PowerPoint Tip Sheets

<table>
<tr><th colspan="2">Part I: Create, Save, and Open</th></tr>
<tr><td>To Start PowerPoint,
Click on Start.
Choose all Programs > Microsoft Office > Microsoft Office PowerPoint 2003.</td><td>To create a new presentation,
Click on File > New.
Click on Blank Presentation
OR you may choose “from design template,” “from AutoContent wizard,” or “from existing presentation.”</td></tr>
<tr><td>To understand the PowerPoint screen,
Use the Slide pane to create content.
Use the Outline pane to enter text.
Use the Outline/Slides pane to move from slide to slide.
Use the Notes pane to add speaker notes.
The task pane changes depending on the task being performed.
Use the View buttons to view the presentation in normal, slide sorter, or slide show views.</td><td>To navigate in PowerPoint,
Use the thumbnail images in the Outline/Slides pane
OR click on the Previous Slide and Next Slide button on the scroll bar
OR move the scroll bar up and down
OR use the Page Up and Page Down buttons on the keyboard.</td></tr>
<tr><td>To save a presentation,
Click on File Save or click the save icon.
Key the name of the file in the file name box.
Click on Save.</td><td>To save as,
Open the presentation and make changes.
Click on File and choose “Save as.”
Key a new name in the file name box.
Click on Save.</td></tr>
<tr><td>To close a presentation,
Click on File > Close.</td><td>To open a presentation,
Click on File > Open or click the Open icon.
Locate and select the presentation to be opened.
Click on Open.</td></tr>
<tr><th colspan="2">Part II: Format, Hyperlinks, and Notes</th></tr>
<tr><td>To add text to a bulleted slide,
Click inside the placeholder and key text.
Enter after each line to be bulleted.
Touch the tab key to advance to a higher level bullet.
Hold shift + tab to return to a lower level bullet.
When the AutoFit options button displays, it means the text is being reduced to fit inside the placeholder. Use its menu to choose other options.</td><td>To remove bullets from a bulleted slide layout,
Click on the placeholder border.
Click the bullets button on the toolbar to turn bullets off.
Click View > Ruler.
Move the indent and tab sliders so they are aligned at the same margin.</td></tr>
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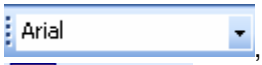
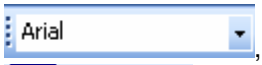
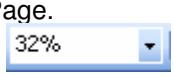
To format selected text in a placeholder, • Select the text. • Click the desired format using the font  , align , indent , bold , italic , underline , shadow , and font color buttons on the formatting toolbar • OR click on Format > Font and select the desired format from the font dialog box.	To format all text in a placeholder, • Click inside the placeholder to select it. A border with diagonal lines will display • Click again on the border of the placeholder. A border of small dots will display. • Click the desired format using the font  , align , indent , bold , italic , underline , shadow , and font color buttons on the formatting toolbar • OR click on Format > Font and select the desired format from the font dialog box.
To use the Format Painter, • Select the text with the format to be copied. • Click the Format Painter icon—one time to apply formatting only one time; two times to apply formatting to several selected areas. • Select the text to be formatted. • Click the Format Painter icon to turn it off if it was clicked two times.	To add hyperlinks, • Type the URL and touch the space bar • OR select the text to be linked and click the Insert Hyperlink button on the standard toolbar. Key the URL, select a file on your computer, or click the e-mail button and enter an email address.
To add notes in normal view, • Drag the splitter bar above the Notes pane up to widen the notes pane window. • Click in the notes pane window and key the notes. To add notes in the notes page view, • Click on View > Notes Page. • Change the zoom value  to enlarge the view. • Click in the text placeholder and key the notes.	To add a slide, • Click on Insert > New slide on the menu bar • OR click on the New Slide button on the formatting toolbar • OR use the CTRL+M shortcut. To delete a slide, • Navigate to the slide to be deleted. • Click on Edit > Delete Slide.
To select text, • Click the left mouse button and drag the cursor over the text to be selected.	To cut text, • Select the text. • Click the cut button or click on Edit > Cut or use the CTRL+X key combination.
To copy text, • Select the text. • Click the copy button or click on Edit > Copy or use the CTRL+C key combination.	To paste text, • Click in the location where the text is to be inserted. • Click the paste button or click on Edit > Paste or use the CTRL+V key combination.

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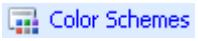
<tr><th colspan="2">Part III: Design, Color, Background, and Layout</th></tr>
<tr><td>To apply a design template,
Click on Format > Slide Design
OR click on the Slide Design button on the formatting toolbar.
Click a template in the Slide Design task pane.</td><td>To select a color scheme,
Click on Format > Slide Design then click on the Color Schemes  link.
Select a new color scheme from the Apply a color scheme list.</td></tr>
<tr><td>To change the background,
Click on Format > Background.
Click the Background fill arrow.
Select a color or a fill effect.
Apply the fill to the selected slides or Apply to all.</td><td>To choose a slide layout,
Select a slide
OR Insert a new slide.
Select a slide layout from the list.
NOTE: Layout can be changed on a slide by clicking on Format > Slide Layout and selecting another layout.</td></tr>
<tr><th colspan="2">Part IV: ClipArt, Drawing Tools, and Charts</th></tr>
<tr><td>To insert clip art,
Click on Insert > Picture > Clip Art from the menu bar or click the Insert Clip Art icon on the Drawing toolbar.
Enter a search term to identify the subject of the desired clipart. Search specific collections or media types.
Click Go.
Click the desired image to insert it.</td><td>To insert a picture from file,
Click on Insert > Picture > From File or click the Insert Picture icon on the Drawing toolbar.
Locate the picture in your files.
Click on Insert.</td></tr>
<tr><td>To use drawing tools,
Click on View > Toolbars > Drawing to display the drawing tools.
Select any of the AutoShapes or drawing tools.
Click in the slide pane, hold and drag to the desired size.
Click the object and change fill color , line color , or line style as desired.
NOTE: To add text to an AutoShape, select the autoshape and type. To add text to other objects, select the text box tool on the Drawing toolbar, click on the object then key the text.</td><td>To create charts,
Click on Insert > Chart
OR click the Insert Chart button on the standard toolbar.
Enter data in the data sheet. Close the data sheet. While the chart is still in edit mode (you will see diagonal borders around it),
On the menu bar, click Chart > Chart Type. Select the chart type OR on the chart type button click the drop-down list .
On the menu bar, click Chart > Chart Options. Click each tab and make the desired choices.
NOTE: When you view the chart and see small circle handles, double click the chart to enter edit mode.</td></tr>
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<td>To insert WordArt,
Click on Insert > Picture > WordArt
OR click the WordArt icon, on the Drawing toolbar. To display the toolbar, click on View > Toolbars > Drawing.
Select the desired style and click OK.
Type the text and select the font and size. Click OK.
Click the yellow diamond adjustment handle to change the angle.
Click the green circle to rotate the WordArt.
Adjust the size.</td>
<td>To edit images,
Click on the image to select it.
If the picture editing toolbar does not display, click on View > Toolbars > Picture.
Use the buttons to make adjustments to the image.
Use the color to change to grayscale or washout.
Use the contrast and brightness buttons to adjust contrast.
Use the crop button to cut out a section of the picture.
Use the rotate button to change the angle.
Use the compress button to change the file size of a picture that has been resized.</td>
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<td>To resize an image,
Click on the image to select it.
To proportionately resize an image, place the pointer over one of the corner sizing handles until you see a double-headed diagonal arrow and drag. Use a side or top handle to disproportionately resize the image
OR click on Format > Picture and choose the Size tab. Make adjustments as desired. Click OK.</td>
<td>To move an image,
Move the pointer over the image until you see a four-headed arrow.
Click the left mouse button and drag the image to the desired location.</td>
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<tr>
<td colspan="2">Part V: Sound, Animation, and Transitions</td>
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<td>To insert sound,
Click on the slide where sound is to be inserted.
Click on Insert > Movies and Sounds.
Choose the type of sound to be inserted: from Clip Organizer, File, CD Track, or Record.
Choose Automatically for the sound to play during the slide show or When Clicked for the sound to be played when the mouse is clicked.
Move the sound icon to the lower corner of the screen or other location as desired.</td>
<td>To add an animation scheme,
Click on slide sorter view and select the slides to be animated.
Click on Slide Show > Animation Schemes
Select an Animation Scheme from the task pane.
Click the Play button to see the animation.</td>
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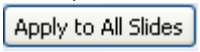
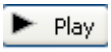
<td>To add custom animation,
• Click on Slide Show > Custom Animation.
• Select the object to be animated.
• Click on Add Effect in the Custom Animation task pane.
• Set animation options including Start, Direction, and Speed.
• Click the Play button to see the animation.</td>
<td>To add transitions,
• Click on Slide Show > Slide Transitions.
• On the Slides tab or in Slide Sorter view, select the slides to which transitions will be applied.
• Select the desired scheme in the Apply to selection slides list.
• Modify the speed or sound and select how to advance the slides.
• If the transitions are to be applied to all slides, click the Apply to All Slides  button.
• Click the Play  button to see the transitions.</td>
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<tr>
<td colspan="2">Part VI: Check Spelling, Print, Package for CD, and Give a Presentation</td>
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<td>To check spelling,
• Click Tools > Spelling on the menu or click the Spelling and Grammar icon.
• When the program stops, if the word is in the suggested list, click on it then choose Change.
• If the word is not in the list, click on the highlighted word and choose Change. Key the correct term.
• If the word is spelled correctly and not in the dictionary, choose Ignore or Ignore All.</td>
<td>To package for CD,
• Click on File > Package for CD.
• Name the presentation.
• Select the files to be included in the package.
• Click the Options button and choose whether to include the PowerPoint Player and linked files.
• Click the Copy to Folder or Copy to CD button.
NOTE: If copied to a folder, it can later be burned to a CD.</td>
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<td>To print,
• Click on File > Print on the menu bar.
• In the Print dialog box, select the correct printer. If Microsoft Document Image Writer is selected, choose another printer. The image writer creates a file.
• In the Print What drop-down list, select Slides, Handouts, Notes Pages, or Outline View. When printing handouts, choose the number of slides per page and the order.
• Select color, grayscale, or B & W.
• Click OK.</td>
<td>To give a presentation,
• Move to Slide 1.
• Click the Slide Show view button . Move the mouse pointer to the screen area.
• Use the four buttons at the lower left corner of the screen:
○ The first and fourth buttons move left or right through the slides.
○ The second button (pen) allows you to choose pen types and color to draw on the screen.
○ The third button allows you to change slide show settings and get help.</td>
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