

OFFICE XP – POWERPOINT TIPS

For Office 2003 version

TO TURN ON THE TASK PANE: Go to **View**, and make sure Task Pane is selected.

TO SELECT A PRESENTATION TEMPLATE: From the Task Pane, under **New**, click on **Presentation Template**. Click on a thumbnail to see how the slide will look. Select whether you want to apply the template to the current slides or all slides. You can change the presentation template at any time.

TO ADD A SLIDE: Click on **Insert, New Slide** or click on the New Slide button on the tool bar.

TO ADD CLIP ART OR PICTURES: Go to **Insert, Picture**. Slide cursor over to **Clip Art**. The Task Pane will change. Type a keyword in the search box. Thumbnails will appear. Double click on a thumbnail to insert clip art.

To move the image on the page, right-click on the image. Click on the **Layout** tab. Select the **In front of text** option. You can move the image by clicking on it and dragging your mouse.

To resize the image, click on it. Click and drag on one of the handles to shrink or stretch the image.

TO WORK WITH THE MASTER SLIDE: Select **View, Master Slide**. Make desired changes, then close master view. *Remember – whatever you change on the master slide will be changed on all slides in the presentation.*

TO ADD TRANSITIONS: Select a slide. Select **Slide Show, Slide Transition**. The task pane will change. Select the type of transition you desire. Adjust the speed and sound if you desire.

TO ADD A SOUND OR MOVIE: Select **Insert, Movies and Sounds**. Select your movie or sound file (.mov, .wav, etc.) Click YES if you want to the slide to play automatically. A small speaker icon will be added to you slide.

TO SHOW YOUR POWERPOINT PRESENTATION: Select **Slide Show, View Show** from the menu bar. To view the current slide, click on the movie screen icon in the lower left-hand corner.

TO PRINT YOUR SLIDES: Select **File, Print**. Look for the **Print What** box in the window. To print single slides, select **Slides**. To print more than one slide per page, select Handouts and select the number of slides per page. Note the thumbnail as you change your selection. Click on **OK**.

TO SAVE YOUR FILE AS A POWERPOINT SHOW. Go to **File, Save As**. Select **PowerPoint Show** from **Save as Type** drop box. The file will have a *.pps* extension and will play as soon as you click on it.

TO ADD A HYPERLINK TO YOUR PRESENTATION: Select the text you want to be a hyperlink.. Click on **Insert, Hyperlink**. Type (or paste) in the URL.

TO IMBED AN ACTION OBJECT: Select **Insert, Object, Create from file**, Browse to locate your file and select it. Click on **Display as Icon**. The icon will appear on the slide. Move to desired location. Right click on icon. Select **Action Settings**. Click on **Object Action** and select **Open**.

TO CREATE AN ACTION BUTTON: Click on **Auto Shapes, Action Buttons**. Select the button type you want to use. (The first button is blank and has no action associated with it.) Click and hold the mouse button and drag the cursor to form button. Release the mouse button. Change the action settings if necessary. Click on **OK**.

TO CHANGE AN ACTION BUTTON SETTING: Right click on the button. Select **Action Settings**.

For more information, go to www.microsoft.com and follow the links to Office Products.