

Table of Contents

SECTION ONE: GETTING STARTED IN POWERPOINT

| | |
|--|---|
| OPENING POWERPOINT | 2 |
| CREATING A PRESENTATION | 3 |
| INSERTING A PICTURE INTO A PRESENTATION..... | 6 |
| ANIMATING TEXT AND GRAPHICS | 7 |
| SAVING A POWERPOINT FILE..... | 8 |
| VIEWING A POWERPOINT PRESENTATION..... | 9 |

SECTION TWO: CUSTOMIZING A PRESENTATION

| | |
|--------------------------------|----|
| ADDING SOUND TO A SLIDE | 12 |
| PRESENTATION VIEWS | 13 |
| ALTERING SLIDE TRANSITION..... | 14 |
| SETTING/USING TIMINGS..... | 16 |

SECTION THREE: ADVANCED FEATURES

| | |
|---------------------------------------|----|
| COPYING A SLIDE | 19 |
| USING A TEMPLATE | 19 |
| INSERTING A NEW SLIDE | 21 |
| PASTING A SLIDE | 21 |
| CREATING A TABLE WITHIN A SLIDE..... | 21 |
| INCREASING/DECREASING TEXT SIZE | 23 |
| USING WORDART | 24 |
| PRINTING A SLIDE | 26 |
| CREATING FOOTERS | 28 |
| CREATING SPEAKER NOTES | 29 |
| PRINTING HANDOUTS | 30 |

SECTION FOUR: PLAYING WITH GRAPHICS

| | |
|--|-----------|
| USING AUTOSHAPES | 34 |
| CHANGING AUTOSHAPE ATTRIBUTES | 34 |
| CREATING A 3D GRAPHIC | 36 |
| ADJUSTING A 3D GRAPHIC | 36 |
| CREATING A SHADOW | 37 |

| |
|-----------------------------------|
| SECTION FIVE: USING CHARTS |
|-----------------------------------|

| | |
|--|-----------|
| ADDING A CHART..... | 40 |
| CHANGING CHART TYPE..... | 41 |
| CHANGING CHART COLORS | 43 |
| ADDING A CHART TITLE | 43 |
| LABELING CATEGORY AND VALUE | 44 |

| |
|------------------------------------|
| SECTION SIX: MORE ANIMATION |
|------------------------------------|

| | |
|------------------------------|-----------|
| GROUPING OBJECTS..... | 48 |
| ANIMATING TEXT | 49 |
| SLIDE TRANSITION..... | 51 |
| SLIDE TIMING | 52 |