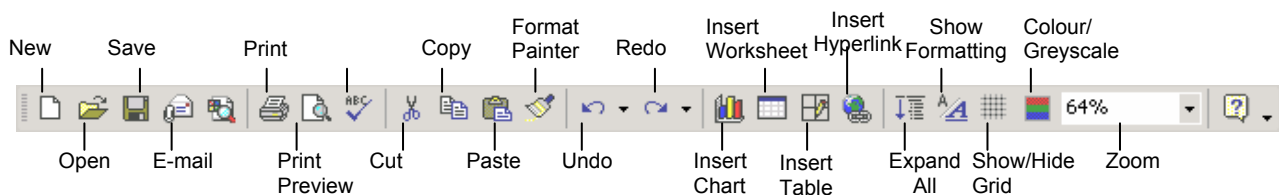


Microsoft PowerPoint 2002 Quick Reference

The PowerPoint 2002 Screen



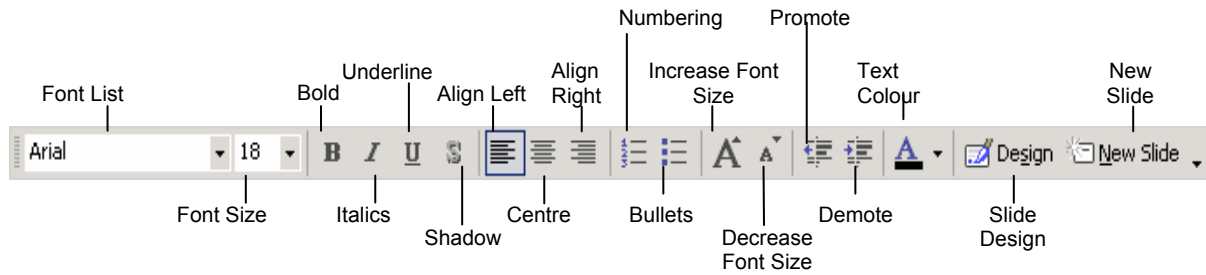
The Standard Toolbar



The Fundamentals

- **To Create a New Presentation:** Click the **New** button on the Standard toolbar or select **File** → **New** from the menu.
- **To Create a Presentation from a Template:** Select **File** → **New** from the menu, select the template you want to use and click **OK**.
- **To Open a Presentation:** Click the **Open** button on the Standard toolbar, or select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Presentation:** Click the **Save** button on the Standard toolbar or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To Save a Presentation with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the presentation.
- **To Print a Presentation:** Select **File** → **Print** from the menu.
- **To Insert a Slide:** Click the **New Slide** **Insert Slide** button on the Formatting toolbar and select the slide layout you want to use.
- **To Switch Views:** Click one of the **View** buttons on the horizontal scroll bar.
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Office Assistant, type your question and click **Search**.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Move to where you want to paste the text and click the **Paste** button on the Standard toolbar or press **<Ctrl> + <V>**.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press **<Ctrl> + <Z>**.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To Promote a Paragraph:** Select paragraph(s) in the Outline tab and press **<Shift> + <Tab>**.
- **To Demote a Paragraph:** Select the paragraph(s) in the Outline tab and press the **<Tab>** key.
- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.

The Formatting Toolbar

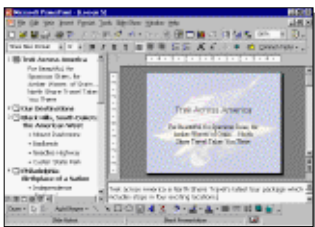


Formatting

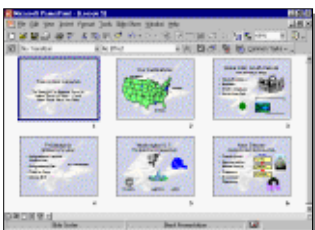
- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar. Change the font type by selecting a font from the **Font list** on the Formatting toolbar. Change the font size by selecting the pt. size from the **Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (Left, Centre, Right, or Justify) on the Formatting toolbar.
- **To Apply a Template Design Template:** Click the **Design button** and on the Formatting toolbar select the template you want to use.

- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Masters** → **Slide Master** from the menu.
- A **Colour Scheme** is a set of eight coordinated colours you use as the main colours in your presentation.
- **To Change the Slide Colour Scheme:** Click the **Design button** and on the Formatting toolbar, click **Colour Schemes** in the Task pane and select the colour scheme you want to use.
- **To Change the Slide Background:** Select **Format** → **Background** from the menu, select a colour or fill effect from the drop-down colour list and click **Apply**.
- **To Format a Drawing Object:** Select the object and select **Format** → **AutoShape** from the menu or right-click the object you want to format and select **Format AutoShape** from the menu.

Views



Normal View includes panes for your presentation's outline, the current slide, and any notes for that slide. You will probably spend more time in Normal View than in any other view.

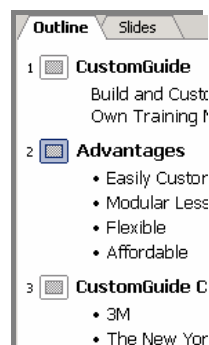


Slide Show View displays your presentation as an electronic slide show. Use Slide Show View when you want to deliver your presentation.



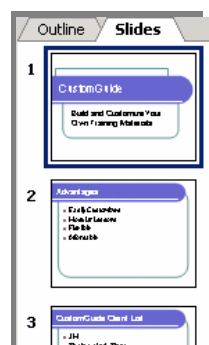
Slide Sorter View displays all the slides in your presentation as *thumbnails* (small pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.

Outline and Slide tabs



Outline Tab

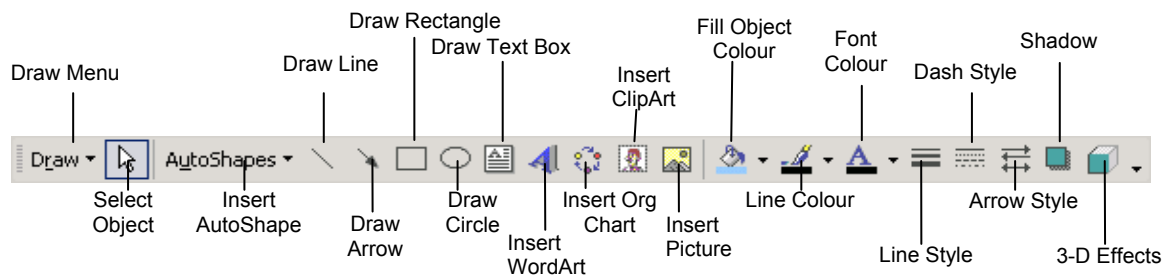
Focuses on the content of your presentation instead of its appearance. Use when you want to develop your presentation and add large amounts of text.



Slides Tab

Displays the slides in a presentation as thumbnails, making it easy to navigate through your presentation. You can also rearrange, add, or delete slides.

The Drawing Toolbar



Drawing and Graphics

- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, select a clip art category, select the clip art and click **OK**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file and click **OK**.
- **To Draw an Object:** Click the object you want to draw on the drawing toolbar and draw your shape by clicking on the document with the + pointer and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.
- **To Add a Text Box:** Click the **Text Box** button on the Drawing toolbar, click where you want to insert the text with the I insertion point.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's sizing handles until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.

Delivery, Transitions and Animation

- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.
- **To Doodle on the Current Slide with the Pen:** Press **<Ctrl> + <P>** and draw on the screen with the pen tool. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and select the slide(s) where you want to add a transition. To select multiple slides hold down the **<Shift>** key as you click each slide. Click the **Transition** button on the Slide Sorter toolbar and select the transition effect you want to use from the task pane.
- **To Add an Animation Scheme:** Select **Slide Show** → **Animation Scheme** from the menu and select the animation scheme you want from the task pane.

Keyboard Shortcuts

General

Open a presentation	<Ctrl> + <O>
Save a presentation	<Ctrl> + <S>
Close a presentation	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
New Slide	<Ctrl> + <M>
Help	<F1>
Switch between applications	<Alt> + <Tab>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Duplicate	<Ctrl> + <D>

Slide Show Delivery

[These shortcut keystrokes only work in Slide Show view]	
End Slide Show	<Esc>
Display specific slide	<Slide #> + <Enter>
Toggle screen black	
Start automatic show	<S>
Pause show	<Break>
Show/Hide pointer	<A>
Erase screen doodles	<Ctrl> + <E>

Navigation – Go To:

Previous slide	<Page Up>
Next slide	<Page Down>
First slide	<Ctrl> + <Home>
Last slide	<Ctrl> + <End>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>

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