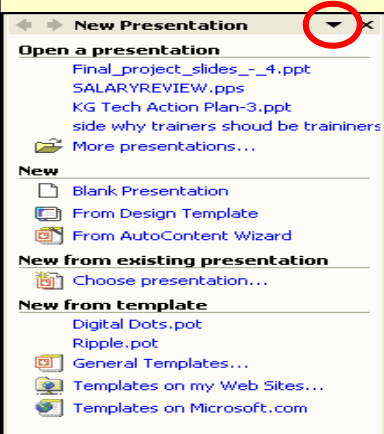




# PowerPoint XP Quick Reference

## Basics

Most commands in PowerPoint can be accessed from the **Task Pane**. The **Task Pane** should appear on the right-hand side of your screen. If it's not there, go to **View-Task Pane**. The task pane has a small drop-down menu at the top that you will use for many different functions



### Open a New File

- **FILE**
- **NEW**

### Set Slide Design

- From the Task Pane drop-down menu, select **SLIDE DESIGN-DESIGN TEMPLATE**.

### Set Color Scheme

- From the Task Pane drop-down menu, select **SLIDE DESIGN-COLOR SCHEMES**.

### Insert a New Slide

- **INSERT**
- **NEW SLIDE** (or Control-M)

### Copy Slides

- Be sure the SLIDE side-frame is showing on the left hand side of the screen.
- Click on the slide to copy.
- **Edit—>Duplicate**

### Rearrange Slides

- Be sure the SLIDE side-frame is showing on the left hand side of the screen.
- Click on the slide you want to move.
- Click and drag the slide to the new location within the Slide side-frame.

### Set Slide Format

- From the Task Pane drop-down menu, select **SLIDE LAYOUT**.

### Add a New Text Box

- **INSERT**
- **TEXT BOX**

### Add Bullets

- By default, precreated text boxes are bulleted. Click return to begin typing a new bullet.
- Push the TAB key to indent the bullet further.
- Push SHIFT-TAB to move the bullet out to the left.

### Add a Photo Album

- Put all files into one folder.
- Open PPT.
- **INSERT->PICTURE->NEW PHOTO ALBUM**

### To View Your Show

- **Slide Show**
- **View Show**
- Click mouse or push space bar to advance slides.
- Click the ESC key to end show.

## Objects

### Insert Clipart

- **INSERT**
- **PICTURE**
- **CLIPART**
- Task Pane will open
- Type subject in Search.
- Click **SEARCH**
- Double-click on image to insert.

### To modify a Search

- Click the **MODIFY** button at the bottom of the search task pane.
- Enter new search subject.

### Rotate an Object

- Select the object.
- Click and drag on the green rotation handle.



### Insert WordArt

- **INSERT**
- **PICTURE**
- **WORDART** or
- Use the WordArt icon.



### Insert a Picture or File

- **INSERT**
- **PICTURE**
- **FROM FILE**
- Choose desired file

### Insert a Drawing Object

- **INSERT**
- **PICTURE**
- **AUTOSHAPES**
- Choose desired AutoShape.

- The drawing toolbar contains these icons. It usually appears as a single row of icons at the bottom of the screen. If it isn't visible **VIEW-TOOLBARS-DRAWING**.



### Nudge an Object

- Select the object.
- Click and hold the **ALT** key.
- Use the arrow keys to move the object left, right, up or down.

### Change the order of an Object

- Right-Click on the object
- **ORDER**
- Select appropriate option

### Flip an Object

- In the Drawing Toolbar
- **DRAW**
- **ROTATE** or **FLIP**

### Duplicate an Object

- Select the object.
- Click and hold the **CONTROL** key.
- Click and drag the object to the new location.

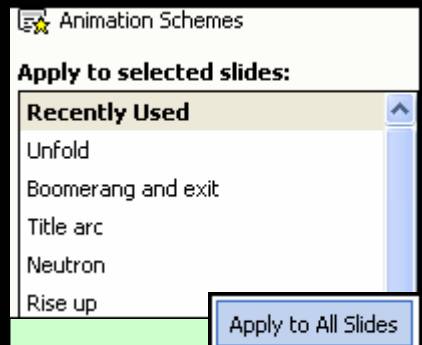
### Align Multiple Objects

- Hold down the control key and select each object.
- Drawing Toolbar
- **DRAW**
- **ALIGN** or **DISTRIBUTE**

## Simple Animation and Transitions

### Basic Animation

- Navigate to the slide you want to animate.
- From the Task Pane drop-down menu, select **SLIDE DESIGN-ANIMATION**.
- Select the desired animation.
- Animation schemes will apply only to the text on the slide. If you want to animate a graphic, see the custom animation section on page 2.
- If desired, click the **APPLY TO ALL SLIDES** button at the bottom of the Task Pane.





# PowerPoint XP Quick Reference (2)

## Setting Up the Show

### Slide Transitions

- From the **Task Pane** drop-down menu, select **SLIDE TRANSITIONS**.
- Click on the desired transition.
- Set options at the bottom of the **Task Pane**, including whether the slides should advance on a **mouse click** or **automatically**.

**Modify transition**

Speed: Fast

Sound: [No Sound]

Loop until next sound

**Advance slide**

On mouse click

Automatically after [ ]

Apply to All Slides

Play Slide Show

### To Play the Show Continuously

- Per the directions on the left, set the slides to advance automatically, then:

**Show options**

Loop continuously until 'Esc'

Show without narration

Show without animation

- SLIDE SHOW**
- SET UP SHOW**
- In the *Show Options* region, check *Loop continuously until "Esc."*

## Save and Print

### Saving

- FILE**
- SAVE AS**
- If you want to save your show to post on Blackboard or to e-mail to someone who does not have PowerPoint, in the Save File as Type field, select *Powerpoint Show (.pps)* instead of presentation.

File name: Presentation1.pps

Save as type: PowerPoint Show (\*.pps)

In PowerPoint you have several print options. You can print the entire show, 1 slide per page; multiple slides per page, outline view, or notes view (1 slide and the accompanying notes). The first step is **FILE-PRINT**. In the Print dialog box select:

- For 1 slide per page:

Print what: Slides

Color/grayscale: Grayscale

For Notes view:

Print what: Notes Pages

Color/grayscale: Grayscale

If desired, select the Frame Slides box

Scale to fit page

Frame slides

Include comments

For multiple slides per page.

Print what: Handouts

Color/grayscale: Grayscale

Handouts

Slides per page: 6

Order: Horizontal

Scale to fit page

Frame slides

## Custom Animation

Custom Animation will require practice and logical thinking, but it can make your presentation much more effective. In PowerPoint you can apply more than one animation to an object. You can also apply entrance, emphasis and exit animations separately. For a thorough explanation of custom animation contact your School Based Technology Specialist (SBTS) for more detailed instructions.

- Select the object to animate. From the Task Pane drop-down menu, select **CUSTOM ANIMATION**.

- Click on the **Add Effect** button. Select the type of animation from the drop-down menu.

Add Effect

- Entrance
- Emphasis
- Exit
- Motion Paths

- Set the desired options (choices will vary depending on the animation selected.)
- If you have more than 1 animation, they will show in the order in which they will happen.
- The Effect Options command will provide you with a wide variety of other choices. The choices will vary depending on animation chosen.

**Modify: Grow/Shrink**

Start: On Click

Size: 150%

Speed: Medium

1 Smiley Face 3

2 5-Point star 4

Effect Options

Start & Previous

Start With Previous

Start After Previous

Start On Click

Start On Mouse Click

Start On Mouse Over

Start On Mouse Under

Start On Mouse Click

Start On Mouse Over

Start On Mouse Under

Start On Mouse Click

Start On Mouse Over

Start On Mouse Under