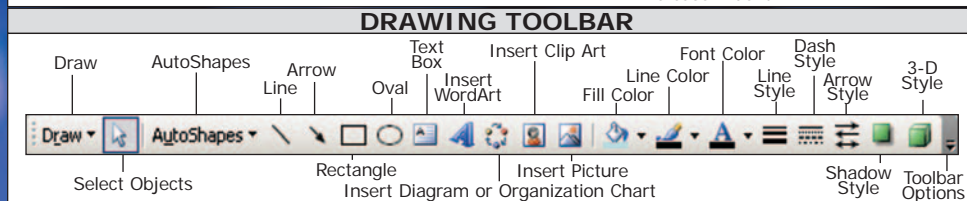
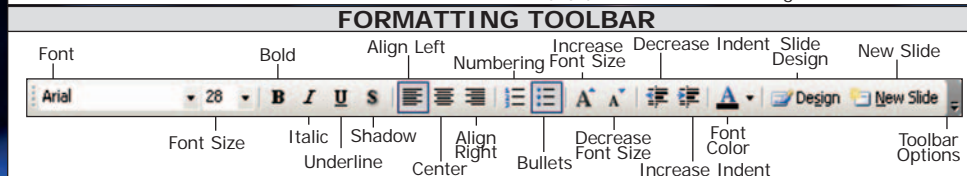
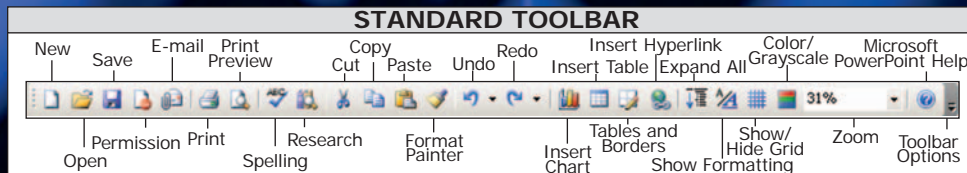


PowerPoint 2003 for Windows



VIEWS

In **View**: Normal, the Outline and Slides tabs change to display an icon when the pane is narrowed • Click+drag the splitter bar to narrow the pane and the tabs change

Display Handout Master: View: Master ► Handout Master

Display Notes Master: View: Master ► Notes Master

Display Slide Master: View: Master ► Slide Master

Normal View: This is the main editing view, used to write and design presentations • The view has three working areas: the Slide Pane on the right, the Notes Pane on the bottom, and on the left, tabs that alternate between Outline and Slides

Notes Pane: View: Normal • Notes pane appears on bottom of screen • Click into Notes pane to add, edit, or delete notes that relate to each slide's content • To print notes pages, File: Print... or {Ctrl+P} • Click Print what: drop-down list, and select Notes Pages • Click [OK]

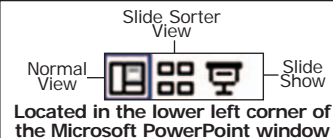
Outline tab: View: Normal, click Outline tab • Displays text on slides in an outline form

Slide Show View: View: Slide Show or [F5] • Run presentations and preview them as if using a slide projector • [Esc] to return to Normal view

Slide Sorter View: View: Slide Sorter • Displays a miniature version of the slides on screen • Move and arrange slides by clicking+dragging • Slide Sorter toolbar helps with timings, transitions, and how animations will appear

Slides tab: View: Normal, click Slides tab • Displays the slides as thumbnails

Task Pane: View: Task Pane • Located on the right side of the screen, the Task Pane contains common tasks that are frequently used when creating presentations



Located in the lower left corner of the Microsoft PowerPoint window

PRESENTATIONS

Create a new presentation: Click New on Standard toolbar, or {Ctrl+N} • Click on desired layout in the Slide Layout task pane (on right) • Click on slide itself, or on Outline tab, to add title and subtitle • To insert a new slide, click New Slide on the Formatting toolbar or Insert: New Slide or {Ctrl+M} and click on desired layout in the Slide Layout task pane (on right) • Click on desired elements to enter text or design features (pictures, diagrams, etc.) • Repeat previous step until presentation is complete • Click Save on Main Toolbar or File: Save or {Ctrl+S} • Type File name: • Select location in Save in: box • [Save]

Alternate Method: On New Presentation task pane, under Open, click Create a new presentation...

Open an existing presentation: File: Open... or {Ctrl+O} or icon on the main toolbar • Double-click on desired presentation **Alternate Method:** On New Presentation task pane, under Open, click Open

CHARTS AND GRAPHICS

Create a chart: Insert a New Slide • On Slide Layout task pane, select a layout with a chart • Click on Insert Chart • A new window will appear with Presentation-Datasheet • Enter desired data • Click on the slide in the Slides tab to view chart in position **Alternate Method:** Insert a New Slide • Click on Insert Chart in main toolbar • A new window will appear with Presentation-Datasheet • Enter desired data • Click outside the chart to view chart in position

Create a slide using clip art: Insert a New Slide • On Content Layout task pane, select a layout with graphics • Click on Insert Clip Art • Wait for PowerPoint to load clip art images and select desired image • Click [OK] **Alternate Method:** Insert a New Slide • Click Insert Clip Art icon or Main Menu: Insert: Picture ► Clip Art

Import a Microsoft Excel chart: Insert: Chart... • View: Datasheet (if not visible) • Select cell for imported data to begin at (upper-left cell is default) • Edit: Import File... • Select location in Look in: box • Double-click Excel file to import • In the Import Data Options dialog box, select sheet to import (only one sheet can be imported) • Under Import:, select Entire sheet (to import all data on worksheet), or select Range:, (to import part of the data) and type desired range of data (i.e., A1:B5) in Range: box, or type name of range if it is named **Note:** If a cell other than the upper-left cell was selected for the imported data to begin at, clear the Overwrite existing cells check box • Click [OK]

SLIDE SHOW KEYBOARD/MOUSE SHORTCUTS

Advance to the next slide: Left-click, Spacebar, N, Right or Down Arrow, Enter, or Page Down

Change the pointer to a pen: {Ctrl+P} • To change back to arrow, press {Ctrl+A}

Display a black screen/return from black screen: B or . (period)

Display a white screen/return from white screen: W or , (comma)

End a slide show: Esc or {Ctrl+Break}, or - (hyphen)

Erase on screen annotations: E

Go to a specific slide: Slide Number followed by Enter

Go to the next hidden slide: H

Hide the pointer and navigation buttons immediately: Ctrl+H

Popup menu: Right-click mouse

Return to the first slide: 1+Enter, or click+hold both mouse buttons down for 2 seconds

Return to the previous slide: Backspace, P, Left Arrow, Up Arrow, or Page Up

Show or hide the arrow pointer: A or = (equal sign)

Stop or restart an automatic slide show: S or + (plus sign)

View a list of slide show controls: F1

KEYBOARD SHORTCUTS

Help: F1

CREATE AN ITEM

Duplicate object: Ctrl+D

Group/ungroup: Ctrl+Shift+G/Ctrl+Shift+H

EDIT COMMANDS

Copy: Ctrl+C

Cut: Ctrl+X

Find: Ctrl+F

Paste: Ctrl+V

Replace: Ctrl+H

Select all: Ctrl+A

Undo: Ctrl+Z

FILE COMMANDS

Exit/Quit: Ctrl+Q

New presentation: Ctrl+N

Open presentation: Ctrl+O

Print presentation: Ctrl+P

Save: Ctrl+S

FORMATTING

Bold text: Ctrl+B

Decrease font size: Ctrl+Shift+<

Demote paragraph in outline: Alt+Shift+→

Increase font size: Ctrl+Shift+>

Italic text: Ctrl+I

Justify text: Ctrl+J

Promote paragraph in outline: Alt+Shift+←

Slide number: Alt+Shift+P

Underline text: Ctrl+U

MENU COMMANDS

Align center: Ctrl+E

Align left: Ctrl+L

Align right: Ctrl+R

Date and Time: Alt+Shift+D, or Alt+Shift+T

Grid & Guides: Ctrl+G

New slide: Ctrl+M

Slide Show/end slide show: F5/Esc

Spelling: F7

Toggle case: Shift+F3

NAVIGATING

Move to next object/field: Tab

Move to previous object/field: Shift+Tab

Move to the beginning of an entry: Home

Move to the end of an entry: End

SLIDE DESIGN

Apply a color scheme: Click Design icon on Formatting toolbar • In Slide Design task bar, click Color Schemes • Under Apply a color scheme:, click the down-arrow of a particular color scheme and choose to apply to all slides or selected slide(s) **Note:** Click Edit Color Schemes... to customize color scheme settings

Apply a design template: Click Design icon on Formatting toolbar • In Slide Design task bar, click Design Templates • Rest pointer over a design template, then click the down-arrow • Select to apply the design template to all slides or selected slides


IMPROVING SLIDE SHOW PERFORMANCE



If the presentation seems to be running slowly, reduce the resolution, or set the color depth to 16 bit for optimal performance




Reduce slide show resolution: On the Slide Show menu, click Set Up Show... • Under Performance, in the Slide show resolution: box, click 640x480 in the drop-down list • Click [OK]


Set color depth to 16 bit: Right-click an empty part of the desktop and select Properties, or [Start]: Settings: Control Panel • Double-click Display • Click the Settings tab • Under Colors, click to select High Color (16 bit) • Click [OK]


TEXT

Add text to a slide (that does not have a text box): Click Text Box  on the Drawing toolbar • Click desired location for text box on slide • Type or paste text **Note:** To add text that wraps, click+drag the text box to desired size, then type or paste text





Change text color: Select text to be changed • On the Drawing toolbar, click the arrow to the right of the Font Color  • Click one of the colors, or click Automatic to change text back to its default color • To change to a color not in the color scheme, click More Colors..., and click the color desired on the Standard tab, or click Custom tab and select a custom color • Click [OK] **Note:** If text is WordArt, select it and click  Format WordArt icon on the WordArt toolbar • In the Format WordArt dialog box, click the Colors and Lines tab • Under Fill, click the Color: box • Click a color in the palette, or click More Colors... to choose from a greater color range • Click Fill Effects... to choose a gradient, texture, pattern, or picture • Click [OK] • Under Line, select a Color:, Dashed: line style, Style: and Weight: • Click [OK]


Change text size: Select text to resize • On the Formatting toolbar, click  Increase Font Size or  Decrease Font Size **Note:** Icons may be continuously clicked to further increase or decrease text size • To set a font size by number, click desired size in the  Font Size box in the Formatting Toolbar

Insert text from another file: File:  Open... or {Ctrl+O} • In the Files of type: box at the bottom, click All Outlines • In the file list, double-click the document desired **Note:** Insert text from a .doc, .txt, or .rtf file • Text inserted into Microsoft PowerPoint is formatted based on heading styles in the source document

Insert slide and text into an existing presentation: Display the Outline tab (click  Normal View in the lower left of the window) • Click a slide icon the text should appear after • Insert: Slides from Outline... • Double-click the document to insert text from







Insert WordArt: Select a slide in  Normal View • On the Drawing toolbar, click  Insert WordArt • Select a WordArt style: • Click [OK] • Type Text: • Select Font: and/or font Size:, or use default • Click [OK]




Print an outline: Create or open a presentation • In  Normal View, click  Expand All on the Standard toolbar, to show just the slide titles or all levels of text • File:  Print Preview • In the Print What: box across the top, click Outline View • On the Print Preview toolbar, click  Print... • Select options and click [OK], or press [Enter] to print • Click Close

Send text from Microsoft Word to a new presentation: In Microsoft Word, open the desired document to send to PowerPoint • File: Send To  Microsoft PowerPoint




RESEARCH






Reference information online and on your computer without leaving your program.



Thesaurus: Highlight word you wish to replace • In the Tools menu, or the main toolbar, click  Research • In the Research task pane, click down arrow  and select desired thesaurus using the drop-down menu • Click  to show results • In the view pane below, a list of options will appear • Move mouse over desired word to highlight and click  arrow for options • Click  Insert to replace the highlighted word or  Look Up to discover its meaning


Translation: Press ALT and click a word in your presentation to open Research and click down arrow  and select Translation using the drop-down menu • Select translation languages from and to using the  arrows • Scroll down through the task pane to see your options • Double click desired selection and right click to Copy, then click back into slides and  Paste, or click Look Up the meaning


AUTOSHAPES



Add text to an AutoShape: On the Drawing toolbar, click AutoShapes  • Select desired shape • Click+drag on the slide to position and size shape • Type text **Note:** To create a circle or square, click the  Oval or  Rectangle icon on the Drawing toolbar • Click+drag while holding [Shift] key


Arrange AutoShape: Right-click the AutoShape • Select menu item Order  and click a selection:  Bring to Front/  Send to Back/  Bring Forward/  Send Backward • Repeat as necessary


Change a shape to another shape: Select the AutoShape to change • On the Drawing toolbar, click Draw  and point to Change AutoShape  • Point to a category, and click a desired shape


Change AutoShape color: Double-click desired AutoShape or right click and select  Format AutoShape... • Click Colors and Lines tab • Under Fill, select a Color: • In Transparency:, move the slider, click or type a percent value to make the fill transparent • For a border, select a Color: and Style: under Line • Click [Preview] to view results, before committing to the change • Click [OK]

Group text and AutoShape (move as a single unit): Hold down [Shift] • Select the text box and object • Release [Shift] • Click Draw on the Drawing toolbar, then click  Group or {Ctrl+Shift+G} • To ungroup click {Ctrl+Shift+H}


Resize AutoShape: Click to select AutoShape • Click+hold  white handle while dragging to desired size or double-click on shape and select Size tab and enter height and width in numeric values • Click [OK] **Note:** Use the  yellow handle to adjust the shape or effect


Rotate AutoShape: Select the object • Position cursor over the  green dot until the rotate arrow appears • Click+hold the mouse while dragging to rotate • To rotate in increments, hold down the [Shift] key while rotating • To rotate on the opposite handle, hold down the [Ctrl] key while rotating **Note:** Hold down {Ctrl+Shift} while rotating, to rotate incrementally on the handle






Rotate text within AutoShape by 90°: Select a Text Box within an AutoShape • Double-click the border of the Text Box • Click Text Box tab and select  Rotate text within AutoShape by 90° • Click [OK]



Word wrap text in AutoShape: Select a Text Box within an AutoShape • Double-click the border of the Text Box • Click Text Box tab • Select  Word wrap text in AutoShape • Click [OK]





SLIDES

Delete a slide: On the Outline tab or Slides tab in normal view, or the  Slide Sorter view, select the slide(s) to delete • Press [Delete], or Edit: Delete Slide **Note:** To select slides in sequence, click on a slide and press and hold [Shift] while clicking on another slide • Hold [Ctrl] while clicking, to select multiple slides which are in any order




Insert a new slide: Click  New Slide on Formatting toolbar, or press [Enter] when working under the Outline or Slides tabs, or {Ctrl+M} **Note:** Click the desired layout in the Slide Layout task pane to select layout

Mark up slides during a slide show: Press [F5] for slide show or Slide Show: from main menu and select  View Show • Right-click, point to Pointer Options  Select desired marker  Ballpoint Pen,  Elt Tip Pen  Highlighter • Hold down the mouse button while drawing or writing on the slide **Note:** To advance the slide show, use the Up Arrow or Down Arrow key, when Pointer Options is set to Pen • Other participants in an online meeting can also use the pen to mark up slides; the annotations are visible to all participants **Note:** You will be prompted to save annotations

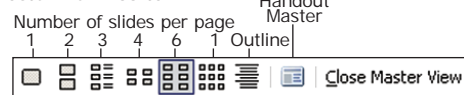
Move a slide: View:  Slide Sorter, or  click Slide Sorter View icon in the bottom left corner • Click+drag a slide between any other slides, until a line appears • Release mouse button


Print all slides: File:  Open a presentation or {Ctrl+O} • Click  Normal View • Click the Slides tab in the left pane • File:  Print Preview • In the Print What: box across the top, click Slides • On the Print Preview toolbar, click  Print... • Select options and click [OK], or press [Enter] to print • Click Close **Note:** To print slides in black and white, select Grayscale under Color/grayscale: drop-down, in lower right corner



HANDOUTS

Add header/footer: View:  Header and Footer... • Select Slide tab, or Notes and Handouts tab • Select  Header or  Footer check box and type in appropriate text • Select desired options • [Apply] to save changes to currently selected slide(s) (Slide tab only), or [Apply to All] to apply current changes to every slide in the presentation


Handout Master View Toolbar





Change Handout Master: View: Master  Handout Master • Select a layout from the Handout Master View toolbar • Make desired changes • [Close Master View]












Print handouts: File:  Print... or {Ctrl+P} • Click Print what: drop-down list  and click Handouts • Select Slides per page: • Select Horizontal or Vertical order • Select other options • Click [OK]


ANIMATION AND SOUND


Add a movie to a slide: Select the slide • Insert: Movies and Sounds  click Movie from File... • Locate the folder and double-click the movie file • When a message is displayed, click [Yes] to play the movie automatically in the slide show, or click [No] to play the movie when clicked



Note: Click+drag the movie to any location on the slide • Right-click and select menu item Order  Bring to Front, Send to Back, Bring Forward, or Send Backward, to arrange in front of, or behind any other object

Add sound to a slide: Select the slide • Insert: Movies and Sounds  click Sound from File... • Locate the folder and double-click the sound file • When a message is displayed, click [Yes] to play the sound automatically in the slide show, or click [No] to play the sound when clicked


Animate a diagram or text: View:  Normal • Select the slide with the diagram or text • Select the diagram or text • On the Slide Show: main menu, click  Custom Animation... • Click on diagram • In the Custom Animation task pane, click  Add Effect  •  Select an Entrance  effect, then select an  Emphasis  effect, and/or an  Exit  effect • To preview, click  Slide Show • Press [Esc] to stop

Animate one slide: Select the slide • On the Slide Show: main menu click  Animation Schemes... • In the Slide Design task pane, under Apply to selected slides: check AutoPreview at the bottom and click an animation scheme in the list

Apply a preset animation scheme: Click the Slides tab, and select the slides to apply the animation to • On the Slide Show: main menu click  Animation Schemes... • In the Slide Design task pane, under Apply to selected slides:, click an animation scheme in the list **Note:** Click [Apply to All Slides] to apply scheme to all slides

Change timings for animations: On the Slide Show: main menu, click  Custom Animation... • Select an effect on the Custom Animation task pane (or click the animation's number on the slide) • Click the drop-down menu  and select Timing... • Select and adjust timing options • Click [OK]

Delete a movie or sound from a slide: On the slide, click the movie or sound icon • Press [Delete]

Setting slide transitions: After creating the presentation, click Slide Show: click  Slide Transition... • In the Slide Transition task pane, under Apply to selected slides:, select an effect • Under Advance slide, select On mouse click, or Automatically after, and set a time • Set Speed: and Sound: