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SEE-HOW guide!

Microsoft

Plain & Simple

Microsoft Office Professional 2013

Katherine Murray

Learn the simplest ways to get things done with Microsoft Word, Excel, Outlook, PowerPoint, Access, Lync, Publisher, and OneNote!

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Learn it.
In color.

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- Express your ideas using mouse, keyboard, or touch
- Create polished documents and presentations
- Manage email; organize your contacts and calendar
- Analyze your data and share your insights
- Access files, apps, settings wherever you go
- Take notes and track the information that matters

Here's HOW You'll Learn It

- Jump in wherever you need answers
- Follow easy *steps* and *screenshots* to see exactly what to do
- Get handy *tips* for new techniques and shortcuts
- Use *Try This!* exercises to apply what you learn right away

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Microsoft Office

Office

Microsoft

Microsoft®

Office® Professional 2013 Plain & Simple

Katherine Murray

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- And to Claudette Moore, my agent, as always, for everything.

Analyzing your Excel 2013 data

11

One of the great things about Microsoft Excel 2013—and maybe you've already noticed this—is that you can use the program to do all sorts of things, not just manipulate numbers. You can enter your grade book in Excel and keep track of student assignments. You can manage your inventory using it. You can keep track of your checkbook, do sophisticated data analyses, or manage data, none of which necessarily has to have anything at all to do with numbers. This section shows you how you can use Excel to analyze and share the data you're gathering. You can use features such as *sparklines* and *conditional formatting* to show in an instant how the data trends look, or you can construct formulas by using Excel's functions to perform simple or complex calculations with your numeric data. Excel also makes it easy to report on and share your data via Power View Reports and PivotTables.

In this section:

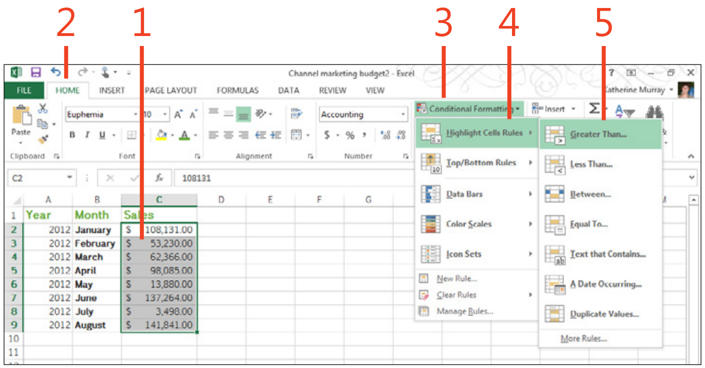
- Using conditional formatting to showcase data trends
- Adding sparklines
- Understanding Excel formulas and functions
- Performing common calculations
- Subtotaling data values
- Entering formulas
- Troubleshooting formulas
- Working with functions
- Creating and modifying data tables
- Sorting data
- Filtering worksheet data
- Creating PivotTables
- Viewing data instantly with Quick Analysis

Using conditional formatting to showcase data trends

Conditional formatting makes it easy for you to see how your data is shaping up in different ways. You can display values as data bars of different colors, using a color scale to display differences in data. Additionally, you can display icons in the cells (such as an up arrow or down arrow), add greater-than or less-than symbols, highlight the top or bottom percent of values shown, or clear the formatting altogether. Conditional formatting is fun to apply and easy to use, and it can help those who are unfamiliar with your worksheet see easily what your data shows.

Highlight data results

1. Open an Excel workbook and drag to select the values that you want to format.
2. Click the Home tab.
3. Click Conditional Formatting.
4. Point to Highlight Cells Rules.
5. In the options menu that appears, click the type of rule that you want to apply.
6. If necessary, click to change the data range.
7. Click the down arrow next to the formatting list box to display your conditional formatting choices and select the format that you want to apply.
8. Click OK to apply the format to the cells.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Top/Bottom Rules
Data Bars
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New Rule...
Clear Rules
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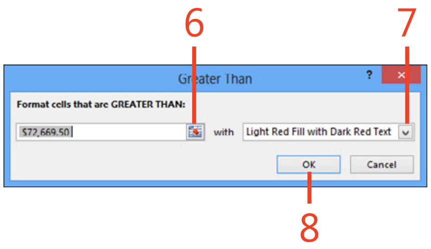
Between...
Equal To...
Text that Contains...
A Date Occurring...
Duplicate Values...
More Rules...

C2 108131

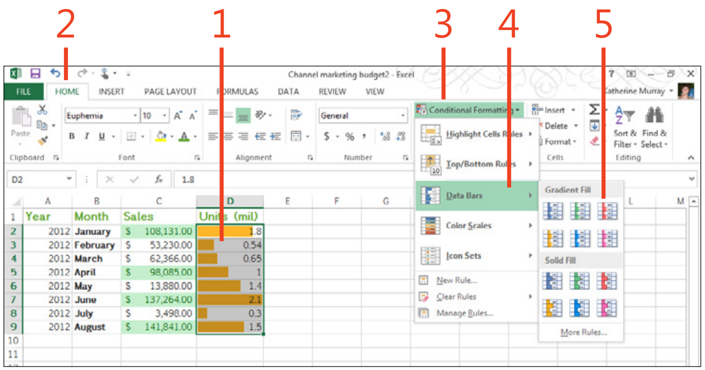
	A	B	C
1	Year	Month	Sales
2	2012	January	$ 108,131.00
3	2012	February	$ 53,230.00
4	2012	March	$ 62,366.00
5	2012	April	$ 98,085.00
6	2012	May	$ 13,880.00
7	2012	June	$ 137,264.00
8	2012	July	$ 3,498.00
9	2012	August	$ 141,841.00


6
7
Greater Than
?
OK
Cancel
8

Format cells that are GREATER THAN: $72,669.50 with Light Red Fill with Dark Red Text

Display data bars

1. Drag to select the cells for which you want to display conditional formatting.
2. Click the Home tab.
3. Click Conditional Formatting.
4. Point to Data Bars.
5. Click the data bar style that you want to apply in the options list that appears.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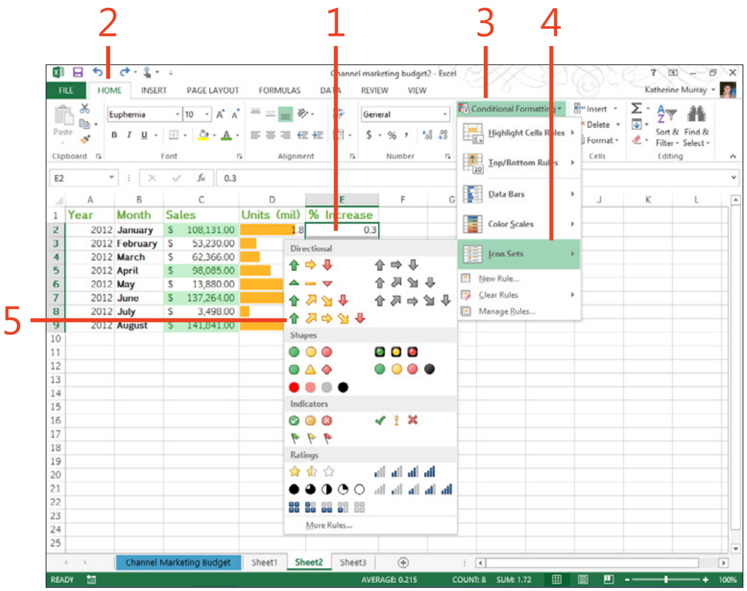
Conditional Formatting
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Gradient Fill
Solid Fill
More Rules...

D2 1.8

Year	Month	Sales	Units (mil)
2012	January	$ 108,131.00	1.8
2012	February	$ 53,230.00	0.54
2012	March	$ 62,366.00	0.65
2012	April	$ 98,085.00	1
2012	May	$ 13,880.00	1.4
2012	June	$ 137,264.00	2.1
2012	July	$ 3,498.00	0.3
2012	August	$ 141,841.00	1.5

Add icon sets

1. Drag to select the values that you want to format.
2. Click the Home tab.
3. Click Conditional Formatting.
4. Point to Icon Sets.
5. In the options menu that appears, click the icon set style that you want to apply.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Conditional Formatting
Highlight Cells Rules
Top/Bottom Rules
Data Bars
Color Scales
Icon Sets
New Rule...
Clear Rules
Manage Rules...
Directional
Shapes
Indicators
Ratings
More Rules...
Channel Marketing Budget
Sheet1
Sheet2
Sheet3
READY
AVERAGE: 0.215
COUNT: 8
SUM: 1.72
100%

E2 0.3

Year	Month	Sales	Units (mil)	% Increase
2012	January	$ 108,131.00	1.8	0.3
2012	February	$ 53,230.00		
2012	March	$ 62,366.00		
2012	April	$ 98,085.00		
2012	May	$ 13,880.00		
2012	June	$ 137,264.00		
2012	July	$ 3,498.00		
2012	August	$ 141,841.00		

Adding sparklines

Sparklines are simple and fun conditional formatting tools that make it easy for you to show at a glance what the data trend is in the values on your worksheet. You can customize your sparklines so that they appear in different colors and styles.

Excel 2013 offers three types of sparklines: Line, Column, and Win/Loss. The Line option displays your data as a small line chart. The Column sparkline format shows your data as comparison values displayed as a small bar chart. The Win/Loss option displays values as a sequence of colored dashes that clearly indicate the high and low points in your data.

Create sparklines

1 Select the cells that you want to summarize.

2 Click the Insert tab.

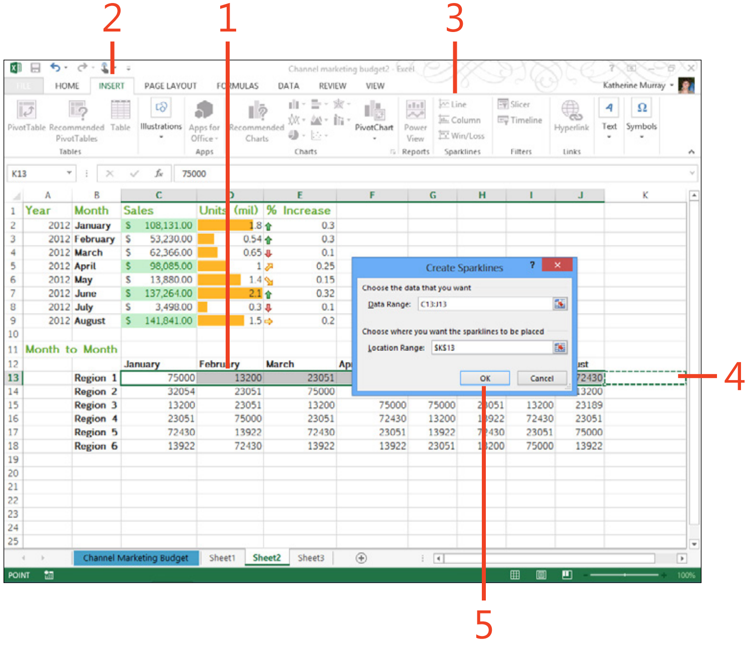
3 In the Sparklines group, click the type of sparkline that you want to create.

The Create Sparklines dialog box opens. The data that you selected already appears in the Data Range box, and the cursor is positioned in the Location Range box.

4 Click the cell on the worksheet in which you want the sparkline to appear.

The cell address displays in the Location Range box.

5 Click OK to add the sparkline.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PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Apps
Recommended Charts
Charts
PivotChart
Power View
Reports
Line
Column
Win/Loss
Sparklines
Slicer
Timeline
Filters
Hyperlink
Links
Text
Symbols
K13
Channel Marketing Budget
Sheet1
Sheet2
Sheet3
POINT
100%

	A	B	C	D	E
1	Year	Month	Sales	Units (mil)	% Increase
2	2012	January	$ 108,131.00	1.8	0.3
3	2012	February	$ 53,230.00	0.54	0.3
4	2012	March	$ 62,366.00	0.65	0.1
5	2012	April	$ 98,085.00	1	0.25
6	2012	May	$ 13,880.00	1.4	0.15
7	2012	June	$ 137,264.00	2.1	0.32
8	2012	July	$ 3,498.00	0.3	0.1
9	2012	August	$ 141,841.00	1.5	0.2

Month to Month

	B	C	D	E	F	G	H	I	J
12		January	February	March					
13	Region 1	75000	13200	23051					72430
14	Region 2	32054	23051	75000					13200
15	Region 3	13200	23051	13200	75000	75000	23051	13200	23189
16	Region 4	23051	75000	23051	72430	13200	13922	72430	23051
17	Region 5	72430	13922	72430	23051	13922	72430	23051	75000
18	Region 6	13922	72430	13922	13922	23051	13200	75000	13922

Create Sparklines

Choose the data that you want

Data Range: C13:J13

Choose where you want the sparklines to be placed

Location Range: $K$13

OK Cancel

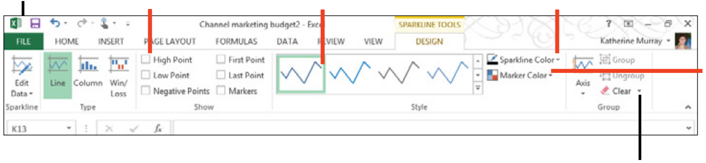
Edit sparklines

1. Click the cell that contains the sparkline you want to edit.

   The Sparkline Tools Design tab appears, offering a number of tools that you can use to edit the sparklines.

2. In the Show group, select the desired check boxes to add data markers to your sparkline.
3. Choose a style to apply to the sparkline.
4. Click to change sparkline color.
5. Click to change the color of the data markers that you added to your sparkline.

Click to edit the data used to create the sparkline


2
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4
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Channel marketing budget2 - Excel
SPARKLINE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DESIGN
Katherine Murray
Edit Data
Line
Column
Win/ Loss
Sparkline
Type
☐ High Point
☐ Low Point
☐ Negative Points
☐ First Point
☐ Last Point
☐ Markers
Show
Style
Sparkline Color
Marker Color
Axis
Group
Ungroup
Clear
Group
K13

Clear sparklines

TIP For best results, create one sparkline for a specific range of data, edit the sparkline to appear as you'd like, and then copy and paste the sparkline to other cells in your worksheet. Excel 2013 adjusts the data ranges automatically for you, and you get the benefit of adding the sparkline style that you just created to each series you want represented. To copy the sparkline quickly through contiguous cells, drag the small rectangle in the lower-right corner of the sparkline cell in the direction that you want to add the sparklines.

TIP You can delete sparklines from your worksheet by simply selecting the cell containing the sparkline and clicking Clear in the Sparkline Tools Design tab. Choose whether you want to clear the individual sparkline or the entire sparkline group, and Excel does the rest for you.

Understanding Excel formulas and functions

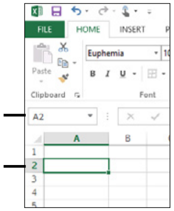
Excel 2013 is a powerful worksheet program that gives you all kinds of tools for performing sophisticated calculations and data analyses. Depending on your needs, you might never need to do many high-end tasks in Excel, but having a working knowledge of formulas, functions, and cell referencing is an important part of getting Excel to perform even fairly simple calculations for you. This section introduces you to some of the basics you'll need as you use functions and cell references in the formulas you create.

Learning about cell references

Each cell in your Excel worksheet has its own unique address that represents the intersection of the row and column where the cell is located; for example, C5 is an individual cell that falls at the intersection of column C, row 5. K23 is another, located in column K, row 23. You can easily determine the address of the cell by clicking in the cell. The Name box in the upper-left corner of the Excel window shows the cell reference of the selected cell.

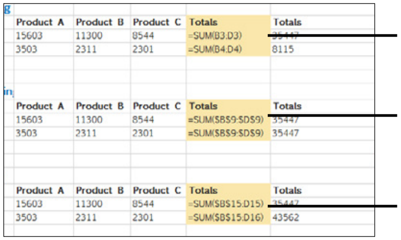
When you select a range of cells, Excel describes that range by separating the individual cell references with a colon; for example, B4:B20 describes a range of cells that begins with cell B4 and extends to cell B20, which happens to define a group of cells that are all in one column.

When you create formulas, the formula will behave differently depending on whether the cell has an *absolute* or *relative reference*. A formula with a relative cell address uses the data in the cells specified, relative to its position on the worksheet. For example, with relative cell references, if you are summing the data in cells A1 to D1 and showing the total in E1, when you copy the formula in E1 to E2, the formula recalculates the data based on cells B1 to D2. If the cells in A1 to D1 are absolute references, the formula you copy to cell B2 will continue to reference the cells in A1 to D1. By default, cells use relative references, but if you want to make the references for cells absolute, select the cells you want to change in the formula bar and press F4 to switch from relative to absolute referencing. Excel adds a dollar sign ($) to the beginning of any reference that is treated as absolute in a calculation.



Name box

Selected cell



Product A	Product B	Product C	Totals	Totals
15603	11300	8544	=SUM(B3:D3)	35447
3503	2311	2301	=SUM(B4:D4)	8115

Product A	Product B	Product C	Totals	Totals
15603	11300	8544	=SUM($B$9:$D$9)	35447
3503	2311	2301	=SUM($B$9:$D$9)	35447

Product A	Product B	Product C	Totals	Totals
15603	11300	8544	=SUM($B$15:D15)	35447
3503	2311	2301	=SUM($B$15:D16)	43562

Relative references

Absolute references

Mixed references

Understanding formulas and functions

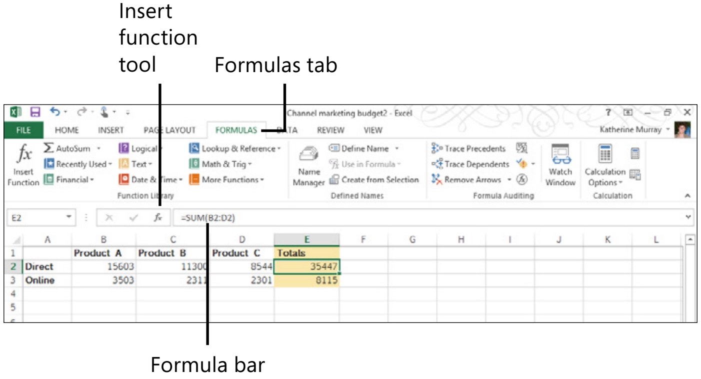
You'll need to understand cell references to use them properly in formulas. Formulas instruct Excel as to what calculations to perform on your worksheet. A formula might be very simple; for example =3*5+2. (Note that the equal sign [=] informs Excel that what follows is a formula or function and should be calculated as such, not treated as worksheet data.) A more common formula uses cell references to indicate to Excel where to find the data for the calculation, such as =D4+D5.

You use functions to perform common calculations on the cells you select in your worksheet. You include functions in your worksheet formulas. Some of the functions in Excel are very common and you'll be at home using them right off the bat. Using functions such as SUM, AVERAGE, and COUNT, you can total values, find an average value, and display the number of elements in a data range. You insert a function in a formula and specify to the function which cells you want to include in the calculation, as in the following example:

=SUM(B3:E3)

In this formula, SUM is the function. The cell reference (B3:E3) points Excel to the values you want to use to produce the formula result.

You'll use the Formula bar and the Insert Function tool to create and modify formulas in Excel. The Formulas tab also includes the tools you need to insert, manipulate, and modify formulas and functions on your worksheet.



E2 =SUM(B2:D2)

	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115

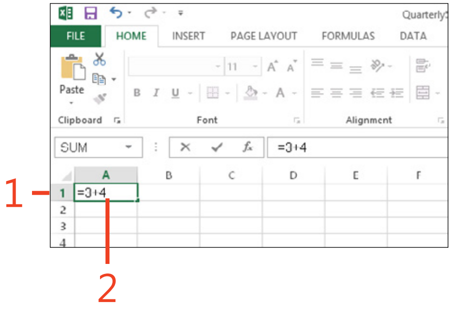
Performing common calculations

Excel 2013 knows that you'll use some calculations more than others, and for this reason, on the Home tab you have a tool within reach to help you perform some common calculations. Specifically, the Sum tool in the Editing group gives you access to functions you might use often: Sum, Average, Count Numbers, Max, and Min. You can also display additional functions by choosing More Functions in the Sum tool list and use the Subtotal tool on the Data tab to subtotal values on your worksheet.

Do a basic calculation

1. Click the cell in which you want to create the formula.
2. Type the equation you want Excel to perform, starting with the equal sign (=).
3. Press the Enter key.

   Excel carries out the math and displays the answer in the cell.



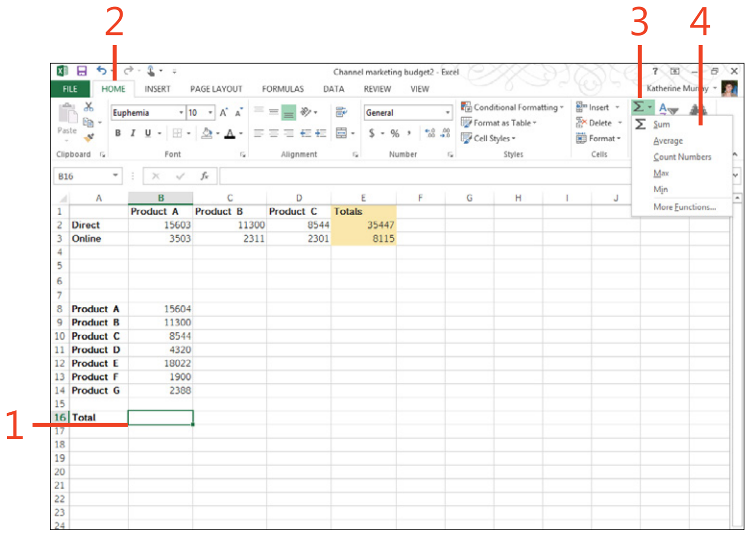
1
2
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
Paste
Clipboard
Font
Alignment
SUM
=3+4

Use the Sum tool for common calculations

1. Click the cell below the column that you want to summarize.
2. Click the Home tab.
3. Click the down arrow adjacent to the Sum button.

   The Sum tool list offers the Sum, Average, Count Numbers, Max, and Min functions. You can also open the Insert Function dialog box by choosing More Functions.

4. Click the function that you want to use.
5. Press the Enter key or tap outside the cell to accept the suggested formula.



2
3
4
1
Channel marketing budget2 - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Sum
Average
Count Numbers
Max
Min
More Functions...
B16

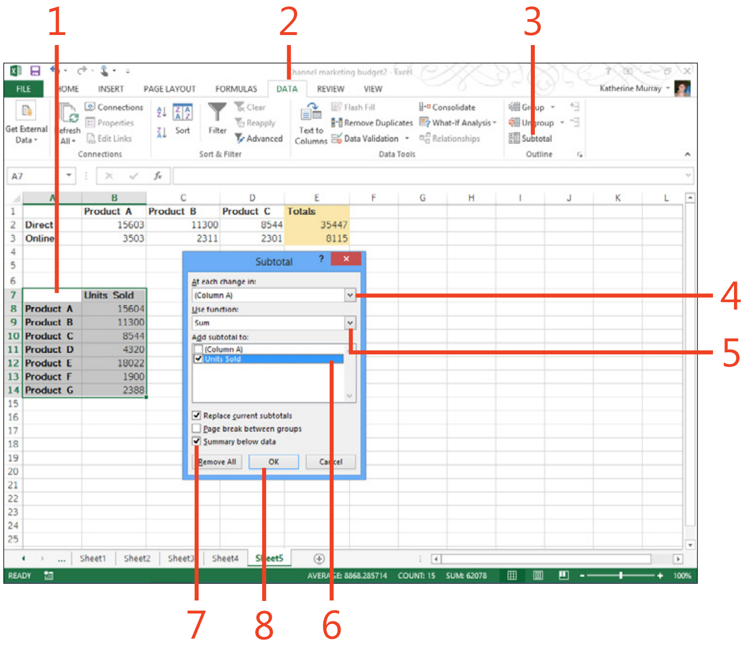
	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			
16	Total				

Subtotaling data values

Subtotaling cell values is another common calculation task that Excel can perform for you. You can find the Subtotal tool on the Data tab, in the Outline group.

Subtotal data values

1. Select the data, including column headers, for which you want a subtotal.
2. Click the Data tab.
3. Click Subtotal.
4. Select when you want the function to be applied.
5. Choose the subtotal function that you want to use.
6. Select what you want to subtotal.
7. Choose the check box to specify where you want the subtotal to appear.
8. Click OK.



	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
7		Units Sold			
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			

Subtotal

At each change in: (Column A)

Use function: Sum

Add subtotal to:
☐ (Column A)
☑ Units Sold

☑ Replace current subtotals
☐ Page break between groups
☑ Summary below data

1
2
3
4
5
7
8
6
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Get External Data
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Consolidate
What-If Analysis
Relationships
Data Tools
Group
Ungroup
Subtotal
Outline
A7
Remove All
OK
Cancel
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
READY
AVERAGE: 8868.285714
COUNT: 15
SUM: 62078
100%

Entering formulas

A formula can be as simple as =2+2 or as complicated as you can imagine. Excel 2013 gives you all the tools you need, no matter how involved your calculation needs might be. You can type a formula directly in the Formula Bar at the top of the Excel worksheet area or you can type it in the selected cell. Along the way, you can also type or select the function you need and type or drag to select the cells you want to include. See how flexible Excel is when it comes to formulas? And, the program even provides you with on-the-spot error checking (the subject of the next task) to help ensure that your formulas are calculating properly.

Type a formula

1 Click the cell in which you want to enter the formula.

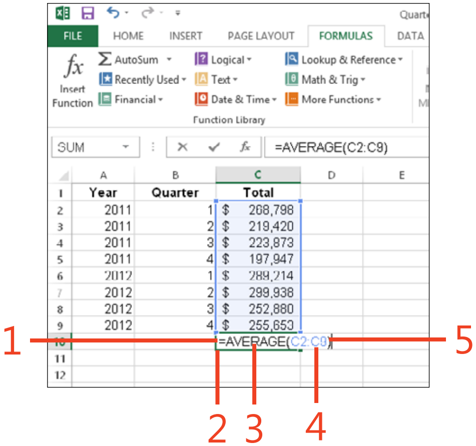
2 Type an equal sign (=).

3 Type the name of the function, followed by a left parenthesis character.

4 Type the cell addresses that you want to include in the formula.

You can also click the cells or range on the worksheet that you want to include in the formula and Excel will add it for you.

5 Type a right parenthesis character and press the Enter key or tap outside the cell.


Quart
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
Insert Function
AutoSum
Recently Used
Financial
Logical
Text
Date & Time
Lookup & Reference
Math & Trig
More Functions
Function Library
SUM
1
2
3
4
5

=AVERAGE(C2:C9)

	A	B	C	D	E
1	Year	Quarter	Total		
2	2011	1	$ 268,798		
3	2011	2	$ 219,420		
4	2011	3	$ 223,873		
5	2011	4	$ 197,947		
6	2012	1	$ 289,214		
7	2012	2	$ 299,938		
8	2012	3	$ 252,880		
9	2012	4	$ 255,653		
10			=AVERAGE(C2:C9)		
11					
12					

TIP If you need to edit a formula that you've already added to the worksheet, you can make changes easily. Click the cell containing the formula you want to change, type the corrected formula on the worksheet, and then press the Enter key or tap outside the cell. Whether you make the edits in the cell or in the formula bar, after you press Enter, the edits are added to the worksheet and other cells depending on that formula are recalculated, as needed.

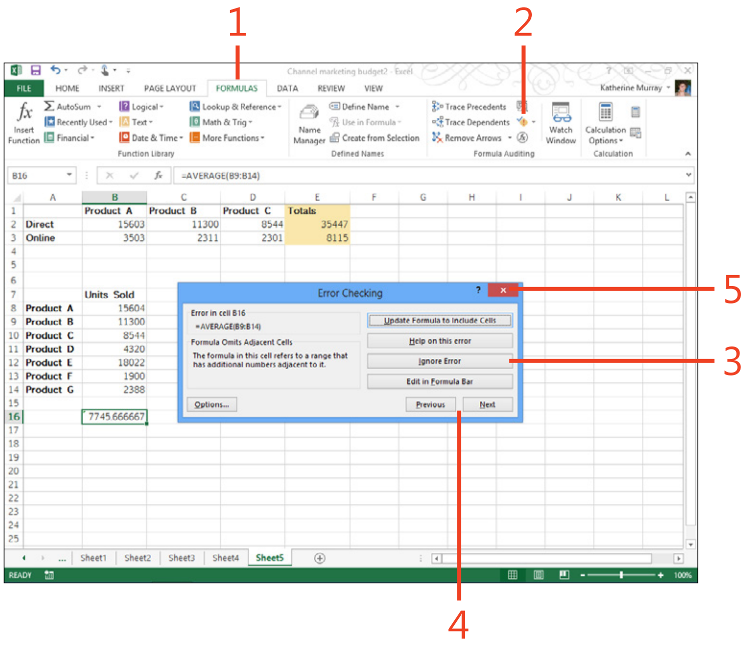
Troubleshooting formulas

Excel 2013 includes a number of tools to help you troubleshoot the formulas in your worksheet. If things aren't working out properly or you're questioning the accuracy of a formula (or Excel displays an error indicator, alerting you to a problem), you can use these tools to find the problem and correct it.

Check for formula errors

1. Click the Formulas tab.
2. In the Formula Auditing group, click the Error Checking tool.

   The Error Checking dialog box opens.
3. Use the controls in the Error Checking dialog box to change the formula or ignore the error.
4. Click Previous or Next to view the preceding or ensuing error that Excel has found in the worksheet.
5. Click the Close box to close the Error Checking dialog box and return to the worksheet.



B16 =AVERAGE(B9:B14)

	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
7		Units Sold			
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			
16		7745.666667			

Error Checking

Error in cell B16
=AVERAGE(B9:B14)

Formula Omits Adjacent Cells

The formula in this cell refers to a range that has additional numbers adjacent to it.

TIP Excel has a comprehensive Help tool that can assist you in deciphering formula errors and correcting them. To get help with an error in a formula, click the Formulas tab and choose Error Checking. In the Error Checking dialog box that opens, click Help On This Error, which displays the Excel Help window.

Read through the entries related to the problem you're having. Click the Pin tool in the upper-right corner of the Help window if you want to keep it open on your screen while you work through the problems. You can also search Help and read about related issues. When you're finished, click the Close box to exit Help and then click the Close box on the Error Checking dialog box.

Working with functions

As you've already seen in this section, functions are the engines that drive your formulas. They do the actual processing, whether the formula calls for simple or complex calculations. When you add a function to a formula, the function needs to know which cells to use in the calculation.

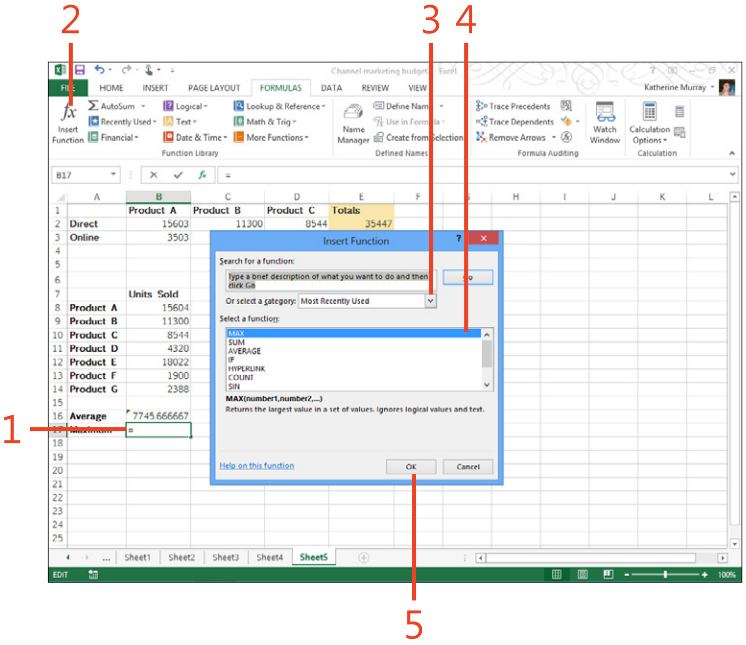
Find the function you want

1. Click the cell in which you want to add the function and then click the Formulas tab.
2. On the far left side of the Function Library group, click the Insert Function button.

   The Insert Function dialog box opens.
3. Click the category down arrow to display the drop-down list and then select the function category that you want to view.

   You can choose from All, Financial, Date & Time, Math & Trig, Statistical, Lookup & Reference, Database, Text, Logical, Information, Engineering, Cube, Compatibility, or Web categories. Upon choosing a category, the list of functions available in the Select A Function list changes.
4. Click the function that you want to examine.
5. Click OK to select the function

   The Function Arguments dialog box opens, in which you can specify additional information for your formula. (Read on for more about working with function arguments.)


2
3
4
1
5
Insert Function
Search for a function:
Type a brief description of what you want to do and then click Go
Go
Or select a category: Most Recently Used
Select a function:
MAX
SUM
AVERAGE
IF
HYPERLINK
COUNT
SIN
MAX(number1,number2,...)
Returns the largest value in a set of values. Ignores logical values and text.
Help on this function
OK
Cancel

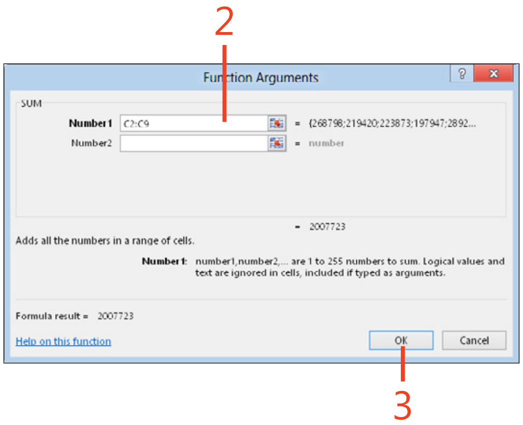
TIP You can display the Insert Function dialog box by clicking the Insert Function tool to the left of the formula area in the Formula Bar at the top of the Excel worksheet area.

Add function arguments

1. When you click OK in the Insert Function dialog box to add a function to your worksheet, the Function Arguments dialog box opens.

   The options you see in the Function Arguments dialog box will vary, depending on which function you have selected.

2. Enter or choose the range of cells that you want to include in the formula. Select any additional options that are required by the selected function.
3. Click OK to close the dialog box and add the formula to the selected worksheet cell.



Number1 C2:C9 = {268798;219420;223873;197947;2892...

Number2 = number

= 2007723

Adds all the numbers in a range of cells.

Number1: number1,number2,... are 1 to 255 numbers to sum. Logical values and text are ignored in cells, included if typed as arguments.

Formula result = 2007723

TIP The Function Library group on the Formulas tab also displays the various categories of functions you can add to your formula. You can add a function without using the Insert Function dialog box by clicking the category of the function you'd like to add and then clicking the function in the displayed list.

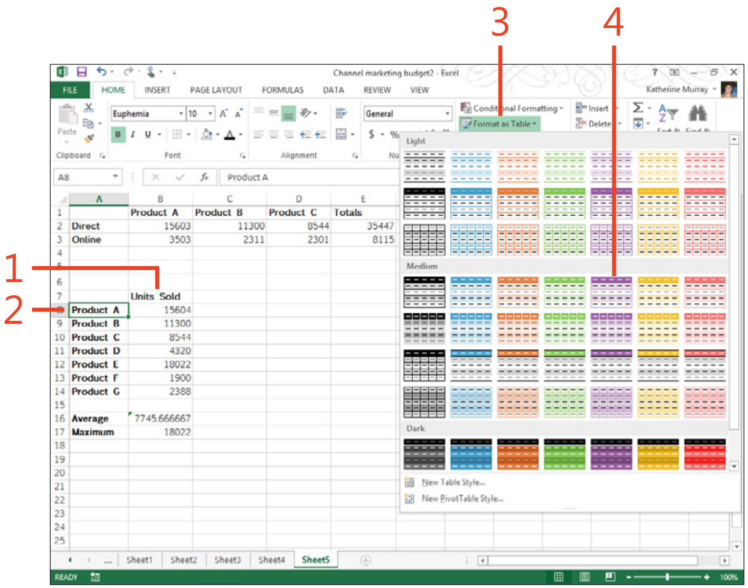
Creating and modifying data tables

Instead of creating and formatting an entire worksheet, you might prefer to use a data table to store your Excel data. Excel 2013 includes a gallery of predesigned table formats that you can use to create the table. You can then work with table information and name and resize the table as needed.

Create an Excel table

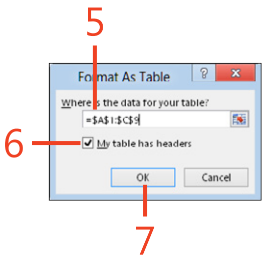
1. Type your table headers in a single row.
2. Click any cell in the range from which you want to create a table.
3. On the Home tab, click Format As Table.
4. Click the desired table style.
5. Verify that Excel identified the data range correctly.
6. If your table has headers, select the My Table Has Headers check box.
7. Click OK.

Excel applies the data table format to your data.


3
4
1
2
Channel marketing budget2 - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Katherine Murray
Paste
Clipboard
Euphemia
10
Font
Alignment
General
Conditional Formatting
Format as Table
Insert
Delete
Light
Medium
Dark
New Table Style...
New PivotTable Style...
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
READY
100%

A8 Product A

	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
4					
5					
6					
7		Units Sold			
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			
15					
16	Average	7745.666667			
17	Maximum	18022			


5
6
7
Format As Table
?
OK
Cancel

Where is the data for your table?

=$A$1:$C$9

☑ My table has headers

Name an Excel table

1. Click any cell in the Excel table.
2. Click the Table Tools Design tab.
3. In the Properties group, type a new name for your Excel table and press Enter.

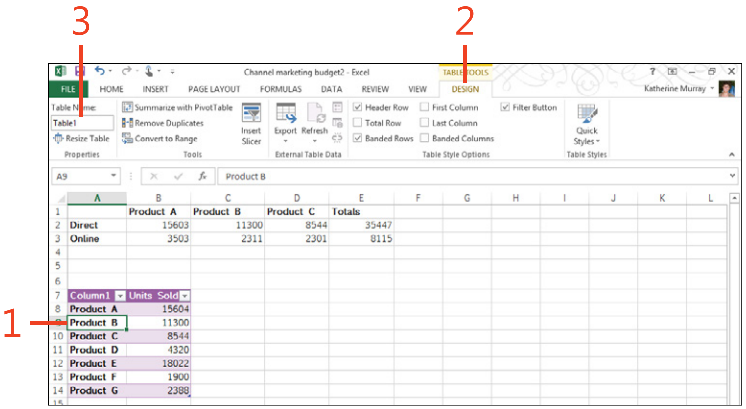

3
2
1
Channel marketing budget2 - Excel
TABLE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DESIGN
Katherine Murray
Table Name:
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Insert Slicer
Tools
Export
Refresh
External Table Data
Table Style Options
Quick Styles
Table Styles

Table Name: Table1

☑ Header Row ☐ First Column ☑ Filter Button
☐ Total Row ☐ Last Column
☑ Banded Rows ☐ Banded Columns

A9 Product B

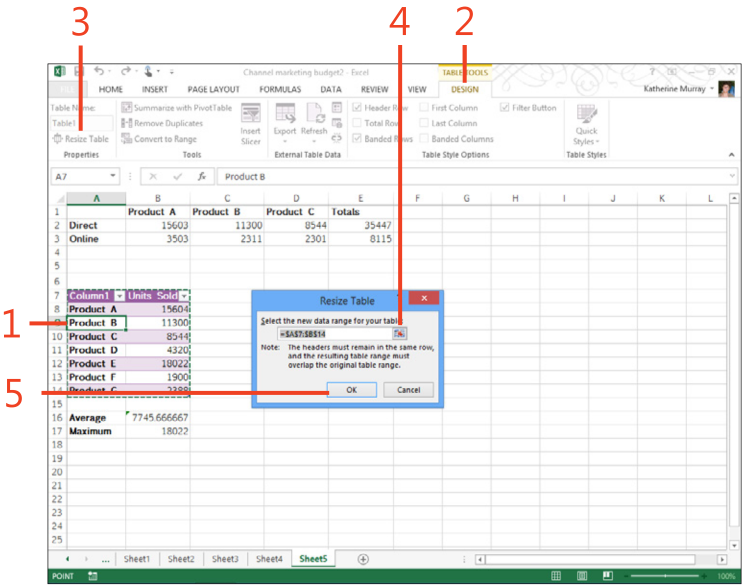
	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
4					
5					
6					
7	Column1	Units Sold			
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			

Resize an Excel table

1. Click a table cell.
2. Click the Table Tools Design tab.
3. In the Properties group, click Resize Table.

   The Resize Table dialog box opens.

4. Specify a new cell range for the table.
5. Click OK.


3
4
2
1
5
Channel marketing budget2 - Excel
TABLE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DESIGN
Katherine Murray
Table Name:
Table1
Resize Table
Properties
Summarize with PivotTable
Remove Duplicates
Convert to Range
Insert Slicer
Tools
Export
Refresh
External Table Data
Header Row
Total Row
Banded Rows
First Column
Last Column
Banded Columns
Filter Button
Table Style Options
Quick Styles
Table Styles
Sheet1
Sheet2
Sheet3
Sheet4
Sheet5
POINT
100%

A7 Product B

	A	B	C	D	E
1		Product A	Product B	Product C	Totals
2	Direct	15603	11300	8544	35447
3	Online	3503	2311	2301	8115
4					
5					
6					
7	Column1	Units Sold			
8	Product A	15604			
9	Product B	11300			
10	Product C	8544			
11	Product D	4320			
12	Product E	18022			
13	Product F	1900			
14	Product G	2388			
15					
16	Average	7745.666667			
17	Maximum	18022			

Resize Table

Select the new data range for your table:

=$A$7:$B$14

Note: The headers must remain in the same row, and the resulting table range must overlap the original table range.

OK Cancel

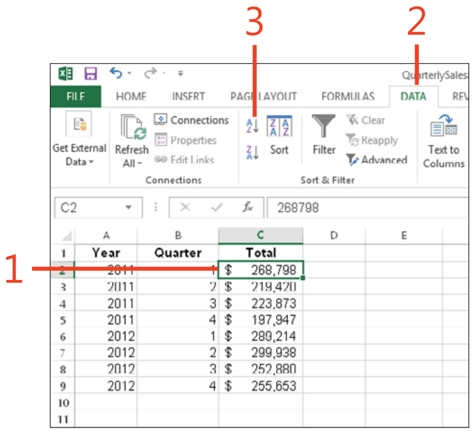
Sorting data

Because you can use Excel 2013 for more than just numbers, you might want to take advantage of it to store all kinds of information such as customer lists or inventory databases. You can use Excel's Sort tool to organize the information in your worksheet and sort it in a way that's meaningful for you.

Sorting is easy in Excel. You can choose an Ascending or Descending sort, or you can customize the process by sorting your information on the elements and in the order you specify.

Do a simple sort

1. Click any cell in the column of data that you want to sort.
2. Click the Data tab.
3. Follow either of these steps:
    - In the Sort & Filter group, click the Sort Ascending button.
    - In the Sort & Filter group, click the Sort Descending button.


3
2
1
QuarterlySales
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REV
Get External Data
Refresh All
Connections
Properties
Edit Links
Connections
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
C2
268798

	A	B	C
1	Year	Quarter	Total
2	2011	1	$ 268,798
3	2011	2	$ 219,420
4	2011	3	$ 223,873
5	2011	4	$ 197,947
6	2012	1	$ 289,214
7	2012	2	$ 299,938
8	2012	3	$ 252,880
9	2012	4	$ 255,653

TIP You can undo the sort by pressing Ctrl+Z immediately after sorting the data. You can also click Descending (if your first sort was Ascending) to reverse the order.

Create a custom sort

1 Select a cell in the data range or Excel table that you want to sort.

2 Click the Data tab.

3 Click Sort.

The Sort dialog box opens.

4 Click the Sort By arrow and select the criterion by which you want to sort.

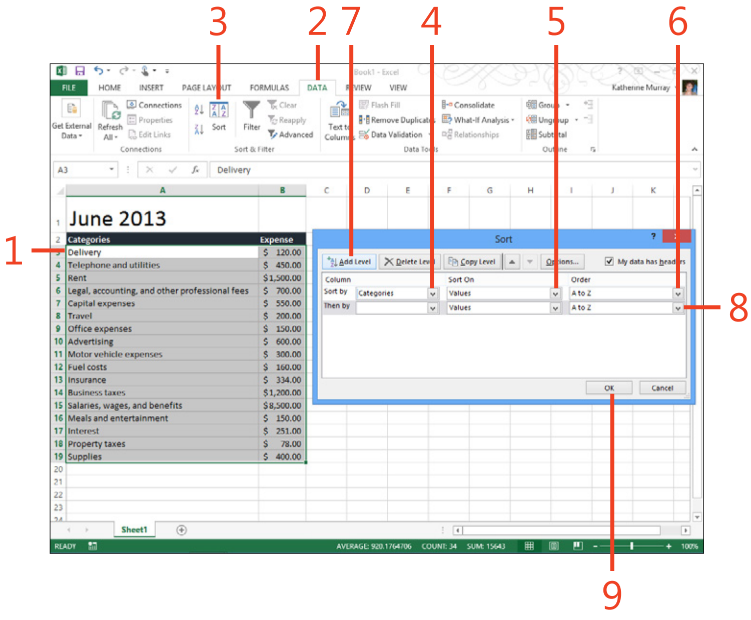
5 Click the Sort On arrow and select the criterion by which you want to sort.

6 Click the Order arrow and then select the order in which the column's values should be sorted.

7 Click Add Level.

8 If necessary, repeat steps 4–7 to set the columns and order for additional sorting rules.

9 Click OK.


3
2
7
4
5
6
1
8
9
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Katherine Murray
Get External Data
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Sort & Filter
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Data Tools
Consolidate
What-If Analysis
Relationships
Group
Ungroup
Subtotal
Outline
Sheet1
READY
AVERAGE: 920.1764706
COUNT: 34
SUM: 15643
100%

A3 Delivery

June 2013

Categories	Expense
Delivery	$ 120.00
Telephone and utilities	$ 450.00
Rent	$1,500.00
Legal, accounting, and other professional fees	$ 700.00
Capital expenses	$ 550.00
Travel	$ 200.00
Office expenses	$ 150.00
Advertising	$ 600.00
Motor vehicle expenses	$ 300.00
Fuel costs	$ 160.00
Insurance	$ 334.00
Business taxes	$1,200.00
Salaries, wages, and benefits	$8,500.00
Meals and entertainment	$ 150.00
Interest	$ 251.00
Property taxes	$ 78.00
Supplies	$ 400.00

Sort

Add Level | Delete Level | Copy Level | Options... | ☑ My data has headers

	Column	Sort On	Order
Sort by	Categories	Values	A to Z
Then by		Values	A to Z

OK | Cancel

TIP If you want to include the headers in the sort range of the data you're asking Excel to order, select the My Data Has Headers check box in the upper-right corner of the Sort dialog box. If you want to exclude the headers, click to clear the check box if necessary.

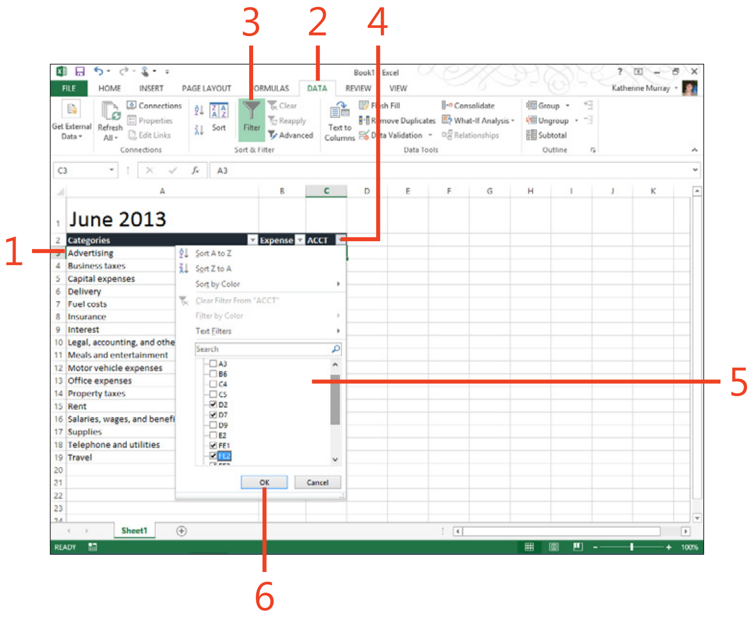
Filtering worksheet data

When you want to look at a subset of your data or display only data values related to a specific category of information, you can apply filters to that data. You use the Filter tool on the Data tab to instruct Excel 2013 as to how you want to filter the information on the worksheet. When you filter your data, the data items that don't meet the filter criteria are hidden temporarily so that you can view only the data you need.

You can also use *slicers* to filter your data in real time in a table format. Slicers are simple, graphical tables with which you can display your data in different ways without changing selections on the worksheet. Slicers are easy to add and can be an effective tool for showing how your data looks when filtered in different ways.

Filter selected data

1. Click any cell in the range that you want to filter.
2. Click the Data tab.
3. Click Filter.
4. Click the filter arrow for the column that contains the data you want to filter.
5. Select the check boxes adjacent to the values by which you want to filter the list.
6. Click OK.


3
2
4
1
5
6
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Get External Data
Refresh All
Connections
Properties
Edit Links
Sort
Filter
Clear
Reapply
Advanced
Text to Columns
Flash Fill
Remove Duplicates
Data Validation
Consolidate
What-If Analysis
Relationships
Group
Ungroup
Subtotal
Sort & Filter
Data Tools
Outline
Sort A to Z
Sort Z to A
Sort by Color
Clear Filter From "ACCT"
Filter by Color
Text Filters
Search
OK
Cancel
Sheet1
READY

June 2013

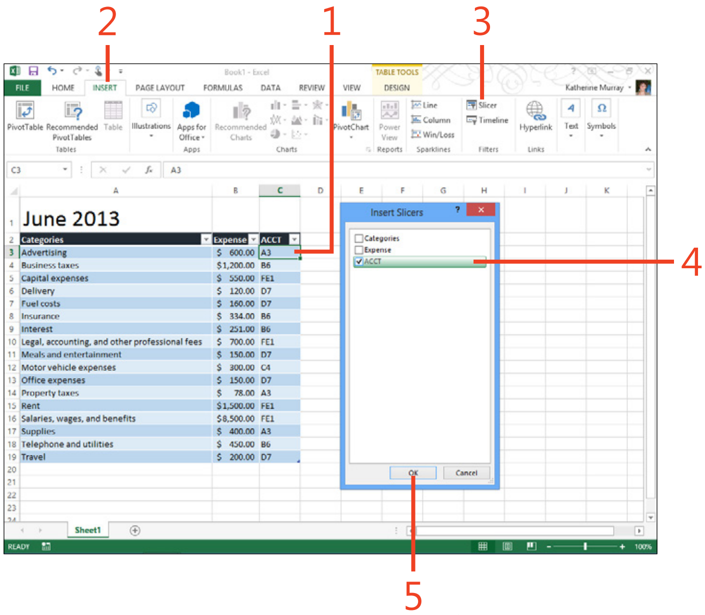
Categories	Expense	ACCT
Advertising		
Business taxes		
Capital expenses		
Delivery		
Fuel costs		
Insurance		
Interest		
Legal, accounting, and othe		
Meals and entertainment		
Motor vehicle expenses		
Office expenses		
Property taxes		
Rent		
Salaries, wages, and benefi		
Supplies		
Telephone and utilities		
Travel		

☐ A3
☐ B6
☐ C4
☐ C5
☑ D2
☑ D7
☐ D9
☐ E2
☑ FE1
☑ FE2

Use a slicer to filter a table

1. Click any cell in the Excel table that you want to filter.
2. Click the Insert tab.
3. Click Slicer.

   The Insert Slicers dialog box opens.
4. Select the check boxes adjacent to the fields for which you want to create a slicer.
5. Click OK.
6. Do any of the following steps:
   - Click an item to display just that item's values in the table.
   - Ctrl+click a second item to add it to the list of displayed values.
   - Click an item and then Shift+click another item to display every item between those two items.
   - Click the Clear Filter button to remove all filters applied by the slicer.
   - Right-click and hold the slicer and click the Remove menu item to delete the slicer.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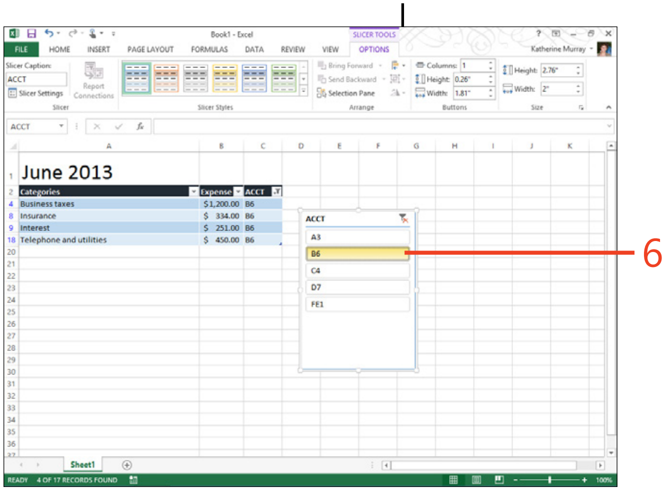
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
TABLE TOOLS
DESIGN
Book1 - Excel
Katherine Murray
PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Apps
Recommended Charts
Charts
PivotChart
Power View
Reports
Line
Column
Win/Loss
Sparklines
Slicer
Timeline
Filters
Hyperlink
Links
Text
Symbols
Insert Slicers
☐ Categories
☐ Expense
☑ ACCT
OK
Cancel
Sheet1
READY
100%

C3 | A3

June 2013

Categories	Expense	ACCT
Advertising	$ 600.00	A3
Business taxes	$1,200.00	B6
Capital expenses	$ 550.00	FE1
Delivery	$ 120.00	D7
Fuel costs	$ 160.00	D7
Insurance	$ 334.00	B6
Interest	$ 251.00	B6
Legal, accounting, and other professional fees	$ 700.00	FE1
Meals and entertainment	$ 150.00	D7
Motor vehicle expenses	$ 300.00	C4
Office expenses	$ 150.00	D7
Property taxes	$ 78.00	A3
Rent	$1,500.00	FE1
Salaries, wages, and benefits	$8,500.00	FE1
Supplies	$ 400.00	A3
Telephone and utilities	$ 450.00	B6
Travel	$ 200.00	D7

Cancel the slicer and return to full display


6
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
SLICER TOOLS
OPTIONS
Book1 - Excel
Katherine Murray
Slicer Settings
Report Connections
Slicer
Slicer Styles
Bring Forward
Send Backward
Selection Pane
Arrange
Buttons
Size
Sheet1
READY
4 OF 17 RECORDS FOUND
100%

Slicer Caption: ACCT

Columns: 1

Height: 0.26"

Width: 1.81"

Height: 2.76"

Width: 2"

June 2013

Categories	Expense	ACCT
Business taxes	$1,200.00	B6
Insurance	$ 334.00	B6
Interest	$ 251.00	B6
Telephone and utilities	$ 450.00	B6

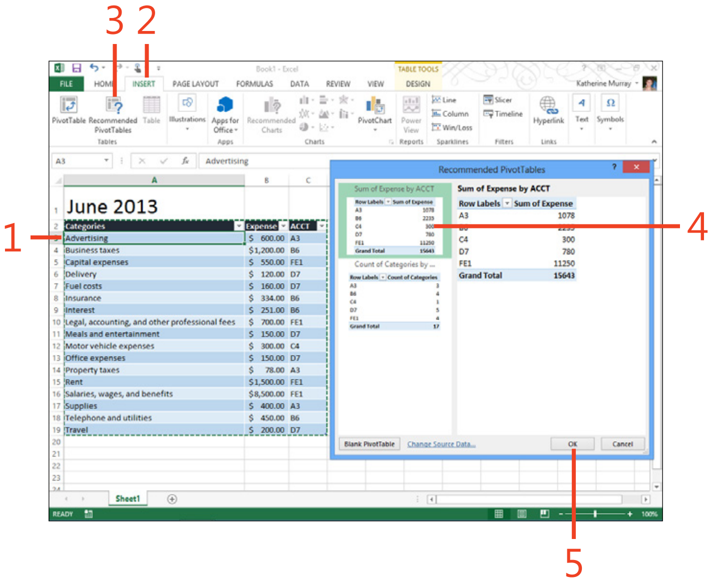
ACCT
- A3
- B6
- C4
- D7
- FE1

Creating PivotTables

PivotTables are powerful tools that can help you analyze your data in a variety of ways and from a variety of perspectives. You specify to Excel 2013 how you want to display the data in the PivotTable and then—here's the pivot part—you can easily change the data to display the information in different ways within the same table.

Create a recommended PivotTable

1. Click a cell within the range that you want to summarize.
2. Click the Insert tab.
3. Click Recommended PivotTables.
4. In the Recommended PivotTables dialog box that opens, click the PivotTable that you want to create.
5. Click OK.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FILE
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PAGE LAYOUT
FORMULAS
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REVIEW
VIEW
TABLE TOOLS
DESIGN
PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Apps
Recommended Charts
Charts
PivotChart
Power View
Reports
Line
Column
Win/Loss
Sparklines
Slicer
Timeline
Filters
Hyperlink
Links
Text
Symbols
Recommended PivotTables
Blank PivotTable
Change Source Data...
OK
Cancel
Sheet1
READY

A3 | Advertising

June 2013

Categories	Expense	ACCT
Advertising	$ 600.00	A3
Business taxes	$1,200.00	B6
Capital expenses	$ 550.00	FE1
Delivery	$ 120.00	D7
Fuel costs	$ 160.00	D7
Insurance	$ 334.00	B6
Interest	$ 251.00	B6
Legal, accounting, and other professional fees	$ 700.00	FE1
Meals and entertainment	$ 150.00	D7
Motor vehicle expenses	$ 300.00	C4
Office expenses	$ 150.00	D7
Property taxes	$ 78.00	A3
Rent	$1,500.00	FE1
Salaries, wages, and benefits	$8,500.00	FE1
Supplies	$ 400.00	A3
Telephone and utilities	$ 450.00	B6
Travel	$ 200.00	D7

Sum of Expense by ACCT

Row Labels	Sum of Expense
A3	1078
B6	2235
C4	300
D7	780
FE1	11250
Grand Total	15643

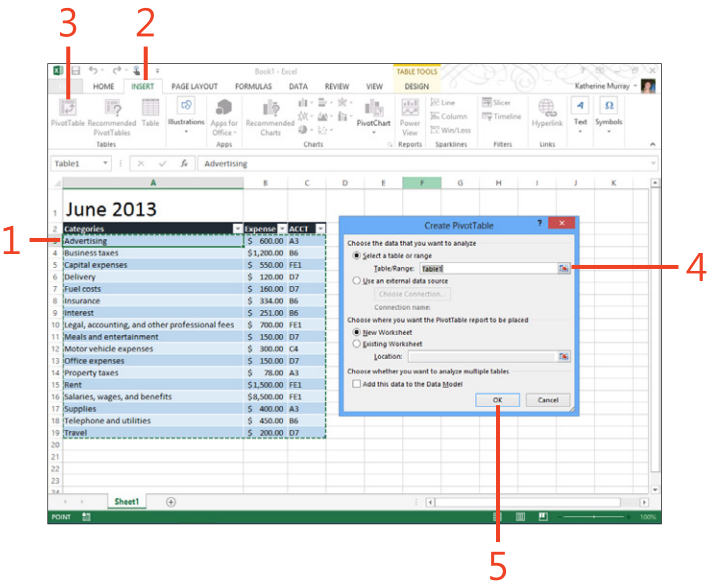
Count of Categories by ...

Row Labels	Count of Categories
A3	3
B6	4
C4	1
D7	5
FE1	4
Grand Total	17

TIP The great thing about adding a PivotTable to your worksheet is that you can pivot your data and look at it in different ways. Click the arrow in the upper-left corner of the table and choose the field that you want to use as the pivot for the table. Select the check boxes of items that you want to include in the table; your data will be filtered and displayed accordingly.

Create a PivotTable

1 Click a cell within the range that you want to summarize.
2 Click the Insert tab.
3 Click PivotTable.
4 Verify that the proper data range appears in the Table/Range box.
5 Click OK.
6 Drag a field to the Values area.
7 Drag other field headers to the Rows and Columns areas, as needed.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Book1 - Excel
TABLE TOOLS
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DESIGN
Katherine Murray
PivotTable
Recommended PivotTables
Table
Illustrations
Apps for Office
Recommended Charts
PivotChart
Power View
Line
Column
Win/Loss
Slicer
Timeline
Hyperlink
Text
Symbols
Tables
Apps
Charts
Reports
Sparklines
Filters
Links
Sheet1
POINT

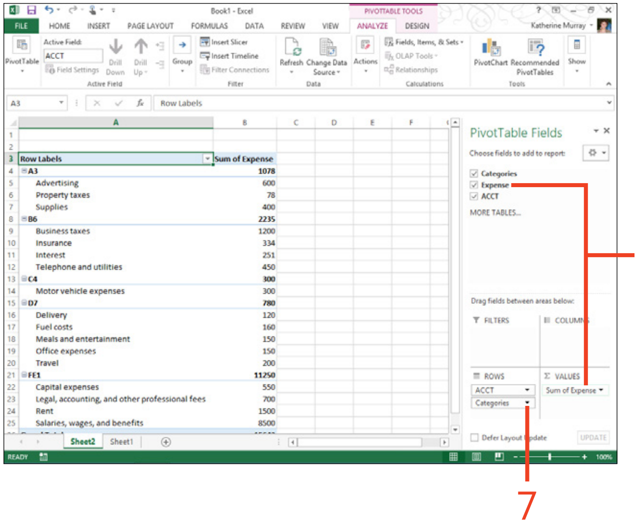
Table1 | Advertising

June 2013

Categories	Expense	ACCT
Advertising	$ 600.00	A3
Business taxes	$1,200.00	B6
Capital expenses	$ 550.00	FE1
Delivery	$ 120.00	D7
Fuel costs	$ 160.00	D7
Insurance	$ 334.00	B6
Interest	$ 251.00	B6
Legal, accounting, and other professional fees	$ 700.00	FE1
Meals and entertainment	$ 150.00	D7
Motor vehicle expenses	$ 300.00	C4
Office expenses	$ 150.00	D7
Property taxes	$ 78.00	A3
Rent	$1,500.00	FE1
Salaries, wages, and benefits	$8,500.00	FE1
Supplies	$ 400.00	A3
Telephone and utilities	$ 450.00	B6
Travel	$ 200.00	D7

Create PivotTable

Choose the data that you want to analyze
● Select a table or range
Table/Range: Table1
○ Use an external data source
Choose Connection...
Connection name:
Choose where you want the PivotTable report to be placed
● New Worksheet
○ Existing Worksheet
Location:
Choose whether you want to analyze multiple tables
☐ Add this data to the Data Model
OK Cancel


6
7
Book1 - Excel
PIVOTTABLE TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
ANALYZE
DESIGN
Katherine Murray
PivotTable
Active Field:
ACCT
Field Settings
Drill Down
Drill Up
Group
Insert Slicer
Insert Timeline
Filter Connections
Refresh
Change Data Source
Actions
Fields, Items, & Sets
OLAP Tools
Relationships
PivotChart
Recommended PivotTables
Show
Active Field
Filter
Data
Calculations
Tools
Sheet2
Sheet1
READY

A3 | Row Labels

Row Labels	Sum of Expense
A3	**1078**
Advertising	600
Property taxes	78
Supplies	400
B6	**2235**
Business taxes	1200
Insurance	334
Interest	251
Telephone and utilities	450
C4	**300**
Motor vehicle expenses	300
D7	**780**
Delivery	120
Fuel costs	160
Meals and entertainment	150
Office expenses	150
Travel	200
FE1	**11250**
Capital expenses	550
Legal, accounting, and other professional fees	700
Rent	1500
Salaries, wages, and benefits	8500

PivotTable Fields
Choose fields to add to report:
☑ Categories
☑ Expense
☑ ACCT
MORE TABLES...
Drag fields between areas below:
FILTERS
COLUMNS
ROWS: ACCT, Categories
VALUES: Sum of Expense
☐ Defer Layout Update
UPDATE

TIP To change your PivotTable, click any cell in the data area of the PivotTable, and then on the PivotTable Tools Analyze tab, choose Field Settings. Choose Field Settings in the Active Field group, and the Value Field Settings dialog box appears. If you want to change the format of numbers in the PivotTable, click the Number Format button and choose a different format in the Format Number dialog box. If you want to change the data source the table is using to create the PivotTable, in the Data group, click Change Data Source and choose a different table to use as the basis for your PivotTable. When you're done making changes, test out the table to ensure that it shows your data to your satisfaction.

Viewing data instantly with Quick Analysis

Quick Analysis is a new feature in Excel 2013 with which you can apply different analysis tools to the data you've selected on your worksheet. It's easy to use and can show you at a glance what trends are appearing in the information you're gathering.

Apply Quick Analysis

1 In an open Excel workbook, drag to select the cell range that you want to analyze.

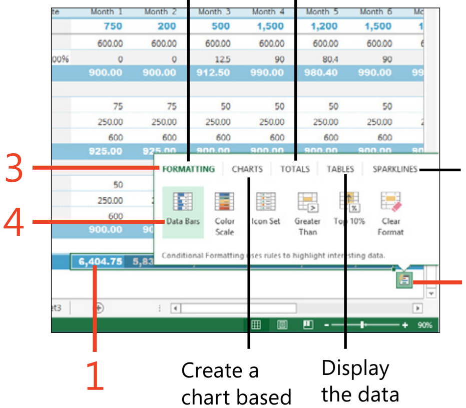
The Quick Analysis tool appears just below and to the right of the range you selected.

2 Click the Quick Analysis tool.

A palette of tools appears, showing you different options for analyzing the selected data. You can choose to apply conditional formatting tools, display the data as a chart, use Total functions, display the data in tables, or add sparklines to show data trends.

3 Click the desired category.

4 Click the analysis tool that you want to apply.


FORMATTING
CHARTS
TOTALS
TABLES
SPARKLINES
Data Bars
Color Scale
Icon Set
Greater Than
Top 10%
Clear Format
Conditional Formatting uses rules to highlight interesting data.
3
4
2
1

Apply conditional formatting

Apply total functions to the data

Add sparklines to show data trends

Create a chart based on selected data

Display the data in a table or create a blank PivotTable

Collaborating and finishing your presentation in PowerPoint 2013

13

Today more than ever, we're working together on projects. We share documents, look over each other's worksheets, and add comments, images, and content to team presentations. This kind of share-the-work ethic makes reaching deadlines easier (usually) and it also means that our favorite tools need to have collaboration features.

Microsoft PowerPoint 2013 makes it easy for you to work collaboratively on a presentation, whether you each have defined roles (as in, "I'll write the text; you do the pictures") or you are reviewing each other's work as you go. Moreover, you can collaborate easily, even if you don't all work in the same geographical location or you're scattered across the globe. This section introduces you to the collaboration features available in PowerPoint and shows you how to put all the finishing touches on the presentation you are preparing.

In this section:

- Commenting on a presentation
- Sharing your presentation with colleagues
- Co-authoring presentations in real time
- Previewing your presentation
- Timing the presentation
- Incorporating speaker notes
- Printing presentation materials
- Presenting live
- Navigating your presentation
- Packaging your presentation
- Broadcasting your presentation online
- Saving your presentation as a video

Commenting on a presentation

Comments make it possible for you to add notes, ask questions, and make suggestions that might improve presentations you work on with your team. With PowerPoint, you can easily add, respond to, and move among comments in the Comments pane. Now, in PowerPoint 2013, the comment conversations are threaded so that replies indent within the original comment post, which makes it easy to see and respond to the comment you want.

Add a comment

1 Display the slide to which you want to add a comment.

2 Click the Review tab.

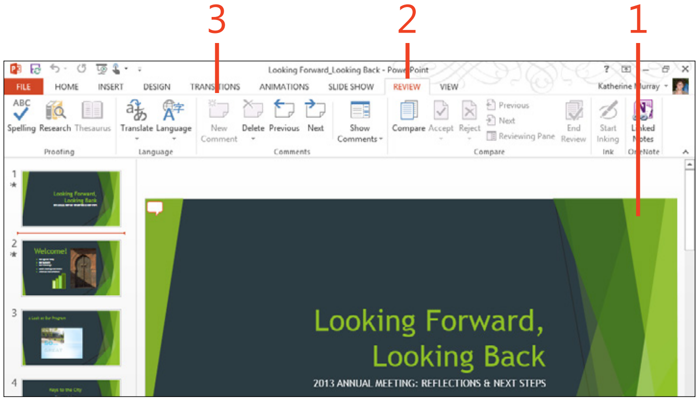
3 In the Comments group, click New Comment.

The Comments pane appears on the right side of the slide window.

4 Type the comment that you want to add.

Your profile picture appears to the left of the comment, making it easy for people to see at a glance who has added the comment. (PowerPoint uses the profile picture associated with your Microsoft Account.)

5 Close the Comments pane by clicking the Close tool.


3
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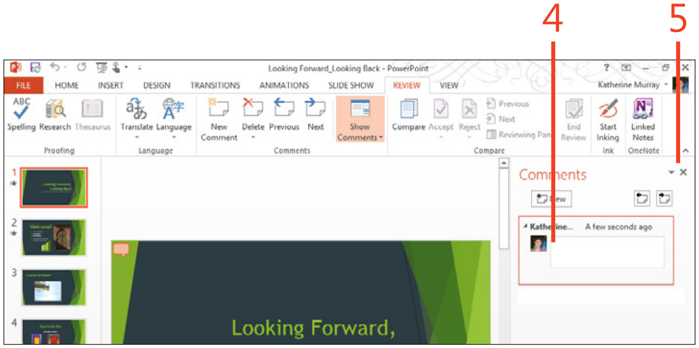
1
Looking Forward_Looking Back - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
Spelling
Research
Thesaurus
Translate
Language
New Comment
Delete
Previous
Next
Show Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Start Inking
Linked Notes
Proofing
Language
Comments
Compare
Ink
OneNote
Looking Forward,
Looking Back
2013 ANNUAL MEETING: REFLECTIONS & NEXT STEPS


4
5
Looking Forward_Looking Back - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
Spelling
Research
Thesaurus
Translate
Language
New Comment
Delete
Previous
Next
Show Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Start Inking
Linked Notes
Proofing
Language
Comments
Compare
Ink
OneNote
Comments
New
Katherine...
A few seconds ago
Looking Forward,

TIP If you want to view the comments in the Comments pane you can display it (and alternately, hide it again) at any time by clicking Show Comments in the Comments group on the Review tab.

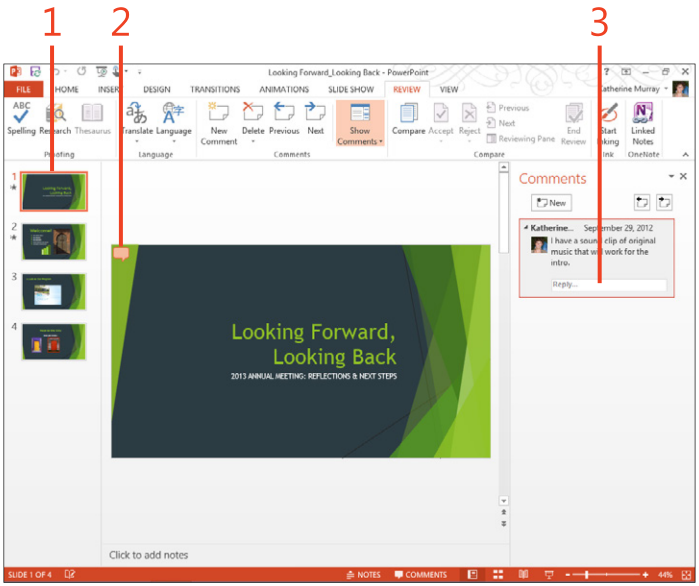
Respond to a comment

1. Navigate to the slide that has the comment to which you want to respond.
2. Click the Comment icon on the slide.

   The Comments pane opens.

3. Click in the Reply box, type your response, and then press the Enter key or tap outside the comment.

   PowerPoint indents the response within the original comment so that you can easily read through all conversations related to the initially posted comment.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Looking Forward_Looking Back - PowerPoint
FILE
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INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
Spelling
Research
Thesaurus
Translate
Language
New Comment
Delete
Previous
Next
Show Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Start Inking
Linked Notes
Comments
New
Reply...
Click to add notes
SLIDE 1 OF 4
NOTES
COMMENTS
44%

Katherine... September 29, 2012
I have a sound clip of original music that will work for the intro.

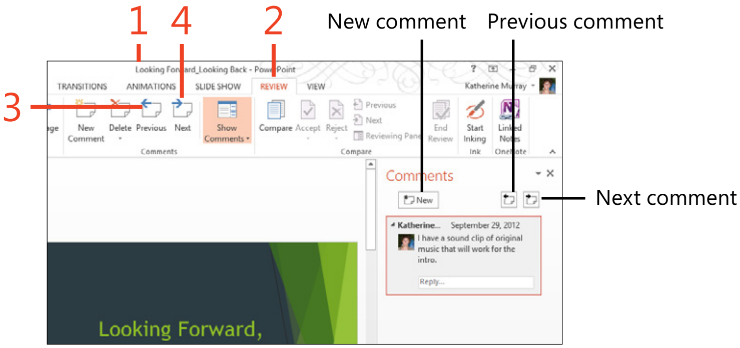
Looking Forward,
Looking Back
2013 ANNUAL MEETING: REFLECTIONS & NEXT STEPS

Navigate comments

1. Display the presentation that you want to use.
2. Click the Review tab.
3. Click Previous to move to a previous comment in the presentation.

   The comment opens in the Comments pane on the right side of the PowerPoint window.

4. Click Next to move to the next comment in the presentation.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New comment
Previous comment
Next comment
Looking Forward_Looking Back - PowerPoint
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
New Comment
Delete
Previous
Next
Show Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Start Inking
Linked Notes
Comments
New
Reply...
Looking Forward,

Katherine... September 29, 2012
I have a sound clip of original music that will work for the intro.

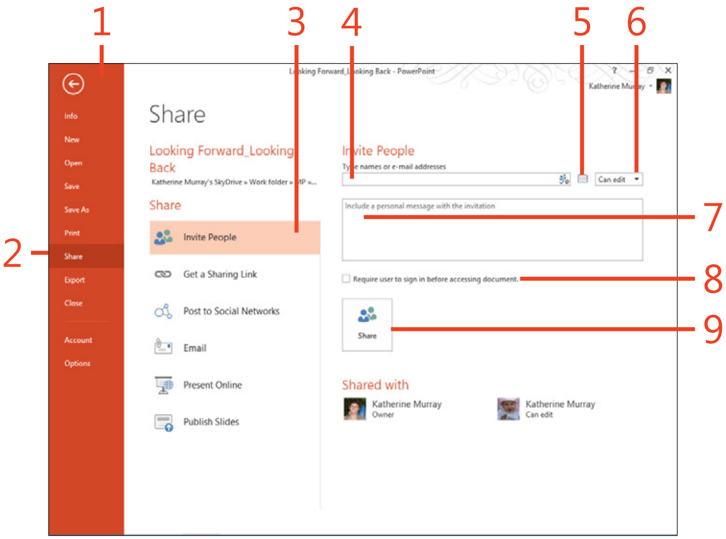
Sharing your presentation with colleagues

Sharing files is easy when you're working in the cloud. Because PowerPoint 2013 by default connects to your SkyDrive account, you can easily post and share files that you want others to review by inviting them to see the file in the cloud. You can also email a shared file to others, which stores the master copy of the file in the cloud so that you can all work on the file together online and then let PowerPoint synchronize all the changes for you.

Invite others to share your presentation

1. Open the presentation that you want to share and click File to display the Backstage view.
2. Click the Share tab.
3. Choose Invite People.

   The Invite People pane opens on the right side of the Backstage view.
4. Type the name of people whom you want to invite to view the presentation.
5. Alternatively, click the Address Book icon, choose the names of contacts from the displayed list, and then click OK.
6. Click the arrow to choose whether you want to allow invited participants to view and edit or only to view your presentation.
7. Type a message to send to those you are inviting.
8. If you want your colleagues to sign in before they view your presentation, select the Require Users To Sign-In Before Accessing Document check box.
9. Click Share.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Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
Looking Forward_Looking Back
Katherine Murray's SkyDrive » Work folder » MP »...
Share
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Publish Slides
Invite People
Type names or e-mail addresses
Can edit
Include a personal message with the invitation
Require user to sign in before accessing document.
Share
Shared with
Katherine Murray
Owner
Katherine Murray
Can edit

Email the presentation to others

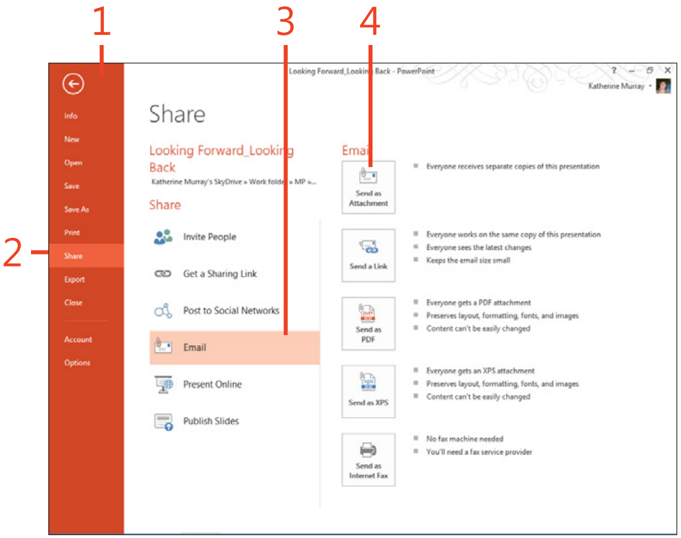
1. Display the presentation that you want to email and click the File tab to display the Backstage view.
2. Click the Share tab.
3. Choose Email.

   The Email pane appears on the right, offering you five different ways to email the presentation: Send As Attachment, Send A Link, Send As PDF, Send As XPS, and Send As Internet Fax.

4. Click your choice (for example, Send As Attachment).

   A blank email message window opens with your presentation displayed as an attachment.

5. Enter the email address of the people to whom you want to email the presentation in the To line.
6. Add a message, if you'd like.
7. Click Send to send the message with your presentation attached.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Looking Forward_Lookin Back - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
Looking Forward_Looking Back
Katherine Murray's SkyDrive » Work folde » MP »...
Share
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Publish Slides
Emai
Send as Attachment
Send a Link
Send as PDF
Send as XPS
Send as Internet Fax

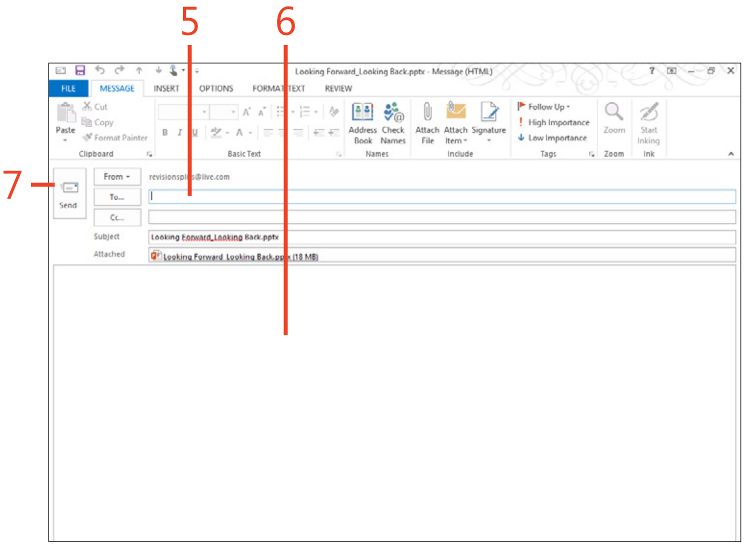
- Everyone receives separate copies of this presentation

- Everyone works on the same copy of this presentation
- Everyone sees the latest changes
- Keeps the email size small

- Everyone gets a PDF attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

- Everyone gets an XPS attachment
- Preserves layout, formatting, fonts, and images
- Content can't be easily changed

- No fax machine needed
- You'll need a fax service provider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Looking Forward_Looking Back.pptx - Message (HTML)
FILE
MESSAGE
INSERT
OPTIONS
FORMAT TEXT
REVIEW
Paste
Cut
Copy
Format Painter
Clipboard
Basic Text
Address Book
Check Names
Names
Attach File
Attach Item
Signature
Include
Follow Up
High Importance
Low Importance
Tags
Zoom
Zoom
Start Inking
Ink
Send
From
To...
Cc...

From revisionspl s@live.com

Subject Looking Forward_Looking Back.pptx

Attached Looking Forward_Looking Back.pp x (18 MB)

Co-authoring presentations in real time

When you invite others to share your presentation, they can open the file and work on it—even if you're already in there editing. You do this type of co-authoring in the cloud, and PowerPoint 2013 keeps track of the changes being made so no change you or your co-authors make is lost or overwritten.

Open a shared presentation

1 Click the File tab to display the Backstage view.

2 Click Open.

3 Choose the online location where your shared presentation is stored.

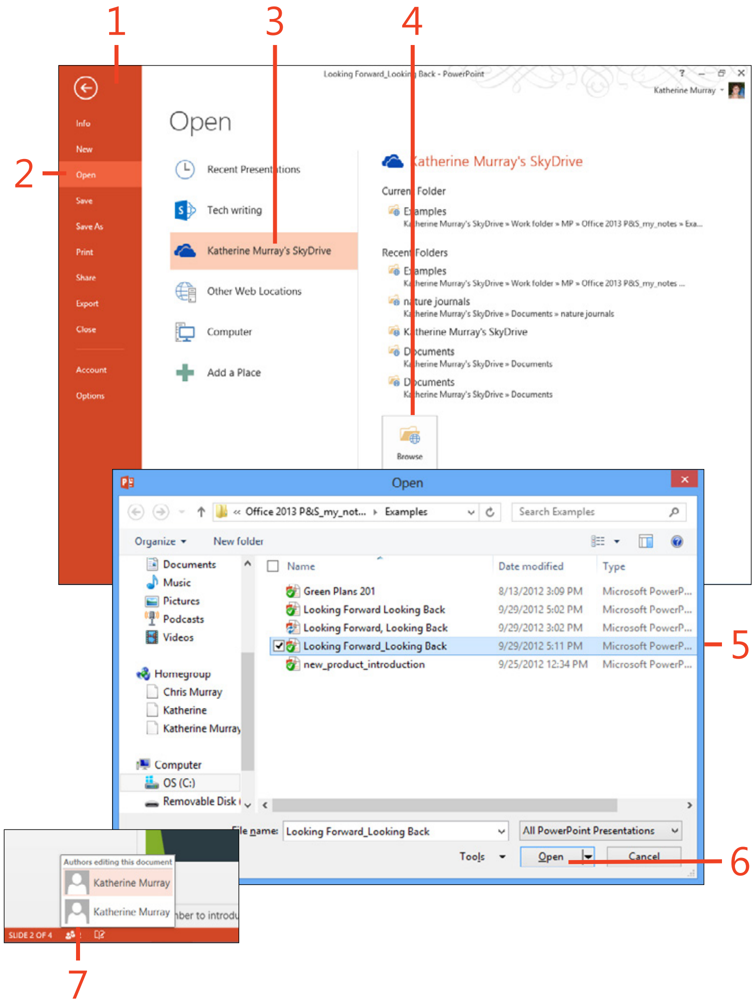
4 If necessary, click Browse to look through folders and files in your cloud space.

5 Click the folder containing the file that you want to use and select the file.

6 Click Open.

The presentation opens on your screen. The co-authoring indicator in the status bar shows you how many people are currently working on the presentation.

7 Hover the mouse over or tap the indicator in the status bar of the PowerPoint window to see who else is working on the presentation.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Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Open
Recent Presentations
Tech writing
Katherine Murray's SkyDrive
Other Web Locations
Computer
Add a Place
Katherine Murray's SkyDrive
Current Folder
Examples
Katherine Murray's SkyDrive » Work folder » MP » Office 2013 P&S_my_notes » Exa...
Recent Folders
Examples
Katherine Murray's SkyDrive » Work folder » MP » Office 2013 P&S_my_notes ...
nature journals
Katherine Murray's SkyDrive » Documents » nature journals
Katherine Murray's SkyDrive
Documents
Katherine Murray's SkyDrive » Documents
Documents
Katherine Murray's SkyDrive » Documents
Browse
Open
« Office 2013 P&S_my_not... › Examples
Search Examples
Organize
New folder
Documents
Music
Pictures
Podcasts
Videos
Homegroup
Chris Murray
Katherine
Katherine Murray
Computer
OS (C:)
Removable Disk
Tools
Open
Cancel
Authors editing this document
Katherine Murray
Katherine Murray
SLIDE 2 OF 4

Name	Date modified	Type
Green Plans 201	8/13/2012 3:09 PM	Microsoft PowerP...
Looking Forward Looking Back	9/29/2012 5:02 PM	Microsoft PowerP...
Looking Forward, Looking Back	9/29/2012 3:02 PM	Microsoft PowerP...
☑ Looking Forward_Looking Back	9/29/2012 5:11 PM	Microsoft PowerP...
new_product_introduction	9/25/2012 12:34 PM	Microsoft PowerP...

File name: Looking Forward_Looking Back

All PowerPoint Presentations

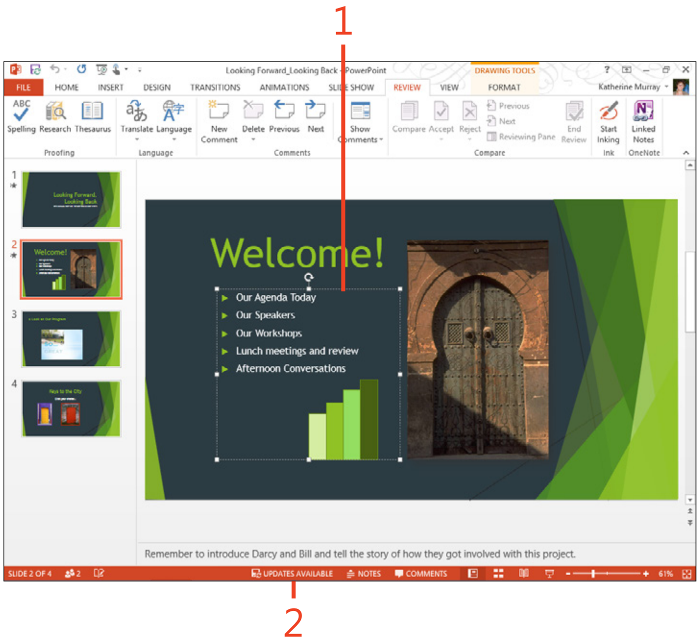
Co-author a presentation

1. Make any changes you want to make in the presentation.

   When any other author saves changes, PowerPoint lets you know that updates are available.

2. Click Updates Available.

   PowerPoint displays a message box alerting you that when you save the document, it will be updated with the changes others have made.


1
Looking Forward_Looking Back - PowerPoint
DRAWING TOOLS
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
FORMAT
Katherine Murray
Spelling
Research
Thesaurus
Translate
Language
New Comment
Delete
Previous
Next
Show Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Start Inking
Linked Notes
Proofing
Language
Comments
Compare
Ink
OneNote
SLIDE 2 OF 4
UPDATES AVAILABLE
NOTES
COMMENTS
61%
2

Welcome!

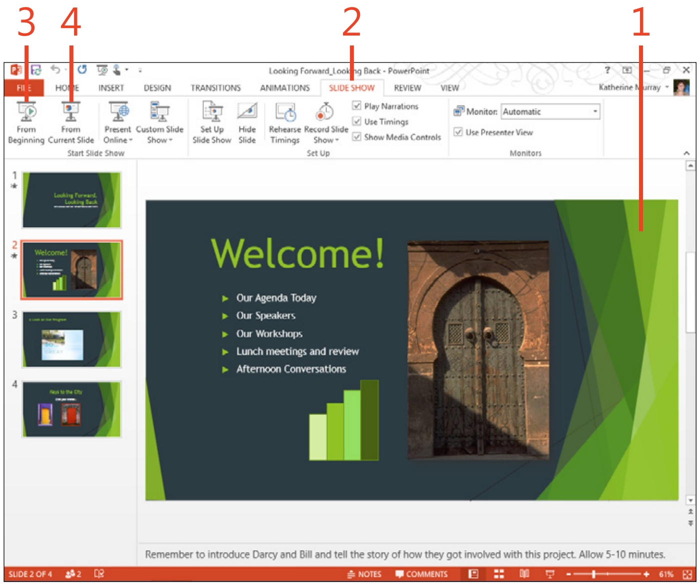
- Our Agenda Today
- Our Speakers
- Our Workshops
- Lunch meetings and review
- Afternoon Conversations

Remember to introduce Darcy and Bill and tell the story of how they got involved with this project.

TIP You can contact a co-author while you're working by clicking the name of the person in the indicator on the status bar. Your co-author's contact information appears, and you can choose to send an instant message, email, or call the person directly.

Previewing your presentation

You can easily preview your presentation before giving it live by choosing From Beginning or From Current Slide in the Start Slide Show group on the Slide Show tab. You can choose to view the entire presentation or check out the slides from the current slide onward. You can also use Slide Sorter view to get a bird's-eye view of your slides and rearrange them as you like.


3
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1
Looking Forward_Looking Back - PowerPoint
FILE
HOME
INSERT
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TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
From Beginning
From Current Slide
Present Online
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
Play Narrations
Use Timings
Show Media Controls
Set Up
Monitor: Automatic
Use Presenter View
Monitors
SLIDE 2 OF 4
NOTES
COMMENTS
61%

Welcome!

- Our Agenda Today
- Our Speakers
- Our Workshops
- Lunch meetings and review
- Afternoon Conversations

Remember to introduce Darcy and Bill and tell the story of how they got involved with this project. Allow 5-10 minutes.

Preview your presentation

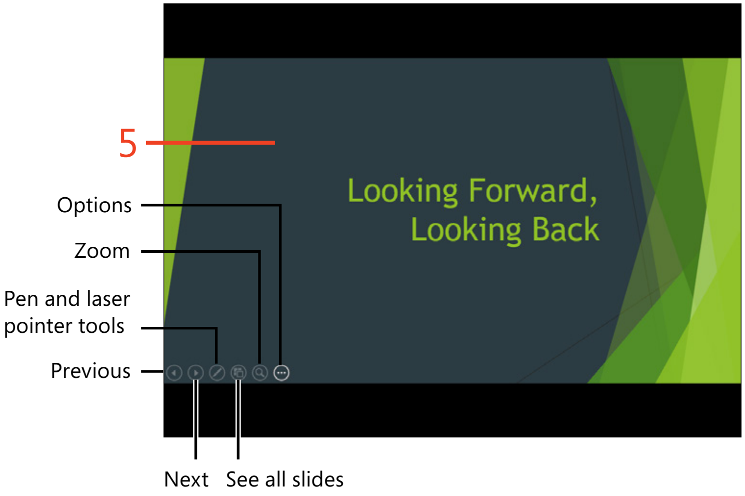
1. Open the presentation that you want to preview.
2. Click the Slide Show tab.
3. If you want to display the entire slide show, in the Start Slide Show group, click From Beginning.
4. To view the presentation from the current point onward, choose From Current Slide.

   The presentation begins to play. The slides will advance depending on the method you selected: timed advancement or advancing only when you click the mouse.

5. Move the mouse pointer or swipe in the lower-left corner of the preview window.

   You can use the navigation controls to move among the different slides and change the way the presentation is viewed and annotated.

6. Press the Esc key to end the slide show and return to normal view (not pictured). If you're using a touch device, end the slide show by tapping the screen and then tapping the Exit Presentation tool in the far right side of the presentation toolbar.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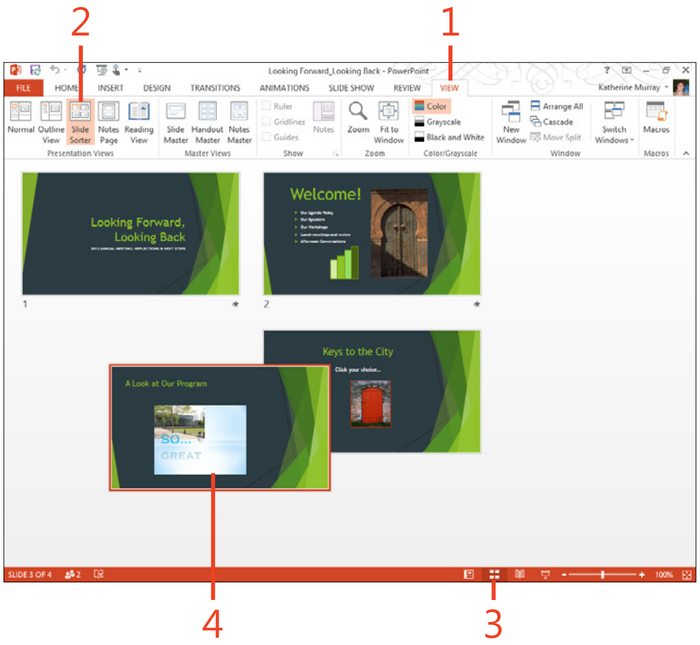
Options
Zoom
Pen and laser pointer tools
Previous
Next
See all slides

Looking Forward, Looking Back

Reorder slides in Slide Sorter view

1. Click the View tab.
2. In the Presentation Views group, choose Slide Sorter.
3. Alternatively, click Slide Sorter in the view controls area.
4. Drag the slide that you want to move to a new location.

   The other slides in your presentation adjust to accommodate the moved slide. Release the slide when it positioned where you want it to appear.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Looking Forward_Looking Back - PowerPoint
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Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Notes
Zoom
Fit to Window
Zoom
Color
Grayscale
Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Window
Switch Windows
Macros
Macros
Looking Forward, Looking Back
Welcome!
Keys to the City
A Look at Our Program
SO... GREAT
SLIDE 3 OF 4
100%
4
3

TIP

TIP If you're using the mouse, you can move multiple slides by pressing and holding the Ctrl key while you click additional slides. When you drag the selection to a new area, all of the selected slides are moved together to the new location.

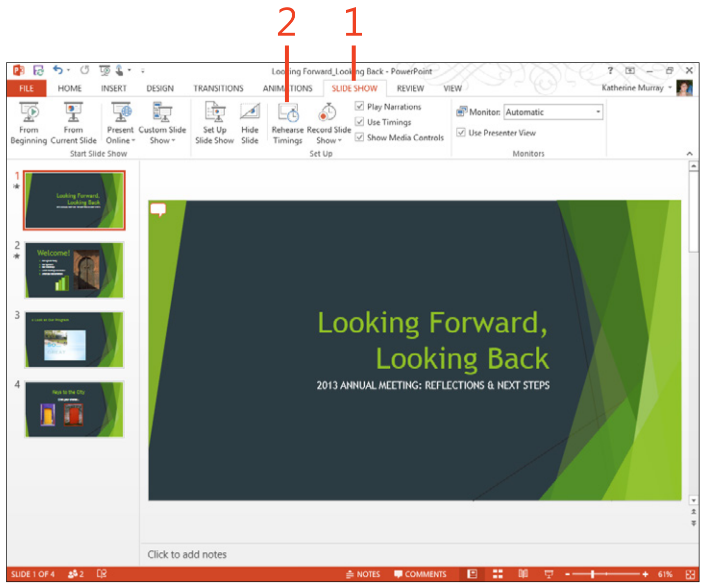
Timing the presentation

For some presentations, you might want to control the advance of every slide by clicking. For other presentations, you might want slides to advance automatically after a predefined amount of time. You can use the Rehearse Timings tool in PowerPoint 2013 to practice the timing of your presentation and record the advance of your slides as you go.

Time the presentation

1. Open the presentation that you want to time and click the Slide Show tab.
2. In the Set Up group, choose Rehearse Timings.

   The presentation begins to play, and the Recording toolbar appears in the upper-left corner of the screen.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Katherine Murray
From Beginning
From Current Slide
Present Online
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
☑ Play Narrations
☑ Use Timings
☑ Show Media Controls
Set Up
Monitor: Automatic
☑ Use Presenter View
Monitors
Looking Forward, Looking Back
2013 ANNUAL MEETING: REFLECTIONS & NEXT STEPS
Click to add notes
SLIDE 1 OF 4
NOTES
COMMENTS
61%

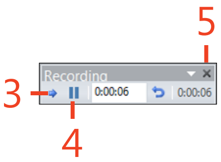
3 Click Next when you are ready to advance either to the next animation or, if there are no animations on your slide, to the next slide.

4 Click Pause to suspend recording.

A message box appears indicating that the recording has been paused. When you're ready to continue, click Resume Recording.

5 Click the Close button when you're done recording timings.

PowerPoint displays a message box asking whether you want to keep the new slide timings. Click Yes to save your new settings or No to cancel the timing values.



CAUTION If you choose to save the timings you recorded during the rehearsal, any timing values you entered manually in the Timing group of the Transitions tab will be replaced with the new values.

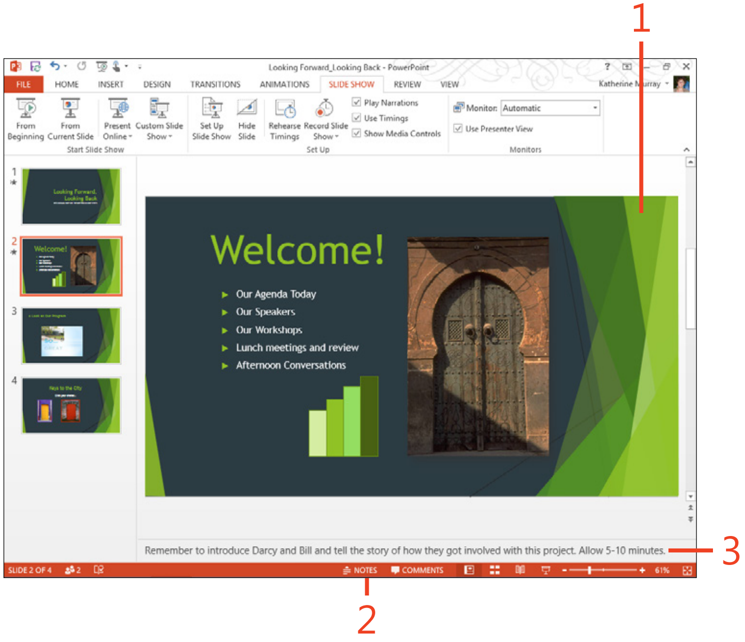
Incorporating speaker notes

Most of us want some kind of notes—either printed or electronic—when we have to give a presentation, lead a meeting, or give a speech. PowerPoint 2013 gives you two ways to add notes to your presentation. First, in normal view, you can add notes beneath the slide to remind you of points that you want to cover when that slide is being displayed. You can also use Notes Pages view to display a page that shows the slide at the top of the page and notes at the bottom. When you enter notes in either view, the notes you add appear in Presentation View when you're presenting live.

Add speaker notes

1. In Normal view, display the slide to which you want to add notes.
2. In the status bar at the bottom of the screen, click Notes.

   The Notes area opens at the bottom of Normal view.
3. Type the notes that you want to add to the slide.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Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
☑ Play Narrations
☑ Use Timings
☑ Show Media Controls
Set Up
Monitor: Automatic
☑ Use Presenter View
Monitors
Welcome!
Our Agenda Today
Our Speakers
Our Workshops
Lunch meetings and review
Afternoon Conversations
SLIDE 2 OF 4
NOTES
COMMENTS
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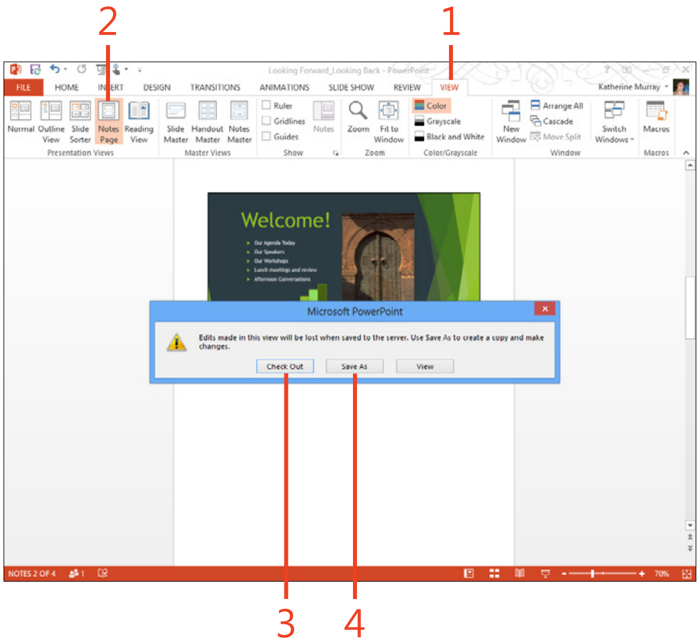
2

Remember to introduce Darcy and Bill and tell the story of how they got involved with this project. Allow 5-10 minutes.

TIP To print the notes you added in Notes Pages view, click File to display the Backstage view and choose Print. In the Settings area of the Print screen, choose the arrow to the right of Full Page Slides. A gallery opens, listing the different layout options you have for slide and handout printing. Click Notes Pages; PowerPoint displays the notes pages you created in the preview area on the right side of the Print screen. Finish setting print options and click Print to print your notes pages.

Create notes pages

1. Click the View tab.
2. In the Presentations Views group, choose Notes Page. PowerPoint displays a message box alerting you that your notes will be lost when saved to the server (meaning your SkyDrive or SharePoint cloud storage).
3. If you want to Check Out the file (this is for SharePoint cloud storage only), click Check Out.
4. If you want to save the file to your computer, click Save As and choose the folder on your computer in which you want to save the file and then click Save.
5. On the Notes page, type the notes that you want to add for the current slide.
6. Click to increase the size of the page if necessary.
7. Display additional slides in Notes Page view by scrolling down through the file.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Normal
Outline View
Slide Sorter
Notes Page
Reading View
Presentation Views
Slide Master
Handout Master
Notes Master
Master Views
Ruler
Gridlines
Guides
Show
Zoom
Fit to Window
Color
Grayscale
Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Welcome!
Microsoft PowerPoint
NOTES 2 OF 4
70%
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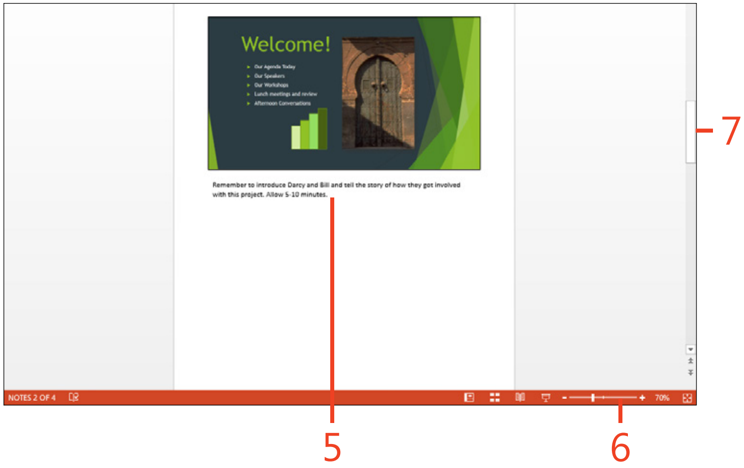
4

Edits made in this view will be lost when saved to the server. Use Save As to create a copy and make changes.

Check Out
Save As
View


Welcome!
7
NOTES 2 OF 4
70%
5
6

Remember to introduce Darcy and Bill and tell the story of how they got involved with this project. Allow 5-10 minutes.

TIP In Presenter View, you can see the notes you added in the notes area so that you can refer to them as you present.

Printing presentation materials

As you're preparing the materials you need for the final presentation, you will probably want to print handouts for audience members. You might also want to have some printed slides available to share with people who request them. You can easily print all slides or a range of slides and produce handouts that share the essence of your presentation with those who want to see it in printed form.

Print slides

1 Save the presentation that you want to print and click File to display the Backstage view.

2 Click Print.

3 Choose the printer that you want to use.

4 Choose which slides you want to print.

5 Alternatively, enter the range of slides that you want to print (for example, 4–5).

6 If you're printing multiple copies of your slides, choose how (or whether) you want the pages to be collated.

7 Select whether you want to print the slides in color, grayscale, or black and white.

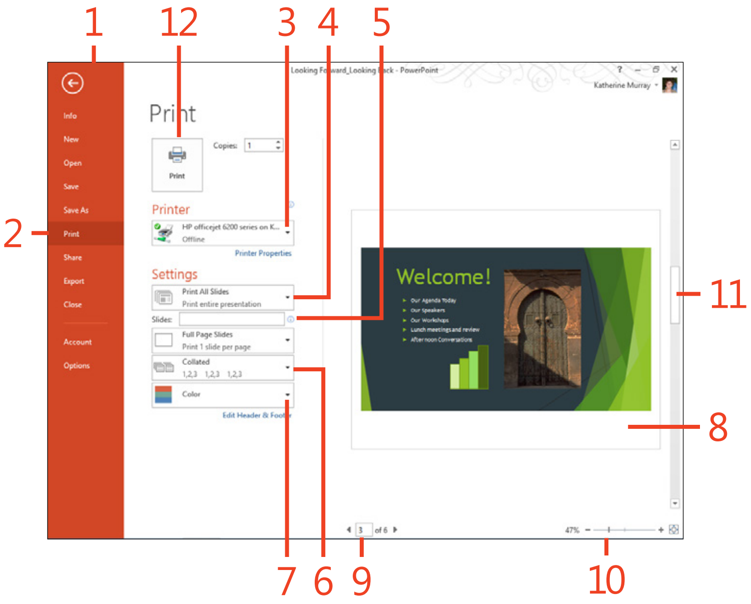
8 Preview your slides in the print preview area.

9 Browse through the various slides.

10 Change the size of the previewed slide.

11 Scroll through the presentation.

12 Click Print to send the slides to the printer.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Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
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Open
Save
Save As
Print
Share
Export
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Account
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Print
Print
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Printer
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Offline
Printer Properties
Settings
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Print entire presentation
Slides:
Full Page Slides
Print 1 slide per page
Collated
1,2,3 1,2,3 1,2,3
Color
Edit Header & Footer
Welcome!
Our Agenda Today
Our Speakers
Our Workshops
Lunch meetings and review
Afternoon Conversations
3 of 6
47%

Prepare handouts

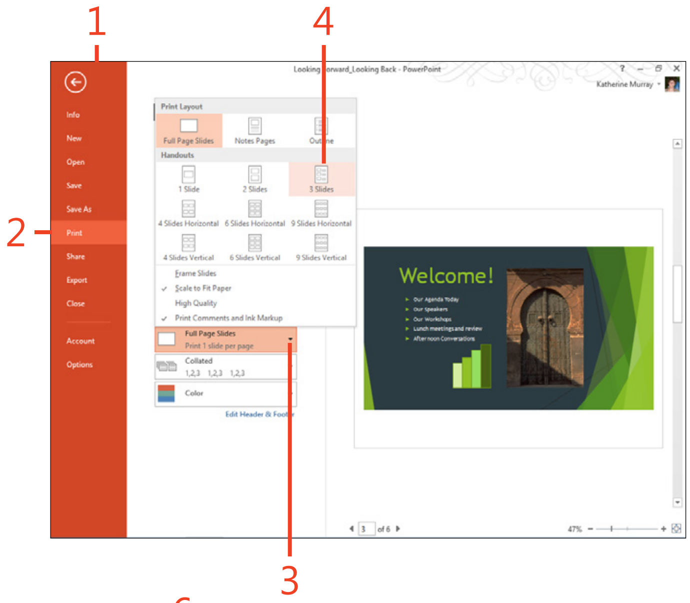
1. Click File to display the Backstage view.
2. Click Print.
3. Click the arrow to the right of Full Page Slides.

   A gallery of options opens.

4. Select the way you'd like your handouts to display the slides in your presentation.

   You can choose to have one, two, three, four, six, or nine slides on a printed page.

5. Choose whether you want to print the handouts in color, grayscale, or black and white.
6. Click Print to print the handouts.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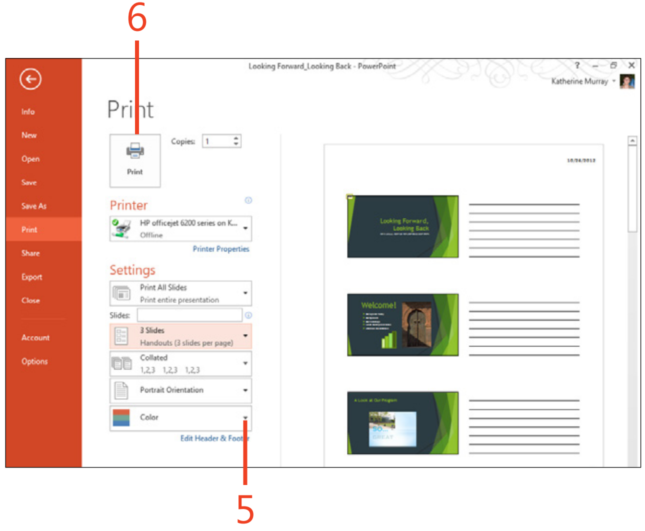
Options
Print Layout
Full Page Slides
Notes Pages
Outline
Handouts
1 Slide
2 Slides
3 Slides
4 Slides Horizontal
6 Slides Horizontal
9 Slides Horizontal
4 Slides Vertical
6 Slides Vertical
9 Slides Vertical
Frame Slides
Scale to Fit Paper
High Quality
Print Comments and Ink Markup
Full Page Slides
Print 1 slide per page
Collated
1,2,3 1,2,3 1,2,3
Color
Edit Header & Footer
Welcome!
1 of 6
47%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Looking Forward_Looking Back - PowerPoint
Katherine Murray
Print
Copies: 1
Print
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HP officejet 6200 series on K...
Offline
Printer Properties
Settings
Print All Slides
Print entire presentation
Slides:
3 Slides
Handouts (3 slides per page)
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Color
Edit Header & Footer
Looking Forward, Looking Back
Welcome!

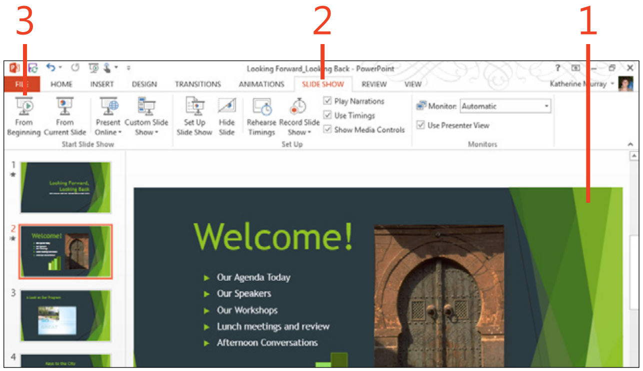
Presenting live

PowerPoint 2013 makes it easier than ever to present with the introduction the new Presenter View feature. Presenter View brings together all the elements you need in one handy dashboard interface that is visible only to you, the presenter. You can see the slide your audience is viewing and write on the slide using pen and laser tools. Also with Presenter View, you can move among all your slides easily, see which slide is next in queue, and read your slide notes while you present.

Display Presenter View

1. Open the file that you want to present.
2. Click the Slide Show tab.
3. In the Start Slide Show group, click From Beginning to start the slide show.
4. Move the pointer to the lower-left corner of the display to reveal the navigation controls. Click the Options tool.
5. Click Show Presenter View.

   Presenter View opens on your screen, but it is not visible to your audience.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Looking Forward_Looking Back - PowerPoint
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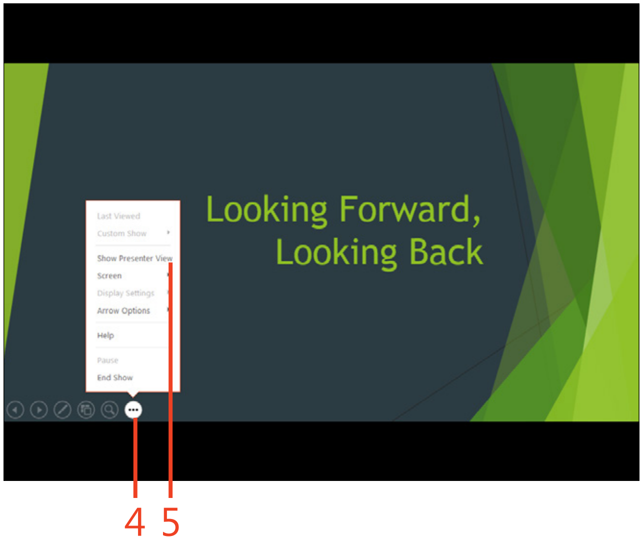
Katherine Murray
From Beginning
From Current Slide
Present Online
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Rehearse Timings
Record Slide Show
Play Narrations
Use Timings
Show Media Controls
Set Up
Monitor: Automatic
Use Presenter View
Monitors
Welcome!
Our Agenda Today
Our Speakers
Our Workshops
Lunch meetings and review
Afternoon Conversations


Looking Forward,
Looking Back
Last Viewed
Custom Show
Show Presenter View
Screen
Display Settings
Arrow Options
Help
Pause
End Show
4
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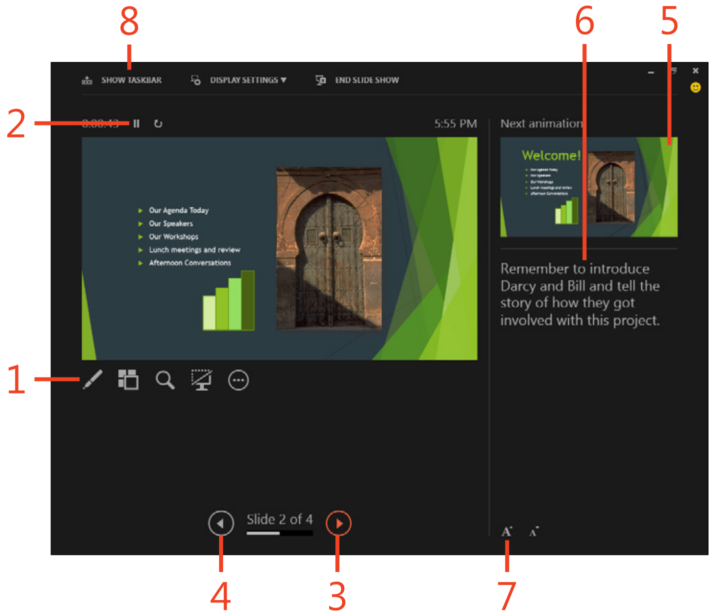
Use Presenter View

1. Click to select the pen tool and draw on the current slide.
2. Pause the presentation.
3. Display the next slide.
4. Display the previous slide.
5. See the next slide that will be displayed.
6. Review your presentation notes.
7. Enlarge the font used to display slide notes.
8. Show the Windows taskbar so that you can switch between programs.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Next animation
Our Agenda Today
Our Speakers
Our Workshops
Lunch meetings and review
Afternoon Conversations
Welcome!
1
Slide 2 of 4
4
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7

Remember to introduce Darcy and Bill and tell the story of how they got involved with this project.

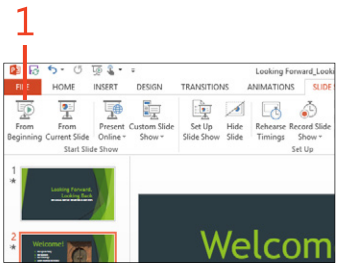
Navigating your presentation

Presenter View gives you an easy way to move through your presentation while keeping all the information you need right there in one dashboard on your screen. You can easily move forward or back through your presentation and even display a navigation grid that lets you move directly to the slides you choose. If you want to call special attention to an area on the slide you are presenting, you can use Slide Zoom to focus your audience's attention on specific slide elements.

Use the navigation grid

1. Click the Slide Show tab, and then in the Start Slide Show group, choose From Beginning.
2. Move the pointer to or tap the lower-left corner of the screen to reveal the navigation tools.
3. Click the Navigation Grid tool.

   Your slides appear in a grid format.
4. Click the slide that you want to display next.
5. Use the Zoom control if necessary to make the slide grid larger or smaller.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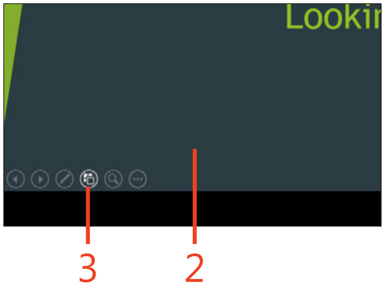

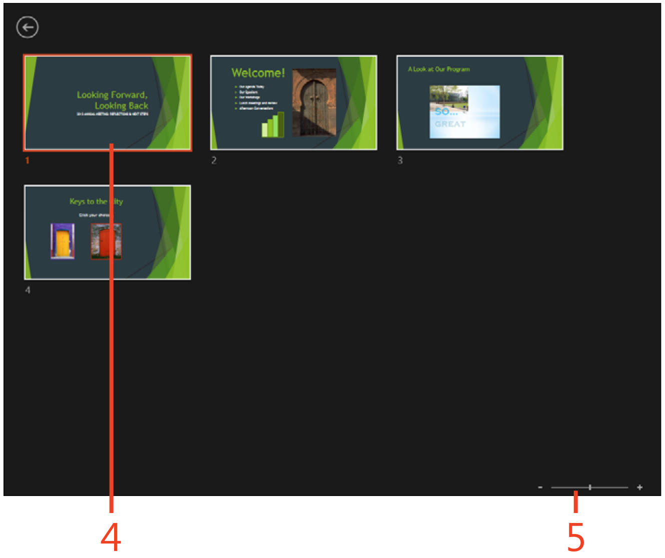
Looking Forward, Looking Back
Welcome!
A Look at Our Program
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Focus audience attention with slide zoom

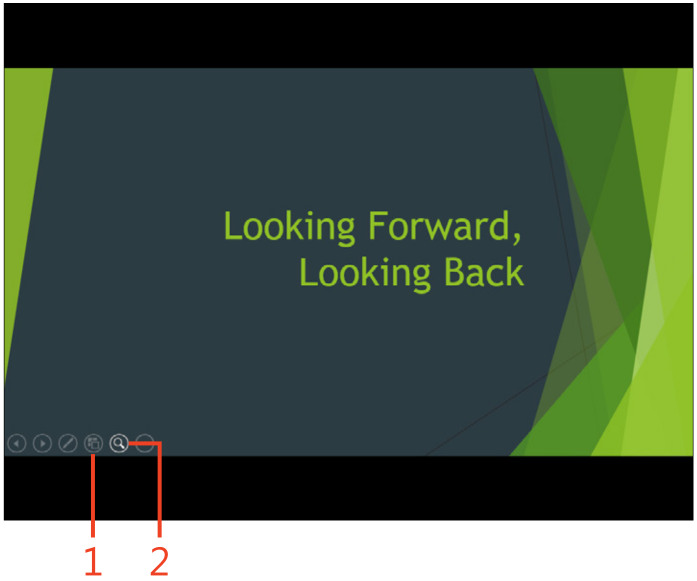
1. Click From Beginning to start the slide show and then display the navigation tools in the lower-left corner of the screen.
2. Click the Zoom tool.

   A rectangular area appears on your screen that you can move to frame the area you want to enlarge.

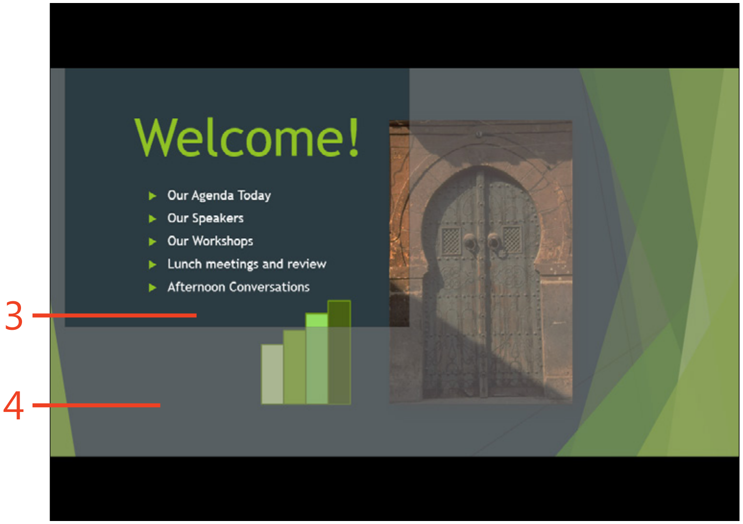
3. Drag the selection rectangle to the portion of the slide that you want to zoom in on and click the screen.

   PowerPoint magnifies that area of the slide.

4. To return the slide to normal display, right-click anywhere on the magnified area.



Looking Forward,
Looking Back



Welcome!

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TIP The Navigation Grid is not visible to your audience. You can use it as needed to move back and forth among slides in your presentation.

TIP The Zoom tool is available to you only if you're using the mouse during the presentation. If you're in touch mode, you can zoom the presentation and return it to normal display by using the pinch gesture on your touchscreen device.

Packaging your presentation

When all is said and done, you probably want to save all the good work you did on a stellar presentation. You can package your presentation and save it to a CD-ROM to be used again at a later date. You can also publish your slides to a folder of your choosing so that you can use the slides, or the entire presentation, again in the future.

Package your presentation

1. Choose the presentation that you want to package for CD and click the File tab to display the Backstage view.
2. Click the Export tab.

   The Export options appear in the Backstage view.

3. Click Package Presentation For CD.
4. Click Package For CD.

   The Package For CD dialog box opens.

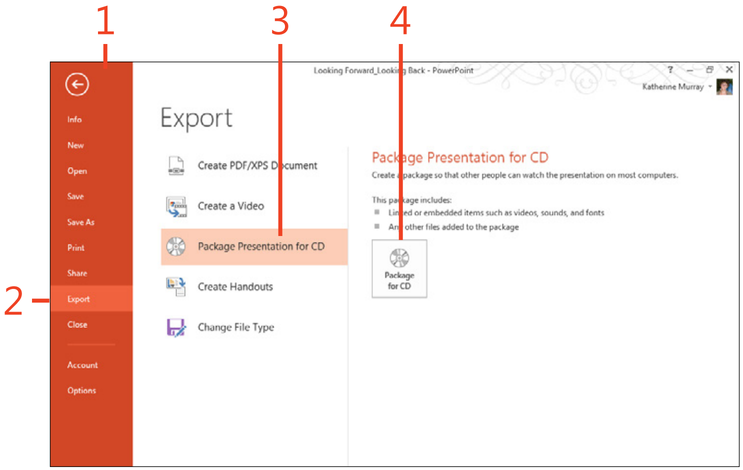
5. Enter a name for the CD.
6. Click Options if you want to choose whether to link or embed files or assign a password to the packaged presentation. Click OK after you enter your choices.
7. Click Copy To Folder if you want to copy the packaged files to a folder on your computer.

   The Copy To Folder dialog box opens, in which you can choose a location and click OK.

8. Click Copy To CD to copy the files to the CD.

   PowerPoint displays a message box asking whether you want to include the linked files in the presentation. Click Yes to complete the copy procedure.

9. Click Close to close the Package For CD dialog box.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Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
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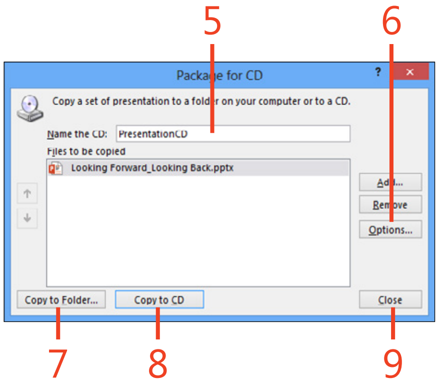
Account
Options
Export
Create PDF/XPS Document
Create a Video
Package Presentation for CD
Create Handouts
Change File Type
Package for CD

Package Presentation for CD

Create a package so that other people can watch the presentation on most computers.

This package includes:

- Linked or embedded items such as videos, sounds, and fonts
- Any other files added to the package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Package for CD
Add...
Remove
Options...
Copy to Folder...
Copy to CD
Close
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9

Copy a set of presentation to a folder on your computer or to a CD.

Name the CD: PresentationCD

Files to be copied

Looking Forward_Looking Back.pptx

Publish your slides

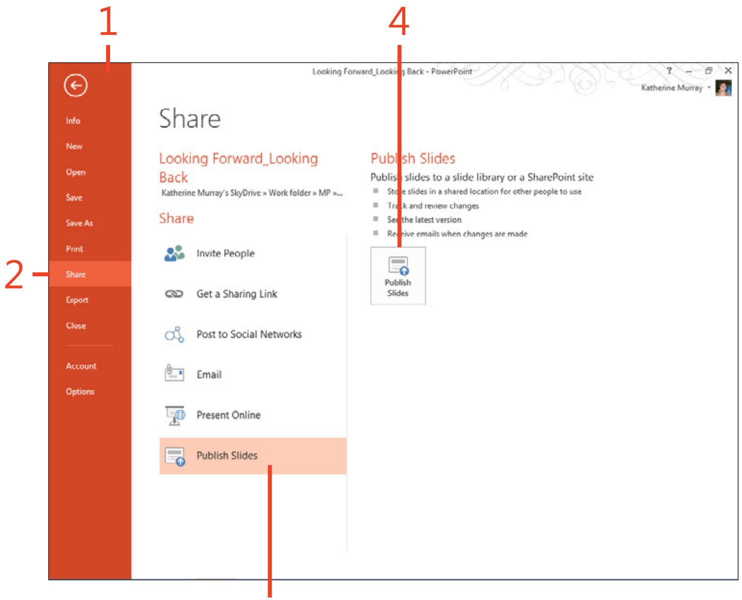
1. Click the File tab to display the Backstage view.
2. Click the Share tab.
3. Choose Publish Slides.

   The right panel appears, describing what you can do with published slides.

4. Click the Publish Slides button.

   The Publish Slides dialog box opens.

5. Select the check boxes of the slides you want to publish. Alternatively, click Select All to select all slides in the presentation.
6. Click Browse to choose a location to which you will publish the slides. In the Select A Slide Library dialog box, choose the folder in which you want to save the slides and then click Select.
7. Click Publish to publish the files to the location you specified.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Get a Sharing Link
Post to Social Networks
Email
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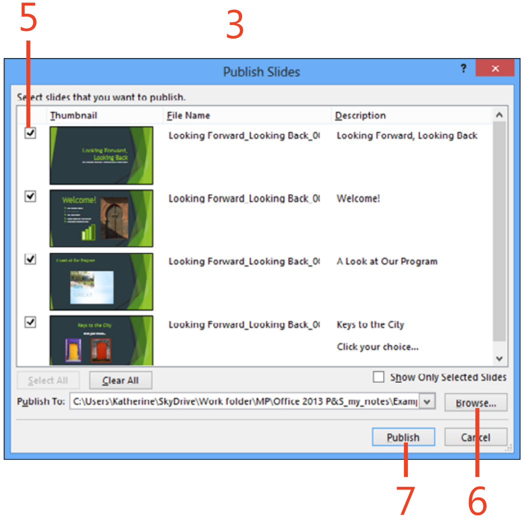
Publish Slides
Publ sh Slides
Publish Slides

Publis slides to a slide library or a SharePoint site

- Sto e slides in a shared location for other people to use
- Tra k and review changes
- See the latest version
- Re eive emails when changes are made


5
7
6
Publish Slides
Select All
Clear All
☐ Show Only Selected Slides
Browse...
Publish
Cancel

Se ect slides that you want to publish.

	Thumbnail	File Name	Description
☑		Looking Forward_Looking Back_0	Looking Forward, Looking Back
☑		Looking Forward_Looking Back_0	Welcome!
☑		Looking Forward_Looking Back_0	A Look at Our Program
☑		Looking Forward_Looking Back_0	Keys to the City Click your choice...

Publish To: C:\Users\Katherine\SkyDrive\Work folder\MP\Office 2013 P&S_my_notes\Exam

Saving your presentation as a video

A great way to create an auto-playing presentation for others is to create a video of the presentation itself. This is great for those times when you can't be there in person to give the presentation. Instead, people can watch your presentation as a video they access online or on CD.

Create a video

1 Save all changes in your presentation and click File to display the Backstage view.

2 Click Export.

3 Choose Create A Video.

The Create A Video pane appears on the right side of the Backstage view.

4 Click to choose the format for the video.

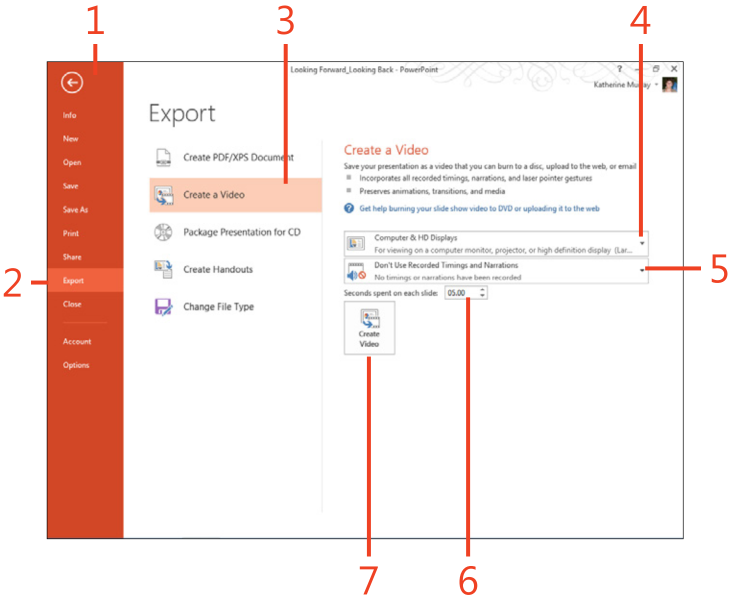
You can select Computer & HD Displays, which saves the file so that it can be viewed on a computer or other high-definition display; Internet & DVD, which saves the presentation in a form suitable for the web or a standard DVD; or Portable Devices, which saves the presentation in a form optimized for devices running Microsoft Zune.

5 Click to choose whether you want to use the timings and narrations you've included with the presentation.

6 If you opt not to use the timings saved with the presentation, you can specify the amount of time that you want to assign to the display of each slide.

7 Click Create Video.

PowerPoint displays the Save As dialog box, in which you can choose the folder where you want to store the video.


1
3
4
2
5
7
6
Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Export
Create PDF/XPS Document
Create a Video
Package Presentation for CD
Create Handouts
Change File Type
Create Video

Create a Video

Save your presentation as a video that you can burn to a disc, upload to the web, or email

- Incorporates all recorded timings, narrations, and laser pointer gestures
- Preserves animations, transitions, and media

Get help burning your slide show video to DVD or uploading it to the web

Computer & HD Displays
For viewing on a computer monitor, projector, or high definition display (Lar...

Don't Use Recorded Timings and Narrations
No timings or narrations have been recorded

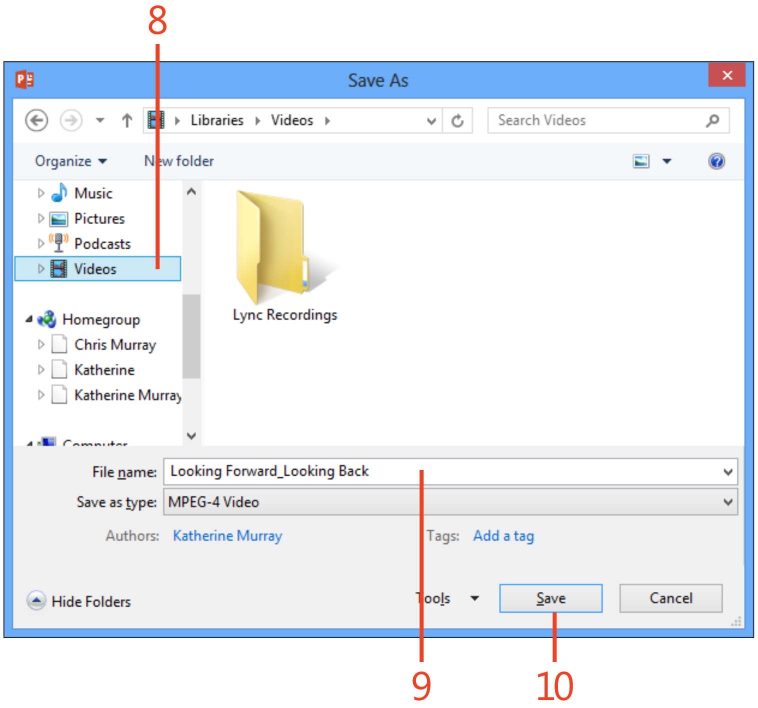
Seconds spent on each slide: 05.00

8 Choose the folder for the video.

9 Enter a new name for the file, if necessary.

10 Click Save.

PowerPoint saves the video to the folder you selected.


8
Save As
Libraries
Videos
Search Videos
Organize
New folder
Music
Pictures
Podcasts
Videos
Homegroup
Chris Murray
Katherine
Katherine Murray
Computer
Lync Recordings
Hide Folders
Tools
Save
Cancel
9
10

File name: Looking Forward_Looking Back

Save as type: MPEG-4 Video

Authors: Katherine Murray

Tags: Add a tag

Broadcasting your presentation online

Another great way to share your finished presentation is to broadcast it live online. The great thing about this feature is that the people viewing your presentation don't even need Office 2013 in order to participate. Because the presentation is displayed on the web, anyone with a web browser can use the link you sent and view the live presentation.

Present your presentation online

1. Display the presentation that you want to use and click File to display the Backstage view.
2. Click the Share tab.
3. Choose Present Online.

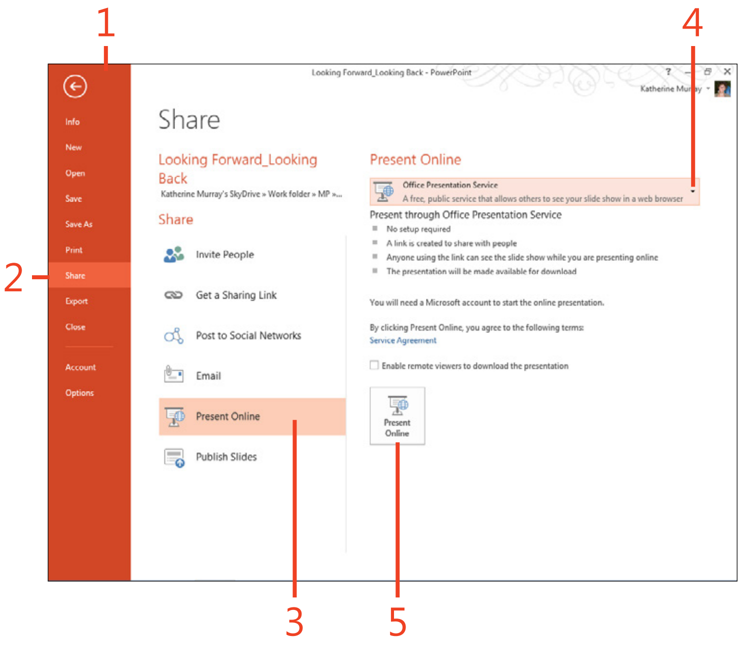
   The Present Online panel opens on the right side of the screen.

4. Click the arrow to choose the presentation service that you want to use.

   Choose Microsoft Lync if the colleagues with whom you want to share the presentation are all Lync contacts; choose Office Presentation Service if people viewing your presentation will be viewing your presentation in their browser windows.

5. Click Present Online.
6. If you choose the Office Presentation Service, the Present Online dialog box asks you to agree to the service's agreement. Click Connect.

TIP If you choose Office Presentation Service, others will be able to view your presentation on the web, even if they don't have Office 2013 installed.


1
4
2
3
5
Looking Forward_Looking Back - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
Looking Forward_Looking Back
Katherine Murray's SkyDrive » Work folder » MP »...
Share
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Publish Slides
Present Online
Office Presentation Service
Present Online

A free, public service that allows others to see your slide show in a web browser

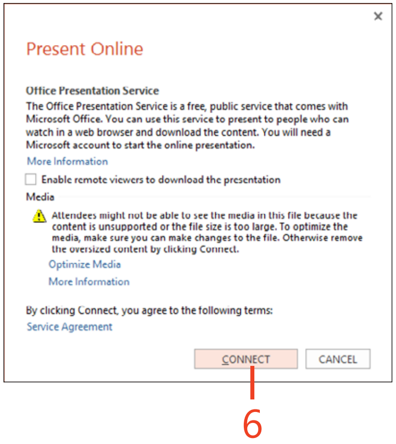
Present through Office Presentation Service

- No setup required
- A link is created to share with people
- Anyone using the link can see the slide show while you are presenting online
- The presentation will be made available for download

You will need a Microsoft account to start the online presentation.

By clicking Present Online, you agree to the following terms:
Service Agreement

☐ Enable remote viewers to download the presentation


Present Online
Office Presentation Service
More Information
Media
Optimize Media
More Information
Service Agreement
CONNECT
CANCEL
6

The Office Presentation Service is a free, public service that comes with Microsoft Office. You can use this service to present to people who can watch in a web browser and download the content. You will need a Microsoft account to start the online presentation.

☐ Enable remote viewers to download the presentation

Attendees might not be able to see the media in this file because the content is unsupported or the file size is too large. To optimize the media, make sure you can make changes to the file. Otherwise remove the oversized content by clicking Connect.

By clicking Connect, you agree to the following terms:

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About the Author

Katherine Murray has been writing about Microsoft Office since the earliest version was available, way back in the dark ages of DOS. She loves the new minimalist design in Office 2013 and is a faithful cloud enthusiast, sharing folders and files with editors, friends, and family all over the globe. She's also a "tech-everywhere" kind of person who enjoys the flexibility of being able to work on her desktop, laptop, tablet, or phone—no matter where she may be. In addition to her long-time tech writing, Katherine is the publications coordinator for Quaker Earthcare Witness (*www.quakerearthcare.org*), where she uses Microsoft Office and Adobe technologies to create, publish, and share print and online communications. Additionally, Katherine is a contributor to Windows Secrets (*www.windowsecrets.com*) and CNET's TechRepublic, and she is also the author of *Microsoft Office Professional 2013 for Touch Devices Plain & Simple*, *Microsoft Word 2013 Inside Out*, and many other technical books.

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