Your easy, colorful,
SEE-HOW guide!

Microsoft

Plain & Simple

# Microsoft Office Professional 2013 for Touch Devices

Katherine Murray

Microsoft

Microsoft

# Office Professional 2013 for Touch Devices Plain & Simple

*Katherine Murray*

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*To every person like me who wilts in the office on beautiful summer afternoons, yearning to get outside. This book is for you!*

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# Designing, editing, and saving a worksheet in Excel 2013

# 9

If your work involves numbers—adding them, projecting them, managing them, or sharing them—the chances are good that you'll be working with Microsoft Excel 2013. Whether you need to create, review, or update simple or elaborate workbooks (Excel documents), you'll find the tools in Excel will help you zip through worksheets easily, no matter what device you use.

Excel 2013 includes new features that, similar to those you'll find in the other Microsoft Office apps, help you work basically anywhere, on any device. The new Excel Start experience makes it simple for you to choose a predesigned worksheet template, open an existing file, or whip up a blank worksheet, ready for data. This chapter introduces you to some of the key tasks you'll do with Excel.

## In this section:

- Getting started with Excel
- Creating a new workbook
- Exploring the Excel window
- Adding and importing worksheet data
- Applying a theme
- Formatting worksheet data
- Inserting pictures
- Adding charts
- Filtering chart data
- Saving and protecting a workbook
- Sharing a worksheet
- Tracking changes
- Exporting worksheet data

## Getting started with Excel

A number of the new features in Excel 2013 help simplify your work, whether you're on the road or sitting at your desk. When you start Excel 2013 in Windows 8, the Start screen appears in which you can choose the file you want to create or use.

The Excel 2013 window has a new, clean design that offers just the tools you need, when you need them. Minibars and galleries make finding those tools easy, and recommendations for charts and PivotTables to help you choose the right way to showcase your data. What's more, you can easily save your worksheet to the cloud and share it with others in a variety of ways.

Your first step involves starting Excel and creating a new, blank workbook. It's a simple task in Windows 8: just swipe and tap, and you're ready to go.

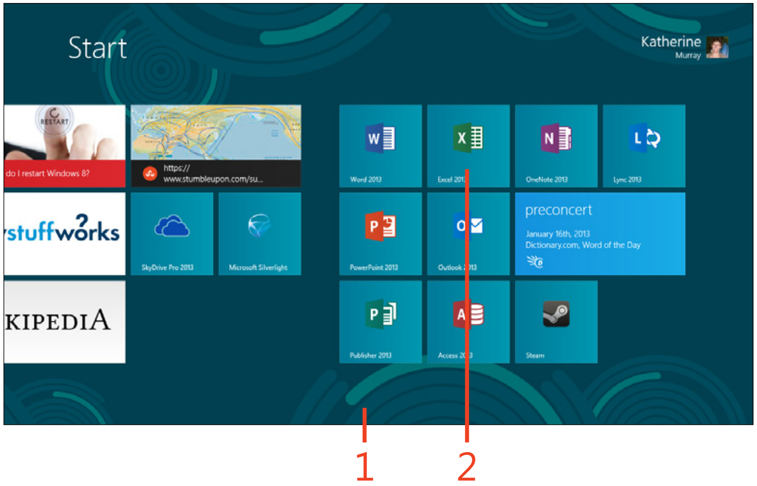
## What's new in Excel 2013?

Here's a quick look at the new features you'll find in Excel 2013:

- **Get going quickly** The Excel 2013 Start screen gives you immediate access to everything you need to create a new workbook, open an existing workbook, or begin fresh with a blank page.
- **Add data fast with Flash Fill** If you need to enter a lot of information, Excel can help you do it. The new Flash Fill feature recognizes the pattern in the data you're entering and offers to complete the entries for you.
- **Discover the best way to show charts and PivotTables** Excel now recommends charts and PivotTables to help you determine how to best display your data using those visual tools.
- **Easy chart tools within reach** The new Chart Layout tools appear beside any chart you add, giving you the ability to fine-tune your charts quickly with a tap or two. You can change the look of chart elements, enter a title, and make other changes using these easy-to-use tools.
- **Save your workbooks to the cloud** Because "in the cloud" is so much a part of Office 2013, you can save your workbooks to SkyDrive by default and you can share them with others easily if you like.
- **Share in the way that suits you best** Excel gives you a number of options for sharing your worksheets. You can send links by email that others can click to display the worksheet or workbook, post it to a social network, or present your workbook online, even if those attending the online meeting don't have Excel 2013.

## Start Excel in Windows 8

1. Swipe to display the app tiles off the right side of your tablet display.
2. Tap the Excel 2013 tile. The program opens on your Windows 8 Desktop.

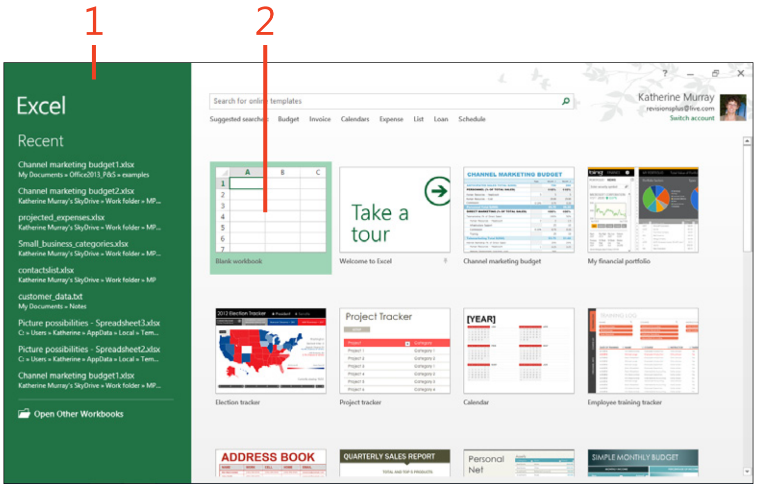

Start
Katherine
Murray
RESTART
do I restart Windows 8?
https://
www.stumbleupon.com/su...
stuffworks
SkyDrive Pro 2013
Microsoft Silverlight
KIPEDIA
Word 2013
Excel 2013
OneNote 2013
Lync 2013
PowerPoint 2013
Outlook 2013
preconcert
January 16th, 2013
Dictionary.com, Word of the Day
Publisher 2013
Access 2013
Steam
1
2

## Creating a new workbook

The first thing you'll see after you start Excel 2013 from the Windows 8 Start screen is the Excel 2013 Start screen. This screen is designed to help you get started quickly, whether you're starting a new blank workbook, beginning with a template, or opening a file you've worked in previously.

### Create a blank workbook

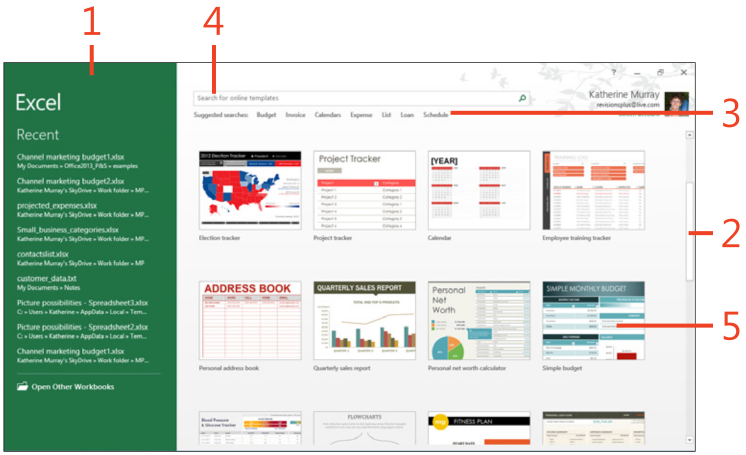
1. Display the Excel 2013 Start screen by launching the app.
2. Tap Blank Workbook.


1
2
Excel
Recent
Channel marketing budget1.xlsx
My Documents » Office2013_P&S » examples
Channel marketing budget2.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
projected_expenses.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
Small_business_categories.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
contactslist.xlsx
Katherine Murray's SkyDrive » Work folder » MP
customer_data.txt
My Documents » Notes
Picture possibilities - Spreadsheet3.xlsx
C: » Users » Katherine » AppData » Local » Tem...
Picture possibilities - Spreadsheet2.xlsx
C: » Users » Katherine » AppData » Local » Tem...
Channel marketing budget1.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
Open Other Workbooks
Search for online templates
Suggested searches: Budget Invoice Calendars Expense List Loan Schedule
Katherine Murray
revisionsplus@live.com
Switch account
Blank workbook
Take a tour
Welcome to Excel
Channel marketing budget
My financial portfolio
Election tracker
Project Tracker
Project tracker
[YEAR]
Calendar
Employee training tracker
ADDRESS BOOK
QUARTERLY SALES REPORT
Personal Net
SIMPLE MONTHLY BUDGET

**TIP** A blank workbook is just what it sounds like—a totally blank grid of columns and rows. If you have a unique worksheet in mind or you have something very simple that you want to add up, a blank worksheet can be just what you need. If your needs are a bit more elaborate, you might want to review some of the Excel templates, which provide ready-made worksheets with elements that you can use or adapt for your own data.

## Start a worksheet from a template

1. If you've just started Excel, the Excel Start screen is displayed. If you are already working with Excel, you can tap the File tab to display the Backstage view and then tap the New tab.
2. Scroll down to view additional templates.
3. Or, tap a template category to display the specific templates it contains.
4. Alternatively, you can tap in the search box and type a word to describe the kind of template you want to find.
5. Tap the template that you want to use to start the new workbook.


1
4
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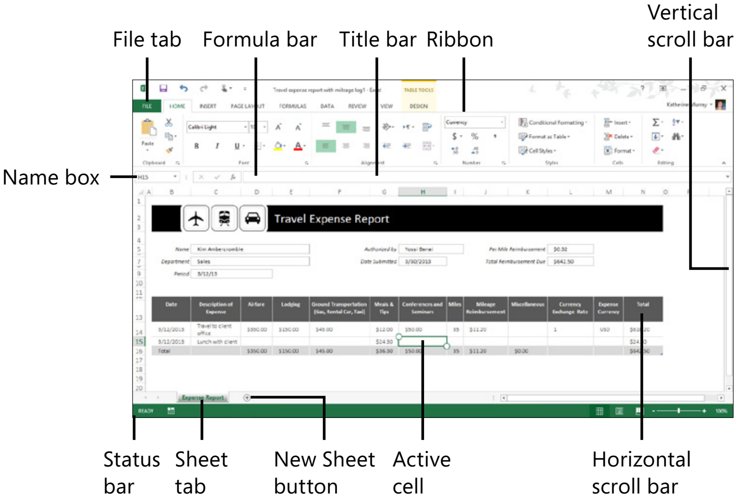
5
Excel
Recent
Channel marketing budget1.xlsx
My Documents » Office2013_P&S » examples
Channel marketing budget2.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
projected_expenses.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
Small_business_categories.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
contactslist.xlsx
Katherine Murray's SkyDrive » Work folder » MP
customer_data.txt
My Documents » Notes
Picture possibilities - Spreadsheet3.xlsx
C: » Users » Katherine » AppData » Local » Tem...
Picture possibilities - Spreadsheet2.xlsx
C: » Users » Katherine » AppData » Local » Tem...
Channel marketing budget1.xlsx
Katherine Murray's SkyDrive » Work folder » MP...
Open Other Workbooks
Search for online templates
Suggested searches: Budget Invoice Calendars Expense List Loan Schedule
Katherine Murray
revisionsplus@live.com
Election tracker
Project tracker
Calendar
Employee training tracker
ADDRESS BOOK
QUARTERLY SALES REPORT
Personal Net Worth
SIMPLE MONTHLY BUDGET
Personal address book
Quarterly sales report
Personal net worth calculator
Simple budget
FLOWCHARTS
FITNESS PLAN

**TIP** If you choose one of the template categories in the Suggested Searches list beneath the Search box, a Filter By pane appears along the right side of the Start screen. You can use this list to choose the category of the template you'd like to find. You can choose multiple categories if you like (for example, tap Sales and Form categories to display forms related to sales). To clear the categories after you've selected them, tap the category at the top of the list to remove it.

**TRY THIS** In the Excel Start screen, experiment with searches for templates by using different words and phrases. Which styles do you like? Which ones will be helpful to you in the type of work you do?

## Exploring the Excel window

You'll notice right away that the Excel 2013 window has undergone a makeover. Now, you'll see a clean design that thanks to Touch mode, gives you plenty to room for tapping and swiping. The Excel window gives you all the tools you need to create worksheets, enter and edit your data, format cells, add charts and tables, and much more. Contextual tabs appear when you select certain items in the worksheet—such as a range of cells or a picture you've added—giving you more choices related specifically to the item you've selected. What's more, when you add items like a picture, a chart, or a table, Excel offers tools beside the objects with which you can instantly make changes for that particular object.


File tab
Formula bar
Title bar
Ribbon
Vertical scroll bar
Name box
Travel Expense Report
Status bar
Sheet tab
New Sheet button
Active cell
Horizontal scroll bar

**TIP** If you're already working in the Excel window, you can add a new worksheet to your workbook by tapping the New Sheet button, which is located to the right of the worksheet tab name along the bottom of the workbook window.

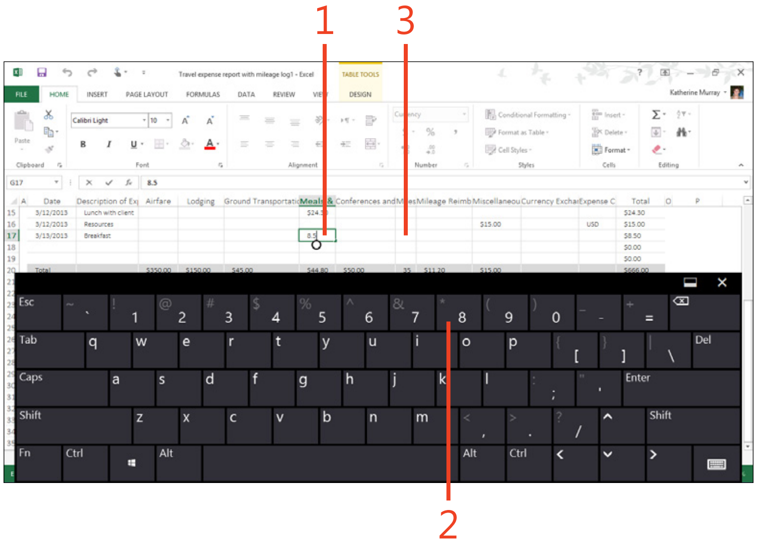
## Adding and importing worksheet data

If you started with a blank worksheet, you might be typing data into the cells as you go. Depending on the amount of data you have, that can take a while. The Flash Fill feature in Excel can help you add information when that information follows a specific pattern. Excel can recognize and fill in data for you, which speeds up the process and reduces the likelihood of an inadvertent typo here and there.

Another nice thing about Excel is that you can easily import data from other programs. If you've saved information in another spreadsheet program, a database, or even a list in your word processor, you can bring it into your Excel worksheet where you can work on it with ease.

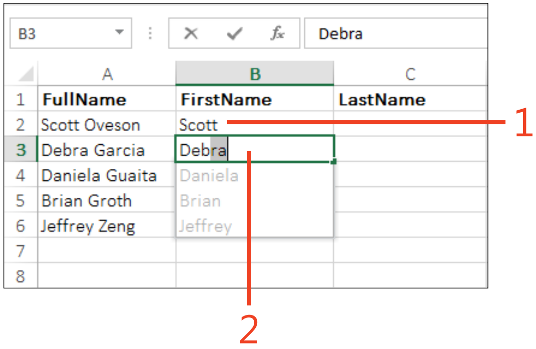
### Type new data

1. Tap the cell where you want to enter text. The On-Screen Keyboard appears (if it doesn't, tap the keyboard icon on the taskbar).
2. Type the data that you want to appear.
3. Tap outside the cell.



## Enter data by using Flash Fill

1. Tap in the cell to the right of a cell that contains the data with the pattern you want to follow and type the part of the data you need.
2. Tap in the next cell down and begin to type the data you want to use. Excel shows you the pattern it sees in what you're typing.
3. Press the down-arrow on the On-Screen Keyboard or tap the next cell down in the list.



| | A | B | C |
|---|---|---|---|
| 1 | **FullName** | **FirstName** | **LastName** |
| 2 | Scott Oveson | Scott | |
| 3 | Debra Garcia | Debra | |
| 4 | Daniela Guaita | Daniela | |
| 5 | Brian Groth | Brian | |
| 6 | Jeffrey Zeng | Jeffrey | |
| 7 | | | |
| 8 | | | |

**TIP** If the original Flash Fill suggestions miss some aspect of the data, such as a middle name, edit the first example of that sequence to correct the Flash Fill values and Excel will pick up the correction.

## Import worksheet data

1 On the ribbon, tap the Data tab. The Get External Data group lists the types of data you can import. Select From Access if you are importing data from an Access data table; choose From Web if you have a web query you want to use in Excel; select From Text if you have text data you want to organize in Excel; or choose From Other Sources if your data is from sources including an SQL Server, XML data, a Microsoft Query, and more.

2 For this example, tap From Text.

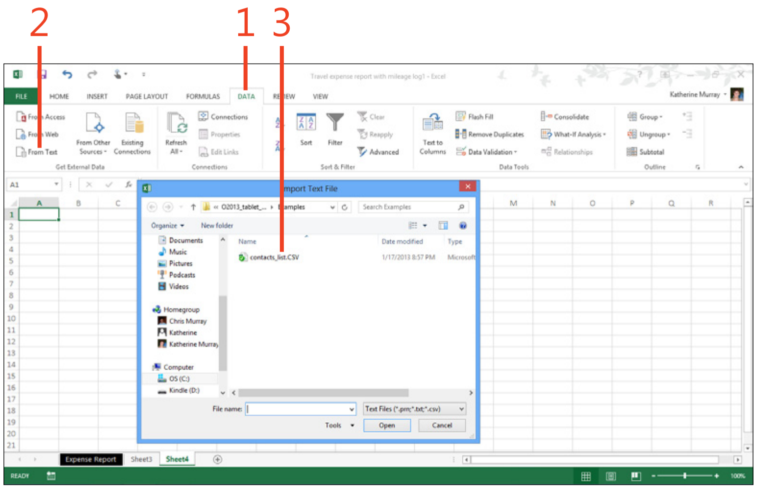
3 In the Import Text File dialog box, navigate to the folder that contains the text file that you want to import and double-tap the file to select it.

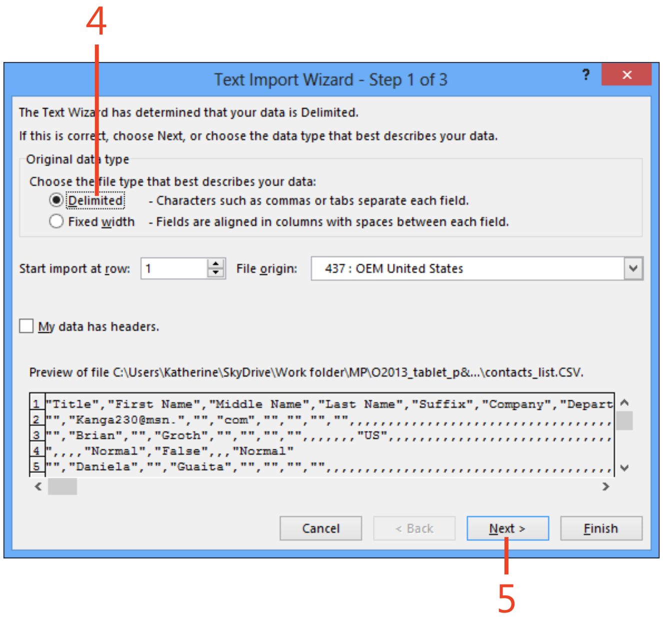
The Text Import Wizard opens.

4 On the first page of the wizard, click the Delimited option.

5 Tap Next.

*(continued on next page)*


2
1
3
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
From Access
From Web
From Text
From Other Sources
Existing Connections
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
Import Text File
Organize
New folder
Documents
Music
Pictures
Podcasts
Videos
Homegroup
Chris Murray
Katherine
Katherine Murray
Computer
OS (C:)
Kindle (D:)
Name
Date modified
Type
contacts_list.CSV
1/17/2013 8:57 PM
File name:
Text Files (*.prn;*.txt;*.csv)
Tools
Open
Cancel
Expense Report
Sheet3
Sheet4
READY


4
5
Text Import Wizard - Step 1 of 3
?
×
Cancel
< Back
Next >
Finish

The Text Wizard has determined that your data is Delimited.

If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

● Delimited - Characters such as commas or tabs separate each field.

○ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: 1 File origin: 437 : OEM United States

☐ My data has headers.

Preview of file C:\Users\Katherine\SkyDrive\Work folder\MP\O2013_tablet_p&...\contacts_list.CSV.

```
1 "Title","First Name","Middle Name","Last Name","Suffix","Company","Depart
2 "","Kanga230@msn.","","com","","","","",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
3 "","Brian","","Groth","","","","",,,,,,"US",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
4 ",,,,"Normal","False",,,"Normal"
5 "","Daniela","","Guaita","","","","",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```

## Import worksheet data *(continued)*

6 On the second page of the wizard, select the file's delimiter character.

A delimiter is the character used to separate one data item from another.

7 Verify that the data appears correctly in the Data Preview pane.

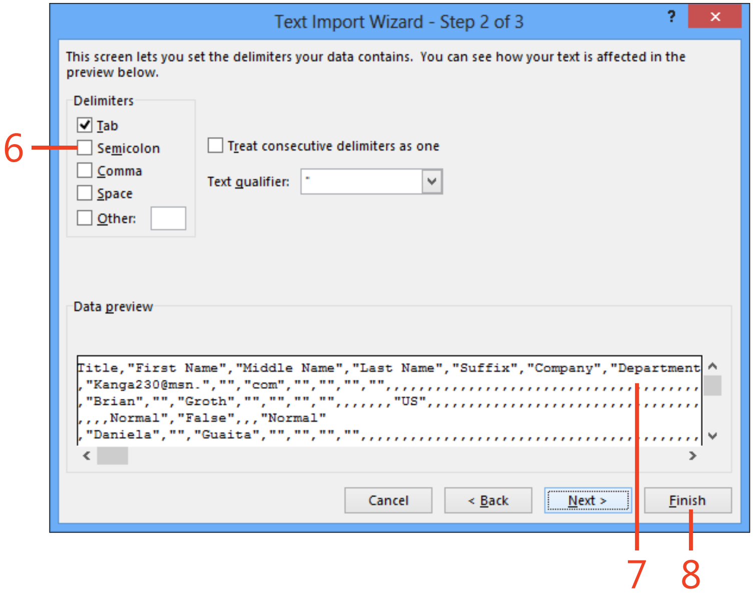
8 Tap Finish.

The Import Data dialog box appears, giving you choices for where the imported data will be placed.

9 Choose the cell on the existing worksheet where you want to place the data.

10 Alternatively, tap New Worksheet to place the data on a new worksheet.

11 Tap OK.



Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☑ Tab

☐ Semicolon

☐ Comma

☐ Space

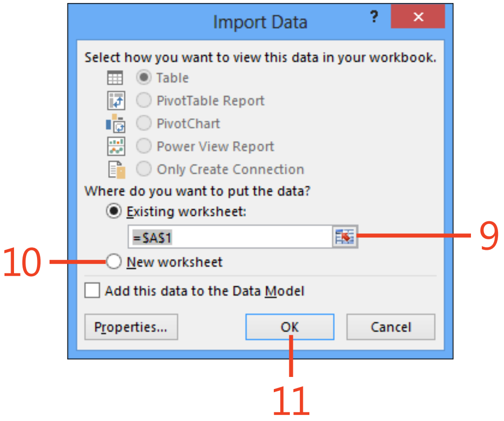
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier: "

Data preview

```
Title,"First Name","Middle Name","Last Name","Suffix","Company","Department
,"Kanga230@msn.","","com","","","","",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,"Brian","","Groth","","","","",,,,,,,"US",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
,,,,Normal","False",,,"Normal"
,"Daniela","","Guaita","","","","",,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
```



Import Data

Select how you want to view this data in your workbook.

● Table

○ PivotTable Report

○ PivotChart

○ Power View Report

○ Only Create Connection

Where do you want to put the data?

● Existing worksheet:

=$A$1

○ New worksheet

☐ Add this data to the Data Model

## Editing your data

After you've added your data to the worksheet, you can edit it easily by correcting the information in the cells or by copying, moving, and pasting information to other places on the worksheet.

- To edit cell data, tap the cell to select it and then type the new data you want to include.
- To copy or move worksheet data, tap the cell or tap and drag a range of cells. Tap and hold until the rectangle appears and then release your touch. Tap Copy or Cut, depending on what you want to do with the data. If this is difficult to do, select the cells and tap Cut or Copy on the Home tab.
- To paste worksheet data, tap and hold the cell on the worksheet where you want the information to be pasted. When the square appears, release your touch and tap Paste.

# Applying a theme

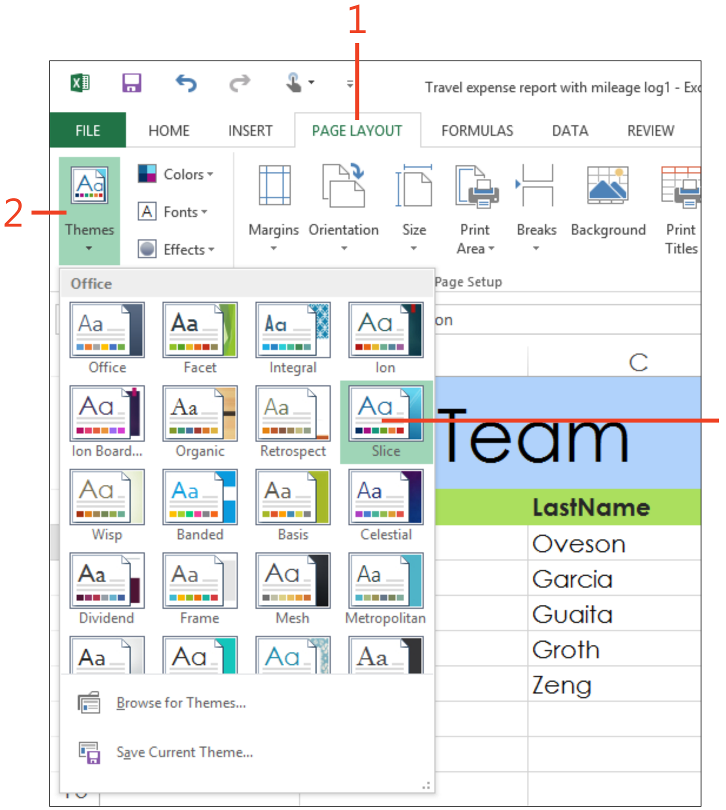
You can use themes in Excel 2013 to add designer color schemes, font families, and special effects to your worksheets. A default Office theme is applied to any new blank workbooks that you create, but you can use the Themes tool on the Page Layout tab to choose something different for your workbook. A theme coordinates a set of colors, fonts, and special effects that are applied to the various objects in your worksheet. Templates come with their own themes already applied.

## Apply a theme

1 In an open Excel workbook, on the ribbon, tap the Page Layout tab.

2 In the Themes group, tap Themes.

3 In the gallery that opens, tap the theme that you want to apply.


1
2
3
Travel expense report with mileage log1 - Exc
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
Themes
Colors
Fonts
Effects
Margins
Orientation
Size
Print Area
Breaks
Background
Print Titles
Page Setup
Office
Office
Facet
Integral
Ion
Ion Board...
Organic
Retrospect
Slice
Wisp
Banded
Basis
Celestial
Dividend
Frame
Mesh
Metropolitan
Browse for Themes...
Save Current Theme...
C
Team
LastName
Oveson
Garcia
Guaita
Groth
Zeng

## Modify and save a custom theme

You can easily tweak one of Excel's existing themes to create your own customized look and then save it and apply it to other worksheets you create. Begin by tapping the Page Layout tab and tapping Colors in the Themes group. Tap the color scheme that you want to use. Next, tap Fonts and choose the font family you'd like to include in the theme. Finally, tap Effects and select the way you want the theme to handle special effects such as lighting and shading.

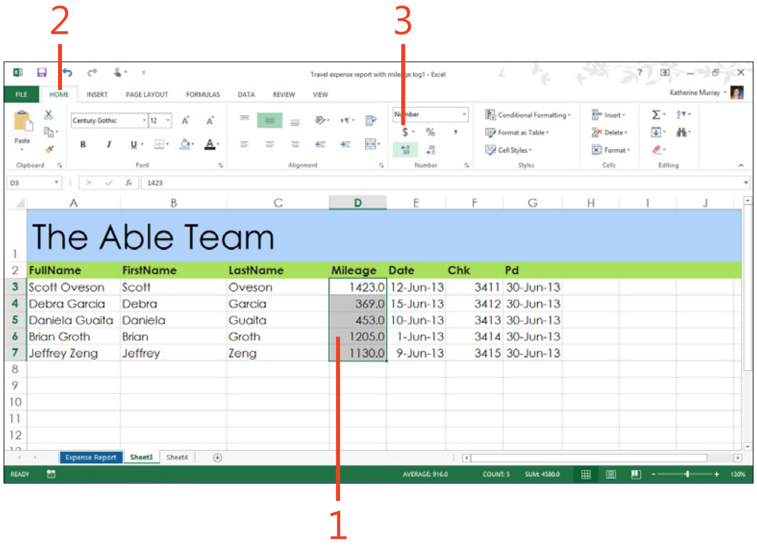
Tap Themes and then, in the list that appears, tap Save Current Theme. In the Save Current Theme dialog box, navigate to the folder where you want to save your custom theme, type a name for the theme, and tap Save. Excel will display your new theme at the top of the Themes list on the Page Layout tab so that you can easily apply it to future worksheets.

## Formatting worksheet data

Formatting the data on your worksheet is a pretty simple task, thanks to the tools available on the Home tab. You can simply select the cells you want to format and then tap the tool that you want to use, and Excel 2013 basically does the rest.

### Format selected cells

1. Tap and drag to select a range of cells.
2. On the ribbon, tap the Home tab.
3. In the Font, Alignment, Number, and Style groups, tap the appropriate tools to apply formatting to the cells as you'd like.


2
3
Travel expense report with mileage log1 - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Katherine Murray
Clipboard
Font
Alignment
Number
Styles
Cells
Editing
Conditional Formatting
Format as Table
Cell Styles
Insert
Delete
Format
Expense Report
Sheet3
Sheet4
READY
AVERAGE: 916.0
COUNT: 5
SUM: 4580.0
130%
1

D3 1423

The Able Team

| FullName | FirstName | LastName | Mileage | Date | Chk | Pd |
|---|---|---|---|---|---|---|
| Scott Oveson | Scott | Oveson | 1423.0 | 12-Jun-13 | 3411 | 30-Jun-13 |
| Debra Garcia | Debra | Garcia | 369.0 | 15-Jun-13 | 3412 | 30-Jun-13 |
| Daniela Guaita | Daniela | Guaita | 453.0 | 10-Jun-13 | 3413 | 30-Jun-13 |
| Brian Groth | Brian | Groth | 1205.0 | 1-Jun-13 | 3414 | 30-Jun-13 |
| Jeffrey Zeng | Jeffrey | Zeng | 1130.0 | 9-Jun-13 | 3415 | 30-Jun-13 |

**TIP** You can change the width of columns and the height of rows on the worksheet by tapping and dragging. Tap the column header or row label. The entire column or row is highlighted and the pointer changes to a double-headed arrow. Drag the column or row divider in the direction you want to enlarge or reduce the column or row.

## Inserting pictures

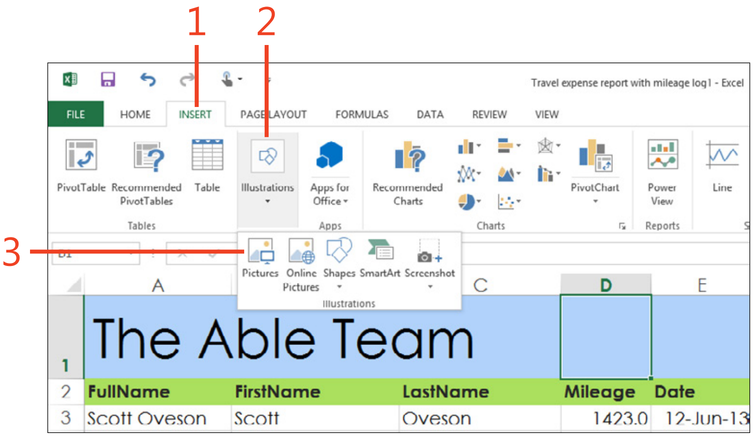
In Excel 2013, it's easier than ever to add pictures to your worksheets. Whether you want to add a picture from a file on your local storage device or search for a new image on Bing, you can do it all within Excel. You can even find pictures you've saved on your favorite photo sharing sites or tucked away on SkyDrive.

### Insert a picture file

1. On the ribbon, tap the Insert tab.
2. In the Apps group, tap Illustrations.
3. In the gallery that opens, tap Pictures.

   The Insert Picture dialog box opens.

*(continued on next page)*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Travel expense report with mileage log1 - Excel
FILE
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FORMULAS
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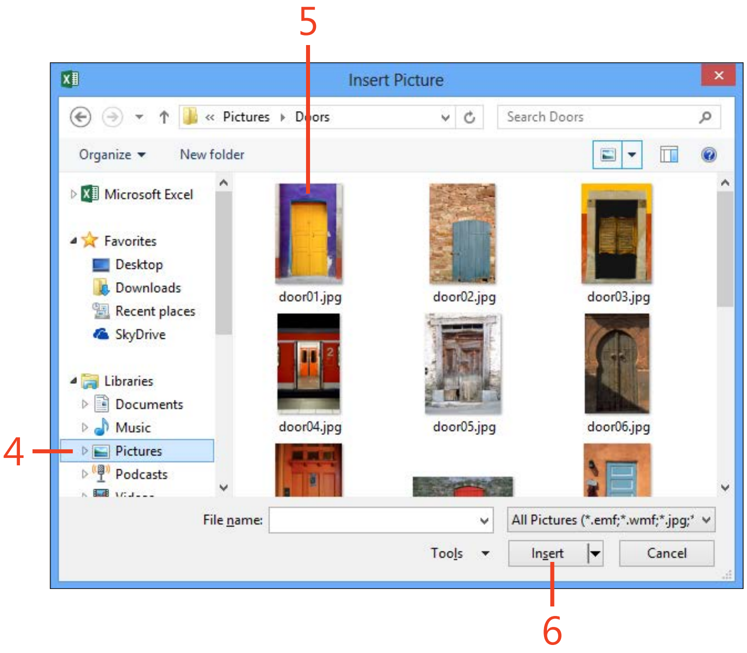
REVIEW
VIEW
PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Apps
Recommended Charts
Charts
PivotChart
Power View
Reports
Line
Pictures
Online Pictures
Shapes
SmartArt
Screenshot
Illustrations
A
C
D
E
The Able Team
FullName
FirstName
LastName
Mileage
Date
Scott Oveson
Scott
Oveson
1423.0
12-Jun-13

## Insert a picture file *(continued)*

4 Navigate to the folder that contains the picture you want to insert.

5 Tap the desired picture.

6 Tap Insert.


5
Insert Picture
Pictures ▸ Doors
Search Doors
Organize ▾
New folder
Microsoft Excel
Favorites
Desktop
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Podcasts
door01.jpg
door02.jpg
door03.jpg
door04.jpg
door05.jpg
door06.jpg
4
File name:
All Pictures (*.emf;*.wmf;*.jpg;*
Tools ▾
Insert
Cancel
6

**TIP** The new way you can search for and add images from online sites makes finding pictures on Office.com and Bing a snap. The Bing results show that the images displayed are licensed under a Creative Commons license, which is a good reminder that pictures you didn't take yourself don't belong to you. Check the copyright on any image you select from Bing before using it in your worksheet and verify that the image is licensed for public use.

## Insert online pictures

Another new feature in Office 2013 is the ability to search for online pictures and add them to your Excel 2013 worksheet while you're working. You can simply tap the Insert tab, tap Illustrations, and then tap Online Pictures. Then, in the Insert Pictures dialog box, tap the link that will take you to the online pictures you want to use. You might tap in the Office.com clip art box and enter a word reflecting the type of art you want to use, or do the same with the Bing search field to locate suitable images online. (Remember to tap the Search button after entering your search terms!) You can also access pictures you've stored in your photo sharing sites or posted in your SkyDrive account. This feature expands your illustrative reach and gives you a whole world full of images to use.

✓ **TIP** You can add a background image to your entire worksheet if you want to create a special effect. Tap the Page Layout tab and tap Background. In the Insert Pictures dialog box, tap Browse to add a picture saved either on your computer or on your SkyDrive account. Navigate to the folder that contains the image that you want to use as a background and tap the image. Tap Open and Excel adds the image to your worksheet.

## Adding charts

Charts are important in Excel 2013 because they show non-numbers people what your data means in an easy-to-understand way. Now, with the Recommended Charts tool, you highlight the data you want to show, and Excel makes suggestions for the types of charts that would display that information best.

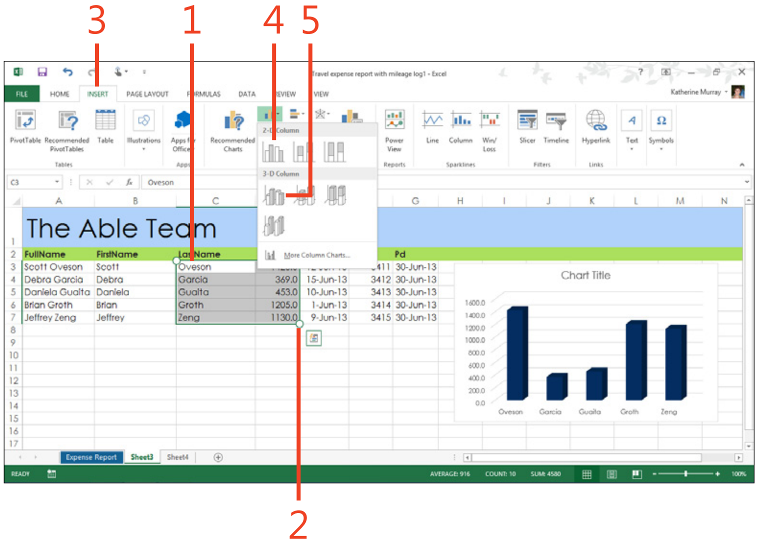
### Add a new chart

1. Tap a cell in the data you want to summarize.

   Handles appear on the selected cell.

2. Tap and drag the cell on the lower right to include the range of data you want to use as data in the chart.
3. On the ribbon, tap the Insert tab.
4. In the Charts group, tap the type of chart that you want to create.
5. In the gallery that opens, tap the subtype.

   Excel adds the chart to your worksheet.


3
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FILE
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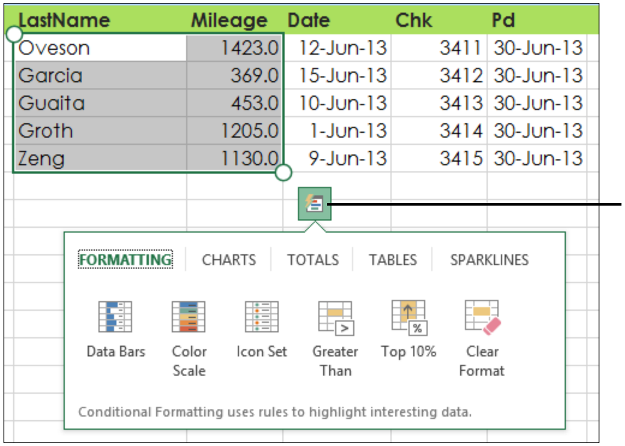
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Recommended Charts
2-D Column
3-D Column
More Column Charts...
Power View
Reports
Line
Column
Win/Loss
Sparklines
Slicer
Timeline
Filters
Hyperlink
Links
Text
Symbols
C3
Oveson
The Able Team
FullName
FirstName
LastName
Pd
Scott Oveson
Scott
Oveson
Debra Garcia
Debra
Garcia
Daniela Gualta
Daniela
Gualta
Brian Groth
Brian
Groth
Jeffrey Zeng
Jeffrey
Zeng
369.0
453.0
1205.0
1130.0
15-Jun-13
10-Jun-13
1-Jun-13
9-Jun-13
3412
3413
3414
3415
30-Jun-13
Chart Title
1600.0
1400.0
1200.0
1000.0
800.0
600.0
400.0
200.0
0.0
Oveson
Garcia
Gualta
Groth
Zeng
Expense Report
Sheet3
Sheet4
READY
AVERAGE: 916
COUNT: 10
SUM: 4580
100%

**TIP** After you add the chart to your worksheet, you can easily move it to a new location on the worksheet by tapping and dragging it to the new spot.

## Performing quick analysis

Whenever you select information on your worksheet, Excel displays the Quick Analysis tool near the lower-right corner of the selection. When you tap the Quick Analysis tool, you'll see a palette of tools related to the information you've selected. For example, when you select data for a chart, the Quick Analysis tool displays a palette with the following choices: Formatting, Charts, Icon Set, Greater Than, Top 10%, and Clear Format.

You can tap each of these items to display additional choices related to them. You can learn more about these tools in Section 10, "Using Excel for data analysis."



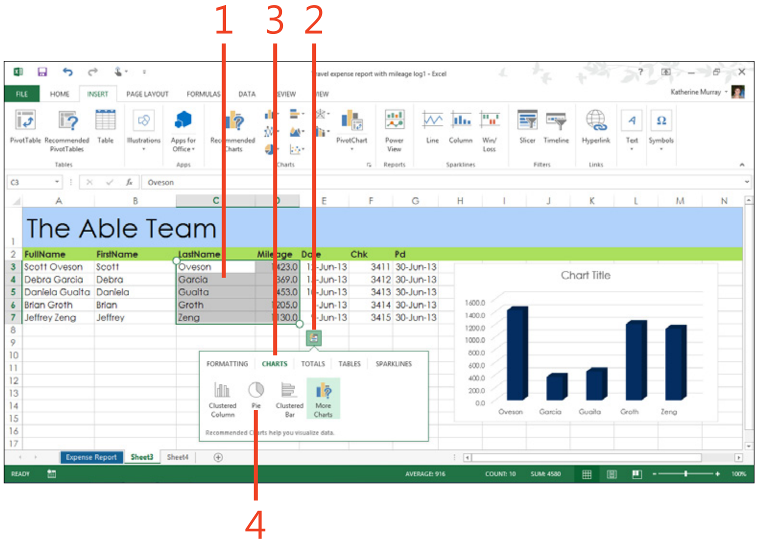
| LastName | Mileage | Date | Chk | Pd |
|---|---|---|---|---|
| Oveson | 1423.0 | 12-Jun-13 | 3411 | 30-Jun-13 |
| Garcia | 369.0 | 15-Jun-13 | 3412 | 30-Jun-13 |
| Guaita | 453.0 | 10-Jun-13 | 3413 | 30-Jun-13 |
| Groth | 1205.0 | 1-Jun-13 | 3414 | 30-Jun-13 |
| Zeng | 1130.0 | 9-Jun-13 | 3415 | 30-Jun-13 |

Conditional Formatting uses rules to highlight interesting data.

Quick Analysis tool

## Use recommended charts

1. Select the data that you want to show in your chart.
2. Tap the Quick Analysis tool.
3. Tap Charts.
4. Tap the type of chart that you want to create. (You might only see one, or you might see several.)


1
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FILE
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PAGE LAYOUT
FORMULAS
DATA
PivotTable
Recommended PivotTables
Table
Illustrations
Apps for Office
Recommended Charts
PivotChart
Power View
Line
Column
Win/Loss
Slicer
Timeline
Hyperlink
Text
Symbols
C3
Oveson
The Able Team
FORMATTING
CHARTS
TOTALS
TABLES
SPARKLINES
Clustered Column
Pie
Clustered Bar
More Charts
Chart Title
Oveson
Garcia
Gualta
Groth
Zeng
Expense Report
Sheet3
Sheet4
READY

| FullName | FirstName | LastName | Mileage | Date | Chk | Pd |
|---|---|---|---|---|---|---|
| Scott Oveson | Scott | Oveson | 1423.0 | | 3411 | 30-Jun-13 |
| Debra Garcia | Debra | Garcia | 369.0 | | 3412 | 30-Jun-13 |
| Daniela Gualta | Daniela | Gualta | 453.0 | | 3413 | 30-Jun-13 |
| Brian Groth | Brian | Groth | 1205.0 | | 3414 | 30-Jun-13 |
| Jeffrey Zeng | Jeffrey | Zeng | 1130.0 | | 3415 | 30-Jun-13 |

**TIP** You can also display the charts Excel recommends for the data you've selected by tapping the Insert tab and choosing Recommended Charts in the Charts group. The Insert Chart dialog box opens and the Recommended Charts tab is displayed. You can scroll through the charts in the panel on the left and tap the one you want. Then, tap OK to add it to your worksheet. Of course, you don't *have* to choose a chart type Excel recommends for you, but it might be a good fit for what you're hoping to show.

**TRY THIS** Using a worksheet on which you've entered some data, select some cells and tap the Quick Analysis tool. Choose Charts and then choose a chart from the recommended charts that appear. (If no recommended charts appear, you'll need to select either different data or more data.)

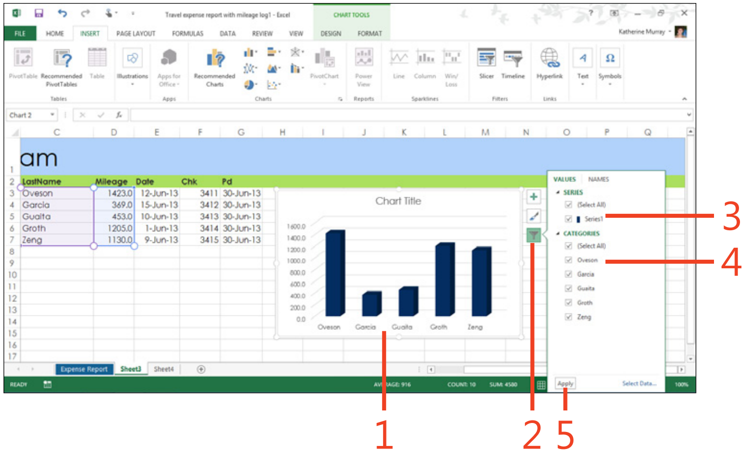
## Filtering chart data

In previous versions of Excel, when you selected data and created a chart, it was a done deal. Each time you changed the data on the worksheet, you needed to recreate the chart so that it would reflect your changes. But now, in Excel 2013, a chart is a kind of "living" display of your data, because you can change what appears in a chart by filtering the chart data to display only those values you want to include. Whether you change the filter once or a dozen times, each time you choose a new filter, the chart is redrawn to match your settings.

### Filter chart data

1. Tap the chart whose data you want to filter.
2. Tap the Filter tool that appears to the right of the chart.
3. Select or clear the check boxes next to the data series that you want to display or hide.
4. Select or clear the check boxes next to the categories that you want to display or hide.
5. Tap Apply.

   Excel displays the changes on your chart.



| LastName | Mileage | Date | Chk | Pd |
|---|---|---|---|---|
| Oveson | 1423.0 | 12-Jun-13 | 3411 | 30-Jun-13 |
| Garcia | 369.0 | 15-Jun-13 | 3412 | 30-Jun-13 |
| Gualta | 453.0 | 10-Jun-13 | 3413 | 30-Jun-13 |
| Groth | 1205.0 | 1-Jun-13 | 3414 | 30-Jun-13 |
| Zeng | 1130.0 | 9-Jun-13 | 3415 | 30-Jun-13 |

Travel expense report with mileage log1 - Excel
CHART TOOLS
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
DESIGN
FORMAT
Katherine Murray
Chart 2
am
Chart Title
1600.0
1400.0
1200.0
1000.0
800.0
600.0
400.0
200.0
0.0
Oveson
Garcia
Gualta
Groth
Zeng
VALUES
NAMES
SERIES
☑ (Select All)
☑ Series1
CATEGORIES
☑ (Select All)
☑ Oveson
☑ Garcia
☑ Gualta
☑ Groth
☑ Zeng
Apply
Select Data...
Expense Report
Sheet3
Sheet4
READY
AVERAGE: 916
COUNT: 10
SUM: 4580
100%
3
4
1
2
5

✓ **TIP** You can change the display of data in the chart as many times as you'd like. If you have more complex charting needs, you can also create a PivotChart, with which you can rearrange the data displayed in the chart based on criteria you select.

## Saving and protecting a workbook

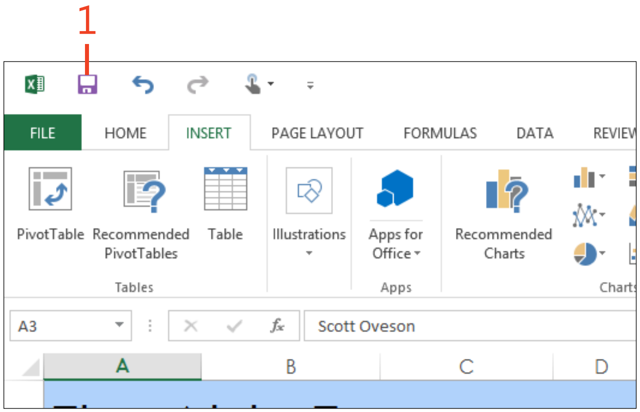
Saving a file is a simple process, and if you've been working with computers for any length of time, it's a no-brainer. The big difference in Office 2013 is that now you have the option of saving your files—Excel or otherwise—to the cloud by default.

In addition to saving the file, you might want to protect your worksheet or your entire workbook by adding a password. These and other actions can help you safeguard important data and ensure that even your shared worksheets offer the measure of protection your data needs.

### Save your workbook

1. On the Quick Access Toolbar, tap the Save button.

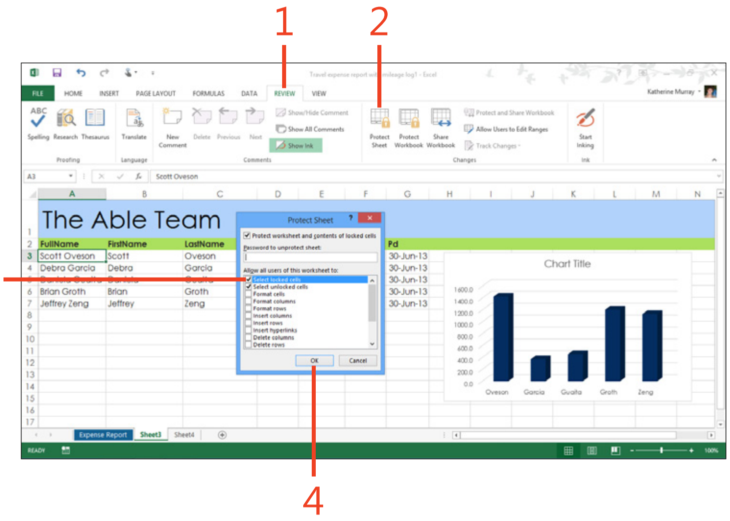
   Excel saves your worksheet.


1
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
PivotTable
Recommended PivotTables
Table
Tables
Illustrations
Apps for Office
Apps
Recommended Charts
Charts
A3
Scott Oveson
A
B
C
D

**TIP** A good rule of thumb is to save your workbook after every major change you make.

## Protect the current sheet

1. On the ribbon, tap the Review tab.
2. In the Changes group, tap Protect Sheet.
3. In the Protect Sheet dialog box, select the check boxes corresponding to the protection options you want.
4. Tap OK.



1
2
3
4
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Protect Sheet
Protect Workbook
Share Workbook
The Able Team
Chart Title
OK
Cancel

Protect Sheet

☑ Protect worksheet and contents of locked cells

Password to unprotect sheet:

Allow all users of this worksheet to:

☑ Select locked cells
☑ Select unlocked cells
☐ Format cells
☐ Format columns
☐ Format rows
☐ Insert columns
☐ Insert rows
☐ Insert hyperlinks
☐ Delete columns
☐ Delete rows

**TIP** Another way to protect your workbook or the currently selected worksheet within it involves tapping the File tab to display the Backstage view. Then, tap the Info tab and choose Protect Workbook. Using the options in the displayed list, you can protect the current sheet, protect the structure of the workbook, or restrict access for others who might be viewing your workbook.

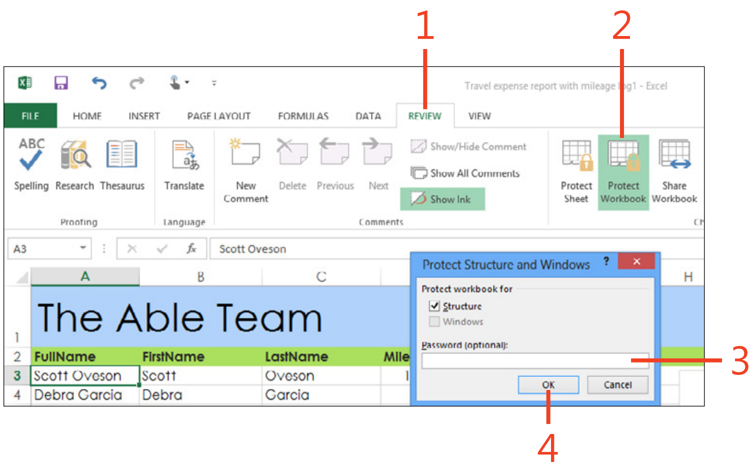
## Add a password

1. On the ribbon, tap the Review tab.
2. In the Changes group, tap Protect Workbook.

   The Protect Structure And Windows dialog box opens.

3. Type a password for your workbook.
4. Tap OK.

   Excel displays the password box again so that you can retype the password and tap OK a second time to confirm.


1
2
3
4
Travel expense report with mileage log1 - Excel
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
ABC
Spelling
Research
Thesaurus
Translate
New Comment
Delete
Previous
Next
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Proofing
Language
Comments
A3
Scott Oveson
Protect Structure and Windows
OK
Cancel

Protect workbook for
☑ Structure
☐ Windows
Password (optional):

| | A | B | C | |
|---|---|---|---|---|
| 1 | The Able Team | | | |
| 2 | FullName | FirstName | LastName | Mile |
| 3 | Scott Oveson | Scott | Oveson | |
| 4 | Debra Garcia | Debra | Garcia | |

**TIP** After you're finished creating and editing your worksheet, you can mark the file as final, which saves it as a read-only file. This means no further changes can be made to it, although you and others will be able to make a copy of the file and make changes to the copy. To mark the file as final, tap File to display the Backstage view and then tap the Info tab. Tap Protect Workbook. In the list of options that appears, tap Mark As Final. When prompted, confirm that you want to make the change.

**TIP** Some of your worksheet features may be grayed out if you have previously shared your worksheet or workbook. If you want to use Mark As Final, for example, but the feature is unavailable, stop sharing the workbook by choosing Share Workbook in the Changes group on the Review tab, clearing the Allow Changes By More Than One User check box, and then tapping OK.

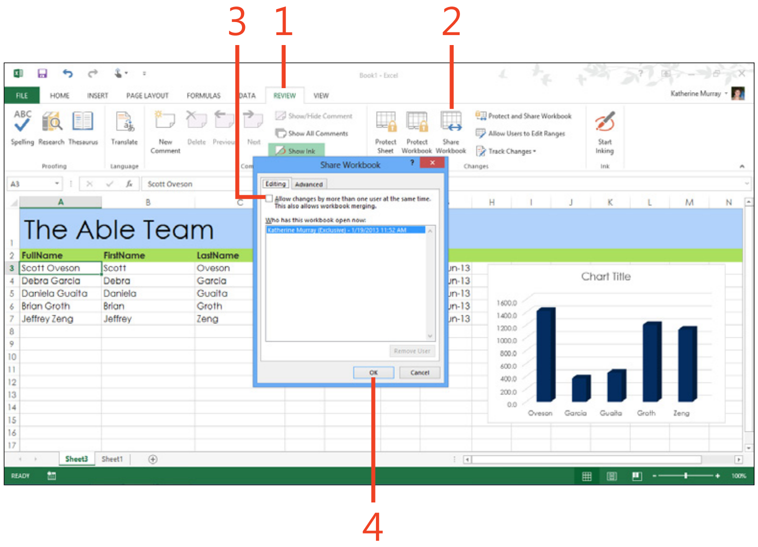
## Sharing a worksheet

Today’s work often takes us out of the confines of our own office and connects us with others down the hall or around the world. If you work with a team or need to get someone’s sign off on your new report, you’ll quickly realize that sharing your files can save you a lot of time and trouble. No more sending files by email from one place to another or going to great lengths to deliver a thumb drive to someone across town. In Excel 2013, you can use the tools in the Review tab to share your workbook by using either the Share Workbook or Protect And Share Workbook tools in the Changes group.

You can also use tools on the Share tab of the Backstage view to present your workbook online by using Microsoft Lync so that others can view and respond to your worksheet in real time.

### Share your workbook with others

1. On the ribbon, tap the Review tab.
2. In the Changes group, tap Share Workbook.
3. In the Share Workbook dialog box, select the Allow Changes By More Than One User check box.
4. Tap OK to close the dialog box. The Save As dialog box appears so that you can save the file if necessary. Choose the folder where you want to store the file and tap OK.


3
1
2
4
FILE
HOME
INSERT
PAGE LAYOUT
FORMULAS
DATA
REVIEW
VIEW
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
The Able Team
Chart Title
Editing
Advanced
Remove User
OK
Cancel

Share Workbook

☐ Allow changes by more than one user at the same time. This also allows workbook merging.

Who has this workbook open now:

Katherine Murray (Exclusive) - 1/19/2013 11:52 AM

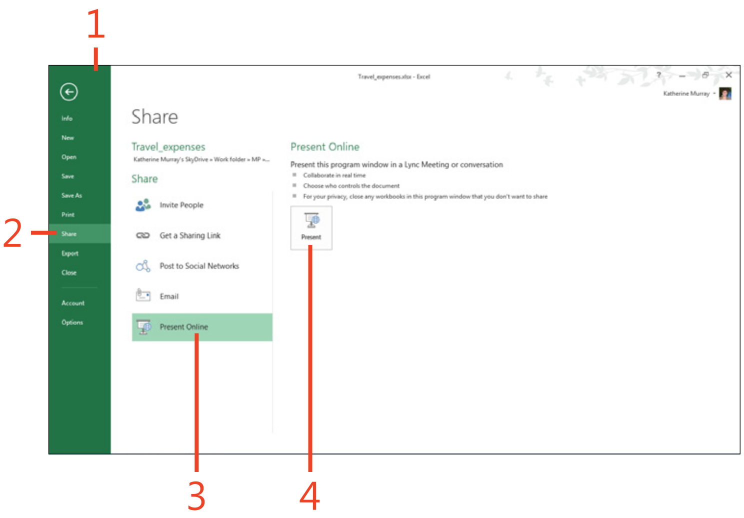
## Present the workbook online

1. On the ribbon, tap the File tab to display the Backstage view.
2. Tap the Share tab.
3. Tap Present Online. If you haven't previously saved the file to the cloud, you will be prompted to do so. After you save the file to SkyDrive or SharePoint, additional options become available on the Share tab.
4. Tap Present.

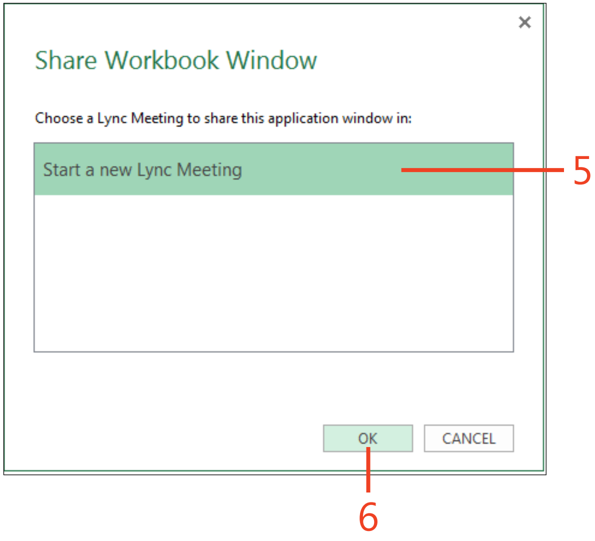
   The Share Workbook Window appears, listing any current meetings you've joined in Lync.

5. Tap the meeting or conversation you want to join, if one appears in the list. If not, tap Start a New Lync Meeting.
6. Tap OK.

   Lync makes the connection and displays the worksheet in the presenting window. Tools along the top of the screen enable you to switch the meeting control to another or stop presenting.


1
2
3
4
Travel_expenses.xlsx - Excel
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
Travel_expenses
Katherine Murray's SkyDrive » Work folder » MP »...
Share
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Present Online
Present

Present this program window in a Lync Meeting or conversation
- Collaborate in real time
- Choose who controls the document
- For your privacy, close any workbooks in this program window that you don't want to share


Share Workbook Window
Start a new Lync Meeting
OK
CANCEL
5
6

Choose a Lync Meeting to share this application window in:

**TIP** Sign in to Lync before choosing the Present Online option so that you don't have to stop and sign in before sharing your workbook.

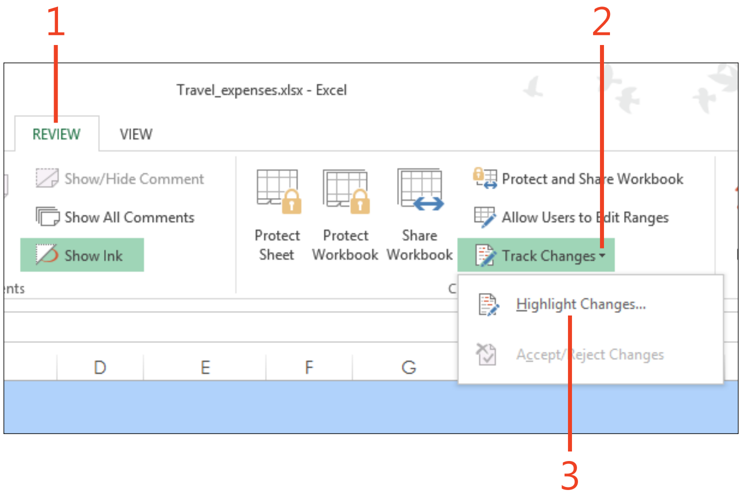
**TIP** When you're finished sharing the workbook online, tap Stop Presenting. You are returned to the Lync window, and you can continue your conversation as normal or close or minimize Lync.

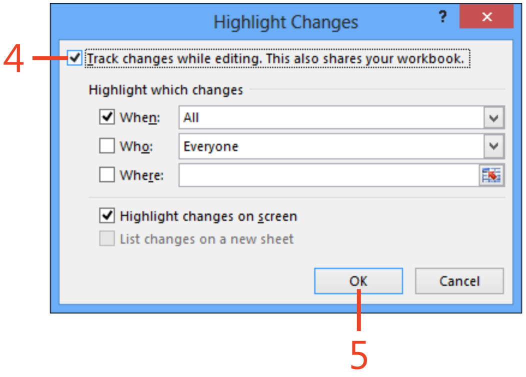
# Tracking changes

When you're collaborating on a workbook, it's important to be able to see what kinds of changes other are making on your worksheets. You can use the Track Changes feature in Excel 2013 to identify additions and changes made by others who are sharing your workbook.

## Turn on Track Changes

1. On the ribbon, tap the Review tab.
2. In the Changes group, tap Track Changes.
3. On the menu that appears, tap Highlight Changes.
4. In the Highlight Changes dialog box, if necessary, select the Track Changes While Editing check box.
5. Tap OK and when the Save As dialog box appears, tap Save to save the workbook.


1
2
Travel_expenses.xlsx - Excel
REVIEW
VIEW
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect and Share Workbook
Allow Users to Edit Ranges
Track Changes
Highlight Changes...
Accept/Reject Changes
D
E
F
G
3


Highlight Changes
?
×
4
5
OK
Cancel

☑ Track changes while editing. This also shares your workbook.

Highlight which changes

☑ When: All

☐ Who: Everyone

☐ Where:

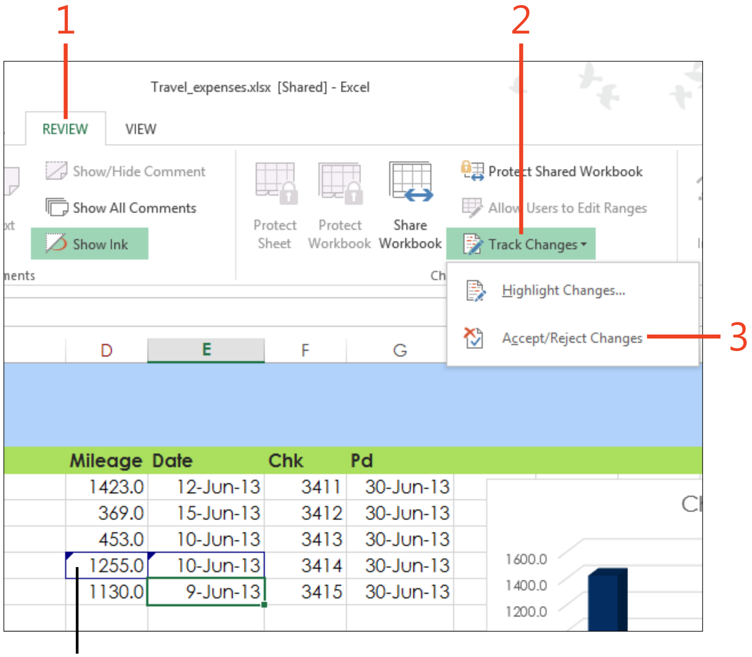
☑ Highlight changes on screen

☐ List changes on a new sheet

## Review changes

1. On the ribbon, tap the Review tab.
2. In the Changes group, tap Track Changes.
3. On the menu that appears, tap Accept/Reject Changes. If the Excel message box appears, telling you the workbook will be saved, tap OK.

*(continued on next page)*


1
2
3
Travel_expenses.xlsx [Shared] - Excel
REVIEW
VIEW
Show/Hide Comment
Show All Comments
Show Ink
Protect Sheet
Protect Workbook
Share Workbook
Protect Shared Workbook
Allow Users to Edit Ranges
Track Changes
Highlight Changes...
Accept/Reject Changes
D
E
F
G
1600.0
1400.0
1200.0

| Mileage | Date | Chk | Pd |
|---|---|---|---|
| 1423.0 | 12-Jun-13 | 3411 | 30-Jun-13 |
| 369.0 | 15-Jun-13 | 3412 | 30-Jun-13 |
| 453.0 | 10-Jun-13 | 3413 | 30-Jun-13 |
| 1255.0 | 10-Jun-13 | 3414 | 30-Jun-13 |
| 1130.0 | 9-Jun-13 | 3415 | 30-Jun-13 |

Changed worksheet data

## Review changes *(continued)*

4 In the Select Changes to Accept or Reject dialog box, tap the check box of the items for which you want to search. To select further criteria, tap the drop-down arrow for the item.

5 Choose the timeframe of changes that you want to review.

6 Select the author of the comments that you want to see.

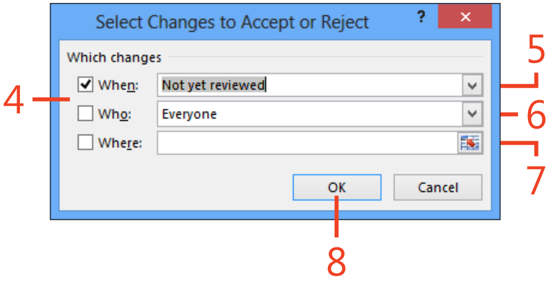
7 Indicate where in the worksheet you want to review comments.

8 Tap OK.

9 In the Accept Or Reject Changes dialog box, do any of the following:

- Tap Accept to accept the current change.
- Tap Reject to reject the current change.
- Tap Accept All to accept all the changes.
- Tap Reject All to reject all the changes.

**10** Tap Close to stop reviewing changes.

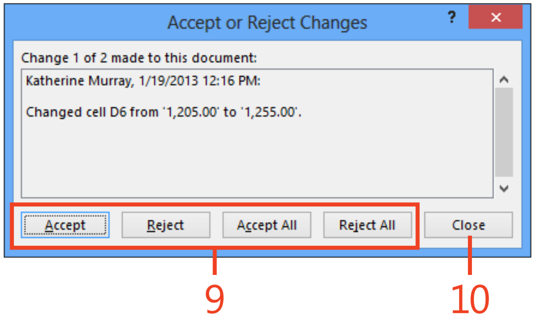

Select Changes to Accept or Reject

Which changes

☑ When: Not yet reviewed

☐ Who: Everyone

☐ Where:


Accept or Reject Changes

Change 1 of 2 made to this document:

Katherine Murray, 1/19/2013 12:16 PM:

Changed cell D6 from '1,205.00' to '1,255.00'.

**TIP** The easiest way to accept all changes in your worksheet is to tap Track Changes, tap Accept/Reject Changes, tap OK in the Select Changes to Accept or Reject dialog box, and then tap Accept All.

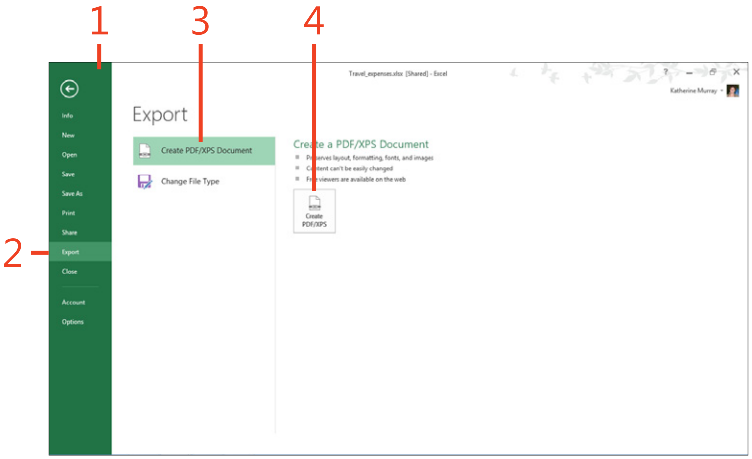
# Exporting worksheet data

Excel 2013 is easy enough to use that you might find it makes sense to keep track of all kinds of data with it. You might keep the names and addresses of your book club members, sort the information for families in your neighborhood associations, or manage complex financial reports and such for all kinds of work-related needs. No matter what the content of your workbooks, you can export them—and individual worksheets, as well—in formats that make it easy to share the data or work with it in other programs.

## Create a PDF of your worksheet

1. On the ribbon, tap the File tab to display the Backstage view.
2. Tap the Export tab.
3. Tap Create PDF/XPS Document.
4. Tap Create PDF/XPS.

*(continued on next page)*


1
3
4
2
Travel_expenses.xlsx [Shared] - Excel
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Export
Create PDF/XPS Document
Change File Type
Create a PDF/XPS Document
Preserves layout, formatting, fonts, and images
Content can't be easily changed
Free viewers are available on the web
Create PDF/XPS

## Create a PDF of your worksheet *(continued)*

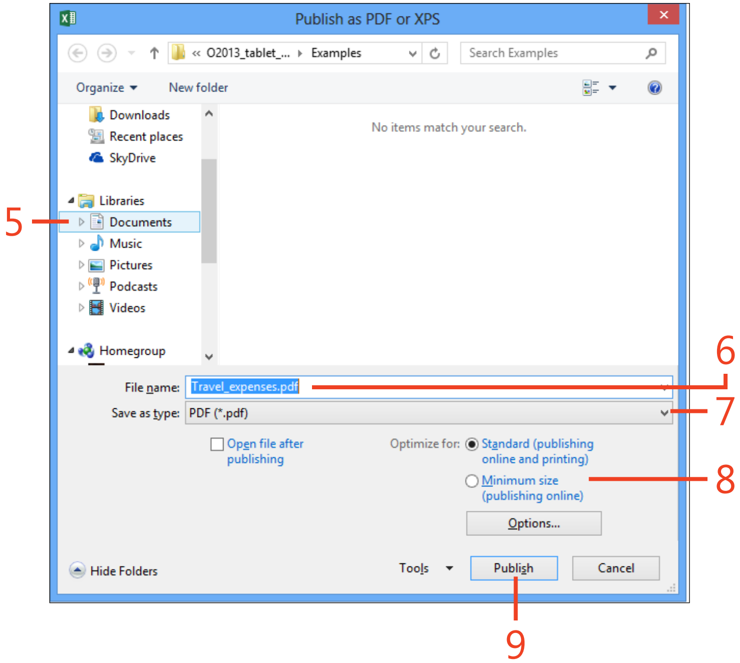
**5** In the Publish As PDF Or XPS dialog box, navigate to the folder where you want to save the workbook.

**6** Type a name for the file.

**7** Tap the Save As Type drop-down arrow and, if necessary, select PDF.

**8** Choose the Optimize For option that you want to use.

**9** Tap Publish.


Publish as PDF or XPS
« O2013_tablet_... › Examples
Search Examples
Organize
New folder
Downloads
Recent places
SkyDrive
Libraries
Documents
Music
Pictures
Podcasts
Videos
Homegroup
No items match your search.
☐ Open file after publishing
Options...
Hide Folders
Tools
Publish
Cancel
5
6
7
8
9

File name: Travel_expenses.pdf

Save as type: PDF (*.pdf)

Optimize for: ● Standard (publishing online and printing) ○ Minimum size (publishing online)

## Export the workbook in other file types

You can also export your Excel 2013 worksheet data in other formats, if you expect to use it with other programs. Tap the File tab to display the Backstage view and then tap the Export tab. Next, tap Change File Type and choose the file type you want from the list that appears. Tap Save As and select the folder where you want to store the exported information. Now, just type a name for the file and tap Save, and Excel saves the exported data in the folder and format you selected.

# Collaborating and finishing your presentation

# 12

If you're working as part of a team, it is important for you to be able to share the presentation as it is developing. You might need to get buy-in from your department manager, or perhaps another person on your team will be creating the images you want to show on your slides. This kind of share-the-work ethic can make reaching deadlines easier (and faster), but it also means we need collaboration features in our favorite tools.

Microsoft PowerPoint 2013 includes a number of collaboration features that make it easy for you to work with others on a presentation. Whether you want to share a presentation you've created, work with others on a presentation in real time, or add comments to a presentation you're reviewing, the collaboration tools are straightforward and easy to use.

After you're finished making changes, you can finalize the presentation by previewing it and doing a practice dry-run. PowerPoint 2013 adds a big new feature to this end of things by introducing Presenter View. With this new view, you, as presenter, can navigate easily among slides and get additional information, like notes and sequence, as you present.

**In this section:**

- Sharing your presentation
- Commenting on a presentation
- Coauthoring presentations in real time
- Previewing the presentation
- Timing the presentation
- Printing presentation materials
- Using presenter view
- Broadcasting your presentation online
- Saving your presentation as a video

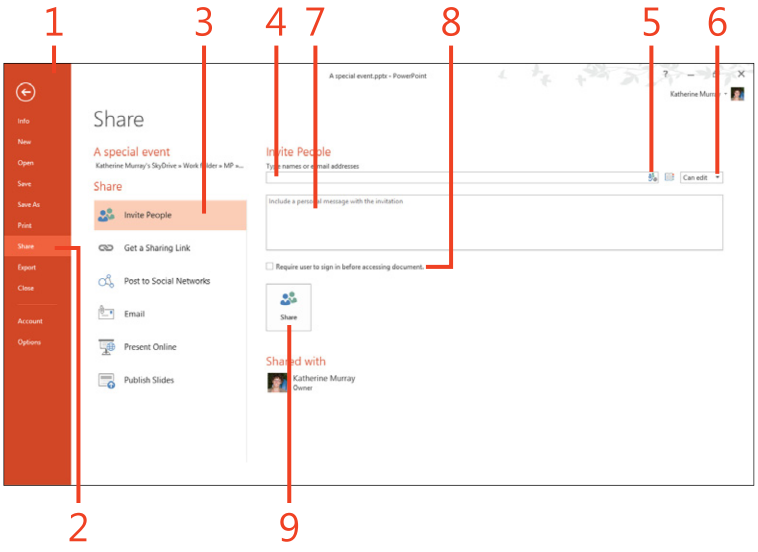
## Sharing your presentation

Your first step in collaborating on a presentation involves sharing the presentation in the cloud. Because PowerPoint 2013 by default connects to your SkyDrive account, posting and sharing files you want others to see is a simple process. You can also send a shared file to others via email, which stores the master copy of the file in the cloud so that you can work on the file together online and then let PowerPoint synchronize all the changes for you.

### Invite others to share your presentation

1. Make sure that you've previously saved the file to your SkyDrive folder. Then, on the ribbon, tap File to display the Backstage view.
2. Tap 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, tap the Address Book icon, choose the names of contacts from the displayed list, and then tap OK.
6. Tap 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. Tap Share.


1
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8
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6
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
A special event
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
2
9

**TIP** When you tap Invite People on the Share tab of the Backstage view, if you haven't previously saved the file to your SkyDrive account, PowerPoint will display the Save To Cloud button. Tap the button and save the file to the cloud. The share options then become available in the Invite People screen.

## Send the presentation to others via email

**1** On the ribbon, tap the File tab to display the Backstage view.

**2** Tap the Share tab.

**3** Choose Email.

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

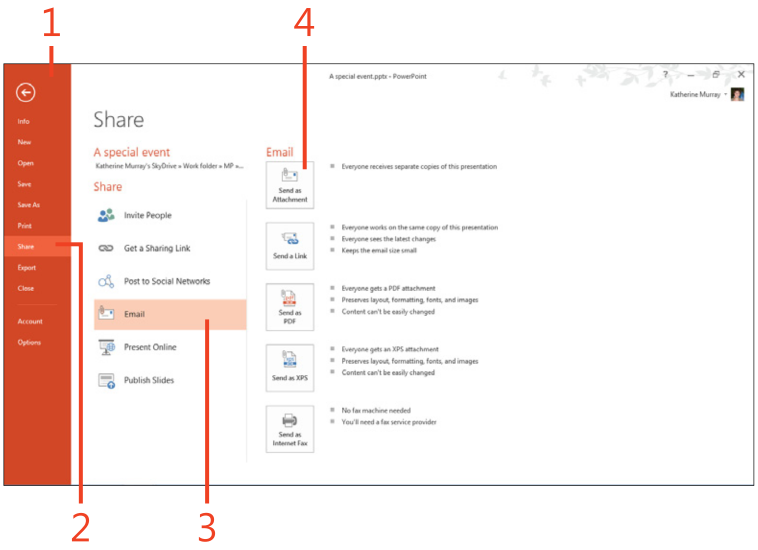
**4** Tap your choice. For example, choose Send As Attachment.

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

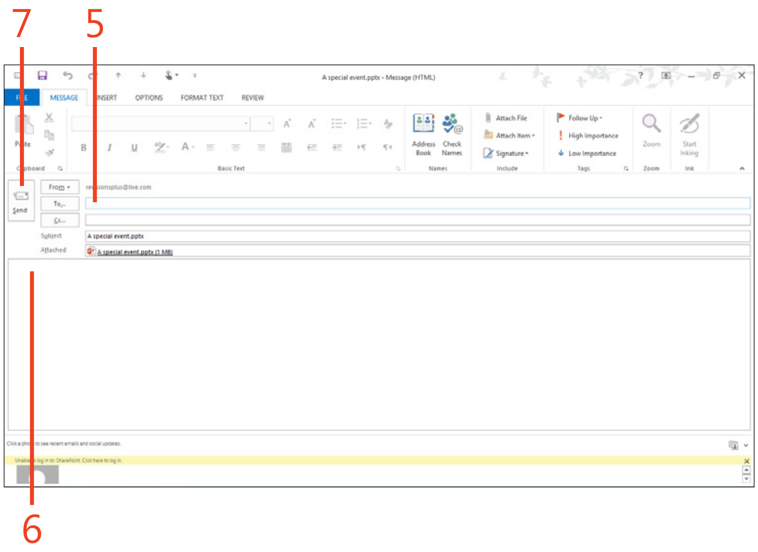
**5** In the To line, enter the email address of the people to whom you want to send the presentation.

**6** Add a message if you like.

**7** Tap Send to send the message with your presentation attached.


1
4
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
A special event
Katherine Murray's SkyDrive » Work folder » MP »...
Share
Invite People
Get a Sharing Link
Post to Social Networks
Email
Present Online
Publish Slides
Email
Send as Attachment
Send a Link
Send as PDF
Send as XPS
Send as Internet Fax
2
3

- 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


7
5
A special event.pptx - Message (HTML)
FILE
MESSAGE
INSERT
OPTIONS
FORMAT TEXT
REVIEW
Paste
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...
Subject
Attached
6

Subject: A special event.pptx

Attached: A special event.pptx (1 MB)

## Commenting on a presentation

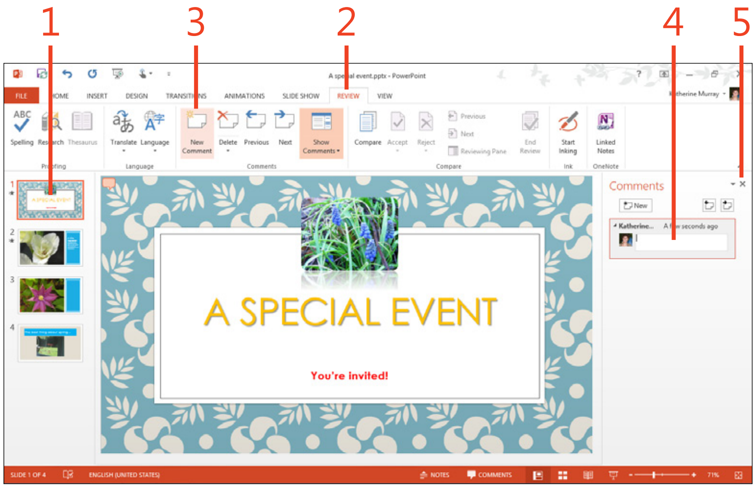
When you're collaborating on a presentation, you need a way to let your coauthors share their questions or suggestions about a slide. You can use comments to add notes, ask questions, and make suggestions that could improve the presentations you work on with your team. The commenting feature has been improved in PowerPoint 2013. The comment conversations are now threaded so that responses to comments indent within the original comment post, which makes it easy to see and respond to a specific comment. It also means the slide isn't littered with individual comment boxes, because comment conversations appear within a single comment thread.

### Add a comment

1. In the Slides pane, tap the slide for which you want to add a comment.
2. On the ribbon, tap the Review tab.
3. In the Comments group, tap New Comment.

   The Comments pane appears on the right side of the PowerPoint window.
4. In the text box, 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 added the comment. PowerPoint uses the profile picture associated with your Microsoft Account. If you're not logged on to PowerPoint 2013 using your Microsoft Account, the image you selected for your Windows 8 user account appears there.
5. Exit the Comments pane by tapping Close.


1
3
2
4
5
A special event.pptx - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
Spelling
Research
Thesaurus
Proofing
Translate
Language
Language
New Comment
Delete
Previous
Next
Show Comments
Comments
Compare
Accept
Reject
Previous
Next
Reviewing Pane
End Review
Compare
Start Inking
Ink
Linked Notes
OneNote
Comments
New
Katherine...
A few seconds ago
A SPECIAL EVENT
You're invited!
SLIDE 1 OF 4
ENGLISH (UNITED STATES)
NOTES
COMMENTS
71%

**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 tapping Show Comments in the Comments group on the Review tab.

## Respond to a comment

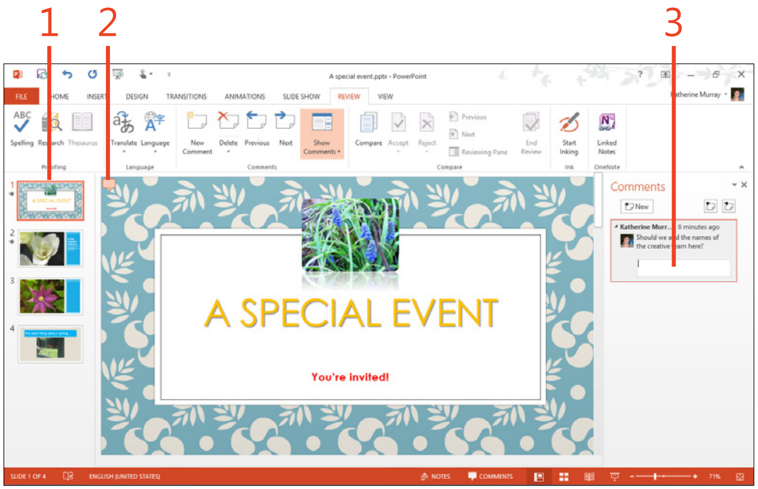
**1** In the Slides pane, tap the slide that has the the comment to which you want to respond.

**2** In the upper-left corner of the slide, tap the Comment icon.

The Comments pane opens.

**3** Tap the Reply box, type your response, and then tap outside the comment.

PowerPoint indents the response within the original comment so that you can easily read through all conversations related to the initial comment posted.


1
2
3
A SPECIAL EVENT
You're invited!
Comments

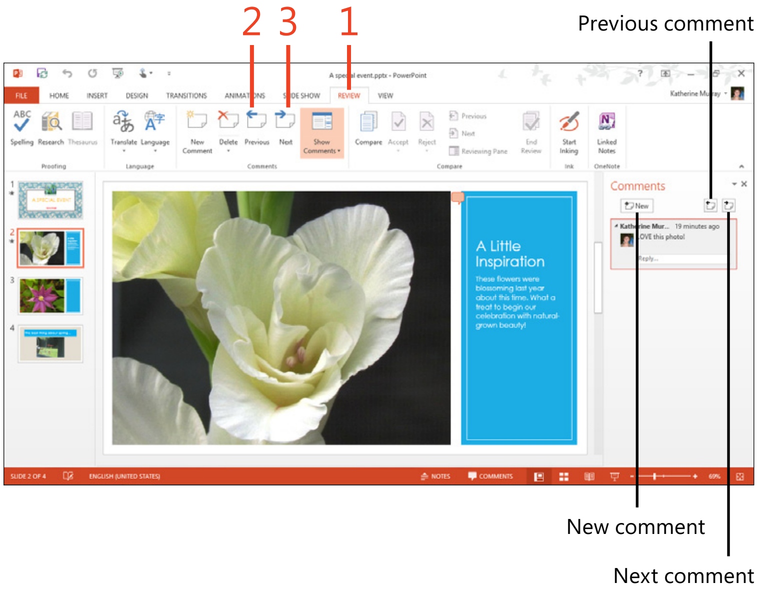
## Navigate comments

**1** On the ribbon, tap the Review tab.

**2** In the Comments group, tap 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.

**3** Tap Next to move to the next comment in the presentation.


2
3
1
Previous comment
A Little Inspiration
Comments
New comment
Next comment

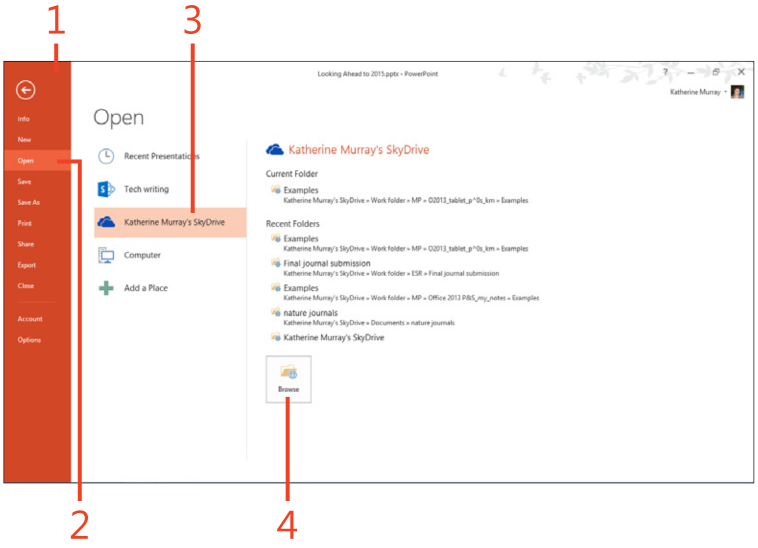
## Coauthoring presentations in real time

After you invite others to share your presentation, they can click the link to the file and open it, even if you're currently working in the file. Others can change the file as needed and PowerPoint 2013 keeps track of all your changes automatically. When you or your coauthors save the file, others receive a notice in their status bars that an update is available. When each person saves the file, the changes from other coauthors appear in each person's file.

### Open a shared presentation

1. On the ribbon, tap the File tab to display the Backstage view.
2. Tap the Open tab.
3. Choose the online location where your shared presentation is stored.
4. If necessary, tap Browse to look through folders and files in your cloud space.

*(continued on next page)*


1
3
Looking Ahead to 2015.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Open
Recent Presentations
Tech writing
Katherine Murray's SkyDrive
Computer
Add a Place
Katherine Murray's SkyDrive
Current Folder
Examples
Katherine Murray's SkyDrive » Work folder » MP » O2013_tablet_p^0s_km » Examples
Recent Folders
Examples
Katherine Murray's SkyDrive » Work folder » MP » O2013_tablet_p^0s_km » Examples
Final journal submission
Katherine Murray's SkyDrive » Work folder » ESR » Final journal submission
Examples
Katherine Murray's SkyDrive » Work folder » MP » Office 2013 P&S_my_notes » Examples
nature journals
Katherine Murray's SkyDrive » Documents » nature journals
Katherine Murray's SkyDrive
Browse
2
4

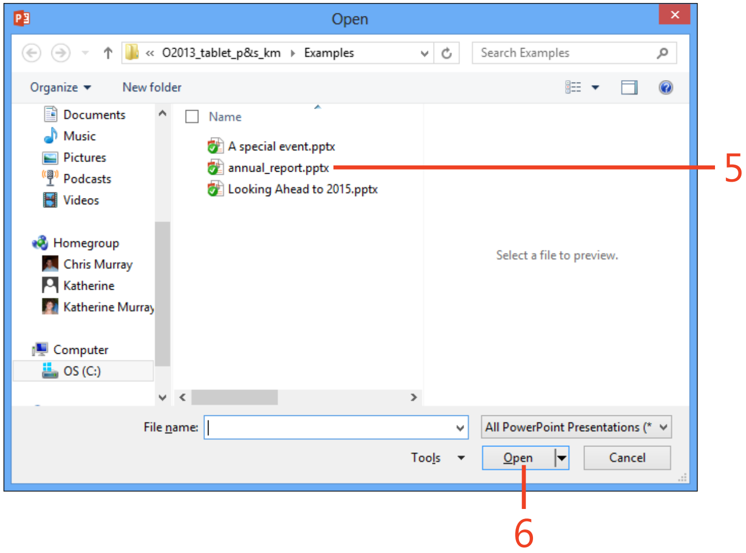
## Open a shared presentation *(continued)*

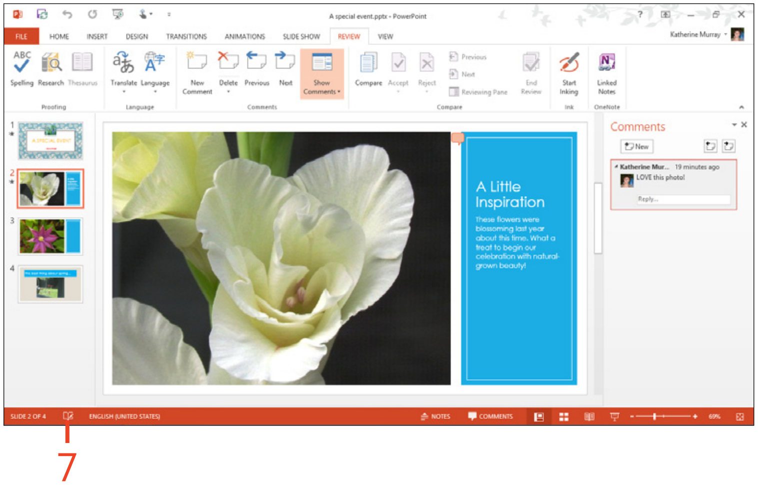
5 Tap the folder that contains the file you want to use and then tap the desired file.

6 Tap Open.

The presentation opens on your screen. The coauthoring indicator on the status bar shows you how many people are currently working on the presentation.

7 Tap the indicator on the status bar of the PowerPoint window to see who else is working on the presentation.


Open
« O2013_tablet_p&s_km › Examples
Search Examples
Organize
New folder
Documents
Music
Pictures
Podcasts
Videos
Homegroup
Chris Murray
Katherine
Katherine Murray
Computer
OS (C:)
Name
A special event.pptx
annual_report.pptx
Looking Ahead to 2015.pptx
Select a file to preview.
File name:
All PowerPoint Presentations (*
Tools
Open
Cancel
5
6


A special event.pptx - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine Murray
A Little Inspiration
Comments
Katherine Mur... 19 minutes ago
LOVE this photo!
SLIDE 2 OF 4
ENGLISH (UNITED STATES)
NOTES
COMMENTS
7

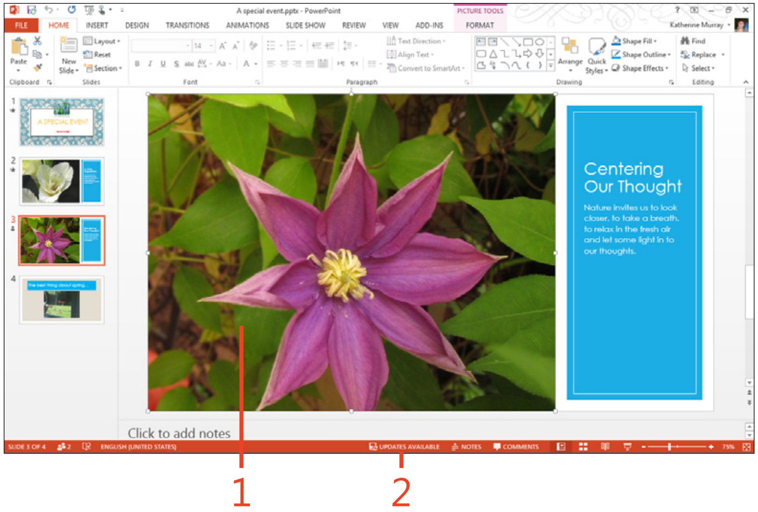
## Coauthor a presentation

**1** Make the necessary changes to the presentation.

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

**2** Tap 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.



Centering Our Thought

Nature invites us to look closer, to take a breath, to relax in the fresh air and let some light in to our thoughts.

A special event.pptx - PowerPoint
PICTURE TOOLS
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
ADD-INS
FORMAT
Katherine Murray
Click to add notes
SLIDE 3 OF 4
2
ENGLISH (UNITED STATES)
UPDATES AVAILABLE
NOTES
COMMENTS
75%
1
2

**TIP** If your coauthor is online, you can contact him or her while you're working by tapping the name of the person in the indicator on the status bar. Your coauthor's contact information appears, and you can choose to send an instant message, email, or call the person directly by using Lync.

## Previewing your presentation

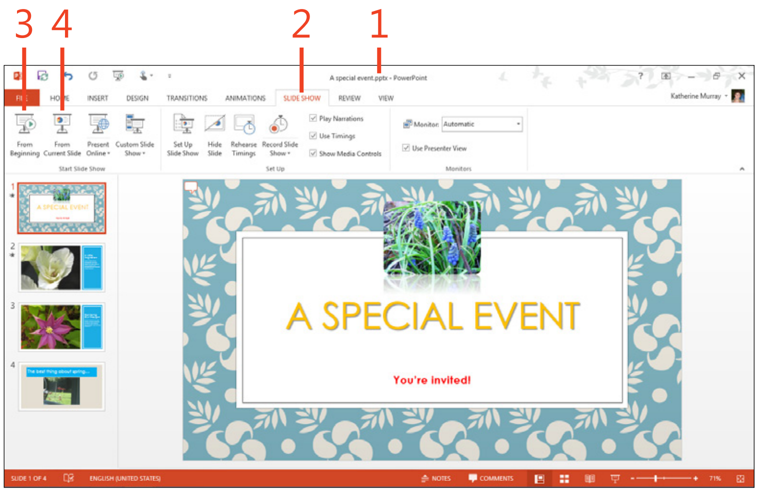
You'll want to preview your presentation before giving it in front of a live audience. There are many ways to do this. You can choose to view the entire presentation or check out the slides from the current slide onward. You can also use Slide Sorter view to get a bird's-eye view of your slides and rearrange them as you like.

### Preview your presentation

1. Open the presentation that you want to preview.
2. On the ribbon, tap the Slide Show tab.
3. If you want to display the entire slide show, in the Start Slide Show group, tap 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 tap the mouse or tap the screen.

*(continued on next page)*


3
4
2
1
A special event.pptx - PowerPoint
FILE
HOME
INSERT
DESIGN
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
A SPECIAL EVENT
You're invited!
SLIDE 1 OF 4
ENGLISH (UNITED STATES)
NOTES
COMMENTS
71%

**TIP** If you plan to include time for discussion in the middle of your presentation, you can use Blank Display to blank the presentation screen while you have your discussion. When you're ready to return to the presentation display, tap the display screen.

## Preview your presentation *(continued)*

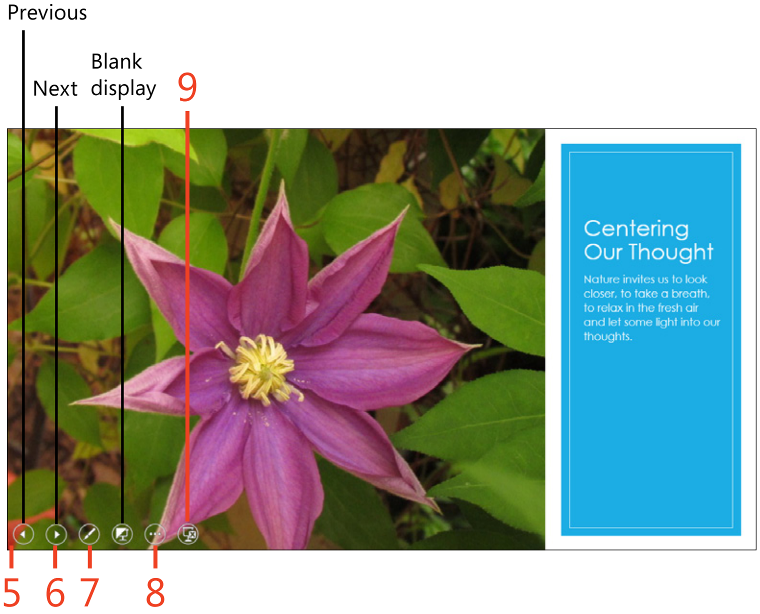
**5** Tap in the lower-left corner of the preview window to display the navigation controls.

**6** Tap Next to advance to the next slide or to play the next animation that is set to On Click.

**7** Tap the Pen button to choose the tool to use during the presentation. You can choose Laser Pointer, Pen, Highlighter, Eraser, or choose a pen color.

**8** Tap the More Options button to display additional options that you can use to display Presenter View, change the screen display, set arrow options, or get help.

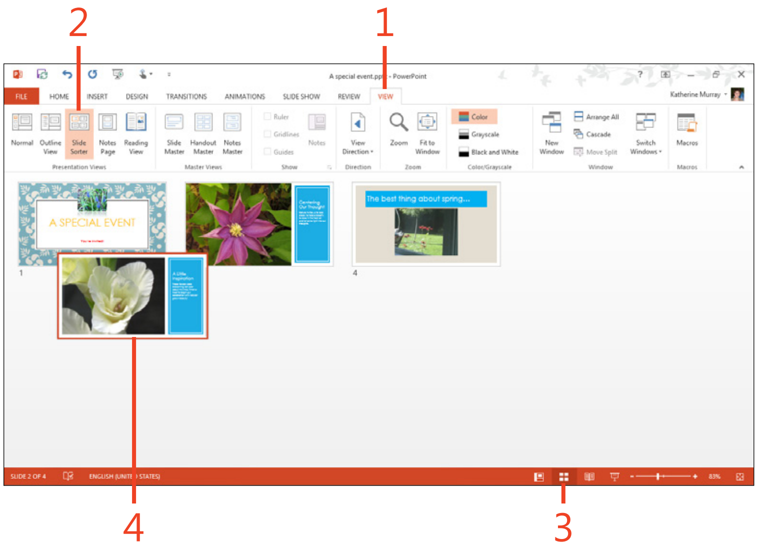
**9** To exit the preview, tap the Exit Presentation tool on the right end of the presentation toolbar or press Esc.


Previous
Next
Blank display
9
5
6
7
8
Centering Our Thought
Nature invites us to look closer, to take a breath, to relax in the fresh air and let some light into our thoughts.

## Reorder slides in slide sorter view

1. On the ribbon, tap the View tab.
2. In the Presentation Views group, tap Slide Sorter.
3. Alternatively, tap Slide Sorter in the view controls area in the lower-right corner of your screen.
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 your touch when the slide is positioned where you want it to appear.



**TIP** You can easily enlarge or reduce the size of the slides displayed in Slide Sorter view by pinching or zooming the screen display as desired. You can also tap the view slider control in the lower-right corner of the screen and drag the slider in the direction you want to resize the view.

## Timing your presentation

Some people like presentations that advance automatically, and others like to control the advance of slides with a tap of the screen. Whatever your preference, you can use the Rehearse Timings tool to practice the amount of time you want to allow for each slide in your presentation. When you get the timing the way you like it, if you want to automate the presentation, you can record your settings and save them as part of your presentation file. If you just want to use the tool to rehearse, you can opt not to save the timing data.

### Time the presentation

1 On the ribbon, tap the Slide Show tab.

2 In the Set Up group, tap Rehearse Timings.

The presentation begins to play and the Recording toolbar appears in the upper-left corner of the screen.

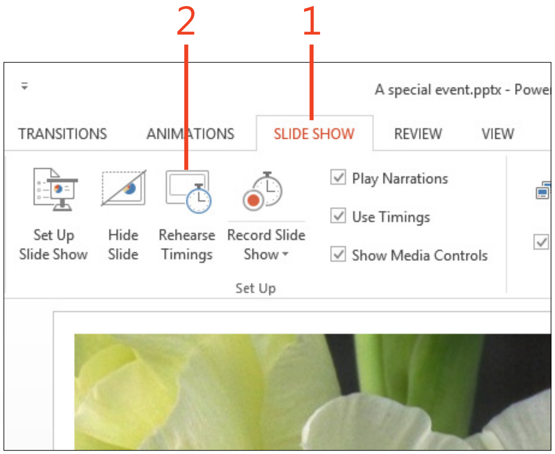
3 Tap Next when you are ready to advance either to the next animation or, if there are no animations on your slide, to the next slide.

4 Tap Pause to pause recording. This control and others appear in the upper-left corner of the screen.

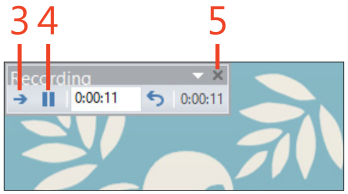
A pop-up message box appears indicating that the recording has been paused. When you're ready to continue, tap Resume Recording.

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

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



☑ Play Narrations
☑ Use Timings
☑ Show Media Controls

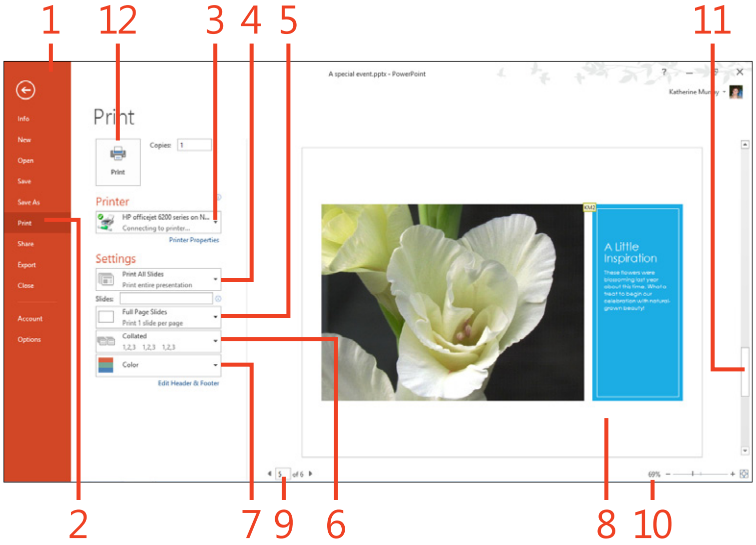


**CAUTION** If you choose to save the timings you recorded during the rehearsal, any timing values you typed in the Timing group of the Transitions tab will be replaced with the new values.

## Printing presentation materials

For presentations you'll be giving in person, you might want to prepare and print handouts your audience members can take home when your slide show is done. You can print your handouts in a number of ways, printing multiple slides on each page, printing slides and notes, or printing one slide per page, if that's your preference. You'll use the Print category in the Backstage view to get the job done.

### Print slides



1
12
3
4
5
11
2
7
9
6
8
10
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Print
Print
Printer
Printer Properties
Settings
Edit Header & Footer
A Little Inspiration

Copies: 1

HP officejet 6200 series on N...
Connecting to printer...

Print All Slides
Print entire presentation

Slides:

Full Page Slides
Print 1 slide per page

Collated
1,2,3 1,2,3 1,2,3

Color

5 of 6

69%

1. Save the presentation that you want to print and tap File to display the Backstage view.
2. Tap the Print tab.
3. Choose the printer that you want to use.
4. Choose which slides that 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, so different sets are arranged together on one set.
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. Tap Print to send the slides to the printer.

## Prepare handouts

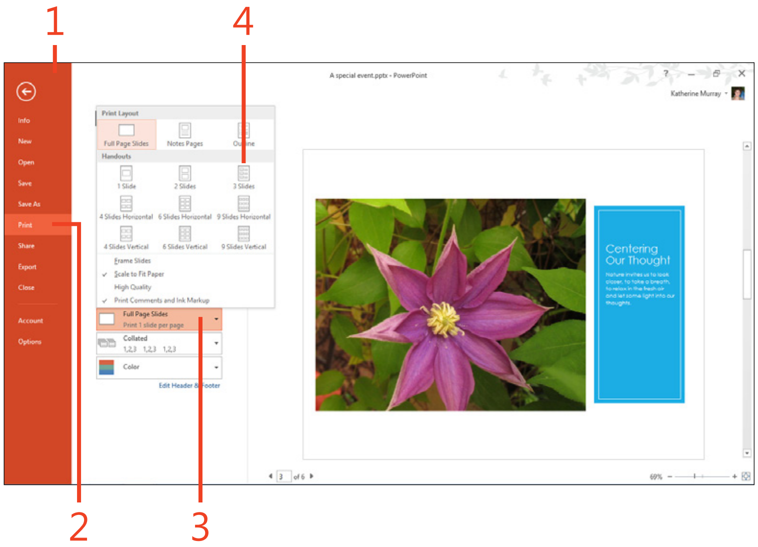
1. On the ribbon, tap File to display the Backstage view.
2. Tap the Print tab.
3. Tap the drop-down arrow to the right of Full Page Slides.

   A gallery of options appears.

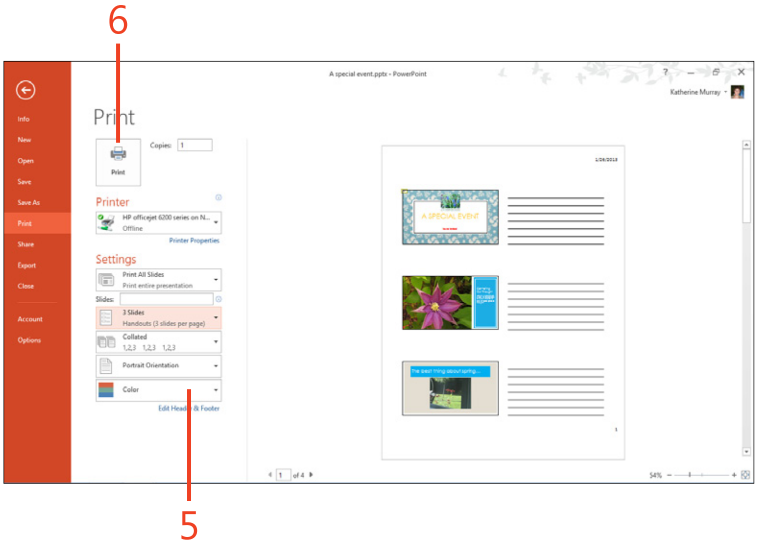
4. Select the way you'd like your handouts to display the slides in your presentation.

   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. Tap Print to print the handouts.


1
4
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
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
Edit Header & Footer
Centering Our Thought
2
3

Full Page Slides
Print 1 slide per page
Collated
1,2,3 1,2,3 1,2,3
Color


6
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Print
Printer
Printer Properties
Settings
Slides:
Edit Header & Footer
A SPECIAL EVENT
5

Copies: 1
HP officejet 6200 series on N...
Offline
Print All Slides
Print entire presentation
3 Slides
Handouts (3 slides per page)
Collated
1,2,3 1,2,3 1,2,3
Portrait Orientation
Color

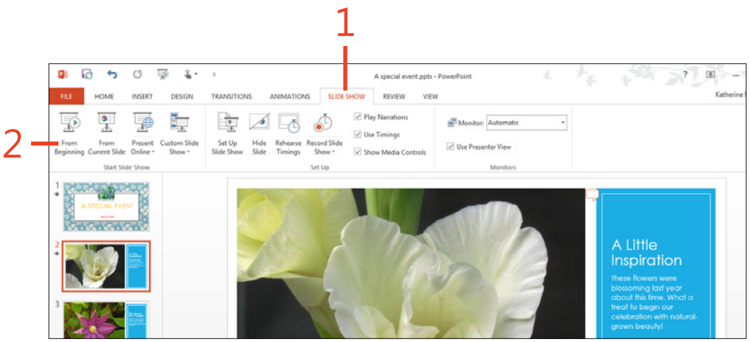
## Using presenter view

PowerPoint 2013 makes it easier than ever to present with the introduction of the new Presenter View feature. Presenter View brings together all the elements you need in one handy interface that only you can see. You can see the slide your audience is viewing and write on the slide by 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 review your slide notes while you present.

### Display presenter view

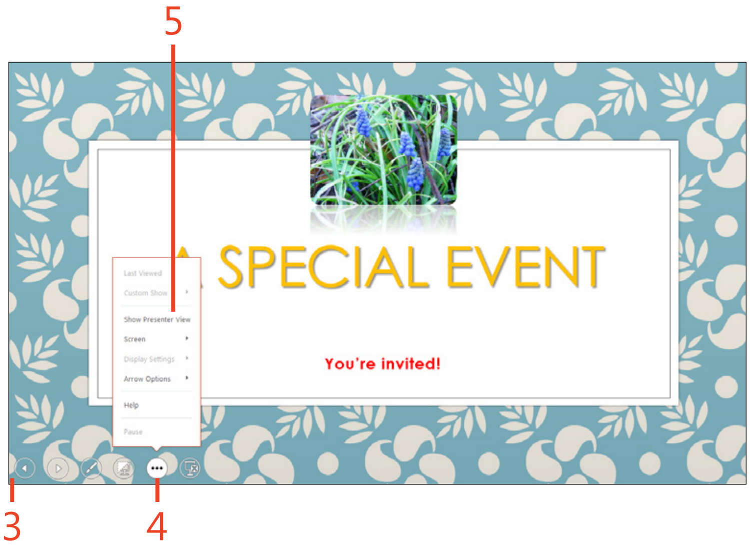
1. On the ribbon, tap the Slide Show tab.
2. In the Start Slide Show group, tap From Beginning to start the slide show.
3. Tap the lower-left corner of the display to reveal the navigation controls.
4. Tap the More Options button (the ellipsis character) to display the Options list.
5. Tap Show Presenter View.

   Presenter View opens on your screen, but it is not visible to your audience.


1
2
A special event.pptx - PowerPoint
FILE
HOME
INSERT
DESIGN
TRANSITIONS
ANIMATIONS
SLIDE SHOW
REVIEW
VIEW
Katherine
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
A SPECIAL EVENT

A Little Inspiration

These flowers were blossoming last year about this time. What a treat to begin our celebration with natural-grown beauty!

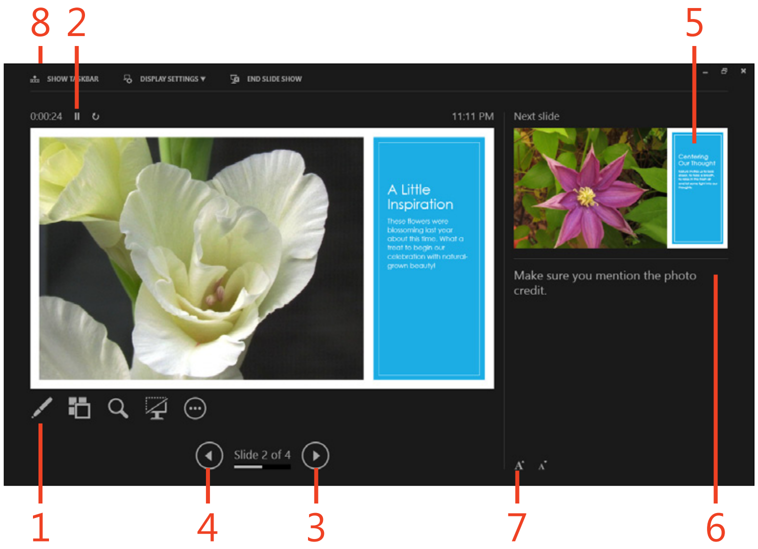

5
Last Viewed
Custom Show
Show Presenter View
Screen
Display Settings
Arrow Options
Help
Pause
3
4

A SPECIAL EVENT

You're invited!

## Use Presenter View

1. With Presenter View open, tap to select the Pen tool and tap Pen again so that you can draw on the current slide.
2. Tap the Pause The Timer button to suspend the presentation.
3. Tap to display the next slide.
4. Tap to display the previous slide.
5. Preview the next slide that will be displayed.
6. Read through your presentation notes.
7. Enlarge the font used to display slide notes.
8. Show the Windows taskbar so that you can switch between programs.



A Little Inspiration

These flowers were blossoming last year about this time. What a treat to begin our celebration with natural-grown beauty!

Centering Our Thought

Make sure you mention the photo credit.

**TIP** Using touch, you can zoom the presentation and return it to normal display by using the pinch and zoom gesture.

## Using the navigation grid

Presenter View includes a tool called Navigation Grid that gives you an easy way to move directly to any slide that you want to display. The Navigation Grid displays all the slides together in one screen—similar to the way Slide Sorter shows thumbnails of your slides in the regular PowerPoint view. The Navigation Grid is not visible to your audience while you are presenting.

**TIP** When you're ready to exit Presenter View and return to slide display, tap the Close tool in the upper-right corner of your screen.

In Presenter View, tap Navigation Grid (the second tool from the left beneath the slide display). The slides appear in a grid format so that you can tap the one you want to view. You can zoom or reduce the size of the slides in the Navigation Grid by the pinch and zoom gestures.

## Broadcasting your presentation online

Now, with PowerPoint 2013, you can share your finished presentation with people all over the globe by broadcasting it live online if you're logged on using your Microsoft Account. Because people can view the presentation in their web browsers, they don't even need to have PowerPoint installed in order to view it.

### Present your presentation online

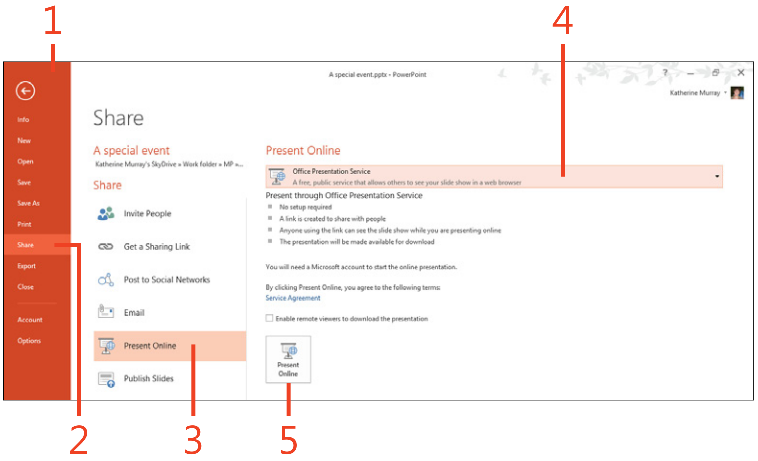
1. On the ribbon, tap File to display the Backstage view.
2. Tap the Share tab.
3. Choose Present Online.

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

4. Tap the drop-down arrow to choose the presentation service that you want to use.

   Choose Microsoft Lync if your colleagues are all Lync contacts; choose Office Presentation Service if those viewing your presentation will be viewing your presentation in their browser windows. If you are not using Office 2013 as part of Office 365, you might see only Office Presentation Service for this option.

5. Tap Present Online.
6. If you choose the Office Presentation Service, the Present Online dialog box appears, displaying the link for the presentation.
7. Tap Copy Link to copy the link and paste it into an instant message to send to participants.
8. Alternatively, tap Send In Email to send the link in an email message to others.
9. Tap Start Presentation. PowerPoint launches the presentation and you can use the navigation controls to page through it normally. Tap Exit Presentation in the navigation controls when you're finished presenting online.


1
4
A special event.pptx - PowerPoint
Katherine Murray
Info
New
Open
Save
Save As
Print
Share
Export
Close
Account
Options
Share
A special event
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
A free, public service that allows others to see your slide show in a web browser
Service Agreement
Present Online
2
3
5

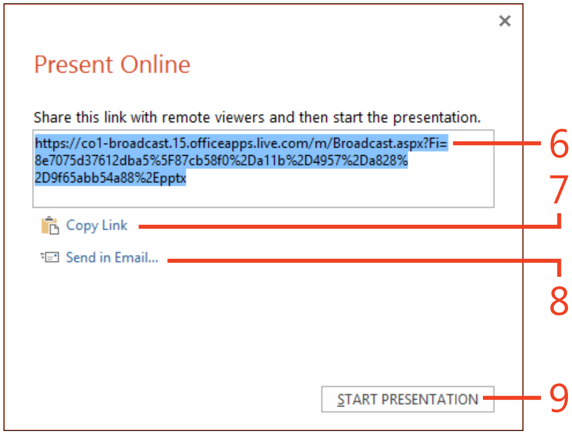
Present through Office Presentation Service

- 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:

☐ Enable remote viewers to download the presentation


Present Online
Copy Link
Send in Email...
START PRESENTATION
6
7
8
9

Share this link with remote viewers and then start the presentation.

https://co1-broadcast.15.officeapps.live.com/m/Broadcast.aspx?Fi=8e7075d37612dba5%5F87cb58f0%2Da11b%2D4957%2Da828%2D9f65abb54a88%2Epptx

## Saving your presentation as a video

If you plan to make your presentation available to others online so that they can go through it on their own time, you can save your presentation as a video others can view. This makes it possible for others to view the presentation without needing to have PowerPoint installed on their system or device.

### Create a video

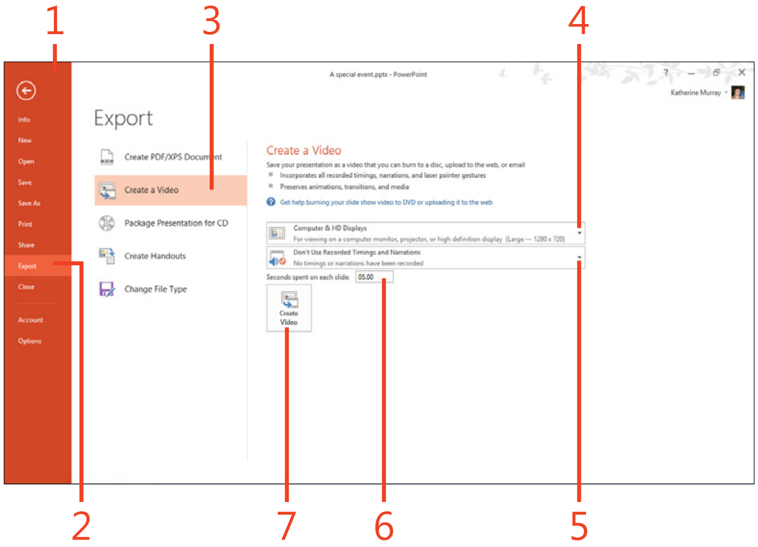
1. Save all changes in your presentation and tap File to display the Backstage view.
2. Tap the Export tab.
3. Choose Create A Video.

   The Create A Video pane appears on the right side of the Backstage view.
4. Tap 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 displays; 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. Tap 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. If you are prompted to provide your logon information, do so at the prompt.
7. Tap Create Video.

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

*(continued on next page)*


1
3
4
A special event.pptx - 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
2
7
6
5

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 (Large — 1280 x 720)

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

Seconds spent on each slide: 05.00

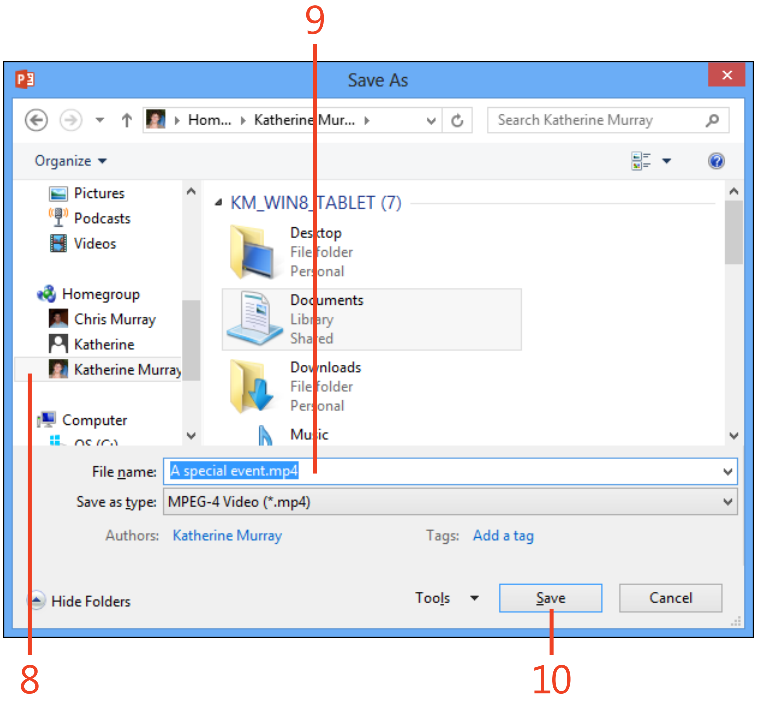
## Create a video *(continued)*

**8** Choose the folder for the video.

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

**10** Tap Save.

PowerPoint saves the video to the folder you selected.


9
Save As
Hom... › Katherine Mur... ›
Search Katherine Murray
Organize ▾
Pictures
Podcasts
Videos
Homegroup
Chris Murray
Katherine
Katherine Murray
Computer
OS (C:)
KM_WIN8_TABLET (7)
Desktop
File folder
Personal
Documents
Library
Shared
Downloads
File folder
Personal
Music
Tags: Add a tag
Hide Folders
Tools ▾
Save
Cancel
8
10

File name: A special event.mp4

Save as type: MPEG-4 Video (*.mp4)

Authors: Katherine Murray

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    searching/finding, 377
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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 Plain & Simple*, *Microsoft Word 2013 Inside Out*, and many other technical books.