Microsoft Office
Setting up PowerPoint 2013

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Setting up PowerPoint 2013

- Hello and welcome to **Setting up PowerPoint 2013**. This short video will walk you through some of the changes you may wish to make to your default settings of PowerPoint before you begin creating presentations.

Setting up PowerPoint 2013

- So now you've been upgraded to PowerPoint 2013, and while your files were not affected, several of your settings and defaults in PowerPoint have probably changed.

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- Some of this is due to changes and new features from Microsoft, and some of this is due to how the upgrade process works.

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- Regardless of the reason, let's take a look at how to fix and change some of the most common default settings in PowerPoint 2013.

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- Most of the settings we are going to look at today can be found in the **PowerPoint Options** dialog box.

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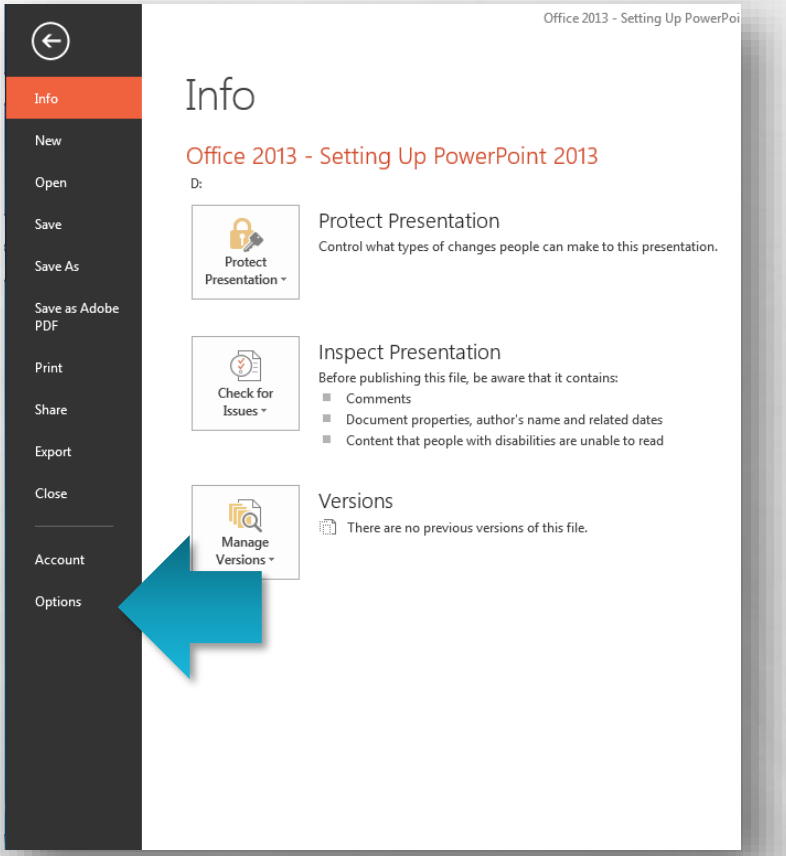
- To open this dialog box, select the **File** tab, and then click the **Options** option at the bottom of the list.



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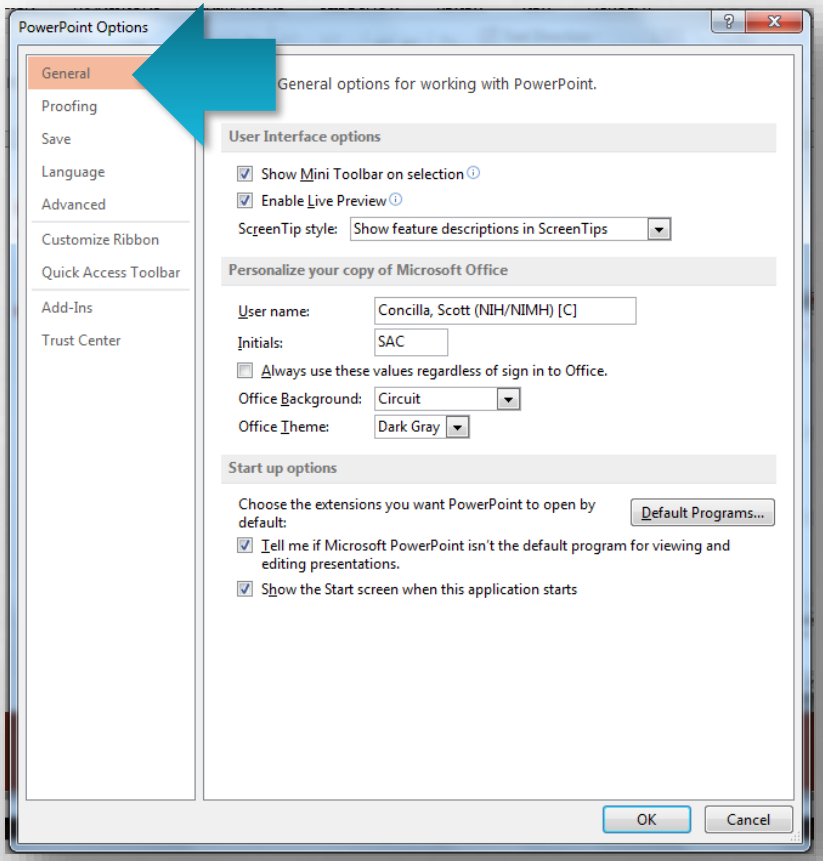
- The **PowerPoint Options** dialog box displays with the **General** tab visible.



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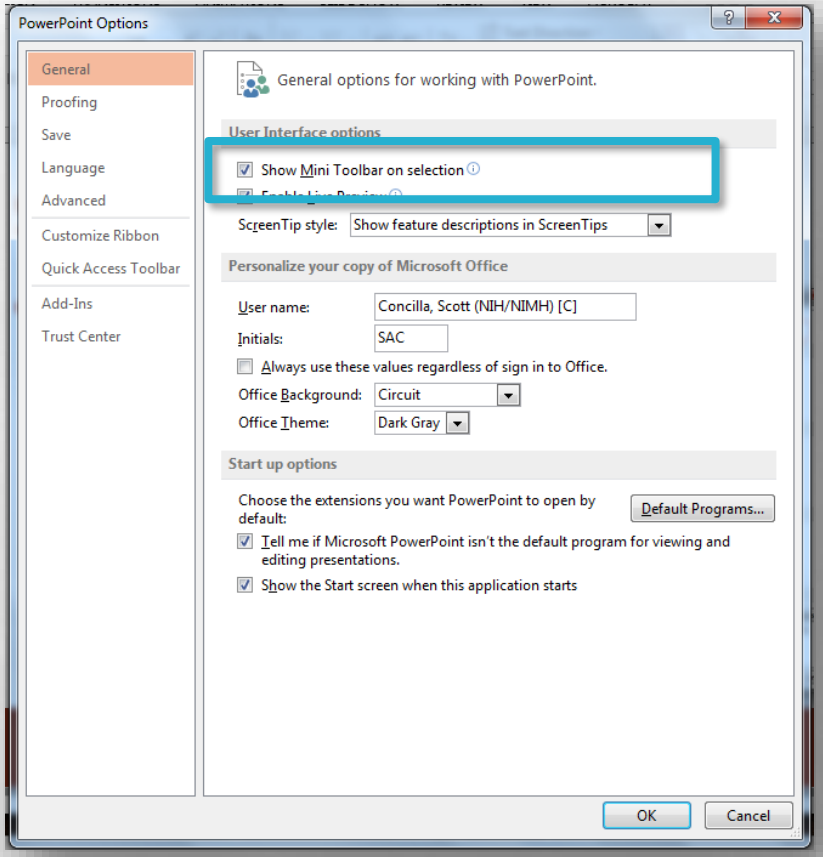
- First, if you don't like the mini-toolbar that displays when you select text in a presentation, you can disable it.



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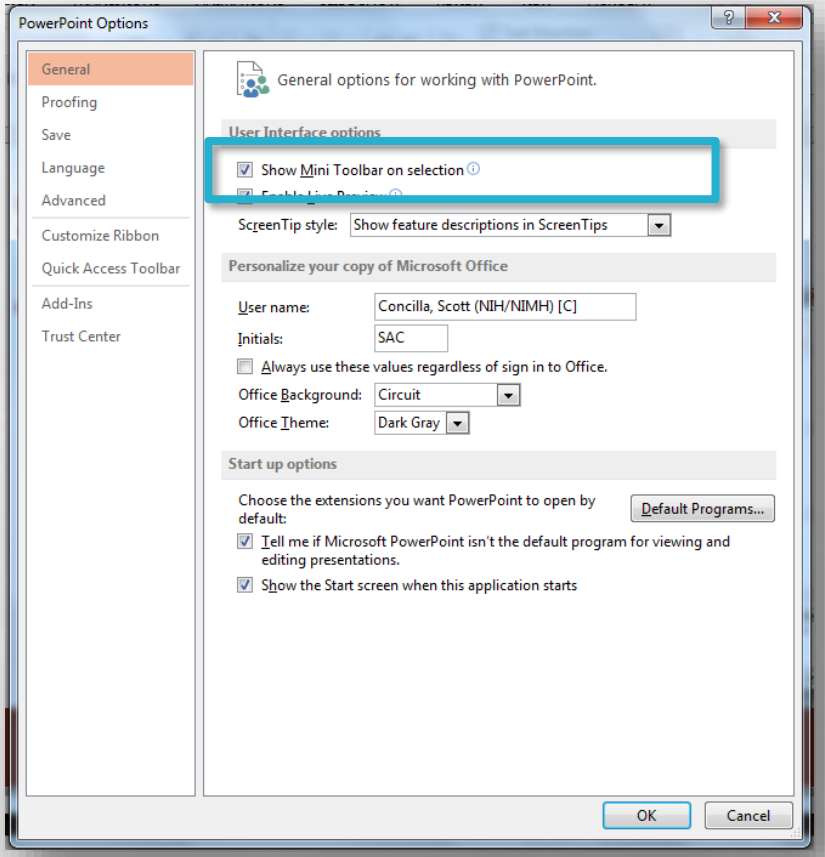
- In the **User Interface options** section at the top, uncheck the **Show Mini Toolbar on selection** option.



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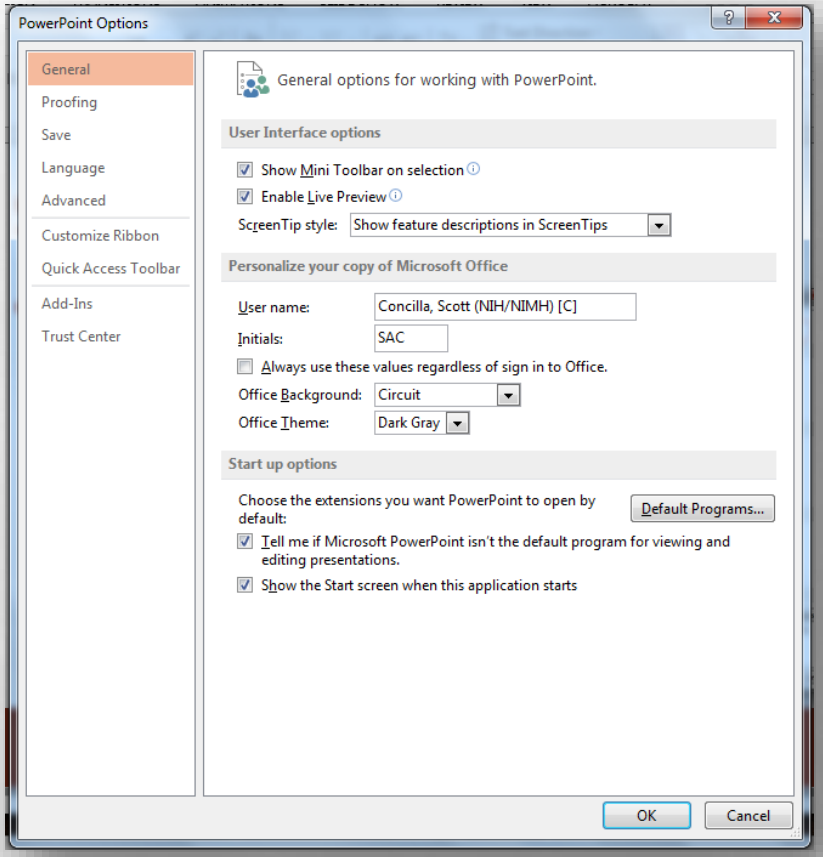
- PowerPoint, as well as all of the other Office 2013 applications, initially displays a Start screen instead of going directly to a blank presentation.



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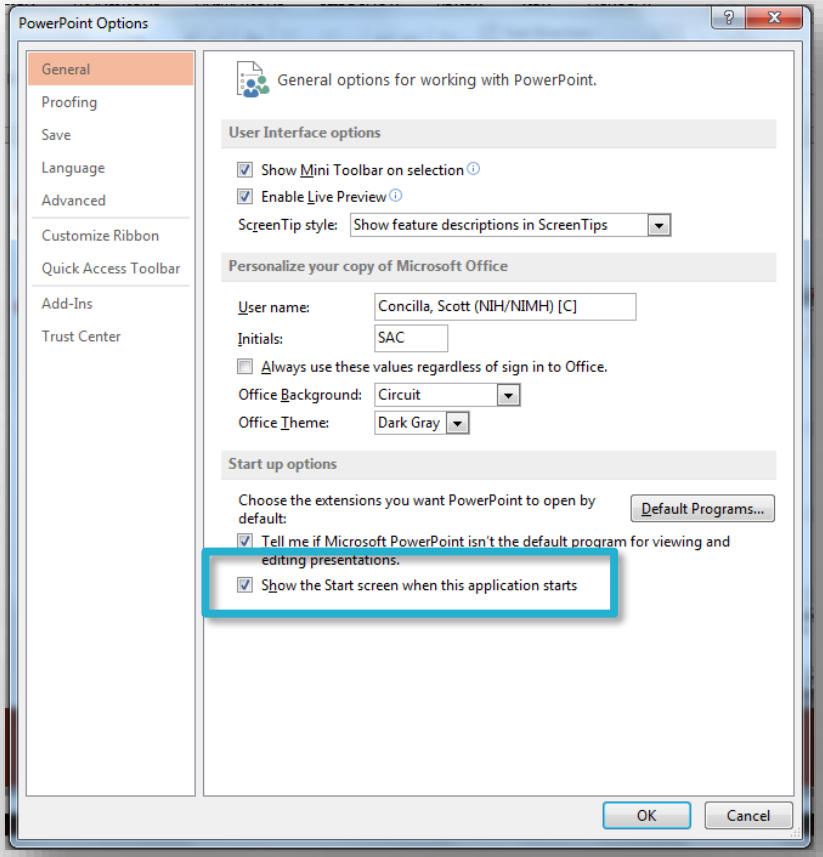
- If you would like to go directly to a blank presentation when starting PowerPoint, uncheck the **Show the Start screen when this application starts** option at the bottom.



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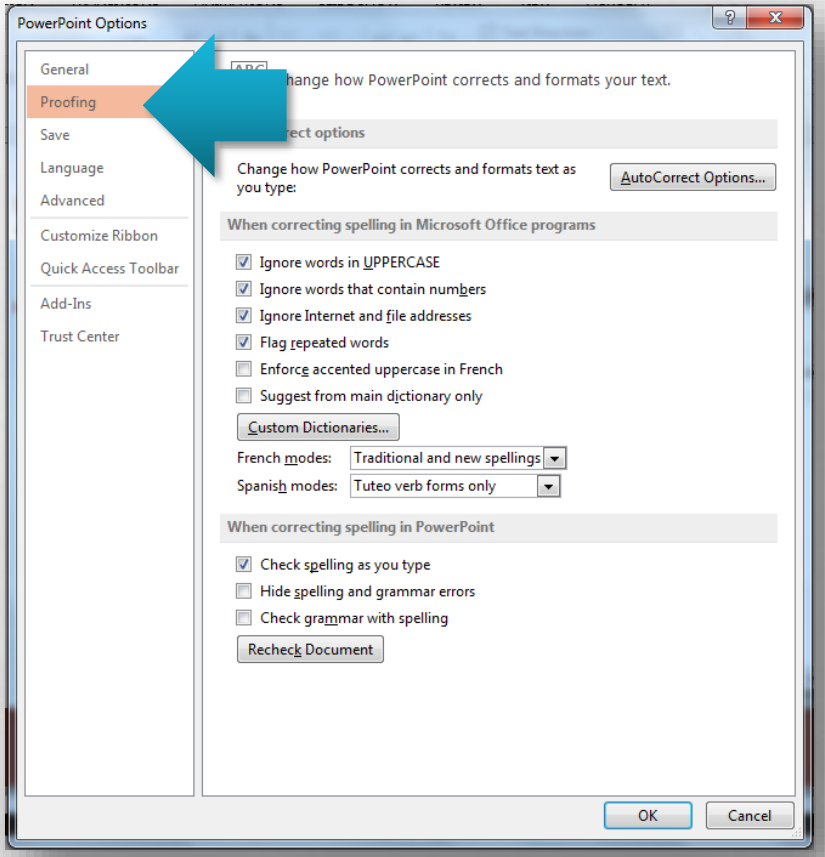
- Now let's move on to the **Proofing** tab.



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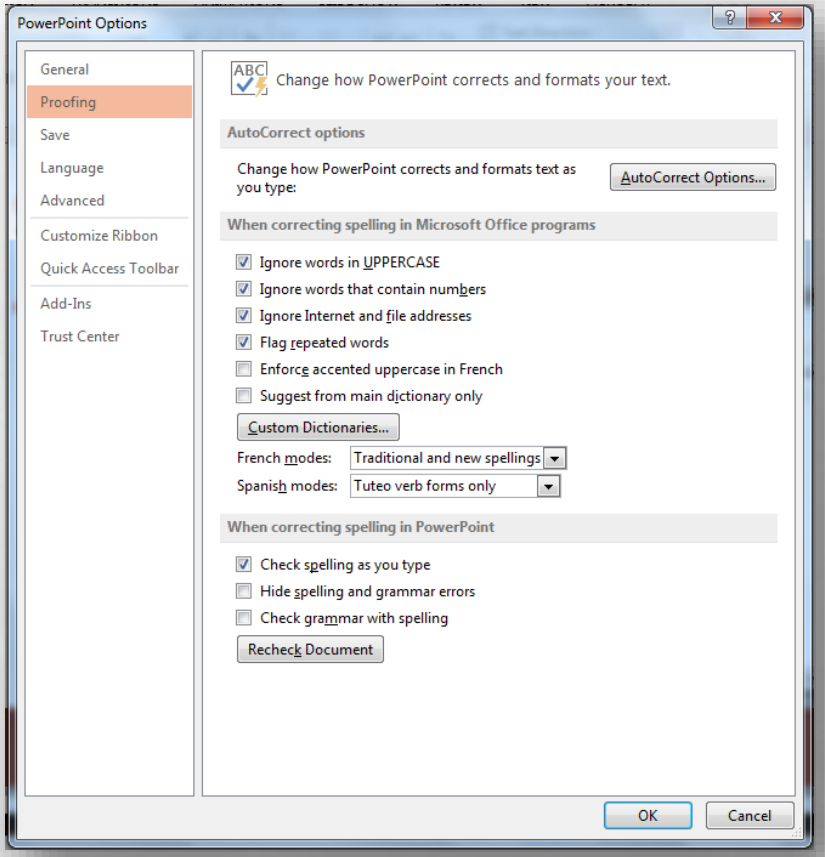
- As you're probably aware, PowerPoint has a habit of changing a lot of things automatically while you're typing.



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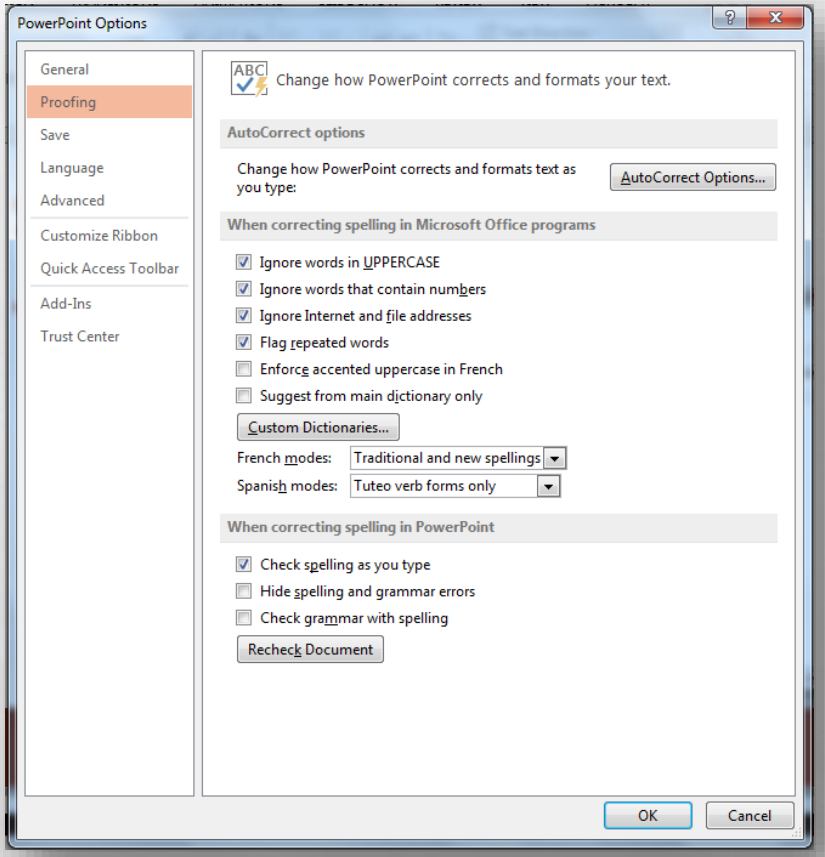
- Some of these “corrections” are very helpful, and some of them are downright intrusive and annoying.



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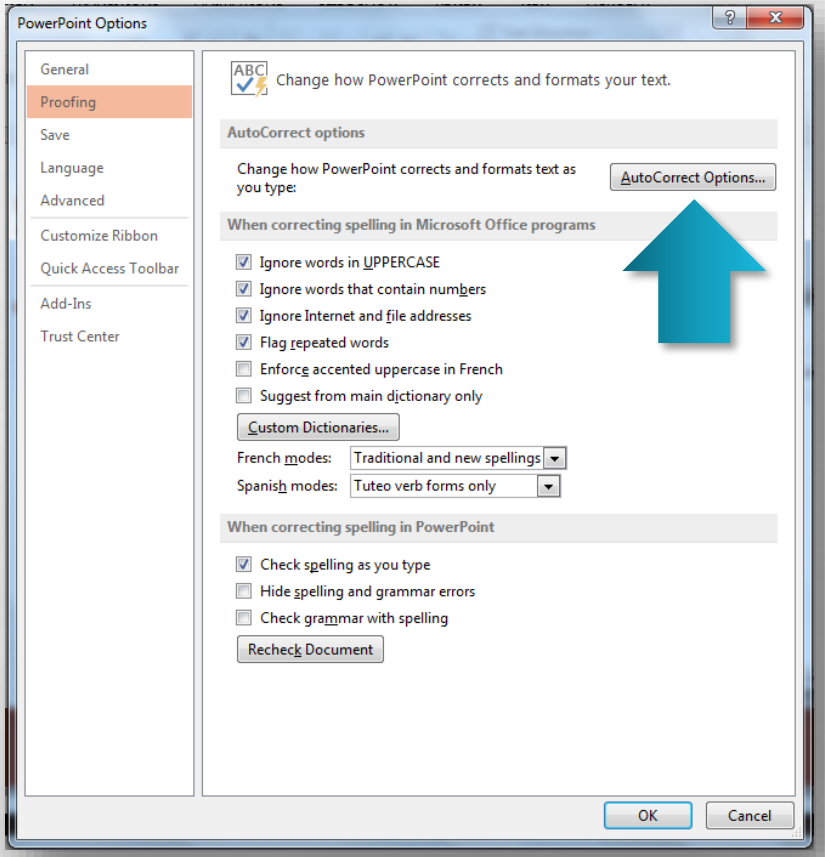
- At the top of this section, click the **AutoCorrect Options** button in the upper right hand corner.



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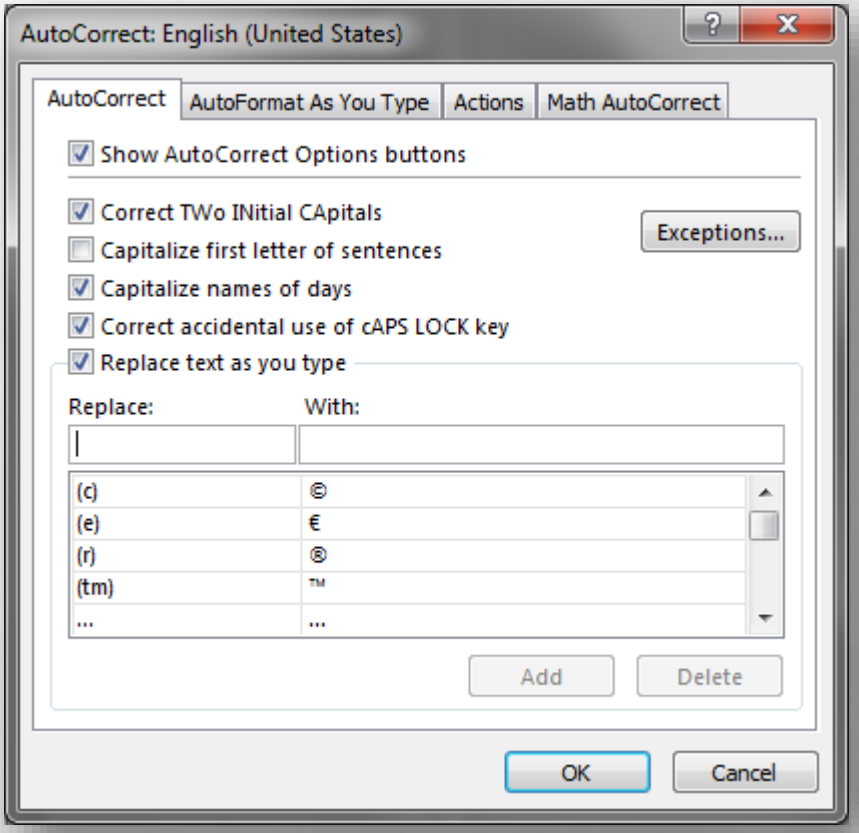
- The **AutoCorrect** dialog box displays.



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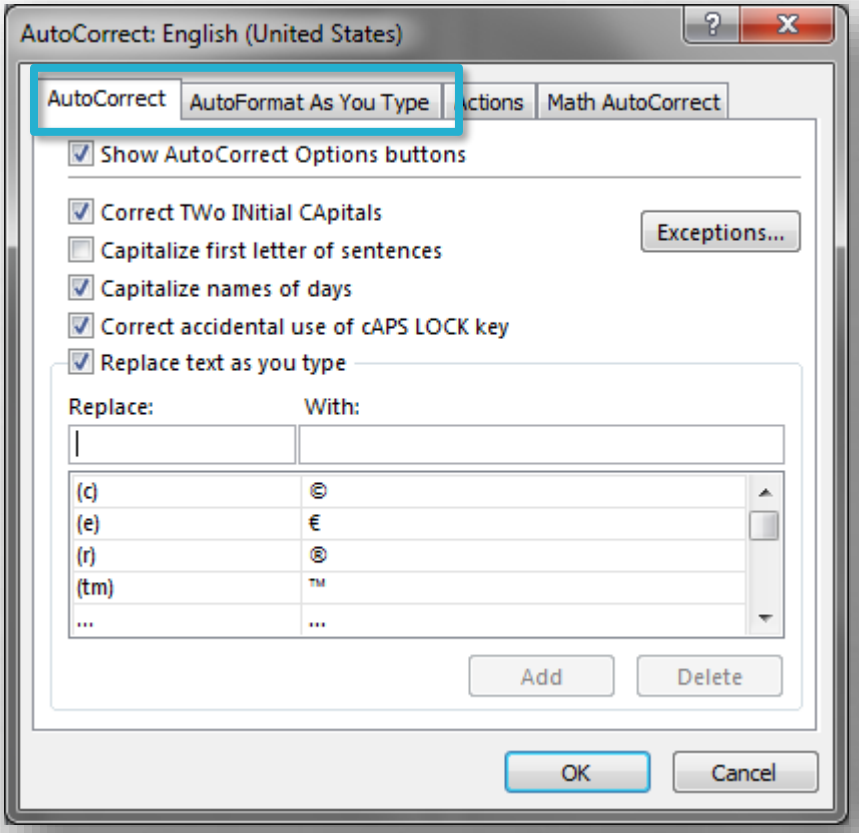
- This dialog box has four tabs, however right now, you only need to worry about the following two tabs:
  - AutoCorrect
  - AutoFormat As You Type



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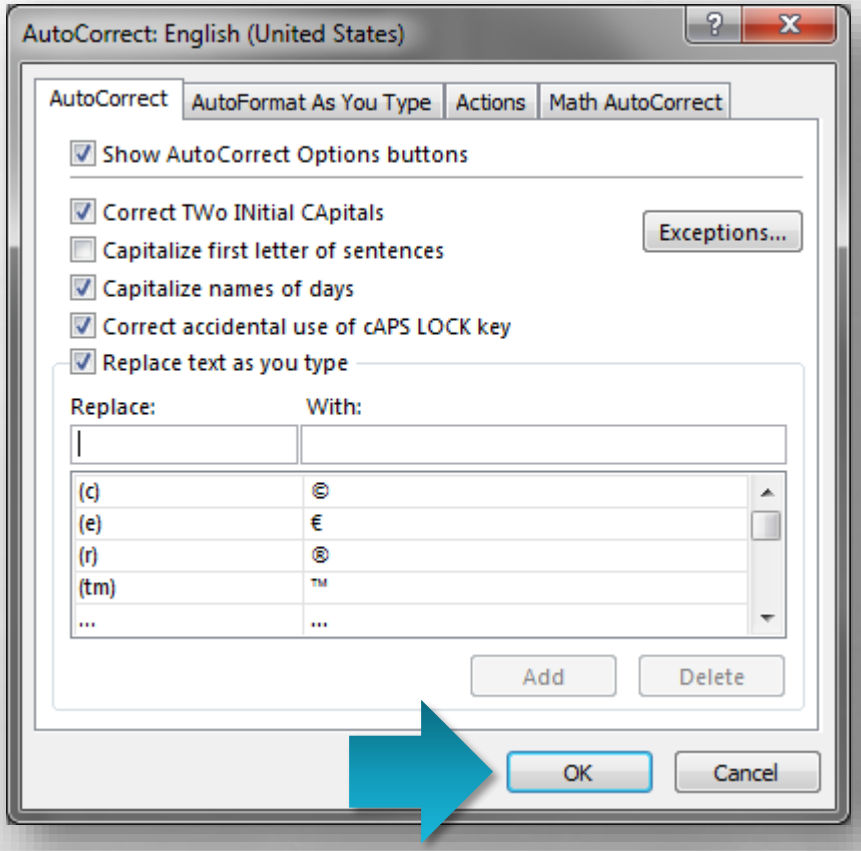
- Go through these two tabs and deselect any automatic behaviors, corrections, or actions you don't want.
- Click the **OK** button at the bottom when you're finished.



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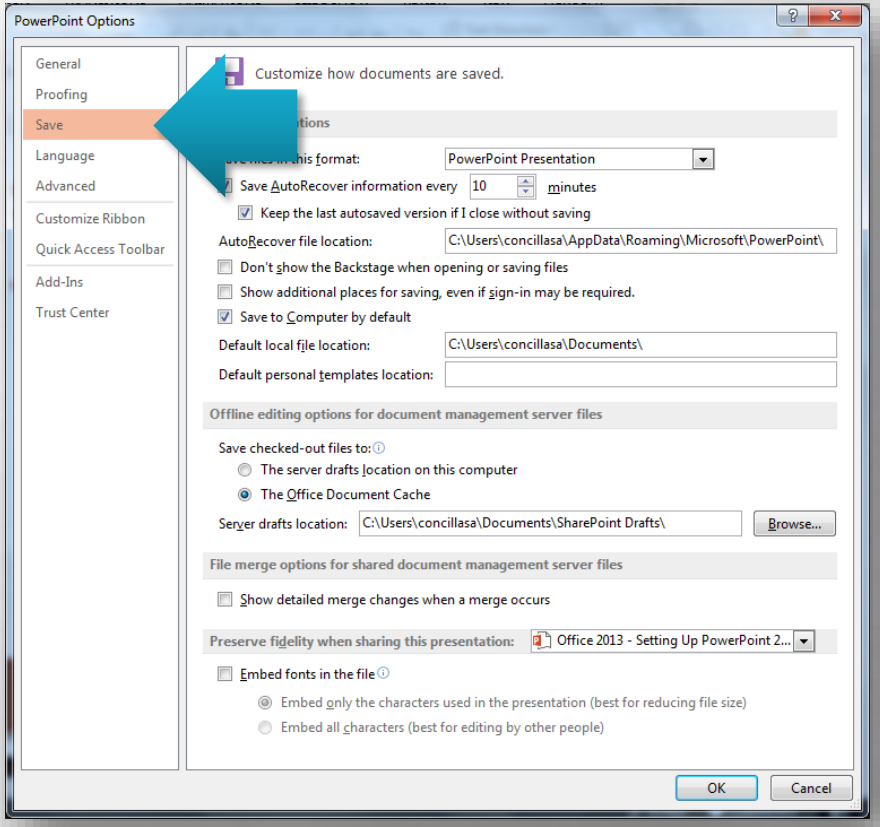
- Next, let's select the **Save** tab.



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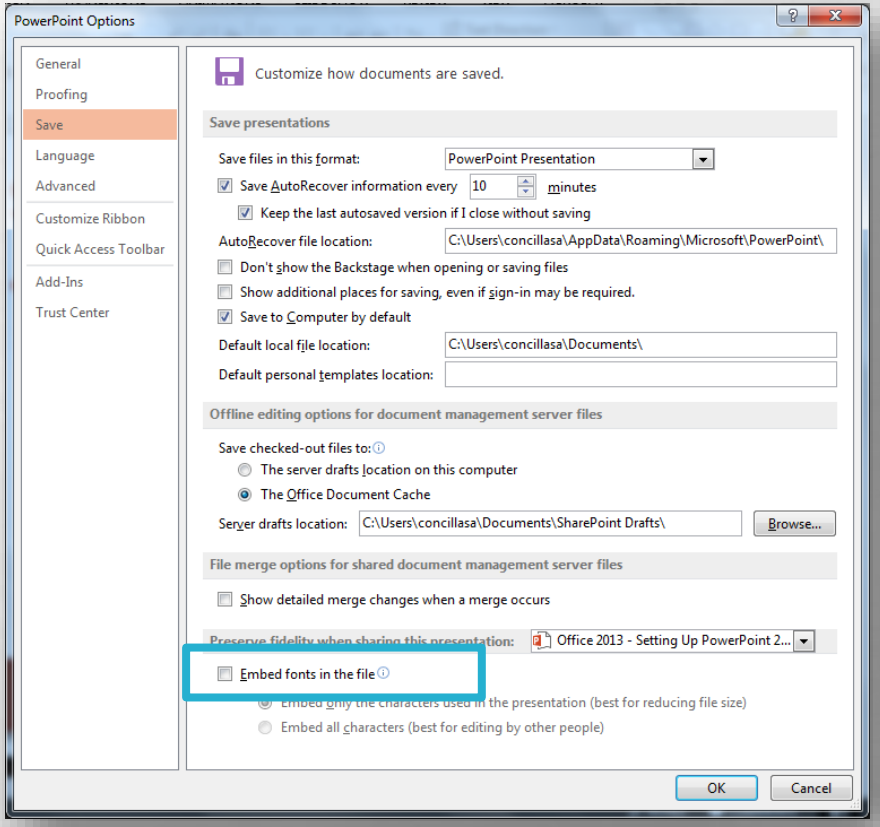
- While most PowerPoint templates use common or standards Windows fonts, some do not. If you save and open your presentation on another computer, the fonts may possibly change.



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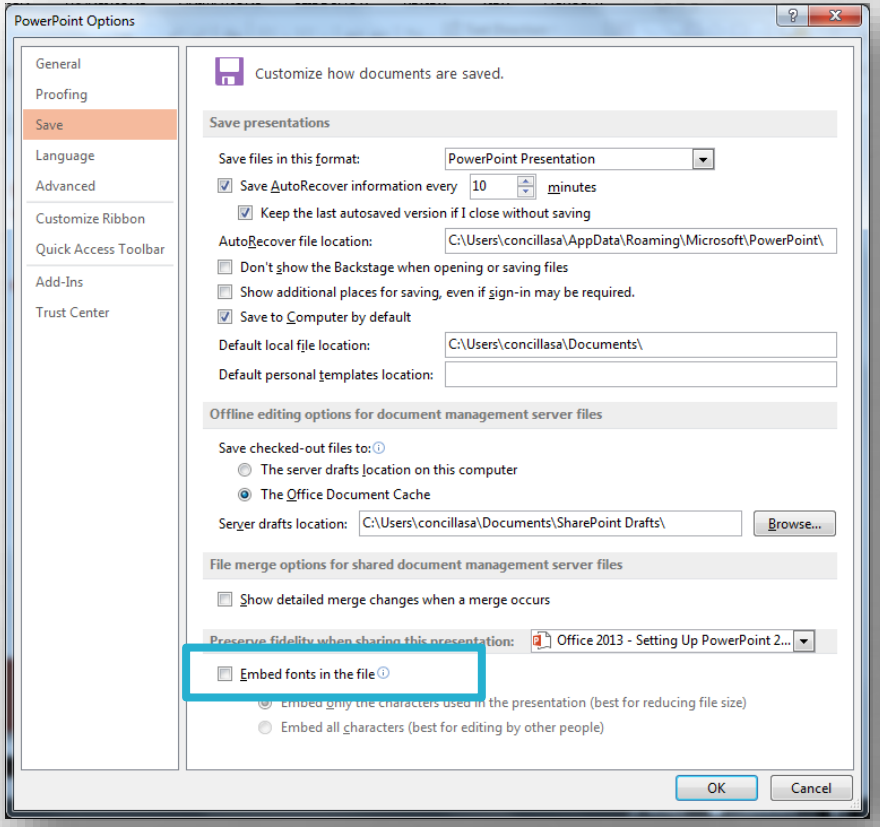
- To prevent this from happening, select **Embed fonts in the file**.



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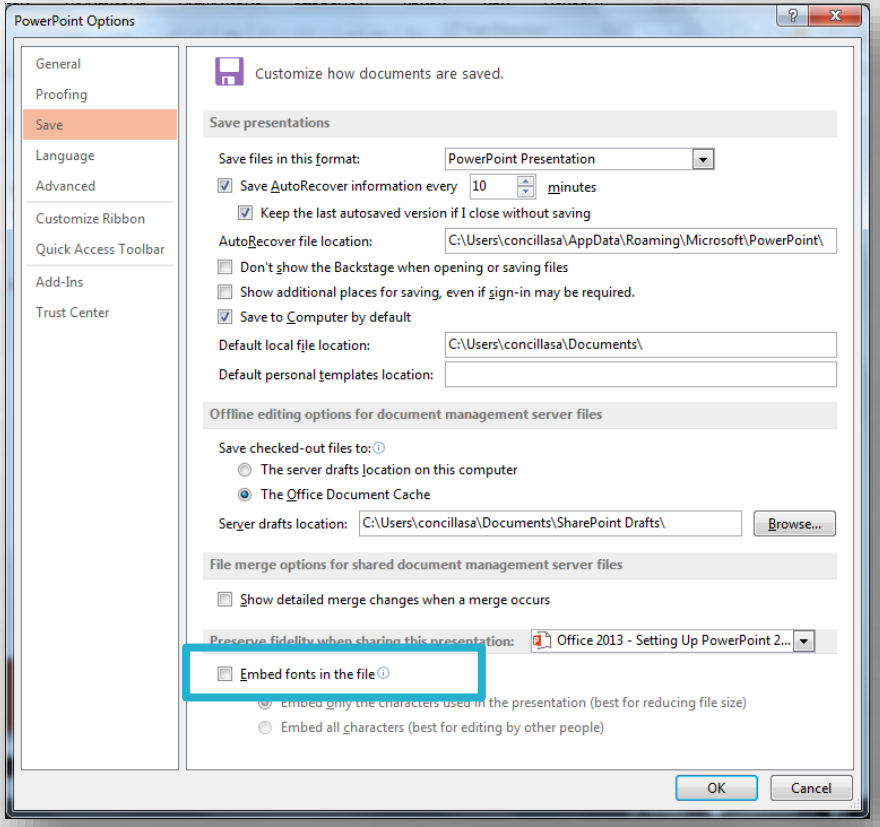
- However, there are two important points about this option you should be aware of.



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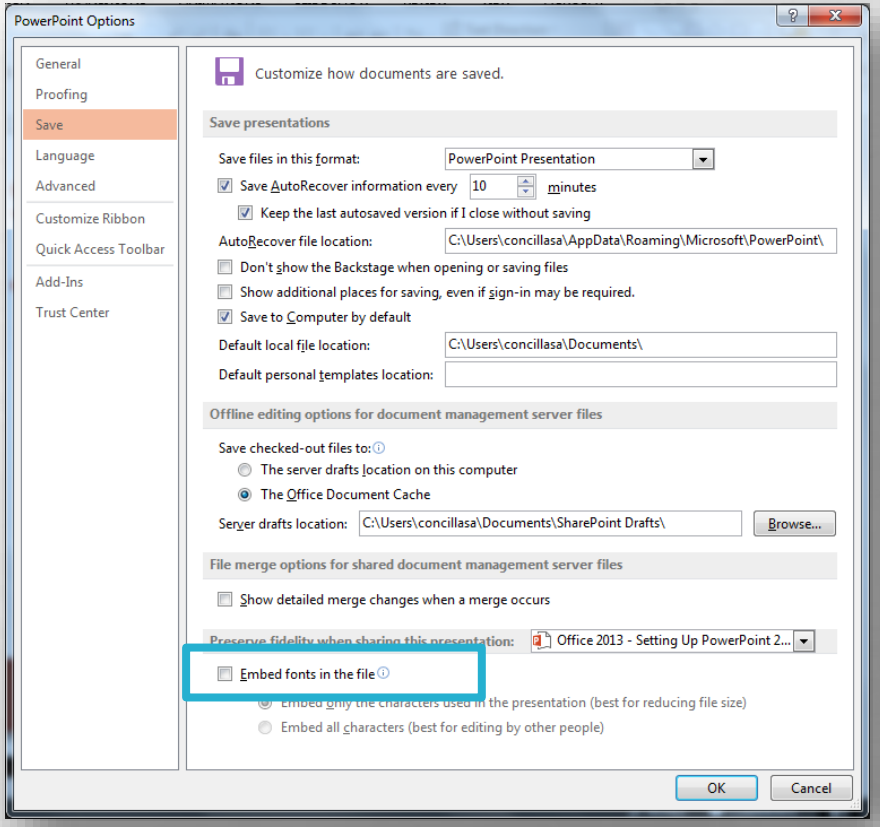
- First, this is a **per file** setting. It only applies to the presentation you are currently working on.



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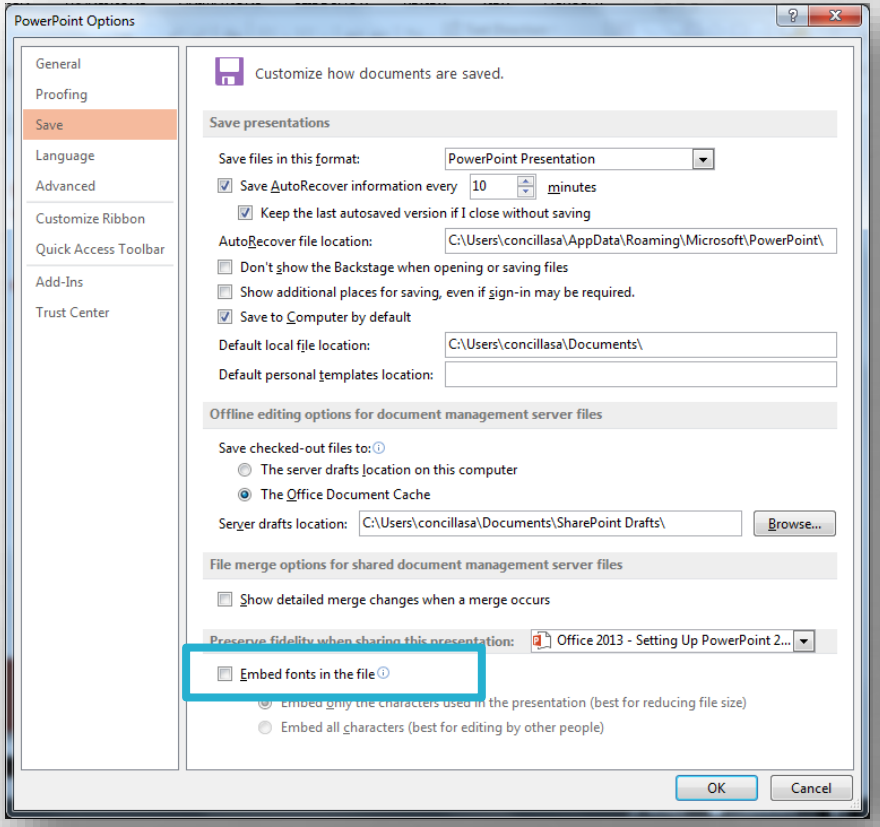
- Secondly, due to copyright restrictions, some fonts cannot be stored inside of a PowerPoint presentation, essentially rendering this option useless.



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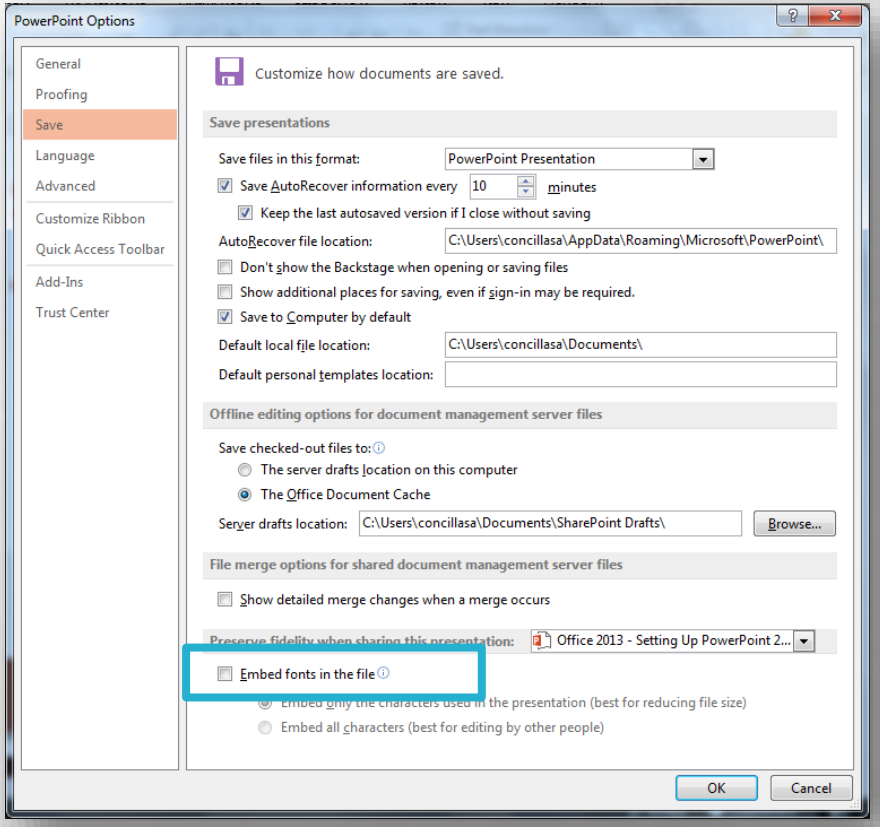
- The best advice here is to test this option first before using it and make sure it works as you intend it to.



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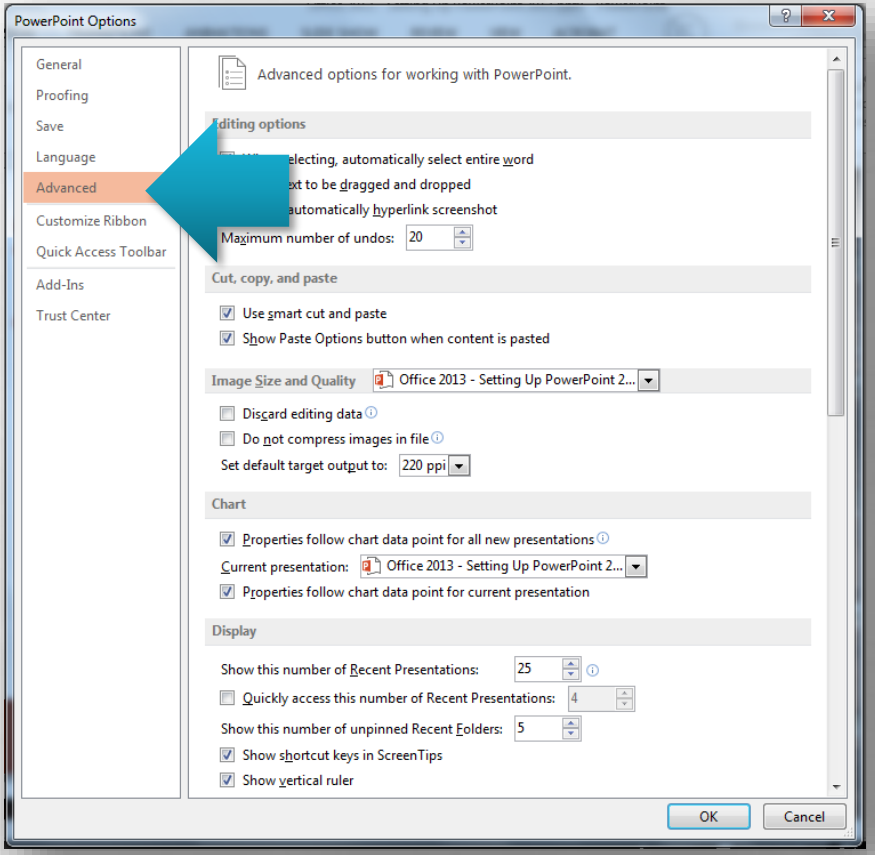
- Lastly, let's examine a few options on the **Advanced** tab.



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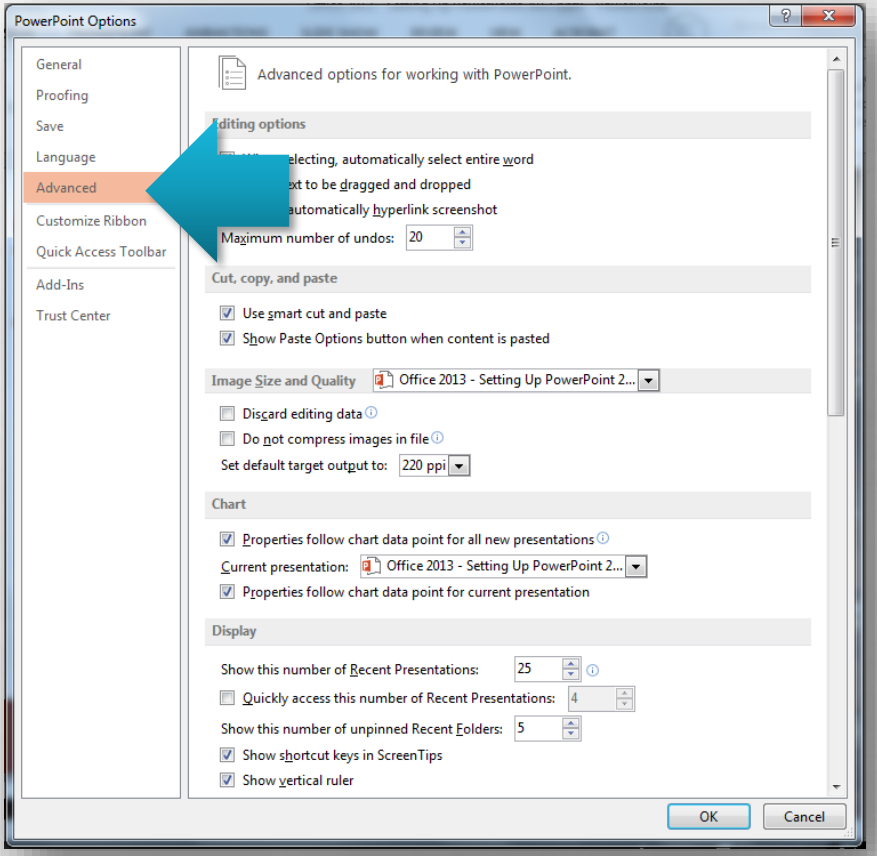
- There are quite a few sections and options on this tab. Let's focus on three options that may be of interest to you.



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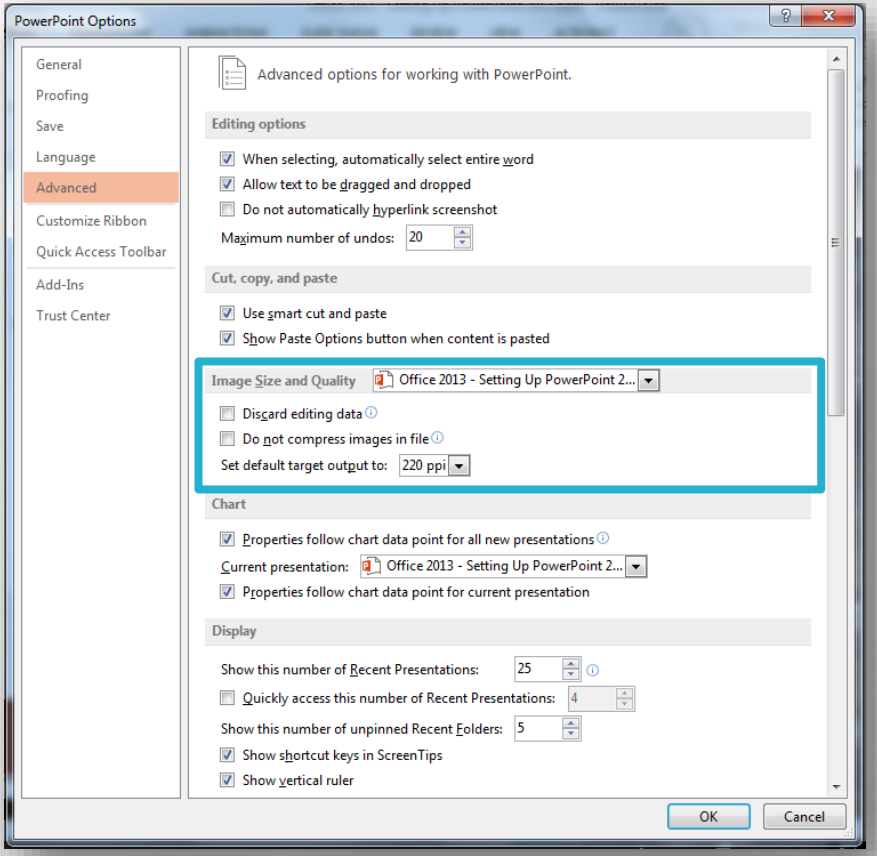
- First, let's look at the options in the **Image Size and Quality** section.



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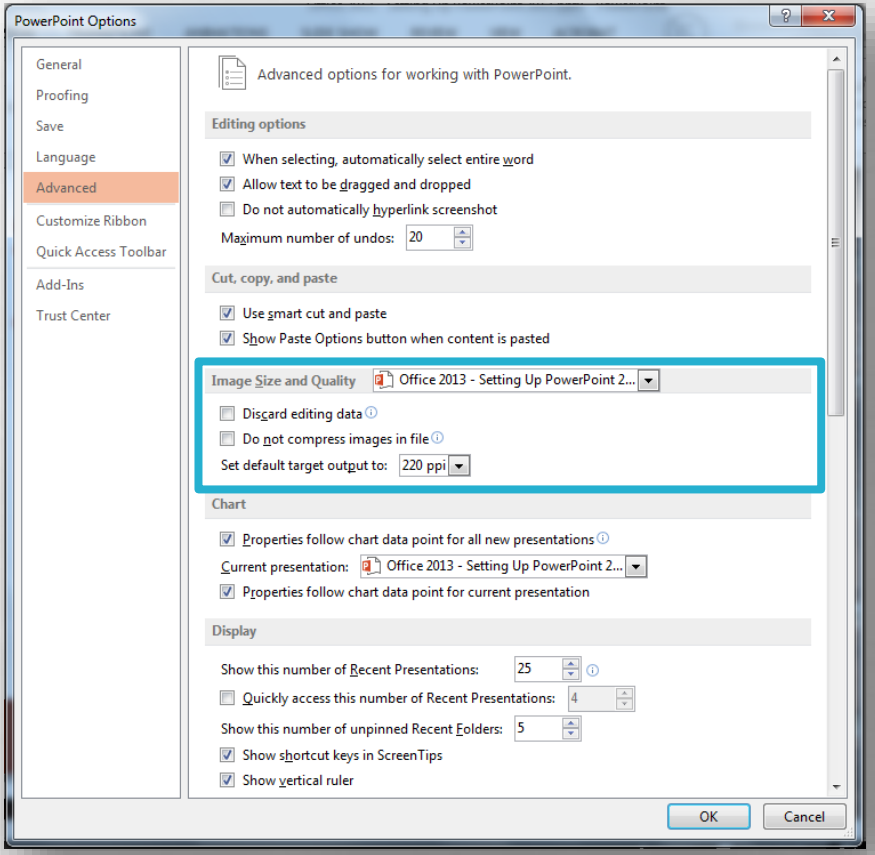
- These settings change the quality of pictures and images in your presentation, potentially to reduce (or increase) the overall size of the presentation file.



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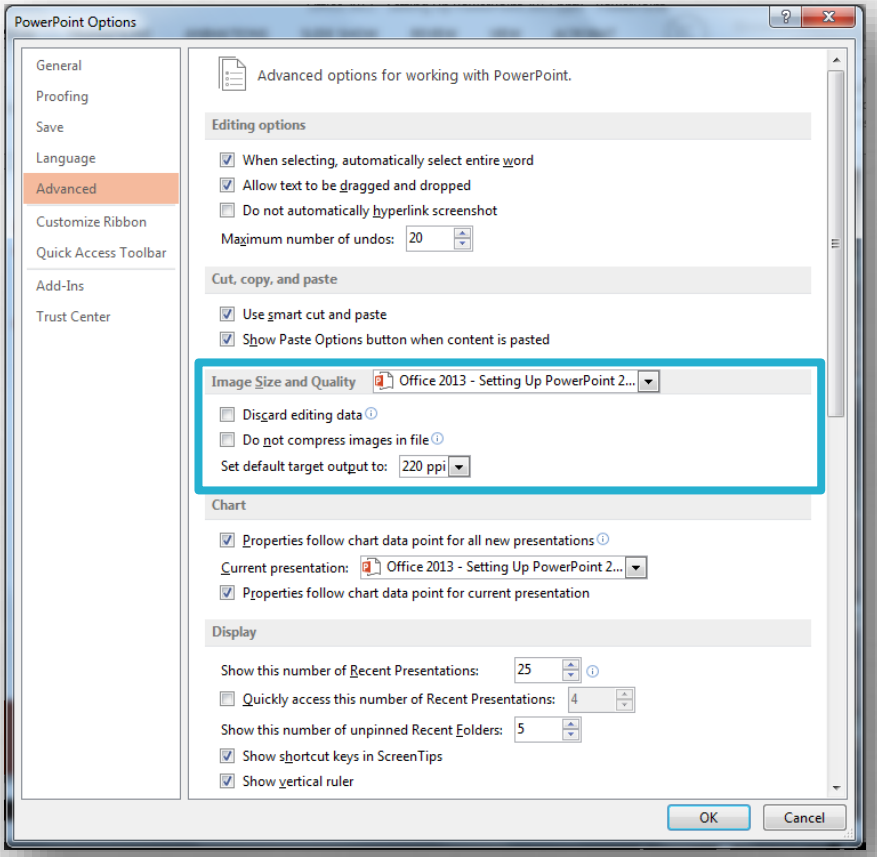
- These settings are also a **per file** settings – the changes you make here will only apply to the currently open presentation.



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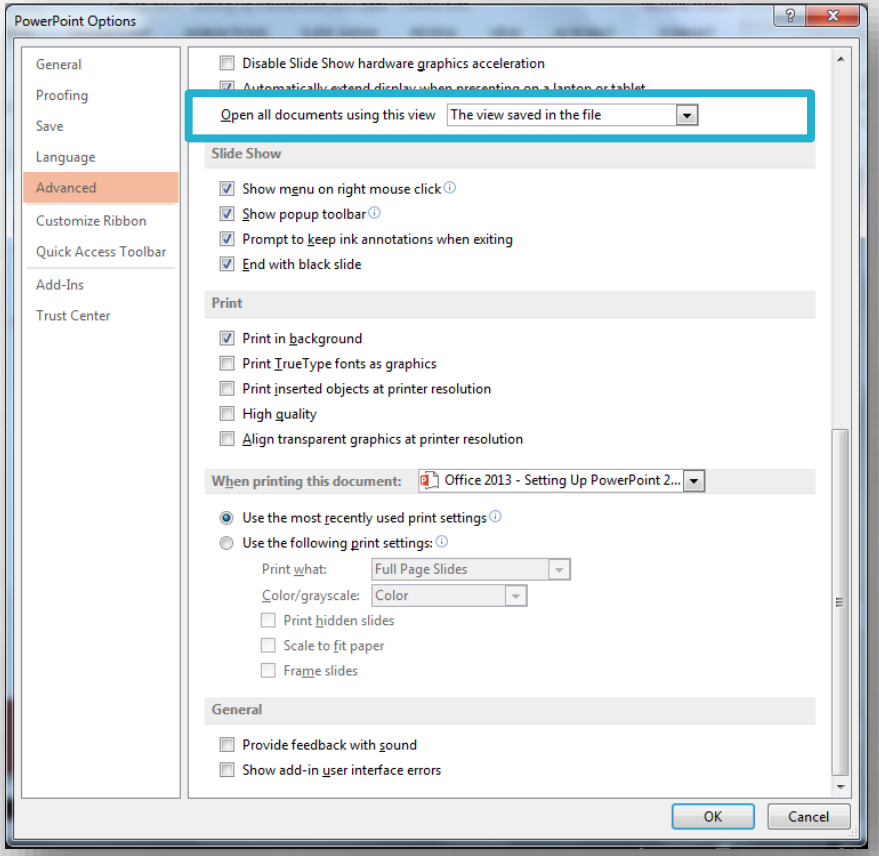
- Next, in the **Display** section, the **Open all documents using this view** setting will change the initial view of a presentation when you open it.



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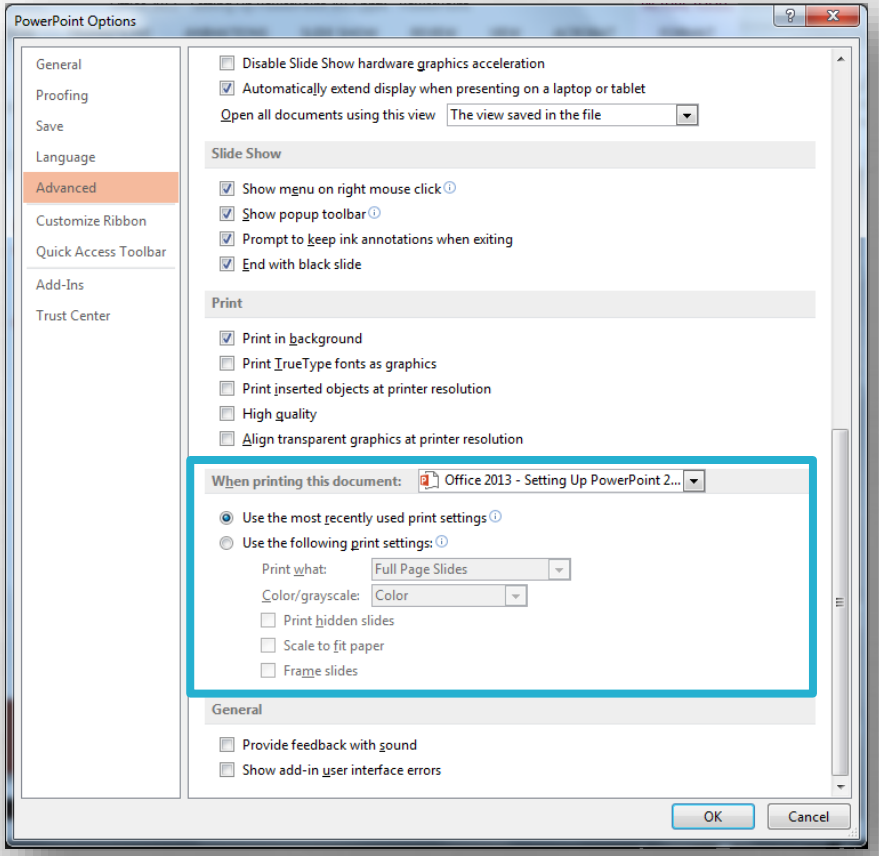
- Lastly, in the **When printing this document** section, you can designate that this presentation always default to a set of print settings, regardless of what was last used in PowerPoint.



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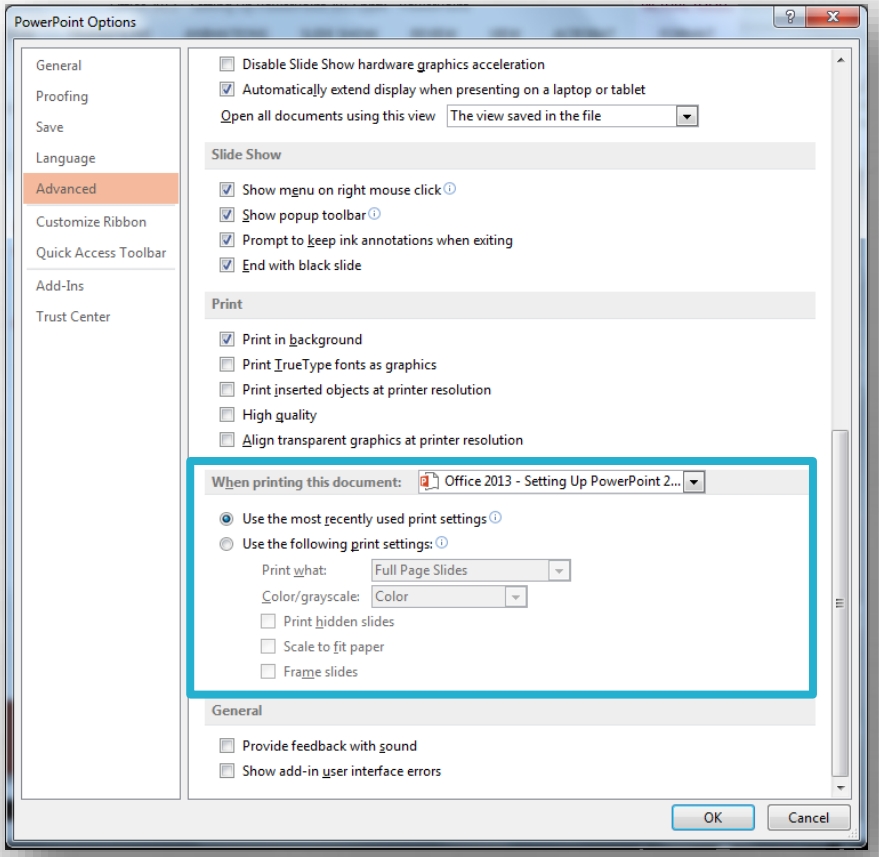
- This is also a **per file** setting, and only applies to the currently open presentation.



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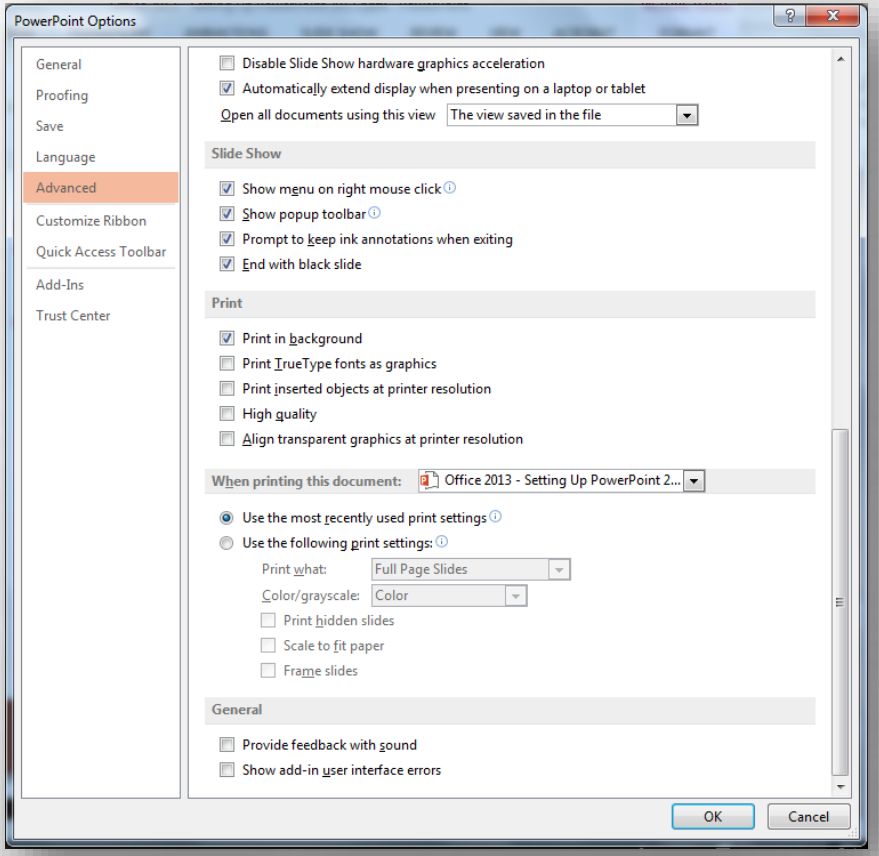
- By the way, if you don't understand what a setting does or what it is describing, you probably shouldn't change it.



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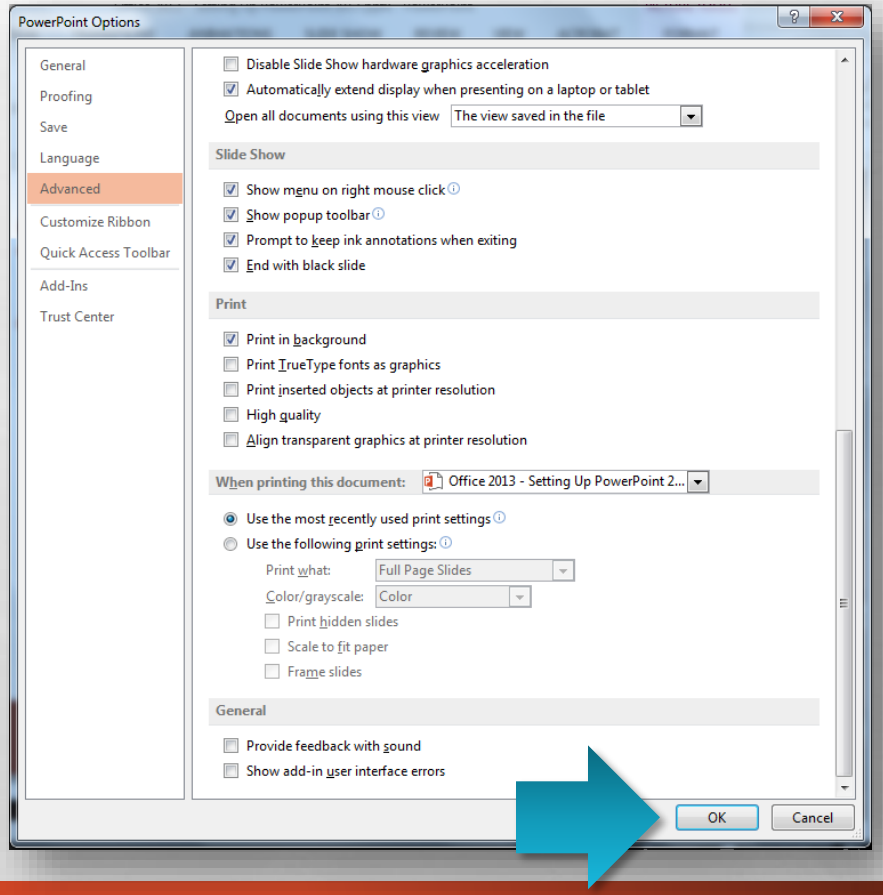
- Once you're finished, click the **OK** button at the bottom to close the **PowerPoint Options** dialog box.



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- Now, let's move on to two presentation design defaults that you can set.

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- The first design default we'll look at is selecting a default design theme.

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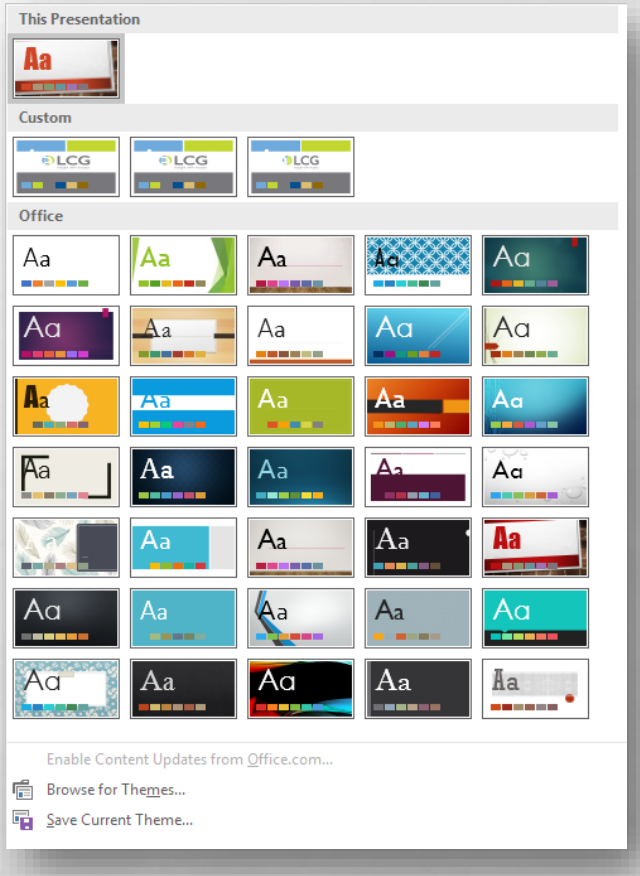
- Design themes contain backgrounds, fonts, colors, and effect definitions that you can use to create a presentation.



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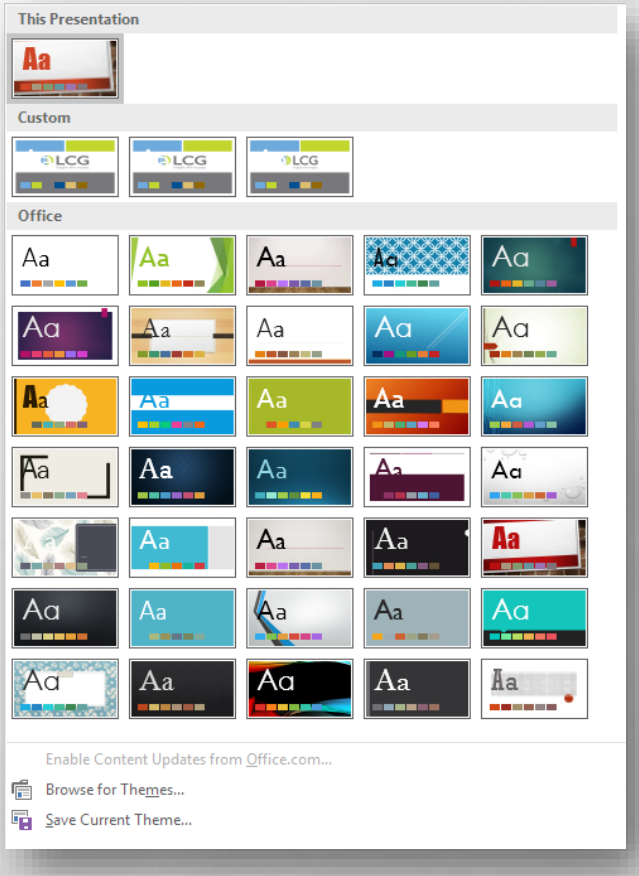
- If there is a particular design theme you use frequently, you can set it to be the “default” selection on the Start screen.



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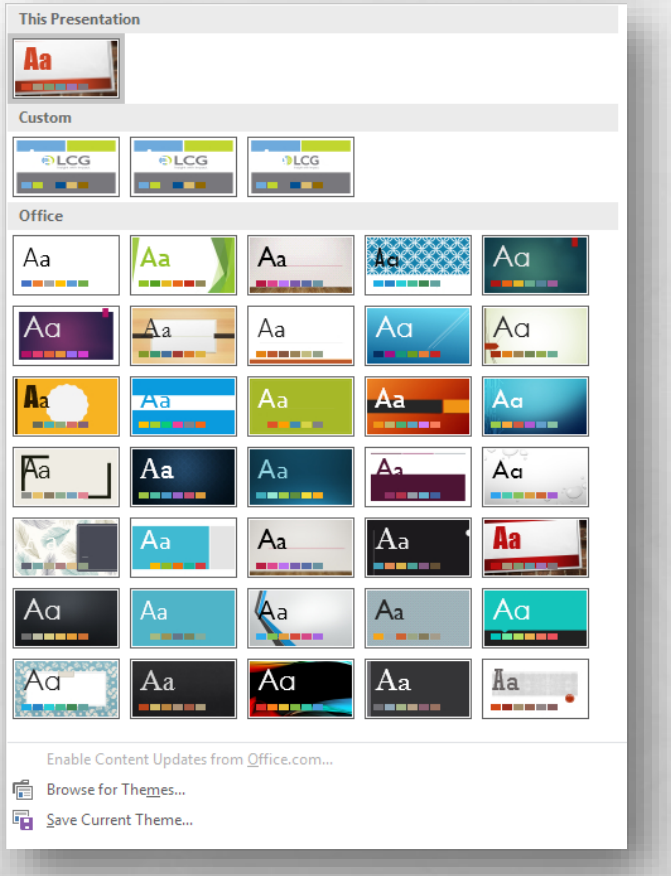
- Select the **Design** tab on the ribbon.
- In the **Themes** gallery, locate the theme you wish to make your default.



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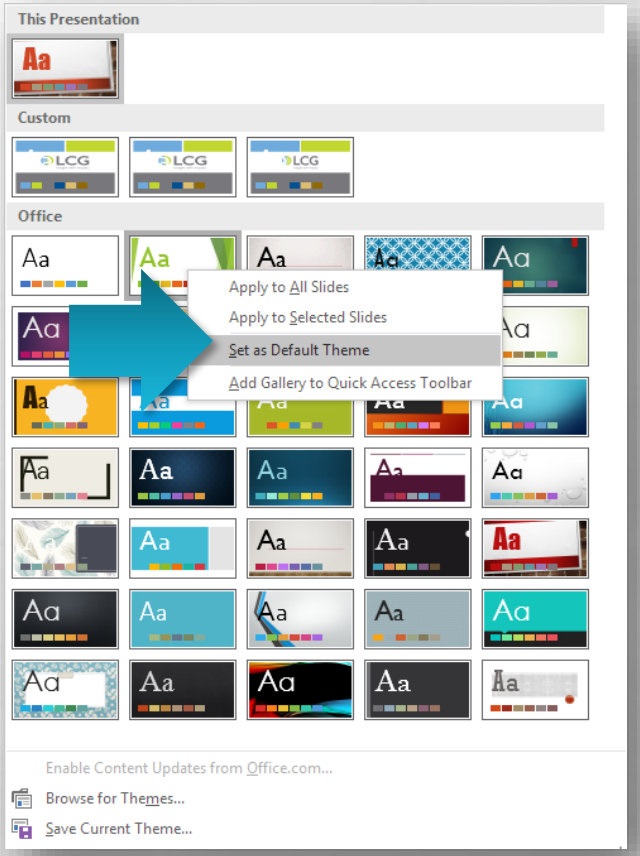
- Right-click the theme thumbnail and select **Set as default theme**.



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- When you're working in a presentation, you can set a default shape.
- This is good if you're consistently adding the same shape to many slides in the same presentation.

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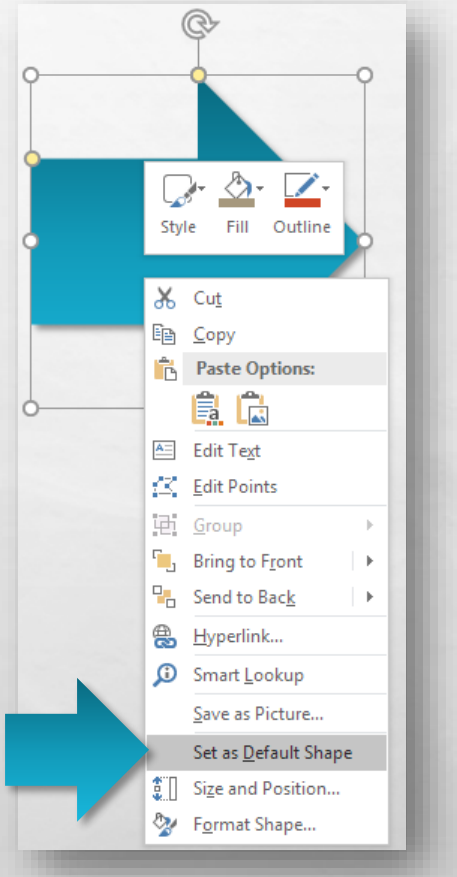
- On any slide, select the shape you wish to set as your default.
- Right-click the shape and choose **Set as Default Shape**.



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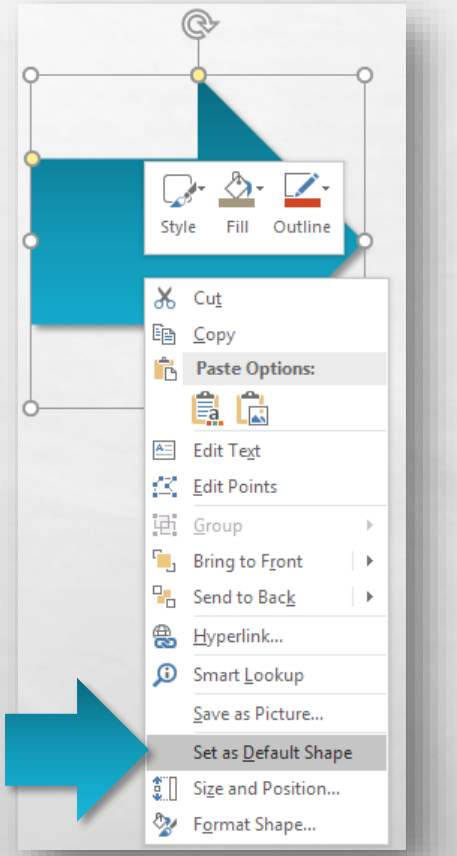
- This is a **per file** default, and will only apply to the presentation you are currently working on.



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- That covers most of the basic changes you're probably going to want to make before getting started with PowerPoint 2013.

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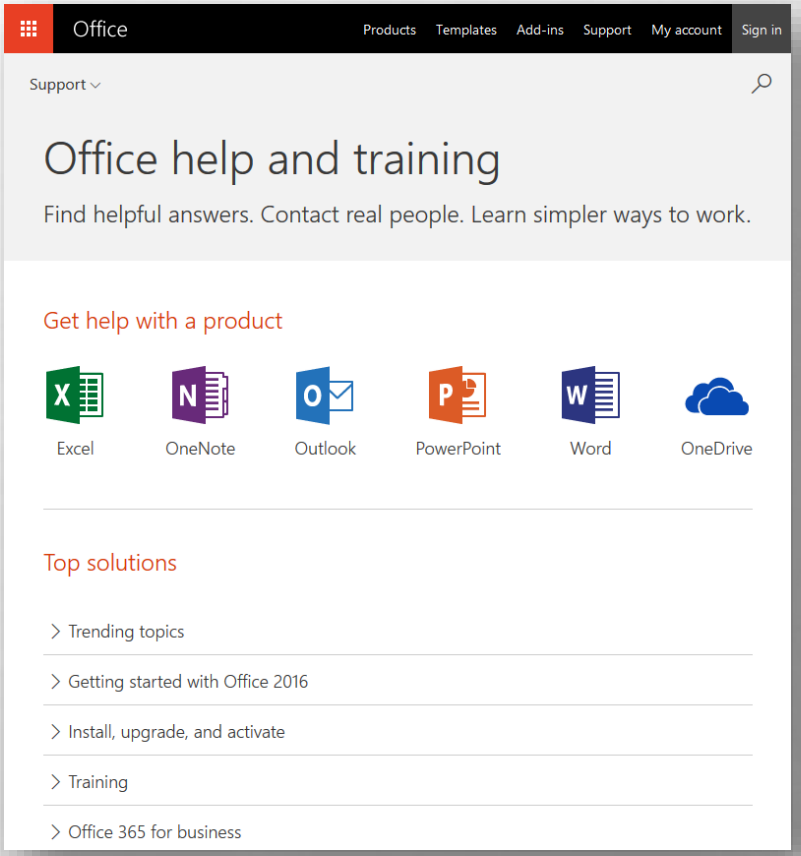
- If there was something not covered in this video, go to the Microsoft Office help site at support.office.com for further information.



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Thank you for watching!