What's New in PowerPoint 2013

✳ Review the document called **What's New in Office 2013 – Shared Features** to see an explanation of the new shared features found in Office 2013 applications (Word, Excel and PowerPoint), in addition to this document, which covers only new features found in PowerPoint 2013.

Overall Enhancements

- Enhanced **Presenter View** allows you to see your notes on your monitor while the audience only sees the slide. In previous releases, it was difficult to figure out who saw what on which monitor. The improved Presenter View fixes that and makes it simpler to work with.
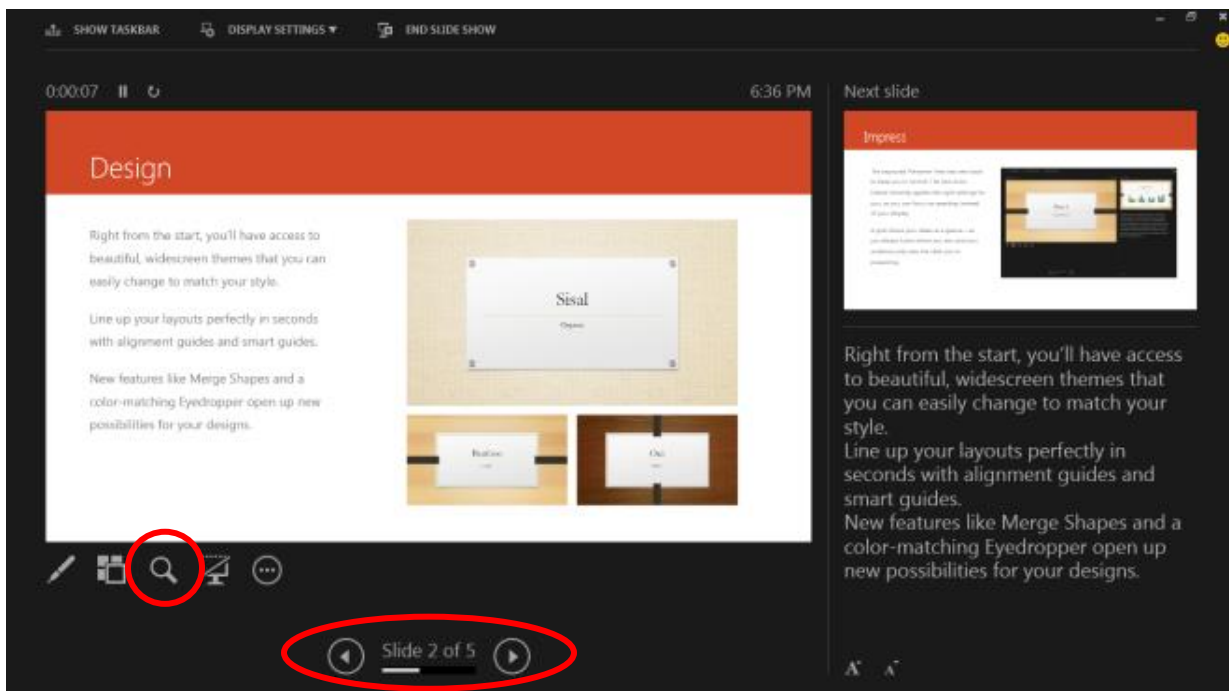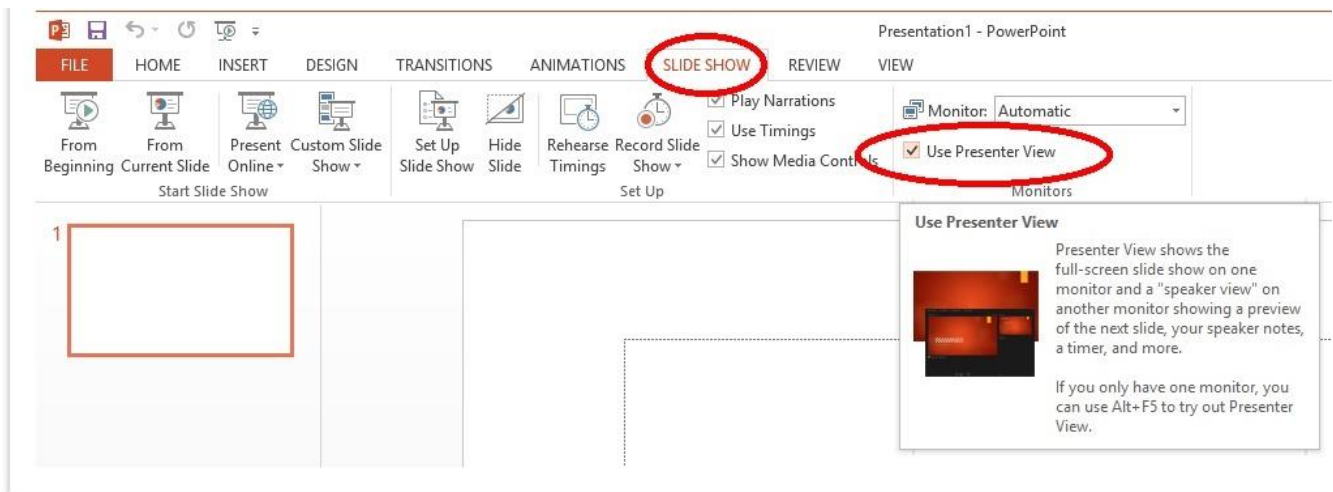
1. **Use Presenter View on one monitor** - Presenter View no longer requires multiple monitors. Now you can rehearse in Presenter View without hooking up anything else.

2. **Zoom in on a slide** - Click the magnifying glass to zoom in on charts, diagrams or whatever you want to emphasize for your audience.

3. **Jump to a slide** - Use Slide Navigator to browse to other slides in the presentation.

4. **Automatic set up** - PowerPoint can automatically sense your computer setup and choose the right monitor for Presenter View.

- Now supports both **Widescreen and Full screen sizes.** Click on the Design tab and click on **Slide Size** button.
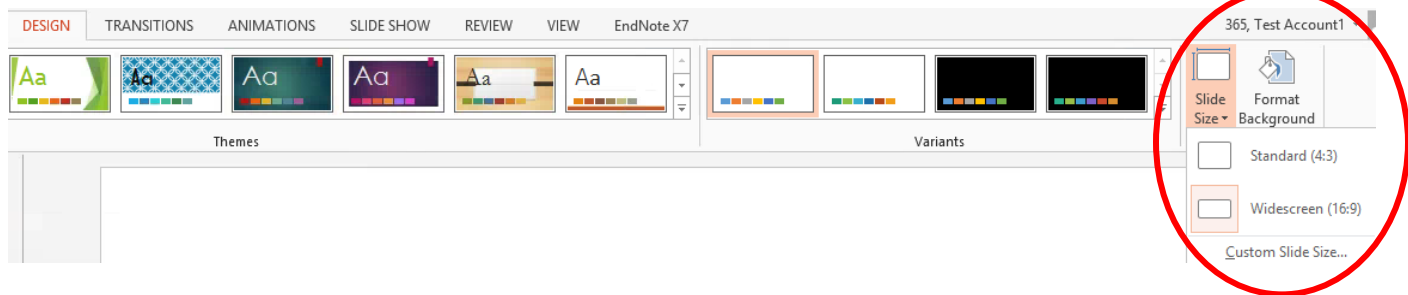
- **Page Setup** has been moved AND renamed to **Slide Size**. It can be found on the Design tab on the Slide Size button by clicking on Custom Slide Size…
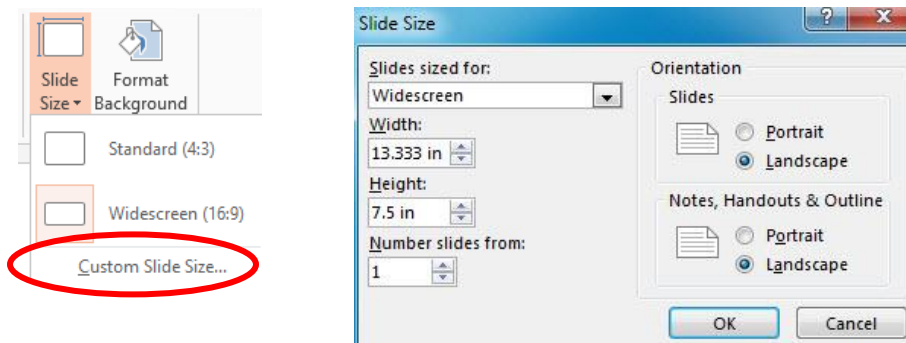
- Now includes a color picker called the **Eyedropper**. The Eyedropper tool is found in the Shape Fill drop menu located from both the Home tab and the Drawing Tools Format tab. To select a color from the slide, simply click on the Eyedropper button, and then click on the desired color.
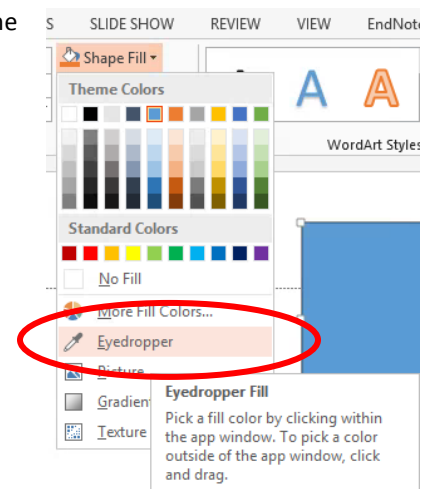
- Enhanced Shape tools, including <u>Join</u>, <u>Combine</u>, <u>Fragment</u>, <u>Intersect</u> and <u>Subtract</u> tools, are accessible by selecting the **Drawing Tools, Format** tab and clicking the **Merge Shapes** button. You'll use these to create your own custom shapes by combining and merging simple shapes to make more complex ones. These tools have a live preview, as well.
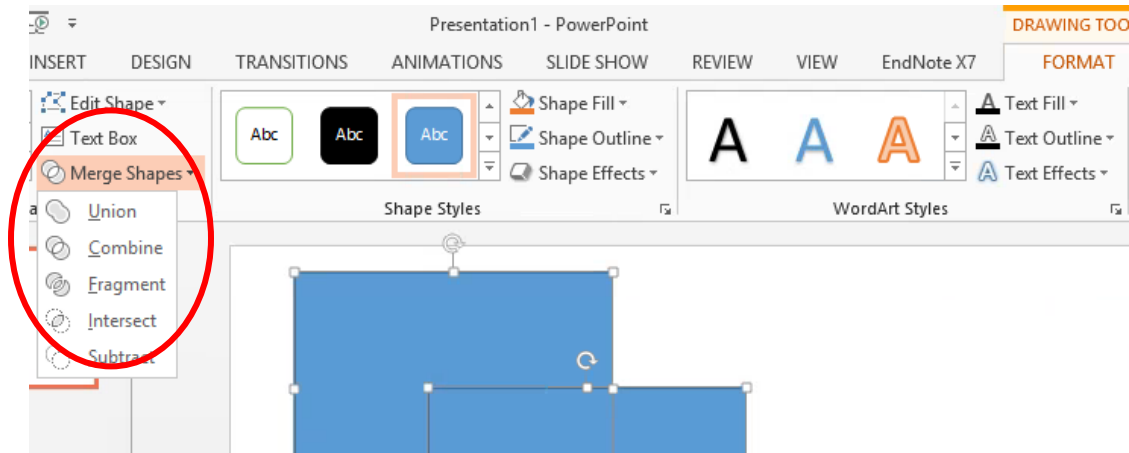
- Supports additional video formats so it's more likely videos will play in your presentation without the need to install additional codecs. For example, PowerPoint 2013 supports the MP4 and MOV formats for playing video, and you can export a PowerPoint presentation to video in **MP4** or **WMV** formats.

- The new Video button on the Insert tab includes options that let you search for a video from an online source and drop it into your deck without first downloading it to your computer.

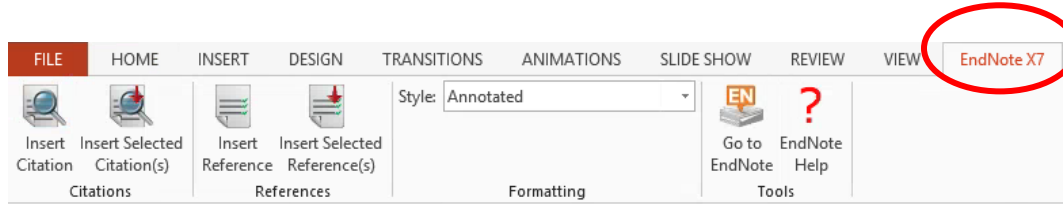- At long last, there's a button to play audio tracks in the background and across slides.
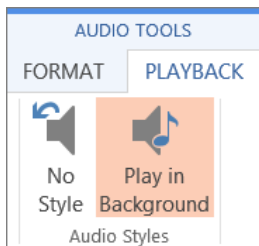
- The status bar on the bottom looks a little different and now has a button to turn on Notes, as well as Comments.
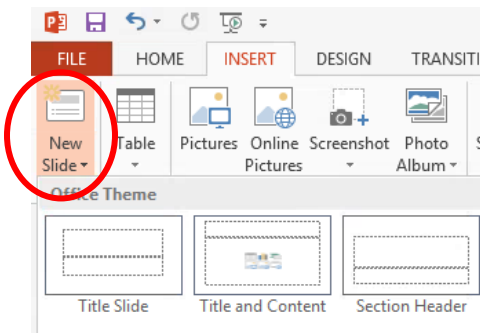
Changes to the Ribbon

- **EndNote X7** is a new tab in PowerPoint which contains the latest version of EndNote, a reference manager tool.

- Buttons have been added to the **Insert** tab including **New Slide** (this is the same button always found on the Home tab).


- **Comments** button (still available on the Review tab as New Comment) has also been added to Insert menu. Comments have also been enhanced to show Threaded conversations on the Comments pane.
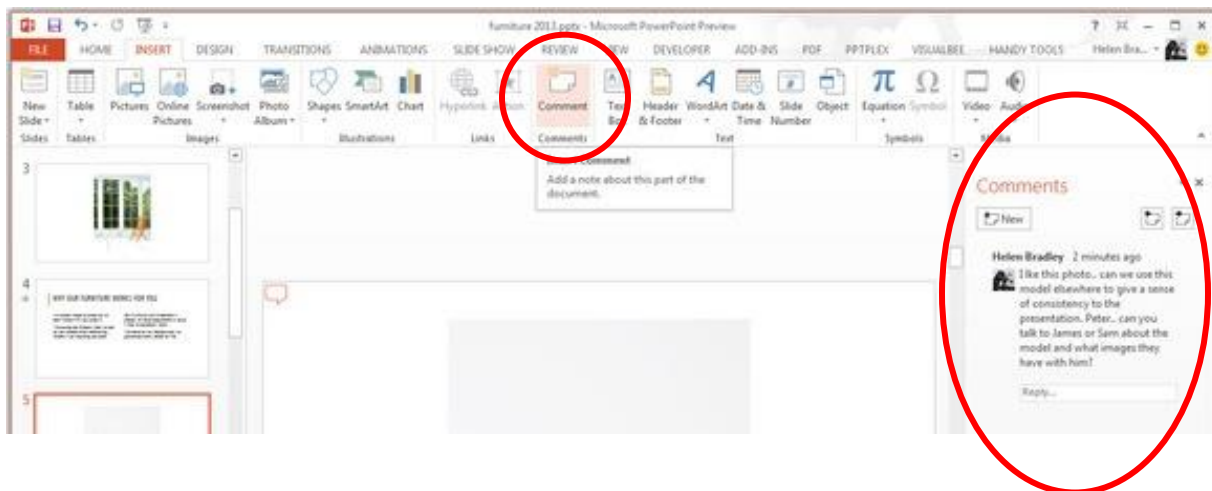
- **Screen Recording** is now available on the Insert tab. You can record your computer screen and related audio, and then embed it into your PowerPoint 2013 slide — or you can save it as a separate file.

1.   On the Insert tab, click **Screen Recording**.
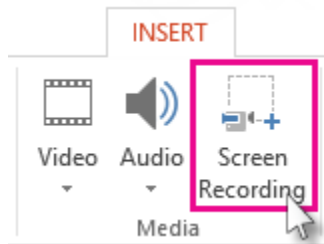

2.   On the Control Dock, click **Select Area**.

3.   When you see the cross haired ┼ cursor , click and drag to select the area of the screen you want to record.
4.   Click Record. (TIP-Unless you pin the Control Dock to the screen, it will slide up into the margin while you record. To access an unpinned Control Dock while recording, place the cursor at the top of the screen.)
5.   To control your recording:
     a)   Click Pause to temporarily stop the recording.
     b)   Click Record to resume recording.
     c)   Click Stop to end your recording (shown below).
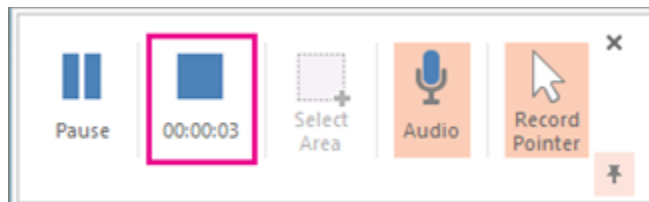
6.   On the File tab, click Save, choose a folder, and in the File name box, type a name.

•   **Variants** of themes have been added to the Desgin tab and include **Colors**, **Fonts**, **Effects** and **Background Styles.**
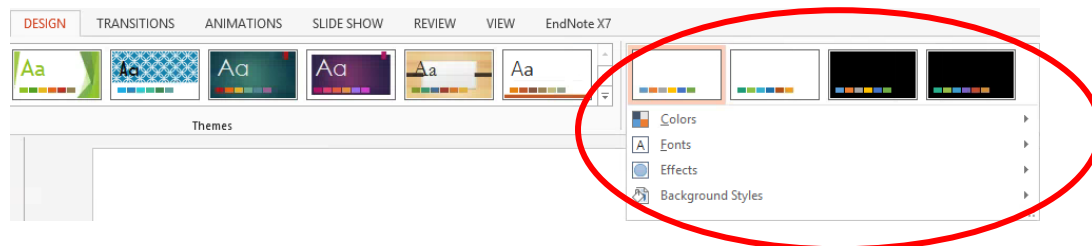
•   More exciting transitions have been added to the **Transitions** tab including Wind, Peel Off, Airplane, etc.

- On the View tab, the Normal View in previous versions contained a slides tab and an outline tab. Now, the Normal View is only the slide and a new **Outline View** has been added to show the outline pane. You can easily turn on/off the Notes section that appears on the bottom of the screen in most Views by clicking the new button called **Notes** on the View tab.