

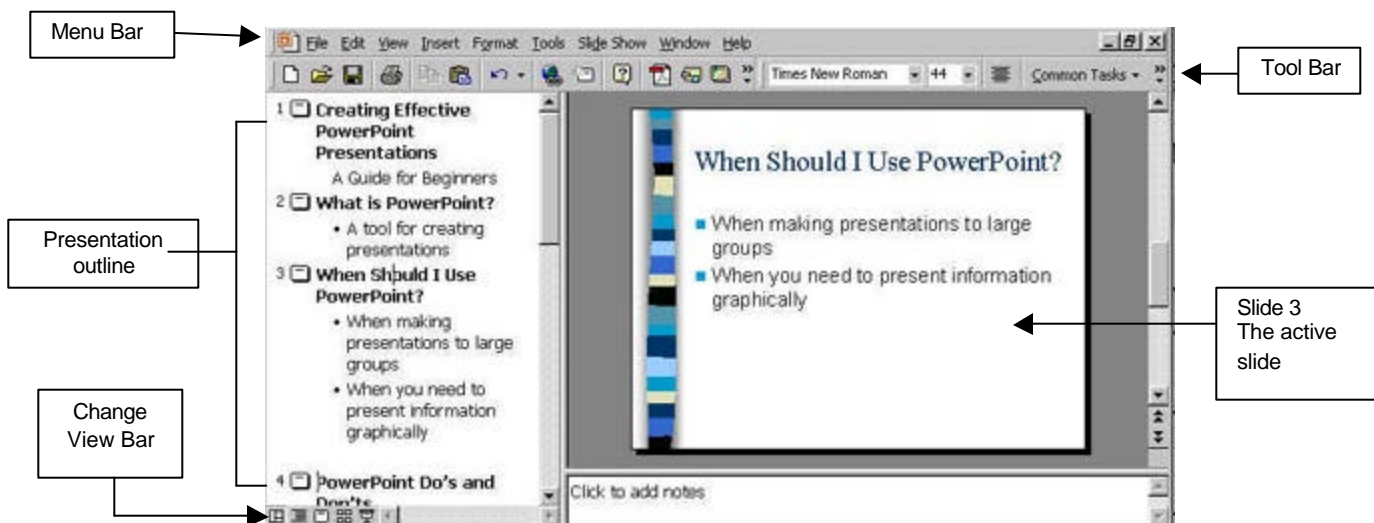
About PowerPoint

Microsoft PowerPoint is a program that is used to create computer presentations referred to as slide shows. Each slide show is made up of a group of individual slides. Before you start, here are a few general tips:

- Know what you're going to say in your presentation before you start working with PowerPoint.
- Use PowerPoint to present major points only. Don't try to put all of your information in the slideshow.
- Keep the amount of information on each slide minimal.

PowerPoint as Seen in Normal View

Most of the time when you are working in PowerPoint the screen will look like this:







Creating a New Slide Show


Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Create a New Slide Show Using a Template	When you start the program it will prompt you to create a new slide show by using the AutoContent Wizard or a design template. Choose Design Template .	File →New →[Tab] Design Templates [OK] →Highlight template name to preview. Choose design [OK] →Choose layout for first slide (default is a title style) [OK]		Ctrl + N
Create a New Slide Show Using the Wizard	When you start the program it will prompt you to create a new slide show by using the AutoContent Wizard or a design template. Choose AutoContent Wizard .	File →New →[Tab] General [OK] →Highlight AutoContent Wizard [OK] →Continue as prompted		Ctrl +N

Editing A Slide Show


Unless otherwise noted, all editing is done in the **Normal View** (Menu Path: View→Normal) Change View icon .

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Add a New Slide	The new slide will be inserted after the slide you are currently viewing.	Insert →New Slide →Choose a layout [OK]		Ctrl + M
Delete Slides	You must be viewing a slide to delete it. Highlight slide number in outline to move between slides.	Edit →Delete Slide	N/A	N/A
Sort Slides Change the order of your slides.	When you are finished sorting return to the Normal View to continue editing.	View →Slide Sorter →Drag and drop into place	 In change view bar	N/A
Change Template Format	This will change the template for the entire slide show not just one slide.	Format →Apply Design Template →Choose a new template		N/A
Add Pictures to a Presentation		Insert →Choose Clip Art or From File →Locate desired picture [OK]	N/A	N/A
Add Charts to a Presentation	You may also simply paste an Excel chart into a slide.	Insert →Chart →Edit the Datasheet		N/A

Printing Options

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Print Current View		File →Print [OK]		Ctrl + P
Choose a Print View	From any view. Slides: one slide/page. Handouts: 6 slides/page. Notes Pages: 1slide/page with space for note taking Outline: View prints outline	File →Print → Print What: select one Slides, Handouts, Notes Pages, or Outline [OK]	N/A	N/A

Running A Slide Show

Task	Special Instructions	Menu Path	Toolbar Icon	Keyboard Command
Run a Slide Show Don't forget to save your slide show to disk!	ENTER or left click the mouse to move forward through the show. Right click the mouse and choose End Slide Show to leave slide show view.	View →Slide Show		F5

For more help see: *Microsoft Office 2000 for Windows for Dummies*. REF DESK HF 5548.4 .M525 W356 1999