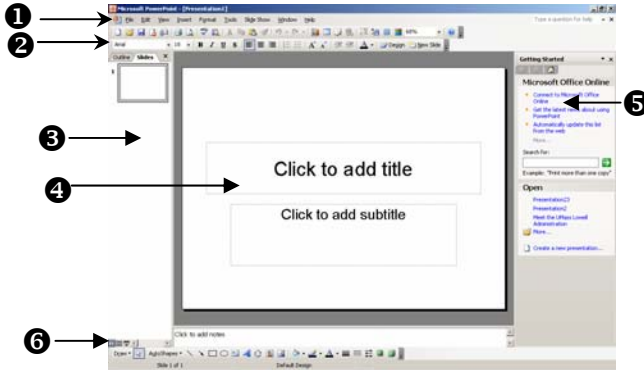


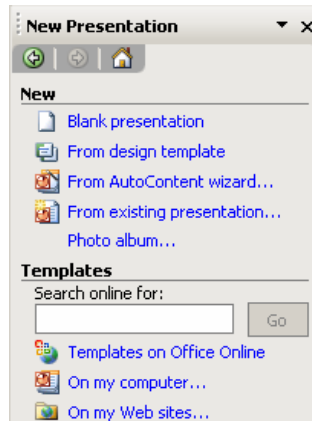
Starting PowerPoint



1. **Main Menu:** Contains all features in PowerPoint.
2. **Toolbars:** Standard Toolbar and Formatting Toolbar. These allow you quick access to commonly used tools.
3. **Outline/Thumbnail Pane:** Switch between Outline and Thumbnail overviews.
4. **Slide:** The standard slide in PowerPoint.
5. **Task Pane:** Shows current options of your currently selected category.
6. **View Buttons:** Easily change views of your presentation.

Opening a New Document

1. Select **File > New**. The following screen will appear to the right.



2. Select **Blank Presentation**.
3. Click on a **Slide Layout** design for your slide.
4. To automatically select a blank document click the **New Blank Document** button or press **Ctrl + N**.

Using the AutoContent Wizard

1. Select **File > New > General** tab.
2. Click **AutoContent Wizard > Next**.
3. Select the Presentation type then click **Next**.
4. Select the type of output you want, then click **Next**.
5. Enter a title for your presentation.
6. Decide what items you want to have on every Slide, then click **Next**.
7. Click **Finish**.

<screen shot of Presentation box>

Opening an Existing File

1. Click the **Open** button or select **File > Open** or press **Ctrl + O**.
2. Enter the file name of the document you are opening, or browse through the files to locate the document.
3. Click the **Open** button, or double-click on the document.

Selecting a Design Template

1. Select **File > New > General** tab.
2. Select a tab:
 - General – has the Blank Presentation and Auto-Content Wizard icons.
 - Design Templates – has many pre-designed single slide layouts.
 - Presentation – has many pre-designed presentation layouts.
 - Office 97 Templates – has single slide and presentation layouts modified from PowerPoint 97.
3. Click on an icon to display a sample of the template in the Preview area. Double-click on an icon to select it.
4. Click on the slide to enter objects such as text, tables, and graphics.

Saving a Document

1. Click the **Save** button, select **File > Save** or press **Ctrl + S**.
2. Select the desired location and name for file.
3. Click the **Save** button.

Saving as a Slide Show

Note: You can save a presentation to run as a slide show when opened from the desktop.

1. Open the file you wish to be saved.
2. Select **File > Save As Save**.
3. Click **PowerPoint Show** from tab under the file name bar.


Saving a Worksheet as a Web Page

1. Select **File > Save as Webpage**.
2. Select the desired location and name for file.
3. Click the **Save** button.

Entering Data

1. Click the text box you want to enter data into.
2. Enter the data into the text box. Press the **Tab** key to move to the next text box.




Closing Slides

1. Click Close Window , in the upper-right hand corner of the screen.

Using Repeat, Undo and Redo

1. Select **Edit > Repeat** or **Edit > Undo** or **Edit > Redo**.

Moving or Copying Data

1. Select the text you want to copy or move.
2. Click Copy  or Cut .
3. Click in a text box where you want data inserted.
4. Click Paste .

Output

Previewing your Presentation

1. Select **File > Print Preview**.
2. Click the **Print** button or click **Close**.



Printing a Slide or Presentation

1. Select **File > Print**.
2. Select the Print Range.
3. Select **All, Current Slide, Selection, Custom Show, or Slides**.
4. Click **OK**.

Emailing a Presentation

1. Select **File > Send To > Mail Recipient**.
2. Select **Send the entire Presentation as an attachment** or **Send the current slide as the message body**.
3. Click **OK**.
4. Enter email information, text, and send.

Previewing Printed Slides

1. Click the **Print Preview**  button or select **Print Preview** from the **File** menu.
2. Select the **Magnifier, One Page, Multiple Pages, and Zoom** buttons to control how the worksheet is displayed on the screen.
3. Click the **Close** button o return to worksheet editing or click the **Print**  button to print the worksheet.

Working with Toolbars

Toolbars provide one-click access to many features and are referenced throughout this guide. If you can not see a toolbar, make sure you have it selected for viewing by following these steps.

Viewing the Various Toolbars

1. Select **View > Toolbars > (select a toolbar)**.

Standard Toolbar



Formatting Toolbar



Picture Toolbar



Repositioning a Toolbar

1. Step 1.
2. Step 2.

Viewing Slides

Changing Views

1. To switch between the following views, click the appropriate button in the bottom left corner of the window, or select **View > (see below)**.



Normal View – shows simple formatting and layout.



Slide Sorter – shows all your slides as thumbnails.



Slide Show – shows the presentation in its final form.



Notes Page – shows the full display of your notes and allows for editing.

Viewing Multiple Documents

Viewing multiple documents can be helpful when you are comparing documents, or working on more than one document.

1. Open the documents you want to work on by selecting **File > Open** menu.
2. Select **Window > Arrange All**.
3. Resize the windows as needed.
4. Click anywhere in the window of the document you want to work on to make it active.
5. To return to viewing only one document, double click on the title bar of the document you want to work in.

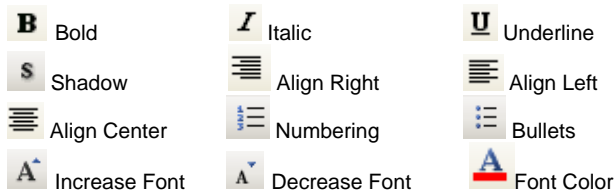
Formatting Slides

Use the formatting toolbar (shown below) for one-click access to these features.



1. Select the slide(s) you want to change.
2. Change the formatting properties by clicking the buttons on the **Formatting** toolbar.


Some examples of different formats you can use with the format toolbar are:



Changing Font Properties

1. Select the slide you want to change.
2. Select **Format > Font....**
3. Select the **Font**, **Font Style**, **Color**, **Underline**, and **Effects** from the font window.
5. Click the **OK** button.

Inserting Hyperlinks

1. Highlight the word or phrase to be made into a link.
2. Click the **Insert Hyperlink** button , select **Insert > Hyperlink...** or press **Ctrl + K**.
3. Type the file or web page address (URL) you want to link to or select a link from the list.
4. Click the **OK** button.

Formatting Margins

1. Select **File > Page Setup....**

3. Adjust the width and height of the margins.
5. Click the **OK** button.

Using Pictures in Slides

Inserting Images/Objects

1. Select **Insert > Picture > Clip Art...** or **Insert > Picture > From File....**
2. Locate the image you want to insert.
3. Select **OK**.
4. Resize if needed.

Resizing Images/Objects

1. Click once on the object to select it.
2. Move the mouse cursor over one of the squares outlining the object.
3. When the cursor turns into a double-ended arrow, click and hold the mouse button.
4. Drag the mouse to resize the object.
5. Release the mouse button when the image is the desired size.