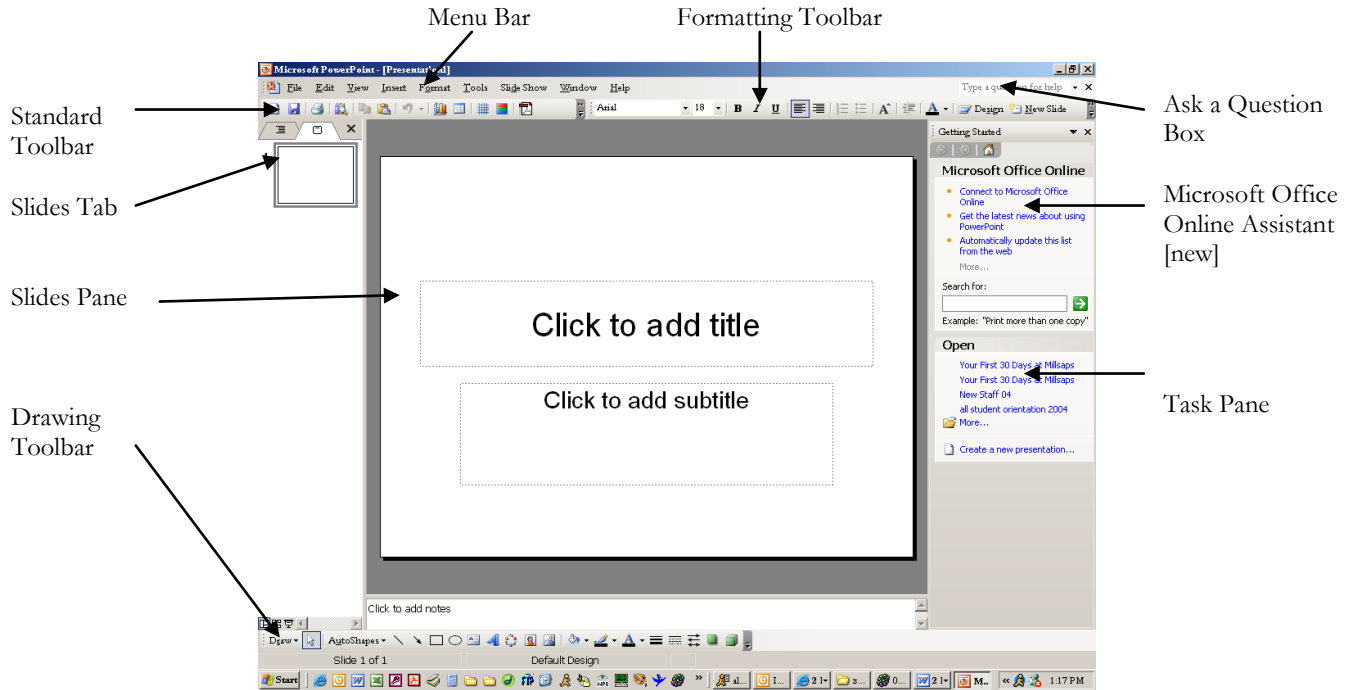


# PowerPoint 2003

## The New PowerPoint Window



**Menu Bar**—contains tools for using PowerPoint 2002.

**Standard Toolbar**—shortcuts for standard PowerPoint actions.

**Formatting Toolbar**—shortcuts for applying formatting features to the presentation.

**Slides Tab**—displays slides as thumbnails.


**Slide Pane**—displays the selected slide.

**Ask a Question Box**—specific help on a topic.

**Microsoft Office Online Assistant**—connect to Microsoft Office Online and the latest tips for using Power Point


**Task Pane**—displays tasks according to the selected category.

### Using the Task Pane

The Task Pane replaces commonly used dialog boxes and also includes the last 4 documents that were opened in PowerPoint. To change the task category, click the down arrow button  above the Task Pane and select a category.


### Using Smart Tags

Smart Tags alert you to important actions. For EX.: when you paste text, slides, etc, a Paste


Options  smart tag button appears along with a dialog box in the task pane. Click the icon above to select from a list of options.

### Creating Presentations


#### Blank Presentations

- ❑ Click the New button 
- OR
- ❑ Select File>New (the New Presentation Task Pane appears).
- ❑ In the New section, click Blank Presentation.
- ❑ An Apply Slide Layout pane will replace the Office Assistant and Task Panes. To change the layout, select a different layout within the Slide Layout task pane.


## Using a Design Template

- ❑ Click the New button 
- OR**
- ❑ Select File>New (the New Presentation Task Pane appears).
- ❑ In the New section, click From Design Template.
- ❑ A Slide Design task pane will replace the Office Assistant and Task Panes. To change the design, select a different design within the Slide Design task pane.
- ❑ Double click the template you wish to use.

## AutoContent Wizard



- ❑ Click the New button 
- OR**
- ❑ Select File>New (the New Presentation Task Pane appears).
- ❑ In the New section, click From AutoContent Wizard.
- ❑ Follow the Wizard's instructions to set up the presentation.
- ❑ Click Finish when done.

## Opening an Existing Presentation


- ❑ Select File>Open
- ❑ Or, click the Open icon 
- ❑ Locate and select the file you wish to open.


**Note:** *the most recently opened files appear at the top of the New Presentation task pane. Click the presentation to open.*

## Saving the Presentation

- ❑ Select File>Save
- ❑ Or click the Save button 
- ❑ Select the location to save the file to.
- ❑ Enter the File name.
- ❑ Click the Save button 

## Views

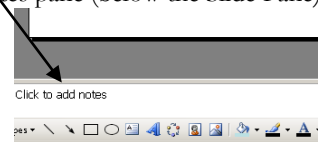
PowerPoint has three views. To select a view, click on the corresponding button at the lower left of your screen. 


**Normal View**-- This is the main view for writing and designing your presentation. There are three working areas in normal view:


**Outline/Slides Tab**—view slides in Outline form or as thumbnails.

**Slide Pane**—add text, charts, etc. to the slide.

**Notes Pane**—add note to a slide by entering text in the notes pane (below the Slide Pane).



**Slide Sorter View** --displays slides in thumbnail view. You can rearrange, add or delete slides, or preview animation.

**Slide Show View** --Preview your slide show as it will look to your audience.

## Slides

### Using the Slide Master

The Slide Master holds information about the slide template (font style, placeholder sizes, background and color). When you make changes to the Slide Master, the changes are applied to all slides using that template in the presentation.

- ❑ Select View>Master>Slide Master.
- ❑ Make your changes.

### Inserting a Slide

Click New Slide button  at the upper right of your screen.

### Duplicating a Slide

- ❑ Select the slide(s) you wish to duplicate. (To select a series of slides, hold the Shift key and click once on the first slide and once on the last slide of the series. To select non adjacent slides hold down the Ctrl key and click on the slides).
- ❑ Select Insert>Duplicate Slide.

## Changing Slide Order


In the Slides tab, click and drag the thumbnails to rearrange slides as desired.

## Deleting Slides

In the Outline or Slides tab, right click the slide and select Delete Slide.

## Formatting Slides

Use the Task Pane to make formatting changes.

Select Slide Layout or Slide Design by clicking  above the Task Pane. From here, Design Templates, Color Schemes and Animation Schemes can be modified.

## Working with Text


### Adding Text to a Slide

**To a Placeholder** (this is the text box that appears by default in the slides pane): click within the placeholder and type.



**To an AutoShape:** click the AutoShape and type text.

**To a Text Box:** on the Drawing Toolbar,



- ❑ click the Text Box button .
- ❑ Click and drag the mouse pointer to create the text box.
- ❑ Type text in the text box.
- ❑ Click outside the box when you are done.







### Cut, Copy, Paste

- ❑ Select the text you wish to cut or copy.
- ❑ Click the Cut  or Copy  button.
- ❑ Place the cursor where you want to paste the text.

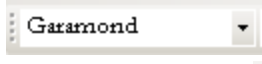
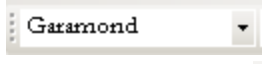


**Note:** you must place text in a placeholder, AutoShape, or text box.

- ❑ Click the Paste button .



### Formatting Text

- ❑ Select the text to format.
- ❑ Click the Bold , Italic , or Underline  button.
- ❑ Align with the Left , Center , or Right  justify buttons.


### To format the Font:

- ❑ Select the text to format.
- ❑ Click the arrow on the Font button .
  - 
- ❑ Or on the Size button  44.
- ❑ Or on the Color button .

### Bullets and Numbered Lists

- ❑ Select the lines of text that you wish to bullet or number.
- ❑ Click either the Bullets  or Numbering  button.

### Inserting ClipArt

- ❑ Click the down arrow  above the Task Pane.
- ❑ Select Insert ClipArt.
- ❑ Enter a keyword in the Search text box.
- ❑ Click the Search button.
- ❑ In the Results box, click the clipart to insert it.

## Charts and Tables

### Creating a Chart

- ❑ Select Insert, Chart.
- ❑ To replace the sample data, click a cell and enter new information.
- ❑ Click outside the chart when done.

## Creating a Diagram

- ❑ Select Insert, Diagram.
- ❑ Select the diagram type.
- ❑ Click OK.
- ❑ To add text, click a chart element and enter the text.
- ❑ To add an element, click Insert Shape button on the Diagram toolbar.
- ❑ Select an element to add.
- ❑ Click outside the diagram when finished.

## Creating an Organization Chart

- ❑ Select Insert, Diagram.
- ❑ Click Organization Chart.
- ❑ Click OK.
- ❑ To add text to a shape, click the shape and enter text.
- ❑ To add a shape, click the shape directly above or next to where you want to insert the shape.
- ❑ Click the arrow on the Insert Shape button.
- ❑ Select a shape to insert.

**Coworker**—places the shape next to the same superior shape and connects it to the same superior shape.


**Subordinate**—to place the new shape below and connect it to the selected shape.

**Assistant**—to place the shape below the selected shape with an elbow connector.

- ❑ Click outside the drawing when finished.

## Slide Shows

### Viewing

- ❑ Select View, Slide Show, or click the Slide Show button .
- ❑ Use the following commands to navigate through the show:

<b>PgUp</b>	Previous Slide
<b>PgDn</b>	Next Slide
<b>Home</b>	First Slide
<b>End</b>	Last Slide
<b>Esc</b>	End Slide Show

### Setting slide Show Timing

- ❑ On the Slides tab in Normal View, select the slides you want to set timing for.

- ❑ Select Slide Show, slide Transition.
- ❑ Under Advanced slide, check the Automatically after box.
- ❑ Enter the number of seconds you want the slide to appear on the screen.
- ❑ Click OK.

## Inserting a Sound File

Select Insert>Movies and Sounds>Sound From File.

Locate the sound file.

Double click the file to open it.

Select whether you want the sound to play automatically, or when you click the Sound icon



## Animation Effects

On the Slides tab in Normal view, select the slides you want to apply animation to.

Select Slide Show, Animation Schemes.

In the Slide Design task pane, select the animation scheme.

Click Apply to all slides if you desire this.

## Printing

### Slides

- ❑ Set up the slide size by selecting File>Page Setup and entering information in the Slides sized for box.
- ❑ Click OK.
- ❑ Select File> Print.
- ❑ Click the arrow on the Print What box.
- ❑ Select Slides.
- ❑ Select the print options desired.
- ❑ Click OK to print.

### Handouts

- ❑ Select File> Print.
- ❑ Click the arrow on the Print What box.
- ❑ Select Handouts.
- ❑ In the Handouts section, select how many slides you want printed per page.
- ❑ Select Horizontal or Vertical order.
- ❑ Select other options as desired.
- ❑ Click OK to print.