

INSERT SLIDES FROM ANOTHER PRESENTATION

1. Open the target presentation
2. In the pane on the far left, click on the Slides tab
3. Select the slide below which you want to paste the used slide
4. Select the Home tab|Slides group|click on the drop down arrow of the New Slide icon
5. Click on Reuse Slides option from the drop down list
6. In the Reuse Slides window on the right, click on the Browse button to select the source presentation
7. Select the presentation file and click on Open
8. In the Reuse Slides window, the PowerPoint application will display the slides that are present in the Presentation file
9. Select the slide that you want to reuse
10. The slide now displays beneath the slide you selected on the Slides tab

CHANGE SLIDE ORIENTATION

1. Click on Design|Page Setup group|Page Setup button
2. The Page Setup dialog displays
3. Under the Orientation|Slides, click the option for Portrait
4. Click the OK button
5. All slides will now be in portrait layout

SET A TRIGGER

1. Click on the sound icon on the slide
2. Click on the Animations tab
3. Click Trigger|On Click on|whatever the correct picture may be that corresponds to the music file

EXPLORING SECTIONS

1. Sections are a powerful way to organize slide content into logical groups. These logical groups may be by topic, author, or product
2. Sections can be added at Home tab|Slides group|Section button|Add Section, or
3. By right clicking below an existing slide
4. Sections can be renamed at Home tab|Slides group|Section button|Rename Section, or
5. By the <F2> keyboard shortcut
6. They can also be deleted or moved up or down as noted above
7. Sections can be printed at File|Print|Settings|Sections
8. Sections cannot be set up as a Custom Slideshow

EXPORT TO MICROSOFT WORD

1. Open the presentation
2. Click File|Save & Send|Create Handouts|Create Handouts
3. A Send To Microsoft Word dialog displays
4. Choose either:
 - *Paste* to make a simple copy in Word, or
 - *Paste link* to enable automatic updating in the Word document
 - The *Paste Link* option is not available if you select Outline only
5. Click OK to close the box and create your document in Word

HELPFUL HINT

If your jump drive is full and you need more storage space, remove it from the USB port and shake vigorously for two minutes. (Gotcha!)

UTILIZING THE SLIDE MASTER

1. Open a blank presentation
2. Click the View tab|Master Views group|Slide Master
3. A blank slide master with the default, associated layouts displays
4. Create a layout, or customize an existing layout that meets your needs
5. Add or modify placeholders in your layouts
6. To remove any of the built-in slide layouts right-click each slide layout to be deleted
7. Click Delete Layout on the shortcut menu
8. Apply a design or theme-based colors, fonts, effects and backgrounds
9. To set the page orientation for all of the slides, on the Slide Master tab|Page Setup group|Slide Orientation|Portrait or Landscape
10. On the File tab, click Save As
11. In the File name box, type a file name
12. In the Save as type list, click PowerPoint Template
13. Click Save
14. On the Slide Master tab|Close group|Close Master View

USING NARRATIONS

- You can either record a narration before you run a slide show or record a narration during a slide show
- To record and hear a narration, your computer must be equipped with a sound card, microphone, and speakers
- Recording slide timings will also record the use of any triggers on your slide

RECORDING A NARRATION

1. When you are recording a narration, you can pause and resume recording any time
2. Click on the Slide Show tab|Set Up group|Record Slide Show
3. Select one of the following:
 - Start Recording from Beginning
 - Start Recording from Current Slide
4. In the Record Slide Show dialog, select the Narrations and laser pointer check box
5. If appropriate, select or deselect the Slide and animation timings check box
6. Click Start Recording
7. To pause the narration, in the Recording shortcut menu, click Pause
8. To resume your narration, click Resume Recording
9. To end your slide show recording, right click the slide
10. Click End Show
11. The timings are automatically saved

TO RECORD COMMENTS

1. In Normal view, click the slide that you want to add a comment to
2. On the Insert tab, in the Media group, click the arrow under Audio, and then click Record Audio
3. To record the comment, click Record, and start speaking
4. When you are finished recording, click Stop
In the Name box, type a name for the sound, and then click OK

CHANGING ACTION SETTINGS

1. Click on the View tab|Presentation Views group|Normal
2. Click the target picture, clip art, or button shape
3. Click on the Insert tab|Links group|Action
4. To change the behavior, in the Action Settings dialog, click either the Mouse Click tab or the Mouse Over tab
5. To choose the action, do one of the following:
 - To use the picture, clip art, or button shape without a corresponding action, click None
 - To create a hyperlink, click Hyperlink to, and the target
 - To link to a file created in another program, in the Hyperlink to list, click Other File
 - To run a program, click Run program|Browse|target program
 - To run a macro, click Run macro, and select the macro. The Run macro settings are available only if your presentation contains a macro and you must save it as a PowerPoint Macro-enabled Show
 - To perform an action, click Object action|desired action. The Object action settings are available only if it contains an OLE object
 - To play a sound, select the Play sound check box, and the target sound
6. Click OK

THE ANIMATION PAINTER

1. Open a slide containing the target objects
2. Select an object to which to apply an animation effect
3. Click on the Animations tab|Animation group|click on the target animation effect
4. Click on the object for which you applied the animation|click on Animation Painter under the Advanced Animation group on the Animations tab
5. The Mouse cursor switches to a Paint brush
6. Click on the target object
7. Repeat the above for each object
8. All the objects in the slide will exhibit a similar animation effect

CONVERT TO DVD

1. Open the completed presentation
2. Click the File tab|Save & Send
3. Select Package Presentation for CD
4. Click the Package for CD button.
5. Click Options for further packaging options and review them
6. Once you have made your selections, click OK
7. Click Copy to CD to go directly to CD
8. Insert a blank CD
9. Click OK to begin the packaging process

OUR FAVORITE ERROR MESSAGE

WinErr 079: Mouse not found - A mouse driver has not been installed. Please click the left mouse button to continue.

CREATING A CUSTOM SLIDESHOW

1. Open the target presentation
2. Click on the Slide Show tab|Start Slideshow group|Custom Slideshow
3. The Custom Shows Window displays
4. Click on the New tab
5. Now a new Window called Define Custom Show appears on the screen
6. Enter a name for your Custom Slideshow in the space provided
7. Select the slides to add to the Custom Slideshow
8. Click on Add Tab
9. The selected slides display on the right side
10. When completed, click on OK
11. Click on the Show tab to start a Customized Slideshow
12. Only the selected Slides display on the screen

SETTING THE SLIDE TIMINGS MANUALLY

1. In Normal view, click the target slide
2. Click on the Transitions tab|Timing group|Advance Slide
3. Select the After check box, and enter the number of seconds the slide is to appear on the screen
4. Repeat the process for each slide
5. If you want the next slide to appear either when you click the mouse or automatically after the number of seconds that you enter, whichever comes first, select both the On Mouse Click and the Automatically After check boxes

KEYBOARD SHORTCUTS

COMMAND	KEYSTROKE
Bold	Ctrl+B
Italic	Ctrl+I
Underline	Ctrl+U
Center	Ctrl+E
Left Align	Ctrl+L
Right Align	Ctrl+R
Justify	Ctrl+J
Normal	Ctrl+Space

FILE & DOCUMENT SHORTCUTS

COMMAND	KEYSTROKE
New	Ctrl+N
Open	Ctrl+O
Save	Ctrl+S
Print	Ctrl+P
Help	F1
New Slide	Ctrl+M

SLIDE SHOW SHORTCUTS

COMMAND	KEYSTROKE
Start Slide Show	F5
Advance Slide	N
Previous Slide	P
Go To Ac Slide	Slide #+Enter
Display Black Slide	B
Display White Slide	W
End Slide Show	Esc
Display Pen Cursor	Ctrl+P
Display Arrow Cursor	Ctrl+A

Compliments of
STARLIGHT EDUCATION
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