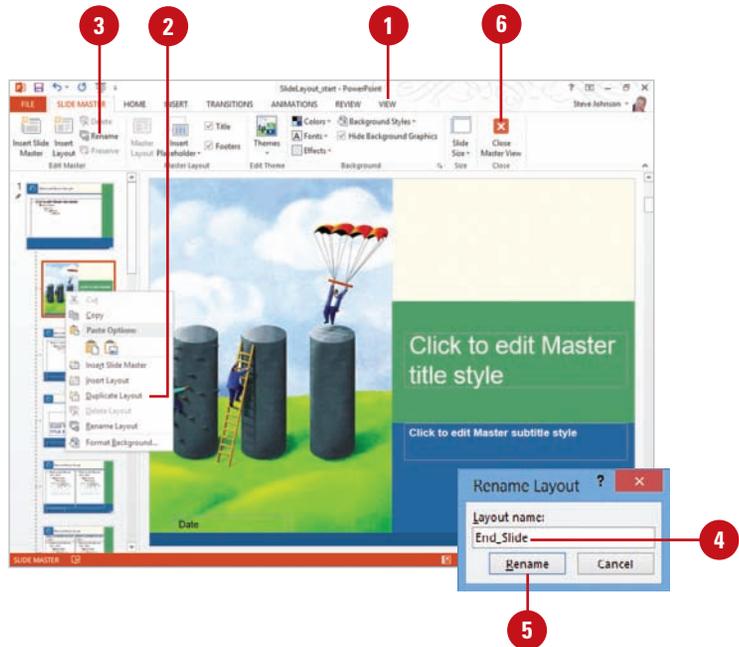
See “Modifying Placeholders” on page 90 for information on showing, hiding, and formatting placeholders.

Each slide master includes a standard set of slide layouts. If the standard layouts don't meet your specific needs, you can modify one to create a new custom slide layout, or insert and create a new custom slide layout from scratch. You can use the Ribbon in Slide Master view to help you create a custom slide layout. In the Master Layout group, you can show and hide available placeholders or insert different types of placeholders, such as Content, Text, Picture, Chart, Table, Diagram, Media, and Clip Art.



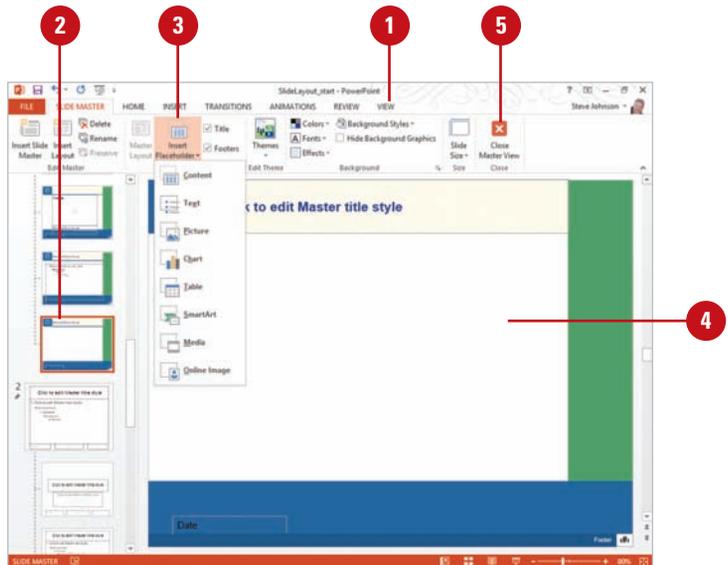
Create a New Slide Layout from an Existing One

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Right-click the slide layout you want to use, and then click **Duplicate Layout**.
The duplicate layout appears below the original one.
- 3 Click the **Rename** button.
- 4 Type a new layout name.
- 5 Click **Rename**.
- 6 Click the **Close Master View** button on the Ribbon.



Insert a Placeholder

- 1 Click the **View** tab, and then click the **Slide Master** button.
- 2 Select the slide layout to which you want to insert a placeholder.
- 3 Click the **Insert Placeholder** button arrow, and then click the placeholder you want to insert.
TIMESAVER Click the *Insert Placeholder* button to insert a placeholder used to hold any kind of content.
- 4 On the slide, drag to create a placeholder the size you want on the slide layout.
- 5 Click the **Close Master View** button on the Ribbon.



Modifying Placeholders

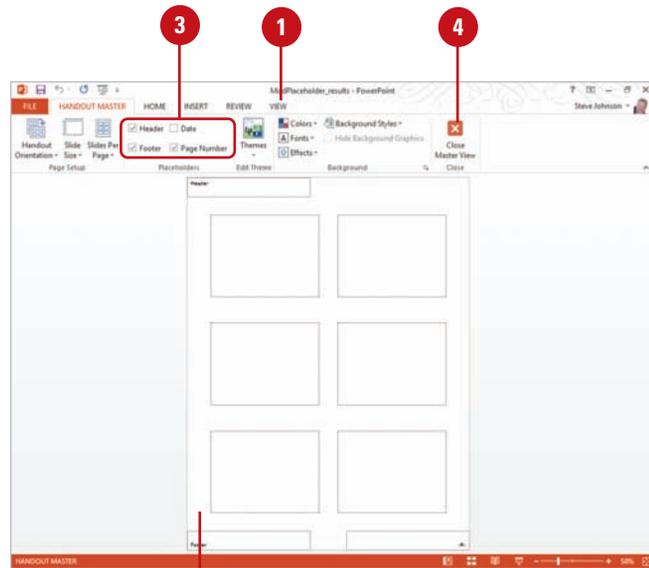
Show or Hide a Placeholder

- 1 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 2 If you're in Slide Master view, select the slide master or slide layout you want to change.
- 3 Select or clear the check box for the placeholder you want to show or hide.
 - ◆ **Slide Master.** Select or clear the Title or Footers check boxes.
 - ◆ **Handout Master.** Select or clear the Header, Footer, Date, or Page Number check boxes.
 - ◆ **Notes Master.** Select or clear the Header, Slide Image, Footer, Date, Body, or Page Number check boxes.
- 4 Click the **Close Master View** button on the Ribbon.

See Also

See "Controlling a Slide Layout with Masters" on page 88 for information on inserting placeholders on a slide master or slide layout.

Each PowerPoint master comes with a different set of standard placeholders. The slide master comes with Title and Footer placeholder, while the handouts master comes with Header, Footer, Date, and Page Number placeholders. If a master doesn't contain the information you need, you can modify it by showing or hiding placeholders. After you display the placeholders you want, you can insert content—such as header or footer text—and format it like any other text box with the look you want. For example, you can format placeholder text using WordArt styles and Font and Paragraphs tools on the Home tab.



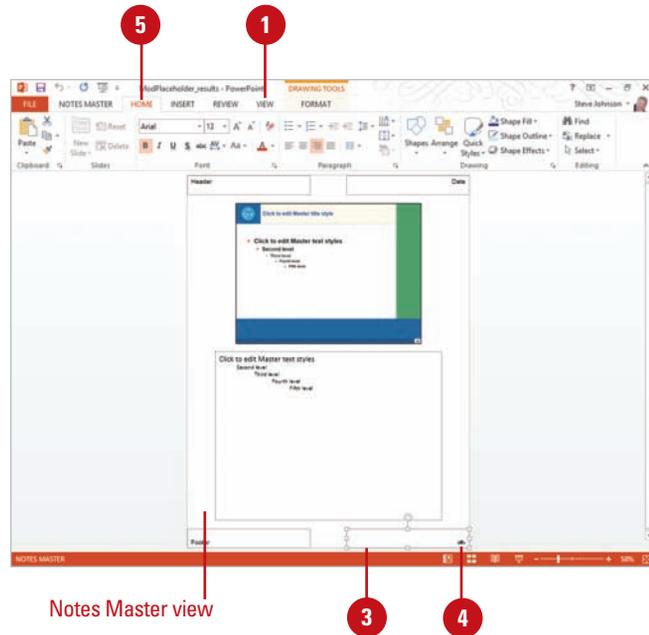
Handout Master view

Modify and Format Placeholders

- 1 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 2 If you're in Slide Master view, select the slide master or slide layout you want to change.
- 3 Select the placeholder you want to change.
- 4 To add information to a placeholder, such as a header or footer, click the text box to insert the I-beam, and then type the text you want.
- 5 To format the placeholder, click the **Home** and **Format** (under Drawing Tools) tabs, and then use the formatting tools on the Ribbon.
 - ◆ Use the WordArt Styles to apply Quick Styles from the Style gallery.
 - ◆ Use tools in the Font and Paragraph groups to modify the placeholder.
- 6 To delete the placeholder, press the Delete key.
- 7 Click the **Close Master View** button on the Ribbon.

Did You Know?

You can change the slide master layout. If you delete an item from the slide master, you can reshove it again. Select the slide master in Slide Master view, click the Slide Layout button, select the placeholder check boxes you want, and then click OK.



For Your Information

Using Objects on the Notes Master

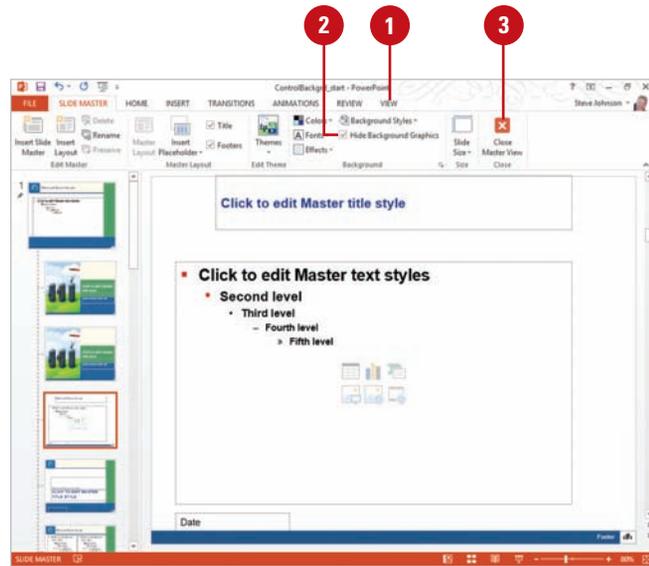
Why don't the objects on the Notes master appear in the Notes pane in Normal view? The objects that you add to the Notes master will appear when you print the notes pages. They do not appear in the Notes pane of Normal view or when you save your presentation as a web page.

Controlling a Slide Background with Masters

Hide Master Background Objects on a Slide

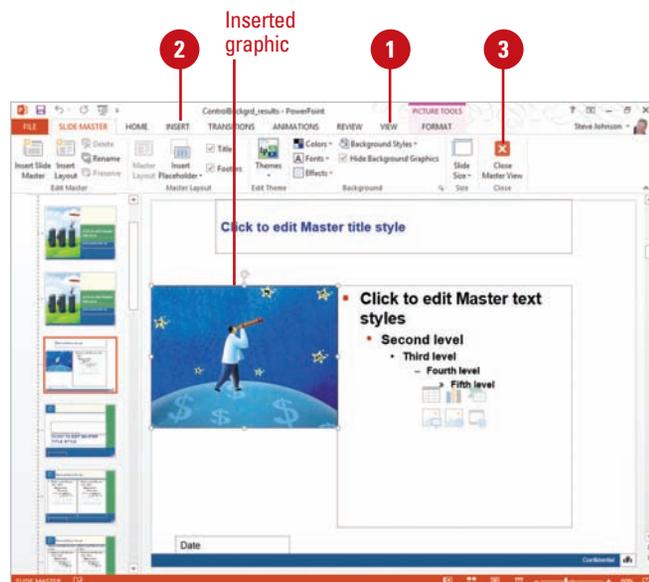
- 1 Click the **View** tab, click the **Slide Master** button, and then select the slide master (for all slides) or slide layout (for specific slides) you want to hide background objects.
- 2 Select the **Hide Background Graphics** check box.
 - ◆ To hide a background object on a single slide, display the slide in Normal view, click the **Design** tab, and then select the **Hide Background Graphics** check box.
- 3 Click the **Close Master View** button on the Ribbon.

You may want to place an object onto most slides, but not every slide. Placing the object on the slide master saves you time. Use the Insert tab to help you insert objects. Once an object is placed on the slide master, you can hide the object in any slide you want. You can even choose to hide the object on every slide or only on specific ones. If you select the slide master in Slide Master view, you can hide background graphics on all slides. If you select a slide layout, you can hide them on the selected layout.



Add Background Graphics

- 1 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 2 Click the **Insert** tab, click the **Insert Picture** button, locate and select the picture you want, and then click **Insert**.
- 3 Click the **Close Master View** button on the Ribbon.

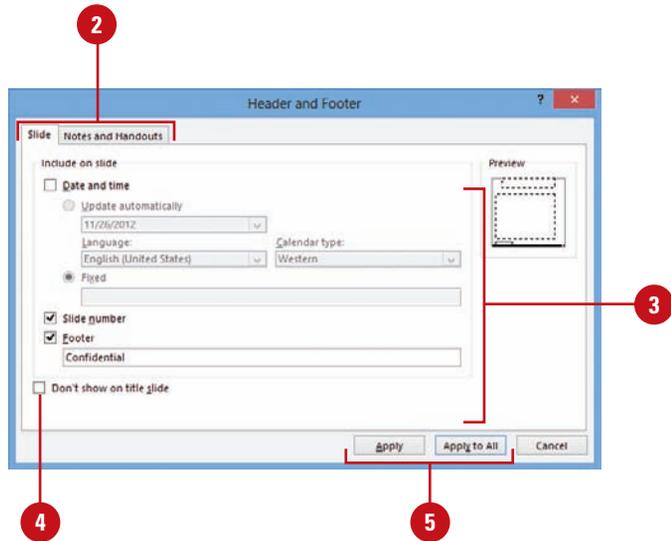


Adding a Header and Footer

Add a Header and Footer

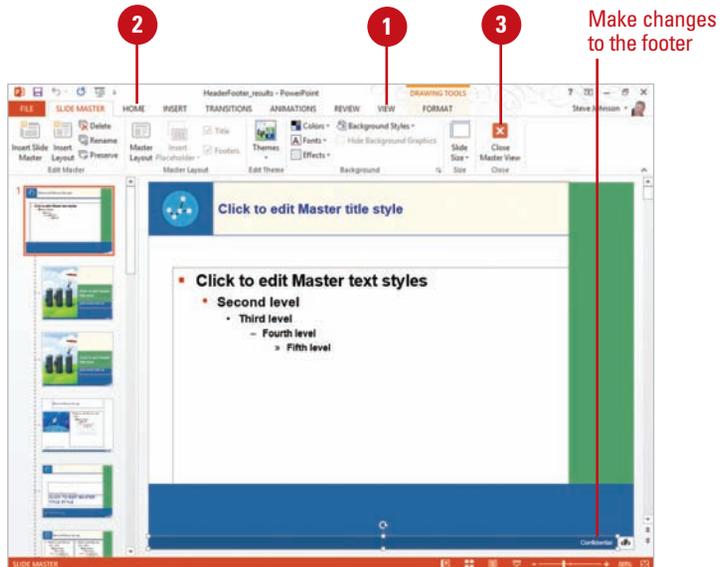
- 1 Click the **Insert** tab, and then click the **Header & Footer** button.
- 2 Click the **Slide** or **Notes and Handouts** tab.
- 3 Enter or select the information you want to include on your slide or your notes and handouts.
- 4 To not include a header and footer on the title slide, select the **Don't show on title slide** check box.
- 5 Click **Apply** to apply your selections to the current slide (if available), or click **Apply to All** to apply the selections to all slides.

Headers and footers appear on every slide. You can choose to not have them appear on the title slide. They often include information such as the presentation title, slide number, date, and name of the presenter. Use the masters to place header and footer information on your slides, handouts, or notes pages. Make sure your header and footer don't make your presentation look cluttered. The default font size is usually small enough to minimize distraction, but you can experiment by changing their font size and placement to make sure.



Change the Look of a Header or Footer

- 1 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 2 Make the necessary changes to the header and footer like any other text box. You can move or resize them or change their text attributes using the Home tab.
- 3 Click the **Close Master View** button on the Ribbon.



Inserting Slide Numbers

Insert Slide Numbering on Slides, Notes, and Handouts

- 1 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 2 Select the master or layout in which you want to insert a slide number, if available.
- 3 Click to place the insertion point in the text object where you want to insert the current slide number.
- 4 Click the **Insert** tab.
- 5 Click the **Insert Slide Number** button.

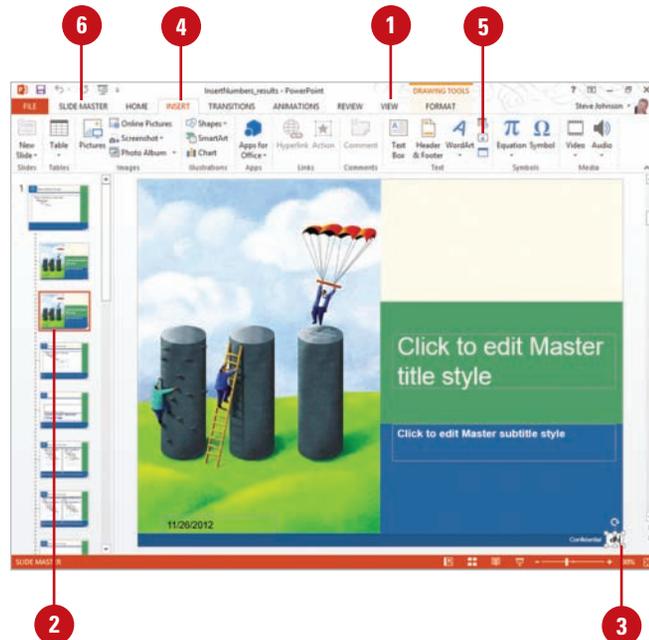
The <#> symbol appears in the text.

- 6 Click the **Slide Master** tab, and then click the **Close Master View** button on the Ribbon.

Did You Know?

Insert slide numbers on slides, notes, and handout using the default placeholder. Click the Insert tab, click the Slide or Notes And Handouts tab, click the Date & Time button, select the Slide Number check box, and then click Apply or Apply To All.

You can insert slide numbers into the text of your presentation. When you insert slide numbers, PowerPoint keeps track of your slide numbers for you. You can insert slide numbers on every slide or only on a specific slide. To insert a slide number on every page, you place it in a placeholder on the slide master. In the Slide Master view, PowerPoint inserts a code <#> for the slide number. When you view slides in other views, the slide number is shown. To insert a slide number only on a specific page, you insert it in a text box on the slide you want. You can even start numbering with a page number other than one. This is useful when your slides are a part of a larger presentation.

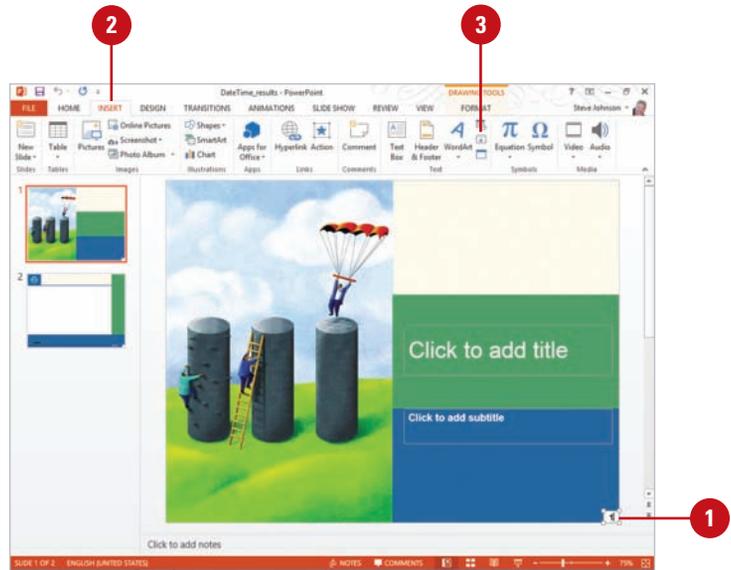


Insert Slide Numbering on a Specific Slide

- 1 Click to place the insertion point in the text object where you want to insert the current slide number.
- 2 Click the **Insert** tab.
- 3 Click the **Insert Slide Number** button.

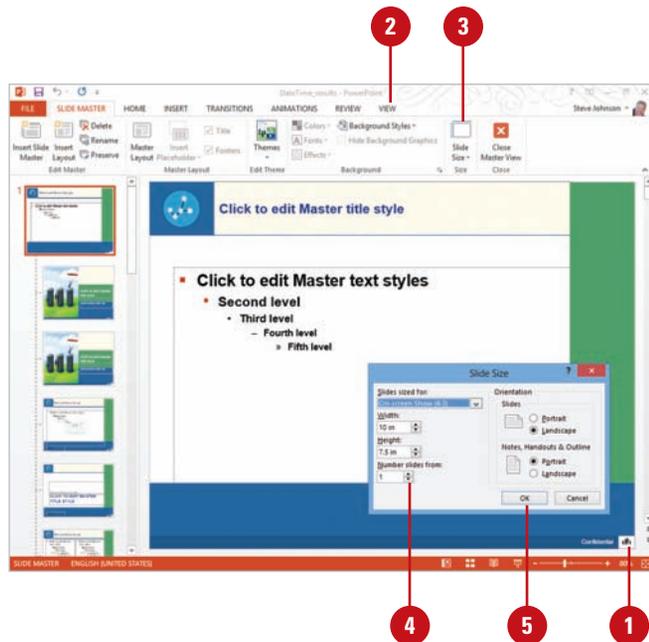
The current slide number is inserted into the text box.

TROUBLE? *If you don't place the insertion point, the Header and Footer dialog opens.*



Start Numbering with a Different Number

- 1 Insert the slide number if you need one on the slide or slide master.
- 2 Click the **View** tab, and then click the master view (**Slide Master**, **Handout Master**, or **Notes Master**) button with the master you want to change.
- 3 Click the **Slide Size** button, and then click **Custom Slide Size**.
- 4 Click the **Number slides from** up or down arrow to set the number you want.
- 5 Click **OK**.

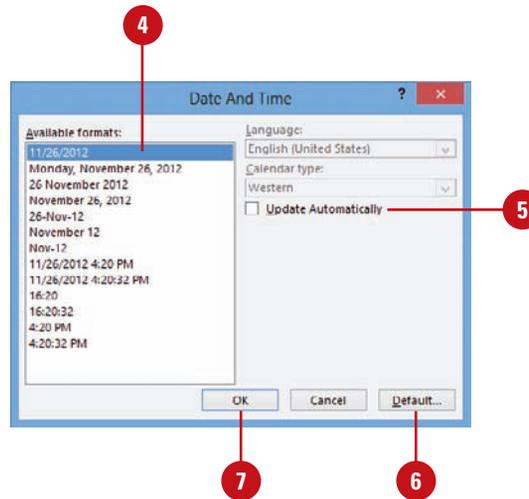


Inserting the Date and Time

Insert the Date and Time on a Specific Slide

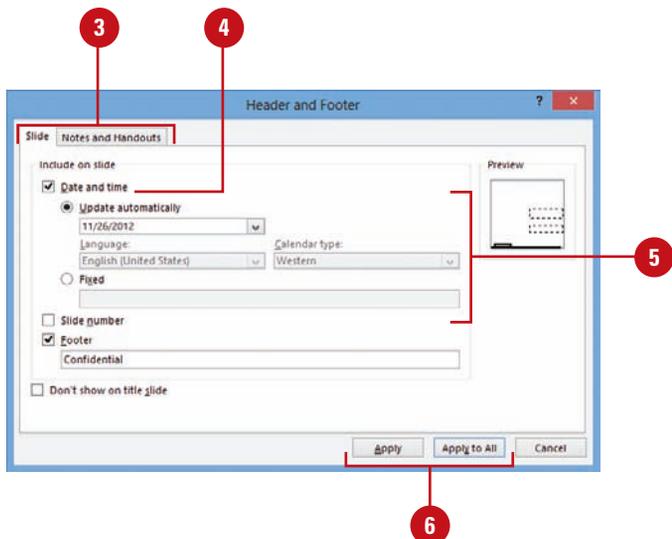
- 1 Click to place the insertion point in the text object where you want to insert the date and time.
- 2 Click the **Insert** tab.
- 3 Click the **Date & Time** button.
- 4 Click the date or time format you want.
- 5 To have the date and time automatically update, select the **Update Automatically** check box.
- 6 To change the default date and time format, click **Default**, and then click **Yes** to confirm.
- 7 Click **OK**.

You can insert the date and time into your presentation. For example, you might want today's date to appear in a stock market quote. You can insert the date and time on every slide, notes page or handout, or only on a specific slide. To insert the date and time on every page, you place it in a placeholder on the slide master. To insert the date and time only on a specific page, you insert it in a text box on the slide you want. You can set the date and time to automatically update to your system clock or stay fixed until you change it.



Insert the Date and Time on Slides, Notes, and Handouts

- 1 Click the **Insert** tab.
- 2 Click the **Date & Time** button.
- 3 Click the **Slide** or **Notes and Handouts** tab.
- 4 Click the **Date and time** check box.
- 5 Click the **Update automatically** or **Fixed** option, and then specify or select the format you want.
- 6 Click **Apply** to apply your selections to the current slide, or click **Apply to All** to apply the selections to all slides.



Understanding Color Themes

Every presentation has at least one color theme. A presentation with more than one set of slide masters can have more than one color theme. A color theme helps you create professional-looking presentations that use an appropriate balance of color for your presentation content. You can use a default color theme or create a custom one.

Color themes in PowerPoint are made up of a palette of twelve colors. These colors appear on color palettes when you click the Shape Fill and Outline Color or Font Color button on the Home and Format tabs.

These twelve colors correspond to the following elements in a presentation:

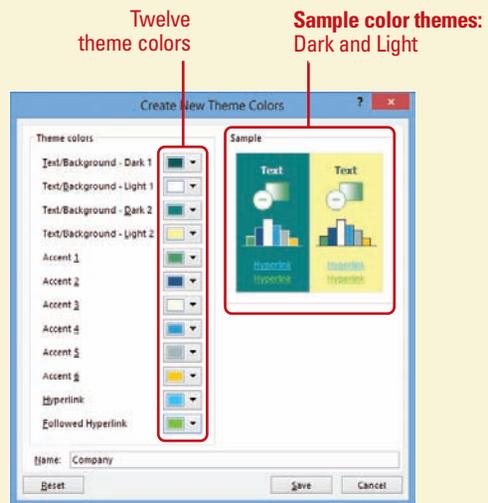
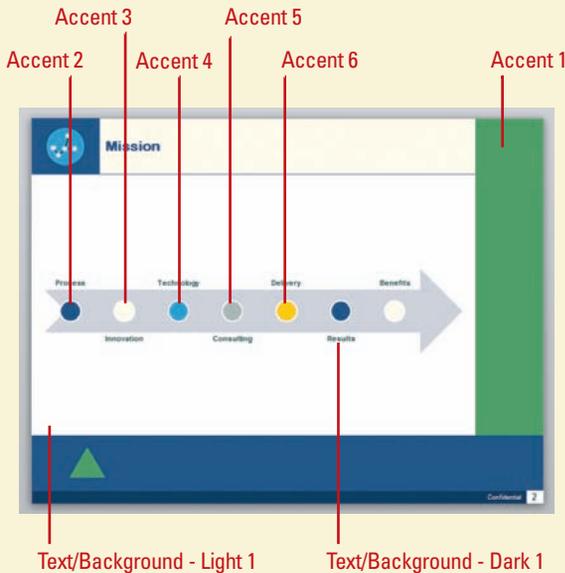
Four Text and Background. The two background colors (light and dark combinations) are the canvas, or drawing area, color of the slide. The two text colors (light and dark combinations) are for typing text and drawing lines, and contrast with the background colors.

Six Accent. These colors are designed to work as a complementary color palette for objects, such as shadows and fills. These colors contrast with both the background and text colors.

One hyperlink. This color is designed to work as a complementary color for objects and hyperlinks.

One followed hyperlink. This color is designed to work as a complementary color for objects and visited hyperlinks.

The first four colors in the Theme Colors list represent the presentation text and background colors (light and dark for each). The remaining colors represent the six accent and two hyperlink colors for the theme. When you apply another theme or change any of these colors to create a new theme, the colors shown in the Theme Colors dialog box and color palettes change to match the current colors.



Viewing and Applying a Theme

A presentation theme consists of theme colors, fonts, and effects. You can quickly format an entire presentation with a professional look by applying a theme. If a theme is not exactly what you want, you can apply a theme variation to give you more options (**New!**). To quickly see if you like a theme, point to one on the Design tab to display a ScreenTip with name and information about it, and a live preview of it in the current slide. If you like it, you can apply it. When you apply a theme, the background, text, graphics, charts, and tables all change to reflect the theme. You can apply a theme to a matching slide, selected slides or all slides in a presentation. You can choose from one or more standard themes. When you add new content, the slide elements change to match the theme ensuring all of your material will look consistent. You can even use the same theme in other Microsoft Office programs, such as Word and Excel, so all your work matches. Can't find a theme you like? Search Microsoft Office.com on the web.

View and Apply a Theme

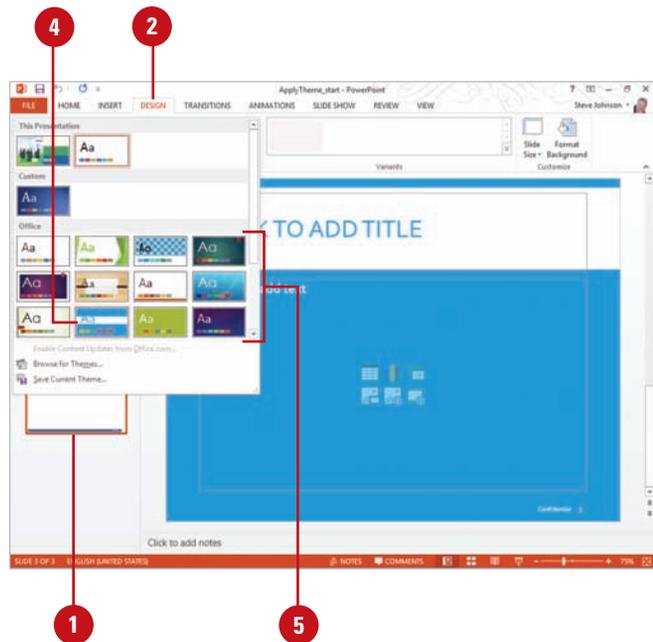
- 1 Select the slide with the slide master you want to change.
- 2 Click the **Design** tab.
- 3 Click the scroll up or down arrow, or click the **More** list arrow in the Themes gallery to see additional themes.

The current theme appears highlighted in the gallery.

- 4 Point to a theme.

A live preview of the theme appears in the current slide, and a ScreenTip with the theme name and how many slides use it.

- 5 Click the theme you want from the gallery to apply it to the selected slide master (and all its slides).
 - ◆ To apply the theme to matching slides, all slides, or selected slides, right-click the theme from the gallery, and then click the option you want.
 - ◆ To set a theme as default, right-click the theme you want from the gallery, and then click **Set as Default Theme**.



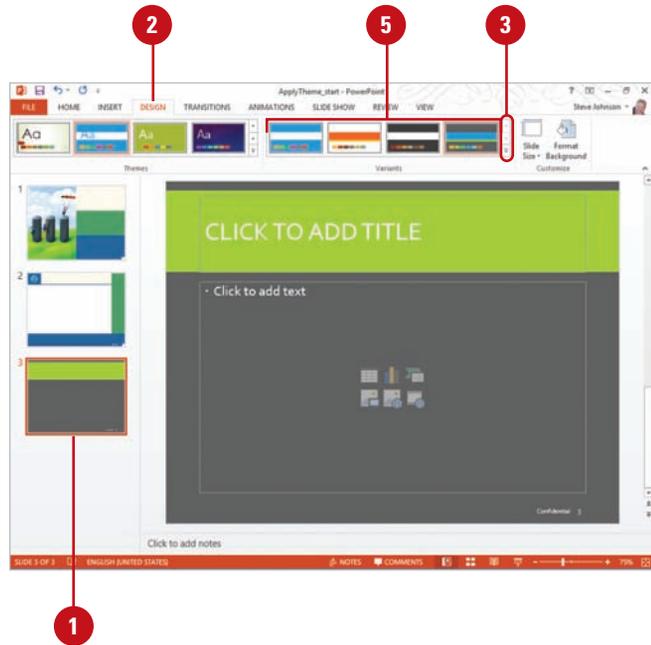
For Your Information

Getting Theme Updates from Office.com

If you want to get theme updates from Office.com, you can enable updates. Select the slide with the slide master you want to change, click the Design tab, click the More list arrow in the Themes gallery, and then click Enable Content Updates From Office.com.

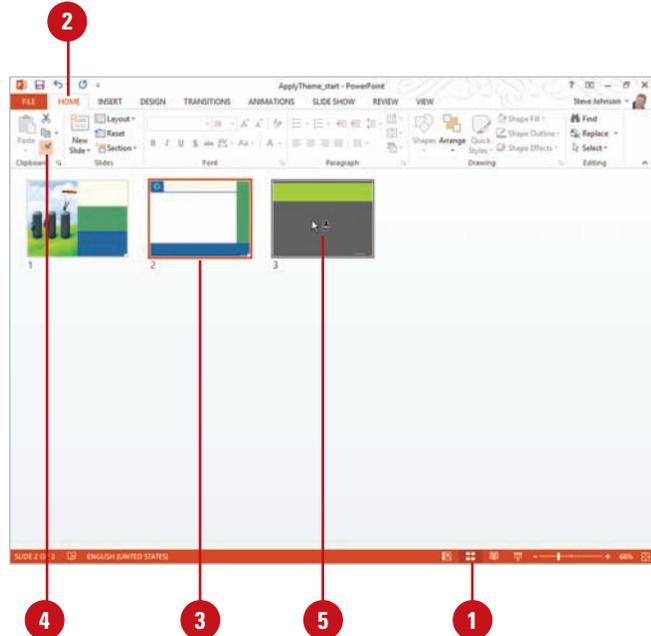
Apply a Theme Variation

- 1 Select the slide with the slide master you want to change.
- 2 Click the **Design** tab.
- 3 Click the scroll up or down arrow, or click the **More** list arrow in the Variants gallery (**New!**) to see variations on the current theme.
- 4 Point to a theme variation.
A live preview of the theme variation appears in the current slide, and a ScreenTip with the theme name and how many slides use it.
- 5 Click the theme variation you want from the gallery to apply it to the selected slide master (and all its slides).



Apply the Theme of One Slide to Another

- 1 Click the **Normal View** or **Slide Sorter View** button.
- 2 Click the **Home** tab.
- 3 Click the slide with the color theme you want to apply.
- 4 Click the **Format Painter** button on the Home tab to apply the color theme to one slide, or double-click the button to apply the color theme to multiple slides.
- 5 Click the slides to which you want to apply the color theme.
- 6 If you are applying the theme to more than one slide, press Esc to cancel the Format Painter. If you are applying the theme to only one slide, the Format Painter is canceled automatically.

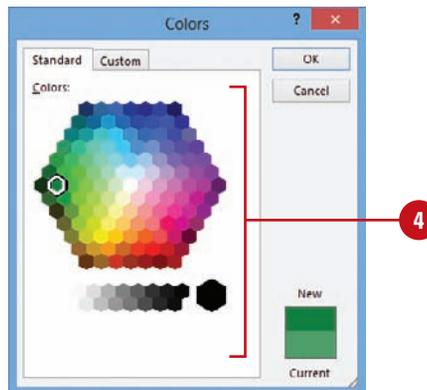
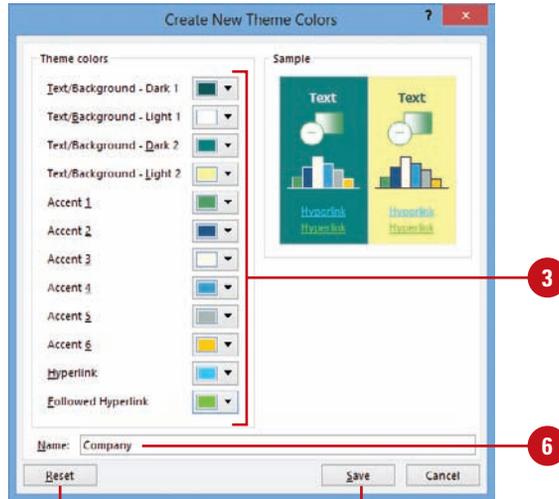


Creating a Color Theme

Change a Color in a Standard Color Theme

- 1 Click the **Design** tab.
- 2 Click the **More** list arrow in the Variants gallery, point to **Colors**, and then click **Customize Colors**.
- 3 Click the Theme Colors buttons (Text/Background, Accent, or Hyperlink, etc.) for the colors you want to change.
- 4 Click a new color, or click **More Colors** to select a color from the **Standard** or **Custom** tab, and then click **OK**.
 - ◆ To select a custom color, drag across the palette until the pointer is over the color you want, or choose a Color Model, and then enter the Hue, Sat, Lum, or Red, Green, and Blue values.
- 5 If you don't like your color choices, click the **Reset** button to return all color changes to their original colors.
- 6 Type a new name for the color theme.
- 7 Click **Save**.
 - ◆ To apply theme colors to a presentation, click the **More** list arrow in the Variants gallery, point to **Colors**, and then click a color theme.

You may like a certain color theme except for one or two colors. You can change an existing color theme and apply your changes to the entire presentation or to just a few slides. You can add other custom colors to your theme by using RGB (Red, Green, and Blue) or HSL (Hues, Saturation, and Luminosity) color modes. The RGB color mode is probably the most widely used of all the color modes. You can accomplish this by using sliders, dragging on a color-space, or entering a numeric value that corresponds to a specific color. Once you create this new color theme, you can add it to your collection of color themes so that you can make it available to any slide in the presentation.



Select Custom Colors

- 1 Select a text box.
- 2 Click the **Font Color** button on the Home tab, and then click **More Colors**.

This is one method. You can also use other color menus to access the Colors dialog box.

- 3 Click the **Custom** tab.
- 4 Click the **Color model** list arrow, and then click **RGB** or **HSL**.
- 5 Select a custom color using one of the following methods:

- ◆ If you know the color values, enter them, either Hue, Sat, Lum, or Red, Green, and Blue.
- ◆ Drag across the palette until the pointer is over the color you want. Drag the black arrow to adjust the amount of black and white in the color.

The new color appears above the current color at the bottom right.

- 6 Click **OK**.

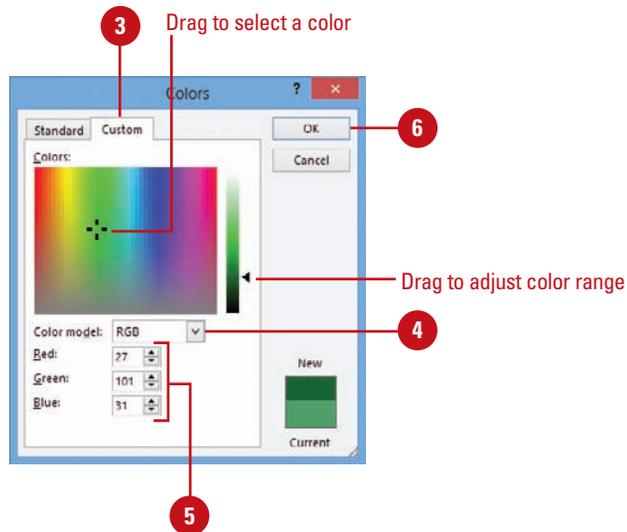
Did You Know?

You can edit a custom color theme.

On the Design tab, click the Theme Colors button, right-click the custom color theme you want to edit, click Edit, make changes, and then click Save.

You can delete a custom color theme.

On the Design tab, click the Theme Colors button, right-click the custom color theme you want to delete, click Delete, and then click Yes.



The Properties of Color

Characteristic	Description
Hue	The color itself; every color is identified by a number, determined by the number of colors available on your monitor.
Saturation	The intensity of the color. The higher the number, the more vivid the color.
Luminosity	The brightness of the color, or how close the color is to black or white. The larger the number, the lighter the color.
Red, Green, Blue	Primary colors of the visible light spectrum. RGB generates color using three 8-bit channels: 1 red, 1 green, and 1 blue. RGB is an additive color system, which means that color is added to a black background. The additive process mixes various amounts of red, green and blue light to produce other colors.

Choosing Theme Fonts

View and Apply Theme Fonts

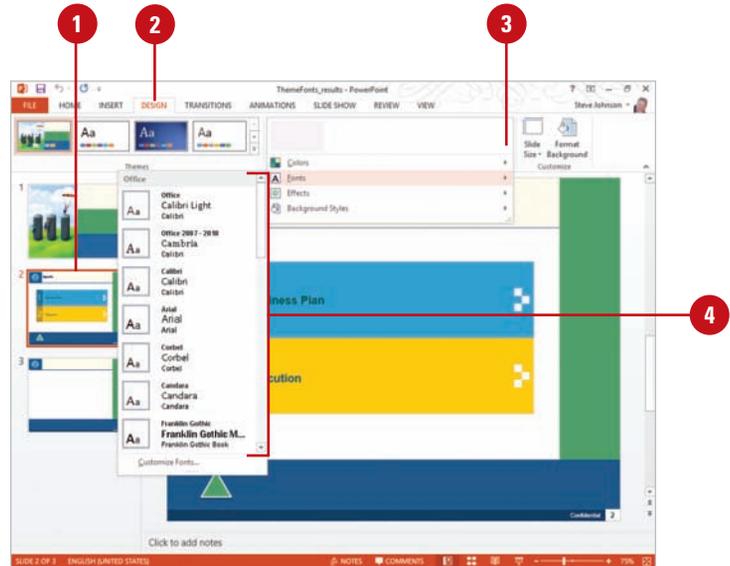
- 1 Select the slide with the slide master you want to change.
- 2 Click the **Design** tab.
- 3 Click the **More** list arrow in the Variants gallery, and then point to **Fonts**.

The current theme fonts appear highlighted in the menu.

TIMESAVER Point to the **Fonts** button to display a ScreenTip with the current theme fonts.

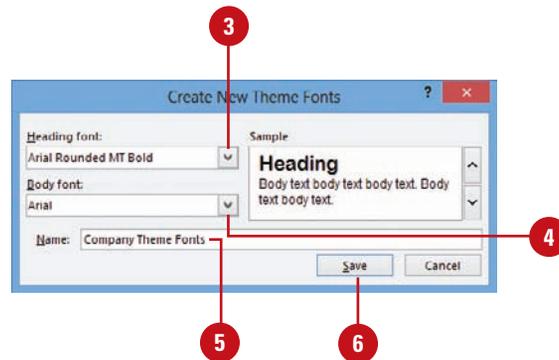
- 4 Click the theme fonts you want from the gallery menu.
 - ◆ To apply the theme fonts to matching slides or all slides, right-click the theme fonts name on the menu, and then click the option you want.

A presentation theme consists of theme colors, fonts, and effects. Theme fonts include heading and body text fonts. Each presentation uses a set of theme fonts. When you click the Theme Fonts button on the Design tab, the name of the current heading and body text font appear highlighted in the gallery menu. You can apply a set of theme fonts to another theme or create your own set of theme fonts.



Create Theme Fonts

- 1 Click the **Design** tab.
- 2 Click the **More** list arrow in the Variants gallery, point to **Fonts**, and then click **Customize Fonts**.
- 3 Click the **Heading font** list arrow, and then select a font.
- 4 Click the **Body font** list arrow, and then select a font.
- 5 Type a name for the custom theme fonts.
- 6 Click **Save**.



Choosing Theme Effects

View and Apply Theme Effects

- 1 Select the slide with the slide master you want to change.
- 2 Click the **Design** tab.
- 3 Click the **More** list arrow in the Variants gallery, and then point to **Effects**.

The current theme effects appear highlighted in the menu.

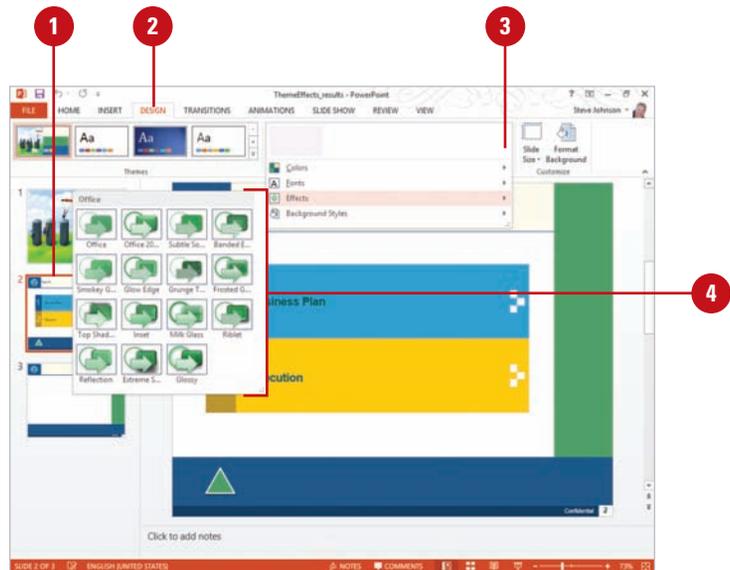
TIMESAVER Point to the **Effects** button to display a **ScreenTip** with the current theme effects name.

- 4 Click the theme effects you want from the menu.
 - ◆ To apply the theme effects to matching slides or all slides, right-click the theme effects name on the menu, and then click the option you want.

Did You Know?

You can edit or delete a custom theme fonts. On the Design tab, click the More list arrow in the Variants gallery, point to Fonts, and then right-click the theme you want to edit or delete. To edit it, click Edit, change it, and then click Save. To delete it, click Delete, and then click Yes.

A presentation theme consists of theme colors, fonts, and effects. Theme effects are sets of lines, fills, and special effects styles for shapes, graphics, charts, SmartArt, and other design elements. By combining the lines, fills, and special effects styles with different formatting levels (subtle, moderate, and intense), PowerPoint provides a variety of visual theme effects. Each presentation uses a set of theme effects. Some are more basic while others are more elaborate. When you click the Theme Effects button on the Design tab, the name of the current theme effects appears highlighted in the gallery menu. While you can apply a set of theme effects to another theme, you cannot create your own set of theme effects at this time.



Creating a Custom Theme

Create a Custom Theme

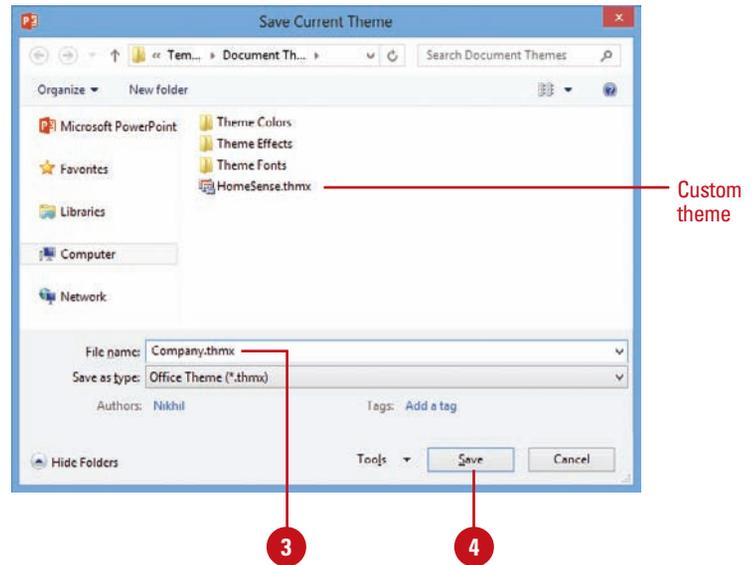
- 1 Click the **Design** tab, and then create a theme by customizing theme colors, theme fonts, and theme effects.
- 2 Click the **More** list arrow in the Themes gallery, and then click **Save Current Theme**.

Document Themes Folder.

C:\Users*user name*\AppData\Roaming\Microsoft\Templates\Document Themes; typical Office location, yours can differ.

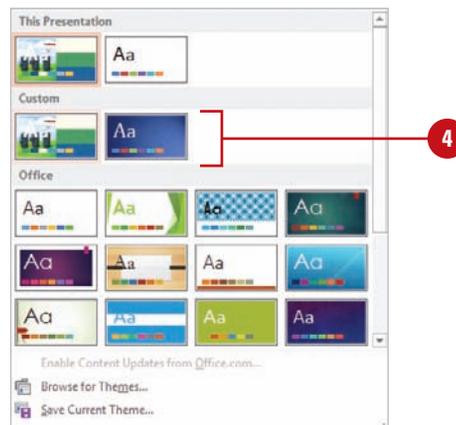
- 3 Type a name for the theme file.
- 4 Click **Save**.

If you have special needs for specific colors, fonts, and effects, such as a company sales or marketing presentation, you can create your own theme by customizing theme colors, theme fonts, and theme effects, and saving them as a theme file (.thmx), which you can reuse. You can apply the saved theme to other presentations and slides. When you save a custom theme, the file is automatically saved in the Document Themes folder and added to the list of custom themes used by PowerPoint and other Office programs. When you no longer need a custom theme, you can delete it.



Choose a Custom Theme

- 1 Click the **Design** tab.
- 2 Click the scroll up or down arrow, or click the **More** list arrow in the Themes gallery to see additional themes.
- 3 Point to the custom theme you want to display a live preview and a ScreenTip with the theme name.
- 4 Click the custom theme you want from the gallery to apply it to the selected slide master (and all its slides).



Apply a Custom Theme From a File

- 1 Select the slide with the slide master you want to change.
- 2 Click the **Design** tab.
- 3 Click the **More** list arrow in the Themes gallery, and then click **Browse for Themes**.
- 4 If you want to open a specific file type, click the **Files of type** list arrow, and then click a file type.
 - ◆ Office Themes and Themed Documents.
 - ◆ Office Themes.
 - ◆ Office Themes and PowerPoint Templates.
- 5 If the file is located in another folder, click the **Look in** list arrow, and then navigate to the file.

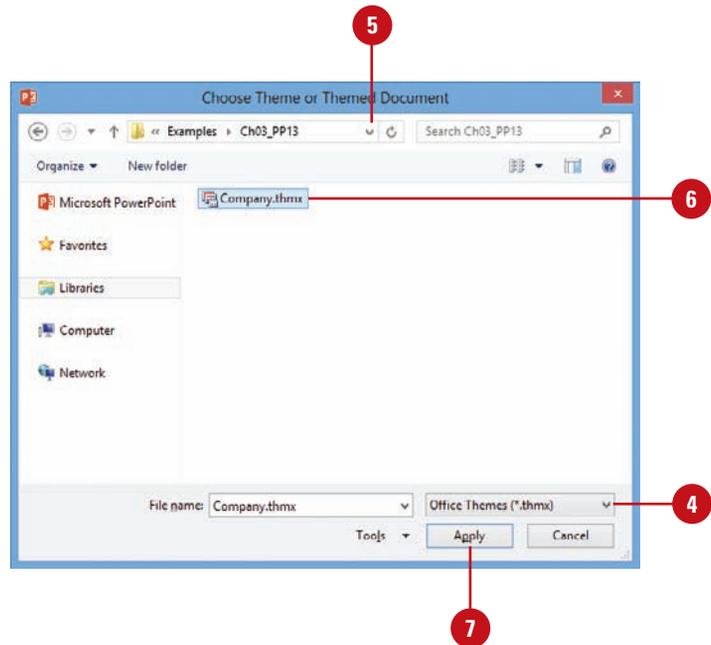
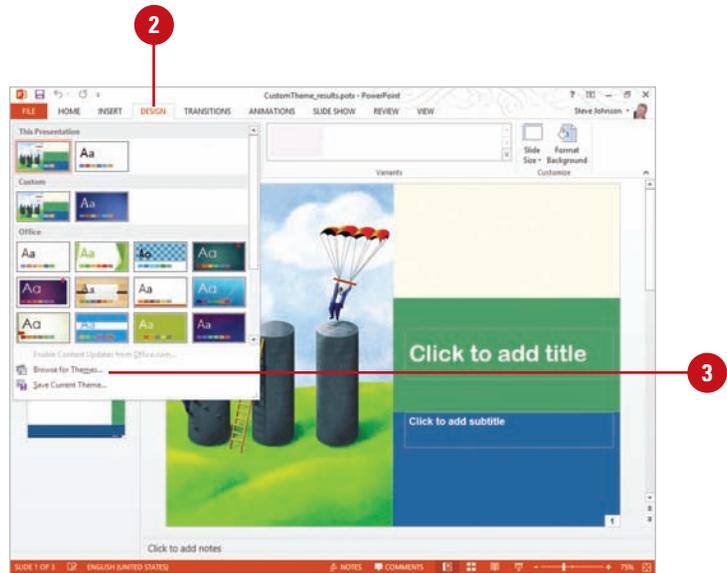
Document Themes Folder.

C:\Users\user name\AppData\Roaming\Microsoft\Templates\Document Themes; typical Office location, yours can differ.

- 6 Click the theme file you want.
- 7 Click **Apply**.

Did You Know?

You can remove a custom theme from the gallery menu. Simply move the theme file from the Document Themes folder into another folder. You can also right-click a theme in the Themes gallery, click Delete, and then click Yes.

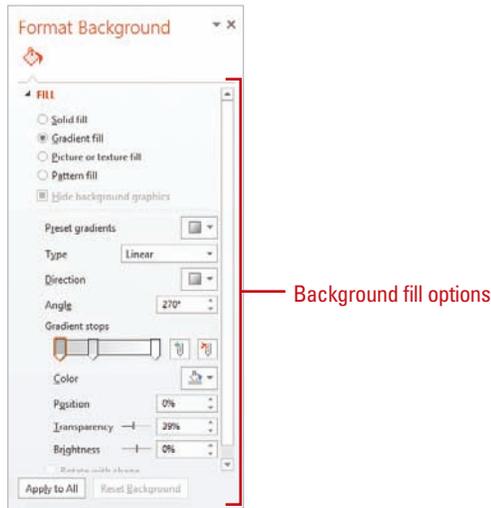
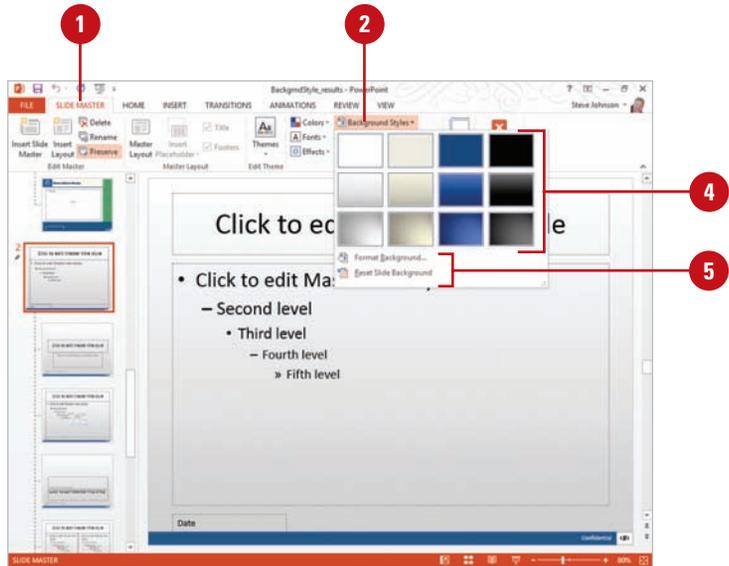


Adding a Background Style

Add a Background Style

- 1 Click the **Design** tab to change the background of the selected slide, or click the **View** tab, and then click the **Slide Master View** tab to change the background of the selected slide master or slide layout.
- 2 Click the **More** list arrow under Variants point to **Background Styles** (Design tab), or click the **Background Styles** button (Slide Master View).
- 3 Point to a style to display a live preview of the style.
- 4 Click the style you want from the gallery to apply it to the selected slide, slide master (and all its slides), or slide layout.
 - ◆ To apply the style to matching slides, all slides, selected slides, or slide master, right-click the style from the gallery, and then click an option.
- 5 To set options, click the **More** list arrow under Variants point to **Background Styles** (Design tab), or click the **Background Styles** button (Slide Master View), and then click an option.
 - ◆ **Options.** Click **Format Background**, select options in the pane (**New!**), and then click **Apply to All**.
 - ◆ **Reset.** Click **Reset Slide Background**.

In PowerPoint, you can add a background style to your presentation. A **background style** is a background fill made up of different combinations of theme colors. When you change a presentation theme, the background styles change to reflect the new theme colors and backgrounds. To quickly see if you like a background style, you can point to one in the Background Styles gallery to display a live preview of it with the current slide. If you like it, you can apply it.

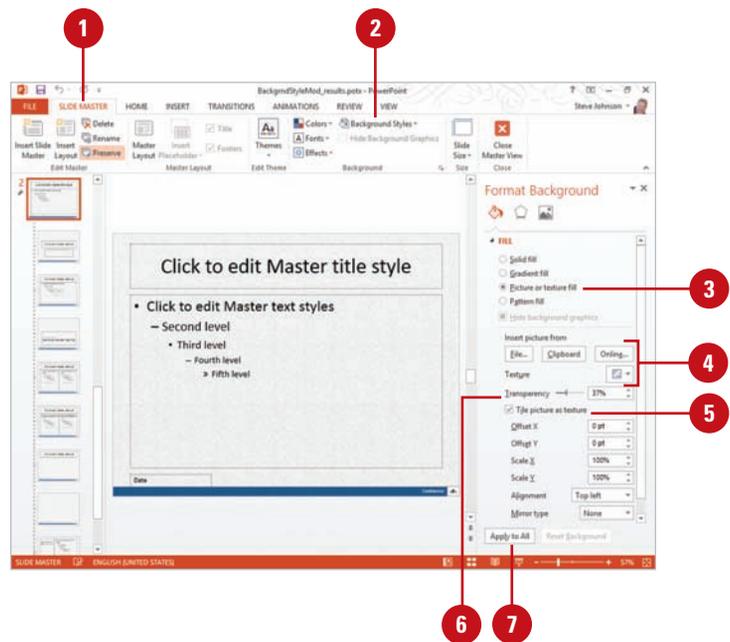


Modifying a Background Style

Create a Picture or Texture Background Style

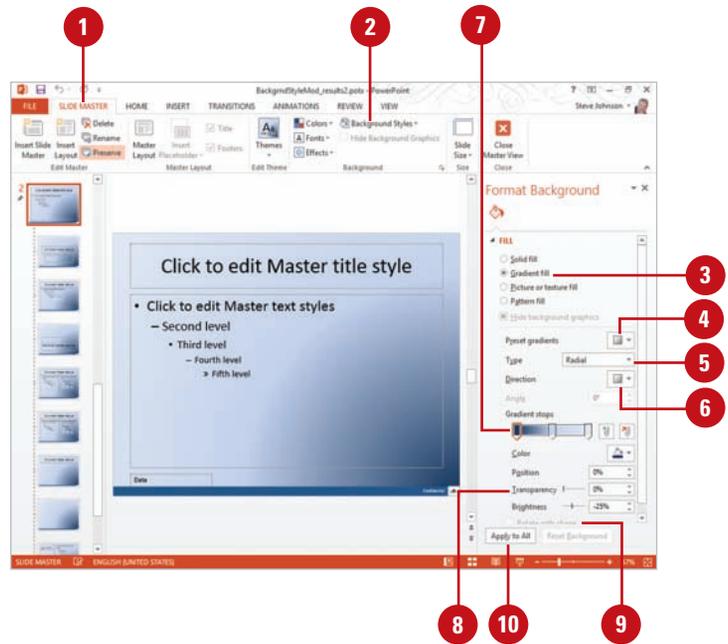
- 1 Click the **Design** tab to change the selected slide background, or click the **View** tab, and then click the **Slide Master View** tab to change the selected slide master or slide layout background.
- 2 Click the **Background Styles** button, and then click **Format Background**.
- 3 Click the **Picture or texture fill** option to display the available fill effects.
- 4 Click the **Texture** button, and select a texture, or click **File**, **Clipboard**, or **Online**, and select a picture.
- 5 To tile the background, select the **Tile picture as texture** check box, and then specify the offset x and y, scale x and y, alignment, and mirror type you want. If you clear the check box, specify the stretch background options you want.
- 6 Drag the **Transparency** slider to specify a percentage.
- 7 Click **Apply to All** to apply the fill effect to all slides, or click the **Close** button in the pane to apply only to the selected slide or slide master.

In PowerPoint, you can create a background style by adding a solid, a gradient, a texture, a pattern, or even a picture. A gradient background is a visual effect in which a solid color gradually changes from light to dark or dark to light. PowerPoint offers one-color and two-color gradient backgrounds with six styles: horizontal, vertical, diagonal up, diagonal down, from corner, and from title. For a one-color gradient background, the shading color can be adjusted lighter or darker, depending on your needs. You can also choose one of 24 professionally designed backgrounds in which the color gradient changes direction according to the shading style selected. In addition to a shaded background, you can also have a background with a texture, a pattern, or a picture. PowerPoint has several different textures, patterns, and pictures that you can apply to a presentation.



Create a Gradient Background Style

- 1 Click the **Design** tab to change the selected slide background, or click the **View** tab, and then click the **Slide Master View** tab to change the selected slide master or slide layout background.
- 2 Click the **Background Styles** button, and then click **Format Background**.
- 3 Click the **Gradient fill** option to display the available fill effects.
- 4 Click the **Preset Colors** button, and then select a color style.
- 5 Click the **Type** list arrow, and then click a type: Linear, Radial, Rectangle, or Path.
- 6 Click the **Direction** list arrow, select a direction, and then specify an angle.
- 7 Add or remove gradient stops, select a color, and then drag the **Stop position** slider to specify a percentage.
- 8 Drag the **Transparency** slider to specify a percentage.
- 9 Select or clear the **Rotate with shape** check boxes as desired.
- 10 Click **Apply to All** to apply the fill effect to all slides, or click the **Close** button in the pane to apply only to the selected slide or slide master.



Setting Up for Personal Templates

Set Up for Personal Templates

- 1 In Windows Explorer, navigate to the location where you want to store your personal templates, and then create a folder named My Templates.

- ◆ **Personal Templates Folder.**
C:\Users*user name*\My Templates; typical location, yours can differ.

- 2 Click the **File** tab, and then click **Options**.

- 3 In the left pane, click **Save**.

- 4 In the Default personal templates location box, enter the path to a personal templates folder.

My Templates Folder.

C:\Users*user name*\My Templates; typical location, yours can differ.

Custom Office Templates Folder.

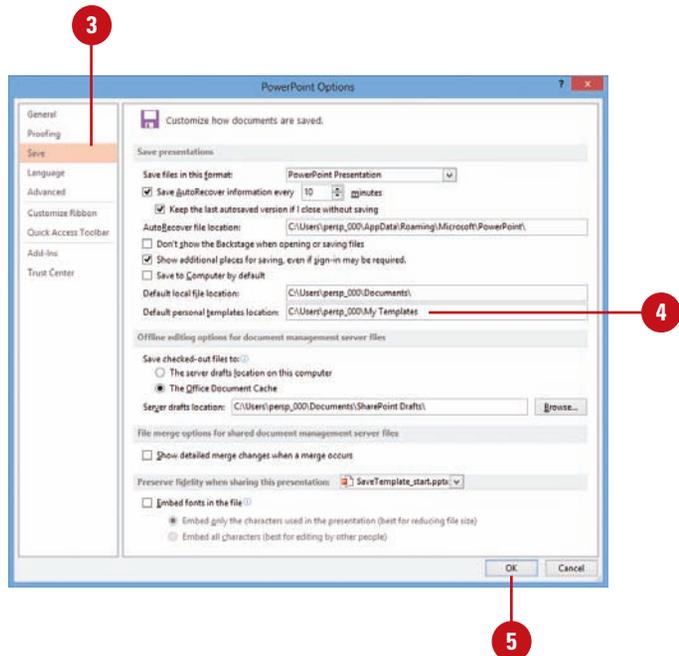
C:\Users*user name*\Documents\Custom Office Templates.

- 5 Click **OK**.

See Also

See “Creating a Personal Template” on page 112 for more information on creating a custom template for use in the My Templates folder.

If you want to create your own custom personal templates and access them from the Start or New screen, you should create a My Templates folder (**New!**)—such as C:\Users*user name*\My Templates—and then specify the folder as the default for your personal templates (**New!**). If you don't create a folder, Microsoft creates one named Custom Office Templates in the C:\Users*user name*\Documents folder. You can specify your default personal templates folder in the Options dialog box under Save. After you set up your personal templates folder, you can access them from the Start or New screen under Custom (**New!**).



Creating a Personal Template

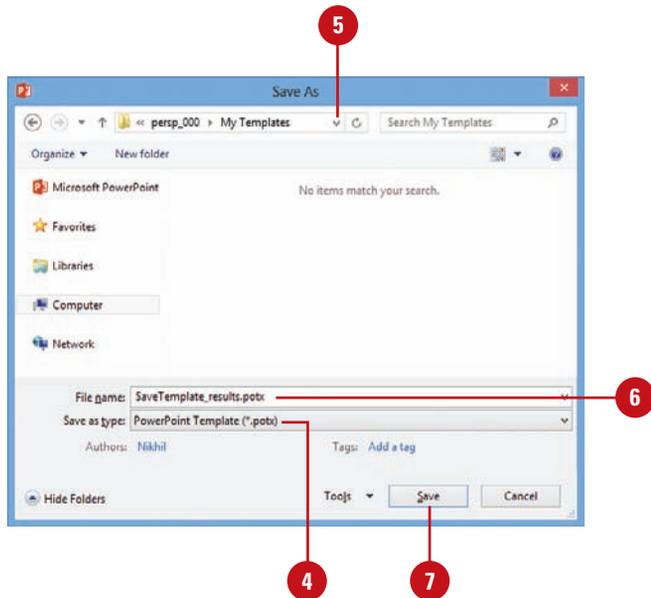
Create a Personal Template

- 1 Enter all the necessary information in a presentation—including text, graphics, and formatting.
- 2 Click the **File** tab, and then click **Save As**.
- 3 Click **Computer**, and then click **Browse**.
- 4 Click the **Save as type** list arrow, and then select a template format.
 - ◆ **PowerPoint Template**. Creates a template for PowerPoint 2007-2013.
 - ◆ **PowerPoint Macro-Enabled Template**. Creates a template for PowerPoint 2007-2013 with macros.
 - ◆ **PowerPoint 97-2003 Template**. Creates a template for PowerPoint 97-2003.
- 5 Navigate to your personal templates folder.

My Templates. C:\Users*user name*\My Templates; your location might differ.

Custom Office Templates. C:\Users*user name*\Documents\Custom Office Templates.
- 6 Type a name for your template.
- 7 Click **Save**.

You can create your own personal template as easily as you create a presentation. Like those that come with PowerPoint, custom templates can save you time. Perhaps each month you create a presentation in which you enter repetitive information; all that changes is the actual data. By creating your own template, you can have a custom form that is ready for completion each time you take inventory. A template file (.potx) saves all the customization you made to reuse in other documents. You can store your template anywhere you want; however, you may find it handy to store it in a My Templates folder (**New!**), or the default Custom Office Templates folder (**New!**). When you set up the default personal templates folder in the Options dialog box under Save, your personal templates appear under Custom in the Start or New screen.



Opening a Template

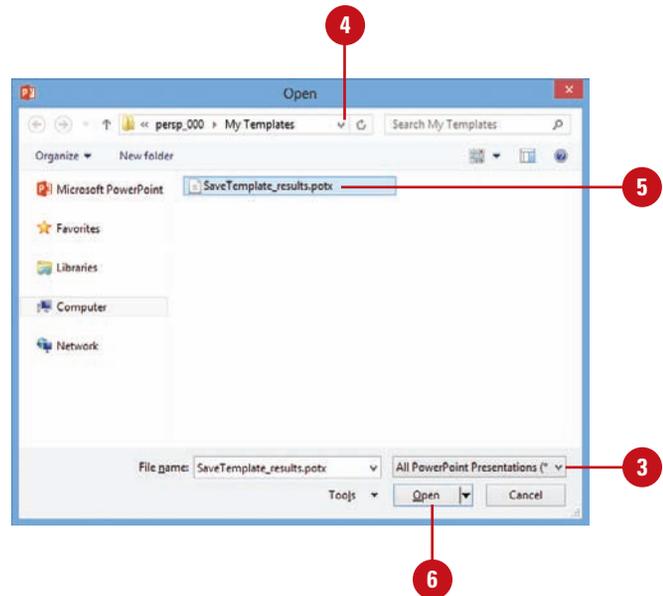
Open a Template

- 1 Click the **File** tab, and then click **Open**.
- 2 Click **Computer**, and then click **Browse**.
- 3 Click the **Files of type** list arrow, and then click **Templates**.
- 4 Click the **Look in** list arrow, and then select the folder that contain the template you want to open.
Personal Templates. C:\Users*user name*\My Templates; your location might differ, or C:\Users*user name*\Documents\Custom Office Templates (default).
Office Templates. C:\Program Files\Microsoft Office\Templates\1033
- 5 Click the file name of the template you want to open.
- 6 Click **Open**.

See Also

See “Setting Up for Personal Templates” on page 110 for more information on creating a My Templates folder and setting the default personal templates folder.

You may not realize it, but every presentation you create is based on a template. When you start a new presentation without specifying a template, PowerPoint creates a new presentation based on the default template file. When you specify a particular template in the Start or New screen (**New!**), whether it's one supplied by PowerPoint or one you created yourself, PowerPoint starts a new presentation that contains the text, graphics, and formatting contained in that template. The template itself does not change when you enter data in the new presentation, because you are working on a new file, not with the template file.



For Your Information

Changing a Template

Office has a selection of premade PowerPoint templates designed for you to use. These templates are available in the Start or New screen under Featured (**New!**). If you like one of these templates, you can use it as the basis of your own template. To customize one, open the template, make the changes you want, and then save it. If you save the original template back in the same location with the same name as the original, you create a new default template. The original one is replaced by the newly saved template. If you don't want to change the original, save the template in your My Templates or Custom Office Templates folder.

Index

A

- abbreviations in AutoCorrect, 46
- Accessibility Checker, 304-305
- Accounts
 - adding accounts, 31
 - Office 365 SharePoint, 454-455
 - SkyDrive, 454-455
 - work with, 31
- action buttons. [See web presentations](#)
- Action Settings dialog box, 264-265
- Actions, 52, 429
 - accessing information with, 53
 - changing options, 52
 - saving, 52
 - security and, 395
- Activation, 2
- active application add-ins, 428
- ActiveX controls, 444-447. [See also Trust Center](#)
 - file extensions for, 275
 - Flash movies, playing, 448-449
 - harmful attacks and, 388-389
 - inserting, 444
 - for movies/videos, 192, 448-449
 - properties, setting, 447
 - registering, 448
 - security
 - alerts, 445
 - options, setting, 396
 - toolbox buttons for, 446
- adding/removing. [See also deleting](#)
 - actions, 53
 - borders on pictures, 174
 - bullets from text, 66
 - custom themes from gallery menu, 105
 - features, Office 2013, 422
 - gradient fills, 135
 - guides, 145
 - hidden information, 376-377
 - legend data series from charts, 227
 - numbering from text, 66
 - passwords, 378-379
 - personal information, 376-377
 - Quick Access Toolbar, items from, 7, 417
 - Ribbon, items from, 7, 417
 - status bar, items on, 9
 - table, lines from, 249
 - WordArt text, 186
- add-ins, 29. [See also COM add-ins](#)
 - list of, 429
 - loading/unloading, 430-431
 - managing, 429
 - security
 - alerts, 431
 - options, 395
 - viewing, 430-429
- add-in user interface errors, 407
- adjustment handles on shapes, 114
- Adobe
 - Acrobat Reader, 309
 - Flash movies, 448
 - Photoshop, bitmap graphics from, 160
 - Type Manager fonts, kerning with, 62
 - Type 1 PostScript font, 340
- ADTS format, 192
- Advanced Audio Coding (AAC), 192
- advanced options, setting, 404-415
- adware, 388
- AIFF format, 192
- alerts. [See security](#)
- aligning. [See also aligning text](#)
 - other objects, aligning objects with, 147
 - shapes, 146-147
 - SmartArt graphic, shapes in, 211

aligning (continued)

- Smart Guides, 144-145, 148
- texture fills, 133
- aligning text, 60-61
 - horizontal text alignment, 61
 - in tables, 247
 - vertical text alignment, 61
- Align or Distribute command, 146-147
- Align Selected Objects command, 146
- all caps formatting, 64, 65
- alternative text, 304-305
- angles
 - rotating shapes to, 152
 - shadows, setting for, 138, 139
 - WordArt text angle, adjusting, 186-187
- animation
 - adding, 320
 - bulleted lists, animating, 322
 - in charts, 323
 - customized animation, applying, 321
 - deleting animation, 321
 - dimming text after, 323
 - multiple animations, coordinating, 324-325
 - order, modifying, 324
 - painter, 329
 - previewing, 320
 - removing, 321
 - SmartArt graphic, animating, 326-327
 - sound, adding, 321
 - specialized animations, 322-323
 - standard animation, adding, 320
 - time between animations, setting, 325
 - trigger, 328
 - in web presentations, 264
- Animations tab, Slide Sorter view, 19
 - using, 319-329
- Animation pane, 324-325
- annotations. [See slide shows](#)
- antivirus software, 389
- App Catalog security settings, 394
- Apple. [See also TrueType fonts](#)
 - QuickTime movies, 192
- Apps for Office [See also Office Store; Office.com](#)
 - adding, 426
 - dictionary used in Spelling or Thesaurus panes, 292-293, 297

- inserting, 426
- inspecting documents with, 376
- Office Store, 425-427
- managing, 427
- searching for, 426
- show/hide, 427
- arguments in VBA, 432
- arrows. [See also lines or arrows](#)
 - Counterbalance Arrows, 208
 - up/down arrows, 8
- artistic Quick Style, for pictures, 171
- ASF format, 192
- attachments
 - harmful attacks and, 389
 - photo album attachments, 169
- audio. [See sounds/audio](#)
- AU format, 192
- AutoCorrect
 - for foreign languages, 290
 - for numbering or fractions, 68-69
 - spell-checking, 292
 - for text, 46-47
- AutoFit Options, 50
 - for specific objects, 51
 - turning off, 50
- AutoFormat
 - changing options, 69
 - typing, text while, 68-69
- Automated Safe mode, 400-401
- Automatic Updates, 389
- AutoNumbering lists, 69
- AutoRecover feature, 32-33
- AVI format, 192
- avoiding attacks, 388-389
- axis. [See charts](#)

B

- backgrounds. [See also background styles; color themes](#)
 - adding graphics, 92
 - chart backgrounds, changing, 238-239
 - hiding on slides, 92
 - removing picture background, 184-185
 - resetting, 107
 - shapes, fill for, 128
 - tables, adding to, 251

- background styles
 - adding, 107
 - gradients, creating, 109
 - modifying, 107-109
 - pictures for, 108
 - solid fill background style, 109
 - textures for, 108
- Backstage view, 3, 5
- backwards compatibility. [See OLE \(object linking and embedding\); compatibility mode](#)
- Banded Row/Banded Column options, 248
- banner slide size
- bevel effect, 136
 - adding, 137
 - for SmartArt graphics, 214-215
 - tables, applying cell bevel to, 252
 - 3D effects, 141
 - to WordArt text, 190
- Bing
 - Image Search, 160-161, 130-131
- bitmaps, 160
 - device independent bitmaps, 167
 - fonts, bitmapped, 340
 - modifying images, 181
- black and white
 - converting pictures to, 180
 - print preview, 312-313
- black-out screens for slide shows, 345, 353
- blank presentations, 10
- blur, shadows with, 138, 139
- bookmarks
 - adding/removing, 196
 - trigger animation, 328
- boldfacing hyperlinks, 271
- borders, outlines
 - pictures, applying to, 174
 - shapes, color outlines for, 129
 - for SmartArt graphics, 214
 - tables, applying to, 251
 - to WordArt text, 189
- brightness, 179
 - in photo album pictures, 169
- Bring to Front command, 149
 - for SmartArt graphic, 211
- broadcasting, presentation, 358-359
- Browsed at a Kiosk option, 339
- browsers, animation with, 325

- browsing
 - in photo albums, 169
 - presentations, 20-21
 - presentations, broadcasting, 358-359
 - using gestures, 20-21
- bulleted lists
 - adding/removing bullets, 66
 - animating, 322
 - character of bullets, changing, 67
 - distance between bullets and text, changing, 66
 - objects, 40
 - placeholders, 37
 - shapes, adding to, 117
 - text, entering, 43
- buttons. [See also specific types](#)
 - in dialog boxes, 8
 - on Ribbon, 4

C

- cascading windows, 16
- case
 - finding and replacing by, 75
 - in spell-checking, 288-289
- CDs, Package for CD feature, 356-357
- cells. [See charts; tables](#)
- Cell Styles button, 231
- certification authority (CA), 382
- Character Code box, 71
- characters. [See also case](#)
 - direction, changing, 63
 - spacing, changing, 62
 - symbols, inserting, 71
- chart area, 234
- Chart Elements list arrow, 234
- charts. [See also OLE \(object linking and embedding\); organization charts](#)
 - animation in, 323
 - AutoFit, column width with, 230
 - automatic complete, turning on/off, 225
 - axis, 223
 - changing, 237-239
 - titles, 238-239
 - bar chart, 240
 - cells, 222
 - automatic complete, turning on/off, 225

charts (continued)

- hidden or empty cells, 227
- inserting, 231
- creating, 222
- data labels, 237, 239
- data tables for, 237, 239
- default, setting template as, 243
- deleting, 232
- drawing objects (text) in, 238
- editing
 - data source, 227
 - worksheet data, 226
- embedding charts, 258-259
- empty cells in, 227
- entering data in worksheets, 225
- filtering chart data, 241
- formatting
 - objects in chart, 236
 - resetting formatting, 232
 - worksheets, 231
- hidden cells in, 227
- horizontal series, editing data in, 226
- importing data into, 228-229
- inserting, 222
 - cells, rows and columns, 231
- labels, changing, 239
- layouts
 - applying layouts, 233
 - changing, 232
 - labels, changing, 237, 239
- legend series, 223
 - adding/removing, 227
 - editing data in, 226
 - labels, 237, 239
- line charts, 240
- modifying worksheets, 230-231
- moving in, 227
- objects
 - formatting, 234-235
 - shape styles to object, applying, 235
 - style, changing, 235
 - zooming on, 234
- opening, 223
- options, settings, 409
- pasting data into, 229
- pictures in, 238
- placeholders, 37
 - plot area, 234
 - ranges of data, 224
 - saving templates, 242-243
 - selecting worksheet data, 225
 - shapes
 - inserting, 238
 - objects, applying styles to, 235
 - styles
 - applying, 233
 - object style, changing, 235
 - switching data series in, 229
 - templates
 - applying, 243
 - creating custom template, 242
 - title labels, 238
 - 3-D format, 236
 - trendlines, adding, 240
 - type of chart, changing, 232
 - viewing
 - data in, 223
 - imported data, 228
 - width of column, changing, 230
- Charts folder, 243
- Chart Type button, 243
- check boxes, 8
 - ActiveX control, 446
- Check for Updates, 422
- Check Office documents, 389
- Chinese, support for, 300
- circles, drawing, 114
- class modules in VBA, 433
- Clip Art, online pictures, 159
 - downloading, 160-161
 - placeholders, 37
 - searching for, using Office.com, 160
 - slide layout, inserting from, 166
 - on web, 160-161
- Clipboard
 - picture fills, pasting, 130-131
 - shapes, copying, 125
- Close Master View button, 83
- closing
 - presentations, 34
 - Task panes, 17
 - Window panes, 17
- collaborative workspaces. [See SharePoint](#)
- Collapse Dialog button, 226, 227

- collapsing slides, 77
- color fills
 - customizing attributes, 418-419
 - eyedropper, 128, 174, 189
 - shapes, adding to, 128-129
 - for WordArt, 188-189
- colors. *See also background styles; color themes*
 - for gradient fills, 135
 - for menus (palettes), 106
 - of organization charts, 221
 - properties of, 100, 101
 - scheme options, 405
 - for shadows, 138, 139
 - SmartArt graphic colors, changing, 213
 - tables, adding to, 251
 - underlining text, 64, 65
- color themes, 97
 - creating, 100-101
 - custom colors, adding, 100, 101
 - deleting, 101
 - editing, 101
 - six accent themes, 97
 - for WordArt, 188-189
- columns and rows. *See also charts; tables text columns, 73*
- Column Width command, 230
- COM objects, 444
- COM add-ins, 429
 - loading/unloading, 430-431
- Combine option, merging, 156
- Combo Box
 - ActiveX control, 446
- Command Buttons
 - ActiveX control, 446
- command-line switches, 365
- commands. *See also voice commands*
 - buttons on Ribbon, 4
 - from File tab, 5
 - Ribbon, adding to, 417
 - Ribbon, adding to, 417
 - Quick Access Toolbar, adding to, 417
 - from shortcut menus, 5
- comments
 - adding, 368
 - Comments pane, 368-370
 - copying text of, 371
 - deleting, 371
- editing, 370-371
 - merging, 369
 - reading, 369
 - responding to, 369
- compare and merge presentations, 372
- Compatibility Checker, 306
 - for Internet faxes, 386
- Compatibility mode
 - opening, 14-15
 - opening, macros in, 443
 - converting, 23
 - saving, 26-28
- Compressed Windows Enhanced Metafile, 167
- compression
 - of embedded objects, 257
 - media (audio and video) in, 203-204
 - of pictures, 178
 - in XML presentations, 274
- connecting shapes, 150-151
- connection status, 25
- consistency of presentation, 82
- contacts in Lync, 363
- contents of document, 303
- contextual spelling, 288-289
- contextual tabs on Ribbon, 4
- continuously playing
 - movies/videos, 198
 - slide shows, 334, 335
 - sounds/audio, 199
- contour effects, 141
- contrast, 179
 - in photo album pictures, 169
- converting
 - linked objects, 257
 - presentations from PowerPoint 97-2003 to PowerPoint 2013, 23, 26-28
 - SmartArt graphic to shapes, 217
 - text to SmartArt graphic, 206-207
- copying
 - CD, slide shows on, 356-357
 - comment text, 371
 - existing presentation, 11
 - macros, 439
 - objects from slide, 39
 - shapes, 124-125
 - slide shows on CDs, 356-357
 - smart cut and paste, 45

copying (continued)

- text, 44
- Counterbalance Arrows, 208
- Create Microsoft OutlookTask command, 417
- cropping pictures. [See pictures](#)
- curves, 120
- Custom Dictionaries dialog box, 294
- Customize Quick Access Toolbar list arrow, 6
- customizing, 280. [See also slide shows](#)
 - options, setting, 404-415
 - personal options, setting, 406
 - Quick Access Toolbar, 6, 7
 - shadows, 139, 418-419
 - text objects, creating, 418-419
 - themes from files, 105
- cutting
 - objects from slide, 39
 - slides, 76
 - smart cut and paste, 45
- cycle purpose, SmartArt, 207

D

- dashes, replacing, 68-69
- database compare, 420
- data markers, 223
- data series, 222
- date and time
 - animations, setting time between, 325
 - Handout Master, Date placeholder in, 90
 - slide show, setting timings for, 330-331
 - text, inserting in, 96
- debugging macros, 438
- Debug toolbar, 438
- Decrease List Level button, 56
- Default File Locations, 413
- Delete Cropped Areas of Picture setting, 178
- deleting. [See also adding/removing](#)
 - animation, 321
 - charts, 232
 - color themes, 101
 - comments, 371
 - digital signatures, 383
 - freeform vertex, 123
 - hyperlinks, 271
 - macros, 437
 - movies/videos, 193

- objects, 39
- passwords, 379
- shapes, 114
- Slide Master, 86
- slides, 37, 54
- slide shows, 337
- sounds/audio, 193, 202
- table columns and rows, 246
- Text pane, lines in, 209
- theme effects, 103
- depth effects, 141
- deselecting. [See selecting/deselecting](#)
- Design Templates, 29
- destination file, defined, 253
- destination program, defined, 253
- developer options, setting, 435
- Developer tab, 435. [See also macros](#)
 - for ActiveX controls, 444-445
 - general options, setting, 435
- device independent bitmaps, 167
- diagnosing problems, 422
- dialog boxes. [See also specific types](#)
 - navigating in, 8
 - options, choosing, 8
- Dialog Box Launcher, 3, 8
- dictionaries. [See also spell-checking](#)
 - exclusion dictionaries, 294-295
 - used in Spelling or Thesaurus panes, 292-293, 297
- digital signatures, 261, 382-383
 - creating digital IDs, 382
 - deleting, 383
 - document, adding to, 383
 - macros, adding to, 440
 - viewing, 383
- dimming text after animation, 323
- direction
 - of characters, 63
 - of WordArt text, 191
- DirectShow, Microsoft, 198
- disabled application add-ins, 428
- disabled items, 429
 - viewing, 401
- display options, settings, 411
- distance setting for shadows, 138, 139
- distributing objects, 146
- Document Information Panel, 302-303
 - changing, 450

- Document Inspector, 376-377
- document properties, 302-303
 - Accessibility Checker, 304-305
 - advanced properties, displaying, 22, 303
 - Document Panel, 22
 - Compatibility Checker, 306
 - customizing, 303
- documents
 - add-ins related to, 428
 - digital signatures, adding, 383
 - inspecting, 376-377
- Document Information Panel, 22
- Document Themes
 - creating a presentation from, 12-13
 - creating a theme, 104
- dotted lines in organization charts, 220
- double strikethrough formatting, 64, 65
- double underline formatting, 64, 65
- downloading
 - add-ins, 428
 - harmful attacks and, 389
 - online pictures, 160-161
 - online pictures, using online services, 162-163
 - PowerPoint Viewer, 364
 - template, 11
 - updates, 422
- drag-and-drop
 - text, 45
 - into Text pane, 207
- drawing. [See also shapes](#)
 - charts, drawing objects in, 238
 - straight lines or arrows, 118
 - tables, 244
 - ungrouping/regrouping, 155
- DrawTable button, 249
- duplicating slides, 37, 55
- DVDs
 - movies/videos from, 200-201
 - slide shows on, 356-357

E

- Edit Data Source button, 227
- Edit Data Source dialog box, 226
- editing. [See also charts; slide shows](#)
 - color themes, 101
 - comments, 370-371

- hyperlinks, 264, 271
- lines or arrows, 119
- linked objects, 256
- macros, 439
- marked as final presentations, 381
- photo albums, 169
- presentation properties, 302
- SmartArt graphics, 211
- text, 44-45
- text boxes, 72
- WordArt text, 187
- Edit Master, renaming in, 86
- effects. [See also specific types](#)
 - individual effects, adding, 137
 - pictures, adding to, 175
 - preset effects, adding, 136
 - shapes, adding to, 136-137
 - tables, applying to, 252
 - theme effects, 103
 - WordArt text, applying to, 190
- e-mail. [See also attachments](#)
 - hyperlinks for sending, 269
 - PDF or XPS document, 385
 - photo album attachments, 169
 - review, sending presentation for, 384
- embedding. [See also OLE \(object linking and embedding\)](#)
 - defined, 253
 - fonts, 340
- Encapsulated Postscript files, 167
- encryption
 - adding, 380
 - removing, 380
- Enhanced Windows Metafile, 167
- entire word, selecting, 45
- equalize character height, 65
- Eraser button, 249
- event procedures in VBA, 433
- Excel. [See Microsoft Excel](#)
- exclusion dictionaries, 294-295
- existing presentations
 - copying, 11
 - opening, 14-15,
 - opening, macros with, 443
- Expand Dialog button, 226, 227
- expanding slides, 77
- exporting. [See importing/exporting](#)
- extensions. [See file extensions](#)

eyedropper, 128, 174, 189

F

Facebook

- adding account to Office, 31
- sharing with, 464-465, 472-473, 480-481

fading out effects, 318

fax, sending presentations by, 386

Featuring categories

- for blank presentations, 10
- list of, 10
- for templates, 11

File Block settings, 392-393

file encryption, 380

file extensions, 275

- for macros, 442
- showing/hiding, 23

files. *See also* [movies/videos](#); [SharePoint](#); [synchronizing files](#); [specific formats](#)

- audio file formats, 192
- hyperlinks to, 266
- movies/videos from file, inserting, 192-193
- OLE (object linking and embedding) for, 254
- pictures from file, inserting, 165
- sounds/audio from file, inserting, 192-193

Files of Type list, 14-15

File tab, 3, 5

FileZ, 389

fills. *See also* [color fills](#); [gradient fills](#); [textures](#)

- table, adding fill to, 251
- WordArt, text fills for, 188-189

filtering chart data, 241

finding and replacing text, 75

first-line indents, 66

Fit To Window button, 9

Flash movies, 192

- playing, 448-449

Flickr

- adding account to Office, 31
- inserting picture from, 162-163, 130-131
- sharing with, 464-465, 472-473, 480-481

flipping. *See* [rotating](#)

folders

- for presentations, 356-357

Font Color button, 97, 101, 106

fonts. *See also* [characters](#); [TrueType fonts](#)

- CDs, slide shows on, 356-357
- differences between, 340
- embedding fonts, 340
- entire presentation, replacing fonts for, 65
- formatting text fonts, 65
- for headers and footers, 93
- for hyperlinks, 271
- Kerning with, 62
- printing options, 311
- Ribbon, changing font with, 64
- in slide shows, 340
- for symbols, 71
- for text boxes, 72
- theme fonts, 102, 103

Footer placeholder, 90

footers. *See* [headers and footers](#)

foreign languages

- adding to programs, 300
- designating, 290
- French spellings, 288-289
- keyboard switch languages, 291
- marking text as language, 290
- Mini Translator, 298-299
- spelling, 292-293
- Spanish spelling, 288-289
- thesauruses, 297
- translating text to, 298

Format Painter, 70

- slides, applying themes to, 97

Format Shape pane

- for color fills, 128
- for effects, 136
- for gradient fills, 134
- for texture fills, 132
- undoing changes in, 128, 130, 132

formatting. *See also* [charts](#); [formatting text](#); [SmartArt graphics](#)

- connector lines, 151
- curves, 121
- freeforms, 121
- Handout Master, 282
- hyperlinks, 271
- movies/videos, 197

- placeholders, 91
- tables, 248-249
- Text pane, text in, 209
- WordArt text, 188-189
- formatting text. [See also AutoFormat; fonts](#)
 - with Mini Toolbar, 65
 - with Ribbon, 64
 - showing/hiding, 57
 - styles, applying, 70
- fractions, correcting, 68-69
- Fragment option, merging, 156
- frames
 - in photo albums, 168
 - on printed slides, 283
- freeforms
 - angle of vertex, modifying, 123
 - deleting freeform vertex, 123
 - polygons, drawing, 120
 - vertex in freeform, modifying, 122-123
- FTP (File Transfer Protocol), 277
 - adding/modifying locations, 277
 - sites, accessing, 277
- function procedures in VBA, 433

G

- Get External Data button, 228
- gestures. [See touch screen](#)
- GIF format, 167
 - slides, saving, 272
- glow effect, 137
 - to pictures, 175
 - for SmartArt graphics, 214-215
 - to WordArt text, 190
- gradient fills, 134-135
 - background style gradients, creating, 109
 - in charts, 236
 - custom gradient fills, 135
 - with presets, 134
 - tables, adding to, 251
 - tiling options, 135
 - for WordArt, 188-189
- grammar. [See spell-checking](#)
- graphics. [See also Clip Art; pictures; online pictures; SmartArt graphics](#)
 - background graphics, adding, 92
 - slides saved as, 307
 - web graphics, saving slides as, 272

- web graphics, saving presentations as, 273
- Graphics Interchange Format. [See GIF format](#)
- grayscale
 - converting pictures to, 180
 - print preview, 312-313
- gridlines in table, showing/hiding, 249
- grids and guides
 - adding/removing, 145
 - aligning objects to, 144-145
 - Smart Guides, 144-145, 148
 - snapping objects into, 144
 - turning on/off, 144
- grouping
 - drawings, ungrouping/regrouping, 155
 - on Ribbon, 4
 - shapes, grouping/ungrouping, 154
 - SmartArt graphic, shapes in, 211
 - tables, ungrouping, 154
- guides. [See grids and guides](#)

H

- H.264 (MOV) format, 192
- hackers, 378
- Handout Master, 84
 - formatting, 282
 - placeholders in, 90, 282
 - viewing, 85
- handouts, 279
 - headers and footers in, 282-283
 - preparing, 282-283
 - printing, 283
- hanging indents, 66
- hard-to-select objects, selecting, 157
- Header placeholder in Handout Master, 90
- Header Row option, 248
- headers and footers
 - adding, 93
 - changing look of, 93
 - in handouts, 282-283
 - placeholders, 90
 - on speaker notes, 286-287
- help, 24-25
 - command help, 6
 - searching for, 25
 - connection status, 25

hidden information, managing, 376-377
hiding. [See showing/hiding](#)
hierarchy purpose, SmartArt, 207
homographs, 388
horizontal alignment, 61
 of WordArt text, 191
HSL color mode, 100
HTML (Hypertext Markup Language), 261,
 276
 with XML, 274
hue, 100, 101
hulu, 192-193
hyperlinks
 action buttons activating, 262
 autofragmenting, 68-69
 color themes for, 97
 deleting, 271
 destinations for, 268
 between documents, 269
 editing, 264, 271
 for e-mail messages, 269
 to external objects, 266-267
 to files, 266
 formatting, 271
 highlighting click or mouse over, 264
 inserting, 268-269
 inside of presentation, 268
 mouse over for, 267
 to other presentation, 266
 to programs, 267
 relative links, 268
 removing, 270
 slide object, adding to, 264
 sound, adding, 265
 using, 270
 to web page, 267
hyphens, replacing, 68-69

I

icons
 objects inserted as, 255
 Pin icon, 14-15
Image
 ActiveX control, 446
 options, settings, 408
Import Data Options dialog box, 228

importing/exporting
 chart data, importing, 228-229
 Microsoft Excel charts, importing, 259
 Microsoft Word, exporting notes to, 284
 rotating imported objects, 153
inactive application add-ins, 428
Increase List Level button, 56
increasing/decreasing list level text, 56-57
indenting text
 for bulleted lists, 66
 level of indent, changing, 56
 modifying indent, 57
 Text pane, lines in, 209
InfoPath Form Template, 450
initials of reviewer, changing, 368, 370
ink annotations on slide shows, 348
Insert Cells button, 231
inspecting documents, 376-377
instant messaging, Lync
 communicating with, 362-363
 sending a presentation by, 387
Internet. [See also web pages; web presentations; Office.com](#)
 fax, sending presentations by, 386
 FTP (File Transfer Protocol), using,
 277
 online pictures, 160-164
 photo albums, sharing, 169
Internet Explorer download monitoring, 389
Intersect option, merging, 156
invisible on-slide content, 377
ISO paper side size, 280
italicizing hyperlinks, 271

J

Joint Photographic Experts Group format.
 [See JPEG format](#)
JPEG format, 167
 presentation, saving, 273
 slides, saving, 272
jumps. [See hyperlinks](#)

K

kerning, 62
keyboard
 browsing slides with, 20

keyboard (continued)

- grid settings, overriding, 145
 - nudging drawing object with, 125
 - objects, moving, 39
 - switch languages, 291
 - window panes, resizing, 17
- KeyTips, 4
- keywords for online pictures, 161

L

Label

- ActiveX control, 446
- labels in chart, changing, 239
- landscape orientation, 280-281
- languages. [See also foreign languages](#)
 - adding to programs, 300
 - Office tool, 420-421
 - using, 300
- LAN (local-area network), 450
- laser pointer, 335, 344
- layouts. [See also charts; slide layouts](#)
 - organization chart layout, changing, 220-221
 - SmartArt graphic layout, changing, 213
- left indents, 66
- legend series. [See charts](#)
- letter paper slide size, 280
- libraries
 - SharePoint libraries, 462-463
- lines or arrows
 - in charts, 237
 - connector lines, 150-151
 - Counterbalance Arrows, 208
 - customizing attributes, 418-419
 - editing, 119
 - modifying, 119
 - Quick Style to line, adding, 118
 - straight lines or arrows, drawing, 118
- line spacing, 60
- LinkedIn
 - adding account to Office, 31
 - sharing with, 464-465, 472-473, 480-481
- linking. [See also hyperlinks; OLE \(object linking and embedding\)](#)
 - defined, 253

- list boxes, 8
 - ActiveX control, 446
- list purpose, SmartArt, 207
- lists. [See bulleted lists; numbered lists](#)
- Lists and Galleries, 3
- live preview, 4. [See also tables](#)
 - general options, setting, 406
 - of organization charts, 220
 - with Picture Shape gallery, 173
 - for SmartArt graphics, 215
 - themes, 96
 - of transitions, 318
- Lock Aspect Ratio check box, 246
- luminosity, 100, 101
- Lync. [See Microsoft Lync](#)

M

- Macintosh PICT, 167
- Macro-Enabled Design Template, 29
- Macro-Enabled Show, 29
- macros, 436-437, 423. [See also Trust Center](#)
 - controlling, 438-439
 - copying to other presentations, 439
 - creating, 438-437
 - debugging, 438
 - deleting, 437
 - digital signatures on, 440
 - earlier versions, macros from, 436
 - editing, 439
 - file extensions for, 275, 442
 - harmful attack sand, 266-267
 - ribbon, assigning macro to, 441
 - running, 437
 - saving presentations with, 442
 - security settings, 397
 - self-signing certificates for, 440
 - stopping macros, 437
 - toolbar, assigning macro to, 441
 - VBA macros, 432-433
- maintenance, performing, 422
- margins
 - tables, changing cell margins in, 246
 - for text boxes, 72
 - wrapping and adjusting, 73
- Margins button, 246
- Marks as Final command, 381
- Master Layout, 88

masters. [See also Handout Master; Notes Master; Slide Master](#)
 placeholders in, 82-83
 viewing, 84-85
 working with, 82-83

matrix purpose, SmartArt, 207

maximizing/minimizing
 windows, 16

McAfee, 389

media compression, 203
 optimize compatibility, 204

menus. [See also shortcuts](#)
 colors, adding, 106
 File tab, 5
 for slide shows, 343

merging
 comments, 369
 presentations, 372
 shapes, 156
 tables, cells in, 247

Message Bar
 macros, signatures on, 440
 security options, 398

metadata, 376
 Document Information Panel tracking, 450

methods in VBA, 432

MHTML format, 276

Microsoft. [See also organization charts; TrueType fonts](#)
 DirectShow, 198
 help from, 24-25
 Paint, bitmap graphics from, 160
 Windows Explorer, 2
 Wordpad for playlists, 366

Microsoft account. [See Accounts](#)

Microsoft Excel. [See also charts; OLE \(object linking and embedding\)](#)
 comparing, 420-421
 embedding charts, 258-259
 help, 224
 importing charts, 259
 tables, inserting, 245
 themes for, 96

Microsoft Lync
 communicating with, 362-363
 instant messaging, 387
 online meeting, giving with, 360-361
 recording with, 363, 421
 sending a presentation by, 387

Microsoft Notepad, 274
 for playlists, 366

Microsoft Office. [See also Clipboard](#)
 SharePoint server or SkyDrive, 451-453, 456-457

Microsoft Office Web Apps. [See Office Web Apps](#)

Microsoft OneNote.
 linked to a presentation, 373
 creating, 374-375
 opening, 374-375
 sending to, 374-375
 showing in an online broadcast, 358-359
 syncing with SkyDrive, 374

Microsoft Outlook
 for faxing presentation, 386
 review, sending presentations for, 384
 PDF/XPS document, 385

Microsoft Word
 embedding documents, 260
 notes exported to, 284
 slides exported to, 284, 301
 speaker notes exported to, 301
 themes for, 96

minimizing. [See maximizing/minimizing](#)

Mini-Toolbar, 6
 buttons on, 5
 formatting with, 65
 general options, setting, 406

Mini Translator, 298-299

mirror type for texture fills, 133

modules in VBA, 433

monitors for slide shows, 350-351

More Controls
 ActiveX control, 446

motion paths, 322-323

mouse. [See also slide shows](#)
 hyperlinks, mouse over for, 264, 267
 increasing/decreasing list level text with, 57
 objects, moving, 39
 slide timings, controlling, 330

movies/videos, 159
 ActiveX controls, playing with, 192, 448-449

- bookmarks
 - adding/removing, 196
 - trigger animation, 328
- compressing, 203
- editing, 194-195
- fade effect, adding, 195
- files
 - formats, 198
 - inserting movie from, 192-193
- Flash movies, playing, 448-449
- formatting, 197
- inserting, 192-193
- new slide, inserting movies/videos on, 192-193
- non-supported movies/videos, playing, 192
- optimize compatibility, 204
- placeholders, 37
- playing movies/videos, 198-199, 200-201
 - options, setting, 198
- saving as video, WMV, 355
- slide, inserting on, 192-193
- supported file formats, 192
- text, add, 195
- trim, 194
- from video DVDs, 200-201
- from web site, inserting movie/videos, 192-193

moving. [See also navigating](#)

- in charts, 227
- comments, 368
- grids and guides, 145
- objects, 39
- Quick Access Toolbar, 6
- shapes, 124-125
- text, 44
- Text pane, 208
- windows, 16

MPG/MPEG format, 192

MP3 & MP4 format, 192

multimedia clips, 159

My Templates, 11

- chart templates, saving, 242-243
- creating templates, 111
- opening templates, 114
- setting up for, 110
- saving templates, 111
- using templates from 11-13

N

names

- for presentation, 314
- reviewer name, changing, 368, 370
- Slide Master, renaming, 86

narration, 202, 332-333

navigating. [See also moving](#)

- dialog boxes, 8
- self-running slide shows, 339
- slide shows, 344-345
- in web browser, 264

New Comment button, 368

New screen, 10, 11

- opening templates, 11-13, 112
- opening new documents, 10

new presentations. [See also blank presentations; templates; themes](#)

- options, 10, 11

Normal view, 1, 18-19. [See also text](#)

- movies/videos playing in, 198, 200-201
- sounds/audio playing in, 198, 200-201
- speaker notes in, 284-285
- text, working with, 40

notes. [See comments; speaker notes](#)

Notes Master, 84

- formatting, 286-287
- placeholders on, 286-287
- viewing, 85

Notes Page view, 1, 284-285

Notes pane, Normal view, 284-285

numbered lists

- adding/removing numbers, 66
- AutoCorrect Options with, 68-69
- character of numbers, changing, 67
- shapes, adding to, 117
- text, entering, 43

numbering. [See numbered lists; slide numbering](#)

O

Object Browser, 433

objects, 38-39. [See also animation; AutoFit Options; backgrounds; charts; OLE \(object linking and embedding\); shapes; text](#)

- aligning, 146-148
- deleting, 39

objects (continued)

- hard-to-select objects, selecting, 157
- icons, inserting objects as, 255
- moving, 39
- on Notes Master, 286-287
- resizing, 38
- selecting/deselecting, 38
- stacking order, changing, 149
- VBA objects, 432
- Office Apps. [See Apps for Office](#)
- Office Background, settings, 405
- Office.com
 - accessing, 454-455, 466-467
 - Apps for Office, 424-427
 - online pictures, inserting, 160-161
 - options, 405
 - SmartArt graphic, 206-207
 - templates, 11
 - themes, searching for, 96
 - theme updates on Office.com, 98
- Office Presentation Service (OPS), 358-359
- Office Store. [See Office.com](#)
- Office Theme format, 29
- Office Theme, settings, 405
- Office 365. [See also SharePoint](#)
 - App Catalog security settings, 394
 - introduction, 452-453
 - opening from, 456-457
 - saving to, 456-457
 - sign-in, 454-455
- Office Tools, 420-421
- Office Web Apps
 - accessing documents, 458-459, 466-467
 - broadcasting, presentation, 358-359
 - collaborating, documents with, 453, 464-465, 480-481
 - blocking authors, 482
 - compare to desktop app, 474-475
 - creating documents, 471
 - downloading files for, 470, 478
 - editing documents, 476-477
 - embedding a link, 473
 - introduction, 451-453
 - linking to documents, 472-473
 - mobile devices, 453, 476-477
 - Office Mobile, 453
 - Office 365, 453
 - opening documents, 476
 - preparing to use, 452-453
 - printing documents, 478
 - creating PDF, 478
 - roundtripping, 481
 - saving documents, 478
 - sending a link, 472
 - signing in to access, 452-453, 454-455
 - syncing documents, 460-461
 - uploading files for, 470, 478
 - viewing documents, 476-477
 - working with, 476-477
- off-slide content, managing, 376-377
- OLE (object linking and embedding), 205, 253
 - broken links, reconnecting, 257
 - charts
 - embedding Excel charts, 258-259
 - compressing embedded objects, 257
 - converting linked objects, 257
 - editing linked objects, 256
 - files, inserting, 254
 - icons, inserting objects as, 255
 - Microsoft Word documents, embedding, 260
 - modifying linked objects, 256-257
 - new object, inserting, 254
 - paste linking objects, 254-255
 - source of linked object, changing, 256
 - updating source of linked object, 256
 - working with embedded objects, 255
- OneNote. [See Microsoft OneNote](#)
- online meeting
 - giving with Lync, 360-361
- online pictures, 159
 - downloading, 160-161
 - from online services, 162-163
 - placeholders, 37
 - searching for, using Office.com or Bing, 160-161
 - from SharePoint or SkyDrive, 164
 - slide layout, inserting from, 166
 - on web, 160-161
- online presenting
 - broadcasting, 358-359
- online services
 - adding account to Office, 31
 - inserting picture from, 162-163

- saving to, 30
- sharing with, 464-465, 472-473, 480-481
- on-screen show slide size, 280
- opening
 - charts, 223
 - default view, selecting, 411
 - password-protected presentations, 379
 - presentations, 14-15
 - presentations, macros with, 443
 - presentations, PowerPoint 97-2003 in compatibility mode, 14-15
 - recovering presentations, 32-33
 - Task panes, 17
 - web pages, 276
 - web page, presentations, 276
 - XML presentations, 274
- OpenType fonts, 340
- optimize media compatibility, 204
- option buttons, 8
 - ActiveX control, 446
- ordinals with superscript, 68-69
- organization charts
 - colors, changing, 221
 - creating, 218
 - dotted lines in, 220
 - embedded object, creating with, 260
 - layout, changing, 220-221
 - methods for creating, 218-219
 - shapes, adding, 219
- Org Chart button, 221
- orientation
 - slide orientation, 280-281
 - SmartArt graphics and, 212
- outline fonts, 340
- Outline pane, Normal view, 18-19
 - browsing slides in, 21
 - collapsing slides in, 77
 - expanding slides in, 77
 - formatting, showing/hiding, 57
 - rearranging slides, 77
 - slides, working with, 54-55
 - text, entering, 40, 41, 54
- outlines. [See also borders; web presentations](#)
 - another program, inserting outlines from, 55
 - document, saving text as, 308

- printing, 316
 - text, entering, 54
- overhead transparency slide size, 280

P

- Package for CD feature, 356-357
- Page Number placeholder, Handout Master, 90
- page setup options, 280-281
- Paint Shop Pro, 160
- Painter, Animation, 329
- parental controls, 296
- passwords, 367
 - adding to presentation, 378-379
 - changing/removing passwords, 379
 - opening presentations with, 379
 - for slide shows on CDs, 357
 - strong passwords, 378
- paste linking, 254-255
 - Microsoft Word, exporting notes and slides to, 301
 - for notes, 286-287
- Paste Options button, 45
- Paste Special command, 254-255
- pasting. [See also paste linking](#)
 - charts, data into, 229
 - objects from slide, 39
 - slides, 76
 - smart cut and paste, 45
- PDF documents, 1, 29
 - creating, 28, 309
 - e-mail attachments, 384-385
- pen. [See slide shows](#)
- personal information, managing, 376-377
- phishing, 388
 - privacy options and, 399
- photo albums
 - editing, 169
 - new album, creating, 168
 - sharing, 169
- Picture Effects gallery, 175
- picture fills
 - custom picture fills, applying, 131
 - to shapes, 130-131
 - tables, adding to, 251
 - tiling pictures, 131
- Picture Quick Style gallery, 172

- pictures, 159. *See also* [brightness](#); [Clip Art](#); [contrast](#); [picture fills](#)
 - artistic Quick Style, 171
 - background style pictures, creating, 108
 - borders, applying, 174
 - on bullets, 67
 - changing pictures, 165
 - in charts, 238
 - compressing, 178
 - cropping, 182-183
 - Delete Cropped Areas of Picture setting, 178
 - effects, adding, 175
 - file, inserting from, 165
 - file formats for, 167
 - on numbers in lists, 67
 - photo albums, 168-169
 - placeholders, 37
 - precisely cropping pictures, 183
 - precisely resizing pictures, 176
 - presentation, 273
 - Quick Style, adding, 172
 - recoloring, 180-181
 - redisplaying cropped pictures, 182
 - removing picture background, 184-185
 - resizing, 176-177
 - rotating, 183
 - scaling pictures, 177
 - screen shot
 - capturing, 170
 - inserting, 170
 - shapes, applying, 173
 - slide layout, inserting from, 166
 - SmartArt graphic, 216
 - tables, adding to, 249
 - transparent background, setting, 181
- picture presentation, 273
- Picture Shape gallery, 173
- Pin icon, 14-15
- pinning/unpinning documents, 14-15
- placeholders, 36
 - default, resetting to, 37
 - entering information in, 37
 - formatting, 91
 - in Handout Master, 282
 - for headers and footers, 90
 - in masters, 82-83
 - modifying, 91
 - on Notes Master, 286-287
 - showing/hiding, 90
 - in slide layouts, 89
 - in SmartArt graphics, 207
 - text placeholders, 42
 - title placeholders, 37, 90
- playlists for multiple presentations, 366
- plot area. *See* [charts](#)
- PNG format, 167
 - pictures, saving, 172
 - slides, saving, 272
- pointer options in slide shows, 348
- points, 60
- polygons, drawing, 120
- Portable Network Graphics Format. *See* [PNG format](#)
- portrait orientation, 280-281
- poster frame, 197
- .pot file format, 29
- .potx file format, 29
- PowerPoint Macro-Enabled Design Template (.potm), 442
- PowerPoint Macro-Enabled Presentation (.pptm), 26, 29, 275, 442
- PowerPoint Macro-Enabled Show (.ppsm), 442, 354
- PowerPoint Show format, 29
- PowerPoint Viewer
 - customizing, 365
 - Run command with, 365
 - showing presentation on, 364
- .ppt file format, 26, 29
- presentation graphics software, 1
- Presentation window, 3
- Presenter view, 352-353
- preserving Slide Master, 87
- presets
 - gradient fills with, 134
 - for SmartArt graphics, 214-215
- previewing. *See also* [live preview](#)
 - animation, 320
 - in black and white/grayscale, 312-313
 - in dialog boxes, 8
 - presentations, 312-313
 - in Presenter view, 352-353
 - print preview, 312-313
- Previous/Next Slide buttons, 19
- Print screen, 282-283

printing
 changing options, 311
 custom shows, 315
 handouts, 283
 outlines, 316
 presentations, 314-315
 previewing, 312-313
 range of slides, 315
 scaling slides for, 316
 single slides, 315

Privacy dialog box, 2

privacy options
 parental controls, 296
 setting, 399
 statement, 388, 390

problems, 422
 macro problems, 438
 objects, arrangement of, 155
 recovering presentations, 32-33

procedures in VBA, 433

process purpose, SmartArt, 207

programs
 appearance, changing, 405
 hyperlinks to, 267
 shortcut, creating, 2
 Slide Show view, switching in, 344

program tabs, Ribbon, 4

projects. [See also macros](#)
 in VBA, 433

Protected view, 11, 443-445
 options, 392-393

pyramid purpose, SmartArt, 207

Q

Quick Access Toolbar, 1, 3
 adding or removing items from, 7, 417
 buttons on, 5
 customizing, 7
 macros, adding, 441
 moving, 6
 resetting, 6
 resetting to default, 417
 Save button, 26

Quick Print command, 314

Quick Style
 lines, adding to, 118

 pictures, adding to, 172
 shapes, adding to, 126-127
 to SmartArt graphics, 212
 tables, adding to, 250-251
 Transition Quick Style gallery, 318

quitting PowerPoint, 34

quotation marks, 68-69

R

ranges. [See also slides](#)
 of data, 224

reading comments, 369

read-only presentations, 381

Reading view, 18-19

Recent Folders list, 14-15

Recent Presentations list, 14-15
 options, setting, 412

recently used presentations, opening, 14-15
 options, settings, 412

recoloring pictures, 180-181

Recolor Picture Quick Style gallery, 180

recording
 in Lync, 363
 sounds/audio, 202
 voice narration, 202, 332-333

recovering presentations, 32-33

redoing or repeating, 48-49

redoing or repeating actions, 48-49

reference books, searching, 296

reflection effect, 137
 in pictures, 175
 for SmartArt graphics, 214-215
 tables, applying to, 252
 to WordArt text, 190

regression analysis trendlines, 240

rehearsing slide show timings, 330-331

relationship purpose, SmartArt, 207

relative links, 268

removing. [See adding/removing; deleting](#)

[renaming](#)
 Slide Master, 86

repairing problems. [See problems](#)

repeated words, flagging, 288-289

Replace All option, 75

Replace Fonts command, 417

replacing text, 75

research, parental controls for, 296

- Research pane, 296
 - for translating text, 298
 - options, 296
 - Reset Picture button, 179
 - resizing. [See also AutoFit Options](#)
 - movies/videos, 198
 - objects, 38
 - panes in windows, 17
 - pictures, 176-177
 - shapes, 114-115
 - SmartArt graphics, 210
 - tables, 246
 - Task panes, 17
 - text boxes, 72
 - Text pane, 208
 - text while typing, 50
 - windows, 16, 17
 - resolution, setting, 350-351
 - Reuse Slides pane, 80
 - reviewing presentations, 367
 - changing reviewers, 368, 370
 - e-mail, sending presentations by, 384-385
 - initials, changing, 368, 370
 - rewinding movies/videos, 198
 - RGB (red, green, blue) color mode, 100, 101
 - Ribbon, 1, 3. [See also add-ins; Developer tab; masters](#)
 - adding or removing items from, 7, 417
 - adding commands not in, 417
 - Chart Elements list arrow, 234
 - customizing, 6-7
 - display options, changing, 4
 - font changes with, 64
 - formatting text with, 64
 - macros, adding, 441
 - for Microsoft Word documents, 260
 - working with, 4
 - rotating. [See also 3D rotation effects](#)
 - characters, 63
 - gradient fills, 135
 - photo albums, pictures in, 169
 - picture fills in shapes, 131
 - pictures, 183
 - precisely rotating objects, 153
 - preset increments, rotating objects to, 152-153
 - shapes, 152-153
 - SmartArt graphic, shapes in, 211
 - texture fills, 133
 - 3D rotations, 136
 - WordArt text, 191
 - RTF (Rich Text Format) documents, 29
 - saving text as, 308
 - ruler. [See also tabs](#)
 - showing/hiding, 56
 - vertical ruler, showing, 411
 - Run command, 365
- ## S
- safe modes, 400-401
 - disabled items, 401
 - saturation, 100, 101
 - Save As command, 261
 - Save As dialog box, 26
 - Save button, Quick Access Toolbar, 26
 - Save dialog box, 26
 - Save Template button, 242
 - saving. [See also slide shows; web presentations](#)
 - for different formats, 28-29, 307
 - macros, presentations with, 442
 - options, setting, 27, 414-415
 - picture presentation, 273
 - PowerPoint 97-2003 format presentations, 27
 - presentations, 26-27
 - presentations, PowerPoint 97-2003 in compatibility mode, 26-28
 - SharePoint, 456-457
 - SkyDrive, 456-457
 - templates, 110, 111
 - as video, WMV, 355
 - voice narrations, 333
 - web graphics, saving slides as, 272
 - web graphics, saving presentations as, 273
 - XML presentations, 274
 - scalable fonts, 340
 - scaling pictures, 177
 - schemas, 274
 - screen resolution, choosing, 334
 - screen shot
 - capturing, 170
 - inserting, 170

- ScreenTips
 - shortcut keys in, 411
 - showing/hiding, 6
- scribbles, 121
- Scroll Bar
 - ActiveX control, 446
- scrolling in presentation, 20
- searching
 - for online pictures using Office.com or Bing, 160-161
 - for video/audio on web, 192-193
 - for help, 25
 - Research pane, 296
 - for text, 75
 - for themes, 96, 99
- sections
 - creating, 78
 - navigating in slide show, 344-345
 - removing, 79
 - renaming, 79
 - working with, 79
- security, 367. *See also* ActiveX controls; add-ins; digital signatures; passwords; Trust Center
 - avoiding attacks, 388-389
 - encryption, 380
 - macro security options, 397
 - Message Bar security options, 398
 - parental controls, 296
 - Protected view, 14, 392-393, 443-445
 - read-only presentations, 381
 - safe modes, 400-401
 - viruses, avoiding, 388-389
- selecting/deselecting
 - bulleted text, 67
 - numbered text, 67
 - objects, 38
 - text, 44
- selection boxes, 38
- Selection pane, 157
- self-running slide shows, 339
- Send to Back, 149
 - for SmartArt graphic, 211
- Send to Microsoft Word command, 301, 308, 417
- sending a presentation by
 - email, 384-385
 - Internet fax, 386
 - instant messaging, 387
- sepia, converting pictures to, 180
- Set Transparent Color command, 181
- Set Up Show dialog box, 336-337
 - for self-running slide shows, 339
- Shading button, 251
- shadows, 137
 - customizing, 139, 418-419
 - to pictures, 175
 - preset shadows, adding, 138
 - for SmartArt graphics, 214-215
 - tables, applying to, 252
 - to WordArt text, 190
- Shape Effects button, 214
- Shape Effects gallery, 136
- Shape Fill button, 97, 214
- Shape Outline button, 97, 128, 129, 214
- Shape Quick Style gallery, 126-127
- shapes, 113. *See also* charts; freeforms; lines or arrows; SmartArt graphics
 - adjusting shapes, 115
 - basic shapes, drawing, 114
 - bulleted lists, adding, 117
 - Clipboard pane, copying objects with, 125
 - color fills, applying, 128-129
 - color outline, applying, 129
 - connecting shapes, 150-151
 - converting to freeforms, 120
 - copying objects, 124-125
 - curves, 120
 - customizing attributes, 418-419
 - deleting, 114
 - distributing objects, 146
 - effects, adding, 136-137
 - eyedropper, 128, 174, 189
 - gradient fills, 134-135
 - grids and guides, aligning objects to, 144-145
 - grouping/ungrouping shapes, 154
 - hard-to-select objects, selecting, 157
 - for hyperlinks, 271
 - merging, 156
 - multiple shapes, inserting, 116
 - nudging, 125
 - numbered lists, adding, 117
 - one step, copying/moving in, 124

shapes (continued)

- organization charts, adding to, 219
- other shapes, changing shapes to, 116
- picture fills, applying, 130-131
- pictures, applying shapes to, 173
- precision, moving object with, 125
- Quick Style, adding, 126-127
- replacing shapes, 115
- resizing shapes, 114-115
- rotating, 152-153
- scribbles, 121
- Selection pane, selecting with, 157
- shadows, adding, 138-139
- for SmartArt graphics, 214-215
- snapping objects into grids and guides, 144
- stacking order, changing, 149
- text
 - adding, 73, 117
 - Quick Style to text, adding, 127
 - for text boxes, 72, 73
 - texture fills for, 132-133
 - 3D effects, adding, 140-143
 - transparency, shape color with, 129
 - two shapes, connecting, 150
- SharePoint. [See also Office Web Apps](#)
 - accessing from, 458-459
 - co-authoring documents, 453, 480-481
 - connecting to, 452
 - introduction, 452-453
 - inserting picture from, 164, 130-131
 - mobile devices, 453, 476-477
 - opening from, 456-457
 - publishing slides, 462-463
 - saving to, 30, 456-457
 - sign-in, 454-455
 - syncing with, 460-461
- sharing. [See also OLE \(object linking and embedding\)](#)
- Shockwave players, 448
- shortcuts
 - adding/removing, 307
 - choosing commands from menus, 5
 - for command-line switches, 365
 - objects, resizing, 38
 - program shortcut, creating, 2
 - ScreenTips, shortcut keys in, 411
 - Slide Show view navigation shortcuts, 345
- showing/hiding. [See also turning on/off](#)
 - background objects on slide, 92
 - charts, elements in, 234-235, 237
 - Close button and, 34
 - file extensions, 23
 - movies/videos, 198
 - placeholders, 90
 - Ribbon, 4
 - ruler, 56
 - ScreenTips, 6
 - slide shows, hiding slides in, 338
 - sound icon, 199
 - spelling errors, 288-289
 - status bar, checking on/off status with, 9
 - tables, gridlines in, 249
 - Text pane, 208
- Show Comments button, 368-371
- signatures. [See digital signatures](#)
- size. [See also resizing](#)
 - shadows, setting for, 138, 139
 - slide size, controlling, 280
- Size Dialog Box Launcher
 - pictures, scaling, 177
 - for shapes, 114
- sizing handles, 72
- SkyDrive. [See also Office Web Apps](#)
 - accessing from, 466-467
 - adding files to, 466-467, 470
 - connecting to, 452
 - copying files or folders, 468-469
 - creating documents, 471
 - creating folders, 468-469
 - deleting files or folders, 468-469
 - downloading files, 466-467, 470
 - embedding links, 472-473
 - inserting picture from, 164, 130-131
 - introduction, 452
 - mobile devices, 453, 476-477
 - moving files or folders, 468-469
 - opening from, 456-457
 - renaming files or folders, 468-469
 - saving to, 30, 456-457
 - sending links, 472-473
 - sharing documents with, 464-465
 - sign-in, 454-455
 - storage space, manage, 467

- uploading files, 466-467, 470
- SkyDrive Pro. [See SharePoint](#)
 - accessing documents, 458-459
 - introduction, 420-421, 452-453
 - using, 460-461
- slide files, 29
- slide layouts
 - changing, 91
 - charts, creating, 223
 - Clip Art, online pictures, inserting, 161
 - existing slide layout, creating from, 89
 - gallery, 36
 - new slide layout, inserting, 88
 - placeholders, inserting, 88
 - saving template, 111
- Slide Master, 81, 83
 - background objects, hiding, 92
 - deleting, 86
 - new Slide Master, inserting, 87
 - preserving/not preserving, 87
 - renaming, 86
 - saving template, 111
 - viewing, 84
- Slide Navigator. [See slide shows](#)
- slide numbering
 - different number, starting numbering with, 95
 - on every slide, 95
 - specific slides, inserting on, 94
- slides. [See also backgrounds; placeholders; printing; slide numbering](#)
 - action buttons for specific slides, creating, 263
 - annotating, 348-349
 - collapsing slides, 77
 - cut and paste, moving with, 76
 - deleting, 37, 54
 - duplicating, 37, 55
 - expanding slides, 77
 - exporting to Microsoft word, 301
 - graphic image, saving as, 307
 - hyperlinks, adding, 264
 - landscape orientation, 280-281
 - layouts to existing slides, applying, 36
 - Microsoft Word, exporting to, 284, 301
 - movie on slide, inserting, 192-193
 - new slides, creating, 36
 - from other presentations, 80

- in Outline pane, Normal view, 54-55
- portrait orientation, 280-281
- proportions, customizing, 281
- range of slides
 - printing, 315
 - in slide show, 334
- rearranging slides, 76-77
- recording sounds/audio on, 202
- size of slide, controlling, 280
- text, entering, 41
- themes to other slides, applying, 97
- transitions, creating, 318-319
- voice narration, recording, 202, 332-333
- web graphics, saving as, 261
- slide shows, 317. [See also animation; PowerPoint Viewer](#)
 - advanced options, 343
 - annotations
 - ink annotations on slide shows, 348
 - pen, using, 348
 - pointer options, changing, 348
 - saving, 349
 - black slide, ending with, 343
 - CD, packaging for, 356-357
 - continuously playing, 334, 335
 - custom slide shows, 336-337
 - navigating to, 345
 - deleting custom slide show, 337
 - editing
 - custom slide show, 337
 - timings, 331
 - fonts, working with, 340
 - gestures in, 346-347
 - hiding slides, 338
 - laser pointer, 335, 344
 - macros running in, 437
 - manually showing, 334
 - monitors, multiple, 350-351
 - mouse pointer
 - options, changing, 348
 - pen, changing to, 349
 - multiple monitors for, 350-351
 - multiple presentations, showing, 366
 - navigating, 344-345
 - navigator, 344-345
 - options, setting, 343, 410
 - Package for CD feature, 356-357

slide show (continued)

- pen
 - laser pointer, 335, 344
 - mouse pointer, changing to, 349
 - using, 348
 - presenting, 341
 - range of slides, showing, 334
 - rehearsing timings, 330-331
 - saving
 - annotations, 349
 - presentation as slide show, 354
 - screen resolution, choosing, 334
 - second monitor, running on, 350-351
 - self-running slide shows, 339
 - setting up, 334-335
 - size options, 280-281
 - speaker notes, 344
 - in Presenter view, 352-353
 - speed of transition, setting, 319
 - starting, 342-343
 - timings between slides, setting, 330-331
 - transitions, creating, 318-319
 - turning on/off annotations, 349
- Slide Show view, 1, 19
- movies/videos playing in, 198, 200-201
 - navigation shortcuts, 345
 - options, 343, 410
 - sounds/audio playing in, 198, 200-201
 - speaker notes, adding, 344
 - switching between programs in, 344
- Slide Sorter view, 1, 19
- animation, viewing, 320
 - rearranging slides, 76
 - transitions, viewing, 319
- Slides pane, Normal view, 19
- browsing slides in, 20-21
 - rearranging slides in, 76
- small caps formatting, 64, 65
- SmartArt graphics, 116, 205. *See also* [organization charts](#); [Text pane](#)
- adding shape to, 211
 - animating, 326-327
 - blanket graphics, creating, 207
 - changing shapes in, 211
 - colors, changing, 213
 - converting text to, 206-207
 - converting graphic to shapes, 217
 - creating graphics with, 206
 - customized animation, applying, 327
 - fills with, 214
 - formatting
 - orientation, changing, 212
 - Quick Style, applying, 212
 - shapes, 214-215
 - layout, changing, 213
 - orientation, changing, 212
 - outlines, applying, 214
 - pictures, adding, 206-206, 216
 - placeholders, 37
 - purposes in, 207
 - Quick Style, applying, 212
 - removing shapes from, 209
 - resizing, 210
 - reversing order of animation, 327
- smart cut and paste, 45
- Smart Guides
- enable/disable, changing, 144-145
 - using, 148
- snapping objects into grids and guides, 144
- Social Networks
- adding account to Office, 31
 - sharing with, 464-465, 472-473, 480-481
- soft edges effect, 137
- to pictures, 175
 - for SmartArt graphics, 214-215
- solid fill background style, 109
- sounds/audio, 159
- action button to sound/audio, creating, 265
 - Advanced Audio Coding (AAC), 192
 - animation, adding to, 321
 - in background, 198-199
 - bookmarks
 - adding/removing, 196
 - trigger animation, 328
 - compressing, 203
 - editing, 194-195
 - file, inserting sounds/audio from, 192-193
 - hyperlink, adding sound/audio to, 265
 - inserting, 192-193
 - optimize compatibility, 204
 - playing sounds/audio, 198, 200-201
 - in background, 198-199
 - options for, 199

- Provide feedback with sound, 407
- recording sounds/audio, 202
- supported file formats, 192
- for transitions, 318-319
- trim, 194
- voice narration, 202, 332-333
- source file object, defined, 253
- source program, defined, 253
- spacing
 - line spacing, 60
 - text columns, 74
- spam, 388
- speaker notes, 279. *See also* [slide shows](#)
 - exporting to Microsoft Word, 301
 - formatting, 286-287
 - headers and footers, adding, 286-287
 - Normal view, entering notes in, 284-285
 - in Presenter view, 352-353
- special characters, inserting, 71
- speed of transition, setting, 319
- spell-checking. *See also* [foreign languages](#)
 - all-at-once spell-checking, 292-293
 - as-you-type, 292-293
 - contextual spelling, 288-289
 - custom dictionaries, using, 294-295
 - exclusion dictionaries, 294-295
 - foreign language words, 292-293
 - grammar, 288, 292-293
 - proofing options, changing, 288-289
- Spin Buttons
 - ActiveX control, 446
- splitters, 17
- splitting cells in tables, 247
- spyware, 388
- squares, drawing, 114
- spreadsheet compare, 420
- stacking
 - changing stacking order, 149
 - characters, 63
- standard modules in VBA, 433
- standard tabs on Ribbon, 4
- starting
 - options, 404
 - PowerPoint, 2
 - slide shows, 342-343
- Start screen
 - getting to, 2

- opening templates, 11-13, 112
- opening new documents, 10
- statistics of document, 303
- status bar, 3, 9
- stop position for gradient fills, 135
- Strict Open XML Presentation format,
 - opening, 16
 - saving to, 26, 28
- strikethrough formatting, 64, 65
- styles. *See also* [background styles; charts](#)
 - format styles, applying, 70
 - galleries, 1
- sub procedures in VBA, 433
- subscript, 65
- Subtract option, merging, 156
- summary of document, 303
- superscript, 65
 - for ordinals, 68-69
- surface for 3D effects, 141
- SWF format, 192
- switching
 - views, 18
 - windows, 16
- Symantec, 389
- Symbol dialog box, 71
- symbols, 71
- synonyms, finding, 297
- syntax for VBA code, 432
- system requirements, 2

T

- Tab key
 - objects, selecting, 39, 154
 - tables, navigating, 244-245
- Table button, 244
- Table Effects button, 252
- Table Effects gallery, 252
- Table Quick Style gallery, 250-251
- tables
 - aligning text within, 247
 - backgrounds, adding, 251
 - bevel effect, adding, 252
 - borders, applying, 251
 - deleting columns and rows, 246
 - drawing, 244
 - effects, applying, 252
 - fills, adding, 251

tables (continued)

- formatting, 248-249
 - clearing, 250
- height of row, adjusting, 247
- inserting
 - columns and rows, 246
 - tables, 244-245
- lines, adding/removing, 249
- live preview
 - of effects, 252
 - of style, 250
- margins of cells, changing, 246
- merging cells in, 247
- Microsoft Excel table, inserting, 245
- outlines, applying, 251
- pictures, adding, 249
- placeholders, 37
- Quick Style, adding, 250-251
- resizing, 246
- showing/hiding gridlines, 249
- splitting cells in, 247
- Tab key for navigating, 244-245
- text
 - aligning text, 247
 - entering in, 245
 - textures in, 249, 251
 - ungrouping, 154
 - width of column, adjusting, 247
- Table Size button, 246
- Tablet. [See touch screen](#)
- tabs, 58-59
 - clearing tabs, 59
 - in dialog boxes, 8
 - distance between stops, changing, 59
 - on Ribbon, 4
 - setting tabs, 58
- Tabs dialog box, 58
- tags. [See XML presentations](#)
- Task panes, 17
- Task Pane Apps
 - inspecting documents with, 376
- Telemetry Dashboard, 420
- Telemetry Log, 420
- templates, 1, 81. [See also charts](#)
 - creating presentations with, 11-13
 - creating, 111
 - Document Information Panel template, 450

- existing design templates, changing, 112
- macro-enabled design templates, 442
- opening, 112
- saving, 111
- setting up for, 110

text. [See also aligning text; animation; characters; color themes; comments; dictating text; formatting text; indenting text; shapes; spell-checking; tables; WordArt](#)

- alternative text, 304-305
- columns, 74
- copying, 44
- customizing attributes, 418-419
- date and time, inserting, 96
- developing text, 40-41
- dimming text after animation, 323
- editing text, 44-45
- entering text, 41-43
- finding and replacing, 75
- inserting text, 42
- kerning, 62
- modifying, 44
- moving, 44
- numbering on specific slides, inserting, 94
- options for editing, setting, 45
- in outlines, 40, 41, 54
- placeholders, 42
- resizing while typing, 50
- ruler, showing/hiding, 56
- selecting, 44
- slide, entering text on, 41
- SmartArt graphic, converting text to, 207
- symbols, inserting, 71
- 3D rotation effects for, 143
- typing, correcting while, 46-47
- undoing
 - corrections, 48-49
 - options, 48-49
- WordArt, text fills for, 188-189
- wordiness of, 35
- wrapping text, 73

text boxes, 8

- ActiveX control, 446
- in charts, 238-239
- creating, 72
- objects, 40

- shapes, adding text to, 73
- Text Effects gallery, 190
- Text Import Wizard, 228
- Text pane
 - drag-and-drop into, 207
 - red "x" in, 208
 - showing/hiding, 208
 - working with text in, 209
- textures, 132-133
 - background style textures, creating, 108
 - in charts, 235, 238
 - in tables, 249, 251
 - Tile picture as texture check box, 131
 - for WordArt, 188-189
- Theme Colors button, 97
- themes, 1, 81. [See also background styles; color themes](#)
 - applying, 96
 - create a new presentation, 97
 - custom themes, 104-105
 - effects, 103
 - fonts, 102, 103
 - other slides, applying to, 97
 - for photo albums, 168
 - saving template, 111
 - searching for, 96, 99
 - slides, applying to, 80
 - updates on Office.com, 98
 - variations, 99
 - viewing, 96
 - effects, 103
 - fonts, 102
- Thesaurus, 297
- .thmx file format, 29
- 3D effects, 136. [See also 3D rotation effects](#)
 - custom effects, adding, 141
 - to pictures, 175
 - shapes, adding to, 140-143
- 3D rotation effects, 137
 - custom effects, adding, 143
 - to pictures, 175
 - shapes, adding to, 142-143
 - for SmartArt graphics, 214-215
 - to WordArt text, 190
- thumbnails of slides, 352-353
- tick marks in charts, 223
- TIFF format, 167
- tiling gradient fills, 135
- time. [See date and time](#)
- Title bar, 3
- titles
 - chart title labels, 237, 238
 - placeholders, 37, 90
 - text objects, 40
- Toggle Button
 - ActiveX control, 446
- toolbars. [See also Language bar; Quick Access Toolbar](#)
 - choosing commands with, 6
 - Debug toolbar, 438
 - macros, adding, 441
 - for slide shows, 343
- Total Row option, 248
- touch screen
 - using gestures in PowerPoint, 20-21
 - using gestures in slide show, 346
 - using Touch/Mouse Mode, 347, 416
- transform effects for WordArt text, 190
- Transition Quick Style gallery, 318
- transitions, creating, 318-319
- translating text, 298
 - Mini Translator, 298-299
- transparencies
 - backgrounds for pictures, 181
 - for gradient fills, 135
 - for picture fills, 131
 - shadows, setting for, 138, 139
 - shape color fill with, 129
- trendlines to charts, adding, 240
- troubleshooting. [See problems](#)
- TrueType fonts, 311
 - CDs, slide shows on, 356-357
 - Kerning with, 62
 - in slide shows, 340
- Trust Center, 388-389. [See also privacy options](#)
 - ActiveX security options, 396
 - Add-in security options, 395
 - App Catalog security settings, 394
 - File Block settings, 392-393
 - Macro security options, 397
 - Message Bar security options, 398
 - privacy options, 399
 - Protected view, 392-393
 - Trusted Documents, 392
 - Trusted Locations, 391

Trust Center *(continued)*

- Trusted Publishers, 391
 - viewing, 390
- trusted documents, 392
- trusted lists, 391
- trusted publishers/locations, 390, 391
- TuCows, 389
- turning on/off. [See also showing/hiding](#)
 - annotations in slide show, 349
 - AutoFit Options, 50
 - cell entries, automatic completion of, 225
 - grids and guides, 144
 - sound narration, 202
- Twitter
 - adding account to Office, 31
 - sharing with, 464-465, 472-473, 480-481
- two shapes, connecting, 150
- Type 1 PostScript font, 340

U

- UNC (Uniform/Universal Naming Convention), 450
- underlining
 - hyperlinks, 271
 - text, 64, 65
- undoing, 48-49. [See also text](#)
 - Format Shape pane changes, 128, 130, 132
- uninstalling Microsoft Office 2013, 422
- Union option, merging, 156
- updating
 - Automatic Updates, 389
 - linked object, source of, 256
 - PowerPoint, 422
- up/down arrows, 8
- Upload Center, 420-421
- uppercase words, spell-checking, 288-289
- URLs (uniform resource locators), 269
 - on Document Information Panel, 450
- URN (Uniform Resource Name), 450
- User-Initiated Safe mode, 400-401

V

- VBA (Visual Basic for Applications), 423.
[See also Visual Basic Editor](#)

- for ActiveX controls, 447
- arguments, 432
- class module, 433
- event procedures, 433
- file extensions for, 275
- function procedures in, 433
- harmful attacks and, 388-389
- methods, 432
- modules in, 433
- objects in, 432
- procedures in, 433
- projects, 433
- standard modules, 433
- structure of, 432
- sub procedures in, 433
- syntax for code, 432
- working with, 432-433
- writing code for, 432
- vertex in freeform, modifying, 122-123
- vertical alignment, 61
 - of WordArt text, 191
- vertical ruler, showing, 411
- video. [See movies/videos](#)
- View buttons, 3
- viewing. [See also charts; themes](#)
 - add-ins, 428-429
 - digital signatures, 383
 - disabled items, 401
 - document properties, 302
 - online pictures, 160-163
 - PowerPoint window, 3
 - presentation properties, 302-303
 - transitions, 319
 - Trust Center, 390
 - Visual Basic Editor, 434
 - XPS documents, 310, 384-385
- views, 18-19. [See also Normal view; Reading view; Slide Show view; Slide Sorter view](#)
- viruses
 - add-in security options, 395
 - antivirus software, 389
 - avoiding, 388-389
- Visual Basic Editor, 433
 - macro problems, correcting, 438
 - viewing, 434
- Visual Basic for Applications (VBA). [See VBA \(Visual Basic for Applications\)](#)

voice narration, 202, 332-333
volume, 198

W

washout, converting pictures to, 180
WAV format, 192

Web Apps. [See Office Web Apps](#)

Web Page Preview command, 264, 417

web pages

addresses, understanding, 269

appearance, changing, 276

formats for, 29

hyperlinks to, 267

opening, 276

single file web page, opening presentation as, 276

web presentations, 261. [See also hyperlinks; web pages](#)

action buttons

inserting, 262

sound, creating button to, 265

specific slide, creating buttons for, 263

animation, showing, 264

navigation bar for, 264

Return action button, inserting, 263

single file web page, opening, 276

square action buttons, creating, 263

web servers

Windows SharePoint Server, 456-457
456-457, 462-463

web site, inserting movie/videos from, 192-193

wide screen slide size, 280

width

chart column width, adjusting, 230

table column width, adjusting, 247

Wikipedia, Wikipane

App for Office, 424-425

windows

switching, arranging windows, 16

panes, 17

separate windows, 16

Windows Firewall, 389

Windows Live. [See SkyDrive](#)

Windows Live ID. [See Accounts](#)

Windows Mobile, 453

Windows Media Player, 198

Windows Metafile (WMF), 167

compression with, 257

Windows SharePoint Server, 456-457, 456-457, 462-463

Windows custom dictionaries, 295

WMA format, 192

WMV format, 192

WordArt, 159

angle of text, adjusting, 186-187

different style to existing text, applying, 188

direction of text, changing, 191

editing text, 187

effects, applying, 190

formatting text, 188-189

for hyperlinks, 271

inserting WordArt text, 186

outlines to text, applying, 189

rotating text, 191

for text boxes, 72

WordArt Quick Style gallery, 127, 186

WordArt Styles group, 188

WordPerfect Graphics, 167

worksheets. [See charts](#)

wrapping text, 73

X

x-axis in charts. [See charts](#)

XML documents, 1

inspecting, 376-377

saving PowerPoint 2013 presentations, 26

XML presentations, 274

benefits of XML, 274

Microsoft Office support, 274

opening, 274

opening, macros with, 443

saving, 275

schemas, 274

sharing XML data, 274

transforms, 274

well-formed data, 274

XPS documents, 1, 29

creating, 310

e-mail attachments, 384-385

Y

y-axis in charts. [See charts](#)
YouTube, 192-193

Z

ZIP format, 274
zooming, 3

- on chart objects, 234
- for freeforms, 123
- with gestures, 20-21, 346, 416
- presentation view, 21