

# POWERPOINT 2003

## DISCLAIMER:

This reference guide is meant for experienced Microsoft Office users.

It provides a list of quick tips and shortcuts for familiar features.

This guide does **NOT** replace training or a comprehensive instruction manual.


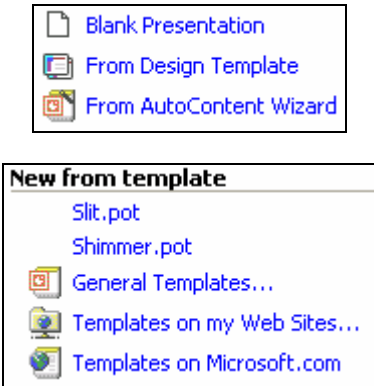
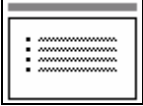

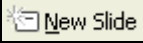




Overview.....	1
Views.....	3
Slide Content.....	4
Drawing Tools.....	5
Word Art.....	7
Organization Charts.....	8
Format Text.....	9
Format a Graphic or Shape.....	9
Slide Design.....	10
Charts.....	10
Animation.....	12
Animation (continued).....	13
Animation (continued).....	14
Animation (continued).....	15
Slide Shows.....	16
Integrating with Word and Excel.....	17
Save as Web Page.....	18
Photo Album.....	19

## OVERVIEW






***PowerPoint is a tool for making effective presentation handouts, overhead transparencies, 35 mm slides, and slide shows displayed on a computer screen***

Term	Description
Presentation	A series of slides containing text, graphics, lists, tables, charts, photographs, diagrams or designs
Slide	One unit in a presentation
Placeholder	A non-printing box in which to place text, pictures or other slide elements
Layout	An arrangement of placeholders positioned on a slide
Design template	A collection of styles including fonts, font sizes, placeholders, background color, background graphics, bullet types and sizes

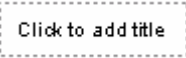















## THE BASICS

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Create a new presentation	File > New		Ctrl N
Choose how to develop your presentation: <i>Blank presentation:</i> From scratch <i>From Design Template:</i> Select colors and background art from a list of samples <i>From AutoContent Wizard:</i> Select from suggested topics and output devices with customizable content and design <i>New from Template:</i> Select from previous presentations or templates located in your template folder			N/A
Choose a layout, which determines the placement of text and graphics	Format > Slide Layout		N/A
Open a presentation	File > Open		Ctrl O
Create a new slide	Insert > New Slide		Ctrl M
Move forward one slide	N/A		PgDn
Move backward one slide	N/A		PgUp
Delete a slide	Edit > Delete Slide	N/A	Del from Outline view
Save a presentation	File > Save		Ctrl S
Print a presentation: Choose to print slides, notes, or outline and specify number of slides to fit on one piece of paper	File > Print		Ctrl P





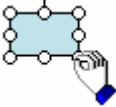







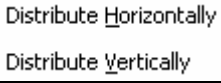
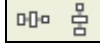
## VIEWS

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
<p>A <b>view</b> determines how your slide(s) is displayed on the screen; e.g. in text-only outline form or with graphics and formatting.</p> <p>A <b>master slide</b> determines the placeholders, layout and design of new slides.</p>			
<p>Normal View</p> <p>Three panes include:</p> <p><b>Left:</b> Slide miniature or Outline</p> <p><b>Right:</b> Slide content</p> <p><b>Bottom:</b> Speaker notes</p>	<p>View &gt; Normal</p> 		N/A
Slide Sorter	View > Slide Sorter		N/A
Slide Show	View > Slide Show		F5
Master	View > Master > Slide Master		N/A



## SLIDE CONTENT

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Type a title	Click in the Title placeholder	
Add text in a placeholder	Click in the placeholder and type	N/A
Add text outside a placeholder	Insert > Text Box	
Add a bullet	Format > Bullets and numbering	
Move a bulleted item	Click the bullet Release the mouse button, then click and drag up or down	
Indent a bullet	Press 	
Outdent a sub-bullet	Press  	
Add text to a shape	Select the shape and type Text will be centered vertically and horizontally	N/A
Insert the contents of a file	Copy and Paste or Insert > Slides from Files	N/A
Insert a picture	Insert > Picture	
	<i>Clip Art</i> (graphics from Office or from a web site)	
		
		
	<i>From File</i> (a picture saved on your hard drive or network drive)	
	<i>From Scanner or Camera</i> (a picture inserted via direct connection to a scanner or camera)	
Add a diagram	Insert > Diagram > Select type	
Add an organization chart	Insert > Diagram > Organization Chart	
Add a chart / graph	Insert > Chart	
Add sound	Insert > Movies and Sounds > Sound from Clip Organizer or Sound from File or Play CD Audio Track or Record Sound	N/A
Add a movie	Insert > Movies and Sounds > Movie from File or Movie from Clip Organizer	N/A

## DRAWING TOOLS

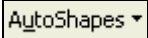


To accomplish this ↓	Use this menu ↓	(Or) button ↓
Display the Drawing toolbar	View > Toolbars > Drawing	
Draw a simple shape <b>Note:</b> Press and hold  while dragging to make a perfect circle or square or a straight line	N/A	 Drag <b>diagonally</b> to add dimension
Select a shape	Click the shape so “handles” appear on the border 	N/A
Resize a shape	Format > AutoShape > Size Type dimensions	Drag a corner handle to enlarge or reduce proportionally 
Move a shape	Format > AutoShape > Position Type position from corner or center	Drag the center of the shape 
Change a shape’s color	Format > AutoShape > Colors and Lines	
Change a shape’s border line thickness	Format > AutoShape > Colors and Lines	
Change a shape’s border color	Format > AutoShape > Colors and Lines	
Move a shape slightly	Draw > Nudge 	
Line up two or more shapes evenly	Select the shapes Draw > Align or Distribute 	
Arrange shapes with equal space between them	Select the shapes Draw > Align or Distribute 	

## DRAWING TOOLS (continued)

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Combine two or more shapes so they become one unit	Select the shapes Draw > Group	N/A
Break a grouped shape into its components	Select the shape Draw > Ungroup	N/A
Rotate a shape	Draw > Rotate or Flip  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     Free Rotate                      Rotate Left                      Rotate Right                 </div>	
Flip a shape	Draw > Rotate or Flip  <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">                     Flip Horizontal                      Flip Vertical                 </div>	

## USING AUTOSHAPES




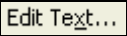




**AutoShapes** are simple symbols, arrows, stars, buttons and connectors. Once you add an AutoShape to a slide, you can change its size, position, and attributes in the same manner as basic shapes you draw yourself.

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Select an AutoShape	Click the AutoShapes button Choose a category Choose a shape	
Draw an AutoShape	Select a shape Drag diagonally on the slide to give the shape dimension	N/A
Resize an AutoShape	Format > AutoShape > Size Type dimensions	Drag a corner handle to enlarge or reduce proportionally  
Move an AutoShape	Format > AutoShape > Position Type position from corner or center	Drag the center of the shape  

**Note:** You may modify an AutoShape the same way you modify shapes you create yourself. Refer to the section on [Drawing Tools](#) for further information.

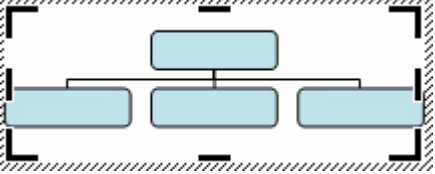
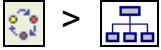
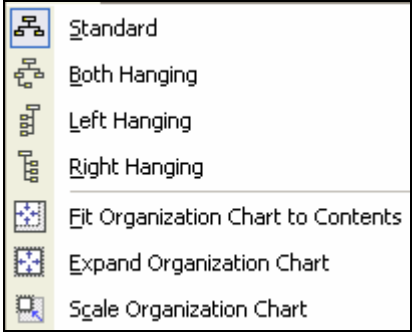



## WORD ART

**Word Art** is a collection of styles with special effects to enhance the shape and appearance of text.

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Add Word Art	Insert > Picture > Word Art Select a style Select a font Type text Click OK	
Change WordArt style	N/A	
Change the words	Select the WordArt Edit > Text	
Change the font	Select the WordArt Edit > Text	
Change text color <b>Note:</b> To add special effects, click the fill color drop-down  Fill Effects > Preset > Choose a special preset effect	Format > Word Art 	
Change Word Art shape effect	N/A	

## ORGANIZATION CHARTS


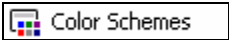
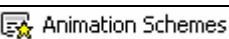

An **Organization Chart** displays the structure or hierarchy of a corporation, family, product line or geographic territory.

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Add an Organization Chart  Each box represents a person, product, location, or other unit	Insert > Picture > Organization Chart	
Add text to a box	Click inside the box Type text Press <b>Enter</b> to add more text Press <b>Esc</b> to finish text edit	N/A
Add a subordinate <b>Note:</b> A box is added <i>below</i> the selected shape	Select a manager <input type="text" value="Insert Shape"/>	<input type="text" value="Subordinate"/>
Add a co-worker <b>Note:</b> A box is added <i>beside</i> the selected shape	Select a worker <input type="text" value="Insert Shape"/>	<input type="text" value="Coworker"/>
Add a clerical assistant / secretary <b>Note:</b> A box is attached to the <i>vertical line</i> beneath the supervisor	Select the supervisor <input type="text" value="Insert Shape"/>	<input type="text" value="Assistant"/>
Change the layout of the chart	<input type="text" value="Layout"/>	
Format chart border lines and colors	Select the striped chart border Format > Organization Chart	Double-click the striped border around the Organization Chart
Format box border lines and colors	Select one or more boxes Format > AutoShape	Double-click the striped border around a box
Change the AutoFormat style of the diagram (recommended)	N/A	
Resize the chart on the slide	Drag a "picture frame" handle	
Move a chart on the slide	Drag the striped border ( <i>not</i> on "picture frame")	
Delete an Organization Chart	Select the chart. Press <b>Del</b>	

FORMAT TEXT			
To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Change font, size, or text attributes	Format > Font		Ctrl B, Ctrl I
Change alignment	Format > Alignment		Ctrl L, Ctrl E Ctrl R
Add or remove bullets or numbers	Format > Bullets and Numbering		N/A
Change a shape's color	Format > AutoShape > Colors and Lines		N/A
Change a shape's border line thickness	Format > AutoShape > Colors and Lines		N/A

FORMAT A GRAPHIC OR SHAPE		
To accomplish this ↓	Use this menu ↓	(Or) button ↓
Change a shape's color	Format > AutoShape > Colors and Lines	
Fill a shape with special effects	Format > AutoShape > Fill Color: 	
Change a shape's border line thickness	Format > AutoShape > Colors and Lines	
Change a shape's border color	Format > AutoShape > Colors and Lines	
Move a shape The cursor becomes a 4-headed arrow	Drag a solid border line 	N/A
Resize a shape	Drag a corner handle 	N/A

## SLIDE DESIGN





To accomplish this ↓	Use this menu ↓	(Or) button ↓
Change the background color	Format > Background	N/A
Display the Slide Design Task Pane	View > Task Pane Format > Slide Design	
Apply a collection of attributes including: background color, art work, font style/size/color, bullet style, shape attributes and more	N/A	
Apply decorative color schemes to background, text and shapes	N/A	
Animate text and shapes <b>Note:</b> Animations are grouped according to Subtle, Moderate and Exciting	N/A	
View animation effects	N/A	

## CHARTS

A **chart** or **graph** displays a series of numbers as a picture; for example, bars, lines, dots or pie. Charts are used to compare data or display trends and patterns as data changes over time.


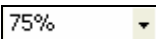

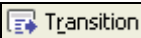
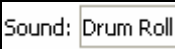




**Note:** Microsoft Graph consists of two elements: a datasheet and a chart. When you begin a new graph, Microsoft displays temporary numbers and text in a datasheet. When you change, hide, or delete this data, the chart immediately reflects your changes.

**Additional note:** When the chart or datasheet is selected, the menu bar and toolbar display Microsoft Graph options, not PowerPoint slide options.

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Create a chart	Insert > Chart		N/A
Display the datasheet	View > Datasheet		N/A
Change the data in the datasheet	Replace the existing text or numbers	N/A	N/A
Hide data in a row	Double-click the row number	N/A	<b>Note:</b> Do <i>not</i> press <span style="border: 1px solid black; padding: 0 2px;">Del</span>
Hide data in a column	Double-click the column letter	N/A	<b>Note:</b> Do <i>not</i> press <span style="border: 1px solid black; padding: 0 2px;">Del</span>
Delete a row in the datasheet	Edit > Delete > Entire Row	N/A	<b>Note:</b> Do <i>not</i> press <span style="border: 1px solid black; padding: 0 2px;">Del</span>
Delete a column in the datasheet	Edit > Delete > Entire Column	N/A	<b>Note:</b> Do <i>not</i> press <span style="border: 1px solid black; padding: 0 2px;">Del</span>
Change the chart type	Chart > Chart Type		N/A
Format a chart object	Select the chart object Format > Selected [chart object]	Double-click the object to see available options	N/A
Add a title	Chart > Chart Options > Titles Type a title	N/A	N/A
Move the legend	Chart > Chart Options > Legend > Placement	N/A	N/A
Delete a chart	In PowerPoint's Normal view, select the chart		
	Edit > Clear	<span style="border: 1px solid black; padding: 0 2px;">Del</span>	

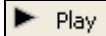
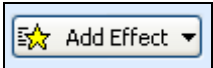




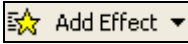

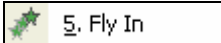
## MANAGING SLIDES IN SLIDE SORTER VIEW

*Slide Sorter* view displays the slides as miniatures (thumbnails) to facilitate re-organizing them.

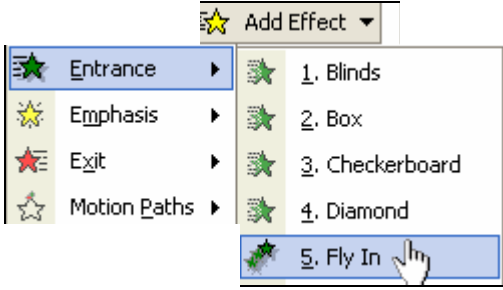
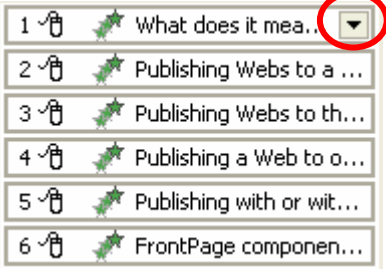

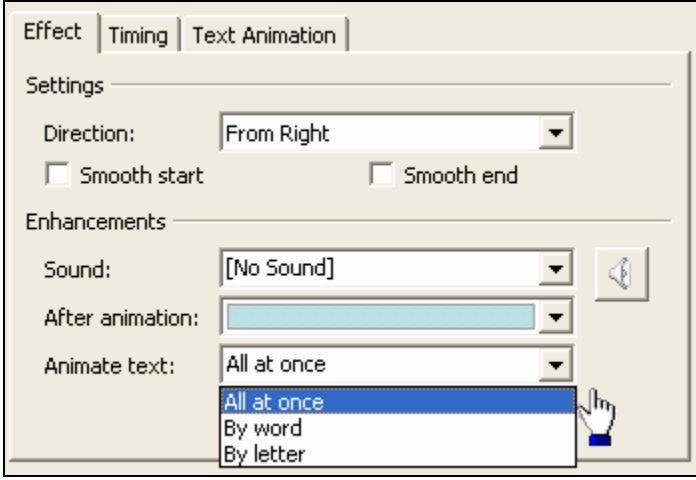
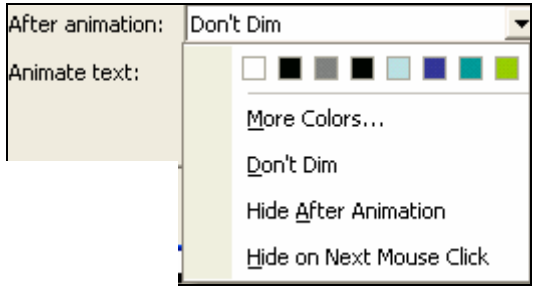
To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
View slides	View > Slide Sorter		N/A
Increase or decrease size of slide thumbnails	View > Zoom		N/A
Move a slide	Edit > Cut then Edit > Paste	Drag and drop the slide from one location to another	N/A
Delete slide	Edit > Delete Slide	N/A	<span style="border: 1px solid black; padding: 2px;">Del</span>
Hide slide	Slide Show > Hide Slide		N/A
Control special effects when a slide appears on the screen during a show	Slide Show > Transition		N/A
Control sound effects as slide appears during a show	Slide Show > Transition		N/A
Control how long a slide displays in a show	Slide Show > Slide Transition	 (In Task Pane)	N/A
			
Copy slide(s) from one presentation to another	<ol style="list-style-type: none"> <li>Open two or more presentations</li> <li>View the Slide Sorter in both presentations</li> <li>Position the windows side-by-side: Window &gt; Arrange All</li> <li>Drag a slide from one presentation to the other</li> </ol> <p><b>Note:</b> The copied slide will take on the template of the presentation where it resides</p>	N/A	N/A
Apply a template from another presentation	View > Task Pane  Choose a template from: <ol style="list-style-type: none"> <li>Current presentation</li> <li>Recently used</li> <li>Available for use</li> </ol>	N/A	N/A
Add a summary slide <b>Note:</b> A summary slide includes titles of selected slides in the presentation Each title is a bullet on the summary slide	N/A		N/A

## ANIMATION

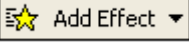
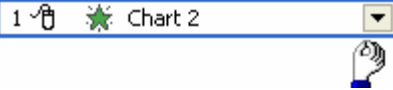
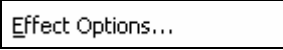
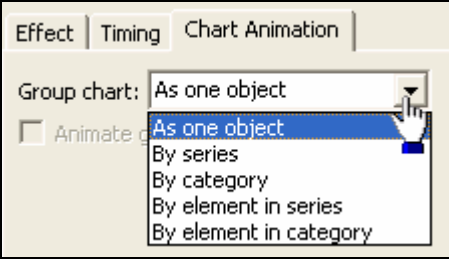
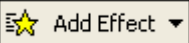
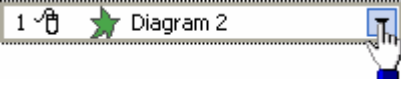
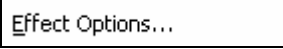
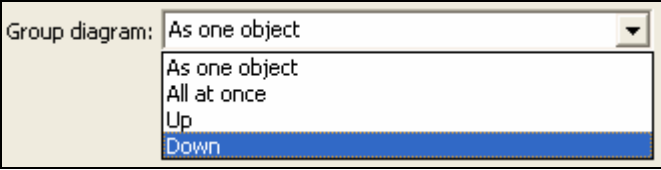
**Animation** is the movement of a slide element to control the flow of information, focus on a part of a slide or add interest. Animations can be initiated with a mouse click or at pre-set time intervals.

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Animate slide entrance or exit in presentation	Slide Show > Animation Schemes	The Task Pane displays a list of preset animations to apply to the current slide or all slides. Animations are grouped by Subtle, Moderate or Exciting effects. Click  to preview the animation.	
Animate individual slide components	Slide Show > Custom Animation  Select the item you want to animate  	<ul style="list-style-type: none"> <li> (green) animates the entrance onto a slide</li> <li> (yellow) emphasizes text or object on a slide</li> <li> (red) animates the way an item exits the presentation</li> <li> (hollow) specifies a path the animation will follow</li> </ul>	N/A
Animate bullets	Slide Show > Custom Animation	<p style="text-align: center;">(In Task Pane)</p> <div style="text-align: center;">       <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;">             Direction: <span style="border: 1px solid black; padding: 2px;">From Bottom</span>    Speed: <span style="border: 1px solid black; padding: 2px;">Very Fast</span> </div> </div>	N/A

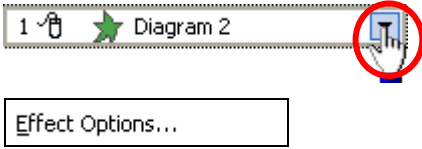
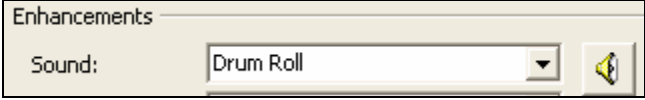
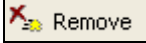
## ANIMATION (continued)

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
<p>Animate text by letter, word or paragraph</p>	<ol style="list-style-type: none"> <li>1. Select the item to animate</li> <li>2. Slide Show &gt; Custom Animation</li> <li>3. Add Effect &gt; Entrance &gt; Fly In</li> </ol>		N/A
<p>Modify the Fly In options to suit your preferences</p>	<p>Select the animated item in the Task pane (Each item will be numbered)</p>  <p>Click the drop-down arrow in the Task Pane and choose Effect Options</p>		
<p>Choose direction, sound, dimming options and amount of text to animate</p>			
<p>Change text appearance after an animation</p> <p>(This feature dims or hides a bullet point to encourage the audience to focus on the current discussion)</p>	<p>Change animation options when next bullet is displayed</p>		

## ANIMATION (continued)


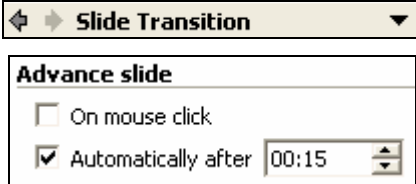



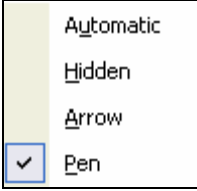
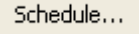
To accomplish this ↓	Use this menu ↓	(Or) button ↓
Animate a chart	Slide Show > Custom Animation Select the chart	N/A
	Add an animation effect	
	Select the animated item from the numbered list and pick Effect Options	 
	Click the Chart Animation tab, then build the chart in increments by series, category, or individual elements	
Animate a diagram	Slide Show > Custom Animation Select the diagram	N/A
	Add an animation effect	
	Select the animated item from the numbered list and pick Effect Options	 
	Click the Diagram Animation tab, then build the diagram all at once or in increments	

## ANIMATION (continued)



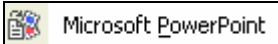
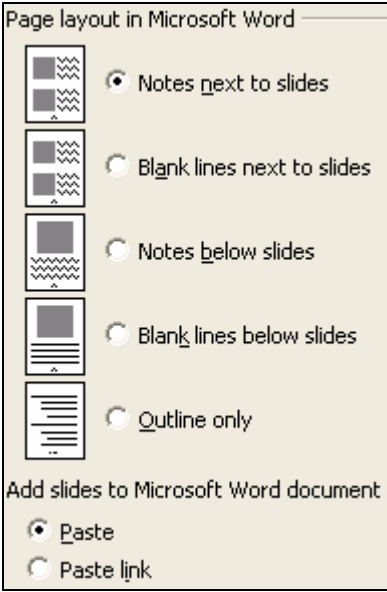

To accomplish this ↓	Use this menu ↓	(Or) button ↓
	Slide Show > Custom Animation	N/A
Add sound to a slide	Select the animated item from the numbered list and pick Effect Options	
	Pick a sound enhancement	
Remove an animation	Select the animation effect	<p style="text-align: center;">(In Task Pane)</p> 

## SLIDE SHOWS

A **slide show** displays slides in sequence, one slide at a time, on a computer monitor.  
Special effects can add interest and control flow.


To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Start a slide show	Slide Show > View Show		F5
Go to next slide	Right-click > Next	Click the left mouse button	N
Go to previous slide	Right-click > Previous	N/A	P
Use the slide navigator	Right-click > Go > Slide Navigator > Pick a slide number	N/A	N/A
Go to a slide out of sequence	Right-click > Go > By Title Choose a slide title	N/A	N/A
End a show before it is finished	Right-click > End Show	N/A	Esc
Add transitions between slides	Slide Show > Animation Schemes Choose from Subtle, Moderate or Exciting effects Apply to current slide or all slides	(Use Task Pane)	N/A
Preview the animation	N/A	(Task Pane) <input checked="" type="checkbox"/> AutoPreview	N/A
Set slide show timings manually	View > Task Pane > Slide Transition > Type the number of seconds the slide should remain on the screen		N/A
Set slide show timings automatically	Slide Show > Rehearse Timings As you click to advance from one slide to the next, PowerPoint records the number of seconds each slide remains on the screen. When you finish the presentation, PowerPoint asks if you would like to save the timing.		
Hide a slide	Slide Show > Hide Slide		N/A
Display a black screen to pause a slide show	Right-click > Screen > Black Screen	N/A	B
Emphasize important words or shapes during a presentation	Jiggle the mouse to display button in lower left corner of the slide show		N/A
	Click the button  Pointer Options > Pen Draw circles or lines on the slide for emphasis. These annotations are temporary.		
Use the Meeting Minder	Right-click > Meeting Minder Type meeting minutes	N/A	N/A
<ul style="list-style-type: none"> <li>• Review meeting minutes</li> <li>• Add Action Items</li> <li>• Schedule action items (For use with Outlook)</li> </ul>	Tools > Meeting Minder	N/A	N/A
	Type Action Items, which will be entered on a new slide at the end of the presentation	Click Schedule in the Meeting Minder dialog box	

## INTEGRATING WITH WORD AND EXCEL

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Copy or paste between Word / Excel and PowerPoint	Edit > Copy Edit > Paste		<span>Ctrl</span> <span>C</span> <span>Ctrl</span> <span>V</span>
Start a new presentation from outlined text in a different application	File > Open > Files of Type: All Outlines Choose the file you want to use		<span>Ctrl</span> <span>O</span>
Insert text from Word	Insert > Slides from Files Choose document	(Each paragraph becomes a slide title)	N/A
Insert slides from a Word outline	Insert > Slide From Outline	N/A	N/A
Send text from a Word document to a presentation	(From Word) File > Send To > Microsoft PowerPoint		N/A
Send a presentation to Word	File > Send to > Microsoft Word  Choose the layout of the slides and the location of blank lines  <b>Paste</b> creates a Word document with miniature representations of each slide and lines for note-taking  <b>Paste link</b> creates a connection between a new Word document and the PowerPoint slides  All changes to the linked PowerPoint file will automatically effect the Word document		N/A
Insert a Word object	Insert > Object > Word document	All text from a Word document will be placed on one slide	N/A
Insert an Excel worksheet	Insert > Object > Microsoft Excel Worksheet	A blank worksheet appears on the slide. The PowerPoint menus and toolbars become Excel's, when the object is active	N/A
Import Excel data or an Excel chart into a PowerPoint chart	Double-click the chart you want to change in PowerPoint Edit > Import File > Select a file		N/A


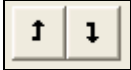

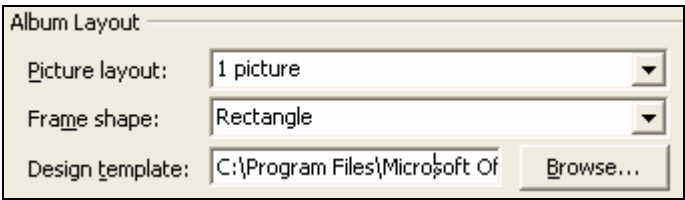
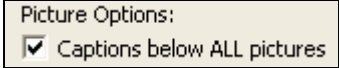
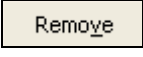
## SAVE AS WEB PAGE

A **web page** is viewable in a browser, such as Internet Explorer or Netscape Navigator. Save a presentation as a web page to share it with other users via an Intranet or the Internet.

To accomplish this ↓	Use this menu ↓	(Or) button ↓	(Or) key combo ↓
Save a presentation for use on an Intranet or the Internet	File > Save as Web Page The web page will have the extension <b>.htm</b>		N/A
	Optional: Change the title to customize the title bar of a Web browser Optional: Publish (To send the page to a web server) <b>Note:</b> Supporting graphics and other related files are stored in an associated folder when a presentation is saved as a Web page. The graphics must also be stored on the web server to display the presentation accurately.		
Preview as a web page	File > Web Page Preview	N/A	N/A
Publish a presentation to the Web	File > Save as Web Page > Publish  Choose <span style="border: 1px solid black; padding: 2px;">Web Options...</span> to add navigation buttons and other features	<div style="border: 1px solid black; background-color: #FFF9C4; padding: 5px;">                         Appearance                         <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Add slide navigation controls</li> <li>Colors: <span style="border: 1px solid black; padding: 2px;">White text on black</span></li> <li><input checked="" type="checkbox"/> Show slide animation while browsing</li> <li><input checked="" type="checkbox"/> Resize graphics to fit browser window</li> </ul> </div>	
	File > Save as Web Page > Publish > Specify a Web Server > Set Web Options (optional) > Publish	N/A	

## PHOTO ALBUM

A **photo album** is a series of slides compiled from photographs inserted from your hard disk, scanner, digital camera, or Web camera

To accomplish this ↓	Use this menu ↓	(Or) button ↓
Create a photo album	Insert > Picture > New Photo Album  Select the location of the photos	
Set the sequence of pictures in an album	N/A	
Set brightness and contrast options	N/A	
Set layout and design options	N/A	
Change the Photo Album options	Format > Photo Album	N/A
Add a picture to an album	Format > Photo Album Insert Picture From >	N/A
Add captions	Format > Photo Album	
Delete a picture from an album	Format > Photo Album	
Save a photo album	N/A	