

The book was found

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



Synopsis

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

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

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

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc. (July 8, 2013)

Language: English

ISBN-10: 1936220881

ISBN-13: 978-1936220885

Product Dimensions: 11 x 8.5 x 0.2 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.5 out of 5 stars See all reviews (23 customer reviews)

Best Sellers Rank: #343,518 in Books (See Top 100 in Books) #38 in Books > Computers & Technology > Software > Microsoft > Microsoft Powerpoint #256 in Books > Computers & Technology > Software > Microsoft > Microsoft Office #86557 in Books > Reference

Customer Reviews

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

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

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

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

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

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

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

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

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

[Download to continue reading...](#)

Microsoft PowerPoint 2013 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft PowerPoint 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Advanced Quick Reference: Styles & Long Documents (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Templates & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook Web App (OWA) for Exchange 2013 Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2013 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Advanced Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010

Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Templates & Macros Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2007 Mail Merge & Forms Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Office 2016 Essentials Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Word 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2010 Tables, PivotTables, Sorting & Filtering Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Outlook 2010 Calendar, Contacts, Tasks Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Excel 2016 Business Analytics & Power BI Quick Reference Guide - Windows Version (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide)

[Dmca](#)