

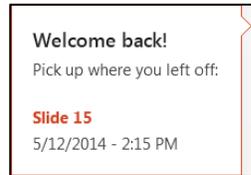


# Quick Reference Guide What's New in PowerPoint 2013 for Windows



## User Interface

- PowerPoint 2013 is tablet (touch and stylus) friendly, Touch Mode compatible for Windows 8 users and there is now a built-in handwriting recognition software for touch-screens.
- Although the 2013 Office suite is integrated with Cloud-like computing and OneDrive, this integration has been disabled at NASA.
- The user interface display includes a flatter look to the Ribbons and subtle animations when typing or selecting text.
- Stored PowerPoint files will save the Slide position the user last worked on and prompt them to begin editing there (shown right).
- Presenter View automatically adapts to the projection set-up, and users can use it on a single monitor.

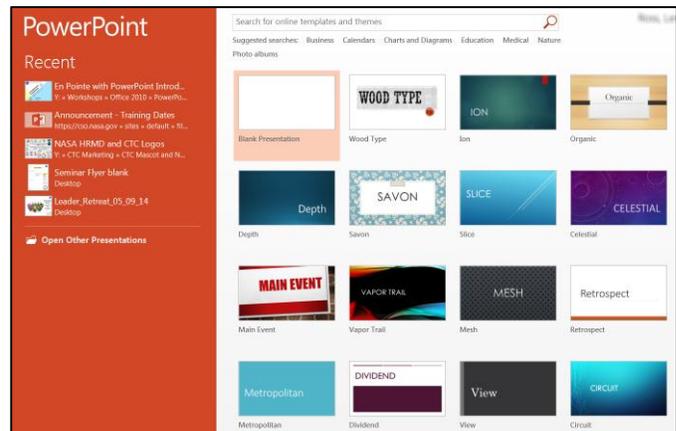


## New Start Experience

PowerPoint 2013 includes a new start experience (shown right) allowing the user to open recent files, start a new document from a template or theme, from a recent presentation or from a blank one. You can also open existing presentations.

This behavior can be controlled by the user by enabling or disabling the option **Show the Start screen when this application starts**. By default, this setting is enabled.

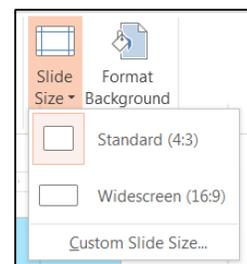
1. To adjust this behavior, click the **File Tab | Options | General**.
2. Click the checkbox to enable/disable **Show the Start screen when this application starts**.



## Slide Size

16:9 is the new default slide size in PowerPoint 2013, but users can change this from the **Design tab**.

1. Click **Design Tab | Slide Size**.
2. Select from the options **Standard (4:3)** or **Widescreen (16:9)**.
3. Click **Custom Slide Size** to create a unique slide size format.



## Theme Variants

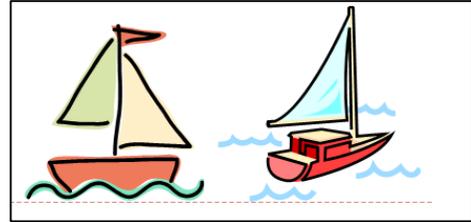
- Themes now come with variations like different color palettes and font families. PowerPoint 2013 provides new widescreen themes along with standard sizes. Choose a theme and variant from the **Start** screen or from the **Design Tab**.



For software training, contact the Computer Training Center (CTC) at 358-1111 or visit the CTC Web site at <http://itcd.hq.nasa.gov/ctc>.

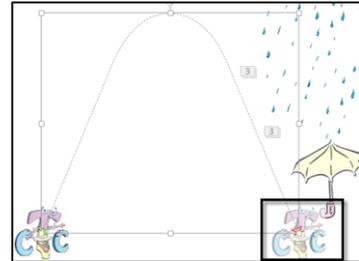
### New Alignment and Graphics Options

- All Office applications have an improved alignment system, i.e., objects stick and line up better with new alignment lines when moving objects.



### Motion Path Animation

Now when a user creates a motion path, PowerPoint shows you where an object will end up. The original object stays put, and a “ghost” image moves along the path to the endpoint.



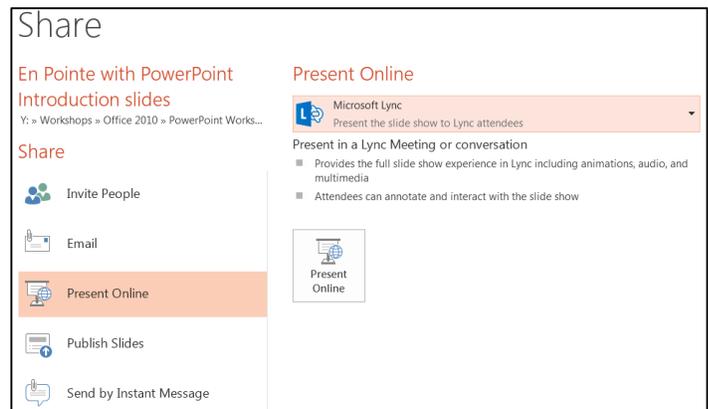
### File Sharing

The new integrated sharing features for saving files to the Office OneDrive location without attaching the document to email or using Cloud Connect services have been disabled at NASA.

### Lync Integration

Lync is fully integrated making it easy to present an open presentation in an online meeting room.

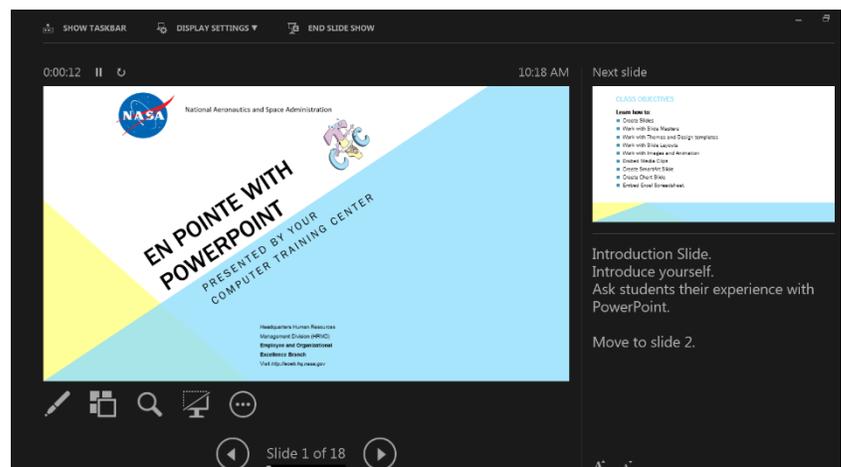
- Click **File Tab | Share**. The *Share* options display (shown right).
- Click **Present Online** to establish a Lync meeting room with the shared file presented using document sharing.
- Click **Send by Instant Message**. Select the recipient from the Global Address List and then type a message to the recipient. Click **Send IM**.



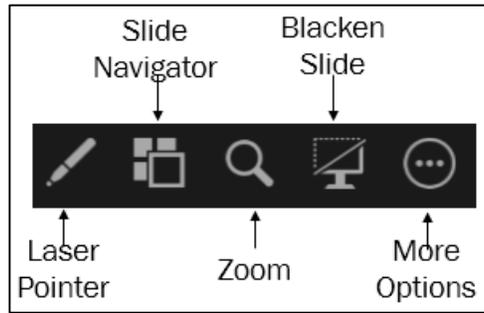
### Presenter View

Presenters in slideshow mode now have “behind the scenes” features such as a Navigation Grid and teleprompter-style notes on the back end that the audience never sees. Use Presenter View on one monitor (shown below): Presenter View no longer requires multiple monitors. Now you can rehearse in Presenter View without hooking up anything else.

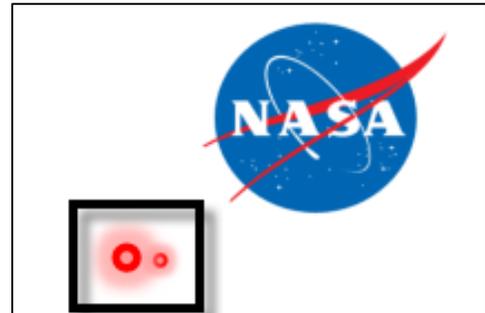
- Begin the slide show by clicking **Slide Show Tab | From Beginning or From Current Slide**.
- From the screen with the running PowerPoint show, right click and select **Show Presenter View**. The screen below displays.



- Use the “behind the scenes” feature shown below:



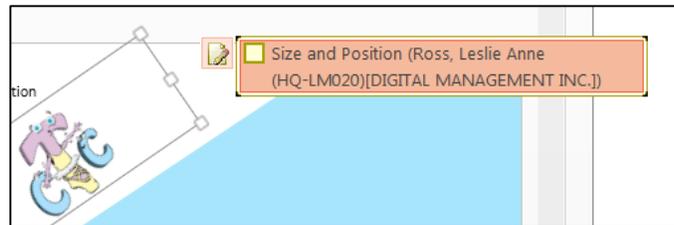
- **Laser Pointer:** Enable a **Laser Pointer** (shown right).
- Jump to a slide: Use **Slide Navigator** to browse to other slides in the presentation.
- **Zoom** in on a slide: Click the **Magnifying Glass** to zoom in on charts, diagrams, or whatever you want to emphasize for your audience.
- **Blacken Slide:** Click **Blacken or Unblacken slide** to blacken/unblacken the screen.



### Combining Two Presentations

You can now merge two PowerPoint files together with tracked changes.

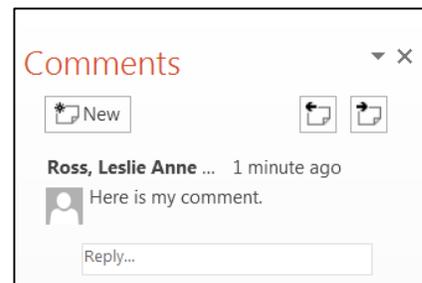
1. Open the original document and click the **Review Tab | Compare**. The *Choose File to Merge with Current Presentation* dialog box displays.
2. Browse to and select the revised document.
3. Click **Merge**. The original file will now include tracked changes with the edited content.



- Use the **Reviewing Pane** to navigate through the tracks or click the **Next/Previous** buttons.
- Click **Accept** or **Reject** to clean up the document of tracks.

### Comments

- Comments now display as threaded conversations. PowerPoint 2013 provides the ability to add comments anywhere on the margin.
- Comments are associated with the people who make them. Hover over their name and you see their Lync contact card. You can IM, e-mail, or Lync call the person from the file.
- IM conversations will be added to the document and display in the Comments associated with the relevant text.



### Insert Online Media

- When online, users can add pictures from services such as Facebook and Flickr without having to save them first to their local PC.
- Can add pictures from online accounts directly into the document.

**Working with PowerPoint Files in Other Versions**

<b>What If ...</b>	<b>Result ...</b>	<b>Action to Take ...</b>
<p>You open a presentation that was created in an earlier version of PowerPoint.</p>	<p>The file opens in Compatibility Mode and the words [Compatibility Mode] display next to the file name on the title bar.</p> <p>PowerPoint keeps the file in the original format. Files with the compatibility of older versions of PowerPoint do not recognize newer features like embedded video, new transition effects, sections, and more.</p> <p>Compatibility Mode ensures no new features in PowerPoint 2013 are available in the presentation, so that people using earlier versions of the application can work with it.</p>	<p>If you are not sharing the presentation, convert it to the PowerPoint 2007-2013 file format (*.pptx) to take advantage of all new PowerPoint 2013 features (click <b>File   Info   Convert</b>).</p> <p>Work in Compatibility Mode or convert the file to the new format. To convert the document, click <b>File Tab   Info   Convert</b>.</p> <p>Converting the file allows those with PowerPoint 2013 to work with the new features. However, those using earlier versions of PowerPoint may experience issues editing parts of the document.</p>
<p>You choose to save the presentation as a PowerPoint 2013 file.</p>	<p>PowerPoint saves the presentation in the PowerPoint 2007-2013 file format (*.pptx) so the editor can use all new PowerPoint 2013 features.</p> <p>FYI...PowerPoint 2003 users need the free Compatibility Pack. A prompt to download the pack displays when PowerPoint 2003 users open the file.</p> <p>If you have included new PowerPoint 2013 features or formatting in your presentation, your colleague (using PowerPoint 2007 or earlier) will see warnings about unsupported features.</p>	<p>To share a PowerPoint 2013 document with someone using an earlier version of PowerPoint, run the <b>Compatibility Checker</b> tool to ensure the file will work properly.</p> <p>To check which new features will not work in earlier versions, click <b>File Tab   Info   Check for Issues   Check Compatibility</b>.</p> <p>The <b>Compatibility Checker</b> provides a tool to see the issues in the Presentation and resolves them before sharing the file.</p>
<p>You choose to save the presentation as a PowerPoint 2007 or earlier file.</p>	<p>The file will open normally — no Compatibility Pack is required.</p> <p>If you have included new PowerPoint 2013 features or formatting in your presentation, your colleague (using PowerPoint 2007 or earlier) will see warnings about unsupported features.</p>	<p>When you save your file in the older PowerPoint file format, the Compatibility Checker will run automatically and warn you about any unsupported features.</p> <p>Assess any compatibility issues and resolve them before sharing the presentation.</p>