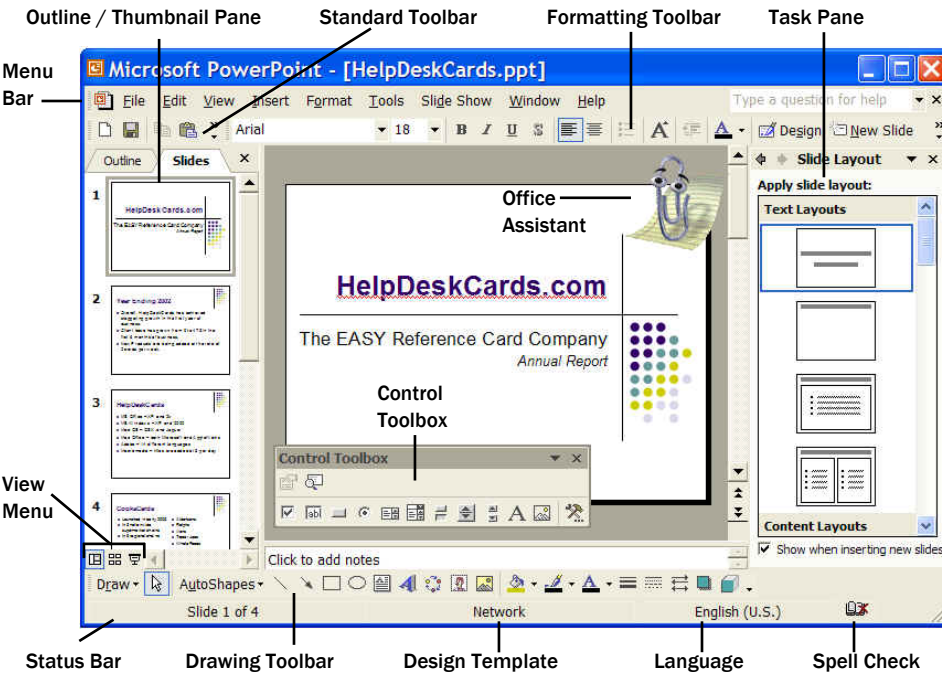


PowerPoint 2002 Screen At A Glance



DeskCardHints

PowerPoint Performance

Save your Fonts with your Presentation if distributing presentation to others. Click Tools on the Menu Bar, then Click Options. Under the Save tab check the box next to "Embed TrueType Fonts".

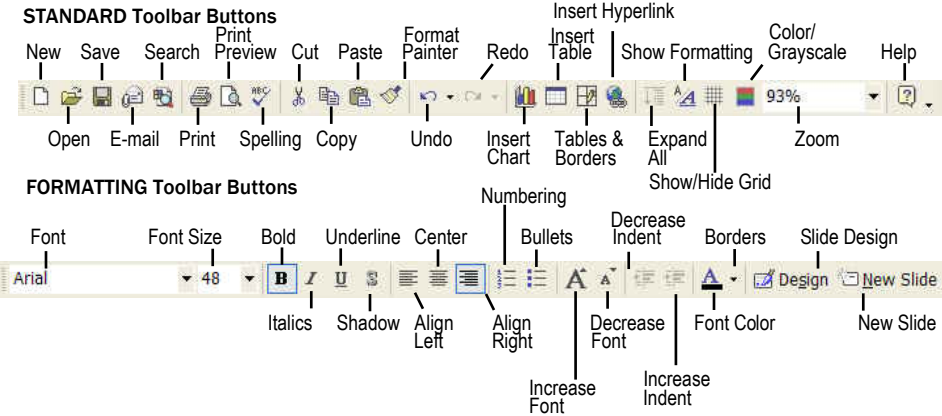
Merge Different Presentations: Open the presentation you want to merge. The presentation you open should be the one to be the second part of the new presentation. Click Tools on the Menu Bar, and select the Compare and Merge Presentations. Find the second presentation and click Merge. Now look in the Task Pane and click Insertions at beginning of presentation. A list of slides to be inserted will appear. Look to the Review Toolbar and click the Apply button. Click the End Review button and then click Yes.

Use Multiple Masters: Extremely useful when combining presentations or want different sections within a presentation. Open Presentation. On the Menu Bar click View and Click on Normal. Click on Slide Design on the Formatting Toolbar. The Task Pane will change. To change the master, Click the Slide to change on the left hand side of the screen. Press and Hold Down the <Ctrl> key and Click on multiple slides. Click on the desired master Design Template in the Task Pane.

Secure a Presentation: Click Tools, Options and under the Security tab. Assign a Password under Password to Open and password must be entered to read (open) the document. Assign a Password under Password to Modify and password must be entered to edit document, but it can be opened as a read-only without one. If the assigned password is forgotten the document CANNOT be recovered.

Remove Personal Information for Privacy: Click Tools, Options and under the Security tab check the box next to "Remove personal information from this file on save".

Standard and Formatting Toolbars



Customizing Toolbars

Add or Remove Toolbars:

Right-Click on the Menu Bar and Check the desired toolbars and uncheck the toolbars to be removed from View.

Create a Custom Toolbar:

To make using PowerPoint more efficient, create a custom toolbar of commonly-used individual tasks. Click View on the Menu Bar, go to Toolbars and click Customize. Under the Toolbar tab click "New". Once the toolbar is named a toolbox will appear on the work area. Add desired buttons to the toolbar using instructions on the right.

To Add a button: Open View, choose Toolbars, then Customize. Click the Commands Tab, and select the appropriate Category for the button to add. Find the desired button and click and hold down the mouse button. Drag the icon to the desired toolbar and release mouse. The icon will drop in place.

To Remove a button: Open View, choose Toolbars, then Customize. Find the desired button to remove on the toolbar. If the button is hidden by the Customize dialogue box, click and drag the box. Now click and drag the button to the document area to remove the button from view.

PowerPoint Appearance

Change View of Slide Show: Click On View Button on the lower left hand corner of the Window to quickly change between Normal View, Slide Sorter View (multiple Slides) and Slide Show View (starting Slide Show with Current Slide). Stop Slide Show by pressing the <Esc> Key on your keyboard.

Print Preview: Click the  icon on the toolbar.

Display Keyboard Shortcuts in ScreenTips: Click Tools on the Menu Bar. Click Customize and then click on the Options tab. Check the box next to "show shortcut keys in ScreenTips" and click Close.

Keyboard and Mouse Shortcuts

Presentation Tips

General Shortcuts

Select All Elements	<Ctrl> + <A>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Plain Text	<Ctrl> + <Shift> + <Z>
Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Increase Font Size	<Ctrl> + <Shift> + <>>
Decrease Font Size	<Ctrl> + <Shift> + <<<
Undo	<Ctrl> + <Z>
Spell Check	<F7>
Select Word	Double Click Word
Select Paragraph	Triple Click Word
Create Hyperlink	<Ctrl> + <K>
Promote Paragraph: Select Paragraph First	<Alt> + <Shift> + <Tab>
Demote Paragraph: Select Paragraph First	<Shift> + <Tab>
Move Selected Paragraph Up	<Alt> + <Shift> + <↑>
Move Selected Paragraph Down	<Alt> + <Shift> + <↓>

Presentation Shortcuts

New Presentation	<Ctrl> + <N>
Open Presentation	<Ctrl> + <O>
Save Presentation	<Ctrl> + <S>
Close Presentation	<Ctrl> + <W>
Display Specific Slide	<Slide #> + <Enter>
Insert New Slide	<Ctrl> + <M>
Print Presentation	<Ctrl> + <P>
Save As	<F12>
Close Slide Show	<Esc>
Help	<F1>
Save	<Ctrl> + <S>
Save As	<F12>
Previous Slide	<Page Up>
Next Slide	<Page Down>
First Slide	<Ctrl> + <Home>
Last Slide	<Ctrl> + <End>
Toggle Screen Black	
Toggle Screen White	<W>
Pause Automatic Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

When Doing a Presentation

Quickly Launch a Presentation: Find the Presentation to Quick Launch. Right Click your Mouse on the File Name and click on Show from the Dialogue Box.

Stop and Restart an Automatic Presentation by pressing <S> on your keyboard.

Hot Down Actions during Presentation by Right-Clicking on the Slide and Clicking on Meeting Minder. Select the Action Items tab and add task to the Description box. Actions can be assigned to specific people and given a due date. Click Add.

Export Actions in Word or Outlook: Click Tools on the Menu Bar and Select Meeting Minder. Select the Action to Export and click Export. To Create a Word Document, select Send meeting minutes and action items to Microsoft Word. To place the Action in your Outlook Task List select Post Action items to Microsoft Outlook. Click Export Now.

Scribble on your Slide during Presentation by pressing <Ctrl> + <P> on your keyboard (or Right-Click your mouse and select Pointer Options, then Click Pen). Scribbles will be lost when Slide changes. Use Meeting Minder to keep notes for later use.

Record a Voice-Over for a Presentation or Slide by going to relevant Slide and Clicking Insert on the Menu Bar and selecting Movies and Sounds. Click on Record Sounds and – making sure your script is ready – Click the Record button. Once done, Click Stop and click OK. To listen to the voice-over, go to Slide Show View and Double-Click the Speaker Symbol on screen.

Jump to the First Slide During a Presentation by holding down both Mouse keys simultaneously.

TheHelpDesk

Publish Presentation as a Web Page: On the Menu Bar, Click File and then Web Page Preview. Click File and then Save As Web Page, Click Save.

Enhance Presentation with Transitions: Click View on the Menu Bar and Click Slide Sorter. Right-Click on the Slide to add transition to and Click Slide Transition. Choose desired transition and choose preferences. Press <F5> to preview.

Hide Unnecessary Slides: If a Slide is not desired for a particular Presentation, Click on View on the Menu Bar and Click Slide Sorter. Click on the Slide to Hide. Go to the Slide Show menu and click Hide Slide. To Unhide the Slide, go to Slide Show Menu and Click Hide Slide again.

Avoid Compatibility Problems when distributing a presentation. Stay with Windows Fonts and *avoid embedding objects* which may prove incompatible.

Add Background Sound to Presentation: Click on Insert from the Menu Bar and Click Movies and Sounds. Click Play CD Audio Track. Insert the CD and under the dialogue box, select track and other options. Click OK. Select preferred options.

Create a Summary Slide For a Quick and easy introduction or conclusion. Click View on the Menu Bar and Click Slide Sorter. Select Slides with titles for inclusion, using the <Ctrl> for multiple Slides. On the Slide Sorter toolbar Click on Summary Slide. The Summary Slide will be created before the current slide. To move it, click and drag it to the desired position. Return to Normal View to edit.

Add an Action Button to a Slide: Go to the Slide Show Menu and select Action Buttons. Select a button and then place in desired location. In the dialogue box, choose desired action and click OK.

Save a Presentation Across Multiple Diskettes: Click File on the Menu Bar and Click Pack and Go. Follow the menu (use the Office Assistant if necessary). Most Presentations will require SEVERAL floppy disks. Make Presentation compatible with Computers without PowerPoint by embedding PowerPoint Viewer.

Use Animated Text to Spice Up a Slide: Highlight the Text to Animate, and click Slide Show on the Menu Bar. Click Select Animation. Choose desired settings (and there's a lot!).

Insert Clip Art or Picture File: Click Insert from the Main Menu. Click Picture and then choose either Clip Art or From File. Click Insert.

Nudge an Inserted Graphic: Click on the border of the inserted image. To move, use the arrow keys. To nudge, hold down the <Ctrl> at the same time.