

The Easy Way Series

PowerPoint 97 Level One



PowerPoint 97, Level One
Software Learning Guide
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Contents

AutoContent Wizard	1
Introduction	1
Starting The AutoContent Wizard	1
Views	4
Using The Outline	5
Outline Toolbar	6
Viewing The Presentation Slides	7
Saving The Presentation	7
Closing The Presentation	7
Create A New Presentation	8
Introduction	8
Creating A Presentation	8
Adding A Title	9
Adding Text	9
Adding a New Slide	9
Adding A Title	10
Adding Text	10
Adding Clip Art	11
Managing Clip Art.....	12
Introduction	12
Positioning The Clip Art.....	12
Resizing the Clip Art Image	12
Recoloring Clip Art.....	13
Saving The Presentation	14
Organization Charts	15
Introduction	15
Creating An Organization Chart	15
Creating The Title	16
Creating The Chart.....	16
Editing Individual Boxes	16
Continuing The Chart.....	17
Adding Assistant-Level Boxes	17
Changing Box Color	18
Changing the Font	19
Updating The Presentation	20
Bar Charts	21
Introduction	21
Creating A Bar Chart.....	21
Editing The Datasheet	22
Returning To The Chart	23
Changing Data.....	24
Format Options.....	25
Introduction	25
Design Templates	25
Header and Footer	25

Printing the Presentation 27
 Introduction 27
 Presentation Options 27
 Print the Presentation 27
 Closing The Presentation 28

Appendix A: Keyboard Shortcuts..... 29
 Text Formatting 29
 Deleting And Copying 29
 Navigating 29
 Outlining 29
 Selecting 30
 Windows And Menus 30
 File Menu 30
 Edit Menu 30
 View Menu 30
 Insert Menu 30
 Format Menu 30
 Tools Menu 31
 Draw Menu 31
 Help Menu 31
 Slide Show 31

Index 32

AutoContent Wizard

Introduction

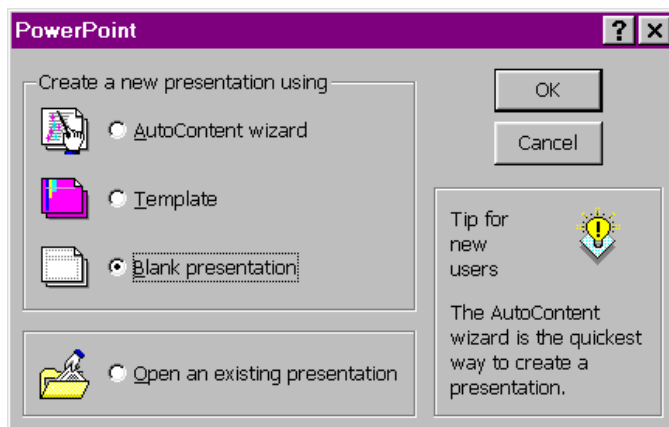
PowerPoint 97 offers a number of easy ways to begin creating presentations. The first is the *AutoContent Wizard*. This automatic program pre-formats the presentation into a design that helps you get started. More importantly, the AutoContent Wizard also sets up sample contents for different types of presentations. Users who are not familiar with creating presentations will find this feature a great help in starting!

Starting The AutoContent Wizard

To begin the AutoContent wizard:

1. Load the PowerPoint program.

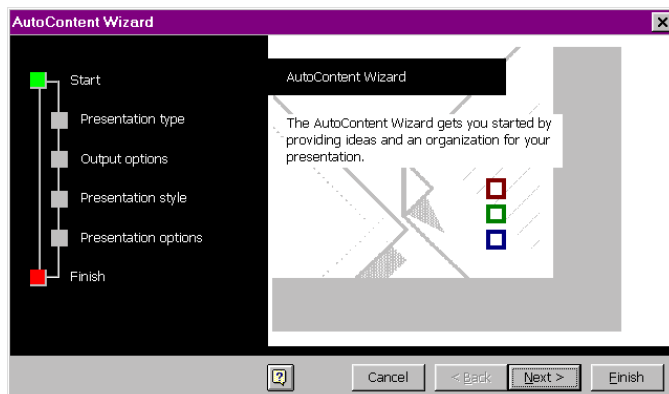
Your screen should look like this:



2. Click **AutoContent Wizard**
3. Click **OK**

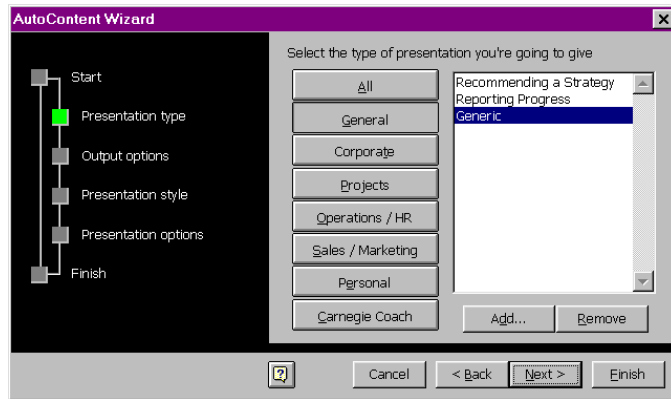
The wizard will take you through the steps of creating the basic presentation layout.

Your screen should look like this:



4. Click **Next**

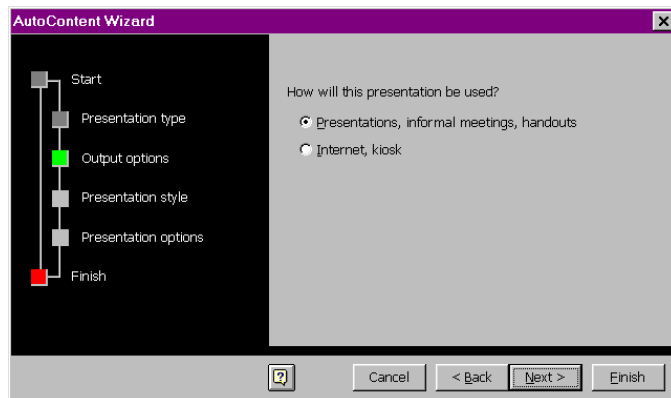
Select the type of message your presentation will convey:



6. Click **Generic**

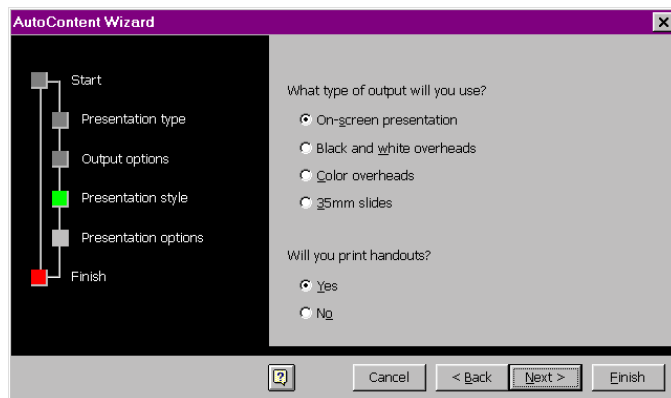
7. Click **Next**

Select the Output Format for the presentation:



8. Click **Next**

Select how the presentation will be viewed:



9. Click **Next**

Create the text of the title page of the slide presentation:

11. Enter the following text:

AutoContent Wizard

Enter information for your title slide.

Presentation title:
Computers and Business

Your name:
Your Name

Additional information:
Your Company Name

Cancel < Back Next > Finish

6. Click **Next**

The AutoContent Wizard has completed setting up your presentation!

AutoContent Wizard

Those are all the answers the Wizard needs to create your presentation!
Choose Finish to view the document.

Cancel < Back Next > Finish

12. Click **Finish**

Your screen should look like this:

Microsoft PowerPoint - [Presentation1]

File Edit View Insert Format Tools Slide Show Window Help

Arial 24 B I U S

1 **Computers and Business**
Your Name
Your Company Name

2 **Introduction**
■ State the purpose of the discussion
■ Identify yourself

3 **Topics of Discussion**
■ State the main ideas you'll be talking about

4 **Topic One**
■ Details about this topic
■ Supporting information and examples
■ How it relates to your audience

5 **Topic Two**
■ Details about this topic

Outline Default Design New Slide... Slide Layout... Apply Design...

Views

PowerPoint 97 offers several views of your presentation: Slide, Outline, Slide Sorter, Notes, and Slide Show. By selecting different views, you are able to work on different aspects of your presentation. You may change to a different view by choosing the appropriate button at the bottom of your screen or by clicking **View** on your menu line and selecting the option you desire.

Outline View

Provides a working outline for text-driven presentations. Ability to view flow of text over several or all slides. Text oriented editing only.

Outline View Button: 


Slide View

Full editing capability. Ability to add or edit text, Clip Art, graphs, organization charts, tables and other objects. The most complete representation of your show available while maintaining editing capability.

Slide View Button: 


Slide Sorter View

Gives overall view of presentation to rearrange order of slides. Moving capability only.

Slide Sorter button: 


Notes View

Presenter's note pages. Allows view of appropriate slide on each page with space to type in speaker's notes. Note text editing only.

Notes Pages button: 

Slide Show

On-screen slide show presentation using default manual advance setting. Allows forward and backward movement through slide presentation with on-screen pen options. No editing allowed.

Slide Show button: 

Using The Outline

Display the outline of the slide presentation. The outline format allows simple text entry and editing.

1. Click  (**Outline View button**)

Customize the outline for your presentation. Outline entries may be deleted by highlighting the entry and pressing <Delete>. To move to another outline entry, select the text of the outline entry, and delete it. You may then enter the text that you desire. You may create a new outline entry by pressing <Enter> at the end of the previous entry.

2. Change the outline entries as follows:

Computers and Business

Your Name

Your Company Name

Introduction

- Earn \$\$\$ Using Computers
- Computers Are Our Friends

Topics of Discussion

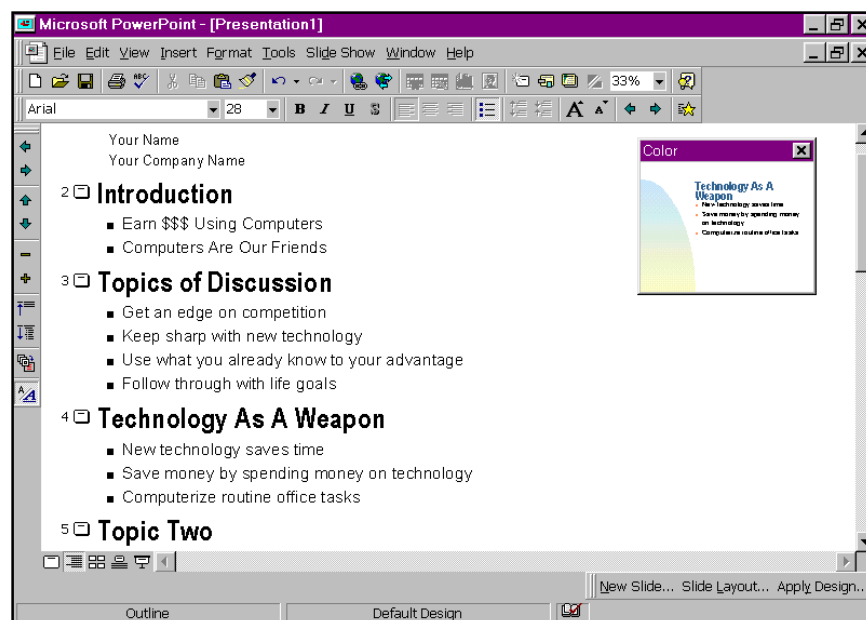
- Get an edge on competition
- Keep sharp with new technology
- Use what you already know to your advantage
- Follow through with life goals

Technology As A Weapon

- New technology saves time
- Save money by spending money on technology
- Computerize routine office tasks

You need only customize the outline through Topic One.

Your screen should look like this:



Outline Toolbar

When in the Outline view, an outlining toolbar is available to help you arrange and edit the entries. Locate the Outline toolbar and test the functions on your presentation:



Promotes entry up one level. i.e. from a Subtopic to a Main Topic. Keyboard shortcut: <SH-TAB>



Demotes entry down one level. i.e. from a Main Topic to a Subtopic. Keyboard shortcut: <TAB>



Moves entry up one row. You may move an entry up through several slides if you wish.



Moves entry down one row. You may move an entry down through several slides if you wish.



Collapse section. An entry with collapsed data beneath it will appear as underlined text.



Expand section.



Show slide titles only. May also be called “collapse all”.



Expands all text. Identified as “show all”.



Creates Summary slide. After selecting multiple slides, click Summary Slide to create a bulleted list of the titles. Great for creating an Agenda Slide!




Show / Do not show formatting associated with your text.

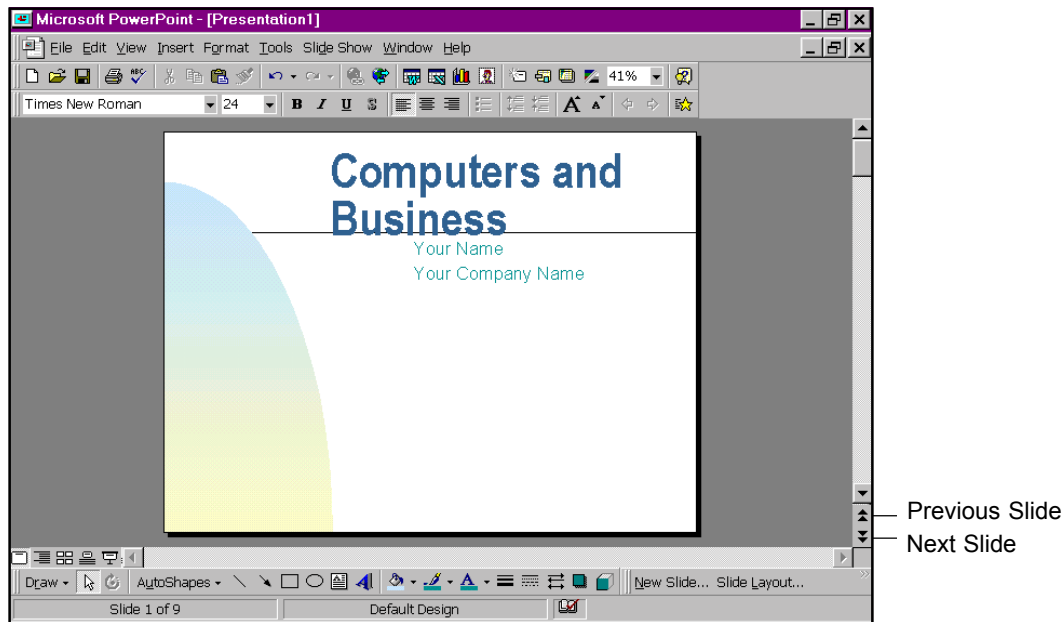
Practice using the toolbar features on your text presentation!

Viewing The Presentation Slides

To view the individual slides of the presentation:

1. Press <Ctrl-Home> to return to the top of the presentation.
2. Click  (Slide View button)


Your screen should look like this:



To move from one slide to the next, click arrows below the vertical scroll bar at the right side of the screen.

Saving The Presentation

Please save your presentation as **CompBiz.ppt**.

1. Click  (Save)
2. Type **CompBiz**
3. Click **Save**

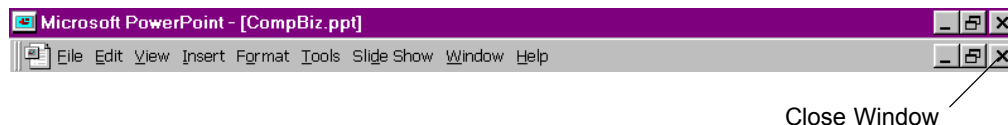
*You may also save the presentation by clicking File, **Save** on your menu line.*

Closing The Presentation

The fastest way to close a document is to use the close window button:

1. Click **Close**

*The file may be closed using the menu by clicking File, **Close**.*




Create A New Presentation

Introduction

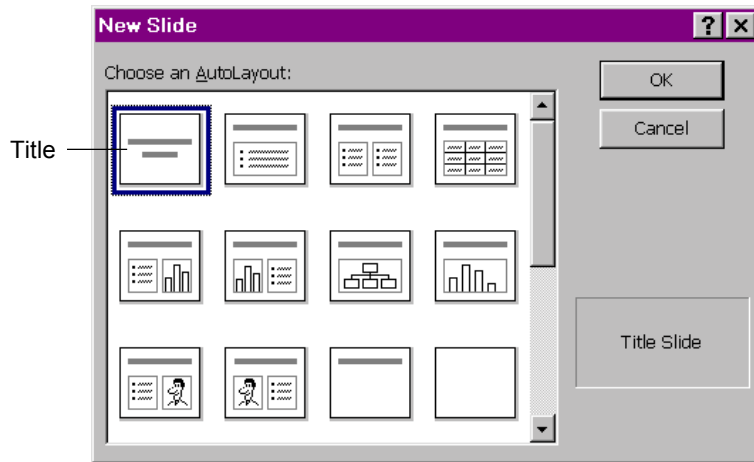
The greatest flexibility is available when starting with a blank presentation. Multiple slide formats may be selected, and by default, no background templates are used.

Creating A Presentation

To begin the new presentation:

1. Click  (New)

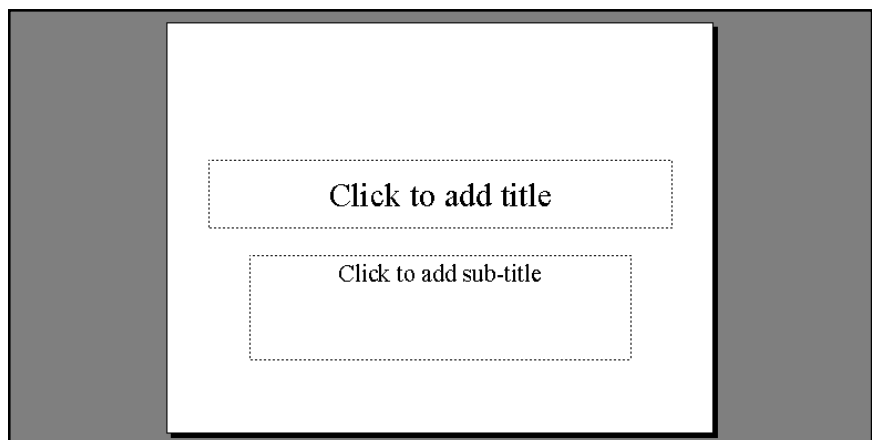
Your screen should look like this:



The Title Slide is already selected by PowerPoint.

2. Click **OK**

Your screen should look like this:



Adding A Title

To add a title to this slide:

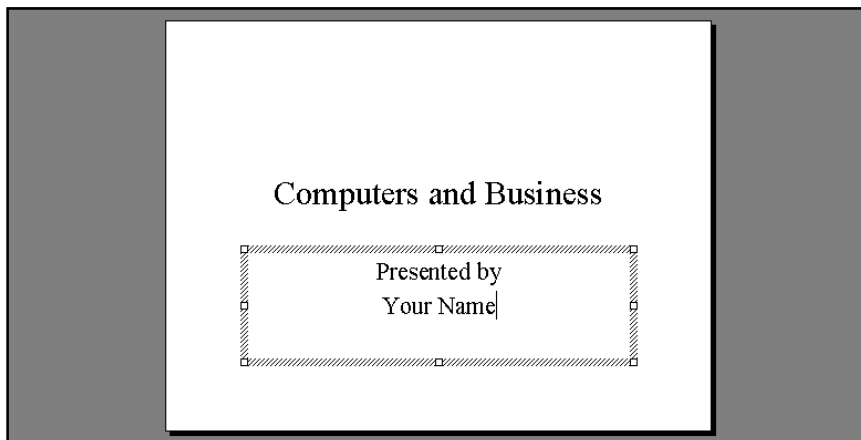
1. Click in the title text object.
2. Type **Computers and Business**

Adding Text

To add text to the text object box on the left of the screen:

1. Click in the text object.
2. Type **Presented by** <Enter> *Type your name*

Your screen should look like this:



Adding a New Slide

Now let's continue to build your presentation by adding a new slide.

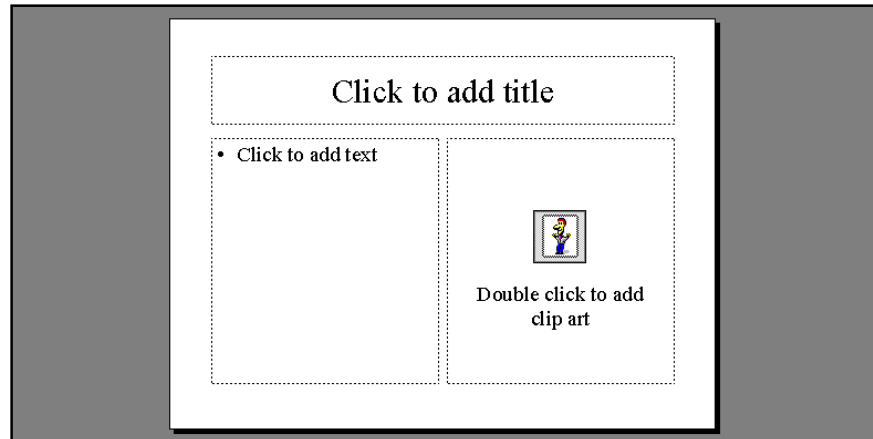
1. Click **New Slide...** (**New Slide button**)

You are once again presented with a variety of slide layouts. Select the layout which includes a slide Title, Text and Clip Art.

2. Click **Text and Clip Art**
3. Click **OK**

*Slides may also be added by clicking **Insert, New Slide** from your menu.*

Your screen should look like this:



Adding A Title

To add a title to this slide:

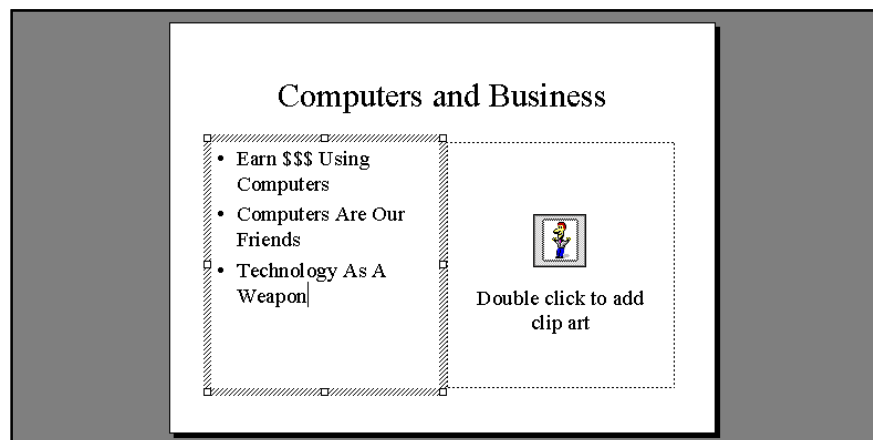
1. Click in the title text object.
2. Type **Computers and Business**

Adding Text

To add text to the text object box on the left of the screen:

1. Click in the text object.
2. Type **Earn \$\$\$ Using Computers**
3. Press **<Enter>**
4. Type **Computers Are Our Friends**
5. Press **<Enter>**
6. Type **Technology As A Weapon**

Your screen should look like this:



Adding Clip Art

To add a Clip Art piece into the Clip Art object:

1. Double click the Clip Art object.

A menu of Clip Art categories will appear at the top of the screen.

2. Scroll down to and select Cartoons.

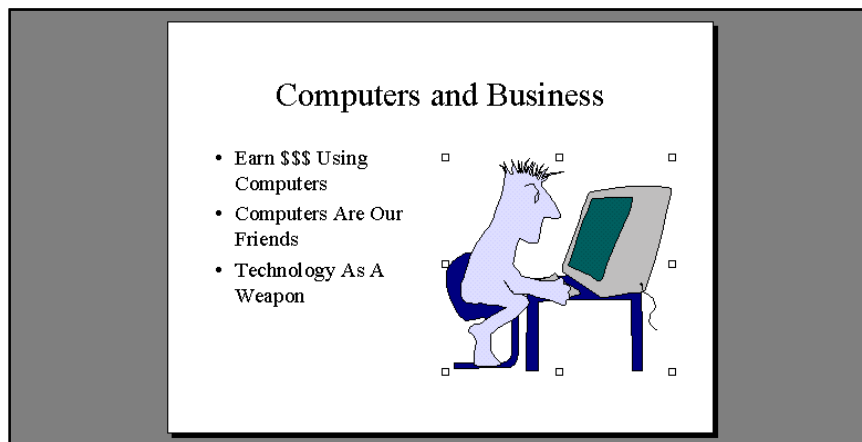
3. Select the following image:

4. Click **Insert**



The Clip Art will be copied to your presentation.

Your screen should look like this:



Managing Clip Art

Introduction

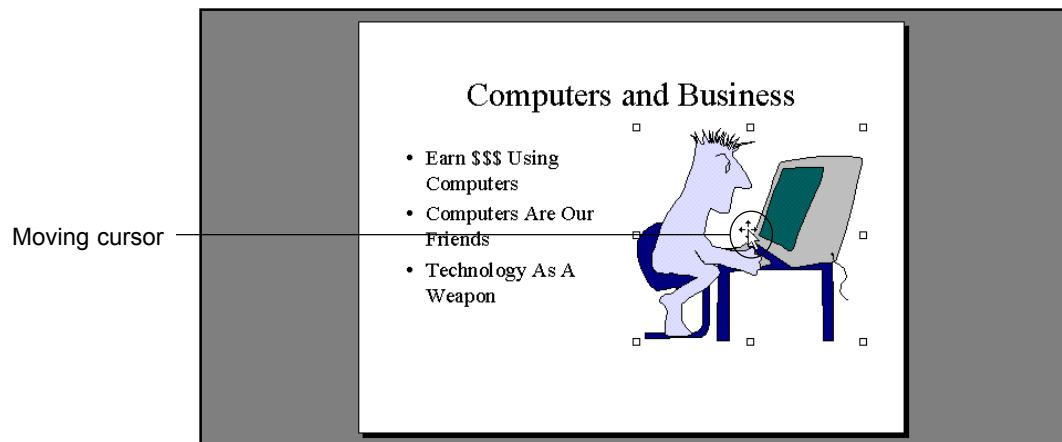
The use of Clip Art in presentations allows you to enliven and clarify your message. Often, however, you need to manipulate the Clip Art image for it to be effective. Moving, resizing and recoloring the image are ways that you can make Clip Art enhance your presentation.

Positioning The Clip Art

The Clip Art should be aligned with the text object. To position the Clip Art piece horizontally even with the text object:

1. Click in the center of the Clip Art and drag upward slightly.
2. Release the Clip Art object.

Your screen should look like this:

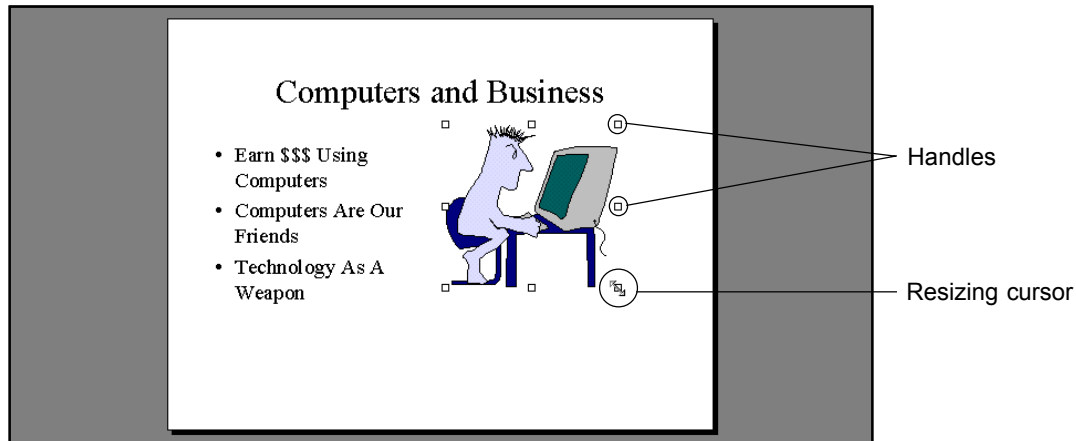


Resizing the Clip Art Image

Resizing the image may make your Clip Art more compatible with the amount of text on the slide. Each Clip Art image has “handles” (little squares) around the edges. Placing your cursor on one of these handles changes the cursor into a double-headed arrow. After the cursor has changed into a double-headed arrow, click and drag. The object will resize, yet remain in scale so as not to become distorted.

Resize the object, making it smaller.

Your screen should look like this:




Move the Clip Art so that it is once again aligned with the text.

Recoloring Clip Art

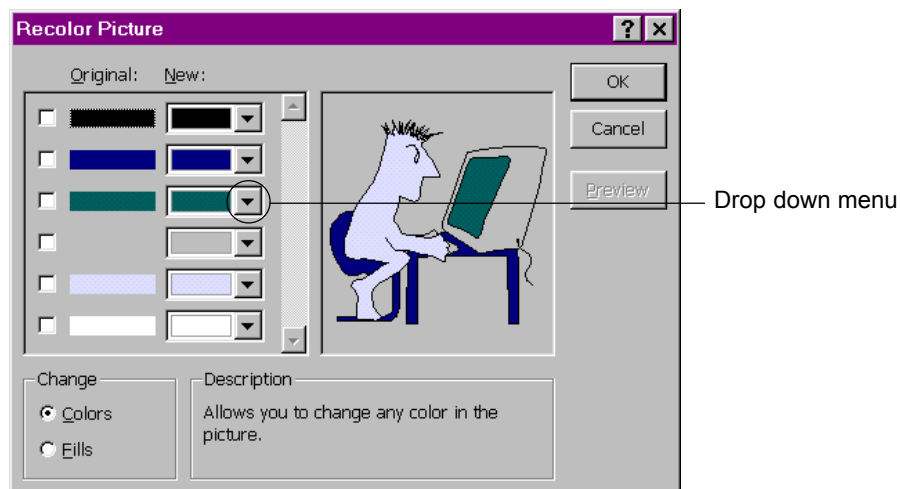
Clip Art images are preset with colors and patterns which may not go with your presentation style, especially if you are using a colored template background. Whether your Clip Art image clashes with your background or you simply want another color scheme, recoloring is the answer!

In the image, change the green computer screen to bright yellow:

1. Click on the Clip Art image with your **right** mouse button.
2. Click **Show Picture Toolbar**
3. Click  **(Recolor Picture)**

The colors used in the Clip Art will appear.

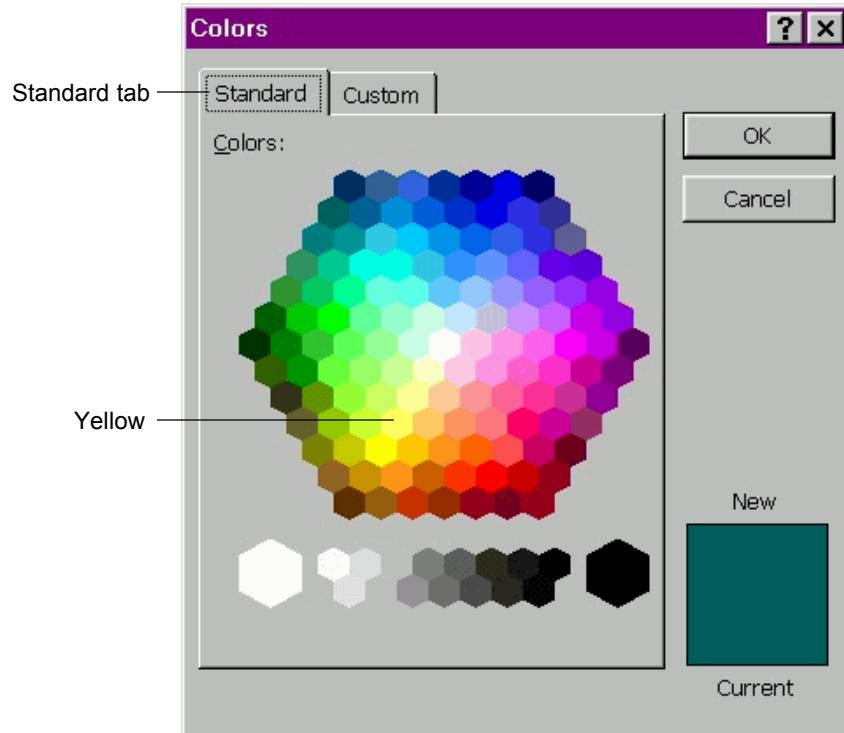
Your screen should look like this:



3. Click the drop-down arrow next to the green color you wish to change.

4. Click **More Colors**
5. Click **Standard tab**

Your screen should look like this:



6. Click **Yellow**
7. Click **OK (2 times)**


Your screen should reflect the color changes in the Clip Art.

Recoloring Clip Art does not affect the master copy of the Clip Art image. Don't worry, the only place the color change is going into effect is in this presentation only.

You may close the Picture Toolbar.

Saving The Presentation

Please save the presentation as CompBiz2.ppt.

1. Click  **(Save)**
2. Type **CompBiz2**
3. Click **Save**

Organization Charts

Introduction

Organization charts are one of the most frequently requested presentation charts. In this exercise, you will create a hierarchical chart for the leadership of a company.

When creating an organization chart, PowerPoint automatically calls upon Microsoft Organization Chart, a smaller software program designed to create these types of charts.

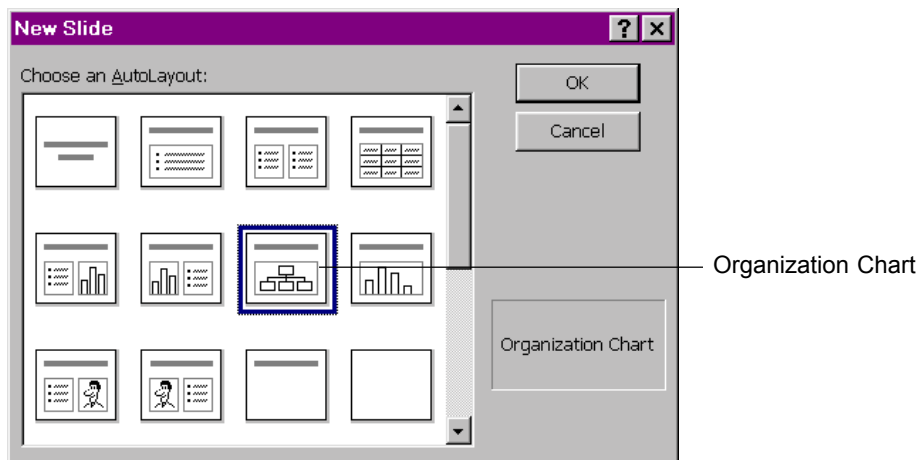
Creating An Organization Chart

To begin an organization chart:

Add a new slide to the presentation.

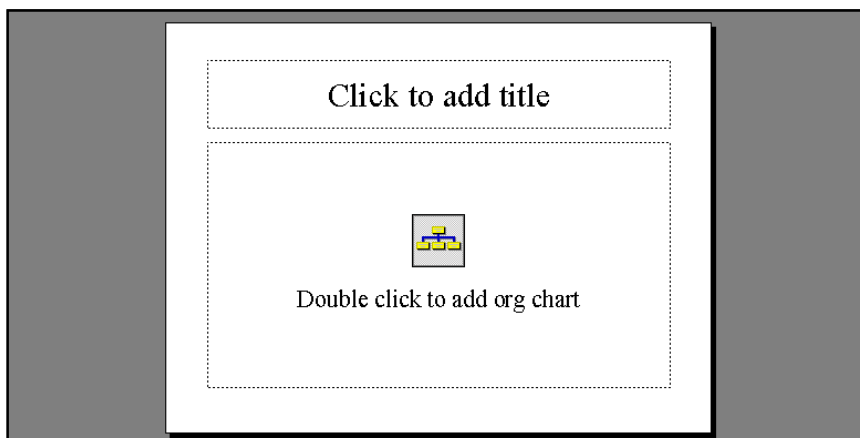
1. Click **New Slide...**
2. Click **Organization Chart**

Your screen should look like this:



3. Click **OK**

Your screen should look like this:



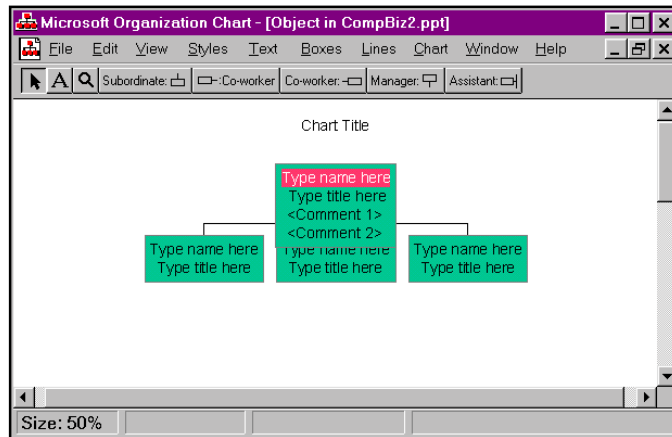
Creating The Title

1. Click the title box.
2. Type **Training Express**

Creating The Chart

1. Double-Click the Org Chart Icon

Your screen should look like this:

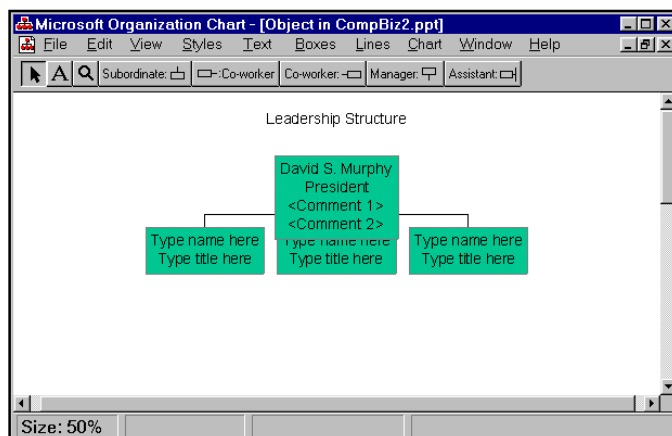


2. Replace the title "Chart Title" with "Leadership Structure."

Editing Individual Boxes

1. Click the top individual box.
2. Type **David S. Murphy**
3. Press **<Enter>**
4. Type **President**

Your screen should look like this:

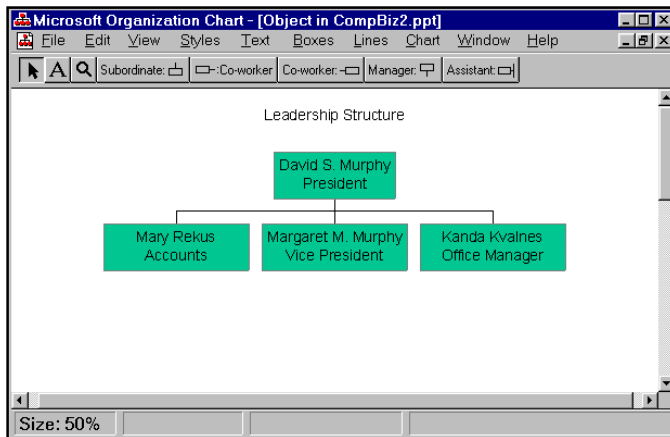


To enter text into the other boxes, click once on the box to be edited and begin typing.

Continuing The Chart

1. Enter the following names and titles into the chart.

Your screen should look like this:



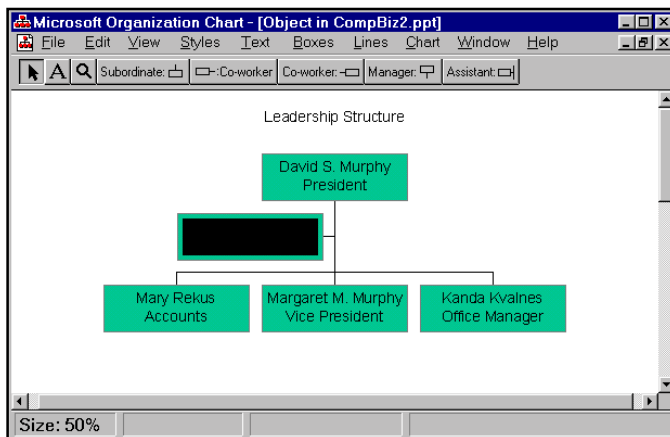
Adding Assistant-Level Boxes

Assistant-level boxes are subordinate; however, they form to the side of the main hierarchy tree, rather than directly below.

To create additional, assistant-level, boxes:

1. Click
2. Click **David S. Murphy's box**

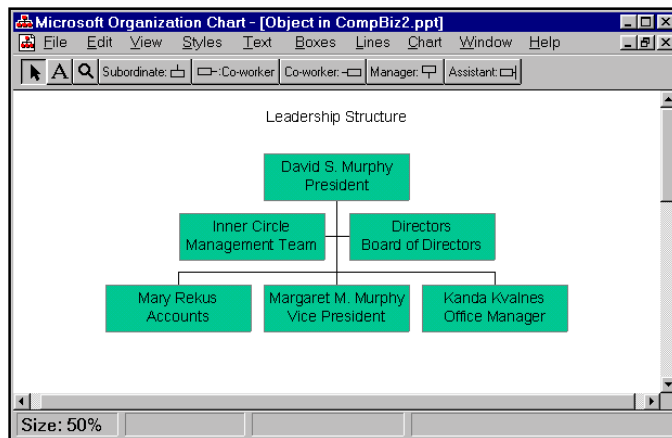
Your screen should look like this:



3. Type **Inner Circle**
4. Press **<Enter>**
5. Type **Management Team**

6. Press **<Enter>**
7. Click **Assistant: □**
8. Click **David S. Murphy's box**
9. Type **Directors**
10. Press **<Enter>**
11. Type **Board of Directors**
12. Click outside of the boxes to remove the box selection.

Your screen should look like this:



Subordinate-level boxes are created in a similar manner. The Subordinate button is clicked and then the box under which the subordinate box is to be created is clicked.

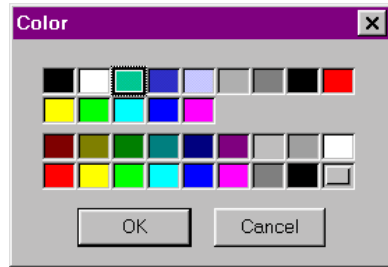
Changing Box Color

By default, the boxes are colored. This color may not print clearly on black toner printers or may be inappropriate for your slide presentation.

To change the color of the boxes:

1. Click **David S. Murphy's box**
2. Shift-Click **Inner Circle's box**
3. Shift-Click **Directors' box**
4. Shift-Click **Mary Rekus' box**
5. Shift-Click **Margaret M. Murphy's box**
6. Shift-Click **Anne's box**
7. Click **Boxes**
8. Click **Color**

Your screen should look like this:



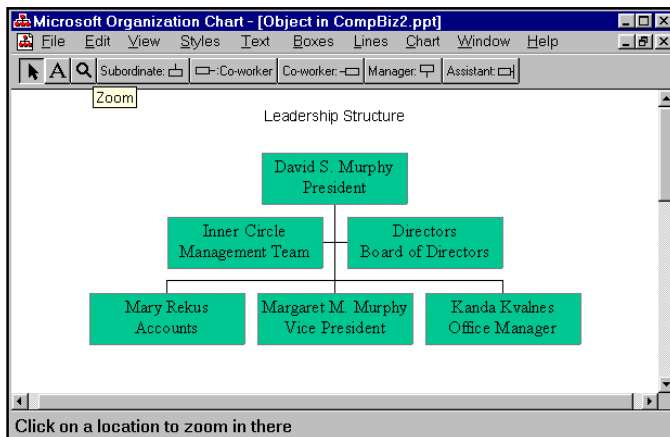
9. Click on the color you prefer.

Changing the Font

The Font (type style) of the data in the boxes may be changed using similar methods. If the boxes are not all selected, select them using the Shift-Click method in the last example.

1. Click **Text**
2. Click **Font**
3. Click **Times New Roman**
4. Click **16 point**
5. Click **OK**

Your screen should look like this:

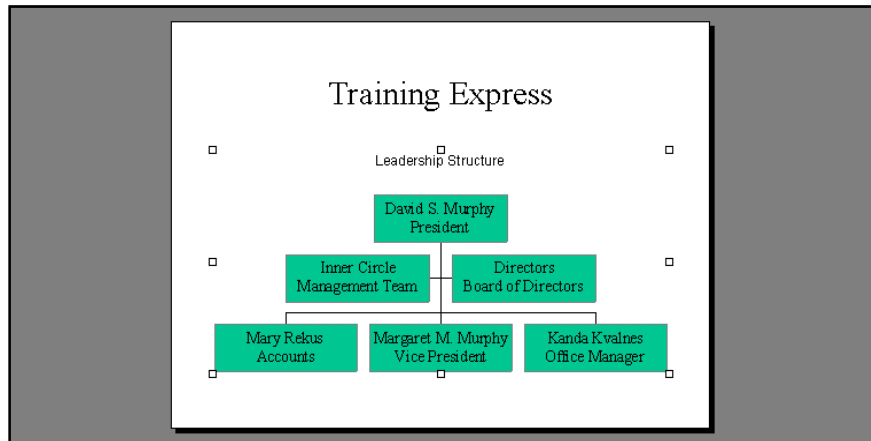


Updating The Presentation

The organization chart must be updated in the presentation.

1. Click **File**
2. Click **Exit and Return to CompBiz2.ppt**

Your screen should look like this:



3. Click and drag the handles to resize the organization chart in your presentation.
Save the presentation.

Bar Charts

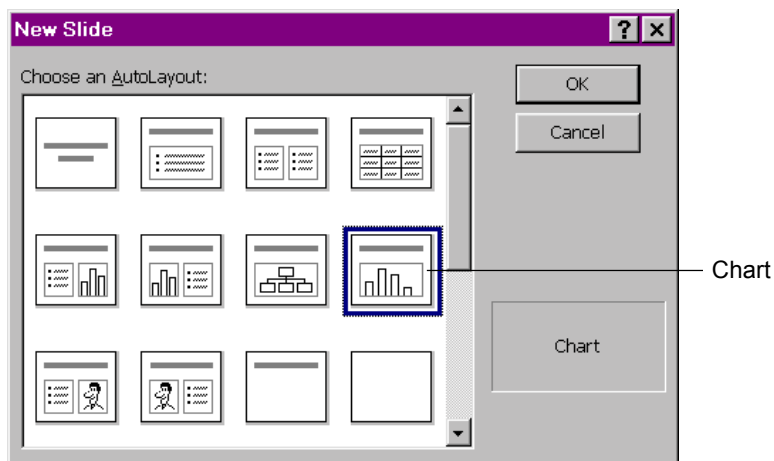
Introduction

In this exercise you will create a bar chart using information stored in a datasheet. The datasheet is a limited view of a Microsoft Excel Workbook.

Creating A Bar Chart

1. Add a new slide to the presentation.
2. Click **New Slide...**
3. Click **Chart**

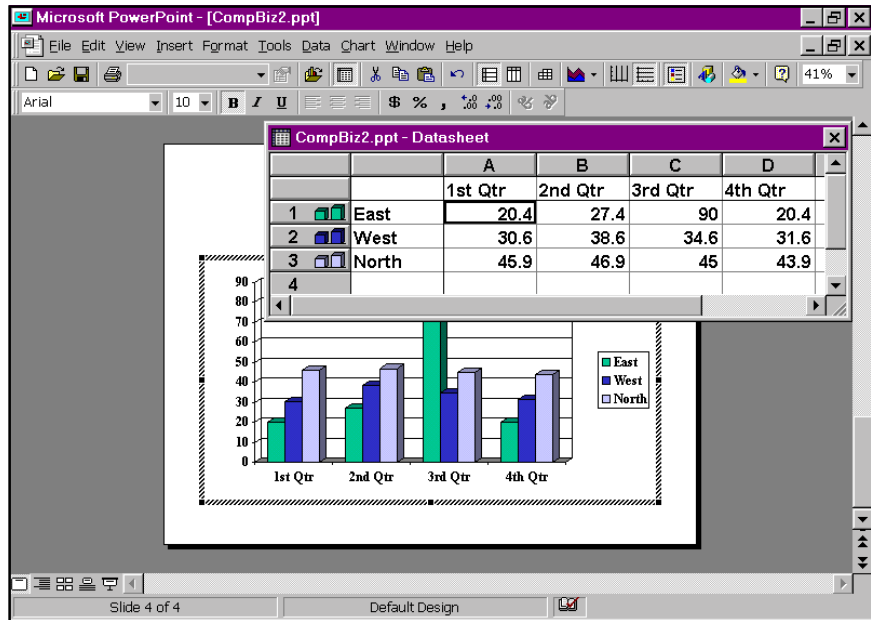
Your screen should look like this:



4. Click **OK**
5. Click **Title text box**
6. Type **Quarterly Sales**
7. Double-Click the graph icon.

The graph's data sheet will appear.

Your screen should look like this:



Editing The Datasheet

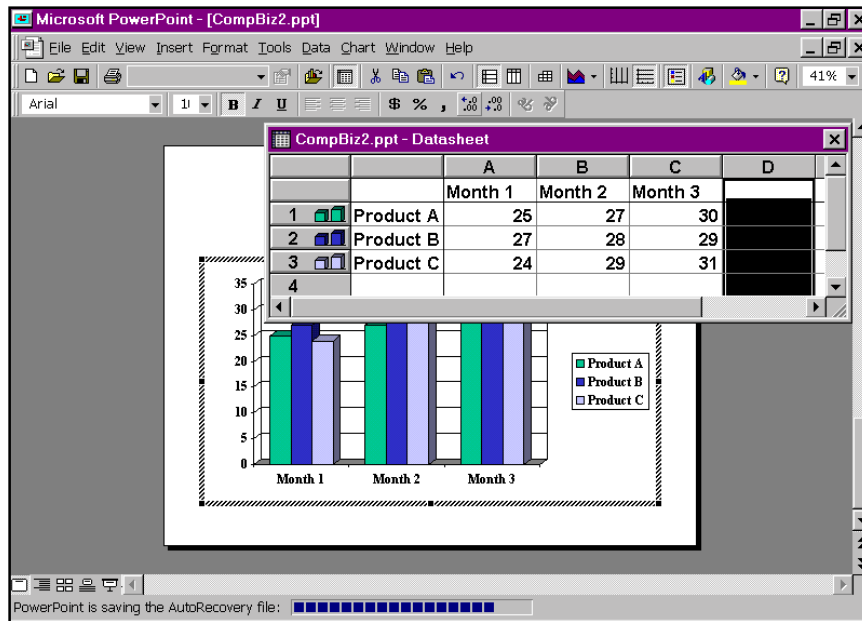
Please edit the Datasheet as follows:

	Month 1	Month 2	Month 3
Product A	25	27	30
Product B	27	28	29
Product C	24	29	31

Delete Column D:

1. Click **Column D Heading**
2. Click **Right Mouse Button**
3. Click **Delete**

Your screen should look like this:



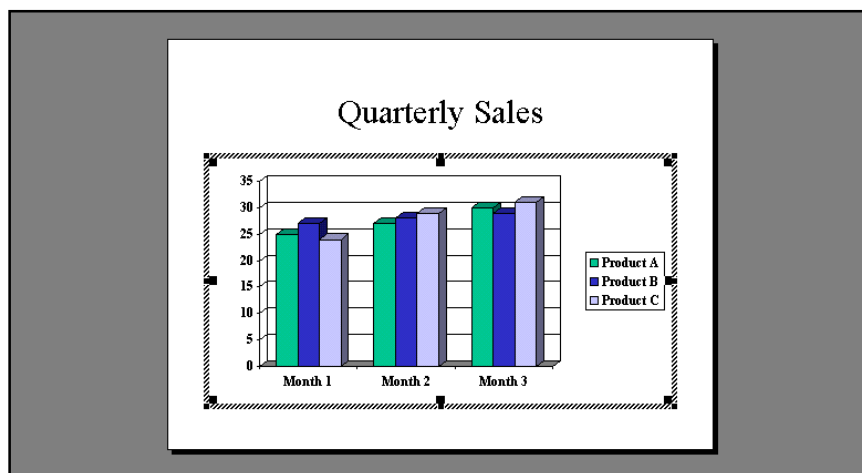
NOTE: It is important to delete Column D rather than just clearing its contents. Unless you *delete* the column, a blank space will be generated on your graph where the data from Column D was placed.

Returning To The Chart

To return to the PowerPoint presentation bar chart:

1. Close the Datasheet window.

Your screen should look like this:

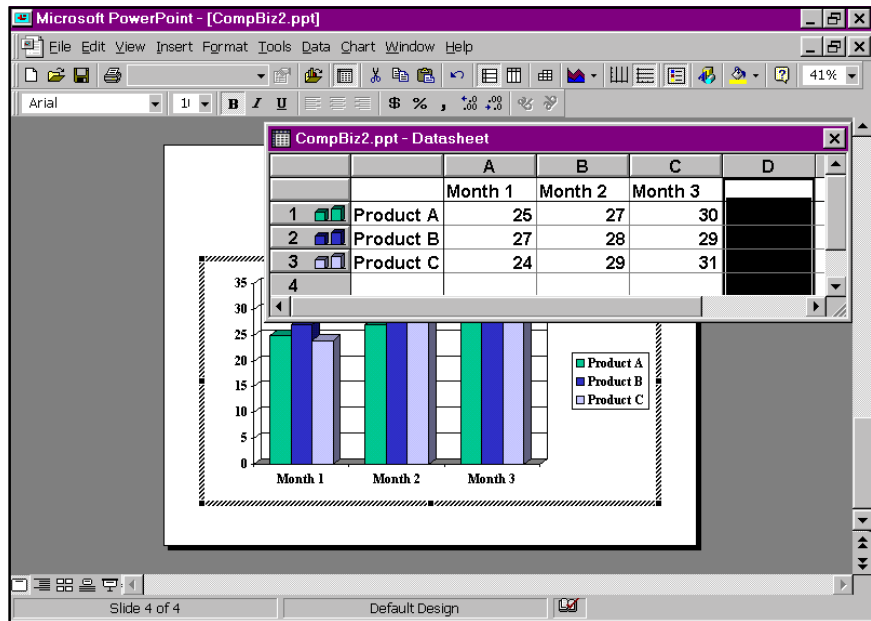


Changing Data

To change data in the Datasheet:

1. Click  (**View Datasheet**)

Your screen should look like this:



You must be in the graph mode to activate the View Datasheet button. If the button is not available on your toolbar, double-click the graph object.

Format Options

Introduction

Power Point's formatting options allow you to add background templates and header and footer information for your presentation.

Design Templates

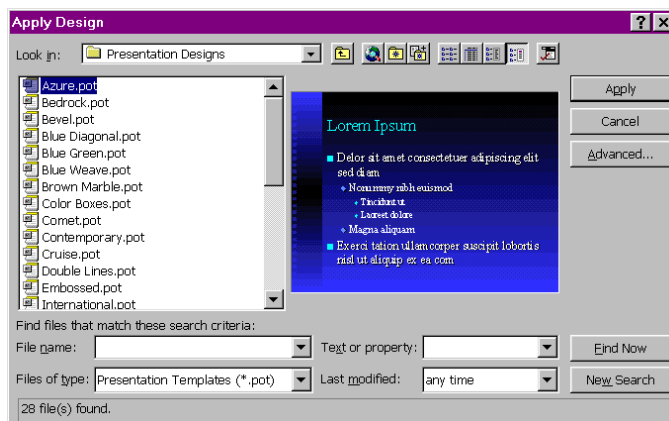
Design Templates add not only a background graphic to your presentation, they format all the text styles and update chart color schemes for a coordinated look throughout all the slides.

Add Design Template:

1. Click **Format**
2. Click **Apply Design**

Your Instructor will direct you to the appropriate folder to select.

Your screen should look like this:



Click on several different templates to view their preview. Select one you like:

3. Click **Design Template desired**
4. Click **Apply**

Your presentation will be updated with the new color scheme.

Header and Footer

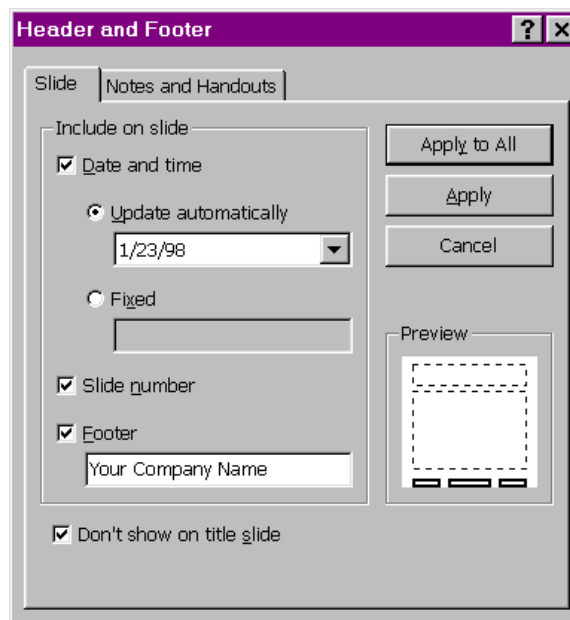
Headers and Footers may be added to your slides, notes pages and audience handout pages.

1. Click **View**
2. Click **Header and Footer**

Select the following options:

1. Click **Date**
2. Click **Automatic**
3. Click **Slide Number**
4. Click **Footer**
5. Type *Your Company Name*
6. Click **Don't Show on Title Slide**

Your screen should look like this:



7. Click **Apply to All**

Your presentation has been formatted!

Printing the Presentation

Introduction

PowerPoint includes a wide variety of printing options. For each presentation, you may print Full-Page Slides, Speaker's Notes, Audience Handout Pages, and Outline Pages.

Presentation Options

PowerPoint allows a presentation to automatically create four different printed outputs. Here is a short definition of each output type:

Full-page slides

Each slide of the presentation will print on paper or overhead transparencies, one image per page.

Speaker's notes

Each slide will be printed on paper, one image per page; however the image will be ½-page in height, and speaker's notes will print below the image.

Handout pages

Multiple slide images will print on one page. Two, three, or six images may be printed on a single page.

Outline pages

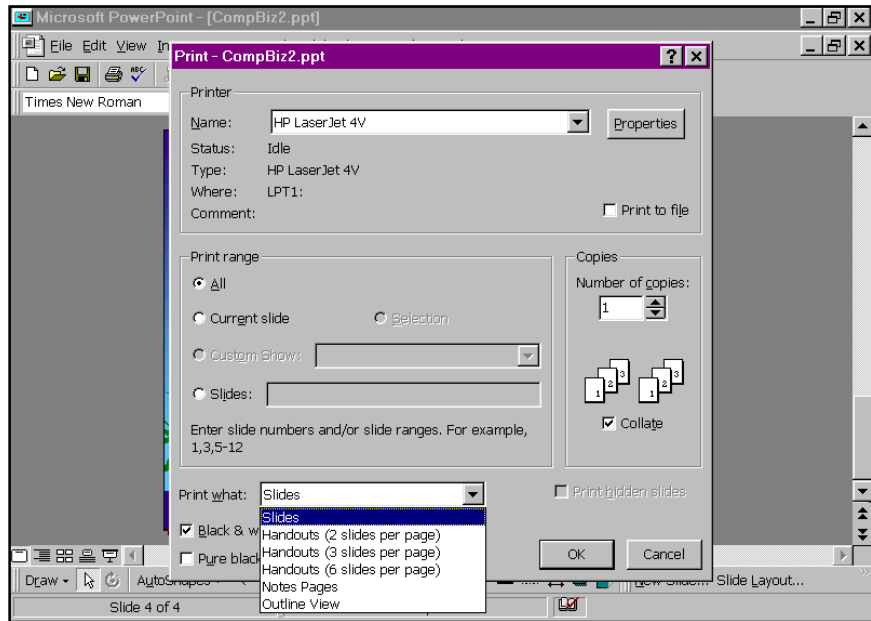
The outline that includes the text of each slide will print on paper.

Print the Presentation

To print the slides of this presentation:

1. Click **File**
2. Click **Print**
3. Click the drop-down arrow next to **Print What**

Your screen should look like this:



Once the “Print What” has been selected, you may choose to print slides, handouts, notes, or outlines. For this exercise, please select slides.

4. Click **Slides**
5. Click **OK**

Closing The Presentation

1. Click **Close**
2. Click **Yes (to save the changes)**

Appendix A: Keyboard Shortcuts

Text Formatting

Change Font	Ctrl-Shift-F
Change point size	Ctrl-Shift-P
Increase font size	Ctrl-Shift->
Decrease font size	Ctrl-Shift-<
Bold	Ctrl-B
Underline	Ctrl-U
Italic	Ctrl-I
Raise baseline	Alt-Ctrl-Shift->
Lower baseline	Alt-Ctrl-Shift-<
Plain text	Ctrl-Shift-Z
Center paragraph	Ctrl-E
Justified paragraph	Ctrl-J
Left-aligned paragraph	Ctrl-L
Right aligned paragraph	Ctrl-R

Deleting And Copying

Delete character left	Backspace
Delete word left	Ctrl-Backspace
Delete character right	Delete
Delete word right	Ctrl-Delete
Cut	Ctrl-X
Copy	Ctrl-C
Past	Ctrl-V
Undo	Ctrl-Z

Navigating

Character left	Left arrow
Character right	Right arrow
Line up	Up arrow
Line down	Down arrow
Word left	Ctrl-Left arrow
Word right	Ctrl-Right arrow
End of line	End
Beginning of line	Home
Paragraph up	Ctrl-Up arrow
Paragraph down	Ctrl-Down arrow
End of page	Ctrl-End
Start of page	Ctrl-Home
Repeat find or Go to	Shift-F4
To previous object	Shift-Tab
To next object	Tab

Outlining

Promote paragraph	Alt-Shift-Left arrow
Demote paragraph	Alt-Shift-Right arrow
Move paragraphs up	Alt-Shift-Up arrow
Move paragraphs down	Alt-Shift-Down arrow
Show heading level 1	Alt-Shift-1
Expand text	Alt-Shift-+ (plus)
Collapse text	Alt-Shift-- (minus)
Show all	Alt-Shift-A
Display text formatting	Keypad

Selecting

Character right	Shift-Right arrow
Character left	Shift-Left arrow
End of word	Ctrl-Shift-Right arrow
Beginning of word	Ctrl-Shift-Left arrow
Line up	Shift-Up arrow
Line down	Shift-Down arrow
Select all (any view)	Ctrl-A
Select any text	Click and Drag with mouse
Select word	Double-click
Select paragraph	Triple-click
Drag and drop	Select and drag
Drag and drop copy	Ctrl-Select and drag

Windows And Menus

Go to previous window	Ctrl-Shift-F6
Go to next window	Ctrl-F6
Maximize application window	Alt-F10
Maximize window	Ctrl-F10
Size window	Ctrl-F8
Restore window to previous size	Ctrl-F5

File Menu

New	Ctrl-N
Open	Ctrl-O
Close	Ctrl-W or Ctrl-F4
Save	Ctrl-S or Shift-F12
Save As	F12
Print	Ctrl-P or Ctrl-Shift-F12
Exit/Quit	Ctrl-Q or Alt-F4

Edit Menu

Undo	Ctrl-Z
Clear	Delete
Cut	Ctrl-X
Copy	Ctrl-C or Ctrl-Insert
Paste	Ctrl-V or Shift-Insert
Select all	Ctrl-A
Find	Ctrl-F
Replace	Ctrl-H
Duplicate	Ctrl-D

View Menu

Slide view	Ctrl-Alt-N
Slide Sorter view	Ctrl-Alt-P
Outline view	Ctrl-Alt-O
Show Guides	Ctrl-G
Switch from normal view to master view	Shift-Click View Button

Insert Menu

New slide	Ctrl-M
New slide without AutoLayout dialog	Ctrl-Shift-M
Date	Alt-Shift-D
Page number	Alt-Shift-P
Time	Alt-Shift-T

Format Menu

Character	Ctrl-T
Center paragraph	Ctrl-E
Justified paragraph	Ctrl-J
Left-aligned paragraph	Ctrl-L
Right-aligned paragraph	Ctrl-R

Tools Menu

Check spelling Ctrl-Alt-L

Draw Menu

Restore picture to original size Ctrl-double-click resize handles

Restore picture to proportional size Shift-double-click resize handles

Move from title to text Ctrl-Enter

Show title in Slide Sorter Alt-Click

Group Ctrl-Shift-G

Ungroup Ctrl-Shift-H

Regroup Ctrl-Shift-J

Help Menu

Contents F1

Context sensitive Shift-F1

Slide Show

Go to slide “number” “Number”, Enter

Black/unblack screen B.. (period)

White/unwhite screen W.. (period)

Show/hide pointer A.=

Stop/restart slide show S.+

End show Esc, Ctrl-Break, - (minus)

Erase screen annotations E

Use new time T

Use original time O

Advance on mouse click M

Advance to hidden slide H

Go to slide 1 Hold both mouse buttons down for 2 seconds

Advance to next slide Mouse click, Spacebar, N, Right arrow, Down arrow, Page down

Return to previous slide Click right mouse button, Backspace, P, Left arrow, Up arrow, Page up

Index

A

Appendix A 29
Apply 25
Apply to All 26
Assistant button 17
Audience Handout 27
audience handout 25
AutoContent Wizard 1

B

Bar Chart 21
Bar Charts 21
Box Color 18

C

Chart Title 16
Clip Art 4, 9, 11, 12, 13, 14
Close 7, 23, 28, 30
Collapse 6, 29
collapse 6
Color 14, 18
Column 22, 23

D

Datasheet 21, 22, 23, 24
Date 26, 30
Delete 5, 22, 29, 30
Demote 29
Design Template 25

E

Expand 6, 29

F

File 7, 20, 27, 30
file 7

Font 19, 29

Footer 25, 26
Format 25, 30

H

Header 25

M

Move 13, 29, 31

N

New Slide 9
New slide 30
new slide 9, 15, 21
Note 4, 27
Notes View 4

O

Org Chart Icon 16
Organization Chart 15
Outline 4, 5, 6, 27
outline entry 5
Outline Toolbar 6
Outline View 4, 5

P

Print 27, 28, 30
Print What 27, 28
Promote 29

R

Resizing 12
resizing 12
row 6

S

Save 5, 7, 14, 20, 30
Slide 4, 7, 9
Slide Number 26
Slide Show 4, 31
Slide Sorter View 4
Slide View 4, 7

T

Template 25
text object 9, 10, 12
Title 8, 9, 10, 16, 21, 26
Title Slide 8, 26
Toolbar 6

V

View 4, 5, 7, 24, 25, 30