



FILE AND FOLDER MANAGEMENT

Basic File Manipulation

- Displaying recently used files
- To alter the number of recently used files displayed in the File menu

Properties

- To open the Properties dialog box
- To force PowerPoint to automatically display the File Properties dialog when saving a file

Finding Files

- To find a file if you know the file name

Defining Your Default Folder Location

- To define the default folder location

Pack and Go

- To pack a presentation for use on another computer

ADDING TEXT TO SLIDES

Text and PowerPoint

Adding Text in Slide View

- To type text on a slide using the placeholders
- Using the Text Box tool to create a non-wrapping text box
- Using the Text Box tool to create a wrapping text box

Adding a New Slide to a Presentation

- To add a new slide

Outline View and Text

- To enter text in Outline View
- To select text in an outline

Adding Text in Shapes

- To add an AutoShape to a slide
- To add text to an AutoShape and fit it within the AutoShape
- To adjust the size of the shape to fit the text

Finding and Replacing Text

- To find text
- To replace text

Selection Techniques

- To select a word
- To select a paragraph
- To select a sentence
- To toggle between the text insertion point and selection of the Text Object
- To select everything on a slide (inc. pictures)

FORMATTING AND PROOFING TEXT

Formatting Within PowerPoint

Replacing Fonts

- To change the font
- To embed TrueType Fonts

Formatting Fonts

- To change the font used by selected text
- To change the Font Style
- To change the Font size
- To change the Font color
- To add a shadowed effect

Additional Text Formatting Effects

- To add other Text Formatting effects

Bullets

- To add bullets using the toolbars
- To remove bullets
- To add custom formatted bullets
- To add picture bullets

Case Formatting

- To change the case of text

Using the Format Painter

- To format text using the Format Painter command

Remember the Undo Command!

- To use the Undo command

Paragraph Alignment

- To change paragraph alignment

Line And Paragraph Space Formatting

- Quick paragraph spacing modification
- To change line and paragraph spacing
- To start a new line of text without creating a new paragraph (i.e. without displaying a bullet)

Tab Formatting

- To set tabs
- To remove tabs from the ruler

Checking Spelling

- To use the Spelling Checker

USING MASTERS

What Are Templates and Slide Masters?

Create a new template file on which to base new Presentations

- To create a new presentation template
- To save a presentation as a template

Adding a Footer, Date and Numbering Information

- To insert the Date and Time, Slide Number and a Footer

Manipulating Slide Masters within a Presentation

- To make a slide different from the Slide Master
- To reapply the Slide Master formats to a slide



THE MICROSOFT CLIP GALLERY

What is the Microsoft Clip Gallery?

Using the Microsoft Clip Gallery

To insert a clip using the 'Insert Clip Art' icon

Modifying the Contents of the Microsoft Clip Gallery

To delete, rename or create a new category by right clicking
To view Clip properties (such as file size)
To obtain further Clips from the Web

CREATING TABLES

Creating Slides that Contain Tables

To create a table slide using Table AutoLayout
To insert a table to an existing slide

Tables and Text Manipulation

To add text to a table

Selection Techniques Within Tables

To select cells
To select a row
To select a column

Manipulating Cells, Rows and Columns Within Tables

To add or delete rows
To add or delete columns
To change column widths and row heights

CHARTS

Creating a Chart

To create a chart using the Insert Chart icon
To create a chart using a Chart AutoLayout

Chart Types

To set the default chart type
To change the Chart Type

Chart Titles

Chart Axes

To modify Chart Axes options
To format Chart Axis patterns
To format Chart Axis scales
To format Chart Axis fonts
To format Chart Axis numbers
To format Chart Axis Alignment

Chart Gridlines

To set Chart Gridline options
To format chart Gridline patterns
To format chart Gridline scale

Chart Legend

To set the Chart Legend options
To format the Chart Legend patterns
To format the Chart Legend font
To format the Chart Legend placement

Chart Data Labels

To set a chart data label

Chart Data Table

To set a chart data table

Formatting the Data Series

To format a data series

ORGANIZATION CHARTS

Creating an Organization Chart

To create a slide containing an organization chart
To enter information into an organization chart box
To navigate between organization chart boxes

Adding or Removing Chart Boxes

To add and remove chart boxes

Moving Chart Boxes

To move boxes in the chart

Formatting Organization Chart Boxes

POWERPOINT AND OTHER APPLICATIONS

PowerPoint and OLE

Pasting Objects From Other Applications

To embed an object
Embedding using 'drag and drop'

Editing an Embedded Object

To edit an embedded object

Linking Objects From Other Applications

To create a linked object

The Links Command

To use the Links command
To import an outline into PowerPoint
To use the 'Slides From Outline' command to insert an outline into an existing presentation

PRINTING A PRESENTATION

Printing Under PowerPoint

To see how your printer will print color used by PowerPoint

Setting Up Slides for Printing

To set the slide format

Printing a Presentation

To print slides, outlines, notes pages, and handouts
To cancel the printing of a presentation that is background printing

CUSTOMIZING POWERPOINT

Customizing Your PowerPoint View Options

View Options
To display the startup dialog box
To display a new slide dialog box
To display the Status Bar
To display a Vertical ruler
To display Windows the taskbar



To enable the right-mouse click pop-up Menu (within a slide show)

To display the pop-up menu button (within a slide show)

To end a Slide Show with a black slide

Customizing Your PowerPoint General Options

General Options

To enable sounds that indicate certain PowerPoint events

To adjust the number of recently used files displayed

To cause large sound files to be linked rather than embedded

To define user information name and initials

Customizing Your PowerPoint Edit Options

Edit Options

To automatically replace straight quotes with smart (curly) quotes

To enable automatic word selection

To enable smart Cut and Paste

To enable 'drag and drop' text editing

To enable Auto-fit text to placeholders

To enable AutoFormat as you type

To set the fonts used by new charts

To set the number of undo levels

Customizing Your PowerPoint Print Options

Print Options

To enable background printing

To print TrueType fonts as graphics

To print embedded objects at printer resolution

Customizing Your PowerPoint Save Options

Save Options

To allow fast saves

To prompt for file properties

To save AutoRecovery information

To convert charts when saving

To set the default file save format

Customizing Your PowerPoint Spelling Options

Spelling Options

To check spelling as you type

To hide spelling errors

To force the spell checker to always suggest correct spellings

To ignore the spelling of words in uppercase

To ignore the spelling of words containing numbers

Customizing Your Toolbars

To add or remove icons from a toolbar

To remove an icon

To add an icon

To display information about each icon

To quickly remove an icon from any toolbar

AutoCorrect

To open the AutoCorrect dialog box

To add words to AutoCorrect
