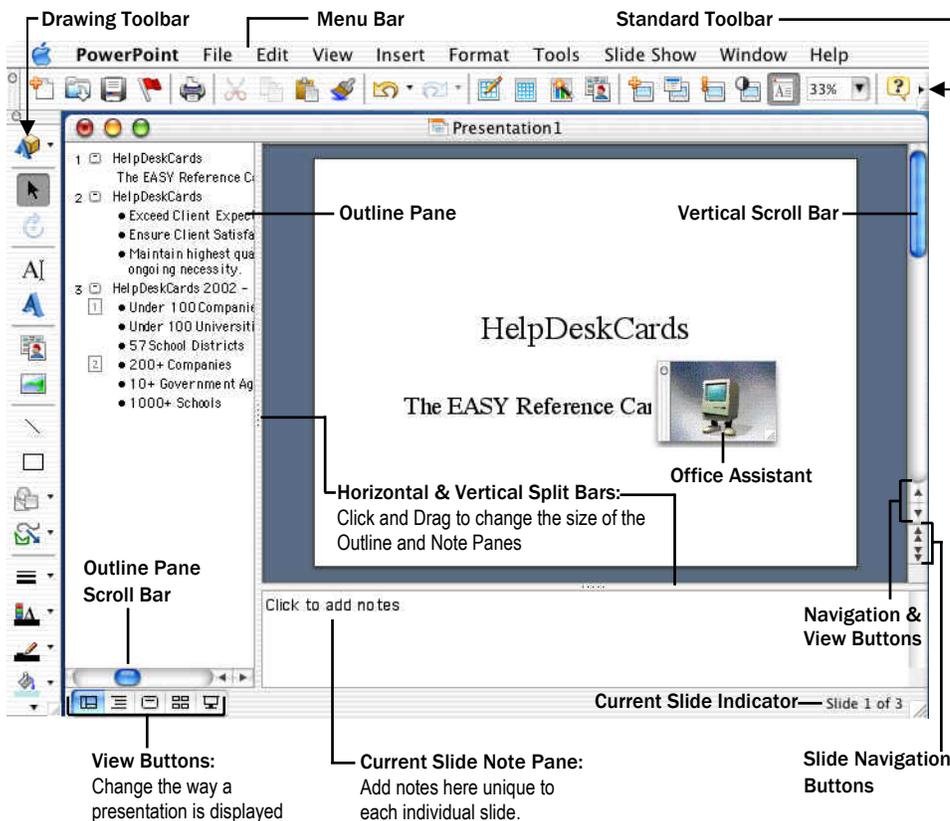


## PowerPoint X Screen At A Glance



## DeskCardHints

### PowerPoint Performance

**If Sharing Presentations with Windows Users:**  
Keep a few things in mind – use graphics that are common to both, such as GIF or JPEG; Use common fonts, such as Times New Roman, Arial and Helvetica; Avoid exit animations as earlier versions of PowerPoint in Windows doesn't support them, and use MPEG for your movie transitions, not QuickTime.

**Create a Self-Running Presentation.** Perfect for trade shows, family reunions, birthday parties, etc, any presentation can be set up to run automatically and restart when it's finished – or set up so the user steps through the presentation by using the mouse. To set up self-running presentation, take completed presentation and then Click Slide Show on the Menu Bar, Click Set Up Show, then Click "Browsed at a kiosk (full screen)" and Click OK.

**Easily Rehearse Automatic Timings.** Open presentation and Click Slide Show on the Menu Bar. Click Rehearse Timings to start the show in rehearsal mode. When enough time has elapsed, click on the screen to advance to the next slide. When the end of the slide show is reached click "Yes" to accept the timings (or "No" to discard).

**Insert a Soundtrack into a Presentation:**  
Open desired presentation. Click Insert on the Menu Bar, Point to Movies and Sounds and then Click "Sound from File." Locate the desired soundtrack and Click Insert. Click "Yes" when asked if sound should play automatically. On the first slide, make sure the sound icon is selected. Click Slide Show on the Menu Bar, Point to Animations and then Click "Custom". Click the Options tab and set desired preferences. To have sound play continuously, enter maximum value, 999, in the "Stop Playing After..." option box. Click OK.

### PowerPoint Appearance

**Prevent Notes from Displaying in Web Presentations.** When a presentation is saved as a Web page, the Notes Pane displays by default. To prevent it from being displayed, Open desired presentation. Click File on the Menu Bar, Click Save as Web Page and then Click "Web Options." In the Web Options dialog box, Click the Appearance tab. Clear the "Include Slide Notes" check box (and any other desired changes). Click OK. Then Click Save.

**View Notes in Preview:** Click File on the Menu Bar and Click Print. On the pop-up Menu Click Microsoft PowerPoint. On the Print What pop-up menu Click Notes, then Click Preview (headers and footers can also be checked here).

**Make Global Note Changes Easily** by making the changes to the Master. Click View on the Menu Bar, Point to Master, and then Click Notes Master. Insert Graphics, formatting, logos, etc. in every note.

## PowerPoint Views

The **VIEW** Menu offers different options for viewing a PowerPoint Document: Choose View by Clicking the appropriate View Button or by Clicking View on the Menu Bar to reveal this Menu:



**Normal** – Default View and has 3 Panes: The **OUTLINE** pane is on the Left, the **SLIDE** pane is on the right, the **NOTES** pane is just below the Slide pane. This is generally the best view to use while setting up a presentation as it provides maximum flexibility and overview of the document.

**Outline** – Enhances the Outline Pane to ease text editing.

**Slide** – This View shows slides individually, without the NOTES and OUTLINE panes that are in Normal View. Use the Scroll Buttons at the right side of the window to navigate slides.

**Slide Sorter** – Enables the user to quickly organize all slides in the presentation. Re-order the slides by Clicking the slide and dragging and dropping it to its new location. Numbered thumbnails of each slide appear in one window and allow user to add, delete and move slides from one position to another. This is the best view to assign transitions and rehearse timings.

**Notes Page** – Useful for both presenter and audience, as presenter can include note that will appear on pages under slides. Additionally, hard copy of presentations can be printed with blank lines to allow audience to take notes during presentation.

**Slide Show** – This View starts the presentation.

**Master** – This View creates a template that all slides in presentation will follow. Especially useful for personalizing presentation. The Sub-Menu has **Slide Master**, **Title Master**, **Handout Master** and **Notes Master**. *NOTE: Changes made here affect all slides in presentation.*

## Keyboard & Mouse Shortcuts

### Editing Shortcuts

Select All	<⌘> + <A>
Cut	<⌘> + <X>
Copy	<⌘> + <C>
Paste	<⌘> + <V>
Delete Left Character	<Delete>
Delete Left Word	<⌘> + <Delete>
Duplicate Object	<⌘> + <D>
Undo	<⌘> + <Z>
Redo	<⌘> + <Y>
Bold	<⌘> + <B>
Italics	<⌘> + <I>
Underline	<⌘> + <U>
Increase Font Size	<⌘> + <Shift> + >
Decrease Font Size	<⌘> + <Shift> + <
Center a Paragraph	<⌘> + <E>
Justify a Paragraph	<⌘> + <J>
Left Align a Paragraph	<⌘> + <L>
Right Align a Paragraph	<⌘> + <R>
Quit Application	<⌘> + <Q>
Cancel Action	<⌘> + <Period>
Remove Font Styles	<Control> + <Space>

### Presentation Shortcuts

Create New Presentation	<⌘> + <N>
Open Project Gallery	<⌘> + <Shift> + <P>
Insert New Slide	<⌘> + <M>
Copy Slide	<⌘> + <D>
Copy Slide (Notes View)	<⌘> + <Shift> + <D>
Open Presentation	<⌘> + <O>
Close Presentation	<⌘> + <W>
Print Presentation	<⌘> + <P>
Save	<⌘> + <S>
Find Text	<⌘> + <F>
Replace Text	<Control> + <H>
Spelling & Grammar	<F7>
Previous Screen	<Page Up>
Show / Hide Pointer	<A> or <=>
Cancel Action	<Esc>
Next Slide	<b>N, Space, Return, Page Down, ↓...</b>
Previous Slide	<b>P, Page Up, Delete, ←, ↑</b>
Display Black Screen	<B> or <Period>
Display White Screen	<W> or <Comma>
Stop/Restart Auto Show	<S> or <+>

## Presentation Tips

### When Doing a Presentation...

**Write or Draw (Annotate) on a Slide Show:**  
During the Presentation, Press <⌘> + <P> and then hold down the mouse button and draw on the slide.

**Use Meeting Minder:** To add reminders during a presentation. Press <⌘> + <A> and then click the button. Choose Meeting Minder and then add Meeting Minutes and Action items and then Click OK.

**Record a Voice-Over for a Presentation or Slide** by going to relevant slide and Clicking Insert on the Menu Bar and selecting Movies and Sounds. Click on Record Sounds... and – making sure your script is ready – Click the Record Button (you're your file). Once done, Click Stop and Click Save. To listen to the voice-over, go to Slide Show View and Click the Speaker Symbol on the Screen.

### PowerPoint Package

**Easily Transfer Presentation, Including All** linked files into one folder to put presentation on disk or over a network. Once presentation is done, Click File on the Menu Bar, then Save As. On the Format Pop-Up menu, click PowerPoint Package. Type the name for the new folder and Click Save. Any mounted disk or connected server can be chosen.

### PowerPoint Movies

**Saving a Presentation as a PowerPoint Movie** converts the file into a QuickTime Movie (.mov). Objects can also save individual text, graphics and objects on slides with the PowerPoint Movie so the file can be edited in PowerPoint X later. To save as a movie, finish desired presentation and Click File on the Menu Bar then Save As. On the Format Pop-Up Menu click PowerPoint Movie. Click OK.

## TheHelpDesk

**Quickly and Easily Create a Presentation** by using AutoContent Wizard. Launch PowerPoint and then, in the Project Gallery, Click AutoContent Wizard. When the Wizard Opens, choose the type of presentation desired. Set Presentation Properties by Clicking "Next" – including planned delivery method, if handouts will be used and basic setup of slides.



**Add Pictures to Liven a Presentation:** Click Insert on the Menu Bar and Select Picture. On the Sub-Menu choose Picture—then choose "Clip Art" to add from clipart Collection, "From File..." to add a picture from a mounted disk. Choose one of the other options to add a shape, art or import an image from another source. To format artwork, Click inserted picture and then Click Format on the Menu Bar and choose Picture.

**Presentation Compatibility (Windows):** When sending to someone who uses Windows, make sure to add ".ppt" to the end of the file name. Add extension by selecting "Append File Extension" in the "Save As" dialog box. You might instead save as a Web Page for added compatibility.

**Data Makes Presentations More Persuasive:** Easily insert Graphs and Charts several ways. If starting with a NEW presentation, select the "Text & Chart", "Chart & Text" or "Chart" slide from the NEW SLIDE menu. Choose desired Chart Type and then modify chart under Chart Options. Enter Data (similar to an Excel Spreadsheet). When finished choose "Quit & Return to Presentation. NOTE: Inserting chart/graph launches "Microsoft Graph".

**Send Presentation via E-mail:** Click File on the Menu Bar, and Click Send To, then Mail Recipient. Default E-mailing program will be launched and Presentation will be sent as attachment.

**Nudge An Object** by simply Clicking on the object and then using directional arrows on the keyboard.

**Custom Tailor Through Slide Master View:** Click View on the Menu Bar, then Master, then Slide Master. Use title bar to insert name/logo, etc. on every slide. Customize bulleted lists to follow same format throughout presentations.

**Using Transparent Colors to Enhance Slides:** Click on the picture that transparent background areas are desired. Click Set Transparent Color Icon on the Formatting Palette. If palette is not visible click Show/Hide Formatting Palette icon:

## Standard Toolbar At A Glance

