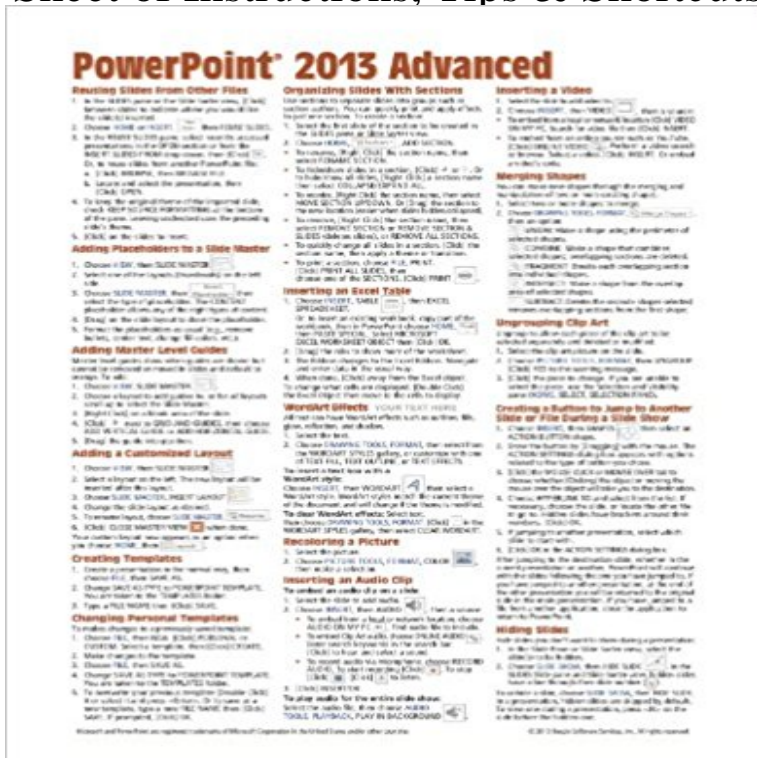


Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card)



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

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

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

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