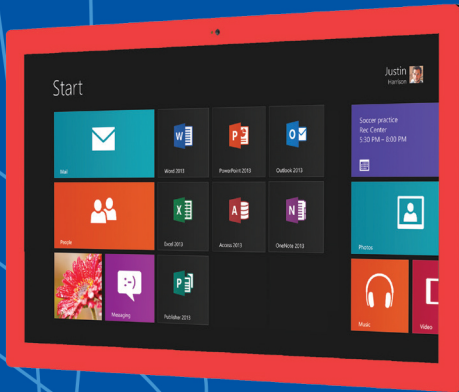


Step by Step



Build exactly the skills you need.
Learn at the pace you want.

Microsoft Office Professional 2013

Beth Melton, Mark Dodge, Echo Swinford, Andrew Couch,
Eric Legault, Ben M. Schorr, and Ciprian Adrian Rusen

The smart way to learn Office Professional 2013 —one step at a time!

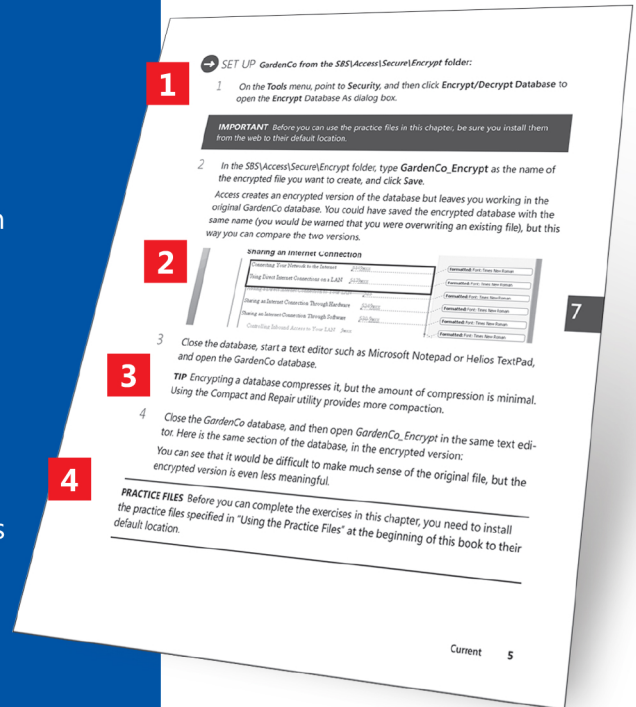
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Your *Step by Step* digital content includes:

- All the book's practice files—ready to download at: <http://aka.ms/OfficePro2013SbS/files>
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- 2 Use screenshots to check your work
- 3 Get helpful tips and pointers
- 4 Build your skills hands-on with ready-made practice files

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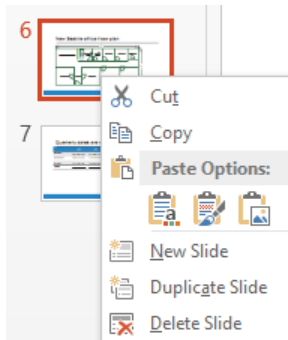
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Microsoft Office

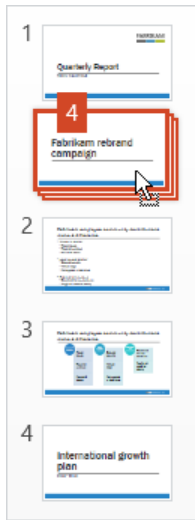


- 8 Click the **File** tab, then **Open, Computer**, and then **Browse**. Navigate to the **SampleContentG_Start** file and click **Open** to open it.
- 9 Click the **View** tab, and in the **Window** group, click **Arrange All** to position the presentations side by side.
- 10 In the **SampleContentG_Start** file, click slide 2, press and hold the **Shift** key, and click slide 5 to select slides 2, 3, 4, and 5.

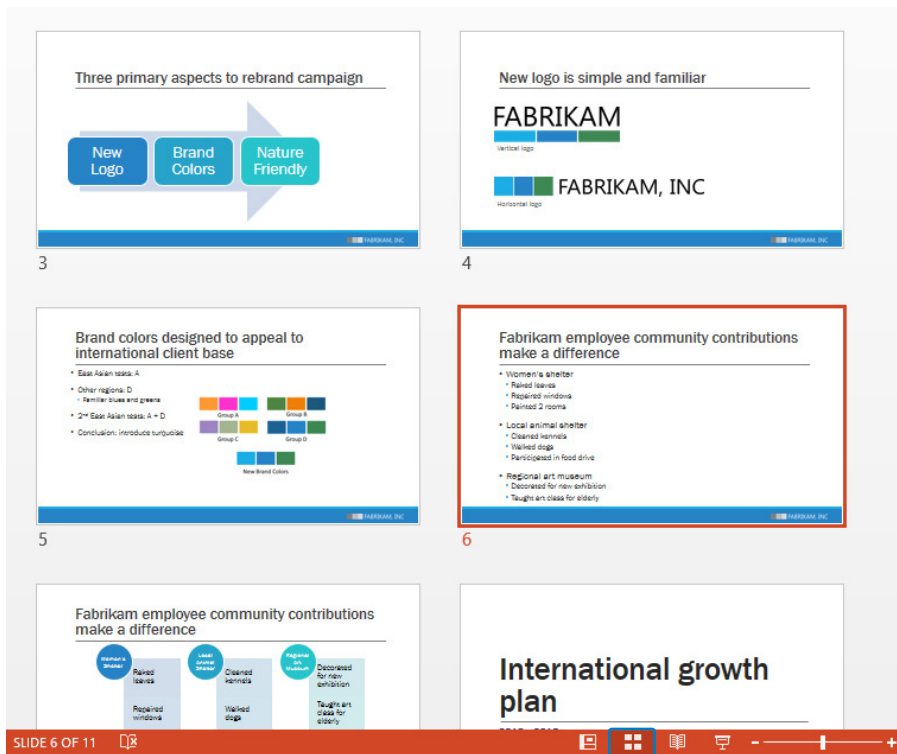
TIP Press and hold the Shift key, then click the first and last slides to select a set of contiguous slides. Press and hold the Ctrl key to select noncontiguous slides.
- 11 Right-click and choose **Copy**, or press **Ctrl+C** to copy the four slides.
- 12 In the **SampleContentF** file, right-click slide 6 and choose the **Use Destination Theme** paste option (the first paste icon).



- KEYBOARD SHORTCUT** You can use **Ctrl+C** to copy and **Ctrl+V** to perform the default paste action, which is to use the destination theme.
- TIP** Click the second paste icon to paste the slides and keep the source formatting.
- 13 Slides 7 through 10 should still be selected following the paste procedure. If they are not, then select them by pressing **Shift** and clicking slide 7 and then slide 10. Drag them into position immediately following the first slide.



14 Click the **Slide Sorter** button on the status bar to switch to **Slide Sorter View**.



Slide Sorter button

- 15 Select slide **6**, the text version of the Fabrikam employee community contributions, and press **Delete** on your keyboard to delete it.
- 16 After you delete slide **6**, the **Employee Contributions** SmartArt graphic slide will become the new slide **6**. Select it and drag it to the end of the slides.
- 17 Click the **Normal** button on the status bar to return to **Normal** (editing) view.



CLEAN UP Save the presentation if you want, and then close both presentations.

TIP PowerPoint 2013 remembers the view you're in, the slide you're on, and the zoom percentage you're at when you save a presentation.

Key points

- Slide layouts can save you time and effort by providing consistency throughout your presentation.
- Placeholders can also save you time and effort by providing formatting for your text and positioning for your other content.
- Quickly format charts, tables and SmartArt graphics by choosing styles and color combinations from the galleries on the Chart, Table and SmartArt tool tabs.
- Chart, Table, and SmartArt styles are all based on the colors in the Color Theme.
- You can reuse slides by copying and pasting them into your presentation or by inserting them through the Reuse Slides pane.
- By default, old slides inserted into your new presentation will use the new formatting.
- If you want inserted slides to maintain their original formatting, select Keep Source Formatting in Paste Options or in the Reuse Slides pane.

Chapter at a glance

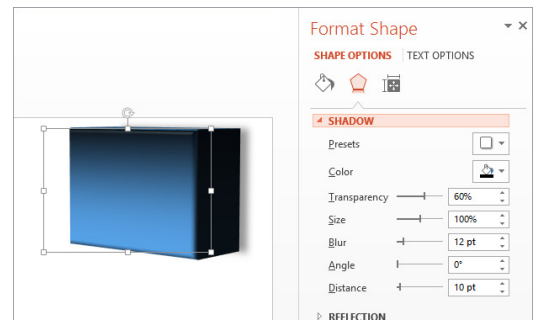
Add

Add and format shapes,
page 338



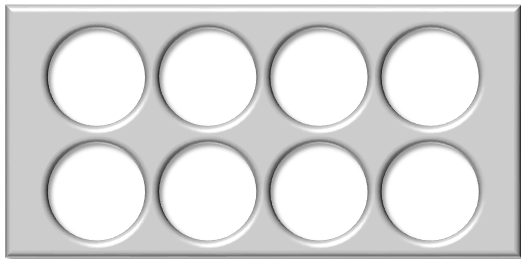
Apply

Apply enhanced fills and effects,
page 344



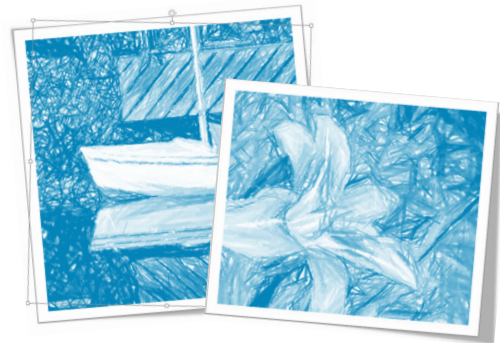
Create

Create your own shapes,
page 351



Insert

Insert, crop, and format pictures,
page 356



IN THIS CHAPTER, YOU WILL LEARN HOW TO

- Add and format shapes.
- Apply enhanced fills and effects.
- Create your own shapes.
- Insert, crop, and format pictures.

Many people don't realize it, but Microsoft PowerPoint is actually an extremely powerful drawing application. Not only can you format shapes as you'd expect by applying solid and gradient fills and outlines, but you can also add 3-D effects and other enhancements, such as shadows and reflections. PowerPoint even gives you some new tools to create your own shapes.

You can apply most of this formatting to pictures as well, all of which helps you create an attractive, cohesive presentation. Picture features in PowerPoint 2013 include a background removal tool, a picture cropping tool, recoloring options, and artistic filters to go along with the more common shadows, reflections, and 3-D settings.

After you've gotten your shapes and pictures looking beautiful, you need to position them on the slide. PowerPoint 2013 has a number of enhanced features to help with alignment and distribution, including enhanced Smart Guides and new colorable guides that can be locked to the slide master.

In this chapter, you'll learn all about creating and formatting shapes and pictures. You'll also learn about using the alignment tools and the new guides and Smart Guides to position objects after you've created them.

PRACTICE FILES To complete the exercises in this chapter, you need the practice files contained in the Chapter14 practice file folder. For more information, see "Download the practice files" in this book's Introduction.

Adding and formatting shapes

You may already be familiar with the Shapes gallery in PowerPoint. It gives you common shapes like lines, rectangles, arrows, and other frequently used shapes. What you may not realize is that there are a number of different ways to add and format these shapes.

In this exercise, you'll insert a shape. You'll also position shapes by using the Smart Guides, and format them by using the Shape Styles gallery, the Theme Color palette, and the new Eyedroppers.



SET UP You don't need any practice files to complete this exercise. Open PowerPoint to a new, blank presentation, and then follow the steps.

- 1 Select the first (and only) slide. On the **Home** tab, click the **Layout** button and choose the **Blank** layout so the content placeholders don't get in your way while you're drawing.
- 2 On either the **Home** or the **Insert** tab of the ribbon, click the **Shapes** button to expand the **Shapes** gallery.

SEE ALSO For more information about how screen resolution and window size affect your display, see Chapter 1, "Getting comfortable in Office Professional 2013."

- 3 Click the **Rectangle** tool, (accessed from **Rectangles** or **Recently Used Shapes**), then click and drag on the slide to create a rectangle.

TIP To create a perfect square, circle, or other shape, select the shape from the Shapes gallery and press the Shift key while you click and drag on the slide. Or just click once on the slide to create a 1" × 1" square, circle, triangle, or similar.

- 4 Select the **rectangle** and enter **Rectangle 1**. The text is added to the rectangle.
- 5 Select the rectangle and press **Ctrl+D** to duplicate it.
- 6 Drag the duplicated rectangle alongside the original rectangle. **Smart Guides** appear to help you align the two shapes.