



Microsoft PowerPoint 2013 Cheat Sheet

Microsoft PowerPoint 2013 is a slide-based presentation software that helps you show your information in a organized, visual format that helps listeners more quickly understand your point. PowerPoint is available as part of the Microsoft Office suite or as a stand-alone application, available via on-premise or cloud access, and accessible via mobile devices. This application allows you to create colorful presentations that help keep your audience engaged and your presentation on track. There are a wide variety of free design themes and templates to choose from. You can also add special-effect visuals such as photos and videos, transitions between slides and pre-set animations and charts and graphics.

This Microsoft PowerPoint 2013 Cheat Sheet from [CustomGuide](#) covers the basics screen layout, fundamentals of using the program and working with slides, keyboard shortcuts, formatting, transitions and working with images and multimedia files.

The attached zip file includes:

- Intro Page.pdf
- Terms and Conditions.pdf
- PowerPoint 2013 Cheat Sheet.pdf