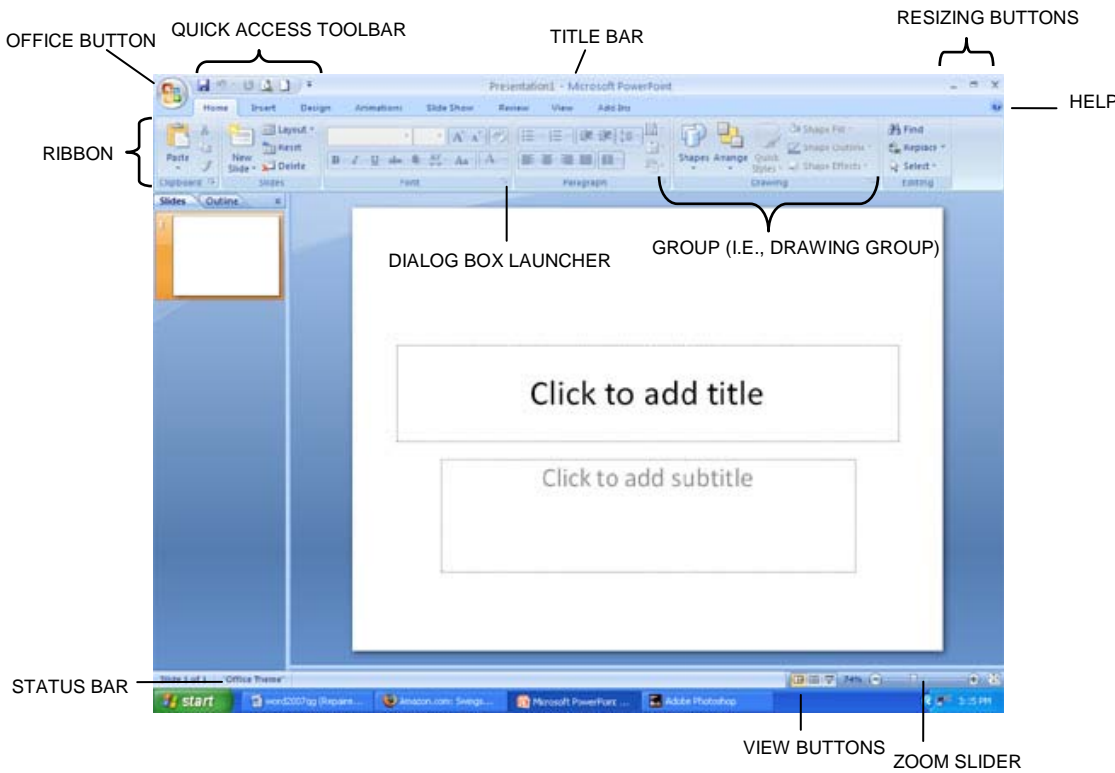


**POWERPOINT WORKSPACE**



**GET HELP!**

1. CLICK THE HELP BUTTON, OR PRESS F1 ON YOUR COMPUTER'S KEYBOARD.
2. SELECT THE SEARCH TEXTBOX.
3. ENTER YOUR SEARCH TOPIC.
4. PRESS THE ENTER KEY.
5. A LIST OF RELATED TOPICS IS DISPLAYED. SELECT THE TOPIC THAT BEST MEETS YOUR NEEDS.
6. THE SELECTED HELP TOPIC IS DISPLAYED.
7. TO RETURN TO THE ORIGINAL DOCUMENT WINDOW, CLICK THE CLOSE BUTTON TO CLOSE HELP PANES.



TO PRINT TOPICS, CLICK THE PRINT ICON LOCATED ON POWERPOINT HELP PANE'S TOOLBAR.



**BASIC TASKS**

START A BLANK PRESENTATION

1. CLICK THE OFFICE BUTTON.
2. CLICK NEW.
3. THE DEFAULT, BLANK PRESENTATION, IS HIGHLIGHTED/SELECTED. (IF IT IS NOT SELECTED, CLICK THE BLANK PRESENTATION ICON.)
4. CLICK THE CREATE BUTTON.



OFFICE BUTTON

APPLY A DESIGN THEME

1. SELECT THE DESIGN TAB.
2. CLICK THE MORE BUTTON TO DISPLAY THE THEMES GALLERY.
3. SELECT THE DESIRED THEME.

OPEN AN EXISTING PRESENTATION

1. SELECT THE OFFICE BUTTON.
  2. SELECT OPEN.
  3. NAVIGATE TO AND SELECT THE DESIRED PRESENTATION.
  4. CLICK THE OPEN BUTTON.
- TIP: RECENTLY ACCESSED PRESENTATIONS WILL APPEAR IN THE RIGHT HAND PANE OF THE MENU. CLICK THE DESIRED PRESENTATION'S FILENAME ONCE TO OPEN THE PRESENTATION.

SAVE A PRESENTATION

1. SELECT THE OFFICE BUTTON.
2. SELECT SAVE.

SAVE USING SAVE AS

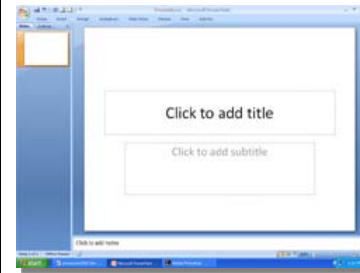
1. SELECT THE FILE MENU.
2. CLICK SAVE.
3. THE SAVE AS: DIALOG BOX OPENS.
4. IF DESIRED, CLICK THE SAVE IN: LOCATION DOWN-FACING ARROW AND SELECT A NEW SAVE IN: LOCATION FROM THE LIST.
5. REPLACE OR ACCEPT THE DOCUMENT NAME.
6. CLICK SAVE.

SAVE A PRESENTATION FROM YOUR INSTRUCTOR'S WEBSITE

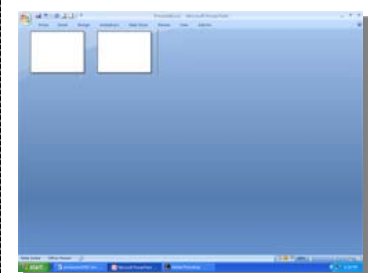
1. DOUBLE CLICK THE PRESENTATION LINK.
2. SELECT SAVE TARGET AS:
3. CHOOSE THE DESTINATION LOCATION.

**VIEW BUTTONS AND VIEWS**

NORMAL VIEW

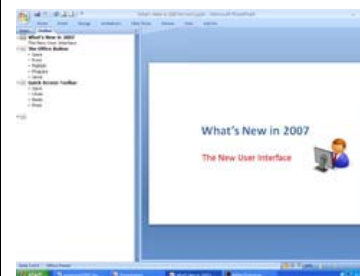


SLIDE SORTER VIEW



OUTLINE VIEW

(CLICK THE OUTLINE TAB)



SLIDE SHOW VIEW



## SLIDE CHANGES

### ADD A NEW SLIDE

1. SELECT THE HOME TAB.
2. CLICK THE NEW SLIDE BUTTON.
3. THE NEW SLIDE IS INSERT AFTER THE HIGHLIGHTED (ACTIVE) SLIDE AND IS NOW THE ACTIVE SLIDE.

### CHANGE SLIDE LAYOUT

1. SELECT THE HOME TAB.
2. CLICK THE LAYOUT BUTTON LOCATED IN THE SLIDES GROUP.
3. CLICK THE DESIRED LAYOUT FROM THE GALLERY.

### DELETE A SLIDE

1. SELECT THE SLIDE TO BE DELETED.
2. SELECT THE HOME TAB.
3. CLICK THE DELETE BUTTON LOCATED IN THE SLIDES GROUP.

### MOVE A SLIDE

1. SELECT THE SLIDE SORTER VIEW BUTTON.
2. CLICK AND DRAG THE DESIRED SLIDE TO THE NEW LOCATION.
3. RELEASE THE LEFT MOUSE KEY.
4. TO RETURN TO NORMAL VIEW, CLICK THE NORMAL VIEW BUTTON

### APPLY A DESIGN THEME

1. SELECT THE DESIGN TAB.
2. CLICK THE MORE BUTTON TO DISPLAY THE THEMES GALLERY.
3. SELECT THE DESIRED THEME.

## SPELLING AND GRAMMAR CHECK

### CORRECT ERRORS AS YOU TYPE

1. RIGHT-CLICK WORDS WITH RED OR GREEN WAVY UNDERLINES.
2. CHOOSE DESIRED CORRECTION FROM THE SHORTCUT-MENU.

*TIP: RED WAVY UNDERLINES INDICATE A SPELLING ERROR. GREEN WAVY UNDERLINES INDICATE A GRAMMAR ERROR.*

## PRINT

### IF YOU ARE CURRENTLY IN PRINT PREVIEW

1. SELECT THE PRINT ICON ON THE PRINT PREVIEW TOOLBAR.
2. SELECT THE DESIRED PRINT OPTIONS.
3. CLICK OK.

### OFFICE BUTTON

1. SELECT THE OFFICE BUTTON.
2. SELECT PRINT
3. REVIEW AND SELECT THE DESIRED PRINT OPTIONS
4. CLICK OK.

## PRESENTATION DELIVERY

### MANUALLY ADVANCE SLIDES

PRESS THE SPACEBAR OR ENTER KEY ON YOUR COMPUTER'S KEYBOARD.

### AUTOMATICALLY ADVANCE SLIDES - TIMINGS

1. SELECT THE SLIDE SHOW TAB, IN THE SET UP GROUP
2. CLICK THE REHEARSE TIMINGS BUTTON.
3. THE REHEARSAL TOOLBAR APPEARS, AND THE SLIDE TIME BOX BEGINS TIMING THE PRESENTATION.



START PAUSE REPEAT

### TO TIME YOUR PRESENTATION, USE ONE OR MORE OF FOLLOWING OPTIONS LOCATED ON THE REHEARSAL TOOLBAR:

1. TO MOVE TO THE NEXT SLIDE, CLICK NEXT.
2. TO TEMPORARILY STOP RECORDING THE TIME, CLICK PAUSE. TO RESTART RECORDING THE TIME, CLICK PAUSE AGAIN.
3. TO RESTART RECORDING THE TIME FOR THE *CURRENT SLIDE*, CLICK REPEAT.
4. AFTER THE LAST SLIDE IS TIMED, A DIALOG WINDOW APPEARS. SELECT ONE OF THE FOLLOWING OPTIONS:
  - YES - TO KEEP THE RECORDED SLIDE TIMINGS.
  - NO - TO DISCARD THE RECORDED SLIDE TIMINGS.

THE SLIDE SORTER VIEW APPEARS AND DISPLAYS THE TIME OF EACH SLIDE IN YOUR PRESENTATION.

TO END A SLIDE SHOW PRESS THE ESCAPE (ESC) KEY ON OUR COMPUTER'S KEYBOARD.

## ADD/INSERT/DELETE TEXT

### TO ADD TEXT TO YOUR DOCUMENT

TYPE THE DESIRED TEXT. TEXT IS ADDED TO THE RIGHT OF THE INSERTION POINT.

### TO INSERT TEXT

1. MOVE THE I-BEAM TO THE DESIRED LOCATION.
2. CLICK THE LEFT MOUSE BUTTON.
3. ENTER THE DESIRED TEXT.

### TO DELETE TEXT

PRESS THE BACKSPACE KEY TO DELETE TEXT TO THE LEFT OF THE INESRTION POINT

OR ...

PRESS THE DELETE KEY. PRESSING THE DELETE KEY WILL DELETE TEXT TO THE RIGHT OF THE INSERTION POINT.

## CUT/COPY/PASTE

### TO CUT OR COPY AN ITEM

1. SELECT THE ITEM TO BE CUT OR COPIED.
2. SELECT THE HOME TAB.
3. SELECT THE DESIRED COMMAND BUTTON FROM THE CLIPBOARD GROUP.



### TO CUT OR COPY AN ITEM

1. PLACE THE INSERTION POINT WHERE YOU WANT TO ITEM TO APPEAR.
2. SELECT THE HOME TAB.
3. SELECT THE PASTE BUTTON FROM THE CLIPBOARD GROUP.

## FORMATTING – USING THE HOME TAB

INSTRUCTIONS BELOW ASSUME THAT THE HOME TAB IS SELECTED

### FONT TYPE – FONT GROUP

1. SELECT TEXT.
2. SELECT THE FONT TYPE DOWN-FACING ARROW.
3. SELECT THE DESIRED FONT TYPE FROM THE DROP DOWN LIST.

### FONT SIZE – FONT GROUP

1. SELECT TEXT.
2. SELECT THE FONT SIZE DOWN -ACING ARROW.
3. SELECT THE DESIRED FONT SIZE FROM THE DROP-DOWN LIST

### FONT COLOR

1. SELECT TEXT.
2. SELECT THE FONT COLOR DOWN-FACING ARROW
3. SELECT THE DESIRED FONT SIZE FROM THE FONT COLOR PALETTE.

**REMINDER** – IF TEXT IS NOT SELECTED IT CANNOT BE FORMATTED.

### EMPHASIS – BOLD, ITALICS, UNDERLINE SELECT TEXT. – FONT GROUP

1. SELECT TEXT.
2. SELECT THE DESIRED EMPHASIS BUTTON – BOLD, ITALICS, UNDERLINE

### ALIGNMENT - PARAGRAPH GROUP

1. SELECT TEXT/PARAGRAPH.
2. SELECT THE DESIRED ALIGNMENT BUTTON, LEFT, CENTER, RIGHT, JUSTIFIED.

### LINE SPACING

1. SELECT TEXT.
2. SELECT THE LINE SPACING DOWN-FACING ARROW.
3. SELECT THE DESIRED LINE SPACING FROM THE DROP DOWN LIST.

**TIP:** WHEN TEXT IS SELECTED, A MINI TOOLBAR APPEARS. ALL COMMANDS ON THE MINI TOOLBAR ALSO EXIST ON THE RIBBON. THE MINI TOOLBAR PROVIDES, AN EASILY ACCESSIBLE METHOD FOR FORMATTING TEXT. WHEN THE MINI TOOLBAR APPEARS, IT IS INITIALLY TRANSPARENT. IT DISAPPEARS IN A SHORT TIME IF YOU DO NOT ACTIVATE IT BY POINTING TO IT.

