PowerPoint

Working with new templates

When you first launch PowerPoint, this is what you will see. In the left-hand side, a list of your Recent presentations, so you have quick access to them. Over time a list will build up. You have a link to open other presentations you can browse to, whether they'd be stored locally or on a network. To the right is where you're going to see Templates. You have access to thousands of Templates by searching for online Templates and Themes.
In the following image, the right top corner you can pin the template to the open page so each time, when you open the PowerPoint, this template will list in the open page. Under the image, the More images arrow allow you sneak peek at some of the other slides in this template. The two big arrows on the each side allows you to navigate to other templates.

Exploring the new Presenter view

Presenter View. You’ll be able to see more information on your screen than what your audience sees. Go to Slide Show tab, and check Use Presenter View.
There is a timer that’s running to keep track of how much time the speaker has spent on the presentation and how quickly the speaker need to move through the remaining slides. The navigation buttons allow the speaker to move from slide to slide without interrupting the presentation. The speaker can view the notes for each slide and also changes the notes font size.

The pen and Laser Pointer tool is to use highlight something on a slide. The audience will see the annotation but won’t see the tools.
If we want to see All our slides, we can give that a click. This gives us an opportunity to see all of the slides in your presentation. Meanwhile, your audience is seeing the current slide. We can jump to a slide this way without having to show every single slide in order.

The magnifying glass to zoom in to the slide if we wanted to see something in more detail. Click the same tool to zoom out viewing the whole slide. The audience can see the zoom in and zoom out effect.

We also have the Black or Unblack Slideshow. So, if there are going to be questions, for example, you don't want people reading the slide, just click that to Black it out. Click it again to bring it back.
The More Options icon allows to End the Show right away, change the Screen to White, Hide Presenter View if we wanted to, go back to the Last Viewed slide by clicking that. There are lots of options here in Presenter View; a lot of options that your audience won’t see, but will give you a nice advantage when speaking in front of an audience.

Using color adjustments
The new PowerPoint 2013 allows the user to make color adjustment. Select the picture, the Picture tools appear on the ribbon with Format underneath.

There are lots of options. And as we hover over these option, we see a live preview on the slide itself.
Inserting new charts

Select the table on the left side and use Ctrl+C on the keyboard or right-click and choose Copy to save it in the clipboard waiting for us to paste it.

Then click the Insert Chart icon. The insert Chart window appears. Choose the 3-D Clustered column option. Once we mouse over the preview, we can view the details. Click the Ok button. It's going to create a chart, but not based on our data, it's going to use some sample data.
Delete the sample data and paste our own data. Adjust the table to meet the data if needed. You can easily adjust Chart Elements, Style and Filters by clicking the icons next to the chart.

Exploring new transition effects
There are nine new transition effects in PowerPoint 2013: Curtains, Drape, Fall Over, Prestige, Fracture, Crush, and etc. Some transition have their own effect options like the direction of the wind. When you click the transition option, you can preview in the live slides. If you want to apply a transition for all slides, simply select all the slides in the navigation pane, and select the Transitions, it will apply to all slides. You get to see a preview of what that looks like, and the transition icons next to each one slide in in the navigation pane.

Creating a custom shape
Inserting shapes into a slide in a PowerPoint presentation is nothing new but creating your own custom shapes by merging two or more shapes is,

Select all the shapes we want to merge, go up to the Format tab under Drawing tools and find Merge Shapes. Click that dropdown to see the different options. You get a live preview as you mouse hover over each option: Union, Combine, Fragment, Intersect and Subtract.
Playing an audio track across multiple slides in PowerPoint 2013; playing an audio file across multiple slides in a presentation becomes a whole lot easier.

In order to loop the music, we go to the Transitions tab and turn off On Mouse Click, so nobody needs to click a slide to go from one to the next, it's automatically going to happen after, however many seconds we choose over here on the right-hand side. Click the Apply To All. There is no sound at this moment.

Go to Insert > Media, choose Audio from our own computer, online or record it.

Let's choose Audio on my PC and find a audio track from the Insert Audio window. Now we see the speaker icon, which typically we need to click to play our music.
Change the setting so the music can play in the background. Go into the Audio options with the Playback tab selected here and start doing things; changing it from On Click to Automatically, choosing Play Across Slides and Looping, OR just click the Play in Background button.

Recording your Slide Show

Open the presentation you wish to record. Click on the Slide Show tab. Click the arrow on the Record Slide Show button in the Set Up group.

Select Start Recording from Beginning or Start Recording from Current Slide. The Record Slide Show window will appear. Check the boxes for what elements of the slide show you would like to include in the recording and press Start Recording.
TIP  To pause the narration, in the Recording shortcut menu, click Pause. And to resume your narration, click Resume Recording.

To end your slide show recording, right click the slide, and then click End Show.

The recorded slide show timings are automatically saved and the slide show appears in Slide Sorter view with timings beneath each slide.

Inserting a Video in PowerPoint

Check out this website for the detailed instruction: http://www.gcflearnfree.org/powerpoint2013/21