

Making Everything Easier!™

Microsoft®
PowerPoint 2013
FOR
DUMMIES®
A Wiley Brand

Learn to:

- Create a slide presentation with charts, clip art, sound, and video
- Work with master slides and templates
- Use all the newest enhancements and features of PowerPoint 2013

IN FULL COLOR!

Doug Lowe

*Bestselling author of multiple editions
of Networking For Dummies*



PowerPoint® 2013

FOR
DUMMIES®
A Wiley Brand

by Doug Lowe

FOR
DUMMIES®
A Wiley Brand

PowerPoint® 2013 For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

Copyright © 2013 by John Wiley & Sons, Inc., Hoboken,
New Jersey

Published by John Wiley & Sons, Inc., Hoboken, New
Jersey

Published simultaneously in Canada

No part of this publication may be reproduced, stored in a retrieval system or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, scanning or otherwise, except as permitted under Sections 107 or 108 of the 1976 United States Copyright Act, without either the prior written permission of the Publisher, or authorization through payment of the appropriate per-copy fee to the Copyright Clearance Center, 222 Rosewood Drive, Danvers, MA 01923, (978) 750-8400, fax (978) 646-8600. Requests to the Publisher for permission should be addressed to the Permissions Department, John Wiley & Sons, Inc., 111 River Street, Hoboken, NJ 07030, (201) 748-6011, fax (201) 748-6008, or online at <http://www.wiley.com/go/permissions>.

Trademarks: Wiley, the Wiley logo, For Dummies, the Dummies Man logo, A Reference for the Rest of Us!, The Dummies Way, Dummies Daily, The Fun and Easy Way, Dummies.com, Making Everything Easier, and related trade dress are trademarks or registered trademarks of

John Wiley & Sons, Inc. and/or its affiliates in the United States and other countries, and may not be used without written permission. PowerPoint is a registered trademark of Microsoft Corporation in the United States and/or other countries. All other trademarks are the property of their respective owners. John Wiley & Sons, Inc. is not associated with any product or vendor mentioned in this book.

Limit of Liability/Disclaimer of Warranty: The publisher and the author make no representations or warranties with respect to the accuracy or completeness of the contents of this work and specifically disclaim all warranties, including without limitation warranties of fitness for a particular purpose. No warranty may be created or extended by sales or promotional materials. The advice and strategies contained herein may not be suitable for every situation. This work is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional services. If professional assistance is required, the services of a competent professional person should be sought. Neither the publisher nor the author shall be liable for damages arising herefrom. The fact that an organization or Website is referred to in this work as a citation and/or a potential source of further information does not mean that the author or the publisher endorses the information the organization or Website may provide or recommendations it may make. Further, readers should be aware that Internet Websites listed in this work may have changed or disappeared between when this work was written and when it is read.

For general information on our other products and services, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

For technical support, please visit
www.wiley.com/techsupport.

Wiley publishes in a variety of print and electronic formats and by print-on-demand. Some material included with standard print versions of this book may not be included in e-books or in print-on-demand. If this book refers to media such as a CD or DVD that is not included in the version you purchased, you may download this material at <http://booksupport.wiley.com>. For more information about Wiley products, visit www.wiley.com.

Library of Congress Control Number: 2012956420

ISBN 978-1-118-50253-2 (pbk); ISBN 978-1-118-50260-0 (ebk); ISBN 978-1-118-50259-4 (ebk); ISBN 978-1-118-50261-7 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1

About the Author

Doug Lowe has written enough computer books to line all the birdcages in California. His other books include *Word 2010 All-in-One For Dummies*, *Java All-in-One For Dummies*, and *Networking For Dummies*, 9th Edition.

Although Doug has yet to win a Pulitzer Prize, he remains cautiously optimistic. He is hopeful that James Cameron will pick up the film rights to this book and suggests *Avatar II: The Phantom Presentation* as a working title.

Doug lives in sunny Fresno, California, which is kind of boring but fortunately close to non-boring places like Disneyland, Yosemite, and San Francisco.

Dedication

To Rebecca, Sarah, and Bethany.

Author's Acknowledgments

I'd like to thank the whole crew at Wiley who helped with this edition, especially Blair Pottenger who did a great job keeping the entire project moving along when deadlines came and chapters didn't. Copy editor Beth Taylor dotted all the t's and crossed all the i's, or something like that, and managed to get my crude prose readable. Ryan Williams gave the entire manuscript a thorough technical review and made many excellent suggestions. And, of course, many other people pitched in.

I'd also like to thank everyone who helped out with previous editions of this book: Kim Darosett, Virginia Sanders, Mark Enochs, Kala Schrager, Jennifer Riggs, Rebecca Mancilla, Doug Sahlin, Andrea Boucher, Garret Pease, Steve Hayes, Kel Oliver, Nancy DelFavero, Grace Jasmine, Rev Mengle, Tina Sims, Pam Mourouzis, Leah Cameron, Jim McCarter, Kezia Endsley, Becky Whitney, and Michael Partington.

Publisher's Acknowledgments

We're proud of this book; please send us your comments at <http://dummies.custhelp.com>. For other comments, please contact our Customer Care Department within the U.S. at 877-762-2974, outside the U.S. at 317-572-3993, or fax 317-572-4002.

Some of the people who helped bring this book to market include the following:

Acquisitions and Editorial

Project Editor: Blair J. Pottenger

Acquisitions Editor: Amy Fandrei

Copy Editor: Beth Taylor

Technical Editor: Ryan Williams

Editorial Manager: Kevin Kirschner

Editorial Assistant: Annie Sullivan

Sr. Editorial Assistant: Cherie Case

Cover Photo: © Goldmund Lukic / iStockphoto

Composition Services

Project Coordinator: Katie Crocker

Layout and Graphics: Jennifer Creasey, Joyce Haughey

Proofreaders: Lindsay Amones, Debbye Butler

Indexer: BIM Indexing & Proofreading Services

Publishing and Editorial for Technology Dummies

Richard Swadley, Vice President and Executive Group
Publisher

Andy Cummings, Vice President and Publisher

Mary Bednarek, Executive Acquisitions Director

Mary C. Corder, Editorial Director

Publishing for Consumer Dummies

Kathleen Nebenhaus, Vice President and Executive
Publisher

Composition Services

Debbie Stailey, Director of Composition Services

PowerPoint 2013 For Dummies®

Visit

www.dummies.com/cheatsheet/powerpoint2013 to view this book's cheat sheet.

Table of Contents

Introduction

[About This Book](#)

[How to Use This Book](#)

[What You Don't Need to Read](#)

[Foolish Assumptions](#)

[How This Book Is Organized](#)

[Part I: Getting Started with PowerPoint 2013](#)

[Part II: Creating Great-Looking Slides](#)

[Part III: Embellishing Your Slides](#)

[Part IV: Working with Others](#)

[Part V: The Part of Tens](#)

[Icons Used in This Book](#)

[Where to Go from Here](#)

Part I: Getting Started with PowerPoint 2013 For Dummies

Chapter 1: Welcome to PowerPoint 2013

[What in Sam Hill Is PowerPoint?](#)

[Introducing PowerPoint Presentations](#)

[Presentation files](#)

[What's in a slide?](#)

[Starting PowerPoint](#)

[Navigating the PowerPoint Interface](#)

[Unraveling the Ribbon](#)

[The View from Here Is Great](#)

[Taking the Backstage Tour](#)

[Creating a New Presentation](#)

[Editing text](#)

[Adding a new slide](#)

[Moving from slide to slide](#)

[Choosing a design](#)

[Displaying Your Presentation](#)

[Saving Your Work](#)

[Opening a Presentation](#)

[Closing a Presentation](#)

[Getting Help](#)

[Exiting PowerPoint](#)

Chapter 2: Editing Slides

[Moving from Slide to Slide](#)

[Working with Objects](#)

[Selecting objects](#)

[Resizing or moving an object](#)

[Editing a Text Object](#)

[Selecting Text](#)

[Using Cut, Copy, and Paste](#)

[Duplicating an Object](#)

[Using the Clipboard Task Pane](#)

[Oops! I Didn't Mean It \(The Marvelous Undo Command\)](#)

[Deleting a Slide](#)

[Duplicating a Slide](#)

[Finding Text](#)

[Replacing Text](#)

[Rearranging Your Slides in Slide Sorter View](#)

[Chapter 3: Working in Outline View](#)

[Calling Up the Outline](#)

[Selecting and Editing an Entire Slide](#)

[Selecting and Editing One Paragraph](#)

[Promoting and Demoting Paragraphs](#)

[Adding a New Paragraph](#)

[Adding a New Slide](#)

[Moving Text Up and Down](#)

[Collapsing and Expanding the Outline](#)

[Chapter 4: Proofing Your Presentations](#)

[Checking Spelling As You Go](#)

[Spell Checking After-the-Fact](#)

[Using the Thesaurus](#)

[Capitalizing Correctly](#)

[Using the AutoCorrect Feature](#)

[Chapter 5: Don't Forget Your Notes!](#)

[Understanding Notes](#)

[Adding Notes to a Slide](#)

[Adding an Extra Notes Page for a Slide](#)

[Adding a New Slide from Notes Page View](#)

[Printing Notes Pages](#)

[Displaying Notes on a Separate Monitor](#)

[Chapter 6: Show Time!](#)

[The Quick Way to Print](#)

[Printing from Backstage View](#)

[Printing more than one copy](#)

[Changing printers](#)

[Printing part of a document](#)

[Using Print Preview](#)

[Setting Up a Slide Show](#)

[Starting a Slide Show](#)

[Working in Presenter View](#)

[Keyboard and Mouse Tricks for Your Slide Show](#)

[Using Presentation Tools](#)

[Using the Laser Pointer](#)

[Scribbling on Your Slides](#)

[Rehearsing Your Slide Timings](#)

[Using Custom Shows](#)

[Creating a custom show](#)

[Showing a custom show](#)

[Hiding slides](#)

[Showing Your Presentation Online](#)

[Part II: Creating Great-Looking Slides](#)

[Chapter 7: All about Fonts and Text Formatting](#)

[Changing the Look of Your Text](#)

[Two ways to apply formatting](#)

[Changing the size of characters](#)

[Choosing text fonts](#)

[Adding color to your text](#)

[Adding shadows](#)

[Big Picture Text Formatting](#)

[Biting the bulleted list](#)

[Creating numbered lists](#)

[Setting tabs and indents](#)

[Spacing out](#)

[Lining things up](#)

[Making columns](#)

[Creating Fancy Text with WordArt](#)

[Chapter 8: Designing Your Slides](#)

[Looking at the Design Tab](#)

[Working with Themes](#)

[Applying themes](#)

[Using theme colors](#)

[Using theme fonts](#)

[Applying theme effects](#)

[Changing the Slide Size](#)

[Using Background Styles](#)

[Using a gradient fill](#)

[Using other background effects](#)

[Chapter 9: Animating Your Slides](#)

[Using Slide Transitions](#)

[Using the Animations Tab](#)

[Customizing Your Animation](#)

[Understanding custom animation](#)

[Using the Animation pane](#)

[Adding an effect](#)

[More about animating text](#)

[Timing your animations](#)

[Making Text Jiggle](#)

[Using the Animation Painter](#)

[Chapter 10: Masters of the Universe Meet the Templates of Doom](#)

[Working with Masters](#)

[Modifying the Slide Master](#)

[Working with the Slide Master and Edit Master tabs](#)

[Adding recurring text or other elements](#)

[Applying themes to your Masters](#)

[Adding new layouts](#)

[Adjusting the Handout and Notes Masters](#)

[Changing the Handout Master](#)

[Changing the Notes Master](#)

[Using Masters](#)

[Overriding the Master text style](#)

[Hiding background objects](#)

[Using Headers and Footers](#)

[Adding a date, number, or footer to slides](#)

[Adding a header or footer to notes or handouts pages](#)

[Editing the header and footer placeholders directly](#)

[Yes, You Can Serve Two Masters](#)

[Creating a new Slide Master](#)

[Applying Masters](#)

[Preserving your masters](#)

[Restoring Lost Placeholders](#)

[Working with Templates](#)

[Creating a new template](#)

[Creating a presentation based on a template](#)

[Working with Presentation Sections](#)

[Part III: Embellishing Your Slides](#)

[Chapter 11: Inserting Pictures](#)

[Exploring the Many Types of Pictures](#)

[Bitmap pictures](#)

[Victor, give me a vector](#)

[Using Pictures](#)

[Dropping in a picture](#)

[Moving, sizing, and stretching pictures](#)

[Inserting Pictures from a File](#)

[Cropping a Picture](#)

[Adding Style to Your Pictures](#)

[Applying a picture border](#)

[Applying picture effects](#)

[Correcting Sharpness, Brightness, and Contrast](#)

[Adjusting Color](#)

[Applying Artistic Effects](#)

[Compressing Your Pictures](#)

[Removing Picture Backgrounds](#)

[Chapter 12: Drawing on Your Slides](#)

[Some General Drawing Tips](#)

[Zooming in](#)

[Displaying the ruler, gridlines, and guides](#)

[Sticking to the color scheme](#)

[Saving frequently](#)

[Remembering Ctrl+Z](#)

[Drawing Simple Objects](#)

[Drawing straight lines](#)

[Drawing rectangles, squares, ovals, and circles](#)

[Creating Other Shapes](#)

[Drawing a shape](#)

[Drawing a polygon or free-form shape](#)

[Drawing a curved line or shape](#)

[Creating a text box](#)

[Styling Your Shapes](#)

[Setting the shape fill](#)

[Setting the shape outline](#)

[Applying shape effects](#)

[Flipping and Rotating Objects](#)

[Flipping an object](#)

[Rotating an object 90 degrees](#)

[Using the rotate handle](#)

[Drawing a Complicated Picture](#)

[Changing layers](#)

[Line 'em up](#)

[Using the grids and guides](#)

[Group therapy](#)

[Chapter 13: Charting for Fun and Profit](#)

[Understanding Charts](#)

[Adding a Chart to Your Presentation](#)

[Adding a new slide with a chart](#)

[Adding a chart to an existing slide](#)

[Pasting a chart from Excel](#)

[Changing the Chart Type](#)

[Working with Chart Data](#)

[Switching rows and columns](#)

[Changing the data selection](#)

[Editing the source data](#)

[Refreshing a chart](#)

[Changing the Chart Layout](#)

[Changing the Chart Style](#)

[Embellishing Your Chart](#)

[Chapter 14: Working with SmartArt](#)

[Understanding SmartArt](#)

[Creating a SmartArt Diagram](#)

[Tweaking a SmartArt Diagram](#)

[Editing the SmartArt Text](#)

[Working with Organization Charts](#)

[Adding boxes to a chart](#)

[Deleting chart boxes](#)

[Changing the chart layout](#)

[Chapter 15: Lights! Camera! Action! \(Adding Sound and Video\)](#)

[Getting Ready to Add Sound to a Slide](#)

[Investigating sound files](#)

[Inserting an audio sound object](#)

[Setting Audio Options](#)

[Controlling when a sound is played](#)

[Looping a sound](#)

[Hiding the sound icon](#)

[Fading the sound in and out](#)

[Trimming an audio clip](#)

[Adding Video to Your Slides](#)

[Setting Video Options](#)

[Controlling when a video is played](#)

[Looping a video](#)

[Trimming a video clip](#)

[Playing the video full screen](#)

[Fading the video's sound in and out](#)

[Adding a bookmark](#)

[Chapter 16: More Things to Insert on Your Slides](#)

[Inserting Tables](#)

[Creating a table in a Content placeholder](#)

[Inserting a table on a slide](#)

[Drawing a table](#)

[Applying style to a table](#)

[Working with the Layout tab](#)

[Inserting WordArt](#)

[Using Hyperlinks](#)

[Creating a hyperlink to another slide](#)

[Creating a hyperlink to another presentation or to a website](#)

[Adding Action Buttons](#)

[Assigning button actions](#)

[Choosing button shapes](#)

[Creating a button](#)

[Creating a navigation toolbar](#)

[Inserting Equations](#)

[Part IV: Working with Others](#)

[Chapter 17: Collaborating in the Cloud](#)

[Sharing a Presentation in the Cloud](#)

[Sharing a Presentation with Other Users](#)

[Sharing a Presentation on Social Networks](#)

[Sending Slides for Review Via E-mail](#)

[Using Comments](#)

[Comparing Presentations](#)

[Chapter 18: Using a Slide Library and Other Ways to Reuse Slides](#)

[Stealing Slides from Another Presentation](#)

[Saving Slides in a Slide Library](#)

[Stealing Slides from a Slide Library](#)

[Chapter 19: Exporting Your Presentation to Other Formats](#)

[Creating a PDF File](#)

[Crafting a Video](#)

[Adding timings and narration](#)

[Creating a video](#)

[Packaging Your Presentation on a CD](#)

[Creating Word Handouts](#)

Part V: The Part of Tens

Chapter 20: Ten PowerPoint Commandments

- I. Thou Shalt Frequently Savest Thy Work
- II. Thou Shalt Storeth Each Presentation in Its Proper Folder
- III. Thou Shalt Not Abuseth Thy Program's Formatting Features
- IV. Thou Shalt Not Stealeth Copyrighted Materials
- V. Thou Shalt Abideth by Thine Color Scheme, Auto-Layout, and Template
- VI. Thou Shalt Not Abuse Thine Audience with an Endless Array of Cute Animations or Funny Sounds
- VII. Keep Thy Computer Gurus Happy
- VIII. Thou Shalt Backeth Up Thy Files Day by Day
- IX. Thou Shalt Fear No Evil, for Ctrl+Z Is Always with Thee
- X. Thou Shalt Not Panic

Chapter 21: Ten Tips for Creating Readable Slides

- Try Reading the Slide from the Back of the Room
- Avoid Small Text
- No More Than Five Bullets, Please
- Avoid Excessive Verbiage Lending to Excessively Lengthy Text That Is Not Only Redundant but Also Repetitive and Reiterative
- Use Consistent Wording
- Avoid Unsightly Color Combinations
- Watch the Line Endings
- Keep the Background Simple
- Use Only Two Levels of Bullets
- Avoid Bullets Altogether If You Can

Keep Charts and Diagrams Simple

Chapter 22: Ten Ways to Keep Your Audience Awake

Don't Forget Your Purpose

Don't Become a Slave to Your Slides

Don't Overwhelm Your Audience with Unnecessary Detail

Don't Neglect Your Opening

Be Relevant

Don't Forget the Altar Call

Practice, Practice, Practice

Relax!

Expect the Unexpected

Don't Be Boring

Cheat Sheet

Introduction

Welcome to *PowerPoint 2013 For Dummies*, the book written especially for people who are lucky enough to use this latest and greatest version of PowerPoint and want to find out just enough to finish that presentation that was due yesterday.

Do you ever find yourself in front of an audience, no matter how small, flipping through flip charts or shuffling through a stack of handwritten transparencies? You need PowerPoint! Have you always wanted to take your notebook computer with you to impress a client at lunch, but you haven't known what to do with it between trips to the salad bar? You *really* need PowerPoint!

Or maybe you're one of those unfortunate folks who bought Microsoft Office because it was such a bargain and you needed a Windows word processor and spreadsheet anyway, and hey, you're not even sure what PowerPoint is, but it was free. Who can resist a bargain like that?

Whichever circumstance you find yourself in, you're holding the perfect book right here in your formerly magic-marker-stained hands. Help is here, within these humble pages.

This book talks about PowerPoint in everyday — and often irreverent — terms. No lofty prose here; the whole thing checks in at about the fifth-grade reading level. I have no Pulitzer expectations for this book. My goal is to make an otherwise dull and lifeless subject at least tolerable, and maybe even kind of fun.

About This Book

This isn't the kind of book that you pick up and read from start to finish as though it were a cheap novel. If I ever see you reading it at the beach, I'll kick sand in your face. This book is more like a reference — the kind of book you can pick up, turn to just about any page, and start reading. It has 22 chapters, each one covering a specific aspect of using PowerPoint — such as printing, animating your slides, or using clip art.

Each chapter is divided into self-contained chunks, all related to the major theme of the chapter.

For example, the chapter on using charts contains nuggets like these:

- ✓ Understanding charts
- ✓ Adding a chart to your presentation
- ✓ Pasting a chart from Excel
- ✓ Changing the chart type
- ✓ Working with chart data

You don't have to memorize anything in this book. It's a need-to-know book: You pick it up when you need to know something. Need to know how to create an organization chart? Pick up the book. Need to know how to override the Slide Master? Pick up the book. After you find what you're looking for, put it down and get on with your life.

How to Use This Book

This book works like a reference. Start with the topic that you want to find out about: To get going, look for it in the table of contents or in the index. The table of contents is detailed enough that you should be able to

find most of the topics that you look for. If not, turn to the index, where you find even more detail.

When you find your topic in the table of contents or the index, turn to the area of interest and read as much or as little as you need or want. Then close the book and get on with it.

This book is loaded with information, of course, so if you want to take a brief excursion into your topic, you're more than welcome. If you want to know all about Slide Masters, read the chapter on templates and Masters. If you want to know all about animation, read the chapter on animation. Read whatever you want. This is *your* book — not mine.

On occasion, this book directs you to use specific keyboard shortcuts to get things done. When you see something like Ctrl+Z, this instruction means to hold down the Ctrl key while pressing the Z key and then release both together. Don't type the plus sign.

Sometimes I tell you to use a command that resides on the new Ribbon interface like this: Choose Home⇒Editing⇒Find. That means to click the Find button, which you can find in the Editing group on the Home tab.

Whenever I describe a message or information that you see onscreen, it looks like this:

Are we having fun yet?

Anything you're instructed to type appears in bold like so: Type **a:setup** in the Run dialog box. Type exactly what you see, with or without spaces.

Another nice feature of this book is that whenever I discuss a certain button that you need to click in order to accomplish the task at hand, the button appears either in

the margin or in a helpful table that summarizes the buttons that apply to a particular task. This way, you can easily locate it on your screen.

What You Don't Need to Read

Some parts of this book are skippable. I carefully place extra-technical information in self-contained sidebars and clearly mark them so that you can give them a wide berth. Don't read this stuff unless you just got to know. Don't worry; I won't be offended if you don't read every word.

Foolish Assumptions

I make only three assumptions about you:

- ✓ You use a computer.
- ✓ It's a Windows computer — not a Macintosh. This book works just as well whether you're using Windows 8 or Windows 7. (PowerPoint 2013 requires at least Windows 7.)
- ✓ You use or are thinking about using PowerPoint 2013.

Nothing else. I don't assume that you're a computer guru who knows how to change a controller card or configure memory for optimal use. These types of computer chores are best handled by people who like computers. My hope is that you're on speaking terms with such a person. Do your best to stay there.

How This Book Is Organized

Inside this book are chapters arranged in six parts. Each chapter is broken down into sections that cover various aspects of the chapter's main subject. The chapters have a logical sequence, so it makes sense to read them in order if you want. But you don't have to read the book that way; you can flip it open to any page and start reading.

Here's the lowdown on what's in each of the five parts:

Part I: Getting Started with PowerPoint 2013

In this part, you review the basics of using PowerPoint. This is a good place to start if you're clueless about what PowerPoint is, let alone how to use it.

Part II: Creating Great-Looking Slides

The chapters in this part show you how to make presentations that look good. Most important are the chapters about themes ([Chapter 8](#)), and Masters and templates ([Chapter 10](#)). Get the theme, template, and Masters right, and everything else falls into place.

Part III: Embellishing Your Slides

One of the nifty new features of PowerPoint 2013 is the Insert tab on the Ribbon. It's loaded with things you can insert into your presentations. The chapters in this part explore the various goodies to be found here, such as pictures, clip art, charts, SmartArt objects, sounds, movies, tables, Ginsu knives, and more!

Part IV: Working with Others

The chapters in this part show you how to use PowerPoint's many collaboration features, such as sharing files in the Cloud via Microsoft's new SkyDrive feature, creating slide libraries, and exporting slide shows to other formats.

Part V: The Part of Tens

This wouldn't be a *For Dummies* book without lists of interesting snippets: ten PowerPoint commandments, ten tips for creating readable slides, and ten ways to keep your audience awake.

Icons Used in This Book

As you're reading all this wonderful prose, you occasionally see the following icons. They appear in the margins to draw your attention to important information. They're defined as follows:



Watch out! Some technical drivel is just around the corner. Read it only if you have your pocket protector firmly attached.



Pay special attention to this icon — it tells you that some particularly useful tidbit is at hand, perhaps a shortcut or a way of using a command that you might not have considered.



Danger! Danger! Danger! Stand back, Will Robinson!