

Beginning Microsoft PowerPoint

Quick Reference Guide

image **Page** **Design**

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PowerPoint Interface

PowerPoint: An Overview

Opening an Existing Presentation

Click on the Start button.

Place the mouse pointer on the Programs menu item.

Click on the Microsoft PowerPoint menu item.

Click on the Open an existing presentation radio button.

Click on OK.

Click on the presentation that you have to open.

Click on the Open button.

Office Assistant

Office Assistant: Accessing Help

Click on the Help menu title.

Click on the Microsoft PowerPoint Help menu item.

Click on the Search button.

Click on the option about which you want to access help.

Click on the topic about which you want to access help.

Click on the Show button.

Office Assistant: Customizing

Right-click on the Office Assistant.

Click on the Choose Assistant menu item.

Click on the Next button.

Click on the Options tab.

Click on the required options.

Click on OK.

Customizing the Workspace

Toolbar: Creating

Click on the Tools menu title.

Click on the Customize menu item.

Click on the Toolbars tab.

Click on the New button.

Type the name of the new toolbar and *click* on OK.

Click on the Commands tab.

Click on the category that contains the command you need to add.

Click on the command that you need to add and *hold* the mouse button down. While holding the mouse button down, *drag* the command to the new toolbar and *release* it.

Click on the Close button.

Custom Options: Setting

Click on the Tools menu title.

Click on the Options menu item.

Click on the options you need to set on each page.

Click on OK.

Creating a Presentation

Creation Methods

Presentation: Creating With the Wizard

Click on the File menu title.

Click on the New menu item.

Click on the AutoContent Wizard option.

Click on OK.

Click on the Next button.

Click on the category on which the presentation should be based.

Click on the Next button to view the possible output types.

*Type the text to be displayed as the title and *press* the Tab key.*

*Type the text to be displayed in the footer and *press* the Tab key.*

Click on the Next button.

Click on the Finish button.

Presentation: From a Design Template

Click on the Design Templates tab.

Click on the design template on which the presentation should be based.

Click on OK.

Click on the required AutoLayout.

Click on OK.

Presentation: From Another Presentation

Click on the Presentations tab.

Click on the presentation on which the new presentation should be based.

Click on OK.

Presentation: From a Blank Template

Click on OK.

Click on the required AutoLayout.

Click on OK.

Adding Text to a Slide

Text: Adding in the Slide Pane

Click in the first placeholder.

Type the text to be entered in the first placeholder and *click* in the second placeholder.

Type the text to be entered in the second placeholder and *press* the Enter key.

Text: Adding in the Outline Pane

Type the text to be entered in the Outline pane and *press* the Enter key.

Click on the Demote button.

Type the text to be entered on the slide and *press* the Enter key.

Click on the Promote button.

Text Box: Creating

Click on the Insert menu title.

Click on the Text Box menu item.

Draw a text box of a required size.

Type the text to be entered in the text box and *press* the Enter key.

Saving a Presentation

Presentation: Saving

Save changes to a new document.

Click on the File menu title.

Click on the Save As menu item.

Type the name of the new file and *click* on the Save button.

Save changes to the same document.

Click on the Save menu item.

Presentation: Saving as HTML

Click on the File menu title.

Click on the Save as Web Page menu item.

Type the name of the HTML file and *press* the Tab key.

Click on the Change Title button.
Type the new title and *click* on OK.
Click on the Publish button.
Click on the Open published Web page in browser check box.
Click on the Publish button.

Modifying a Presentation

Managing Text

Text: Formatting the Font

Click on the Format menu title.
Click on the Font menu item.
Click on the formatting options that need to be set.
Click on the Preview button.
Click on OK.

Text: Adding Bullets

Click on the Format menu title.
Click on the Bullets and Numbering menu item.
Click on the appropriate bulleted style list.
Click on OK.

Text: Changing Case

Click on the Format menu title.
Place the mouse pointer on the Expand button.
Click on the Change Case menu item.
Click on the casing that needs to be applied.
Click on OK.

Text: Aligning

Click on the Format menu title.
Place the mouse pointer on the Alignment menu item.
Click on the required alignment option.

Text: Copying Styles

Apply a style to a single area.
Click on the text with the style to be copied.
Click on the Format Painter button.
Click on the text to which the formatting is to be applied.

Apply a style to multiple areas.
Click on the text with the style to be copied.
Double-click on the Format Painter button.
Click on the text to which the formatting is to be applied.
Repeat step 3 on each area to which you need to apply the copied style.
Click on the Format Painter button.

Text: Finding and Replacing

Click on the Edit menu title.
Click on the Replace menu item.
Type the text to be replaced *press* the Tab key.
Type the text with which the original text should be replaced and *press* the Tab key.
Click on the Find whole words only check box.
Click on the Find Next button.
Click on the Replace button, the Next button or the Replace All button.
Click on OK.
Click on the Close button.

Text: Tab Formatting

Change the default tab settings.
Click on the Ruler menu item.
Drag the first default tab marker and *drop* it on the required inch mark on the ruler.
Set tab stops.
Click on the tab button until you reach the required tab type that you need to set.
Click on the required inch mark on the horizontal ruler.

Text: Indenting

Click anywhere on the line of text that has to be indented.
Click on the Demote button.
Click on the Promote button.

Managing Slides

Slides: Adding

Click on the Insert menu title.
Click on the New Slide menu item.
Click on OK.

Slides: Expanding and Collapsing Text

Display the Outlining toolbar.

Click on the View menu title.
Place the mouse pointer on the Toolbars menu.
Click on the Outlining menu item.
Collapse the text on a slide.
Click on the slide that has to be collapsed.
Click on the Collapse button.
Collapse the text on all the slides.
Click on the Collapse All button.
Expand the text on one slide.
Click on the slide that has to be expanded.
Click on the Expand button.
Expand the text on all the slides.
Click on the Expand All button.

Slides: Deleting

Click on the slide that has to be deleted.
Click on the Edit menu title.
Click on the Delete Slide menu item.

Slides: Hiding

Click on the slide that needs to be hidden.
Click on the Slide Show menu title.
Click on the Hide Slide menu item.

Slides: Rearranging

Click on the slide to be moved and *hold* the mouse button down. While holding the mouse button down, *drag* the slide to its new position and *release* it.

Slides: Copying and Pasting

Click on the File menu title.
Click on the Open menu item.
Click on the Open button.
Click on the slide that has to be copied.
Click on the Edit menu title.
Click on the Copy menu item.
Click on the Window menu title.
Click on the presentation in which the copied slide has to be pasted.
Click on the slide after which the copied slide has to be pasted.
Click on the Edit menu title.
Click on the Paste menu item.

Slides: Changing the Layout

Click on the slide whose layout needs to be changed.

Click on the Format menu title.
Click on the Slide Layout menu item.
Click on the layout that you need to apply.
Click on the Apply button.

Enhancing a Presentation

Using AutoShapes

AutoShapes: Adding to a Slide

Click on the Insert menu title.
Place the mouse pointer on the Picture menu item.
Click on the AutoShapes menu item.
Click on the Basic Shapes button.
Click on the AutoShape button corresponding to the AutoShape that you need to add to the slide.
Click on the location on the slide where you want to add the AutoShape or *create* the AutoShape of the required size by using the drag and drop method.
Click on the Connectors button.
Click on the appropriate AutoShape button.
Click anywhere on the slide and *hold* the mouse button down. While holding the mouse button down, *drag* the mouse pointer to another location on the slide and *release* it.

AutoShapes: Replacing

Click on the Draw button.
Place the mouse pointer on the Change AutoShape menu item.
Place the mouse pointer on the Basic Shapes menu item.
Click on the AutoShape button with which you want to replace the current AutoShape.

AutoShapes: Changing the Order

Click on the visible part of the AutoShape whose order you want to change.
Click on the Draw button.
Place the mouse pointer on the Order menu item.
Click on the Bring to Front menu item, the Bring Forward menu item, the Send Backward menu item or the Send to Back menu item.

AutoShapes: Modifying

Click on the Format menu title.
Click on the AutoShape menu item.
Click on the Color drop-down arrow button.
Click on a color.

Click on the Semitransparent check box.
Click on the Preview button.
Click on the Dashed drop-down arrow button.
Click on the Square Dot option.
Click on the Size tab.
Type the new height of the AutoShape and *press* the Tab key.
Type the new width of the AutoShape and *press* the Tab key.
Click on OK.

AutoShapes: Adding Text

Type the text to be added in the selected AutoShape and *press* the Esc key.
Add text to the selected AutoShape by using a text box.
Click on the Insert menu title.
Click on the Text Box menu item.
Draw a text box of the required size within the AutoShape.
Type the text to be added to the AutoShape and *press* the Esc key.

AutoShapes: Fitting Text

Wrap text in the selected AutoShape by using the Format AutoShape dialog box.
Click on the Text Box tab.
Click on the Word wrap text in AutoShape check box.
Click on OK.
Resize an AutoShape to fit the text in the AutoShape by using the Format AutoShape dialog box.
Click on the Resize AutoShape to fit text check box.
Click on OK.

Using Clip Art

Clip Art: Adding

Click on the Insert menu title.
Place the mouse pointer on the Picture menu item.
Click on the Clip Art menu item.
Click on the Animals button.
Click on the birds button.
Click on the Insert clip button.
Click on the close button.

Clip Art: Modifying

Click on the View menu title.
Place the mouse pointer on the Toolbars menu item.
Click on the Picture menu item.
Click on the Image Control button.

Click on the Watermark option.
Click on the More Contrast button.
Click on the Less Brightness button.
Click on the Crop button.
Click on the upper left handle of the Clip Art placeholder and *hold* the mouse button down. While holding the mouse button down, *drag* the upper left handle to a new location on the slide and *release* it.
Click on the Crop button.
Click on the Line Style button.
Click on the 6 pt option.
Click on the Reset Picture button.
Click on the Recolor Picture button.
Change the colors of the picture.
Click on OK.

Using WordArt

WordArt: Adding to a Slide

Click on the Insert menu title.
Place the mouse pointer on the Picture menu item.
Click on the WordArt menu item.
Click on the WordArt style you want to select.
Click on OK.
Type the WordArt text and *click* on OK.

WordArt: Grouping Objects

Press the Shift key and keeping the Shift key pressed, *select* the WordArt objects that need to be grouped.
Click on the Draw button.
Place the mouse pointer on the Expand button.
Click on the Group menu item.

WordArt: Modifying

Click on the WordArt Edit Text button.
Type the new WordArt text and *click* on OK.
Click on the WordArt Gallery button.
Click on the new WordArt style to be applied.
Click on OK.
Click on the Format WordArt button.
Click on the Color drop-down arrow button in the Fill section.
Click on the Size tab.
Type the new size of the WordArt object and *press* the Tab key.
Click on OK.
Click on the WordArt Shape button.
Click on the Free Rotate button.

Click on the upper left handle of the WordArt area and *hold* the mouse button down. While holding the mouse button down, *drag* the upper left handle to a new location on the slide and *release* it.

Click on the Free Rotate button.

Click on the WordArt Same Letter Heights button.

Click on the WordArt Vertical Text button.

Click on the WordArt Vertical Text button.

Click on the WordArt Alignment button.

Click on the Right Align option.

Click on the WordArt Character Spacing button.

Click on the Loose option.

WordArt: Shadows

Click on the Shadow button.

Click on the Shadow Style 1 button.

Click on the Shadow Settings option.

Click on the Shadow On/Off button.

Click on the Shadow On/Off button.

Click on the Nudge Shadow Up button.

Click on the Nudge Shadow Left button.

Click on the Shadow Color drop-down arrow button.

Click on the Semitransparent Shadow option.

Completing a Presentation

Modifying the Slide Master

Slide Master Areas: Changing

Click on the View menu title.

Place the mouse pointer on the Master menu item.

Click on the Slide Master menu item.

Click on the lower border of the Object area and *hold* the mouse button down. While holding the mouse button down, *drag* the lower border to a new location on the slide and *release* it.

Click on the Footer area.

Press the Delete key.

Click on the Date area and *hold* the mouse button down. While holding the mouse button down, *drag* the Date area to a new location on the slide and *release* it.

Click on the Slide Show button.

Slide Master Design: Changing

Click on the Format menu title.

Click on the Apply Design Template menu item.

Click on the new template that needs to be applied or *type* the name of the template and *press* the Enter key.

Click on the Apply button.
Click on the Slide Sorter View button.

Slide Master Footer: Displaying

Click on the View menu title.
Click on the Header and Footer menu item.
Click on the Date and Time check box.
Click on the Update automatically radio button.
Click on the Slide number check box.
Click on the Footer check box.
Type the text to be displayed in the footer and *click* on the Don't show on title slide check box.
Click on the Apply to All button.
Click on the Slide Sorter View button.

Finalizing a Presentation

Speaker Notes: Adding

Click anywhere inside the Notes pane.
Type the text to be displayed as speaker notes and *press* the Enter key.
Click on the Next Slide button.

Color Scheme: Customizing

Click on the slide whose color scheme needs to be customized.
Click on the Format menu title.
Click on the Slide Color Scheme menu item.
Click on the Custom tab.
Click on the Change Color button.
Select a new color.
Click on OK.
Click on the Preview button.
Click on the Apply button.

Font: Replacing

Click on the Format menu title.
Place the mouse pointer on the Expand button.
Click on the Replace Fonts menu item.
Click on the Replace drop-down arrow button.
Click on the font name that has to be replaced.
Click on the With drop-down arrow button.
Click on the font name with which the original font should be replaced.
Click on the Replace button.
Click on the Close button.

Header and Footer: Notes and Handouts

Click on the View menu title.

Click on the Header and Footer menu item.

Click on the Notes and Handouts tab.

Click on the Date and Time check box.

Type the date and *press* the Tab key.

Click on the Header check box.

Type the text to be displayed in the header and *press* the Tab key.

Click on the Page number check box.

Click on the Footer check box.

Type the text to be displayed in the footer and *click* on the Apply to All button.

Proofing a Presentation

Spelling: Checking

Click on the Tools menu title.

Click on the Spelling menu item.

Click on the Change All button.

Click on the Ignore All button.

Click on the word with which the misspelled word should be replaced.

Click on the Change button.

Type the word with which the misspelled word should be replaced and *click* on the Change button.

Click on OK.

Spelling Checker: Customizing

Click on the Tools menu title.

Click on the Options menu item.

Click on the Spelling and Style tab.

Click on the Check spelling as you type check box.

Click on the Ignore words in UPPERCASE check box.

Click on OK.

Styles: Checking

Click on the light bulb.

Click on the Change the text to upper case option.

Click on the light bulb.

Click on the Ignore this style rule for this presentation only option.

Click on the light bulb.

Click on the Change style checker options for all presentations option.

Click on the Body text size should be at least check box.

Click on OK.

Preparing for a Presentation

Slides: Setting Up for Printing

- Click on the File menu title.*
- Click on the Page Setup menu item.*
- Click on the Slides sized for drop-down arrow button.*
- Click on the Overhead option.*
- Click on OK.*

Previewing a Presentation: Black & White

- Click on the View menu title.*
- Click on the Black and White menu item.*

Presentation: Printing

- Click on the File menu title.*
- Click on the Print menu item.*
- Click on the Print what drop-down arrow button.*
- Click on the Handouts option.*
- Click on 4.*
- Click on the Vertical radio button.*
- Click on the Grayscale check box.*
- Click on OK.*

Customizing the Slide Transition

- Click on the Slide Show menu title.*
- Click on the Slide Transition menu item.*
- Click on the drop-down arrow button in the Effect section.*
- Click on the Box In option.*
- Click on the On mouse click check box.*
- Click on the Automatically after check box.*
- Type the time interval after which the next slide should display and *press* the Tab key.*
- Click on the Apply to All button.*

Rehearsing Presentation Timings

- Click on the Slide Show menu title.*
- Place the mouse pointer on the Expand button.*
- Click on the Rehearse Timings menu item.*
- Click on the Next button.*
- Click on the Next button.*
- Click on the Yes button.*

Delivering a Presentation

Navigating Between Slides

Click on the Slide Show button.

Click on the navigation button.

Click on the Next menu item.

Click on the navigation button.

Place the mouse pointer on the Go menu item.

Click on the Slide Navigator menu item.

Click on the slide to which you need to navigate.

Click on the Go To button.

Click on the navigation button.

Place the mouse pointer on the Go menu item.

Place the mouse pointer on the By Title menu item.

Click on the menu item with the title of the slide to which you need to navigate.

Type the number of the slide to which you need to navigate and *press* the Enter key.

Click on the navigation button.

Click on the End Show menu item.

Drawing on a Slide During a Presentation

Click on the navigation button.

Place the mouse pointer on the Pointer Options menu item.

Click on the Pen menu item.

Draw with the pen on the slide.

Additional Information

Button Reference



New

This button creates a new blank presentation based on the default template.



Open

This button opens an existing presentation.



Save

This button saves an active file with its current filename, location and format.



E-mail

This button allows you to send a presentation as a body of an e-mail message or as an attachment.



Print

This button prints the active file or selected items.



Spelling

This button checks the spelling in the active document.



Cut

This button removes the selection from the active document and places it on the Clipboard.



Copy

This button copies the selection to the Clipboard.



Paste

This button inserts the contents of the Clipboard at the insertion point and replaces any selection.



Format Painter

This button copies the format from a selected object or selected text and applies it to the object or the text on which you click.



Undo

This button reverses the last command or the last entry that you typed.



Redo

This button reverses the action of the Undo command.



Insert Hyperlink

This button inserts or edits the hyperlink you specify.



Tables and Borders

This button displays the Tables and Borders toolbar, which contains the tools for creating, editing and sorting a table.



Insert Table

This button inserts a table at the insertion point.



Chart Wizard

This button creates a chart by inserting a Microsoft Graph object.



New Slide

This button prompts you to select a slide layout and then inserts a new slide after the active slide.



Expand All

This button displays the title and all the body text for each slide.



Show Formatting

This button shows or hides character formatting in the Outline view. In the Slide Sorter view, the button toggles between displaying all the text and graphics on each slide and displaying titles only.



Grayscale Preview

This button shows the active presentation in black and white.



100% Zoom

This button reduces or enlarges the display of an active document.



Microsoft PowerPoint Help

This button provides help topics and tips to help you accomplish your tasks.

Arial

Font

This button changes the font of the selected text or numbers.

10

Font Size

This button changes the size of the selected text or numbers.



Bold

This button makes the selected text or numbers bold. If the selected text or numbers are already bold, this button removes the bold formatting.



Italic

This button italicizes the selected text or number. If the selected text is already italicized, this button removes the italicized formatting.



Underline

This button underlines the selected text or number.



Text Shadow

This button adds a shadow to or removes a shadow from the selected text.



Align Left

This button aligns the selected text, numbers or inline objects to the left with a ragged right edge.



Center

This button centers the selected text, numbers or inline objects.



Align Right

This button aligns the selected text, numbers or inline objects to the right with a ragged left edge.



Numbering

This button adds numbers to and removes numbers from the selected paragraphs.



Bullets

This button adds or removes bullets from the selected paragraphs.



Increase Font Size

This button increases the font size of the text to the next larger size in the Font Size box.



Decrease Font Size

This button decreases the font size of the text to the next smaller size in the Font Size box.



Promote

This button moves the selected paragraph to the next higher heading level.



Demote

This button moves the selected paragraph to the next lower heading level.



Animation Effects

This button adds or changes animation effects on the current slide.



Move Up

This button moves the selected slide above the previous slide.



Move Down

This button moves the selected slide below the next slide.



Collapse

This button hides all the text on the selected slide and displays only the title.



Expand

This button displays all the text on a slide.



Collapse All

This button hides all the text and displays only the title on all the slides.



Select Objects

This button changes the mouse pointer to a selection arrow so that you can select objects in the active window.



Free Rotate

This button rotates a selected object to any degree.



Line

This button draws a straight line in the location on which you click or drag in the active window.



Arrow

This button inserts a line with an arrow head in the location on which you click or drag in the active window.



Rectangle

This button draws a rectangle in the location on which you click or drag in the active window.



Oval

This button draws an oval in the location on which you click or drag in the active window.



Text Box

This button draws a text box in the location on which you click or drag in the active window.



Insert WordArt

This button creates text effects.



Insert Clip Art

This button opens the clip gallery from which you can add a clip to the slide.



Fill Color

This button adds, removes or modifies the fill color or the fill effect of the selected object.



Line Color

This button adds, removes or modifies the line color from the selected object.



Font Color

This button formats the selected text with the selected color.



Line Style

This button displays the different line styles that can be applied.



Dash Style

This button displays the different dash styles that can be applied.



Arrow Style

This button displays the different arrow styles that can be applied.



Shadow

This button displays the different shadow settings that can be applied.



3-D

This button displays the different three-dimensional settings that can be applied.

Glossary

Alphabetical List of Terms

Answer Wizard

The Answer Wizard is a page in the Microsoft PowerPoint Help window in which you can search for information by typing in a question and then clicking on the Search button.

AutoLayout

An AutoLayout is a predefined slide layout that can be used to create a slide. There are 24 such layouts in PowerPoint.

AutoShape

An AutoShape is a predefined shape in PowerPoint, which can be added to a slide of a presentation.

color scheme

A color scheme is a set of eight balanced colors that can be applied to the slides of a presentation. A color scheme consists of a background color, a color for lines and text, and six other colors designed to make the slides easy to read.

design template

A design template contains a Slide Master, a Title Master and a color scheme. When you apply a design template to a presentation, the Slide Master, the Title Master and the color scheme of the new template replace the Slide Master, the Title Master and the color scheme of the original presentation.

Microsoft Clip Gallery

The Microsoft Clip Gallery is a library of pictures, photographs, sounds and video clips that can be added to the slides of a presentation.

Normal view

The Normal view is one of the views in PowerPoint in which the Outline pane, the Slide pane and the Notes pane are simultaneously displayed on the screen.

Notes pane

The Notes pane is one of the panes in the Microsoft PowerPoint window. In the Notes pane, you can enter speaker notes for the selected slide.

object

An object is a single element of a slide. Examples of an object are text, shape and picture.

Office Assistant

The Office Assistant is an animated character that provides help to resolve any queries about Microsoft Office programs.

Outline pane

The Outline pane is one of the panes in the Microsoft PowerPoint window. In the Outline pane, you can view and modify the text contained in the slides of a presentation.

Outline view

The Outline view is one of the views in PowerPoint in which the Outline pane is displayed on the entire screen. The Outline view is the most appropriate view when you need to make changes to the Outline pane.

Pen drawing tool

The Pen drawing tool is a PowerPoint utility that allows you to draw on a slide during a slide show.

placeholder

A placeholder is a box with dotted outlines that is displayed when you create a new slide. Placeholders may contain slide titles, text, charts, tables, organizational charts and Clip Art.

Rehearse Timings tool

The Rehearse Timings tool is a PowerPoint utility that allows you to practice the timings for a presentation. This tool also provides you an option to set the rehearsed timings as the slide timings.

Slide Master

The Slide Master is a special type of slide that controls certain common attributes of all the slides in a presentation. If you make a change in the Slide Master, the change is applied to all the slides in the presentation.

Slide pane

The Slide pane is one of the panes in the Microsoft PowerPoint window. In the Slide pane, you can view and modify the slides of a presentation.

slide show

A slide show is the execution of a presentation. In a slide show, all the slides in a presentation are displayed on the screen in a sequence.

Slide Sorter view

The Slide Sorter view is one of the views in PowerPoint in which all the slides in a presentation are simultaneously displayed on the screen.

slide transition

Slide transition is the style in which a slide is replaced by the next slide during a slide show.

Slide view

The Slide view is one of the views in PowerPoint in which a single slide is displayed on the entire screen. The Slide view is the most appropriate view when you need to make changes to a specific slide.

speaker notes

Speaker notes are the comments that are written in the Notes pages corresponding to each slide in a presentation. Speaker notes help you to remember the key points to discuss during the presentation.

Spelling tool

The Spelling tool is a utility that allows you to check a presentation for spelling errors.

WordArt Gallery

The WordArt Gallery is a built-in gallery of WordArt styles in PowerPoint. Using the WordArt Gallery, you can add special effects to the text in your presentation.