

Guía de inicio rápido

Microsoft PowerPoint 2013 tiene un aspecto distinto al de las versiones anteriores, por lo que hemos creado esta guía para ayudarle a reducir lo máximo posible la curva de aprendizaje.

Encuentre lo que necesita

Haga clic en cualquiera de las fichas de la cinta para que se muestren sus botones y comandos.

Utilice las fichas contextuales

Algunas fichas de la cinta se muestran solo cuando son necesarias. Por ejemplo, cuando inserte o seleccione una imagen, se mostrará la ficha **Herramientas de imagen | Formato**.

Vea más opciones

Haga clic en esta flecha para ver más opciones en un cuadro de diálogo.

Administre sus presentaciones

Haga clic en la ficha **Archivo** para abrir, guardar, imprimir y administrar sus presentaciones.

Muestre el contenido que desea

Cambie de vista o muestre u oculte notas y comentarios.



Obtenga ayuda

Haga clic aquí o presione la tecla **F1**.

¿Necesita más espacio?

Haga clic aquí o presione **CTRL+F1** para que se oculte o muestre la cinta.

Utilice el panel Formato

Utilice este conveniente panel para aplicar formato a imágenes, videos, SmartArt, formas y otros objetos.

Acerque y aleje la vista

Deslice esta barra hacia la izquierda o hacia la derecha para aumentar o reducir el zoom de la diapositiva.

Power Point Manual

Richard Bailey



Power Point Manual:

PowerPoint 2007 for Starters: The Missing Manual E. A. Vander Veer, 2007-01-25 Fast paced and easy to read this new book teaches you the basics of PowerPoint 2007 so you can start using the program right away This concise guide shows readers how to work with PowerPoint s most useful features and its completely redesigned interface With clear explanations step by step instructions lots of illustrations and plenty of timesaving advice PowerPoint 2007 for Starters The Missing Manual will quickly teach you to Create save set up run and print a basic bullets and background slideshow Learn how to add pictures sound video animated effects and controls buttons and links to your slides Discover how to incorporate text spreadsheets and animations created in other programs The new PowerPoint is radically different from previous versions Over the past decade PowerPoint has grown in complexity but its once simple toolbar has been packed with so many features that not even the pros could find them all For PowerPoint 2007 Microsoft redesigned the user interface completely adding a tabbed toolbar that makes every feature easy to locate Unfortunately Microsoft s documentation is as scant as ever so even if you find the features you need you still may not know what to do with them But with this book you can breeze through the new user interface and its timesaving features in no time PowerPoint 2007 for Starters The Missing Manual is the perfect primer for anyone who needs to create effective presentations

Using Microsoft PowerPoint Gregory A. Crawford, 1998 Written specifically for librarians this guide pays extra attention to those features which are particularly useful in libraries such as creating reports for staff board members tenure committees and classes or developing information kiosks with continuous loop information on library hours or special announcements

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp , 2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What s New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects

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PowerPoint 2007 Emily A. Vander Veer, 2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros

Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp , 2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019 and 365 Contains 213 pages and 102 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Slide Sections 9 Working with PowerPoint File Formats 10 AutoSave Online Presentations 11 Reuse Slides in PowerPoint Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings 10 Alt Text Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 The Format Shape Task Pane 4 Inserting WordArt Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Inserting Charts Tables and Objects

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Absolute Beginner's Guide to Microsoft Office PowerPoint 2003 Read Gilgen, 2004 A guide to the business presentation software explains how to combine text animation video photographs sound effects and narration into a professional looking presentation **Open Learning Guide for PowerPoint 2003 Introductory** Cia Training Ltd Staff, 2004-09 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a PowerPoint presentation The accompanying data files on CD are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach

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Open Learning Guide for PowerPoint 2003 Advanced Cia Training Ltd Staff,2004-11 This A4 spiral bound manual has been specifically designed to provide the necessary knowledge and techniques for the successful creation and manipulation of a PowerPoint presentation The accompanying data files on CD are designed to help demonstrate the features you are learning as you work through the manual using a step by step approach

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