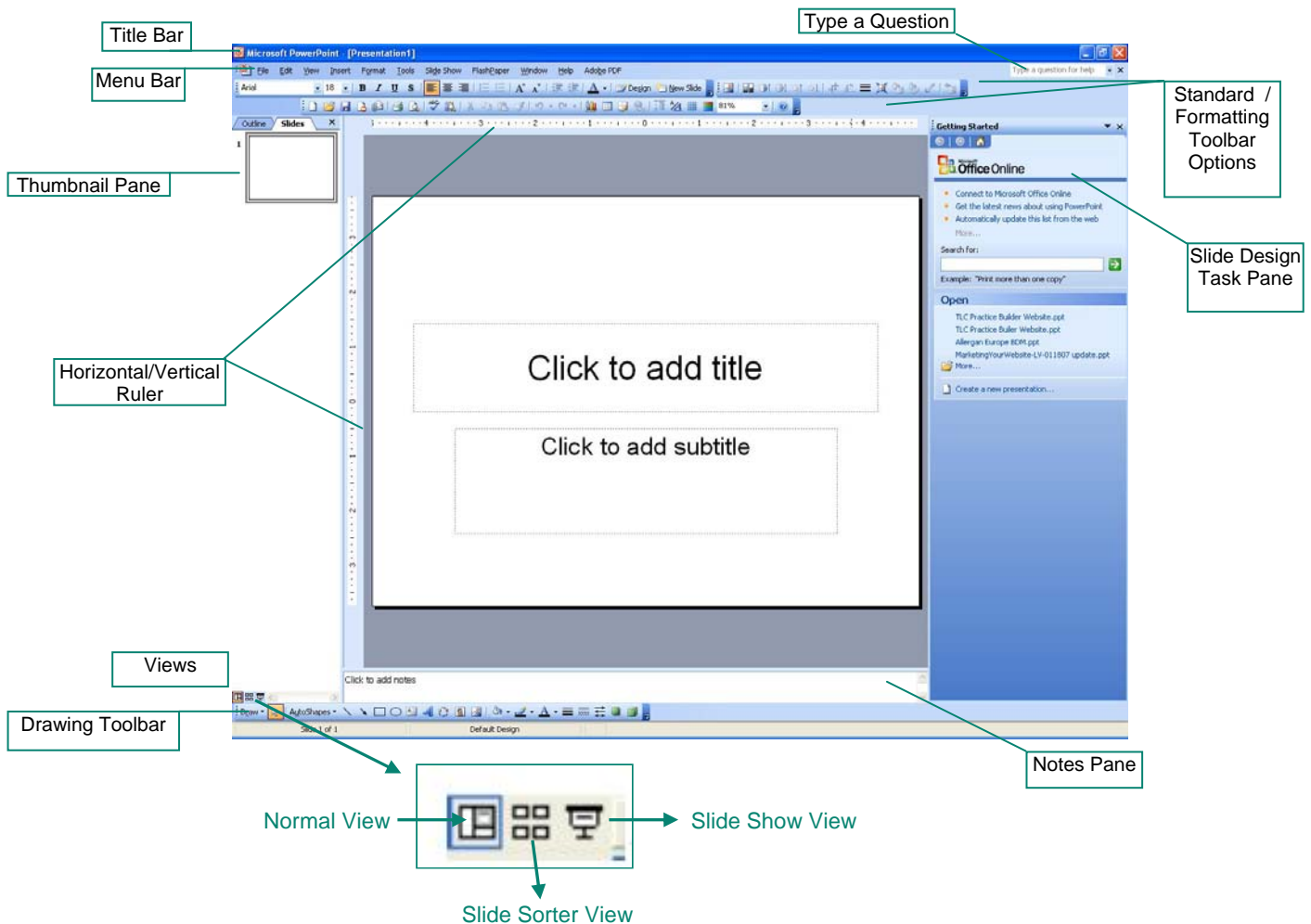





Microsoft® PowerPoint provides all the tools needed to create professional presentations and slide shows. Using the tools available, you can construct a presentation from scratch, use an existing design template, or the easy to use AutoContent wizard.



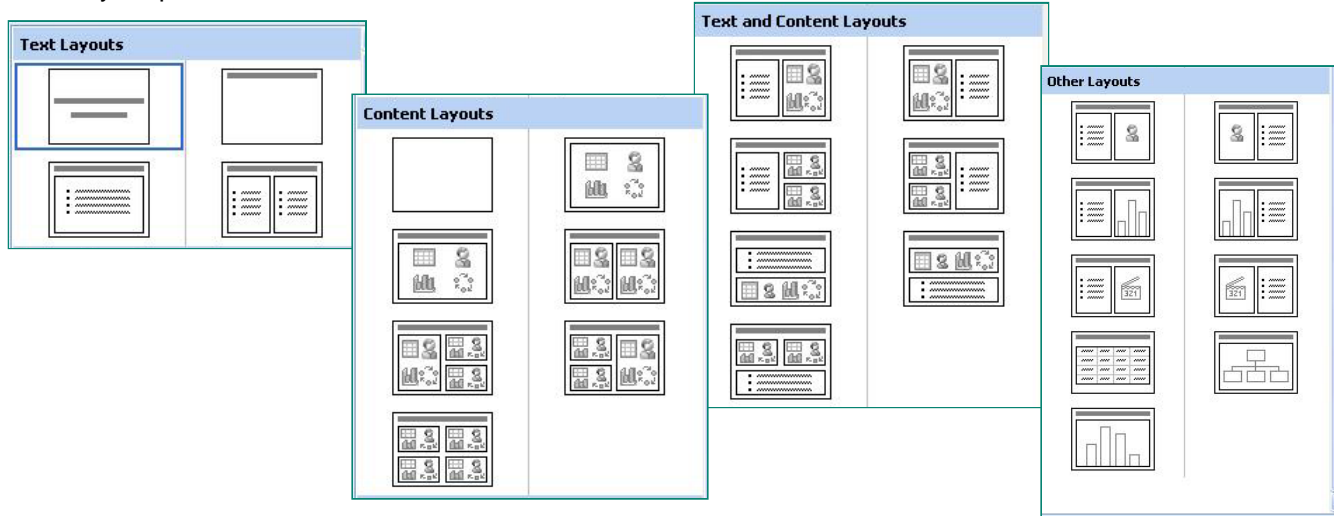
PowerPoint Basics

Creating, Opening, and Saving a Presentation

1. To create a new presentation, on the Menu bar choose **File | New**, or
2. Press **Ctrl+N** on your keyboard, or click the New presentation button on the toolbar. 
3. To open an existing presentation, click the Open button on the toolbar,  press **Ctrl+O**, or **File | Open** from the **Menu** toolbar.
4. To save a presentation, click the Save button,  press **Ctrl+S**, or **File | Save** from the **Menu** toolbar. If your presentation is new, provide a name for your document in the Save As dialog box and click **Save**.

Slide Layouts and Templates

PowerPoint provides several slide layout options for you to choose from. You can modify any template or layout based on your preferences.

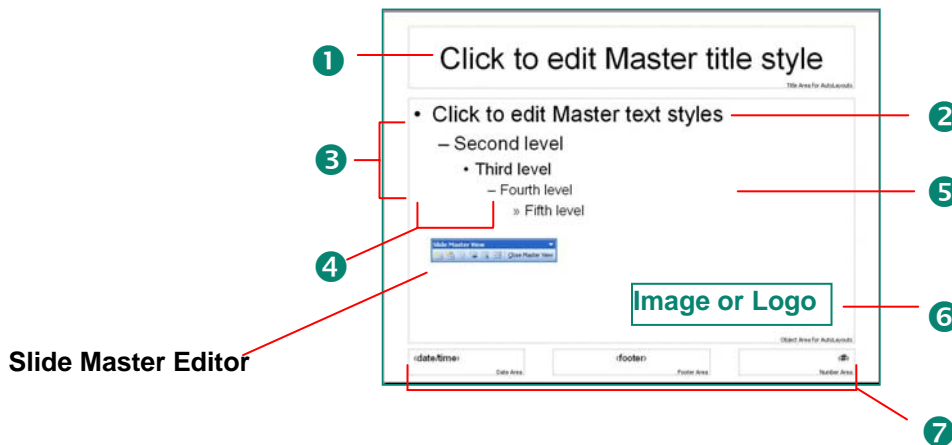


The Slide Design Task Pane also contains several ready-to-use Templates including predefined colors, layouts, and backgrounds.



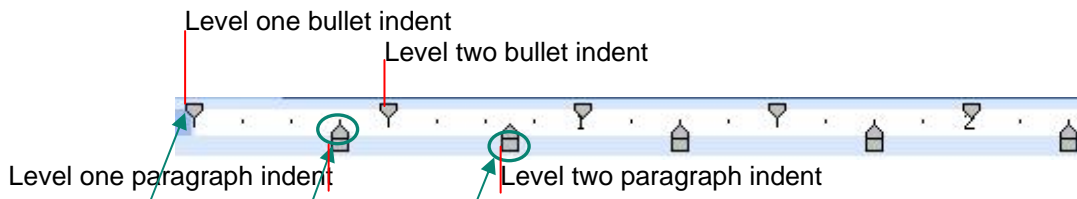
Slide Master

The Slide Master helps you create consistency in your presentation. The choices you make on one slide in Slide Master will apply to all slides in your presentation. From title styles, to background images and colors, can be determined in Slide Master.



Slide Master Editor

- 1 Edit title text: size, color, font etc.
- 2 Click on any text level to adjust text: size, color, font etc.
- 3 Bullet styles: Click on any text level. Choose **Format | Bullets | Numbering**. Select a style in the Bullets and Numbering dialog box and click **OK**.
- 4 Set bullet and paragraph indents: If your ruler is not currently visible, choose **View | Ruler**. Click anywhere in the text area, then drag the indent markers(1) to set the bullet indent levels (from 1 to 5). Drag the top(2) of the paragraph indent marker to set paragraph indents, or, drag the bottom(3) to move the bullet and paragraph indents together.



- (1) Indent Marker
- (2) Set Paragraph Indents
- (3) Move bullet and paragraph

- 5 Background Color: For the background, you can add color, an image such as a logo, or both. To add a color to the background, select **Format | Background**. Click the arrow in the drop down box and choose a color from the list. You also have the option to choose your own color by selecting **More Colors**, or create an effect by choosing **Fill Effects**.
- 6 To add a logo or image that you'd like to appear on every slide, select **Insert | Picture | From File**. Select the image or logo saved on your computer, then click the **Insert** button. Click on the image and drag to the desired position on the Master Slide.
- 7 Footer: Add date/time, footer text and/or page numbers.

Slide Views

The three Slide view options are located at the bottom left of the PowerPoint window. Click on any of these buttons or select from one of the options under the **View** menu.

Normal View: Contains three panes: the outline pane, the slide pane, and the notes pane.

Slide Sorter View:

- Displays thumbnails of all the slides in your presentation, enabling you to view how your presentation flows.
- For changing the order, transition, and timing of your slide show.
- For rearranging your slides. Click on any slide. The active slide will have a blue border around it. Drag the slide to the new location.

Slide Show View: The slides are shown as an electronic presentation on your computer. If you have not set automatic timing to advance each slide, click the mouse button or press the Space bar to advance through each slide manually. To exit Slide Show View, press the Escape button on your keyboard.

Creating a Presentation / Adding a New Slide

The majority of presentations will begin with a title slide. For title slides, and all accompanying slides, you have an unlimited selection to choose from (see Slide Layouts and Templates). Using one of the many slide layouts viewable within the Slide Design Task Pane is an excellent place to start.

Once a slide layout is chosen, you'll notice that on each of the slides, text boxes are used to create placeholders for headings, images etc. If you are familiar with using Microsoft® Word, you should be familiar with the use of text boxes. Text boxes can be moved, deleted, or resized as needed.

Move/Resize a Text Box

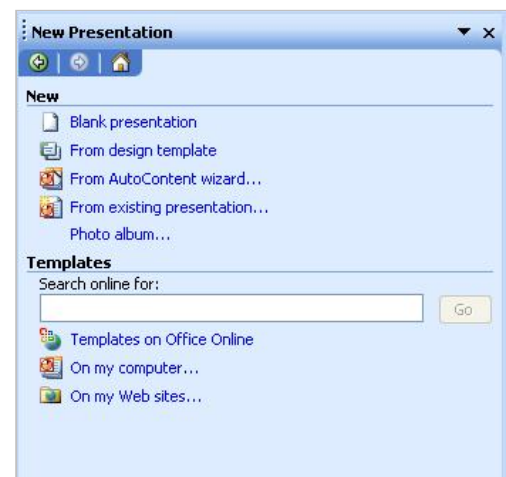
Click anywhere in the text contained within the text box to reveal the text box borders. Click on the gray shaded border of the text box to select the text box.

Resize a Text Box: Click and drag on one of the eight circular border handles until the text box is the desired size.

Move a Text Box: Click anywhere on the text box border and drag the box to the new location.

Delete a Text Box: Click anywhere on the text box border and press the **Delete** key on your keyboard.

Add a New Text Box: Select **Text Box** from the **Insert** menu. The cursor will change to a vertical down arrow. When you click down with your mouse, it changes to a plus sign. Click and drag to draw the text box. Once the text box is created, you can then move the text box, resize the text box, or format the text box.



Working With Text

The word “presentation” should always be in your thoughts when you are working in PowerPoint. Whether you’re creating text, inserting images, deciding on a color palette, or a background, ask yourself the question “How will this look from the back of a room?” Your presentation may be the most beautiful presentation you’ve ever seen, but if nobody in the audience can see it due to size or the wrong choice of color combinations, you’ve wasted your time.

When it comes to working with text, keep these thoughts in mind:

- Be clear and concise in what you are saying.
- Keep it short and to the point. A presentation is meant to visually enhance your presentation, not BE your presentation.
- Maintain consistency in the use of font type and size (minimum 28-30 pt / 40 pt or slightly less for headings).
- Use bullet points to list main points.

Keyboard Shortcuts

Ctrl+N	Open a new presentation
Ctrl+O	Open an existing presentation
Ctrl+S	Save the current presentation
Ctrl+P	Print
F7	Spell Checker
Ctrl+Home	Go to the first slide of the presentation (when no text is selected)
Ctrl+Home	Go to the first line of the text box when text is selected
Ctrl+End	Go to the last slide of the presentation (when no text is selected)
Ctrl+End	Go to the last line of the text box when text is selected
Ctrl+Enter	Go to the next text box
Page Up/Page Down	Next/Previous slide
Ctrl+F	Find a word or phrase
Ctrl+B	Bold selected text
Ctrl+I	Italicize selected text
Ctrl+U	Underline selected text
Ctrl+]]	Increase font size of selected text
Ctrl+[[Decrease font size of selected text
Ctrl+L	Left align text
Ctrl+R	Right align text
Ctrl+E	Center text
Ctrl+J	Justify text