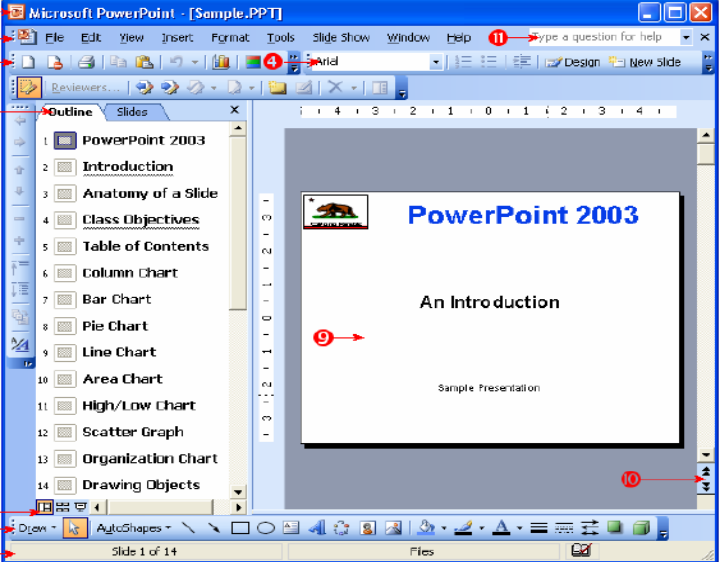

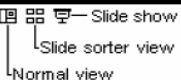











Powerpoint 2003 Reference Guide

Main Screen	Keyboard Shortcuts																																																																																						
 <p>The screenshot shows the Microsoft PowerPoint 2003 interface. Callout 1 points to the Title Bar, 2 to the Menu Bar, 3 to the Tool Bar, 4 to the Format Bar, 5 to the Outline pane, 6 to the View Icons, 7 to the Drawing Tools, 8 to the Status Bar, 9 to the current slide, and 11 to the Ask a Question box.</p>	<table border="0"> <tr><td>CTRL + A</td><td>Select All</td></tr> <tr><td>CTRL + B</td><td>Toggle Bold On & Off</td></tr> <tr><td>CTRL + C</td><td>Copy Selected Item</td></tr> <tr><td>CTRL + D</td><td>Duplicate Slide</td></tr> <tr><td>CTRL + E</td><td>Center</td></tr> <tr><td>CTRL + F</td><td>Find</td></tr> <tr><td>CTRL + I</td><td>Toggle Italics On & Off</td></tr> <tr><td>CTRL + J</td><td>Justify</td></tr> <tr><td>CTRL + K</td><td>Insert Hyperlink</td></tr> <tr><td>CTRL + L</td><td>Left Align</td></tr> <tr><td>CTRL + M</td><td>Insert New Slide</td></tr> <tr><td>CTRL + N</td><td>New Presentation</td></tr> <tr><td>CTRL + O</td><td>Open Existing Presentation</td></tr> <tr><td>CTRL + P</td><td>Print</td></tr> <tr><td>CTRL + R</td><td>Right Align</td></tr> <tr><td>CTRL + S</td><td>Save</td></tr> <tr><td>CTRL + T</td><td>Change Character Format</td></tr> <tr><td>CTRL + U</td><td>Toggles Underline On & Off</td></tr> <tr><td>CTRL + V</td><td>Paste from Clipboard</td></tr> <tr><td>CTRL + W</td><td>Close File</td></tr> <tr><td>CTRL + X</td><td>Cut Selected Item</td></tr> <tr><td>CTRL + Y</td><td>Repeat Last Action</td></tr> <tr><td>CTRL + Z</td><td>Undo Last Action</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>CTRL + SHIFT + C</td><td>Copy Format</td></tr> <tr><td>CTRL + SHIFT + F</td><td>Change Font</td></tr> <tr><td>CTRL + SHIFT + P</td><td>Change Font Size</td></tr> <tr><td>CTRL + SHIFT + V</td><td>Paste Format</td></tr> <tr><td colspan="2"> </td></tr> <tr><td>F1</td><td>Display Help</td></tr> <tr><td>F2</td><td>Select Text Box</td></tr> <tr><td>F4</td><td>Repeat Last Action</td></tr> <tr><td>F5</td><td>Display Slide Show</td></tr> <tr><td>F6</td><td>Move to Next Pane</td></tr> <tr><td>F7</td><td>Spelling</td></tr> <tr><td>F10</td><td>Display Menu</td></tr> <tr><td>F12</td><td>Save As</td></tr> <tr><td>ALT + F4</td><td>Close</td></tr> <tr><td>SHIFT + F1</td><td>Display ScreenTip</td></tr> <tr><td>SHIFT + F10</td><td>Display Shortcut Menu</td></tr> <tr><td>SHIFT + F12</td><td>Save</td></tr> <tr><td>CTRL + F1</td><td>Open Presentation</td></tr> <tr><td>CTRL + SHIFT + F12</td><td>Print</td></tr> </table>	CTRL + A	Select All	CTRL + B	Toggle Bold On & Off	CTRL + C	Copy Selected Item	CTRL + D	Duplicate Slide	CTRL + E	Center	CTRL + F	Find	CTRL + I	Toggle Italics On & Off	CTRL + J	Justify	CTRL + K	Insert Hyperlink	CTRL + L	Left Align	CTRL + M	Insert New Slide	CTRL + N	New Presentation	CTRL + O	Open Existing Presentation	CTRL + P	Print	CTRL + R	Right Align	CTRL + S	Save	CTRL + T	Change Character Format	CTRL + U	Toggles Underline On & Off	CTRL + V	Paste from Clipboard	CTRL + W	Close File	CTRL + X	Cut Selected Item	CTRL + Y	Repeat Last Action	CTRL + Z	Undo Last Action			CTRL + SHIFT + C	Copy Format	CTRL + SHIFT + F	Change Font	CTRL + SHIFT + P	Change Font Size	CTRL + SHIFT + V	Paste Format			F1	Display Help	F2	Select Text Box	F4	Repeat Last Action	F5	Display Slide Show	F6	Move to Next Pane	F7	Spelling	F10	Display Menu	F12	Save As	ALT + F4	Close	SHIFT + F1	Display ScreenTip	SHIFT + F10	Display Shortcut Menu	SHIFT + F12	Save	CTRL + F1	Open Presentation	CTRL + SHIFT + F12	Print
CTRL + A	Select All																																																																																						
CTRL + B	Toggle Bold On & Off																																																																																						
CTRL + C	Copy Selected Item																																																																																						
CTRL + D	Duplicate Slide																																																																																						
CTRL + E	Center																																																																																						
CTRL + F	Find																																																																																						
CTRL + I	Toggle Italics On & Off																																																																																						
CTRL + J	Justify																																																																																						
CTRL + K	Insert Hyperlink																																																																																						
CTRL + L	Left Align																																																																																						
CTRL + M	Insert New Slide																																																																																						
CTRL + N	New Presentation																																																																																						
CTRL + O	Open Existing Presentation																																																																																						
CTRL + P	Print																																																																																						
CTRL + R	Right Align																																																																																						
CTRL + S	Save																																																																																						
CTRL + T	Change Character Format																																																																																						
CTRL + U	Toggles Underline On & Off																																																																																						
CTRL + V	Paste from Clipboard																																																																																						
CTRL + W	Close File																																																																																						
CTRL + X	Cut Selected Item																																																																																						
CTRL + Y	Repeat Last Action																																																																																						
CTRL + Z	Undo Last Action																																																																																						
CTRL + SHIFT + C	Copy Format																																																																																						
CTRL + SHIFT + F	Change Font																																																																																						
CTRL + SHIFT + P	Change Font Size																																																																																						
CTRL + SHIFT + V	Paste Format																																																																																						
F1	Display Help																																																																																						
F2	Select Text Box																																																																																						
F4	Repeat Last Action																																																																																						
F5	Display Slide Show																																																																																						
F6	Move to Next Pane																																																																																						
F7	Spelling																																																																																						
F10	Display Menu																																																																																						
F12	Save As																																																																																						
ALT + F4	Close																																																																																						
SHIFT + F1	Display ScreenTip																																																																																						
SHIFT + F10	Display Shortcut Menu																																																																																						
SHIFT + F12	Save																																																																																						
CTRL + F1	Open Presentation																																																																																						
CTRL + SHIFT + F12	Print																																																																																						
<ol style="list-style-type: none"> 1 The Title Bar displays the name of the application and includes a pull-down menu with options for changing the window's size and placement. In the upper right corner are three buttons for minimizing, maximizing/restoring the window, and closing the application. 2 The Menu Bar contains the commands required to operate the program. Using the mouse, access any menu item by pointing to it and clicking the [LEFT] mouse button. 3 The standard Tool Bar is located on the third line and can be used to quickly perform functions without having to access the menu. If you point to a tool without clicking the mouse button, a brief description of the tool will appear. 4 The Format Bar contains the tools for customizing text and graphic objects. 5 Down the left side of the screen is the Task Pane. The tab labeled "Outline" displays a list of all of the slides making up your presentation. 6 Towards the bottom of the screen are the View Icons. 7 Below the view icons are the Drawing Tools which can be used to add or customize drawing objects on your slide. 8 At the very bottom of the screen is the Status Bar. This bar contains a slide counter to quickly move between your slides. 9 The current Slide is displayed in the middle of the screen. 10 The Previous/Next Slide buttons are displayed in the lower right corner of the screen – below the vertical scroll bar. 11 The Ask a Question box allows you to quickly access help by entering a simple question. 	<table border="0"> <thead> <tr> <th colspan="2" style="text-align: center; background-color: #f4a460;">Text Movement Keys</th> </tr> </thead> <tbody> <tr><td>CTRL + ←</td><td>Previous Word</td></tr> <tr><td>CTRL + →</td><td>Next Word</td></tr> <tr><td>CTRL + ↑</td><td>Beginning of Previous Paragraph</td></tr> <tr><td>CTRL + ↓</td><td>Beginning of Next Paragraph</td></tr> <tr><td>HOME</td><td>Beginning of Current Line</td></tr> <tr><td>END</td><td>End of Current Line</td></tr> <tr><td>CTRL + HOME</td><td>Beginning of Text Box</td></tr> <tr><td>CTRL + END</td><td>End of Text Box</td></tr> <tr><td>CTRL + ENTER</td><td>Moves to the Next Title</td></tr> </tbody> </table>	Text Movement Keys		CTRL + ←	Previous Word	CTRL + →	Next Word	CTRL + ↑	Beginning of Previous Paragraph	CTRL + ↓	Beginning of Next Paragraph	HOME	Beginning of Current Line	END	End of Current Line	CTRL + HOME	Beginning of Text Box	CTRL + END	End of Text Box	CTRL + ENTER	Moves to the Next Title																																																																		
Text Movement Keys																																																																																							
CTRL + ←	Previous Word																																																																																						
CTRL + →	Next Word																																																																																						
CTRL + ↑	Beginning of Previous Paragraph																																																																																						
CTRL + ↓	Beginning of Next Paragraph																																																																																						
HOME	Beginning of Current Line																																																																																						
END	End of Current Line																																																																																						
CTRL + HOME	Beginning of Text Box																																																																																						
CTRL + END	End of Text Box																																																																																						
CTRL + ENTER	Moves to the Next Title																																																																																						

Powerpoint 2003 Reference Guide

Basic Commands		PowerPoint Views	
Adding a New Slide	Click on  and select the layout for the new slide.		
Adding Notes	Access the View → Notes Page menu and then enter the notes you would like added to the current slide.		
Changing the Layout	<ol style="list-style-type: none"> 1 Select the slide to be modified. 2 Switch to the Slide Layout task pane. 3 Choose the new layout from the list provided. 	Normal Use this view to show the current slide and outline simultaneously.	
Copying an Item	<ol style="list-style-type: none"> 1 Select the item to be copied. 2 Hold down the [CTRL] key and drag the item to a new location. 	Slide Sorter Use this view to graphically view the entire presentation and quickly move, copy or delete slides.	
Creating a Presentation	Click on  to create a blank presentation or access the File → New menu to base the new presentation on one of PowerPoint's built-in templates.	Slide Show Switch to this view to run the animated slide show.	
Deleting an Item	Select the text or graphic item to be removed and press [DEL] .	Quick Tips	
Deleting a Slide	Switch to Slide Sorter view, select the slide to be removed and then press [DEL] or access the Edit → Delete Slide menu.	➤ To create a new presentation from slides in another file, click on  to create a blank presentation and then access the Insert → Slides from Files menu. You will be asked which file and then which slide(s) you would like this presentation to be based on.	
Finding Text	<ol style="list-style-type: none"> 1 Access the Edit → Find menu. 2 Enter the text you are searching for. 3 Click on  to locate each occurrence of the text you are searching for. 	➤ To create special text objects that use fancy effects and give your slide a more professional look, access the Insert → Picture → WordArt menu.	
Inserting Clipart	<ol style="list-style-type: none"> 1 Select the slide you want to add the clipart to. 2 Click on  (located on the Drawing toolbar). 3 Using the task pane, search for the category and then actual clipart item you want to insert. 4 Click on the picture to insert it on the current slide. 	➤ To assign an animation effect to text or a graphic object, select the slide containing the item(s) you want to animate and then access the Slide Show → Custom Animation menu. You will be able to choose which items and what animation effect you want to use.	
Moving an Item	<ol style="list-style-type: none"> 1 Select the item to be moved. 2 Click and drag the item to its new location. 	➤ You can send a presentation to another user for their input by accessing the File → Send to menu.	
Opening a File	Click on  or access the File → Open menu.	➤ To import text from Microsoft Word, run Word, open the document containing the text you want to import into PowerPoint and then access the File → Send to menu. Choose "PowerPoint" as the program you want to send the document to.	
Printing	Click on  or access the File → Print menu.	➤ To place an Excel chart on your slide, access the Insert → Object menu. Choose "Microsoft Excel Chart" as the object to insert and then select the name of the Excel file containing the chart.	
Resizing Objects	<ol style="list-style-type: none"> 1 Select the item to be resized. 2 Point to one of the four corner handles surrounding the object until you see a double-sided arrow. Click and drag to resize the object. 	➤ To customize the background of all slides within a presentation, access the View → Master → Slide Master menu and then customize it as desired.	
Running a Slide Show	Click on  or access the View → Slide Show menu.	➤ To add a hyperlink to an object on your slide, access the Insert → Hyperlink menu and then select the type of link to create.	
Saving a Presentation	Click on  or access the File → Save menu.		
Selecting Objects	Click on the  tool and then move to the edge of an unfilled object or the middle of a filled object and click the [LEFT] mouse button once. Hold down the [SHIFT] key and continue to click on objects to select multiple items.		
Spell Checking	Access the Tools → Spelling menu.		