

Introduction to PowerPoint

Uses of PowerPoint 2003.....	1
The PowerPoint 2003 Screen and the “Views” Buttons.....	1
Normal View	2
Slide Sorter View	3
Notes Page View	3
Slide Show View	3
Handouts	3
Creating a New Blank Presentation.....	4
Two Ways to Create a New Blank Presentation	4
Accessing Placeholders.....	5
Accessing and Changing to Another Slide.....	5
Moving Between Slides.....	7
Deleting Slides.....	7
Editing Text	8
Using Backspace and Delete	8
Splitting Text on Two (2) Lines.....	8
Formatting Text.....	9
Two Ways to Format Placeholder Text.....	9
Formatting Characteristics to Use.....	9
Zoom View	10
Saving Your Presentation.....	11
Difference between Save and Save As.....	11
Exercise 1	12
Using the Outline View.....	13
Selecting Text and Slides	13
Showing or Collapsing Content.....	14
Rearranging Slides	14
Creating a Summary Slide	15
Show Formatting.....	15
Exercise 2	16
Using Slide Sorter View.....	18
Selecting Slides in Slide Sorter View	18
Moving/Rearranging Slides in Slide Sorter View.....	18
Copying Slides in Slide Sorter View.....	19
Editing Slides While in Slide Sorter View	19

Deleting Slides in Slide Sorter View.....	19
Using Notes Page View.....	20
Adding Slides.....	20
Two Ways to Edit the Actual Slide.....	20
Creating Notes.....	20
Using Handouts.....	21
Printing Handouts.....	21
Content and Design Templates.....	22
Content Templates.....	22
Exercise 3.....	24
Using Masters for Slides, Notes, and Handouts.....	25
Slide Masters.....	25
Notes Master.....	26
Handouts Master.....	27
Creating Headers and Footers on Slides, Notes and Handouts.....	28
Exercise 4.....	29
The Drawing Tools.....	30
The Toolbox.....	30
Using the Tools.....	30
The Adjustment Handle.....	35
Flipping and Rotating.....	35
Changing From One Shape to Another.....	36
Stacking Order.....	36
Labels.....	36
Copying.....	37
Duplicating a Shape.....	37
Working with Graphics Created in a Master View.....	37
Defaults.....	38
Setting Defaults.....	38
Exercise 5.....	39
Creating Diagrams.....	40
Choosing a Diagram.....	40
Adding Text to Your Diagram.....	41
Deleting a Shape.....	42
Deleting the Diagram.....	42
Changing the Diagram.....	42
Formatting the Diagram.....	43

Exercise 6	44
Setting Up a Show.....	45
The Basics of the Slide Show.....	47
Two Ways to Present the Show	47
Setting Transitions	48
Animation Schemes	49
Rehearsing Timings	49
Ending the Presentation Gracefully.....	51
Hiding Slides	51
Exercise 7	52
Annotating With the Pen and Using the Eraser.....	53
Using the Slide Show Toolbar.....	55
Printing in PowerPoint 2003	56
Using Page Setup	56
Using the Print Dialog Box	57
WordArt	59
Inserting WordArt	59
Appendix A: New Features in PowerPoint 2003.....	61
Upgraded PowerPoint Viewer	61
Package for CD Feature	61
Shortcut, Shift+F5	62
Added Pen Features	62
Improved Integration with Office Online	62
Research Task Pane and Thesaurus.....	62
Smart Tags	63
Tablet PC Support	63
Removal of Old Features	63
Appendix B: The Task Pane.....	64
The Task Pane	64
Appendix C: Applying an Existing Presentation to a Design Template	65
Appendix D: Creating a Custom Show	66
Appendix E: Spell Checker.....	67
Using the Spell Checker	67
Adding a Word to the Custom Dictionary	68
Appendix F: Find/Replace	69
Find.....	69
Replace.....	70

Appendix G: Using Artwork	71
Types of Artwork	71
Inserting Clip Art	71
Resizing, Moving, and Rotating Clip Art.....	76
Text Wrap	76
Appendix H: PowerPoint 2003 Keyboard Shortcuts	77
Appendix I: PowerPoint 2003 Drawing Toolbar	79