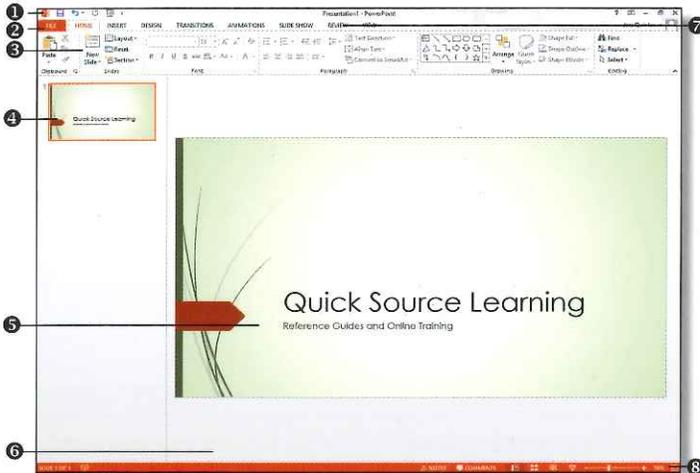
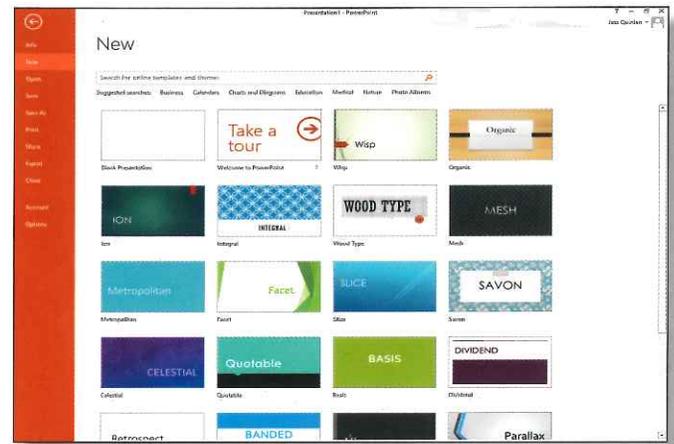


## Getting Started



### The PowerPoint Window

- 1 **Quick Access Toolbar** – contains shortcuts for the most commonly used tools.
- 2 **Backstage View** – contains common functions for saving, printing, and sharing your slideshow.
- 3 **Ribbon** – contains groups of tools.
- 4 **Slides and Outline Tabs** – displays slide thumbnails or slide outlines.
- 5 **Slide Pane** – displays the selected slide.
- 6 **Notes Pane** – displays notes for the selected slide.
- 7 **Tab Bar** – contains tabs that display tools and commands in the ribbon.
- 8 **Status Bar** – contains slideshow information and shortcuts.



### Using the Backstage View

The Backstage view replaces and expands on the File menu. The Backstage view allows you to quickly manage PowerPoint settings. You can save, open, or print the current presentation. To access the **Backstage** view, click on the **File** tab on the **Tab Bar**. Make selections in the **Left pane**. Click the **Back** button to exit.

### Opening a Presentation

1. Click on the **File** tab.
2. Select **Open** in the left pane. Select a location to open your presentation from.
3. In the **Open** dialog box, locate and select the file.
4. Click the **Open** button.

*Note: To open a recent document, select the document in the **Recent Presentation** pane.*

### Creating a Presentation

1. Click on the **File** tab.
2. Select **New** in the left pane. From here, you can do one of the following from the **Available Templates** pane:
  - To select a blank workbook, select **Blank Presentation**.
  - To use a default template, scroll through listed templates.
  - To look through commonly-searched templates, click the options in the **Suggested searches** space. Select **Business**, **Calendars**, **Charts and Diagrams**, **Educational**, **Medical**, **Nature**, or **Photo Albums**.
  - To search the web for a template, click in the **Search for online templates** bar. Enter your search query and click the **Search** button.

### Saving a Presentation

1. Click on the **File** tab.
2. Do one of the following:
  - To save the document as a PowerPoint 2013 file (.xsls), select **Save** from the left pane.
  - To save the document as another file format, select **Save As** in the left pane. Select the location you would like to save the file to and click **Browse**. Click the arrow on the **Save as type** box and select a format from the resulting menu.
3. Enter a file name in the **File name** box.
4. Click the **Save** button.

### NEW! Customizing the Ribbon

1. Click on the **File** tab.
2. Select **Options** in the left pane.
3. Select **Customize Ribbon**.
4. Click the arrow on the **Customize the Ribbon** box and select the tab group you want to customize from the resulting menu.
5. Do any of the following:
  - To hide or display a tab, check or clear the box next to the group name in the box on the right.
  - To rename a tab or group, select the current name and click the **Rename** button. Enter a new name in the **Display name** box and click the **OK** button.
  - To rearrange tabs and groups, select the tab or group name and click the **Move Up** or **Move Down** button.
6. Click the **OK** button when you are finished.

### NEW! Customizing PowerPoint Tools

- To customize the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button in the top right corner of the toolbar. Check or uncheck commands from the resulting menu to add or remove shortcuts.
- To hide or show the ribbon, click the **Customize the Ribbon** button in the top left corner of the screen. Select an option from the resulting menu.



## Slides

### Creating a New Slide

1. Select the slide in the **Slides** tab that you want the new slide to appear after.
2. Click on the **Home** tab.
3. Do one of the following:
  - To insert a new slide with the same layout as the selected slide, click the top section of the **New Slide** button in the **Slides** group.
  - To insert a new slide with a different layout, click the arrow on the **New Slide** button in the **Slides** group and select a slide layout from the resulting menu.

*Note: To quickly create a new slide with the same layout, click below the slide in the **Slides** tab and press the **Enter** key.*

### Copying a Slide

1. Select the slide in the **Slides** tab that you want to copy.
2. Click on the **Home** tab.
3. Click the **Copy** button in the **Clipboard** group.
4. Click in the **Slide** tab where you want to place the new slide.
5. Click the top section of the **Paste** button in the **Clipboard** group.

*Note: To move a slide, click and drag the slide thumbnail in the **Slides** tab.*

### Deleting a Slide

1. Right-click the slide in the **Slides** tab that you want to delete.
2. Select **Delete Slide** from the shortcut menu.

*Note: You can also select the slide in the **Slides** tab that you want to delete and press the **Delete** key.*

### Changing the Layout of a Slide

1. Select the slide in the **Slides** tab.
2. Click on the **Home** tab.
3. Click the **Layout** button in the **Slides** group.
4. Select a layout from the resulting gallery. (If you do not want a defined layout, select **Blank**.)

### Hiding a Slide

You can hide a slide so that it does not appear during a slide show without deleting it from the presentation.

1. Select the slide in the **Slides** tab that you want to hide.
2. Click on the **Slide Show** tab.
3. Click the **Hide Slide** button in the **Set Up** group. (The hidden slide icon will appear on the page number in the **Slides** tab.)

### NEW! Working with Slide Views

- To view the presentation in the default editing view, click the **Normal** button on the **Status Bar**.
- To view the slides as thumbnails, click the **Slide Sorter** button on the **Status Bar**.
- To review the presentation with simple editing controls (not a full screen slide show), click the **Reading View** button on the **Status Bar**. Press the **Esc** key to exit **Reading View**.
- To view the presentation as a slide show, click the **Slide Show** button on the **Status Bar**. Press the **Esc** key to exit the slide show.

*Note: You can also click on the **View** tab and click the buttons in the **Presentation Views** group.*

### Changing Slide Properties

1. Click on the **Design** tab.
2. Click the arrow on the **Slide Size** button in the **Customize** group.
3. Select **Custom Slide Size** from the drop-down menu.
4. *Optional:* Click the arrow on the **Slides sized for** box and select a size from the resulting menu.
5. *Optional:* Enter a number in the **Number slides from** box.
6. *Optional:* Make changes in the **Orientation** section.
7. Click the **OK** button.

### Adding a Header and Footer to a Slide

1. Select the slide in the **Slides** tab.
2. Click on the **Insert** tab.
3. Click the **Header & Footer** button in the **Text** group.
4. Do any of the following:
  - To add the date and time, check the **Date and time** box and select options.
  - To add the slide number, check the **Slide number** box.
  - To add footer text, check the **Footer** box and enter text.
5. *Optional:* To prevent the header and footer from being displayed on the title slide, check the **Don't show on title slide** box.
6. *Optional:* To add a header and footer to notes and handout pages, click on the **Notes and Handouts** tab, make selections, and click on the **Slide** tab.
7. Do one of the following:
  - To apply the header and footer to the selected slide only, click the **Apply** button.
  - To apply the header and footer to all slides, click the **Apply to All** button.

## Themes



### Applying a Theme

1. Click on the **Design** tab.
2. Select a theme in the **Themes** group.
3. *Optional:* To further customize your theme, select an option from the **Variants** group.
4. *Optional:* To view more themes, click the **More** button. Click **Browse for Themes**. Select the theme you wish to use and click **Open**.

### Applying a Color, Font, or Effects Scheme

1. Click on the **Design** tab.
2. In the **Variants** group, click the **More** button. Do any of the following:
  - To apply a color scheme, click the **Colors** button and select a color scheme from the resulting menu.
  - To apply a font scheme, click the **Fonts** button and select a font scheme from the resulting menu.
  - To apply an effects scheme, click the **Effects** button and select an effects scheme from the resulting menu.

### Saving a Theme

1. Click on the **Design** tab.
2. Click the **More** button in the **Themes** group.
3. Select **Save Current Theme** from the resulting menu.
4. Enter a name for the theme in the **File name** box.
5. Click the **Save** button.



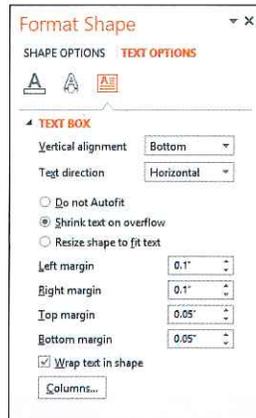
## Text

### Creating a Text Box

1. Click on the **Insert** tab.
2. Click the **Text Box**  button in the **Text** group.
3. Click and drag in the slide to create the text box.
4. *Optional:* To move a text box, place your mouse pointer over the border of the box until it changes into a four-sided arrow. Click and drag to move the text box.
5. Enter text in the text box and click outside the text box when you are finished.

### Formatting a Text Box

1. Click in the text box you wish to format.
2. Click the **Format** tab.
3. Click the **Format Text Effects** task pane  launcher in the **WordArt Styles** group.
4. Click the **Text Box** section under the **Text Options** heading. From here, you can do one of the following:
  - To set the alignment, make a selection in the **Vertical alignment** space.
  - To adjust the direction of the text, select a direction in the **Text direction** space.
  - To Autofit the text, select **Shrink text on overflow**. To turn off Autofit, click **Do not Autofit**.
  - To set the margins, use the **Left margin**, **Right margin**, **Top margin**, and **Bottom margin** spinners.
  - To wrap text in the shape, check **Wrap text in shape**.



### Cutting, Copying, and Pasting Text

1. Select the text you want to cut or copy.
2. Click on the **Home** tab and do one of the following:
  - To cut the text, click the **Cut**  button in the **Clipboard** group or press **Ctrl + X**.
  - To copy the text, click the **Copy**  button in the **Clipboard** group or press **Ctrl + C**.
3. Click where you want to paste the selection.
4. Click the top section of the **Paste**  button in the **Clipboard** group or press **Ctrl + V**.
5. *Optional:* Click the **Paste Options** smart tag button that appears and do one of the following:
  - To keep the source formatting, click the **Keep Source Formatting**  button.
  - To paste the text with no formatting, click the **Keep Text Only**  button.

*Note:* **Paste** formatting will automatically preview as you hover your cursor over the **Paste Options**.

### Applying Font Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Font** dialog box launcher  in the bottom-right corner of the **Font** group.
4. Make font formatting selections, including **Font color**, **Font Style**, or **Size**. Check the boxes to enable **Effects** such as **Strikethrough** or **All Caps**.
5. Click the **OK** button when you are finished.

*Note:* To quickly format selected text, click the buttons in the **Font** group.

### Applying Paragraph Formatting

1. Select the text you want to format.
2. Click on the **Home** tab.
3. Click the **Show the Paragraph** dialog box launcher  in the bottom-right corner of the **Paragraph** group.
4. Make paragraph formatting selections such as **Alignment**, **Indentation**, and **Spacing**.
5. Click the **OK** button when you are finished.

*Note:* To quickly format selected text, click the buttons in the **Paragraph** group.

### Applying a WordArt Style to Text

Use WordArt to change the color, outline, or stylistic effects to your text.

1. Select the text you want to apply a style to.
2. Click on the **Format** tab.
3. Select an option in the **WordArt Styles** group.
  - To change text color, click the **Text Fill**  button and select a color from **Theme Colors** or **Standard Colors**.
  - To change text outline, click the **Text Outline**  button and select a color or outline weight from the drop-down menu.
  - To add a text effect, click the **Text Effects**  button and choose an effect.

*Note:* To clear formatting, click the **More**  button in the **WordArt Styles** group. Click **Clear WordArt**.

### Creating a Bulleted or Numbered List

1. Click in the text box where you want to create the bulleted or numbered list.
2. Click on the **Home** tab.
3. In the **Paragraph** group, do one of the following:
  - To create a bulleted list, click the **Bullets**  button.
  - To create a numbered list, click the **Numbering**  button.
4. Enter list text and press the **Enter** key after each line.
5. *Optional:* To create a multi-level list, select the list item you want to promote or demote and click the **Decrease List Level**  or **Increase List Level**  button in the **Paragraph** group.
6. When you are finished, click the **Bullets** or **Numbering** button in the **Paragraph** group.

*Note:* To add bullets or numbering to existing text, select the text you want to make into a list. Click on the **Home** tab, and click the **Bullets** or **Numbering** button in the **Paragraph** group.

### Working with the Mini Toolbar

1. Select the text you want to format.
2. Place your mouse pointer over the **Mini** toolbar to display it.
3. Click a button on the **Mini** toolbar to format text.



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## Illustrations

### Inserting an Illustration

1. Click in the slide where you want to insert the illustration.
2. Click on the **Insert** tab.
3. In the **Images** group, do one of the following:
  - To insert a picture from a file, click the **Picture** button. Locate and select the graphic file you want to insert and click the **Insert** button.
  - To insert a graphic or clip art from the Internet, click the **Online Pictures** button. Enter a keyword for the clip art you want to insert in the **Search for** box in the **Clip Art** task pane. Click the **Go** button. Click once on the graphic you want to insert in the results pane. You can also choose insert images from **Bing Image Search** or your **SkyDrive**.
  - To insert a screenshot, click the **Screenshot** button. Select an active window to screenshot from the **Available Windows** section or click the **Screen Clipping** button to select a specific area of the screen. Click the **OK** button.
4. In the **Illustrations** group, do one of the following:
  - To insert a shape, click the **Shapes** button and select a shape from the resulting menu. Click and drag in the presentation to create the shape.
  - To insert a **SmartArt** graphic, click the **SmartArt** button. Select a category in the left pane and select the **SmartArt** graphic you want to insert. Click the **OK** button..
5. *Optional:* Make selections on the **Format** tab to format the illustration.

### NEW! Inserting Excel Charts

PowerPoint 2013 includes the full range of Excel charts to display your data most effectively.

1. Click the slide where you want to add the chart.
2. Click on the **Insert** tab.
3. Click the **Chart** button in the **Illustrations** group.
4. Select the type of chart that best represents your data or click **Recent** to select a recently-used chart.
5. Click the **OK** button.

### NEW! Embedding Videos in a Slideshow

1. Click the slide where you want to add the video.
2. Click on the **Insert** tab.
3. Click the **Video** button in the **Media** group.
4. Do one of the following:
  - To insert a video from the Internet, select **Online Video**. Select an online location to search or browse from or paste an embed code into the **From a Video Embed Code** box.
  - To insert a video from your computer, select **Insert Video on My PC** and browse for the video file you want to upload.
5. Click the **Insert** button.

### Applying Artistic Effects

You can apply artistic effects and textures, such as pencil sketch and watercolor sponge, to pictures.

1. Click on the picture you want to apply the effects to.
2. Click on the **Format** tab.
3. Click the **Artistic Effects** button in the **Adjust** group.
4. *Optional:* Rest your mouse pointer over an effect to see the "Live Preview" of the effect.
5. Select the effect you want to apply from the resulting gallery.

*Note:* To remove an artistic effect, click on the picture with the effect you want to remove. Click on the **Format** tab and select **Reset Picture** from the **Adjust** group.

## Animation

### Applying a Transition Effect

1. Select the slide in the **Slides** tab you want to apply a transition effect to.
  2. Click on the **Transitions** tab.
  3. Select a transition in the **Transition to This Slide** box. (If the transition you want is not displayed, click the **More** button and select a theme from the resulting gallery.)
  4. Click the **Effect Options** button to select the direction of your transition.
  5. *Optional:* To preview the transition effect, click the **Preview** button in the **Preview** group.
- Note:* To use the current transition on all the slides in your presentation, click the **Apply To All** button.

### Animating an Object

1. Select the object you want to animate.
  2. Click on the **Animations** tab.
  3. Select an animation in the **Animation Styles** box in the **Animations** group. (If the animation you want is not displayed, click the **More** button and select an animation from the resulting gallery.)
  4. Select an animation from the resulting gallery.
  5. *Optional:* To add an additional animation, click the **Add Animation** button in the **Advanced Animation** group and select an animation from the resulting gallery.
  6. *Optional:* To set a trigger for the animation, click the **Trigger** button in the **Advanced Animation** group.
  7. To preview the animation(s) on the slide, click the top section of the **Preview** button in the **Preview** group.
- Note:* To remove animation from an object, click the **More** button and select **None** from the resulting gallery.

### Duplicating Animated Effects

Use the Animation Painter to copy text animation effects.

1. Select the object with the animation effect(s) you want to copy.
  2. Click on the **Animations** tab.
  3. Click the **Animations Painter** button in the **Advanced Animation** group.
  4. Select the object you want to copy the animation effect(s) to.
- Note:* Double-click the **Animation Painter** button to apply effects to more than one object. Click the **Animation Painter** button again to disable the **Animation Painter**.

### Using the Animation Pane

The Animation Pane displays all animations and triggers that have been applied to a slide.

1. Click on the **Animations** tab.
2. Click the **Animation Pane** button in the **Advanced Animation** group.
3. *Optional:* To preview all animations, click **Play All**.
4. *Optional:* To toggle the play order of the animations, select an animation and click the **Up** or **Down** buttons.
5. *Optional:* To delete the animation, click the arrow on the side of the animation and select **Remove** from the drop-down menu.
6. To close the **Animation Pane**, click the **Close** button.





## Slide Shows

### NEW! Viewing a Slide Show

1. Click on the **Slide Show** tab.
2. In the **Start Slide Show** group, do one of the following:
  - To start the slide show from the beginning, click the **From Beginning** button.
  - To start the slide show from the current slide, click the **From Current Slide** button.
3. Place your mouse pointer in the bottom-left corner of the slide show and use the **Slide Show** toolbar to navigate through the slide show options.
  - To annotate the slide, click the **Pen and Pointer Tools** button. Select **Laser Pointer**, **Pen**, or **Highlighter** tool to add annotations.
  - To zoom in on part of the slideshow, click the **Zoom** button. Select the area of the slide show you wish to zoom in on. Right-click to return to normal viewing.
  - To view all slides, click the **See All Slides** button.
  - To end the slide show, click the **Options** button. Select **End Show**.



### Using Presenter's View

Enable Presenter's View to see your notes, next slide, and timer while you are giving a presentation.

1. In a slide show, click the **Options** button.
2. Select **Show Presenter View**.

### Rehearsing Timings

Use the rehearse timings feature to record the time you will need to present each slide in the slide show.

1. Click on the **Slide Show** tab.
2. Click the **Rehearse Timings** button in the **Set Up** group. (The show will start in rehearsal mode and the **Rehearsal** toolbar will be displayed. The **Rehearsal** toolbar displays the time for the current slide and the entire presentation.)
3. When you are ready to advance to the next effect or slide, click the **Next** button on the **Rehearsal** toolbar.
4. Repeat for all slides in the presentation.
5. When you are finished, do one of the following:
  - To save the timings, click the **Yes** button.
  - To discard the timings, click the **No** button.

### Setting Up a Slide Show

Setting up a slide show allows you to set slide show options such as the show type, which slides to include in the show, and how to advance the slides. You can also change the laser pointer color.

1. Click on the **Slide Show** tab.
2. Click the **Set Up Slide Show** button in the **Set Up** group.
3. Make selections in the **Set Up Show** dialog box.
4. Click the **OK** button when you are finished.

### NEW! Adding Notes to a Slide

You may add notes to your presentation

1. Click the **Notes** button on the **Status Bar**.
2. Click in the **Notes** pane to enter text.

Note: To minimize **Notes** in **Normal View**, click the **Notes** button.

## Review

### Adding Comments to a Presentation (NEW!)

After saving a presentation in SkyDrive, you can allow other users to view and comment on a slideshow.

1. Click on the **Review** tab.
2. Click the **New Comment** button in the **Comment** group.
3. Enter the text of your comment in the **Comments Pane**.
4. Click out of the textbox or press the **Enter** key to save the text.
5. Optional: To reply to a comment, click **Reply**.
6. Optional: To add a new comment, click **New**.

Note: Click the **Show Comments** button to show or hide the **Comment Pane**.

### Instant Messaging a Commenter (NEW!)

In PowerPoint 2013, you can instantly contact another user in the **Comments** pane.

1. Click on the **Review** tab.
2. Click **Show Comments** button to view the **Comment Pane**.
3. Hover your cursor pointer over the name of the commenter you wish to instantly message.
4. Click the **Instant Message** button on the **Contact Card**.

Note: If you are not logged in to **Lync 2013**, click the **Email** button to email the commenter.

### Proofing your Presentation

1. Click on the **Review** tab.
2. From here, do one of the following in the **Proofing** group.
  - To check spelling, click the **Spelling** button.
  - To search reference books, click the **Research** button. Enter a keyword in the search bar and click the **Start Searching** button.
  - To check a word with the thesaurus, select the word you wish to check. Click the **Thesaurus** button.

### Comparing Presentations (NEW!)

In PowerPoint 2013, you can open two presentations simultaneously and compare changes and revisions.

1. With the first presentation open, click on the **Review** tab.
2. Click the **Compare** button in the **Compare** group.
3. Select the file for the presentation you would like to compare to.
4. Click **Open**.
5. Optional: Press the **Accept** button to accept changes made to the presentations.



### Recording your Slide Show (NEW!)

1. Open the presentation you wish to record.
2. Click on the **Slide Show** tab.
3. Click the arrow on the **Record Slide Show** button in the **Set Up** group.
4. Select **Start Recording from Beginning** or **Start Recording from Current Slide**.
5. Check the boxes for what elements of the slide show you would like to include in the recording and press **Start Recording**.
6. Click the **Stop** button when you have finished.
7. Click **Yes** to save your time.



## Output

### Printing Slides

1. Click on the **File** tab.
2. Select **Print** in the left pane.
3. *Optional:* To choose the range of slides to print, click the arrow beside the **Print All Slides** button. Select whether you would like to print the entire presentation, only the current slide, or a custom range of slides.
4. *Optional:* To set the printing color, click the **Color** button and select **Color**, **Greyscale**, or **Pure Black and White**.
5. Click the **Print** button to print the slide(s).

### NEW! Sharing a Presentation

1. Click on the **File** tab.
2. Click **Share** in the left pane. From here, do one of the following:
  - To share the presentation directly to certain people through **SkyDrive**, click the **Invite People** button and enter the names or email addresses of the people you would like to invite to view the document. Click **Share**.
  - To email the presentation as an attachment, click the **Email** button. Click **Send as Attachment** and enter the email address of the recipient in the **To:** space. Enter additional information in the message space. Click the **Send** button when you are finished.
  - To give the presentation online through a web browser, click the **Present Online** button.
  - To publish the slides to **SharePoint**, click the **Publish Slides** button.

*Note: To publish slides through SharePoint, you must have Office Professional Plus installed.*

### NEW! Sharing your Presentation via Lync

If you have also installed Lync 2013 with your Office Suite, you can share your presentation quickly with another Lync user.

1. Click on the **Review** tab.
2. Click on the **Share Now** or **Send by IM** button in the **Share** group.

*Note: You must be logged in to Lync to send a presentation this way.*

### NEW! Using Office Presentation Service

You can now present your slide show to a remote audience over the Internet and allow people to download content.

1. Click on the **Slide Show** tab.
2. Click the **Present Online** button in the **Start Slide Show** group.
3. Click **Connect** button. (*You must have a Windows Live ID to use this service.*)
4. Login using your Windows Live ID login and password.
5. To share the unique URL for the slide show, do one of the following:
  - To send the URL by e-mail, click on **Send in Email**.
  - To copy the link, click on **Copy Link**.
6. When the audience has received the URL for the show, click the **Start Slide Show** button.
7. When you are finished, press the **Esc** key to exit the Slide Show and click the **End Online Presentation** button in the **Broadcast** group.
8. Click the **End Online Presentation** button in the dialog box that appears.

## Shortcuts

Paste .....	Ctrl + V
Cut .....	Ctrl + X
Copy .....	Ctrl + C
Format Painter .....	Ctrl + Shift + C
New Slide .....	Ctrl + V
Layout .....	Ctrl + F
Reset .....	Ctrl + H
Font .....	Ctrl + Shift + F
Font Size .....	Ctrl + Shift + P
Grow Font .....	Ctrl + Shift + .
Shrink Font .....	Ctrl + Shift + ,
Bold .....	Ctrl + B
Italic .....	Ctrl + I
Underline .....	Ctrl + U
Align Text Left .....	Ctrl + L
Center .....	Ctrl + E
Align Text Right .....	Ctrl + R
Justify .....	Ctrl + J
Find .....	Ctrl + F
Replace .....	Ctrl + H
Save .....	Ctrl + S
Undo .....	Ctrl + Z
Redo .....	Ctrl + Y
Close .....	Ctrl + C
Presenter View .....	Alt + F5
Zoom in .....	Ctrl + +
Zoom out .....	Ctrl + -
Help .....	F1
Print .....	Ctrl + P
Pause .....	B
Resume .....	B
Print .....	Ctrl + P

## Getting Help

### Using PowerPoint Help

1. Click the **Microsoft PowerPoint Help** button on the **Tab Bar** or press **F1**.
2. Do one of the following:
  - To browse common **PowerPoint Help** topics, select a topic heading in the **Popular searches** section.
  - To browse tips for exploring new items in **PowerPoint 2013**, select a topic heading in the **Getting started** section.
  - To browse basic **PowerPoint** articles, select a topic heading in the **Basics and beyond** section.
  - To search for a new **Help** topic, enter what you want to search for in the **Search online help** box and click the **Search** button.

*Note: Click the **Home** button on the **Standard** toolbar to return to the **Home** page. Click the **Print** button to print the current **Help** article. Click the **Back** and **Forward** buttons to navigate through **PowerPoint Help**.*

