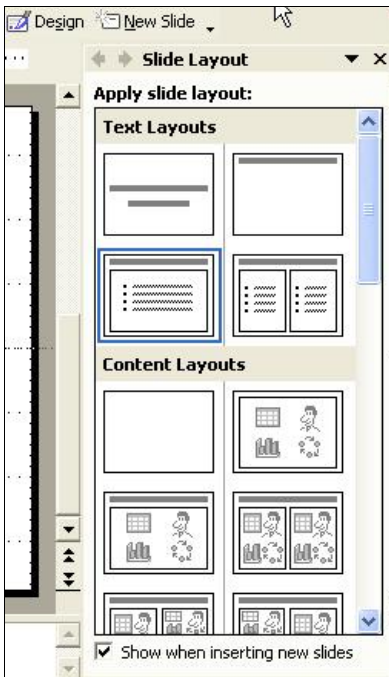


# Microsoft PowerPoint XP



## Task Pane...

Task Panes appear on the right side of the PowerPoint window. The contents change based on the task you're currently performing.



## Creating a New Slide

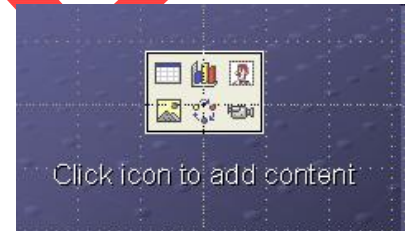
1. Click the new slide button on the Toolbar—the Task Pane will appear if it's the first new slide you've created
2. Click on an appropriate layout on the Task Pane.

## Slide Layouts

The Task Pane displays the different types of slides in three categories: Text Layouts, Content Layouts, Text and Content Layouts and Other Layouts.

## Content Layout

When a Content Layout is chosen a Content Icon will be displayed on the slide. As you move your mouse over the six different content icons, a label will appear identifying the type of content you can add to the slide.



## Chart Content

Clicking the Insert Chart icon will open a new window displaying a datasheet with sample data. Replace the sample data with your data by typing over the sample data. When finished with the datasheet close the datasheet window.

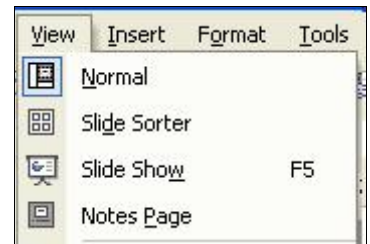
Because you are in the charting area of PowerPoint the toolbars and menus have changed to include all the options necessary to create a variety of charts.

Double clicking on areas of the chart will bring up a dialog box with available formatting choices. When finished with your chart, click outside the chart area to return to your PowerPoint slide.

To edit a chart after it's been entered on the slide, double-click the chart.

## Views

There are four views of the document: Normal, Slide Sorter, Slide Show and Note Page. Views may be chosen from the View menu or by clicking the appropriate button in the lower left corner of the screen.

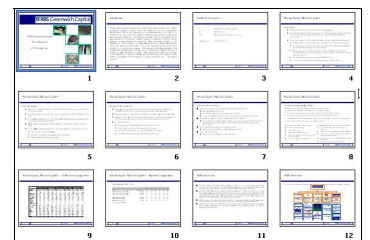


## Normal View

The Normal View is the primary working window view. It includes a pane on the left showing the slide outline, a pane on the right showing the slide and a pane along the bottom showing the speakers notes.

## Slide Sorter View

The Slide Sorter View allows you to reorder the slides by dragging them into new positions. To select more than one slide hold down the Ctrl key while clicking on additional slides. The Slide Sorter view is also where you can apply slide transitions and builds.



## Slide Show View

The Slide Show View is the actual preview of your slide show. To change settings for the Slide Show, choose Set Up Show... from the Slide Show menu.

## Indenting Text...

Keyboard Method:

*Tab* key increases the indent  
*Shift-Tab* keys decreases the indent



Decrease Indent

Increase Indent

## Keyboard Shortcuts...

Save	Ctrl + S
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Duplicate	Ctrl + D
New Slide	Ctrl + M
Slide Show	F5
Spell Check	F7

## Hiding Slides...

Not sure you need a particular slide in your presentation, don't delete the slide, hide it. Click with the right mouse button on any slide and choose "hide" from the menu. Hidden slides will not show in your presentation but will be available if you need them. They also will not print in the handout.

## Slide Show Tools...

When you're in your slide show you can click with the right mouse button to display a menu of choices. These choices include navigating in the slide show, editing the speaker notes, and using a pencil to write on the slide. The written lines are only temporary, they disappear when you move to the next slide.

## The Notes Page View

The purpose of the Notes Page View is to allow the speaker to type notes about the slide on page along with a small version of the slide.

## Adding Special Shapes

PowerPoint has a Drawing Toolbar along the bottom of the screen. Clicking the AutoShapes tool displays a submenu of different auto-shapes you can use. These shapes include boxes, arrows, hearts, thought balloons, lines and stars.

## Applying Designs

The Apply Design button allows you to select one of the pre-designed slide templates to apply to slides in your presentation. The designs will appear in the Task Pane when you click the Design button on the toolbar. Clicking the down arrow that appears on the right of a design will present you with the choice of applying the design to a specific slide or all slides. Some of these designs have movement when viewed in the Slide Show View.

## Adding Transitions

Transitions are special effects used to introduce a slide during a slide show. For example, you can fade in from black or dissolve from one slide to another. You can choose the transitions you want, and you can vary the speed of each.

To add a transition:

1. In the slide sorter view, select the slide or slides you want to add a transition to.
2. From the Slide Show menu, select Slide Transition.
3. In the Task Pane select the transition and any modifications to that transition, including speed and sound.

## The Slide Master

The slide master is where text placeholder styles and text placement is determined. After applying the desired designs use the slide master to make any global changes, including removing some elements of the Slide Master.

To view the Slide Master choose View menu → Master → Slide Master

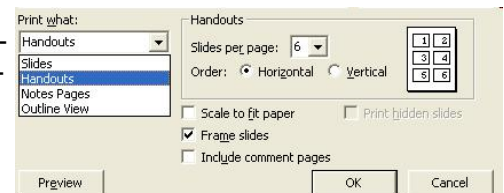
## Headers and Footers

Header and Footer placeholders are turned on or off from the Header and Footer dialog box. The headers and footers include date and time, footer text and slide number. The date and time can be a updated automatically which would print the current date and time or a fixed date that you specify. The Footer area holds text that you would like on every slide, such as a slogan or theme.

To view the Header and Footer, choose View → Header and Footer.

## Printing Handouts

You often need handouts for your presentation. These can be accomplished by choosing Handouts from the Print dialog box. When you choose Handouts, further choices will be available including how many slides per page should be printed.



## Printing Notes

Using the same print dialog box described above you can choose Notes from the Print What menu.

