Microsoft PowerPoint Handbook

Microsoft® POWERPOINT®

Presentation Graphics Program

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Installing PowerPoint on Your Computer

Before getting to work, you need to install Microsoft® PowerPoint® on your computer. The PowerPoint Installer program does this for you.

System Requirements

To take full advantage of Microsoft PowerPoint, we recommend:

- System 7.0 or later
- 4 MB of memory
- Hard disk, plus one 3.5" 1.4MB drive

To take full advantage of color on the Macintosh:

- Color monitor and video card, if needed by your computer

Optional Equipment

- Extra memory
- Film recorder compatible with Macintosh

To Install PowerPoint

1 Make sure that your computer and your monitor are turned on and that you have closed any open applications.

Restart your computer and hold down the SHIFT key as your Macintosh restarts to turn off all INITs.

If you have virus protection software installed, make sure that it is deactivated. You can drag your virus protection software out of your System Folder to another folder and then restart your computer.

If you are installing from a network, make sure the Chooser is closed before running the Installer.

2 Insert the disk, "Disk 1 with Installer," into your floppy drive.

3 To install PowerPoint, double-click the Installer icon.

PowerPoint presents on-screen instructions for you to follow.

We suggest you completely install PowerPoint to take full advantage of PowerPoint's capabilities. Should you choose to install with options, select the options you want and follow the directions on-screen. You can always run the Installer again and install additional files if need be.

The Installer copies PowerPoint and its related files to the disk you designate.

More about installing PowerPoint

- **Make backup copies of your PowerPoint diskettes**—Store the originals in a safe place.
- **What's installed by the Installer program**—The Installer program installs the PowerPoint program and a number of additional files on your system. The program files include PowerPoint's speller and dictionary, sample files, and the program itself. The complete installation also includes templates and clip art. There's also a separate application called the PowerPoint Viewer that you can copy and give with copies of your presentation so others who don't have PowerPoint can see your presentation.

Hints

- **Send in your registration card**—Only registered owners receive Microsoft's total product support, including early notification of upgrades and technical assistance.

About This Handbook

PLEASE!!! Don't read this book from cover to cover!

If you're like most people, the last thing you want to do is spend hours (or days!) poring over another book of instructions on how to use a new application. Instead, you want to get right to work.

PowerPoint has a lot of sophisticated features that are explained in this handbook. But you may not need, or even want, to use all those features—particularly when you're getting started. Which is why you don't need to read this whole handbook from cover to cover.

We've repeated information in a variety of places and formats so you can find it in different ways. The steps in the Tutorial, for example, are repeated to some extent in *Part 3: Step by Step* but the explanations are more detailed. Likewise, some information is repeated in the menus section, where all of the menus and commands in PowerPoint are catalogued.

Why so much duplication? To make sure you can always find the answers to your questions.

Plus, not everyone looks up information in the same way. For instance, if you want to find out how to open a file and you're a menu kind of person, you might look up the *Open* command in the reference section to find the answer. Or, if you're more task-oriented, you might look for a heading such as Opening a Presentation That Already Exists in the Step by Step section. In both cases, you'd find what you're looking for.

Now, how do you want to start using PowerPoint?

If you have to get to work right away—Take a look at Jump Start (just turn the page), then follow the steps in *Chapter 3: Working with PowerPoint Basics*. Also take a look at the back cover of the book—it has lots of tips you'll want to keep close at hand. You'll be able to create a professional presentation in less than an hour!

If you like to start with the big picture—Start with *Part 1: Concepts,* which gives you the big picture. Here's where you're introduced to PowerPoint's key concepts and the ideas behind the product.

If you've never used presentation software before—You may be most comfortable beginning with *Chapter 2: Learning PowerPoint*, which is a Tutorial. It takes a little time but, in the long run, it's worth it. You learn PowerPoint in bite-sized, manageable chunks as you create a presentation. And you can start and stop as you wish.

If you want to get a feel for PowerPoint—Skim through this handbook, look at the illustrations, stop at the sections that grab your interest, and generally explore.

If you want to get some good ideas for presentations of your own—Take a look at the sample files and templates that come with PowerPoint.

About the Parts in This Handbook

Part 1: Concepts—contains a brief overview of key ideas and concepts that help you master PowerPoint. Once you get the hang of these concepts, you'll move through the step-by-step learning pretty quickly.

Part 2: Tutorial—has a series of small, bite-sized mini-lessons. As you learn, you make slides for a presentation that Christopher Columbus might have created to convince Queen Isabella and King Ferdinand to finance his adventure to the New World.

Part 3: Step by Step—explains how you do things using PowerPoint. You learn terms as you follow step-by-step instructions for each task. Supporting notes and hints follow the tasks to help you create presentations quickly and effectively.

Part 4: Menus—lists and explains all the menus and commands in order so you can find them when you need them. Here's where you'll find dialog boxes, too.

Part 5: Appendices—includes some short pieces on technical issues such as import filters.

Some Conventions We Used in Writing the Handbook

As you use the handbook, you'll find certain conventions we used to convey information.

- Keys on the keyboard appear in small capital letters. For example, the Option key is OPTION, and so on. The Command key appears as ⌘ in the text.
- When keys are to be pressed in combination, you'll see them connected by a +. For example,⌘+V means press and hold the ⌘ key while you press V.
- Commands you choose from the menus appear with initial capital letters and in italics. For example, we'll ask you to choose the *Change Shape* command from the Object menu.
- Buttons you click are also italicized. You'll find reference to the *Bullet* button on the Toolbar, the *Slide View* button, and so on.
- Tools you use begin with a capital letter. You use the Text tool to type and the Shape tool to draw common shapes, for instance.
- Text we ask you to type appears in bold. Here's a sample step asking you to type some text:

  1 Type the title for the new slide, **We Must Act Now**, and press RETURN.

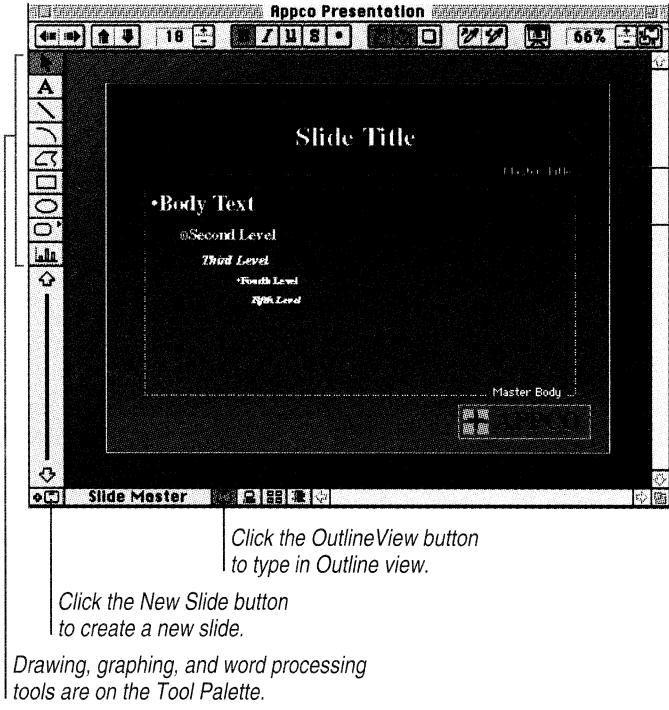
Jump Start

Open PowerPoint...

- Double-click the PowerPoint icon.

Type your content...

- Type directly into the placeholder Title and Body objects you see on the slide.
- Click the *New Slide* button for a new slide.
- Click the *Outline View* button to type your content in Outline view.

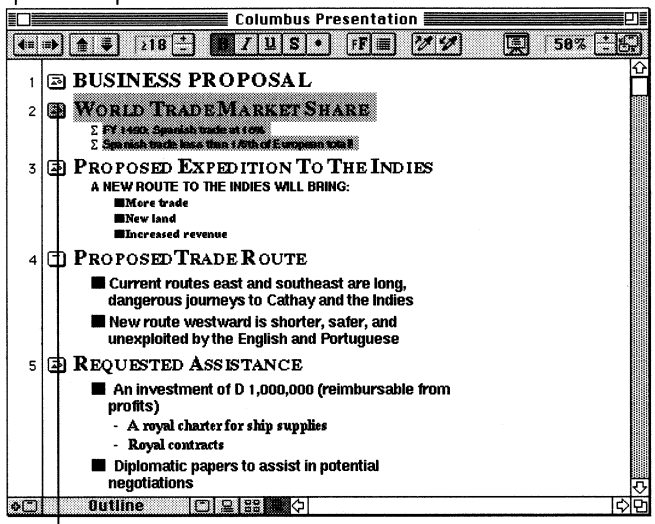


- Save your presentation often as you work.

Organize your slides...

- Use Outline view to move whole slides or move around individual bullet points within and among slides.

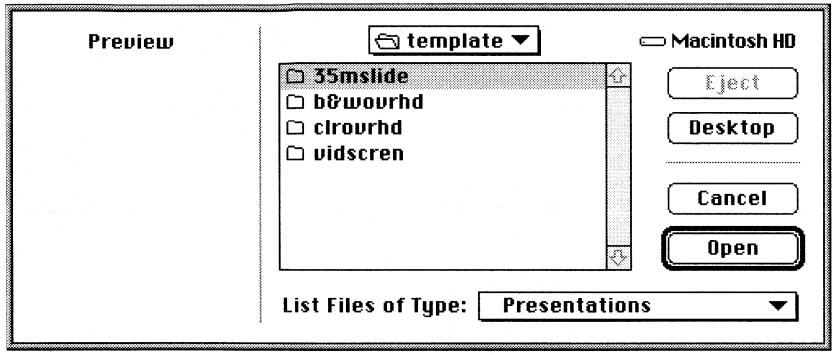
Use the Outlining buttons to promote or demote paragraphs and move them up or down one paragraph at a time.



Click and hold the slide icon and drag a slide to reposition it.

Make them communicate...

- Apply one of the 160 professionally designed templates that come with PowerPoint to your presentation using the *Apply Template* command in the File menu.

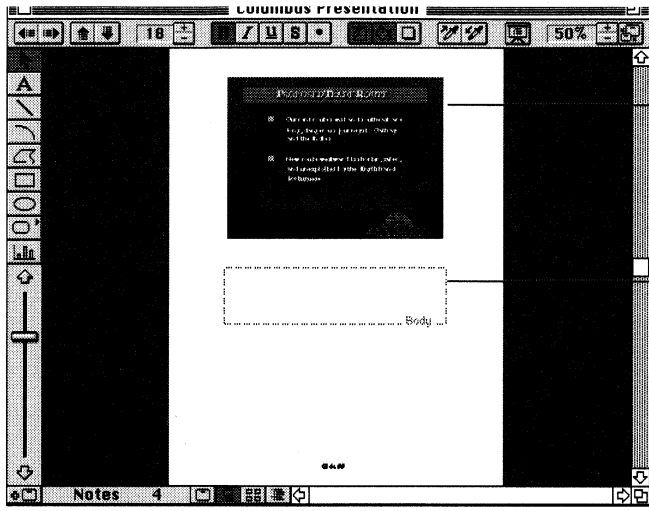


Select the folder for the kind of output you want, then choose the template.

- Customize the Slide Master and other masters (for Notes, Handouts, and Outlines) as necessary. Use PowerPoint's text and drawing tools to add such information as the name of your presentation, your own name, your company or product logo, etc.
- Add clip art and graphics to your slides. Use PowerPoint's powerful drawing tools or import existing art you created in other applications using the *Insert* command in the Edit menu.

Type your notes...

- Type speaker's notes as needed on the notes page that corresponds to the slide.



Print your presentation...

- Choose the presentation format using the *Slide Setup* command in the File menu.
- Choose *Print* from the File menu.

Give an on-screen slide show on your computer...

- Create builds and add transitions. To create builds, choose *Build* from the Slide menu. Then choose the special effects you want. To add transitions, choose *Transition* from the Slide menu. Then choose a transition from the Transition list or choose *Random* for assorted transitions.
- Preview your slide show by clicking the *Slide Show* button on the Toolbar.

Concepts

Introducing PowerPoint

The Benefits of PowerPoint—You're in Charge! 5
Working in PowerPoint 8
Understanding PowerPoint Views 10
Understanding the Tool Palette 12
Understanding the Toolbar 13
Understanding PowerPoint Objects 16
Understanding PowerPoint Colors 18
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The Benefits of PowerPoint—You're in Charge!

Whether you are making a formal presentation to a large audience using 35mm slides or a more intimate presentation in a small conference room using overheads, PowerPoint has the tools and capabilities you need to create a truly effective presentation. PowerPoint has it all—from an outliner to help organize your thoughts, to an on-screen slide show with special effects such as animated bullet points, to speaker's notes and audience handouts. PowerPoint even includes a separate application called the PowerPoint Viewer. You can include a copy of the Viewer along with a copy of your presentation so others can view it on-screen even if they don't own PowerPoint.

This chapter introduces you to the many benefits of working with PowerPoint. The chapter gives you a quick overview of what you can do in PowerPoint, followed by an introduction to PowerPoint's Tool Palette and Toolbar. You'll then find out about PowerPoint objects, the building blocks of all presentations. Next, you'll learn about color schemes, masters, and templates—three ways to create the look you want for your presentations.

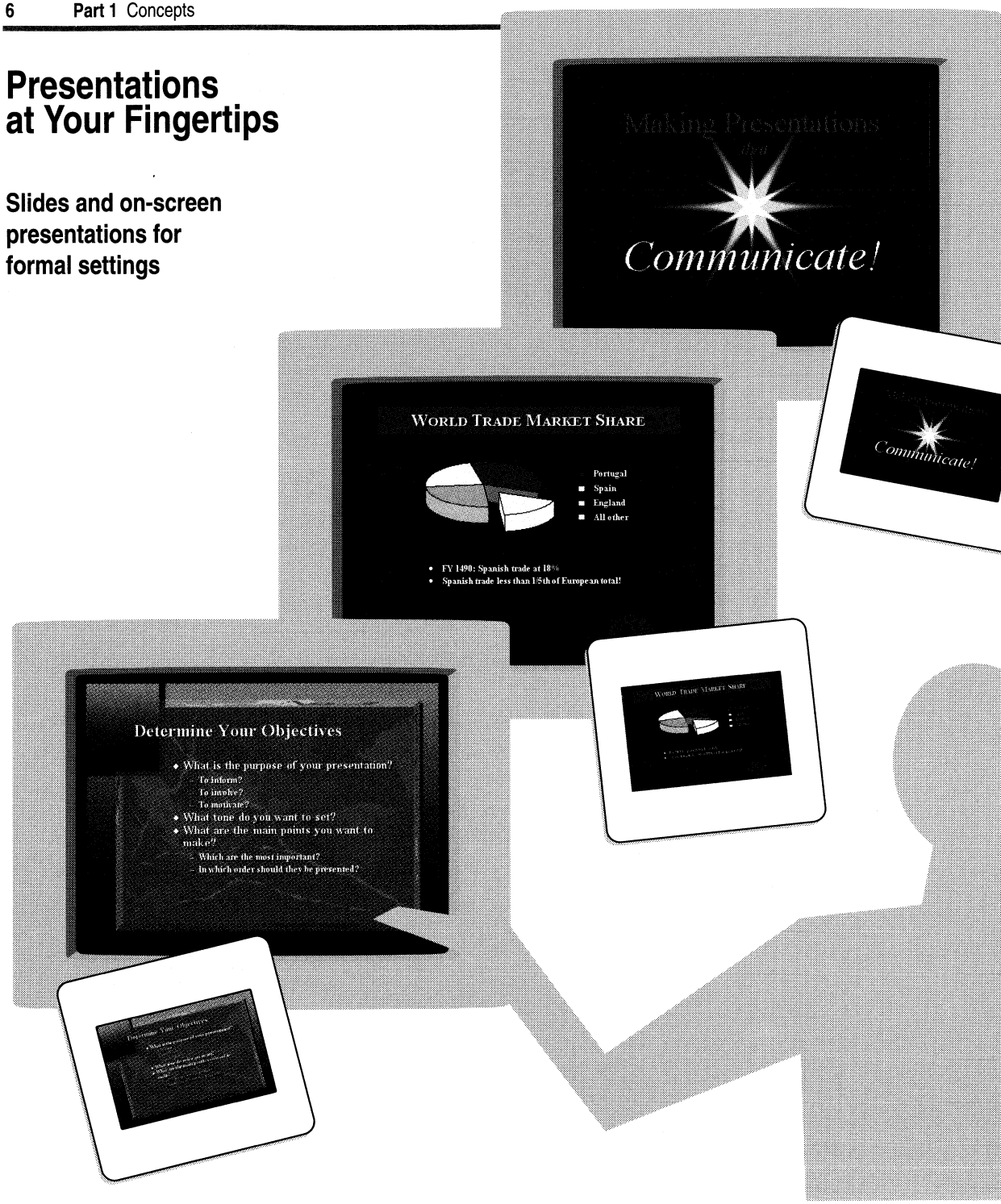
PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional-looking presentation—word processing, outlining, drawing, graphing, and presentation management tools—all designed to be easy to learn and use.

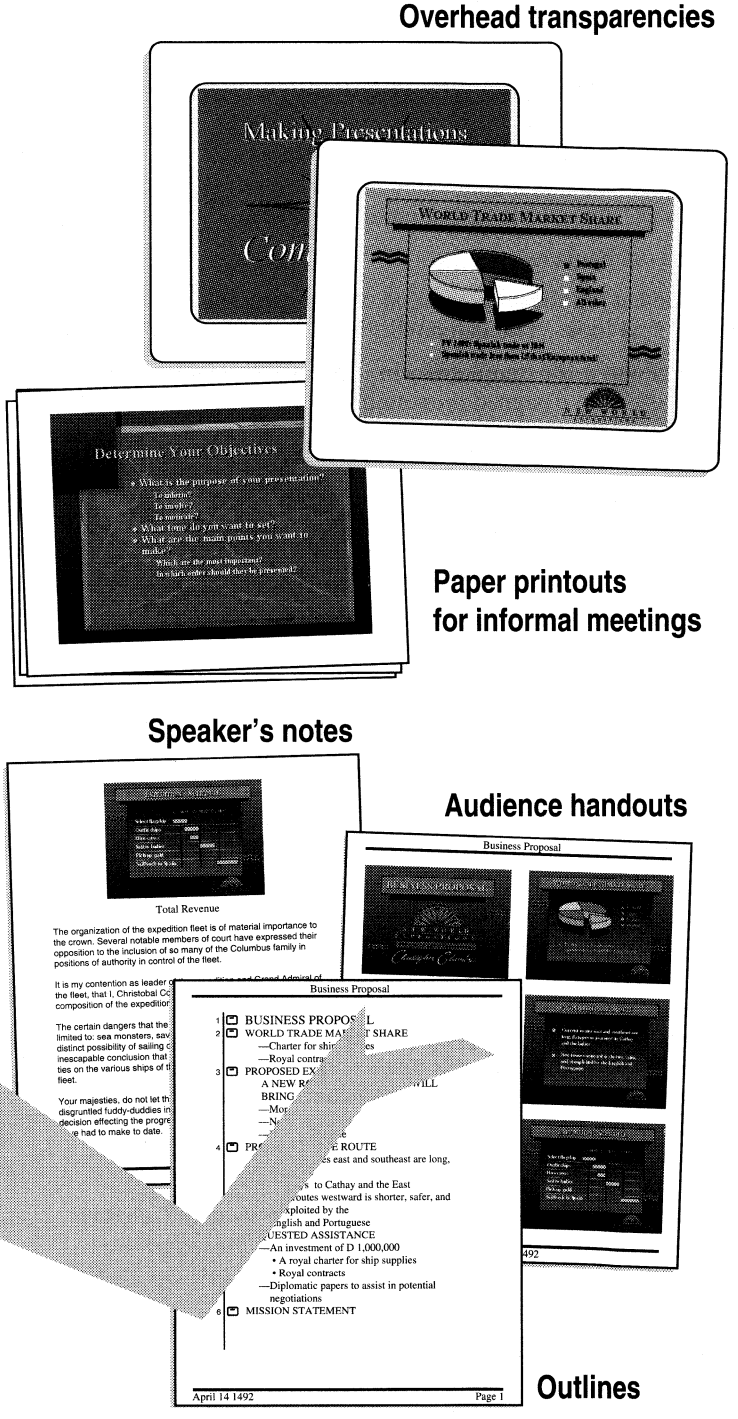
- You can present your slides as 35mm slides, overhead transparencies, and electronic presentations.
- In addition to slides, you can print audience handouts, outlines, and speaker's notes.
- You can format all the slides in a presentation using the powerful Slide Master.
- You can keep your entire presentation in a single file—all your slides, speaker's notes, and audience handouts.
- You can use what you create in other Microsoft products, such as Microsoft Word® and Microsoft Excel®, in PowerPoint.

All the tools and components you need are at your command and in your control.

Presentations at Your Fingertips

Slides and on-screen presentations for formal settings





PowerPoint's Power

- **PowerPoint takes care of the design—** You just provide the content. Type your content right on the slide or in Outline view, then apply a template to give your presentation a professionally designed look.
- **Lots of ways to present your content—** Print speaker's notes, overheads, handouts, and outlines; generate 35mm color slides or transparencies; give an on-screen slide show.
- **Uses information from other presentations *and* other applications—**PowerPoint automatically formats imported outlines so they look just like the content you type yourself.
- **Easy to arrange and rearrange slides—** See your slides laid out in order—rearrange them easily.
- **Color—**Choose from over 16 million colors and 5,000 specially chosen color combinations; use shaded backgrounds.
- **Drawing—**Use a full set of drawing tools to illustrate your concepts. Easily create diagrams with arrows, cubes, triangles, etc., and change from one shape to another without redrawing.
- **Graphing—**Create full-color pie charts, line graphs, bar charts, scatter diagrams, and more.
- **Word processing—**Create automatic bullet lists; combine words and images; use multiple fonts and type sizes; check spelling; find and replace text.

Working in PowerPoint

PowerPoint makes it easy to get the results you want

PowerPoint makes it easy to get fantastic results:

- **Step 1**—Start with your ideas.

  Type your content directly on slides, or in an outline if you prefer.

- **Step 2**—Make your ideas communicate.

  As you are creating the content for your presentation, you'll naturally want to enhance the way your material looks. You can do this by:

  - **Applying one of PowerPoint's 160 templates**—In just one step you can turn your ideas into a professionally designed presentation.
  - **Adding clip art**—PowerPoint comes with a gallery of clip art to give you top-of-the-line graphics.
  - **Creating graphs**—Turn your data into information by presenting it as a graph. You just click the Graph tool, type your data, and a graph is created.
  - **Creating diagrams and freehand drawings**—In addition to creating diagrams using shapes already created for you, you can draw freehand using the Freeform tool.

After creating your slides, all that's left to do is print and present! Your presentations scale automatically to look good at any size.

No graphic arts degree required

PowerPoint makes you, the presenter, an independent producer of your own high-quality presentations. Now you can work on your own timetable.

Don't worry about consistency in design and color. PowerPoint can help you. If you don't consider yourself a designer, just apply one of our templates to your presentation. And pick from among the thousands of color schemes available.

About Templates

With PowerPoint templates, you're guaranteed professional looking output. You have 160 templates at your fingertips offering designer formats and colors to try on your own presentation. Created by professional artists, the templates offer design choices in black and white as well as in color.

About Color Schemes

Just as PowerPoint's templates are created by graphic artists, so are its color schemes. PowerPoint guides you in selecting from among thousands of colors by suggesting accent colors that would especially complement your background and text colors. Of course, you can always mix and match your own colors if you prefer.

PowerPoint works with you

Here are some of the ways PowerPoint works with you as you create a presentation:

- PowerPoint is like a blank canvas—you can position every object wherever you want it on every page. You're not locked in to prescribed master formats that are hard to change.
- You have complete outlining capabilities (like Microsoft Word) and powerful, three-dimensional charting (like Microsoft Excel).
- PowerPoint's drawing capability supports you as you go from simple diagrams—such as drawing a rectangle—to the complex—such as drawing a freehand version of your logo. You have all the variety in shapes, lines, and other design elements you might want to use. And there's an extensive color clip art library you can customize using PowerPoint's drawing tools.
- You have control over your text—you pick the fonts, size, type style, and color you want. You can even shadow the text.

PowerPoint lets you leverage your work

PowerPoint lets you use your work from other applications as well as from other presentations. You no longer need to do everything (or anything) twice. If you have some data in Microsoft Excel, for example, you can paste it into PowerPoint—you don't need to retype the numbers. Or, if you created an outline for a presentation in Microsoft Word, no problem. Just insert it into PowerPoint and you not only have an outline, you also have slides!

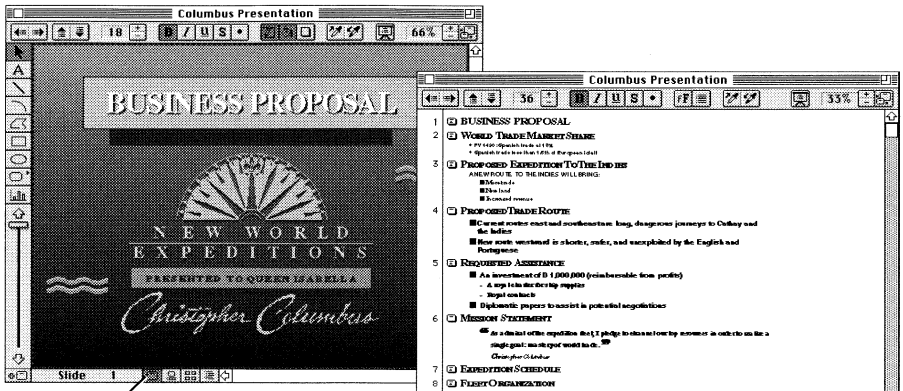
PowerPoint is a member of the Microsoft family

With Microsoft products, you get a predictable look on the screen as well as functions you've come to know and rely on. This compatibility makes PowerPoint easy to learn and to operate—you can anticipate how the program is going to look and act on-screen.

In PowerPoint, for example, you'll find that outlining works as it does in Microsoft Word. Charting is done just as it is in Microsoft Excel. You'll recognize dialog boxes like those in other Microsoft products. The tools and techniques you've already learned to use will come in handy.

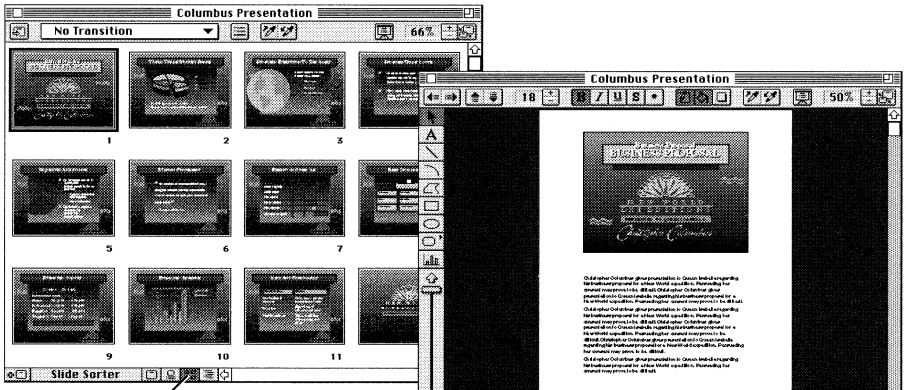
Understanding PowerPoint Views

PowerPoint gives you four views in which you create and organize your presentation:



Click the Slide View button to go to Slide view.

Click the Outline View button to go to Outline view.



Click the Slide Sorter View button to go to Slide Sorter view.

Click the Notes View button to go to Notes view.

PowerPoint's Views

As you create a presentation, you can switch among four views as you work:

Slide view—shows a single slide. In Slide view, you work on one slide at a time. Here, you can type your slide title and body, add other text to the slide, draw shapes, add clip art, choose a color scheme, make a graph, and so on. In Slide view, you have access to all the tools on the Tool Palette as well as buttons on the Toolbar (both are described in the next section). To work on other slides, you click the Slide Changer on the left of the Slide view window.

Outline view—shows you all the titles and body text in your presentation—plus, it's a fast way to create and organize a presentation. You just type your titles and body text one after the other and PowerPoint creates your slides. In Outline view, you can move slides around within your presentation, and move bullet points around within and among slides. Or you can promote (move up a level) and demote (move down a level) paragraphs in your outline. The Toolbar in Outline view controls how the outline is displayed and how it will print.

As you're creating the content for your presentation. you'll find that all blocks of text have outlining features, and you can use these features in all views. You can add or delete bullets, indent and unindent paragraphs, and rearrange paragraphs by dragging them—and you don't have to be in Outline view to do all this.

Slide Sorter view—shows you a miniature of each slide in your presentation. You can drag slides around on the screen to reposition them. Or you can set timing and transitions for an on-screen slide show. You can also select and copy multiple slides should you want to use them in other presentations.

Notes view—lets you create your speaker's notes. Each page corresponds to a slide in your presentation and includes a reduced image of the slide. You can draw and type in Notes view the way you can in Slide view.

To move to another view, choose from commands on the View menu or click the appropriate view button at the bottom of the PowerPoint window.

Each view has a corresponding master which is also accessible using items on the View menu and by clicking the view buttons. Each view button toggles between the view itself and its master:

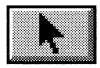
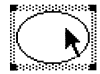
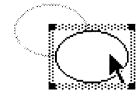
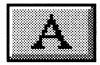
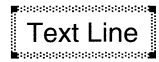
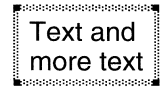
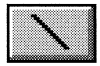
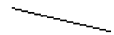
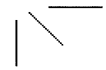
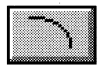
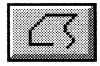
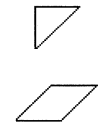
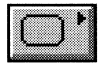
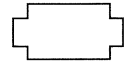
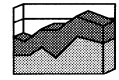
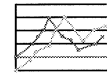
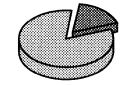
- **Slide View button**—toggles between Slide view and the Slide Master
- **Outline View button**—toggles between Outline view and the Outline Master
- **Slide Sorter View button**—toggles between Slide Sorter view and the Handout Master
- **Notes View button**—toggles between Notes view and the Notes Master

For more information about using PowerPoint's masters, see "Understanding PowerPoint Masters" later in this chapter.

Understanding the Tool Palette

PowerPoint comes with a powerful set of tools for drawing, graphing, and adding text to your slides. These tools are on the Tool Palette on the left side of the PowerPoint window.

Using the Tool Palette

Click this:	and do this:		or do this:	
 Selection tool	Click to select objects.		Drag to move objects.	
 Text tool	Click to create a caption.		Drag text box for wordwrapped text.	
 Line tool	Drag to create straight lines.		Drag + SHIFT for horizontal, vertical, or 45° lines.	
 Arc tool	Drag to create an arc.		Drag + SHIFT for a circular arc.	
 Freeform tool	Drag a freehand freeform. Drag then click a freeform combination. Double-click when done.		Click vertices for a polygon freeform. Click + SHIFT for horizontal, vertical, diagonal lines.	
 Rectangle tool	Drag a rectangle.		Drag + SHIFT for a square.	
 Ellipse tool	Drag an ellipse.		Drag + SHIFT for a circle.	
 Shape tool	Hold the Shape tool. Click a shape. Drag to draw.		Drag + SHIFT for a regular shape.	
 Graph tool	Drag a bounding box.			

Understanding the Toolbar

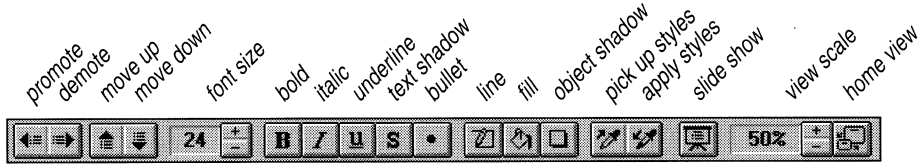
In addition to keyboard shortcuts for the commands, PowerPoint offers one-step access to commonly used commands through buttons on the Toolbar. Frequently used commands are right at hand when you're working in all views. The Toolbar appears toward the top of the PowerPoint window.

When you work with the Toolbar, you select the object you want to edit and click the tool's button. Default settings for the tool you choose are applied to the selected object. (A button is dark gray when it's on and light gray when it's off.) To change settings, use the commands on the menus. For example, when you first start PowerPoint, the default fill color is the same as the background color. To change the fill color, choose another color using the *Fill* menu command on the Object menu.

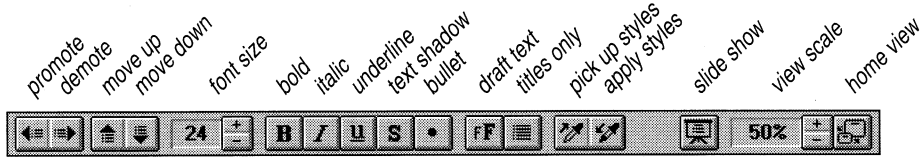
Buttons you use to format text (the *Italic* button, for example) and set object attributes (the *Object Shadow* button, for example) are on/off switches, or toggles. Click the button once to turn it on; click it again to turn it off.

Slide and Notes views use the same Toolbar. The Toolbars in Outline and Slide Sorter views have different options.

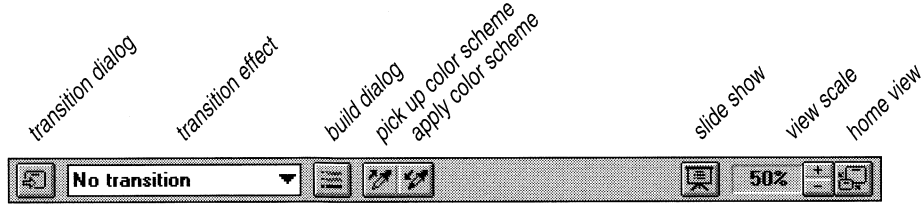
Here's what the full-size Toolbar for each view looks like on-screen. (Your window and screen size and view scale may mean that not all tools are visible.)



The Toolbar in Slide View and Notes View



The Toolbar in Outline View



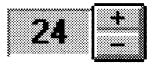
The Toolbar in Slide Sorter View

Using the Toolbar

Outline Buttons (Slide, Notes, and Outline Views and *all* Masters)

	Promote	Moves selected paragraph to the left and in doing so elevates the text in the outline hierarchy and gives the text the style of that higher level.
	Demote	Moves selected paragraph to the right and in doing so moves the text down a level in the outline hierarchy and gives the text the style of that lower level.
	Move Up	Moves selected text up a paragraph while maintaining its level in the outline hierarchy and therefore maintaining its text style.
	Move Down	Moves selected text down a paragraph while maintaining its level in the outline hierarchy and therefore maintaining its text style.

Text Formatting Buttons (Slide, Notes, and Outline Views and *all* Masters)

	Font Size	Increases or decreases the current font size using the *Plus* and *Minus* buttons. Works on mixed text sizes and styles.
	Bold	Makes selected text bold.
	Italic	Makes selected text italic.
	Underline	Applies an underline to selected text.
	Text Shadow	Applies a shadow to selected text.
	Bullet	Adds a bullet at the beginning of the selected paragraph.

Object Attribute Buttons (Slide and Notes Views and *all* Masters)

	Line	Applies a line around the selected object.
	Fill	Makes selected object opaque and fills it with the default fill color.
	Object Shadow	Applies a shadow to the selected object.

Format Outline Buttons (Outline View)

	Draft Text	Displays the outline as unformatted plain text.
	Titles Only	Collapses view of outline to show only slide titles.

Apply Style Buttons (All Views)

	Pick Up Style/ Color Scheme	In Slide, Notes, and Outline view, and all masters, copies all the attributes of the selected object; in Slide Sorter view, copies the color scheme of the selected slide.
	Apply Style/ Color Scheme	Applies the attributes that were copied using the *Pick Up* button; if none were picked up, applies PowerPoint's default attributes; if no object is selected, applies style to default.

View Buttons (All Views)

	View Scale	Clicking the *Zoom In* (plus) button increases the view size of objects; clicking the *Zoom Out* (minus) button decreases their viewing size. View buttons affect only the appearance of objects, not their actual size.
	Home View	Toggles between last view and the fit-in-window view size.

Slide Show Button (All Views)

	Slide Show	Runs a slide show starting from the currently selected slide.

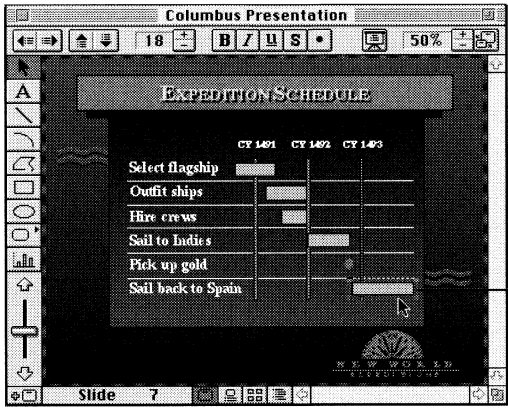
Slide Show Setup Buttons (Slide Sorter View)

	Transition Dialog	Produces the Transition dialog box in which you can set the transitions and timings for the selected slide in the presentation.
	Transition Effect	Specifies the selected transition effect from the drop-down list.
	Build Dialog	Produces the Build dialog box in which you can set options for "progressive disclosure" slides.

Understanding PowerPoint Objects

Objects are your building blocks when you create slides and pages in PowerPoint. The text you type, pictures you bring in from other applications, shapes you draw—these are all objects. To create a slide or page, you type into the Title and Body objects already set up for you, then use the text, drawing, and graphing tools to create objects. To change a slide or page, you make changes to the appropriate objects using the Toolbar, the Tool Palette, and the commands.

Because you can have lots of objects on a slide or page, you need to select an object to work on it. Selecting just means touching a visible object and clicking it so PowerPoint knows which object you're working on. When an object is selected, a gray selection box surrounds it. Once you've selected an object, you proceed to use the tools and menus at your disposal.



The selection box indicates the object is selected.

Moving an object is straightforward—just drag any part of the object you can see. Or select the object and then drag its selection box.

You can group objects together to create another object. For example, you might group together all the boxes and lines on an organization chart to create one object. Then you can move the chart around by dragging any of its boxes or lines.

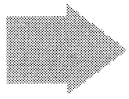
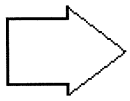
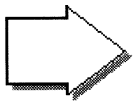
Objects have attributes. An attribute is a characteristic or property of an object. For example, if you draw a star, then fill it with color, the star is the object and the color fill is one of its attributes. To apply an attribute to an object (for example, to fill the star with color or to shadow it), you can use the commands on the menus or the corresponding buttons on the Toolbar.

Text can also have attributes. Some attributes can be applied character by character, others by paragraph. If you type a word then underline it, the underline is a character attribute of the text. Line spacing is an attribute that is applied to entire paragraphs. To apply a text attribute, drag to highlight the text and choose the attribute from the Toolbar or from the Text menu.

You can add text to an object created with a Shape tool; you can add a shape to an object created with the Text tool. If you're comfortable drawing, you may start with a shape and then add text as an attribute. Or, if you usually start with words, write your text and then add a shape to the text object as an attribute. It's all the same to PowerPoint.

In the chart that follows, you see what an attribute looks like when it's applied to a shape.

PowerPoint Object Attributes

	Shape with Fill attribute applied.
	Shape with Line attribute applied.
	Shape with Line and Shadow attributes applied.
	Shape with Line and Text attributes applied.

Understanding PowerPoint Colors

Here are some key ideas that will help you understand and use color easily and effectively in PowerPoint.

Aside... If you have a black and white Macintosh and have Color QuickDraw, you have full color capability. (If the *Color Scheme* command on the Slide menu is accessible, you have Color QuickDraw.)

About Color Schemes

PowerPoint gives you access to over 16 million colors. To make it easier for non-artists to deal with all the possibilities, PowerPoint uses color schemes. A color scheme is a coordinated set of colors chosen to complement each other and work together on-screen, on slides, and on printed output. When you use the *Color Scheme* command to assign colors to the various objects on your slides and notes pages, you can change the colors throughout your presentation merely by changing the color scheme.

Generally, when you think about a color scheme, the colors you are choosing are designed for:

Background—the color that appears behind all the other objects.

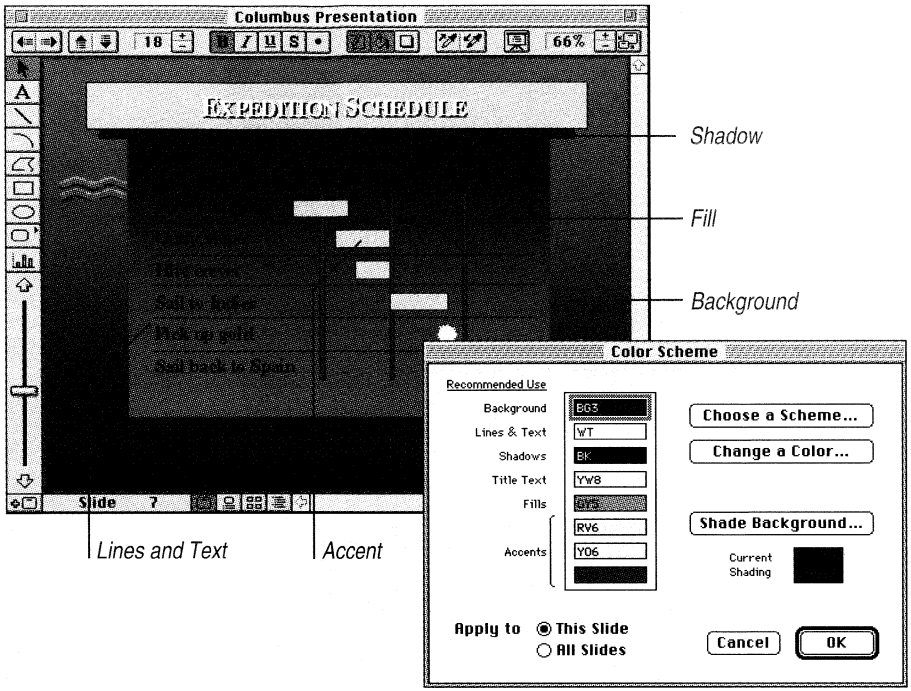
Lines and Text—the color of body text, text created with the Text tool, and the lines you draw (an arc, for example) and the frames you add to objects using *Line* from the Object menu.

Shadows—the color that appears when you shadow an object or text.

Title Text—the color of the text for the slide title.

Fills—the color that appears inside an object (a filled star, for example).

Accents—the colors you use in your graphs and to emphasize special commands on a slide.

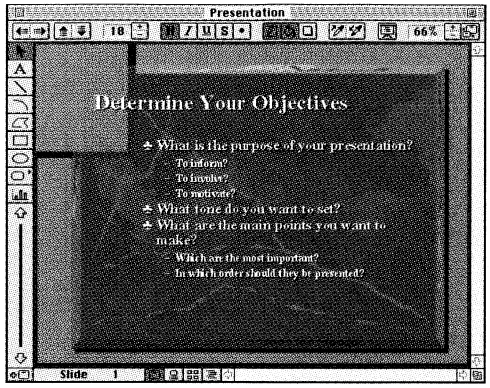


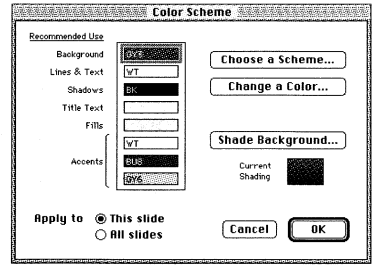
When you pick a color scheme, you pick the Background color, then the Lines and Text color. PowerPoint then presents you with sets of accent colors that will work well with the two colors you have chosen. Just select the set of accent colors you want to use.

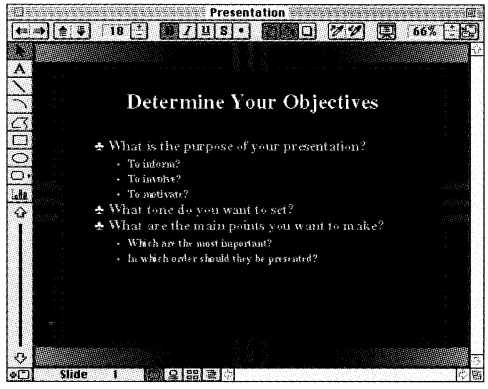
As you create your slides, use color scheme colors. Then, if you apply a different color scheme, all the colors will work correctly on your slides.

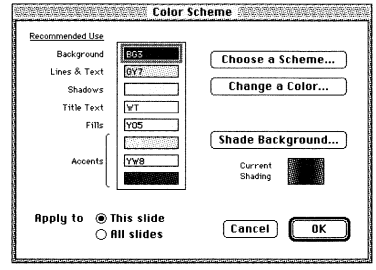
Sometimes you'll want a color to stay the same no matter what you do with the color scheme. In that case, choose a color using the Other Color option on the color submenus. Use an Other Color to color your logo, for example. Then you know your logo will always appear in the correct color no matter which color scheme you apply to your presentation.

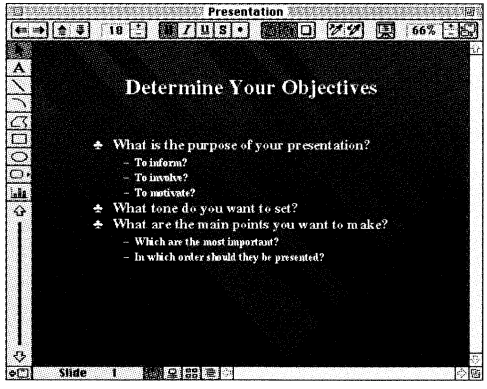
Here are some color schemes from the templates that come with PowerPoint:

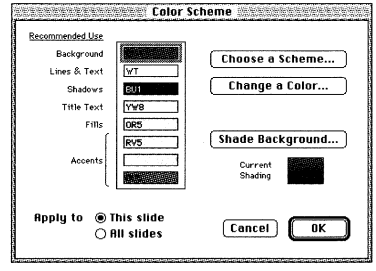












Understanding PowerPoint Masters

You use masters for objects that you want to appear on each slide or page in your presentation. With a master you only have to create common items once and PowerPoint will automatically include them on every slide or page. Some things are set up by PowerPoint (such as a place for slide titles and text) so you don't have to create them each time. Others you can add to a master (such as your logo or the page number stamp).

In PowerPoint, you have a master for each of the key components in your presentation—one for slides, one for your outline, one for speaker's notes, and one for audience handouts.

The one you'll work with the most is the Slide Master because you use it to "design" your slides. The Slide Master has boxes already set up for the slide title and text. They're called the Master Title object and the Master Body object. The format of these objects determines the way your text will look on each slide. You can always make slides look different from the Slide Master, but it gives you a consistent starting point.

If you want to add background items to appear on each slide (such as your logo), add these to the Slide Master.

Slides use the color scheme of the Slide Master, but individual slides can have their own color schemes. This way you can use different color schemes for different sections in your presentation.

Each master is flexible. You can move objects around (including the Title and Body objects), add art, add headings or labels, change colors, change fonts, and so on.

As you create a slide, you have the option of using or not using the elements from the Slide Master. You can use the Title object, the Body object, the background items, and the color scheme or not as you please on each slide. To change the entire presentation, change the format of the Slide Master. PowerPoint then changes all your slides accordingly. Any changes you make to the Title and Body objects on *individual* slides are remembered by PowerPoint as exceptions to the Slide Master—exceptions that only you can change. So if you later change the Slide Master or apply a template, PowerPoint applies the new format, and "remembers" all of your exceptions.

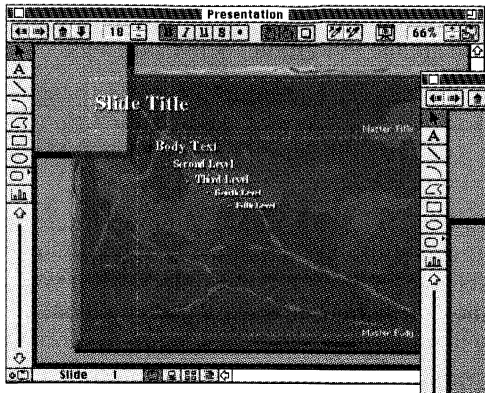
PowerPoint Templates

A template is a presentation containing PowerPoint masters and a color scheme. When you apply a template to a presentation, you are applying the master format of one presentation to another. Any presentation can be used as a template. PowerPoint includes 160 pre-designed templates to help you get started quickly. Applying a template to a presentation you are creating means most of the design work is already done—you can concentrate on the content and let PowerPoint take care of the "look."

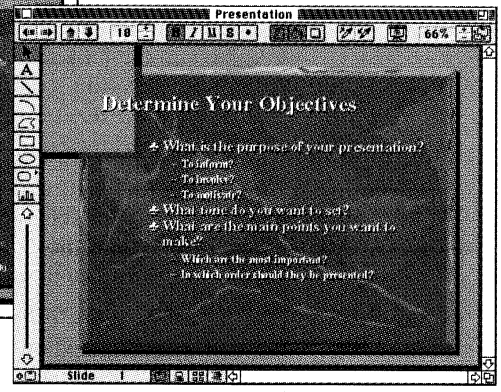
You can apply a template when you're just starting a presentation. Or you can work on a presentation for a while and apply a template later on. Either way, you get the design and colors of the presentation you select as your template.

The PowerPoint templates have been designed in "families"—for each design there is a version specially created to produce 35mm slides, on-screen slide shows, color overheads, and black and white overheads. To make it easy for you to find a template, templates are organized in groups and stored in folders according to the type of output for which they are designed. You can use a template from any group, and you can change templates at any time. Use a template from the 35mm slide group to create your slides; change to the black and white version of the same template for printing your slides on a printer for internal review. As you apply a template, the Apply Template dialog box shows a miniature slide so you can preview the template on-screen.

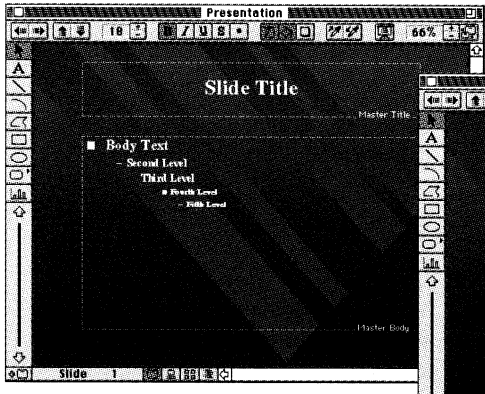
Here's how a slide looks using two different templates:



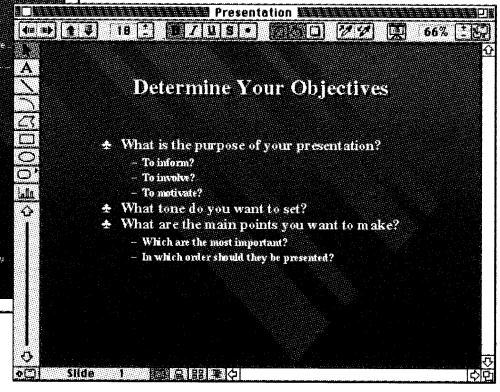
Slide Master



Resulting Slide



Slide Master



Resulting Slide

Understanding PowerPoint Defaults

When you open PowerPoint for the first time, you'll find initial settings are in place to get you started. These are the PowerPoint default settings.

There's nothing sacred about default settings. You can change the settings as you work to suit the look and style you prefer. And, if you want to change PowerPoint's default presentation, you'll find the "how to" information in *Chapter 5: Using PowerPoint Masters and Templates*.

Almost everything in PowerPoint has a default setting. There are default settings for working with objects and with text, for the size of the view in the window, for the tools, for the color scheme, and so on. For example, when you draw a line around an object using either the *Line* command or the *Line* button on the Toolbar, the color of the line is set so you don't have to fuss with it unless you want to. Or, when you type text in a shape, text is set to be centered.

Settings are indicated on the menus and in the dialog boxes in several ways:

- A diamond indicates a default setting;
- A bullet indicates an existing choice for a selected object, a chosen view, or an option in a dialog box; and
- A checkmark indicates a feature is turned on.

 — *Diamond*

 — *Bullet*

 — *Checkmark*

To change a default setting, you change the setting without selecting the text or an object. Here's an example showing how to change the default font for text you type using the Text tool and text attached to an object:

Aside... The initial format of the text in the Title and Body objects is controlled by the settings on the Slide Master.

1 Click the Selection tool.

2 Choose *Font* from the Text menu.

3 The font list appears.

Notice how, in this example, Helvetica has a diamond in front of it to show that it's the current default font.



4 Select the font you want to use as your default (for example, Times).

Now when you display the list of fonts, the diamond appears in front of the new font you selected.

Although there are lots of default settings, you'll probably not notice them very much. They're there so you don't have to make basic choices all the time. The most important thing to know about default settings—you can change them any time you want.

Hints

- **An easy way to change defaults**—Create an object that has all the attributes you want to use as defaults; select it; click the *Pick Up Style* button on the Toolbar; with no objects selected, choose *Apply to Defaults* from the Edit menu.

Tutorial

Learning PowerPoint

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Overview

This chapter contains a Tutorial—one way of learning how to use PowerPoint. If you're a new user and if you like to work on-screen as you learn, yet keep all the new information in bite-size, manageable chunks, the Tutorial is probably for you.

A special note... You use PowerPoint the same way you use most Macintosh applications. For example, some things you'll be doing in the Tutorial are clicking, double-clicking, dragging, using the scroll bar, and so on. If you're not yet comfortable doing these things, take a moment now and refer to the user's guide that came with your Macintosh.

How the Tutorial Is Organized

The PowerPoint Tutorial is designed to help you learn PowerPoint effortlessly in a brief time. You follow straightforward, step-by-step instructions to create new slides, draw, make a graph, use clip art, apply a template, and more. You can start and stop whenever you wish.

When you're creating a slide or modifying one, we show you what the slide looks like when you start and what it looks like when you finish. We include lots of screen shots showing you what the screen looks like at a particular moment.

The Tutorial is organized in mini-lessons. They're designed to be completed in sequence—but not necessarily all at one time! Generally, each mini-lesson introduces you to a task and summarizes the procedures you follow to do the task. Then you complete each step.

Each mini-lesson introduces you to one of PowerPoint's tools or techniques, which you start using right away. As you work, you'll create a presentation which you'll then print and show on-screen as a slide show.

How Long to Plan to Spend on the Tutorial

We know the Tutorial contains a lot of material! And we know each person reads and learns at a different rate. But, in general, each mini-lesson takes from five to 10 minutes. So, in an hour or two, you'll be creating your own presentations.

The first mini-lesson explains how to save the file you'll be working on and quit PowerPoint, so you can proceed at your own pace.

An aside... Lots of questions you may have about how to proceed will be answered as soon as you start the Tutorial. Once you've been through the first mini-lesson or so, you'll see how easy it is to follow along.

Let's get started.

Mini-Lesson 1
in which you get going

Starting PowerPoint

Here's how you start PowerPoint:

1 Start your computer.

2 Open the folder that contains PowerPoint.

3 Double-click the PowerPoint icon.

PowerPoint starts and a new file opens.

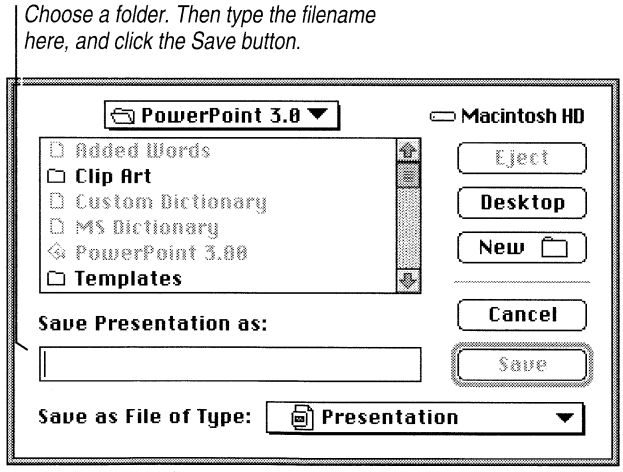
Note: PowerPoint must be installed before you can start it. Check the section, "Installing PowerPoint," in the front of this handbook.

Saving a Presentation

Whenever you're creating slides, it's a good idea to save your work on a regular basis. (Even though you haven't created any slides yet in this Tutorial, go ahead and save your file now—that way you can name it. We suggest you use the name My Tour. We'll refer to this name whenever we ask you to open the file later on.)

1 Choose *Save* from the File menu.

Because you're saving the file for the first time, the Save As dialog box appears:



2 Type the name of the file—**My Tour**— in the Save As box.

3 Click the *Save* button.

After you type the filename, you still have the option of cancelling the save process and starting over.

The file stays on the screen and the new filename, My Tour, appears in the title bar above the slide.

For Your Information: Quitting PowerPoint

You can quit PowerPoint any time you want. (You don't need to quit PowerPoint now—this information is for your use later on.)

1 Choose *Quit* from the File menu.

If you just saved your presentation, PowerPoint closes and you return to the desktop. You can continue working or shut down your system.

If you made changes to the file since you last saved it, PowerPoint asks you if you want to save those changes. Click the *Yes* button to save the changes and return to the desktop; click the *No* button to abandon the changes.

For keyboard lovers... If you like using keyboard commands, you'll find them on the menus next to the options.

Mini-Lesson 2
in which you create three slides

There are two main ways to create slides—in Slide view and in Outline view. In Slide view, you see one slide at a time as you type the text and draw the graphics. In Outline view, you see the content for all your slides as you create them.

The presentation you're going to create is one that you and your colleague, Christopher Columbus, will use to convince Queen Isabella to finance your new venture, called New World Expeditions.

Let's get started.

Creating a Slide in Slide View

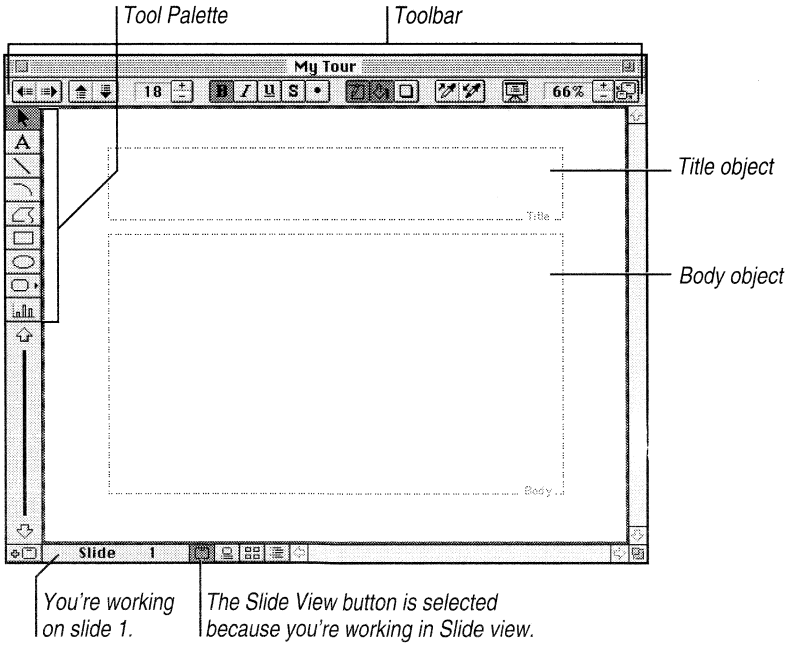
In this part of Mini-Lesson 2, you're going to:

- Give a slide a title, and
- Type a short bullet list (a list like this one in which the items are introduced by bullets).

It probably won't take you more than a couple of minutes to do this.

First, take a look at the new slide on your screen...

A new slide is already on your screen.



Type the title of the slide...

When a new slide appears, PowerPoint assumes you're going to type a slide title, so whatever you type will appear in the Title object.

1 Type the title of the first slide.

Here's the title:

We Must Act Soon

2 Click inside the Body object to select it. (This also deselects the Title object.)

Type the list of reasons for acting soon...

1 Make sure the Body object is selected. It should be surrounded by the selection rectangle.

2 Type the following short list, pressing RETURN as indicated:

Favorable Weather (Press RETURN)

Increase in Competition (Press RETURN)

Available Crew *(Don't* press RETURN)

Note: If you end up with an extra bullet, just position the cursor to the right of the bullet and press the DELETE key.

Notice how each item is preceded by a bullet (•) on the slide. That's because the *Bullet* button is selected. Here's how you turn it on and off.

3 Click to position the blinking insert point anywhere in a paragraph. Click the *Bullet* button on the Toolbar to turn it off, then on again so you can see the effect. The button appears depressed (it's a darker gray) when bullets are turned on.



Note: Clicking the I-beam cursor in a paragraph turns the bullet on and off for that paragraph only. Selecting a text object toggles all bullets for that object.

Experiment... When you turn the bullet off, PowerPoint reformats your bullet item so that it's a regular paragraph. Since you're working on a bullet list now, you want the *Bullet* button on. So, make sure the *Bullet* button is depressed.

4 Click away from the Body object to deselect it.

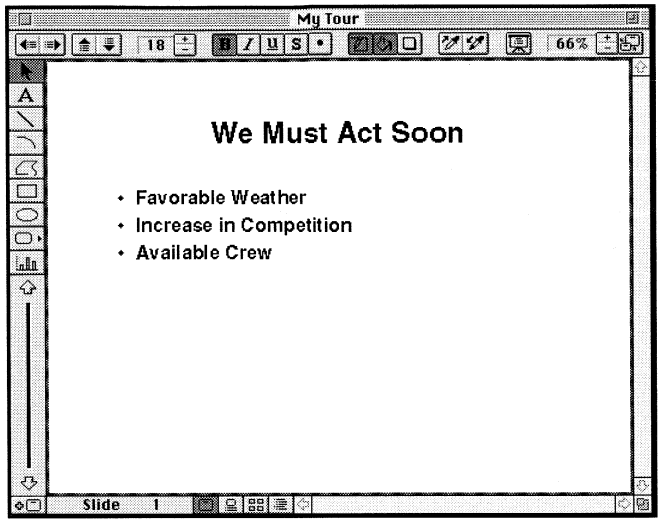
About selecting and deselecting... When a shaded outline appears around an object, whether it is text or a graphic, the object is *selected.* When you're ready to work on another object or use another tool, *deselect* the object. You deselect in a number of ways. Some of the most common are:

- Click outside the selection box or on some other object;

- If the slide window doesn't fill the screen, click on the border outside the slide window;

-Or-

- Select the arrow pointer.



Now let's switch to Outline view and make two more slides. Then you'll know how to create slides in both Outline and Slide view.

Creating Slides in Outline View

Outline view is a fast, straightforward way to create slides—and a way you'll probably use a lot.

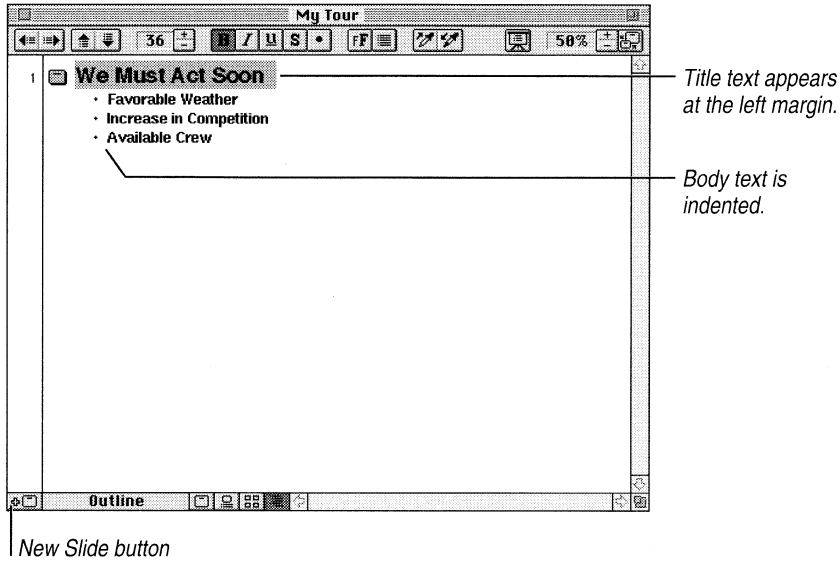
In this portion of the lesson, you're going to type titles and text for two more slides in Outline view. You'll also learn how to change outline levels using the buttons on the Toolbar.

First, choose Outline...

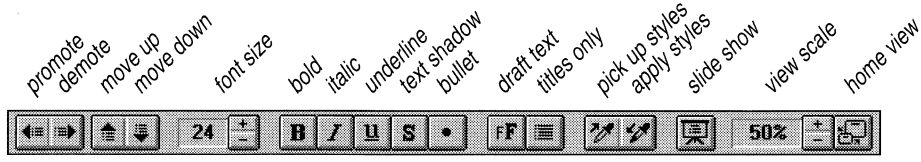
1 Choose *Outline* from the View menu.

Outline view lets you see your presentation in the form of an outline. A slide icon appears to the left of each title. Body text is indented at least one level.

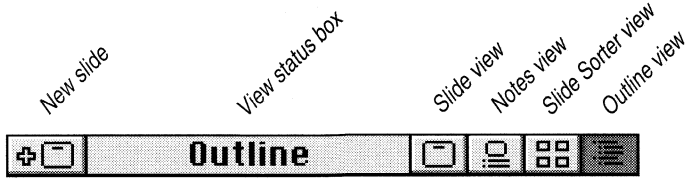
When you work in Outline view, the screen looks like this:



The Toolbar in Outline view has all of these tools for you to use:

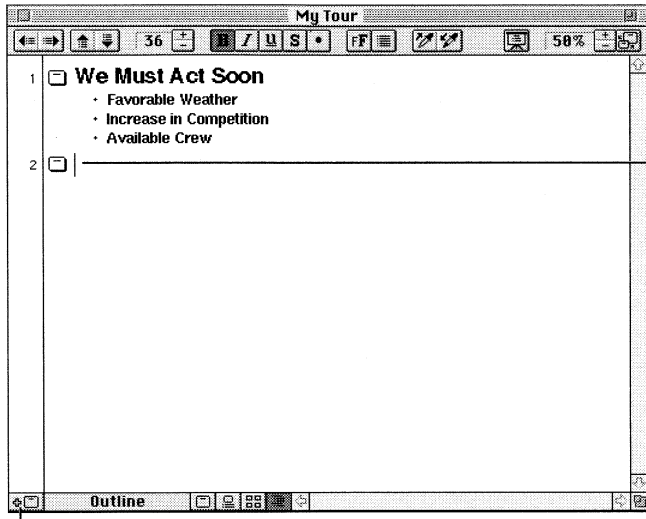


The View buttons appear at the bottom of the window, just as they do in Slide view:



Now type the title and the body for the next slide...

1 Click the *New Slide* button.

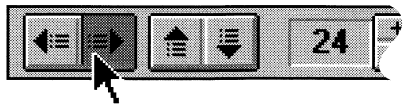


2 Type the title of the slide and press RETURN:

Expedition Plan (Press RETURN)

When you press RETURN in Outline view, PowerPoint moves to the next line *and* keeps you at the same outline level in which you were working (in this case, since you are at the title level, PowerPoint presents the new slide icon and is ready for you to type a new title).

3 Click the *Demote* button to indent, or demote, a level in the outline.



A keyboard shortcut... To move *in* a level, move your cursor to the beginning of the line and press TAB; to move *out* a level, press the SHIFT+TAB key combination.

4 Type the two bullet items shown below.

Here is the first bullet item to type:

Prepare a fleet of three ships (Press RETURN)

You don't need to type the bullets. As you type the words, bullets automatically appear because that's how the Master Body has been defined.

Note: When you press RETURN, the cursor remains at the same outline level. When you press OPTION+RETURN, you move between the title and the body or the body and the title of a new slide.

Now type the second bullet item and then, this time, press OPTION+RETURN, which makes a new slide in Outline view.

Hand-select a staff of able officers and sailors (Press OPTION+RETURN)

The slide icon appears. You're ready to create the third slide. Of course, if you press RETURN instead of OPTION+RETURN, the bullet point appears at the same level as the previous point. To make this point the title of a new slide, put the cursor anywhere in the text and click the *Promote* button.

Now type the title and body text for the third slide...

1 Type the following title and press RETURN:

Benefits to Spain (Press RETURN)

2 Press TAB to indent one level on the outline.

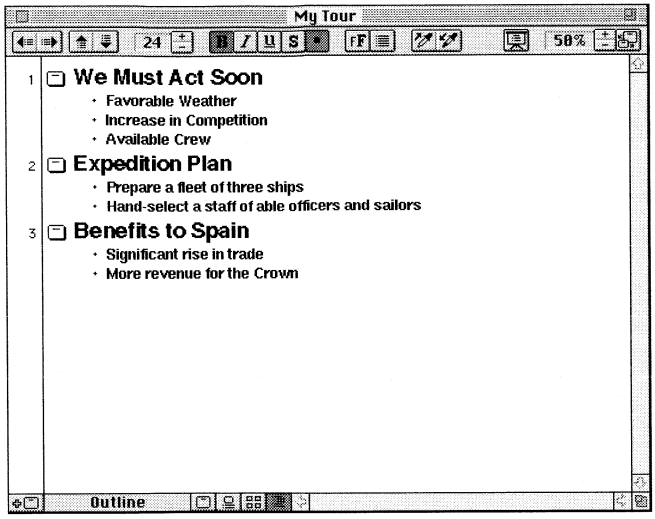
Now type these bullet items the same way you typed the bullet items above:

Significant rise in trade (Press RETURN)

More revenue for the Crown (*Don't* press RETURN)

You've typed the last item in your list.

Aside... If you end up with an extra bullet on a slide, delete it by positioning the cursor to the right of the bullet, then pressing the DELETE key. Don't worry if your slides don't look exactly like the ones we show in this handbook—what's important here is learning how to use PowerPoint.



Practice saving your work...

Now that you've created three slides, let's save your presentation.

▶ If you've already saved the file and named it My Tour, choose *Save* on the File menu.

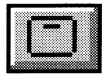
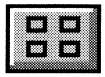
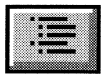
If this is the first time you're saving the file, type My Tour in the space provided for the filename and click the *Save* button.

Your file stays on the screen. More information on saving files appears at the beginning of this chapter. Refer to it now if you need to.

Then review your work in Slide view...

As you've probably figured out, the buttons at the bottom of the PowerPoint window let you switch among the four views. In the order in which they appear in the window (left to right), they are:

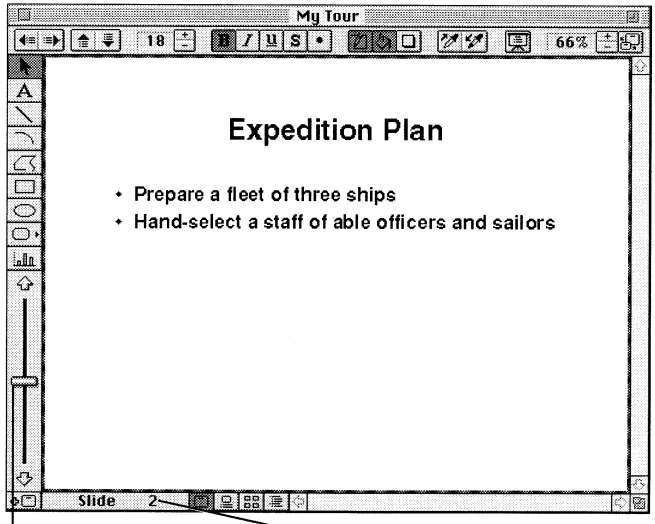
View buttons

	Slide view shows you each slide, one at a time. You can also use this button to go between Slide view and the Slide Master.
	Notes view shows you the speaker's notes page for the slide you are working on. You can also use this button to go between Notes view and the Notes Master.
	Slide Sorter view shows you all slides in a presentation in miniature form as though you are looking at them on a light table. Use this button to go between Slide Sorter view and the Handout Master.
	Outline view (the view in which you have been working) lets you see all slides on the screen listed in order by slide number, much as they would appear in an outline. This button goes between Outline view and the Outline Master.

Follow the steps below to switch back to Slide view and look at the slides you just created in your outline. In Slide view, you can see how the Title and Body objects appear on the slide.

▶ Double-click the slide icon for slide 2. (As you position the pointer over the icon, the pointer changes to a four-headed arrow.)

The slide called "Expedition Plan" appears in Slide view.



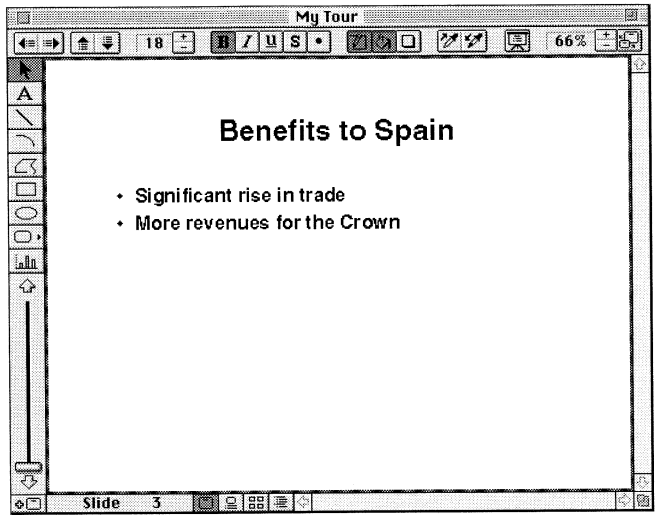
Using the Slide Changer to Move from Slide to Slide

You use the Slide Changer to move among the slides in your presentation while in Slide view.

The Slide Changer on the lower left of the window works like a scroll bar. Drag the lever to move ahead or back more than one slide at a time. Or click the down arrow on the Slide Changer to view the next slide; click the up arrow to view the previous slide.

▶ Click the down arrow on the Slide Changer once to view the third slide, "Benefits to Spain."

The slide appears on the screen. The View Status box changes to show that slide 3 is displayed.



Reordering Slides in Slide Sorter View

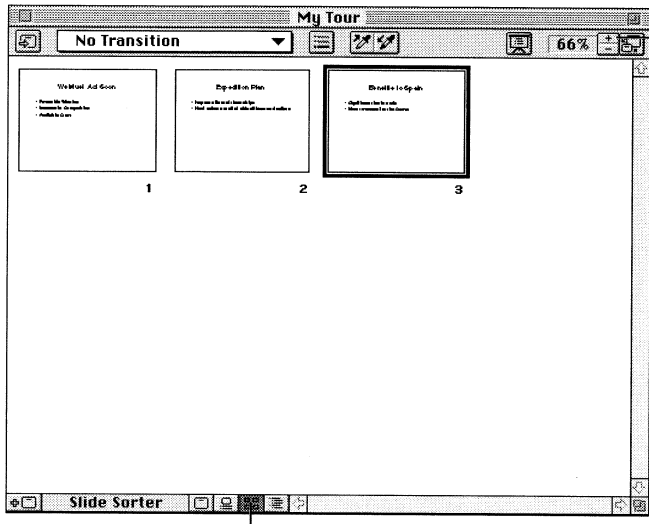
The next view you'll be working in is Slide Sorter view. This view is handy for previewing your presentation much as you would look at slides on a light table. Slide Sorter view also makes it easy to reorder your slides.

Here, you're going to move the slide titled "We Must Act Soon" so that it's in front of the slide titled "Benefits to Spain."

First, switch to Slide Sorter view...

▶ Click the *Slide Sorter View* button at the bottom of the window.

All three slides appear in miniature on the screen.

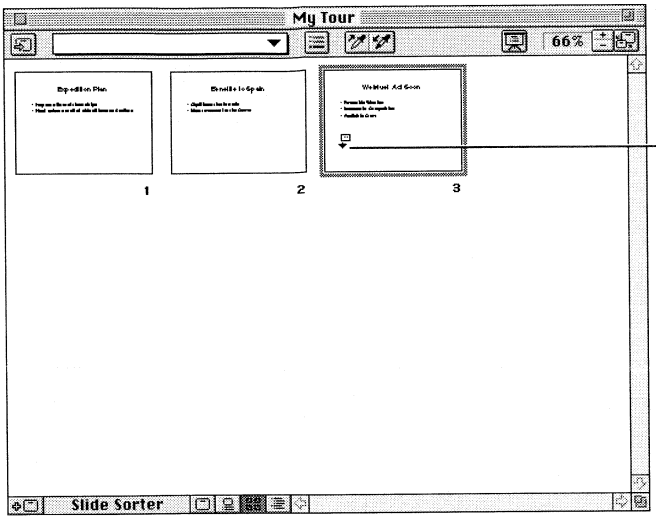


Aside... If you want to enlarge the view so you can see more detail on the miniatures, click the *Zoom In* (+) button. The larger the scale, the fewer slides you see at one time.



Next, move the slide titled "We Must Act Soon"

▶ Click and hold down the Pointer tool on the slide "We Must Act Soon." Drag the slide icon that replaces the Pointer tool so that it's in back of slide 3, "Benefits to Spain." Then release the mouse.



Note: Slide numbers appear below each miniature slide in Slide Sorter view. When you set the timing for a slide show, the timing also appears below each miniature in Slide Sorter view—more on this later.

Let's save your work again...

It's a good idea to save a file regularly.

▶ Click the *Slide View* button to return to Slide view, then choose *Save* from the File menu.

PowerPoint saves the latest version of your presentation and leaves the file open so you can continue working.

Consider whether you want to take a break...

You've concluded the second mini-lesson and created three slides. If you're ready to do more, just continue on. Or take a break and come back to Mini-Lesson 3 later on. To quit PowerPoint:

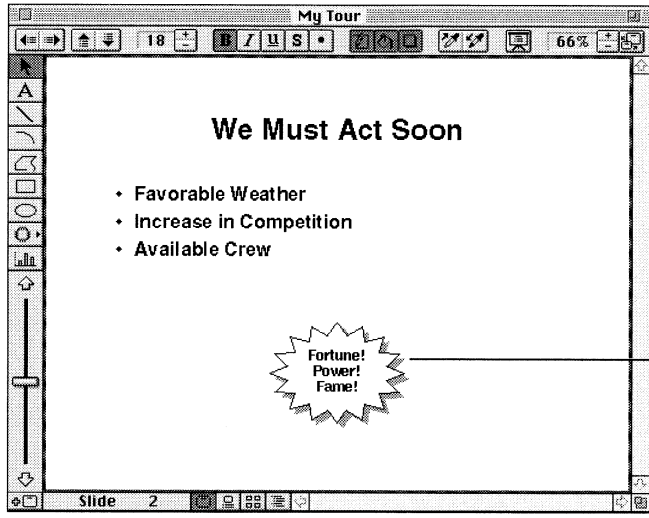
▶ Choose *Quit* from the File menu.

Mini-Lesson 3
in which you learn how to use the drawing tools

In Mini-Lesson 3, you'll learn how to use some of the drawing tools. You'll draw a starburst on a slide, shadow it, and add some text for emphasis. You can expect to spend around five minutes on this mini-lesson.

If you closed your file, double-click the filename, My Tour. The file opens and the view you were working in when you last saved the presentation appears on the screen.

Let's begin Mini-Lesson 3 by adding some art to this slide. When you finish, the slide will look like this:



Drawing a Starburst

First, find the slide...

If the slide "We Must Act Soon" is already on the screen, skip this step.

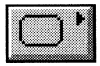
To find the slide:

- If you're in Slide Sorter view, double-click the slide you want.
- If you're in Slide view, drag the Slide Changer until Slide 2 appears in the View Status box.
- If you're in Outline view, double-click the slide icon or number.

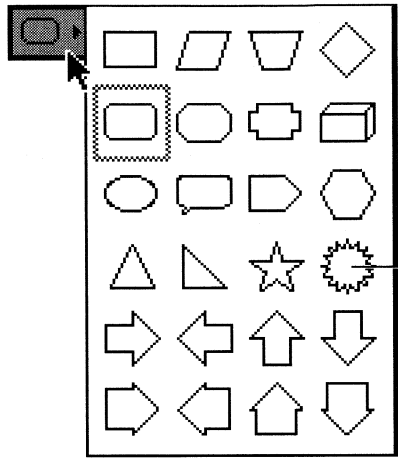
Now use the Shape tool to draw a starburst...

PowerPoint has a master drawing tool called the Shape tool. Once you select the tool, you have access to a submenu of shapes.

When PowerPoint first opens, the Shape tool looks like this:



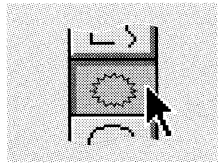
1 Click and hold the Shape tool to display the submenu of drawing shapes.



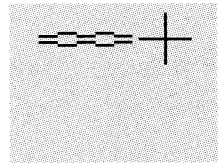
2 Drag to the starburst to select it, then release the mouse button.

The Shape tool symbol on the palette changes to a starburst.

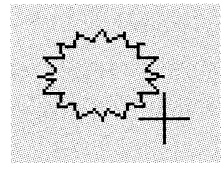
3 To draw a starburst, drag the Shape tool all in one move as illustrated below.



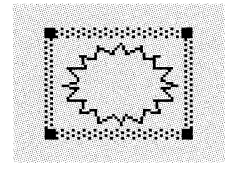
Click the tool for the starburst object you want to draw.



Start by drawing across the slide to set the width...

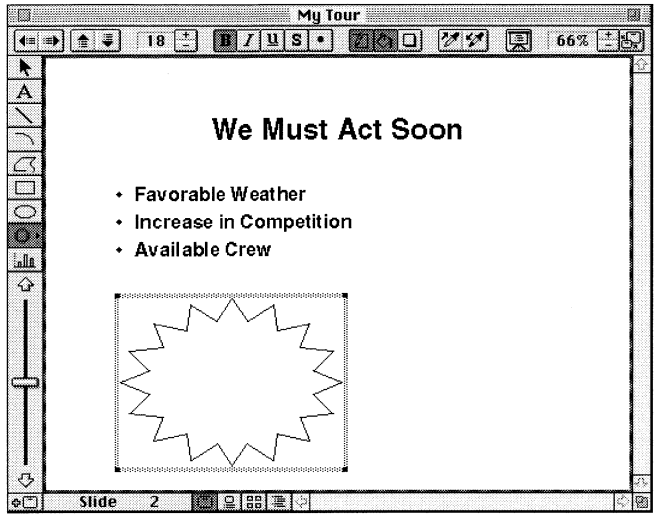


...and continue by drawing down to set the height.



The object is automatically selected when you release the mouse button.

Here's the starburst:



Add some text to the starburst...

When you add text to a shape, PowerPoint centers the text in the shape as you type. Just press RETURN when you want to start a new line.

1 With the starburst selected, type the following, pressing RETURN as shown:

Fortune! (Press RETURN)

Power! (Press RETURN)

Fame!

2 Click away from the starburst to deselect it.

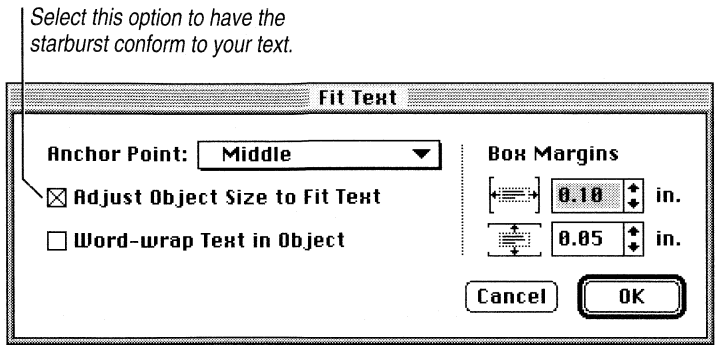
Adjust the size of the object to fit the text...

You can have PowerPoint adjust the size of the starburst to match your text.

1 Select the starburst.

2 Choose *Fit Text* from the Text menu.

The Fit Text dialog box appears.



3 Click the checkbox to select the Adjust Object Size to Fit Text option.

4 Click the *OK* button.

PowerPoint changes the object size so it matches the amount and layout of the text in the starburst.

Shadow the starburst...

To shadow the starburst, use the *Object Shadow* button on the Toolbar.

▶ With the starburst selected, click the *Object Shadow* button on the Toolbar.



A shadow appears behind the starburst.

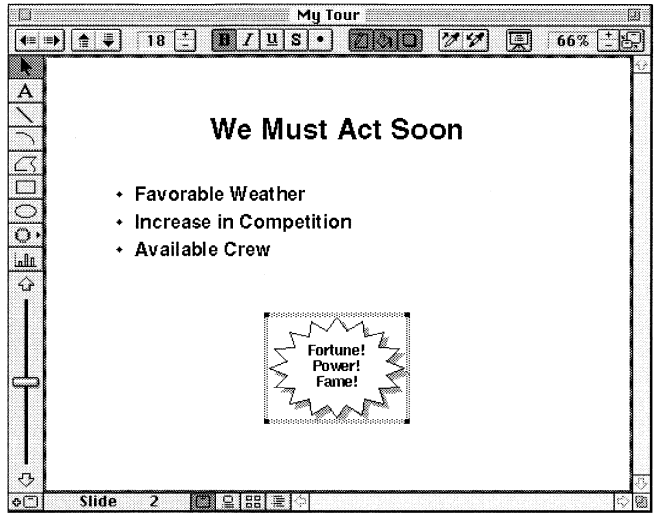
Aside... If all the tools on the Toolbar aren't visible on your monitor, use the options on the menus.

And move it to the center of the slide...

One last step.

▶ Click and hold the mouse button to drag the starburst so it's centered toward the bottom of the slide.

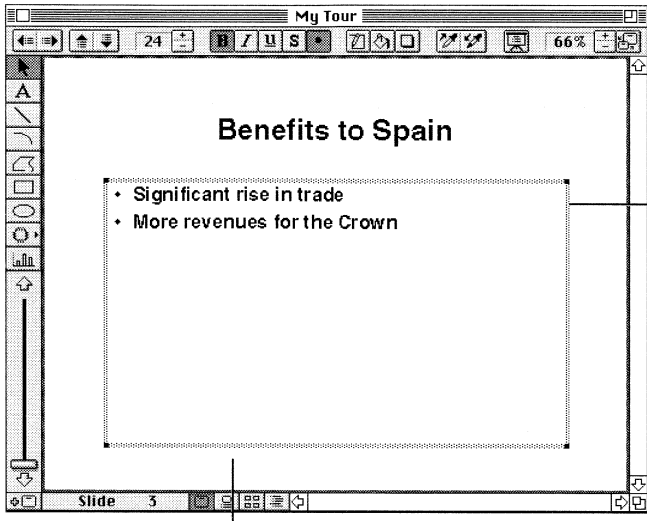
Here's how the slide looks now:



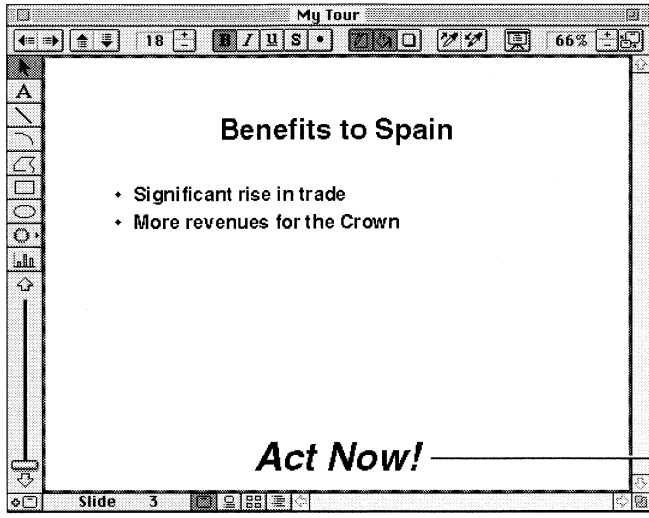
Mini-Lesson 4
in which you format some text

Working on the slide you created titled "Benefits to Spain," you're going to add a line of text in addition to the Body object that's already there. Then you'll format it by increasing the size of the font and adding italics.

Here's what your slide looks like before you add text and format it:



And here's what your slide will look like with the formatted text added:



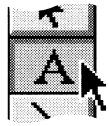
You will format the text object and reposition it.

Adding Features to Text

First, go to the slide and type the new text...

1 Drag the Slide Changer to find "Benefits to Spain."

2 With the Text tool selected, click in the lower center portion of the slide. Be sure to click outside of the Body object.

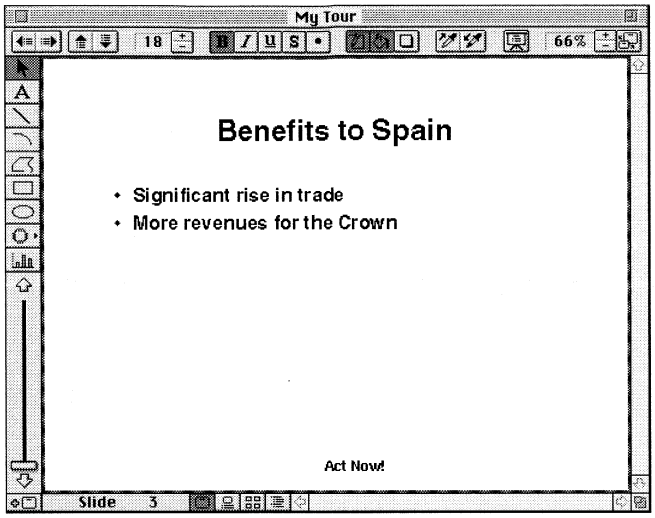


3 Type this phrase:

Act Now! (*Don't* press RETURN)

4 Click away from the text to deselect it.

Here's a slide that contains the text that you're now going to enlarge and italicize to create special effects:

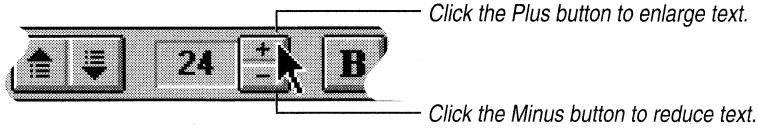


Enlarging and italicizing the text...

A quick way to make text bigger is to use the *Font Size* button on the Toolbar.

1 Select the new text.

2 Click the *Font Size* button on the Toolbar.



Every time you click the *Plus* button, PowerPoint increases the size of the type. Increase it until it is 48 points.

3 Now click the *Italic* button.

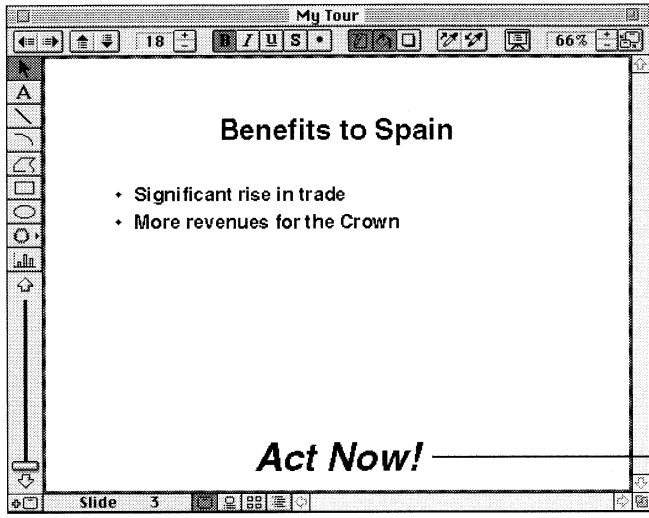


To center the text...

Let's position the text in the center of the bottom portion of the slide.

▶ Select the text and drag it to the bottom center portion of the slide to position it.

Let's take a look at the results so far:

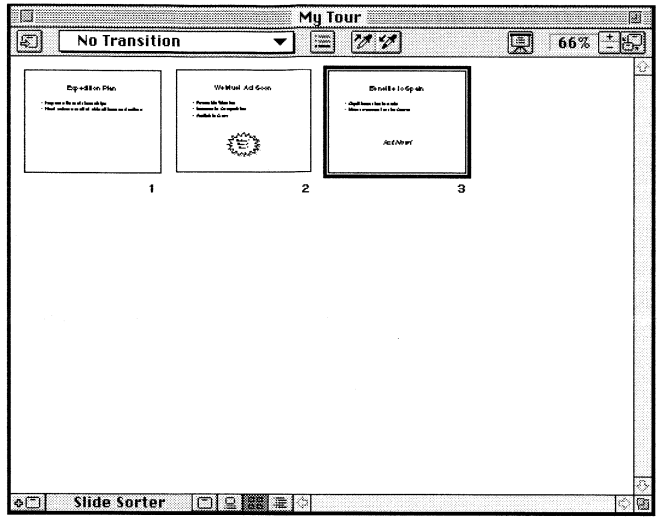


Now you know... Doing something fancy to draw attention to your text can be as simple as using the Text Editing buttons on the Toolbar.

Reviewing Your Work

We'll take a look at all the slides you've created in Slide Sorter view, then switch back to Slide view and save the file before going on to the next mini-lesson.

1 Click the *Slide Sorter* button to see miniatures of your slides.



Notice... The last slide you work on is always selected when you switch to Slide Sorter view.

2 Double-click the last slide, slide 3, to return to Slide view.

Save your work...

Now is probably a good time to save your presentation again. If you want to take a break before the next mini-lesson, go ahead and quit PowerPoint. Refer to the steps noted earlier in this chapter if you need more information.

You've concluded the fourth mini-lesson and learned the basics of using some of the drawing tools and the Text Editing buttons. If you're ready to do more, just keep going. Or you can take a break and come back to Mini-Lesson 5 another time.

Mini-Lesson 5
in which you make a graph

PowerPoint helps you create graphs for your slides. First, you enter your data on a datasheet and then display the data in graph form.

The data you'll be working on appear below in a table. To enter your data, you'll open My Tour and set up a new slide. Next, you'll enter your data on the datasheet and select the kind of graph you want to use to display the data.

Previewing the Data

The estimated costs in ducats for Columbus' expedition are shown below. Later on, you'll type the categories and the numbers onto the datasheet to create your graph.

You type these categories...

	Ships	Personnel	Supplies	Goods
Cost FY 1492	500	125	65	170
Cost FY 1493	725	350	125	300

...and these numbers.

Preparing a New Slide

To have a special slide where the graph will appear, you're going to add a new slide and title it.

As usual, if you've exited PowerPoint, open My Tour.

First, create a new slide...

When My Tour appears on the screen, you are in Slide view and the last slide you worked on is on the screen.

When you add a slide, PowerPoint inserts it *after* the slide that appears on the screen.

▶ Go to slide 3, and click the *New Slide* button.

A new slide appears. The Title object and the Body object appear as always.

Then title the slide...

▶ Type the title:

Cost of the Expedition

And make room for the graph...

To make room for the graph you're going to put on this slide, delete the Body object to get it out of the way. (You can always restore a Body object using the *Add Body* command in the Slide menu.)

1 Select the Body object.

2 Press the DELETE key.

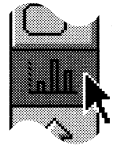
When you want to have the Body object available... Sometimes you'll want access to the Body object so you can add some points about a graph. If so, resize and move it so it's available, but out of the way of your graph.

That's all you need to do to prepare the slide. You're ready to enter the data and select the type of graph you want.

Making a Graph

All you do is select the Graph tool on the Tool Palette and draw a box on the slide to hold the graph you're making.

1 Select the Graph tool.



The arrow pointer turns into a crosshair pointer.

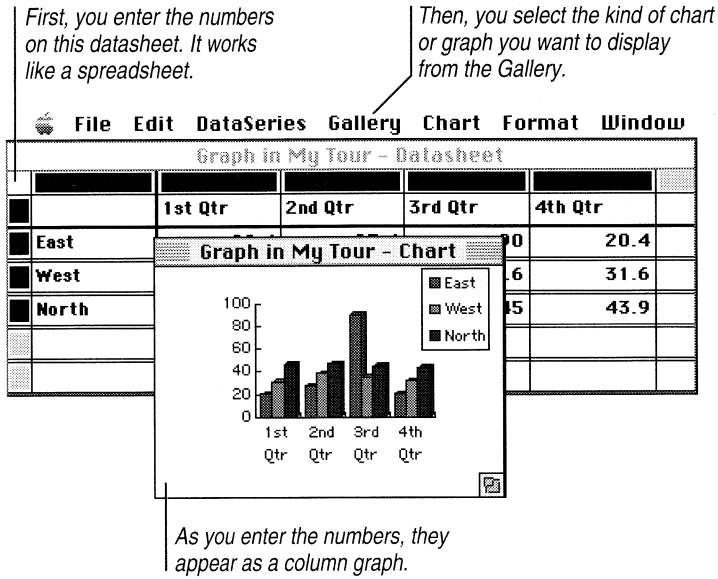
2 Draw a box about the size of the Body object for the graph.

The graph opens for you.

First, get acquainted with the datasheet...

A sample graph and a sample datasheet appear. To make your own graph, you'll type your data in the datasheet. Then PowerPoint graphs it for you automatically.

Here's what the graph and datasheet look like when they first appear on the screen:



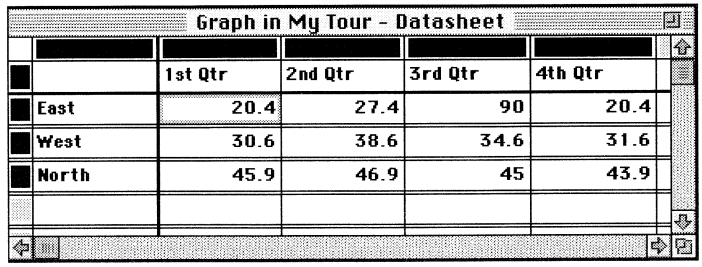
Here's the procedure for typing your numbers and categories onto the datasheet:

1 Click anywhere in the datasheet window to bring it to the front.

The datasheet window needs to be active so you can type the categories and numbers on it.

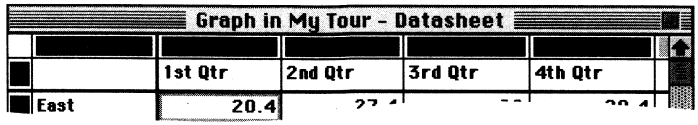
2 Review the layout of the datasheet.

Spreadsheet users will be familiar with the layout and the way it works.

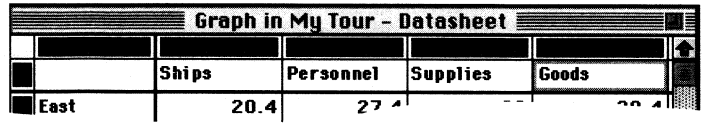


Label the categories for the graph...

The top row and the left column on the datasheet are reserved for your categories.



You're going to replace the sample catagories...



...with these categories.

1 Click the cell that says "1st Qtr" to select it. The pointer changes to a crossbar. Type your first category, **Ships.** Press TAB to move to the next cell.

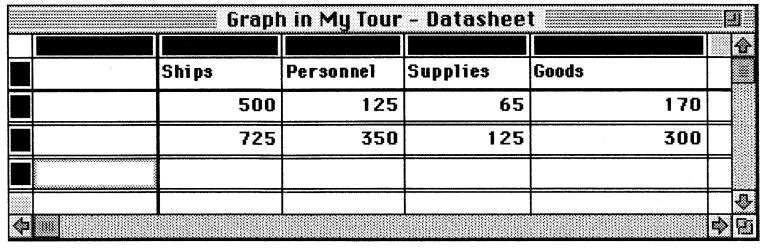
2 Type **Personnel** in place of "2nd Qtr" and press TAB.

Notice how... The categories in the graph window change as you change the categories in the datasheet window.

3 Type **Supplies** and **Goods** in place of the last two categories.

Now, type your costs on the datasheet...

Here are the numbers you want to type, shown in the cells in which they belong:



1 Click the cell under the category Ships, which contains the number 20.4. Type **500.** Press TAB.

Aside... The graph changes in the other window as you enter the numbers.

2 Type **125** in the second cell and press TAB.

3 Type **65** in the third cell and press TAB.

4 Type **170** in the fourth cell and press RETURN.

You press RETURN this time to record the number and stay in the same cell; don't press TAB or you'll move to the next cell.

Now type the second row of data.

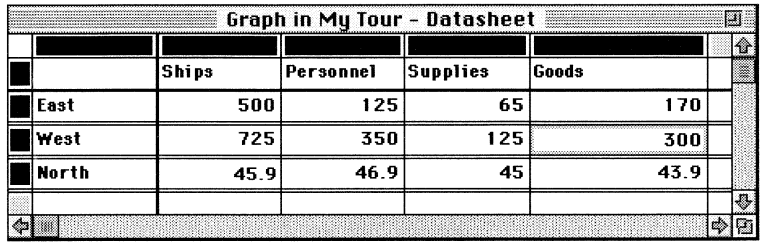
5 Click the cell under the category Ships, which contains the number 30.6. Type **725.** Press TAB.

6 Type **350** in the second cell and press TAB.

7 Type **125** in the third cell and press TAB.

8 Type **300** in the fourth cell and press RETURN.

Now you have all the numbers on the datasheet. Your rows of cost data look like this:



	Ships	Personnel	Supplies	Goods
East	500	125	65	170
West	725	350	125	300
North	45.9	46.9	45	43.9

Now, label the rows that contain the data...

All you do here is relabel the rows that contain the numbers you entered. Change them from East and West to Cost FY 92 and Cost FY 93.

1 Click the cell labeled East and type **Cost FY 92**.

2 Click the cell labeled West and type **Cost FY 93.**

Delete the remaining row of data from the sample datasheet...

The datasheet contains an extra row of data—one labeled North. You want to delete this row so it doesn't show up in your graph.

1 Click the small rectangle to the left of the row labeled North to select the whole row.

2 Choose *Delete Row/Col* from the Edit menu.

The row is deleted for you.

Turning a Datasheet into a Graph

Now the datasheet contains the numbers and labels you want on your slide. You're ready to select a format for your graph.

When you're graphing two rows of numbers, a column graph is a good way to compare the data.

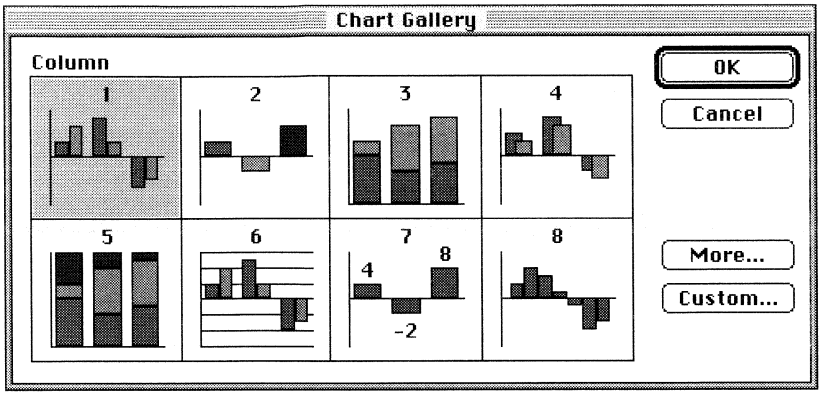
Choose the kind of graph you want...

1 Click the graph in the chart window to make it active.

The window becomes active.

2 Choose *Column* from the Gallery menu.

The Chart Gallery dialog box appears showing you the options:



3 Click option 6 to select it. Then click the *OK* button.

Option 6 displays your data as vertical columns and includes horizontal markers for the Y-axis, to give the chart more definition.

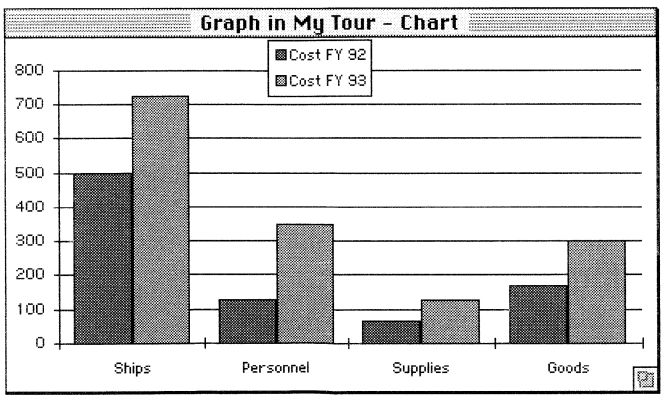
The column graph and legend appear on the screen.

Reposition the legend...

The legend appears initially in the upper-right corner of the graph. To change the position of the legend:

▶ Drag the legend to the top center of the graph.

Here's what the column graph looks like when you finish:



Now, add the graph to the slide...

1 Choose *Quit and Return to My Tour* from the File menu.

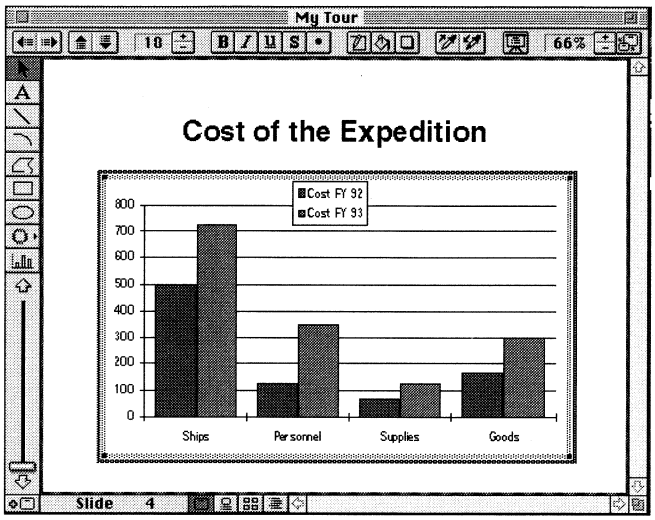
A dialog box appears asking if you want the graph updated in your presentation.

2 Click the *Yes* button.

The graph appears on the slide in the box you drew for it.

Let's take a look...

Here's what the slide looks like, now that you've added the graph:



Want to reposition the graph?

To reposition the graph on the slide:

- Click the edge of the graph and drag it where you want it.

Saving

As usual, choose *Save* from the File menu.

If you wish, you can keep going and start the next mini-lesson, in which you'll add clip art to your presentation. Or you can quit PowerPoint and continue later on if you like.

Quitting

To quit, choose *Quit* from the File menu.

PowerPoint closes My Tour and returns you to the desktop.

Mini-Lesson 6
in which you add clip art to a slide

Using clip art is one way to add graphic elements (such as arrows, symbols, and illustrations) to a presentation without having to create each graphic yourself.

In Mini-Lesson 6, you're going to copy a world globe from a file and paste it on a slide you title "What the World Might Look Like."

Copying the World Globe

First, if PowerPoint isn't running, double-click your file called My Tour.

When the file is open, click the down arrow or drag the Slide Changer to go to the last slide.

Create and title a new slide...

1 Click the *New Slide* button.

Or choose *New Slide* from the Slide menu.

The usual slide format appears in the window.

2 Type the following title:

What the World Might Look Like

When you finish typing, click anywhere on the slide to deselect the title.

Make room for the globe art...

Because you're going to be pasting clip art on this slide, you won't need the Body object. Delete it for now like this:

1 Click the Body object to select it.

2 Press the DELETE key.

Your slide is now ready for the world globe.

Find the clip art file called INTLMAPS...

There's a folder called Clip Art which is where all the art is stored. PowerPoint knows to go there when you use the *Open Clip Art* command.

1 Choose *Open Clip Art* from the File menu.

A dialog box appears listing files containing clip art.

2 Double-click the file called INTLMAPS to open it.

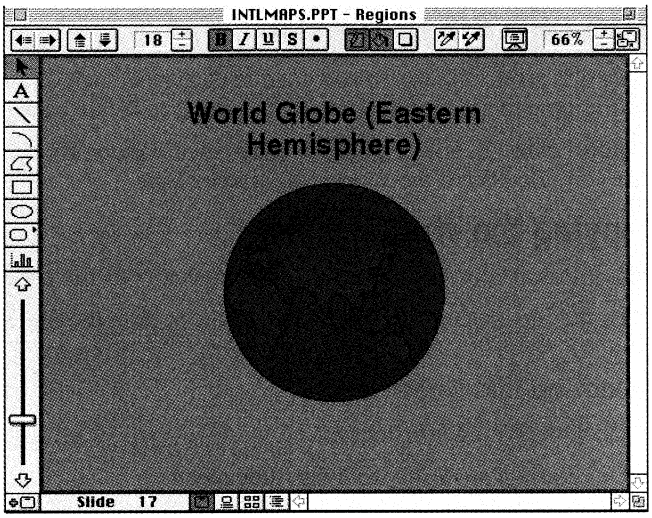
Find the world globe...

The clip-art slides appear in Outline view.

1 Look for the slide titled "World Globe (Eastern Hemisphere)."

2 Double-click its slide icon to display the slide in Slide view.

The world globe appears on the screen.



Next, copy the globe art...

1 In Slide view, click the world globe to select it.

The selection box appears around the image of the globe. You're ready to copy it to your slide.

2 Choose *Copy* from the Edit menu.

3 Choose *Close* from the File menu to close the file containing the international maps.

Your presentation, My Tour, returns to the screen.

Then paste the globe art on the slide...

▶ With the slide titled "What the World Might Look Like" on the screen, choose *Paste* from the Edit menu.

The globe showing the world as Columbus imagines it to be appears in the center of the slide.

Moving Clip Art (in this case, moving the world globe on the slide)

Here's how you reposition the world globe on the slide.

1 If necessary, click the map to select it.

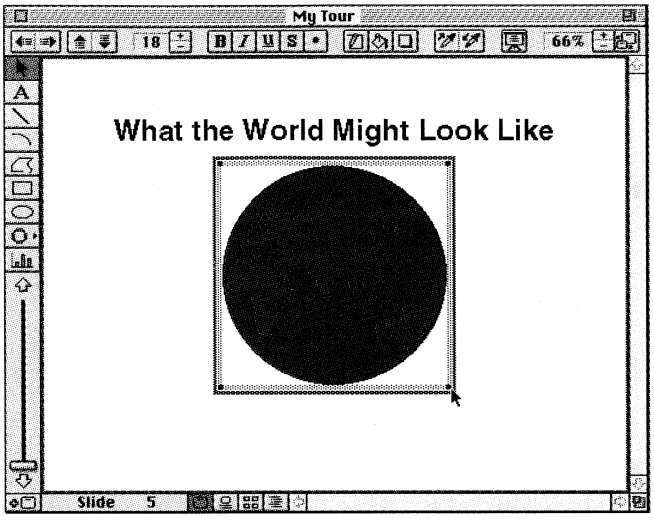
2 Drag the map so it is positioned where you want it on the slide, then release the mouse button.

Resizing Clip Art (in this case, making the world globe smaller)

You resize clip art the same way you've been resizing other objects. You select the object and then drag it to its new size using the resize handles.

1 If the globe isn't already selected, click it.

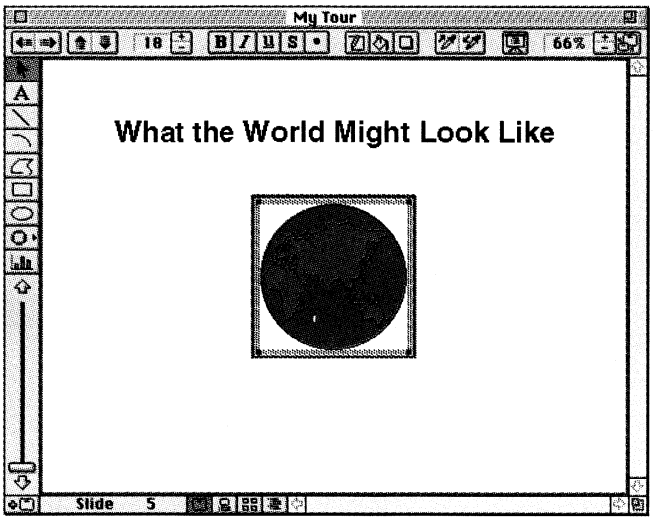
2 Put the pointer on one of the resize handles on the right side of the box.



3 Press and hold the SHIFT+OPTION keys while you drag toward the center of the globe.

General Info... When you hold down the SHIFT key as you drag an object, the proportions of the object are maintained. When you hold down the OPTION key as you drag an object, the object resizes from the center point. The SHIFT+OPTION keys keep the object proportionate as it resizes from the center point. To make an object bigger, drag away from it. To make it smaller, drag toward it.

When you release the SHIFT+OPTION keys and the mouse button, the object appears in its new size.



We're ready to add a caption to the map.

Captioning Clip Art (in this case, labeling the world globe)

One of the things you'll do regularly is label charts, graphs, and other graphic images you're working with. (This is also known as *captioning*.) To see how simple it is, go ahead and caption the world globe.

First, type the caption...

1 Click the Text tool to select it.

2 Click below the map and type the label:

What I Think the World Looks Like in 1491

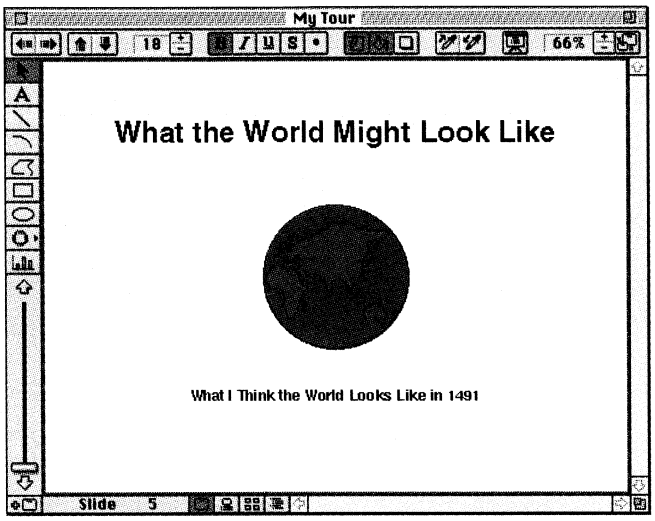
Center the caption...

1 To center the caption, click it to select it.

2 Click and hold the edge of the selection box and drag it so that the caption is centered under the globe.

3 Click away from the caption.

The selection box disappears.



Mini-Lesson 7
in which you apply a template to your presentation

So far, you've gotten a grasp of the basics of making slides in PowerPoint, typing text, using the drawing tools, making a graph, and adding clip art. These steps are, of course, the basics to making any presentation.

Now a different kind of fun begins.

In this mini-lesson, you'll format all the slides in My Tour—and add a new color scheme—by applying a template. A template is a presentation that contains formatted masters and a color scheme. You'll see the changes you can make in an instant. (And since you have 160 templates available—*and* can make your own—getting the look you want for a presentation isn't nearly as complicated as you might imagine!)

First, make sure My Tour is open...

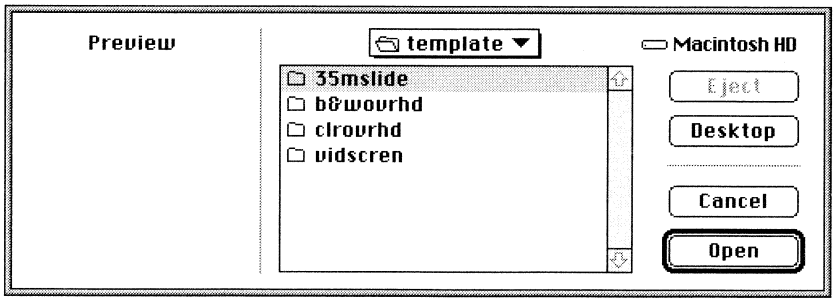
▶ On the desktop, double-click My Tour to open the file.

If your file is already open, just skip to the next step.

Now apply a template...

1 Choose *Apply Template* from the File menu.

The Apply Template dialog box opens so you can select the template file you want to apply.



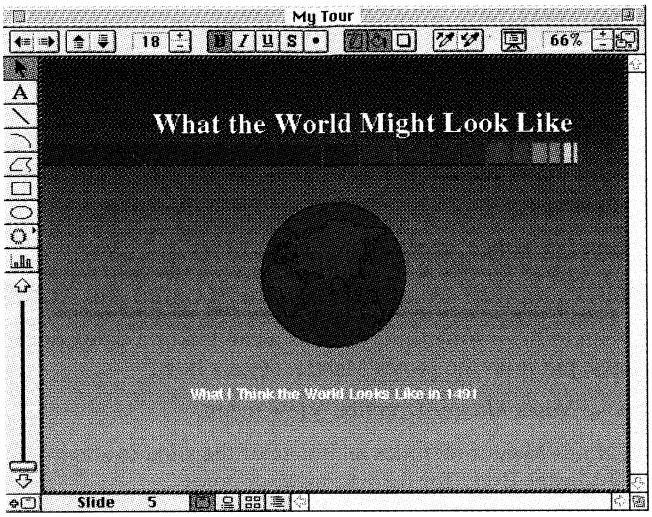
2 Select the VIDSCREN folder to open a template especially designed for slides and on-screen presentations.

Or, if you're working in black and white, choose the B&WOVRHD folder.

3 Double-click the filename of the template, BRKNBARV, in the list of files.

PowerPoint reformats your entire presentation, applying all the formatting, background items, and the color scheme from the template.

Now how's that for instant design!



Save your presentation...

▶ Choose *Save* from the File menu to save your presentation with its new look.

Mini-Lesson 8
in which you make notes

In PowerPoint, you have the option of creating and printing notes pages to accompany your slides. Generally, you use notes as a quick reference for key points you want to make during a presentation.

In this mini-lesson, we'll add some notes to the slide that contains the graph showing estimated costs.

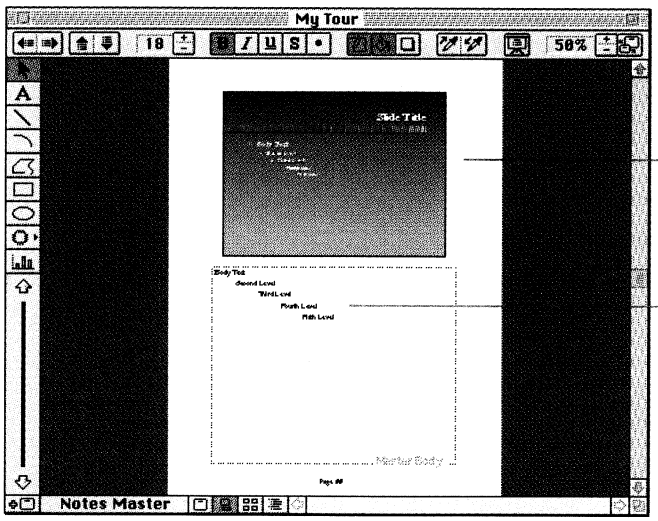
If My Tour isn't open, open the file now.

First, put a caption on each notes page using the Notes Master...

If you want to have something such as a caption or a date appear on every page of your notes, put it on the Notes Master. Here's how:

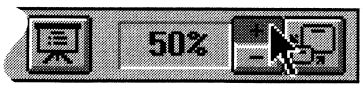
1 Choose *Notes Master* from the View menu.

The Notes Master includes an image of the slide to show you where it will appear, and a Master Body for formatting your notes.



You're going to add yet another element—a caption to appear on every notes page—but first, let's change the view scale so the Notes Master is easier to see.

Aside... Click the *Zoom In* button if you want to enlarge the view.



The *Zoom In* button is the button with the + on the right side of the Toolbar. Click it to enlarge the view; click the *Zoom Out* button (the –) when you want to reduce the scale of the view.

2 Click the Text tool to select it, click *between* the slide image and the Master Body, and type:

Notes for My Presentation

Moving things around... You can reposition the caption by dragging it, or move the slide image or the Master Body if you want more room to type. Just drag them to a new place on the Notes Master. Remember that anything you do on the Notes Master affects all the notes pages for your presentation.

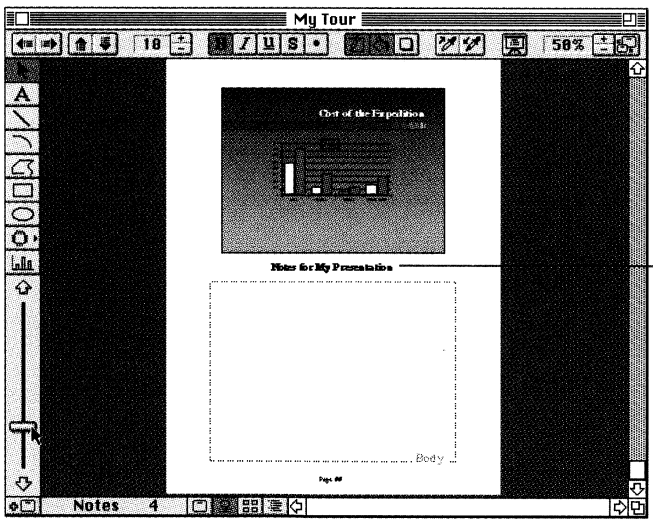
Then add notes to slide 4, the slide that contains the graph...

Now you're ready to switch to the notes page that accompanies your slide on estimated costs.

1 Click the *Notes View* button.



2 Drag the Slide Changer to display the notes page for slide 4.

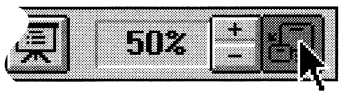


Here's the caption you put on the Notes Master.

3 Click the Body object to select it.

Make it easy to see what you type... If you find it easier to work in an enlarged view, click the *Zoom In* button until you find the view you want. Try 100%. If you select the Body object before you enlarge the view, the Body object stays in the window as the view scale changes.

By the way... You can click the *Home View* button to alternate between the view that fits on the screen and the last view you selected.



4 Type the following notes, pressing RETURN at the end of each line:

Estimates good for 60 days, then the price goes up. (Press RETURN)

Personnel costs include bonuses for all. (Press RETURN)

5 Click away from the text to deselect.

Now you have some notes on the costs for FY 92 and FY 93 to guide you when you're making your presentation to Queen Isabella.

Let's turn to Mini-Lesson 9 and print some slides, speaker's notes, and audience handouts so you can see what you've done so far.

Mini-Lesson 9
in which you print slides, handouts, notes pages, and your outline

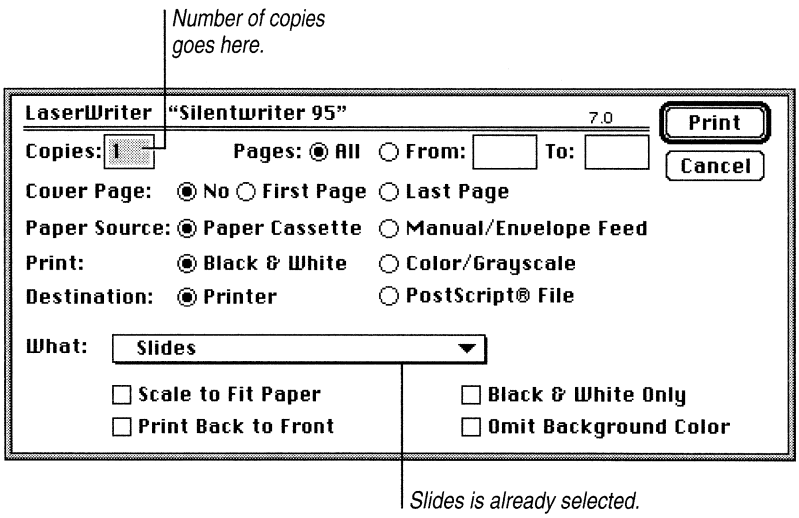
Set up your presentation for printing...

1 Save your file (choose *Save* from the File menu).

It's always a good idea to save your file before you print, so that if anything happens, you have a copy of the presentation saved on disk.

2 Choose *Print* from the File menu.

A dialog box appears that looks something like this, depending on which printer you are using:



In addition to the choices you normally make when you print (such as paper source and black and white or color/grayscale), you need to make the following decisions:

- What do you want to print—slides, notes, handouts, or your outline? (Click the down arrow to display your choices.)
- How many pages (slides) do you want to print?
- How many copies of each page do you want to print?
- Do you want to print in reverse order (back to front)?

First, print a slide so you can see what it looks like...

1 Select the following options in the Print dialog box:
   - What: Slides
   - Pages: From: 1 To: 1
   - Copies: 1

2 Click the *Print* button to print.

Then, print the outline so you can see what it looks like...

1 Choose *Print* on the File menu.

2 Select the following options in the Print dialog box:
   - What: Outline View
   - Pages: All
   - Copies: 1

3 Click the *Print* button to print.

Next, print the notes page you created for slide 4...

1 Choose *Print* on the File menu.

2 Select the following options in the Print dialog box:
   - What: Notes Pages
   - Pages: From: 4 To: 4
   - Copies: 1

3 Click the *Print* button to print.

Last, print all the slides as audience handouts...

When you print handouts, you can print two, three, or six slides on a page.

1 Choose *Print* on the File menu.

2 Select the following options in the Print dialog box:
   - Print: Handouts (3 slides per page)
   - Pages: All
   - Copies: 1

3 Click the *Print* button to print.

If it's time to quit...

If you want to keep going, turn to the next mini-lesson.

If you want to stop for a while:

▶ Choose *Quit* from the File menu.

PowerPoint closes and you return to the desktop.

Whenever you're ready...

Now that you've had some experience working with slides, we'd like you to shift your focus to the overall presentation.

As you saw when you applied a template to your presentation in Mini-Lesson 7, it's good to know how to use templates. In some cases, you'll find you want to add a background item to a template, for example, or make some modification to suit your particular need. To modify a template, you revise its Slide Master or change the master color scheme for the presentation.

In the next four mini-lessons, you'll modify a Slide Master, then create a special title slide for My Tour. You'll also learn more about making global changes to your presentation such as modifying how the text looks and changing the color scheme. Then you'll give a slide show.

Mini-Lesson 10
in which you modify the Slide Master

Behind every slide presentation is a Slide Master. As you've learned throughout this Tutorial, it's the key to formatting all the slides in your presentation. A Slide Master contains the Master Title and Master Body; it may also contain background items such as a company logo, a frame for the slide, and the date and time.

When you use a Slide Master, you can:

- Format a presentation *once* (you don't have to create the design on each slide); and
- Make changes *once* and have them take effect immediately on all the slides that follow the master.

A good idea... If you know you're going to be modifying a template (to add your own art, for example), begin by selecting a template that's got the rest of the design you want. That way, most of the work is already done.

Changing the Slide Master for Your Presentation

First, open the file called My Tour...

If the file isn't already open:

▶ Double-click My Tour.

PowerPoint opens and the last view you worked in appears on the screen.

Display the Slide Master so you can work on it...

▶ Choose *Slide Master* from the View menu.

The Slide Master for your presentation—the one that was applied when you applied the template—appears:



Add the page number to the Slide Master...

Sometimes it's useful to include the slide/page number on your printed pages. Add a special number symbol to the Slide Master where you want the number to appear. Then, when you print or run a slide show, PowerPoint converts the symbol to the slide number.

The symbol ## (two number signs) tells PowerPoint to print the number.

Here's how you add the symbol to the Slide Master:

1 Select the Text tool.

2 Click where you want the slide number positioned.

In this case, click toward the bottom right of the slide below the words, Master Body.

3 Type **Slide Number** and press the SPACEBAR.

4 Choose *Insert* from the Edit menu.

5 Choose *Page Number* from the list of options on the submenu.

PowerPoint puts the number symbol, ##, at the insertion point.

6 Drag the text and the number symbol to the left if you need more room to display them on the slide.

The Slide Master now looks like this:



When you *view* slides, the slide number codes appear on the screen. However, when you *print* slides or run a slide show, the slide numbers appear.

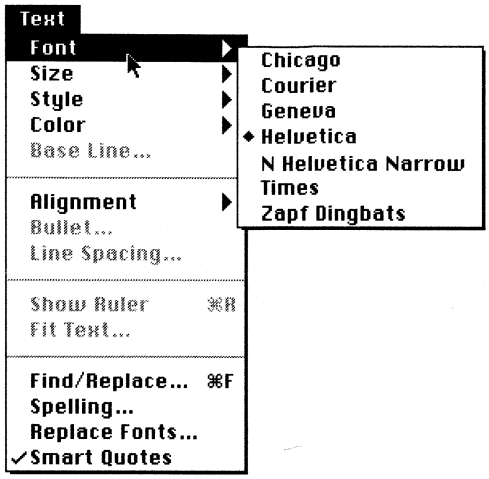
Change the title font...

Let's make one more change on the Slide Master before we take a look at the slides. Change the type font for the title to another font of your choice.

1 Click *Master Title* on the Slide Master to select it.

2 Choose *Font* from the Text menu.

A submenu of available fonts appears.



3 Select any font.

Now that you've changed the Master Title on the Slide Master, let's take a look at all the slides in Slide Sorter view to see how they've changed.

1 Click the *Slide Sorter* button.

2 Click the *Zoom In* (+) button on the right side of the Toolbar to increase the view scale.

In 100% (Full Size), the slide miniatures are larger and you can see the changes you made more easily.

The number symbol appears in the lower right corner of each slide. And the slide titles are now in the font you've selected.

Creating a Title Slide for Your Presentation

Let's use the Slide Master you just modified to create a title slide for the presentation.

Nomenclature... Most slides have a *title*; most presentations have a *title slide*. That's the slide that introduces your presentation to the audience.

First, add a new slide in front of the other slides...

1 In Slide Sorter view, click in front of the first slide.

A blinking insert cursor appears.

2 Click the *New Slide* button.

A new slide appears as the first slide on the Slide Sorter. The new slide, too, displays the features from the Slide Master.

Now you're ready to switch to Slide view to add text to the title slide.

3 Double-click the new slide to display that slide in Slide view.

Now type a title for the title slide...

▶ Type the following title:

A Proposal to Queen Isabella

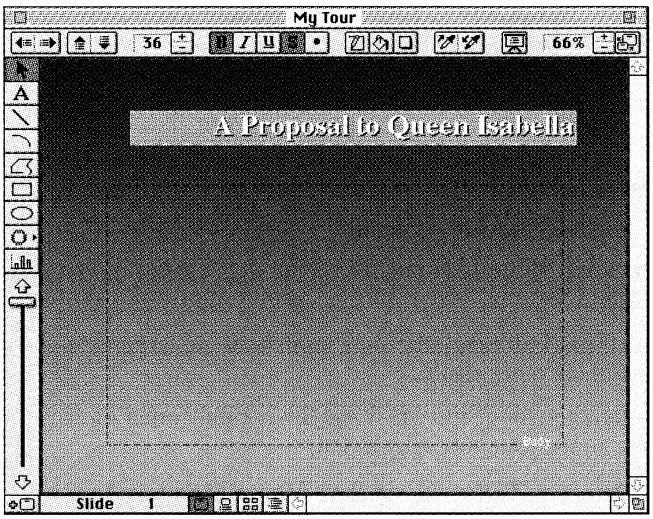
The title appears in the font you selected on the Slide Master.

Turn off the background items on the slide...

Now you're going to turn off the background items from the Slide Master so this title slide will have a different look.

▶ Choose *Follow Master* from the Slide menu, then choose *Background Items* on the submenu to deselect that option.

The slide appears without the background items.



Add your name to Columbus' as a developer...

The last thing you're going to add to the title screen is the names of those who developed the presentation: Christopher Columbus and you. Do it this way:

1 Click the Body object to select it.

2 Choose *Alignment* from the Text menu, then choose *Right* from the submenu.

Aside... This aligns the text to the right as you type. You can change text alignment or other text attributes before or after you type.

3 Click the *Bullet* button to turn off the bullet.

4 Click the *Font Size* button to increase the font size to 36 points.

Now you're ready to type.

5 Type the following, pressing RETURN as indicated:

Presented by (Press RETURN)

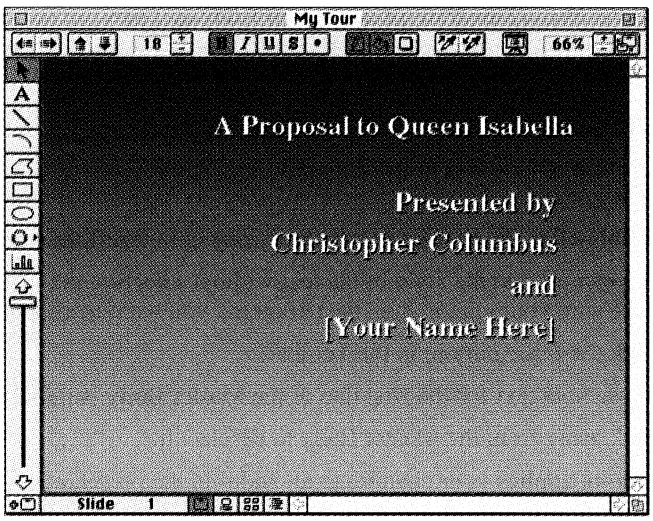
Christopher Columbus (Press RETURN)

and (Press RETURN)

[Your Name Here]

6 Click away from the text to deselect it.

Congratulations! You now have a new title slide as the first slide of your presentation.



Mini-Lesson 11
in which you change the format of the Slide Master

As you know, the Master Body specifies the format (font, size, style of type, and so on) of the body text, and the Master Title does the same for the titles. All you need to do to change the appearance of the text on all your slides is to change the format on the Slide Master.

A rule of thumb... When you want changes to take place on all slides, make them on the Slide Master. When you want changes to take place on only one slide, change the slide (it becomes an exception to the master).

Changing the Look of the Master Body

When you change the look of the Master Body in a presentation, PowerPoint changes the Body object on every slide that's set to follow the master. Changing the Master Body is another quick way to change the look of a presentation.

Let's revise the way the Master Body looks...

1. If you're not already at the Slide Master, choose *Slide Master* from the View menu.
2. Double-click the first line of the Body object to insert the blinking cursor.

   You can change the style of the text without selecting the whole paragraph—just make sure your cursor is on the paragraph you want to change.
3. Click the *Italic* button on the Toolbar.

   The sample text for the first line of the Master Body is italicized.
4. Click away from the Master Body to deselect it.

PowerPoint applies your changes to all slides in the presentation. Let's take a quick look.

1. Click the *Slide Sorter* button.

   As PowerPoint draws your slides in Slide Sorter view, you can see the changes you've made and how they appear on each slide. Remember, you can increase or decrease the view scale, if you want, by clicking the *Zoom In* or *Zoom Out* button.
2. Choose *Slide Master* again from the View menu.

Other changes you can make include repositioning the indents and the tabs on the Master Body.

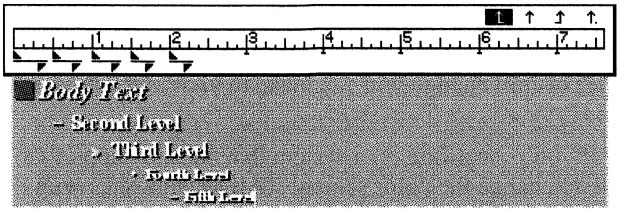
Working with the Ruler

Again, we'll work on the Master Body on the Slide Master, but you can display the ruler for any text object any time, and modify it if need be. Remember that, when you change the Body object on a slide, you can always make it match the Slide Master again by using the *Reapply Master* command from the Slide menu.

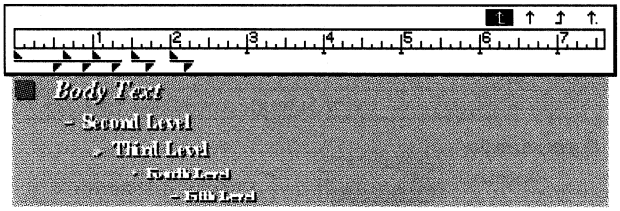
1 Select the Master Body on the Slide Master.

2 Choose *Show Ruler* from the Text menu.

The ruler appears above the Master Body.



3 Drag the lower triangle of the first indent level to .5.



By moving the bottom triangle, you increase the amount of space between the bullet and the text. This change applies to *all* first level text.

4 Click away from the Master Body to deselect it.

PowerPoint applies your revised format to all slides in the presentation that follow the Master Body Style. (Choose *Follow Master* from the Slide menu; a check next to Body Style on the submenu indicates the Body object format is following the Master Body Style.) Let's take a quick look, this time in Slide view.

1 Click the *Slide View* button.

PowerPoint returns you to the last slide you worked on in Slide view.

2 Click the up and down arrows on the Slide Changer to take a look at your slides.

You can see the changes you've made and how they appear on that slide.

Save your file...

▶ Choose *Save* from the File menu.

Now you're ready to go on to the next mini-lesson in which you'll learn to change the color scheme.

If you want to quit now, choose *Quit* from the File menu.

Mini-Lesson 12
in which you change the color scheme

When you applied the template to My Tour, it came with a master color scheme. A color scheme is a set of eight colors specially selected to work together on slides and in printed copy.

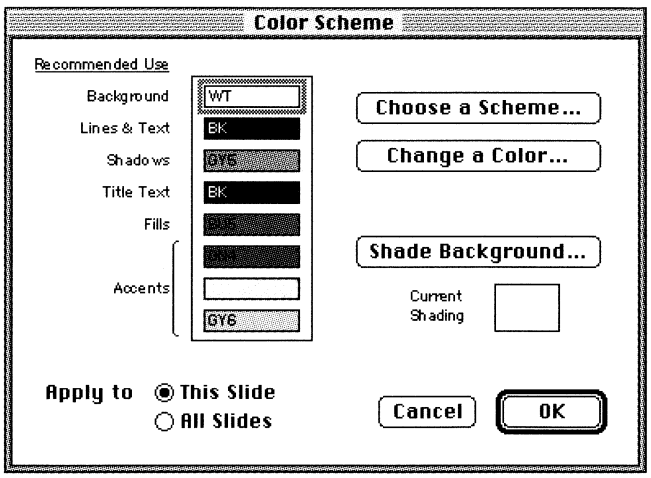
Another overall change you can make to your presentation involves changing the color scheme.

Note: If you're working on a system that doesn't support Color Quickdraw, you won't be able to change the color scheme. (All Macintoshes with a 68000 processor don't support Color Quickdraw.) Skip this mini-lesson and turn to Mini-Lesson 13.

As always, open your file to begin.

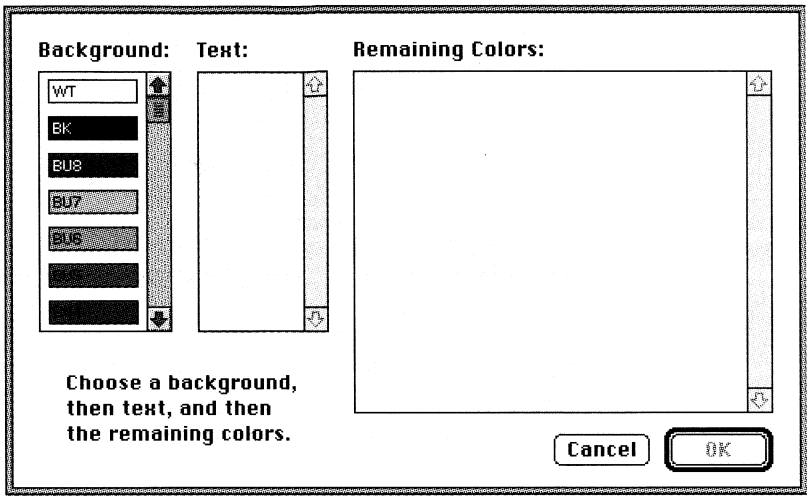
Display the color scheme from the template you're using...

1 Choose *Color Scheme* from the Slide menu.



2 Select *Choose a Scheme.*

A dialog box appears with three list boxes:



Now pick a new color scheme...

In the Background box, PowerPoint presents you with colors that look good as backgrounds for a presentation. Once you've chosen a Background color, choose the Text color from among colors designed to work with the Background color. Then PowerPoint offers you a choice of accent color packages designed to work well with your Background and Text colors. Choose a package from among the options presented. Let's do all of this now.

1 Scroll through the Background colors until you find a color labeled *BU2,* then click it.

Colors that work well with BU2 appear in the Text box.

2 Select *WT* for the Text color.

Sets of accent colors that work well with the Background and Text colors you've chosen appear in the remaining box. These are the colors you'll use for lines, fill, titles, and so on.

3 Click the first set of accent colors (the one on the upper left).

4 Click the *OK* button.

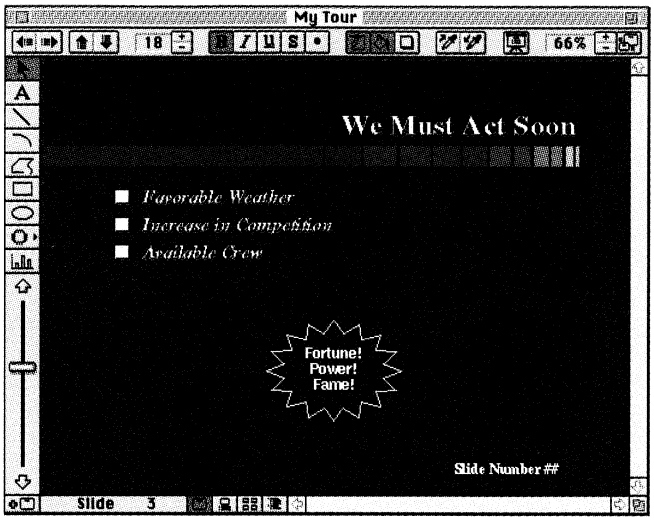
You return to the Color Scheme dialog box so you can apply the new colors.

Now see what the new colors look like on all the slides...

1 Click the *All Slides* button, then click the *OK* button.

2 Click the *Slide View* button to return to Slide view. Then drag the Slide Changer to display slide 3, "We Must Act Soon," in the window.

And here's what you have:



Experiment with color schemes to see which ones appeal to you.

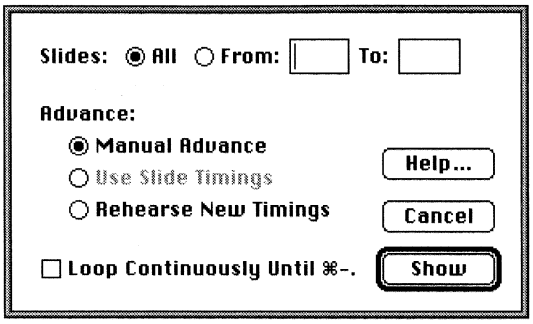
One last mini-lesson on the basics and then you're finished!

Mini-Lesson 13
in which you give a slide show

PowerPoint can turn your computer into a slide viewer. You can preview a presentation (like the one you're working on) or you can show slides to an audience.

1 Choose *Slide Show* from the File menu.

The Slide Show dialog box appears.



2 Set the options in the dialog box.

Slides—Choose *All* to include all the slides in your slide show. PowerPoint automatically begins with the first slide.

Advance—Choose *Manual Advance.* Then all you do is click the mouse button to advance to the next slide.

3 Click the *Show* button.

The first slide appears. Notice how it automatically enlarges to fill the screen.

Getting help... Click the *Help* button in the Slide Show dialog box to display a list of the keys you use to control the show.

4 When you're ready, click the mouse button to see the next slide.

Or, to see the previous slide, press the LEFT ARROW key on your keyboard.

5 To end the slide show press ESC.

You have lots of options... You can set up a slide show in which you vary the transitions and timing between slides (when you have more to say about some slides than others, for example). Or you can set up a show using build slides to control how and when major bullet points appear on a slide. These and other options are described in detail in *Part 3: Step by Step.*

One last time...

1 Choose *Save* from the File menu.

2 Then choose *Quit* from the File menu.

Congratulations on your first presentation.

In the process of creating it, we trust you've become familiar with PowerPoint. Remember, you can always refer to sections of this Tutorial. And, of course, the rest of this handbook will give you complete information on each of PowerPoint's features.

Step by Step

Working with PowerPoint Basics

Understanding the PowerPoint Window 91
Using Help 93
Handling PowerPoint Files 97
Opening a New Presentation 98
Opening a Presentation That Already Exists 99
Saving a Presentation 101
Closing a Presentation 103
Quitting PowerPoint 105
Changing Views 106
Changing the Scale of Your View 109
Moving to a Different Slide or Notes Page 112
Adding a New Slide 114

Overview

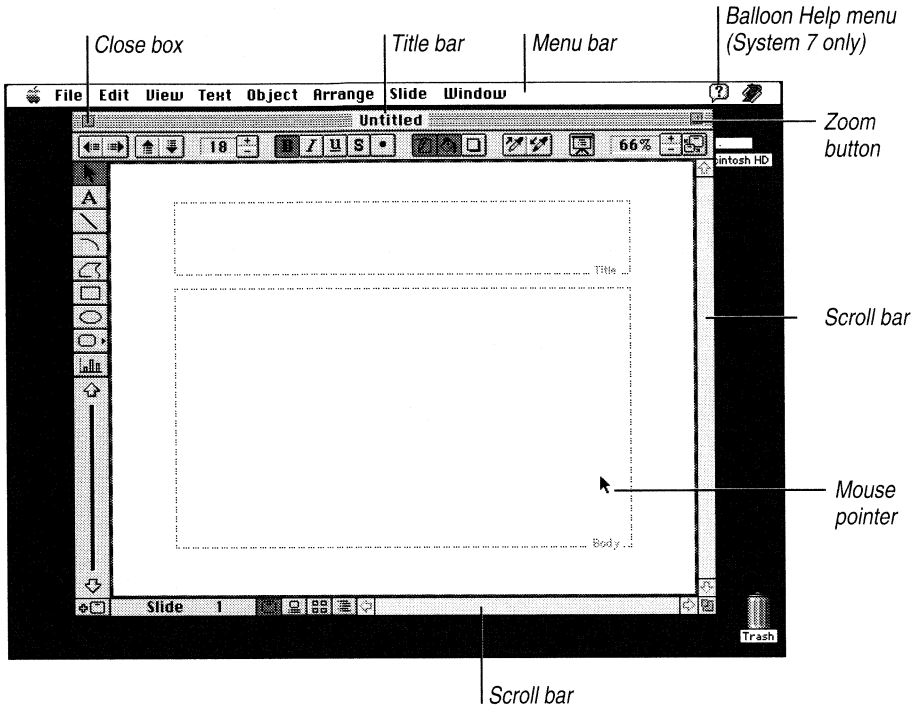
Part 3: Step by Step is the heart of the "how to do it" portion of this handbook. In each chapter, you'll find:

- Some basic concepts and terms related to the chapter topic that will help you understand how things work;
- A variety of "how to's" describing work you'll want to do (such as opening a file, creating a new slide, changing views, and so on); and
- Sections called "More about..." and "Hints" in which we include information that's handy to know, especially once you've been through the "how to's."

Chapter 3: Working with PowerPoint Basics begins with a *very* brief discussion of what the PowerPoint window looks like and how it works. Then there's an introduction to PowerPoint's online help. The rest of Chapter 3 introduces you to handling PowerPoint files and explains how to move around in PowerPoint.

Understanding the PowerPoint Window

Here's what the PowerPoint window looks like:



The elements in the window are your tools for working with PowerPoint and PowerPoint presentations. Here's a quick review of the elements and how they work:

- **Close box**—is in the upper-left corner of the window. Click the Close box to close the PowerPoint window.
- **Title bar**—shows the name of the PowerPoint presentation. A new, untitled file is simply called Untitled. If more than one window is open, the title bar for the active window (the one in which you are working) is a different color or intensity than the other title bars.
- **Menu bar**—lists the available PowerPoint menus.
- **Balloon Help menu**—turns the Balloon Help on and off (System 7 only).
- **Zoom button**—enlarges/reduces the window. When you enlarge the window, its size corresponds to your view scale. Click the button once to change the size of the window; click it again to return the window to its previous size.
- **Scroll bar**—lets you move parts of a presentation into view when the entire presentation won't fit in the window.

- **Mouse pointer**—is used to select objects and choose menu items with your mouse.

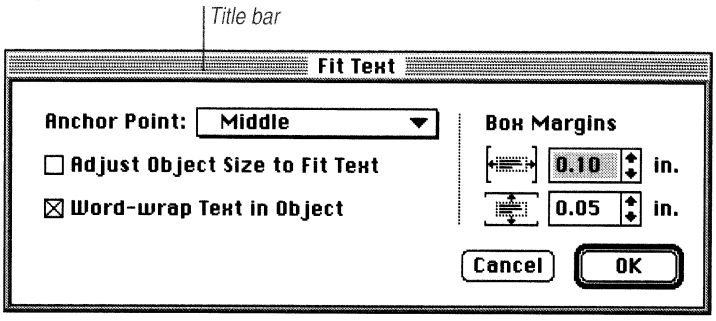
Working with Dialog Boxes

PowerPoint uses dialog boxes to ask for and give you information. When PowerPoint needs additional information to carry out a command, a dialog box requests that information.

PowerPoint uses alerts to display information to warn you about a potential problem, and to explain why a task you requested couldn't be done.

After you supply information in a dialog box, you click a button, such as the *OK* button, to proceed.

Most dialog boxes have title bars so you can drag them around in the window.



Using Help

When you are working in PowerPoint, you can get help any time. PowerPoint online Help includes both concepts and step-by-step instructions on how to use PowerPoint menu items, keyboard shortcuts, and dialog boxes. Balloon Help, available to System 7 users, is introduced later in this section.

Using PowerPoint Online Help

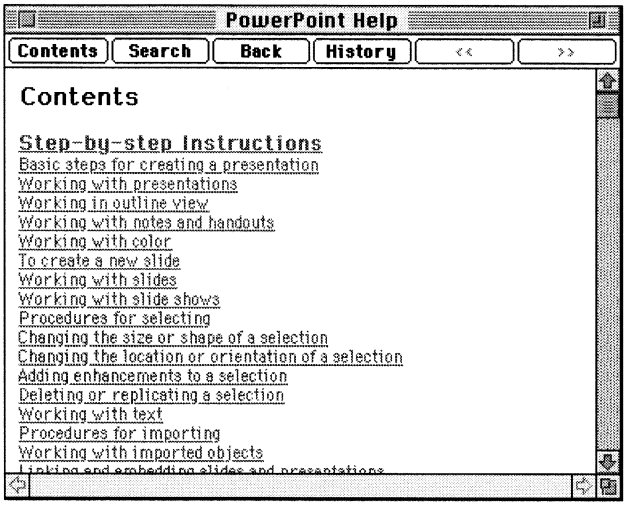
To get help on a topic:

1 Choose *PowerPoint Help* from the Help menu (System 7 users) or the Apple menu (System 6 users):

A message explaining how the help information is organized appears on your screen.

2 Click *Open Help File* to proceed.

The Help Table of Contents appears:



3 Scroll through the contents to find the topic you want.

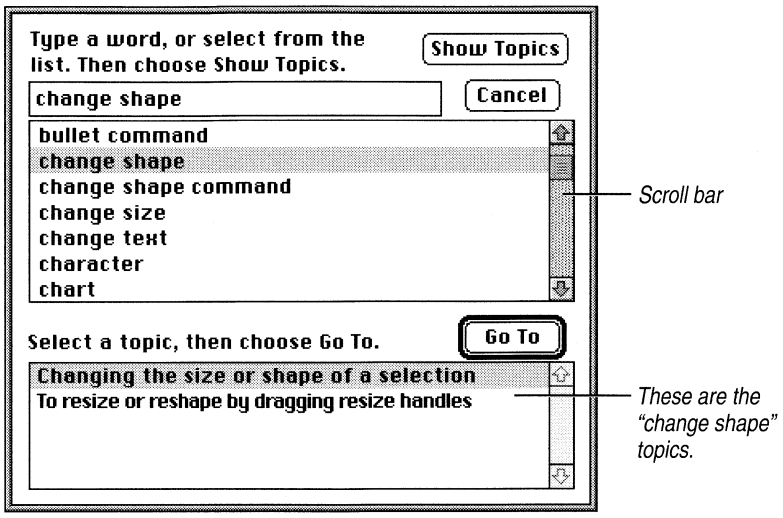
4 Click the topic to select it.

PowerPoint displays the help information for that topic.

Sometimes you may want to search the help system for a particular word or phrase:

1 Click the *Search* button at the top of the Help window.

The Search dialog box appears.



2 Type the word you want to find or choose a word from the word list and click the *Show Topics* button.

If need be, scroll through the word list using the scroll bar.

When you type or choose a word, PowerPoint displays the help topics in the bottom portion of the dialog box.

3 Click the topic you want to see, then click the *Go To* button or press RETURN.

You now have help on that topic on display.

As you're reading help information, you'll see that many topics include underlined words and phrases. The words or phrases with a solid underline are related topics. When you select a related topic, PowerPoint Help displays the help information for that topic.

To go directly to a related help topic:

▶ Click the underlined related topic.

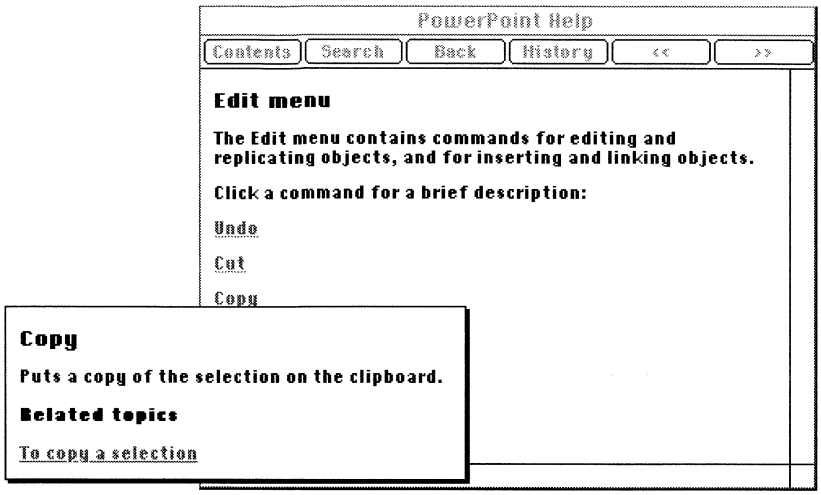
Many topics also include definitions that are underlined with a dotted line.

To display a definition:

1 Click the term you want defined.

The definition appears in a box in the Help window.

2 To deselect the definition, click outside the Definition box.



If you found a topic and moved on, then want to go back to that topic, you can use the *History* button.

To backtrack and see what topics you've looked at:

1 Click the *History* button at the top of the Help window.

The topics you've looked at appear in a window with a scroll bar.

2 To revisit a topic, double-click it in the window.

The help information for the topic reappears.

When you're ready to return to PowerPoint and your presentation, you can do so with or without closing the Help window.

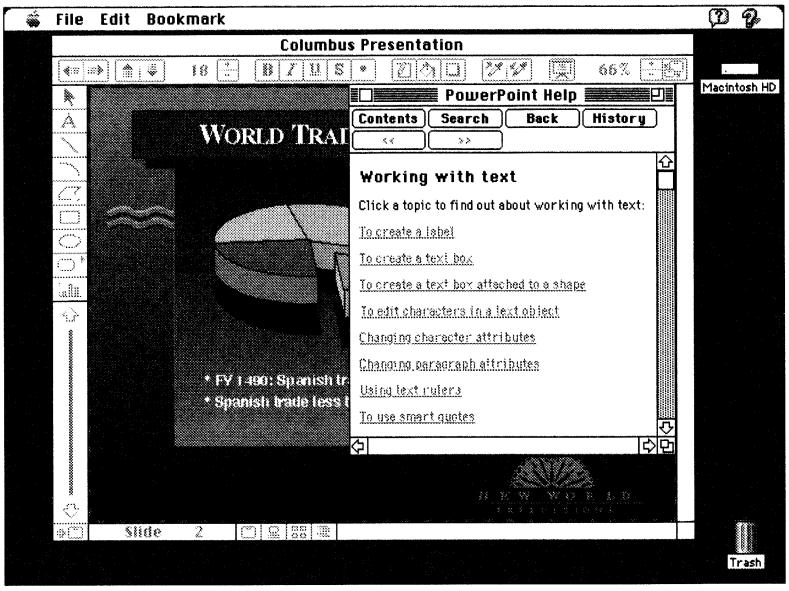
To return to your work and close the Help window:

▶ Click the Close box to close the Help window and return to PowerPoint.

To return to your work without closing the Help window:

▶ Click in the PowerPoint window to make it active.

You may want to move and resize the Help window or the PowerPoint window so you can get to both windows easily.



Using Balloon Help

If you're a System 7 user, you can use Balloon Help with PowerPoint.

To turn on Balloon Help:

1 Choose *Show Balloons* on the Help menu.

2 Point at the item on the screen about which you want help.

If Balloon Help is available for that item, a balloon appears with a brief help message.

Getting acquainted... To get acquainted with a new window, you might turn Balloon Help on and slowly move the pointer around the screen. Balloons appear to introduce you to the elements on the screen.

Handling PowerPoint Files

In PowerPoint, one file holds everything you need for your presentation:

- All of the slides you've created for your presentation.
- The outline, the speaker's notes, and the audience handouts that go with those slides.
- All of the formatting elements, including the color scheme, Slide Master objects and features, text defaults, ruler settings, and so forth.
- All of the settings for the slide show, including transitions and timing between slides.

A Word About PowerPoint Files

A file is a presentation—In PowerPoint, your entire presentation is one file, so you don't need a new file for every slide. Everything is "under one roof." We'll refer to files and presentations interchangeably.

Opening new presentations—When you open a new presentation, you can use the PowerPoint default format for it, the format of an open presentation, or the format from a template. *In other words, you don't have to create a new format for each new presentation.* PowerPoint uses whichever format you choose.

Changing the format—With PowerPoint, you can change your mind about the format of your presentation—the look of it, the colors in it, or the kind of output you want—at any time.

Opening several presentations—Several presentations can be open simultaneously. The active presentation, the one you are currently working with, appears in the topmost window. All open presentations are listed in PowerPoint's Window menu.

Protecting presentations—If you're a System 7 user and you select *Stationery Pad* when you save a presentation, the file always opens as an untitled copy. Then you can save it as a new presentation. You can't accidentally save it over your original.

Saving presentations—The *Save* command overwrites the existing copy of the file; *Save As* doesn't. When using the *Save As* command, PowerPoint asks you to name the file, then saves it under that name.

Closing files—When you close a file, PowerPoint checks to see whether you've made changes to it. If you haven't made any changes, the file closes. If you have made changes, PowerPoint asks you if you want to save them.

Opening a New Presentation

Quite often, you'll want to create a new presentation using the format of a presentation that's already created. For example, if your business uses a standard format for presentations, you can open a presentation that uses that standard format. Then when you choose *New* from the File menu, you'll be given an opportunity to use the format of the active presentation.

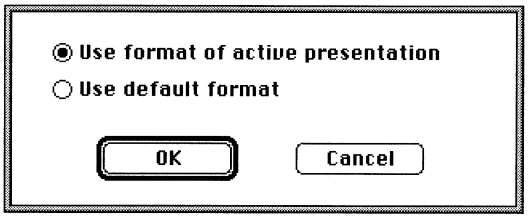
PowerPoint also has its own, built-in format—what we call the default format. If you wish, you can open a presentation with that format. Or, you can customize PowerPoint's default format so it has your choices for the default settings. Then, whenever you open a new presentation with the default format, it's your customized version.

See *Chapter 5: Using PowerPoint Masters and Templates* for details.

To open a new presentation:

1 Choose *New* from the File menu or press ⌘+N.

A new presentation opens or, if a presentation is already open, the New dialog box appears.



2 Choose one of the options:

Use format of active presentation—opens the new presentation with the exact format of the active presentation. For example, use this option when you want to copy the format from one of your existing presentations.

Use default format—opens the presentation using PowerPoint's built-in default presentation (a file named DEFAULT.PPT).

3 Click the *OK* button.

The new presentation opens.

More about opening a new presentation

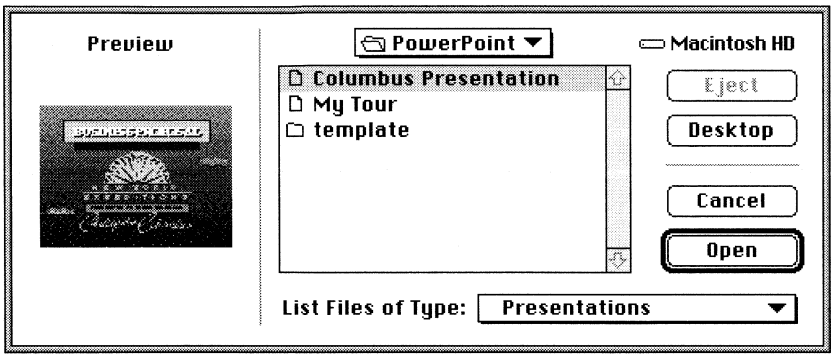
- **If you want to use the format of an existing presentation but don't have it at the time you are opening the new presentation, don't worry**—You can use the format of any presentation at any time by applying it as a template. See *Chapter 5: Using PowerPoint Masters and Templates* for details.

Opening a Presentation That Already Exists

To open an existing presentation:

1 On the desktop, double-click the PowerPoint icon.

2 Then choose *Open* from PowerPoint's File menu.



The folders and presentations stored in the PowerPoint folder are listed in the Open directory dialog box. Choose the file you want to open. Or, to display other folders, click the down arrow in the Folder/Disk Name box. Click the *Desktop* button to go to the desktop so you can work on another disk.

3 When you find the presentation you want to open, double-click the filename, or click the name once to select it, then click the *Open* button.

The presentation opens.

More about opening presentations that already exist

- **You get a preview of the selected file**—As you select PowerPoint 3.0 for the Macintosh files, a representation of the first slide appears in the preview box.
- **A new presentation doesn't have a filename until you save it**—The first time you save a file, a dialog box asks for a name. Give it a unique name, *not* the name of an existing presentation or template unless you want to replace that presentation or template.
- **Opening more than one presentation**—You can open more than one presentation at a time. This is handy when you want to copy slides or artwork from one presentation to another.
- **Opening an existing presentation**—When you open an existing presentation, it opens in the view and scale in which it was when you last saved it.
- **Opening a Microsoft PowerPoint for Windows presentation**—Windows PowerPoint presentations that appear in the dialog box have the extension .PPT—you can open them in PowerPoint for the Macintosh.

- **Opening an outline**—You can open an outline you created using Microsoft Word or another word processor. Select All Outlines from the List Files of Type drop-down menu in the Open dialog box. Then select the file that contains the outline. PowerPoint creates a presentation using your outline. Each major heading in the outline becomes a slide.

Hints

- **Transferring PowerPoint for Windows files to the Macintosh**—To open PowerPoint for Windows presentations on your Macintosh, you need to transfer them as binary files using a utility such as MacLink or Apple File Exchange. Or, if you're on a network that is accessible to PCs and Macintoshes, you can open a PowerPoint for Windows presentation directly using the *Open* command.
- **Make your favorite template the PowerPoint default presentation**—Apply your favorite presentation or template to the DEFAULT.PPT presentation in the Preferences folder to give it the look and settings you want. Use the *Save* command.
- **If the format of the default or the current presentation you're starting with isn't quite what you want**—Open the new presentation and then change the features that aren't just right. When you save the new presentation, it will have those new settings as part of its format.
- **Updating the Slide Master**—If you're starting with the format of an active presentation, review what's on the Slide Master to see if there's information that doesn't pertain to your new presentation. For example, there may be a logo on the Slide Master that doesn't apply to your new presentation. Just delete it.
- **Leverage your work**—You can reuse your work—not only the work you do in PowerPoint, but also the work you do in Microsoft Word and Microsoft Excel. Or you can reuse pictures created in other applications. For details on using work from other applications, see *Chapter 12: Using PowerPoint with Other Applications*.

Saving a Presentation

When you save a presentation, you have two choices:

- Use the *Save* command to save the presentation and overwrite the earlier version.
- Use the *Save As* command to save the presentation with a new name.

To save a presentation and overwrite the earlier version:

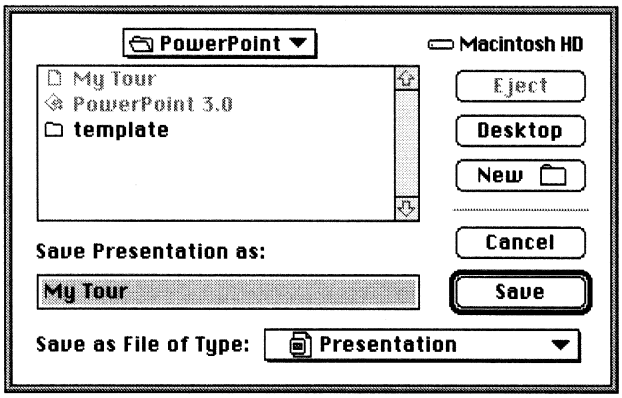
▶ Choose *Save* from the File menu.

The current presentation is saved and any changes made to it are now part of the file.

To save the presentation in a new file (so you *don't* overwrite the previous version):

1 Choose *Save As* from the File menu.

The Save As directory dialog box appears.



2 Enter a new name for the presentation in the Save Presentation As box.

When the dialog box first appears, the filename is selected. You can begin typing the new filename right away.

The open folder shows where the file will be saved. If you want to save the file in another folder, double-click it to open it. Or display additional folders by clicking the down arrow in the Folder/Disk Name box. To go to the desktop and choose another disk, click the *Desktop* button.

More about saving a presentation

- **Macintosh naming conventions**—Name your files using 30 or fewer characters including letters, numbers, and the special characters on your keyboard. You can use any character except a colon.
- **Use unique filenames**—Don't give files the same name unless you're sure you want to replace the old one with the active one. If you do type the same name as another file, an alert warns you and gives you a chance to cancel what you're doing and rename the file you're saving. You can't recover a file that's been replaced with another one.
- **Only the active presentation is saved**—If you've opened more than one presentation, only the active one is saved when you choose *Save* or *Save As*. To save another open presentation, click it to make it active, then save it.
- **Save the presentation as another file type**—You can save a presentation as pictures (a PICT file) or as an outline (an RTF file). Choose *Save As* from the File menu. Then select the type of file you want to create in the Save File of Type drop-down menu. Choose *Outline* for an RTF file; choose *Scrapbook* for a PICT file.

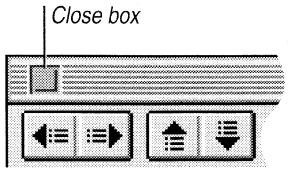
Hints

- **Give files descriptive names**—Save presentations with names that give you a clue to their content, such as October Sales.
- **Save frequently**—It's always a good idea to save frequently as you're working. Use the ⌘+S keyboard shortcut.

Closing a Presentation

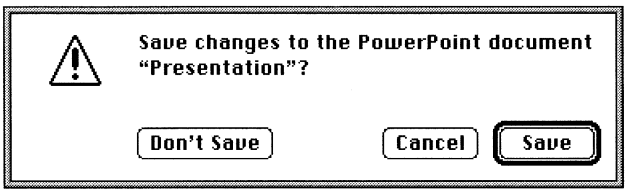
To close a presentation:

1 Choose *Close* from the File menu or click the Close box in the upper-left corner of the PowerPoint window.



If the file and all of its changes have been saved, the presentation closes.

If you've made changes to the file that haven't been saved, a dialog box gives you the chance to save the file first before it closes.



2 Click *Save* to save the changes and then close the presentation.

Click *Don't Save* to close the presentation without saving the changes.

Click *Cancel* to cancel the *Close* command. The presentation is again active.

More about closing presentations

- **Closing and reopening a presentation**—When you close a presentation and then reopen it later, it reopens in the same view and scale it was in when you closed it.
- **Saving while closing**—Saving in the process of closing is like choosing the *Save* command; that is, the presentation overwrites the existing version before it closes. If you don't want the closing version to overwrite the existing version, click the *Cancel* button and use the *Save As* command to save the file under another name. Then choose *Close*.
- **Saving an untitled presentation**—Whenever you save an untitled presentation, you'll see PowerPoint's Save As dialog box.
- **Saving a file as a stationery pad**—System 7 users can choose to save a file as stationery. Choose *Stationery Pad* from the Save File of Type drop-down menu. You can't overwrite stationery files—you're always given an untitled copy to work on. PowerPoint templates, for instance, are stationery files.

Hints

- **For faster openings**—Save and close your presentation while you're in Slide or Outline view. The presentation opens faster when you start again.
- **For faster performance**—Close files you're not using. The fewer open presentations in your window, the faster PowerPoint can work.
- **For faster file closing**—Click the Close box of the active window.
- **If you made changes you don't like since you last saved your file**—If you don't want to save your changes, choose *Close*, then choose *not* to save your changes. When you open your presentation again, it will be the same as it was before your changes.

Quitting PowerPoint

If you are quitting PowerPoint and you haven't saved your presentation since you made changes to it, PowerPoint gives you a chance to save in the Save Changes dialog box.

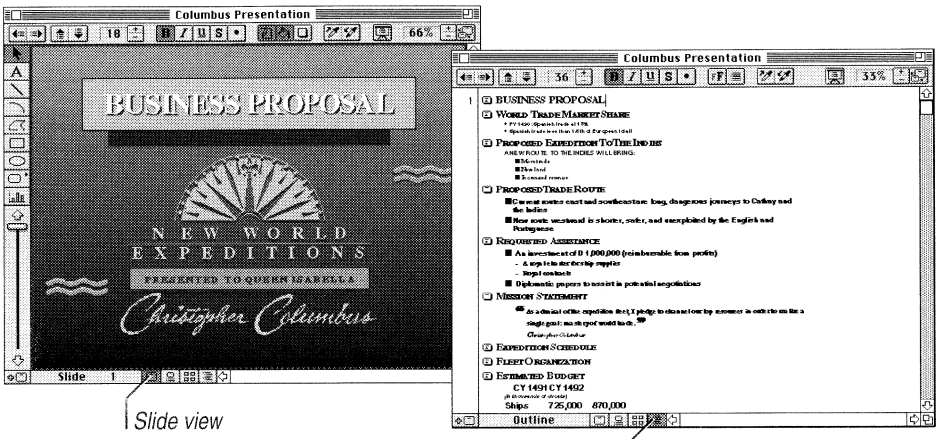
To quit using the File menu:

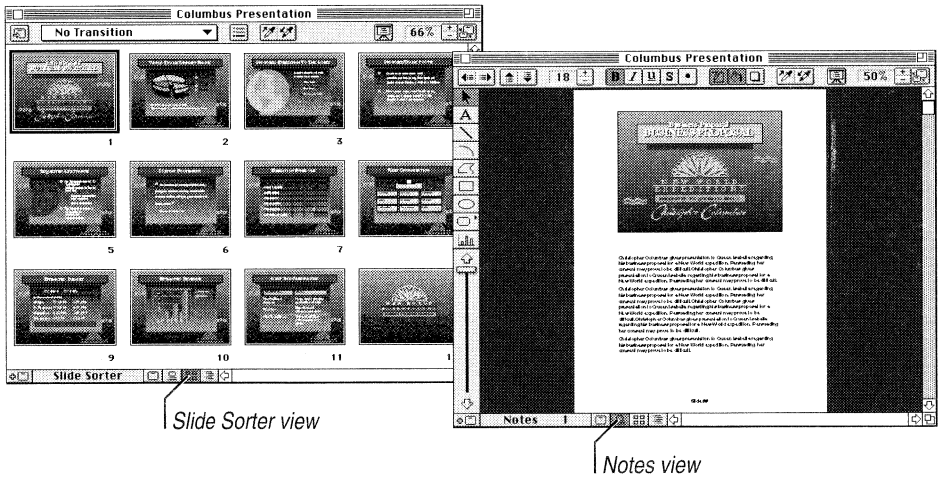
- Choose *Quit* from the File menu.

  PowerPoint checks to see if you made any changes to the presentation(s). If there aren't any, it closes the file and returns you to the desktop.

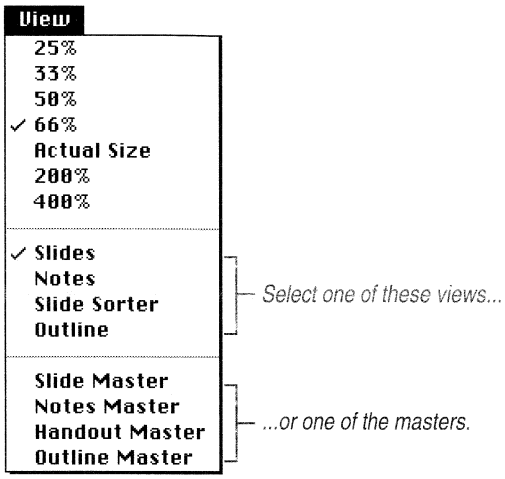
Changing Views

You change views in PowerPoint to take a look at different parts of your presentation, or so you can work in a particular view.





You can change views in PowerPoint using the View menu or the View buttons in the lower left of the window.

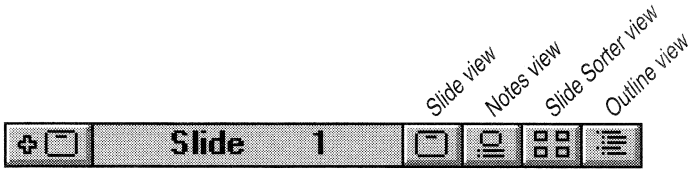


To change views:

▶ Choose the view you want from the View menu. PowerPoint shifts to that view.

-Or-

▶ Click the View button that corresponds to the view you want.



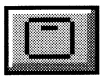
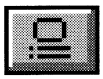
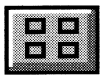
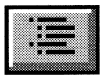
Here are the View buttons. When a button is depressed, that view is selected.

To go to the corresponding master:

▶ Click the depressed button.

Each View button toggles between the view and its corresponding master.

Using the Buttons

Click:	To Toggle Between:
	Slide View and Slide Master
	Notes View and Notes Master
	Slide Sorter View and Handout Master
	Outline View and Outline Master

More about changing views

- **Use Slide or Outline view to create slides**—Slide view is the view typically used to create slides because you can directly manipulate all the objects on your slides.

Hints

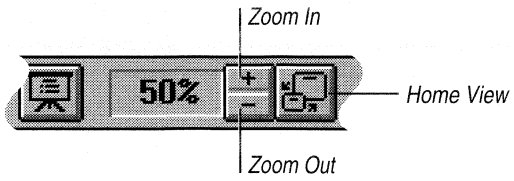
- **Use Outline view to get an overview of your content and to organize your content within and across slides**—You can also type your slide content in Outline view and it automatically appears as slides.
- **Use Slide Sorter view to work with several slides at once**—You can apply a template to or change the color scheme of several slides at once in Slide Sorter view.
- **Use Slide Sorter view to arrange your slides**—Slide Sorter view is like working on a light table.
- **Use Slide Sorter view to review the timings you set for a presentation**—In Slide Sorter view, the timings set for a slide show appear below each slide.
- **Double-click an undepressed View button**—This will take you to that view's master.

Changing the Scale of Your View

You can change the scale of your view using the View menu or one of the View Scale buttons on the Toolbar. (The View Scale buttons include the *Zoom In* button (+), which you use to increase the view, and the *Zoom Out* button (-), which you use to decrease the view.) To quickly return to the view that fits the window, click the *Home View* button.

To change the scale:

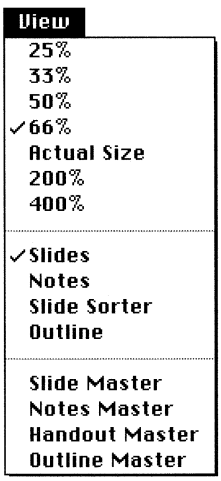
- Click the *Zoom In* (+) or *Zoom Out* (-) button.

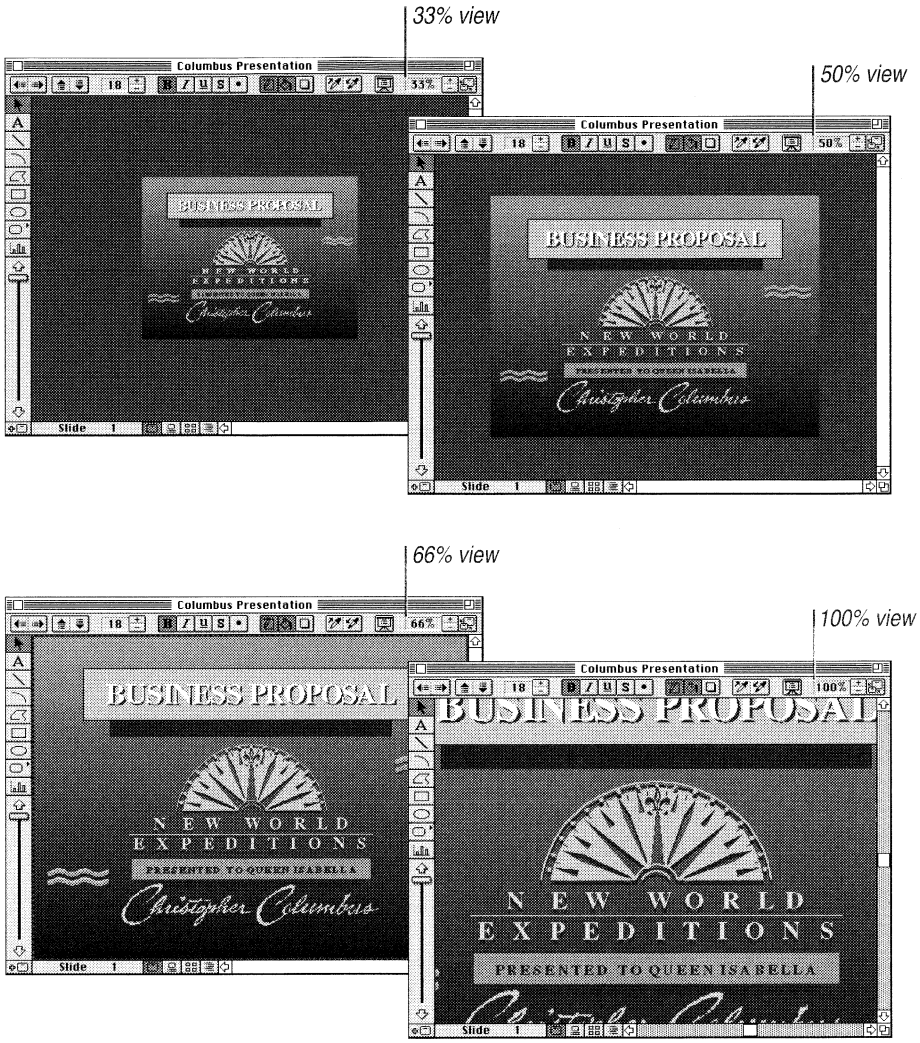


-Or-

- Choose the percentage of the view you want to see from the View menu.

  The scales available are 25%, 33%, 50%, 66%, Actual Size, 200%, and 400%.




33% view
50% view
66% view
100% view
Columbus Presentation
BUSINESS PROPOSAL
NEW WORLD
EXPEDITIONS
PRESENTED TO QUEEN ISABELLA
Christopher Columbus
Slide 1

More about changing view scales

- **When using the upper-range views (100% (Actual Size), 200%, and 400%)**—You may not be able to see the entire slide in the window. Use the scroll bar to see the sections outside the window.
- **View scales don't affect the printing except in Outline view**—With the exception of Outline view, view scales only affect what you see on the screen. In Outline view, you can scale the outline for printing using the View Scale buttons.

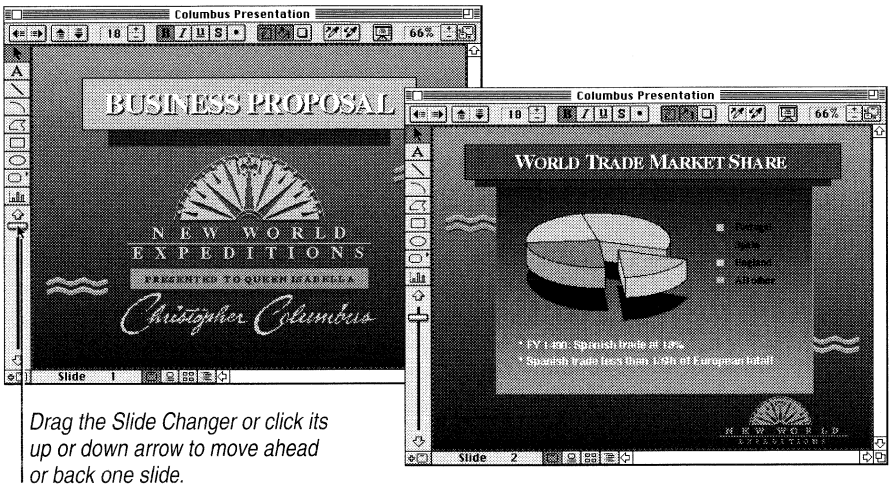
Hints

- **Use the upper-range views (100% (Actual Size), 200%, and 400%) to work with fine detail**—The magnifying views are designed to give you real control over the detail on your slides. Objects may appear aligned in views smaller than 100% but may not be aligned when you display or print them at 100% or larger.
- **Choose a different viewing scale for each view**—For example, in Slide Sorter view, the *View* command changes the sizes of the miniatures. At 100%, the miniatures appear at about 20% of actual slide size. The other sizes set the miniatures proportionally smaller and larger. Obviously, the smaller the viewing size, the more miniatures will fit in the window.
- **Switching between the view that fits in the window and the last view you worked in**—While you are working in different magnifications, you can quickly return to the view that fits in the window. Click the *Home View* button. Then, to return to the view you were in, click it again.

Moving to a Different Slide or Notes Page

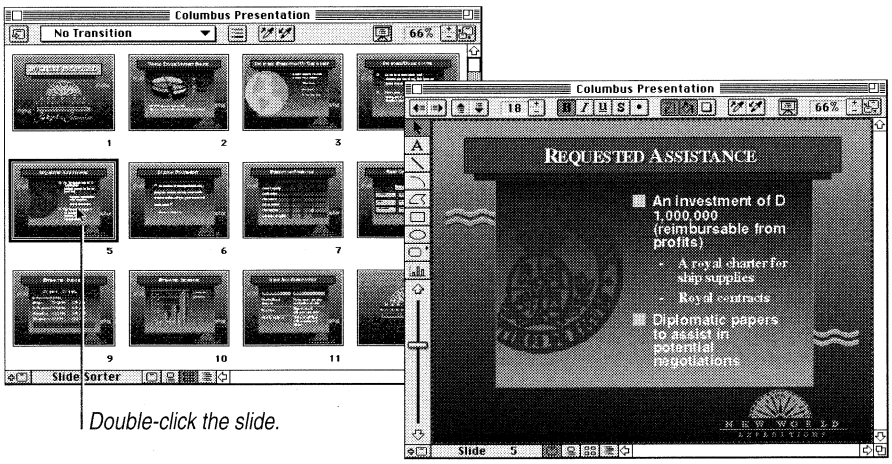
How you go to another slide or notes page depends on the view you are in:

- **In Slide view or Notes view**—Drag the Slide Changer. Watch the slide number in the View Status box and stop when you reach the slide or notes page you want.



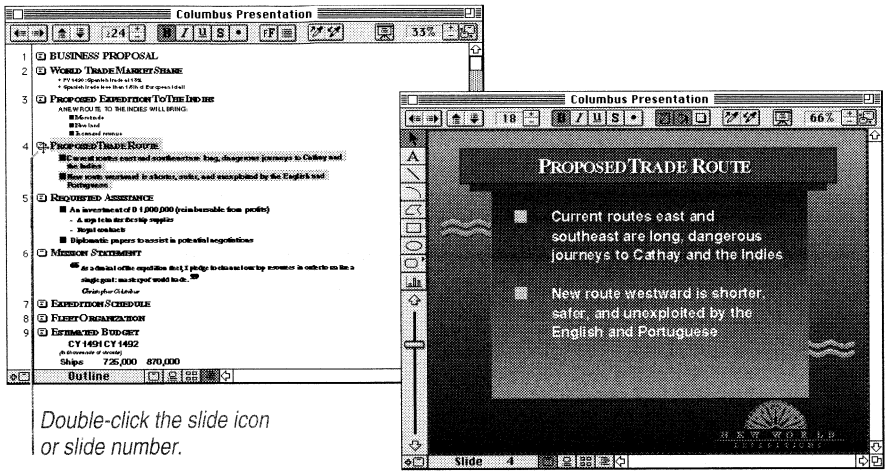
Drag the Slide Changer or click its up or down arrow to move ahead or back one slide.

- **In Slide Sorter view**—Double-click the slide. PowerPoint changes to Slide view and brings up the slide.



Double-click the slide.

- **In Outline view**—Double-click the slide icon or slide number. PowerPoint brings up the slide in Slide view or Notes view depending on which view you were working in last.



Double-click the slide icon or slide number.

More about moving to a different slide or notes page

- **To move to a specific slide in Slide view or notes page in Notes view**—Highlight the slide number, then type the number of the slide or notes page you want.
- **When you're returning from Slide Sorter or Outline view**—And you double-click a slide, you return to either Slide view or Notes view, whichever view you worked in last.

Adding a New Slide

You can add a new slide in any view—Slide, Slide Sorter, Outline, or Notes view. If you like creating slides while you're working on your outline, work in Outline view. If you prefer to create each slide individually, use Slide view.

You add new slides to your presentation using either the *New Slide* command or the *New Slide* button.

To go to a new slide using the *New Slide* command:

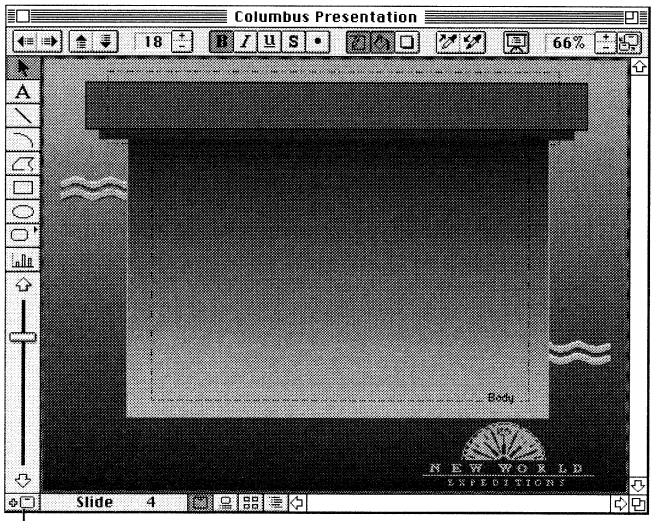
▶ Choose *New Slide* from the Slide menu.

A new slide appears. It has the same format as the Slide Master for the presentation you're working on. Usually you'll see placeholders for the Title and Body objects.

To add a new slide using the *New Slide* button:

▶ Click the *New Slide* button in the lower-left corner of the window.

PowerPoint adds a new slide.



New Slide button

More about adding new slides

- **Slides have the same size, aspect ratio, and orientation**—All slides within a presentation have the same output size, aspect ratio, and orientation. You can have all vertical slides in a presentation or all horizontal slides.
- **Where new slides are added**—New slides are added after the current slide in Slide view, or after the cursor or the selected slide in Slide Sorter and Outline views.
- **Slides you add from another presentation take on the look of the ones you created**—If you insert some slides into your presentation from another presentation, they automatically assume the format of the receiving presentation. Any exceptions on the slides that you've added (changes you've made that don't follow the master), however, remain exceptions.
- **PowerPoint creates room for speaker's notes automatically**—Notes pages for your speaker's notes are created automatically by PowerPoint, one page for each slide. You don't have to create each page individually. Just add notes and other information to those pages where you need reminders.

Hints

- **Placing a new slide in Slide Sorter view**—Click between the two slides where you want the new slide to be added. Then click the *New Slide* button.
- **Adding a new slide using the keyboard**—The keyboard command to add a new slide is ⌘+L.
- **Adding a new slide in Outline view**—Click the icon of the slide after which you want to add a new slide. Then click the *New Slide* button, press ⌘+L, or press ENTER.

Working with PowerPoint Objects

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Overview

As you've already discovered, objects are the key building blocks in PowerPoint. Just about everything you work on is an object.

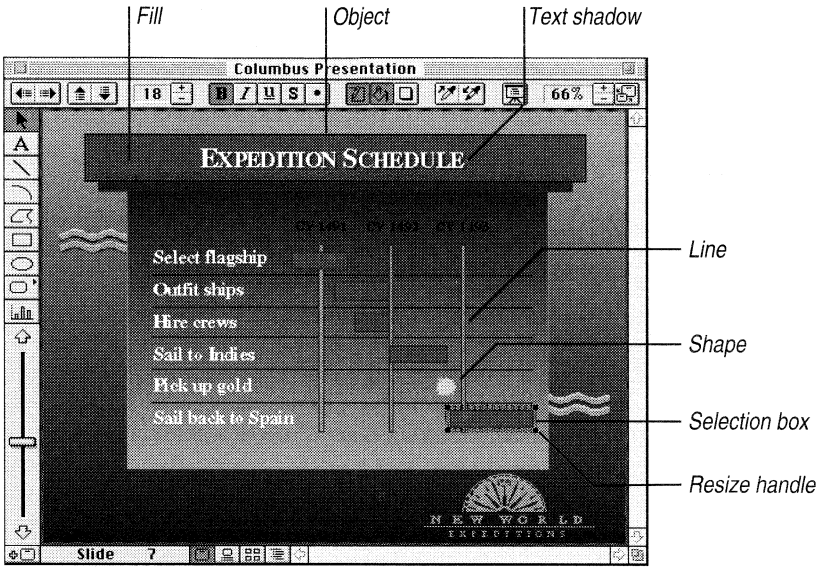
This chapter gives you the basic "how to's" you need to select, group, edit, and resize objects. It also explains how to change an object's attributes—its line, fill, shadow, shape, and so on. You'll also find out about adding text to a shape, and learn some special techniques for aligning objects and changing the order of objects in a stack.

Details on the graphic attributes of objects can be found in *Chapter 10: Drawing*; details on the text attributes of objects appear in *Chapter 7: Working with Text.*

Things to Know About Objects

Terminology

Some of the terms we use to describe working with objects may be new to you. Here are some terms you'll want to know:



Object—the text, pictures, lines, and shapes that you create or import in PowerPoint. You create objects with the Text and Drawing tools on the Tool Palette.

Attribute—each feature of an object that you can manipulate using PowerPoint's tools and commands, including line, fill, shadow, embossing, color, shape, and text.

Shape—an attribute that defines the form of objects created using the Text or Shape tools. Objects created with the Line, Arc, and Freeform tools don't have shape as an attribute.

Frame—the line that forms the object. The four lines of a rectangle are its frame, the three lines of a triangle are its frame, and the single curved line that forms a circle is its frame. You change the frame's style by changing the line style for the object.

Resize handle—the black square at each corner of a selected object. Dragging a resize handle resizes the object.

Adjustment handle—a fifth black square on a shape, usually not at a corner, that lets you adjust the shape's features. For example, you can adjust a rounded rectangle to be more rounded or less rounded. Or, for a cross shape, you can adjust its arms to be thicker or thinner.

Control handle—a black square at a vertex of a freeform or polygon. Freeforms and polygons can be edited by adding, deleting, and moving their control handles.

Picture—an image from PowerPoint or another application. It can have some, but not all, of the attributes of an object created in PowerPoint. You can move and resize a picture, and recolor some of its original colors. You can also ungroup bitmapped pictures so they break into their component objects; this converts them to PowerPoint objects that can be manipulated just like any other PowerPoint object.

Selection box—the "fuzzy" outline around an object that indicates the object is selected. You can move an object by dragging its selection box.

Selection rectangle—the box that appears around object(s) when you drag to select.

Grid—an invisible network of lines that covers the slide. As you draw objects, their corners align on the nearest intersection of the grid. Although you can't see the grid, it automatically helps align objects. You can turn the grid on and off using the *Snap to Grid* command from the Arrange menu. Or you can temporarily turn it off by holding down the ⌘ key as you drag.

Guides—two straightedges, one horizontal and one vertical, for visually aligning objects. When an object is close to a guide, its corner or center, whichever is closer, snaps to the guide. You can drag a set of objects close to the guide and they'll all snap to the guide and align themselves. (You can think of a guide as having a "magnetic" attraction for objects; as objects get close to a guide, they seem to jump to it.)

Stacking—the placement of objects one on top of the other. Each object is separate from every other object as well as from the slide background. Although the objects seem to be drawn on a flat slide, in fact, objects are conceptually like individual pieces of paper in a stack. The most recently drawn object is added to the top of the stack. This object "stacking order" is important because the objects on the top of the stack can cover, and obscure, those underneath it. You can see this effect by stacking one filled object onto another filled object. One of the objects covers the other. To learn how to change the order of objects in a stack, see "Changing the Order of Objects in a Stack."

Multiple selection—selecting more than one object using the SHIFT+click method or by dragging the selection rectangle. When you flip, rotate, and resize a multiple selection, all objects in the multiple selection react independently.

Group—a multiple selection that you treat as a single object by using the *Group* command in the Arrange menu.

Concepts

Object attributes—characteristics you can apply to objects and then change such as shape, text, fill, line style, and so on.

An object has two kinds of attributes—graphic attributes (fill and line, for instance) and text attributes (style and font, for instance). To add text to an object, select the object and type. To give shape to text, select the text, frame the object by adding a line to give it visible form, then change the shape if you want. You can't attach text to nor can you automatically change the shape of lines, arcs, and freeforms.

You can apply attributes to more than one object at one time—use the multiple selection technique to do this.

You can work on a set of objects at one time—group a multiple selection if you want to keep working on it as one object.

Selecting Objects

To select an object, all you do is click a visible part of the object using the Selection tool.

To select an object:

1 Choose the Selection tool.

The Selection tool is the arrow on the Tool Palette.

2 Click the Selection tool on any part of the object you can see.

The object is surrounded by a selection box to show it's selected.

Selecting More Than One Object

When you want to apply an attribute (such as a shadow) to more than one object, you can select all the objects you want to work on, then apply the attribute to them.

There are three ways to select more than one object:

- Use the SHIFT+click method to select objects that aren't next to each other.
- Draw a selection rectangle around the objects when they are next to each other.
- Use the *Select All* command from the Edit menu to choose all objects on a slide.

It's just a question of using the method that applies to the situation in which you're working.

To use the SHIFT+click selection method:

1 Select an object on the slide.

2 Press and hold the SHIFT key, then click the second object.

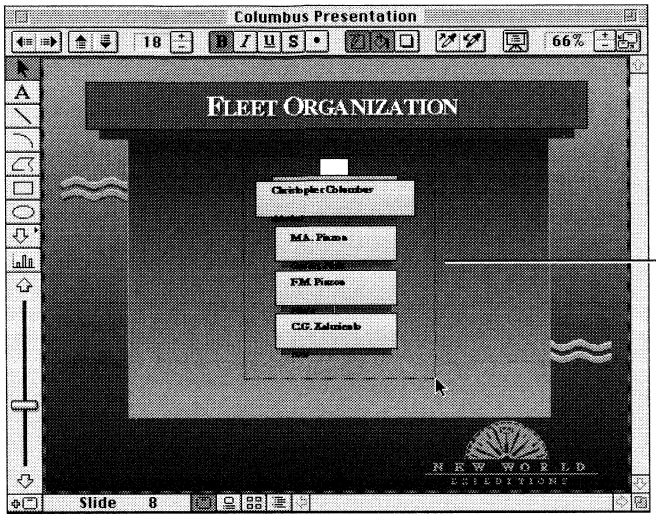
The first object stays selected and the second object is added to the selection.

Continue to select objects. As long as you hold down the SHIFT key while clicking, you're adding objects to the selection. If you SHIFT+click a selected object, it is removed from the selection.

To use the selection rectangle method:

1 Choose the Selection tool and position the arrow near, but not on, an object you want in the multiple selection.

2 Drag a selection rectangle around the objects to be selected.



Each object in the selection box is then selected.

Aside... To remove one of the objects from the selection rectangle, use SHIFT+click again.

To use the *Select All* menu command:

▶ Choose *Select All* from the Edit menu.

PowerPoint selects all the objects on the slide (if you're in Slide view) or all the slides (if you're in Slide Sorter or Outline view).

More about selecting objects

- **Using SHIFT+click**—You can SHIFT+click a selected object to deselect it.

Hints

- **To get the Selection tool quickly**—Click an empty area of the slide.
- **Making a multiple selection of contiguous objects**—Drag a selection rectangle to make a multiple selection of contiguous objects. Then use SHIFT+click to add non-contiguous objects to the selection.
- **If you are having trouble selecting a particular object**—Use the TAB key to successively highlight each object on the screen until the one you want is selected. If you pass the object you want, SHIFT+TAB will cycle you backward through the objects.

- **If you can't see an object on the screen because it's the same color as the background**—Use the *Show Edges* command from the Arrange menu to show the edges of the object's selection box.
- **To select a different object in a stack when objects are stacked on top of each other**—Hold down the CONTROL key.
- **To start a selection rectangle anywhere without accidentally moving an object**—Hold down the CONTROL key.

Grouping, Ungrouping, and Regrouping Objects

Grouping objects combines them so you can work with them as if they were a single object.

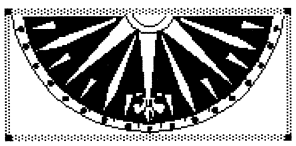
Grouping objects is the same as selecting multiple objects with this exception: you can flip, rotate, and resize or scale all the objects in a group as a single unit, rather than as individual objects in a multiple selection.



Object ungrouped



Object grouped

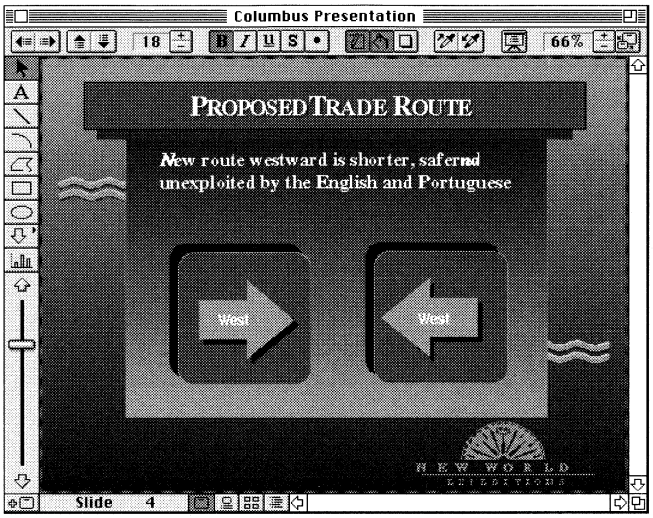


Object flipped



Object scaled

Grouping objects doesn't change how the object attributes work. For instance, when objects are shadowed using different shadow offsets, and those objects become part of a group that is rotated, the shadows maintain their relationship to the objects:



To group a set of objects:

1 Hold down the SHIFT key and click to select the objects you want grouped.

2 Choose *Group* from the Arrange menu.

The objects are now part of the group.

To ungroup a set of grouped objects:

1 Select the grouped objects.

2 Choose *Ungroup* from the Arrange menu.

The objects are now separate.

To reassemble a former group of objects:

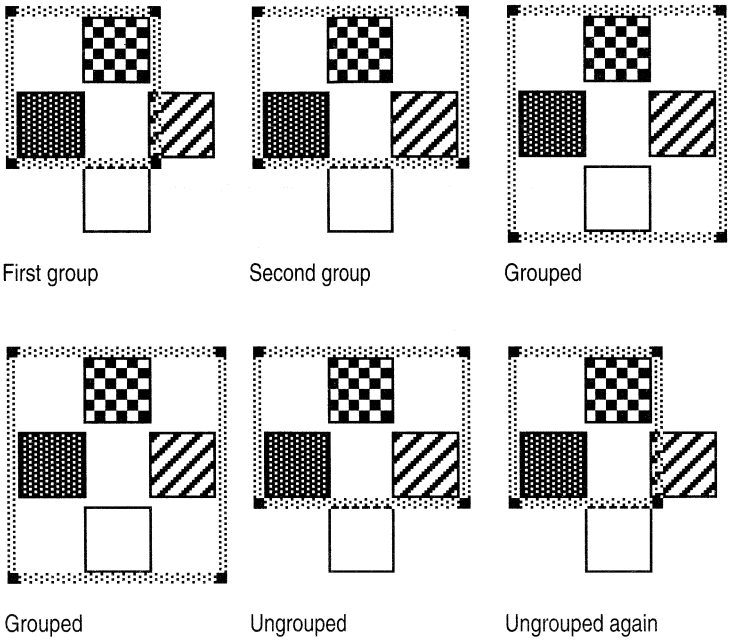
▶ Select any one of the objects and choose *Regroup* from the Arrange menu.

Groups and sub-groups

You can create groups within groups. This is like creating a hierarchy within a group. Typically, you'd create a hierarchy of groups while drawing a complicated graphic. You'd draw one set of objects and then group them, draw the next set and group them, and so on. That way, if you need to redo any portion of the drawing, you can just ungroup one set of objects without disturbing the others.

When a hierarchical group is ungrouped, PowerPoint undoes it level by level. That is, selecting a grouped object and choosing *Ungroup* disassembles only the objects in the last group that was formed. Choosing *Ungroup* again disassembles the next group and so on.

Here's an example:



More about grouping, ungrouping, and regrouping objects

- **Regrouping without selecting first**—If no object is selected on the slide and you choose *Regroup,* the most recently ungrouped group is reformed.
- **Regrouping while the slide is active**—PowerPoint remembers formerly grouped objects while the slide is active. If you switch to another slide and *then* come back and try to regroup all the subgroups in a group, you'll have to select the objects, then group them.
- **Grouping and the "stacking order"**—When you create a group, the objects are all assigned sequential positions in the "stacking order." That way, if you rearrange the stacking order, the group changes position.

Hints

- **A shortcut for editing text in a single object in a group**—Click the Text tool, then click the text you want to edit. You don't have to ungroup the group.
- **You can disassemble pictures into editable PowerPoint objects using the *Ungroup* command**—Disassembling a picture in this way means it is no longer a subscriber, if it was one originally.

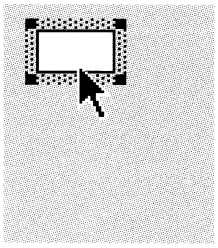
Editing Objects—Copying, Pasting, Duplicating, Cutting, and Deleting

Copying, pasting, duplicating, cutting, and deleting are all editing processes available to you on the Edit menu. The commands themselves are pretty descriptive of what they do:

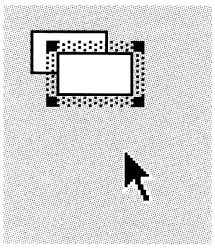
Copy—makes a copy of an object and places it on the Clipboard.

Paste—pastes the object on the Clipboard onto the slide, speaker's notes page, and so on.

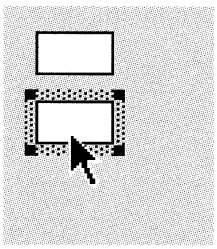
Duplicate—makes a copy of an object and places it so it overlaps the original (unlike the *Copy* command, *Duplicate* does not place a copy of the object on the Clipboard). You can then reposition the duplicate, to make a chart of boxes, for example, and choose the *Duplicate Again* menu command. PowerPoint keeps track of the relative position you want.



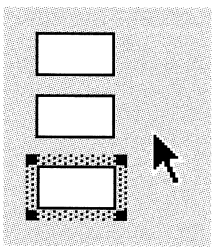
Click to select the object you want to duplicate.



Choose Duplicate from the Edit menu.



Position the duplicate object.



When you choose Duplicate again, the duplicate object appears in the same relative position.

Cut—deletes an object and puts it on the Clipboard so you can paste it elsewhere if you want.

Clear—deletes the object completely.

To use the commands from the Edit menu, you first select the object to let PowerPoint know which one to work on.

To edit an object using commands from the Edit menu:

1 Click the object to select it.

   If you're editing more than one object at a time, use one of the multiple selection methods described earlier in this chapter.

2 Choose the command you want from the Edit menu.

   PowerPoint then follows your instructions.

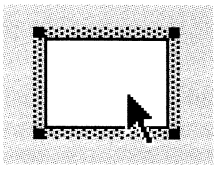
For more information on the Edit menu and its commands, see the Edit menu in *Chapter 16: PowerPoint Commands.*

Hints

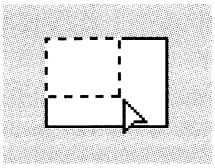
- **Create organization charts**—The *Duplicate* command is helpful when you're creating sets of boxes, such as those you'd need for an organization chart or table.
- **Duplicate while dragging**—To duplicate an object on the same slide, select the object and press the OPTION key as you drag a duplicate of the object.
- **Editing menu commands**—The same commands you use to edit blocks of text work on individual characters and words, too.
- **Use *Duplicate* to duplicate multiple selections and groups**—The *Duplicate* command works on multiple selections and groups, not just single objects.

Resizing Objects

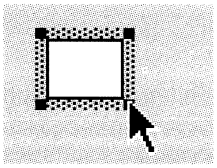
Often you'll find a picture you like or you'll draw an object, but it won't be quite the right size for your presentation. To change the size of an object, all you do is drag the resize handles. Resizing looks like this:



Select the object you want to resize.



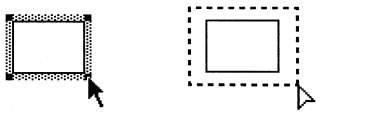
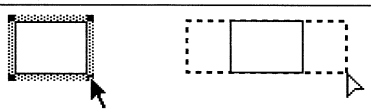
Drag one of the resize handles (black squares in the four corners of the selection box) until the object is the desired size.



When you release the mouse button, the object is seen in its new size and is selected.

More about resizing objects

- **Use special keys to constrain your resizing**—Hold down the SHIFT key and press the OPTION key while you resize an object by dragging diagonally. This maintains its height-to-width proportions and makes the object resize from the center.

Constrained resizing	
Drag+SHIFT—resizes the object only vertically, horizontally, or diagonally. The diagonal resizing maintains the height-to-width proportion.	
Drag+OPTION—instead of holding the opposite corner fixed, resizes the object from its center outward.	
Drag+OPTION+SHIFT—resizes only vertically, horizontally, or diagonally from the object's center outward.	

- **Resizing a line**—Lines have only two resize handles. Resizing a line lengthens or shortens it. You can also drag a resize handle to change the angle of the line.
- **Fitting text in an object as it resizes**—If the text in an object is set to wordwrap, the text rearranges itself to fit the new-size box. If an object is set to fit around the text, the resizing makes sure the text is enclosed in the object. See the *Fit Text* command for details.

- **Resizing doesn't change text size in PowerPoint objects**—If an object contains text, it doesn't change font size when you resize the object. To change the font size of the text in an object, select the text and choose *Size* from the Text menu or *Scale* from the Object menu.
- **Resizing *does* change text size in pictures**—If the object you're resizing is a picture you imported from another application and contains text, resizing the picture also resizes its text. Because the text is part of the picture, PowerPoint treats it as a graphic and resizes it to the same proportions as the rest of the picture.
- **Resize one object at a time**—To resize objects, select one at a time. If you select multiple objects, you'll need to group them to resize them.
- **To resize objects to an exact scale or to resize objects in a multiple selection**—Use the *Scale* command from the Object menu. For more information, see *Chapter 16: PowerPoint Commands.*

Hints

- **You can restore a picture to its original size**—If a picture doesn't look right after it has been resized, you can restore it to its original size by holding down the SHIFT key and double-clicking any of the picture's resize handles.
- **You can restore a picture to its original aspect ratio**—The length-to-width proportions are called the *aspect ratio* of the picture. If a picture's proportions don't look right after resizing—its length is too long for its width or vice versa—double-click any of the picture's resize handles. The picture returns to its original aspect ratio, *but* remains resized. You can also choose the *Scale* command from the Object menu. Select the picture and choose *Scale* from the Object menu, then click the Relative to Original Picture Size box.
- **You can resize an object while maintaining its scale**—If you use the *Scale* command from the Object menu to resize an object, you can maintain its scale as you resize it.
- **To resize more than one object**—Use the *Group* command from the Object menu to make them one object, then use the resize handles. Or, use the *Scale* command from the Object menu.
- **To preserve a line's angle while extending the line**—Hold down the SHIFT key while resizing.
- **To keep an object from snapping to the grid while resizing**—Hold down the ⌘ key while dragging.

Changing Object Attributes

PowerPoint objects have attributes that define how the objects appear on the slides. The attributes are:

Line—the frame of the object

Fill—the color of the object

Object shadow—the shadow of the object

Shape—the form of the object

Text—text that's added to the object

Each Title and Body object on a slide has default settings that are taken from the presentation's Slide Master. Default settings for objects you create on a slide apart from the Title and Body objects are indicated by diamonds and bullets on the menus. You can change these defaults at any time merely by making a selection on the menus with no object selected. If you want to change the attribute settings for the Title or Body objects on all slides, make changes to the Master Title and Master Body on the Slide Master.

Adding a Line

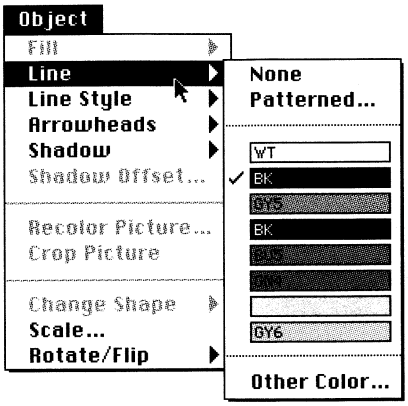
When you frame an object, you add a line to it that defines its shape.

To add a line, you work with the *Line* and *Line Style* commands. Both are on the Object menu. Use the *Line* command to add or delete a line around an object, as well as to change the line's color. Use the *Line Style* command to change the style of the line, for instance, to change from a thick line to a thin one.

To add a line:

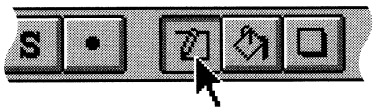
1. Select the object.
2. Choose *Line* from the Object menu.
3. Choose a line color from the submenu.

   The line will appear in that color.



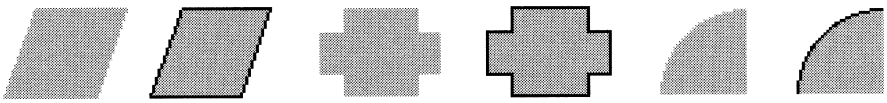
To change the line's current color, choose a new color from the submenu. To delete a line from the object, choose *None* or use the button on the Toolbar to turn the line off.

Toolbar Shortcut



Adds a line to the selected object if it doesn't have one. Deletes the line if it already does. Line style and color are determined by the default settings.

Here are some objects shown with and without lines:



Changing the Style of the Line

Once you've framed an object, you may decide you want a thicker (or thinner) line.

To change the style of a line:

1 Select the object that has the line whose style you want to change.

2 Choose *Line Style* from the Object menu.

3 Choose a line style from the submenu.

Adding Arrowheads to a Line

Sometimes you'll want to use arrowheads to show a relationship between a line and another object (to point to a box on a chart, for instance). Here's how you do it.

To add arrowheads to a line:

1 Select the object that has the line where you want to add arrowheads.

2 Choose *Arrowheads* from the Object menu.

3 Choose the arrowhead(s) you want to use from the submenu.

Adding a Patterned Line

To add a patterned line, you work once again with the *Line* and *Line Style* commands.

To add a patterned line:

1 Select the object.

2 If the object does not already include a line, add a line by using the button on the Toolbar. (You will know there is no line if the *Line Style* command is dimmed in the Object menu.)

3 Choose *Line Style* from the Object menu.

4 Choose one of the thicker styles of lines from the submenu. (Patterns show up best on thick lines.)

5 Choose *Line* from the Object menu.

6 In the dialog box that appears, choose the pattern you wish for the line.

You may also choose a foreground color and a background color for the patterned line in the same dialog box. When you change one or both colors, you'll be able to see the changes on the object you have selected. You'll also see all the patterns within the dialog box change color.

7 Click the *OK* button when you've found the pattern and colors you want.

Or click the *Cancel* button to ignore your choices and return to the unpatterned line.

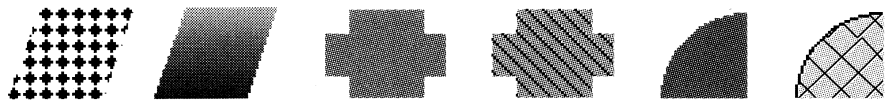
Adding a Fill

If you want to make an object stand out—or, conversely, if you want to make it blend in—just pick an appropriate fill color.

The interiors of objects can be filled with solid colors, two-color patterns, shaded colors, or the same color as the background of the slide.

Objects will be filled as you draw them if the default setting on the Fill submenu is set to a color, *Background*, *Shaded,* or *Patterned*. If the default on the Fill submenu is *None*, the object will still be drawn, but without a fill. For details about setting defaults, see *Chapter 1: Introducing PowerPoint.*

Here are some examples of different fills. Note that open freeform objects can also be filled as if they were closed objects:

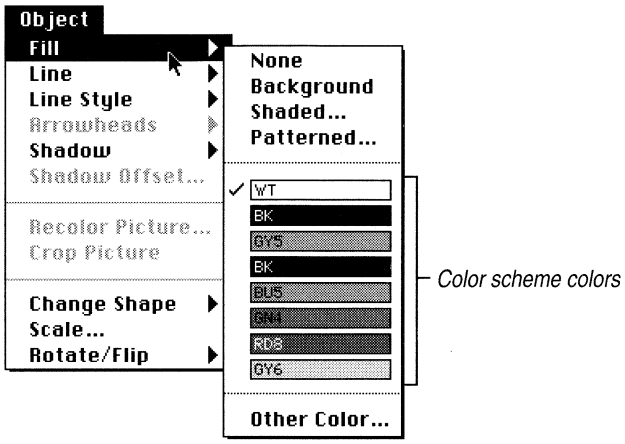


To add a fill:

1 Select the object.

2 Choose *Fill* from the Object menu.

The Fill submenu appears.



3 Choose one of the options on the submenu:

None—removes the fill from the selected object; the object becomes transparent.

Background—fills the object with the same color and shading as the slide's background; makes an object appear opaque.

Shaded—sets the solid color fill of an object to be shaded.

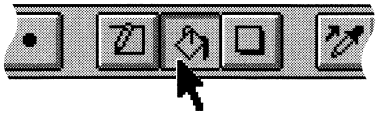
Patterned—fills objects with the current pattern. To choose a pattern, pick one from the Pattern dialog box.

A color scheme color—fills the object with the solid color you select. If you change the color scheme, this color will change to the corresponding color (the one in the same position) in the new scheme.

Other Color—fills the object with a solid color you select. This color will not change if you change the color scheme.

PowerPoint adds the fill.

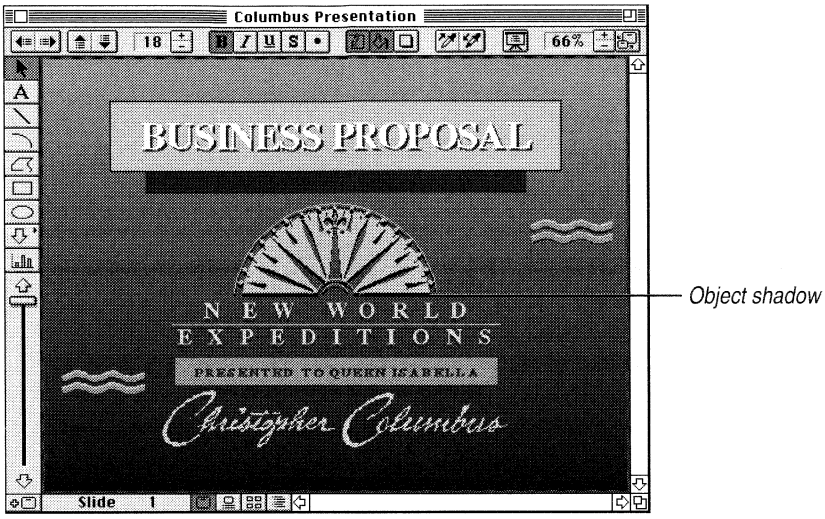
Toolbar Shortcut



Adds a fill if the selected object doesn't have one. Removes the fill if it already does. The fill type and color are determined by the default settings.

Adding a Shadow

Shadows give objects a 3-D effect and make them appear to float on the slides.



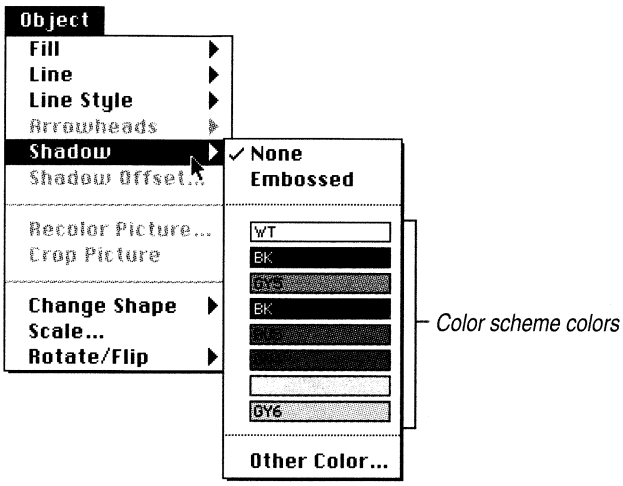
You change the shadow's offset—its position relative to the object—using the *Shadow Offset* command from the Object menu. You can also change a shadow's color using the *Shadow* command from the Object menu.

To add an object shadow:

1 Select the object.

2 Choose *Shadow* from the Object menu.

The Shadow submenu appears.



3 Choose one of the color scheme colors or an Other Color.

To remove a shadow:

▶ Choose *Shadow* from the Object menu; then choose *None*.

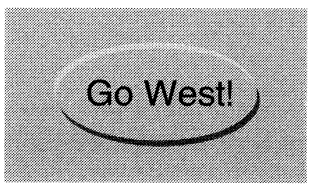
Toolbar Shortcut



Adds a shadow if the selected object doesn't have one. Removes the object shadow if it already does.

Embossing an Object

Embossing is a form of shadowing. You can emboss text as well as objects. Embossed objects show up best against a solid, unshaded background. For information about embossing text, see *Chapter 7: Working with Text.*



You emboss an object using the *Embossed* command from the Shadow submenu.

To emboss an object:

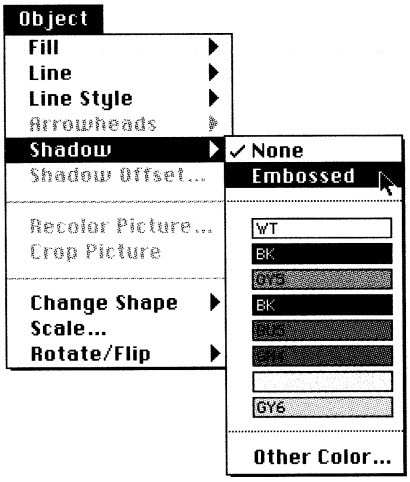
1 Select the object.

2 Choose *Shadow* from the Object menu.

The Shadow submenu appears.

3 Choose *Embossed* from the Shadow submenu.

The object appears embossed. When you emboss an object, PowerPoint fills the object with the same color as the background.



More about changing object attributes

- **If you can't see a line around an object, but you know it's there**—If the color of the line and the slide background are the same, an object will look as though it doesn't have a line. It does, but you just can't distinguish it from the background.
- **Changing lines on more than one object**—You can change the line attributes on more than one object at a time by selecting the objects, then choosing the command you want from the Object menu.
- **If you don't want lines to increase the size of objects**—The size of an object is the same with or without a line if you've selected the Adjust Object Size to Fit Text option in the Fit Text dialog box. In this case, a line overlays the edges of an object and isn't added to the outside of an object.

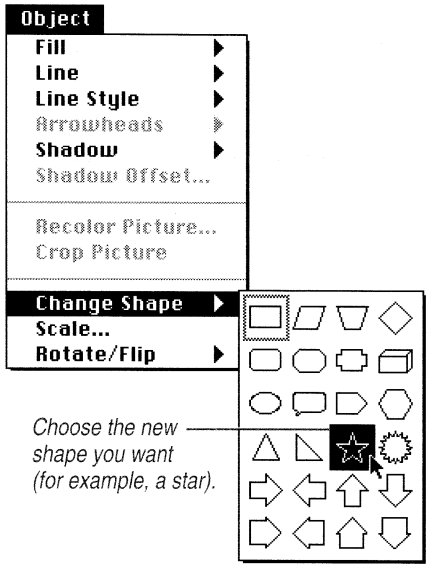
- **Shadows are always under an object**—Shadows always appear under and behind an object. You can't bring a shadow to the front.
- **Removing all the attributes from an object doesn't make the object go away**—The object will appear when *Show Edges* is turned on. You can select the object and reapply the attributes as you wish.

Hints

- **Try a thicker line style for embossed objects**—You'll like the effect.
- **Try applying an object shadow to text**—If you want to experiment with the position of the shadow for text (the shadow offset), select the text and choose *Shadow* from the Object menu. Then choose the *Shadow Offset* command from the Object menu to adjust the position of the shadow.

Changing the Shape of a Shape

You can change the shape of any object you create using the Text tool or the Shape tools. For instance, if you create a text object and frame it, your text will appear in a rectangle. You can change that rectangle to a star (or any other shape) using the *Change Shape* command from the Object menu. The new shape fits inside the same selection box as the original shape.



To change a shape:

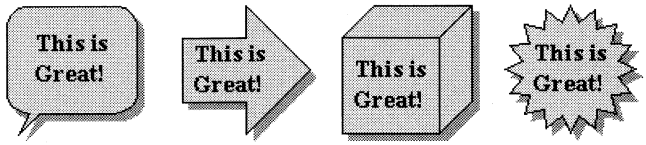
1 Select the object.

2 Choose *Change Shape* from the Object menu.

The Shape submenu appears. The current shape appears in a black outline.

3 Choose the new shape you want for the selected object.

When you release the mouse button, the object changes shape. Note that the new object has the same attributes as the original object—it's the same color and has the same fill, pattern, and so on. And the new shape fits inside the same area as the original shape.



More about changing the shape of a shape

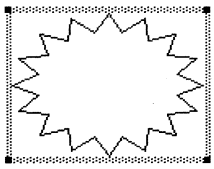
- **If you try to change a line, arc, or polygon**—The *Change Shape* command is dimmed to show you lines, arcs, and polygons can't be changed this way.

Adding Text to a Shape

Objects created with the Shape tool (such as rectangles, circles, and triangles) can have text attached to them. Lines, arcs, and freeform objects can't have their own text; you label these separately.

When you add text to an object, it becomes "attached" to the object. When you move the object, the text moves with it.

To add text to a shape:





1 Select the shape object.

2 Begin typing.

You don't have to click the Text tool to add text to graphic objects. Text will appear in the object following the default text settings.

More about adding text to a shape

- **Text within objects can also be shadowed and embossed**—Use the *Style* command from the Text menu to shadow and emboss text.

Hints

- **A trick to adding text to lines, arcs, and freeforms**—Although these types of objects can't have text in the same manner as closed shapes, you can group a text object with them. For example, draw a line, click the Text tool, and draw a text object. Type the text into it, position it relative to the line, select both objects, and then choose *Group* from the Arrange menu. Now the text object moves with the graphic object.
- **If you want to control the direction and extent of a text shadow**—Shadow the text using the *Shadow* command from the Object menu. This gives you access to the *Shadow Offset* command so you can adjust the direction and extent of the shadow.

Arranging PowerPoint Objects

Arranging objects in PowerPoint is simple using the commands on the Arrange menu, the grid, and the guides.

Moving Objects

You can move objects in one of two ways:

- By dragging the object in one move;

-Or-

- By selecting the object and dragging its selection box.

To select and drag in one move:

▶ Click the edge of an object and, without releasing the mouse button, drag it to the new position.

To move an object by dragging its selection box:

1 Click the object to select it.

2 Drag the selection box.

Aligning Objects

Often you'll want objects to be perfectly aligned on a slide—all their left edges aligned vertically, or all their top edges aligned horizontally, for example. You don't have to align them yourself. PowerPoint does it for you automatically.

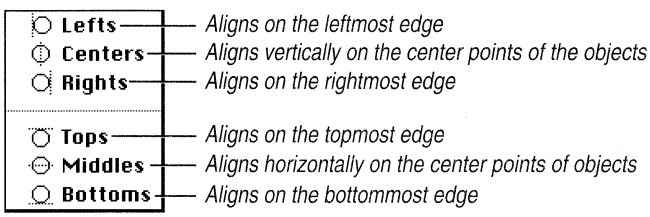
To align a set of objects:

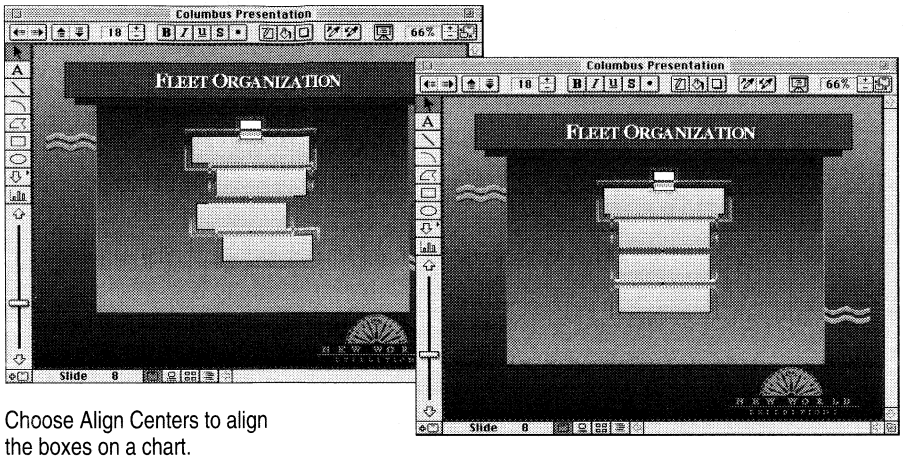
1 Select them.

2 Choose *Align* from the Arrange menu.

The Align submenu shows the alignment options.

3 Choose one of the options from the submenu:





Choose Align Centers to align the boxes on a chart.

More about arranging PowerPoint objects

- **Use the SHIFT key**—When you hold down the SHIFT key before moving an object, PowerPoint constrains the movement to horizontal or vertical.
- **Objects are aligned according to their bounding boxes**—For purposes of alignment, PowerPoint uses the bounding box that surrounds an object as its edge.
- **Aligned objects aren't fixed in place**—You can move any object out of alignment by dragging.
- **Objects are attracted to the guides**—When you're moving an object and you get close to a guide, the object will jump to the guide as though it were a magnet. This makes it easy to align objects using the guides.

Hints

- **Aligning freeform objects**—Freeform objects may not align as you expect because PowerPoint sets their edges and centers according to their imaginary selection boxes. You can always align them manually if their positioning doesn't suit you. Use the guides and the grid to help you.
- **You can temporarily suspend the guide and grid constraints**—You can overcome the guide and grid constraints by pressing the ⌘ key as you drag.

Changing the Order of Objects in a Stack

When you stack objects, they overlap. Sometimes you'll want to exchange the order of two of the objects in a stack, for example, or put the top object on the bottom.

PowerPoint has two sets of commands to adjust the stacking order of objects:

- *Bring to Front* and *Send to Back* move an object to the top and bottom of the stack, respectively.
- *Bring Forward* and *Send Backward* move the object up or down one level in the stack at a time.

Having these commands means you don't have to keep track of the order of objects as you draw them. That is, you don't have to draw the "bottom" object first, then draw the object that would be next up the stack, and so on. You can draw objects in any order and then move them up and down the stack as appropriate.

Here are some examples:

To move an object to the front or back of the stack:

1 Select the object.

2 Choose *Bring to Front* or *Send to Back* from the Arrange menu.

Bring to Front puts the object on top of the stack so that it covers all others on the slide.

Send to Back puts it on the bottom so that all other objects cover it.

To move an object up or down one level in the stack:

1 Select the object.

2 Choose *Bring Forward* or *Send Backward* from the Arrange menu.

Bring Forward moves the object up one level in the stack.

Send Backward moves the object down one level in the stack.

Each time you choose the command, the object moves up or down another level in the stack.

More about changing the order of stacked objects

- **Multiple objects retain their overlapping order**—When you move multiple objects up or down in the stack, they retain their positions relative to one another. For example, if you select objects A, B, and C where the stacking order is A on top, then B, then C, and move them to the top of the stack, A will be on the very top, B second, then C, then all the rest of the objects on the slide.
- **Grouped objects and the overlapping order**—If you move a grouped set of objects in the stacking order, all of the objects in the group have the same stacking position relative to the other objects on the slide. When you ungroup the grouped set, the objects maintain their positions in the stacking order of the group.

Hints

- **If you are uncertain of the stacking order you want**—Start by experimenting with *Bring Forward* and *Send Backward.*
- **To cycle through the objects on the screen**—Use the TAB key to go forward through the objects; use SHIFT+TAB to go backward.
- **Hiding objects with other objects**—You can use an object without lines to mask another object. Select the "hiding" object and make it the same color as the slide background by choosing *Background* from the Fill submenu. Then remove its line by choosing *None* from the Line submenu. Now the object is filled with the background color and can be used to hide other objects. If other objects seem to cover it, select the hiding object and choose *Bring to Front* from the Arrange menu. If you can't find the hiding object in order to select it, choose *Show Edges* from the Arrange menu. You'll see an outline around all the objects, including the one you want to find.
- **To quickly change an object's position in a stack, one layer at a time**—Select it and use the keyboard command ⌘+- or ⌘+-=.

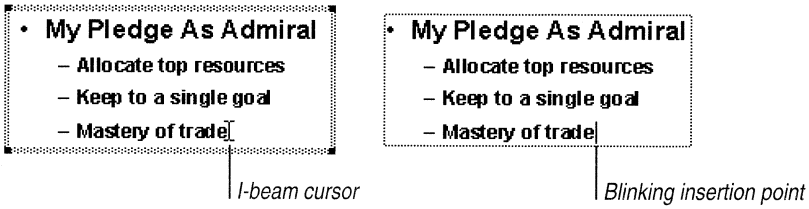
Selecting Text

Editing and changing the look of text is something you'll do all the time as you create presentations. To edit text, or to change its features, you first select the text itself.

To select a specific piece of text, drag over the text you want. The selected text is highlighted. You can then edit the text, or change its attributes.

If you want to change the attributes of all the text in an object, just select the object. You don't have to specifically select its text. For example, if you want to change all the text in an object from red to blue, simply select the object, then choose *Color* from the Text menu and choose *Blue*. All the text changes color.

You drag the I-beam cursor to select text or click the I-beam cursor to position the blinking insertion point on your screen.



To select text by dragging:

▶ Click and drag over the text to be edited.

The highlight covers the text you drag over.

To select text using the keyboard:

1 Select the object containing the text using the TAB key.

2 Press ⌘+E or the ENTER key.

More about selecting text

- **Double-clicking selects a word**—If you double-click a word while the text object is selected, PowerPoint selects the word. Many people find that double-clicking a single word is easier than dragging over the word. If you then delete the word, PowerPoint deletes the space after the word as well.
- **Use the SHIFT key to extend a selection**—You can use the SHIFT key whether you are using the mouse to select, or using the keyboard.
- **Use SHIFT+the arrow keys to extend a selection**—You can extend text selection to the left or the right one character at a time by holding down the SHIFT key and pressing the left or right arrow key. The same is true about extending the selection up or down a line at a time—press SHIFT and the up or down arrow key.

Using PowerPoint Masters and Templates

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Overview

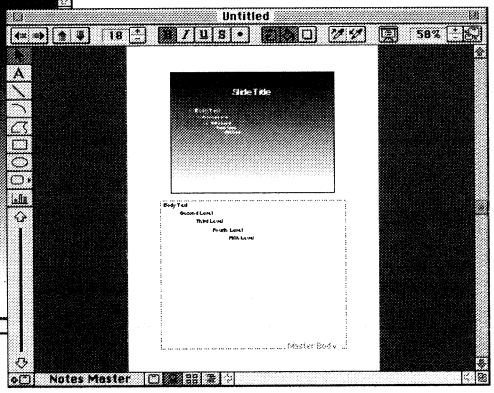
Every PowerPoint presentation automatically includes four masters. There's a Slide Master for slides, a Notes Master for speaker's notes, a Handout Master for audience handouts, and an Outline Master for presentation outlines. A PowerPoint master includes both the design and the objects and text that you want to appear on the slides and pages of your presentation.

A PowerPoint template is a presentation in which the masters and the color scheme have been especially designed for a particular "look." Although PowerPoint comes with 160 artist-created templates, any PowerPoint presentation can serve as a template for any other presentation—at any time. When you apply a presentation as a template to an open presentation, the masters and color scheme of the template replace the masters and color scheme of the open presentation.

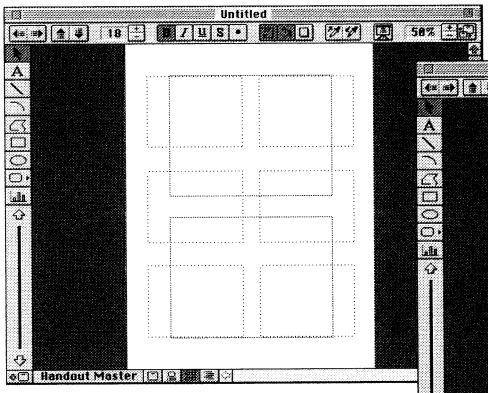
This chapter introduces you to the idea of working with masters and templates to control the look of your presentation. Once you have the knack of applying templates, you'll discover how simple it can be to put together a truly professional presentation!



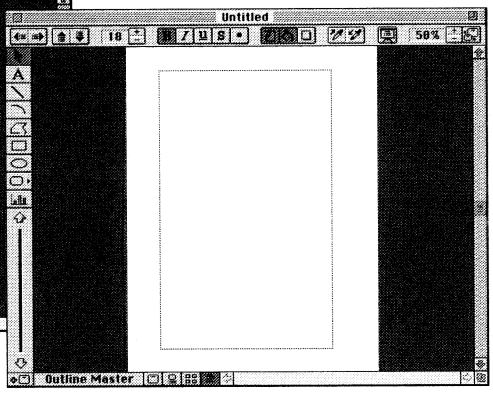
The Slide Master formats your slides.



There's a slide image on the Notes Master.



You can print two, three, or six slides per page. The Handout Master shows how they will appear.



The Outline Master includes an area in which the outline will appear.

When you use one of the templates that comes with PowerPoint, you're opting to start with a professionally designed presentation. You can always modify or add things on its masters as you go, but the basic design is there.

Things to Know About Masters and Templates

Terminology

Here are some of the key terms you'll be seeing on the following pages.

The first four terms describe various facets of working with slide titles, both on the Slide Master and on individual slides:

Master Title—the formatted title on the Slide Master. The Master Title controls the font, color, size, and alignment of the title text as well as its object attributes (fill, line, and shadow), shape, and placement on the slide.

Title object—the title on a slide.

Title placeholder—the empty Title object that appears when you create a new slide.

Title style—the object and text attributes of a Title object; the option on the Follow Master menu that you select (turn on) if you want a slide to follow the style of the Master Title. You deselect (turn off) this option if you don't want the slide to follow the style of the Master Title.

Here are the terms that describe the body of the slides and notes pages:

Master Body—the formatted body on the Slide Master. The Master Body controls the font, color, size, and alignment of the text in the Body object as well as its object attributes.

Body object—the body on a slide.

Body placeholder—the empty Body object that appears when you create a new slide.

Body style—the option in the Follow Master menu that you select (turn on) if you want a slide to follow the style of the Master Body or deselect (turn off) if you don't want the slide to follow the style of the Master Body.

Some other terms that will help you understand masters and templates are:

Background items—those objects you add to a master so that they'll appear on all slides and notes pages in a presentation that follow the master. PowerPoint considers any object on the masters other than a Title or Body object to be a background item. Background items typically include art (such as a logo), the date, the time, the page or slide number, and the name of the presentation.

Color scheme—the eight colors and background shading you choose to color your slides, notes pages, or audience handouts. You can assign a color scheme to slides, to an individual slide, to notes pages, and to audience handouts. For lots of information on color schemes, see *Chapter 6: Working with Color Schemes*.

Template—a presentation whose format and color scheme you apply to another presentation. There are 160 professionally designed templates (40 in each of four categories) that come with PowerPoint, but *any* presentation can be used as a template.

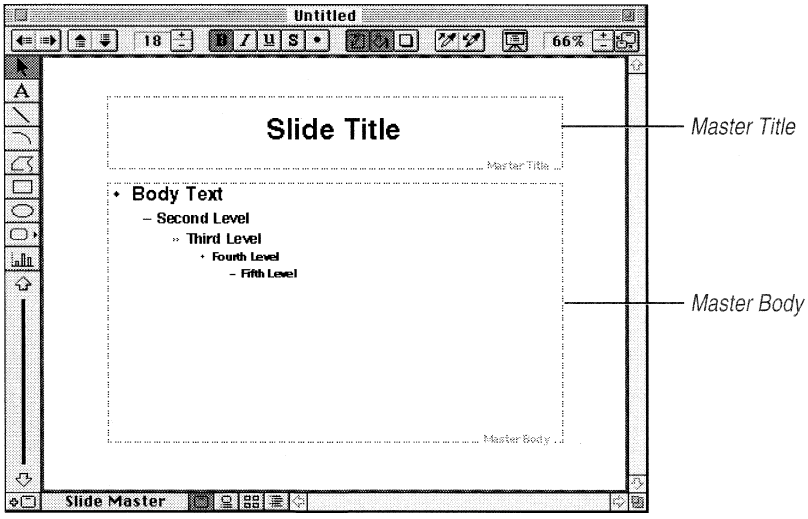
PowerPoint's default presentation—the presentation PowerPoint uses as a template when you don't specify any other. Any presentation you choose can be the default.

Concepts

In addition to the terms, there are some concepts that will be useful as you think about templates and masters:

There is always a set of masters—Every new presentation has four masters—the Slide Master, the Notes Master, the Outline Master, and the Handout Master—whether you specifically design them or not. You never have to start with a totally blank piece of paper. The masters are "present" as soon as you open a new presentation. That's why you see the Title and Body placeholders on every new slide; they are formatted using the Master Title and Master Body on the Slide Master.

The Slide Master contains the format for each new slide—Instead of having to manually format each slide as you create it, PowerPoint automatically applies the Slide Master's format. Typical features you might add to a Slide Master include a border, a logo, and the date/time/page number stamps. Features that are already there, but that you can modify if you wish, are the format for slide titles (called the Master Title) and slide bodies (called the Master Body).

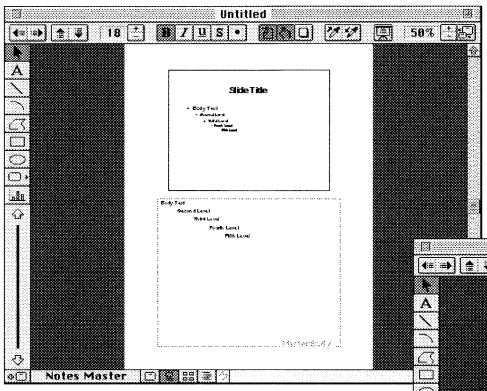


Each slide has a Title object and a Body object and each notes page has a Body object—The Title object is where you type the slide's title. The Body object is where you type the text for your slide or your notes. You format the Title and Body objects on the masters so they'll look the same on all your slides and notes pages. You set the look of your entire presentation by choosing or creating the Master Title or Master Body on the Slide Master and the Master Body on the Notes Master.

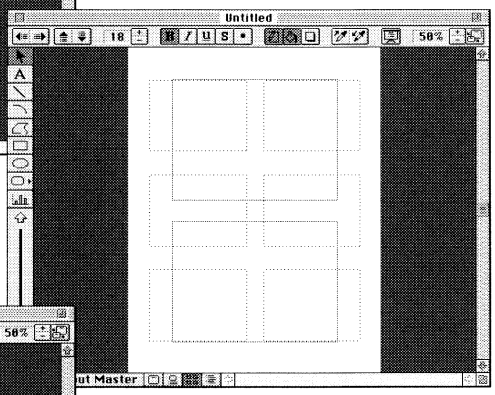
You can change your presentation's format at any time—You can change the format before, during, or after you create a presentation. For instance, you may decide at the last minute you want to add a border around each slide to set off the points you're making. Just draw a border on the Slide Master, and PowerPoint applies it to all the

slides in the presentation in a single step (as long as Follow Master for Background Items is turned on).

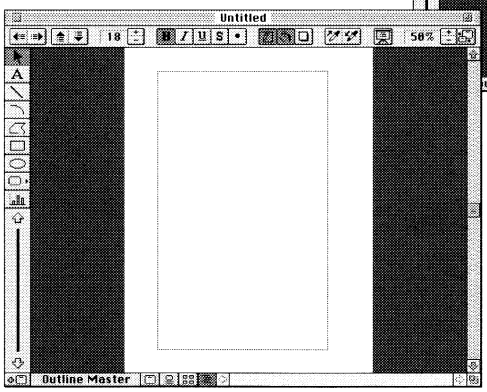
The Handout, Outline, and Notes Masters set up your printed pages—You use the Notes, Handout, and Outline Masters to set up the printed output you want to use as speaker's notes, audience handouts, or your presentation outline. With the Handout and Outline Masters, the space reserved for printing appears on the master so you can add art and text around it if you want. With the Notes Master, space is reserved for printing the slide image but you can adjust its size and placement.



The Notes Master from the default presentation.



The Handout Master from the default presentation.

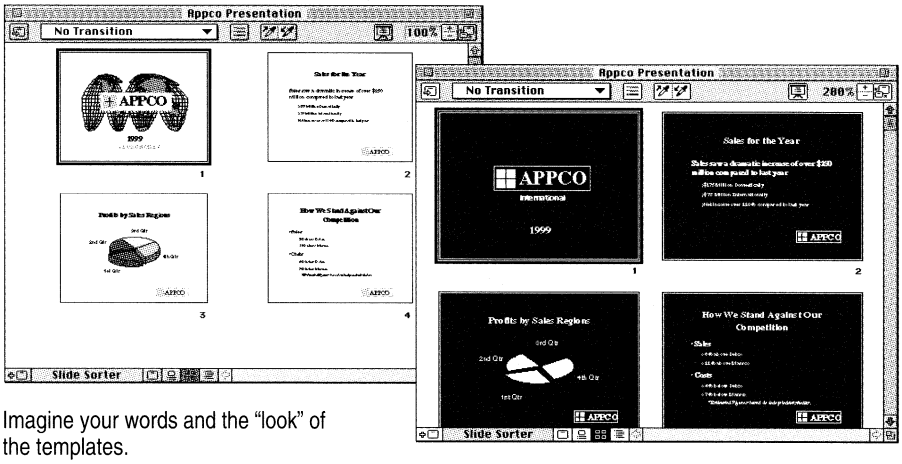


The Outline Master from the default presentation.

Individual slides can have their own formats—There will be times when you don't want a slide to have the exact format of the Slide Master. In that case, just change the object on the slide itself. For example, if the title color in the Master Title is white, and you want to make one slide stand out, you might want to switch the title color on that slide to magenta. (If you want to change it back to white at some point, just choose *Reapply Master*.)

You can add or delete background items—A background item is usually a logo or a date—something you want to have appear in the same place on each slide or page in your presentation. You add and delete background items on the masters. If you want to delete all the background items from one slide, you turn off Background Items by deselecting that option using the Follow Master submenu.

You can use a variety of templates—Templates are the basis of any presentation. They contain the default settings for all the masters in a presentation. They define what your text will look like and where it will appear. They offer a complete color scheme. The best way to understand what templates can do for a presentation is to browse through Appendix A, where you'll find the printed version of some of the templates that come with PowerPoint.

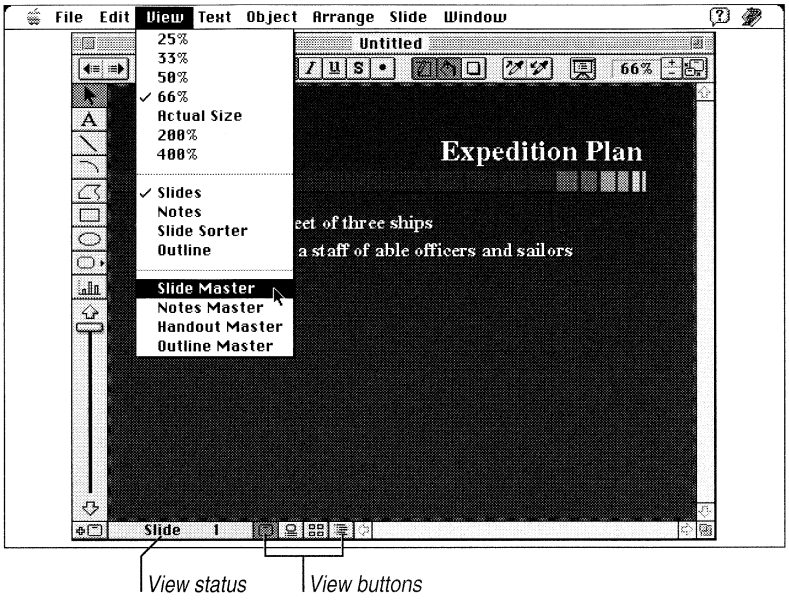


Imagine your words and the "look" of the templates.

Moving to the Masters

You can move to the masters from any view in PowerPoint using the View menu.

▶ Choose the master you want from the View menu.



PowerPoint takes you to that master for your presentation. The View Status box in the lower left of the window now tells you which master is on display.

Or, if you're in the view that matches the master (Slide view for the Slide Master, for example), you can move to the master using the View buttons:

▶ Click the appropriate View button to go to the master for that view.

Click the View button again to return from the master to the view.

Remember, you can always use the commands in the View menu to take you where you want to go.

Adding Background Items to Masters

Background items you put on the masters appear on all the slides or pages in your presentation that have Background Items checked on the Follow Master menu. This ensures that all slides and pages have the same basic appearance. You'll want to place on the masters those background items that you aren't going to be modifying on each individual slide or page.

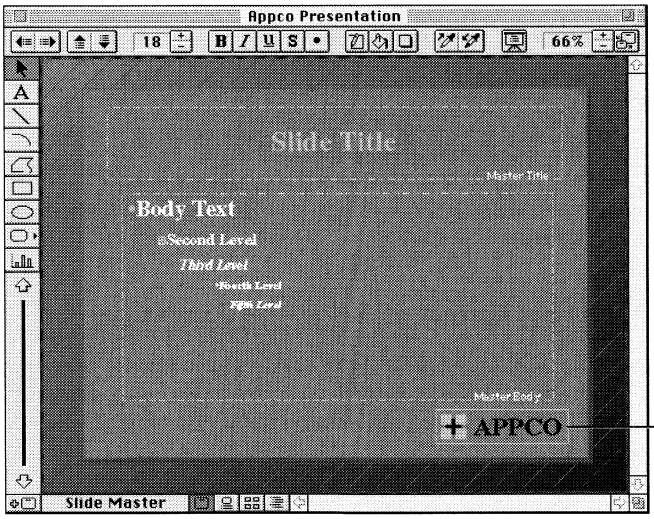
Some typical background items are:

- Art, such as a logo
- The name of the presentation
- The date, time, and/or page number

Since you are likely to be adding background items to the Slide Master, we'll use the Slide Master as an example in the following pages. But you can add background items to any master.

Adding Art (a logo, for example)

Most presentations will contain on each slide your company logo or some other graphic representation of your company, department, or project. You can draw or type on the Slide Master or add existing art to it.



Your company logo can appear as a background item.

Here are four ways in which you can create a graphic to use in PowerPoint:

- Create a graphic in PowerPoint using the Drawing and Text tools (see *Chapter 10: Drawing*).
- Create a graphic in another application and cut and paste it to PowerPoint's Slide Master (see *Chapter 12: Using PowerPoint with Other Applications*).

- Import a graphic using *Insert* from the Object menu (see *Chapter 12: Using PowerPoint with Other Applications*).
- Find an already designed piece of PowerPoint's clip art and insert it on the Slide Master using *Open Clip Art* from the File menu (see *Chapter 16: PowerPoint Commands*).

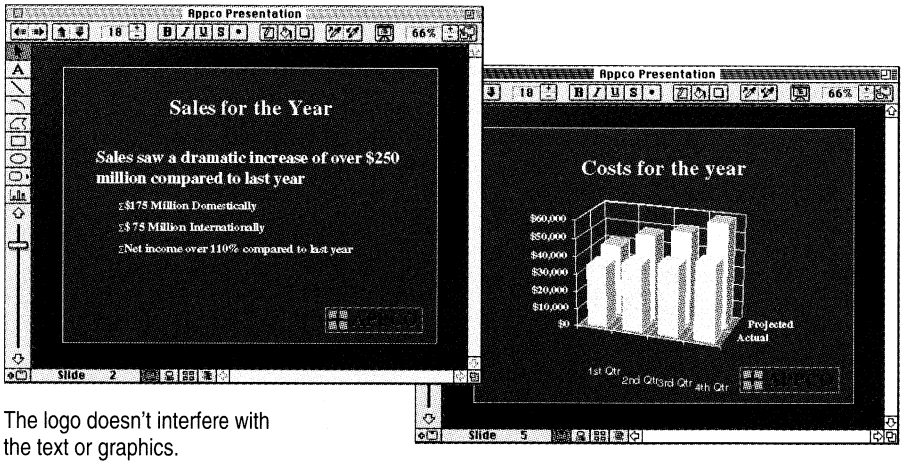
Generally, then, to add background art:

1 Choose *Slide Master* from the View menu.

2 Create (draw or type), paste, or insert a graphic object on the Slide Master.

3 Place the graphic object where you want it to appear on all your slides.

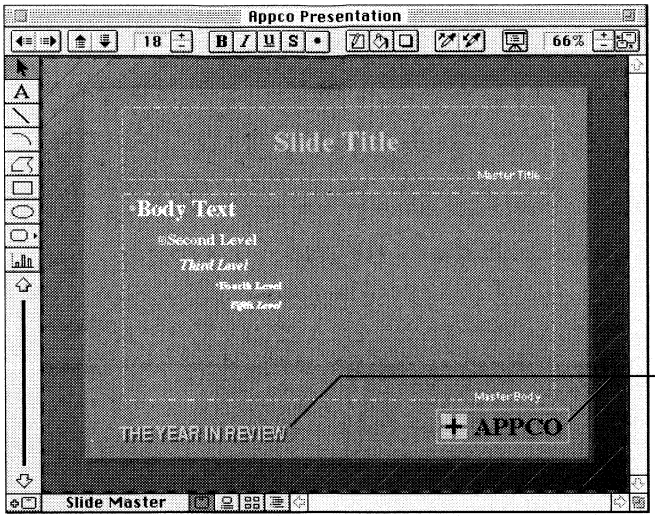
You can resize the object, or move it around so that its position will work for all slides in your presentation. If you place the graphic object so it doesn't overlap the Body object, your art won't interfere with text you type on your slides.



The logo doesn't interfere with the text or graphics.

Adding the Name of Your Presentation

Sometimes you may want to show a presentation name on each slide. For example, if you're preparing a presentation that covers a particular time period, you might want to reference it by having the presentation name, such as "The Year in Review," appear on each slide.



You might balance your presentation name and logo–one in each corner.

To add the presentation name on the Slide Master:

1 Click the Text tool.

2 Click where you want the name of the presentation to begin on each slide.

3 Type the name of the presentation.

4 If desired, change the font and size using the commands on the Text menu.

Now the presentation name appears in the same place on each slide.

Adding the Date or Time or Numbering the Pages

PowerPoint can automatically number your slides and pages, and add the date and time when the slides are printed or you run a slide show. To do this, PowerPoint substitutes the page number for the ## (pound) characters on the Slide Master, the date for the // (slash) characters, and the time for the :: (colon) characters.

There are two ways to add these symbols to the Slide Master:

- You can insert them using *Insert* from the Edit menu.
- You can type them.

To use *Insert* from the Edit menu:

1 Choose the Text tool and click where you want to place the symbol.

Add some text to precede the symbols, such as Page Number or Date Printed, if you wish.

2 Choose *Insert* from the Edit menu.

3 Select the date/time/page number from the list.

PowerPoint places the selected symbols at the insertion point.

To type the date/time/page number on the Slide Master:

1 Click the Text tool.

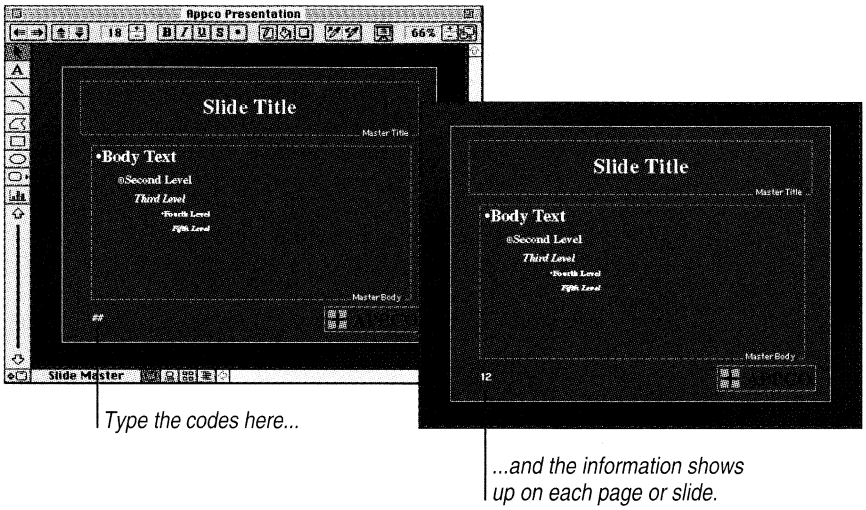
2 Click where you want the information to begin on the slide.

3 Type the following characters, preceded by a phrase, such as Page Number, if you wish:

if you want page numbers

// if you want the date of printing

:: if you want the time of printing



The date and time are always the date and time when the slides are printed or the slide show is given. This information is particularly useful if you're keeping track of different drafts of a presentation. If you want to remove the date and time stamps from your final presentation, just select and delete those characters from the Slide Master.

More about adding background items to masters

- **Consider adding a border**—A border serves as a frame for your graphics and text. You can use a border on slides to emphasize the content of the slide. A border is generally a shape such as a rounded rectangle. Most borders are oriented to the center of the Slide Master.
- **When you add background items**—The Title object and Body object always appear on top of the background items on a slide.

- **You can switch between a view and its master**—Click the *Slide View* button to switch between the Slide Master and a slide, for example. Or click the *Slide Sorter View* button to switch between Slide Sorter view and the Handout Master. The *Outline View* button switches between the Outline view and the Outline Master, and the *Notes View* button switches between the Notes Master and a notes page.

Hints

- **Experiment with border designs**—Some other shapes you might want to try as a border for your presentation include the octagon and the cross. Try changing the line style, for example, to make the border more stylish. Or experiment with the adjustment handle to have a decorative effect in the corners of the border.
- **Use the date, time, and page number stamps on the masters**—You only have to add the date, time, or page number to the masters. PowerPoint takes care of printing/displaying the correct information on each slide or page.
- **Start numbering your slides with a number other than 1**—When you want to combine several presentations into a single presentation, you can number the slides beginning with a number other than 1. Use the Number Slides option in the Slide Setup dialog box in the File menu.

Formatting the Master Title

Each Slide Master has a Master Title in which you design your slide titles to give your presentation a consistent look. The Master Title also determines where all your titles appear on the slides, so you don't have to drag titles around on the slides to position them.

Formatting Your Slide Titles

As you've come to expect with PowerPoint, there are many ways you can format your slide titles. The Toolbar contains the most common style options.

Here are some basic examples (you'll discover more as you experiment on your own). To make any of these changes, first select the Master Title on the Slide Master. Then proceed as follows:

To change the text alignment—Choose *Alignment* from the Text menu. Select the alignment you want for the slide titles in your presentation.

To change the font—Choose *Font* from the Text menu. Select the new font you want to try.

To change the font size—Click the Font Size *Plus* or *Minus* button on the Toolbar, or choose *Size* from the Text menu. Generally, you'll want your titles to be at least 36 points.

To change the style—To add italics, boldface, underlining, or shadowing to your titles, click the appropriate Text Editing button on the Toolbar, or choose *Style* from the Text menu. Then select the styles you want to use.

To change the color—Choose *Color* from the Text menu. Then choose the color you want to use. (Available only on color systems or systems with Color QuickDraw.)

To put a frame around the text—Click the *Line* button, or choose *Line* from the Object menu. Then, choose a color from the submenu.

Once you've framed the text, you have more choices:

To change the line style of the frame—Choose *Line Style* from the Object menu.

To fill the frame with a pattern—Choose *Line* from the Object menu, then select the pattern and colors for the pattern in the dialog box. Patterns become more apparent when you choose thicker lines using the *Line Style* command.

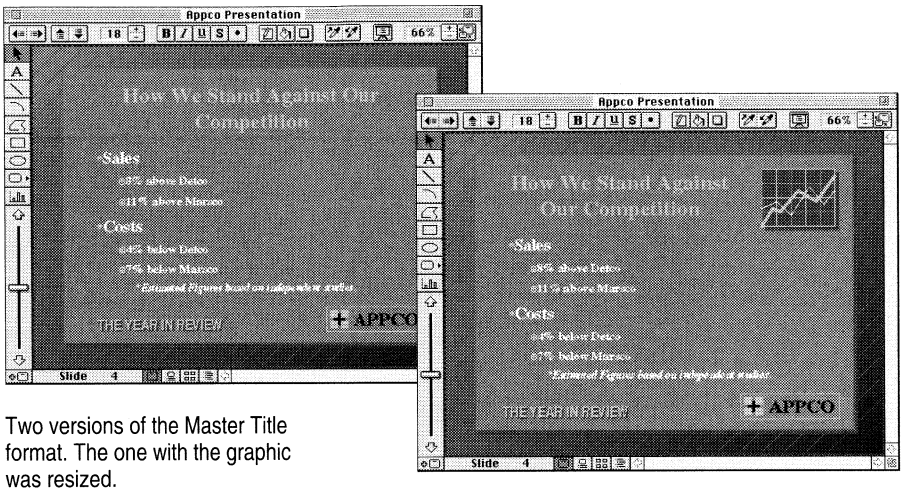
To fill the Title object with color—Choose the *Fill* command from the Object menu and select the color you want.

To shadow the object—Choose *Shadow* from the Object menu.

To change the shape of the frame—Choose the *Change Shape* command from the Object menu.

Resizing the Master Title

Sometimes you may want to change the size of the Master Title object to suit the design of your presentation. For example, if you want a graphic next to your title, you can resize or move the Master Title object so that it appears on the left side of the slide. When you do, PowerPoint automatically changes the position of all the Title objects on your slides that are set to follow the Master Title.



Two versions of the Master Title format. The one with the graphic was resized.

To resize the Master Title object:

1 Select *Slide Master* from the View menu.

2 Select the Master Title.

3 Drag one of the resize handles to resize the Master Title object.

Once you've resized the Master Title, you may want to change the size or type of font you're using for titles.

More about formatting the Master Title

- **If you delete the Title object on a slide**—Use the *Add Title* command from the Slide menu to restore it. Use the same command to add a Master Title if you've deleted it from the Slide Master.

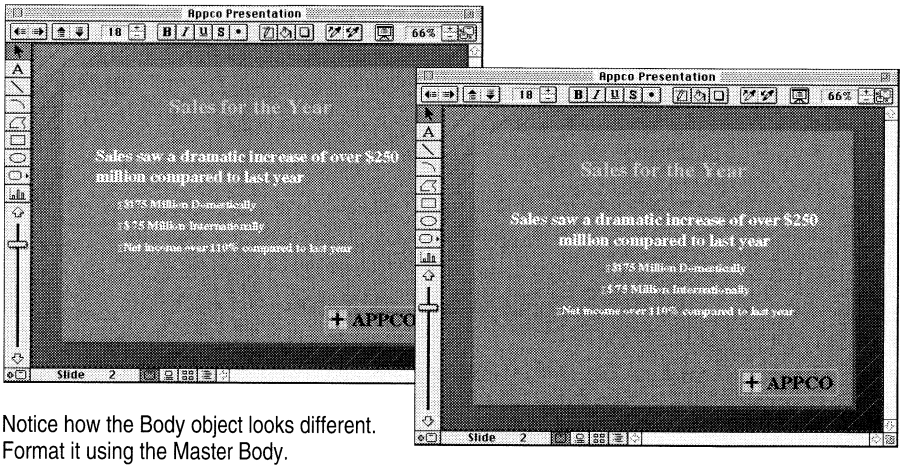
Hints

- **Creating other text objects on a slide**—Slides can have many text objects other than the Title and Body objects, but only Title and Body objects appear in an outline. To create a text object that is neither part of the title or body, select the Text tool on the Tool Palette, drag a text box to set the initial size and location of the text, and start typing.

Formatting the Master Body

There's a Master Body on the Slide Master, just like there's a Master Title. And, just as there are several ways you can format your slide titles using the Master Title, there are several ways you can format the body of your slides using the Master Body.

The Body object has five levels of text, each of which functions as a paragraph. You can define each paragraph, if you wish, by formatting the Master Body. Or let PowerPoint do it for you using the default settings or by applying a template.



Notice how the Body object looks different. Format it using the Master Body.

Here are some basic formatting tasks you might do to set the format of the Master Body. You'll discover more as you experiment on your own.

Formatting Your Body Text

To make any of these changes, select the Master Body on the Slide Master, and, within the Master Body, select the paragraph you want to format. Then proceed as follows:

To change a paragraph's text alignment—Choose *Align* from the Text menu. Select the alignment you want for the paragraphs in your presentation.

To change a paragraph's font—Choose *Font* from the Text menu. Select the new font you want to try.

To change a paragraph's font size—Click the Font Size *Plus* or *Minus* button on the Toolbar, or choose *Size* from the Text menu. Generally, you'll want your body text to be at least 18 points.

To change the style of a paragraph—To use italics, boldface, underlining, or shadowing on a paragraph, click the appropriate Text Editing button or choose *Style* from the Text menu. Then select the styles you want to use.

To change the color of a paragraph—Choose *Color* from the Text menu. Then choose the color you want to use.

To put a frame around the Body object—Click the *Line* button or choose *Line* from the Object menu.

Once you've framed the text, you have more choices:

To change the line style of the frame—Choose *Line Style* from the Object menu.

To fill the frame with a pattern—Choose *Line* from the Object menu, then select the pattern and colors for the pattern in the dialog box. Patterns become more apparent when you choose thicker lines using the *Line Style* command.

To fill the Body object with color—Choose *Fill* from the Object menu and select the color you want.

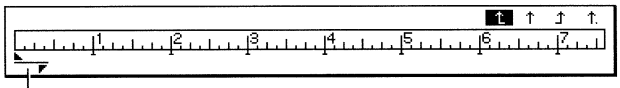
To shadow the object—Choose *Shadow* from the Object menu.

Aside... Text in an unfilled object is also shadowed.

To change the shape of the frame—Choose *Change Shape* from the Object menu.

Adjusting the Paragraph Indents

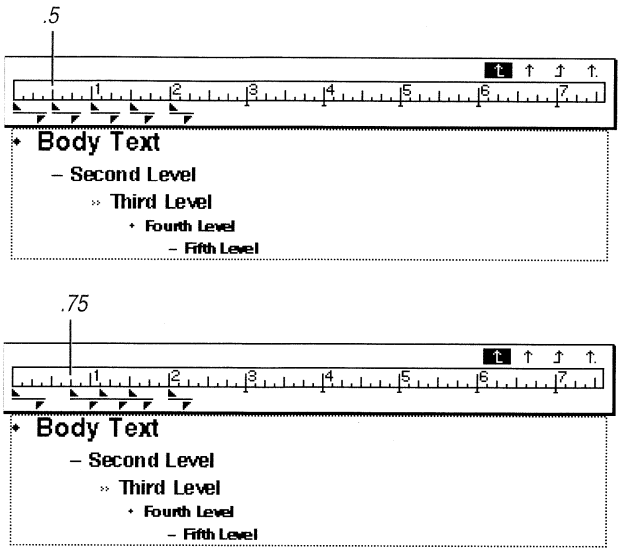
Every time you work with text, you have the option of showing the PowerPoint ruler. You use the ruler to adjust tabs and margins, or indents, for your text.



The indent triangles

You can move the two triangles together or separately. The upper triangle sets the indent for the first line of a paragraph. The lower triangle sets the indent for all *but* the first line of a paragraph. For instance, if you want all but the first line of a paragraph to be indented, drag just the lower indent triangle.

One change you might want to make to a presentation is to adjust the size of the indent for a level in your text. For example, if you want more space between the first and second levels, you could increase the size of the indent for the second level from .5 inches to .75 inches.



Adjust the indent triangles to increase or decrease the size of the indents.

If you adjust one paragraph level, you may need to adjust the others so they remain in relationship. For example, if you changed the second level indent from .5 inches (its regular position) to 1 inch rather than to .75, level 2 impinges on level 3.

Here's how you reposition an indent on the Master Body:

1 On the Slide Master, select the Master Body.

2 Choose *Show Ruler* from the Text menu.

The ruler displays the indent settings for all levels of the Master Body.

3 Click and drag the mid-bar of the second indent marker (the marker that controls the second text level) to the position you want (in this case, you'd set the indent for .75 inches).

This move may take a little practice! You're clicking and dragging a small line in a small space.

The sample text moves on the Slide Master after you release the mouse button.

4 If you want to reposition other text levels, drag their indent markers and watch the text as it repositions itself.

Formatting Bullets

If you're using bullet lists, you can vary the kind of bullets you use for each indent level. Here are some sample Zapf Dingbats bullets showing a variety of bullet styles.



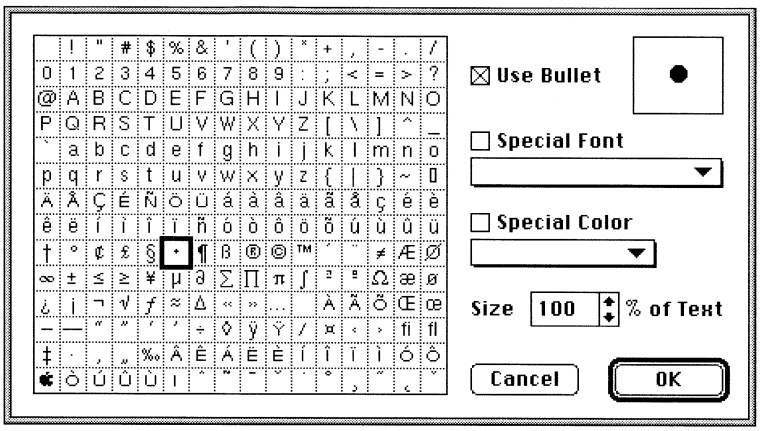
To pick a bullet style:

1 Choose *Slide Master* from the View menu.

2 Click the level of text to which you want to assign a special bullet, for example, the first level.

3 Choose *Bullet* from the Text menu.

The Bullet dialog box appears.



4 Choose the font in which you want the bullet to appear.

Some of your options are:

Normal Text—to choose a bullet in the same font as the first character of the paragraph.

Symbol—to choose a bullet in the Symbol font.

Zapf Dingbats—to choose a dingbat from the Zapf Dingbats font.

For a lot of possibilities, try Zapf Dingbats.

5 Select the bullet you want to use.

PowerPoint gives you a blowup of the bullet to look at in the upper right so you can see the design in detail.

6 If you want the bullets to be a different color than the text, click the arrow in the Special Color box to display the color list.

The colors you see are those on your color scheme. Select a color, if you wish, for your bullet.

7 To change the size of the bullet, select a new size by clicking the up or down arrow in the Size box.

8 Click the *OK* button.

Resizing the Master Body

On some special occasion, you may find you're working on a presentation in which you need an unusual shape for the Body object on the slides. For example, if you plan to have a chart on each page, you might want the Body object to appear next to the chart on every slide.

To do this, you resize the Master Body on the Slide Master. Then it changes all the Body objects on your slides.

To resize the Master Body:

1 Choose *Slide Master* from the View menu.

2 Select the Master Body.

3 Drag one (or more) of the resize handles to resize the Master Body.

More about formatting the Master Body

- **If you delete the Master Body**—Choose *Add Body* from the Slide menu to restore the Master Body on the Slide Master.

Hints

- **If you're not using the TrueType version of Zapf Dingbats**—Set the bullet size to be 100% of the text size. This gives you the best representation.
- **If you need to overlap indent levels**—Hold down the ⌘ key while moving the indent markers.

Shading the Background on Your Slides

An easy way to add a sophisticated look to a presentation is to shade the background color. The shading tones down the effect of the solid-color background and helps draw attention to your content. Shading options are found on the Color Scheme dialog box.

Note: If the *Color Scheme* command is dimmed on the Slide menu, color shading is not available on your system.

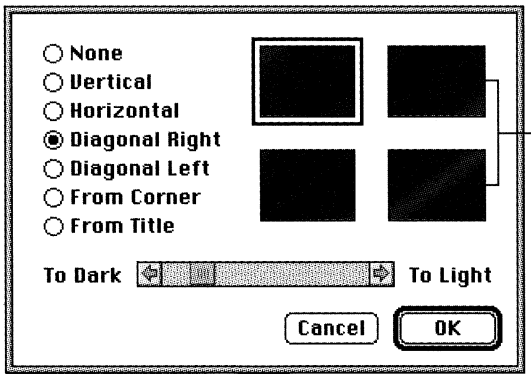
To add a shaded background:

1 Choose *Color Scheme* from the Slide menu.

The Color Scheme dialog box appears. The Shade Background option is on the right.

2 Choose *Shade Background.*

The Shade Background dialog box appears. You have your choice of shade styles as well as whether you want the shading to go to dark or to light. The boxes on the right display variations on the shade style you select.



3 Click the shade style and variant you want to try, then click the variation you like. Drag the shading scroll bar toward dark or light for the effect you want. You can always change your mind later.

Click the *OK* button to accept your choices.

Click the *Cancel* button if you change your mind about shading the background.

You return to the Color Scheme dialog box.

4 Click the *Apply To* button that reflects how you want to apply the shaded background to your presentation.

Here are your options and the effect they have, depending on whether you're on the Slide Master, an individual slide, or a group of slides:

If you're working on the Slide Master or Notes Master:

Apply to This Slide—applies the change to the Slide Master and, therefore, to all the slides in your presentation that follow the Master Color Scheme.

Apply to All Slides—applies to all slides.

If you're working on an individual slide or notes page:

Apply to This Slide—applies the change to *only* the slide on which you are working.

Apply to All Slides—applies to all slides *including* the Slide Master.

If you're working on a group of slides in Slide Sorter or Outline view:

Apply to Selected Slides—applies the change to *only* the slides you selected.

Apply to All Slides—applies to all slides *including* the Slide Master.

5 Click the *OK* button to accept your choices.

Click the *Cancel* button if you change your mind about shading the background.

More about shading the background on your slides

- **Shading the background of a selected group of slides**—You can select a group of slides in Slide Sorter or Outline view, then follow the above procedure to shade the background. You'll have the option of applying the background to these slides or to all your slides.
- **When you're working with color schemes**—You don't need to go to the Slide Master to set up or change a color scheme for a presentation. Changes in a color scheme automatically apply to your whole presentation when you select *Apply to All Slides*.

Hints

- **Try shading the background and then shading an object's fill**—For a special effect, shade the slide background, then fill an object with the Background color. Shade the object, using the *Shaded* command on the Fill submenu in the Object menu, and select a variant that goes in the opposite direction from the shaded background on the slide.



- **Embossing when you've shaded the background**—Embossing shows up best on backgrounds that are only minimally shaded, or when the embossed object is in a place on the slide that is close to the true background color.
- **If you don't like it, undo it**—If you don't like the effect of the shaded background, just choose *Undo* from the Edit menu. You can start again, or leave it the way it was.

Working with Slide Masters

In addition to formatting your titles and text using the Master Title and Body, and adding background items to your slides using the Slide Master, here are some other ways you work with Slide Masters.

Creating Slides That Follow the Master

To create slides that follow the Slide Master, simply add slides to your presentation.

If you're in Slide view, click the *New Slide* button in the slide window.

If you're in Slide Sorter view, select the slide you want to appear before the new slide, then click the *New Slide* button.

If you're in Outline view, position the cursor anywhere in the title or body text of the slide after which you want to add a slide, then click the *New Slide* button.

Working with the Slide Master's Formatting Options

These are the four formatting options on the Slide Master that are applied to each slide:

- The Master Title format for slide titles
- The Master Body format for slide text
- Background items you've added to the Slide Master (such as the page number or a logo)
- A Master Color Scheme that is used for all new slides

At times you may not want a slide to follow a formatting option. If so, you can turn that option "off." Later on, if you want to use the formatting option again, you can turn the option "on."

The effect of turning these four options on and off on individual slides is described below.

Changing the Title and Body objects

To change a Title object on an individual slide:

1 Display the slide you want to have vary from the Slide Master.

2 Select the Title object.

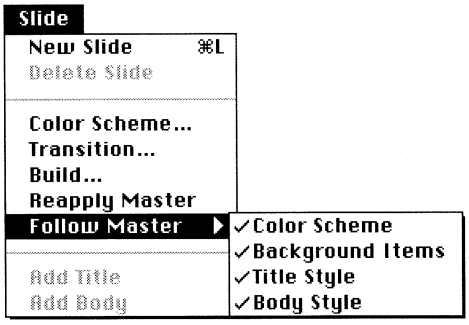
3 Make the changes to the slide title.

PowerPoint treats the changes you make as exceptions to the Master Title and remembers them. For example, if your Master Title is in plain type and you italicize an individual slide title, PowerPoint remembers to keep that title in italics. Any other changes you make to the Master Title such as color or type font are applied to this title—but it remains in italics.

To restore the format of the Master Title to the slide:

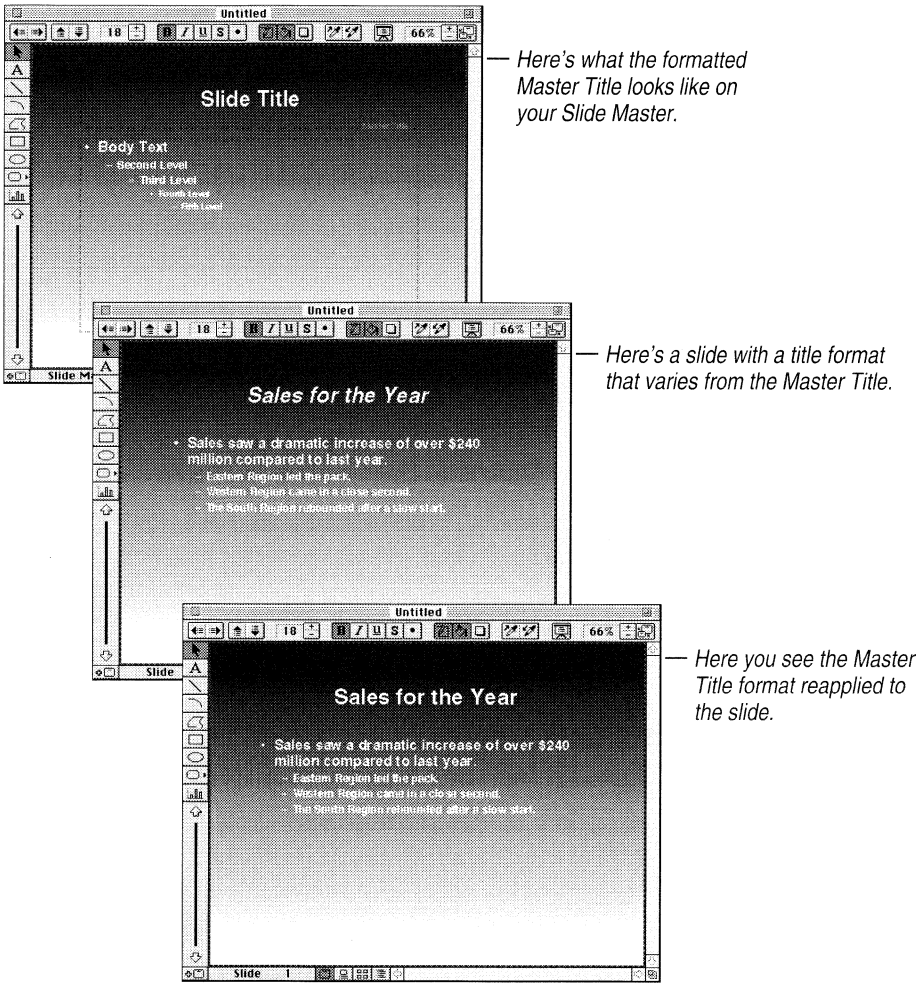
1 Display the slide.

2 Make sure *Title Style* is checked on the Follow Master submenu.



3 Choose Reapply Master from the Slide menu.

The Title object on the slide is now formatted just like the Master Title.



To change the Body object on an individual slide:

1 Display the slide you want to have vary from the Slide Master.

2 Select the Body object.

3 Make the changes you want to the Body object.

Just as with the changes to the title, PowerPoint treats your changes as exceptions to the Master Body and remembers them. For example, if you want to emphasize a particular item on a slide, you might select that item of text and make it larger, say 36 points. PowerPoint remembers to keep that line of text in the new, larger size. If you make other changes to the Master Body, such as coloring all the text blue, those changes are applied to this item—but it remains in 36-point type.

To restore the format of the Master Body to the Body object on the slide:

1 Display the slide.

2 Make sure *Body Style* is checked on the Follow Master submenu.

3 Choose *Reapply Master* from the Slide menu.

The Body object on the slide is again formatted just like the Master Body.

Separating a Title or Body object from its master

You can completely separate a Title or Body object from the Master Title or Master Body and make global changes to it. Here's how:

1 Display the slide.

2 Choose *Follow Master* from the Slide menu. Then select the option you want to turn off:

Title Style—Turn off this option to completely separate the formatting of the Title object on the individual slide from the Master Title.

Body Style—Turn off this option to completely separate the formatting of the Body object on the individual slide from the Master Body.

Now, no matter what you do to the Master Title or Master Body, PowerPoint *won't* apply your changes to the Title or Body object you "separated" from the master.

To restore the format of the Master Title or Body to the Title or Body object:

1 Display the slide.

2 Choose *Follow Master* from the Slide menu, then choose *Title Style* or *Body Style* on the submenu to turn the option on again.

Deleting background items from an individual slide

You can choose whether or not to include all the background items from the Slide Master on an individual slide.

To turn off the background items:

1 Display the slide.

2 Choose *Follow Master* from the Slide menu. Then choose *Background Items* to turn it off.

PowerPoint removes all the background items from that slide.

To restore the background items to the slide:

1 Display the slide.

2 Choose *Follow Master* from the Slide menu, then choose *Background Items* to turn it on.

PowerPoint restores the background items from the Slide Master to the slide.

Changing the color scheme for an individual slide

You can create a color scheme for a slide that varies from the one you're using for the rest of the presentation. Creating an individual color scheme can be as simple as changing the color you normally use for lines and text, for example, or as complex as creating a whole new scheme for one slide.

Here's how you create a separate color scheme for an individual slide:

1 Display the slide.

2 Choose *Color Scheme* from the Slide menu.

3 Click the *Apply to this slide* button.

You're now ready to modify or select the color scheme you want for the slide. PowerPoint turns off the Color Scheme option on the Follow Master submenu for you.

If you want the Master Color Scheme restored to the slide:

1 Display the slide.

2 Choose *Follow Master* from the Slide menu, then choose *Color Scheme* to turn the Master Color Scheme on.

PowerPoint reapplies the Master Color Scheme to the slide.

Setting another object to be the Title object

Sometimes you may want a different text object to become the Title object on a slide. Or, if you delete the Title object on a slide and then want to add one, this is how you'd proceed:

To set a Title object on an individual slide:

1 Select the object you want to become the slide title.

2 Choose *Set as Title* from the Slide menu.

3 If you want the new title to look like the Master Title from the Slide Master, and have the same placement on the slide as the other titles, select it and choose *Follow Master* from the Slide menu. Then choose *Title Style*.

Setting another object to be the Body object

Suppose you've deleted the Body object on a slide to make room for a large chart, for example. Now you've decided not to use the chart, and you want to restore the Body object on the slide. Here's how you do this:

To set other text to be the Body object on a slide:

1 Select the object you want to use as the body text on the slide.

2 Choose *Set as Body* from the Slide menu.

3 To give the text the same look and position as the Master Body, select it and choose *Follow Master* from the Slide menu, then select *Body Style*.

More about working with Slide Masters

- **Applying a template to a presentation when some slides differ from the Slide Master**—PowerPoint keeps track of the exceptions you've created within a presentation so that, when you apply a template, those exceptions are retained.
- **Making a title slide**—If you are using a special title slide to introduce your presentation, you'll probably want to turn off the background items. Then you could have a much larger version of your logo appear on this slide, for example, along with the title of your presentation.
- **Adding a Title or Body object**—Choosing *Add Title* or *Add Body* from the Slide menu adds them to the slide. When you type into them, the title style and body style will automatically follow the Slide Master.

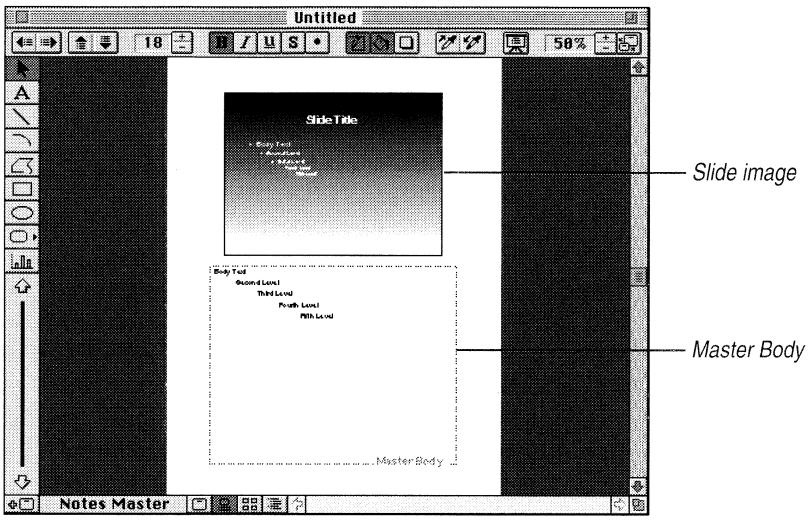
Hints

- **Printing the Slide Master**—On occasion, you may want to print a copy of the Slide Master. First, click the *New Slide* button to create a new slide so the background items from the Slide Master are visible. Then, if you want to print the Master Title and the Master Body, *Copy* and *Paste* them to the new slide. Note the number of the slide you want to print. Then choose *Print* from the File menu and type the slide number in the From and To boxes.
- **Using color to differentiate portions of a presentation**—In a long presentation, it is useful to keep the same template, but use different color schemes to denote different topics and/or speakers. Just select the group of slides in Slide Sorter view, and change their color scheme.
- **Using some but not all background items**—Go to the slide and uncheck *Background Items* from the Follow Master submenu. Go to the Slide Master and select just the background items you want to use on your slide (use the SHIFT key as you select). Choose *Copy* from the Edit menu; go to the slide and choose *Paste* from the Edit menu.

Working with the Notes Master

Working with the Notes Master is similar to working with the Slide Master. On the Notes Master, you have a slide image placeholder and a Master Body for formatting your notes text. You can:

- Move, resize, and/or change the border around the slide image
- Set up the Master Body so it looks the way you want it to
- Add background items such as the page number
- Choose a color scheme for your notes



To go to the Notes Master using the menus:

▶ Choose *Notes Master* from the View menu.

To go to the Notes Master using the buttons:

▶ Click the *Notes View* button.

The *Notes View* button switches between the Notes Master and a notes page.

Formatting the Slide Image on the Notes Master

You move, resize, and change the border around the slide image the same way you do any object in PowerPoint.

To move the slide image:

▶ Drag the slide image to reposition it on the page.

To resize the slide image:

1 Click the slide image to select it.

2 Resize it by dragging the resize handles in the corners of the selection box as you hold down the SHIFT key to preserve its aspect ratio.

To change the border around the slide image:

1 Click the slide image to select it.

2 Choose *Line Style* from the Object menu, then select the line you want.

3 Choose *Line* from the Object menu, then select the color you want.

Formatting the Master Body on the Notes Master

You format the Master Body on the Notes Master the same way you format the Master Body on the Slide Master. For specific steps, see "Formatting the Master Body" earlier in this chapter.

Adding Background Items to the Notes Master

Just as you can add background items (the date, time, or page number; your company logo) to a Slide Master, you can add them to the Notes Master as well. You follow the same procedures described in "Adding Background Items to Masters" earlier in this chapter.

More about working with the Notes Master

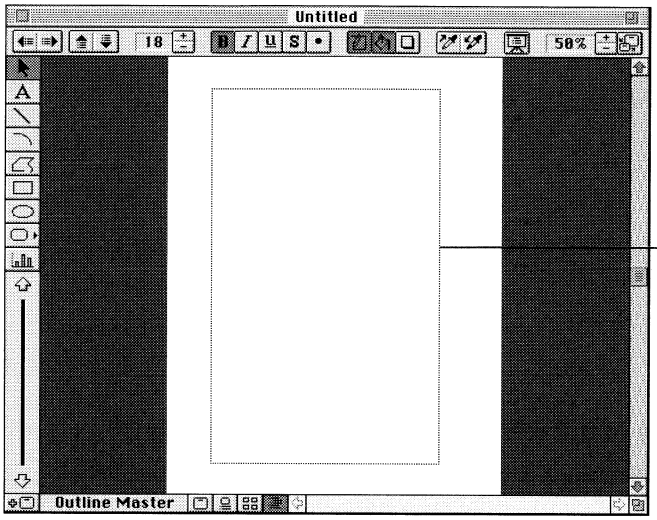
- **Selecting a color scheme for your notes pages**—Choosing a color scheme is done the same way whether you're choosing one for all your slides, for an individual slide, or for your notes. The only difference is that you need to be working on the Notes Master or a notes page when you choose the *Color Scheme* command from the Slide menu. Usually you'll want to use a black and white color scheme for printing your notes pages. For more on choosing color schemes, see *Chapter 6: Working with Color Schemes.*

Hints

- **Putting lines on your notes pages**—If you plan to make some notes by hand later on, or if you want to give your notes pages to your audience so they can write down ideas, you can add lines to the pages. Draw a line, then use the *Duplicate* command to duplicate it. Position the duplicate where you want the second line to appear. Then choose *Duplicate Again.*

Working with the Outline Master

You use the Outline Master to format your printed outline. On the Outline Master, you have an outline image placeholder where you can also add background items that you want to have appear on each page of your outline.



To go to the Outline Master using the menus:

▶ Choose *Outline Master* from the View menu.

To go to the Outline Master using the buttons:

▶ Click the *Outline View* button.

The *Outline View* button alternates the Outline Master and Outline view.

Adding Background Items to the Outline Master

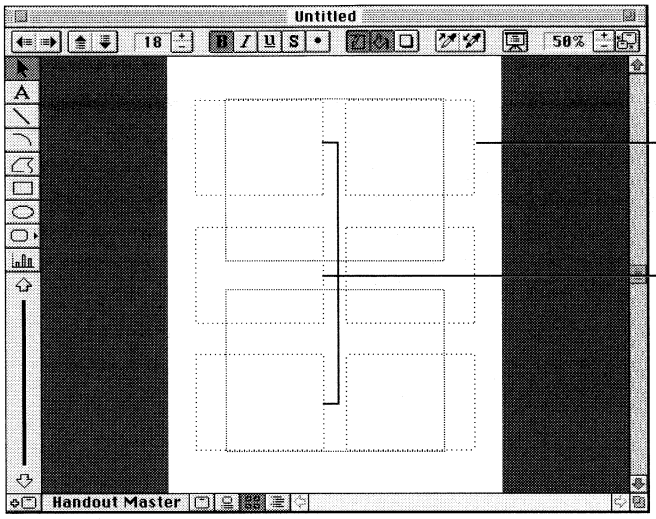
Just as you can add background items (the date, time, or page number; your company logo) to a Slide Master and a Notes Master, you can also add them to an Outline Master. Follow the procedures described in "Adding Background Items to Masters" earlier in this chapter.

Hints

- **Print an outline of your presentation**—You might want to distribute a copy of your outline for your audience in place of handouts, or use it for your own notes in place of notes pages.

Working with the Handout Master

The Handout Master is like the Outline Master—you use it to format your printed audience handouts. On the Handout Master, you have slide image placeholders so you can see where two, three, or six slide images will appear on each handout, depending on what you choose to print. As with all the other masters, you can add background items that you want to have appear on each audience handout page. Unlike the Notes Master, you can't move the slide image placeholders on the Handout Master.



To go to the Handout Master using the menus:

▶ Choose *Handout Master* from the View menu.

To go to the Handout Master using the buttons:

▶ Click the *Slide Sorter View* button.

The *Slide Sorter View* button alternates between the Handout Master and Slide Sorter view.

Adding Background Items to the Handout Master

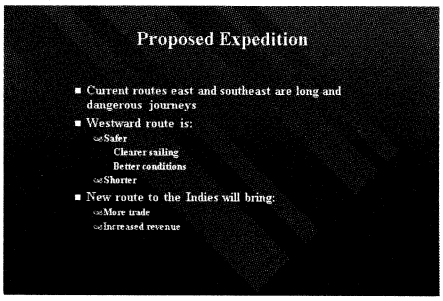
When you're adding background items to appear on your audience handouts (such as your name and your company's name, for example), place them so that they don't overlap with a slide image placeholder for the print format you're going to use—two, three, or six slides per handout page.

To add background items, follow the procedures described in "Adding Background Items to Masters" earlier in this chapter.

Working with Templates

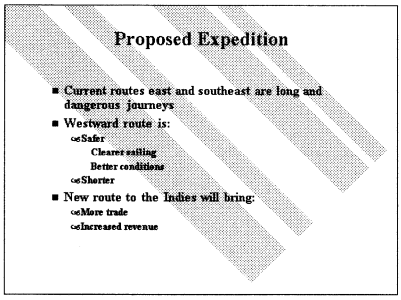
PowerPoint has the ability to make a presentation look like any other presentation, in just one step, by applying a template. A template is both a set of masters and their color scheme. It covers all of the basic design elements you need to create a presentation. PowerPoint comes with 160 professionally designed templates—each designed for a particular output: 35mm slides, black and white overheads, color overheads, and on-screen slide shows. If you wish, you can make any of your presentations act as a template. You can apply templates to a presentation at any time—before you begin, while you're creating it, or after the presentation is completed.

35mm Slides



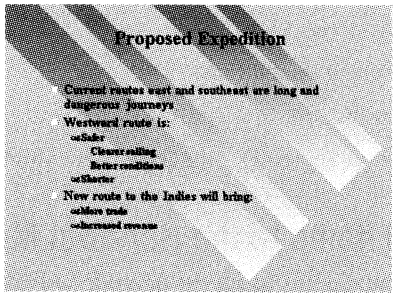
The templates in the 35mm Slides folder are set up to produce 35mm slides–the aspect ratios are 2:3. Colors are designed for 256-color display.

Black and White Overheads



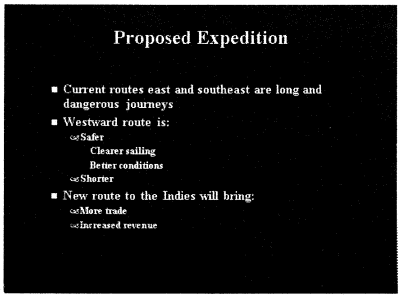
The Black and White Overheads folder contains templates that produce overheads you can print on your laser printer.

Color Overheads



Use the templates in the Color Overheads folder to print overhead transparencies in color.

Video Screens



The video templates are in the Video Screens folder. Use these specifically for on-screen presentations.

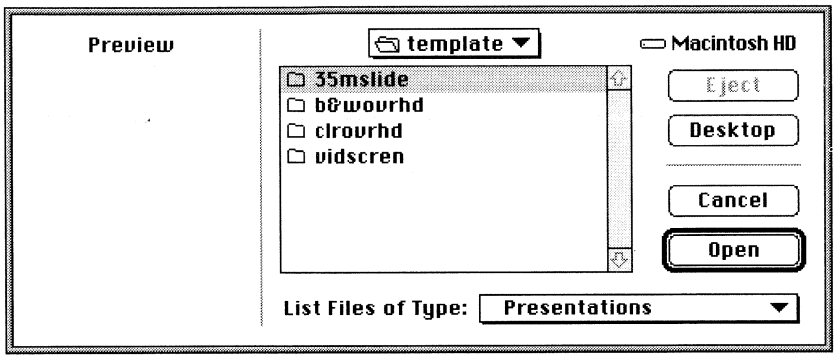
Applying a Template to a Presentation

To apply a template to a presentation:

1 In the presentation you are working on, choose *Apply Template* from the File menu.

This can be a new presentation you're creating, or one you've already "finished."

The Apply Template directory dialog box appears.



2 Double-click the folder that contains the template you want to apply.

3 Choose the template to be applied from the list of filenames.

This directory dialog box works the same way as the standard Open dialog box. Switch folders or drives if necessary to find the template you want.

When you click a filename, PowerPoint shows you a picture of the first slide in the Preview box.

4 Click the *OK* button.

PowerPoint applies the template to your presentation, and this is what happens:

- The Slide Master, Notes Master, Outline Master, and Handout Master from the template become the masters for the presentation. The masters are scaled to match your presentation if necessary.
- Slides and notes pages in your presentation that are set to follow their master formats are reformatted to the new master formats. Slides and notes pages that have explicitly been set to *not* follow the master formats aren't affected. Your presentation now has the design and look of the template you applied.

More about working with templates

- **You can change the masters further after applying a template**—Any of the template features can be changed in the presentation. For instance, if you apply a template and like all of its features except its color scheme, just change the color scheme. In other words, start with a template that has most of the features that you want and then change the ones that you don't want.
- **You can only open a template as an untitled copy**—In System 7, templates are saved as stationery. Whenever you open a template, you are automatically opening an untitled copy of the presentation. That way, you won't ever save over the original.
- **Changing from one template to another**—If you change your mind in the middle of creating a presentation and want to use a different template, you just apply the new template to the presentation.
- **Use one of your own presentations as a template**—If you create a presentation that captures the "look" of your organization and you want to use it as a template, you can apply it to new or existing presentations the way you would any other template.
- **Updating background items when you use a template**—When you apply a template, it comes with its own background items which replace any background items you've added to the Slide Master in the presentation. If you create an item you want to use with the new template, save it on a slide as an object—*not* a background item; then you can *Copy* and *Paste* it to the template's Slide Master later on.
- **PowerPoint templates include a sample slide**—If you want to create your own template, you don't need any slides in the presentation—just format the masters.

Customizing PowerPoint's Defaults

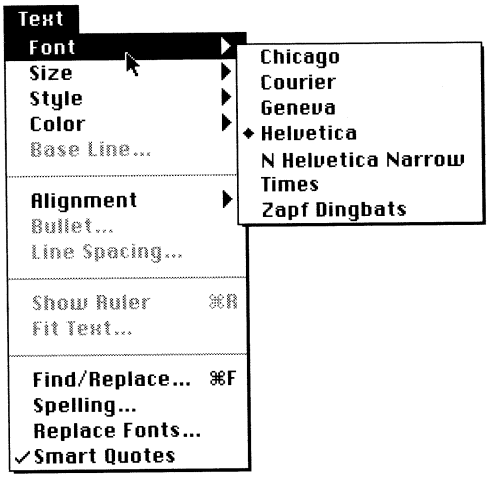
To change a default setting, you change the setting without selecting text or an object. Here's an example showing how to change the default font for text you type using the Text tool and text attached to an object:

Aside...The initial style of the text in the Title and Body objects is controlled by the settings on the Slide Master.

1 Click the Selection tool.

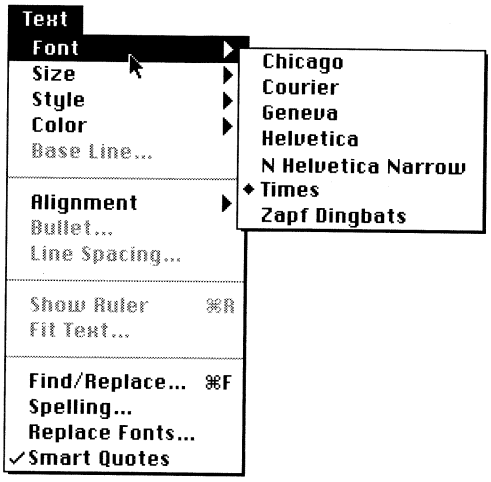
2 Choose *Font* from the Text menu.

The font list appears. Notice how, in this example, Helvetica has a diamond in front of it to show that it's the current default font.



3 Select the font you want to use as your default (for example, Times).

Now when you display the font list, the diamond appears in front of the new font you selected.



Although there are many default settings, you'll probably not notice them very much. They're there so you don't have to make basic choices all the time. The most important thing to know about default settings is that you can change them any time you want.

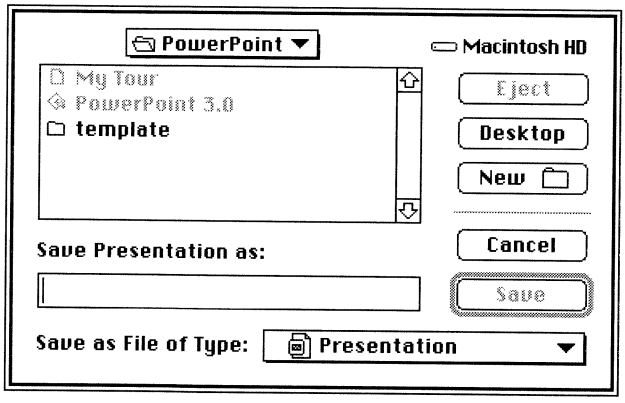
Customizing the Default Format

Here's how to change the masters in the file PowerPoint uses as the default when you open a new presentation:

1 Open the presentation you want to use as the PowerPoint default.

2 Choose *Save As* from the File menu.

The Save As directory dialog box appears.



3 Select the folder in which PowerPoint is stored.

4 Type the filename, **DEFAULT.PPT**, and click *Save*.

You can continue to work on your presentation or close it.

More about customizing PowerPoint's defaults

- **For our international users**—You can change the paper size in the default presentation to A4 so it's set up to print correctly. In the presentation you're going to use as your default, choose *Print Setup* from the File menu. Then click the *A4 Paper Size* button and click *OK*. Now when you save the file as DEFAULT.PPT, the paper size will be A4.

Customizing a Template

To customize a template, start with one that is close to your design ideas. Then modify the default attributes and/or the elements on the Slide Master.

To customize a template:

1 Open the selected template.

2 Redesign the attributes and/or elements on the Slide Master to reflect your ideas.

For example, change the color scheme. Or, adjust the size and font for the Body object. Or, perhaps you want to simplify the border that appears around the slides.

3 Choose *Save As* from the File menu.

Save the changes you made to the template under a different name.

You now have a custom template.

Applying Color Schemes

Sometimes you'll want a quick way of changing color schemes. Here's a way that involves picking up a scheme you already know and like from one presentation and applying it directly to another presentation:

1 Open the presentation that contains the scheme you want to pick up.

2 Click the *Slide Sorter View* button.

3 Select the slide that has the color scheme you want to use.

4 Choose *Pick Up Scheme* from the Edit menu.

In Slide Sorter view, *Pick Up Style* changes to *Pick Up Scheme*. This command picks up a color scheme from a slide and puts it in the "eyedropper."

5 Choose *Open* from the File menu.

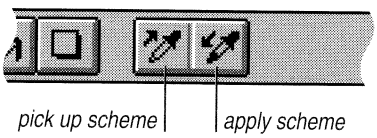
6 Open the presentation whose color scheme you want to change.

7 Choose *Slide Master* from the View menu.

8 Choose *Apply Scheme* from the Edit menu.

Once you have the scheme in the eyedropper, you use the *Apply Scheme* command from the Edit menu to apply that scheme to selected slides or the Slide Master.

Toolbar Shortcut



Working with Color Schemes

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Making Shaded Backgrounds 201
Changing a Color in Your Color Scheme 203
Switching Colors in a Color Scheme 205
Adding Other Colors to the Menus 207
Creating and Using Custom Colors 209
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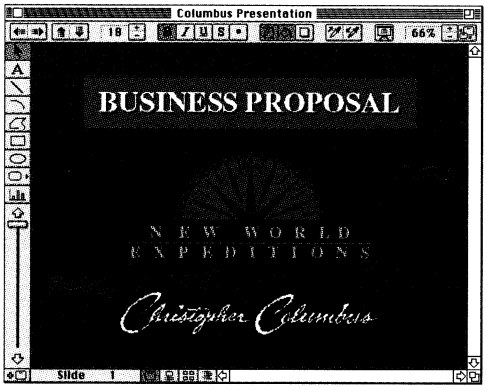
Overview

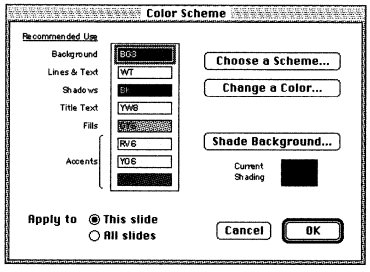
Color schemes are sets of eight balanced colors designed to be used as the main colors of a slide presentation. Using a color scheme assures you'll create professional-looking slides and makes it easy for you to change colors on the slides in your presentation.

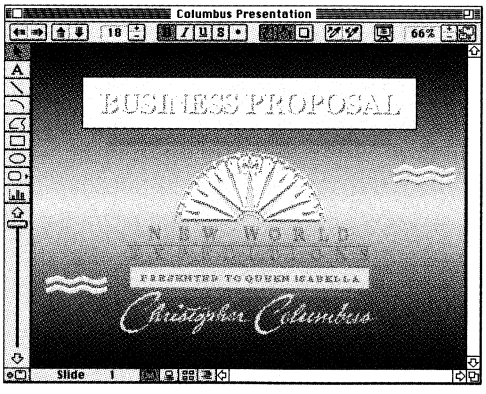
Note: If you're working on a Macintosh with a black and white screen and you have Color QuickDraw, you have full color capability. (If the *Color Scheme* command on the Slide menu is accessible, you have Color QuickDraw.)

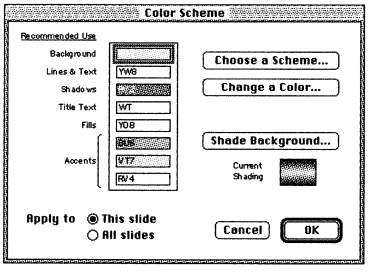
The *Color Scheme* command in the Slide menu takes you to the Color Scheme dialog box, where you start the process of choosing a color scheme for your presentation. It's also where you add other colors to the menus, rearrange colors, and change the shading of the background.

Each of these procedures is covered in this chapter.





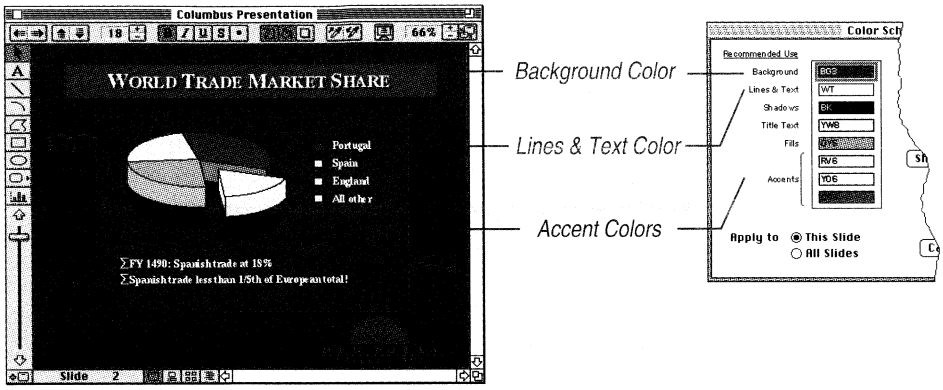




Things to Know About Color Schemes

Terminology

Here are some important terms we'll use in talking about color schemes:



Color scheme—the basic set of eight colors for a slide. The color scheme consists of a Background color, a color for Lines and Text, and six remaining colors all balanced to provide easily readable slides. Changing a color scheme can dramatically alter the look of slides. Here's a brief description of each type of color and its suggested use:

Background color—the underlying color of a PowerPoint slide and always the first color on the color scheme. If you were an artist painting on a white canvas, the Background color would be white. You could paint any other color on top of it, but the underlying color would remain white; everywhere you didn't add paint, the white (the background) would show through. The Background color on a slide works the same way. To change the Background color, change the first color in the color scheme.

Lines and Text color—the second color in the color scheme list. It's a color that contrasts with the Background color for writing text and drawing lines on the slide. The Lines and Text color and the Background color together set the tone for a presentation. For instance, a gray background with black as the Lines and Text color sets a somber tone, while a light blue background with golden Lines and Text color sets a more upbeat, warmer tone.

Remaining colors—the six additional colors in the color scheme as described below.

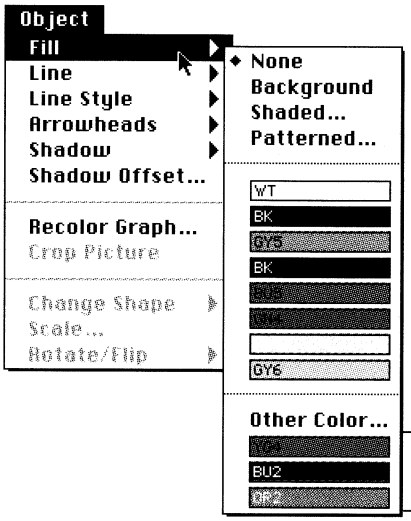
Shadows color—the third color in the color scheme. The Shadows color is the color PowerPoint applies when you shadow an object. This color is often a darker shade of the Background color.

Title Text color—the fourth color in the color scheme. This color, like the Lines and Text color, contrasts with the background.

Fills color—the fifth color in the color scheme. The Fills color is a good color to use to fill objects. This color contrasts with both the Background and Lines and Text colors. The Fills color is used when you make graphs.

Accent colors—the last three colors in the color scheme. These colors are designed to work as the colors for secondary features on a slide. Accent colors are also used as colors on graphs.

Other colors—non-scheme colors that you use for a special purpose. Every color submenu has an *Other* choice in it so you can use a special color. Other colors are not changed automatically if you choose a different color scheme for a presentation. You can add other colors to the color menu so they are easily accessible.

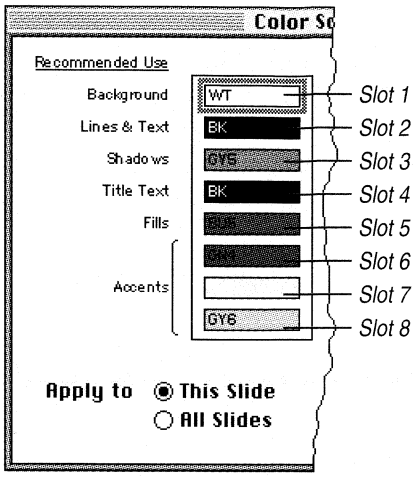


To have other colors appear on the submenu, add them using the Extra Colors box.

Concepts

Although working with a color scheme and applying it to your presentation is an intuitive process, understanding its concepts can help you work even more effectively.

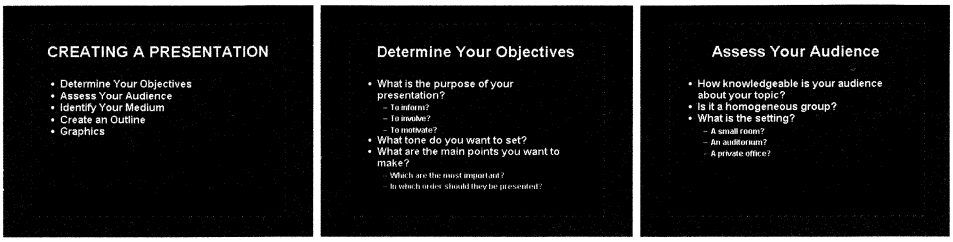
- **What is a color scheme?**—A color scheme is your chosen palette for a presentation. It consists of eight color slots, each of which is explained above under Terminology. Each color slot has a suggested use (the color in the first slot, however, is always the Background color). A color scheme also includes background shading.



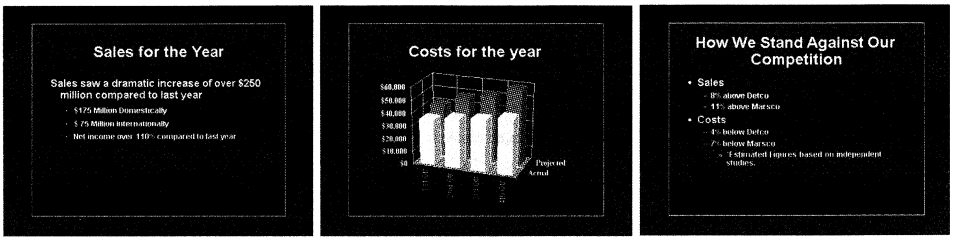
The colors from which you make your choices for a scheme have been professionally selected. As you choose one color, the colors available to you for your next choice have been assembled by professional designers to work well with your first choice.

- **The difference between a color scheme and other colors**—A color scheme is your main palette—you use it constantly as you create your presentation. PowerPoint keeps close track of color schemes. That way, if you change your color scheme, PowerPoint can update your slides for you automatically. Other colors are not part of your color scheme, so PowerPoint doesn't keep track of them.
- **Each slide can have its own color scheme**—You can use one color scheme for the slides from the Accounting Department and another color scheme for all the slides from R&D. The different colors act as clues for the audience. Typically, you would limit the number of color schemes in a presentation to no more than two or three, and in many cases a single scheme is enough.

Marketing Department



Financial Department



- **Every color menu lists the colors of the color scheme as your coloring options**—For instance, when you choose *Fill* from the Object menu or *Color* from the Text menu, the eight colors offered as choices are the color scheme colors.
- **Notes pages and audience handout pages can have their own color scheme**—This makes it possible to print your speaker's notes and audience handouts with colored text. Changing the color scheme for the notes or handout pages doesn't change the colors in the slide image.
- **You can design your own color scheme**—At some time, you may need to create your own color scheme. For example, your business may have a "corporate look" that relies on specific colors. Then you'll want to create a color scheme with those colors so your presentations will follow that look. You can start with a PowerPoint color scheme and then modify any or all of its colors to create your own scheme. You may, for instance, only want to change one or two colors. Or you may want to rearrange the colors in a color scheme to bring the one you want to use as the Background color to the top slot (which is how you set the Background color).
- **You can copy color schemes from one presentation to another**—If you want to use the same color scheme in more than one presentation (such as your corporate-look color scheme), you can copy it from one presentation to another without having to recreate the scheme for each new presentation. Use *Pick Up Scheme* and *Apply Scheme* on the Edit menu while in Slide Sorter view.
- **You can change all the color scheme colors in a presentation in one step**—Modifying the color scheme and then applying the modified scheme to all the slides in a presentation changes the colors automatically. You don't have to re-color each slide manually. PowerPoint does it for you. But, any other colors you're using aren't affected. You need to change them manually.

- **Colors of object attributes aren't limited to the eight colors of the color scheme**—Colors for object attributes (an object's fill, text, line, and so on) can be any of the colors available on your computer. Just remember that non-scheme color choices don't change when you apply a new color scheme—the more you use non-scheme colors, the more manual color changing you may have to do.

Looking at a Color Scheme

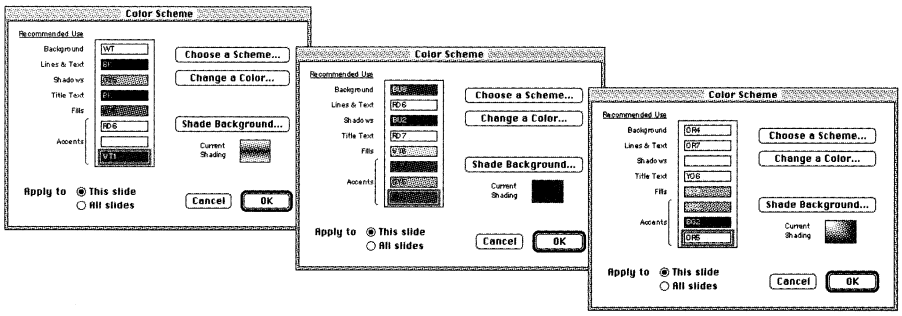
It's helpful to understand how to "read" or understand a color scheme.

Every presentation, even a brand-new one, has a color scheme—whether it's in color or black and white, or whether you picked the colors or they came from the default settings. New slides always use the colors of the Slide Master's color scheme.

Here's how you find out what colors are in a color scheme for a particular presentation:

▶ In Slide Master view, choose *Color Scheme* from the Slide menu.

PowerPoint displays the Color Scheme dialog box which, in turn, shows you the colors that are currently assigned to each of the color slots for this presentation. Here are some examples:



Here's how you find out what colors are in a color scheme for a specific slide in your presentation:

▶ Go to the slide in Slide view (or select it in Outline or Slide Sorter view); then choose *Color Scheme* from the Slide menu.

PowerPoint displays the Color Scheme dialog box, which shows you the colors that are currently assigned to each of the color slots for this slide.

More about looking at a color scheme

- **Each color slot has a suggested use for the color in that slot**—For example, if the color in the Shadows slot is dark blue, you'd expect the objects to have dark blue shadows. (You can override a suggested use by changing the color in the slot, or selecting a color in one slot and using it for another purpose. But if you follow the suggested use for each color, then any overall changes you make to your color scheme will make more sense.)

- **Colors have abbreviations**—Notice that the colors in a scheme have abbreviations such as BU1 or YW8. The abbreviations help you to remember the particular colors for a color scheme and give you a precise way of identifying a color. Colors with abbreviations are colors on the Genigraphics® Palette that are known to produce good images on film.

Hints

- **If you're working on a gray-scale display**—Use the color identifiers on the screen to select colors for your presentation.

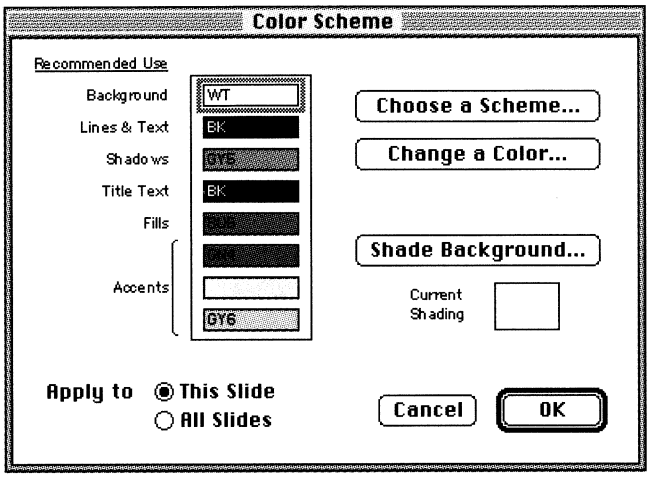
Choosing a New Color Scheme

You may find you like to choose the color scheme as you're designing the Slide Master. It's easier to see what you're creating when the colors complement the content and design.

To choose the color scheme:

1 Choose *Color Scheme* from the Slide menu.

The eight colors show the current color scheme for the slide.



2 Click *Choose a Scheme* to see the dialog box for choosing a new color scheme.

3 Choose a Background color.

Scroll the list of colors to find the one you want. Then click it to select it.

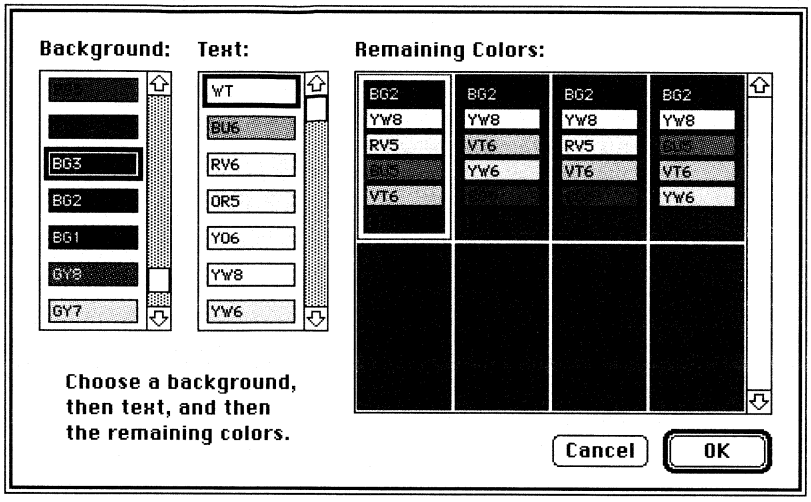
As soon as you choose a Background color, possible Text colors appear.

4 Choose a color for lines and text from the Text list.

You can scroll that list too.

As soon as you choose a Text color, sets of accent colors appear.

Notice that the box showing the sets of accent colors displays them on the Background color framed with the Text color. That arrangement lets you check how the colors in a scheme work together before accepting it. If you don't want the color scheme, click another Background or Text color in the dialog box to start over. Use this process to find just the right color scheme for your presentation.



5 Click the accent color package that you want for the color scheme.

You can scroll the list if there are more than eight packages.

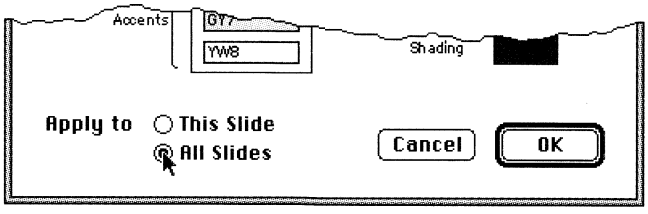
6 Click the *OK* button.

The Color Scheme dialog box reappears and shows the color scheme you just selected.

7 Click one of the options in the Apply To box to tell PowerPoint which slides to apply the new color scheme to:

This Slide—The new color scheme will affect only the current slide (the one you can see underneath the dialog box). If the Slide Master is the current slide, all slides that follow the master will also be changed.

All Slides—All the slides in the presentation will receive the new color scheme, and all their color scheme colors will be changed.



8 Click the *OK* button.

The color schemes on the affected slides change to the new scheme.

More about choosing a new color scheme

- **You don't have to create a color scheme for each new slide**—As you create a new

slide, it automatically has the color scheme of the Slide Master unless you explicitly change it.

- **Replacing the color scheme colors**—New colors replace old ones relative to their positions on the two color schemes. That is, the Slot 4 color (recommended for title text) on the new scheme replaces the Slot 4 color on the old scheme. On the slides, the old Slot 4 color is changed to the new one everywhere it occurs.
- **Color schemes on slides**—Think of the overall color scheme as being "attached" to your slides. The color scheme of the Slide Master applies to slides unless you select a separate scheme and apply it to the slide.
- **Color schemes on notes pages**—You can pick a unique color scheme for your notes pages. The color scheme you select doesn't affect the colors of the slide miniatures on them. The slide miniatures retain their own color schemes.
- **Pictures and the color scheme**—Recolored pictures are affected by changes to your color scheme if the colors in the Recolor Picture dialog box come from the color scheme. To recolor a picture so that it uses colors from the color scheme, use the *Recolor Picture* command in the Object menu. The colors in the color scheme are available to you as options in the To box.

Hints

- **Experiment with color schemes**—You can experiment with color schemes to see how they work on the slides. Choose a new scheme, then click *Apply to This Slide* and click the *OK* button. For the moment, only that slide is affected. Use that slide as your "practice" or "experimental" slide. Choose *Undo* from the Edit menu to undo the change and try again.
- **Dark backgrounds for 35mm slides**—If you plan to produce 35mm versions of your slides, use a dark background. The slides will project better.
- **Light backgrounds for overheads**—When preparing color overheads, choose a color scheme with a light background color and a dark color for text.
- **Use colors on the Genigraphics Color Table for the best colors for slides**—You can tell if a color scheme includes a custom color not on the table. It won't have an abbreviation (such as BU1 or YW3) on it.
- **Changing a slide back to the Master Color Scheme**—If you want to change a slide back to the color scheme of the Slide Master, display that slide, choose *Follow Master* from the Slide menu, and then choose *Color Scheme* from the list of options.

Making Shaded Backgrounds

Shading a background provides a pleasant visual effect of a solid color gradually changing from light to dark. Objects on the slide can match the shading or have their own shading.

Note: If you're working on a Macintosh with a black and white screen and you have Color QuickDraw, you have full color capability. (If the *Color Scheme* command on the Slide menu is accessible, you have Color QuickDraw.)

To shade a slide background:

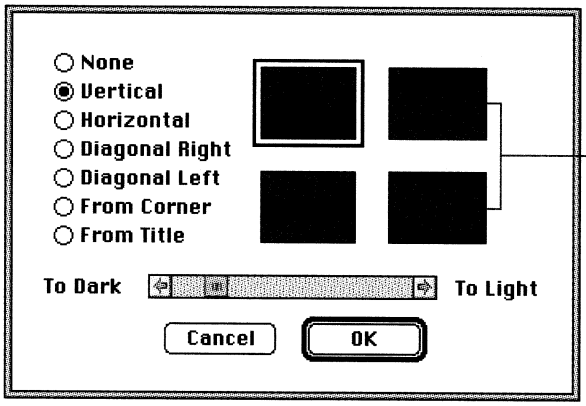
1 Display a slide with the background you want to shade.

2 Choose *Color Scheme* from the Slide menu.

The shading (if any) of the current slide is shown in the Current Shading box.

3 Click *Shade Background.*

The Shade Background dialog box appears.



4 Choose one of the shading styles from the list on the left of the box.

PowerPoint shows you variations on that shading pattern on the right side of the dialog box.

5 Drag the scroll bar to darken or lighten the shading.

6 Click the shading variation you want to use from among the options.

7 Click the *OK* button.

The Color Scheme dialog box reappears.

The new shading is shown in the Current Shading box.

8 Choose one of the options in the Apply To box.

9 Click the *OK* button.

The shading is applied with the color scheme to one or all of the slides.

More about making shaded backgrounds

- **Shading means that the background color shades to white or black**—Let's say you choose a blue background. When you shade it, you can go from blue to white or blue to black. You can't shade from blue to another color (yellow, for example).
- **If shading appears slowly on the screen**—Shaded backgrounds require more processing than solid backgrounds. If slides with shaded backgrounds appear too slowly on the screen, your system may not be configured for efficient processing. Use shading judiciously in that event or limit yourself to horizontal and vertical shading, which draws more quickly.
- **Shading only applies to the background**—You can't shade the other colors of the color scheme. However, you can shade the fill attribute of an object. Use the Shaded option for the *Fill* command in the Object menu.

Hints

- **Create dramatic effects**—Shade the background in one direction and the Body object in another direction.
- **To shade all your slides at once**—Shade the background on the Slide Master.

Changing a Color in Your Color Scheme

Although the color schemes offer a wide variety of color combinations and have been artistically balanced for good visual display, you aren't limited to their use. You can modify any or all of the colors in a color scheme to create your own version. You may, for instance, want to create a unique color scheme that matches the colors of your company's logo.

To design your own color scheme:

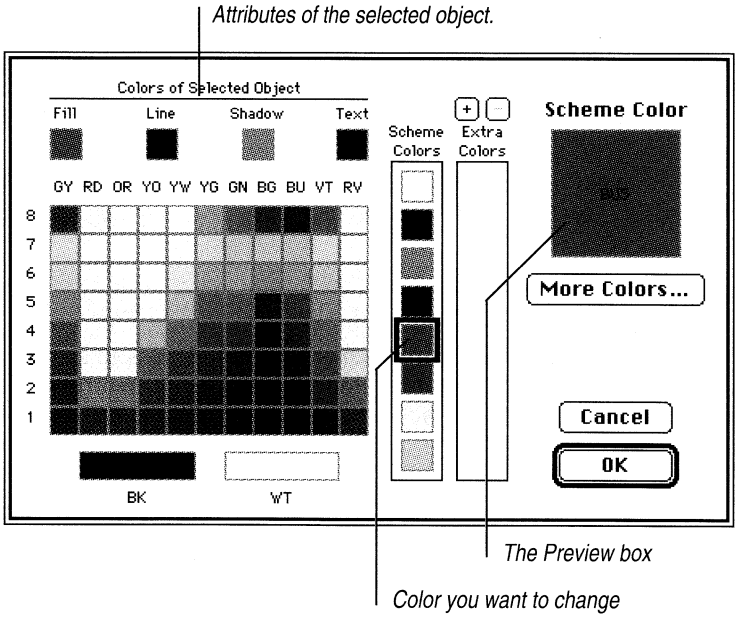
1 Choose *Color Scheme* from the Slide menu.

2 Click the color in the color scheme that you want to change, then click the *Change a Color* button.

-Or-

Just double-click the color you want to change.

The color you picked in the previous dialog box appears in the Preview box to the right labeled "Scheme Color," and is outlined in the Color Scheme column.



3 Click any color in the color table.

The color in the Scheme Color preview box changes to the one you selected.

4 Compare the new color with the rest of the colors in the color scheme to make sure it works. If it doesn't, click another color in the table to try it.

5 Click the *OK* button when the color is the right one.

The Color Scheme dialog box reappears. The new color is in place.

6 Choose one of the options in the Apply To box.

You may want to start by trying the new color on one slide. Then, if you like it, you can select *All Slides*.

7 Click the *OK* button.

The new color scheme is applied to the slide(s).

More about changing a color in your color scheme

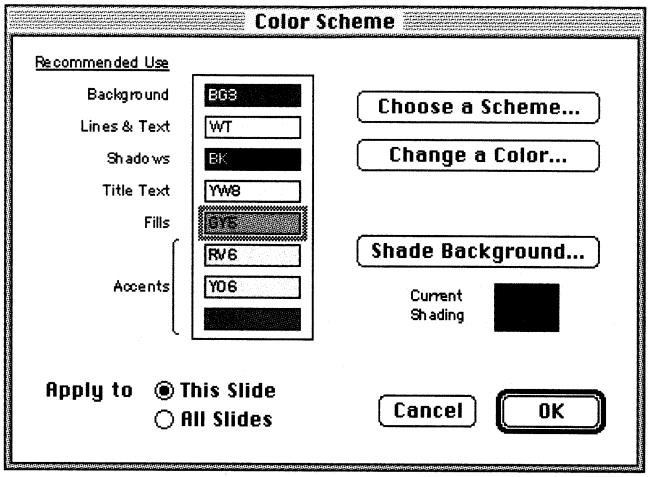
- **If none of the table colors is the one you want**—Click the *More Colors* button. The More Colors dialog box appears. Use this dialog box to create a custom color.
- **Changing back to the Master Color Scheme**—If you want to change the color scheme of a slide back to the Master Color Scheme, just choose *Follow Master* from the Slide menu, and choose *Color Scheme* from the submenu.
- **Extra colors**—The column labeled Extra Colors shows the other colors that you've added to the menus.
- **Adding and deleting extra colors**—Click the buttons labeled *Plus* (+) and *Minus* (–) to add or delete extra colors. See "Adding Other Colors to the Menus" for details.
- **Color labels**—The labels on the color chart refer to the abbreviations for the individual color swatches. Thus, BU3 stands for the blue at row 3 in the chart.
- **Working with a custom color scheme**—A custom color scheme has all the properties of a pre-set color scheme. You can rearrange its colors (see "Switching Colors in a Color Scheme," below), apply it to various slides, change any of its colors again, and so forth.

Hints

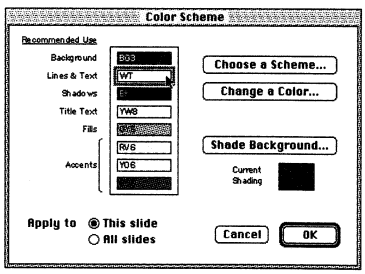
- **A slide for your custom color scheme**—When creating a custom color scheme, save a slide having that scheme as a separate presentation. You can then use it as a template for later presentations. That is, you can apply that custom color scheme to a new presentation to make sure it has exactly the same colors.
- **To see the default colors for a color scheme**—Choose *Color Scheme* and *Change a Color* with nothing selected on the slide.

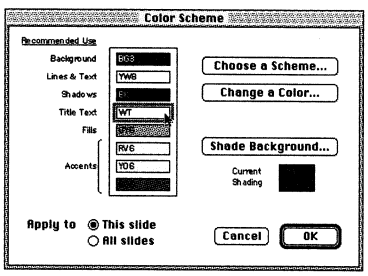
Switching Colors in a Color Scheme

In a color scheme, the positions of the colors within the scheme reflect suggested uses for each color. The color in the first position is always used as the Background color of the slide. The use of all other colors is suggested. The second color is suggested as the Lines and Text color. The third is the proposed Shadows color. And so on.



Rearranging colors in the color scheme simply exchanges the colors among objects in a presentation. So, if you change colors #2 and #4 (the suggested Lines and Text color and the Title Text color) and apply the new color scheme to all the slides in the presentation, all objects with color #2 are changed to color #4, and vice versa.





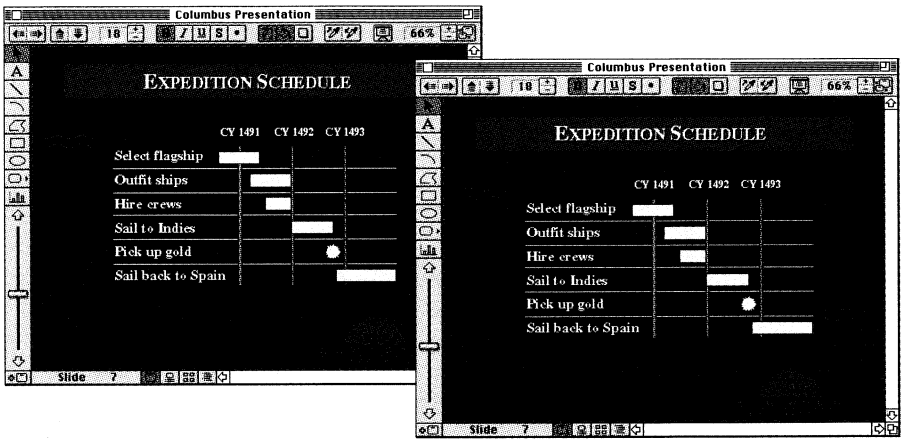
To rearrange the colors in a color scheme:

1. Choose *Color Scheme* from the Slide menu.
2. Select the color you want to move to a new position.

   The outline around the color indicates that it's selected.
3. Drag the color to its new position.

   The two colors exchange positions.
4. Choose one of the options in the Apply To box.
5. Click the *OK* button.

In every instance in which either color is used on a slide, the colors will be exchanged.



More about switching colors

- **Some objects aren't affected by rearranging colors**—As with any change in color scheme, the new color arrangement doesn't affect non-color scheme colors, including objects colored with other colors.

Adding Other Colors to the Menus

Other colors are the colors you want to use frequently in addition to those in the color scheme. They are the colors you want to stay the same no matter what the color scheme may be. Although color schemes can have only eight colors, you can add colors to the Other Color submenu.

To add colors to the Other Color submenu:

1 Choose *Color Scheme* from the Slide menu.

2 Click the *Change a Color* button.

You use the same dialog box to add colors that you use to change colors.

3 Click the color you want in the color table.

4 Click the *Plus* (+) button above the Extra Colors list to add that color to the Other Color submenu.

To delete a color, click it in the Extra Colors list, then click the *Minus* (–) button.

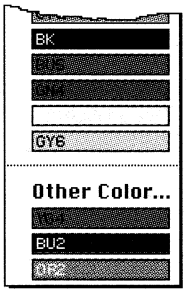
You can add or delete more than one color before closing the dialog box.

5 Click the *OK* button.

You return to the Color Scheme dialog box.

6 Click the *Cancel* button.

PowerPoint adds the color to your Other Color submenu.



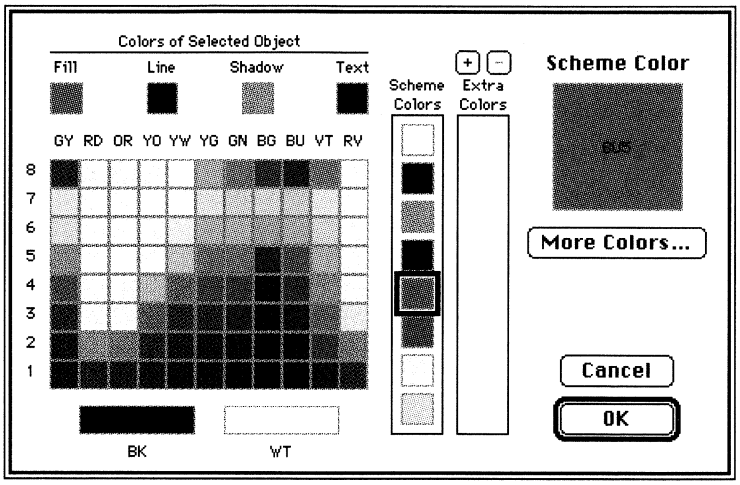
More about adding other colors to the menus

- **Copying and other colors**—When you copy a color scheme from one presentation to another, the other colors on the submenus are not copied, but colors of objects already colored with other colors don't change.
- **Use the *More Colors* button**—Use the *More Colors* button in the dialog box to create a custom color—a color that's not on the Genigraphics Color Table.

Hints

- **How to add colors of objects to your menus**—Select the object. Then choose *Color Scheme* from the Slide menu. Click the *Change a Color* button. In the Change a

Color dialog box, the colors of the selected object appear under "Colors of Selected Object." Click the color you want to add to the menu. It appears in the Preview box. To add it to the color menus, click the *Plus* (+) button above the Extra Colors list.



Creating and Using Custom Colors

The More Colors dialog box is for choosing any one of the colors available on your computer. Any time you click a button labeled *More Colors,* the dialog box shown below appears.

Use this dialog box to add color choices that aren't in the color table of the Change a Color dialog box.

To add a custom color to your color scheme:

1 Choose *Color Scheme* from the Slide menu.

The Color Scheme dialog box appears.

2 Click the *Change a Color* button.

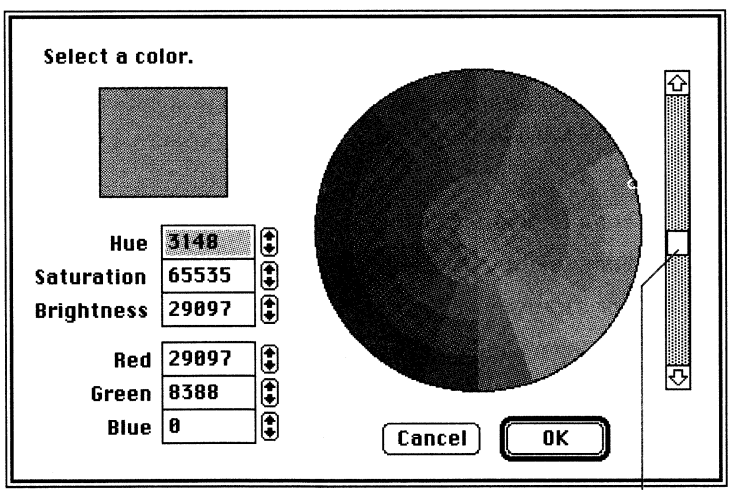
The Change a Color dialog box appears.

3 Choose a color on the color table that's close to the one you want to create.

4 Click the *More Colors* button.

Now you're looking at the More Colors dialog box, which is where you do the work.

The color you chose to alter is in the box in the upper left.



Adjust brightness using scroll bar.

5 Click the color in the wheel that is close to the color you want.

When you place the cursor in the color wheel, it becomes a circle. The color you choose appears in the upper half of the Select a Color box.

6 Drag the scroll bar on the right to adjust the brightness of the color.

You can fine-tune your color selection by clicking the up and down arrows next to the Hue, Saturation, and Brightness boxes. You can also add or subtract the amounts of red, green, and blue in your custom color by clicking the up and down arrows next to the color boxes.

7 When the color is what you want, click the *OK* button.

8 To add this color to your menus, click the *Plus* (+) button in the Change a Color dialog box. Then click the *OK* button.

To create a custom color using one of the color submenus:

1 Choose *Other Color* from the submenu.

The Other Color dialog box appears. (It's like the Change a Color dialog box.)

2 Choose a color that's close to the one you want to create.

3 Click the *More Colors* button.

Now you can work in the More Colors dialog box.

4 Drag the scroll bar to adjust the brightness.

As you drag, the new color appears in the New Color box at the top. Compare it to the original color.

5 Click the *OK* button when the color is the one you want.

More about creating and using custom colors

- **Custom colors aren't labeled**—Custom colors you add with the More Colors dialog box won't have abbreviations on them to signify their colors. They will be plain color swatches.

Hints

- **For a contrasting but related color**—Adjust the hue.
- **For a brighter or darker version of the color**—Adjust the brightness.
- **For a "washed out" version of the color**—Adjust the saturation.
- **Picking up and applying custom colors**—To apply a custom color to an object, use the *Pick Up Style* and *Apply Style* buttons on the Toolbar. Select the object that is the custom color. Then click *Pick Up Style*. Select the object you want to color and click *Apply Style*.

Copying a Color Scheme

By copying a color scheme from one presentation to another you can reuse color schemes without having to recreate them individually for each new presentation. You can apply a color scheme to all the slides of the receiving presentation, or to only some of them. The copied color scheme replaces the color schemes of the receiving slides.

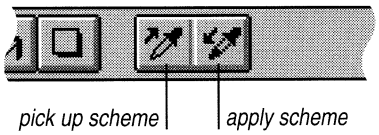
To copy a color scheme from one presentation to another:

1. Choose *Open* from the File menu and open the presentation that has the color scheme that you want to reuse.
2. Change to Slide Sorter view by choosing *Slide Sorter* from the View menu or clicking the *Slide Sorter* button, and select the slide that has the scheme you want.
3. Choose *Pick Up Scheme* from the Edit menu.
4. Change to the presentation that contains the slide(s) to which you want to apply the color scheme.
5. Select the slide (or slides) in Slide Sorter view.

   You can select multiple slides in Slide Sorter view by holding down the SHIFT key as you select.
6. Choose *Apply Scheme* from the Edit menu.

PowerPoint applies the new scheme to the selected slide(s).

Toolbar Shortcut



Use the Pick Up Scheme button to pick up the color scheme of the selected slide in Slide Sorter view. Use the Apply Scheme button to apply the scheme.

More about copying color schemes

- **Copying multiple color schemes**—You can copy multiple color schemes to a presentation. For instance, if the original presentation has two color schemes and you want them both in your new presentation, copy the first one and apply it to a set of slides. Then copy the second color scheme and apply it to a different slide in the new presentation. Repeat the process for as many color schemes as you want in the new presentation.
- **Objects will be colored with the new scheme**—Objects already colored with color scheme colors in the receiving presentation will change to reflect the new color scheme. Objects colored with other colors aren't affected.
- **Applying a slide's color scheme to your speaker's notes or handout pages**—In Slide Sorter view, select a slide that contains the color scheme you also want to use for your notes pages or audience handouts. Choose *Pick Up Scheme* from the Edit menu. Choose *Notes Master* or *Handout Master* from the View menu. Choose *Apply Scheme* from the Edit menu.

- **Copying a color scheme from one slide to another**—In Slide Sorter view, select the slide whose color scheme you want to copy. Then click the *Pick Up Scheme* button. Select the slide whose color scheme you want to change. (You can work in Slide Sorter view or Slide view for this part of the process.) Click *Apply Scheme.*

Hints

- **Adding a color scheme to a black and white presentation**—Copying a color scheme is a quick way to add color to a presentation that was originally created in black and white. That is, if you create a presentation to print in black and white on a standard printer and then add color to it to project the presentation on a screen, you can just copy a color scheme and apply it to your presentation.

Working with Text

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Overview

This chapter covers the basics about working with text in PowerPoint. Here, you'll find out how to add text to slides, how to edit text, how to change the appearance of your text, and how to make global adjustments (like checking your spelling or finding and replacing text). Whether you're working with text in Slide view or Outline view, or typing and editing your speaker's notes, you type and edit the same way.

If you have some experience with Microsoft Word, you're already halfway there.

Things to Know About Text

Terminology

Here are some terms you'll see when we describe working with text:

Title and Body objects—objects that match the format of the Master Title and Body so your presentation has a consistent look. Using the Title and Body objects means all your titles and bodies appear in the same place on your slides—you don't have to drag them around to position them.

Master Title and Master Body—where you format the Title and Body objects on the Slide Master.

Title and Body placeholders—the empty Title and Body objects that appear on a new slide before you type anything. They are surrounded by a dotted line.

Text attributes—characteristics of text, including the typeface (font), type size, style, and so on. You can adjust text attributes at any time—before, during, or after you type the text—using the PowerPoint menus and Toolbar buttons.

Paragraph—a segment of text that is formatted in the same way and that ends when you press RETURN.

Levels—the different indentations at which paragraphs appear in an outline.

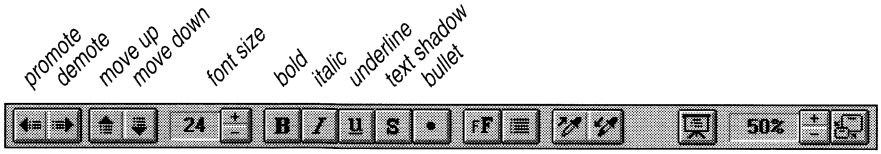
Outlining functions—promoting and demoting paragraphs to different levels in the outline and moving them up and down within your presentation. These functions, available through the four Outlining buttons on the Toolbar, work in any PowerPoint view.

Promote/Demote—to move a paragraph (or paragraphs) up or down a level in the outline. Usually when you promote a paragraph it moves to the left, and when you demote it it moves to the right.

Move Up/Move Down—to move a paragraph up is to exchange it with the one above. To move a paragraph down is to exchange it with the one below.

Text object—any object that has text or a text placeholder.

Text Attribute buttons—buttons on the Toolbar you can use to edit and style text. They're your one-key shortcuts for changing font size; using boldface, italics, and underlining; shadowing text; and adding bullets.



Outlining and Text Attribute buttons

Concepts

Here are some basic ideas about typing text in PowerPoint:

Typing text in the Title and Body objects on slides—Each new slide opens with a Title and Body placeholder in which you type your Title and Body object text. The Title and Body objects are formatted on the Slide Master—by you, by a template, or by the PowerPoint default settings—so they'll look the same on all your slides. You can change the look of either object for your entire presentation by changing the Master Title or Body on the Slide Master, or you can vary a Title or Body object individually on a slide.

Typing text in the Body object on your notes pages—You have a Body object on your notes pages that works just like the Body object on your slides. Your notes are separate from the slides in your presentation, however, so they don't appear in your outline.

Title and Body objects on slides show up in your outline—PowerPoint recognizes your titles and body text and assigns them title and body positions in your outline. Other text objects you create on your slides are for special purposes and don't appear in your outline.

Adding text—Adding text is easy. Basically, you can start typing any time you see the blinking insertion point on your screen. There are three ways to add text to slides:

> **Type inside a Title or Body object**—Click within the Title or Body object and type. The format comes from the Master Title and Body.
>
> **Select the Text tool and type**—Click the Text tool, draw a text box on the slide, and then type. Or click and type and then resize the text box if you decide you want the text to wrap. The format comes from the settings selected for the Text tool.
>
> **Type inside a shape**—Draw or select the shape (such as a circle or a rectangle or a star) and type. PowerPoint attaches your text to the shape. The format comes from the settings selected for the Text tool.

Selecting an object—To select an object, you click it. A selection box with resize handles appears around the object.

Selecting text—To select text in an object, first select the object, then click in the text area.

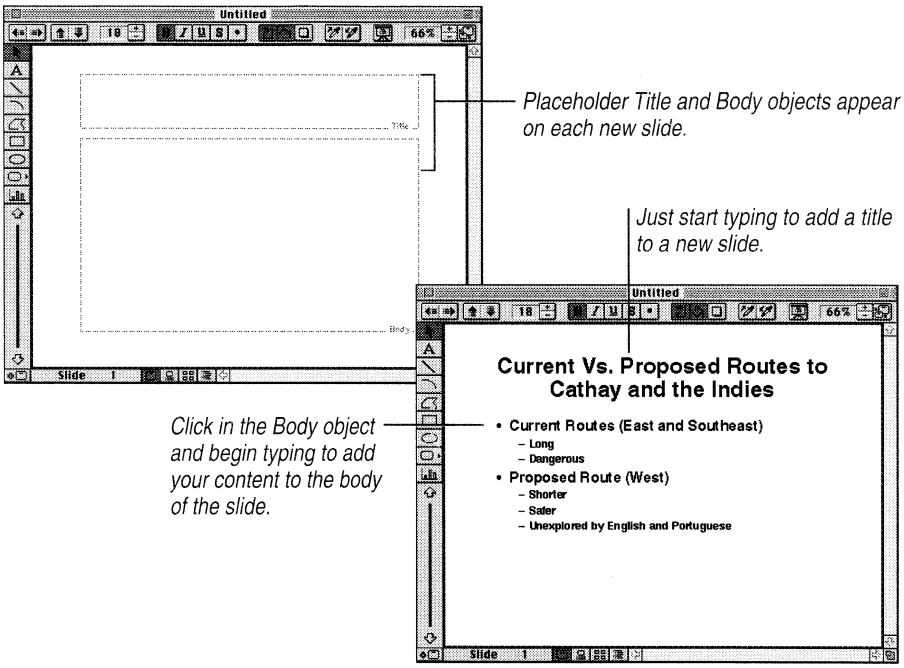
Adding Text to Title and Body Objects

When a slide appears, it contains placeholders for the Title and Body objects. A notes page contains a placeholder for the Body object. To add text to a Title object or a Body object:

▶ Click the Title or Body placeholder and start typing.

By the way... After you type the title, you can press OPTION+RETURN to switch to the Body object and start typing.

The Master Title and Body formats determine how the text appears on the slide, what sorts of alignment and indents the Body object has, and so on. Here's an example of typing a Title and Body object on a slide:

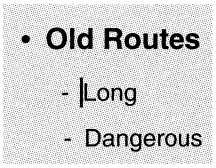


Reorganizing Content As You Type

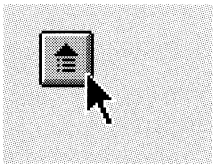
You can reorganize your text quickly and easily using the Outlining buttons on the Toolbar. They're available in all views for all objects with text (except the Title Object). The *Promote* and *Demote* buttons move the paragraph up or down a level in the outline. The *Move Up* and *Move Down* buttons reposition a paragraph up or down (while keeping it at the same level in the outline). You can use these buttons in combination to organize the content of your presentation.

To move a paragraph up using the Outlining buttons:

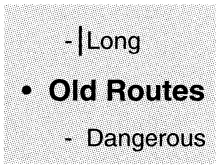
▶ Click anywhere in the paragraph you want to reposition, then click the *Move Up* button.



Click the paragraph you want to reposition.



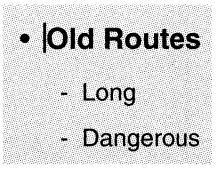
Click the Move Up button to move the paragraph.



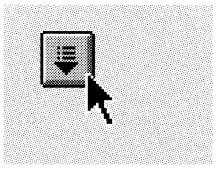
The paragraph moves in that direction.

To move a paragraph down using the Outlining buttons:

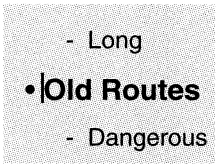
▶ Click the paragraph you want to reposition, then click the *Move Down* button.



To move this paragraph down one line...



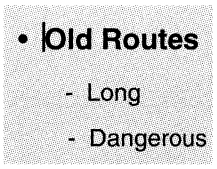
...press this button



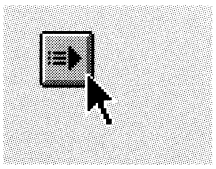
...and the paragraph moves down.

To demote a paragraph (move it to the right) using the Outlining buttons:

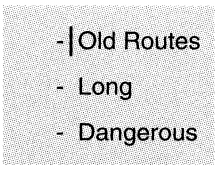
▶ Click anywhere in the paragraph you want to demote, then click the *Demote* button.



Click the paragraph you want to demote.



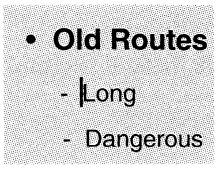
Click the Demote button to move the paragraph to the right.



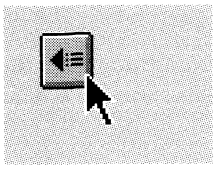
The paragraph moves one level to the right.

To promote a paragraph (move it to the left) using the Outlining buttons:

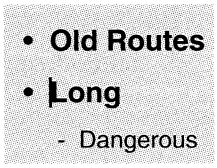
▶ Click the paragraph you want to promote, then click the *Promote* button.



Click the paragraph you want to promote.



Click the Promote button to move the paragraph to the left.



The paragraph moves one level to the left.

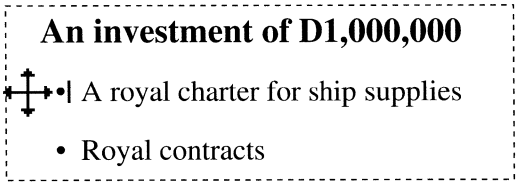
Dragging Paragraphs

You can drag a paragraph to move it in any view.

1 Click once to select the object and click again to be able to edit the text.

2 Click the left edge of the first line of the paragraph you want to move.

The cursor changes to a four-headed arrow and you can drag the text horizontally or vertically.



The paragraph and all its sub-levels are highlighted as you drag your text to its new position.

3 Drag the paragraph to its new position. You can now drag the paragraph up, down, left, or right.

More about adding text to Title and Body objects

- **Double-clicking selects, too**—Double-clicking a word selects it. Double-clicking is usually faster than trying to drag over the word.
- **Editing with keyboard keys**—For keyboard lovers, editing using the keyboard keys is often faster than using the mouse. PowerPoint has a complete set of keyboard key combinations for editing. See the back cover for a summary of the keys and what they do.

- **Moving text in the Body object**—When you move text left or right in an outline, its appearance may change. This depends on the attributes assigned to each level of the text on the Master Body object.

Hints

- **Immediately choose *Undo* from the Edit menu if you make a mistake**—The unedited text returns to your screen.

Adding Text Using the Text Tool

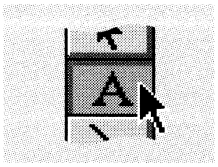
Here's how you use the Text tool (the *A* button on your Tool Palette) to make a text object other than a Title or Body object.

To make a label:

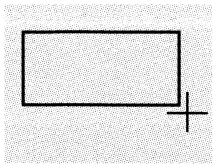
- Select the Text tool, then click anywhere off the Title and Body object and type.

  When you click and type, the text doesn't wordwrap. Press RETURN to start a new line.

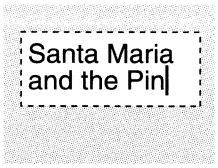
To make a text box:



Select the Text tool.



Then drag a text box so that it's about the width of the text you intend to type.



Begin typing.

By the way... If you want your text to wrap, just resize the text box.

When you drag a text box first, the text wordwraps to fit inside the width of the box. As you type, a selection box outlines the text area within the object. You can adjust the size of text relative to the size of the object using *Fit Text* in the Text menu.

Generally you make a text box when you want to write a longer piece of text and use the "click-and-type" method for shorter pieces of text. Whichever you do you can always change the behavior of the text object using the *Fit Text* command.

More about adding text using the Text tool

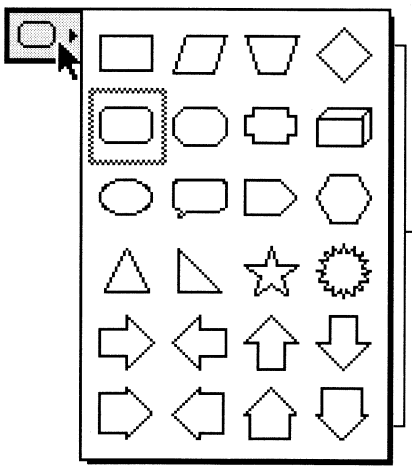
- **Text attributes**—The text appears with the attributes (for example, font, size, style, color) of the PowerPoint default settings. You can change those settings at any time—before, during, or after typing.
- **Positioning text**—You don't have to position the text exactly before you type it. You can always move the text later.
- **Resizing text**—Likewise, the text doesn't have to be the exact size you need as you begin typing. You can always change the size of it. If you're attaching text to an object and you resize the text (make it bigger, for example), you can always make the object fit the text. See the *Fit Text* command for details.
- **No limit on the number of text objects**—You can have as many text objects as you want. They just don't appear on your outline.

Hints

- **Write first, design later**—When you're creating a presentation, don't worry about the appearance of the text, its location, or any of its other attributes. Just get your thoughts and ideas down first. Then you can go back and work on the appearance.
- **Use text sparingly on slides**—A slide crammed with text can be overwhelming. Too much text means people spend their time reading instead of listening to you speak. If you have a lot of textual information to present, spread it out across a series of slides. Or consider including additional points in your audience handouts.
- **If you want text you typed as a label to wordwrap**—Sometimes, after you type a label (the click-and-type routine), you'll want that text to wordwrap. Just click the text object to select it, and drag the resize handles on the selection box to resize it. PowerPoint then wraps the text to fit in the resized box.

Adding Text to Shapes

Rectangles, circles, triangles, and other closed shapes can have text that automatically is attached to the object. (Although lines, arcs, and freeform objects can't have their own text, you can group them with text. See "Hints" at the end of this section.)



The Shape Palette appears when you click the Shape tool.

When you add attached text to a shape, PowerPoint treats it as being part of the object. When you move the object, the text moves with it.

1 Click a Shape tool and draw the object.

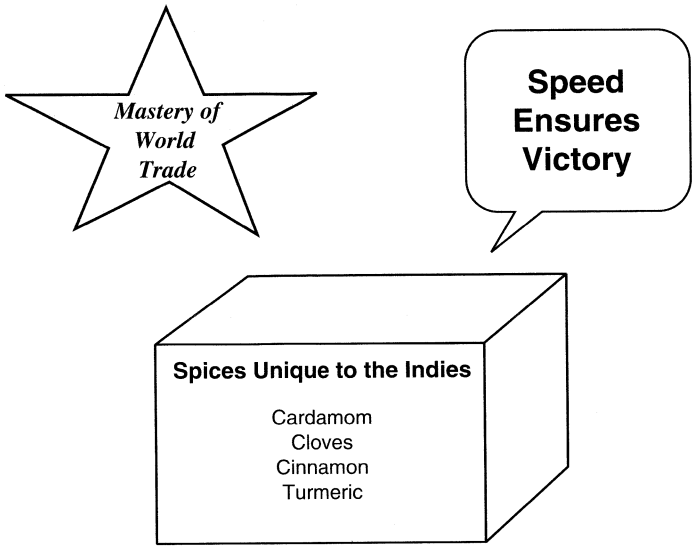
Or, if the shape is already drawn, select it.

2 Begin typing.

You don't have to click the Text tool in order to add text to shapes.

The new text appears centered in the shape (unless you changed the Fit Text attributes in the Fit Text dialog box).

If text is already in the object, the new text is added at the end.



More about adding text to shapes

- **You can add text to a shape at any time**—Just select the shape and begin typing.
- **Editing text in objects**—You edit text in shapes the same way you edit other text. Start by selecting the shape, then click the text to get a blinking insertion point for editing.
- **Text moves with the object**—When you move the shape, its text moves with it.
- **Text doesn't resize with the object**—When you resize a shape, its text size doesn't change. That is, the size of the characters remains constant.
- **Shapes can be set to fit around the text**—When resizing a shape, the way the text fits into the new-size object depends on the setting in the Fit Text dialog box. Turn on the Adjust Object Size to Fit Text option to have the object resize to fit around the text. (If that option is turned off and you resize the object, text may run over the edges.)



Hints

- **Adding text to lines, arcs, and freeforms**—Although these types of objects can't have text in the same way shapes can, you can group a text object with them. For example, draw a line, then click the Text tool and draw a text object. Type the text into it, position it relative to the line, select both objects, and then choose *Group* from the Arrange menu. Now the text object moves with the graphic object, just as though it were attached.
- **If you try to realign text and it doesn't work**—Check the setting in the Anchor Point submenu in the Fit Text dialog box. Make sure one of the centered options isn't chosen.

Editing Text

You edit text in basically the same way whether it's in a text box, in a Title or Body object, or attached to an object.

Selecting Text So You Can Edit It

The first step in editing is to select the text so PowerPoint knows which text you're working on. Use the standard conventions for selecting text (click and drag, for example).

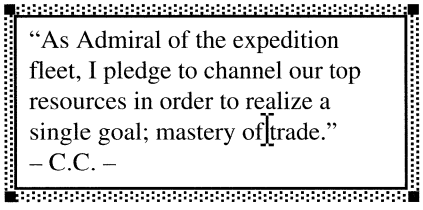
By the way... There's a chart on the back cover of the handbook showing the keyboard and mouse commands you use to select text.

Editing

Once you've selected the text you want to edit, here's how you insert, delete, cut, and copy text.

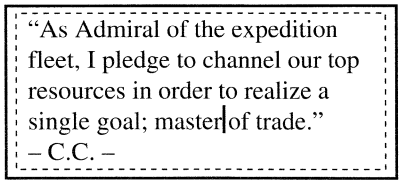
To insert text:

- Put the I-beam cursor where you want to begin, then click and start typing.



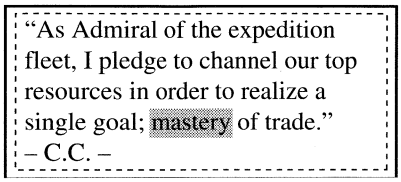
To delete a character:

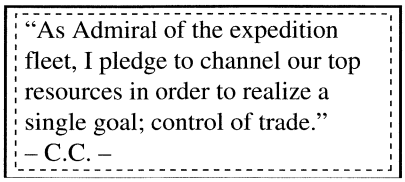
- Put the cursor after the character and press DELETE.



To delete a block of text:

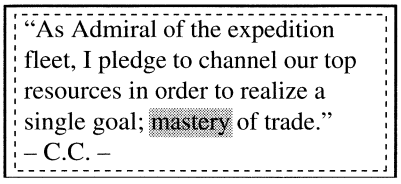
- Drag the text to select it and press DELETE, or type the replacement text.

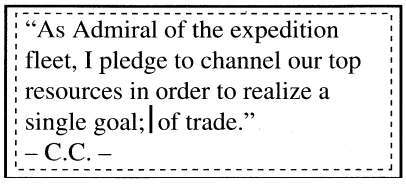




To cut or copy a block of text:

- Drag the text to select it, then choose *Cut* or *Copy* from the Edit menu.





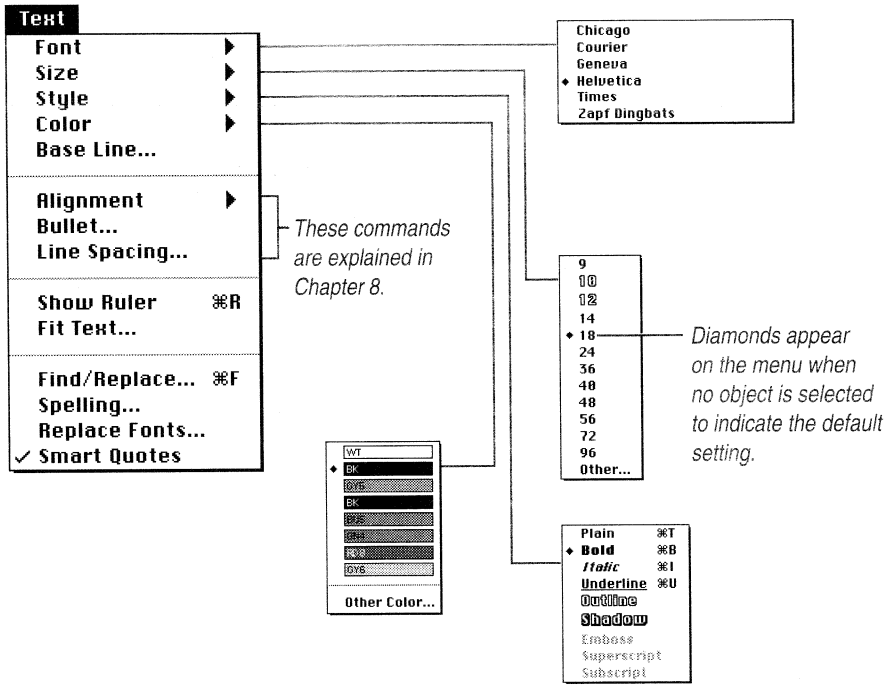
To paste a block of text:

- With text on the clipboard (cut or copied), choose *Paste* from the Edit menu.

Formatting Text

How your text looks depends, in part, on the text attributes you assign to the text. (Think of an attribute as a characteristic of the text—its font, size, color, whether or not it's in italics or boldface, and so on.)

Use the commands on the Text menu to change text attributes (to change the color, for example); use the Text Editing buttons to apply attributes that are already set on the menus (to make text italic, boldface, underlined, or shadowed).



To change the attributes of text:

1. Select the object.
2. If you want to change *all* the text in the object, you don't have to select any specific text in it.

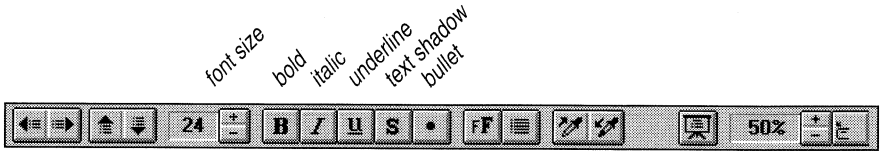
   If you want to change some of the text in the object, select that text.
3. Choose a command from the Text menu or click a Text Editing button on the Toolbar, depending on what you want to do.

To change the font—Choose *Font* from the Text menu. Select the new font you want to try.

To change the font size—Click the *Font Size* (+) (–) buttons or choose *Size* from the Text menu. Generally, you'll want your titles to be at least 36 points.

To change the style—To add italics, boldface, underlining, outlining, or shadowing to your text, click the appropriate button on the Toolbar.

Choosing and rechoosing turns an attribute on and off. A checkmark indicates that attribute is turned on for the selected object. (If no object is selected, a diamond marks the default setting.)



Text Attribute buttons

To change the color—Choose *Color* on the Text menu. Then choose the color you want to use.

Examples of Text Attributes

Text	Font	Style	Size	Color
"As Admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of trade." – C.C. –	Helvetica	Plain	10	Black
"As Admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of trade." – C.C. –	Helvetica	Bold	10	Black
"As Admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of trade." – C.C. –	Times	Plain	12	Blue
"As Admiral	Times	Plain	36	Black

Formatting the Master Title or Body

Chapter 5: Using PowerPoint Masters and Templates describes in detail how to change the look of your text in the Title object and the Body object. In general, these are the steps you follow:

1 Go to the Slide Master.

2 Select the Master Title or a paragraph within the Master Body.

3 Change the text attributes so they reflect the look and design you want.

You change text attributes on the Slide Master the same way you do any other text. For example, you might select the Title object and change the color of the text using the *Color* command on the Text menu. Or you might select the second paragraph of the Body object and increase the size of the text by clicking the *Font Size* (+) button.

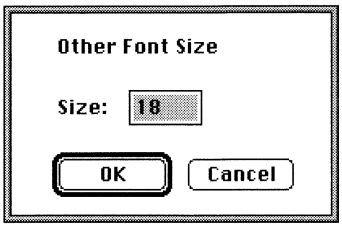
4 Return to the view in which you were working.

PowerPoint applies your changes right away.

More about formatting the Master Title or Body

- **A key point about formatting the masters**—When you set up your master formats, you set up the rules you want PowerPoint to follow. Thus, PowerPoint assumes you want all the text in a paragraph to be formatted the same way—the same font, size, color, style, and so on. Style issues (like italicizing only the third word in all slide titles) need to be set on each slide—they're exceptions to the general format, rather than the rule.
- **You change text attributes the same way anywhere in your presentation**—You use the same process to change text attributes on any PowerPoint text in the presentation—on the Slide Master, outlines, speaker's notes, audience handouts, slides, and so on.
- **You can use more than one text style at a time**—Text can have more than one style at a time. For instance, it can be ***bold and italic***, or *italic and underlined*, or ***all three***. To return text to its plain form (not bold, italic, or underlined), choose *Plain* from the Style submenu. *Plain* turns off the other styles.
- **Applying text attributes to more than one object at a time**—If you select multiple objects, the new text attributes apply to all the text in all the objects.
- **If selected text includes different attributes**—If you select text that has more than one style already, the submenus won't have checkmarks for those styles. For instance, if some of the selected text is italic and the rest boldface, neither italics nor bold will be checked on the menu. All the selected text has to be the same for a checkmark to appear.

- **Changing fonts doesn't affect styles**—If you change the selected text from one font to another, any styles (such as italics) already set on the selected text remain. You can remove the styles in the normal manner (select the text, then select the style on the Text menu to turn it off).
- **Custom size**—Click *Other* from the Size submenu if you want to set the selected text to a custom point size. The Other Font Size dialog box, where you can enter a custom size, appears. Custom point sizes can range from 1 to 4,000 points.



- **Other colors**—Click *Other Color* from the Color submenu if you want the text to be some color other than the eight choices in the submenu. The Other Color dialog box appears. See *Chapter 6: Working with Color Schemes* for details.
- **If you can't see the text**—It may be that the text color and the object's fill color are the same. In that case, you won't be able to see the text (for instance, blue text on a blue object). Use the Color submenu to change the color of the text, or the *Fill* command in the Object menu to change the color of the fill.

Hints

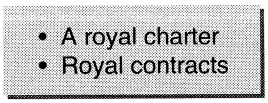
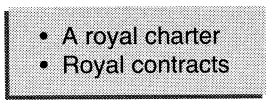
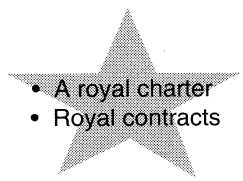
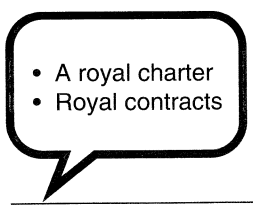
- **To increase or decrease text of different sizes in an object**—Select the object, then click the *Font Size* (+/–) buttons on the Toolbar. When the text is of different sizes originally, the *Font Size* buttons change the text size by 10% each time you click one. The text sizes change by 10%, but maintain their different relative sizes.

Changing the Appearance of Objects with Text

In addition to changing the attributes of the text itself, you can "design" the look of an object that contains text. For example, you can format objects that contain titles and bodies, or text created with a Shape tool or the Text tool.

An object can be framed or filled to show its shape. When you first create an object with the Text tool, it has a rectangular shape. You can color the background, change the shape, shadow or emboss the object, and so on. Here are some illustrations:

Examples of Object Attributes

Object	Fill	Line	Shadow	Shape
	Gray	None	Down/Right	Rectangle
	Gray	None	Down/Left	Rectangle
	None	Black	Down/Left	Oval
	Gray	None	Down	Oval
	Gray	None	None	Star
	None	Black	None	Text Balloon

To change the appearance of an object that started as a text box:

1 Click the object to select it.

2 Choose the command you want from the Object menu:

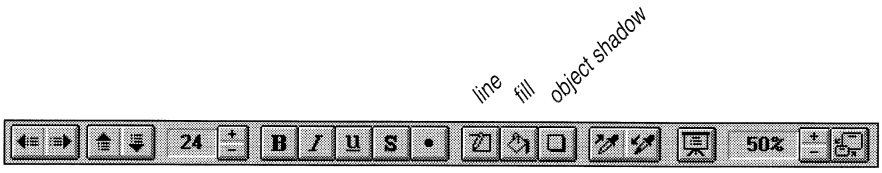
Line—to add a rectangular frame

Fill—to fill the background with color

Shadow—to add a shadow

Change Shape—to change the shape of the object

Or use the Toolbar shortcut where you can.



Object Attribute buttons

Use the Object Attribute buttons to apply the current setting of the attribute to the object.

More about changing the appearance of objects with text

- **To change how your text fits inside the object**—Use the *Fit Text* command from the Text menu. You can center your text, for example, by selecting one of the centered anchor points. See the *Fit Text* command in *Chapter 8: Using Special Text Features.*

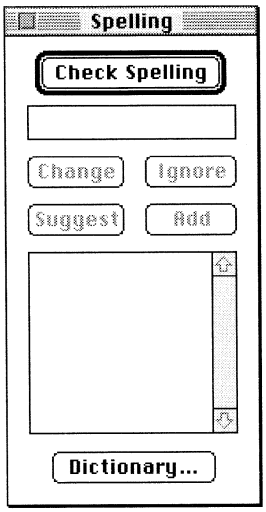
Checking Your Spelling

The spelling checker checks the spelling in the entire presentation—all slides, your outline, notes pages, and handout pages.

PowerPoint uses a main dictionary to check spelling. PowerPoint also lets you add words to a custom dictionary. This is where you'd store names, cities, products, acronyms, and so on—words that aren't part of the standard dictionary. You can also use any custom dictionary you use with your other Microsoft applications.

To check the spelling:

1 Choose *Spelling* from the Text menu.



PowerPoint opens the main dictionary to check the spelling. If you've created a custom dictionary, PowerPoint automatically checks it as well.

2 Click *Check Spelling* in the Spelling dialog box.

PowerPoint checks the spelling starting at the current selection in the presentation.

A word that's not in the dictionary appears in the dialog box, selected.

3 When a word appears in the dialog box, you have four choices:

Manually correct the word—You can just retype it, or click the word to edit it. Then click *Change*.

Have PowerPoint suggest alternatives—Click *Suggest* and PowerPoint lists possible correct spellings for the word. Scroll through the list, find the word you want, select it, and click *Change*. The new word replaces the misspelled one.

Ignore the misspelling—Click *Ignore* when the word is spelled correctly but it's not in the dictionary (such as a proper name or an obscure scientific term) and you don't want to add it to your custom dictionary. PowerPoint then ignores that word everywhere else it appears in the presentation.

Add the word to the custom dictionary—Click *Add* and PowerPoint opens the custom dictionary and adds the word for you.

4 Click *Check Spelling* to continue.

5 When you've checked your whole presentation, click the Close box in the top left corner of the Spelling dialog box.

Adding Words to Your Custom Dictionary

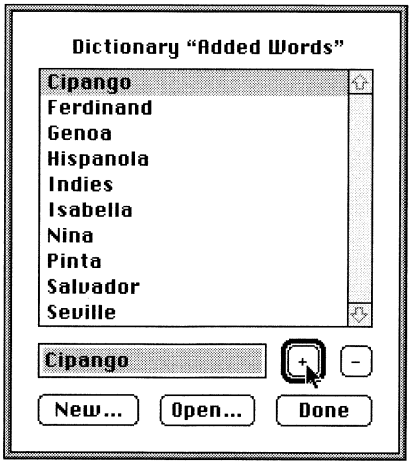
If you wish, you can open a custom dictionary and type in words that you'd like to have stored there.

1 Select *Spelling* from the Text menu.

2 Select *Dictionary* in the Check Spelling dialog box.

The Dictionary dialog box appears.

3 In the box next to the *Add* (+) and *Delete* (–) buttons, type a word you want to add to the dictionary.



4 Click the *Add* (+) button.

The word is added to the list in alphabetical order.

5 Continue adding all the words you want.

6 To remove a word from the dictionary, select it in the scroll list and click the *Delete* (–) button.

7 Click the *Close* button.

If you want to check the spelling of words in your presentation now, click *Check Spelling*. PowerPoint checks it against both the main dictionary and the words you just added to your custom dictionary.

A reminder... You can add words to a custom dictionary while checking spelling by clicking the *Dictionary* button in the Spelling dialog box.

More about checking spelling

- **Two dictionaries at a time**—PowerPoint can check from its main dictionary and a customized dictionary at the same time.
- **Text in pictures will not be checked**—If you import a picture that contains text, PowerPoint will not be able to check its text because that text is treated as part of the image, not as text.
- **Words PowerPoint doesn't know**—The main dictionary contains commonly used English words. It doesn't contain long technical terms, poetic contractions (such as e'er), or archaic terms. Those words will appear as being misspelled. You can have PowerPoint ignore them or add them to your custom dictionary.
- **Microsoft applications share the same custom dictionary**—Microsoft applications can all use the same custom dictionary as long as it is stored in the Microsoft Spelling folder. If you have more than one custom dictionary, you can choose the one you want in the dictionary drop-down list.

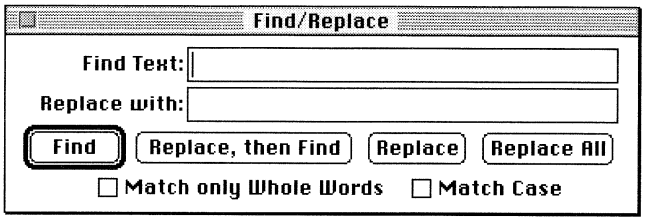
Finding and Replacing Text

PowerPoint can find any word or phrase in a presentation and replace it with a new word or phrase. For example, you can use the *Find/Replace* command to find every instance of "Mr. Smith" and replace it with "Mr. Smythe." Or you can find and replace a phrase such as "first quarter 1992" with "third quarter 1992." This is particularly helpful when updating slides from an earlier presentation.

The search covers the entire presentation—slides, outline, speaker's notes, and audience handouts.

To find and replace text:

1 Chose *Find/Replace* from the Text menu.



You can drag the dialog box out of the way so it doesn't cover the text.

2 Enter the text you want to find in the Find Text box.

3 Press TAB or click the Replace With box and type the text you want for the replacement.

For example, to replace all instances of Smith with Smythe, type **Smith** in the Find Text box and **Smythe** in the Replace With box.

(Or skip this step if you just want to find the text.)

4 At the bottom of the dialog box are options for matching whole words or upper-case characters. Click those options if you want them:

Match Only Whole Words—PowerPoint finds the whole word you type in the Find Text box. For example, if you type Smith, and select Match Only Whole Words, PowerPoint will ignore the word "blacksmith."

Match Case—PowerPoint finds the words with the same upper- and lower-case characters. Again, if you type Smith, and select the Match Case option, PowerPoint will ignore any instance of smith (because it doesn't have the upper-case S).

5 Click the *Find* button.

PowerPoint finds the text in your presentation and offers four options in the dialog box:

Find—searches the presentation and finds the next instance of the text. The text is selected but not changed yet. Use this option when you're not sure if you want to change the text.

Replace, then Find—changes the selected text and then finds the next instance of that text, but doesn't change it. Use this option when you're sure you want to change the selected text, but not sure you want to change its next instance.

Replace—changes the selected text, but doesn't proceed with the search. You have to then click one of the other buttons to continue.

Replace All—changes every instance of the text. During searching and replacing, the numbers in the slide counter box change to show you the progress. To interrupt the process, press ⌘+period.

6 Click the appropriate button.

7 When you finish searching and replacing, click the Close box to close the dialog box.

More about finding and replacing text

- **To find a different word or phrase**—After you've found and replaced one word or phrase, enter a new one in the Find Text box and repeat the process.
- **Text in pictures can't be found**—If you import a picture that contains text, PowerPoint will not be able to find it because that text is treated as part of the image, not as text.
- **Using Find/Replace on your outline**—PowerPoint finds the first mention of the word or phrase and continues until it has searched the whole outline. When all the text in your outline has been searched, PowerPoint asks whether you want to search the text on your slides and notes pages.

Hints

- **Resizing the PowerPoint presentation window**—If you want the Find/Replace dialog box to remain visible so you can go back and forth between the slide and the dialog box, try dragging the presentation window to make it smaller. This way, when you're working on the slide, you can see the Find/Replace dialog box behind the slide in the window. To use it again, just click it.
- **Finding a phrase to find a slide**—If you remember a slide has the phrase "Top sales performers" and you want to find that slide, you can search for the phrase using the *Find/Replace* command instead of manually searching through the presentation.

Replacing Fonts

You can substitute one font for another throughout an entire presentation in one step with the *Replace Fonts* command. This feature is particularly useful if you work with presentations created on other systems or with earlier versions of PowerPoint. It is useful if your system does not include the fonts that were used in the presentations.

For example, if portions of the text in a presentation are in Helvetica and you want to change that font to another font, you can change all instances of Helvetica to the other font in one step.

You don't have to select any text when you replace fonts. PowerPoint will find all instances of the font on your slides, speaker's notes, and audience handouts and replace it automatically.

All of the other attributes of the text remain intact, such as italics, text color, shadowing, and so forth. Only the typeface changes.

To replace one font with another:

1 Choose *Replace Fonts* from the Text menu.

  The Replace Fonts dialog box appears.

  The fonts on the left are those currently in your presentation; the drop-down font menus on the right list the replacement fonts.

2 From the menus on the right, choose the replacement fonts.

  When you choose a replacement font, PowerPoint automatically checks the box next to the old font to indicate you're about to replace it.

3 Click the *OK* button.

  PowerPoint replaces the fonts everywhere in the presentation.

More about replacing fonts

- **Font size differences**—Although two fonts may have the same point size, they may not be precisely the same size. That is, a 12-point Times and a 12-point Helvetica may take up slightly different space on the screen and on a printed page. For that reason, carefully review your slides after replacing fonts.
- **If you used special symbols**—If the text includes special symbols only available with a special font (such as ■, ❑), those symbols may be different in the replacement font. Again, check the presentation carefully.
- **Fonts in pictures can't be replaced using the *Replace Fonts* command**—Text in a picture is an integrated part of that picture; you can't isolate the text to change it.

Hints

- **To find out which fonts are used in a presentation**—Choose *Replace Fonts* on the Text menu to see the Replace Fonts dialog box. All the fonts listed on the left are the ones used in the presentation.

Using Special Text Features

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Aligning Text 258
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Overview

This chapter explains how to use some of the special text features you'll find in PowerPoint. You'll learn about setting tabs and margins for your text, setting line spacing, adding subscripts and superscripts, aligning text and fitting it within objects, creating new Title and Body objects, picking up and applying styles, and setting text defaults.

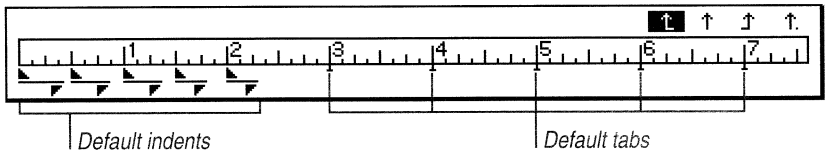
Things to Know About Special Text Features

There's a ruler for every text object—Every time you see text, you have the option of displaying a ruler for that text. You can adjust the ruler differently for each piece of text. For example, you can set your tabs and indents one way for the Title object and a different way for the Body object.

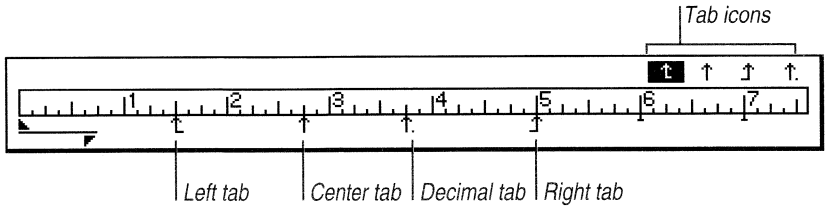
Understanding indents—An indent sets your left margin for a paragraph. You can have up to five indent levels for text. That way, you can organize the content of your slides as you would in an outline. Only indents that are used in the text show up on the ruler. Each indent appears as an upper and lower triangle. Position the upper triangle where you want the first line of the paragraph to start. Position the lower triangle where you want the rest of the paragraph to align.

Because bullet lists are often used in presentations, the Master Body for most templates is formatted for bullet lists. You can adjust the indents, if you wish, or change the type size, but you don't *have* to do anything to set up the indents for a bullet list.

Here are the default indent markers for the five paragraph levels of the Master Body:



Understanding tabs—A tab positions text within a paragraph. In addition to PowerPoint's default tabs, there are four kinds of tabs: left, center, right, and decimal. To set a tab, click its icon above the ruler, then click below the ruler where you want to set the tab.



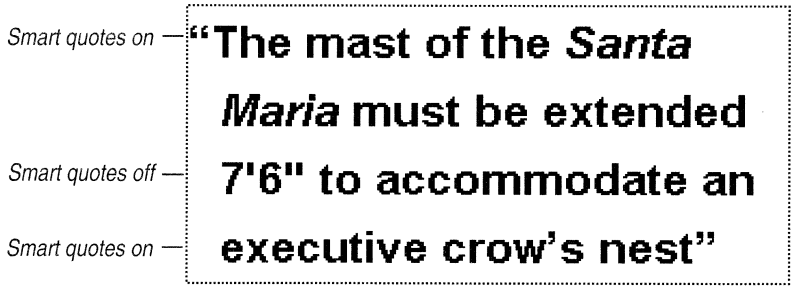
Setting line spacing—You can set the amount of space you want between lines in a paragraph as well as between paragraphs. Line spacing is set in units of lines (which relate to the font size) or points (which are absolute).

Subscripting and superscripting—You can subscript (set below the line) or superscript (set above the line) text. And you can determine how much of an offset you want. The default settings are +30% for superscripted text and -25% for subscripted text. The *Base Line* command lets you set custom offsets.

Arranging text in objects—You can adjust both the text and the object to get the best fit. You adjust the text by turning wordwrap on and off, determining how text "grows" in the object (setting an anchor point), and setting the margins between the text and the edges of the object.

Picking up and applying styles—There's a quick way to pick up and apply text and object attributes and color schemes. You use the "eyedropper" icons on the Toolbar—also called the *Pick Up Style* and *Apply Style* buttons. When you're in Slide Sorter view, these buttons become *Pick Up Scheme* and *Apply Scheme* so you can transfer color schemes.

Smart quotes—Smart quotes are the special curly quotes typesetters use. They're available to you as a special text feature in PowerPoint.



Text in outlines—You can change the font, style, or size of text in an outline just as you would on a slide. You can't see the ruler, however, or work in color. Outlining is explained in detail in the next chapter.

Setting Indents and Tabs

Using the Ruler

The ruler is where you set indents and tabs for all text—for the Master Title and Master Body, Title objects, Body objects (including bullet lists), and any object with text that you create.

Each block of text has its own ruler and its own settings. Changing the settings on one ruler doesn't affect any of the other rulers. To show an object's ruler, choose *Show Ruler* from the Text menu. To hide an object's ruler, choose *Hide Ruler* or deselect the object.

The measurements on the ruler refer to the final printed slide, not the distances on the screen.

The ruler doesn't have to be visible for its settings to be in force. Tabs and indents on an object's ruler work whether you display the ruler or not. Usually, you'll work with the ruler showing only while you're setting up text in an object.

Setting Indents

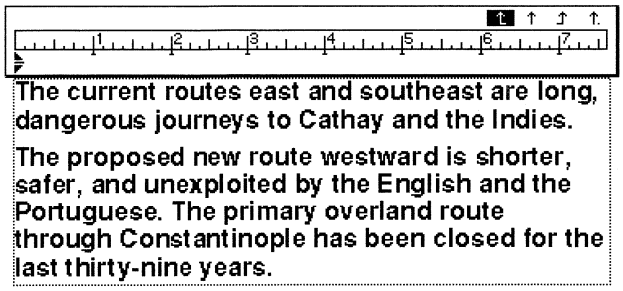
Text can have up to five indent levels as shown previously. Each indent level has a default setting (so you don't have to start out by setting indent levels).

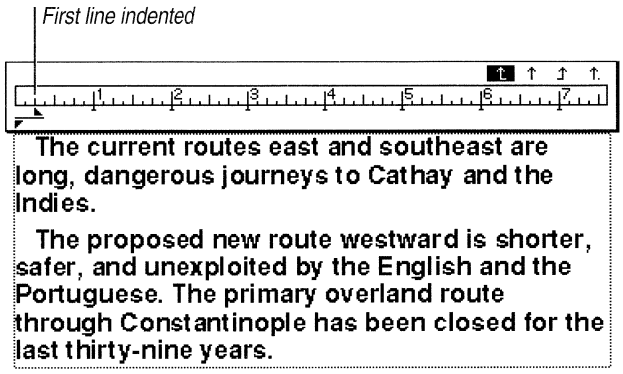
To change an indent for a level, you drag the indent markers (the upper and lower triangles).

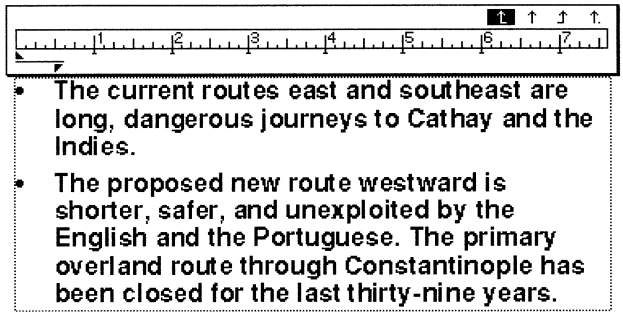
To adjust an indent:

1. Select the Master Body (or another object whose indent level you want to adjust).
2. Choose *Show Ruler* from the Text menu.
3. Drag the upper or lower triangle so your text appears as you want it to.

Here you can see how text is positioned by setting the indent markers in various positions.







Sometimes you'll want to move all the text in a paragraph to the right or left on the slide, but to keep the same indents.

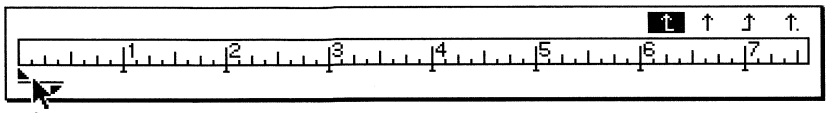
To move your text *without* changing the indents:

1 Select the Master Body (or another object whose indent level you want to adjust).

2 Choose *Show Ruler* from the Text menu.

3 Drag the midbar to reposition both the upper and lower triangles at the same time.

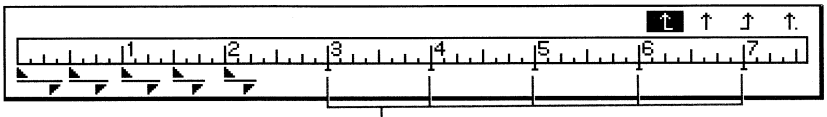
Moving the triangles and the midbar may take a little practice! You're dragging small objects in a small space.



Drag the midbar of the indent marker to move the indent without changing the offset of the indent.

Setting Tabs

PowerPoint starts you out with a tab at every inch. The default tabs are set on the ruler when you first start PowerPoint.



Default left tabs are set at every inch.

If you want to reposition the default tabs, but keep them proportionate, drag one of the tabs and PowerPoint adjusts the others.

Any time you set your own tabs, PowerPoint deletes all the default tabs in front of the one you set. That way, the tab you set is the first one you go to when you press the TAB key.

Here's how to set tabs on the ruler:

1 Select an object.

2 Choose *Show Ruler* from the Text menu.

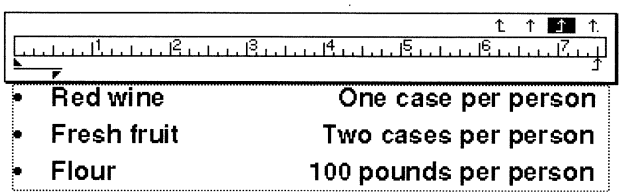
3 Click the type of tab that you want to use to select it.

You have four kinds of tabs on the ruler:

Tabs

	Left tab	Left edge of text aligns with the tab	Fleet Organization
	Center tab	Center of the text aligns with the tab	Fleet Organization
	Right tab	Right edge of text aligns with the tab	Fleet Organization
	Decimal tab	Decimal points in the text align with the tab	3.1419

4 Click the ruler to position the selected tab.



A right tab aligns your text on the right.

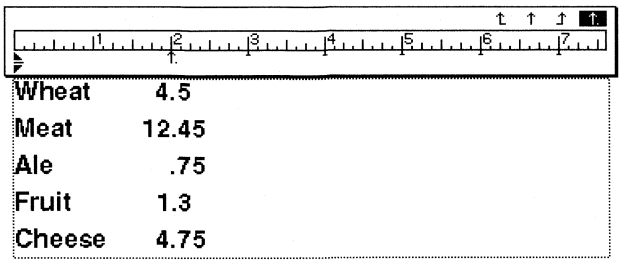
Now when you press the TAB key on the keyboard, the text to the right of the insertion point moves to the tab stop you set.

Using the decimal tab

The decimal tab is primarily for columns of dollars and cents, or other figures with decimal points. It aligns the numbers on their decimal points.

1 Click the decimal tab and drag it to the place on the ruler where you want the decimal point to be.

Or you can click the tab to select it, then click where you want to place it on the ruler.



Use a decimal tab to align numbers on their decimal points.

2 To type a column of figures, put the cursor on the first line and type the text you want (such as **Wheat**, in the above illustration). Then press TAB. The cursor goes to the decimal tab.

Hint... If you want numbers and no text, press the SPACEBAR once, then press TAB to move to the decimal tab.

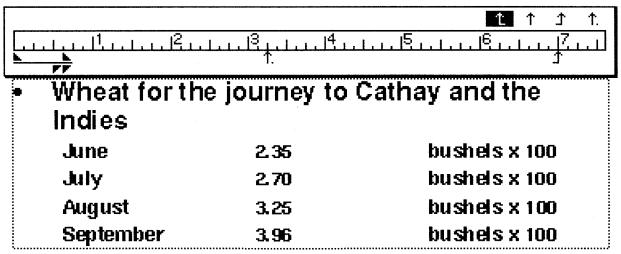
3 Type the number, including the decimal point.

As you type, the cursor stays at the decimal point and the numbers shift from right to left. When you press the decimal point key (period), the numbers then appear from left to right.

4 Press RETURN to move to the next line and press TAB to get to the decimal point tab again.

5 Type the next number.

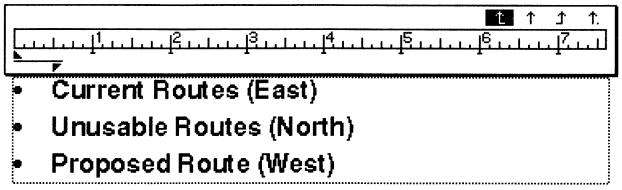
Continue until the column of figures is complete.



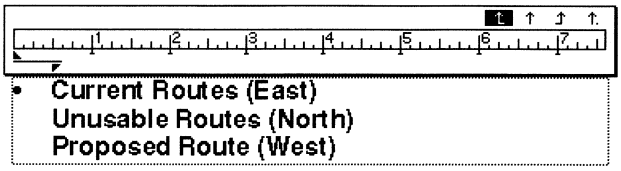
More about setting indents and tabs

- **The TAB key can work two ways**—When your cursor is at the beginning of a paragraph, the TAB key acts like the Outlining *Demote* button and indents the whole paragraph one level. If you want a real tab at the beginning of a paragraph, press OPTION+TAB.
- **The ruler fits the size of the object**—PowerPoint shows you as much of the ruler as possible for an object. If the object is very narrow, the ruler may appear slightly different to show you as many of its features as possible.

- **Use SHIFT+RETURN to make a new line within a paragraph**—This key combination makes a new line that acts like a wordwrapped line within the paragraph. The line uses the same line spacing and indent as a wordwrapped line. Use this technique to set up tables, for example, or where you want to group items.

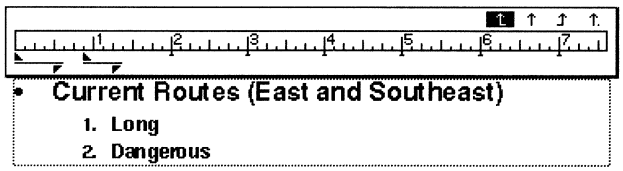


Press RETURN to make a new paragraph.



Press SHIFT + RETURN to make a new line but stay within the paragraph.

- **Use the "outdent" feature for numbered lists**—Drag the bottom triangle to the right of the top triangle to set the amount of space you need for the number. Type a number and press TAB to go to the indent marker, then type your copy.



- **Changing tab spacing**—You can drag any tab marker to change its position on the ruler.
- **Tabs affect all the text in the object, not just the text in the paragraph**—When you set a tab in the Body object, for example, that tab is available for all paragraph levels within the Body object. When you delete a tab, you're deleting it from the object, not just the paragraph.

- **Changing from a bullet list to a regular paragraph**—When you use bullets, PowerPoint aligns your text and makes room for the bullet. If you then turn the bullet off, PowerPoint realigns your text according to the indent markers on the ruler. The first line of the paragraph aligns with the top marker and all subsequent lines align with the bottom marker.
- **Adding an indent marker**—Text objects you create with the Text tool initially have just one indent marker on the ruler. Just type your text and indent it using the *Demote* button and a new set of indent markers will appear on the ruler. Drag the markers to set your indents. You can have up to five different levels of indent in all text objects except for Title objects for which only one indent level is provided.

Hints

- **Retrieving the indent markers**—If you don't see the indent markers on your ruler, you may have dragged them off to the right. They're there, you just can't see them. Resize the window and scroll to find the markers so you can drag them back again.

Setting Line Spacing

You can set the spacing between lines of text within a paragraph as well as between paragraphs. The spacing can be set in units of lines or points:

Lines—relates the spacing to the size of the text characters, where one "spacing line" is 120% of the largest point size used on the line. For example, if all of the text on the line is 10 points, one line of spacing would be 12 points.

Points—sets the spacing to an exact point size.

To set line spacing:

1 Click anywhere in a paragraph or select the paragraphs you want to change.

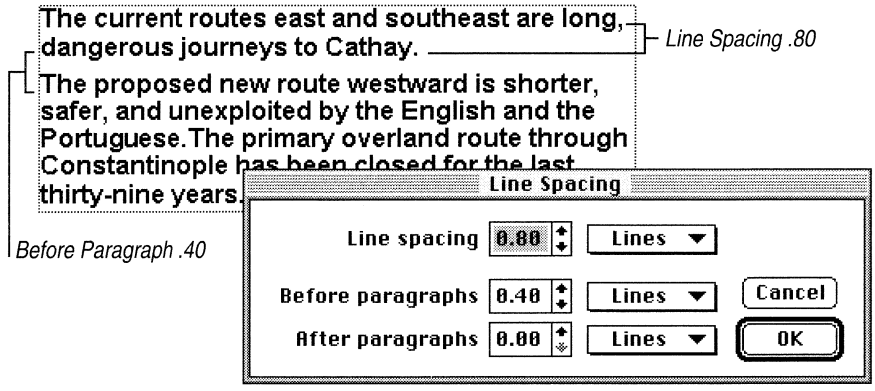
2 Choose *Line Spacing* from the Text menu.

In the Line Spacing dialog box, you can choose the spacing you want to occur within, before, and after the paragraph.

Aside… If the dialog box covers the text you're working on, drag the box out of the way by dragging the title bar. This way, you can see the results of the line spacing immediately.

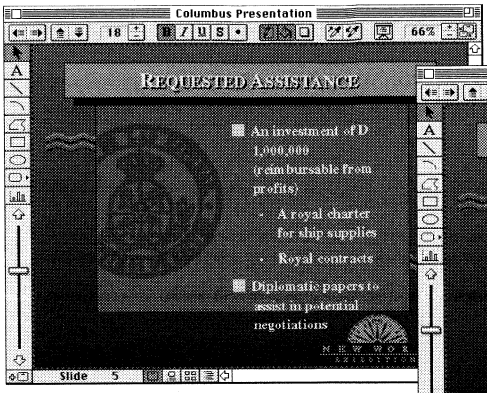
3 Set the line spacing.

Either click one of the arrows next to the settings to increase or decrease them, or select the numbers and type new ones.

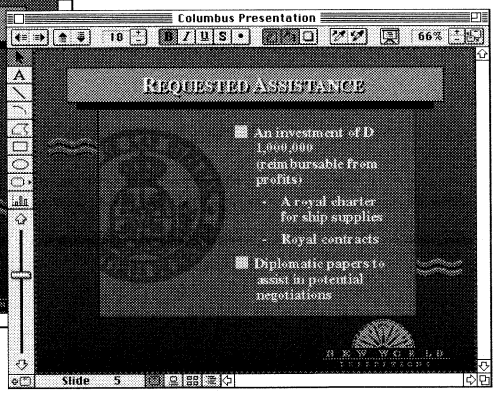


As you make changes, the text in the object changes appropriately.

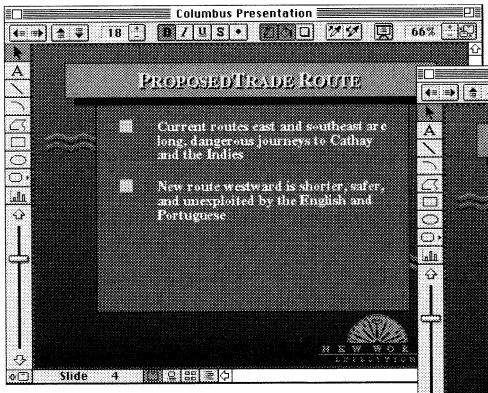
Here are some examples illustrating how you might adjust line spacing on a slide to improve the way the text fits:



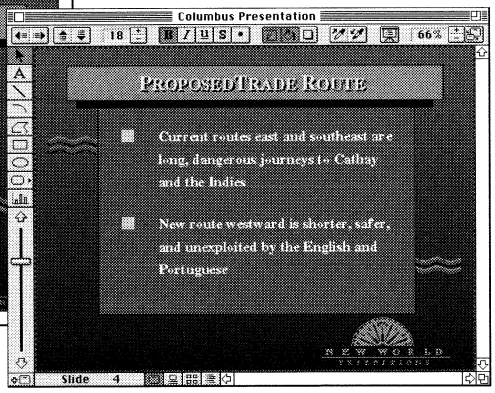
If the text extends beyond the object...



...reduce the line spacing to make the text fit.



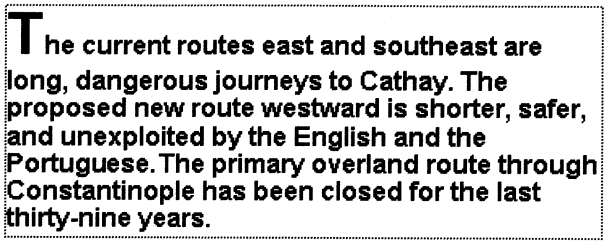
If the text doesn't fill the object...



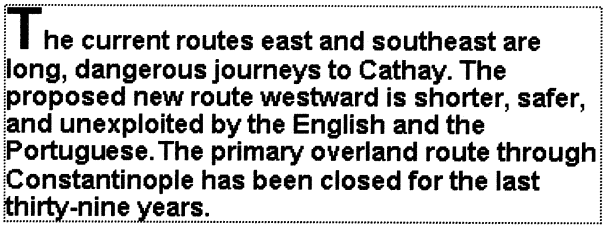
...increase the line spacing and the space before the paragraph to make the text fill the object.

More about line spacing

- **The line measurement relates to the largest font size**—If the text contains different font sizes on a line, the setting you choose is relative to the largest font size for that line.
- **Use points to set spacing if you have different type sizes and you want regular spacing**—You can see the difference in the two examples that follow.



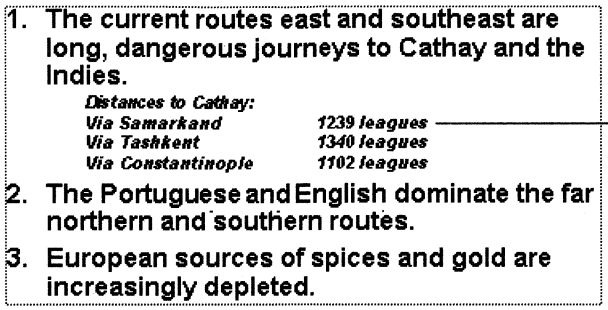
When line spacing is set with lines and you use different type sizes, the line spacing is irregular.



When you have different type sizes, set the line spacing with points and the line spacing will be regular.

- **Changing the font size**—If you set the line spacing using points and then change the font size of the text, PowerPoint does *not* change the line spacing. However, if you set the line spacing using lines and then change the font size, PowerPoint *adjusts* the line spacing to retain the same font size-to-line spacing ratio. The reasoning is that if you set an exact point size, you don't want it disturbed, but if you set a size relative to the font size, you want to maintain that relationship.
- **Every object can have its own spacing**—Line spacing settings within an object only apply to that object.

- **Every paragraph within an object can have its own line spacing**—This is particularly helpful for multi-level bullet charts. Typically, each indent level has its own line spacing settings.



- **Space before the first paragraph and after the last paragraph is ignored**—You don't get extra blank space above and below your text.
- **When your text size is larger in points than line spacing**—PowerPoint clips text as you edit it and overlaps text when you're not editing it.
- **When to adjust line spacing on the Body object versus the Master Body**—The line spacing settings of the Master Body apply to text you type in each Body object. If you need to make a modification for one slide, modify the settings on the slide. But if you need to change the line spacing settings for all the Body objects in your presentation, change them on the Master Body.

Hints

- **Use different line spacing for different output**—Slides you intend to show on-screen need more space between lines (wider line spacing) than slides you mean to print. Wider line spacing is more readable on-screen.
- **To change the line spacing for all paragraphs at once**—Select the text object, then change the spacing.

Subscripting and Superscripting

Text can be subscripted and superscripted, like this:

H_2SO_4	Subscript offset set to -30%
$E=MC^2$	Superscript offset set to 30%
New World™	Superscript offset set to 50%
$^1/_2$	Superscript offset set to 30% Subscript offset set to -25% (the defaults)

The offset of the sub- or superscripting is the amount of distance the text is moved up or down relative to the base line of regular text. For instance, a superscript offset of 30% moves the base line up 30% of the point size for the selected text.

PowerPoint also automatically reduces the size of superscripted or subscripted text by one-third. If you don't want the text to be reduced, select it and use the *Size* command in the Text menu to enlarge it to its original size.

If you choose *Superscript* or *Subscript* from the Style submenu in the Text menu, the selected text will be offset by +30% for superscripted text and by -25% for subscripted text. The Base Line dialog box is for setting custom offsets for the selected text.

To subscript or superscript text using PowerPoint's defaults:

1 Select the object and select the text in it to be sub- or superscripted.

2 Choose *Subscript* or *Superscript* from the Style submenu of the Text menu.

PowerPoint reduces the size of the text and resets its base line.

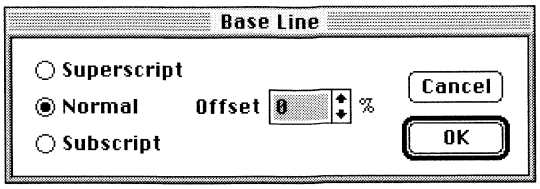
Using a Custom Offset

To subscript or superscript text with a custom offset:

1 Select the object and select the text in it to be sub- or superscripted.

2 Choose *Base Line* from the Text menu.

The Base Line dialog box appears.



By the way... If the dialog box covers the text you're working with, drag the dialog box out of the way so you'll be able to see the results of the changes as you work.

3 Click *Superscript* or *Subscript* in the dialog box.

Normal returns the selected text to normal text.

4 Click one of the arrows in the Offset box to increase or decrease the offset.

You can also type a new number in the Offset box.

The selected text changes as you change the numbers.

5 When you have the offset you want, click the *OK* button.

More about subscripting and superscripting

- **Positive and negative offsets**—An offset *greater than* 0 is automatically superscripted, while an offset *less than* 0 is automatically subscripted.
- **Sub- or superscripted text retains its relative size and placement**—Even when you change the point size, your text retains its relative size and placement since the offset is a percentage.
- **Custom settings only apply to selected text**—Custom settings in the Base Line dialog box only apply to the text you had selected when you opened the dialog box. If you select other text and then choose from the Style submenu, superscripts and subscripts are set per the default (+30% for superscripts and -25% for subscripts).
- **The text sizes on the menus refer to the original text**—If you select superscripted or subscripted text and choose *Size* from the Text menu, you'll see the original text sizes in the menu.

Hints

- **If the sub- or superscript runs into text**—If there isn't enough line spacing between lines of text, a subscript or superscript can overlap other lines of text. If that occurs, you can add more line space (using the *Line Spacing* command) or reduce the size of the sub- or superscripted text. (Select it and use the *Size* command to reduce the text size.)
- **To make sub- or superscripted text look the same size as the surrounding text**—Select the sub- or superscripted text and increase it's size. The font size in the menu doesn't change.

Aligning Text

You can align text in an object so that it looks best on the slide and adds weight to the point you are making. Your choices for text alignment are:

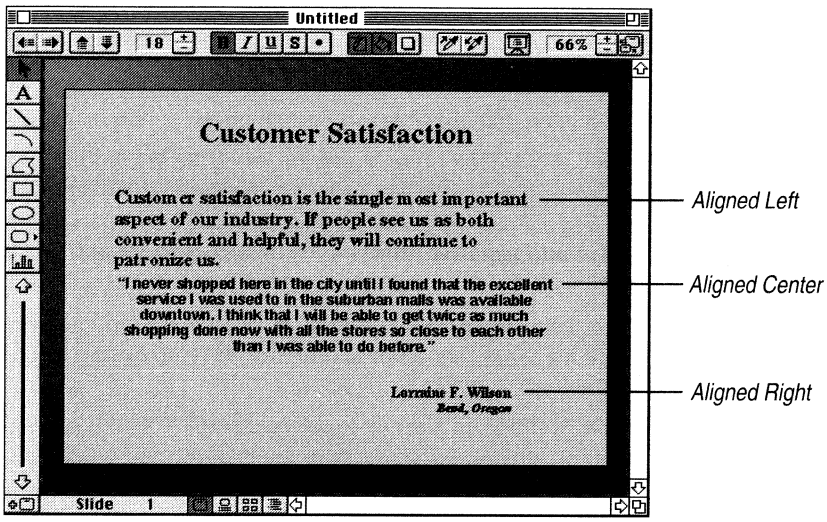
Left—aligns the left edges of each line of text.

Center—aligns the centers of each line of text.

Right—aligns the right edges of each line of text.

Justify—aligns both left and right edges of each line of text.

The sample slide below uses left-aligned text for the presenter's text, center alignment for the quote, and right-aligned text for the author's name.



To align text:

1 Select the object, or the text within it.

   If you select the whole object, all the text is affected. If you select some of the text, only those paragraphs are affected.

2 Choose *Alignment* from the Text menu.

3 Choose one of the options from the submenu.

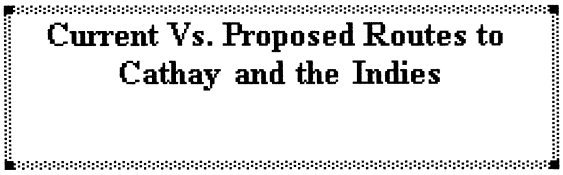
More about aligning text

- **If the text is indented already**—Alignment is relative to the left indent margin. For instance, choosing *Left* moves the text over to the left margin, not to the left side of the object.

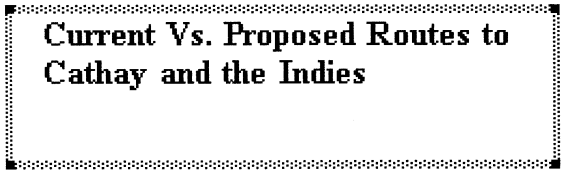
- **There are default alignment settings for text in different types of objects**—For objects created with the Text tool, the default alignment is *Left*. For text in objects drawn with the Shape tools, the default alignment is always *Center*. You can select the text, if you wish, and change its alignment.
- **Only text that wordwraps can be justified**—If you turn wordwrap off for text, PowerPoint realigns the text using the *Left* alignment setting.
- **When you're working with wordwrap text, alignment is a paragraph attribute**—As long as your text wordwraps, you can have different alignments for different paragraphs within the same object.

Hints

- **How the anchor point setting in the Fit Text dialog box affects the alignment of text**—If you anchor text in the center of an object, for example, and your text is aligned left, your text doesn't align all the way to the left of the slide, but rather toward the center. The anchor point and the alignment work together. Here are some examples:



Anchor Point: Top centered Text Alignment: Center



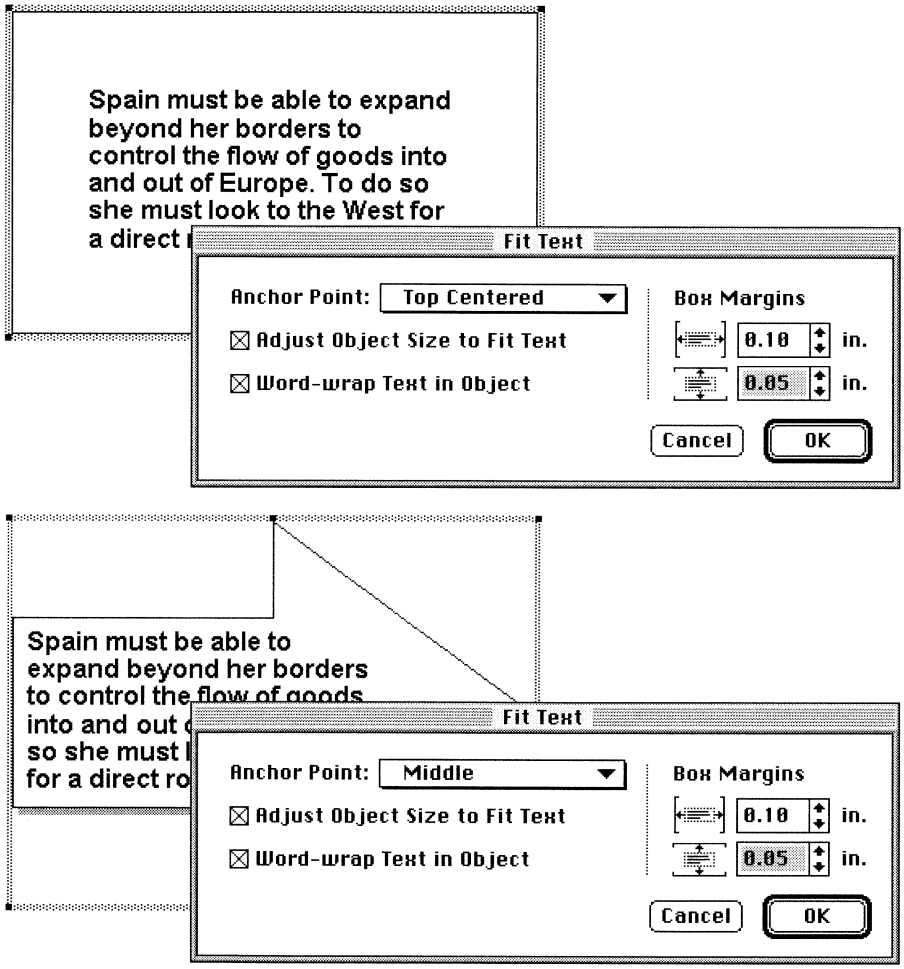
Anchor Point: Top centered Text Alignment: Left

- **How non-wordwrap text responds when you set the alignment**—Non-wordwrap text in an object must have the same alignment for all paragraphs. If you change the alignment for one line, it changes the alignment for all lines.
- **Try different alignments on the Master Title**—For a different look on your slides, try aligning the Master Title using *Left* or *Right* in the Alignment menu.

Arranging Text within an Object

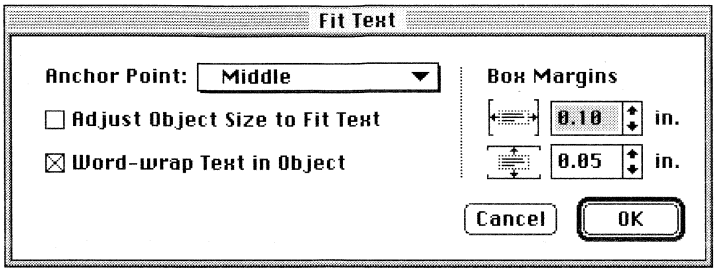
PowerPoint has a special feature that helps you arrange text within an object. Generally, you arrange text using the *Fit Text* dialog box, which lets you adjust both the object and the text.

Here are some examples where text and/or objects have been adjusted to fit. Each example shows the settings in the Fit Text dialog box as well as the way the text and object look on the slide.



Using the Fit Text Dialog Box

When you're working with text in an object, you have the option of choosing *Fit Text* from the Text menu. This command displays the Fit Text dialog box.



Here's how you control your text and its relationship to the object through the dialog box:

Anchor Point—sets the place where the text is attached, or anchored, to the object. Text is positioned relative to this point when you type it.

Adjust Object Size to Fit Text—makes the object larger or smaller so it fits around the text.

Wordwrap Text in Object—adjusts the text to the width of the object by wrapping the text.

Box Margins—adjusts the space between the text and the edge of the box.

Generally, you'll change the settings in this dialog box when you want complete control over the text in an object. In most cases, PowerPoint's settings in this dialog box will be just right for your text. Here are the default settings:

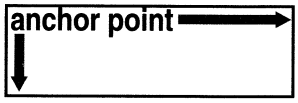
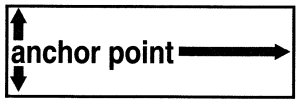
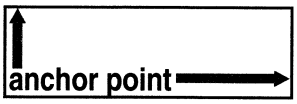
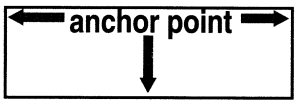
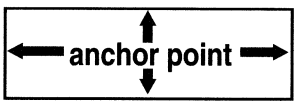
Text	Anchor Point	Wordwrap Option	Adjust Object Size Option
Master Title	Middle	On	Off
Master Body	Top	On	Off
Text tool	Top	On	On
Text attached to a shape	Middle	Off	Off

To adjust the fit of text in an object:

1. Select the object.
2. Choose *Fit Text* from the Text menu.
3. If the dialog box covers the object you're working on, drag the dialog box out of the way.

   This step isn't essential, but it lets you see the results of your choices.
4. Select the anchor point for the text.

The anchor point controls where the text is attached to the object and how the text "grows." Your choices are:

Anchor Point	Directions of text growth
Top	
Middle	
Bottom	
Top Centered	
Middle Centered	
Bottom Centered	

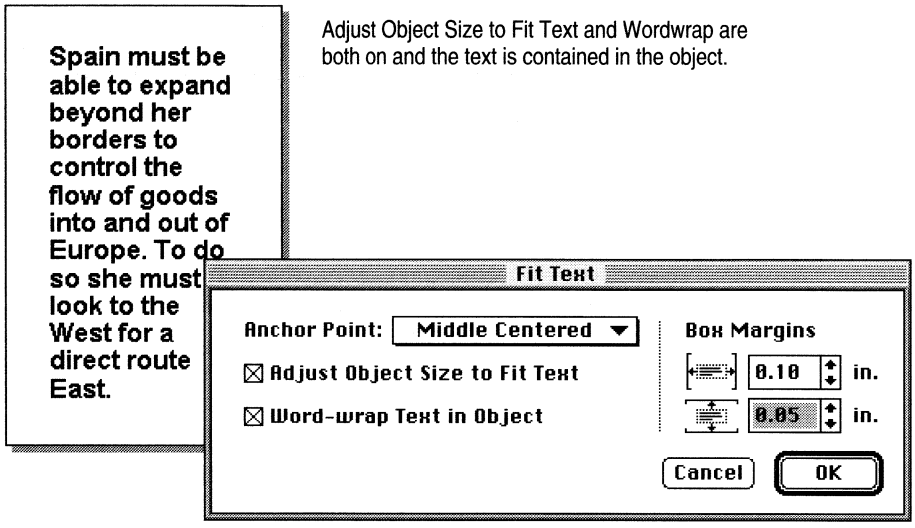
The arrows in this illustration indicate the directions in which additional text expands.

5 Select the option you want to use to control the relationship between the text and the object.

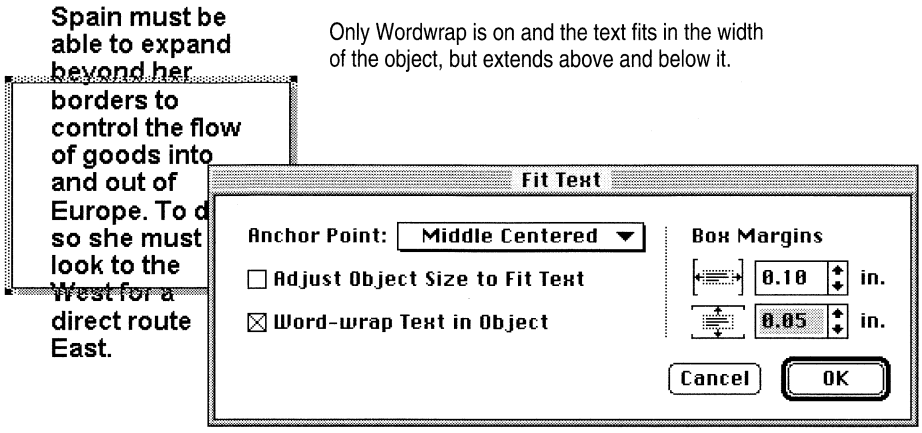
Adjust Object Size to Fit Text—puts the text in control and changes the object size to fit the text.

Wordwrap Text in Object—adjusts the width of the text to fit within the width of the object as defined by the box margin settings in the Fit Text dialog box.

In the first example, both options are selected—the object size adjusts and the text wraps within the object.



In this next example, the object size is not adjusted, so the text extends above and below the object.



You can also adjust the margins that determine how far the text is from the top and the sides of the object. These are called the box margins.

To set the margins of the text from the edges of the object:

1 To change the horizontal margins, click the top set of up or down arrows.

Each click changes the setting in steps of 0.05 inches.

2 To change the vertical margins, click the bottom set of up or down arrows.

You can also select the numbers and type new ones to get an exact setting, such as 0.18.

The text refits itself into the object relative to the new margin settings.

More about arranging text within an object

- **How you align text affects how text appears in an object**—Text alignment is set separately from the Fit Text options in the Fit Text dialog box. You can set text to align on the right, for example, and then turn on wordwrap and the text will wrap from the right.

Hints

- **Aligning objects, any one of which has text**—Coordinate the alignment of the text (in the Text menu), the anchor point in the Fit Text dialog (also in the Text menu), and the alignment of the objects (in the Arrange menu). That way, if you edit the text the objects remain aligned.



Text anchor point is set to Bottom.



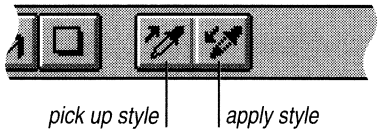
When new text is added to the object, the base alignment is maintained.

Picking Up and Applying Styles

Sometimes you'll want a quick way of changing the appearance of an object—its format and attributes. Here's a way that involves picking up a style you already know and like from one object and applying it directly to another object. You pick up a style using *Pick Up Style* in the Edit menu, then apply it using *Apply Style* in the Edit menu.

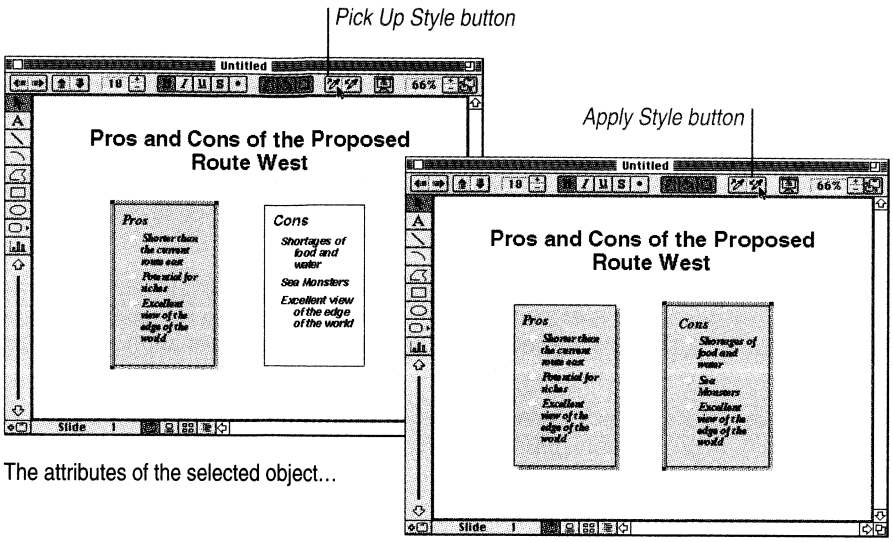
1. In Slide view, display the slide that contains the object whose style you want to use elsewhere.
2. Select the object whose style you want to use.
3. Choose *Pick Up Style* from the Edit menu.
4. Display the slide that contains the object whose style you want to change.
5. Select the object or objects.
6. Choose *Apply Style* from the Edit menu.

Toolbar Shortcut



More about picking up and applying styles

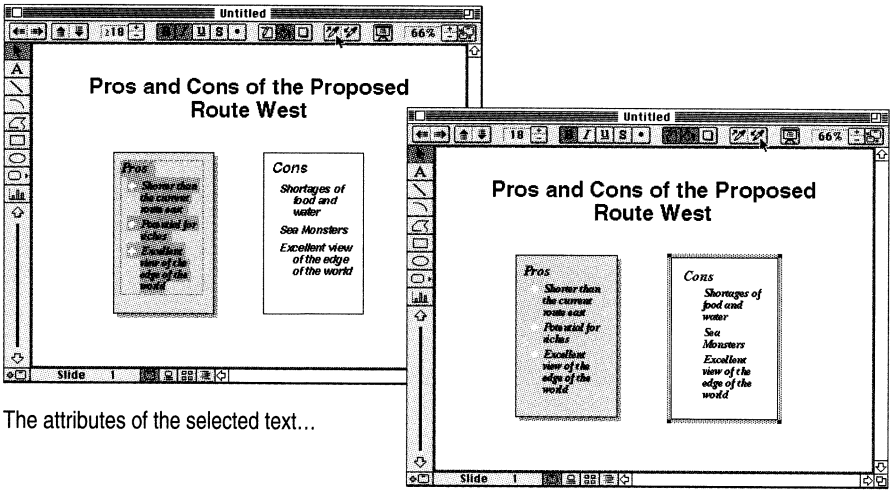
- **You get all the attributes**—*Pick Up Style* includes all the attributes associated with the object you select.



The attributes of the selected object...

...are applied to this object.

- **If you pick up the style of text**—You get the attributes of that text. Apply the style, then, to another text object.



The attributes of the selected text...

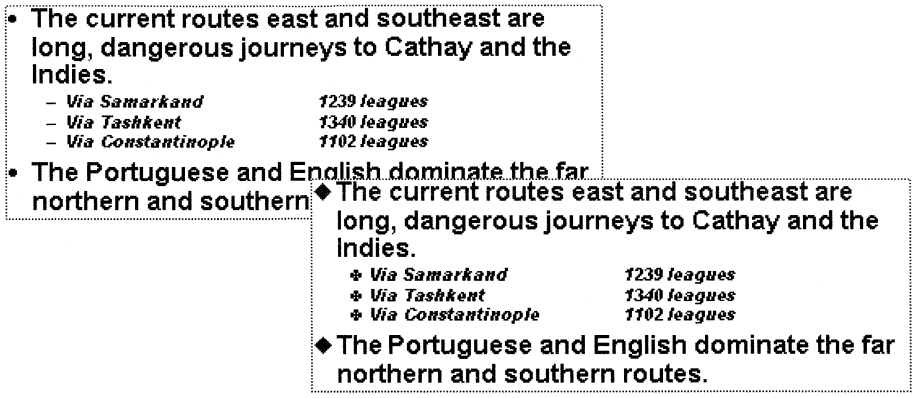
...are applied to this text.

Hints

- **Pick Up/Apply Style and Pick Up/Apply Scheme**—In Slide Sorter view, *Pick Up Style* and *Apply Style* in the Edit menu change to *Pick Up Scheme* and *Apply Scheme*. Use this command to pick up a color scheme from a selected slide and apply it to another slide or presentation.
- **The quickest way to set defaults for new text objects**—Pick up the style from a text object you like. With nothing selected, choose *Apply to Defaults* from the Edit menu.
- **Applying a style from an object with text to an object without text**—If the object to which you're applying a style to has no text, PowerPoint doesn't change its text default settings. If you then add text, just apply the style again to apply the text formatting.
- **Pick Up/Apply works only with objects and their attributes**—You can't pick up and apply styles from graphs and pictures.

Using Bullets

When you use bullet lists (in your Body object, for example), you can change the kind of bullet you use for each indent level in the paragraph. Here are some sample bullet items showing a variety of bullet styles.



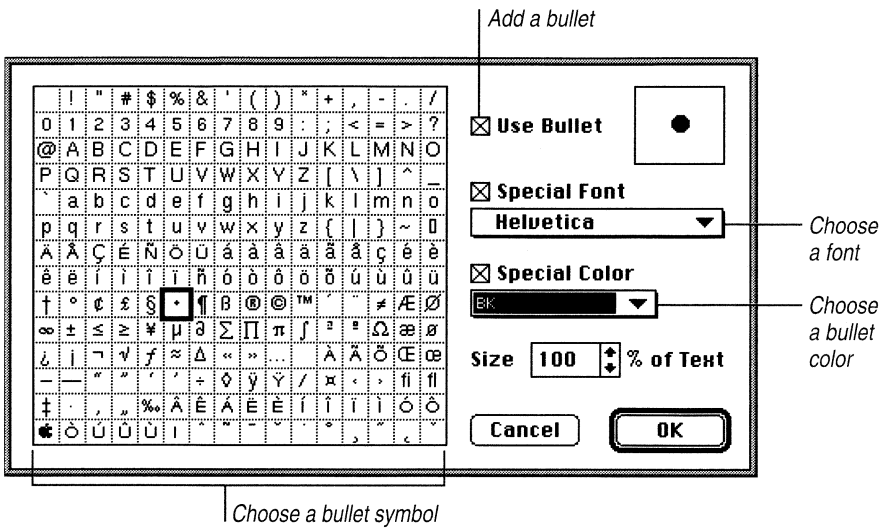
To pick a bullet style:

1 Select the Master Body on the Slide Master to change the bullet style on all slides.

2 Click anywhere on the indent level to which you want to assign a special bullet, for example, the first level.

3 Choose *Bullet* from the Text menu.

The *Bullet* dialog box appears.



4 Choose the font in which you want the bullet to appear.

The font that is selected initially on the Special Font list is the font of the first bullet or, if there is no bullet, the first character of the text for the indent level. You can use a bullet from that font, or choose another font such as Zapf Dingbats.

5 Click any bullet you want to see on the bullet table.

PowerPoint gives you a blowup to look at so you can see the bullet design in detail.

6 To make the bullet a color other than the text color, click the arrow in the Special Color box to display the color list.

The colors you see are those on your color scheme. Select another color, if you wish, for your bullet.

7 Click the *OK* button.

Not all text levels have to have bullets. If you want to remove a bullet from the third level, for example, you'd do it this way.

To remove a bullet:

1 On the Slide Master, select the Body object, then click the indent level for which you want to remove a bullet.

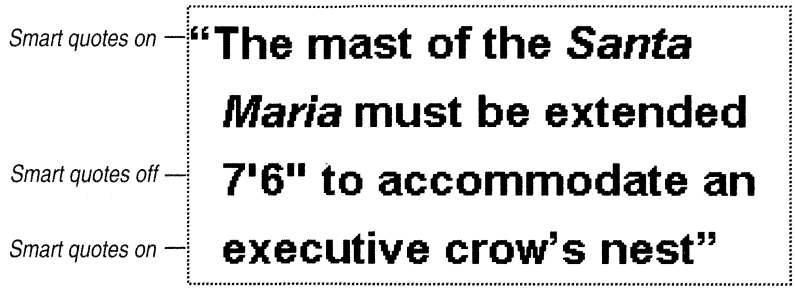
2 Click the *Bullet* button on the Toolbar.

PowerPoint removes the bullet and the appearance of the *Bullet* button changes to show you it's off.

Now all your third-level text will appear without bullets.

Using Smart Quotes

When turned on, the *Smart Quotes* command automatically replaces the straight quote marks you type — " " — with “ ”. This feature only applies to text in fonts that have “curly” quotation marks.



To turn the Smart Quotes option on:

▶ Choose *Smart Quotes* from the Text menu.

All future instances of quote marks that you type will now use the smart quotation marks.

Turning on smart quotes doesn't change any existing text. If your text already contains straight quote marks, you can change those manually by turning on smart quotes and retyping them.

To turn off the Smart Quotes option:

▶ Choose *Smart Quotes* again to remove the check mark in front of it.

More about using smart quotes

- **The smart quotes feature is turned on by default**—Each time you start PowerPoint, the smart quotes feature is turned on. It works as you type. You can change existing quotes manually.

Working with Outlines

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Overview

For those of you who like working with your entire presentation as an outline, PowerPoint's Outline view is particularly handy. It shows not only the slide titles, but also the body text from each slide. The alternating sequence of titles and bodies forms an outline of your presentation with each title appearing at the first level of the outline. Your outline appears with all the character attributes you have assigned in Slide view, except color. And you can edit and rearrange both the Title and Body objects in Outline view.

For those who are familiar with Microsoft Word, PowerPoint's outlining is patterned after Word's outlining capability, with the added advantage that you can use PowerPoint's outlining features in Slide view as well as in Outline view. That means you can select and drag paragraphs around on your slides in Slide view just as you do in Outline view.

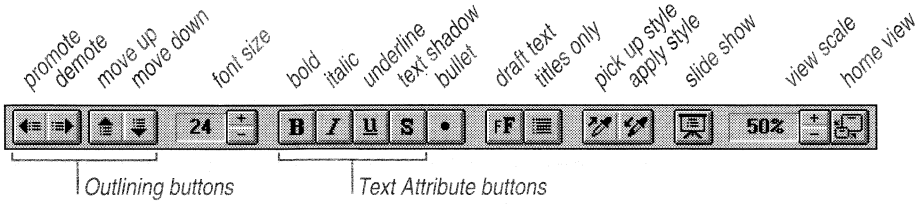
In this chapter you'll learn about PowerPoint's outlining features, particularly as they are used in Outline view. For more information about using outlining features in Slide view, see *Chapter 7: Working with Text.*

Things to Know About Outlining

Terminology

Here are some terms that apply to working with outlines:

The Toolbar buttons—the buttons to use when you're working in Outline view:



Outlining buttons—the first four buttons on the left, in order, promote and demote text a level in the outline and move selected text a line up and down in the outline. These buttons and their functions are also available in Slide view.

Font Size button—increases or decreases the size of selected text. Indicates the point size of the selected text. Use in place of the *Size* command in the Text menu.

Text Attribute buttons—use to turn on and off the **bold**, *italic*, underlined, or shadowed text styles. These functions are also available from the Text menu.

Bullet button—adds/deletes a bullet. This function is also available from the Text menu.

Draft Text/Formatted Text—shows the outline without/with any special fonts and text styling you've selected.

Titles Only/Titles and Bodies—decreases/increases the amount of information on the outline by showing only slide titles or showing the entire outline.

Pick Up Style—memorizes object and text styles.

Apply Style—applies object and text styles.

Slide Show—takes you directly into a slide show of your presentation.

View Scale—increases or decreases the view scale. The default for the view scale is 50%.

Home View—switches between home view (the default view) and the last view scale you used.

Outline levels—the hierarchy of the information in your outline. Each level has a different indent (amount of space setting it off from the left margin). In Outline view, titles are always the leftmost indent level and body text is indented one to five levels to the right of the titles.

Title object—appears as the first level in the outline of your presentation. PowerPoint adds an icon to show that each title begins a new slide.

Body object—typically appears as a multi-level bullet list on your outline.

Bullet list—a multi-level list with a bullet prefacing one or more levels.

Promote/Demote—when you move an item in your outline up a level (promote it by moving it to the left) or down a level (demote it by moving it to the right).

Outline Master—the Outline Master page on which you can add headers, footers, and so on to appear when you print the outline.

Four-headed arrow—pointer you use to move paragraphs around on slides and in outlines.

Paragraph—text that begins and ends when you press RETURN. Some attributes such as alignment and bullets may be applied only to entire paragraphs.

Concepts

An outline is made up of title and body text—When you look at an outline, you're looking at the title and body text from your slides. Other text you've added (such as the date, for example) doesn't show up, since it's not part of the main presentation.

The format you define for the Body object on the Slide Master becomes the format for your outline—When you set up the Body object on the Slide Master, you format the levels for the bullet list, set the amount of space to use for each indent, decide what kind of bullets to use for each level, and so on. So, when you go to Outline view, all your work on the Slide Master pays off. If you want to change the font for your first level of indents, for example, just go to the Slide Master, change the font, and all of your slides and your outline will be updated.

Selecting works the same in Outline view as it does in Slide view—You use the four-headed arrow to select the slide or paragraph you want to drag. When you click a slide icon with this arrow, the entire slide and everything on it is selected. When you click a paragraph, subordinate paragraphs are also selected. Clicking the I-beam in a paragraph gives you the blinking insertion point and selects just the paragraph for moving using the Outlining buttons on the Toolbar. Of course, you can also use keyboard commands and drag the mouse to select text.

You can move entire slides and paragraphs around in the outline by dragging them—In Outline view (as well as in Slide view), you can drag a paragraph to the left to promote it a level in the outline, or you can drag it to the right to demote it. You can also drag it up or down to move it anywhere in the outline.

You use the Outlining buttons—Promote, Demote, Move Up, and Move Down—to move paragraphs around in the outline—Just click in a paragraph that you want to move, and then use the Outlining buttons to move it.

You can save presentation text as an outline—If you want to save your presentation as an outline so you can use it in Microsoft Word or another word processor, use the *Save As* command. Then choose *Outline (RTF)* on the Save As File of Type drop-down menu.

You can save slides as pictures—If you want to save your slides as pictures, choose *Save As*, then choose *Scrapbook (Pictures)* on the Save As File of Type drop-down menu.

You can save a presentation so you can't overwrite it—System 7 users can save a presentation so it will open as an untitled copy of the file. Choose *Save As*. Then choose *Stationery Pad* on the Save As File of Type drop-down menu.

You can print your presentation as an outline—The Outline Master lets you add text, such as the date, time, or page number, so that it prints on each page of your outline. You can add a footer on the master, for example, that includes the name of the presentation. Your selections in Outline view for viewing your outline are also used when printing your outline. For example, if the *Draft Text* button on the Toolbar is depressed, your outline appears in plain text both on-screen and when printed. Similarly, if the *Titles Only* button is depressed, only titles appear in your outline when you print it.

You can create a presentation from an outline created in another application—If you make an outline in Microsoft Word (or another word processor) and save it as an RTF file or as plain text, PowerPoint can read it and make slides from it. Then all you have to do is tailor the content and add graphics to suit your purposes.

Viewing Your Presentation in Outline View

In Outline view, you can create new slides and have full control of all the slides in your presentation. You can even format text and see how title and body text on your slides are formatted. And, of course, you can cut, copy, and paste slides from and to presentations and rearrange slides and their content in Outline view.

Getting to Outline View

Here's how you get to Outline view from any other view:

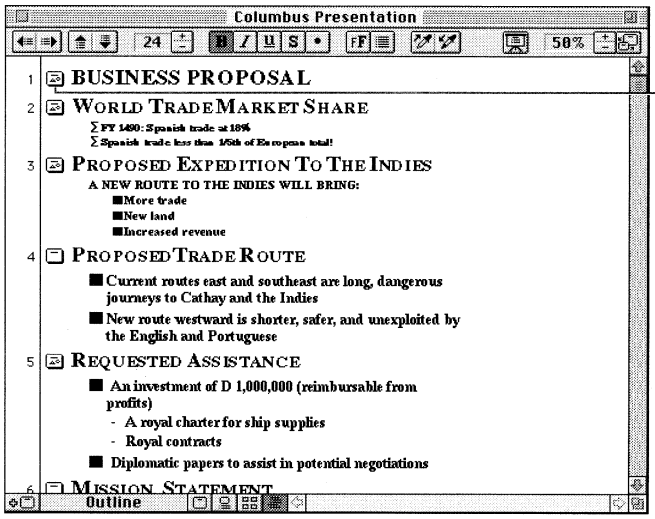
- Click the *Outline View* button, or choose *Outline* from the View menu.



Viewing Your Slides

In Outline view, PowerPoint displays an outline made up of the titles and bodies from each slide, one after another. Each title appears on the left side of the window with a slide icon and slide number. Body object text is indented under its title on the outline. If there are any objects on your slides other than the title and body, the slide icon opposite the title includes shapes.

Here's a sample to show you what a few slides created in Slide view look like when you display them in Outline view:

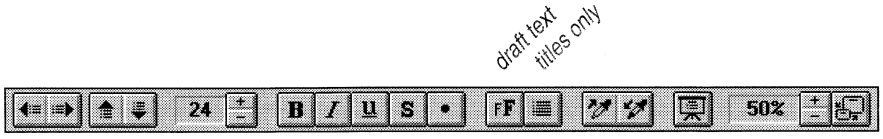


The icon indicates other objects are on this slide

Different ways to view your outline

PowerPoint offers different ways to view your outline:

- **Collapse or expand your outline**—Click the *Titles Only* button to switch between viewing only the slide titles and viewing the whole outline.
- **Use plain text**—Click the *Draft Text* button to see the outline as unformatted text.



- **Change the view scale**—Click the *Zoom In* (+) or *Zoom Out* (–) button on the Toolbar to increase or decrease the view scale in which you see your outline, or use the commands on the View menu. (If you print your outline, it will print in the same scale as the selected viewing scale in Outline view.)

More about viewing your presentation in Outline view

- **Double-click the slide number to view that slide in Slide or Notes view**—When you double-click the slide number, you return to the view in which you worked last. Double-clicking the slide icon also works.
- **You can work with only titles showing**—Use the *Titles Only* button on the Toolbar to alternate between titles only and titles and body text while you're working in your outline.
- **Slide icons with shapes indicate slides that have additional text or graphics**—Although Outline view displays only title and body text, the slide icons indicate the presence of other text or graphics on your slides.

Hints

- **Work with plain text to see more of your presentation at once**—Depress the *Draft Text* button on the Toolbar to view and print your presentation as plain text.
- **A quick way to rearrange your slides**—Click the *Titles Only* button so only your slide titles are showing in the outline. Then drag the titles to reorder your slides. All the body text moves with the titles. When you're ready to edit again, click the *Titles Only* button to turn it off so that all your body text shows.

Creating a Presentation in Outline View

Here's how to create new slides—and a new presentation—in Outline view:

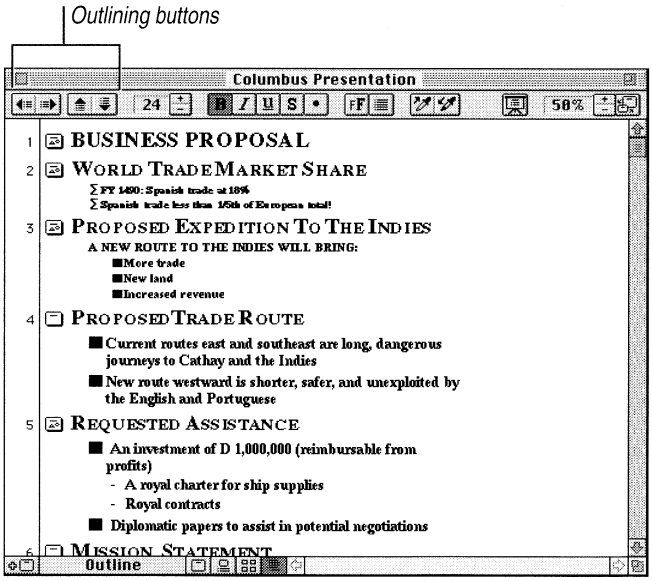
1. Open a new presentation.
2. Click the *Outline View* button to go to Outline view.

   The first slide appears as a number and a slide icon in the left margin. There is no text because, as yet, there is no title.
3. Type a title for the first slide and press OPTION+RETURN.

   PowerPoint enters the title on the first slide and indents to the first level of the body text.

   If you press RETURN after typing a title, PowerPoint creates another new slide. If you do this but want to continue typing on the previous slide, click the *Demote* button or press TAB and PowerPoint moves you to the first level of the body text.
4. Type a series of bullet items for the slide, pressing RETURN at the end of each line.

   Use the *Promote* and *Demote* buttons to create various indent levels.
5. At the end of the last bullet point for a slide, press OPTION+RETURN to create the next slide.



Use the Outlining buttons as you type to promote or demote items in your outlines or to move paragraphs up or down a line.

Press OPTION + RETURN after the last point on the slide to create a new slide.

You're now ready to create your second slide by typing its title.

Continue typing titles and body text for the slides in your presentation.

Looking at the Slides You Made in Outline View

As you create slides in Outline view, you can preview them in Slide view or Slide Sorter view, or you can give yourself a slide show.

To switch to Slide view and look at a particular slide:

▶ Double-click the slide icon or the slide number.

PowerPoint switches to the selected slide so you can see the complete slide, including the formatting from the Slide Master and the color scheme.

To look at your slides in Slide Sorter view:

▶ Click the *Slide Sorter View* button.

PowerPoint displays all your slides in miniature on the screen.

To preview your slides in a slide show:

▶ Click the *Slide Show* button.

PowerPoint presents a slide show of your presentation starting with the last selected slide. Click the mouse button to advance to the next slide. You can interrupt the slide show at any time to make changes to a slide by pressing the ESC key. For more detail on giving a slide show, see *Chapter 14: Giving a Slide Show on Your Computer.*

More about creating a presentation in Outline view

- **You can spellcheck your presentation in Outline view**—When you spellcheck your presentation in Outline view, PowerPoint first checks the copy on your outline, then asks if you want to check the rest of your presentation.
- **You can find and change words in Outline view**—When you use *Find/Replace* in Outline view, PowerPoint searches your outline, then offers to check the rest of your presentation.
- **You aren't limited to creating bullet charts in Outline view**—You can format the body of your slides to appear any way you want. For example, if you want a paragraph without a bullet, you can remove the bullet by turning off the *Bullet* button while in Outline view.
- **Double-click the slide icon in Outline view to return to Slide or Notes view**—When you double-click the slide icon, you return to Slide or Notes view, whichever view in which you last worked.

Working with Your Slides in Outline View

Selecting Slides in Outline View

To select an entire slide:

▶ Using the four-headed arrow, click the slide icon next to the title on the outline.

The pointer changes to the four-headed arrow when it is over the slide icon. When you click, the contents of the slide are highlighted, indicating the slide is selected.

-Or-

▶ Using the arrow pointer, click the slide number next to the slide icon on the outline.

PowerPoint highlights the title and body text. If you now drag the slide icon to reposition the selected slide or use commands from the Edit menu (*Cut* or *Copy*), the entire slide, including all text and graphic objects (even those that are not visible in Outline view), is affected. You can also use this method of selection to apply text attributes. When applying them, only Title and Body objects are affected.

Rearranging Slides in Outline View

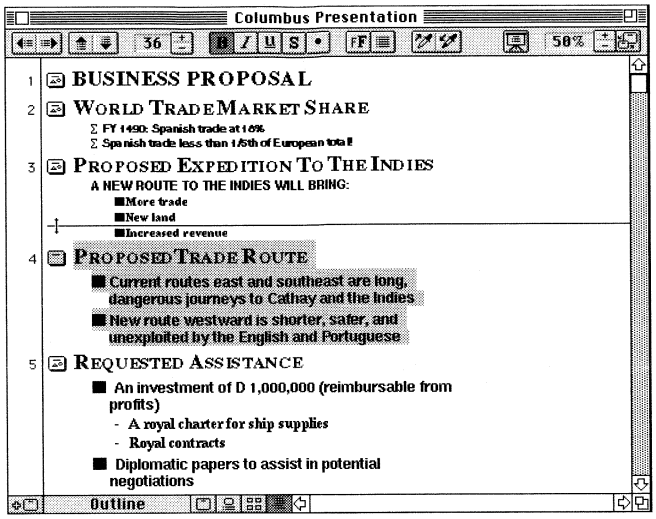
Rearranging slides is as simple as using the *Move Up* and *Move Down* buttons on the Toolbar or dragging the titles where you want the slides to appear.

To rearrange slides in Outline view:

▶ Select the slide and click either the *Move Up* or *Move Down* button on the Toolbar to rearrange the order of the slides.

-Or-

▶ Drag vertically to drag the slide to its new position.



Drag the selection to reposition it anywhere in the outline.

Cutting, Copying, and Pasting Slides

When you look at your entire presentation in Outline view, often you can see changes you'd like to make in the way your presentation is organized. Outline view is a good place to cut, copy, and paste whole slides.

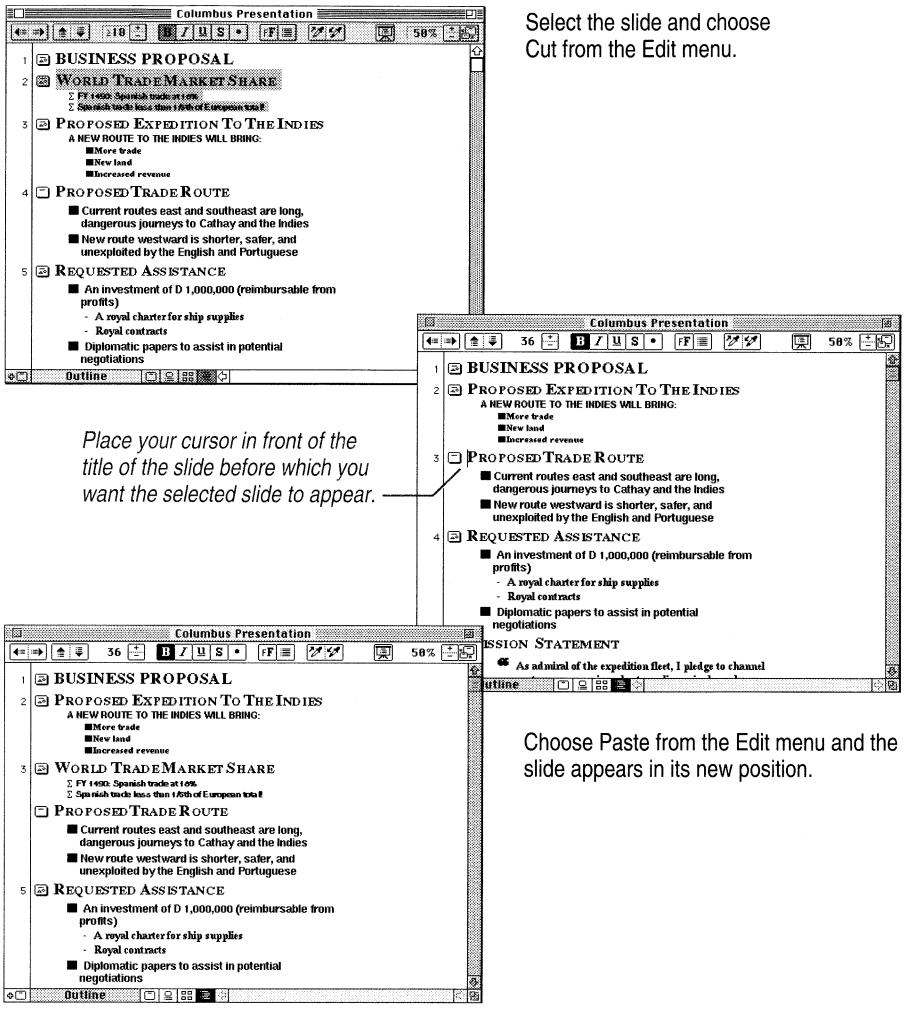
To cut, copy, and paste whole slides in Outline view:

1 Select the slide you want to cut or copy by clicking the slide number or the slide icon.

PowerPoint selects the whole slide including all text and graphic objects that don't appear in the outline.

2 Choose *Cut* or *Copy* from the Edit menu.

3 Click in front of the slide title where you want to insert the slide.



If necessary, change to the presentation in which you want the slide to go.

4 Choose *Paste* from the Edit menu.

PowerPoint pastes the slide in its new position in the presentation.

More about working with your slides in Outline view

- **Drag across the title to highlight the title text**—If you want to move or edit just the title and not its related body text, highlight the title to select it.
- **Click the *Titles Only* button to alternate between titles and titles and text**—PowerPoint can show the full outline or only the slide titles, whichever you prefer.

Working with Paragraphs in Outline View

Selecting Paragraphs in Outline View

To select a paragraph including all related indented paragraphs:

- Position the four-headed arrow to the left of the paragraph you want to select, and click.

  A highlight appears over the selected paragraph just as if you had drag-selected the text.

To select contiguous paragraphs with their related indented paragraphs:

- Position the four-headed arrow to the left of the first paragraph you want to select, and click; then press the SHIFT key as you click the last paragraph you want to include in the selection.

  A highlight appears over the selected paragraphs just as if you had drag-selected the text.

To select a single paragraph so you can move it or use the *Bullet* button:

- Click anywhere in the paragraph.

  The blinking insertion point appears in the paragraph. You can now use the Outlining buttons to move the paragraph, or you can click the *Bullet* button to turn the bullet on or off for the paragraph.

To select a single paragraph so you can copy or cut it or change its attributes:

- Drag across the paragraph to highlight it.

  You can now use the commands on the Edit menu (such as *Copy*) or the Text menu (such as *Style*). Or you can use the buttons on the Toolbar.

Rearranging Paragraphs in Outline View

Rearranging paragraphs in Outline view is as easy as rearranging slides. Just select the paragraph or paragraphs you want to move and use the *Move Up* and *Move Down* buttons on the Toolbar or drag the paragraphs where you want them to appear. You can also use the Outlining buttons or drag paragraphs to move paragraphs or bullet points among slides or from one indent level to another.

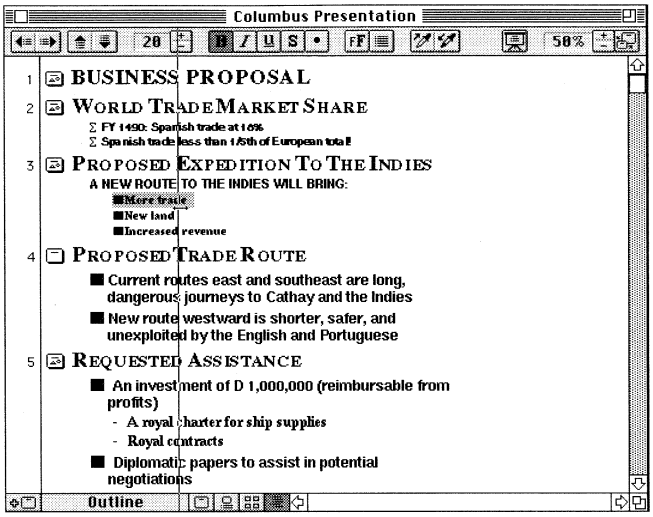
To rearrange paragraphs in Outline view:

1 Select the paragraph or paragraphs you want to move.

Position the cursor to the left of the paragraph you want to move so you see the four-headed arrow. All paragraphs indented under that level are highlighted as well and will move with the selection.

-Or-

Click to select a single paragraph you want to move.



When you drag a paragraph left or right, a vertical line appears to show you where the moved text will appear.

2 Drag the selected paragraph or paragraphs.

If you want to move the bullet item to another slide, drag the bullet item up or down.

If you want to change the level of the bullet item, drag the bullet item left or right.

Working with Text in Outline View

Selecting Text in Outline View

There are many ways to select text in Outline view depending on the amount of text to be selected.

To select the entire outline:

- Press ⌘+A.

To select all the text on a slide:

- Click the slide icon next to the title on the outline.

  PowerPoint selects all the title and body text on the slide—and selects any other objects that are on the slide but that you can't see in Outline view. (This way, if you move a slide, for example, all objects are moved.)

To select a paragraph and all of its sub-levels:

- Position the pointer to the left of the paragraph so the four-headed arrow appears, then click.

  The paragraph and all its sub-levels are now selected.

To select a paragraph:

- Drag across the paragraph.

To select a word:

- Double-click the word.

  PowerPoint highlights the selected word.

Editing Text in Outline View

Once you've created some slides—whether in Slide view or Outline view—you can edit your text in Outline view.

To edit text:

1. Select the text.
2. Edit the text just as you would in Slide view.

All the tools and menus for editing text in Slide view are available in Outline view as well.

Formatting Text in Outline View

In Outline view, you can modify the style of the text by changing fonts, sizes, and styles. For example, you can italicize a word or boldface a phrase. Or, working in other views, you can modify the way your text appears in Outline view and in all other views.

Here's how you can change the look of your text while in Outline view:

1 Select the text you want to style.

2 Click the *Bold*, *Italic*, or *Underline* button on the Toolbar.

PowerPoint styles the selected text for you.

To change the way text looks using the *Pick Up Style* and *Apply Style* commands:

1 Select the text whose style you want to copy.

2 Choose *Pick Up Style* from the Edit menu.

-Or-

Click the *Pick Up Style* button on the Toolbar.

3 Select the text with the style you want to change.

4 Choose *Apply Style* from the Edit menu.

-Or-

Click the *Apply Style* button on the Toolbar.

PowerPoint changes the look of the text by applying the style you selected.

More about working with text in Outline view

- **You can display or hide text styles in your outline**—Click the *Draft Text* button to alternate between displaying and hiding text styles you've assigned to your titles and bodies. When the *Draft Text* button is on, all of your titles and body text appear in Helvetica. Other text attributes, such as color and shadow, and some paragraph attributes, such as alignment, don't show in Outline view.

Using Outlines from Other Applications

In PowerPoint, you can open an outline to begin a new presentation or insert an outline to add to an existing presentation. You can import outlines from Microsoft Word or another word processor application. PowerPoint can read outline files in RTF and plain text formats.

When reading an RTF file, PowerPoint picks up the outline structure from the styles used in the file (a heading 1 becomes a title, a heading 2 becomes the first level of a Body object, and so on). If the file contains no styles, PowerPoint uses the paragraph indents. In plain text files, PowerPoint uses tabs at the beginning of paragraphs to define the outline structure.

Creating a Presentation by Opening an Outline

With PowerPoint, you can import an outline and use its headers to create a presentation.

To create a presentation by importing an outline:

1 Choose *Open* from the PowerPoint File menu.

The Open File dialog box appears.

2 Select Outlines in the List Files of Type box.

RTF and Plain Text files are grouped under Outlines.

PowerPoint displays a list of file types that you can open as outlines in PowerPoint.

3 Find and select the file that contains the outline you want to use.

4 Click the *OK* button.

PowerPoint imports the file and uses it as the outline for the new presentation.

PowerPoint creates slides for all first-level headings and adds the body text at corresponding indent levels, for up to five levels of indentation. The format for the Title and Body objects comes from the Slide Master in the current presentation.

You can now customize the imported outline so that it reflects your ideas for the presentation.

By the way... This is generally a good time to apply a template.

Inserting an Outline into an Existing Presentation

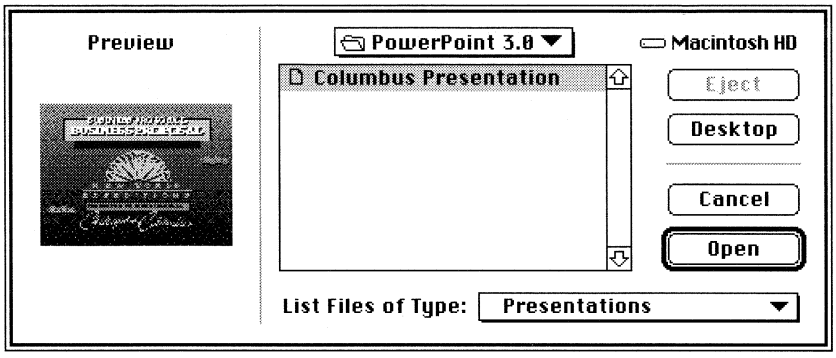
You can add slides to an existing presentation with an imported outline using the *Insert* command in the Edit menu. You do this in any view—Slide, Slide Sorter, Notes, or Outline.

To add slides using an outline from another application:

1 Go to the slide after which you would like the slides added.

2 Choose *Insert* from the Edit menu, then choose *Outline*.

The Insert Outline directory dialog box appears:



3 Select the file to be used as an outline, then click *Open*.

PowerPoint imports the file, adding its text to your presentation.

PowerPoint creates a new slide for each first-level heading and adds the other headings as body text. The slides appear after the current slide in your presentation. Your new slides follow the format of the Slide Master.

You can now tailor the content of the new slides to your presentation.

More about using outlines from other applications

- **Microsoft Word outlines**—Microsoft Word outlines can have up to nine indent levels while PowerPoint outlines have six (one for titles and five for bodies). When you import a Microsoft Word outline, all text that is level six and below is treated as level five text.

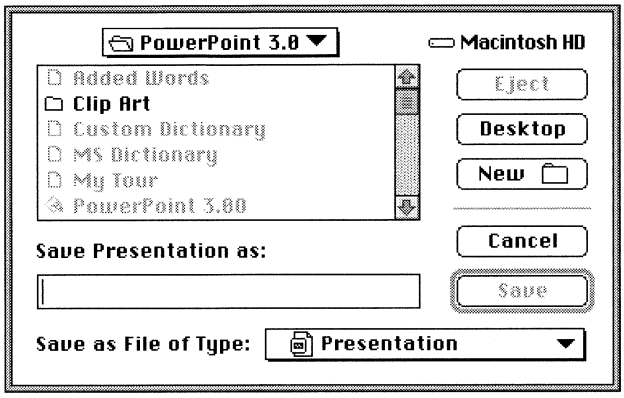
Saving Your Presentation as an Outline

Saving a PowerPoint presentation as an outline that can be read by Microsoft Word and other word processors is a simple process of picking a different file type (and using a new filename) when you use the *Save As* command.

To save a presentation as an outline:

1 Choose *Save As* from the File menu.

The Save As directory dialog box appears.



2 Select *Outline (RTF)* on the Save As drop-down menu.

3 Type a new filename, select the folder in which you want to save the file, and click *Save*.

PowerPoint saves the outline as an RTF file so it can be read by Microsoft Word and other word processors.

More about saving your presentation as an outline

- **Only Title and Body objects appear in an outline**—If you have other text objects or graphics on your slides, they are treated as special objects and are excluded from your outline. Shapes on a slide icon indicate there are objects on the slide that won't be saved in RTF format.
- **The type size saved in an RTF file is determined by the view scale**—The view scale in which you were working when you saved the outline as an RTF file determines the type size of the titles and text saved. For example, if your view scale is 50%, titles that are 36 points are saved as 18 points.

Printing an Outline

PowerPoint prints an outline just as it appears on-screen. To set up the printing, you use a master page called the Outline Master which is much like the Handout Master. On the Outline Master, you can add headers, footers, page numbers, and the like that you want to have printed on every page of your outline. The area of the page automatically reserved for the outline itself is indicated on the Outline Master by a dotted rectangle.

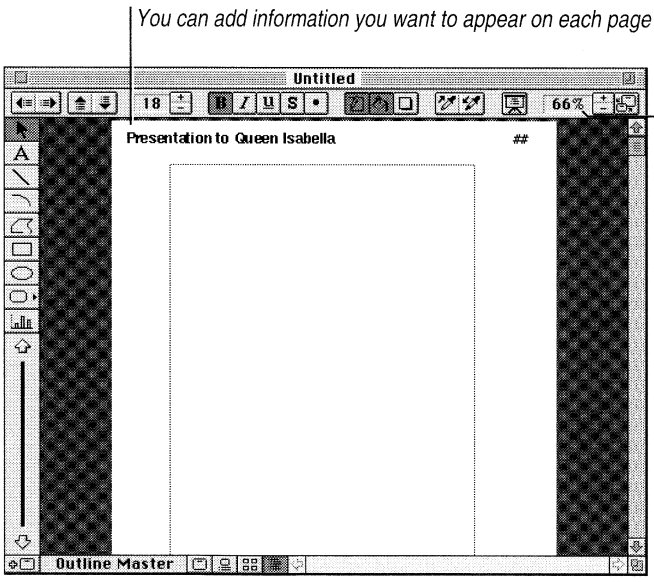
To format your outline for printing:

1 Choose *Outline Master* from the View menu.

-Or-

If you're in Outline view, click the *Outline View* button to go to the master.

The Outline Master appears.



2 Add headers, footers, or borders as you wish using the Text tool and the drawing tools.

Customize the Outline Master so it includes all additional items you want to see as part of the printed outline. Use the Text tool and the drawing tools just as you would in Slide view.

3 Choose *Outline* from the View menu to preview your Outline.

Here you can choose to print plain text or titles only by clicking the *Draft Text* or *Titles Only* button. Make sure the outline looks the way you want it to be printed.

To print an outline:

1 Choose *Print* from the File menu.

The Print dialog box appears.

2 Make your print selections.

Be sure to select *Outline* in the drop-down menu.

3 Click the *Print* button.

PowerPoint prints the outline including all the additions you made to the Outline Master.

Hints

- **Printing plain text**—Printing plain text is handy when you have a great deal of variation in type sizes on your slide(s).
- **Printing titles only**—Printing titles only gives you a list of your slides and their slide numbers. You can use this list, for example, to keep track of slides during a slide show.
- **The type size that appears in print is determined by the view scale**—The view scale in which you were working when you printed the outline determines the type size of the titles and text when printed. For example, if your view scale is 50%, titles that are 36 points are printed in 18-point type.

Drawing

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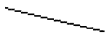
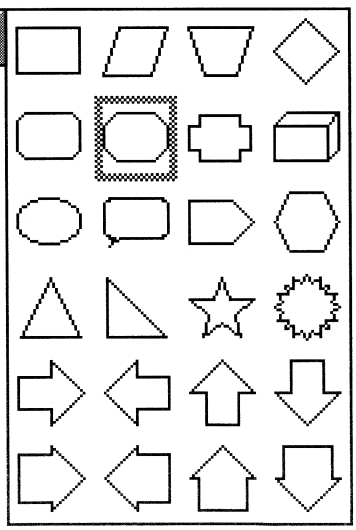
Overview

PowerPoint's drawing features are designed to produce professional images and artwork for your business presentations. And, just as important, you don't have to be an artist to use them!

You can produce a good-looking presentation quickly and efficiently without having to spend a lot of time on the artwork. PowerPoint helps you get your point across by giving you drawing tools that help you add strong graphic and visual support for your words.

For more information about selecting objects you draw, see *Chapter 4: Working with PowerPoint Objects*.

The Drawing Tools

Click this:	and do this:	or do this:
 Line tool	Drag to create straight lines. 	Drag + SHIFT for horizontal, vertical, or 45° lines. 
 Arc tool	Drag to create an arc. 	Drag + SHIFT for a circular arc. 
 Freeform tool	Drag a freehand freeform. 	Click vertices for a polygon freeform. 
	Drag, then click a freeform combination. Double-click to finish. 	Click + SHIFT for horizontal, vertical, diagonal lines. 
 Rectangle tool	Drag a rectangle. 	Drag + SHIFT for a square. 
 Ellipse tool	Drag an ellipse. 	Drag + SHIFT for a circle. 
 Shape tool 		Hold the Shape tool. Select a shape. Drag to draw.

Things to Know About Drawing

Concepts

Things you draw fall into two categories—One category includes lines, arcs, and freeforms. The other category includes rectangles, ovals, and other shapes drawn with the Shape tool or the Text tool. Each category has its tools and attributes and you'll find some differences in what you can do with the objects in each. Specifically, you can't attach text to lines, arcs, and freeforms (where you type and text appears inside the shape), and you can't change lines, arcs, and freeforms using the *Change Shape* command.

You work with the Tool Palette, Toolbar, and commands—The drawing tools on the left side of the PowerPoint window are for drawing all sorts of objects, such as lines, circles, boxes, stars, and triangles. We call this work area the Tool Palette. The Toolbar across the top of the window contains buttons you can use as shortcuts for commands such as *Line*, *Fill*, and *Shadow*. Using the commands on the Object menu, you can set the attributes for the objects you draw—you can choose a patterned fill or a thick line style, for example.

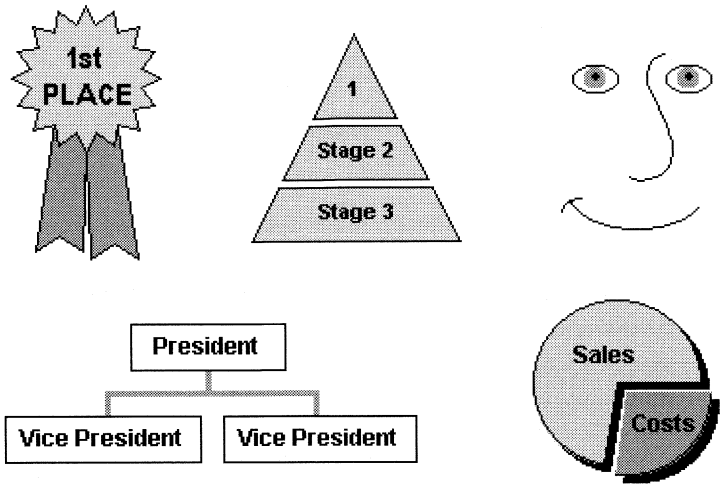
Each drawing tool shares the default drawing settings—Whether you draw a line or a rectangle, for example, the line style and color are the same for each object. To see what the default drawing settings are, select a tool, then display the submenus for the commands on the Object menu. Options marked with a diamond are the default settings. To change a default setting, select a tool, then select another option without selecting an object. Now any object you create has the new default setting.

You don't have to draw an object precisely right the first time—When creating a presentation, we suggest you draw objects quickly, then refine them later. PowerPoint has a whole series of features for resizing, altering, adjusting, and changing objects after you've drawn them. You can change any attribute at any time. For instance, you can change an object's color, pattern, shadow, the color of its text, or even the shape of the object itself after you've drawn it.

You don't have to draw an object in exactly the right position—Since there are lots of ways you can position objects on slides, you don't have to draw objects in exactly the right position. You can move, align, and reposition them at any time. See *Chapter 4: Working with PowerPoint Objects* for more information.

Objects aren't limited to those you draw in PowerPoint—You can import clip art, pictures, scanned artwork, or any computer image into PowerPoint. This feature allows you to take advantage of the libraries of artwork already available without having to draw new artwork yourself.

The drawing tools make it easy to draw typical presentation objects—Here are some examples of the types of objects that you can draw with the PowerPoint drawing tools:



- **You can change the shape of many objects without actually redrawing them**—Let's say you typed a block of text. Now you want the text to appear inside a circle. You don't have to start over and draw a circle. Instead, select the text, frame it by clicking the *Line* button on the Toolbar, and then change its shape to a circle using the *Change Shape* command.
- **Attached text in shapes behaves just like other text**—You have the same options with attached text as you do with text you add using the Text tool, for example. You can display a ruler, turn bullets on and off, drag paragraphs, and so on.

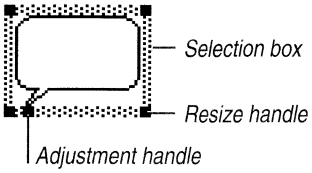
Terminology

Some of the terms used to describe objects may be unfamiliar. Here are the terms you'll need to know:

Object—a single component of your drawing. You draw objects with the tools on the Tool Palette. Objects can be rectangles, squares, circles, ovals, rectangles with rounded corners, diamonds, trapezoids, stars, text, freeforms, arcs, graphs, and so on.

Selection box—the "fuzzy" outline around an object that indicates it's selected. Dragging the box moves the object. Objects created using embedded applications, such as graphs, have a second outline to show they're embedded.

Resize handle—the black square at each corner of a selected object. Dragging a resize handle resizes the object.



Adjustment handle—a fifth black square, usually not at a corner. Depending on the shape of the object, you can adjust its features by using this handle. For example, you can adjust a rounded rectangle to be more rounded or less rounded.

Attributes—the features of an object, such as its color, shadow, and pattern.

Shape—the form of an object. A rectangle is a shape, so is a circle, a triangle, and a rhomboid. The shape is also an attribute because you can change an object's shape in one step (without redrawing the object) just like you can change the color of its fill. Arcs, freeforms, and lines are not considered shapes by PowerPoint.

Regular shape—a perfectly proportioned shape that can be inscribed within a square. You draw regular shapes using the SHIFT key. The following shapes can be made regular by dragging while holding the SHIFT key: circle, square, diamond, cross, star, hexagon, equilateral triangle, and octagon.

Frame—the line that forms the object. The four lines of a rectangle are its frame, the three lines of a triangle are its frame, and the single curved line that forms a circle is its frame. You change the frame's style by changing the line style for the object.

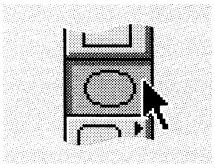
Control handle—the black square that appears at each vertex of arcs and freeforms when editing. You use control handles to edit these objects.

Vertex/vertices—the point (or points) where two straight lines meet.

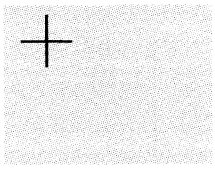
Picture—an image from another application. A picture has some of the properties of an object. You can move and resize a picture, and recolor some of its original colors. You can also ungroup some pictures into their component objects so you can work with them. When you ungroup a picture, you disassemble it into PowerPoint objects that, when regrouped, become a PowerPoint group (not a picture).

Drawing Objects

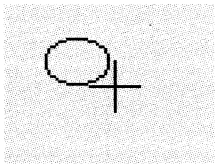
You use the same basic techniques to draw every type of object except freeforms:



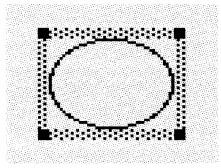
Click the tool for the shape of the object you want to draw.



Position the cross hair where you want the object to begin.



Drag the mouse to draw the object.



Release the mouse when the object is about the right size. The object is automatically selected.

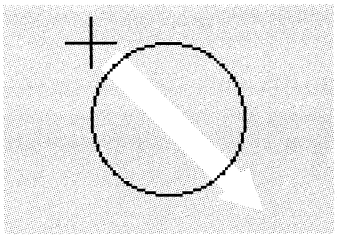
Drawing Using the Constraint Keys

The SHIFT key and the OPTION key are "constraint keys" because they constrain an object's development as you draw it.

Using the SHIFT key as you drag, you can draw squares, circles, and other regular shapes. (A regular shape is one that can be inscribed within a square.) Using the OPTION key, you can draw from the center outward. Here are some examples:

To draw circles and squares:

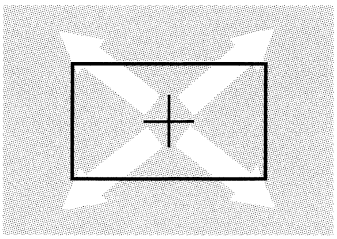
- Select the appropriate tool and hold down the SHIFT key while drawing.



shift and drag.

To draw any shape from the center outward:

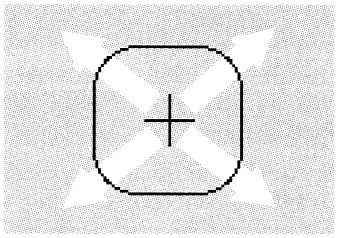
▶ Select the tool and hold down the OPTION key while drawing.



option and drag.

To draw perfect circles and squares or other regular objects from the center outward:

▶ Hold down both the SHIFT and OPTION keys while drawing.



shift + option and drag.

More about drawing objects

- **Changing regular objects**—An object doesn't have to remain a regular object. If you drag its resize or adjustment handles, its size and proportions change accordingly.
- **Constraining while resizing**—The same constraining keys apply when you're resizing or reshaping an object. That is, if the object is a circle and you hold down the SHIFT key while dragging at a 45° angle, it remains a circle as it grows or shrinks. Otherwise the object can become an ellipse. To resize around the center, use the OPTION key.
- **Which object attributes appear?**—As you draw, the object's attributes are determined by the currently chosen options on the menus and by the drawing tool default settings.
- **Setting object attributes**—You can set an object's attributes before or after drawing it. In other words, if you choose all the attributes with no object selected and then draw, the object will have those attributes (and so will every other new object until you change the attributes). Or, you can draw the object and then selectively choose its attributes.

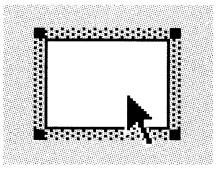
- **The line style sets the frame style**—The frame of the object is set by the line style. Choose *Line Style* from the Object menu to change it.
- **Adding text to shapes**—To add text to a shape, select the shape and just begin typing. The text appears in the object. You can change the text attributes (like color, font, and so on) as you draw or later.
- **Lines, arcs, freeforms, and pictures**—These objects are not considered shapes.
- **Arcs and freeforms**—Arcs and open freeforms are always drawn unfilled. Closed freeforms are drawn filled or unfilled according to the defaults.

Hints

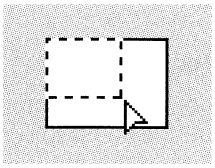
- **Making an array of objects**—If you want to make many copies of the same object, draw one, get it exactly right (the right size and attributes), then select the object and choose *Duplicate* from the Edit menu. The *Duplicate* command changes to *Duplicate Again*. Choose it as many times as you want. If you want to set the spacing between objects, drag to position the first copy of the object before you choose *Duplicate Again.*
- **A shortcut for making an array**—Make a copy of an object by holding down the OPTION key while dragging. Then press ⌘+D to duplicate the object.
- **Turning a shape into a regular shape**—If you want to turn an ellipse into a circle, for example, select the ellipse and double-click a resize handle.
- **Temporarily suspend the grid and guides**—As you draw, position, and resize objects, hold down the ⌘ key to temporarily ignore the grid and guides.
- **Resizing an exact percentage**—Use *Scale* in the Object menu to resize an object, group, or multiple selection an exact percentage.

Resizing Objects

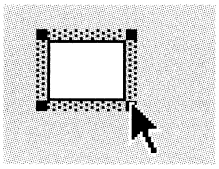
To resize an object:



Select the object you want to resize.



Drag one of the resize handles. The resize handles are the black squares in the four corners of the selection box.



When you release the mouse button, the object is its new size and is selected.

More about resizing objects

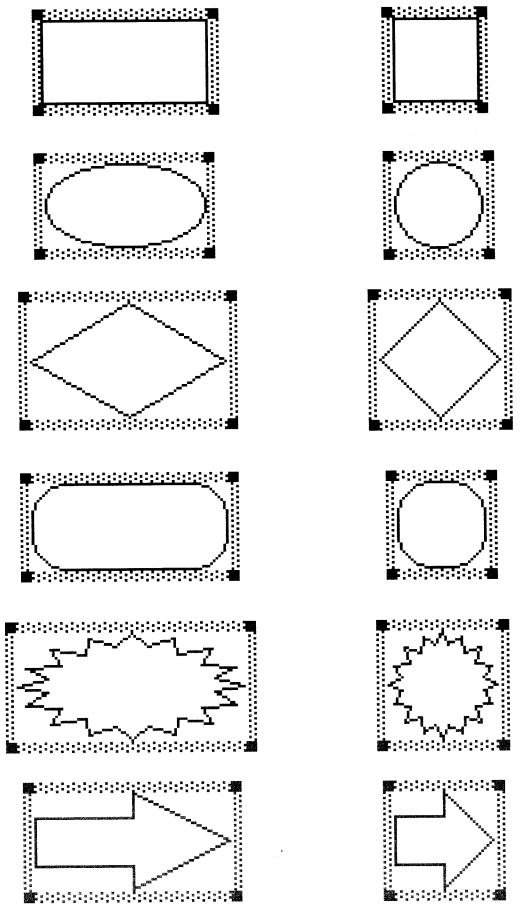
- **Resizing a line**—Lines have only two resize handles. Moving a line's resize handles lengthens or shortens it, or changes its angle.
- **Fitting text in an object as the object resizes**—If the text in an object is set to wordwrap, the text rearranges itself to fit the new-size object. If the object is set to fit around the text, resizing makes sure the object encloses the text. See the *Fit Text* command for details.
- **Resize one object or a group of objects**—You can resize one object at a time, or you can group multiple objects and resize them all at once. To form a group of objects, use *Group* in the Arrange menu.
- **Text size in PowerPoint objects doesn't change as you resize the objects**—If an object (or group of objects) contains text, it doesn't change its font size as you resize it. To change the font size of the text in an object, select the text and choose *Size* from the Text menu.
- **Text size in pictures from other applications *does* change as you resize the pictures**—If the object is a picture imported from another application and it contains text, that text is really part of the picture. Resizing the picture will resize its text. PowerPoint treats it as a graphic, not as text, and resizes the text to the same proportions as the rest of the picture.
- **Resizing while constraining to a regular shape**—You can constrain an object to a regular shape while you resize it:

  SHIFT+Drag—Drag diagonally to maintain the height-to-width proportion.

  SHIFT+OPTION+Drag—Drag diagonally to maintain the height-to-width proportion as you resize from the object's center outward.

Hints

- **Restoring a picture to its original aspect ratio**—The length-to-width proportions are called the aspect ratio of the picture. If a picture's proportions don't look right after resizing—its length is too long for its width or vice versa—double-click any of the picture's resize handles. The picture returns to its original aspect ratio, but remains resized.
- **Restoring a picture to its original size**—If a picture doesn't look right after you resize it, you can restore it to its original size by holding down the SHIFT key and double-clicking any of the picture's resize handles.
- **Making a shape a regular shape**—Double-click any of a shape's resize handles to make it a regular shape.



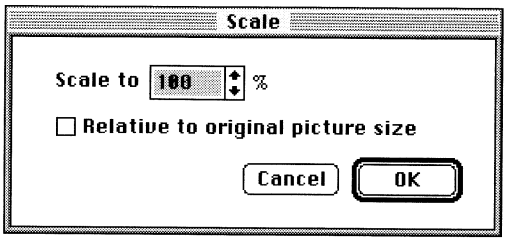
Scaling Objects

Scaling an object means resizing an object by the same percentage all over. By using the *Scale* command from the Object menu, you can resize an object by specifying a percentage instead of by dragging. Here's how:

1 Select the object.

2 Choose *Scale* from the Object menu.

The Scale dialog box appears.



3 Enter the percentage to which the selected object should be scaled.

The center of the object remains fixed while it scales.

You can move the dialog box to see the effect of your changes.

4 Click the Relative to Original Picture Size checkbox if you want to apply the scaling to the object's original size.

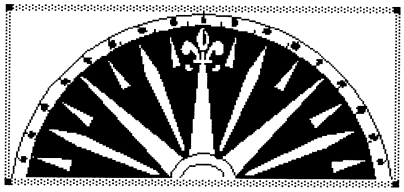
This option applies only to pictures imported to PowerPoint from other applications.

5 When you have it just right, click the *OK* button.

The object appears in its new size.



Original object



Scaled object

More about scaling objects

- **Scaling retains the aspect ratio**—Scaling automatically retains an object's length-to-width ratio because it is scaled by the same percentage all over.
- **Scaling a multiple selection**—When you scale a multiple selection, each object scales around its own center. To scale around a common center, choose *Group* to group the objects, then scale them, then choose *Ungroup*.

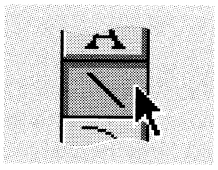
Hints

- **Restoring a picture to its original size**—If a picture doesn't look right after it has been scaled, you can restore it to its original size by using the *Scale* command. In the Scale dialog box, choose *100%* and check the Relative to Original Picture Size checkbox. Or, press the SHIFT key as you double-click a resize handle.
- **Scaling graphs**—Scaling graphs is particularly useful because the data on the axes appear at their same relative size.

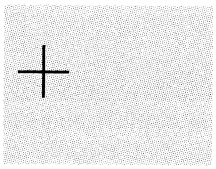
Drawing Lines

It's hard to imagine a presentation without lines! You can draw lines with or without arrowheads, using different line weights and other attributes.

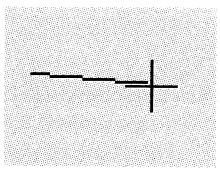
To draw a line:



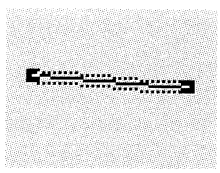
Select the Line tool.



Position the cross hair where you want the line to begin.



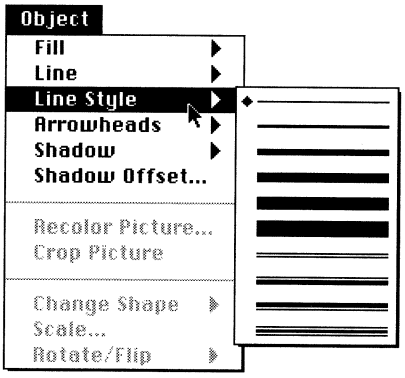
Drag the mouse to draw the line.



When the line is the correct length, release the mouse button.

To change the line width or style:

▶ Choose *Line Style* from the Object menu.



To add arrowheads to the line:

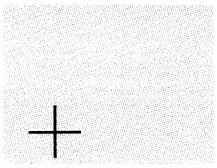
▶ Choose *Arrowheads* from the Object menu.

To change the angle of a line:

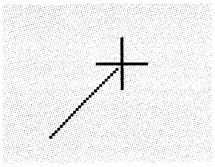
▶ Make sure the line is selected and drag a resize handle up, down, left, or right.

To draw horizontal, vertical, and 45° lines:

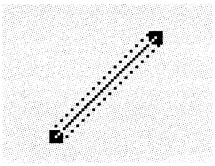
- Hold down the SHIFT key while drawing them.



Position the cross hair where you want the line to begin.



Hold down the SHIFT key, then drag.



The line will be constrained to the horizontal or the vertical, or at 45°. When it is the correct length, release the mouse button.

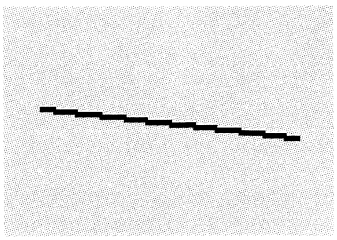
Hold down the SHIFT and OPTION keys to draw constrained lines from the center outward.

More about drawing lines

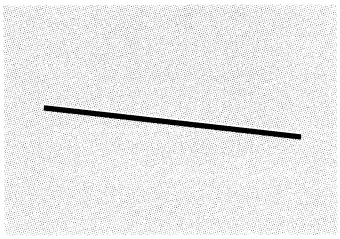
- **Lines can have a pattern**—To display a pattern in the line, choose *Patterned* in the Line submenu, then select a pattern. To make the pattern show up, choose one of the wider line styles in the Line Style submenu.
- **Lines can be drawn from the center outward**—Hold down both the SHIFT and OPTION keys while drawing the line.

Hints

- **Lines may appear jagged on-screen**—Due to the resolution of your computer screen, thin lines drawn at an angle may look "jagged." However, they will print as smooth lines on a printer that prints in a higher resolution.



Lines look jagged on a screen with 72 dots per inch (dpi) resolution.

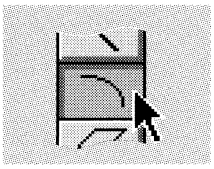


Lines appear straight when printed on a printer with higher resolution.

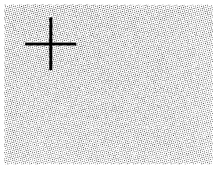
Drawing Arcs

PowerPoint's Arc tool makes it easy to draw arcs of all sizes and shapes. You can alter the shape of any arc by resizing it or by moving its control handles.

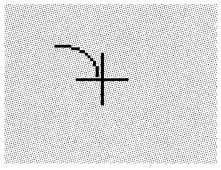
To draw an arc:



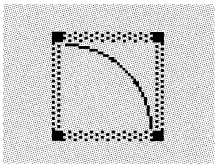
Click the Arc tool.



Position the cross hair.

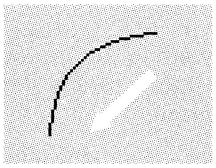


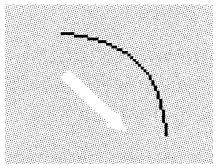
Then drag in the direction you want for your arc.

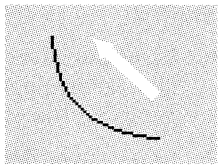


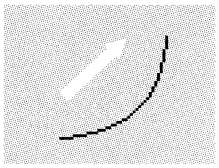
The distance of the drag determines the size of the arc.

The direction in which you drag determines whether the arc opens up or down. The distance you drag determines the size of the arc.



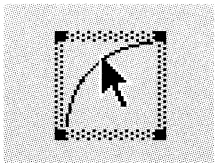




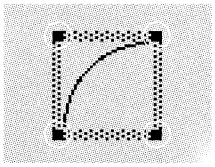


Changing the Flatness or Roundness of an Arc

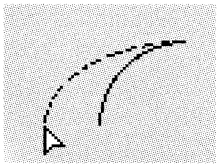
To make an arc flatter or rounder:



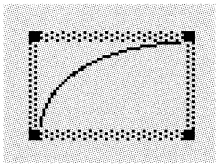
Select the arc.



The resize handles appear at the corners of the arc's bounding box.



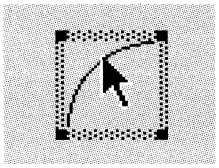
Drag a resize handle. The arc becomes flatter or rounder, depending on the direction in which you drag.



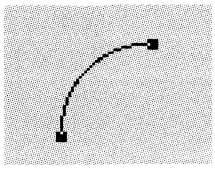
When you're done, release the mouse button.

Changing the Angle of an Arc

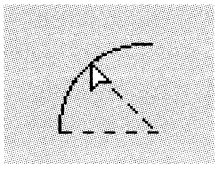
To change the angle of an arc:



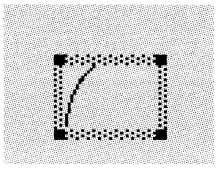
Select the arc.



Choose Edit Arc from the Edit menu or double-click the arc. The resize handles disappear and control handles appear at either end of the arc.



Drag the control handles around in the rough shape of the ellipse.

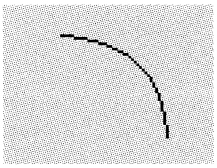


When you're done, click the Arrow tool, or deselect the arc.

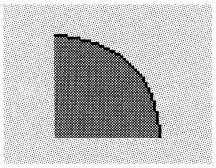
A pie wedge is a filled arc.

To make a pie wedge:

- Select the arc and choose *Fill* from the Object menu or click the *Fill* button on the Toolbar.



Unfilled arc.



Filled arc becomes a pie wedge.

More about drawing arcs

- **Keyboard shortcut**—Pressing ⌘+E is the same as choosing *Edit Arc* in the Edit menu.
- **Arcs and text**—Arcs can't have automatically attached text. Use the *Group* command to group text and arcs together.
- **Arc attributes**—Arcs can have the same attributes as lines, including arrowheads and line styles, and be filled with a pattern and color.
- **Arcs are always drawn unfilled**—If you want a filled arc (pie wedge), select the arc and choose *Fill* from the Object menu.
- **A filled arc looks like a pie wedge**—If you apply a line to a wedge, the line appears only as the arc and not along the sides of the wedge. (This line cannot have arrowheads.)
- **Drawing regular arcs**—The constraining keys also apply to arcs:

  SHIFT—Hold down SHIFT while drawing an arc to draw a quarter of a circle.

  OPTION—Hold down OPTION while drawing an arc to center it on the starting point of the cursor.

  SHIFT+OPTION—Hold down SHIFT+OPTION to draw a quarter of a circle centered on the starting point of the cursor.

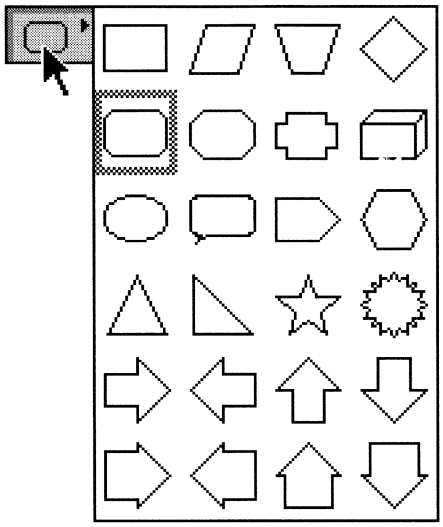
Drawing Commonly Used Shapes

The Shape tool is for drawing commonly used shapes. The tool shows which shape is currently selected. For instance, if the tool's shape is a diamond, you'll draw a diamond, but if it's a star, you'll draw a star. Every time you pick a new shape to draw, the icon on the Shape tool changes to show you what is selected.

You draw commonly used shapes the way you draw any other object—click the tool and then drag to draw.

To draw a shape using the Shape tool:

1 Hold down the mouse button on the Shape tool. A palette of shape choices appears.



The current tool choice is outlined. You can see that the Shape tool already shows that choice.

2 Select the new shape you want to draw.

When you release the mouse button, the tool replaces the previous shape icon on the Shape tool.

3 Drag to draw.

The shape you draw is the one you chose from the palette.

More about commonly used shapes

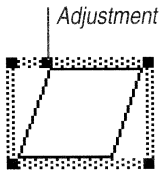
- **Using the Rectangle and Oval (Ellipse) tools**—These tools appear above the Shape tool on the Tool Palette for your convenience. Use these tools to draw shapes, too.
- **Text objects, rectangles, and ovals (ellipses) are all considered shapes**—As shapes these may all be converted to any other shape using the *Change Shape* command.
- **You can automatically change a shape into any other**—There's a *Change Shape* command in the Object menu that lets you change the shape of any object you created with the Text or Shape tools. (Lines, arcs, freeforms, and pictures are not created with the Text or Shape tools and may not be changed using *Change Shape*.) First, select the object, then choose *Change Shape*. You see the same shape palette as you do when you select the Shape tool. Just select the new shape you want to apply.
- **The shape of text objects**—A text object initially appears in the shape of a rectangle which you can see when you frame the object or fill it with a color different from the background. To change the shape, use the *Change Shape* command.

Hints

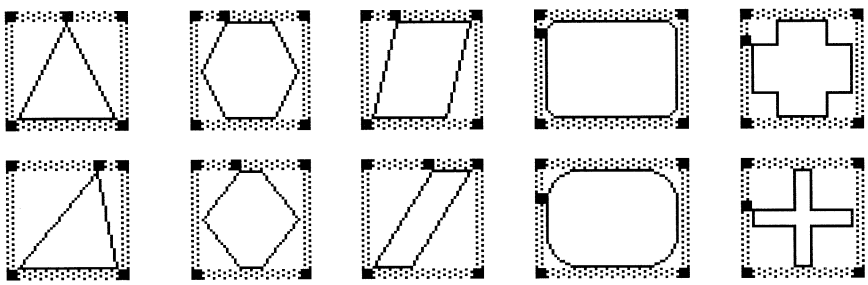
- **To make different shapes of the same size**—Draw a shape and duplicate it until you have the number of shapes you want. Then change the shape of each using *Change Shape* in the Object menu.

Adjusting an Object's Shape

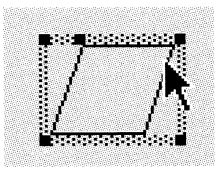
Some objects, such as triangles, trapezoids, parallelograms, the rounded rectangle, and the cross, are adjustable. Objects that are adjustable have a fifth handle—called the adjustment handle—on their selection outline. That's the handle you use to adjust the shape.



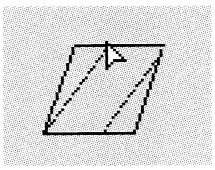
For instance, you can change the angles of a triangle, the length of the sides of a polygon, the "shear" of parallelograms, the "roundness" of the corners on the rounded rectangle, and the "thickness" of the arms of the cross.



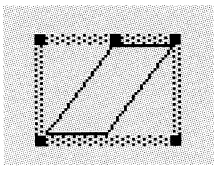
To adjust a shape:



Select the object.



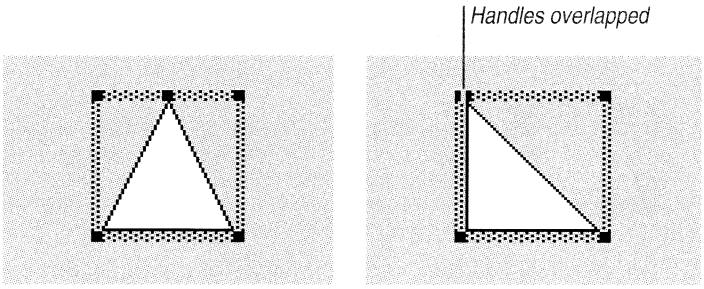
Drag the adjustment handle. As you do, the object adjusts its shape within its bounding box.



Release the mouse button.

More about adjusting an object's shape

- **The handles can overlap**—If you drag the adjustment handle all the way to a corner of the selection box, the adjustment handle and the resize handle may appear to overlap. The resize handle will be somewhat hidden.



- **Changing the shape after adjusting an object**—If you adjust an object and then change it to another similar shape (for instance, from a rounded rectangle to a cross), the adjustments are retained. If the objects are too dissimilar, the adjustments aren't retained.

Hints

- **Copying adjusted shapes**—If you use the adjustment handle to create a special object and then want the object on other slides, use *Copy* and *Paste* instead of trying to adjust each object individually. That way, you'll be sure the adjustments are all exactly the same.
- **Making an existing shape "regular"**—Double-click a shape's resize handle with the Selection tool to make the shape regular. Hold the SHIFT key as you drag a resize handle at a 45° angle to resize the shape while maintaining its regularity.

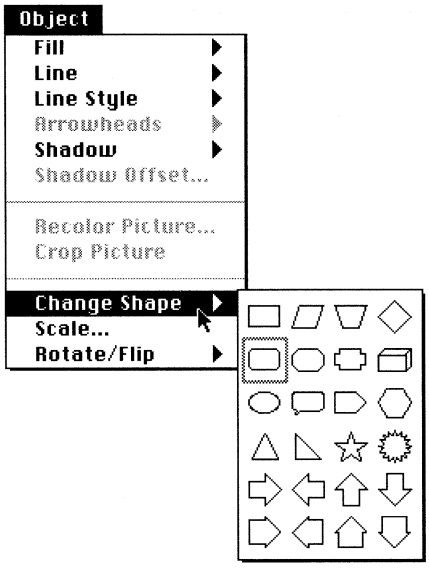
Changing Shapes

You can change the shape of any object drawn with the Text tool or the Rectangle, Oval, or Shape tool. For instance, if you draw a box with the Rectangle tool but decide to change it to a star, you can change it with the *Change Shape* command in the Object menu instead of redrawing it. The new shape will fit inside the same selection box as the original shape and have the same attributes (color, fill, and so on).

To change an object's shape:

1 Select the object.

2 Choose *Change Shape* from the Object menu.



The shape palette appears. The current shape is outlined.

3 Choose the new shape you want.

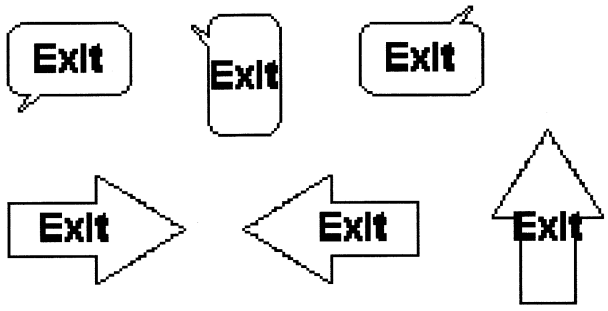
When you release the mouse button, the object changes shape.

More about changing shapes

- **New shapes and their text**—If the original shape contained attached text, the new shape contains the same text.

Hints

- **Try flipping and rotating shapes for more shape options**—When you rotate or flip a shape, only the shape changes. Text remains as it was when you typed it.



Drawing Freeform Objects

Freeform objects can consist of straight lines, freehand lines, or a combination of the two. A freeform object can be anything: a closed polygon, a puffy cloud, an outline of a state, or even your name in cursive. (Actually, all freeform lines are straight lines. What appear to be curved lines are really just a series of very short straight lines connected to one another. This becomes obvious when you edit freeform objects.)

Freeform objects can be closed or open. A closed freeform has the end of its last line connected to the beginning of its first line. An open freeform doesn't have its first and last lines connected. There are slightly different procedures for drawing closed and open freeform objects.

You use two pointers for drawing freeform objects: a pencil and cross hairs.



Pencil
If you hold down the mouse button while drawing, the cursor becomes a pencil and you can use it for drawing freehand lines.



Cross hairs
If you don't hold down the mouse button, the cursor is cross hairs and it draws straight lines.

As you draw polygons, each new side begins at a vertex. Likewise, each small motion with the pencil creates a vertex.

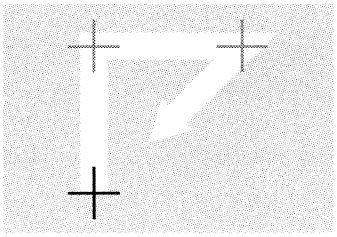
To draw a polygon freeform:

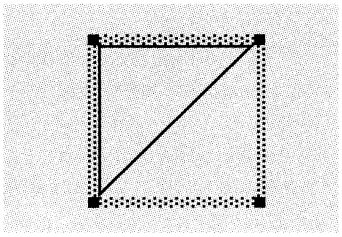
1. Click the Freeform tool.
2. Put the cursor at the point where you want the polygon to begin.

   The cursor is cross hairs.
3. Click once. That sets the starting point. *Don't hold the mouse button down while you draw.*
4. Move the pointer to the end of that side of the polygon and click once again.
5. Move the pointer to the end of the next side and click once again.
6. To create a closed object, move the pointer to the beginning of the first side (the first vertex) and click. The polygon is completed and selected.

   -Or-

   To create an open object, double-click the end of the last line, or click once and then press ESC or RETURN.





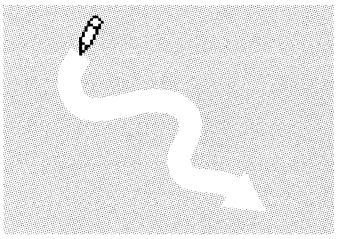
To draw a freehand freeform:

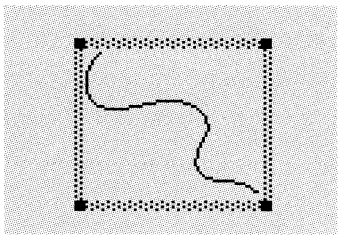
1. Click the Freeform tool.
2. Put the pointer where you want the freeform to begin.
3. Hold down the mouse button and draw.

   The pointer becomes a pencil and you can draw with it, just as you would draw with a pencil. As long as you keep the mouse button down, the pointer remains a pencil.
4. To create a closed object, put the pencil near the beginning of the starting point, release the mouse button, and click.

   -Or-

   To create an open object, double-click the end of the drawing. (Or, you can click once, release the mouse button, and press ESC or RETURN.)



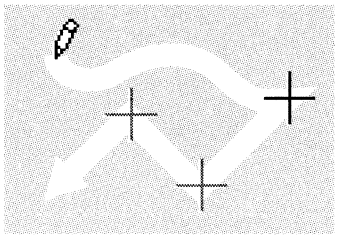


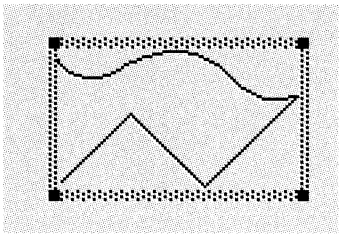
To draw a combination polygon and freehand freeform:

1. Click the Freeform tool.
2. Put the pointer where you want the object to start.

   To switch between drawing straight lines and freehand lines, you switch back and forth between the pencil (freehand) and the cross hairs (straight line) pointers by either holding down the mouse button or not holding it down.
3. Hold down the mouse button to draw with the pencil.

   The pencil follows your mouse movements.
4. Release the mouse button where you want the straight line portion of the object to start.
5. Move the mouse with the button up to draw a straight line, clicking for each vertex.
6. Continue to alternate between having the mouse button down or up until the drawing is complete.





7. To create a closed freeform, click the first vertex.

   -Or-

   To create an open freeform, double-click the last vertex.

More about drawing freeform objects

- **Deleting a vertex**—To delete the last vertex of an object while you're drawing, press the DELETE key. You can delete all but the first vertex this way. To delete vertices, see the next section for information on editing freeforms.
- **You can continue to create and edit freeforms until you switch tools or commands**—Clicking anywhere off the drawing or clicking another tool closes the freeform drawing session, or you can press ESC or RETURN.
- **To limit a side to horizontal, vertical, or 45°**—Press SHIFT as you draw.
- **Freeform attributes**—Freeform objects can have most of the attributes of other objects, including arrowheads. They can't have a line style that uses more than one line, however.
- **To see more detail, increase the view size**—To draw or edit complex sections of freeform objects, for example, increase the view size to 200% or 400% before you begin. You need to draw the entire freeform in one view, but you can always edit parts of it later in different views.

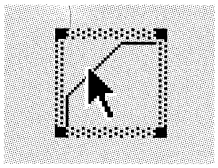
Hints

- **Open freeforms are always drawn unfilled**—You can fill them using the *Fill* command from the Object menu.
- **To add text to a freeform**—Freeforms can't have attached text. If you want to add text to a freeform, use the Text tool to create a text object, position it on the freeform object, and then group the two together with the *Group* command from the Arrange menu. (When creating a text object, be sure to click the Text tool away from the Title and Body objects.)
- **To draw freehand curves that look smoother when you print them**—Draw in 200% or 400% view size.
- **If you find yourself editing rather than drawing**—If your freeform turns into little black squares as you're drawing, you've double-clicked and are in edit mode. You can edit this freeform if you want it to be open. Since you cannot change an open freeform into a closed freeform after it's drawn, you may have to redraw the object if you want it to be closed. See the next section on editing freeforms.

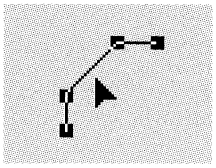
Editing Freeform Objects

Editing a freeform object is how you change its shape. Editing involves moving, adding, or deleting any of a freeform object's vertices which, in turn, affects the lines of the object.

To edit a freeform object:



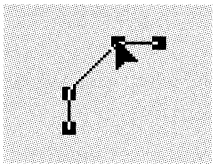
Select the freeform object.



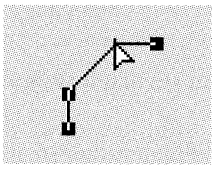
Choose Edit Freeform from the Edit menu or double-click the freeform to enter edit mode.

In edit mode all of the vertices appear and the pointer becomes a filled arrowhead. This means it's ready to edit freeforms. Now you can edit the freeform object by moving vertices, adding vertices, and deleting vertices.

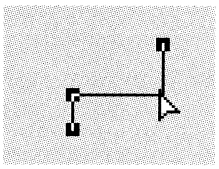
To move a vertex:



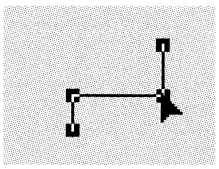
Position the pointer on the vertex to be moved.



Hold down the mouse button. The pointer becomes a clear arrowhead indicating it's ready for moving a vertex.

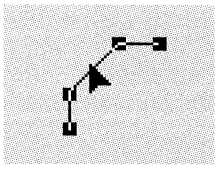


With the mouse button down, drag the vertex. Notice how the lines move in the direction you're dragging.

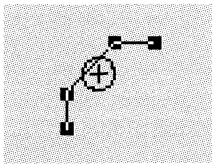


Release the mouse when you have the desired effect.

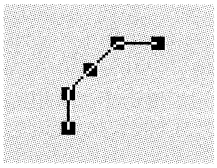
To add a vertex:



Position the pointer where you want to add the new vertex.



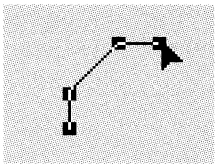
Hold down the OPTION key. The pointer becomes a plus sign indicating it's ready for adding a vertex.



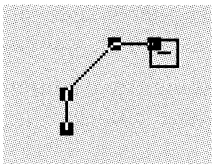
Click the mouse button to add the vertex.

If the freeform is closed, click near an existing edge. If the freeform is open, the new vertex can be added anywhere on the slide. If you click away from an edge, the vertex is added to whichever end is closer.

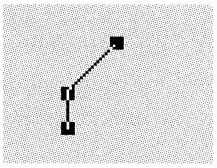
To delete a vertex:



Position the pointer over the vertex you want to delete.



Hold down the SHIFT and OPTION keys. The pointer becomes a minus sign indicating it's ready for deleting a vertex.



Click the vertex. The vertex is deleted.

The two vertices on either side of the deleted one are now connected by a single straight line. You can delete any vertex in this way.

More about editing freeform objects

- **A closed freeform cannot be opened**—Deleting the last vertex in a closed freeform changes the shape of the freeform without opening it.
- **Curved lines are really short segments of straight lines**—Notice that even though drawing with a pencil seems to draw curved lines, the lines are actually a series of straight lines connected at their vertices.
- **The *Undo* command works only after editing is done**—The *Undo* command undoes *all* vertex changes and restores the original shape.
- **Double-click a freeform or press ⌘+E**—Each is a shortcut for choosing *Edit Freeform* from the Edit menu.
- **To end an editing session on a freeform**—Click away from the freeform, or press ESC or RETURN, or press ⌘+E.

Hints

- **Increase the view size to see more detail when drawing**—Increase the view size to 200% or 400% if you need to edit small, complex portions of an object.
- **To extend an open freeform**—If you want to continue a freeform, you can easily add vertices to either end. Double-click the freeform, then hold down the OPTION key and click near the end of your freeform to add a vertex.
- **To make fine adjustments to a freeform**—Turn off *Snap to Grid* in the Arrange menu, or press ⌘ while editing.

Rotating and Flipping Objects

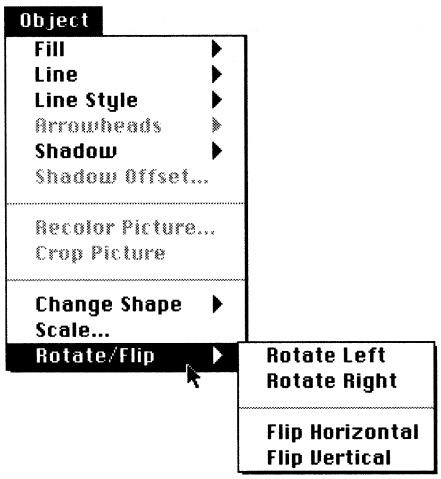
You can rotate or flip any PowerPoint object, including freeform objects. This technique is handy when you want to position a shape in an orientation not available on the shape palette.

To rotate or flip an object:

1 Select it.

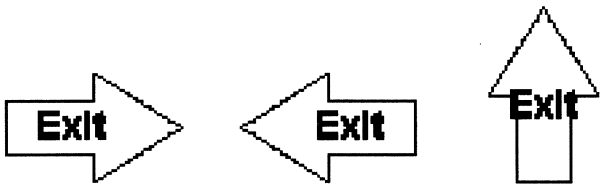
2 Choose *Rotate/Flip* from the Object menu.

The submenu of rotate and flip options appears.



3 Choose one of the options.

The object rotates or flips depending on your choice.



The original shape The object flipped The object rotated

More about rotating and flipping objects

- **Rotation is always 90°**—You can continue rotating or flipping an object until it winds up back in its original position.
- **Text stays the same**—Text in objects doesn't rotate or flip.
- **Patterns stay the same**—Patterns and shaded fills in objects don't rotate or flip.
- **Shadows stay the same**—Shadows don't change direction when rotated or flipped.
- **Bitmaps stay the same**—Bitmaps don't rotate or flip.

Hints

- **To rotate or flip more than one object**—You can group objects using the *Group* command and then rotate or flip them. Rotating or flipping a group of objects rotates or flips all the objects around the center of the group. Rotating or flipping a multiple selection rotates or flips each object around its own center.

Filling an Object with a Color or a Pattern

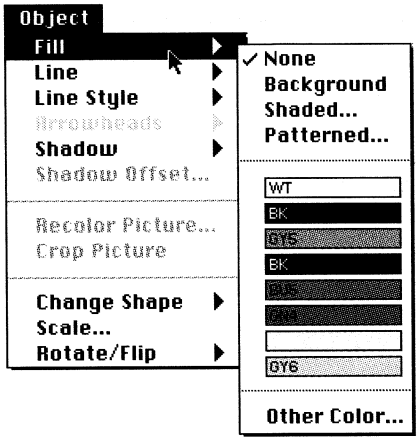
The interiors of objects can be filled with solid colors, two-color patterns, shaded colors, and the same color or shade as the background of the slide.

Objects are filled as you draw them if the Fill submenu is set to a color, *Background*, *Shaded,* or *Patterned.* If the Fill submenu is set to *None*, the object isn't filled.

To fill or unfill an object:

1 Select the object and choose *Fill* from the Object menu.

The Fill submenu appears.

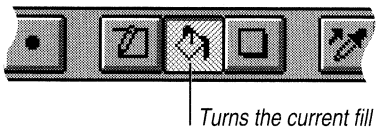


2 Choose one of the options on the submenu:

- **None**—removes any fill in the object. (This is PowerPoint's default for objects created with the Text tool, arcs, and open freeforms.)
- **Background**—fills the object with the same color or shade as the background color on the slide's color scheme. (This is PowerPoint's default for filling shapes.)
- **Shaded**—fills the object with a shaded color. (See "Choosing a Shaded Fill" later in this chapter.)

- **Patterned**—fills the object with the two-color pattern you choose in the Patterned dialog box. To choose a pattern see "Choosing a Pattern" later in this chapter.
- **Any of the colors**—fills the object with the solid color you choose. Choose a color scheme color to have the fill or pattern color change when you change the color scheme. If you don't want the fill color to change, use an Other color.

Toolbar Shortcut



Turns the current fill on and off.

More about filling an object with a color or a pattern

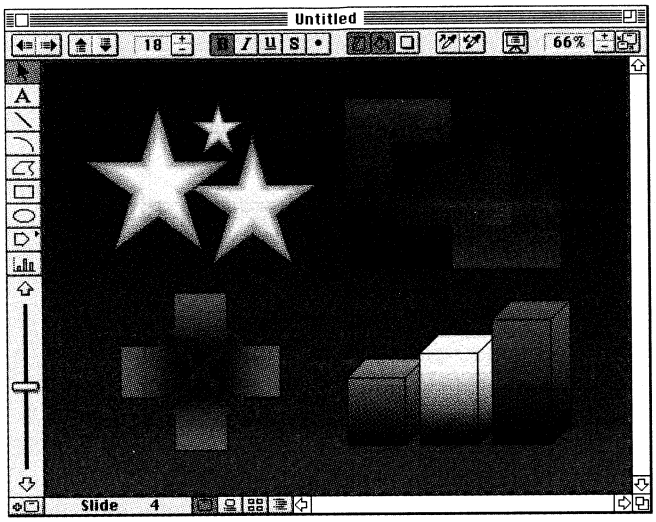
- **Mixing colors and patterns**—Fills and frames can be different colors. Choose *Line* from the Object menu to change an object's frame color.
- **If the colors on the screen are "dithered"**—Color capabilities are a function of the color card in your computer. If your computer can't display a color, it will appear on your screen as a dithered black. (A dithered black looks like a gray pattern on the screen.) If you later display or print on a device that supports the solid color it represents, you'll see the solid color.

Hints

- **Use colors sparingly**—Too many colors can get in the way of a presentation's information. Using the eight color scheme colors that appear on the menu instead of other colors makes your presentation easier to recolor later.

Choosing a Shaded Fill

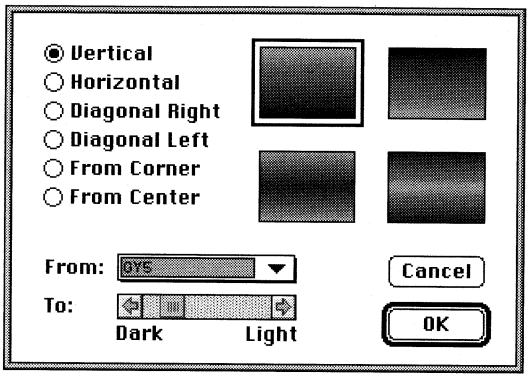
Color fills can be solid or shaded, just like the slide background color can be solid or shaded. But the shading you use for objects doesn't have to match the shading of the slide background.



To choose a shaded fill:

1. Select the object.
2. Choose *Fill* from the Object menu.
3. Choose *Shaded* from the Fill submenu.

   The Shaded Fill dialog box appears.



4. Click one of the options in the shade styles list.

   The boxes at the right show up to four variations of your choice.
5. Click the down arrow for the From color drop-down menu to choose a color for the shading.

   That's the color with which the shading will start.
6. Now drag the scroll bar to pick a light or dark ending for the shade.

   Dragging it towards light starts the shading with the color and lightens it to white, while dragging the pointer the other way darkens it to black.

   The four variations show how the shading will look.
7. Click the variation that you want for the object shading.

   Feel free to experiment! You can always change it.
8. Click the *OK* button when you have the effect you want.

More about shading the color fill of an object

- **Removing shading**—To remove the shading from an object, select it, and choose one of the colors or one of the other fill options from the Fill submenu.
- **Making the object shading the same as the slide's background shading**—If the slide background is shaded, choose *Background* from the Fill submenu to add the background shading to the object's fill.
- **Unfilled objects might look shaded**—If the slide background has shading, but the object isn't filled with anything, the slide shading will give the appearance of shading in the object.

Hints

- **Mixing different shadings**—Objects that are shaded in the reverse direction of the slide background shade can produce some striking effects.
- **For best results**—Use no more than three or four shaded objects on a slide when you're shading them with different colors. Multiple objects shaded with the same colors won't overload your palette.
- **View your slides at 100% view**—Patterns may appear distorted at reduced and enlarged views since line weights in patterns don't scale.
- **To print faster**—You can print faster if you don't use shaded objects and shaded backgrounds.

Choosing a Pattern

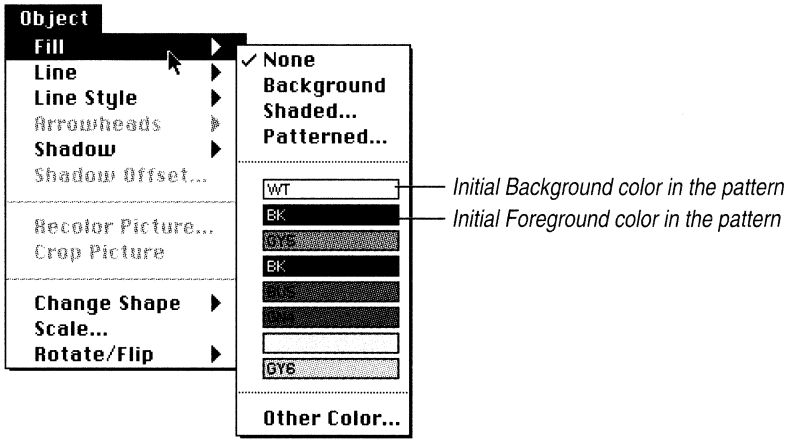
Fill patterns have three attributes that you can change: design, Foreground color, and Background color. The Foreground color is the one "on top," while the Background color is the one "underneath."

To choose a new pattern for an object:

1 Select an object.

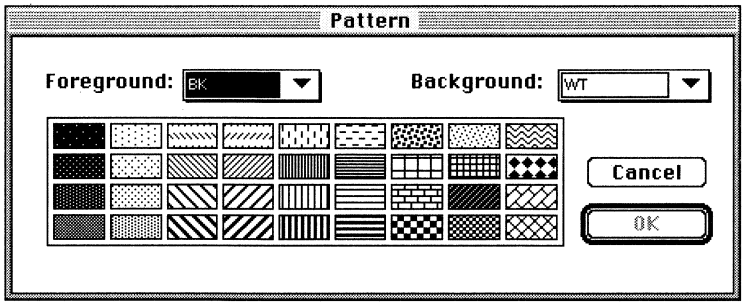
2 Choose *Fill* from the Object menu.

The Fill submenu appears.



3 Choose *Patterned.*

The Pattern dialog box appears. Note that its Foreground and Background colors are initially the Lines and Text and Background colors from the color scheme.



4 Choose a pattern design from the table.

5 Click the down arrow for the Foreground color to choose a new color.

6 Choose a new Background color, if you wish.

The changes take effect immediately. Move the dialog box, if need be, to see the changes on your slide.

7 Click the *OK* button.

More about choosing a pattern

- **Pattern colors and slide colors**—The Foreground and Background colors of the pattern don't have to be the same as the Lines and Text and Background colors of a slide. Choosing different colors for a pattern in no way affects the slide's colors.
- **Changing a pattern to a solid color**—To change a pattern to a solid color, select the object, choose *Fill* from the Object menu, and choose a color.
- **Patterns don't resize**—Resizing and scaling objects doesn't affect the size of the pattern. For example, the lines of a pattern will be just as thick in a small object as in a big one.
- **If you change the color scheme**—If you change the color scheme, the pattern colors will change, too, as long as they're selected from the color scheme. If they are not color scheme colors, they won't change.
- **Printing patterns on a black and white draft**—When you print a pattern in black and white, the Foreground color is always white and the Background color is always black.

Hints

- **Mixing text and patterns**—Text in pattern-filled objects can sometimes be hard to read, both when projected on the screen and when printed on a black-and-white printer. Carefully check your presentation to make sure the patterns are effective.

Adding Shadows to Objects

Shadows give objects a 3-D effect and make them appear to float on the slides.

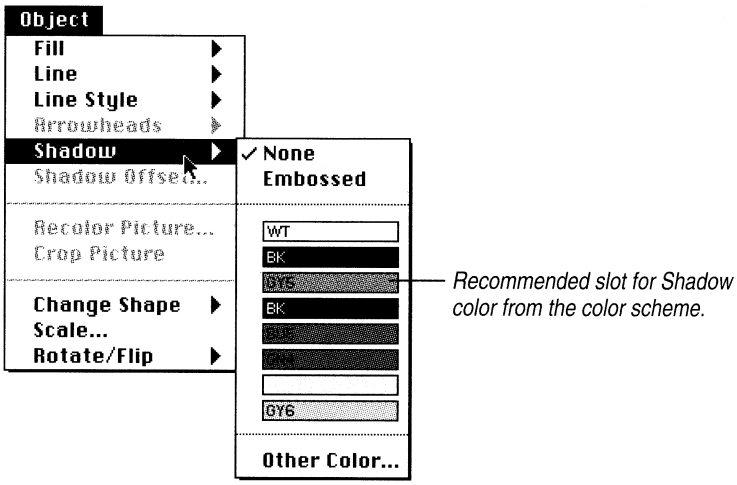
You can add a shadow and you can change the shadow's offset—its position relative to the object—using the *Shadow Offset* command in the Object menu. Each shadowed object on a slide can have a different offset.

To add a shadow to an object:

1 Select the object.

2 Choose *Shadow* from the Object menu.

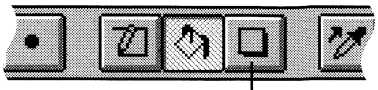
The submenu appears.



3 To shadow the object, choose a color.

The color you select will be the shadow's color.

Toolbar Shortcut

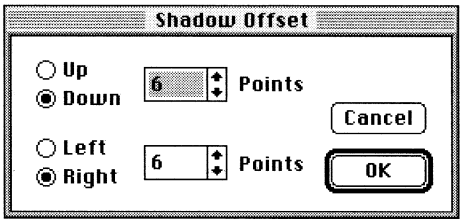


Turns the current object shadow on and off.

To change the shadow offset:

1 Choose *Shadow Offset* from the Object menu.

The Shadow Offset dialog box appears.



2 Adjust the shadow offset orientation using the radio buttons, then adjust the amount of offset using the up/down arrows.

Move the dialog box out of the way by dragging its title bar so you can see the effect of your changes.

3 Click *OK* to confirm the settings.

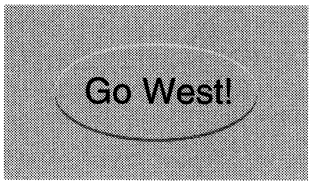
-Or-

Click *Cancel* to close the dialog box without making any changes.

More about adding shadows to objects

- **Unfilled objects can have shadows, too**—When you shadow an unfilled object, its frame is shadowed.
- **Objects can have either shadowing or embossing**—Objects can be embossed or shadowed, but not both. See the next section of this chapter for information on embossing.





- **Text can also have shadows**—You can shadow text using the *Style* command in the Text menu. Then, from the Style submenu, choose *Shadow*. Or you can click the *Text Shadow* button on the Toolbar. See *Chapter 7: Working with Text* for details.

Hints

- **Pictures can have shadows**—Since a picture you bring into PowerPoint is an object, you can shadow it just like any other object.

Embossing Objects

Embossing is similar to shadowing an object, except it uses extra highlighting to produce the effect. Because of the way the eye perceives embossing and colors, embossing looks best on objects that are the same color as the slide background. Therefore, when you emboss a filled object, PowerPoint makes the object the same color as the background. You can change the object's color back if you want to. Experiment for interesting effects—try different combinations of frame and no frame and fill and no fill.

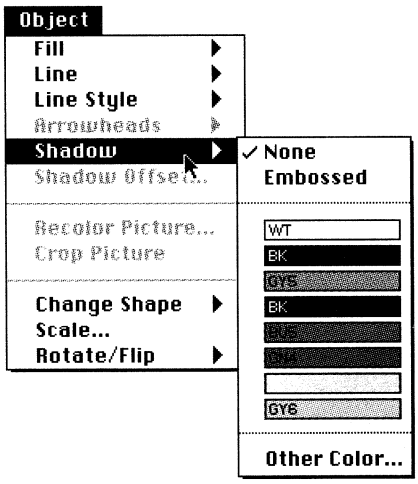
A general note... Embossing works best on a medium-toned background.

To emboss an object:

1 Select the object.

2 Choose *Shadow* from the Object menu.

The submenu appears.



3 Choose *Embossed* from the submenu.

The embossed object appears on your slide.

More about embossing objects

- **Text can also be embossed**—You can emboss text using the *Style* command in the Text menu. Choose *Embossed* from the submenu.

Hints

- **Embossing colors are set by PowerPoint**—The colors used to emboss objects are set by PowerPoint so you get the best possible effect.
- **If PowerPoint changes a color to emboss an object**—The color is not restored automatically if you turn off the embossing.

Grouping and Ungrouping Objects

Grouping objects combines them so you can work with them as though they were a single object.

When you group objects, you can move, flip, rotate, and resize all the objects in the group at the same time. As with individual objects, text and bitmaps remain in the same orientation when you flip and rotate a group of objects.



Object ungrouped



Object grouped



Object flipped



Object resized

To group a set of objects:

1 Select the objects you want in the group.

   Hold down the SHIFT key and click each object you want to have in the group, or drag a selection rectangle around them.

2 Choose *Group* from the Arrange menu.

   The selection box for all the selected objects becomes one outline around all of them.

The objects are now grouped.

To ungroup a set of grouped objects:

1 Select the group object.

2 Choose *Ungroup* from the Arrange menu.

The objects are now once again separate.

To automatically reassemble a former group of objects, select any one of them and choose *Regroup* from the Arrange menu.

Groups and Subgroups

Sometimes, when you're making a complicated drawing, you'll want to create different groups of objects within the drawing. This is called creating *hierarchical groups*, in which each subgroup forms a level in your drawing. To do this, draw one set of objects and then group them, draw the next set and group them, and so on. That way, if you want to work on one of the groups in the drawing, you can just ungroup that set of objects without disturbing the others.

When you ungroup a nested group, it is done subgroup by subgroup. That is, when you select a grouped object and choose *Ungroup,* PowerPoint disassembles only the objects in the last group formed. Choosing *Ungroup* again disassembles the next group, and so on.

When regrouping a former group, PowerPoint remembers the subgroups and reforms all of them.

Here's an example:



1st group



2nd group



Regroup

More about grouping and ungrouping objects

- **Regrouping without selecting first**—If no object is selected on the slide and you choose *Regroup*, the most recently ungrouped group is reformed.
- **Regroup while the slide is current**—PowerPoint remembers ungrouped groups only while the slide is current. If you switch to another slide and then come back to the initial one and try to regroup a group, you'll have to regroup it manually.
- **Grouping and the stacking order**—When you create a group, the objects all become adjacent in the "stacking order." Objects in the group are moved next to the frontmost object selected. See "Stacking Objects on Top of Each Other" later in this chapter.
- **Changing an attribute**—When you change an attribute for a group of objects, PowerPoint changes that attribute for all objects in the group. The attribute is added to the objects that don't have it.
- **Resizing multiple objects**—Group objects to resize them all at once.
- **Working with bitmaps**—Bitmaps can't be ungrouped.

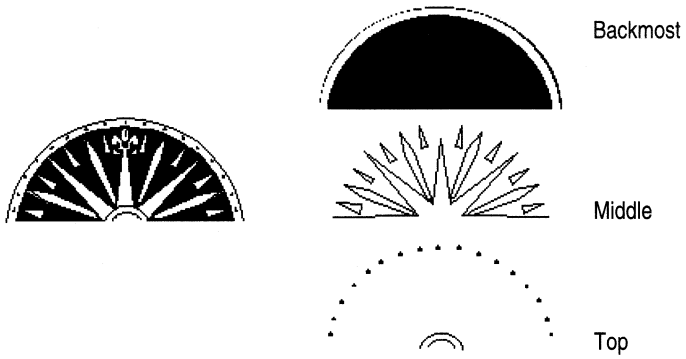
Hints

- **A shortcut for editing text in a single object in a group**—Click the Text tool, then click the text you want to edit. You don't have to ungroup the group. While editing the text in this way, you can also change the attributes of an individual text object in a group.

Stacking Objects on Top of Each Other

Although all objects seem to be drawn on a flat slide, in fact, objects are like individual pieces of paper in a stack. The most recently drawn object is added to the top of the stack. This "stacking order" of objects is important because the objects on the top of the stack can cover, and obscure, those underneath it. You can see this effect by dragging one filled object onto another filled object. One of the objects will cover the other.

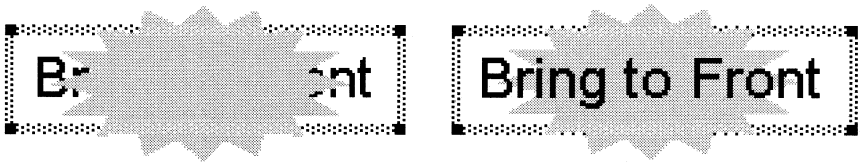
Understanding the stacking order is especially important when you're creating slides with multiple objects that intersect.



PowerPoint has two sets of commands to deal with the stacking order of objects: *Bring to Front* and *Send to Back* move an object to the top and bottom of the stack, respectively, *Bring Forward* and *Send Backward* move the object up or down one level in the stack at a time.

Having these commands means you don't have to keep track of the order of objects as you draw them. That is, you don't have to draw the "bottom" object first, then draw the next object in the stack, and so on. You can draw objects in any order and then move them up and down the stack as appropriate.

Here are some examples:



Before changing the stacking order

After changing the stacking order

To move an object to the front or back of the stack:

- Select it and choose *Bring to Front* or *Send to Back* from the Arrange menu.

  Bring to Front—puts the object on top of the stack, where it covers all others in the stack.

  Send to Back—puts it on the bottom, where it is covered by all other objects.

To move an object up or down one level in the stack:

- Select it and choose *Bring Forward* or *Send Backward* from the Arrange menu.

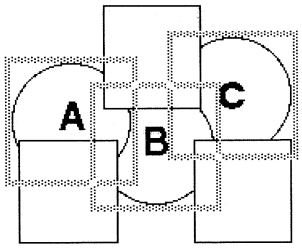
  Bring Forward—moves the object up one level in the stack.

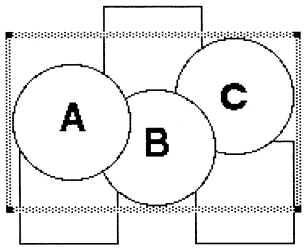
  Send Backward—moves the object down one level in the stack.

Each time you choose a command, the object moves up or down another level in the stack.

More about stacking objects on top of each other

- **Objects in a multiple selection retain their stacking order**—When you move a multiple selection up or down in the stack, the objects retain their relative positions even though they move as a group. For example, if you select objects A, B, and C where the stacking order is A on top, then B, then C and move them to the top of the stack, A will be on the very top, B second, then C, followed by all the rest of the objects on the slide.





- **Grouped objects and the stacking order**—If you move a grouped set of objects in the stacking order, all of the objects in the group have adjacent stacking positions relative to the other objects on the slide. When you ungroup the grouped set, the objects retain their stacking order.
- **Seeing object outlines**—Choose *Show Edges* from the Arrange menu to see the edges of all objects. The outlines continue to appear until you choose *Show Edges* again to turn it off.
- **Edges don't affect slide shows or printing**—Outline edges don't appear in a slide show, or when the slides are printed.

Hints

- **Hiding objects by covering them with an object**—Sometimes you'll want to obscure portions of objects. To do this, you can use an unframed object filled with the Background fill. Bring it to the top of the stack (or at one level above the object you want to cover) and drag it over the object.
- **Keyboard shortcuts**—To send an object back one layer at a time, select the object and press ⌘+−. Pressing ⌘+= brings an object forward one layer at a time.
- **If it seems as if the *Bring Forward* or *Send Backward* command is having no effect**—Remember that the stacking order includes every object on the slide.

Aligning Objects

Often you'll want objects to be perfectly aligned on a slide—all their left edges aligned vertically, or all their top edges aligned horizontally, for example. You don't have to align them yourself. PowerPoint can do it for you automatically.

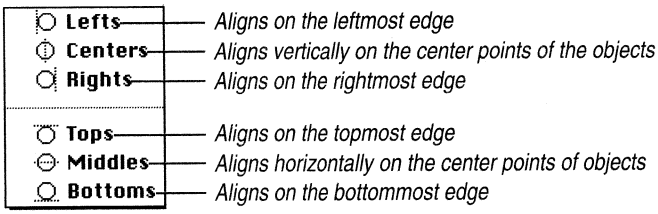
To align a set of objects:

1 Select them.

2 Choose *Align* from the Arrange menu.

The Align submenu appears.

3 Choose one of the options from the submenu:



More about aligning objects

- **Aligned objects aren't fixed in place**—You can move any of them by dragging.
- **Groups align as a single object**—You must first ungroup a group if you want to align the objects in it with each other.

Hints

- **Aligning freeform objects and thick lines**—Freeform objects and thick lines may not align as you expect because of where PowerPoint sets the edges and centers. Align these objects and lines manually if their positioning doesn't suit you. See the next section, "Laying Out a Slide with the Guides and Grid," for details.
- **It's the edges of text objects that alignment is based on**—If text extends beyond the edges of an object, that object may not appear to be aligned properly. Make sure the text alignment setting matches that of the object alignment. (If you want to Left align text objects, Left align the text itself for best results.)

Laying Out a Slide with the Guides and Grid

PowerPoint has a built-in reference system for aligning objects on slides. The system consists of a grid and guides.

Using the Grid

The grid is an invisible network of lines about 1/12 of an inch apart that covers the slide. As you draw objects, their corners align on the nearest intersection of the grid. Although you can't see the grid, it automatically helps align objects.

You can turn the grid on and off. When it's off, an object's corners can be anywhere on the slide.

To turn the grid on and off:

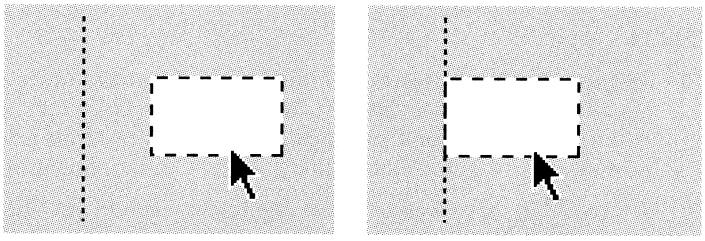
▶ Choose *Snap to Grid* from the Arrange menu.

When a check mark is in front of *Snap to Grid*, the grid is on.

When there's no check mark in front of *Snap to Grid*, the grid is off.

Using the Guides

The guides are two straightedges—one horizontal and one vertical—that you can use to align objects. When close to a guide, an object's corner or center (whichever is closer) will snap to the guide. Thus, you can drag objects individually to the guide and they'll all snap to the guide and align themselves. (You can think of guides as having "magnetic" attraction for objects. As objects get close to a guide, they seem to jump to it.)



Here, an object's edge jumps to the guide to align itself.

To use the guides:

1 Choose *Show Guides* from the Arrange menu.

The guides appear in the drawing area, centered.

2 To move a guide, drag it with the Arrow tool.

As the guide moves, numbers on it indicate the distance of the guide from the center of the slide. The numbers refer to the distance on the printed slide. Thus, 1.5 inches means one and a half inches from the center on the printed slide.

3 To align an object with a guide, drag the object close to a guide. The object's corner or center jumps to the guide (whichever is closer).

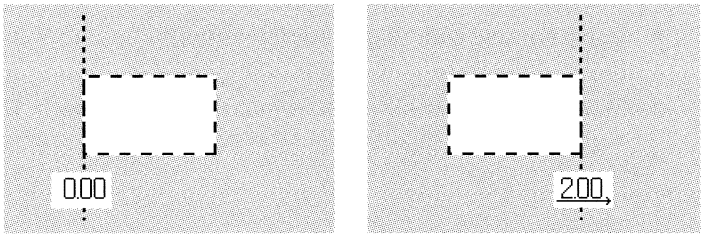
If you want to move an object off the guide, drag the object far enough away to overcome the guide's "magnetism." Or you can turn off the guides.

4 To turn off the guides, choose *Hide Guides* from the Arrange menu.

Choosing this command a second time removes the check mark in front of the command and removes the guides from your slide. Or, you can temporarily turn off the effect of the guides by pressing ⌘ as you drag an object.

To use the guides to measure from one point to the next:

▶ Hold down the OPTION key while you drag a guide. The numbers on the guide show the distance between where you start dragging and where you stop. Again, distance is on the printed slide, not the screen.



Dragging down the guide with the OPTION key shows you this object will be 2 inches long on the printed slide.

More about the guides and grid

- **You can see if the grid is turned on**—You can tell when the grid is turned on as you move objects. They seem to move in discrete jumps instead of smoothly across the slide. In fact, the corner of the object is "jumping" from intersection to intersection on the grid. If you are in doubt, check to see if the command has a check mark in the Arrange menu.
- **Aligning grouped objects**—If a group of objects is selected, the corners or center of the group aligns to the grid, not the corners of the individual objects.
- **How the guides move when the grid is on or off**—When the grid is turned on and you move the guides, they move from grid line to grid line and may seem to jump. Turn off the grid if you want the guides to move smoothly (one pixel at a time) across the slide.
- **The guides and grid stay turned on from slide to slide**—The guides and grid remain turned on from slide to slide until you turn them off. They also remain at the same position from slide to slide to give you a consistent frame of reference for positioning objects on successive slides.
- **Using the guides on larger views**—If you're viewing a slide at a larger view (200% or 400%), the slides will be bigger than the screen. In that case, when turned on, the guides appear centered in the visible area, which may not be the center of the slide.
- **Turning the grid on doesn't affect existing objects**—Drag them to reposition them on the grid.
- **Using the grid with shapes and freeforms**—The corners of the selection box snap to the grid when aligning shapes and freeforms.
- **When you use PowerPoint with international settings**—The measurements you see when you drag the guides are in centimeters rather than inches.

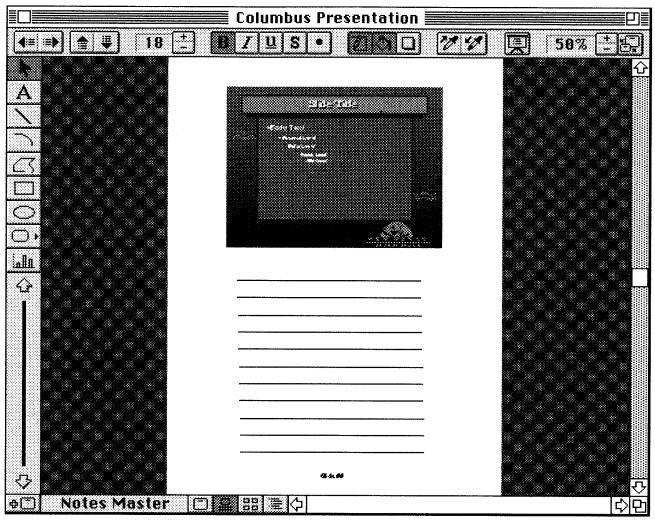
Hints

- **You can leave the grid on all the time**—Press the ⌘ key as you drag a guide or object to override the grid.
- **Centering objects with the guides**—The guides are especially useful for drawing objects exactly centered on the slide. You start the object at the center and draw it outward using the OPTION key. For example, to draw a rounded rectangle border on a slide (such as you might do on the Slide Master), display the slide at a smaller scale so it's completely visible, show the guides, click the rounded rectangle tool, put the cursor exactly on the center intersection of the guides, hold down the OPTION key (so it will draw from the center outward), then drag toward any corner.
- **Drawing concentric objects**—You can use the same process as described in the above hint to draw the concentric circles of a bulls-eye, except you draw successive circles instead of a single rounded rectangle.
- **You can temporarily ignore both the grid and guides**—Press ⌘ as you drag.

Duplicating Objects

Often, a slide will have an array of the same object on it. For example, you may want to create an organization chart and have all the boxes be the same size. Instead of having to draw each of the boxes individually, you can draw one and use the *Duplicate* command to duplicate it. The *Duplicate* command also remembers the copy's position relative to the original object so you can both duplicate and position objects in one step.

Here's an example of drawing lines on the Notes Master so you can write in additional notes by hand.



To duplicate and position an object:

1. Draw an object.
2. Position it where you want the first one to be.
3. Choose *Duplicate* from the Edit menu.

   The object is duplicated and slightly offset from the original so you can see it.
4. Immediately drag the second object to its new position.
5. Now choose *Duplicate Again* from the Edit menu.

   When you have not deselected the first duplicate, the *Duplicate* command reads *Duplicate Again*.

   The next object appears at the same distance from the second one.
6. Continue choosing *Duplicate Again*. Each object will be positioned the same distance from the preceding one.

You don't have to drag any of the succeeding objects.

More about duplicating objects

- **PowerPoint remembers positioning only as long as the object is selected**—Position an object right after you duplicate it the first time. If you click some other object, or choose another command, you're turning off the positioning. You can, however, drag the guides without losing the positioning.

Hints

- **Keyboard shortcuts**—⌘+D is the keyboard shortcut for *Duplicate* and *Duplicate Again*. You can also hold down the OPTION key as you drag to duplicate an object.
- **Offsetting multiple duplicated objects**—If you want to position the second object some known distance from the first one, show the guides first, move them to the position, and then start the duplicating process. Drag the first duplicate onto the guide. The rest of the duplicates will be that distance away from the succeeding one.

Graphing

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Overview

PowerPoint comes with a powerful embedded application called Microsoft Graph. Using Graph, you can create all kinds of graphs for your presentations without ever leaving PowerPoint. Once you've created a graph, you just return it to your presentation.

When a graph is embedded on a slide, it's more than a picture. To edit the graph later, just double-click it to return to Graph. There, you make your changes and then return the edited version of your graph to your presentation.

This chapter describes how to use Graph. You'll learn how to create and edit graphs and how to work with graphs in PowerPoint. As you work, you'll also learn about Graph's windows, menus, and commands.

Note: The graphs you create with Graph are embedded objects. For more information about working with embedded objects, see *Chapter 12: Using PowerPoint with Other Applications.*

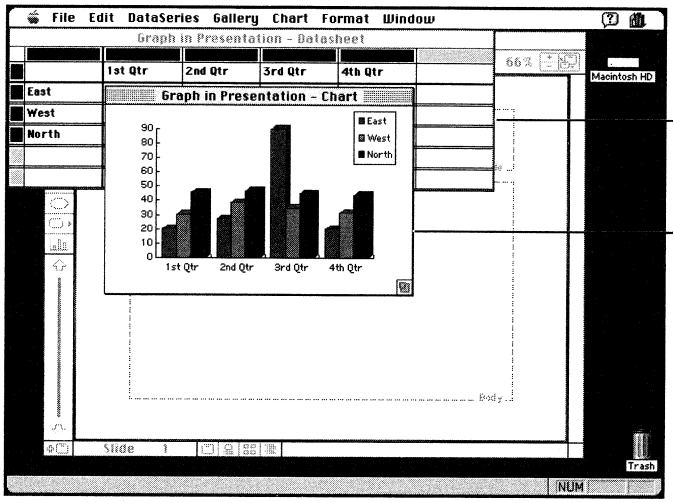
Things to Know About Graphing

Here are a few general terms and concepts designed to help you understand how Graph works. Additional terms are defined in the sections of this chapter in which they are used.

Terminology

Datasheet window—the window that contains the sample datasheet in which you enter your data.

Chart window—the window that contains the sample graph in which your data appears in graph form as you enter it in the Datasheet window.



Graph tool—the tool on the bottom position of the PowerPoint Tool Palette. When you use this tool to draw a box on your slide where your graph will be placed, you automatically go to Graph so you can work on a graph.

Concepts

Graphs you create with PowerPoint's Graph tool are embedded objects—The graphs are pictures of what you created in Graph that include information about Graph. When you double-click a graph, it automatically launches the application.

Graphs are stored in your presentations—Graphs aren't stored in separate files. This means you can copy a graph onto another slide or to another presentation and each copy carries with it access to the data used to generate the graph. Just double-click the copy of the graph, and you're right back in the Graph application.

You can edit your graphs—To edit a graph, simply double-click it. You return to the Graph application. The graph you are working on appears in the Chart window and the data you entered to create the graph appears in the Datasheet window.

Starting Graph

Whenever you want to create or edit a graph for a presentation, you simply click the Graph tool on the PowerPoint Tool Palette. Then draw a box on the slide that is about the size of the graph you want to put there.

To create a new graph:

1 Start PowerPoint.

2 Open the presentation in which you want to add a graph.

3 In Slide view, go to the slide on which you want the graph to appear.

-Or-

Click the *New Slide* button to add a new slide.

4 Click to select the Graph tool.



The cursor changes to a cross hair.

5 Drag a box on the slide that is the approximate size and shape you want your graph to be.

Graph's sample datasheet and graph appear, giving you access to all the graphing commands.

To edit an existing graph:

▶ Double-click the graph on the slide in your presentation.

PowerPoint opens Graph. Your graph and data appear in the window.

Returning Your Graph to PowerPoint

You can return your graph to PowerPoint and quit Graph, or you can return your changes to PowerPoint and keep working in Graph. Here's how:

To return your graph to PowerPoint and quit Graph:

- Choose *Quit and Return* from the Graph File menu.

  PowerPoint asks if you want to update your presentation. Click *Yes*.

To update your PowerPoint graph without leaving the Graph application:

You can use the *Update* command to return any changes you make to your slide while keeping Graph open.

- Choose *Update* from the Graph File menu.

  PowerPoint returns your changes to your PowerPoint file so you can see how they look on the slide. You may want to move and resize the Chart and Datasheet windows and the PowerPoint window so you can see all of them at the same time.

Note: Returning or updating your graph in PowerPoint isn't the same as saving your work. Choose *Save* on the PowerPoint File menu to save your presentation and your graph.

Working with Graphs in PowerPoint

Once you've created a graph, you work with it in PowerPoint in much the same way you work with other objects. You can reposition it, copy it, cut and paste it, and so on.

Here are some examples:

Repositioning a Graph on a Slide

You move a graph in PowerPoint the way you do any other object—by dragging it.

1 Click the graph to select it.

2 Move the graph on the slide by dragging it by the edges.

Copying a Graph

Copying a graph is handy if you want to use a graph in more than one presentation, or on more than one slide.

1 Click the graph to select it.

2 Choose *Copy* from the Edit menu.

3 Switch to the slide on which you want the copy of the graph to appear.

The slide can be in the presentation you're working on or in another presentation. The graph is available on the clipboard, so you can copy it within and among presentations.

4 Choose *Paste* from the Edit menu.

PowerPoint pastes the copy of your graph on the slide. Now you can edit it and reposition it, if necessary.

Cutting and Pasting a Graph

You cut and paste a graph like you do any other object in PowerPoint.

1 Click the graph to select it.

2 Choose *Cut* from the Edit menu.

3 Switch to the slide in which you want the graph to appear.

The graph is saved on the clipboard, so you can paste it in the same or a different presentation.

4 Choose *Paste* from the Edit menu.

PowerPoint pastes the graph on the slide. Now you can edit it in Graph or reposition it in PowerPoint, if necessary.

More about working with graphs in PowerPoint

- **Each copy you make of a graph is a separate object**—If you copy a graph, then change it within Graph, you're changing the copy, not the original. Each copy you make is treated as a separate object by PowerPoint and Graph.

Hints

- **To resize a graph**—You can resize a graph in PowerPoint and in Graph, but you get more predictable results when you resize in Graph. For graphs that are the same size in PowerPoint and in Graph, resize the Chart window. See "Resizing a Graph by Resizing the Chart Window" later in this chapter.
- **To copy a graph on the same slide**—As with all PowerPoint objects, if you hold down the OPTION key and drag a graph, you are dragging a *copy* of the graph, not the original object.

Working with Colors

The colors you use in graphs are determined initially by your PowerPoint color scheme. But you can also change these colors in PowerPoint and in Graph.

How Graph Uses Your PowerPoint Color Scheme

When you create a graph, PowerPoint hands over the color scheme you are using to Graph to use in coloring the elements of the graph. Graph uses the colors from your scheme in the following way:

Background—to color the background behind your graph

Lines and Text—to color axes, grids, text, and the like

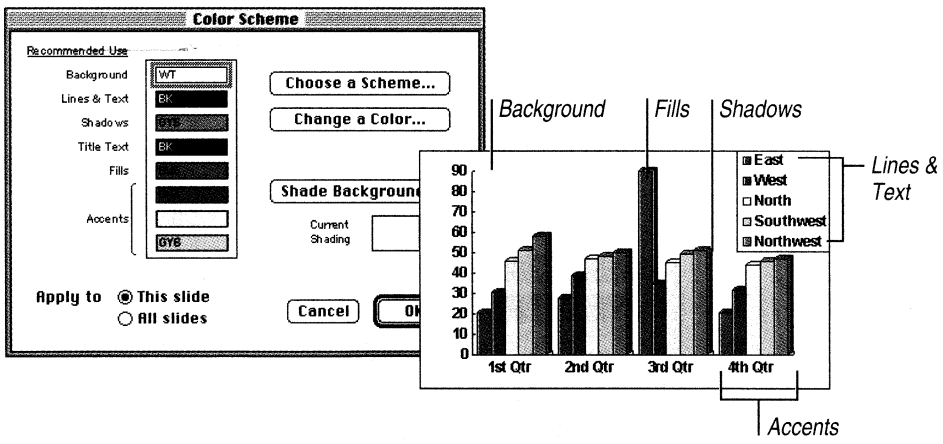
Fills—as the color for the first item in the series

Accents—as the colors for the second, third, and fourth items in the series

Shadows—as the color for the fifth item in the series

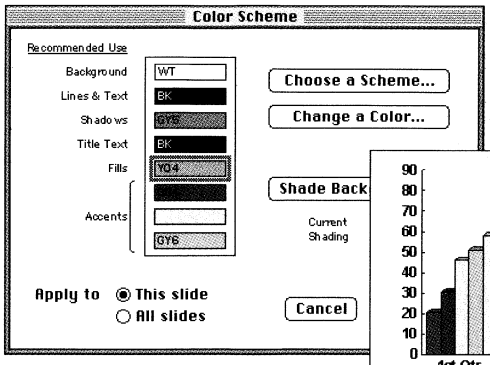
Title Text—as the color for the sixth item in the series

Here's a graph with a series of five bars that shows how a color scheme is used:

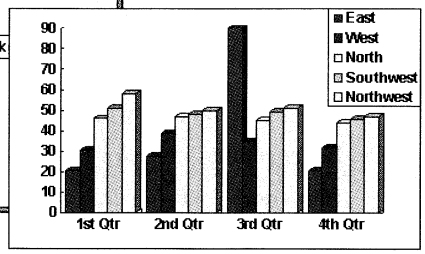


Changing the PowerPoint color scheme

If you change your color scheme after you create a graph, and *Entire Color Scheme* is selected in the Recolor Graph dialog box, PowerPoint automatically recolors the graph for you by substituting the new colors in the scheme for the old ones. For example, if you had a red fill color and it's now green, the first item in the series on your graph would change from red to green.



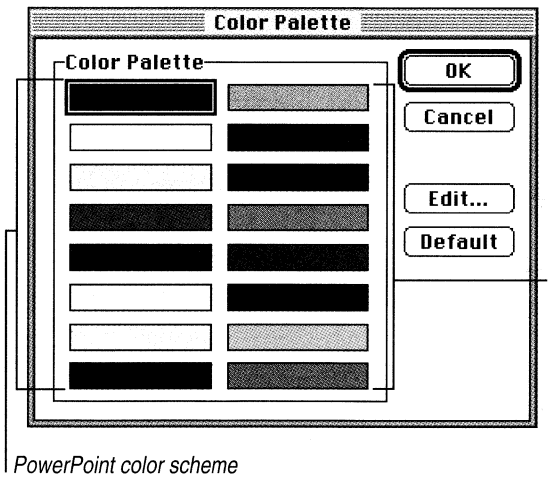
New color scheme



New graph

Using the Graph Color Palette

Like PowerPoint, Graph has a color palette. It includes your PowerPoint colors as well as additional colors. Here's how your PowerPoint color scheme is positioned on the Graph color palette:



We've already mentioned how Graph uses your PowerPoint color scheme. In addition, Graph uses the additional colors on its color palette in the following way:

Black and White—These are two of Graph's default colors. They don't get replaced by PowerPoint. Graph uses black to separate items in a series (to draw the dividers on a pie chart, for instance). White is used for patterned fills. You can change these colors within Graph, but you may get some unusual results.

Gray 1 and Gray 2—These are the remaining two Graph default colors. Like black and white, the grays don't get replaced by PowerPoint. You can change these colors within Graph if you wish.

The Non-Color Scheme Colors—Graph uses special colors when you draw line and scatter graphs so they'll show up on your graphs.

Preparing to customize a color in Graph

Note: We suggest you work in PowerPoint when you are recoloring a graph. Graph can keep track of the PowerPoint colors you use. If you wish to customize a color in Graph, here's how it's done:

Graph has a color picker which allows you to pick additional colors for your graph. If you want to use colors in your graph other than those in your PowerPoint color scheme, and other than the colors on the Graph color palette, and you want to do it within Graph, you start by telling PowerPoint which colors it's responsible for. To do this, you use the *Recolor Graph* command in the Object menu.

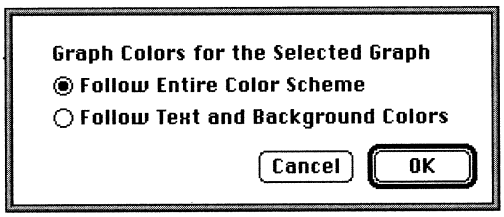
To tell PowerPoint which colors are under its control:

1 Click the graph once to select it.

Aside... If you double-click and launch Graph, just choose *Quit and Return* to go back to Powerpoint and continue on.

2 Choose *Recolor Graph* from the Object menu.

The Recolor Graph dialog box appears.



3 Choose the categories of colors you want PowerPoint to control.

Follow Entire Color Scheme—Choose this option to have PowerPoint recolor the bars, columns, or pie charts on your graph as well as the text and background. *This option cancels any customized colors you create in Graph.*

Follow Text and Background Colors—Choose this option to have PowerPoint recolor only the Text and Background colors on your graph. This option cancels only the Text and Background colors you customize within Graph.

Note: When you're customizing colors in Graph, the color choice called *Automatic* means Graph will use the PowerPoint Lines and Text and Background colors. If you choose a color *other than Automatic* for Lines and Text and Background, when you return to PowerPoint that color won't be changed to a color in the PowerPoint color scheme. For example, if you choose a color other than *Automatic* from the Graph color menu for the labels on the x-axis, the x-axis is assigned the new color in Graph and remains in the new color choice when you return to PowerPoint. The color assignment is no longer automatic.

4 Click the *OK* button.

Now, when you customize colors within Graph and return the graph to your presentation, PowerPoint only updates those colors you specified.

Customizing Graph's colors

You can customize the colors that appear in the Graph color palette. To do this, create new colors using the Color Editing dialog box. (Make sure the Recolor Graph option you want is selected so you keep the colors you're going to customize in Graph.)

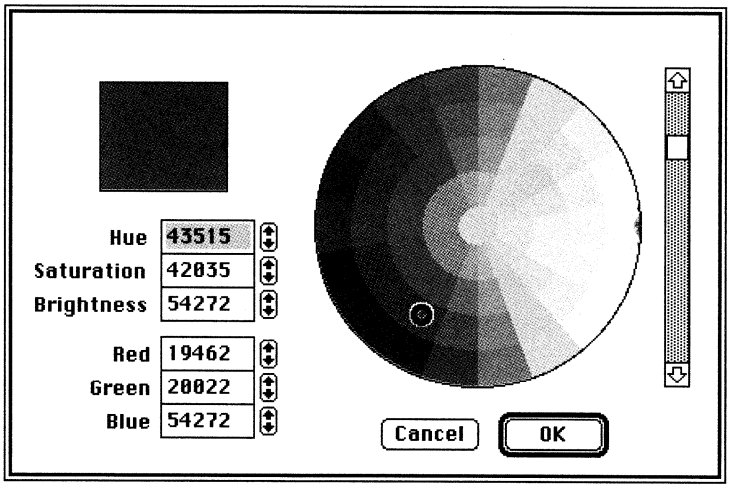
To customize colors in the Graph color palette:

1 From the Graph Format menu, choose *Color Palette.*

2 In the Color Palette box, select the color you want to customize.

3 Choose the *Edit* button.

The Color Editing dialog box appears with the selected color displayed.



4 Click the up or down arrows in the color control boxes to increase or decrease the amount of hue, saturation, and brightness you want in the color.

5 When you have the color you want, click the *OK* button.

Repeat steps 2 through 5 for each color you want to change.

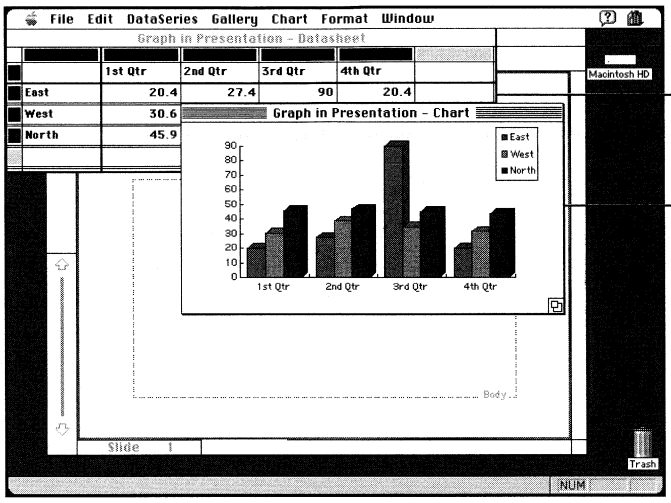
All of your changes are applied and the dialog box closes.

More about working with colors

- **Changing your colors in PowerPoint**—If you want to stay within a PowerPoint color scheme but don't like the way the colors appear in your graph, try changing the Fill color and the Accent colors in your PowerPoint color scheme. Your graph will automatically be updated so you can see how it looks.
- **You need a color monitor to customize colors in the Graph color palette**—If you are using a monochrome monitor, the names of colors are displayed, instead of the colors themselves.

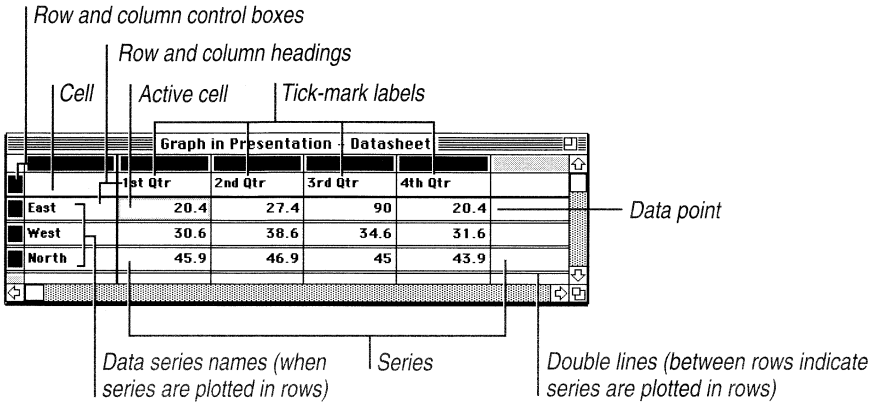
Understanding the Windows

Graph has two windows—the Datasheet window and the Chart window. The Datasheet window contains data. The Chart window displays the data as a graph. When you create a new graph, Graph displays sample data in the Datasheet window and plots that data as a column graph in the Chart window. You then type in your own data and reformat the graph the way you want.



The Datasheet Window

You use the Datasheet window to enter and edit your data. The datasheet, like a worksheet, is divided into 4,000 rows and 256 columns for entering numbers and labels. Whenever you change the data in the datasheet, Graph automatically reflects those changes in the graph. Here are the parts of a datasheet:



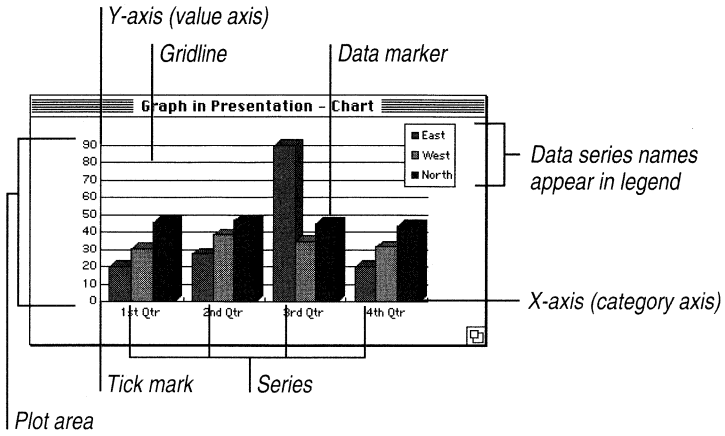
- **Row and column control boxes**—the boxes above the row headings and to the left of the column headings. Click a control box to highlight a row or column; double-click to exclude or include the data in a graph. A control box appears black when the row or column is included and dimmed when it is not.
- **Row and column headings**—the top row and the left column of cells on the datasheet. Typically, this is where your row and column labels are entered.
- **Cell**—one rectangle of the datasheet. You enter data into cells.
- **Active cell**—the currently selected cell, indicated by a heavy border.
- **Data point**—a single cell value, representing a single item in a data series.
- **Data series**—a row or column of data used to plot one set of bars, columns, one line, or one pie.
- **Series names**—the names that identify each row or column of data. These names appear in the legend.

- **Tick-mark labels**—the names that appear along the horizontal axis of an area, column, or line graph, and along the vertical axis of a bar graph. When data series are in rows, the tick-mark labels are the column labels. When data series are in columns, the tick-mark labels are the row labels.
- **Double lines**—indicate separate data series. Double lines between rows indicate that the data in each row is a separate data series. Double lines between columns indicate that each column of data is a separate data series.

You type labels for your data in the row and column headings on the datasheet. The first row and column always remain visible, so you can see these labels while scrolling through the datasheet. You can also make columns wider or narrower to control how many characters are visible in the label and data cells.

The Chart Window

You use the Chart window to change how the graph looks. The following illustration shows the parts of a graph.

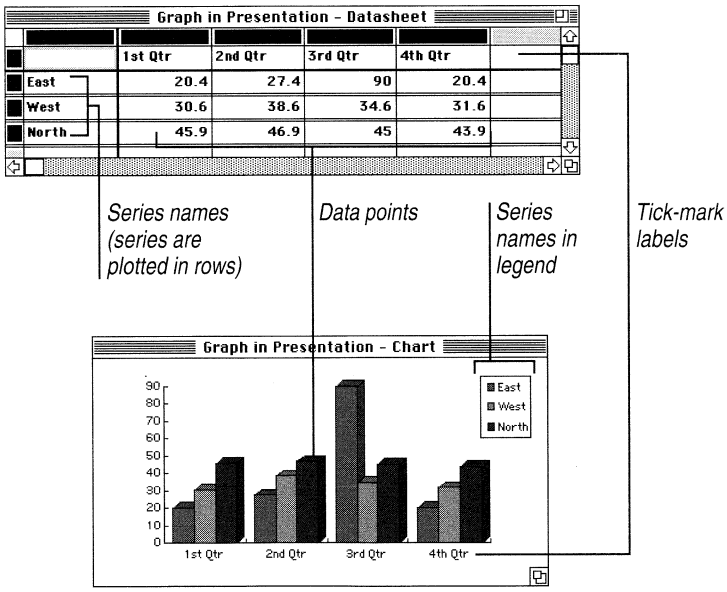


- **Graph**—the entire area inside the Chart window, including all of the chart elements, such as labels, axes, and markers.
- **Data marker**—a bar (in column and bar charts), shape (in area and pie charts), or dot or symbol (in line and xy [scatter] charts) that marks a single data point or value. Related markers in a graph make up a data series.
- **Data series**—a group of related data points. For example, the sales figures for all four quarters in one region make up a data series. In the sample graph, each region is a data series. A graph can have one or more data series.
- **Axis**—a line that serves as a major reference for plotting data in a graph. Usually, on two-dimensional (2-D) charts, categories of data are plotted along the horizontal or category axis (x-axis), while data values are plotted along the vertical or value axis (y-axis). In three-dimensional (3-D) charts, the value axis is the z-axis; category names are plotted along the x-axis, and data series names are plotted along the y-axis. Bar charts reverse the category and value axes, with the values plotted along the horizontal axis and categories plotted along the vertical axis. An xy (scatter) graph plots values along both the horizontal and vertical axes. A pie graph has no axes.
- **Tick mark**—a small line that intersects an axis and marks off a category, scale, or data series. A tick-mark label is attached text that identifies a tick mark.

- **Plot area**—the area in which Graph plots your data. It includes the axes and all markers that represent data points.
- **Gridlines**—optional lines that extend from the tick marks on an axis across the plot area to make it easier to view data values.
- **Graph text**—text that describes data or items in a graph. Attached text is any label linked to a graph object such as an axis or a data marker. Attached text moves with the item when it's repositioned, but cannot be moved independently of the graph object. Unattached text is text you add by just typing whenever the graph is active, and then pressing ESC. You can move unattached text anywhere on the graph.
- **Legend**—a key that identifies the patterns, colors, or symbols associated with the markers of a data series, and shows the data series name that corresponds to each marker.

The Relationship Between the Datasheet and the Graph

The numbers you enter in the datasheet are instantly reflected in the graph. Here's how it works:



Switching Between Windows

To make changes to the datasheet, click the Datasheet window to make it active. To make formatting changes to the graph, click the Chart window to make it active. The active window appears at the front of your screen so you can work in it.

Changing the View Size in the Windows

When you start Graph, you see the graph in its full size or view, just as it will appear in your presentation. You can see the graph at 33-, 50-, 66-, 100-, 200-, or 400-percent views. The default view of the graph is 100 percent. The 200- and 400-percent graph views may not be available depending on the size of the Chart window.

To change the view size:

- Choose the percentage size for the graph view you want from the Window menu.

When you change the view, you adjust the viewing size of the graph, not the actual size of the graph in your presentation.

Resizing a Graph by Resizing the Chart Window

To change the size of your graph and get the best results, resize the Chart window. You can change the size of the Chart window just as you do any other window.

To change the graph size:

- Drag the resize box in the lower right corner of the Chart window.

When you resize a graph by changing the size of the Chart window, Graph automatically reformats the axes, text, and all other graph elements to accommodate the new size of your graph.

Hints

- **If you resize a graph in PowerPoint and want to return to the original size**—You can always return to the graph's original size. Hold down the SHIFT key and double-click one of the graph's resize handles.

Understanding the Mouse Pointer Shapes

In Graph, the mouse pointer takes on different shapes depending on where it is on the screen. You may find it easier to use the mouse when you are:

- Manipulating windows—sizing, moving, enlarging, shrinking, and closing them
- Choosing commands and selecting options in dialog boxes
- Moving and selecting in the Datasheet or Chart window
- Working with charts and manipulating graph objects

Here are the pointer shapes and the mouse action you use with each:

Mouse Pointer Shapes

Pointer shape	Screen location	Mouse action
	In the menu bar, scroll bars, Chart window, and window title bar	Point, select, drag, and move.
	Inside the datasheet	Click to select the cell or drag to select the range.
	In a text box within a dialog box	Click to place the insertion point where you want to start editing the text or numbers.
	On the borders between column control boxes	Drag to adjust the column width.
	In the Help window on a word underlined with a dotted or solid line	Point to the word or phrase with a dotted underline and hold down the mouse button to see its definition; click the word or phrase with a solid underline to see related information.
	Any area of the screen	Wait for the command or action to be carried out.

Changing the Defaults in the Datasheet and Chart Windows

With Graph, you can create your own datasheet and graph and save them as the new defaults, instead of working with the application defaults. For example, you might want to start each new graph with a blank datasheet, or with different labels in the rows and columns, or with a different graph type.

To create a new default datasheet and graph:

1 Enter the data and formats you want for your default datasheet and graph.

2 Choose *Set As Default Graph* from the Graph File menu.

The new defaults are saved as a file named Microsoft Graph Default in the System Preferences folder.

Whenever you create a new graph, the new default Datasheet and Chart windows will appear.

More about changing the defaults

- **To go back to the original default windows**—To return to the Datasheet and Chart windows that came with Graph, just delete the Microsoft Graph Default file you created and Graph restores the original defaults.

Moving Around a Datasheet

Graph plots your graph based on the data you enter in the datasheet. You can enter your own data in the datasheet or import it from another presentation. You can also format the datasheet to fit your data. For example, you can increase or decrease the column width of selected columns. When you enter the data you want to plot in the datasheet, Graph automatically redraws the graph for you in the Chart window.

Note: The procedures described in this section of the chapter assume you are using the Datasheet window. Click anywhere in the visible portion of the Datasheet window to switch to it.

Selecting on a Datasheet

You can make three kinds of datasheet selections: a single cell, a group of cells, or the entire datasheet. Using either the mouse or the keyboard, you can move from one cell to another or extend your selection.

A single cell with a heavy border is called the active cell. The heavy border indicates that the cell is selected. You can also select any group of cells (called a range) in the datasheet. When you select more than one cell, the first selected cell is the active cell.

Before carrying out most Graph commands and tasks, you need to select the part of the datasheet you want to work with. A selection consists of the highlighted items on your screen that will be affected by what you do next.

Selecting on a datasheet

To Do This:	Press This:
Move to and select one cell up, down, left, or right	ARROW KEYS (UP, DOWN, LEFT, or RIGHT)
Extend the selection one cell up, down, left, or right	SHIFT+ARROW KEY (UP, DOWN, LEFT, or RIGHT)
Move to the first row in the column containing active cell	PAGE UP
Extend the selection to the start of row	SHIFT+HOME
Move to the last occupied cell of the row containing the active cell	END
Extend the selection to the end of row	SHIFT+END
Select the entire row or rows containing selected cell or cells	SHIFT+SPACEBAR
Select the entire column or columns containing the selected cell or cells	⌘+SPACEBAR
Move to the first cell containing data (row 2, column 2)	⌘+HOME
Extend the selection to first cell in datasheet (row 2, column 2)	⌘+SHIFT+HOME
Move to the last (lower-right) cell that contains data	⌘+END
Extend the selection to the last cell that contains data	⌘+SHIFT+END
Select all cells in the datasheet	⌘+SHIFT+SPACEBAR
Reduce selection to the active cell	SHIFT+DELETE
Move to the next or previous window of cells (up or down)	PAGE UP, PAGE DOWN
Extend the selection to the next or previous window of cells (up or down)	SHIFT+PAGE UP, SHIFT+PAGE DOWN
Move to the next or previous window of cells (right or left)	⌘+PAGE DOWN, ⌘+PAGE UP

To Do This:	Press This:
Extend the selection to the next or previous window of cells (right or left)	⌘+SHIFT+PAGE DOWN, ⌘+SHIFT+PAGE UP
Move right one cell	TAB
Move left one cell	SHIFT+TAB
Move down one cell in the selection	RETURN

Scrolling Through a Datasheet

Since a datasheet can be very large, you may not be able to see all of the data at once. If you have more data in the datasheet than you can view in the Datasheet window, you can scroll through a datasheet to see different parts of it.

Scrolling causes the contents of the Datasheet window to move up, down, left, or right so that you see the contents of other cells. Since the first row and column of cells in the datasheet do not move when scrolling, you can always see the labels you entered in the first row and column.

More about moving around a datasheet

- **Use the mouse to scroll through the datasheet**—Use the scroll bars to the right and at the bottom of the Datasheet window. Only the screen display changes; the active cell or current selection does not change.

Moving Around a Datasheet

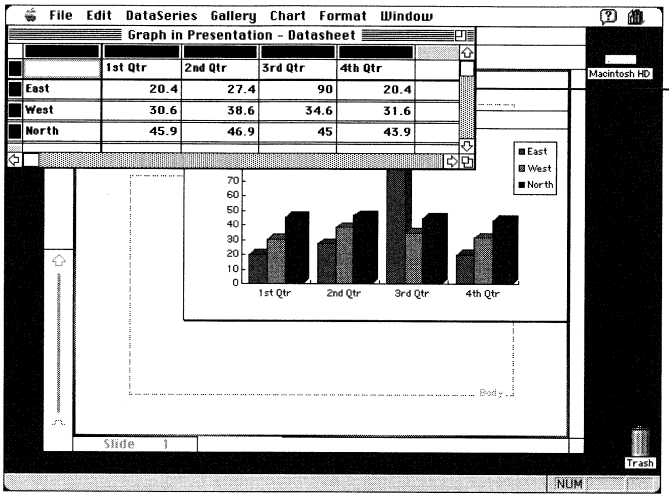
To Go Here:	Click:
Scroll one row or column at a time	Click the arrow at either end of the vertical or horizontal scroll bar.
Scroll the datasheet one window vertically or horizontally	Click in the scroll on either side of the scroll bar.
Scroll to a general location	Drag the scroll box to a position in the scroll bar corresponding to the general location you want.

Hints

- **To view more data**—You can enlarge both the Chart window and the Datasheet window by dragging their borders or corners.

Entering and Editing Data

Within the datasheet, you can enter a name for each data series, a label for each group of data points, and a number for each value to be plotted on the graph. For example, in the sample datasheet, there are three data series: East, West, and North. Each data series has four data points. The labels shown along the horizontal axis identify the data points in each data series: 1st Qtr, 2nd Qtr, 3rd Qtr, and 4th Qtr. These labels are also referred to as categories.



The East series

Before creating a data series, you first name the data series and categories, and then decide whether you want to enter the data for each series in rows or columns.

Entering Data

To enter data, you first select a cell to make it the active cell, and then you type the data. Any existing data is replaced with the data you type.

1 Select the cell in which you want to enter the data.

2 Type the data.

The data you type appears in the active cell.

3 Press RETURN.

The data you typed replaces the existing data in the active cell.

By the way... If a number is too long to be displayed in a cell that uses the default number format, Graph stores the value as you enter it, but displays the number in scientific notation. For example, 2,500,000,000 would be displayed as 2.5E+9. If the number in exponential notation is still too long, or if the cell has any format other than the default, Graph displays a series of number signs (#######). You can increase the column width by dragging the line to the right of the column control box to widen the

column. For more information about formatting columns, see "Changing the Width of Your Columns" later in this chapter.

Editing Data

1 Double-click the cell that contains the data you want to change.

The contents appear in the Cell Data dialog box.

2 In the dialog box, move the cursor to position the insertion point, or drag through the characters to select them.

3 Edit the cell entry.

4 Click the *OK* button to enter your edits in the cell.

Clicking the *Cancel* button cancels your edits and restores the previous cell entry.

To enter series data in rows:

1 From the DataSeries menu, choose *Series in Rows*.

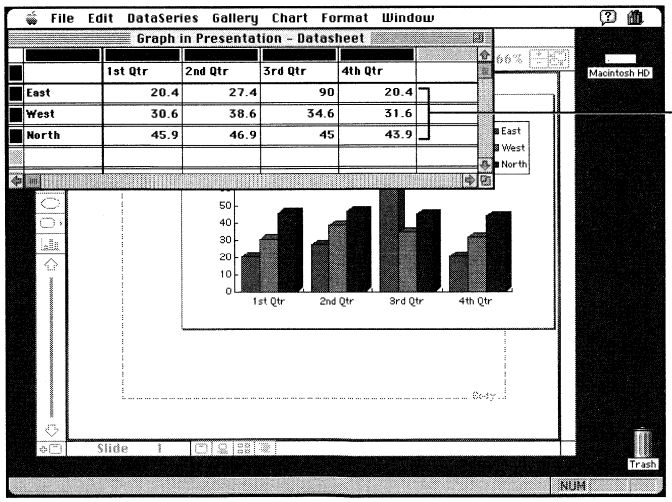
2 Enter data series names *down* the first column.

3 Enter category names *across* the first row.

4 Enter the data for each data series *across* each row.

Note: Graph doesn't use the first cell (row 1, column 1) to plot data. Don't enter labels or categories in this cell.

The following illustration shows the datasheet and graph when the data series are defined in the rows of the datasheet.



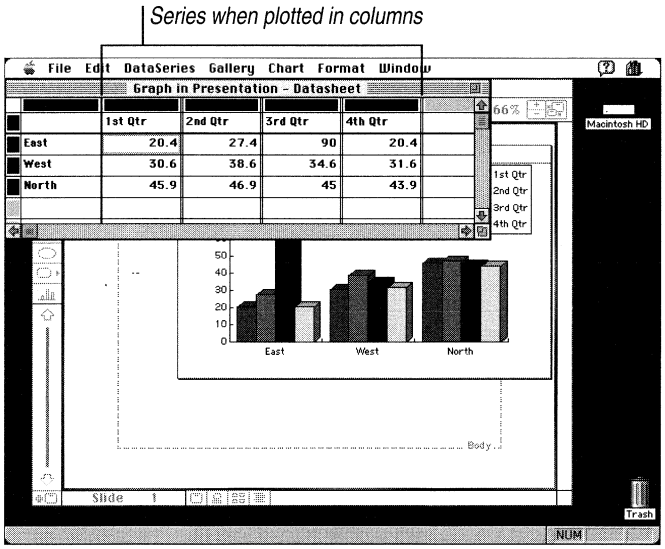
Series when plotted in rows

The first row and column of the datasheet are reserved for the data series and category names. You enter the categories you want to appear along the x-axis of your graph across the first row, and you enter the names of the data series that will appear in the legend, or along the y-axis of three-dimensional charts, down the first column. For more information about defining the data series you want to plot on your graph, see "Defining a Data Series" later in this chapter.

To enter series data in columns:

1. Choose *Series in Columns* from the DataSeries menu.
2. Enter data series names *across* the first row.
3. Enter category names *down* the first column.
4. Enter the data for each data series *down* each column.

The following illustration shows the datasheet and graph when the data series are defined in the columns of the datasheet.



The first row and column of the datasheet are reserved for category and data series names. You enter the categories you want to appear along the x-axis of your graph down the first column, and you enter the names of the data series that will appear in the legend, or along the y-axis of three-dimensional charts, across the first row. For more information about defining the data series you want to plot on your graph, see "Defining a Data Series" later in this chapter.

More about entering and editing data

- **To define a work area on the datasheet**—As in Microsoft Excel, you can drag to select the cells in which you're going to be entering your data. Then, when you type in the first cell, just press TAB to go to the next cell. Press TAB any time to move ahead one cell. No need to use the mouse.

Using Data from Another Document

In addition to typing the data you want to plot in the datasheet cells, you can also enter data from another document directly into Graph. You can copy and paste the data from another document, or you can import data from an entire document or from a specified range. You can also copy an existing graph.

Copying Data from Another Document

1 Switch to the document in the other application.

2 Select the data you want to plot in Graph.

3 From that application's Edit menu, choose *Copy*.

4 Switch to the Datasheet window in Graph.

5 Select the cell in which you want Graph to begin entering the data.

6 From the Graph Edit menu, choose *Paste*.

The data is copied into the Datasheet window and the graph in the Chart window is automatically updated.

Copying an Existing Graph

You can copy and paste any graph you have already created with Graph into another presentation or to another location in your current presentation.

1 Switch to the slide that contains the graph.

2 Select the graph you want to copy.

3 From the PowerPoint Edit menu, choose *Copy*.

4 If you want to copy the graph to another presentation, open the presentation.

5 Place the insertion point where you want to insert the graph in the slide.

6 Choose *Paste* from the PowerPoint Edit menu.

A copy of the graph is embedded into the presentation. To edit the graph, double-click it.

Importing Data from Another Document

You can also import data from another document into a Graph datasheet when that document isn't open.

The data you want to import must be either an ASCII (text-only) file that separates fields with either comma or tab characters, or in file formats used with Microsoft Excel spreadsheets or symbolic link files. You can also import the following PC files if they have been copied to the Macintosh:

- **.WKS**—Lotus 1-2-3 Release 1A files and Microsoft Works files
- **.WK1**—Lotus 1-2-3 files Release 2.0
- **.WR1**—Symphony files

The file you import can be as large as 4,000 rows by 256 columns.

To import data:

1 Select the cell in which you want Graph to begin entering the data, usually the upper-left cell in the datasheet.

2 From the Graph File menu, choose *Import Data.*

This command is available only when the Datasheet window is active. All files in the current directory or folder appear in the Files box.

3 Select the filename for the document that contains the data you want to import.

To see files in another folder, select the folder name in the Disk/Folder Name box, then click *OK*. The Files box now lists all the files in the open folder.

4 To import all of the data in the file, click the *All* button.

To import a range of data from a worksheet or spreadsheet, click the *Range* button, and then type the data range in the Range box. For example, to import cells in the data range A1 through H26, type **A1:H26**, or **A1..H26**, as the selected range.

If you named the range you want to import, type the name in the Range box. If the cell currently selected is in the upper-left cell of a previously imported range, then that filename and range appear in the Range box.

5 Click the *OK* button.

If the part of the datasheet about to be replaced by the imported data currently contains data, a message appears asking if you want to replace the datasheet. To replace the existing data, click the *OK* button. The imported data is entered in the datasheet, beginning with the currently selected cell. Once the data is imported, Graph draws a new graph using the imported data.

Using Data from a Microsoft Excel Chart

You can open any Microsoft Excel chart in Graph. The Microsoft Excel chart will automatically be converted so you can edit and embed it as a graph in your presentation.

1 From the Graph File menu, choose *Open Microsoft Excel Chart.*

2 Select the filename that contains the chart you want to import.

To see files in another folder, select the folder name in the Disk Name/Folder box, then click *OK*. The Files box now lists the files in that folder.

3 Click the *OK* button.

The Microsoft Excel chart opens in Graph.

All data and formatting in the Datasheet and Chart windows are now the Microsoft Excel chart, data, and formatting.

More about importing data

- **Importing descriptive labels**—When you import data from other files, the descriptive labels may not be imported into the first row and column of the datasheet. Use the Graph *Cut* and *Paste* commands to move the labels into the first row and column so they will appear on the graph. For more information, see "Moving and Copying Data" and "Clearing Cells on the Datasheet" later in this chapter.

Changing the Width of Your Columns

You can format the datasheet to fit your data by increasing or decreasing the column width of selected columns. Columns in the datasheet can be as small as one character wide or as large as 255 characters wide.

To change column width:

1 Select the columns you want to change.

Click a single column control box to select a column.

2 Drag the line to the right of the column control box for the column you want to change. The column width increases if you drag the line toward the right and decreases if you drag the line toward the left.

Defining a Data Series

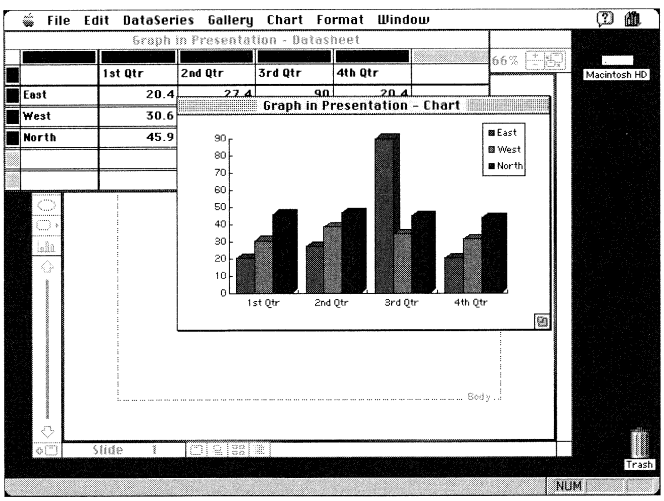
A data series is one row or column of data used to draw one or more data markers on a graph, such as one bar or line. You decide whether the first row or first column of data contains the names of each data series by choosing either the *Series in Rows* command or the *Series in Columns* command from the DataSeries menu.

When the *Series in Rows* command on the DataSeries menu is checked, Graph considers each row to be a single data series and each cell in the row to be a data point in that data series. Double horizontal lines appear between each of the rows in the datasheet to indicate that *Series in Rows* is selected.

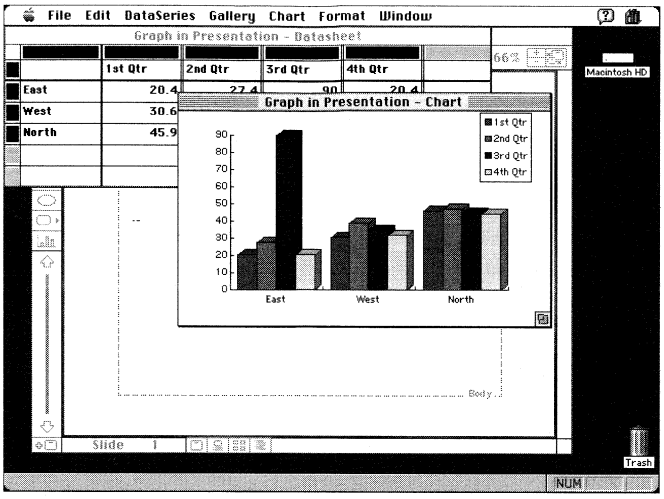
When the *Series in Columns* command on the DataSeries menu is checked, Graph considers each column to be a single data series and each cell in the column to be a data point in that data series. Double vertical lines appear between each of the columns in the datasheet to indicate that *Series in Columns* is selected.

The data you type in the first row and column of cells and the orientation you choose (series in rows or series in columns) affects how the data is plotted on the graph. The Graph default graph is plotted with series in rows.

When you choose the *Series in Rows* command, the graph looks like this:



Note that when you choose the *Series in Columns* command, the same data looks like this:



Plotting a Data Series in Rows

1 Type the data series names in the first column and labels in the first row of the datasheet.

2 From the DataSeries menu, choose *Series in Rows.*

A check mark appears next to the *Series in Rows* command from the menu. The text down the first column of the datasheet appears in the legend as data series names, or along the y-axis in three-dimensional charts. The text in the first row appears on the category axis (or x-axis) of the graph as tick-mark labels.

Plotting a Data Series in Columns

1 Type the labels in the first column and the data series names in the first row of the datasheet.

2 From the DataSeries menu, choose *Series in Columns.*

A check mark appears next to the *Series in Columns* command from the menu. The text across the first row of the datasheet appears in the legend as data series names, or along the y-axis in three-dimensional charts. The text in the first column appears on the category axis (or x-axis) of the graph as tick-mark labels.

More about defining a data series

- **Figuring out which series is the legend**—If you're plotting a data series in rows, the information in the row headings becomes the legend. If you're plotting the series in columns, the column headings are the legend.

Moving and Copying Data

With Graph, you can move or copy cell contents and formats to simplify editing tasks. Moving data is like physically cutting out the cells and transferring them to a new location on the datasheet. Copying cells, on the other hand, is like duplicating the cells and pasting them in another location. Moved data no longer appears in its original location. Copied data appears in both its original location and the area to which it has been copied. Both moving and copying data are two-step processes. To move data, you use the *Cut* and *Paste* commands; to copy data, you use the *Copy* and *Paste* commands.

By the way... When you move or copy cells, Graph uses the clipboard to temporarily store the cells before you paste them into their new location. Then, when you choose the *Paste* command from the Edit menu, Graph replaces the cells in the selected area with the data you have either cut or copied.

Moving Data

1. Select the cell or cells you want to move.
2. From the Edit menu, choose *Cut*.
3. Select the upper-left cell of the paste area—the first cell of the area to which you want the data moved—or select the entire paste area.
4. From the Edit menu, choose *Paste*.

The contents and formats of the cell or cells you selected and removed from the original location appear in the new location.

Copying Data

1. Select the cell or cells you want to copy.
2. From the Edit menu, choose *Copy*.
3. Select the upper-left cell of the paste area—the first cell of the area to which you want the data copied—or select the entire paste area.
4. From the Edit menu, choose *Paste*.

The contents and formats of the cell or cells you selected are duplicated.

More about moving and copying data

- **Working with data on the clipboard**—If another application has copied or moved data to the clipboard, you can paste this data into the Datasheet window using the *Paste* command from the Graph Edit menu. For more information, see "Using Data from Another Document" earlier in this chapter.

Clearing Cells on the Datasheet

In Graph, clearing a cell offers you the option to clear the data, formats, or both from the selected cell, but leaves the cleared cell in the structure of the datasheet. When you clear the selected data, the cell data is removed and the cell contents are not stored on the clipboard. You can, however, use the *Undo* command to recover cleared data if you have not performed another task. The *Undo* command cancels the effect of the last command you used. If you clear the number format of a cell, the General format replaces the currently selected format.

Clearing the Content or Format

1 Select the cell or range of cells you want to clear.

2 From the Edit menu, choose *Clear*.

3 To clear just the data, click the *Clear Data* button.

To clear just the number format, click the *Clear Format* button.

To clear the data and the number format, click the *Clear Both* button.

4 Click the *OK* button.

Note: If you ever accidentally choose *Clear*, choose *Undo* from the Graph Edit menu to recover any cleared data before continuing.

Undoing Changes

With the *Undo* command in the Edit menu, you can reverse the last change you made to your datasheet or graph. For example, if you delete a row, choose *Undo* to bring the row back.

The operation that *Undo* will perform appears next to the command. For example, if the last command used was *Copy*, the Edit menu shows the *Undo Copy* command.

To reverse a change:

▶ From the Graph Edit menu, choose *Undo*.

When the *Undo* command is unavailable, it changes to *Can't Undo* and appears dimmed.

More about clearing cells on the datasheet

- **To undo all changes you have made to the datasheet or graph**—In Graph, choose the *Quit and Return* command from the Graph File menu. If you have already returned the changes to your presentation, then choose the *Undo* command from the PowerPoint Edit menu before continuing.
- **Clearing versus deleting cells**—When you clear a row or column, it is still included on the graph but without any data. If you're not going to be adding data, double-click the row or column control box to exclude it. If you want to remove both the row or column and the data, delete it.

Inserting and Deleting Rows and Columns

After you have entered data in your datasheet, you may want to insert blank rows or columns to make room for new data or to include more white space in the data area.

When you insert a new row, Graph adds a new row above the currently selected row. When you delete a row, all the other rows move up.

When you insert a new column, Graph adds a new column to the left of the currently selected column. When you delete a column, all the columns to the right of the deleted column move to the left.

Inserting Rows or Columns

To insert one row or column:

1. Click on the control box for the row or column in which you want to insert a new one.
2. From the Edit menu, choose *Insert Row/Col.*

   If you selected a cell or range of cells in the row or column, rather than the entire row or column, the Insert Row/Col dialog box appears. In the dialog box, click the *Insert Rows* button to insert a row, or the *Insert Columns* button to insert a column, and then click the *OK* button.

A new row or column appears in the datasheet. The new row appears above the selection and the new column appears to the left of the selection.

To insert multiple rows or columns:

1. Click on the control box and drag to choose the entire row or column in which you want to begin inserting.
2. Select the number of rows or columns you wish to insert. For example, if you want to insert three rows, select three rows; if you want to insert three columns, select three columns.
3. From the Edit menu, choose *Insert Row/Col.*

   If you selected a range of cells rather than entire rows or columns, the Insert Row/Col dialog box appears. In the dialog box, click the *Insert Rows* button to insert rows, or click the *Insert Columns* button to insert columns, and then click the *OK* button.

The new rows or columns appear in the datasheet. The new rows appear above the selection and the new columns appear to the left of the selection.

Deleting Rows or Columns

To delete a row or column:

1. Select the row or column you want to delete.
2. From the Edit menu, choose *Delete Row/Col.*

If you selected a cell or range of cells within the row or column, rather than the entire row or column, the Delete Row/Col dialog box appears. In the dialog box, click the *Delete Rows* button to delete a row, or click the *Delete Columns* button to delete a column, and then click the *OK* button.

The selected row or column is deleted.

To delete multiple rows or columns:

1. Select the row or column in which you want to begin deleting.
2. Select the number of rows or columns you wish to delete. For example, if you want to delete three rows, select three rows; if you want to delete three columns, select three columns.
3. From the Edit menu, choose *Delete Row/Col.*

   If you selected a range of cells within multiple rows or columns, rather than entire rows or columns, the Delete Row/Col dialog box appears. In the dialog box, click the *Delete Rows* button to delete a row, or click the *Delete Columns* button to delete a column, and then click the *OK* button.

Excluding and Including Graph Data

Excluding and including rows and columns gives you an easy way to control the data that appear on the graph. You can exclude selected rows or columns without actually deleting them from the datasheet. For example, you can exclude the third row of data in the datasheet; the data appears dimmed and isn't plotted on your graph. If you want to view the graph with the data in the third row again, you include the row of data, and it's plotted on your graph.

When you exclude a row or column of data, Graph automatically redraws the graph without the data from the excluded rows or columns. To draw the graph with previously excluded data, include the row or column again. When a row or column is excluded, the row or column heading and the data in that row or column appear dimmed.

When you enter information into a cell in the datasheet, the row and column are automatically included and plotted on the graph.

Excluding Rows or Columns

1 Select the rows or columns you want to exclude.

2 From the DataSeries menu, choose *Exclude Row/Col.*

3 Select the *Exclude Rows* or *Exclude Columns* button, depending on which you want to exclude.

4 Click the *OK* button.

The selected rows and columns appear dimmed in the datasheet and are not plotted on the graph.

Including Rows or Columns

Use the following procedure to include rows or columns previously excluded from the graph:

1 Select the rows or columns you want to include.

2 From the DataSeries menu, choose *Include Row/Col.*

3 Select the *Include Rows* or *Include Columns* button, depending on which you want to include.

4 Click the *OK* button.

The selected rows or columns appear black in the datasheet and are plotted on the graph.

You can also exclude rows or columns from the Chart window. Select the data series you want to exclude from the graph. From the Graph Edit menu, choose the *Clear* command. The Clear Series dialog box appears. In the dialog box, select the *Series* button, and then click the *OK* button. The row or column containing the data for the specified data series is excluded from the graph and appears dimmed in the datasheet.

More about excluding and including graph data

- **To quickly exclude a row or column from the graph**—Double-click the row control box to the left of the row or the column control box above the column.
- **To quickly include a row or column that is excluded from the graph**—Double-click the row control box to the left of the row or the column control box above the column.

Formatting Datasheet Cells

With Graph, you can change the appearance of cells in your datasheet by changing the font, size, style, and color of data in a cell. You can change the number formats of numeric values in the datasheet to include currency signs, a thousands separator, and percent signs; change the number of decimal places; and enclose negative values in parentheses or format them in another color. The format of the numeric values in the datasheet determines the way tick marks are labeled on each axis. You can use the built-in formats in Graph, or you can create your own custom formats to meet your specific needs.

Graph uses the settings defined in your operating system to determine default settings for the following items: currency sign, date format, and list separators. For example, if your operating system is configured for Sweden, Graph uses "Kr" as the currency sign, day-month-year as the date format, and ; (semicolon) as the list separator.

By the way... The number formats and custom formats in Graph work the same way as those in Microsoft Excel.

The following table shows built-in number formats with examples of what is displayed.

Built-in Number Formats

Format	Number typed: 5	-5	.5
General	5	-5	.5
0	5	-5	1
0.00	5.00	-5.00	0.50
#,##0	5	-5	1
#,##0.00	5.00	-5.00	0.50
$#,##0;($#,##0)	$5	($5)	$1
$#,##0;[Red]($#,##0)	$5	($5)*	$1
$#,##0.00;($#,##0.00)	$5.00	($5.00)	$0.50
$#,##0.00;[Red]($#,##0.00)	$5.00	($5.00)*	$0.50
0%	500%	-500%	50%
0.00%	500.00%	-500.00%	50.00%
0.00E+00	5.00E+00	-5.00E+00	5.00E-01

*Displayed in red.

To assign a number format:

1 Select the cell or cells you want to format.

2 From the Format menu, choose *Number*.

Graph displays the Number dialog box with a list of available number, date, and time formats. Scroll the Number Format list box to see all of the available formats.

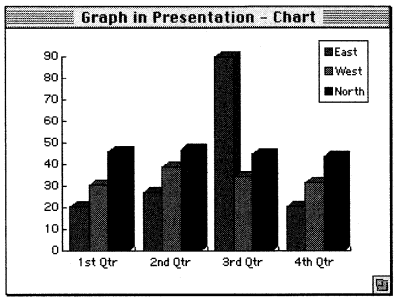
3 In the Number Format box, select a number format.

Except for General, the choices in the list box are combinations of symbols that represent what each format looks like. Graph defaults to using the General format for all the cells in the datasheet. General format displays numbers in the selection as precisely as possible. If the number is too long to fit in the cell, Graph displays it in scientific notation. Increase the column width to see the number in your chosen format. For more information about entering numbers into the datasheet, see "Entering and Editing Data" earlier in this chapter.

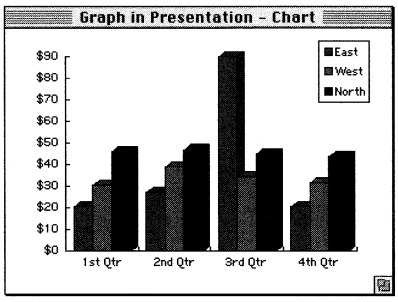
4 Click the *OK* button.

Formatting Tick-Mark Labels

To change the appearance of numeric values next to tick marks along the vertical or value axis in the graph, you need only change the number format of the first active cell in the datasheet (generally the cell in the second column of the second row).



Default tick-mark labels



Tick-mark labels with dollar signs

To change the format of tick-mark labels with numeric values:

1 To change the tick-mark labels for the value axis, select the cell in row two, column two.

2 From the Format menu, choose *Number*.

3 In the Number Format box, select a number format that includes the format symbol you want, such as a dollar sign or percent sign.

If the cell in row two, column two is in a column or row that has been excluded, then Graph uses the number format of the first included cell instead.

4 Click the *OK* button.

For xy (scatter) charts, the number format you assign to the first cell in the x-axis affects all numbers along the horizontal axis.

Creating Custom Formats

You can create your own number, date, and time formats in addition to the built-in formats. By creating your own number formats, you can display numbers the way you want. Graph comes with 21 built-in formats. You can create up to 43 additional formats for your datasheet.

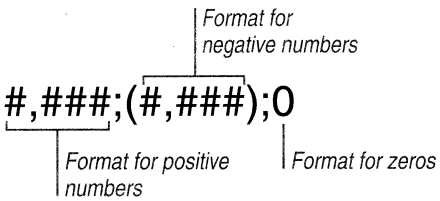
The following table shows some examples of the custom number formats you can create.

Custom Number Formats

With this format:	This number:	Is displayed this way:
$*-#,##0.00	-12.34	$-12.34
000-00-0000	299589090	299-58-9090
"Acct. No." 0000	8997	Acct. No. 8997
0;-0;"Zero"	0	Zero
0.00E-00	2000000	2.00E06

Each format you create can have up to three sections. Each section is separated by a semicolon. The number of sections you include determines the format for positive numbers, negative numbers, and zeros, in that order. If you include only two sections, the first one is used for both positive numbers and zeros, and the second one for negative numbers. If you have only one section, all numbers use that format. If you have semicolons with nothing between them, the missing section prevents that type of number from being displayed.

The following illustration shows a custom format with three sections.



You can include a color in any section of the format by typing the name of the color in the section. For example, the following format, [BLUE];[RED], displays all positive numbers and zeros in blue on the datasheet and all negative numbers in red. (Numbers affected are those on the datasheet, not those on the graph.)

Each format symbol has its own meaning. Graph uses these symbols in its built-in formats. You can also use these symbols to create your own formats. The following table lists all the symbols you can use to create your own custom formats.

Defined Formats

Format	Description
General	Display the number in General format.
0	Digit placeholder. If you want zeros to appear in the numbers to the left and right of the decimal point, type a **0** in each position. For example, if you want the number 8.9 to appear as 8.90, then type **#.00** for the format.
#	Digit placeholder. Follows the same rules as for 0 above, except that Graph doesn't display the extra zeros.
. (period)	Decimal point. Its symbol determines how many digits (0's or #'s) Graph displays to the right and left of the decimal point. If the format contains only #'s to the left of this symbol, Graph begins numbers less than 1 with a decimal point. To avoid this, you should use 0 as the first digit placeholder to the left of a decimal point instead of #.
%	Percentage. Graph multiplies by 100 and adds the percent sign (%).
, (comma)	Thousands separator. Graph separates numbers by commas if the format contains a comma surrounded by #'s or 0's. For example, the format #,### would display the number 1000 as 1,000.
E- E+ e- e+	Scientific format. If a format contains one 0 or # to the right of E-, E+, e-, or e+, Graph displays the number in scientific format and inserts an E or e. The number of 0's or #'s to the right determines the number of digits in the exponent. Use E- or e- to place a minus sign by negative exponents. Use E+ or e+ to place a minus sign by negative exponents and a plus sign by positive exponents.
$ - + ( ) space	Display that character. To display a character other than one of these, precede the character(s) with a backslash (\) or enclose the character(s) in double quotation marks (" ").
\	Display the next character in the format. Graph does not display the backslash. This is the same as enclosing the next character in double quotation marks. If you enter any of the following symbols, Graph provides the backslash for you: ! ^ & ' (single left quotation mark) ' (single right quotation mark) ~ { } ? = <>
*	Repeat the next character in the format enough times to fill the column width. You cannot have more than one asterisk in one section of a format.

Defined Formats Continued

Format	Description
"text"	Display whatever text is inside the double quotation marks.
m	Display the month as a number without leading zeros (1-12). If you use m immediately after the h or hh symbol, Graph displays the minute rather than the month.
mm	Display the month as a number with leading zeros (01-12). If you use mm immediately after the h or hh symbol, Graph displays the minute rather than the month.
mmm	Display the month as an abbreviation (Jan-Dec).
mmmm	Display the month as a full name (January-December).
d	Display the day as a number without leading zeros (1-31).
dd	Display the day as a number with leading zeros (01-31).
ddd	Display the day as an abbreviation (Sun-Sat).
dddd	Display the day as a full name (Sunday-Saturday).
yy yyyy	Display the year as a two-digit number (00-99), or as a four-digit number (1900-2078).
h hh	Display the hour as a number without leading zeros (23), or as a number with leading zeros (00-23). If the format contains an AM or PM, the hour is based on the 12-hour clock. Otherwise, the hour is based on the 24-hour clock.
m mm	Display the minute as a number without leading zeros (0-59), as a number with leading zeros (00-59). The m or mm must appear immediately after the h or hh symbol, or Graph displays the month rather than the minute.
s ss	Display the second as a number without leading zeros (0-59), or as a number with leading zeros (00-59).
AM/PM am/pm A/P a/p	Display the hour using a 12-hour clock. Graph displays AM, am, A, or a for times from midnight until noon; and PM, pm, P, or p for times from noon until midnight.
[BLACK], [WHITE], [RED], [GREEN], [BLUE], [CYAN], [YELLOW], or [MAGENTA]	Changes the color of the characters displayed in the cell; for example, use of [RED] causes the displayed characters to appear in red, and so on.

To create custom formats:

1. Select the cells you want to contain the new format.
2. From the Format menu, choose *Number*.
3. In the Number Format box, select the format that most closely resembles the format you want to create.

   Aside... If your selection of cells consists of cells with different formats, then the Format box is blank when it first appears. Otherwise, the format assigned to the selected cell or cells appears in the Format box.

   The format you select in the Number Format box now appears in the Format box at the bottom of the dialog box.
4. In the Format box, edit the built-in format or type a new format.
5. Click the *OK* button.

Graph formats the selected cells with the new format and adds the new format to the end of the list so you can use it again. If you chose to edit a built-in format, the original format remains and the new format you created is added to the end of the list.

To delete custom formats:

1. From the Format menu, choose *Number*.
2. In the Number Format box, select the custom format you want to delete.
3. Choose the *Delete* button.

   The *Delete* button is active only when a custom format is selected in the Number Format box. The custom format you selected is deleted. Now you can apply another format to the active cell.
4. If you do not want to apply another format, choose the *Cancel* button to close the Number Format dialog box.

   The *Cancel* button only closes the dialog box, it does not return any custom formats you have deleted. When you choose the *Cancel* button, all cells that were formatted with the custom format you deleted return to the General format. If you want to apply another format, select another format for the active cell in the Number Format box, and then click the *OK* button.

You can delete only the formats you create; you can't delete any of the built-in formats. When you delete a custom format, all cells formatted with the custom number format return to the General format. Once a custom number format is deleted, it can't be recovered.

Changing the Appearance of Data in the Datasheet

Changing the font, size, and style of data in the datasheet affects all the cells in the datasheet, but not the text in the graph. To change the tick-mark label font in the graph, select the axis with the tick-mark labels you want to change. Then choose *Font* from the Format menu.

To change the appearance of data in the datasheet:

1. From the Format menu, choose *Font*.
2. Select the font name, font size, style, and color you want.
3. Click the *OK* button.

   The data in the datasheet changes to the font name, font size, style, and color you selected.

Note: The font and size lists show only the printer fonts and sizes installed for your currently selected printer. To change the printer, return to PowerPoint and change your printer settings. The default font for the datasheet is the same as your system font.

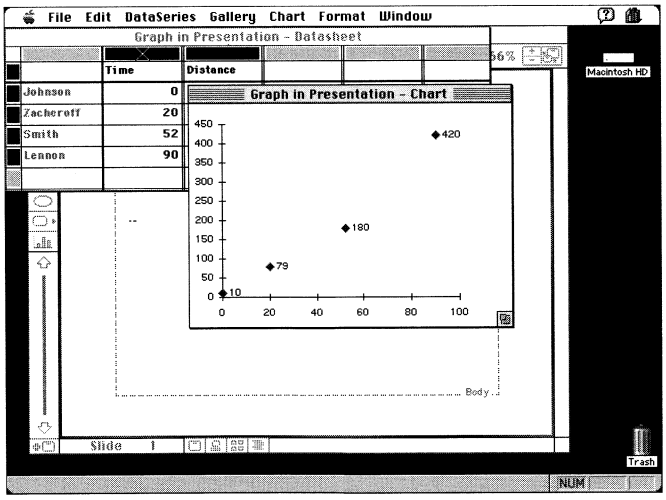
Plotting Data for XY (Scatter) Graphs

An xy (scatter) graph plots numeric values along both axes, as opposed to categories along the x-axis (horizontal axis) and values along the y-axis (vertical axis). XY (scatter) graphs are useful for showing how several data series are related to each other, or for plotting two groups of numbers as one series of xy coordinates. For example, an xy (scatter) graph could be used to plot predicted versus actual sales. When you create an xy (scatter) graph, you need to include at least two data series in the datasheet. All of the data points on the xy (scatter) graph are plotted as pairs of values. A value from one data series determines the data point's location on the x-axis (horizontal axis); a value from the other data series determines the data point's location on the y-axis (vertical axis) in two-dimensional charts.

The data in each series is plotted in relation to the values along the horizontal axis (x-axis). You choose which values to plot along the horizontal axis with the *Plot on X Axis* command from the DataSeries menu. This command is available only for xy (scatter) charts.

When you first choose the *XY (Scatter)* command from the Gallery menu, Graph uses the first row in the datasheet to plot data points on the horizontal axis (when series are in rows).

The following illustration shows time plotted along the x-axis and distance plotted on the y-axis in relation to the time values.



To plot an xy (scatter) graph:

1. Switch to the Chart window.
2. From the Gallery menu, choose *XY (Scatter).*

   A dialog box displays a gallery of different xy (scatter) formats.
3. Select the format you want.
4. Click the *OK* button.
5. Switch to the Datasheet window.
6. Select a cell in the data series to be plotted on the x-axis (horizontal axis).
7. From the DataSeries menu, choose *Plot on X-Axis.*

An X appears in the row or column control box of the selected data series. The values in the other data series are then plotted in relation to the values along the x-axis.

The data from the chosen data series appear as tick-mark labels along the horizontal axis on the graph. If the data series are in rows, an X appears in the row control box to indicate which data series has been selected. An X appears in the column control box if the data series are in columns.

The data in the other data series are plotted in relation to the values along the horizontal axis.

If you don't choose a data series to be plotted, the category labels are automatically plotted on the x-axis.

More about plotting data for xy (scatter) graphs

- **To see an xy (scatter) graph**—You need at least one row of x values and one row of y values to see an xy (scatter) graph.

Changing the Type or Format of a Graph

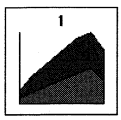
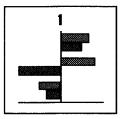
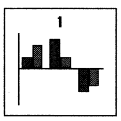
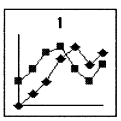
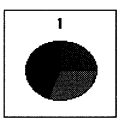
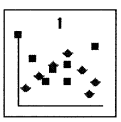
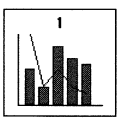
Graph offers 12 different categories of graphs with a total of 84 formats. You can select from four to ten built-in formats for each category. Or, on any graph, you can add your own custom formatting to create exactly the kind of graph you need.

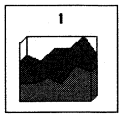
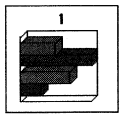
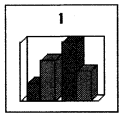
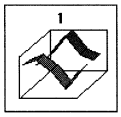
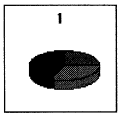
Initially, Graph is set to plot your data as a column graph. The column graph is the default graph type. After you create a new graph, you can easily choose a different graph type and, if necessary, customize the formatting to produce the graph you want. If you want, you can change the default graph format that Graph uses to create new charts.

Each of the graph categories is listed on the Gallery menu. Graph displays a check mark next to the current category. You can use the Gallery commands to change to the graph type and format you want.

When you choose a graph type from the Gallery menu, Graph displays a gallery of different graph formats for that type. The gallery choices are essentially formatting shortcuts. They automatically apply formatting and add graph objects that you could also apply or add individually. Once you have selected the graph type and format you want, you can customize any graph to suit your needs.

Summary of Graph Types

Graph type		Uses
Area		Shows the relative importance of values over a period of time; similar to a line chart, but emphasizes the amount of change (magnitude of values) rather than the rate of change.
Bar		Shows individual figures at a specific time or draws comparisons between items, but not to a whole; similar to a column chart, but categories are organized vertically instead of horizontally, placing less emphasis on time flow.
Column		Shows variation over a period of time or draws comparisons between items, but not to a whole; horizontal orientation suggests time flow more.
Line		Shows trends or changes in data over a period of time; similar to an area chart but emphasizes time flow and rate of change, rather than amount of change.
Pie		Shows the relationship or proportions of parts to a whole (always contains just one data series); good for highlighting a significant element.
XY (Scatter)		Shows the relationship or degree of relationship between the numeric values in different groups of data; useful for finding patterns or trends and for determining whether variables are dependent upon or affect one another.
Combination		Shows related data that is measured in different units (up to four axes can be used in a combination chart); combines different data to show comparisons and relationships that might not otherwise be recognized.

Graph type		Uses
3-D Area		Shows a 3-D view of an area chart; emphasizes the sum of plotted values, and separates data series into distinct rows to show differences between the series.
3-D Bar		Shows a 3-D view of a bar chart; similar to a column chart, but categories are organized vertically instead of horizontally.
3-D Column		Shows a 3-D view of a column chart; emphasizes comparison of data points along two axes—a category axis and a data series axis—so that you can compare data within a data series more easily and still view data by category.
3-D Line		Shows lines in a line chart as 3-D ribbons; makes individual lines easier to view, particularly when they cross, while still showing a data series in one chart for comparison.
3-D Pie		Shows a pie chart with height to the slices; places additional emphasis on data values that are in front.

Note: Changing the graph type or format with the Gallery commands replaces any custom formatting, such as patterns and gridline settings, that you have applied. Therefore, you should always select the gallery you want before you customize the graph. If you have already customized a graph and want to change the graph type but retain your custom formats, choose either the *Chart* or *Overlay* command from the Format menu. Any custom formats that apply to the new graph type will be preserved.

Using the Gallery Commands

Use the Gallery commands to format a graph quickly. First select the graph type and format that most closely resemble the graph you want to create. Then customize the graph if necessary. You may not need to customize the graph if one of the built-in graph formats matches the graph format you want to create.

1 Switch to the Chart window and select the Gallery menu.

The check mark next to the graph type on the menu indicates the type of graph displayed in the Chart window.

2 From the Gallery menu, choose the graph type you want.

A dialog box displays a gallery of different formats for that graph type.

To display the gallery for additional formats for the graph type, choose the *More* button.

To retain any formatting changes you have already made to the graph, choose the *Custom* button and the Format Chart dialog box appears. When you choose the *Custom* button from the Combination gallery, the Format Chart or Overlay Chart dialog box will appear, depending on the data series you have selected on the graph. For more information about working with overlay charts, see "Creating an Overlay Graph" later in this chapter.

3 Select the format you want.

4 Click the *OK* button.

Changing a Customized Graph

If you have already added custom formatting to a graph, you can change the graph type and retain any formats appropriate for the new graph type with the *Chart* command from the Format menu. For information about other formatting options available in the Format Chart dialog box, see "Formatting Graph Data Markers" later in this chapter.

Use the following procedure to change the graph type and retain your custom formats.

1 From the Format menu, choose *Chart*.

2 In the Chart Type box, select the graph type you want.

If more than one format is available for the type of graph you want, you can also select a format under Data View.

3 Click the *OK* button.

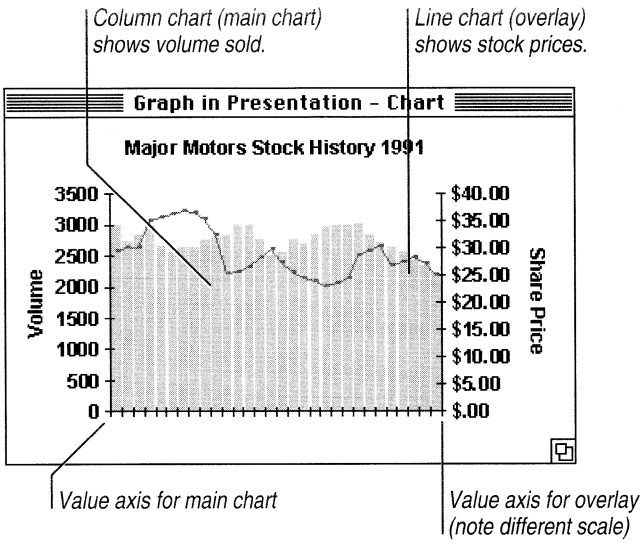
More about changing the type or format of a graph

- **Using graphs for a visual interpretation of how data relate**—XY (scatter) charts can give you a two-dimensional visual interpretation of how x and y values are related (that is, y as a function of x). Similarly, 3-D column charts can give you a visual interpretation of how two types of information and one set of values are related.
- **To preserve custom formatting**—You can also choose the graph type from the Gallery menu, and then choose the *Custom* button to go to the Chart dialog box, without losing your custom formatting.

Creating an Overlay Graph

An overlay graph is a second graph plotted on top of the main graph in the same Chart window. Use an overlay graph when you want at least two data series plotted on the same graph, but you want one or more of the data series to use a different axis scale or graph type than the other data series. A graph that contains an overlay graph is called a combination graph. Combination graphs are useful for comparing two different kinds of data or juxtaposing data series to show correlations more clearly.

For example, if you were analyzing a company's stock performance, you might use a combination graph to show the relationship between share prices and volume, as shown in the following illustration.



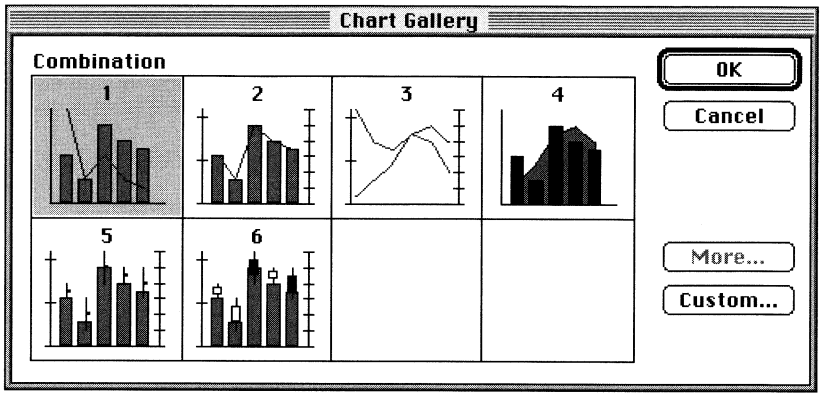
There are two ways to include an overlay graph:

- Choose the *Combination* command from the Gallery menu.
- Select a data series from the graph or datasheet, and then choose the *Move to Overlay* command from the DataSeries menu.

When you create an overlay graph with the combination graph type from the Gallery menu, Graph divides the data series in the active graph equally between the main and overlay charts. The first group of data series is plotted in the main graph and the second group in the overlay graph. If there is an odd number of data series, Graph puts one more data series in the main graph than in the overlay graph. For example, if there are five data series, Graph puts the first three in the main graph and the remaining two in the overlay graph.

When a data series is moved to the overlay graph, a white circle appears in the row or column control box of the series in the datasheet. The white circle appears in the row control box when the data series are in rows, and in the column control box when the data series are in columns.

Graph offers six built-in combination graph formats which you can select with the *Combination* command from the Gallery menu. You can choose one of these formats as a shortcut to creating your combination graph, and then you can customize the main graph and overlay graph to get exactly the graph you want. The format options in the Combination gallery are as follows:



Note: You can't add an overlay graph to a 3-D graph. If a combination graph is the active graph and you select a 3-D graph type in the Format Chart dialog box or from the Gallery menu, the overlay in the combination graph is deleted and all data series return to the main graph.

Changing a New Graph to a Combination Graph

Use this procedure to add an overlay graph to a graph that you have not yet customized:

1. From the Gallery menu, choose *Combination.*
2. Select the format you want.
3. Click the *OK* button.

Creating an Overlay Graph and Retaining Your Formatting

You can move a data series on the graph or datasheet to the overlay graph with the *Move to Overlay* command from the DataSeries menu. You can move multiple data series to the overlay graph, but you can only have one overlay graph. If you want to change the graph type of the overlay graph once you have customized a graph, choose the *Overlay* command from the Format menu, and then select the graph type you want.

1. Select a series on the graph or on the datasheet.
2. From the DataSeries menu, choose *Move to Overlay*.

   Graph plots a line graph as the default overlay graph. If you want the overlay graph to be a line graph, this completes the procedure. A white circle appears in the row or column control box of the data series that you selected and moved to the overlay graph.
3. To apply a different graph type to the overlay graph, choose *Overlay* from the Format menu.
4. In the Overlay Chart Type box, select the graph type you want.

   If more than one format is available for the graph type you want, you can select a format under Data View.
5. Click the *OK* button.

Changing the Overlay Graph Type

You can change the overlay graph type after you have created it and still keep your custom formats using the *Overlay* command from the Format menu. For information about other formatting options available in the Format Overlay dialog box, see "Formatting Data Markers" later in this chapter.

1. From the Format menu, choose *Overlay*.
2. In the Overlay Chart Type box, select the graph type you want.

   If more than one format is available for the graph type you want, you can select a format under Data View.
3. Click the *OK* button.

Removing a Data Series from the Overlay Graph

1. Select a data series on the graph or datasheet that has been moved to the overlay graph.

   An overlay series is indicated by a white circle in the row control box of the series when the series is in rows and in the column control box of the series when the series is in columns.
2. From the DataSeries menu, choose *Move to Chart.*

Removing an Overlay Graph

▶ From the Gallery menu, choose any graph type except a combination graph type.

–Or–

▶ Select the overlay series, and then choose *Move to Chart* from the DataSeries menu.

More about creating an overlay graph

- **If you have an xy (scatter) graph as your main graph**—You can only have an xy (scatter) graph for your overlay graph. If you change your main graph type from an xy (scatter) graph, a message appears asking if you want to remove the overlay series from the graph.
- **To exclude an overlay data series from a graph**—Double-click the series' row or column control box. The control box appears dimmed and the circle is retained.

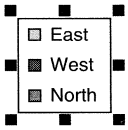
Editing a Graph

The following section describes how to select individual graph objects, copy and clear the graph, and to reverse any changes you make. More information about adding and formatting individual graph objects, such as a legend, appears later in this chapter.

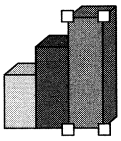
Selecting Objects on Your Graph

You must select an object before you can format or edit it. If no object is selected, most of the Format menu commands are unavailable.

An object, when selected, is marked with white squares or black squares, depending on the type of object. These black or white squares tell you that the next command or action will affect the selected item.



Objects and text marked with black squares, or handles, can be formatted with commands and moved or sized with the mouse.



Objects and text marked with white selection squares can't be moved or sized directly. Some objects, such as the axis labels, can be formatted or realigned with commands.

Using the mouse to select items on your graph

You can use the mouse to select items on your graph. The following table lists mouse procedures for selecting items.

Selecting Objects with the Mouse

To:	Do this:
Select an object	Click the chart object you want to select.
Select a series	Click any marker in the series.
Select a single data marker	Hold down ⌘ and click the data marker.
Select gridlines	Click a gridline. Make sure the tip of the pointer is pointing exactly to the gridline.
Select an axis	Click the area containing the axis tick-mark labels.
Select the entire plot area	Click any area in the plot not occupied by any other item, including gridlines.
Select the entire chart	Click anywhere outside the plot area where there is not another item.

To cancel a selection:

- Press ESC, or click where there is no other graph object.

  If the graph is selected, click outside the graph.

When you have an object or several objects selected on your graph, you can remove the selection from the objects so you can view your graph without the selection squares, or select a different object to edit.

Copying a Graph

You can make a copy of a graph, and then paste it into a document created with another application.

To copy a graph:

1. Switch to the Chart window.
2. From the Edit menu, choose *Copy Chart*.

   Graph copies the entire graph to the clipboard so you can paste it in any document you want.
3. Switch to the application and document in which you want to paste the graph.
4. From the main application Edit menu, choose *Paste*.

Clearing a Graph

You can remove the graph data, its formatting, or both by choosing the *Clear* command from the Edit menu. Then you can add new data to existing formats, new formats to existing data, or an entirely new graph in the same graph document.

If you embedded a graph into a presentation, you can remove the graph from the presentation by selecting the graph and then choosing the *Clear* command from the PowerPoint Edit menu.

To clear graph data and formats:

1. Select one of the data series in the Chart window.
2. From the Graph Edit menu, choose *Clear*.
3. Choose the option you want:

   To clear both the data and its formats, select the *All* button.

   To clear the formats and keep the data, select the *Formats* button.

   To clear the data but retain your formats for new data, select the *Data Options* button.
4. Click the *OK* button.

Undoing Changes

With the *Undo* command on the Edit menu, you can reverse the last change you made to your datasheet or graph. For example, if you have formatted a gridline to be a dashed line, choosing the *Undo* command reverses the formatting.

You can see the operation that *Undo* will perform stated next to the command in the Edit menu. For example, if the last command used was the *Copy* command, the Edit menu will show the *Undo Copy* command.

To reverse a change:

▶ From the Graph Edit menu, choose *Undo*.

When the *Undo* command is unavailable, it changes to *Can't Undo* and appears dimmed.

More about editing a graph

- **Undoing changes to a datasheet or a graph**—To undo all changes you may have made to the datasheet or graph, choose the *Quit and Return* command from the File menu. A message appears asking if you want to update your changes. Click the *No* button. If you have already returned the changes to your presentation, then choose the *Undo* command from the PowerPoint Edit menu before continuing.

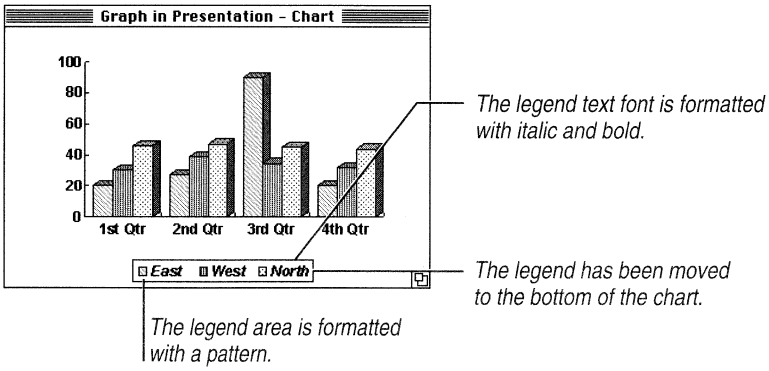
Adding, Deleting, and Formatting a Legend

A legend provides a guide to the data series markers in much the same way that a road map legend provides a guide to the colors and symbols used on the map. The legend includes each pattern or symbol used as a data marker in the graph, followed by the corresponding data series name. If there is only one data series in the graph, the legend shows the names of the categories within the data series.

You can display the legend in an automatic position, or you can position the legend manually. You can format the legend box area with patterns and colors and format the style, weight, and color of the border around the legend box. You can also change the font of the text within the legend by selecting the legend, and then choosing the *Font* command from the Format menu. For more information, see "Adding, Deleting, and Editing Text" later in this chapter.

The text printed in the legend is taken directly from the datasheet cells containing the data series names or category names. To change the legend text, edit the datasheet cells containing the data series or category names.

The following illustration shows a legend after it has been moved and formatted.



To add a legend:

▶ From the Chart menu, choose *Add Legend.*

Graph inserts a legend at the right of the plot area and resizes the plot area to accommodate the legend.

To select a legend:

▶ Click the legend.

When you first add a legend, Graph automatically selects it for you so you can immediately format it. However, each time you want to format the legend later, you must first select it. You can select the legend with either the mouse or the keyboard. When you select a legend, Graph surrounds it with black selection squares.

To delete a legend:

▶ From the Chart menu, choose *Delete Legend*, or select the legend and press DELETE.

Once you add a legend, the *Add Legend* command on the Chart menu changes to *Delete Legend*.

Formatting the Legend Box

With the *Patterns* command from the Format menu, you can control the style, color, and weight of the border line around the legend, and the pattern, Foreground color, and Background color within the legend box.

1 Double-click the legend or select the legend and choose *Patterns* from the Format menu.

2 Select the border and area options you want.

To have Graph select these options for you, click the *Automatic* button under Border and Area.

Under Sample, Graph shows you what the new formatting will look like.

3 To format the legend text font, choose the *Font* button, and then select the options you want.

4 To reposition the legend, choose the *Legend* button, and then select the options you want.

5 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Moving a Legend

You can change the position of the legend by either selecting a new position with the *Legend* command on the Format menu or by dragging the legend to a new position with the mouse. Use the *Legend* command to position the legend in any of five standard positions—bottom, corner (upper-right), top, right, or left. By dragging the legend with the mouse, you can position the legend anywhere in the graph.

If you move the legend using the *Legend* command or drag the legend to the edge of the Chart window, Graph automatically redraws the graph to make room for the legend in its new position. Graph also changes the horizontal or vertical arrangement of the elements in the legend, if needed, to make the legend fit better in the Chart window. For example, if you move the legend to the bottom of the graph, Graph arranges the legend elements horizontally.

To position the legend:

1. Select the legend.
2. From the Format menu, choose *Legend.*
3. Select the option for the legend position you want.
4. To format the legend box area and border, choose the *Patterns* button, and then select the options you want.
5. To format the font of the legend text, choose the *Font* button, and then select the options you want.
6. Click the *OK* button.

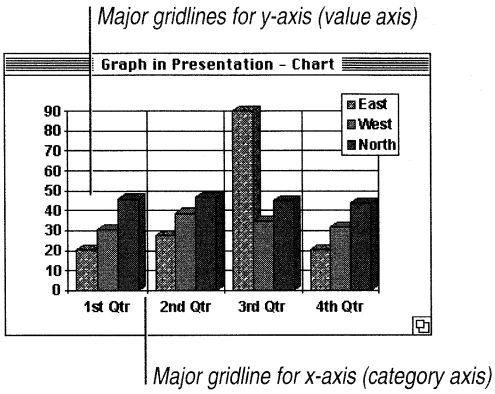
   All of your changes are applied and the dialog box closes.

Adding, Deleting, and Formatting Gridlines

Gridlines are lines that extend from the axis across the plot area to help guide the eye from the data marker to the corresponding value or category on the axis. Adding gridlines can make a graph much more readable, especially if the graph is very large.

You can add gridlines for any axis in a graph. In 3-D charts, the z-axis gridlines are displayed along the back and side walls of the plot area and the x-axis and y-axis gridlines are displayed across the base, or floor, and up the walls of the graph. For any graph, you can add gridlines that correspond to either major or minor tick marks on the axes and you can format the line color, style, and weight of the major and minor gridlines separately.

The following illustration shows the major and minor gridlines for the x-axis and y-axis in a 3-D column graph.



To add and delete gridlines:

1 From the Chart menu, choose *Gridlines*.

The options in the Gridlines dialog box vary depending on whether the active graph is a 2-D graph or a 3-D graph.

2 Select the check boxes for the gridlines you want displayed, or clear the check boxes for any gridlines you do not want displayed.

3 Click the *OK* button.

To select gridlines:

▶ Click the gridline.

When you select a gridline, both of its ends are marked with a white selection square. You need to select only one major or minor gridline for an axis to select all the major or minor gridlines for that axis.

To format gridlines:

1 To format all major gridlines for an axis, double-click a major gridline or select one of the major gridlines for the axis and choose *Patterns* from the Format menu.

   To format all minor gridlines for an axis, double-click a minor gridline, or select one of the minor gridlines for the axis and choose *Patterns* from the Format menu.

2 Select the style, color, and weight options you want to use for the gridlines.

   To have Graph select these options for you, click the *Automatic* button.

   Under Sample, Graph shows you what the new formatting will look like.

3 Click the *OK* button.

   All of your changes are applied and the dialog box closes.

More about adding, deleting, and formatting gridlines

- **A shortcut to adding gridlines**—If you haven't added any other custom formatting, you can add gridlines by selecting a graph option in the Gallery dialog box that contains gridlines.

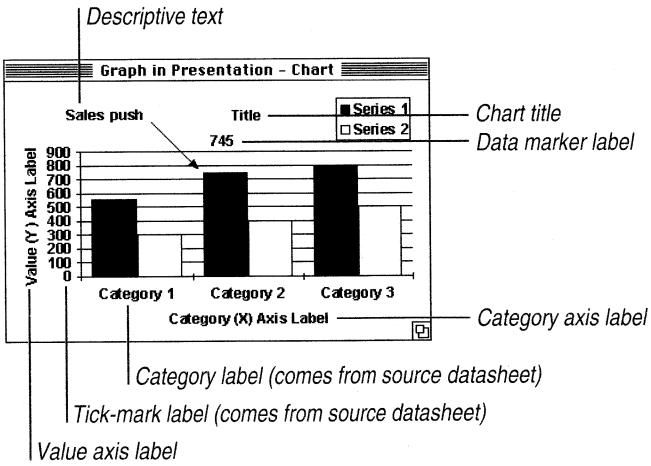
Adding, Deleting, and Editing Text

When you create a graph, Graph automatically adds some text to it, such as tick-mark labels along the axes. However, you can add other descriptive text to make the graph easier to understand or to emphasize certain information.

Adding Text

You can add two types of text to a graph—attached text and unattached text. Attached text are titles attached to a graph object, such as an axis or a data marker. Attached text moves with the graph object, as it does with other objects in PowerPoint, and can't be moved separately. Unattached text can be placed anywhere on the graph. Adding unattached text is useful for creating subtitles or comments, or for use with arrows to emphasize elements in the graph. You can also add labels to the data markers to show the data series or value that the data marker represents.

The following illustration shows examples of attached and unattached text. The descriptive text is unattached text. The remaining text is attached text.



You add attached text with the *Titles* command from the Chart menu and labels for the data markers with the *Data Labels* command from the Chart menu. You can also attach a graph title or an axis label for any axis. You add unattached text by typing when no other text is selected.

You can distinguish between attached and unattached text by selecting the text. When you select attached text, Graph surrounds the text with white selection squares. The white squares indicate that the text cannot be moved or sized. When you select unattached text, Graph surrounds the text with black selection handles that you can drag to resize the text.

To add attached text:

1. From the Chart menu, choose *Titles*.
2. Select the option that corresponds to the part of the graph to which you want to add text.
3. Click the *OK* button.

   Graph adds default text in the appropriate chart location and surrounds the text with white selection squares.
4. Type the text you want to appear.

   The text you type appears on the graph within the white selection squares.

   To insert a line break in the text, press RETURN.
5. Press ESC or click on a different area of the graph.

To add unattached text:

1. Make sure no other text in the graph is selected.
2. Type the text you want.

   The text you type appears on the graph within the black selection squares.

   To insert a line break in the text, press RETURN.
3. Press ESC or click on a different area of the graph.

   Graph surrounds the text with black selection squares indicating that you can move and size the text.

Selecting Text

▶ Click the text.

When you first create graph text, Graph automatically selects that text for you so you can immediately edit or format it. However, each time you want to edit or format the text later, you must first select it. You can select text with either the mouse or the keyboard. When you select attached text, Graph surrounds it with white selection squares. When you select unattached text, Graph surrounds it with black selection squares.

Editing Text

1. Click to select the graph text.
2. Retype the text, or position the insertion point within the text and insert or delete the characters you want to add or remove.
3. Press ESC or click on a different area of the graph.

Deleting Text

1 Click to select the graph text.

2 From the Edit menu, choose *Clear*.

Moving Unattached Text

1 Click to select the graph text.

2 Drag the border surrounding the text to the position you want.

Resizing Unattached Text

1 Click to select the chart text.

2 Drag the resize handles to the size you want.

Displaying Data Labels, Values, or Percentages

1 Switch to the Chart window.

2 From the Chart menu, choose *Data Labels.*

3 Under *Data Labels*, select the value, percent, or label you want displayed.

To remove all existing data labels from the chart, select the *None* button.

To display the numeric value along with each data point, select the *Show Value* button.

To display percentages next to each pie slice, select the *Show Percent* button.

To display percentages and category names next to each pie slice, select the *Show Label and Percent* button.

To display the category name along with each data point in each series, select the *Show Label* button. The data label for the category name is the same name that appears in the x-axis. The data labels for area charts are the series names.

4 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Formatting Text

You can change the graph text font, color, alignment, and orientation. You can also change the pattern and color of the text area and the color, weight, and style for the border around the text. You can format any text on a chart including axes text, legend text, and any attached or unattached text.

Formatting the Text

You can change the format for a selected piece of text or for all text in a graph.

1 Select the text to be formatted.

To format a single piece of attached or unattached text, click to select the text.

To format tick-mark labels for an axis, select the axis.

To format the text in the legend, select the legend.

To format all of the text in a chart, select the entire chart.

2 From the Format menu, choose *Font*.

3 In the Font box, select the font you want, or type the font name in the box below the Font box.

4 In the Size box, select the font size you want, or type the size in the box below the Size box.

5 Under Style, select the styles you want.

6 In the Color box, select the color you want to apply.

To apply the PowerPoint Lines and Text color, select the *Automatic* button.

7 Under Background, select the option that describes how you want the area behind the text to appear.

To have Graph select the background option for you, select the *Automatic* button.

To leave the area behind the text transparent so you can see the pattern behind the text, select the *Transparent* button.

To remove an existing pattern from behind the text but leave the color behind the text unchanged, select the *Opaque* button.

Under Sample, Graph shows you what the new formatting will look like.

8 To format the text border and area, choose the *Patterns* button, and then select the options you want.

9 To format the alignment and orientation of the text, choose the *Text* button, and then select the options you want.

10 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Aligning and Orienting Text

You can change the horizontal and vertical alignment of attached and unattached chart text and you can also rotate text to a vertical orientation. The alignment options align the text to the edges of the area containing the text. You can also choose whether the border automatically changes size to fit the text or stays the same size until you change it. If you attach text to a data marker, you can also display the marker or series pattern next to the text, or replace the text with the data marker's value.

1 Select the text.

2 From the Format menu, choose *Text*.

3 Under Horizontal, select the horizontal alignment you want.

4 Under Vertical, select the vertical alignment you want.

5 Under Orientation, select the text orientation you want.

6 For unattached text, select the Automatic Size check box if you want the text border to adjust automatically to fit the text. Once you size the text border yourself, Automatic Size is cleared. If you want the text border size to remain fixed until you change it, clear the Automatic Size check box.

7 To restore attached text to the default text entered by Graph when you first added the text, select the Automatic Text box.

8 If the selected text is attached to a data marker, select the Show Value check box to replace the text with the data marker's value. Or select the Show Key check box to display the pattern used by the data marker or series next to the data marker text.

9 To format the text box border and fill, choose the *Patterns* button, and then select the options you want.

10 To format the font text, choose the *Font* button, and then select the options you want.

11 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Formatting Text Borders and Area Patterns

You can format the style, color, and weight of the text border, as well as add a shadow to the right and below the border. You can also select a variety of patterns and colors to use for the text area. The text is always placed in front of the area pattern so it's always visible.

1. Double-click the text you want to format or select the text and choose *Patterns* from the Format menu.
2. Select the border and area options you want.
3. To format the font text, choose the *Font* button, and then select the options you want.
4. To format the alignment and orientation of the text, choose the *Text* button, and then select the options you want.
5. Click the *OK* button.

   All of your changes are applied and the dialog box closes.

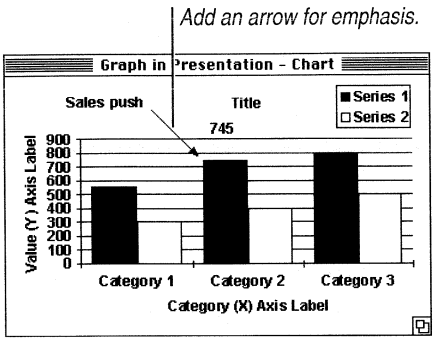
More about formatting graph text

- **A shortcut to editing and formatting any object in Graph**—Double-click the object. A dialog box appears. Choose the type of work you want to do.

Adding, Deleting, and Formatting Arrows

You can add arrows to your chart to call out important information, to connect unattached text to a specific series or data marker, or to point out an item on the chart that might otherwise go unnoticed.

The following illustration shows arrows pointing from unattached text.



To add an arrow:

To add an arrow, you use the *Add Arrow* command from the Chart menu, and no existing arrow should be selected.

▶ From the Chart menu, choose *Add Arrow*.

Graph inserts an arrow in the chart. You can move or size the arrow as needed.

To select an arrow:

When you first add an arrow, Graph automatically selects it so you can immediately format it. However, each time you want to format the arrow later, you must first select it. You can select the arrow either by clicking it or by using the up and down arrow keys.

▶ Click the arrow.

To delete an arrow:

To delete an arrow, you must first select it. When an arrow is selected, the *Add Arrow* command changes to the *Delete Arrow* command on the Chart menu.

▶ Click to select the arrow you want to delete and from the Chart menu, choose *Delete Arrow*.

To clear an arrow:

You can also remove an arrow with the *Clear* command from the Edit menu. The *Clear* command does not move the arrow to the clipboard. If you accidentally clear an arrow, choose *Undo* from the Edit menu before you take any other action.

▶ Click to select the arrow you want to remove and from the Edit menu, choose *Clear*.

To move an arrow:

You can change the position of the arrow by dragging it to a new position with the mouse.

▶ Drag the arrow shaft to the position you want.

To size an arrow and change its direction:

You can change the size of the arrow by dragging it to a new length with the mouse.

▶ Click to select the arrow whose size or direction you want to change. Drag the arrow's handles until the arrow is the size you want and points in the direction you want.

To format the arrow shaft and arrowhead:

You can control the style, color, and line weight of the arrow shaft as well as the style, width, and length of the arrowhead by using the *Patterns* command from the Format menu.

1 Double-click or select the arrow and choose *Patterns* from the Format menu.

2 Under Line, select the style, color, and weight options you want for the arrow shaft.

   To have Graph select these options for you, select the *Automatic* button under Line.

   Under Sample, Graph shows you what the new formatting will look like.

3 Under Arrow Head, select the style, width, and length options for the arrowhead.

4 Click the *OK* button.

   All of your changes are applied and the dialog box closes.

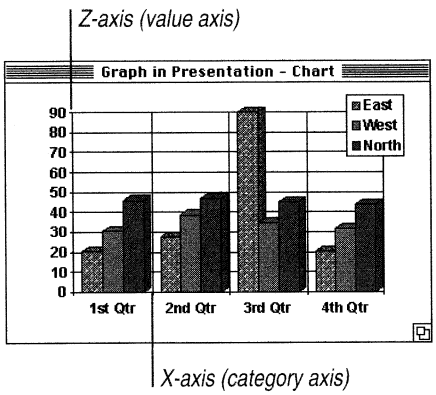
Adding, Deleting, and Selecting Axes

Axes are the scales against which the data is plotted. You can format each of the axes independently to achieve the scale and format you want.

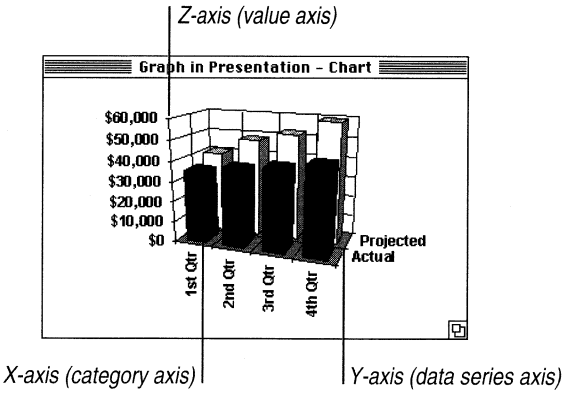
All two-dimensional (2-D) graphs except pie charts have two axes—an x-axis and a y-axis. Pie charts have no axes. For 2-D charts, with the exception of bar graphs and pie charts, the data values are plotted along a vertical y-axis and the categories are plotted along a horizontal x-axis. On a bar graph, the x-axis is plotted vertically, and the y-axis is plotted horizontally. For xy (scatter) graphs, the x-axis is numerical and is used as a second value axis for plotting xy coordinates. The three-dimensional (3-D) graphs that use a 3-D plot have three axes—an x-axis (category axis), y-axis (series axis), and z-axis (value axis).

Note: The value axis for a 3-D chart is still the vertical axis, but it's labeled the z-axis instead of the y-axis, in accordance with standard mathematical conventions.

The following illustration shows two axes on a 3-D column chart.



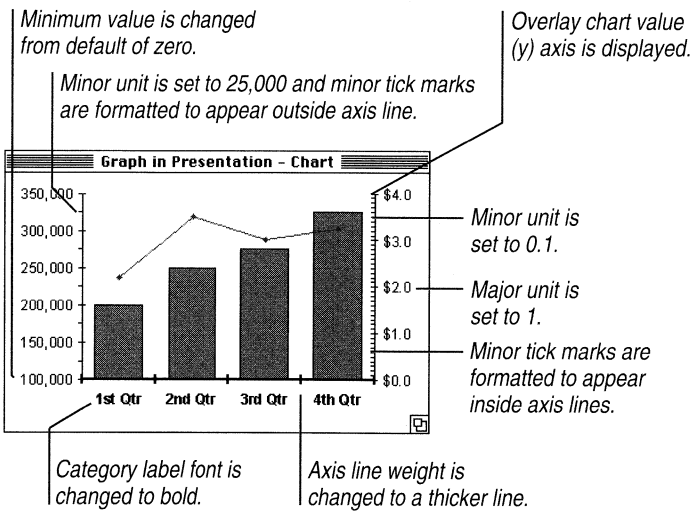
The following illustration shows three axes on a 3-D column chart.



You can control whether axes appear on the main graph and on an overlay graph. Overlay graph data can be plotted against a separate x-axis and y-axis. Thus, in a graph with an overlay graph, you can have up to four axes.

With the items on the Format menu, you can control the appearance of the axes themselves and the tick-mark labels. For example, you can determine at what value the axes intersect, how many categories there are between x-axis tick-mark labels and tick marks, and where the y-axis scale begins and ends. You can also change the color or pattern used for the axis lines and the font used for the tick-mark labels.

The following illustration shows some of the ways you can format your chart axes.



Since the number format and content of the tick-mark labels are taken from the datasheet, you must edit or format the datasheet cells to change the number format or content of the tick-mark labels. You can also attach axis labels to the axes and format these. These are labels for the entire axis, not labels for individual tick marks.

To add and delete axes:

You can control whether or not main or overlay axes are displayed with the *Axes* command from the Chart menu.

1. From the Chart menu, choose *Axes*.
2. Select the check boxes for the axes you want to display. Clear the check boxes for the axes you don't want to display.

   If there is an overlay graph, separate options are included for displaying the overlay axes.
3. Click the *OK* button.

To select graph axes:

You can select an axis with either the mouse or the keyboard. When you select an axis, it's marked with white selection squares at either end of the axis.

- Click the axis line or tick-mark labels.

  Make sure you don't click inside the axis line or you may select the plot area, gridlines, or a data marker.

Formatting the Axis Scale

You can control the scale settings used for each of the axes with the *Scale* command from the Format menu. Different options are available depending on which axis you are formatting.

The following list describes the options available when you select the category axis (x-axis) and choose the *Scale* command from the Format menu. On most graphs, the category axis is the horizontal axis. On bar graphs, the category axis is vertical. On an xy (scatter) graph, the x-axis isn't used as a category axis, but is used as a second value axis, so Graph displays the options for a value axis when you choose the *Scale* command with the x-axis selected.

- **Value (Y) Axis Crosses at Category Number**—specifies the number of the category at which you want the value axis to cross the category axis. This option isn't available for 3-D charts.
- **Number of Categories Between Tick Labels**—specifies which categories you want labeled. For example, an entry of 1 displays the label for every category, an entry of 2 displays a label for every other category, an entry of 3 displays a label for every third category, and so on.
- **Number of Categories Between Tick Marks**—specifies the number of categories you want to appear between tick marks. For example, an entry of 2 would display a tick mark for the first and third categories, but not the second category.
- **Value (Y) Axis Crosses Between Categories**—for a 2-D chart, controls whether the value axis is displayed at the edge of the category indicated in the Value (Y) Axis Crosses at Category Number box or in the middle of the category. For 2-D charts and 3-D line and area charts, this option controls whether data is plotted at the tick marks or between tick marks. When this option is selected, data markers are plotted between the tick marks and gridlines, and the tick marks and gridlines appear at the edges of the categories. When this option is cleared, data markers are plotted at the tick mark positions and the category axis gridlines cross through the center of a category. This option changes to Value (Z) Axis Crosses Between Categories when the active chart is a 3-D chart.
- **Categories in Reverse Order**—reverses the displayed order of the categories and the data within a category. This does not reverse the plot order of the data or the categories, but displays them in reverse order.
- **Value (Y) Axis Crosses at Maximum Category (2-D charts only)**—displays the value axis at the last plotted category. This option overrides the Value (Y) Axis Crosses at Category Number option.

The following list describes the options available when you select the value axis and choose the *Scale* command from the Format menu. On most graphs, the value axis is the y-axis and is the vertical axis. On bar graphs, the value axis is horizontal. On all 3-D graphs, the value axis is the vertical z-axis. On xy (scatter) graphs, the x-axis is also a value axis. Graph displays the value axis options described in the following list when you choose the *Scale* command from the Format menu with the y-axis selected. Selecting the Auto check box sets the first five options in the following list to

automatic. The result of selecting the Auto check box for each option is described in the list.

- **Minimum**—specifies the smallest data value you want displayed on the graph. Values below the number you specify are not shown on the graph, although the source data on the datasheet isn't affected. Selecting the Auto check box displays all values.
- **Maximum**—specifies the highest data value you want displayed on the graph. Values above the number you specify are not shown on the graph, although the source data on the datasheet isn't affected. Selecting the Auto check box displays all values.
- **Major Unit**—specifies the increment between major tick marks. Selecting the Auto check box calculates the increment based on the range of values plotted in the graph and the current size of the graph. If you size the graph, Graph automatically adjusts the scale.
- **Minor Unit**—specifies the increment between minor tick marks. Selecting the Auto check box calculates the increment based on the major unit increment and the current size of the graph. If you size the graph, Graph automatically adjusts the scale.
- **Category (X) Axis Crosses at**—specifies the value at which you want the category axis to cross the value axis. If you select the Auto check box for this option, the category axis crosses at zero or, if the value axis scale does not include zero, the value closest to zero. If you select the x-axis of an xy (scatter) graph, this option is replaced with Value (Y) Axis Crosses at and specifies the value at which you want the y-axis to cross the x-axis. For 3-D graphs, this option is replaced with the Floor (XY Plane) Crosses at option.
- **Floor (XY Plane) Crosses at**—specifies the value at which you want the floor of a 3-D plotted graph to cross the value axis (z-axis). If you select the Auto check box for this option, the floor crosses at zero or, if the value axis scale does not include zero, the value closest to zero.
- **Logarithmic Scale**—recalculates the Minimum, Maximum, Major Unit, and Minor Unit values as powers of 10, based on the range of data plotted in the graph. No zero or negative data values are permitted on logarithmic graphs. The Major Unit and Minor Unit must both be at least 10. If you type a value that isn't a power of 10 in the Minimum box, it will be rounded down to the next power of 10. If you type a value that isn't a power of 10 in the Maximum box, it will be rounded up to the next power of 10.
- **Values in Reverse Order**—inverts the graph and displays the lowest value on the scale at the top of the graph and the highest value on the scale at the bottom of the graph. If you select the x-axis of an xy (scatter) graph, this option is replaced with Categories in Reverse Order and reverses the x-axis scale.
- **Category (X) Axis Crosses at Maximum Value**—displays the category axis at the highest value. This option overrides the Category (X) Axis Crosses at option. If you select the x-axis of an xy (scatter) graph, this option is replaced with Value (Y) Axis Crosses at Maximum Category and displays the y-axis at the highest x-axis

value. For 3-D graphs, this option overrides the Floor (XY Plane) Crosses at Minimum Value option.

- **Floor (XY Plane) Crosses at Minimum Value**—displays the floor of the 3-D plotted graph at the lowest value on the graph. This check box overrides the Floor (XY Plane) Crosses at option.

The following list describes the options available when you select the series axis on a 3-D graph and choose the *Scale* command from the Format menu. The series axis appears only on 3-D graphs that are plotted with three axes. In a 3-D graph, the series axis is the y-axis and the value axis is the z-axis.

- **Number of Series Between Tick Labels**—specifies which series you want labeled. For example, an entry of 1 displays a label for every series, an entry of 2 displays a label for every other series, an entry of 3 displays a label for every third series, and so on.
- **Number of Series Between Tick Marks**—specifies the number of series you want to appear between tick marks. For example, an entry of 2 displays a tick mark for the first and third series, but not the second series.
- **Series in Reverse Order**—reverses the displayed order of the series. This does not reverse the plot order of the series, but just displays it in reverse order.

Formatting the Axis Scale

1. Select the axis you want to format.
2. Double-click the axis or, from the Format menu, choose *Scale*.
3. Enter values or select or clear check boxes to achieve the scale format you want.
4. To format the axis line, the tick marks, or the location of tick-mark labels, choose the *Patterns* button, and then select the options you want.
5. To format the tick-mark labels font, choose the *Font* button, and then select the options you want.
6. To format the orientation of the tick-mark labels, choose the *Text* button, and then select the options you want.
7. Click the *OK* button.

   All of your changes are applied and the dialog box closes.

Formatting Axes Patterns and Tick Mark and Label Locations

You can control the appearance of the axis lines and tick marks and the position of the tick-mark labels with the *Patterns* command from the Format menu.

You can also change the font used for the tick-mark labels with the *Font* command from the Format menu. For more information about changing the font, see "Formatting the Text" earlier in this chapter. The number format and the content of the tick-mark labels are taken from the datasheet. To change the tick-mark label contents or the number format of numbers used as tick-mark labels, edit the datasheet cells. For

more information, see "Formatting Datasheet Cells" earlier in this chapter.

1 Double-click the axis or its tick-mark labels or select the axis you want to format. Then choose *Patterns* from the Format menu.

2 Under Axis, select the style, color, and weight you want to use for the axis line.

To have Graph select these options for you, select the *Automatic* button.

Under Sample, Graph shows you what the new formatting will look like.

3 Under Tick Mark Type, select the alignment (relative to the axis line) you want for major tick marks and minor tick marks.

4 Under Tick Labels, select the position on the graph where you want the tick labels to appear.

To display no tick labels, select the *None* button.

To display tick labels at the low end of the perpendicular axis, select the *Low* button.

To display tick labels at the high end of the perpendicular axis, select the *High* button.

To always display tick labels next to the axis line, no matter where you move the axis on the graph, select the *Next to Axis* button.

5 To format the tick-mark labels font, choose the *Font* button, and then select the options you want.

6 To format the orientation of the tick-mark labels, choose the *Text* button, and then select the options you want.

7 To format the axis scale, choose the *Scale* button, and then select the options you want.

8 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Formatting the Tick-Mark Label Orientation

1 Select the axis whose tick-mark labels you want to format.

2 Double-click the axis or, from the Format menu, choose *Text*.

3 Under Orientation, select the text orientation you want.

4 To format the axis line, the tick marks, or the location of the tick-mark labels, choose the *Patterns* button, and then select the options you want.

5 To format the tick-mark labels font, choose the *Font* button, then the options.

6 To format the axis scale, choose the *Scale* button, then the options.

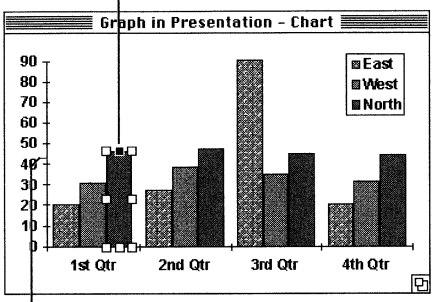
7 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Adjusting Data Values in a Graph

You can drag the data markers on a graph to increase or decrease their value. When you drag a data marker, the data value on the datasheet changes to match the new value on the graph. By adjusting the data markers, you can quickly view "what-if" scenarios on your graph. You can drag data markers on 2-D line graphs, bar graphs, xy (scatter) graphs, and column graphs.

When a data marker can be adjusted by dragging, a black handle appears between the white selection squares when the data marker is selected.



When you drag, a line appears on the y-axis to show the adjusted value of the data marker.

You can increase or decrease a data marker value by selecting the individual data marker you want to change and dragging the black handle that appears on the data marker. You can change the data marker value only within the range defined by the value axis. You cannot drag the white selection squares.

When you are finished dragging the data marker, Graph calculates the data marker value based on the current value of the axis and places that value in the datasheet.

To adjust graph values by dragging data markers:

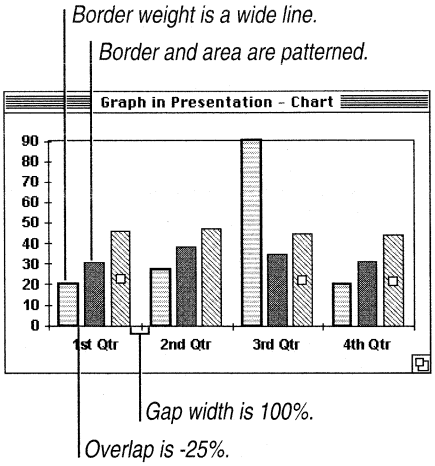
1 Hold down and then click the data marker on the graph.

2 Drag the black handle in the direction in which you want to adjust the value.

While you drag, a line appears on the y-axis to show the adjusted value of the data marker. You can drag only within the scale on the value axis.

Formatting Graph Data Markers

You can control the format of the data markers, including their patterns, color, and spacing. The following illustration shows a column graph with custom formatted data markers.



To select data markers:

To format graph data markers, you must select them first.

- To select all of the markers in a series, click any marker in the series.
- To select a single marker, hold down , and then click the marker.

More about formatting data markers

- **Before custom formatting data markers**—Use the Gallery commands to select the graph format that most closely resembles the graph you want to create. If you apply custom formats with the Format commands, some of these formats will be overridden if you then choose a different option from the Gallery menu.

Formatting Marker Arrangement and Spacing

Using the *Chart* and *Overlay* commands from the Format menu, you can arrange the main graph or the overlay graph data markers in the formats shown in the following table. Only those formats that apply to the selected graph type are available in the dialog box, and they are shown in the selected graph type. The formats shown in the following table are for a column graph.

Column Graph Formats

Format		Description
Side by side		Places each data marker within a category adjacent to the other data markers within the same category. You can set gap and overlap to any valid value.
Stacked		Measures the first series marker within a category starting from the x-axis, as usual. Then measures the value for the second series marker in that category from the top of the first series marker, the third series marker from the top of the second marker, and so on.
Stacked 100%		Stacks the values within a category the same as for a stacked format, but the values in each category are shown as percentages of the sum of all data points in the category, and add up to 100%. The actual values that the series represent do not appear on the chart, but the series themselves are not permanently altered by choosing this format.
3-D layout		For 3-D area, column, and line charts only. Plots the series along the y-axis so each data series is in its own row.

Formatting Data Marker Layout

1 To format the data markers on the main graph, choose *Chart* from the Format menu.

To format the data markers on the overlay graph, choose *Overlay* from the Format menu.

2 Select the options you want to apply to your graph.

The dialog box options are explained in the following table. Only those options that apply to the selected graph type are available in the dialog box.

3 Click the *OK* button.

Data Marker Formats

Format	Description
Change the chart type	In the Chart Type box or Overlay Chart Type box, select the chart type you want. Graph retains any appropriate custom formats that you have already applied.
Specify a marker arrangement	Under Data View, select the arrangement you want from the available formats.
Change the overlap of bar chart or column chart markers within a category cluster	In the Overlap box, type a percentage value of overlap; do not include the percent sign (%). The number you type is a percentage of the bar or column marker width.
Change the distance between category clusters of bar chart or column chart markers	In the Gap Width box, type a percentage value. The number you type is a percentage of the bar or column marker width.
Show each data marker in a different color pattern (only if the chart contains only one data series)	Select the Vary by Categories check box.
Add drop lines that extend from the highest value in each category to the x-axis (line and area charts only)	Select the Drop Lines check box.
Add series lines that extend between the tops of the data markers for each series (stacked bar and stacked column charts only)	Select thc Series Lines check box.
Add hi-lo lines that extend from the highest to lowest value in each category (line and area charts only)	Select the Hi-Lo Lines check box.
Add bars for Open-High-Low-Close line charts to enclose the open and close stock prices with a data marker (line charts only)	Select the Up-Down Bars check box.
Specify the angle at which you want the first pie slice to start (if the chart is a pie chart)	Type the angle in the Angle of First Pie Slice box. The angle is measured in degrees (clockwise from vertical).
Change the distance between the data series in a 3-D chart	Type a percentage value in the Gap Depth box. The number you type is a percentage of the marker width.
Change the depth of a 3-D chart relative to its width	Type a percentage value in the Chart Depth box. The number you type is a percentage of the chart width.

Formatting Marker Patterns

With the *Patterns* command from the Format menu, you can control the line or border style, color, and weight used for data markers, and also the marker's pattern and Foreground and Background colors. For line graphs, you can also control the marker shape. The options available in the Area Patterns dialog box vary depending on the type of marker you select. You can select and format all markers for the data series, or individual data markers within a data series.

You can create a wide variety of pattern and color combinations. You can apply colors even if you are using a monochrome monitor. On a monochrome monitor, the standard color names are shown in the Color box in the Area Patterns dialog box. Customized colors appear as Color 1, Color 2, and so on.

To format the border and area of data markers:

Use the following procedure to format data markers that contain an enclosed area, such as area, bar, column, and pie chart data markers.

1 Double-click any marker in the series or select the marker or series you want to format. Then choose *Patterns* from the Format menu.

   To select a single marker, hold down , and then click the marker.

2 Select the border and area options you want.

   To have Graph select these options for you, select the *Automatic* button under Border and Area. Graph applies the Background color as area and Lines and Text color from your color scheme as the border.

   Select *None* to turn the border off.

   Select *Custom* to choose the style, color, and so on.

   Under Sample, Graph shows you what the new formatting will look like.

3 To apply your selected formats to all markers in the graph, select the Apply to All check box.

4 To invert the pattern of markers that correspond to negative numbers, select the Invert if Negative check box.

5 Click the *OK* button.

   All of your changes are applied and the dialog box closes.

To format line and xy (scatter) graph data markers:

Use the following procedure to format the data markers and lines used in line or xy (scatter) graphs.

1 Double-click any marker in the series or select the marker or series you want to format. Then choose *Patterns* from the Format menu.

   To select a single marker, hold down , and then click the marker.

   Once the single marker is selected, you can double-click the marker to format it.

2 Select the line and marker options you want.

To have Graph select these options for you, select the *Automatic* button under Line and Marker.

Under Sample, Graph shows you what the new formatting will look like.

3 To apply your selected formats to all data markers in the graph, select the Apply to All check box.

4 Click the *OK* button.

All of your changes are applied and the dialog box closes.

To clear the data marker formats:

1 Select the marker or data series you want to clear.

2 From the Edit menu, choose *Clear*.

3 Select the Formats option.

4 Click the *OK* button.

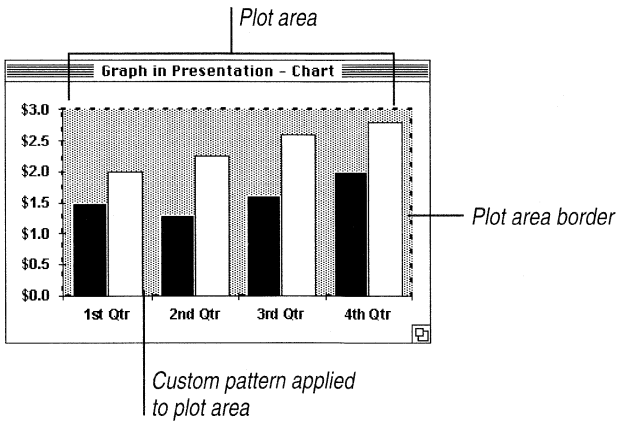
If you selected a single data marker with formatting different from the other markers in its series, Graph formats that marker the same as the other markers in the series.

Formatting the Plot Area

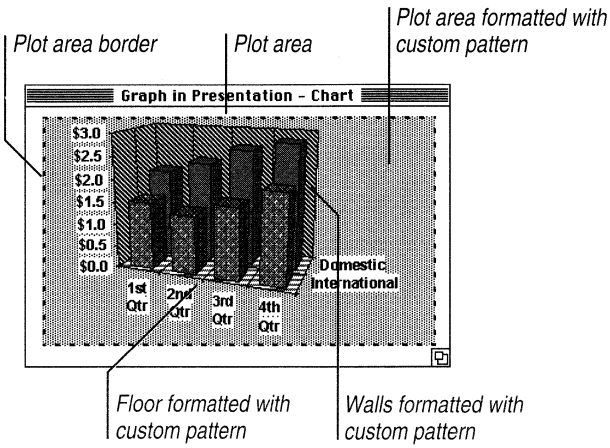
The plot area is the area bounded by and including the x-axis and y-axis on a 2-D graph and the area enclosing the axes, axes labels, and axes titles on a 3-D graph. You can control the fill colors and pattern for the plot area as well as the line style, color, and weight used for the plot area borders. In a 3-D graph, you can format the walls behind the data markers and the floor of the graph as well as the entire plot area.

You can apply colors even if you are using a monochrome monitor. On a monochrome monitor, the standard color names are shown on the color list in the dialog box. Customized colors are labeled as Color 1, Color 2, and so on.

The following illustration shows the plot area for a 2-D graph.



The following illustration shows the plot area for a 3-D graph.



To select the plot area:

▶ Click any part of the plot area not occupied by another graph item.

To select the walls or floor in a 3-D graph:

▶ Click any part of the walls or floor not occupied by another graph item.

To format the plot area or 3-D walls or 3-D floor:

1 Select the plot area, 3-D walls, or 3-D floor.

2 From the Format menu, choose *Patterns*.

3 Select the border and area options you want.

To have Graph select these options for you, select the *Automatic* button under Border and Area.

Under Sample, Graph shows you what the new formatting will look like.

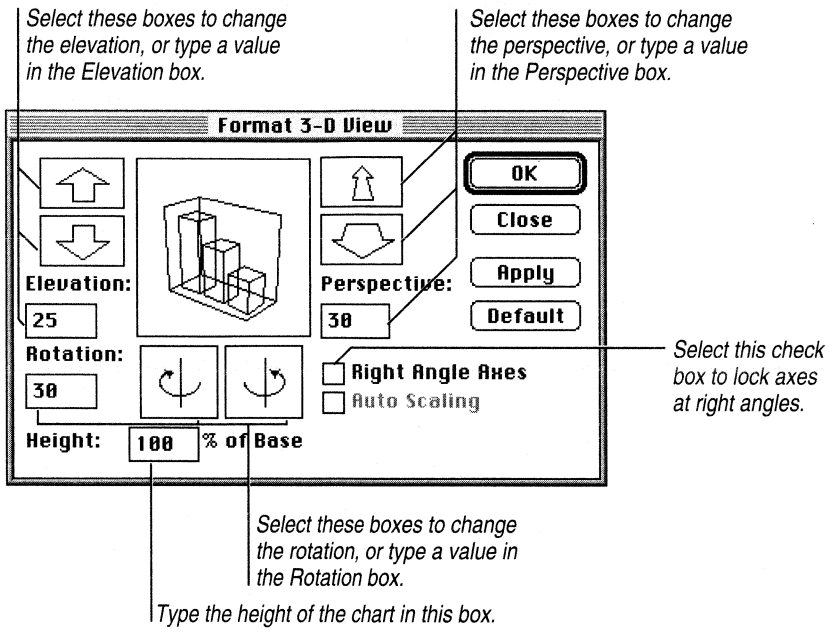
4 Click the *OK* button.

All of your changes are applied and the dialog box closes.

Formatting the 3-D Graph View

In a 3-D graph, you can control the elevation, rotation, perspective, scaling, angle, and height of the axes with the *3-D View* command from the Format menu. By adjusting these options you can change the graph to best display the data you're working with.

When you choose the *3-D View* command, Graph displays the following 3-D View dialog box.



The sample graph in the dialog box shows the result of changes as you make them.

- **Elevation**—controls the height at which you view the data. For all 3-D graphs except 3-D pie charts, the elevation is measured in degrees and can range from –90° to 90°. An elevation of zero displays the graph as if you were level with the center of the plot area; an elevation of 90° displays the graph as you would view it from above the center of the plot area; and an elevation of –90° displays the graph as you would view it from below the center of the plot area. For 3-D pie graphs, the elevation can range from 10° to 80°. A lower elevation displays the graph as if you were looking more from the edge of the pie chart—you see more of each pie slice's thickness. A higher elevation displays the chart as if you were looking more from above—you see more of the pie chart's circular surface. For 3-D bar graphs, the elevation can range from 0° to 44°.
- **Perspective**—controls the amount of perspective. More perspective makes data markers at the back of the graph smaller than data markers at the front of the graph, providing a sense of distance to the data markers farther away. You may want to use a greater perspective when the graph contains a lot of data, so data markers at the back of the graph appear more in proportion relative to data markers near the front of the graph. The perspective value specifies the ratio of the front of the graph to the back of the graph and can range from zero to 100. A perspective of zero makes the farthest edge of the plot area equal in width to the nearest edge of the plot area—that is, no perspective. For 3-D bar graphs, there is no perspective.
- **Rotation**—controls the rotation of the plot area around the z-axis (vertical axis). The rotation is measured in degrees and can range from 0 to 360. A rotation of

zero displays the graph as you would view it from the front, or the center of the x-axis, and a rotation of 180 displays the graph as you would view it from the opposite side, or the back, visually reversing the plot order of the series. A rotation of 90 displays the graph as you would view it from the center of the side.

- **Right Angle Axes**—controls the orientation of the axes. Select the check box to show axes at right angles to each other. Clear the check box to show axes in perspective. If this check box is selected, you cannot specify the perspective for the 3-D view. For 3-D bar graphs, the axes are at right angles and this check box is always selected.
- **Auto Scaling**—used when you change a 2-D graph into a 3-D graph, which is sometimes drawn somewhat smaller. For graphs with right angle axes and a rotation of less than 45°, this option scales the 3-D graph so that it's closer in size to the 2-D version.
- **Height**—controls the height of the z-axis and walls relative to the length of the x-axis, or width of the base of the graph. The height is measured as a percentage of the x-axis length. A height of 100 percent makes the height equal to the x-axis length; a height of 50 percent makes the height half the x-axis length; and a height of 200 percent makes the height twice the x-axis length. If you change this setting, the change isn't reflected in the sample graph shown in the dialog box.

To adjust the 3-D graph view:

In the 3-D View dialog box, a sample graph shows the result of the changes as you make them.

1. From the Format menu, choose *3-D View*.
2. In the Elevation, Perspective, and Rotation boxes, type the values you want or select the arrows to adjust the elevation, perspective, and rotation.
3. To show axes at right angles to each other, select the Right Angle Axes check box.

   To show axes in perspective, clear the Right Angles Axes check box.
4. In the Height box, type the percent of the x-axis length you want used as the height of the graph.
5. Click *OK*, *Apply*, or *Default*:

   To apply your changes and close the dialog box, click the *OK* button.

   To apply your changes to the graph, but leave the dialog box open so you can continue to adjust the graph, click the *Apply* button.

   To reset the view options to the default for the Gallery format, click the *Default* button.

Using PowerPoint with Other Applications

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Overview

With so many applications available, it makes sense to use artwork and information from other applications in your presentations. PowerPoint uses a number of methods to share information with other applications:

Pasting Using the Clipboard—The most common way to share information among applications is to copy it to the Clipboard and then paste it. When you paste information in a PowerPoint file, you can choose the format of what is being pasted using the *Paste Special* command.

Publish and Subscribe—Another method is generally referred to as publish and subscribe, where published information is stored in a separate file called an edition that others (subscribers) can access. Publish and Subscribe is available to System 7 users.

Embedding Information—Another method available to System 7 users is called embedding, where information is exchanged between an embedded application (such as Microsoft Graph) and PowerPoint.

This chapter explains how you paste using the clipboard, publish and subscribe, and how you embed information so you can share information among applications.

The chapter concludes with a special section about QuickTime so you can add QuickTime movies to your presentations.

Things to Know About Using PowerPoint with Other Applications

Terminology

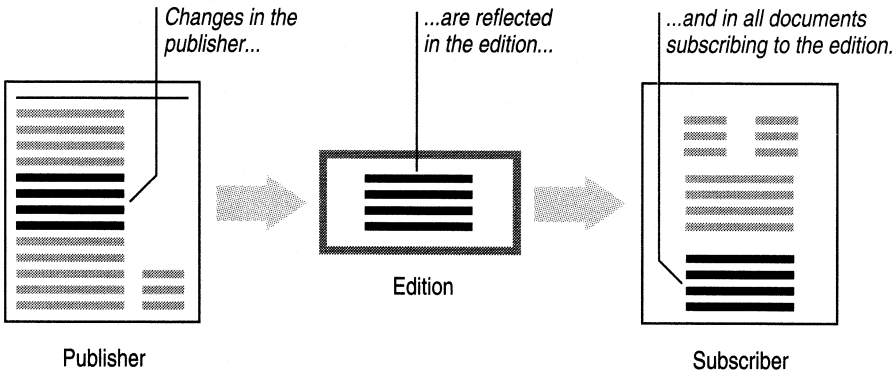
Publish—to create material that you want to make available to others and that will be updated automatically.

Publisher—the section within a document that makes data available to other applications.

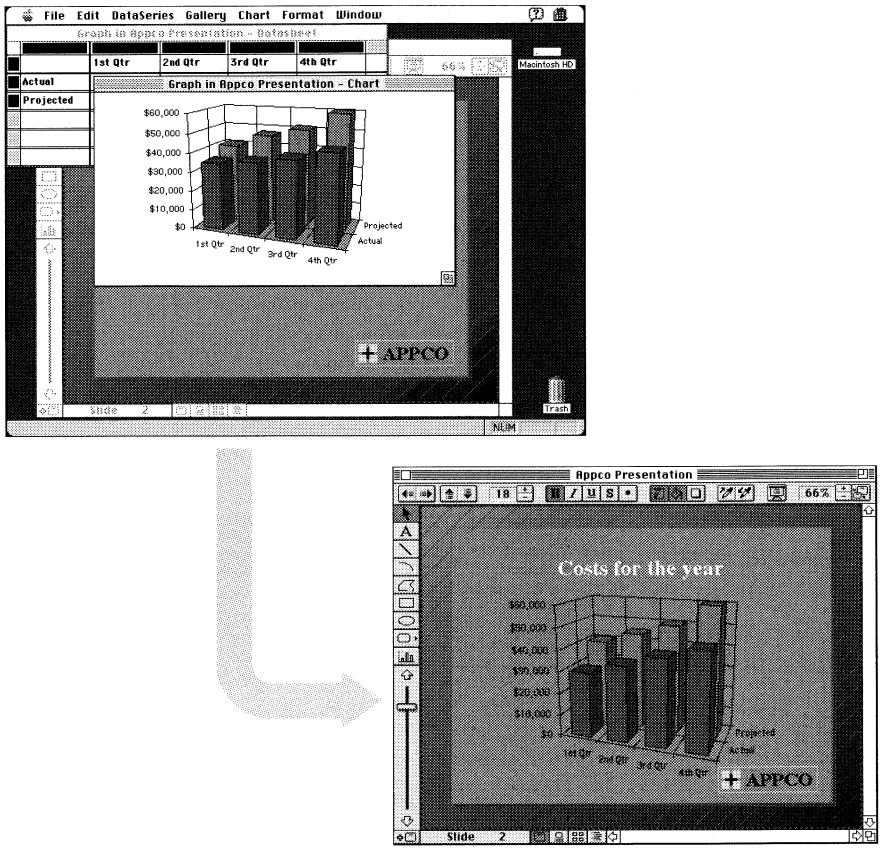
Edition—a file where published material is stored. When a publisher changes, those changes are automatically saved in the publisher's edition.

Subscribe—to insert published material in a presentation. When you update published material, your changes are automatically inserted in presentations that contain subscribers.

Subscriber—the section within a document that obtains data from other applications.



Embedding—storing information inside your presentation that was created using an embedded application such as Microsoft Graph. An embedded application is one that works within another application. An embedded object only exists within your presentation and not as a separate file. Double-clicking on an embedded object automatically launches the application that created it as long as the application is available.



You can embed graphics in your presentation using Microsoft Graph.

QuickTime—a technology that allows applications to play sound, animation, and video. These are called movies by QuickTime. To see whether QuickTime is available on your system, choose *Insert* on the Edit menu. If *Movie* is available on the submenu, QuickTime is available.

Concepts

Here are some key ideas to help you understand how information is imported by PowerPoint:

Copying or cutting and pasting—These are ways to move information from one place in a presentation to another using the Clipboard.

Understanding publishers and subscribers—When you create a publisher, you're saving a section of a document as an edition file that you or others can use in other documents. You can both publish and subscribe to individual PowerPoint slides. You can also subscribe to editions created in applications other than PowerPoint. The most significant feature of a subscriber is that it retains an active connection with its publisher through the edition; when changes are made to the publisher, the edition file is updated and the changes are made to the subscriber.

Let's say you develop a spreadsheet in Microsoft Excel and then publish it in an edition. Then you subscribe to the edition from within a PowerPoint presentation to display the chart on a slide. Later, you make changes to the spreadsheet in Microsoft Excel. Still later, you open your PowerPoint presentation. The publish and subscribe feature means that the change made on the spreadsheet is also made in the PowerPoint presentation. Of course, for this to work, both the publisher and subscriber files and the edition must be on the same computer, or available over a network.

Understanding embedded objects—Embedded objects are objects you create and edit using applications that are embedded within PowerPoint, such as Microsoft Graph. You can create and edit them without leaving PowerPoint. For instance, when you create a graph in PowerPoint and return the graph to your presentation, it is an object embedded in your presentation. To edit it, you double-click the object. The Microsoft Graph window opens giving you access to the graphing commands.

Sharing Information Using the Clipboard

Copying (retaining the original) or cutting (removing the original) and pasting are the simplest, most straightforward ways of moving text, objects, and slides within a presentation, among presentations, and to documents created with other applications. When you copy or cut selected text, objects, or pictures, PowerPoint places them on the Clipboard. You can then place them elsewhere in your presentation or in other presentations. You can simply paste the information using the *Paste* command or you can choose the format of what you're pasting using the *Paste Special* command.

Pasting Text into PowerPoint

To copy or cut and paste text into a PowerPoint presentation:

1. Open the document that contains the information you want to copy or cut and paste.
2. Select the text from the document in the source application by double-clicking or dragging.
3. Choose *Cut* or *Copy* from the Edit menu.

   The text is placed on the Clipboard.
4. Switch to PowerPoint.
5. In Slide or Outline view, go to the slide in which you want the text to be pasted.
6. If appropriate, select a text object on the slide and place the cursor where you want the new text inserted.

   If you don't select a text object on the receiving slide, PowerPoint creates a new text object in the center of the slide and puts the text there.
7. Choose *Paste* or *Paste Special* from the Edit menu.

   If you want to select the format of what you're pasting, choose *Paste Special.*

   Aside... The highlighted option on the *Paste Special* submenu is the one you would get using the *Paste* command.

   PowerPoint pastes the text in the new location.

Pasting Objects and Pictures into PowerPoint

To cut or copy and paste objects or pictures into PowerPoint:

1. Select the object or picture to be cut or copied.
2. Choose *Cut* or *Copy* from the Edit menu.

   The object or picture is placed on the Clipboard.
3. Switch to PowerPoint.
4. In Slide view, select the slide to receive the object or picture.
5. Choose *Paste* or *Paste Special* from the Edit menu.

Use *Paste Special* to control the format of the data being pasted by defining the data type of the object or picture.

PowerPoint pastes the object(s) or picture(s) on the slide.

By the way... If you're pasting a PowerPoint object, it appears in the same place in which the original object appeared on the slide. If you're pasting an object from another application, it appears in the center of the slide.

Pasting Slides in PowerPoint

Pasting slides from other presentations is a fast way to build new presentations from old ones. Paste existing slides into a new presentation, then update the information on the slides to save time and effort. The slides you paste use the format of the Slide Master and the color scheme of the receiving presentation.

1 Select the slide(s) from the source presentation.

You can do this easily in either Outline view or Slide Sorter view.

2 Choose *Cut* or *Copy* from the Edit menu.

Choose *Cut* if you don't want the slides to remain in the original; choose *Copy* if you do.

PowerPoint places the slide(s) on the Clipboard.

3 Open the new presentation.

4 Select the location for the slide(s) in either Outline view or Slide Sorter view.

In either view, just position the cursor where you want to add the information.

5 Choose *Paste* from the Edit menu.

PowerPoint pastes the slide(s) into the new presentation.

Pasting PowerPoint Information into Other Applications

Pasting information from PowerPoint into other applications works like the *Copy* or *Cut* and *Paste* process described above. This time, however, your source is your presentation and the receiving document is open in another application.

Basically, you select the source item in your PowerPoint presentation, choose *Copy* or *Cut*, and the item is placed on the Clipboard. Then, when you've opened the application and the file in which you want the information pasted, you select *Paste* or *Paste Special*.

Pasting information from PowerPoint into other files is made simple by the methods available in Macintosh applications.

Pasting Text from PowerPoint

To copy and paste or cut and paste text from a PowerPoint presentation into another document:

1 Open the presentation that contains the information you want to copy or cut and paste.

2 Highlight the text to select it.

Select the text by double-clicking or dragging.

3 Choose *Cut* or *Copy* from the Edit menu.

The text is placed on the Clipboard.

4 Switch to the other document and application.

You can either quit PowerPoint or switch applications.

5 Go to the place in the document where you want the text to be pasted.

6 Place the cursor at the insertion point.

7 Choose *Paste* from the Edit menu.

The PowerPoint text is pasted in the new location.

Pasting Objects from PowerPoint

To cut and paste or copy and paste objects from a PowerPoint presentation:

1 Select the object(s) to be cut or copied.

2 Choose *Cut* or *Copy* from the Edit menu.

The object(s) is placed on the Clipboard.

3 Switch to the other document and application.

You can either quit PowerPoint or switch applications.

4 Select the place where you want to paste the object(s).

5 Choose *Paste* from the Edit menu.

The PowerPoint object(s) is pasted in the file as a picture.

Pasting Slides from PowerPoint

You can copy or cut and paste slides from your presentation to another file, for example, a Microsoft Word file.

To paste PowerPoint slides to another document:

1 Select a slide from the source presentation.

You can do this easily in Slide Sorter view.

2 Choose *Copy* from the Edit menu.

PowerPoint places the slide on the Clipboard.

3 Switch to the other application.

4 Select the place where you want to paste the slides.

5 Choose *Paste* from the Edit menu.

The *Paste* button pastes a picture of the slide in the file.

More about sharing information using the Clipboard

- **You can paste text in any PowerPoint view in which you can edit text**—You can't paste or edit text in Slide Sorter view. When you paste text in Outline view, it becomes part of either the Title or Body object.
- **To turn PowerPoint objects into a picture**—Select the objects, then copy them to the Clipboard. Go to the slide where you want the picture placed. Choose *Paste Special* from the Edit menu. Then choose *Picture*. Now the object has the properties of a picture—you can recolor it, resize it, or crop it. You can no longer edit the objects themselves using PowerPoint's tools and commands.
- **To turn a picture into PowerPoint objects**—Ungroup or double-click the picture.
- **To recolor pictures**—After you paste a picture, you may find that you want to recolor it so that it fits with the colors you're using for your presentation. You can recolor it in PowerPoint using *Recolor Picture* from the Object menu. Select the new colors you want by displaying the color submenus in the To column. Click Preview to see what your recolored picture looks like.

Working with Shared Information Using Publish and Subscribe

Another way to share information among files and applications is called publishing and subscribing. When you use subscriber information that was published in an edition in your presentation, you can be sure that the information will always be updated.

Creating a Publisher

You can create publishers to use within PowerPoint and publishers that are PowerPoint slides to be used in other documents.

To create a publisher to use in a PowerPoint presentation:

1 Create or locate the information you intend to use in your presentation.

2 Inside the source document, select the section to be used in the presentation.

This section becomes a separate edition file.

3 Choose *Create Publisher* from the File menu.

A dialog box appears so you can name the edition in which your publisher will be saved.

4 Type a name for the edition.

5 Click the *Publish* button.

The section, called the publisher, is saved in a separate edition file which is automatically updated when you make changes to the publisher. You and others can subscribe to the edition from within other applications.

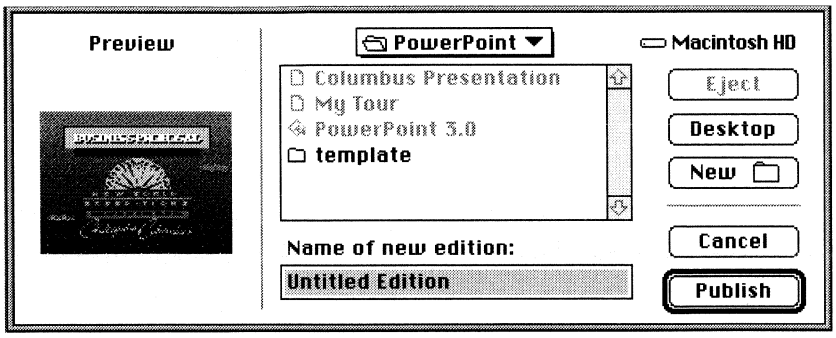
To create a publisher that consists of a PowerPoint slide:

1 Create or locate the slide you intend to publish.

2 In Slide Sorter view, select the slide.

3 Choose *Create Publisher* from the File menu.

The dialog box appears so you can name the edition file in which your publisher slide will be saved.



4 Type the name of the edition.

5 Click the *Publish* button.

PowerPoint saves your slide as a publisher in its special edition.

Creating a Subscriber

A subscriber is a publisher that is inserted in a document such as a PowerPoint presentation.

To create a subscriber in a PowerPoint presentation:

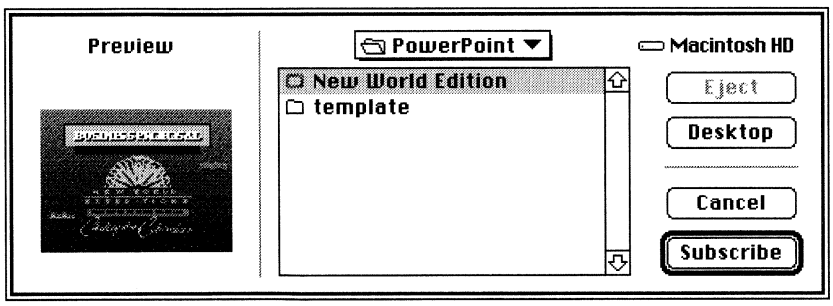
1 Open your PowerPoint presentation.

2 Select the slide on which you want to add the subscriber.

In Slide view, either create a new slide or use the Slide Changer to go to the receiving slide.

3 Choose *Subscribe To* from the Edit menu.

The Subscribe To dialog box appears.



4 Select the edition to which you want to subscribe.

5 Click the *Subscribe* button.

PowerPoint puts the information onto the slide and keeps a record of the edition in which the information is stored.

More about working with shared information using publish and subscribe

- **You can share a presentation using the PowerPoint Viewer or you can print it**—When a PowerPoint presentation contains subscribers or embedded objects, you can still share or print it. PowerPoint retains all the information even though the source document and application that created it may not be available. To edit the embedded object, however, you need to run PowerPoint, open the presentation, and double-click the object. A subscriber is edited in the document in which it was created and then the edition file is updated.
- **You can subscribe to PICT files directly**—You can subscribe to PICT files without the use of editions.
- **Moving an edition or changing its name breaks the link**—If you move or change the name of the edition, you'll break the link between the publisher and subscriber.

Hints

- **To do multiple updates**—If you want to use information in several places, create a publisher containing that information. That way, you can change the information just once using the source application and all the subscribers will automatically be updated.
- **To switch between open applications**—You can select from the available applications using the Application menu.
- **To recolor subscribers or embedded objects**—Select the object and then choose *Recolor Picture* just as you would to recolor a picture that is not embedded or a subscriber.

Working with Other Applications Using Embedding

There are a number of applications that support embedding from within PowerPoint. The ones available to you depend on which applications are installed on your Macintosh.

Here are some objects that can be embedded within PowerPoint:

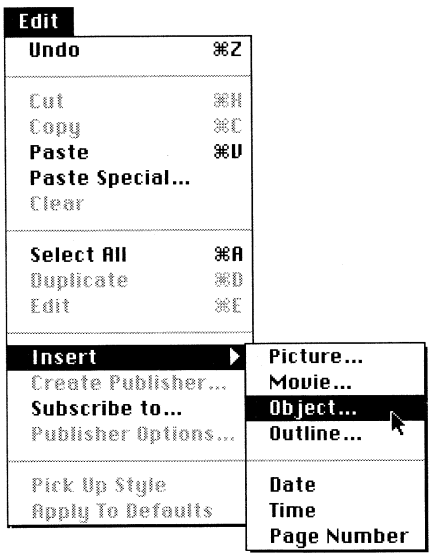
- A Microsoft graph
- A Microsoft Excel worksheet
- A Microsoft Excel chart
- An equation

By creating an embedded object using an embedded application, you have immediate access to the application. All you have to do is double-click the object and you're back inside the embedding application; then you can revise the object. Using the *Update* or *Quit and Return* commands, you can update the embedded object in your presentation so it includes your changes.

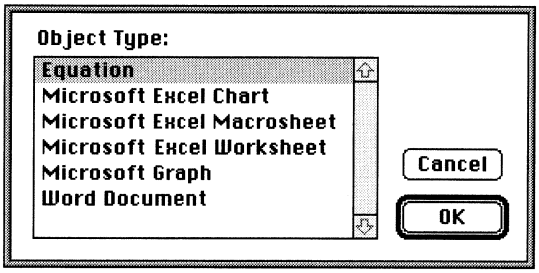
Note: Sometimes double-clicking an embedded object has a different result than opening the embedded application. Select an embedded object and check the Edit menu to see if commands other than *Edit* apply.

To embed an object in your presentation:

1 Choose *Insert* from the Edit menu, then choose *Object* from the submenu.



2 Choose the object type in the Insert Object dialog box.



When you select the object type, you determine which embedded application you want to use. The source application becomes active.

3 Create the object to use in the presentation.

4 Update the object in your PowerPoint presentation using the *Update* command.

When you use the *Update* command, the information is updated on the PowerPoint slide. Remember to save the file later on—updating doesn't save a file.

5 When you are finished, choose *Quit and Return* from the File menu.

A message appears asking whether you want to update the object in your presentation. Click *Yes* to continue. (Or you can select *No* or *Cancel.)*

You return to your PowerPoint presentation and the object appears on the slide.

More about working with other applications using embedding

- **Editing embedded objects**—To edit an embedded object such as a graph, double-click it. You go directly to the application where you can work on the embedded object.
- **Pasting embedded objects**—You can make a copy of an embedded object and paste it elsewhere in the same or another presentation. It becomes a separate embedded object. To edit it, double-click the object. The original embedded object doesn't change.

Hint

- **Use the Graph tool on the Tool Palette**—When you're working in PowerPoint, a quick way to insert an embedded graph on a slide is to select the Graph tool on the Tool Palette. *Chapter 11: Graphing* explains all about making graphs.

Working with Microsoft Word and Microsoft Excel

Microsoft Word and Microsoft Excel are two applications you're likely to be working with on a regular basis. You may want to insert an outline from Word, for example, and have PowerPoint make it into a presentation. Or you may have a graph in Microsoft Excel to which you want to subscribe.

Here are some specifics on working with these two applications:

Working with Microsoft Word

In Microsoft Word, you can create outlines, documents, or text to be used in PowerPoint. There are four ways to use documents from Word:

- To create a presentation by opening a Word document in PowerPoint using the *Open* command in the File menu;
- To add slides to a presentation from a Word document using the *Insert Outline* command in the Edit menu;
- To copy text from a Word file to a PowerPoint slide using the *Paste* command in the Edit menu; and
- To create a publisher from a Word document and use it as a subscriber in your presentation.

To create a presentation by opening a Word file in PowerPoint:

1 Start PowerPoint.

2 Choose *Open* in the File menu.

The Open File dialog box appears.

3 Choose *Outline* in the List Files of Type drop-down menu.

PowerPoint will now only look at text, Word, and RTF files.

4 Select the file you want to use to create your presentation.

5 Click the *OK* button.

PowerPoint reads the Word file and creates slides to match the outline. All level 1 headings become Title objects, and all other headings become text in Body objects on the slides. If the file doesn't have headings, PowerPoint uses the paragraphs to create titles and text.

6 Save the new presentation.

You can now make any adjustments to the presentation, including changing its look, by applying a template.

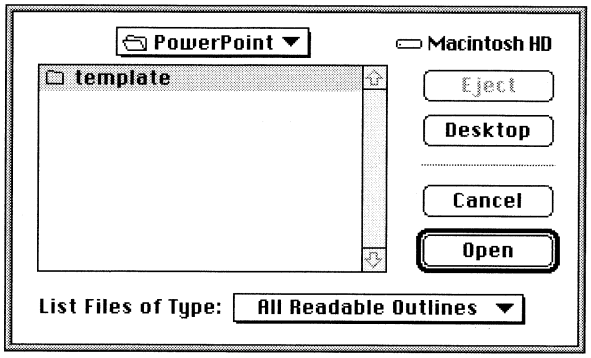
To add slides to an existing presentation using a Word document:

1 Open the presentation.

Go to the last slide in Slide view.

2 Choose *Insert* from the Edit menu, then choose *Outline*.

The Insert Outline dialog box appears.



3 Select the Word file that contains the text for the slides you want to add.

4 Click the *OK* button.

PowerPoint reads the file, creates slides to match the outline, transfers all level 1 headings to Title objects, and makes all other headings into text in Body objects on the slides. If the file doesn't have headings, PowerPoint uses the paragraphs to create the slides.

To copy text from a Word file to a PowerPoint slide:

1 Select the text to be copied from the Word file.

2 Choose *Copy* from the Edit menu.

The text is placed on the Clipboard.

3 Switch to PowerPoint.

4 In Slide view, select the slide, select the Text tool, and click to get an insertion point. Then position the insertion point where the text is to be pasted.

If you don't select a text object on the slide to receive the text, PowerPoint creates a new text object in the center of the slide.

5 Choose *Paste* from the Edit menu.

PowerPoint pastes the text on the slide.

To create a publisher from a Word document and subscribe to it in PowerPoint, follow the instructions given earlier in this chapter in "Working with Shared Information Using Publish and Subscribe."

Working with Microsoft Excel

Bringing information from Microsoft Excel to your presentation is done much the same way as bringing information from Microsoft Word. Basically, you copy the chart or worksheet you want to use in your presentation, then paste it into the presentation. Here we're using *Create Publisher* so you can add a subscriber in your PowerPoint presentation.

To use a graph from Microsoft Excel in a PowerPoint presentation:

1. Select the graph.
2. Choose *Create Publisher* from the Edit menu.
3. Name the edition file in which you're saving the publisher.
4. Switch to PowerPoint and select the place where you want the graph.
5. Choose *Subscribe To* from the Edit menu.
6. Select the edition you just created.

Your chart now exists in the Microsoft Excel file, in the edition file, and in the PowerPoint presentation. And your graph will be updated whenever the Microsoft Excel file is changed.

Using QuickTime Movies in Your Presentations

If you have QuickTime installed on your Macintosh, you can use QuickTime movies in your onscreen slide shows. Adding a movie is much like adding a picture from another application—you can *Copy* and *Paste* or you can start with the *Insert* command, then choose *Movie* from the submenu. Once a movie is added to your PowerPoint presentation, you can edit the movie using the movie controller that comes with QuickTime.

Here's how to add a QuickTime movie to a PowerPoint presentation:

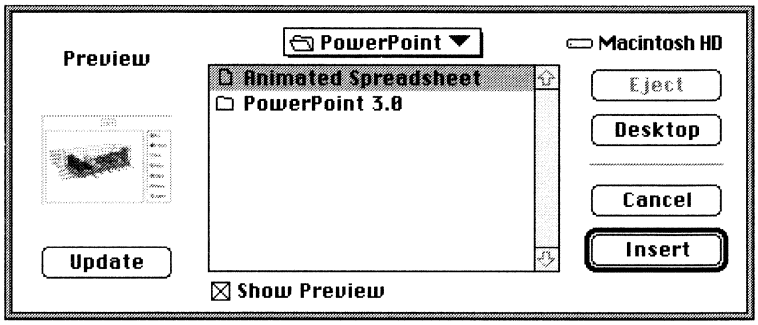
1 Open the PowerPoint presentation.

2 Go to the slide where you want to add the movie.

Pick the slide where you want the movie to play. Or add a slide.

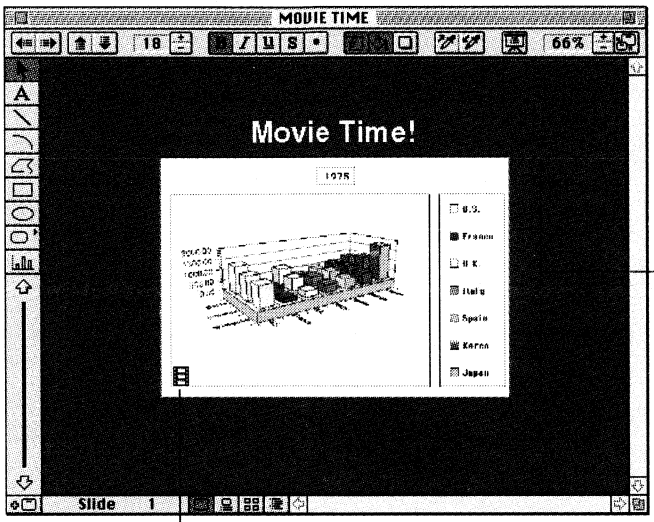
3 Choose *Insert* from the File menu, then choose *Movie* from the submenu.

The Insert Movie dialog box appears so you can choose the movie.



4 Select the movie you want, then click the *Insert* button.

The movie poster representing the movie appears on the slide along with a small film icon called a movie badge.



The movie poster shows you which movie is on the slide.

Click the movie badge when you want to display the movie controller.

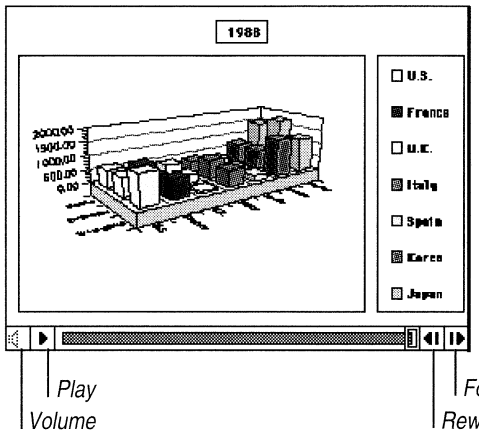
Aside... If the movie is in another presentation or document, open that file first, then select the movie and *Copy* and *Paste* it into your presentation using the Clipboard.

Sometimes you'll want to preview a movie and perhaps edit it—cut some frames, for instance, or adjust the volume. You do this working in Slide view and using the movie controller.

To work on a movie using the movie controller:

1. Open the PowerPoint presentation that contains the movie.
2. In Slide view, go to the slide that contains the movie poster and the movie badge.
3. Choose *Movie* from the Edit menu, then choose *Show Controller* on the submenu. Clicking the movie badge displays the controller, too.
4. Double-click the movie poster to start the movie.

   Other ways to start a movie… If the movie controller is on your screen, click the *Play* button. Or, double-click the movie. Or, you can choose the *Movie* command from the Edit menu, then choose *Play.*



5 To control the movie.

Here are the basic ways in which you can control a movie:

Controlling a Movie

To Do This:	Do This:
Stop a movie and return to the presentation	Click outside the movie
Pause the current frame	Click in the movie -or- Click the *Play/Pause* button
Restart from the current frame	Double-click in the movie
Advance one frame	Click the *Forward* button
Go back one frame	Click the *Rewind* button
Advance/rewind several frames	Drag the Slider forward/backward
Loop the movie when played	Choose *Movie* on the Edit menu; choose *Loop* on the submenu
Change the movie poster	With the frame you want displayed, choose *Movie* on the Edit menu; choose *Set as Poster Frame*
Adjust the volume	Click the *Volume* button, then drag the volume control up or down
Cut or copy a single frame	With the frame displayed, choose *Cut* or *Copy* from the Edit menu
Cut or copy a sequence of frames	With the first frame displayed, hold down SHIFT and drag until all frames you want are selected. Choose *Cut* or *Copy* from the Edit menu

More about using QuickTime movies in your presentations

- **You can play more than one movie on a slide**—Movies are played in the order in which they are stacked on the slide.
- **When movies begin**—In a slide show, movies begin at the end of a slide transition.
- **Cutting or copying a movie from a PowerPoint presentation**—If you've added some PowerPoint attributes to a movie (if you've framed it, for instance), these attributes don't travel with the movie when it's copied to the Clipboard.

Hints

- **The movie file needs to be accessible from the Macintosh on which your slide show is playing**—Remember to move the movie file whenever you move the presentation to a new computer.
- **Check your memory**—Make sure you have plenty of memory when playing QuickTime movies. Plan on several hundred kilobytes in addition to the memory required for your presentation and for PowerPoint. QuickTime movies perform better with more memory.

Printing

Things to Know About Printing 469
Setting Up Your Slide Format 470
Setting Up Your Page Format 472
Printing Slides, Notes, Handouts, and Outlines 473

Overview

A special note... We've grouped all of the processes that you use to create slides and printed output under the general heading of printing. To set up and run a slide show on a computer, see *Chapter 14: Giving a Slide Show on Your Computer.*

Things to Know About Printing

No matter what you're printing, the process is basically the same—PowerPoint makes it easy to create the kind of output you want for your presentation. You can print:

- Copies of your slides on paper or on overhead transparencies;
- Your outline;
- Speaker's notes; and
- Audience handouts.

Or you can:

- Create slides using a desktop film recorder, following the instructions that came with the film recorder; and
- Create a file to ship or modem to a service bureau so they can create slides.

Generally, the process you follow begins with opening the presentation you're printing. After you've opened your presentation, go to the Chooser and select the target printer. Then you select the print options such as identifying the number of copies of each slide you want to print, the range of slides to be printed, and the quality of the printed copy you want.

Set up your slide format—The slide format you choose in the Slide Setup dialog box determines the size of your printed slides. That way, what you see on the screen is what you'll see on the printed page and on your slides.

Setting Up Your Slide Format

PowerPoint comes set up to create and print slides in landscape orientation that are 10 inches wide by 7.5 inches tall. Other options are available to you in the Slide Setup dialog box if you need a special slide format.

To change the slide size and/or orientation:

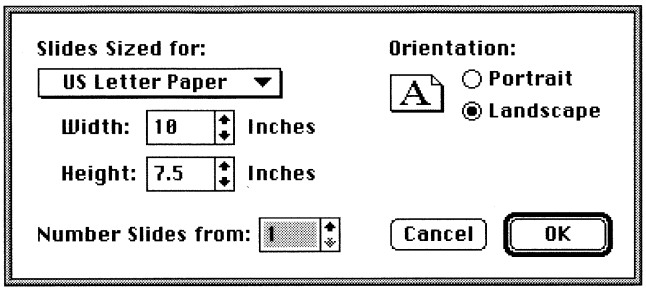
1 Open a new presentation.

-Or-

To change the slide setup for an existing presentation, open it.

2 Choose *Slide Setup* from the File menu.

The Slide Setup dialog box appears.



3 Choose the slide size you want.

Your options are:

On-screen Show—sets the width to 10 and the height to 7.5 and the orientation to landscape. (The aspect ratio is 3:4.)

US Letter Paper (8.5 x 11 in)—sets the width to 10 and the height to 7.5 and the orientation to landscape so your slides fill the page. Select this size to print overhead transparencies. (The aspect ratio is 3:4.)

A4 Paper (210 x 297 mm)—sets the width to 26 cm (10.83 inches) and the height to 18 cm (7.5 inches) if the orientation is landscape so your slides fill A4 paper. (The aspect ratio is between that for on-screen and that for 35mm.)

35mm Slides—sets the width to 11.25 and the height to 7.5 so your content will fill the slide area in landscape orientation. (The aspect ratio is 2:3.)

Custom—allows you to pick the dimensions you want by clicking the up or down arrow in the Width and Height boxes.

4 Choose the orientation you want.

Portrait means the image is taller than it is wide; landscape means the image is wider than it is tall.

You might use the portrait orientation to print overhead transparencies, for instance.

Note: Orientation applies to all pages in a presentation.

5 Tell PowerPoint the number from which to begin numbering the slides.

To start numbering with a number other than 1, type that number in the Number Slides From box. Or click the up arrow to display the numbers. Of course, slide numbers only appear on printed slides when you insert them on a master using *Insert Page Number* on the Edit menu.

Setting Up Your Page Format

PowerPoint comes ready to print your slides on 8.5- x 11-inch paper. Other options are available to you in the Slide Setup dialog box if you need a special slide format.

To change the options:

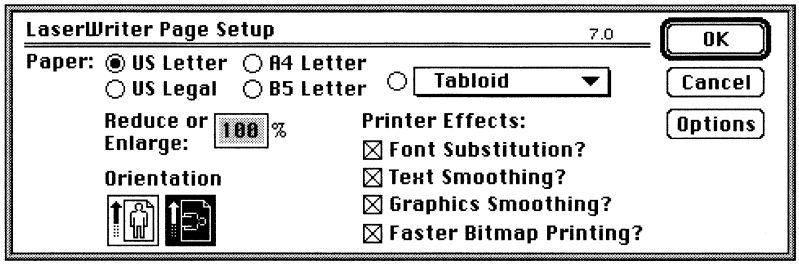
1 Open a new presentation.

-Or-

To change the page setup for an existing presentation, open it.

2 Choose *Page Setup* from the File menu.

The Page Setup dialog box appears.



3 Choose any printer effects you want, such as graphics smoothing or text smoothing.

By the way... PowerPoint sets the orientation of the printer to match that of the format you are printing. The paper size selected here determines the size of the notes page. The notes page is the paper size with a one-half-inch margin.

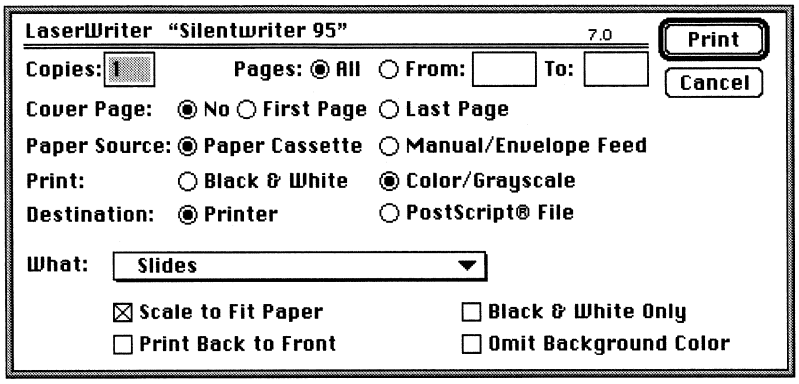
Printing Slides, Notes, Handouts, and Outlines

As you know, there are different components in a PowerPoint presentation. You can print any component—slides, audience handouts, speaker's notes, and your outline as it appears in Outline view—using the *Print* command from the File menu. The Print dialog box is where you specify what you want to print, the quantity, and any special print options.

To print slides, audience handouts, speaker's notes, and outlines:

1 Select *Print* from the File menu.

The Print dialog box appears.



2 Click the down arrow in the What box to display the print options, then select the one you want to print:

Slides—prints your slides on paper or overhead transparencies, one per page.

If your presentation contains slides with builds, the drop-down menu lets you choose whether or not to print each phase of a build as a separate slide:

Slides (without builds)—prints one slide per build slide.

Slides (with builds)—prints each phase of a build slide as a separate slide beginning with the title, then the first major bullet item and its text, and ending with the last major bullet item and its text.

Notes Pages—prints the speaker's notes pages that correspond with the slide numbers you request.

Handouts (2 slides per page)—prints two slide images per page (use for the largest images and the greatest amount of detail).

Handouts (3 slides per page)—prints three slide images per page.

Handouts (6 slides per page)—prints six slide images per page.

Outline View—prints your outline according to the Toolbar button settings in Outline view. You can print draft mode or formatted text (click the *Draft Text*

button); you can print titles only or titles and body text (click the *Titles Only* button); and you can print in different view scales (click the *View Scale* button). For more on setting up your outline in Outline view, see *Chapter 9: Working with Outlines*.

3 Type the number of copies to print in the Copies box.

4 Select the range of slides to be printed.

All—prints all the slides in the presentation.

Pages—prints a range of slides. Type the beginning and ending slide numbers in the From and To boxes. If you want to print only one slide, type the slide's number in both boxes.

*By the way...*When printing, you always specify slide numbers. PowerPoint figures out what pages the slides are on.

5 Choose any additional print options. The options are:

Destination—allows you to print the slides in a presentation to a PostScript file so you can create slides using a desktop film recorder or send the presentation to a service bureau to produce 35mm slides. This option is available if you have a PostScript printer.

Scale to Fit Paper—scales slides automatically to fit the paper loaded in the printer. This option is chosen for you if paper in the printer doesn't correspond to the slide size and orientation specified in the Slide Setup dialog box.

Black and White Only—turns all colored fills white and all text and lines black. This option is useful for printing draft copies of color presentations on a color printer or for printing very readable speaker's notes and handouts.

Omit Background Color—saves time and resources by not printing the background color and shading on your slides, speaker's notes, audience handouts, and outlines. Shaded objects retain their shading when you print. Omitting background color is particularly useful if you're working on a draft.

Print Back to Front—prints the presentation beginning with the last page rather than the first.

6 Click the *Print* button.

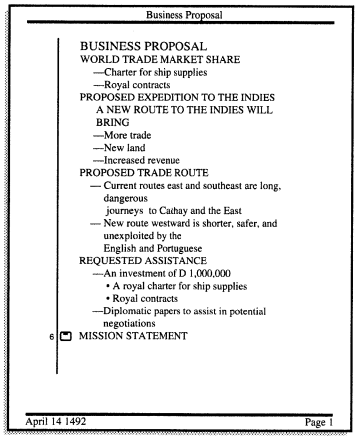
PowerPoint prints your selection.

More about printing slides, notes, handouts, and outlines

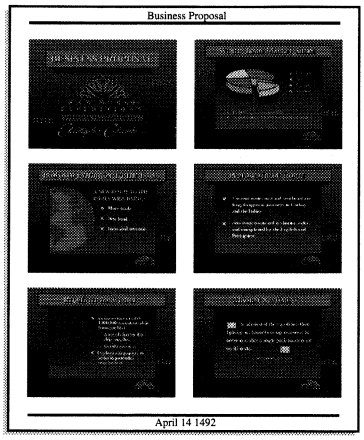
- **Use the Print dialog in conjunction with the Slide Setup dialog**—Paper size, print orientation, and slide numbering options are found in the Slide Setup dialog; the number of copies is set in the Print dialog.
- **Printing build slides**—If you have created any build slides in your presentation, the Print drop-down list will include the option Slides with Builds. For information about creating build slides, see *Chapter 14: Giving a Slide Show on Your Computer*.

- **Printing 35mm slides as overhead transparencies**—When you print 35mm slides as overhead transparencies, choose the Scale to Fit Paper option in the Print dialog. PowerPoint scales your slides so they fit best on the transparencies.
- **Printing outlines**—Your outline will always print to a width of 5.25 inches. The size of your text is determined by the current view size for Outline view. For example, in 50% view, 36-point text prints as 18-point.
- **Choosing another printer**—To use a different printer, select the printer by using the Chooser, which you'll find on the Apple menu.

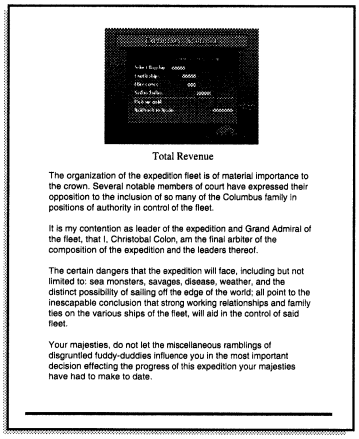
Sample PowerPoint Output



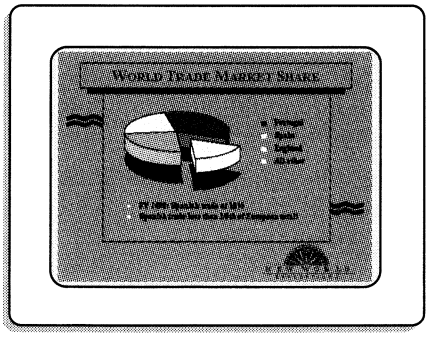
Outline



Audience Handout



Notes Page



Printed Overhead

- **To have a service bureau produce your slides**—Generally, service bureaus produce slides from a special file which you create using the *Print* command. You can send the file to a service bureau in one of two ways: you can select a file called a driver (rather than a printer) in the Chooser, or you can choose PostScript File as the Destination option in the Print dialog box. Usually, the driver file is provided for you by the service bureau. Check with your service bureau for specific instructions for preparing your files for it.
- **Setting up the masters for printing**—Each component has a master you can set up for printing. You can add footers, headers, notes, art, the page number, and so on. For specifics, see *Chapter 5: Using PowerPoint Masters and Templates*.

Hints

- **Print first to proof before making your slides**—It's a good idea to print a copy of your slides so you can proofread them before you send them to a service bureau.

Giving a Slide Show on Your Computer

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Running a Slide Show 482
Adding Transitions and Timing to Your Slide Show 486
Timing a Slide Show 488
Creating a Build Slide 491
Using the PowerPoint Viewer 493

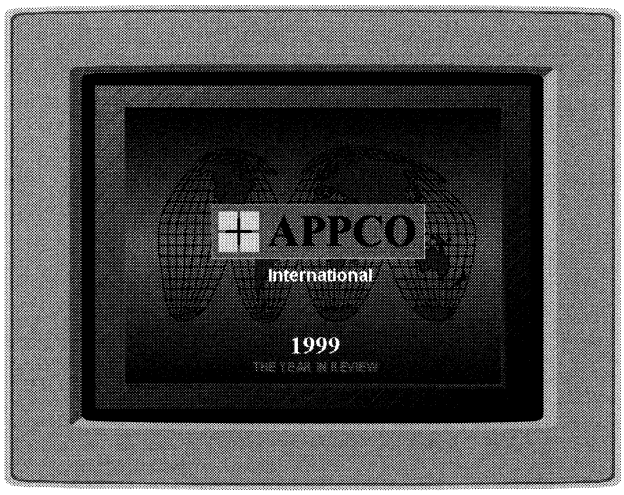
Overview

You can display your presentation electronically as a slide show using your computer. When you do, the slides take up the full screen. All the tools, menus, and other screen elements are hidden so as not to detract from your show. Your computer becomes the equivalent of a slide projector.

Some of the advantages to giving electronic presentations on your computer include:

- You can give a presentation in a partially lit room as opposed to a darkened room.
- You can temporarily write and draw on your slides as you give the presentation.
- You save the expense of creating slides.
- You can use your computer's color capability.
- You can use special effects, such as transitions and builds, to add variety.
- You can change your presentation right down to the last second.
- You can practice giving your presentation and set automated timings for your slides to match your rehearsal times.

Before giving a full-blown presentation in any medium, running a slide show is an excellent way to practice. You can see the effect each slide has, try different transitions, change the timing to suit your talk, and generally design your electronic presentation so that it gets your point across in a clear, professional manner.



Things to Know About Electronic Presentations

PowerPoint has a number of features you can use to display your slides in a slide show.

Build slide—a slide that starts with the first major bullet point and shows more major bullet points as the presentation proceeds; also known as a progressive disclosure slide. You decide whether you want to dim previous points on the slide as new points appear and what effect you want to use when the bullet points appear (for instance, bullet points can fly in from the left, right, top, or bottom).

Controlling the show—having PowerPoint advance the slides automatically for you, or controlling the pace of the show yourself using the mouse or the keyboard. Or, you can mix slides with automatic timing with slides that need a manual click to advance.

Continuous loop—displays an automatic slide show on the screen continuously until you stop it by pressing the ESC key. This is especially useful for an unattended presentation at a point-of-purchase display, or for an on-screen show at a convention or trade show.

Transitions—moves one slide off the screen and brings the next one on. Fading in from black and dissolving from one slide to another are two examples of transitions. You have a choice of transitions for each slide, plus you can vary the speed of each transition. You can see a sample of each transition in the Transition dialog box.

Timing—the amount of time a slide stays on the screen. For instance, you usually want more complex slides to remain on the screen longer. Timing is useful for live presentations as well as unattended presentations. You can always override pre-set timing and advance a slide using the mouse or keyboard.

Slide sequence—the order in which slides appear in the slide show.

Rehearsal—practicing a slide show while you advance the slides manually as you set the timing for each slide. Once the timing is set, you can give the slide show automatically.

Keyboard control—using the keyboard to activate special features. For example, you can blank the screen while you speak to the audience so the slide display isn't distracting. You can show a pointer on the slide and use it to highlight the content as you speak. You can advance the slides with a click of the mouse or a keyboard key so you can control the show from the podium. For a list of the display options, see "Using the Keyboard During a Slide Show" later on in this chapter. To display the slide show control keys on the screen, press SHIFT+? during a show.

QuickTime movies—can be inserted on slides by choosing *Insert* from the Edit menu if you have QuickTime available. For more information about inserting QuickTime movies on your slides, see "Using QuickTime Movies in Your Presentations" in Chapter 12.

Running a Slide Show

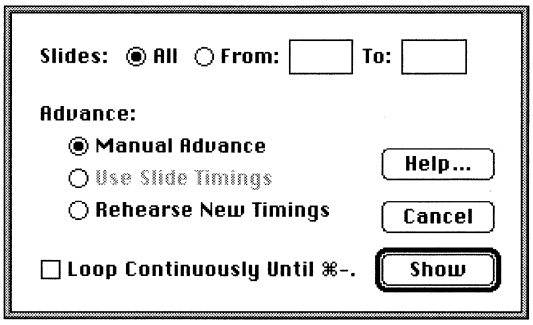
A presentation doesn't have to be designed as a slide show. You can display any presentation on-screen electronically. When you run a slide show, PowerPoint automatically enlarges and scales the slides so they fill the screen.

To give a slide show in an informal setting or to rehearse a show:

1 Open the presentation that you want to show.

2 Choose *Slide Show* from the File menu.

The Slide Show dialog box appears.



3 Choose the slides that you want to include in the show.

All—starts the presentation from the first slide.

From/To—displays a range of slides. For example, if you want to show slides 5 through 9, enter **5** in the From box and **9** in the To box. If you want to show a single slide, enter its number in both boxes. When you leave the To box blank, PowerPoint goes to the last slide.

4 Choose the method you want to use to advance the slides.

Manual Advance—Click the mouse button to advance to the next slide.

Use Slide Timings—Use the timings you set using the *Transition* command or the ones you set during the previous slide show rehearsal. (This option is dimmed if you haven't set timings for the slide show.)

Rehearse New Timings—This allows you to display the timings already set, if any, and to adjust timings during a rehearsal.

5 Click *Show*.

The first slide in the range you specified appears in slide show format.

Using the Keyboard During a Slide Show

This table shows the keys for controlling a slide show using the keyboard. Jot down the commands you use most often to have at hand while you're delivering your presentation.

Slide Show Control Keys

During the slide show:	
Mouse click, SPACEBAR, N, RIGHT ARROW, DOWN ARROW, PAGE DOWN, or ⌘-TAB	Advance to the next slide
⌘-click, P, LEFT ARROW, UP ARROW, PAGE UP, or ⌘-SHIFT-TAB	Return to the previous slide
Number followed by ENTER OR RETURN	Go to that slide
B or . (period)	Blacks/Unblacks the screen
W or , (comma)	Whites/Unwhites the screen
A or = (equal)	Show/Hide the arrow pointer
S or + (plus)	Stop/Restart automatic show
⌘ + . (period) or - (minus)	End slide show
E	Erase drawing on screen
During rehearsals:	
T	Use new time
O	Use original time
M	Advance on mouse click

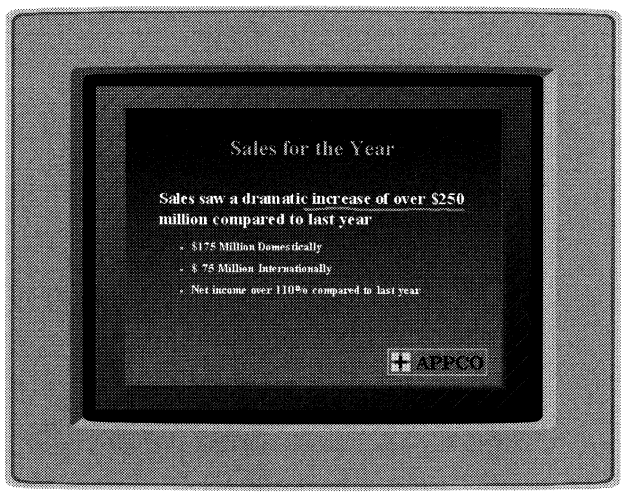
More about running a slide show

- **Controlling the show using the keyboard**—During a slide show, you can use the keyboard to control the show. If you need help remembering which keys control the show from the keyboard, press SHIFT+?. A table listing the keys appears on the screen. Press the *OK* button to continue with the show.
- **Jumping to an out-of-sequence slide**—To jump immediately to another slide, enter its number on the keyboard and press RETURN.
- **Using the Slide Show button on the Toolbar**—The *Slide Show* button on the Toolbar is a shortcut that lets you run a slide show on-screen starting at the current slide. When you use the Toolbar (rather than the *Slide Show* menu command) to start a show, PowerPoint uses the automatic timings if any have been set.



Hints

- **Use the mouse arrow as a pointer while you speak.**
- **Annotate your slides on-screen as you give your slide show**—You can draw on the slide images after they appear on-screen. (You may have to wait just a moment for the next slide to be loaded into memory.) To do this, move the mouse until the arrow appears, then click and hold down the mouse button until the pointer changes to a dot. Then move the dot with the mouse to draw on-screen. To draw lines on the screen, press SHIFT while dragging. PowerPoint erases your annotations when you switch slides.



- **Run your show on the presentation computer before delivering the final presentation**—You'll be able to discover any "glitches" in advance.
- **Do not disturb**—At trade shows and conventions, if you don't want your automatic slide show interrupted, remove the mouse and keyboard.
- **To include a question and answer period**—Create a last slide that prompts the audience to ask questions, such as one with the title "Questions?".
- **For an orderly end to a live presentation**—Add a blank, black slide as the last one in your presentation. That way, when your slide show finishes, you won't return to Slide view (which is what normally happens after the last slide). Or, at the last slide, press B to blank the screen. Then press B again when you want to continue displaying information.
- **Use your speaker's notes as your script**—For a live presentation, create and print notes pages. Then you'll have a copy of the slide image on each page together with the points you want to make.
- **Print a copy of the titles in Outline view**—The outline shows the slide numbers. Have a copy of the "Titles only" version of your outline available so you can find specific slides during a presentation.
- **Create some additional data slides**—If you think you'll want to provide your audience with additional supporting information or technical details that don't need to be part of the main presentation, you can have some additional slides ready to show. If you have a list of the slides and slide numbers printed, you can jump to the appropriate slide by typing the slide number on the keyboard and pressing RETURN. To get back to the earlier slide, type its number and press RETURN.
- **Keep a copy of the keyboard commands handy during the presentation**—When delivering a presentation, you'll probably want to use the keyboard at some point to advance a slide, blank the screen, and so on. If you have a "cheat sheet" on hand that lists the keyboard commands, you can refer to them during the presentation. For a summary of keyboard commands to use during a show, press SHIFT+?.
- **Consider using sound and video in your presentation**—If your system includes embedded applications that produce sound and video, you can add both sound and video to a presentation by using *Insert* in the Edit menu.

Adding Transitions and Timing to Your Slide Show

A transition refers to the way one slide moves off the screen and the next slide appears. For example, in a "wipe," the current slide is wiped off and gradually exposes the next slide behind it. You have a number of transition options in PowerPoint.

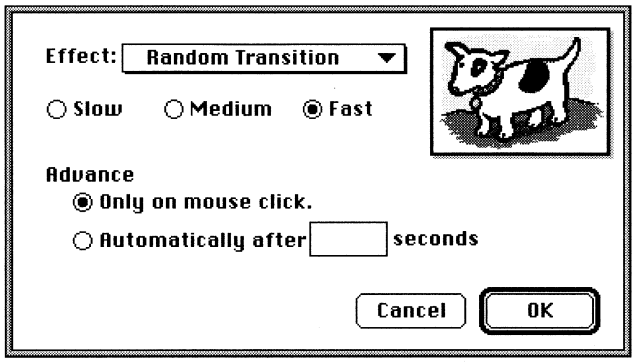
When you set transitions, you can also set timing—how long you want each slide to appear on the screen.

To set transitions and timing:

1 Choose *Transition* from the Slide menu.

-Or-

In Slide Sorter view, click the *Transition* button on the Toolbar.



If you're in Slide view, the transition applies to the current slide (the one on display).

If you want to set transitions for multiple slides, select them in Slide Sorter view by clicking each slide while holding down the SHIFT key, then choose *Transition*.

2 Choose the transition effect from the drop-down list.

-Or-

Choose *Random* to apply to the slide any transition from the variety of transitions available.

If you choose a specific transition effect, it is applied to the picture in the box so you can see what the effect will look like.

In Slide Sorter view, select the transition from the drop-down list on the Toolbar.

3 Click how fast you want the transition to take place—*Slow*, *Medium*, or *Fast*.

Again, the picture shows you the effect with its new speed.

4 Decide how you want to advance to the next slide and, if need be, set the timing.

If you want the slide to advance automatically, you need to decide how long the slide should appear on-screen before advancing to the next slide:

Only on Mouse Click—The slide advances manually with a mouse click. (You can use this option for a slide in an automatic show, if you wish.)

Automatically After [*N*] Seconds—Type the number of seconds you want the slide on the screen. You can type more than 60 seconds if you want the slide to remain on longer than a minute. During the presentation, the slide advances automatically when the time is up. The time you enter here replaces the slide's previous timing.

5 Click the *OK* button.

More about adding transitions and timing to your slide show

- **Timing**—The timing you set for a slide appears below the slide in Slide Sorter view, and also on the timing buttons available during a slide show rehearsal.
- **You don't set a speed for Cut transitions**—If you use a Cut transition, the speed is automatic.
- **Unattended slide shows**—Usually the automatic advance choice is for unattended slide shows, but you can use it with a presented show as well.
- **To make the best use of transitions**—Make sure your system has enough RAM (Random Access Memory). If PowerPoint doesn't display transitions, it is probably because your computer doesn't have enough RAM for PowerPoint to load the next slide with transitions into memory. The amount of RAM also affects the speed with which your slides appear in a slide show. To speed up processing, it may help to increase the amount of RAM.

Hints

- **Practice the presentation using the actual display device before delivering the final presentation**—Make sure the computer has sufficient memory, the proper fonts, and all necessary files.
- **Set the speed of your transitions to Fast**—Transitions are intended to get you from one slide to the next. They should highlight your slides, not draw attention to themselves.

Timing a Slide Show

You can rehearse a slide show and use that opportunity to adjust the timing for your slides.

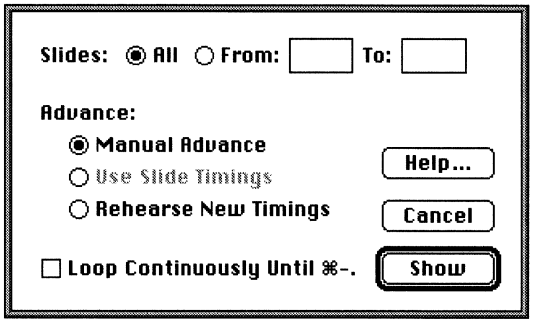
To adjust the timing, cycle through the slides while you rehearse the presentation. PowerPoint keeps track of the length of time each slide is displayed, and sets the timing for that amount of time.

Aside... The timing you set using the *Slide Show* rehearsal option and the *Transition* command are the same. You can change the timing using the method that's most convenient.

To time a slide show:

1 Choose *Slide Show* from the File menu.

The Slide Show dialog box appears.



2 Choose the slides that you want to rehearse:

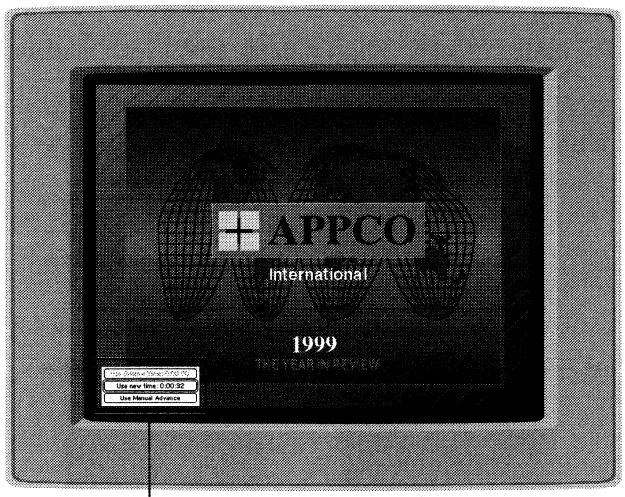
All—starts the presentation from the beginning.

From/To—displays the range of slides that you want to rehearse. For example, if you want to time slides 10 through 15, type **10** in the From box and **15** in the To box. If you want to time a single slide, type its number in both boxes.

3 Click *Rehearse New Timings*.

4 Click *Show*.

The first slide in the range you specified appears in slide show format.



Buttons

You use the buttons to set the timing *and* advance to the next slide.

5 Set the timing.

Use original time N:NN:NN—The numbers show the current timing set for the displayed slide. Click here if you *do not* want to change the slide's timing. This option is dimmed if you haven't set any timing for the slide yet.

Use new time N:NN:NN—This button has a counter on it that is running while you view the presentation. Click here when the elapsed time is the *new time* that you want for this particular slide. The counter resets to zero for the next slide.

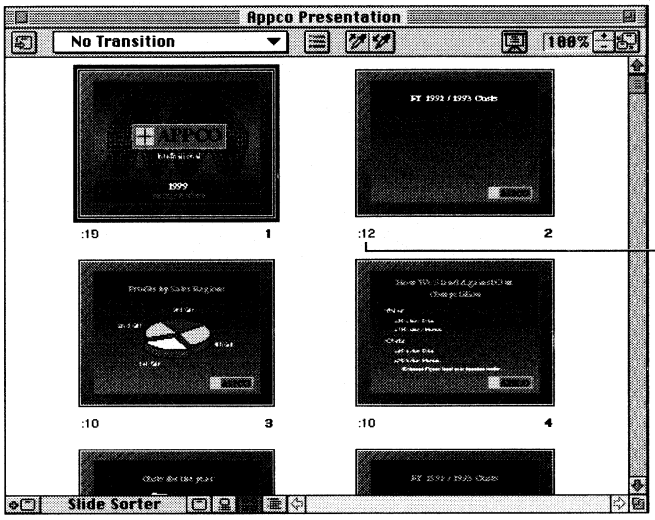
Use manual advance—Click this button if you don't want to set automatic timing for the slide.

If you click the slide (versus one of the buttons), the slide advances and takes the new time.

6 At the end of the rehearsal, a dialog box appears so you can save your rehearsal times. Click the *Yes* button to confirm the new times.

7 To review the timing you set for each slide, click the *Slide Sorter View* button.

The timing appears in the lower left below each miniature slide.



More about timing a slide show

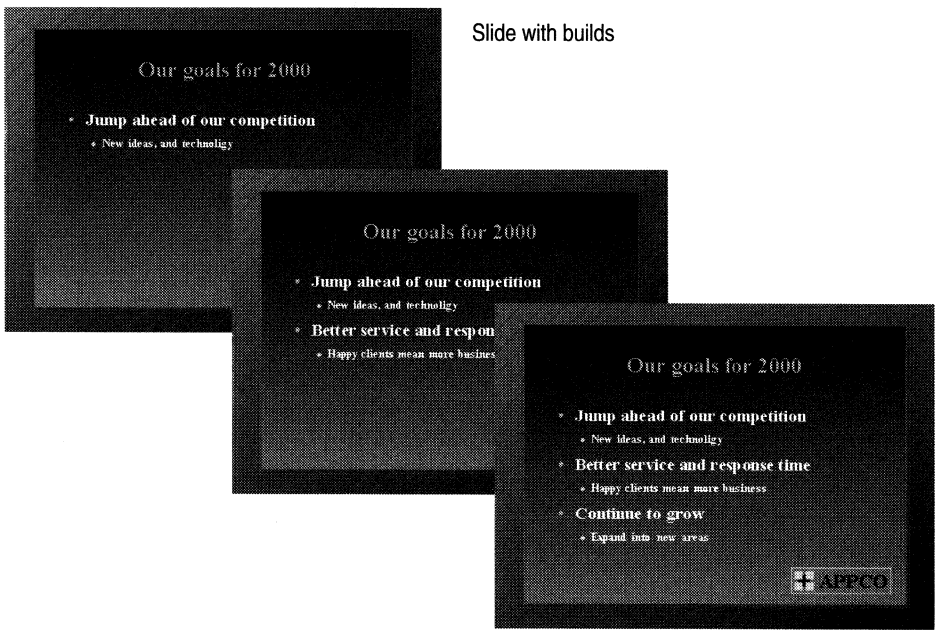
- **Taking a look at the current slide**—When you choose the *Slide Show* command, PowerPoint assumes you want to start the display with the current slide. This allows a quick preview of the slide that you're working on. Press ESC when you're ready to return to the view in which you were working. (To start with another slide, such as the first, type the number of the slide in the From box.)
- **When you rearrange slides, their timing doesn't change**—The timing on slides remains the same when you rearrange them. Review the slides after you reorder them and change any of the settings as appropriate.
- **Timing starts when the transition ends**—When timing a show, PowerPoint starts the clock running after the transition to the slide is complete. That way, any variation in the amount of time transitions take won't alter the amount of time a slide is displayed on-screen.

Creating a Build Slide

A "build slide" is one that seems to build on itself, showing progressively more information as the presentation proceeds. Build slides are also known as progressive disclosure slides. All you do is create the slide and tell PowerPoint it's a build slide. Then you pick the special effects you want to use during the build. PowerPoint takes care of the rest.



Slide without builds



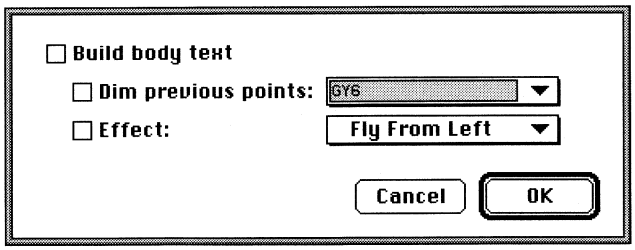
Slide with builds

To create a build slide:

1 Create the slide using bullet points in the Body object.

2 Choose *Build* on the Slide menu.

The Build dialog box appears.



3 Choose the options you want to use in building the slide.

Your choices are:

Build Body Text—Click this option to have PowerPoint build the slide for you during a presentation, one bullet point at a time.

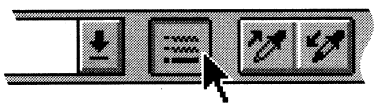
Dim Previous Points—Click this option to have PowerPoint dim and change the color of the points that have already been presented. Choose the color you want to use from the color menu.

Effect—From the Effects list, choose the effect you want to apply to each bullet point as it appears. Although some bullet effects have the same names as slide transitions, they affect only the bullet text.

4 Click the *OK* button.

More about creating a build slide

- **A bullet point doesn't always appear with each build**—For example, a level 1 paragraph and its subordinate paragraphs can be a build slide without bullets!
- **There's a Build button on the Toolbar**—If you're working in Slide Sorter view, there's a *Build* button on the left side of the Toolbar.



The button opens the Build dialog box.

Hints

- **To set transitions for multiple slides**—Go to Slide Sorter view so you can see all your slides at one time.

Using the PowerPoint Viewer

PowerPoint comes with a special application designed to give electronic slide shows. You can use it yourself, or give it to others who are going to be running your slide shows but who don't have PowerPoint. It's designed to be easy to use.

The PowerPoint Viewer has its own icon:



You can open the Viewer first, then pick the presentation you want to show, or you can set it up so that it opens a presentation automatically.

To open the PowerPoint Viewer and give a slide show:

1 Open the PowerPoint folder and double-click the PowerPoint Viewer icon.

The Viewer's main window appears.

2 Select the presentation you want to show, then click *Open.*

PowerPoint's Viewer opens the presentation and your slide show begins.

To exit the PowerPoint Viewer without giving a slide show, click *Cancel.*

All the on-screen keyboard and mouse commands listed earlier in this chapter work with the Viewer. You have the same control over a slide show as you do from within PowerPoint.

In System 7, you can open a presentation from the desktop by dragging it to the Viewer.

To open a presentation as a slide show from the desktop:

▶ Drag the presentation to the PowerPoint Viewer icon.

More about using the PowerPoint Viewer

- **If your presentation includes subscribers**—When you use the PowerPoint Viewer, subscribers appear just as they do in PowerPoint. But you do need to be in PowerPoint for the connection to the edition to be active (that is, to have the information updated automatically).
- **Running more than one presentation**—You can have the PowerPoint Viewer run more than one presentation.
- **Drag and drop**—You can also drag a file from the desktop to the Viewer icon. This is useful when PowerPoint is installed and double-clicking would open the file in PowerPoint.

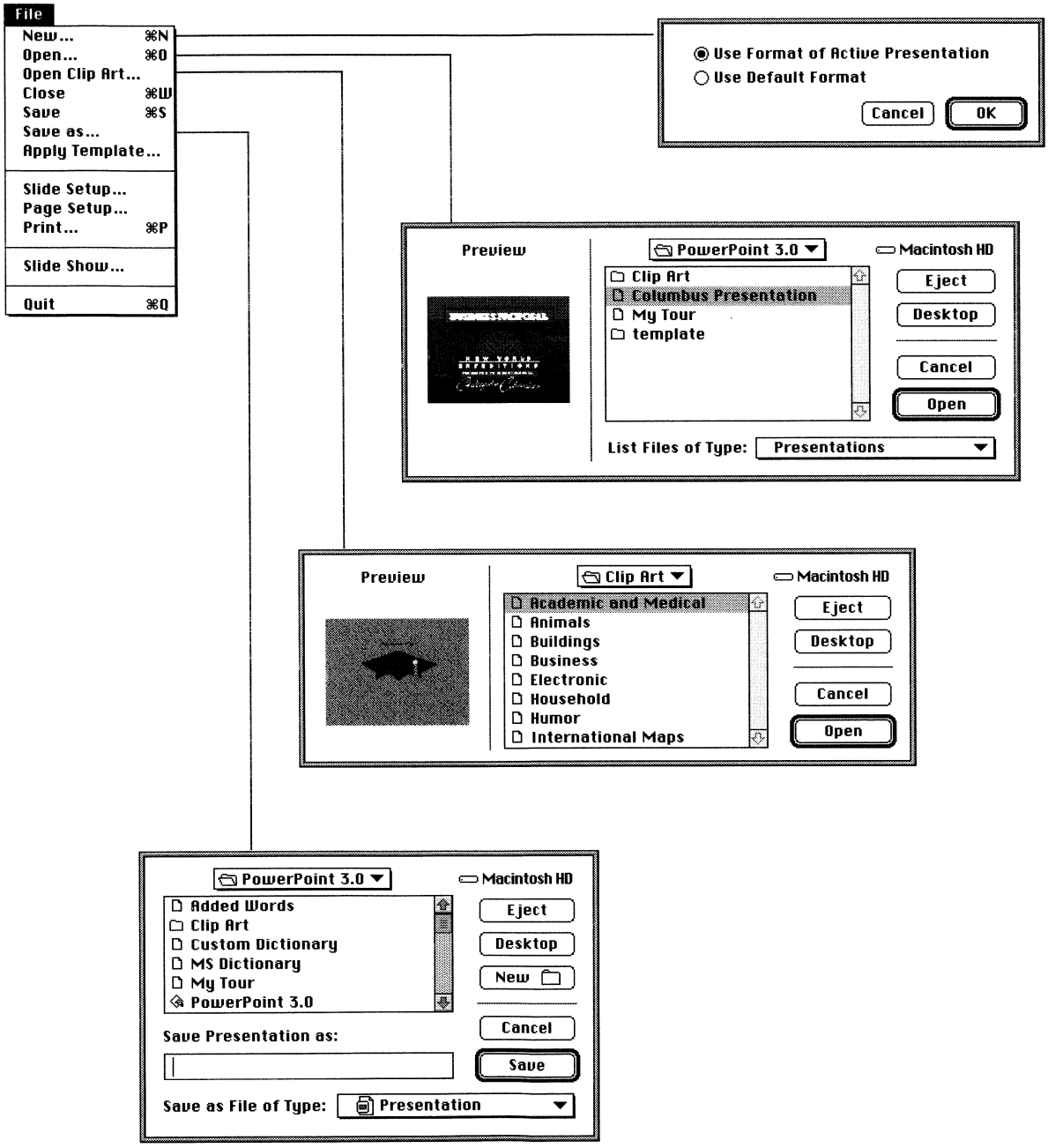
Menus

Menu Map

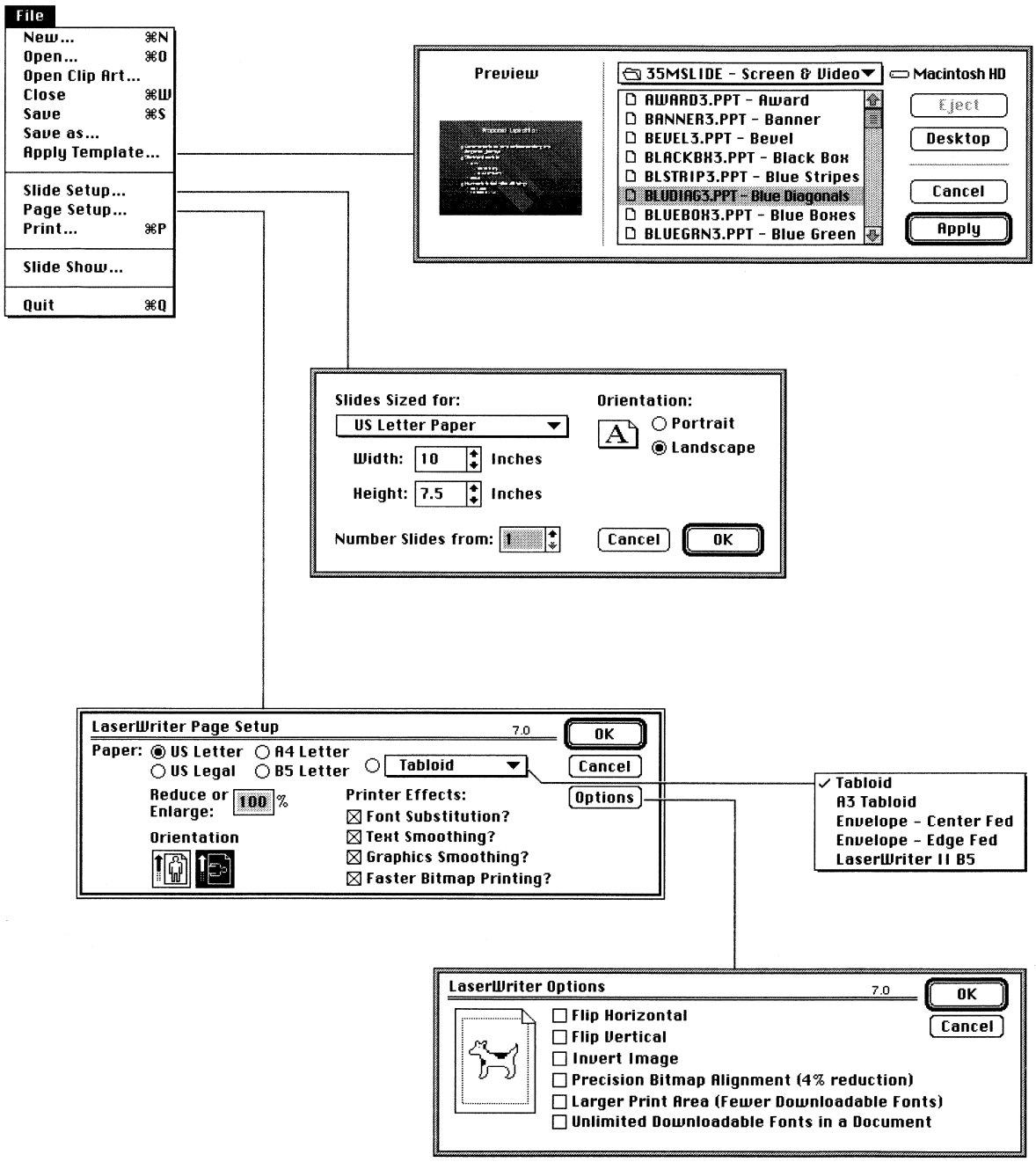
PowerPoint Menu Map 499

Microsoft Graph Menu Map 515

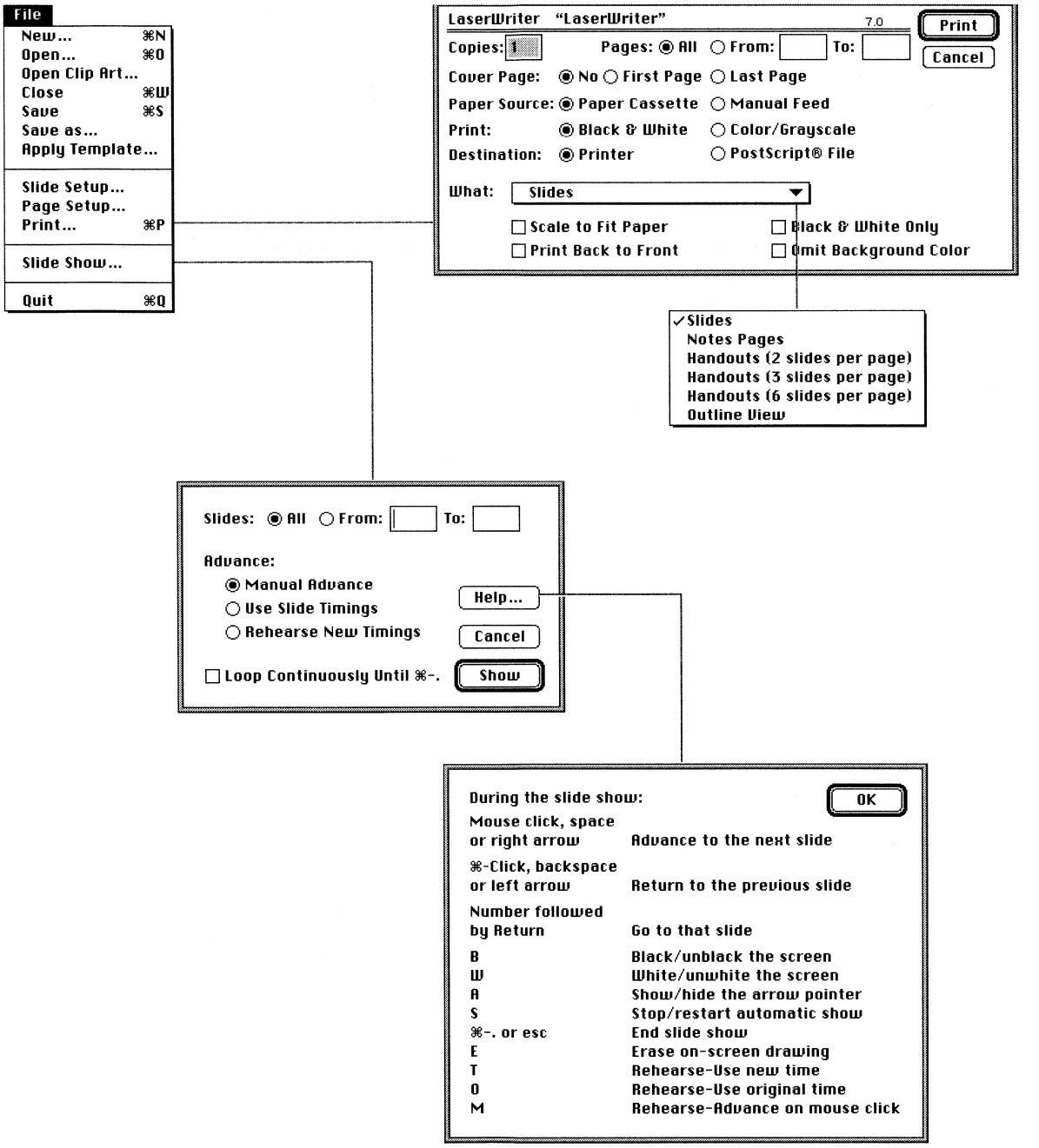
File Menu


File
New... ⌘N
Open... ⌘O
Open Clip Art...
Close ⌘W
Save ⌘S
Save as...
Apply Template...
Slide Setup...
Page Setup...
Print... ⌘P
Slide Show...
Quit ⌘Q
Use Format of Active Presentation
Use Default Format
Cancel
OK
Preview
PowerPoint 3.0
Macintosh HD
Clip Art
Columbus Presentation
My Tour
template
Eject
Desktop
Cancel
Open
List Files of Type:
Presentations
Preview
Clip Art
Macintosh HD
Academic and Medical
Animals
Buildings
Business
Electronic
Household
Humor
International Maps
Eject
Desktop
Cancel
Open
PowerPoint 3.0
Macintosh HD
Added Words
Clip Art
Custom Dictionary
MS Dictionary
My Tour
PowerPoint 3.0
Eject
Desktop
New
Cancel
Save Presentation as:
Save
Save as File of Type:
Presentation

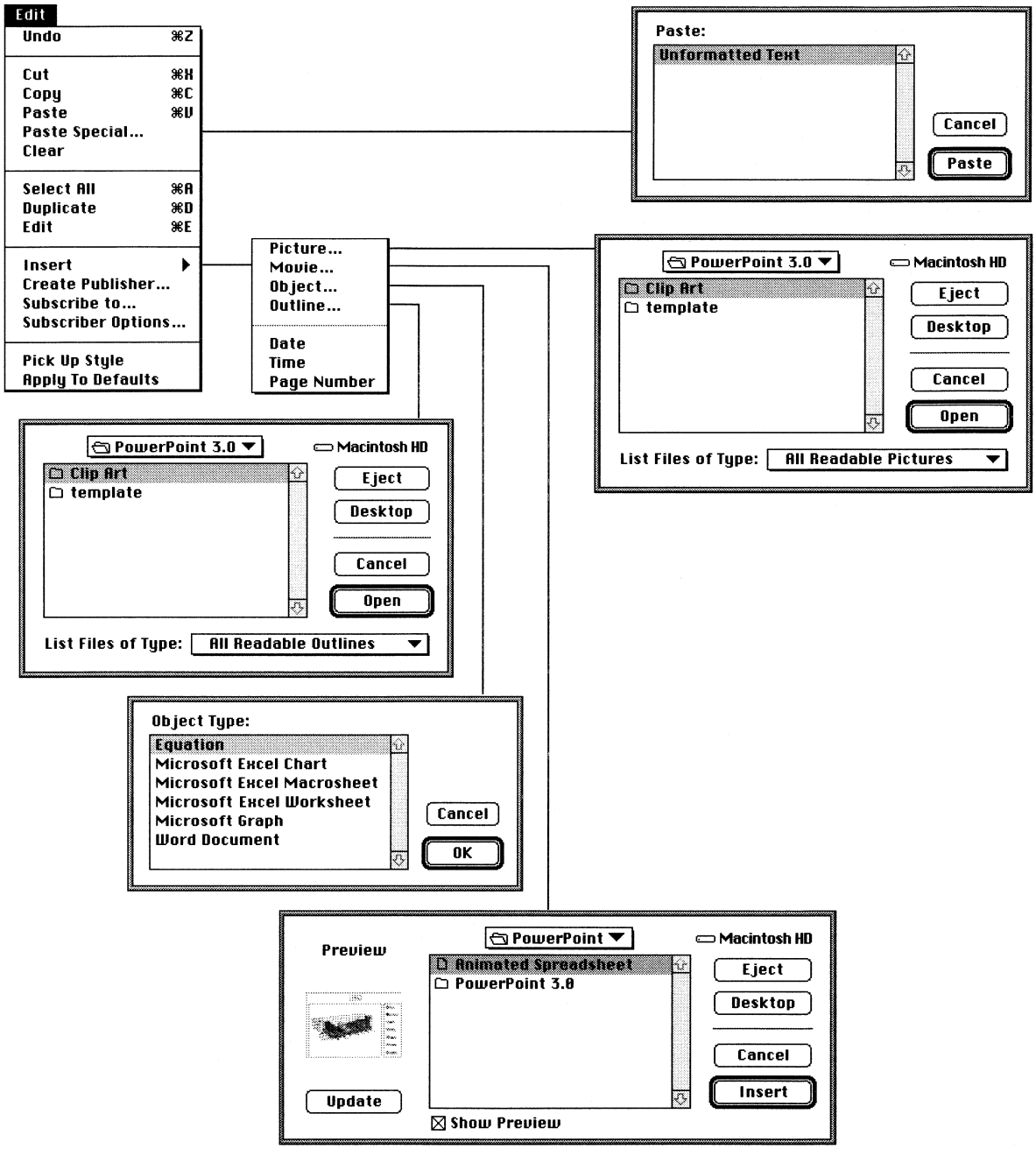
File Menu (continued)



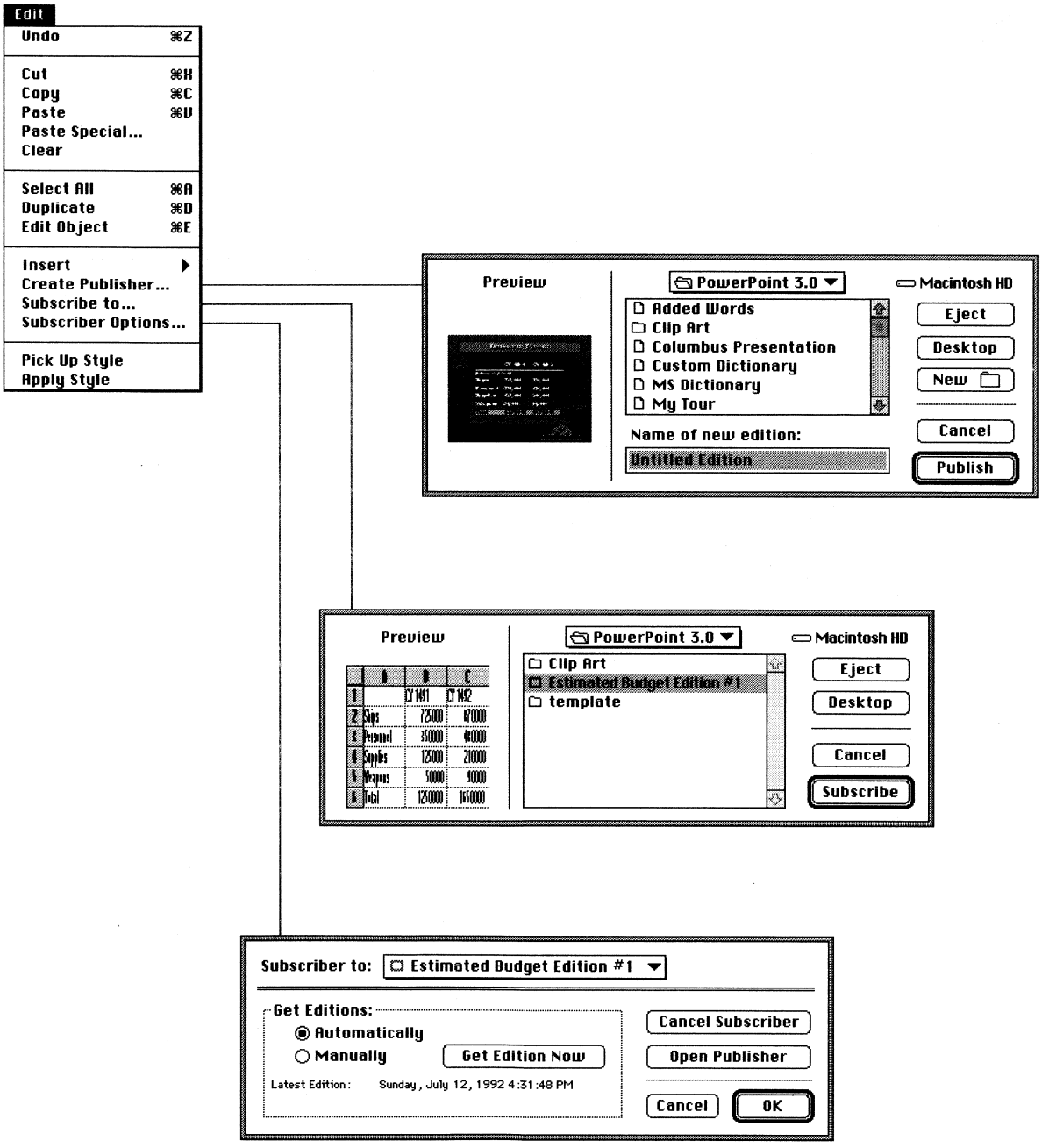
File Menu (continued)



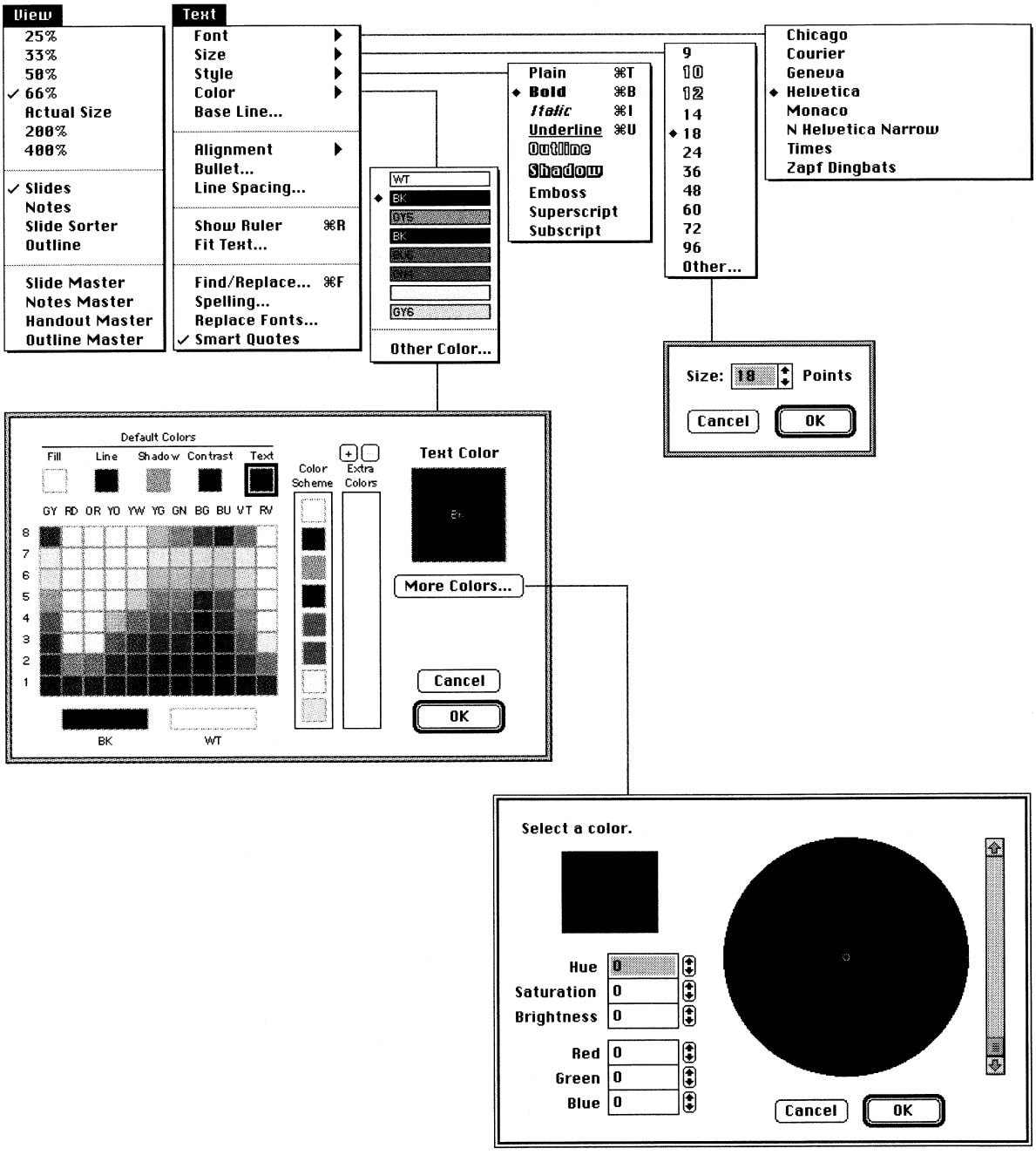
Edit Menu


Edit
Undo ⌘Z
Cut ⌘X
Copy ⌘C
Paste ⌘V
Paste Special...
Clear
Select All ⌘A
Duplicate ⌘D
Edit ⌘E
Insert
Create Publisher...
Subscribe to...
Subscriber Options...
Pick Up Style
Apply To Defaults
Picture...
Movie...
Object...
Outline...
Date
Time
Page Number
Paste:
Unformatted Text
Cancel
Paste
PowerPoint 3.0
Macintosh HD
Clip Art
template
Eject
Desktop
Cancel
Open
List Files of Type:
All Readable Pictures
PowerPoint 3.0
Macintosh HD
Clip Art
template
Eject
Desktop
Cancel
Open
List Files of Type:
All Readable Outlines
Object Type:
Equation
Microsoft Excel Chart
Microsoft Excel Macrosheet
Microsoft Excel Worksheet
Microsoft Graph
Word Document
Cancel
OK
Preview
PowerPoint
Macintosh HD
Animated Spreadsheet
PowerPoint 3.0
Eject
Desktop
Cancel
Insert
Update
Show Preview

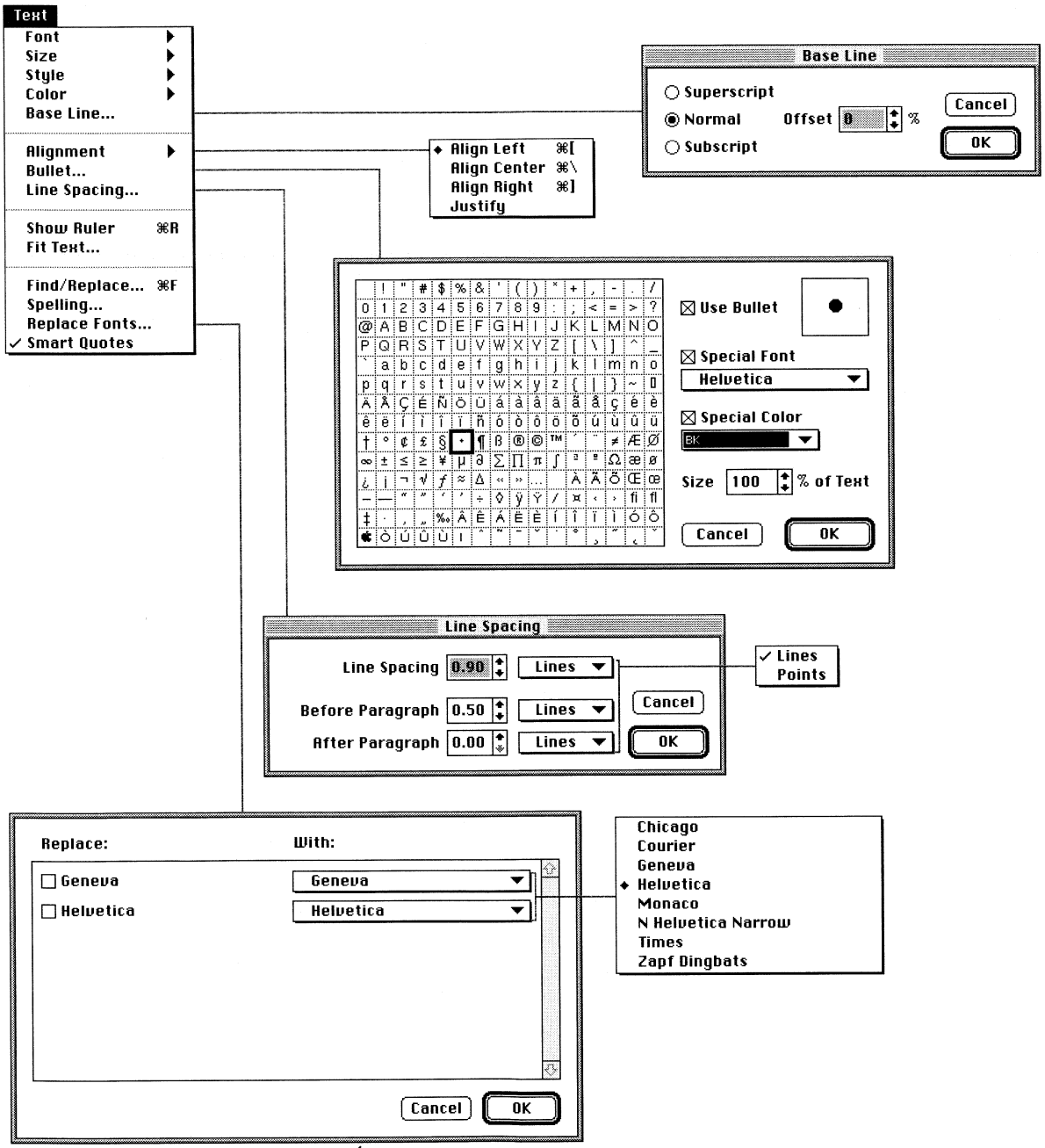
Edit Menu (continued)



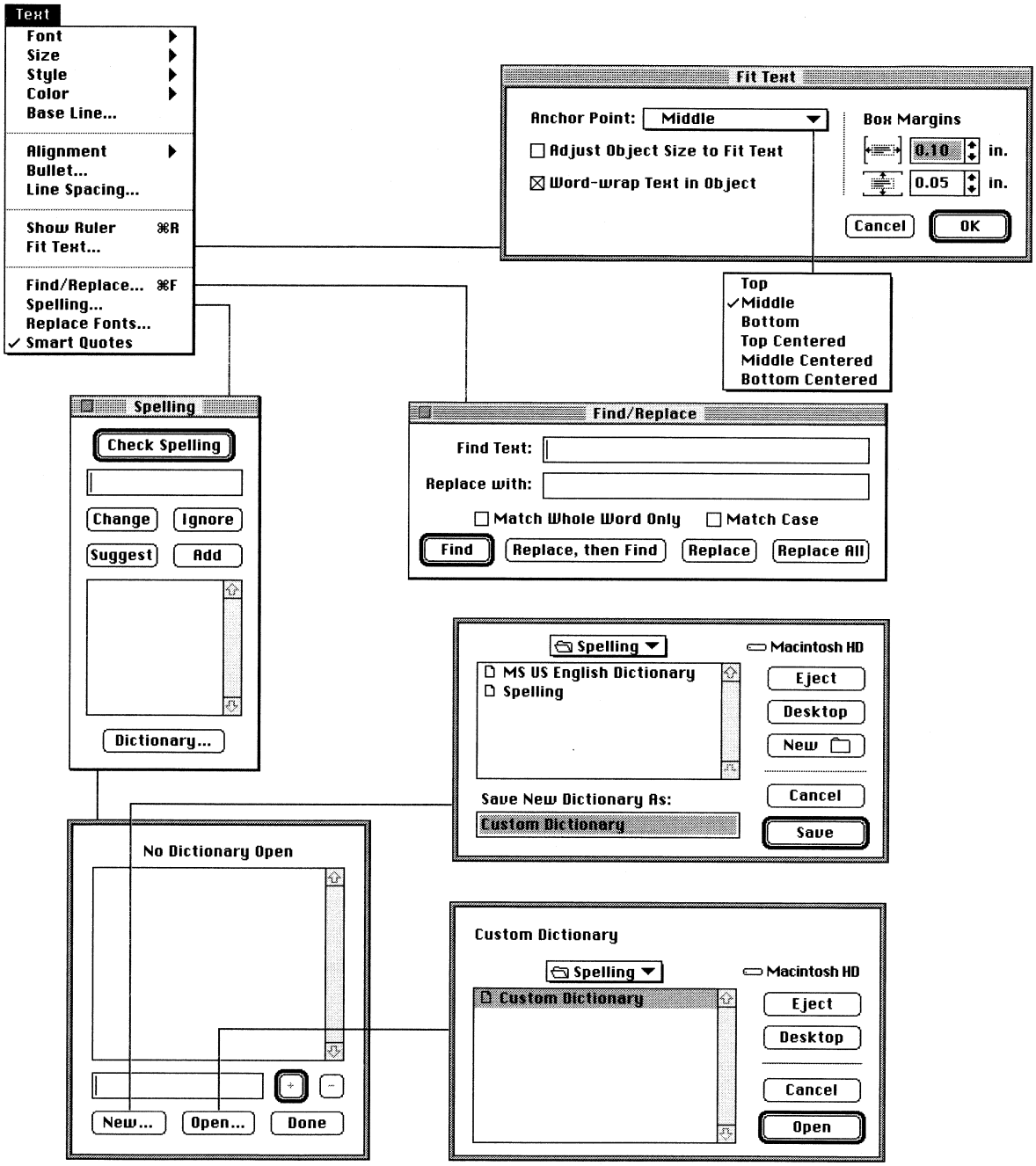
View and Text Menus



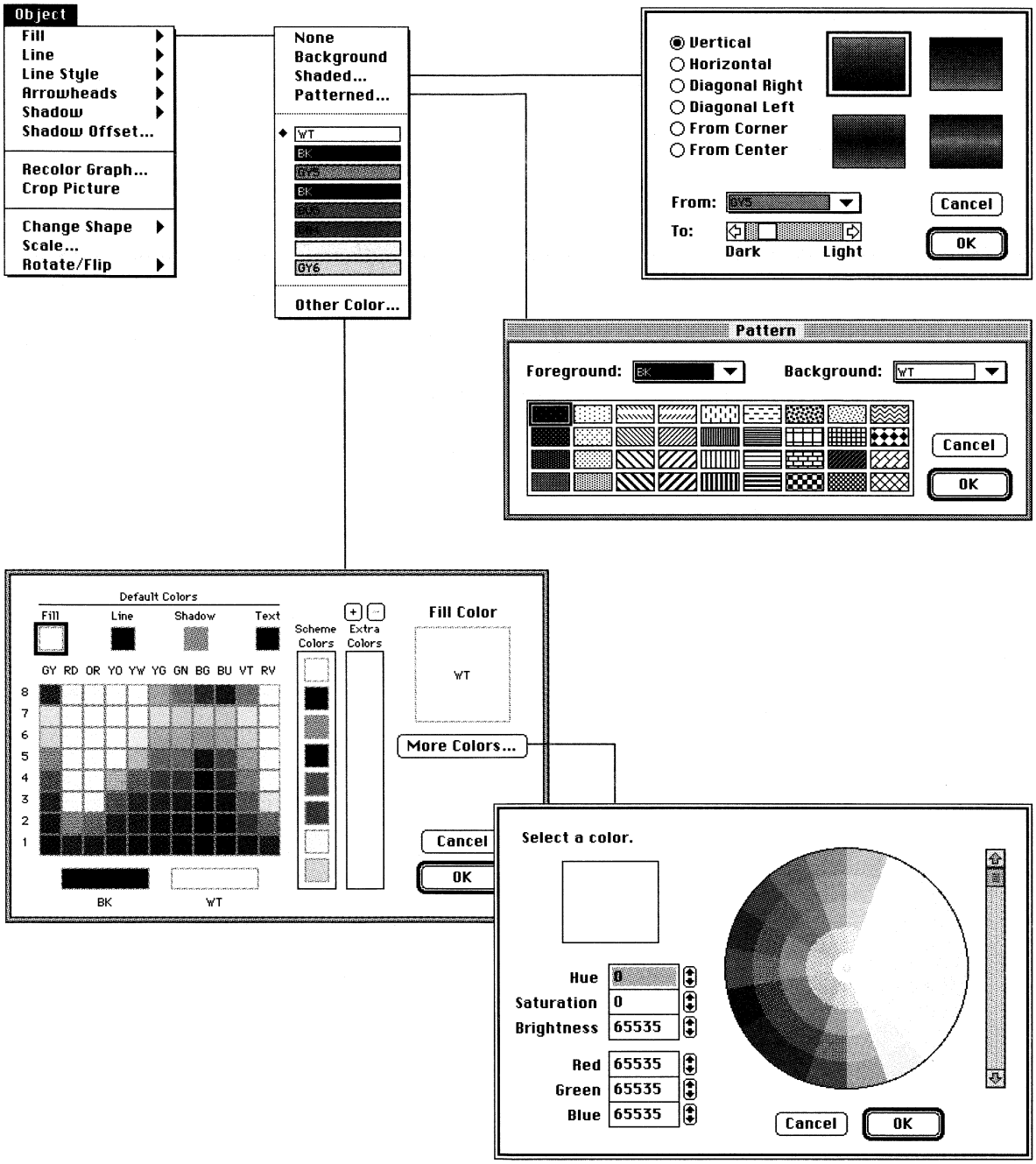
Text Menu (continued)



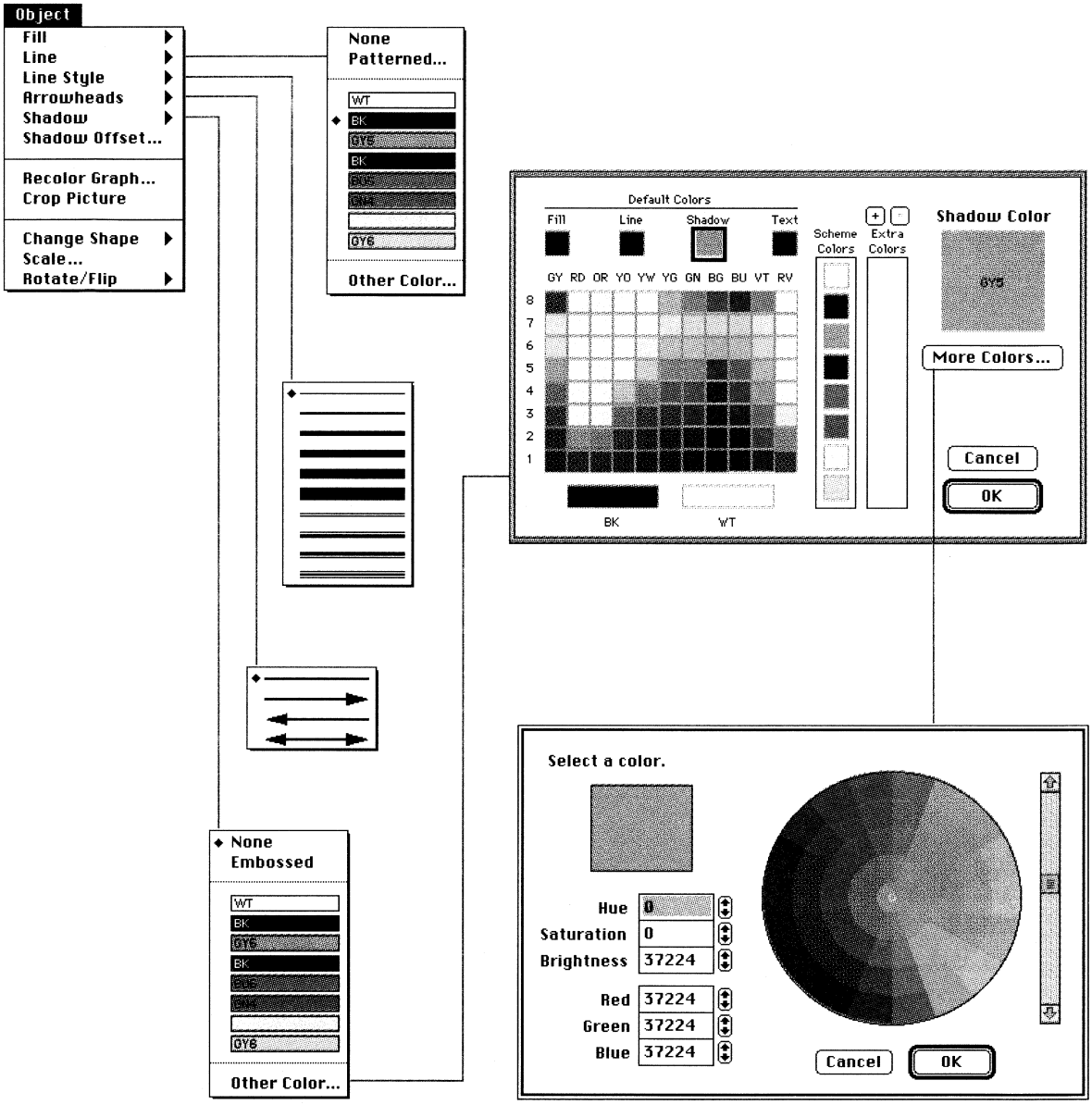
Text Menu (continued)



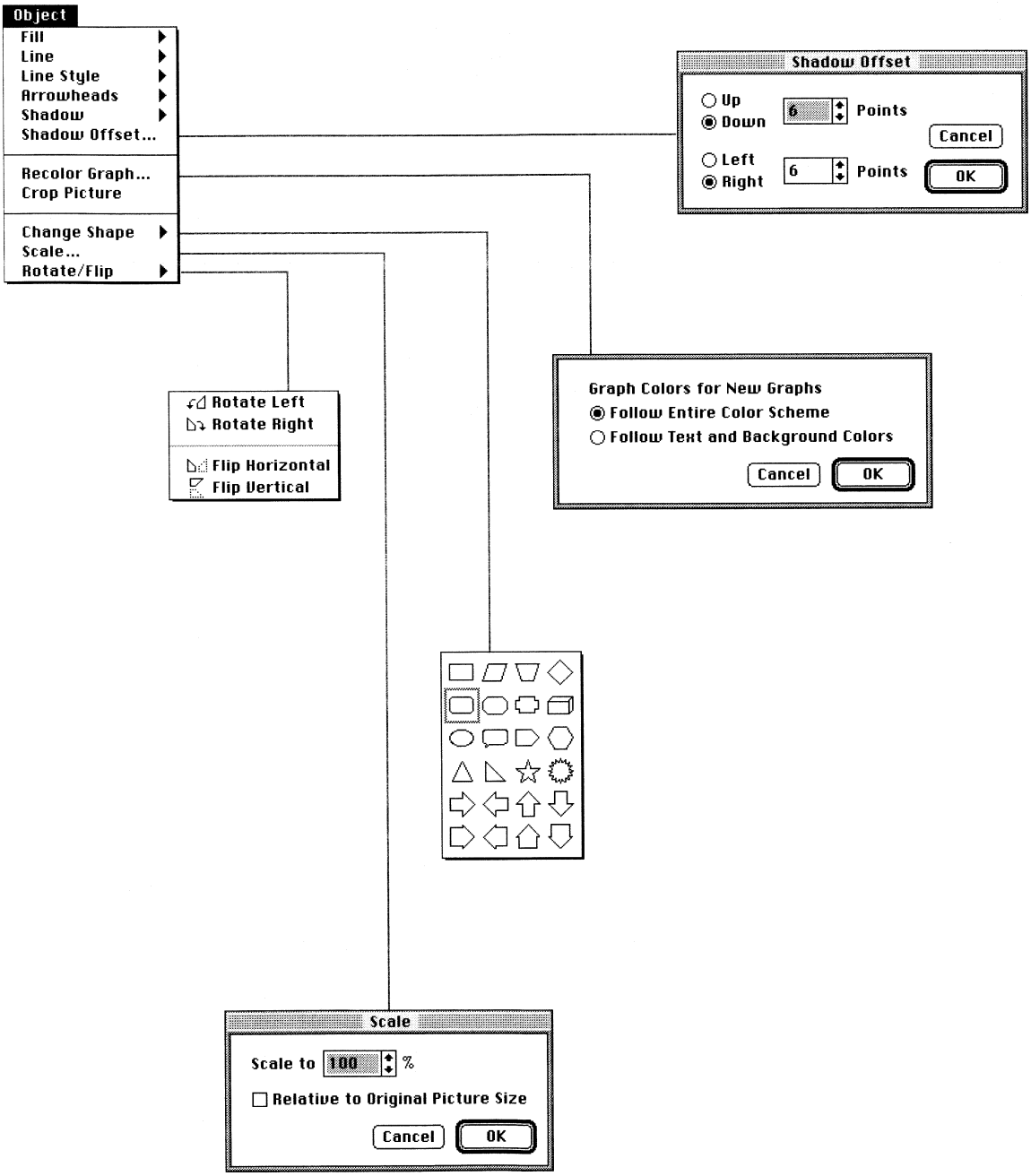
Object Menu


Object
Fill
Line
Line Style
Arrowheads
Shadow
Shadow Offset...
Recolor Graph...
Crop Picture
Change Shape
Scale...
Rotate/Flip
None
Background
Shaded...
Patterned...
WT
BK
GY5
BK
GY5
GY6
Other Color...
Vertical
Horizontal
Diagonal Right
Diagonal Left
From Corner
From Center
From:
To:
Dark
Light
Cancel
OK
Pattern
Foreground:
Background:
Cancel
OK
Default Colors
Fill
Line
Shadow
Text
GY RD OR YO YW YG GN BG BU VT RV
8
7
6
5
4
3
2
1
BK
WT
Scheme Colors
Extra Colors
Fill Color
WT
More Colors...
Cancel
OK
Select a color.
Hue
Saturation
Brightness
Red
Green
Blue
0
0
65535
65535
65535
65535
Cancel
OK

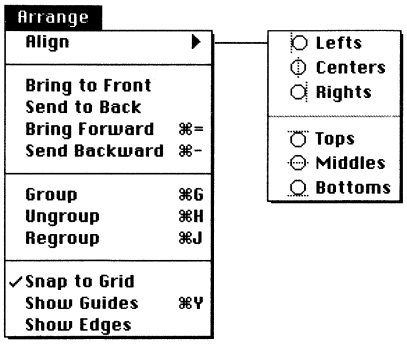
Object Menu (continued)



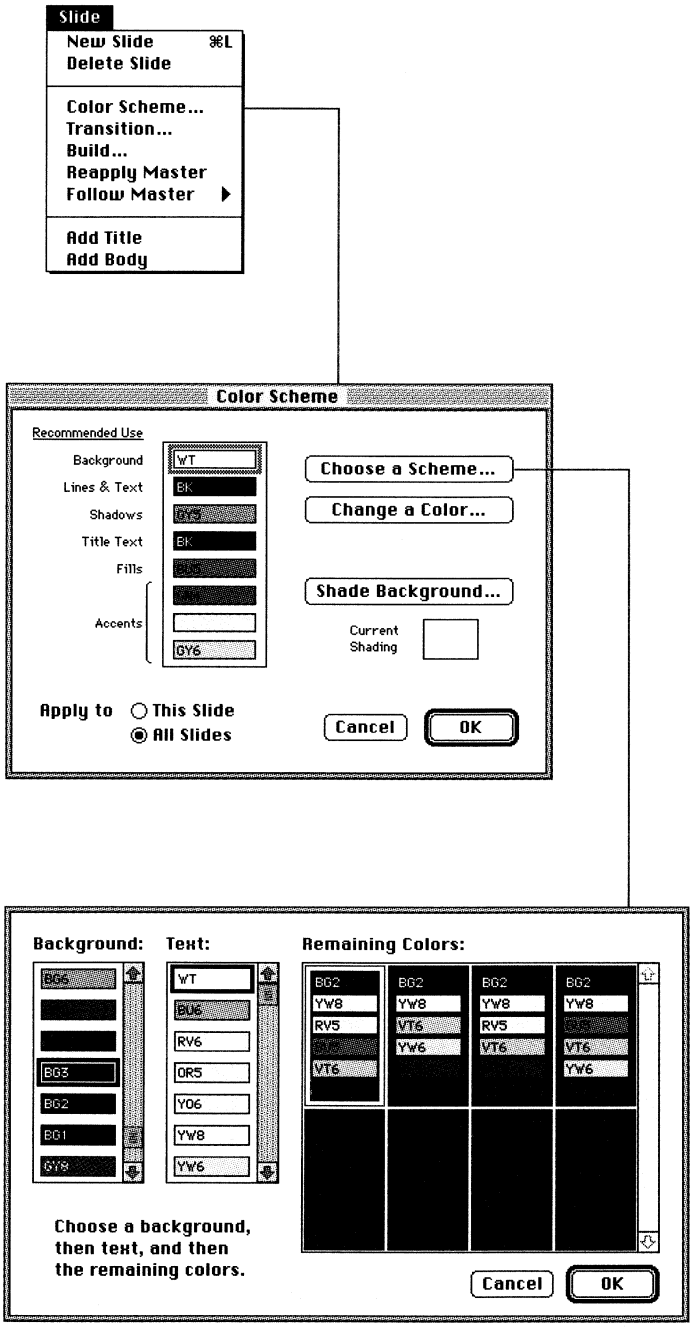
Object Menu (continued)



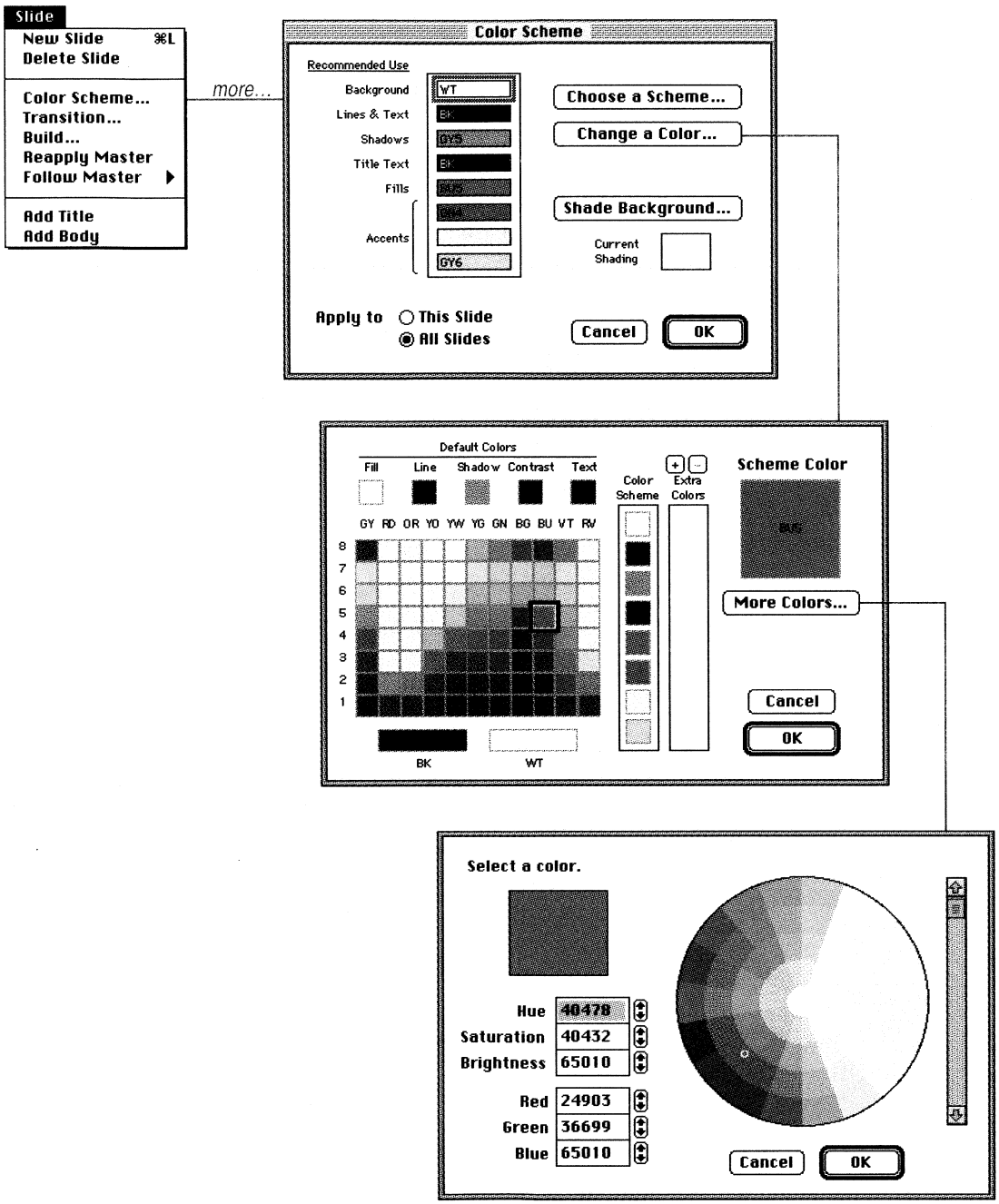
Arrange Menu



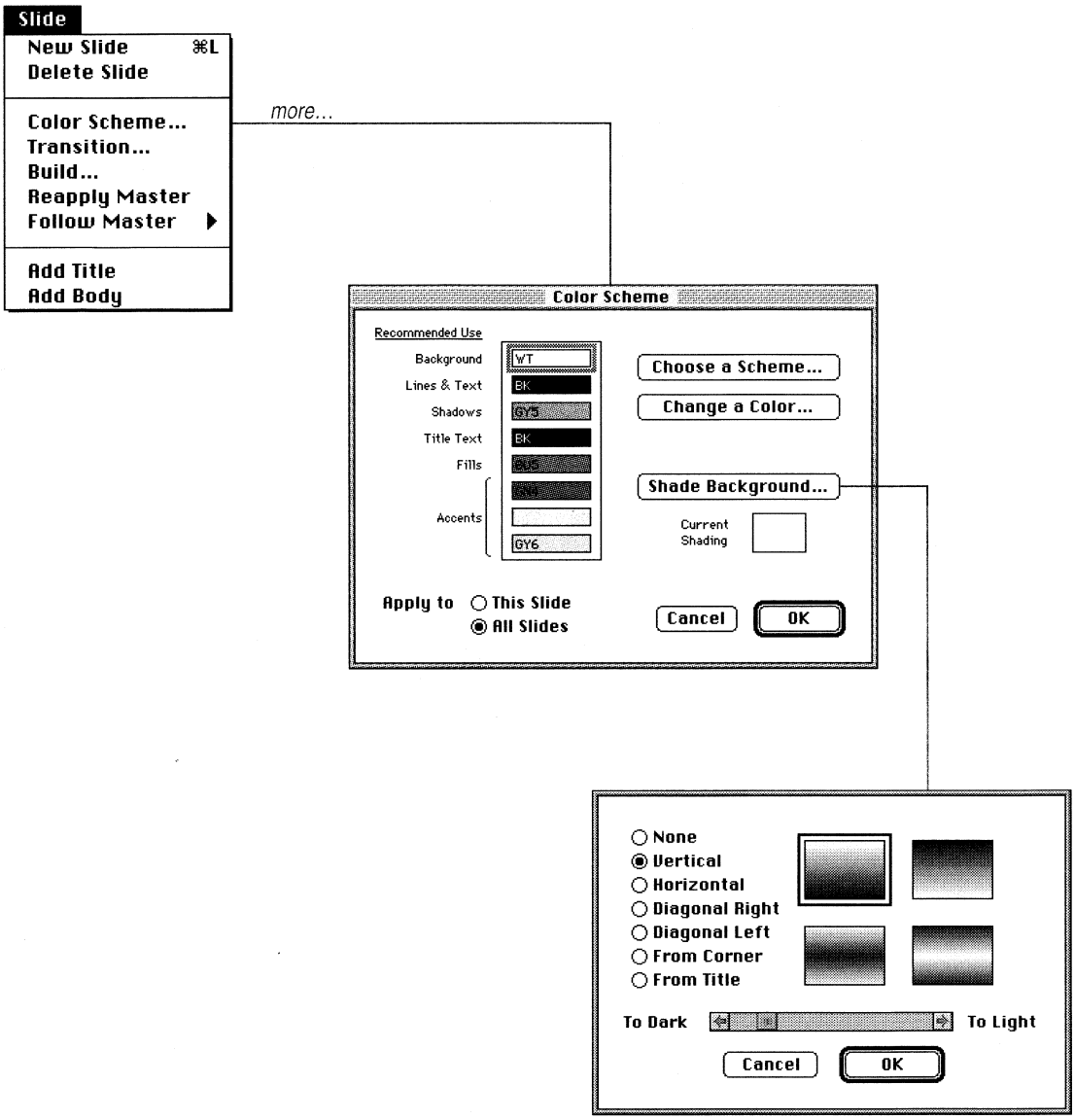
Slide Menu



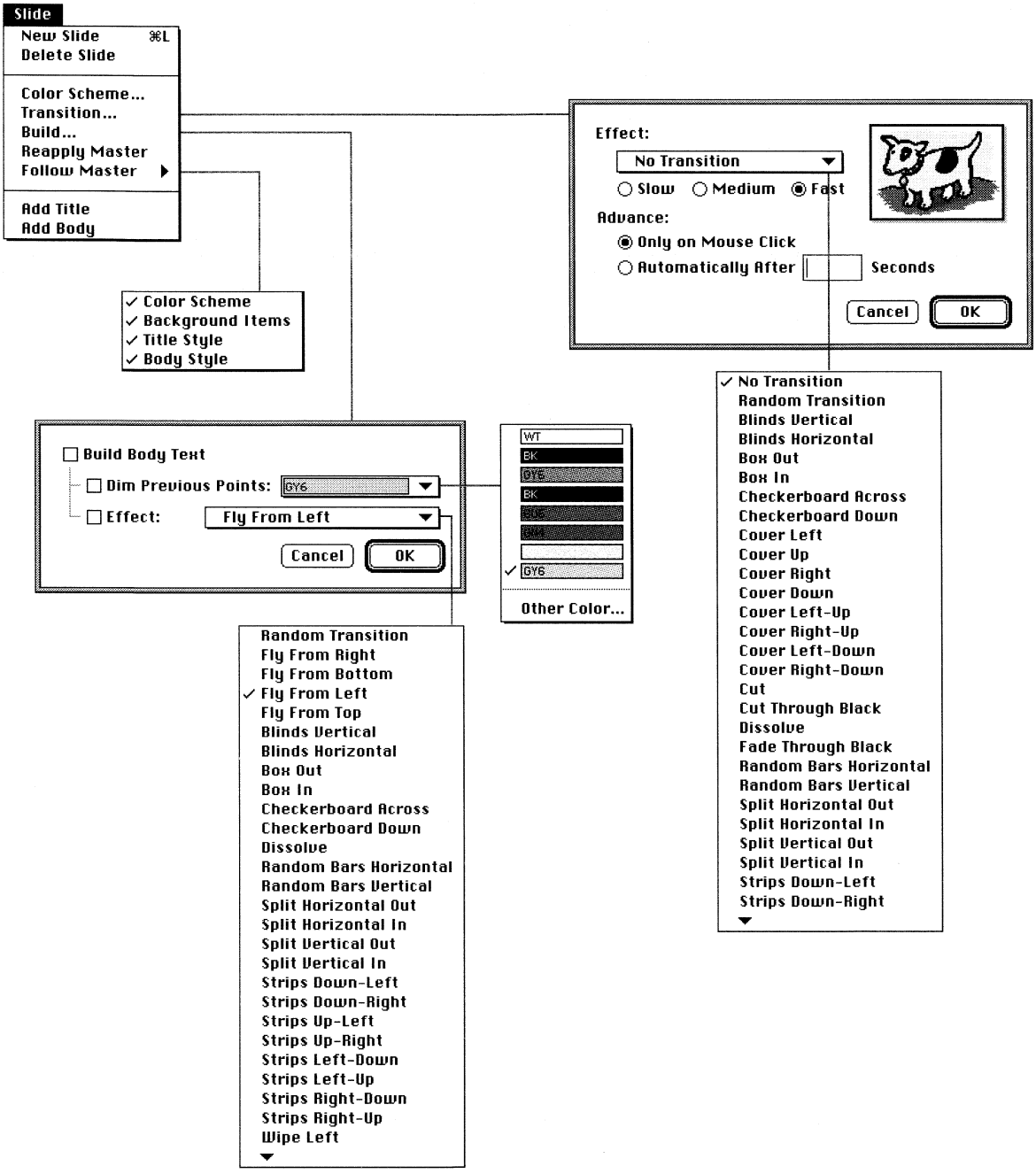
Slide Menu (continued)



Slide Menu (continued)



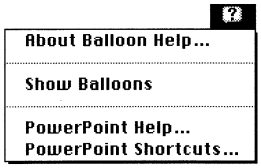
Slide Menu (continued)



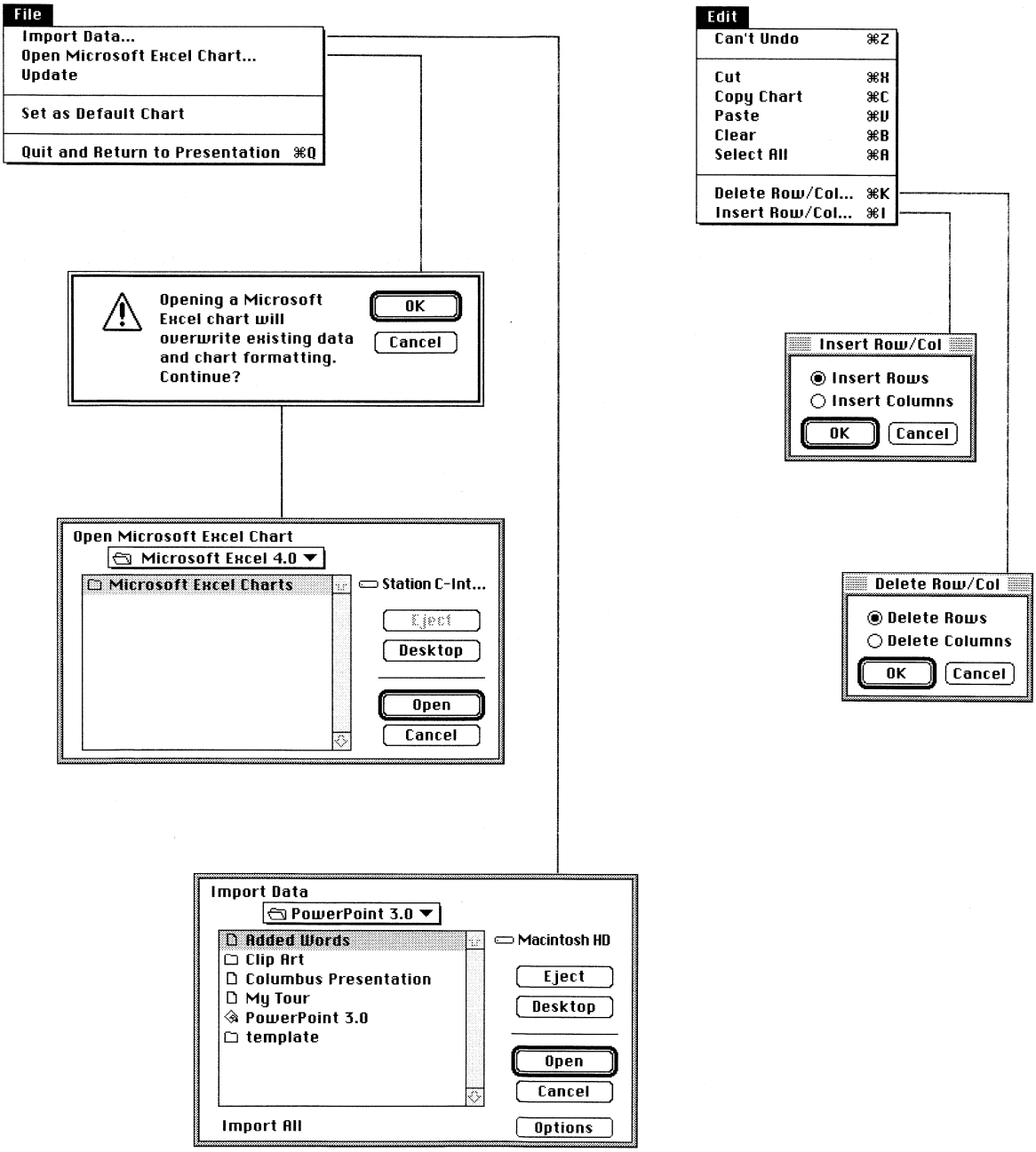
Window Menu



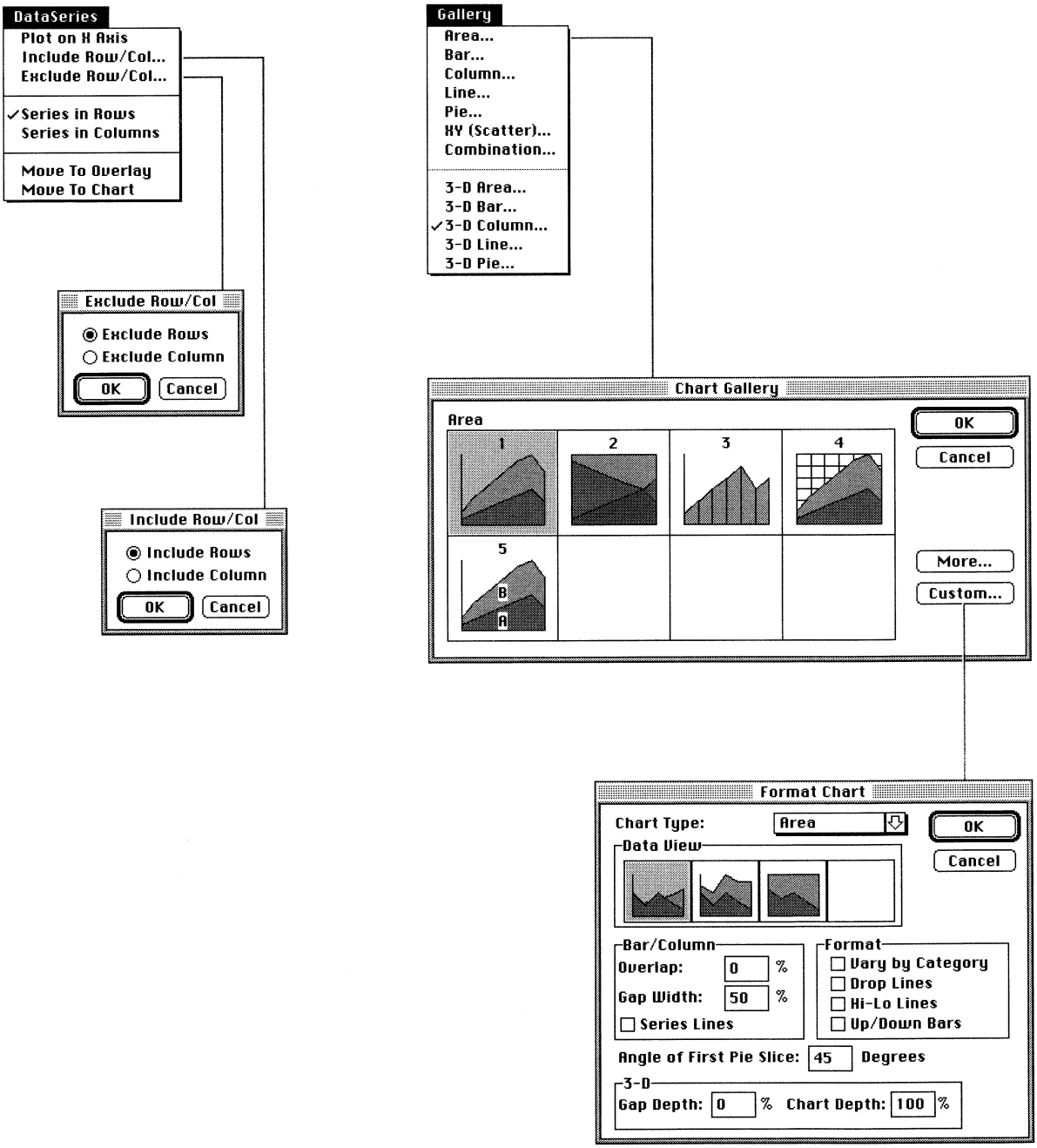
Balloon Help



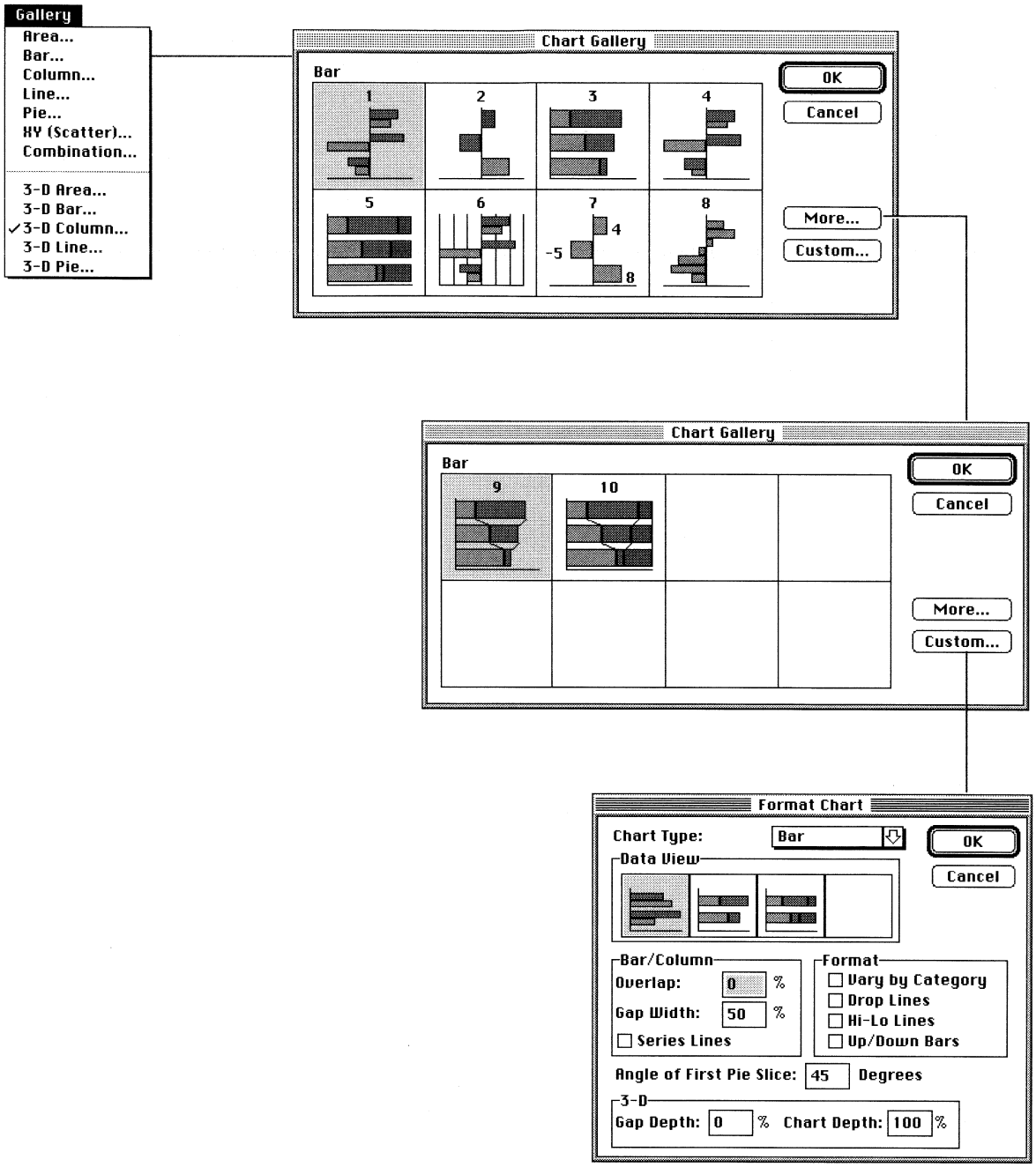
Microsoft Graph: File and Edit Menus



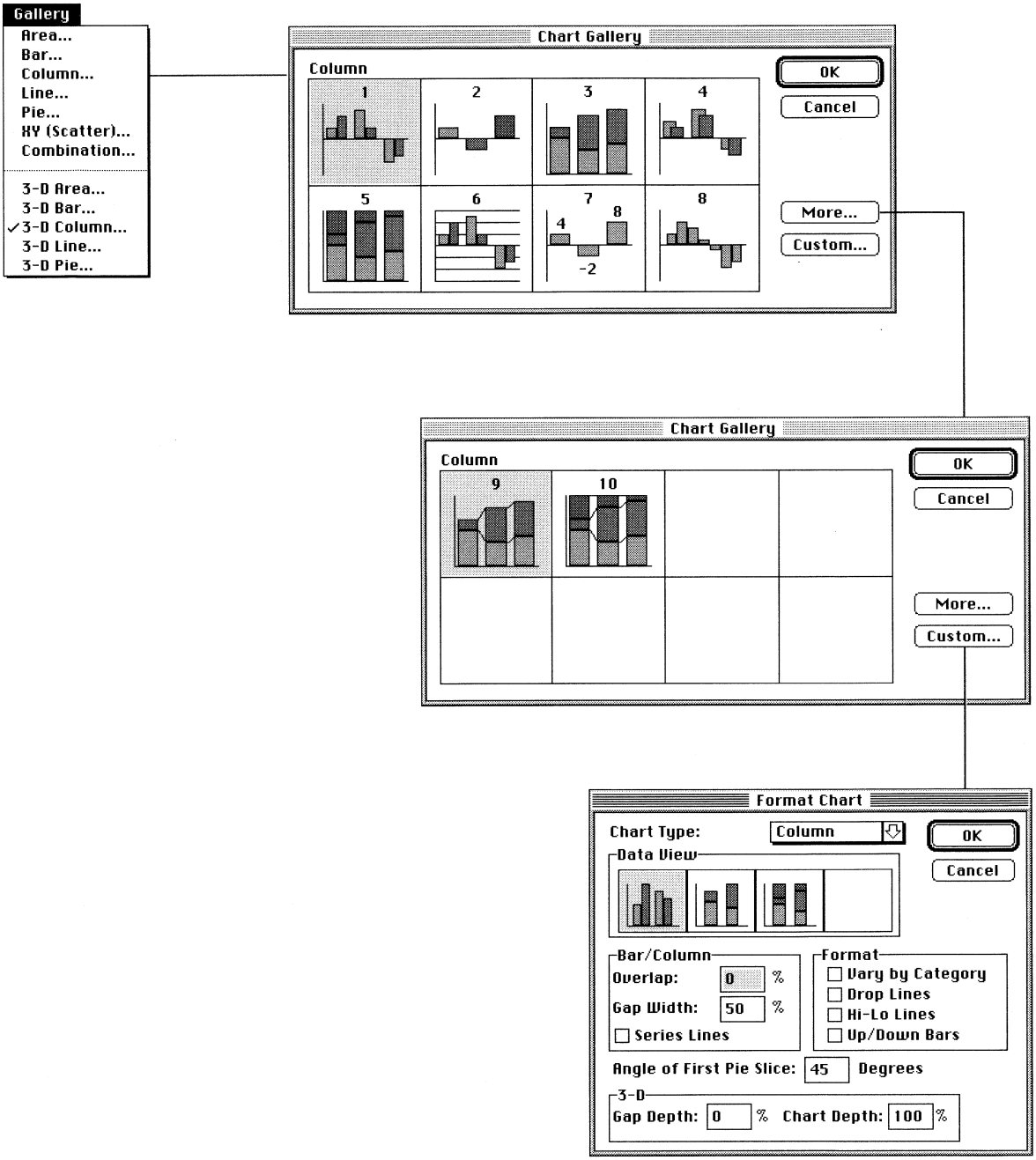
Microsoft Graph: DataSeries and Gallery Menus



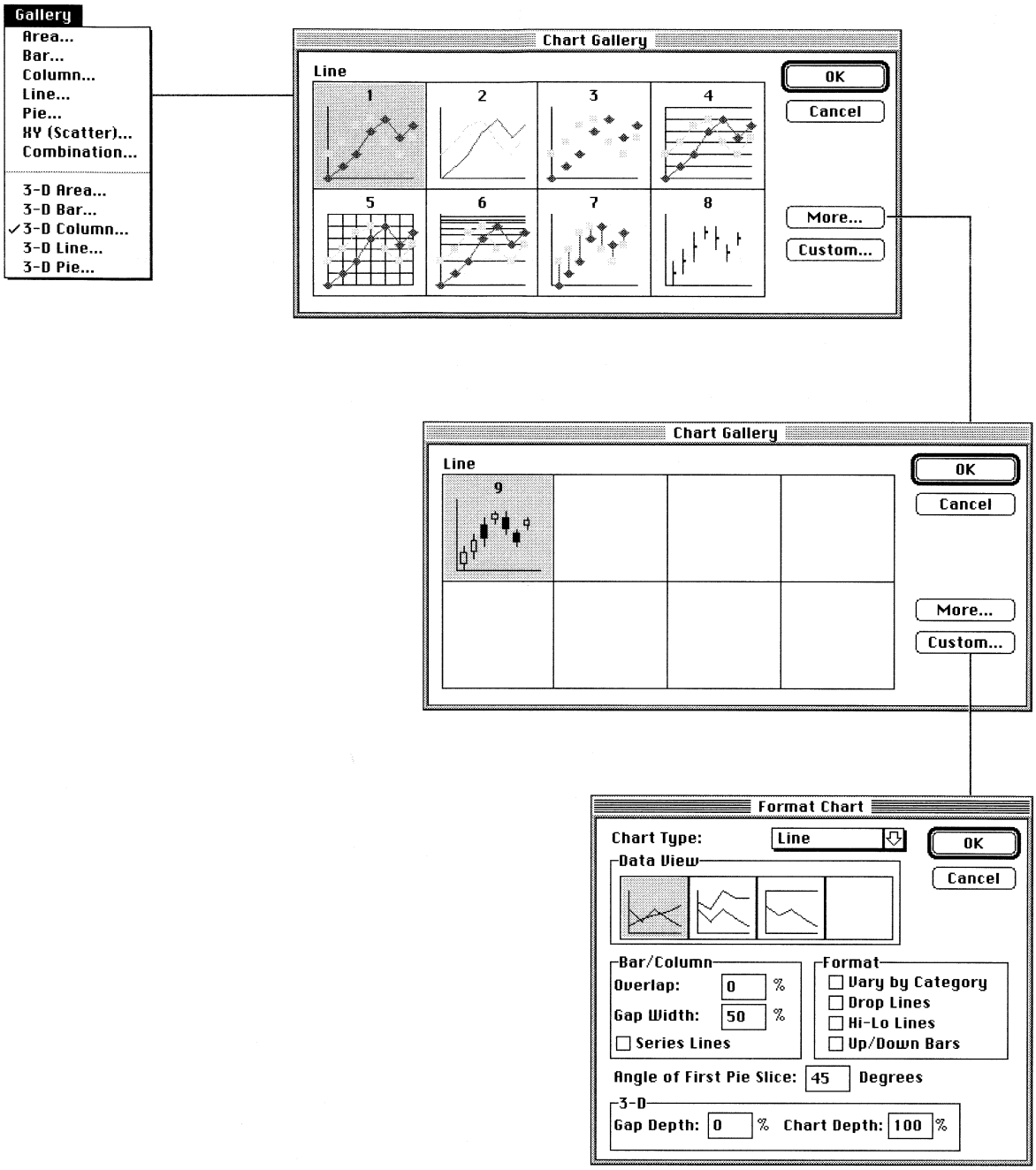
Microsoft Graph: Gallery Menu (continued)



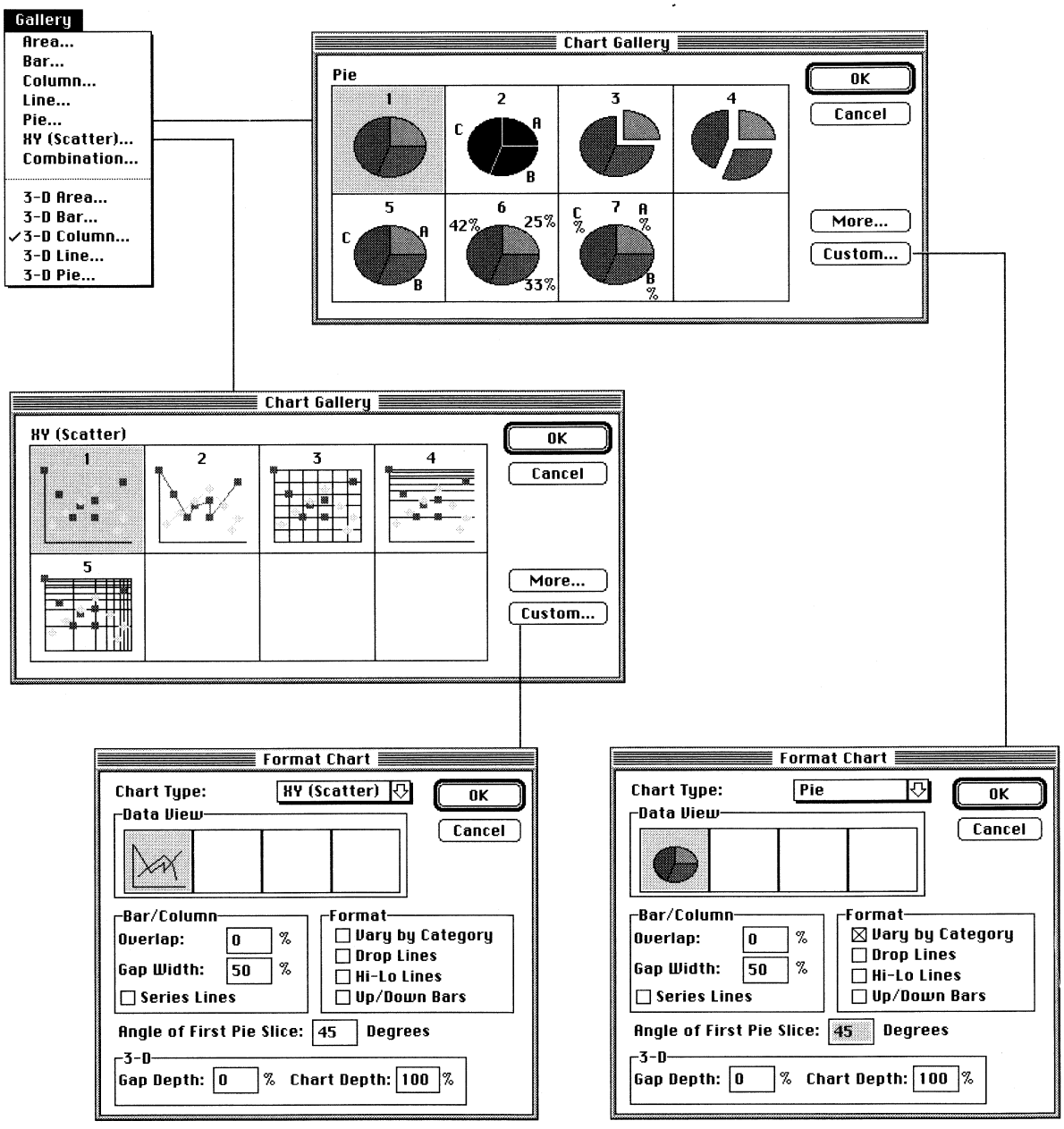
Microsoft Graph: Gallery Menu (continued)



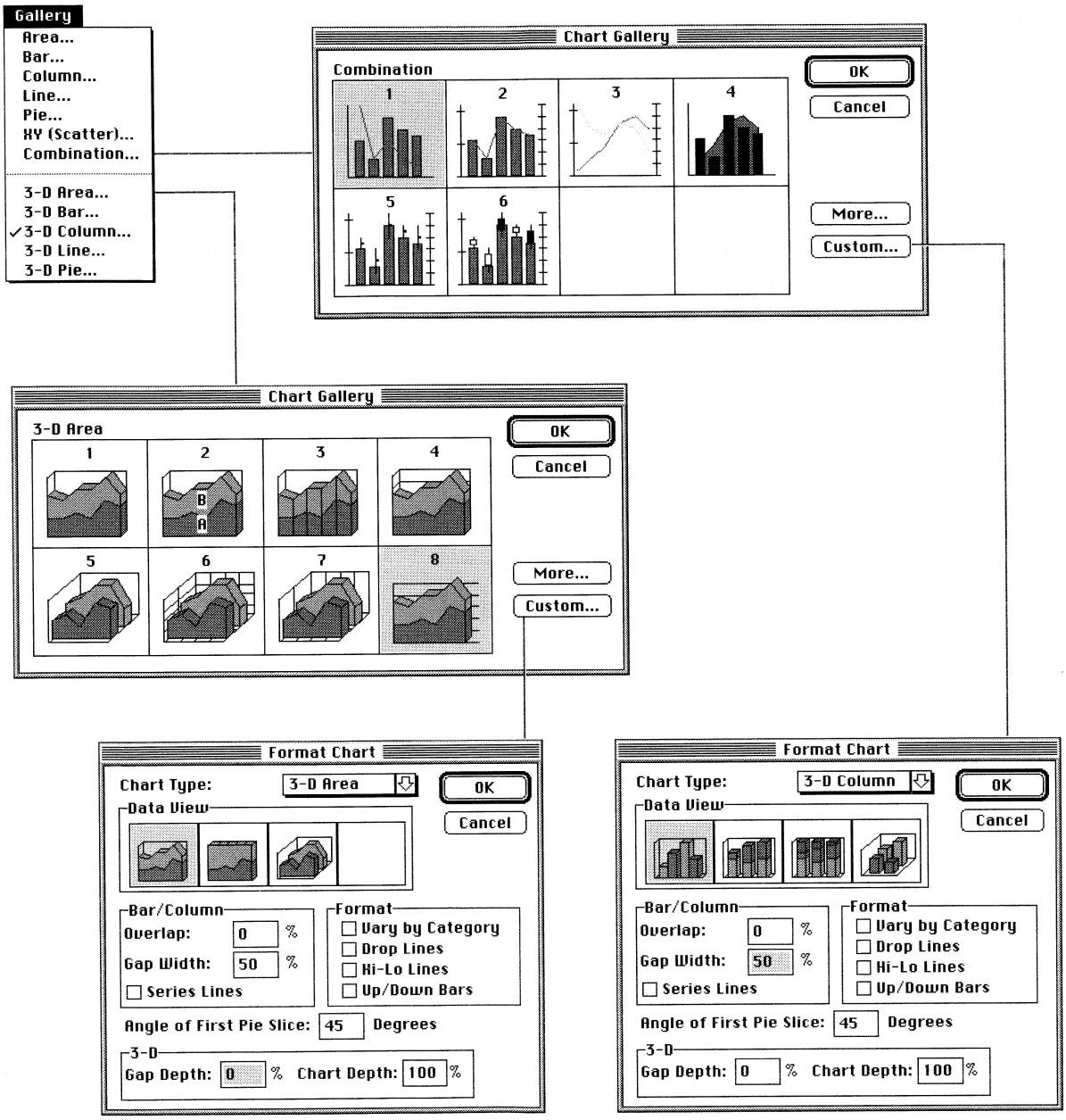
Microsoft Graph: Gallery Menu (continued)



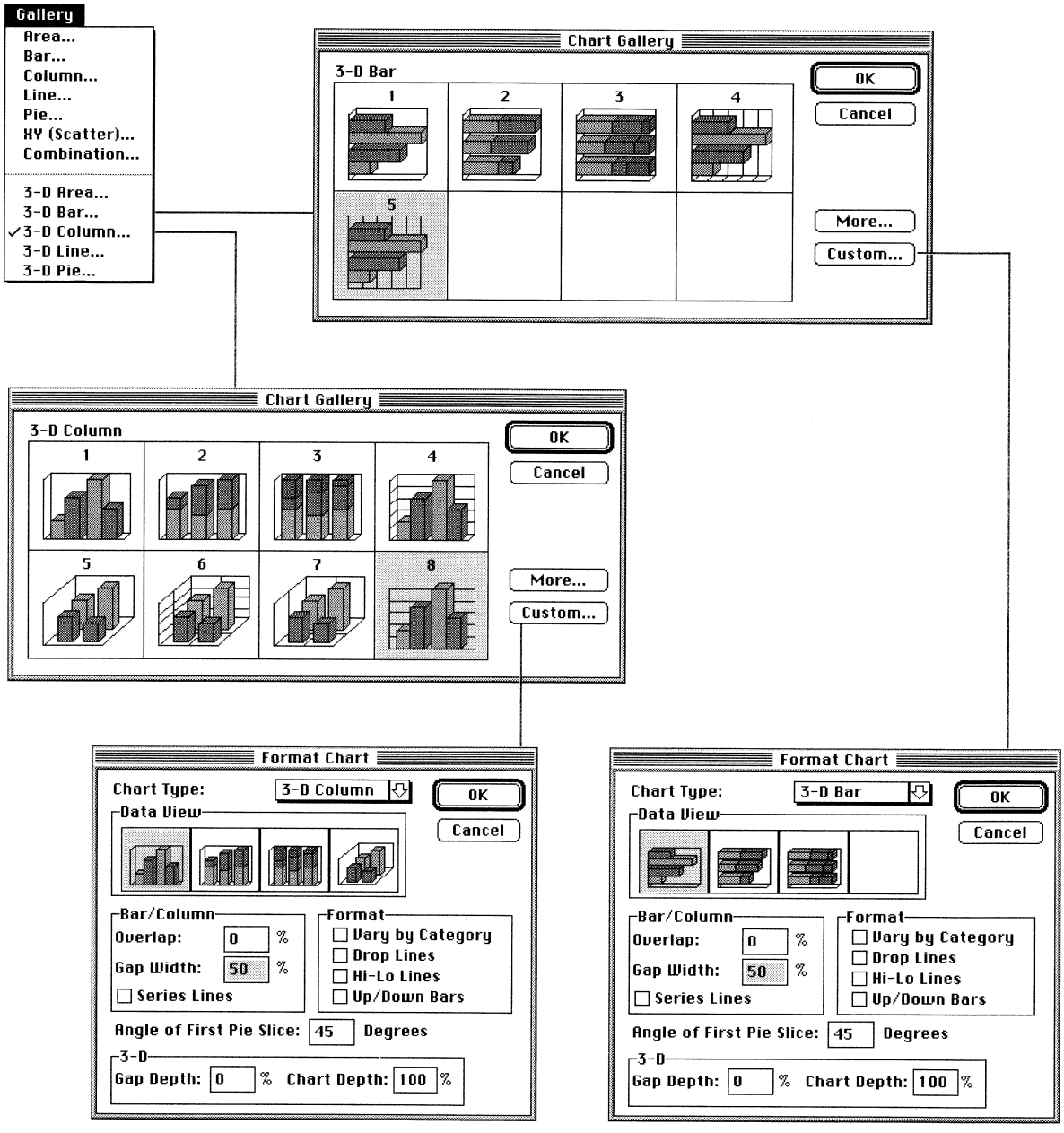
Microsoft Graph: Gallery Menu (continued)



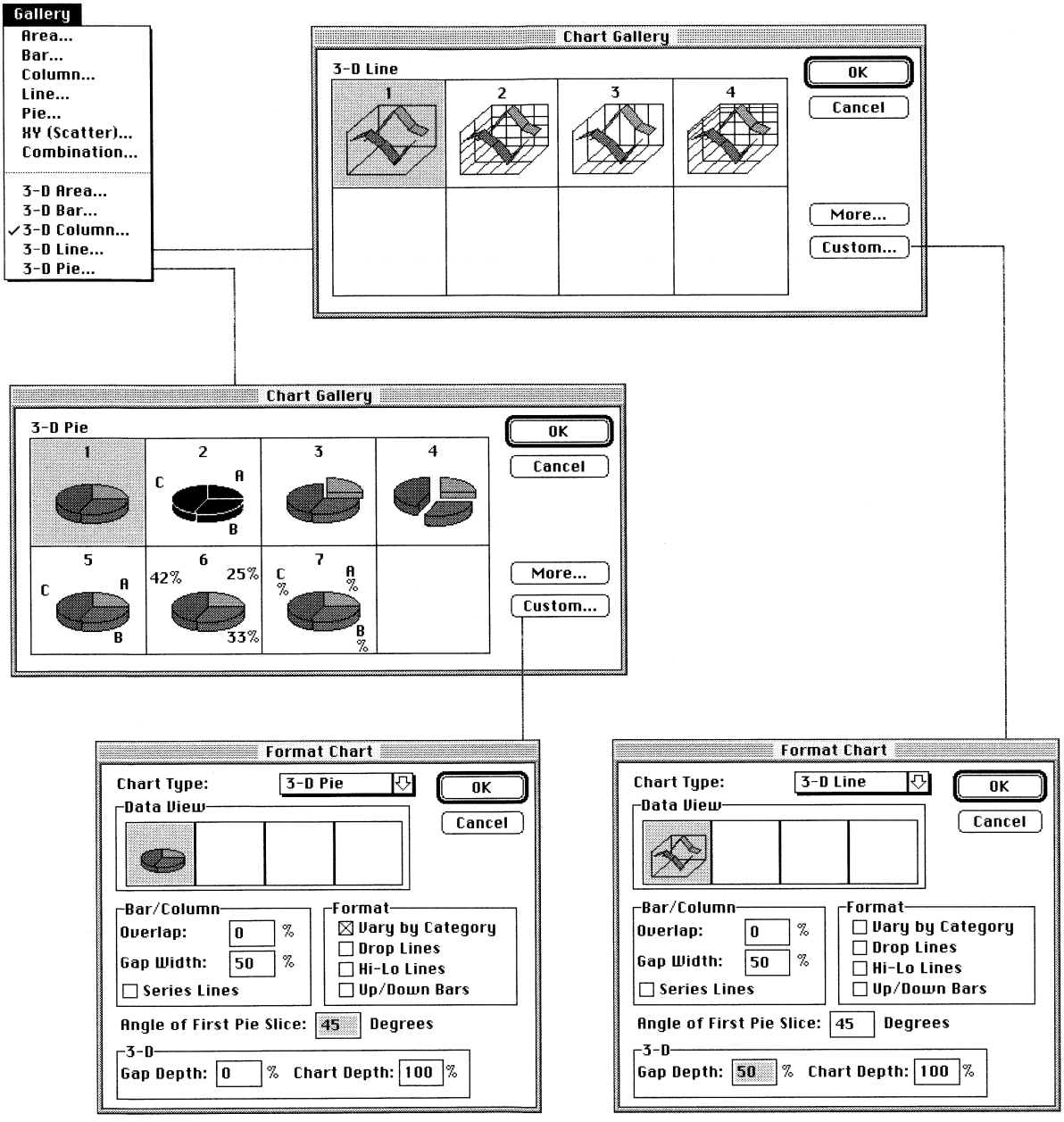
Microsoft Graph: Gallery Menu (continued)



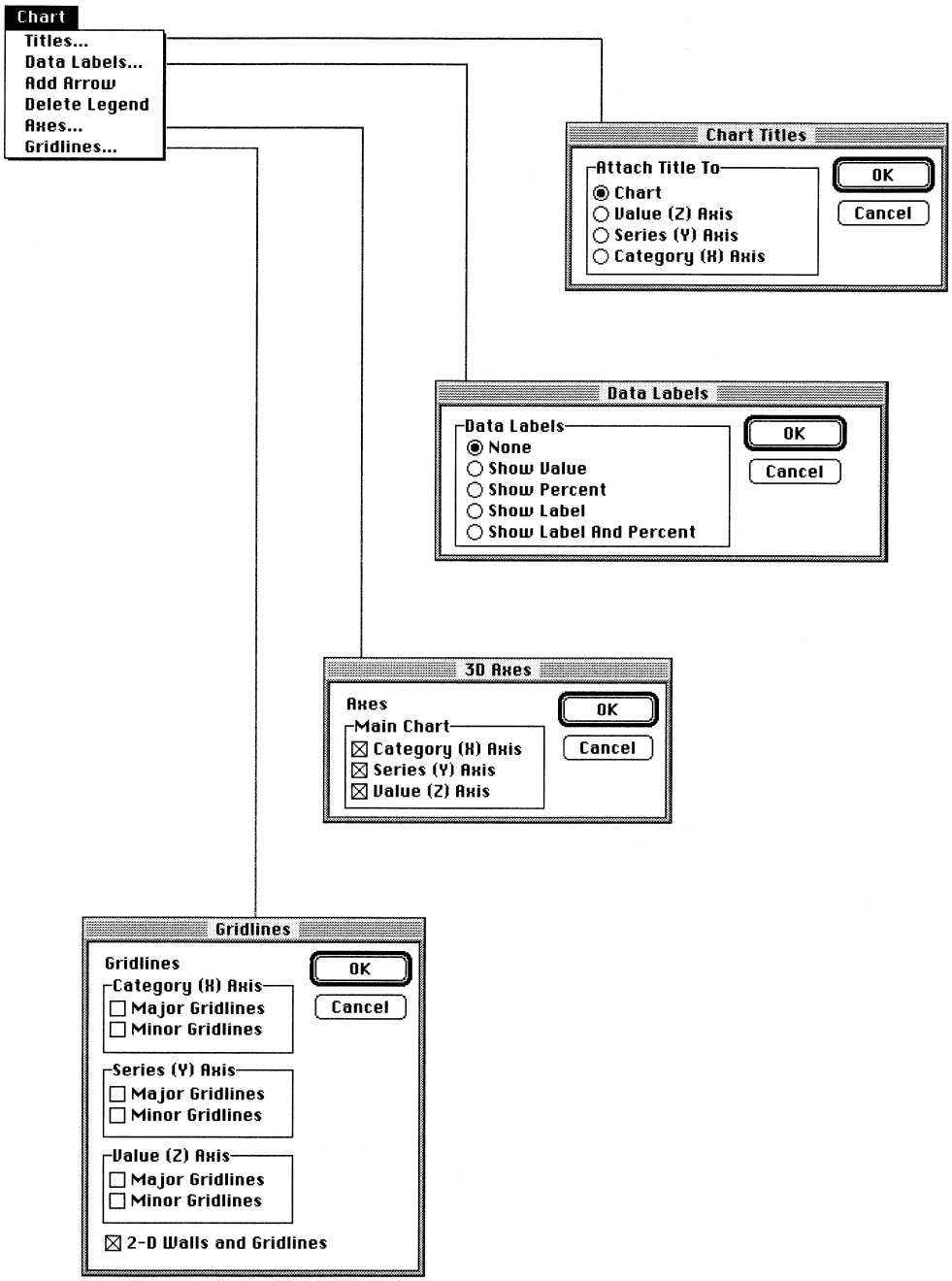
Microsoft Graph: Gallery Menu (continued)



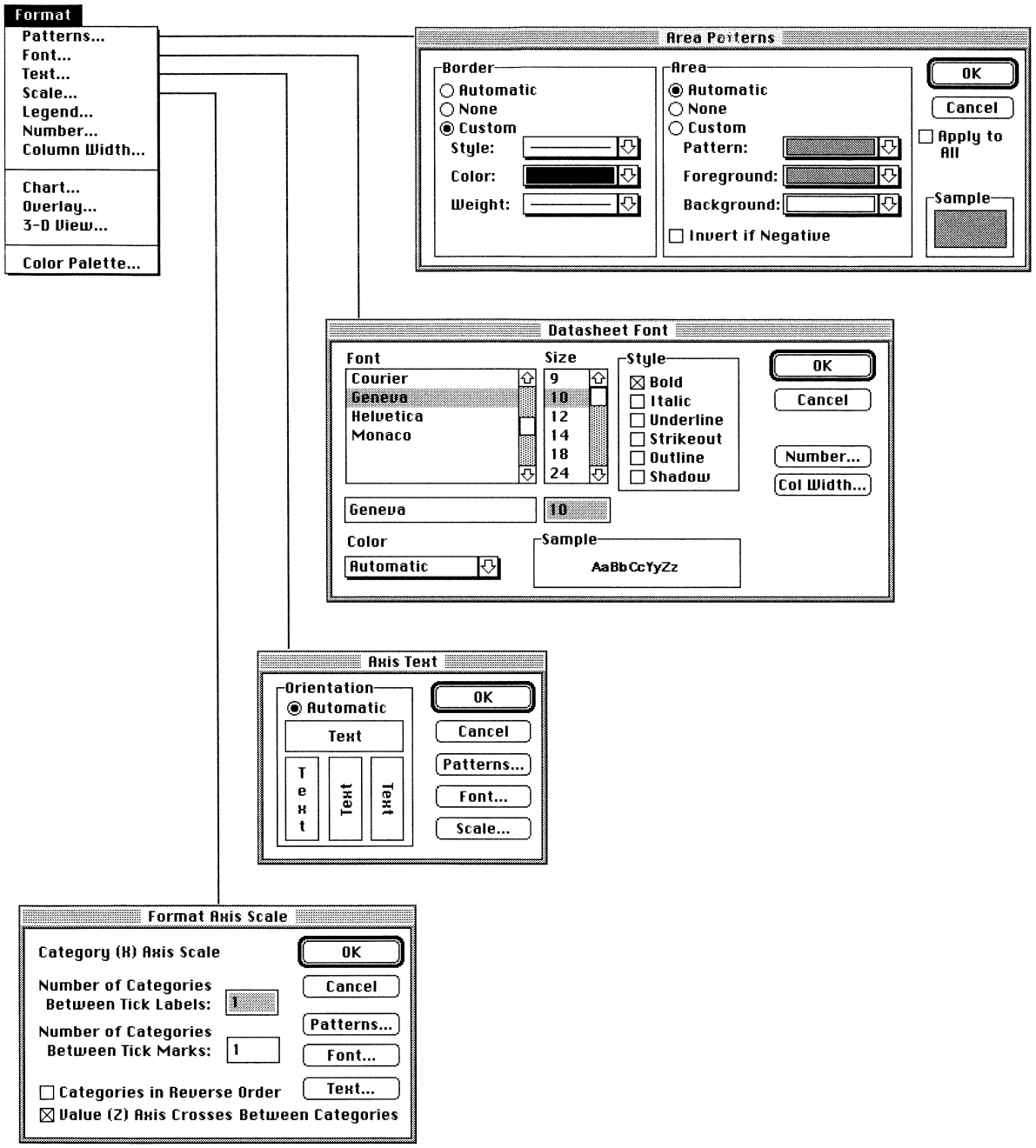
Microsoft Graph: Gallery Menu (continued)



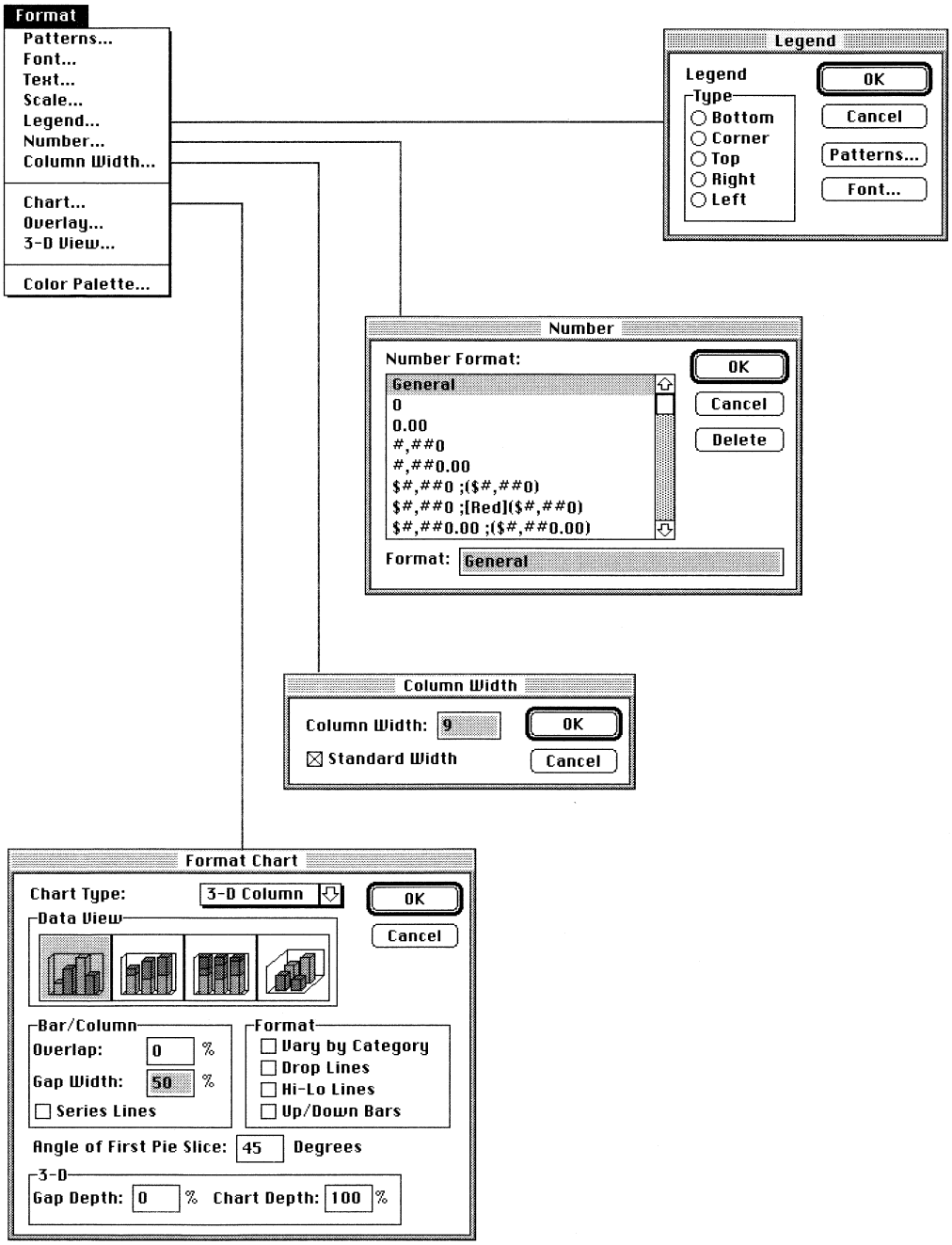
Microsoft Graph: Chart Menu



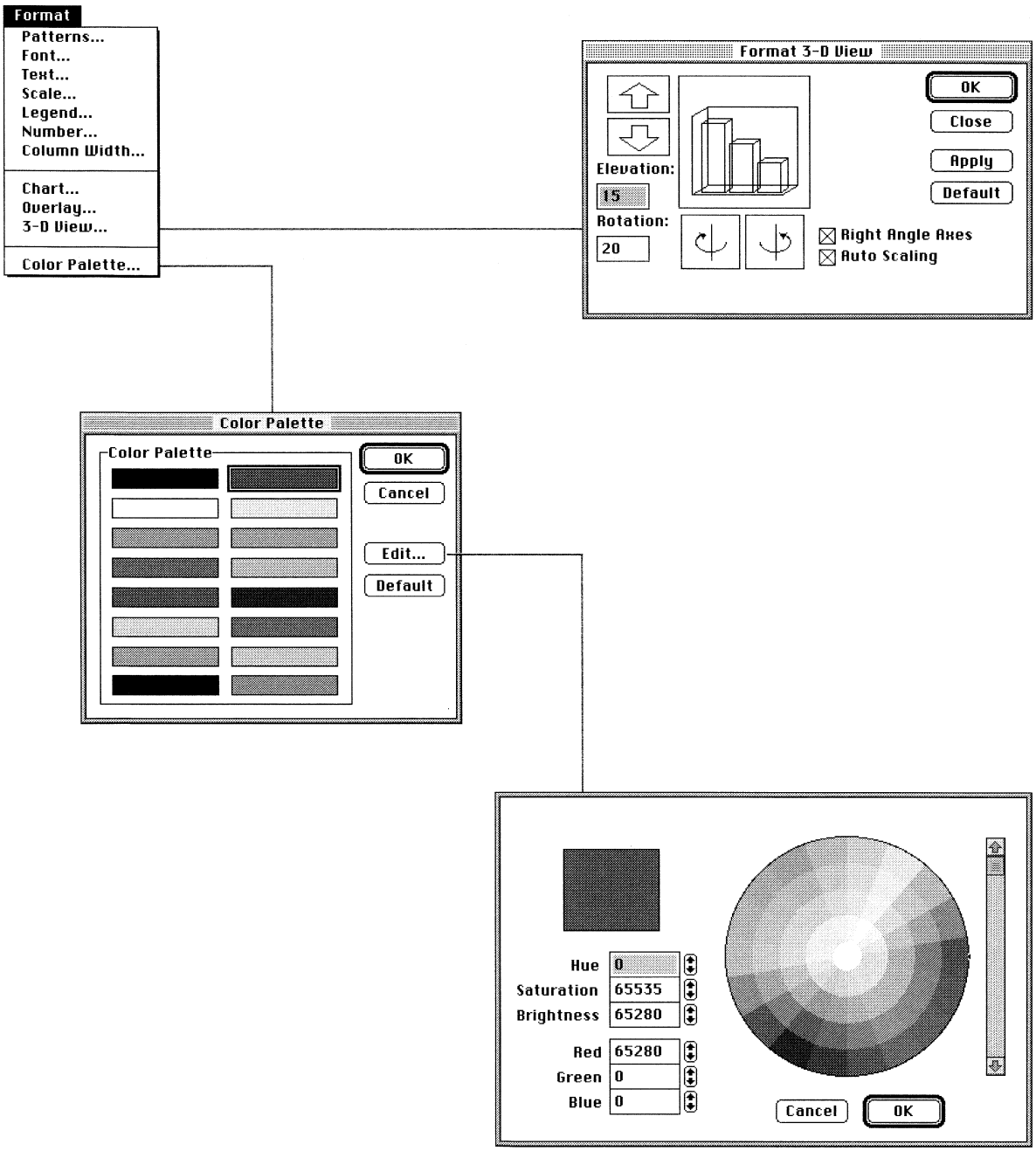
Microsoft Graph: Format Menu



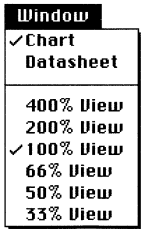
Microsoft Graph: Format Menu (continued)

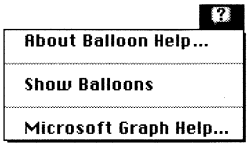


Microsoft Graph: Format Menu (continued)



Microsoft Graph: Window and Help Menus





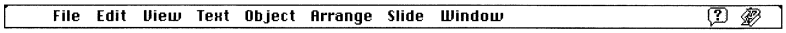
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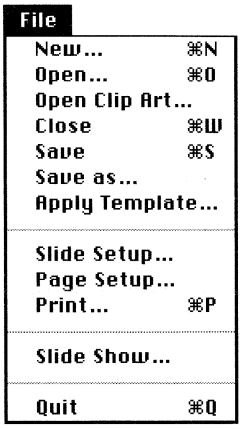
Overview

There will be times when you'll want to look up a particular command, or review which items are available on a menu and what they do. *Chapter 16: PowerPoint Commands* is designed specifically for that purpose.

This part of the handbook describes each menu, command, and dialog box available in PowerPoint. The menus are presented in the order in which they appear on the Menu bar.



File Menu



The commands on the File menu let you:

- Handle files (the *New*, *Open*, *Open Clip Art*, *Close*, *Save*, and *Save As* commands);
- Apply a design from another presentation (*Apply Template*);
- Set slide size and other print settings (*Slide Setup*);
- Print (*Page Setup* and *Print*);
- Give a slide show (*Slide Show*); and
- Quit PowerPoint (*Quit*).

New

Creates a new presentation.

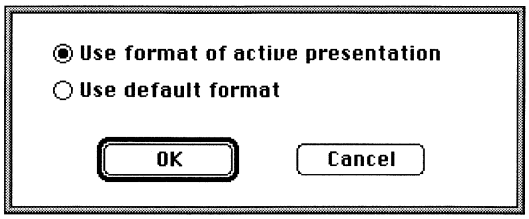
A new presentation—even before you do anything to it—consists of four masters and a slide. The Slide Master, Notes Master, Handout Master, and Outline Master contain a format for slides, speaker's notes, audience handouts, and outlines respectively. The slide displays the slide format for the presentation.

When you open a new presentation, you can start with one of two formats:

- The PowerPoint default format; or
- The format of an active (open) presentation.

To use the PowerPoint default format

If no PowerPoint file is open, PowerPoint automatically applies the default format to the new presentation. If a PowerPoint file is open, the New dialog box appears.



Click the *Use Default Format* button and click *OK*.

Note: If you wish, you can save one of your own presentation formats as the default format by giving it the filename, DEFAULT.PPT, and saving it in the PowerPoint folder. To save a presentation as the default, use the *Save As* command on the File menu. PowerPoint then recognizes that presentation as containing the default format.

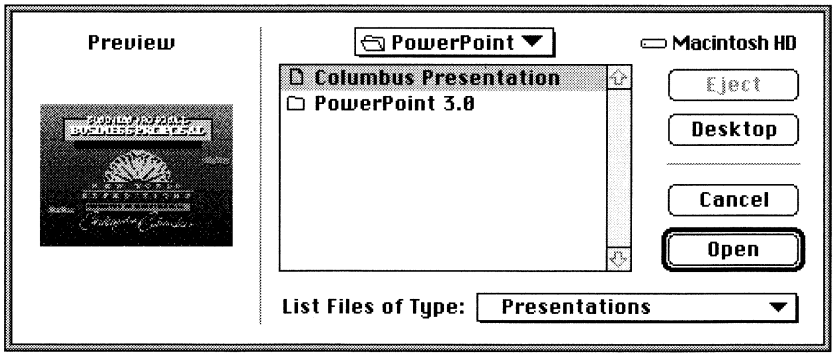
To use the format of the active presentation

When the New dialog box appears, click the *Use Format of Active Presentation* button and click *OK*.

Open

Opens an existing presentation.

The Open directory dialog box appears.



The Open directory dialog box shows the folders and files saved inside the PowerPoint folder. Select the name of the presentation you want to open.

PowerPoint opens the last folder in which you opened or saved a file. To display files in another folder, first double-click the folder name. You can select other drives by selecting *Desktop* and then selecting a different drive from those listed on the desktop.

Click the *Open* button to open the presentation you've selected. The presentation opens in the same view and on the same scale as it was when you last saved it.

You can open as many presentations at one time as will fit in your computer's memory; however, you can't have the same presentation open more than once at one time.

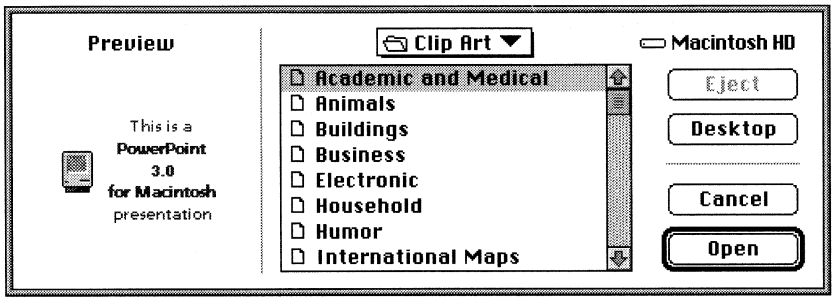
To cancel the Open directory dialog box without opening an existing presentation, click the *Cancel* button.

Open Clip Art

Opens clip art files.

PowerPoint comes with over 500 graphic images called clip art. Images are stored as slides in PowerPoint presentations. Normally, you install clip art when you install PowerPoint. Then, when you want to add a graphic to a presentation, you just open the presentation that contains the clip art you want and copy and paste the image into your presentation.

If you installed clip art with PowerPoint, the Open Clip Art directory dialog box appears when you select *Open Clip Art*.



The Open Clip Art directory dialog box looks just like the Open directory dialog box. The contents of the Clip Art folder is already displayed.

Select the name of the clip art file. Then click the *Open* button to open the clip art file you've selected. (Clip art files are large—it may take a minute or two for a file to open.)

Note: If you have clip art files in another folder, display the folders by clicking the down arrow in the Folder/Disk Name box. Then select the one you want. Or you can click *Desktop* to display other disks so you can choose one of them.

You can open as many clip art files at one time as will fit in your computer's memory.

To cancel the dialog box without opening a clip art file, click the *Cancel* button.

To find a piece of clip art in an open clip art file, scan the titles that appear on your screen in Outline view. When you find the one you want, double-click the slide icon in front of the title. PowerPoint takes you to Slide view and displays the image. You're now ready to select, copy and paste the image if you want to use it.

Close

Closes a presentation and its window.

If you've made changes to the file since you last saved it, an alert message offers you a chance to save your changes before the file is closed. Select the *Yes, No,* or *Cancel* button as appropriate.

Another way to close a presentation is to click the presentation's Close box in the upper-left corner of the window.

Save

Saves the active presentation. Replaces the previously saved version with the most recent version.

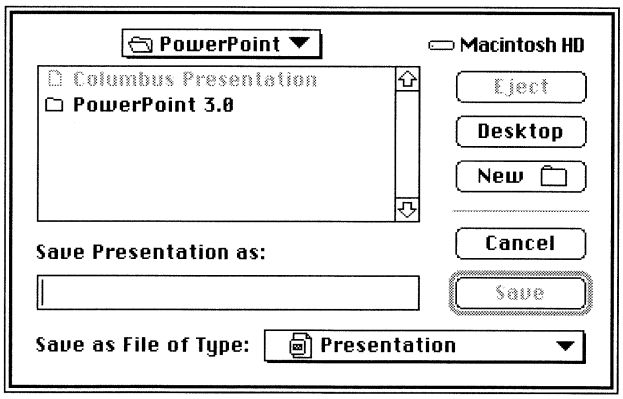
PowerPoint automatically saves the presentation in the same folder as the original.

If the presentation you're saving hasn't been saved before, choosing *Save* is the same as choosing *Save As*.

Save As

Saves the active presentation with a new name. Names untitled presentations.

When you choose *Save As*, the Save As directory dialog box appears.



Type a name for the presentation. Then decide where you want to save the presentation and in what format.

The open folder in the Folder/Disk Name box is the folder (or the disk) in which the presentation will be saved. Here's how you switch folders:

- To save the presentation in a folder *within* the open folder, use the scroll bar to scroll through the list of available folders.

- To save your presentation in its own separate folder, click *New Folder.* A dialog box appears. Type the name of the new folder, then click *Create.* Your new folder will be stored in the folder listed in the Folder/Disk Name box.
- To display other folders, click the down arrow in the Folder/Disk Name box.
- To save the presentation on another drive, click *Desktop* and select the drive.

You can save the presentation in four formats. Choose the one you want on the pull-down menu:

- To save the presentation as a PowerPoint presentation, select *Presentation.* This is the default.
- To save the presentation as an outline, select *Outline.*
- To save slides as pictures so you can paste them in other applications, select *Scrapbook.*
- To save the presentation so you can use it as a template, select *Stationery Pad.*

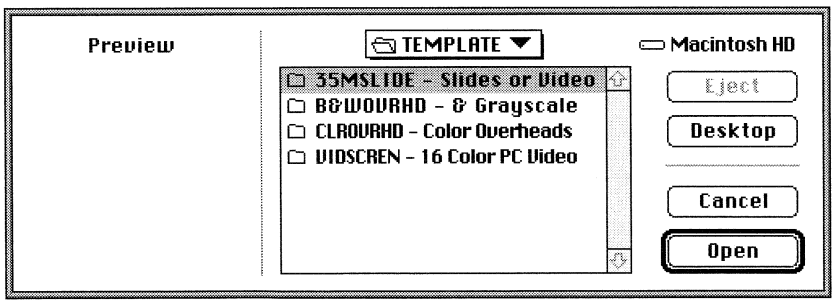
Click the *Save* button to save the presentation under its new name and in the selected folder or disk. Click the *Cancel* button if you don't want to save the presentation yet.

Note: If the name you chose is already in use, a dialog box asks if you want to replace the existing file with the new file. Click the *Replace* button to proceed or the *Cancel* button to close the dialog box without saving the file.

Apply Template

Applies a format from one presentation to another presentation.

The Apply Template directory dialog box appears.



Apply Template gives the active presentation the format of the presentation you select. Although 160 templates come with PowerPoint, any presentation can serve as a template. The active presentation simply adopts the format (including color scheme, text and object attributes, and the like) of the presentation you designate as the template.

The *Apply Template* command leads to the standard Open dialog box, here called Apply Template, so you can select the template. First you select the appropriate folder—35MSLIDE for 35mm slides, B&W OVRHD for black and white overheads, CLROVRHD for color overheads, or VIDSCREN for video screens. Then select the presentation you want to apply as the template. You can choose a file that's already open.

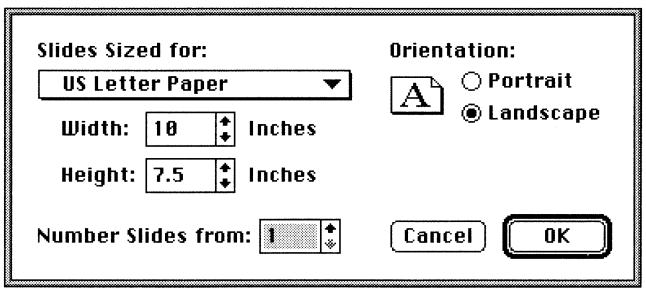
When you apply a presentation as a template, it has the following effect on the receiving presentation:

- If necessary, PowerPoint scales the objects to be carried over from the template to match the new presentation size.
- The master formats of the template (its Slide, Notes, Outline, and Handout Masters) replace the master formats of the receiving presentation.
- Slides, speaker's notes, outlines, and audience handouts that are set to follow the master formats are reformatted to look like the new masters.
- Drawing and text defaults in the receiving presentation are changed to match those of the template.

Slide Setup

Sets the size and orientation of and automatically numbers your slides.

The Slide Setup dialog box is shown here



Under Slides Sized For, you have the following choices for slide size:

On-screen Show—sets the slide size to 7.5 x 10 inches (a 3:4 aspect ratio). This format is designed for all on-screen presentations (domestic and international).

US Letter Paper—sets the slide size to 7.5 x 10 inches for US letter paper.

A4 Paper—sets the slide size to 7.5 x 10.8333 inches for A4 paper.

35mm Slides—sets the slide size to 7.5 x 11.25 inches (a 2:3 aspect ratio). This format is designed for all 35mm slide presentations (domestic and international).

Custom—lets you specify a custom size for your slides. Double-click the boxes for width and height, and type the slide dimensions you want to use.

Note: PowerPoint scales slides to fit the new slide size. You can modify the dimensions at any time.

Under Orientation, select Portrait or wide Landscape format for your output.

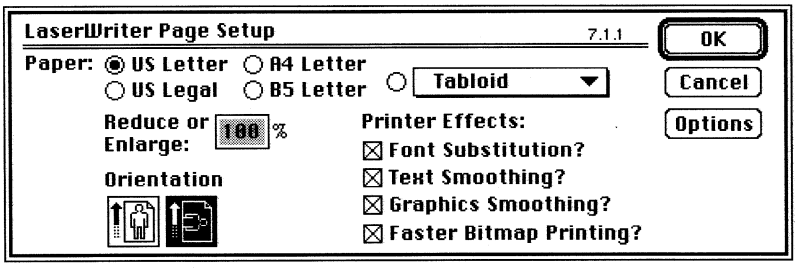
Use the Number Slides From box to set the number of the first slide in the presentation. To begin with a number other than 1, type that number in the box. Typically, you'll start a presentation at a number other than 1 when you're splitting a presentation among two or more files. (To print slide numbers, use the *Insert Page Number* command on the Edit menu.)

Click the *OK* button to accept your choices in the dialog box, or click the *Cancel* button to disregard them.

Note: You'll see a message saying that you may need to edit your slides to fit if you make changes to the slide size. If that message appears and you decide to go ahead with the change, take a look at your presentation on-screen and print a draft copy to make sure the old format and content fit appropriately in the new size. You can always change the size back or edit the slides for the new size.

Page Setup

Here's the standard dialog box you use to set options for printing your presentation:



Choose the paper size by clicking the appropriate button:

US Letter—for regular 8 1/2 x 11 paper.

A4 Letter—for regular international paper.

US Legal—for 8 1/2 x 14 paper.

B5 Letter—for standard European letter size, approximately 7 x 10 inches.

Tabloid—choose an option from the drop-down list.

To reduce or enlarge the size of the image on the paper, type the percentage you want to use in the Reduce or Enlarge box. (Numbers less than 100 reduce the image; numbers more than 100 enlarge the image.)

PowerPoint always prints slides in the orientation (Tall or Wide) in which they were created. If the printer has been set to a different orientation, PowerPoint ignores it in favor of the orientation set in the presentation.

Normally, you'll use the following Printer Effects settings:

Font Substitution—check this setting when the presentation uses fonts not available on your printer. PowerPoint will follow the standard substitution of fonts as dictated by your printer.

Text Smoothing—check this setting to have PowerPoint smooth any text that uses fonts not available on your printer.

Graphics Smoothing—check this setting when you want the best graphics available from a non-PostScript printer.

Faster Bitmap Printing—check this setting for faster printing of text and graphics that use bitmaps. (If your document fails to print, turn off this setting.)

If you create a presentation for one printer and then change to another printer with different print capabilities, the slides are automatically scaled to fit the new printer. To change to the new fonts available on the new printer, use the *Replace Fonts* command on the Text menu.

Using fonts

For best results on all printers, your first choice of fonts should be TrueType fonts. If you don't use TrueType fonts, the printer you choose will determine the printer fonts that are available for your presentation.

If you use printer fonts:

- Choose a printer before creating a presentation.
- Slides on-screen may not match printed output unless you also have matching screen fonts.
- Install all of the fonts and any printers you'll use when you use the PowerPoint Setup program.

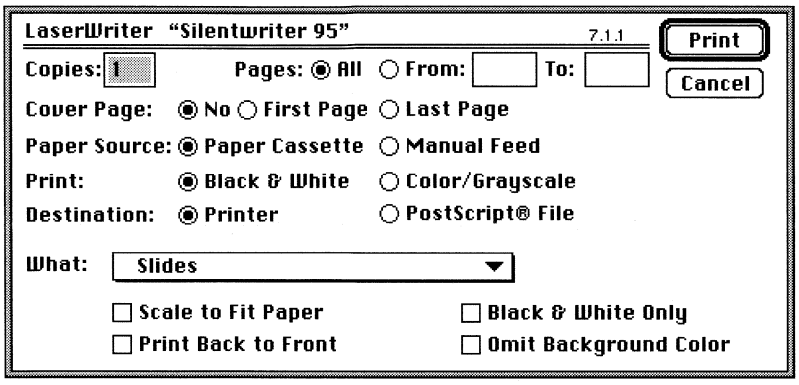
Click the *OK* button to accept your choices in the Page Setup dialog box, or click the *Cancel* button to disregard them.

Note: PowerPoint's *Page Setup* changes the printer settings for the active presentation. To change the printer settings for other presentations, open them and use the *Page Setup* command.

Print

Prints slides, speaker's notes, outlines, and/or audience handouts.

The *Print* command uses the following dialog box:



The top portion of the dialog box shows the name of the printer.

Some of the choices in the Print dialog box are standard choices. These include the Cover Page, Paper Source, and Print sections.

The Copies box shows how many copies will be printed of each slide. To print more than one copy, select the Copies box and type the number of copies you want.

The Pages option lets you print all or part of a presentation. Click the *All* button to print your entire presentation. To print part of your presentation, specify which slides you wish to print. For example, to print slides 12 through 16, click the *From* button. Then type **12** in the From box and **16** in the To box. If you want to print some of the handout pages, type the slide numbers—not the page numbers of the handout pages—in the From and To boxes.

To copy slides to a PostScript file, click the *PostScript File* button.

Select what you want to print from the list in the What box on the lower left:

Slides—prints the slides you specified above.

Notes Pages—prints speaker's notes.

Handouts—prints audience handouts. You can print two, three, or six slides per page.

Outline View—prints the outline using the Outline view settings for scale, draft text, and titles only.

Slides with builds—If your presentation contains slides with builds (where you disclose the contents of the slide on a point-by-point basis), the Slides with Builds option lets you choose whether or not to print each phase of a build as a separate slide. It begins with the title, followed by the title plus the first major bullet item and its text, and ends with a slide containing the last major bullet item and its text along with all previous points.

The Print Back to Front check box allows you to print the last page first.

The Scale to Fit Paper option enlarges or reduces the component you're printing to fit the size of the paper. PowerPoint automatically sets this option, if needed.

To omit background shading when printing a color presentation, check the Omit Background Shading check box.

To print a color presentation on a black and white printer without using a gray scale to represent colors, check the Black & White Draft check box. (If you select the Black & White Draft check box, PowerPoint automatically omits the background shading for you.)

Click the *Print* button to accept your choices in the Print dialog box; click the *Cancel* button to disregard them.

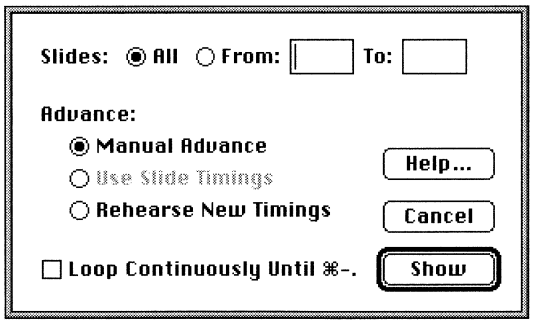
If you need to stop printing, a dialog box lets you cancel the printing process. Click the *Cancel Printing* button to stop printing altogether. To start printing again, choose *Print* again from the File menu.

Slide Show

Sets controls for an on-screen computer slide show. Displays slides as they would appear using a slide projector.


— *Slide Show button*

When you choose *Slide Show* from the File menu, the Slide Show dialog box appears.



The Slides box lets you specify the range of slides to include in your slide show. Click the *All* button to show all slides. To show a subset of slides, click the *From* button and type the beginning and ending slide numbers in the From and To boxes.

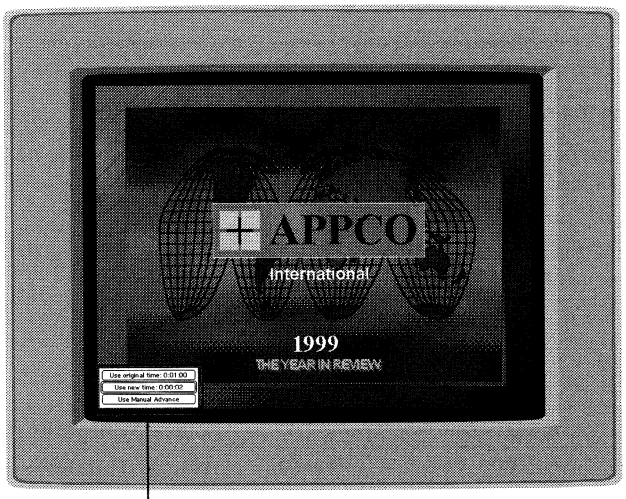
If your system includes more than one screen, the Slide Show dialog box includes a *Screen* button (upper-right) that allows you to select which screen slide shows will run on. Simply click the button to alternate between screens.

There are three ways to advance your slides in a slide show:

Manual Advance—advances the slides when you click the left mouse button. This is the default setting until you change it.

Use Slide Timings—advances the slides according to the timings already set.

Rehearse New Timings—displays three buttons in the lower-left corner of the slide show screen that let you set the amount of time the slide is to be on the screen. Use the Rehearse New Timings option to rehearse your speech and set the times from that rehearsal. That way, you can give a slide show without having to manually advance your slides.



Use Original Time—the time set for the slide to remain on display (all zeroes if no time has been set).

Use New Time—the constantly updating number of seconds the slide has been on display.

Use Manual Advance—advances the slide when you click the left mouse button.

Click *Use Original Time* to return to the previous setting. Click *Use New Time* to change the original setting to the new time. Click *Use Manual Advance* to advance the slide manually.

Click the Loop Continuously Until ⌘ box if you want the slide show to repeat until you press ⌘+. (This option is not available when you're rehearsing new timings.)

Click the *Screen* button if you have more than one display attached to your Macintosh.

The *Help* button in the dialog box displays the mouse and keyboard commands used in slide shows (see below).

Click the *Show* button to see the slide show.

Quitting and returning to a slide show... When you interrupt a slide show by pressing the ⌘ key, the show stops and you return to the view you were in prior to the show. When you return to Slide view or Notes view, the slide or notes page you return to is the last one shown in the slide show. When you return to Slide Sorter or Outline view, the selected slide is the last one shown. To return to your slide show, just click the *Slide Show* button on the Toolbar. The button always starts a slide show from the current slide. Thus, if you wish, you can go back and forth to your slide show, stopping to edit slides as you go.

Navigating during a slide show

The chart below shows the mouse and keyboard keys you use to control the show while it's running:

Slide Show Control Keys

During the slide show:	
Mouse click, SPACEBAR, N, RIGHT ARROW, DOWN ARROW, or ⌘-TAB	Advance to the next slide
P, LEFT ARROW, UP ARROW, ⌘-Click, or ⌘-SHIFT-TAB	Return to the previous slide
Number followed by RETURN	Go to that slide
Hold down the mouse button for two seconds or longer	Go to slide 1
B or . (period)	Blacks/Unblacks the screen
W or , (comma)	Whites/Unwhites the screen
A or = (equal)	Show/Hide the arrow pointer
S or + (plus)	Stop/Restart automatic show
ESC or - (minus)	End slide show
E	Erase drawing on screen
During rehearsals:	
T	Use new time
O	Use original time
M	Advance on mouse click

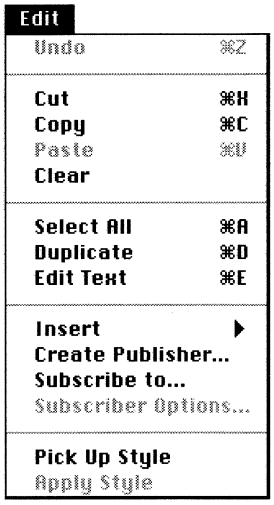
At the end of a slide show, you return to the PowerPoint view in which you were working.

Quit

Leaves PowerPoint and returns you to the desktop.

If you've made changes to a presentation, a dialog box asks if you want to save them before quitting. Click the *Yes* button to save your changes. Click the *No* button to ignore the changes. Click the *Cancel* button to remain in PowerPoint.

Edit Menu



The commands on the Edit menu let you:

- Edit text (*Undo*, *Cut*, *Copy*, *Paste*, *Clear*, and *Select All*);
- Edit objects (*Undo*, *Cut*, *Copy*, *Paste*, *Clear*, *Select All*, *Duplicate*, and *Edit*);
- Use information from and link to other applications and files (*Insert*, *Create Publisher, Subscribe To,* and *Subscriber Options*); and
- Pick up and apply styles to defaults or to selected objects, or apply color schemes (*Pick Up Style/Scheme* and *Apply to Defaults/Style/Scheme*).

Undo

Reverses the most recent editing change to a slide or presentation; returns everything to the state before the last change.

Use *Undo* when you change your mind about a command or an edit.

Undo is also undoable! If you aren't sure that you want to *Undo* something, you can try it. If the effect isn't right, just *Undo* again.

The *Undo* command is dimmed when it's not available (for example, if you've just applied a template).

Cut

Removes selected objects, text, or slides and puts them on the Clipboard.

In Slide view, you can cut text, objects, or pictures.

In Slide Sorter view, you can cut one or more slides.

In Outline view, you can cut text or slides.

The previous contents of the Clipboard are replaced each time you use *Cut*.

Copy

Places a copy of selected objects, text, or slides on the Clipboard.

The contents of the Clipboard are replaced each time you use *Copy*, just as they are with *Cut*.

Copy doesn't delete the objects, text, or slides you have selected.

Paste

Pastes the contents of the Clipboard on a slide or in another presentation.

You can use the *Paste* command to place:

- Graphic or text objects on another slide in either the same presentation or a different presentation;
- Pictures or text from another application or presentation onto a slide;
- Slides within or among presentations;
- Objects or slides as pictures from PowerPoint to another application; and
- Embedded objects from another application.

When you use the *Paste* command, all text objects are automatically pasted as text and all graphic objects are pasted as pictures.

Pasting text

You can paste text at an insertion point within selected text, or into a selected object.

If no text or object is selected to receive the text, PowerPoint creates a new object in the center of the slide and pastes the text in it.

Pasting graphic objects

When you paste graphic objects from one slide to another, they maintain their relative position on the slide. If the original position isn't in view on the receiving slide, the object is pasted in the center of the window.

When you copy and paste on the same slide, the copy is offset slightly from the original (much like using the *Duplicate* command) so you can tell it from the original. If the original location is not in view (for example, if you are working in an expanded view such as 200%), the object is pasted in the center of the window.

When you paste pictures, graphs, and other images from other programs, they are placed in the middle of the slide window.

Pasting slides

Typically, you copy and paste slides from an existing presentation to create a new one. To cut or copy slides, use Slide Sorter view or Outline view.

Clear

Removes selected text, objects, or slides without putting them on the Clipboard.

In Slide view, *Clear* removes selected objects or text from the slide.

In Slide Sorter view, *Clear* removes selected slides.

In Outline view, *Clear* removes selected text from the outline and removes selected slides.

If you accidentally choose *Clear*, choose *Undo* before doing anything else to restore the cleared item.

Select All

Selects all objects, including their text, on a slide, notes page, outline, or all slides in Slide Sorter view.

You can use *Select All* to drag all the objects on a slide without losing their relative positions.

You can also use *Select All* to select all the text in an object. First, double-click or place the text cursor inside the text, then choose *Select All*. No other text or object on the slide is affected.

Or use the *Select All* command to select all of the slides in a presentation in Slide Sorter or Outline view. You can then set transitions for a slide show, create build slides, clear (delete) slides, copy slides, or cut slides. (Clearing and cutting delete all the slides.)

Note: To set transitions for individual slides, or to create each build slide individually so you can vary the effects, select one slide at a time.

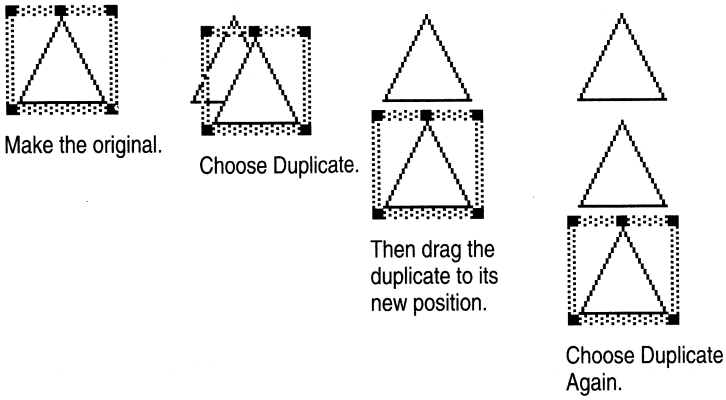
Duplicate

Creates a duplicate of an object or a slide.

You can use *Duplicate* to copy objects in Slide view or slides in Outline and Slide Sorter views.

When you duplicate an object in Slide view, the duplicate is offset slightly from the original, so you can tell which is which. The command on the Edit menu changes to *Duplicate Again*. You can make as many duplicates as you need.

The *Duplicate Again* command is particularly useful when creating an array or "set" of objects such as an organization chart. As soon as you have the first duplicate, drag it so that it's where you want the duplicates to appear (for instance, drag a duplicate rectangle for an organization chart so it's below the original). Then, when you choose *Duplicate Again*, PowerPoint replicates the offset (in this instance, puts the third rectangle underneath the second).



⌘+D is a shortcut for the *Duplicate* command.

Edit

Allows you to edit objects. Used most often in working with linked and embedded objects.

You use the *Edit* command on one object at a time. The name of the object you are editing is shown next to the command on the menu. For example, *Edit Arc* means you are editing an arc.

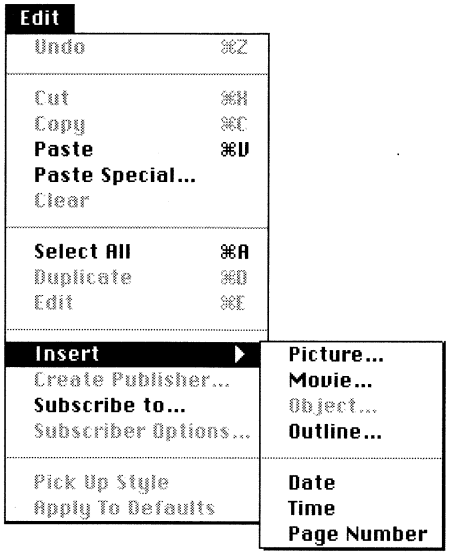
Some embedded objects may support more than one editing function. Usually, you can do two functions such as *Slide Show* and *Edit*. If that's the case, the menu displays the name of the object and you have access to a submenu of functions.

Once you have an object selected, ⌘+E is a shortcut for the *Edit* command.

Insert

Inserts objects, text, pictures, and information on a slide.

Clicking *Insert* from the Edit menu displays the following submenu:



The options on the submenu are:

Picture—leads to the Open directory dialog box so you can choose a picture file. To link to the source document in its original file, choose the Keep as Subscriber option.

Object—leads to the Object Type dialog box where you select the type of object you're going to insert. Selecting an object type starts the application. For example, to create a graph and embed it in your presentation, you'd select Graph. The types of objects you see on the list depend on the applications on your system.

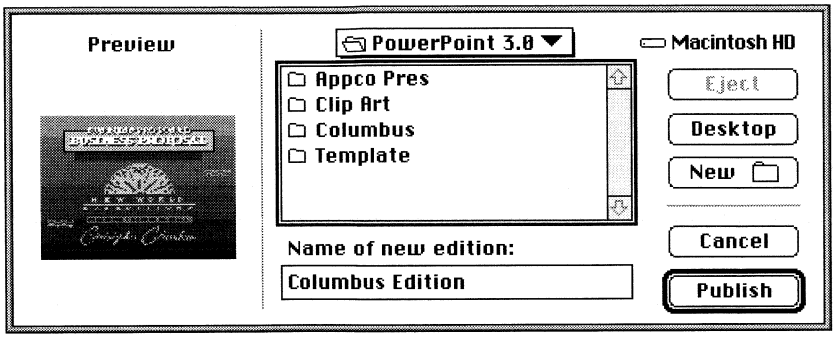
Outline—leads to the Open dialog box so you can choose a Microsoft Word file or a text file.

Date, Time, Page Number—inserts the special symbols used to print the date of printing (//), time of printing (::), and/or page number (##) on a master (such as the Slide Master). Drag the symbols to position them where you want the information to appear. Then, when you give a slide show or print your presentation, the symbols become the date, time, or page number.

Create Publisher

Publishes information in an edition.

The *Create Publisher* command displays the Create Publisher directory dialog box:



You use the Create Publisher directory dialog box to put a copy of a publisher in a file called an edition. Then, whenever the publisher changes, those changes are reflected in the edition. Those changes are also made in any subscribers to the edition at the time when the documents containing the subscribers are opened.

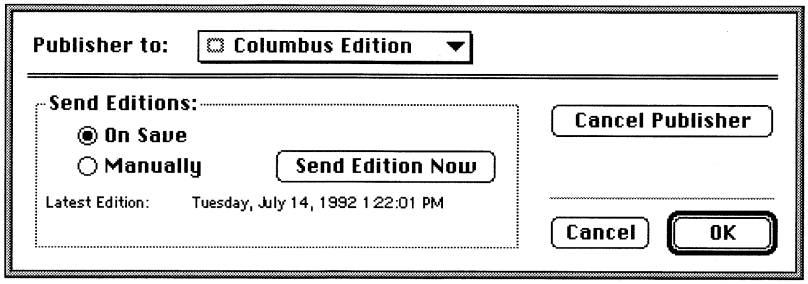
You name and move editions just as you do other files. Editions are available in different formats depending on which application created the edition. You double-click an edition to see a preview of its contents, which appear in the Preview box. If you keep the edition on the same disk as the publisher, PowerPoint can maintain it even if you change the name of the edition.

Publisher Options

Specifies how often to update an edition.

Once you've created a publisher and an edition, you can specify how frequently you want to send changes you make in the publisher to the edition. Unless you specify otherwise, PowerPoint updates the edition as soon as you save changes to the publisher.

You can use the *Publisher Options* command from the Edit menu to select one of three update options:



- **On Save**—whenever you save changes to the publisher, those changes are sent to the edition. This is the default option. You don't have to remember to send updates. The edition always has the most recently saved information.
- **Manually**—you send changes to the edition only when you want to. This option gives you control over which versions of the information are published; it is especially useful if you make many intermediate changes to the publisher.
- **Send Edition Now**—sends changes to the edition immediately.

Click *OK* to proceed with the settings or click *Cancel* to ignore them.

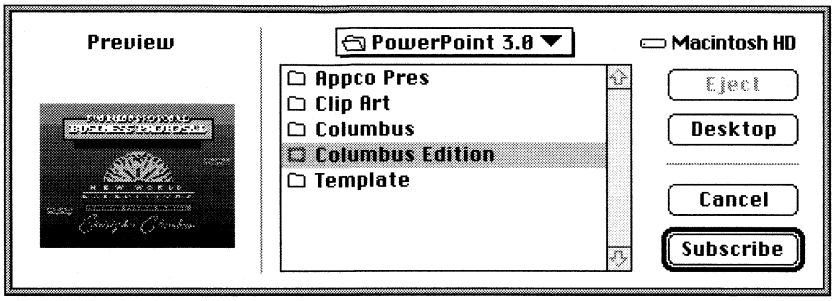
To cancel the edition altogether, click *Cancel Publisher*.

When you send a new edition, the previous copy of the edition is replaced with the latest version from the publisher.

Subscribe To

Inserts a copy of an edition in your document.

You use the *Subscribe To* command from the Edit menu to insert a copy of an edition that you or someone else created into your document. This copy is called a subscriber. Once you've inserted a subscriber into your document, any updates received by the edition are sent to the subscriber. As long as the edition remains on the same disk, PowerPoint maintains the connection between the edition and subscriber, even if you change the name of the edition or subscriber.

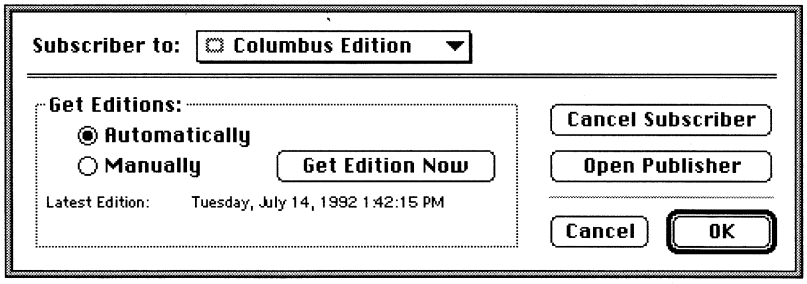


Subscriber Options

Specifies how often to receive updated information from an edition.

When you've subscribed to an edition, you can specify how frequently you want to receive updated information from the edition. Unless you choose otherwise, PowerPoint updates the subscriber automatically as soon as a new edition is available. A new edition is available any time the publisher sends changed information to the edition.

Use the *Subscriber Options* command from the Edit menu to select an update option:



- **Automatically**—PowerPoint updates the subscriber whenever a change is made in the edition. This is the default option.
- **Manually**—The subscriber is updated only when you want. This option gives you more control over your document.

You can go directly to the subscriber by clicking the *Open Subscriber* button.

Pick Up Style/Scheme

Picks up the text and graphic attributes of the selection in a style "eyedropper" so you can apply these attributes to another object using the Apply to Defaults/Style/Scheme command below. In Slide Sorter view, picks up the color scheme.

The *Pick Up Style* command picks up the attributes of an object or of text. You use it

in conjunction with the *Apply to Defaults/Style/Scheme* command (described below) to change defaults or make one object look like another without having to hunt through menus and dialog boxes to identify attributes.

If you select an object, all graphic attributes such as line style and shadow are picked up. If the object contains text, text styles are picked up as well for each indent level. PowerPoint uses the predominant style of each indent level to determine the text attributes for that level.

If you select text, the *Pick Up Style* command picks up the text attributes, such as settings from the Fit Text dialog box, and paragraph and character attributes without associating the text with specific outline levels. No graphic attributes are picked up.

In Outline view, *Pick Up Style* works on selected text just as it does in Slide view.

You can pick up styles in one presentation and apply them in another, or you can pick up a style in one view and apply it in another.

In Slide Sorter view, the command changes to *Pick Up Scheme* so you can pick up a color scheme from a slide. Select the slide whose scheme you want to use, then choose the *Pick Up Scheme* command.

Apply to Defaults/Style/Scheme

Applies the attributes in the style "eyedropper" to the selected objects or to defaults. In Slide Sorter view, applies the color scheme.

If you do not select an object after using the *Pick Up Style* command, the corresponding *Apply* command changes to the *Apply to Defaults* command; it sets the default attributes for new objects. The defaults PowerPoint sets correspond to the attributes in the eyedropper—graphic, graphic with text, or text only.

If you are applying a style to a graphic object and the eyedropper contains graphic attributes, these attributes are applied. If the eyedropper contains text attributes and so does the selected object, then the text style is applied. If the text attributes that are picked up contain styles for different indent levels, these different styles will be applied to the selected text. If text attributes are picked up for a single level, the same style will be applied to all levels of selected text.

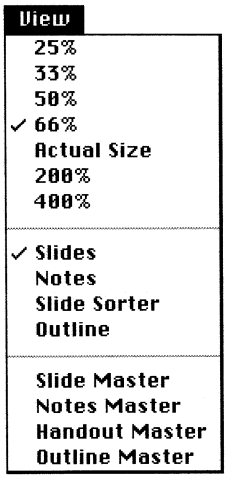
If you are applying a style to a text selection, graphic attributes are not applied. If there are indent-level text attributes in the eyedropper, they are applied to each level in the selected text. If there are no indent levels, attributes are applied to all the selected text.

In Outline view, *Apply Style* works on selected text just as it does in Slide view.

If there is a color scheme in the eyedropper, the menu changes to *Apply Scheme* in Slide Sorter view and Slide view. Choosing *Apply Scheme* changes the color scheme of the selected slides in Slide Sorter view, or of the current slide in Slide view.

The *Apply Scheme* command is dimmed in Slide Sorter view if the eyedropper does not contain a color scheme.

View Menu



The commands on the View menu let you:

- Change the scale of what's in the window (*25%*, *33%*, *50%*, *66%*, *Actual Size*, *200%*, and *400%*); and
- Control what you see in the window (*Slides*, *Notes*, *Slide Sorter*, *Outline*, *Slide Master*, *Notes Master*, *Handout Master*, and *Outline Master*).

25%, 33%, 50%, 66%, Actual Size, 200%, 400%

Shows a slide, notes page, outline, Slide Sorter, Slide Master, Notes Master, Handout Master, or Outline Master at the selected size.

The first four commands (*25%, 33%, 50%,* and *66%*) show a slide or page smaller than actual size.

Actual Size shows the slide or page in the actual size it will be when printed.

The last two commands (*200%* and *400%*) provide expanded views. These views give you added control in drawing and placing objects and text.

At sizes greater than 50%, you may not be able to see the entire slide in its window. Scroll to see the sections outside the window.

PowerPoint automatically recognizes the size of your computer screen and presets the size of a new presentation to the largest view that's completely visible.

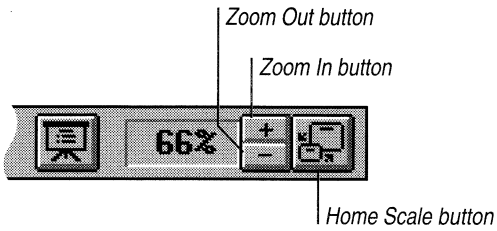
Use *Actual Size* when text is too small to read on a slide.

In Outline view, the view size determines the size of the type that appears in your

outline when you print it.

You can also adjust the view scale using buttons on the Toolbar. Click the *Zoom In* button (+) to increase the view scale (for instance, to 200%). Click the *Zoom Out* button to decrease the view scale (for instance, to 25%). PowerPoint also has a *Home Scale* button that alternates (or toggles) between the home scale for the view you are in and the non-home scale view you used last. Home scale for slides and notes pages is the scale that allows you to see the entire slide or page.

Toolbar Shortcut



Slides

Returns to Slide view and displays the selected slide.


Slide View/Slide Master button

When you're working in a view other than Slide view, choose *Slides* to display the current slide in Slide view. When in Slide view, you can click the *Slide View* button to take you to the Slide Master.

Use Slide view to:

- Work on one slide at a time;
- Draw shapes and objects on your slides;
- Insert embedded objects on your slides; and
- Set up any variations (in format or color, for example) that you want on a particular slide.

When you choose *Slides,* the View Status box at the bottom left of the window tells you which slide you're looking at. Use the Slide Changer to move among slides.

Notes

Displays the speaker's notes page for the selected slide.

 — Notes View/Notes Master button

In views other than Notes view, choosing *Notes* has the same effect as clicking the *Notes View* button. In Notes view, click the *Notes View* button to go to the Notes Master.

A notes page contains an image of its corresponding slide and space for your speaker's notes.

You set the size, shape, and position of the slide image, the color scheme of the notes page, and other notes page format features using the *Notes Master* command described later in this section.

Once you choose *Notes*, you remain in Notes view until you choose *Slides*. For example, if you're working with a notes page and switch to Slide Sorter view to look at the slide miniatures, double-clicking a slide returns you to the notes page for that slide. To go to Slide view, select *Slides*.

When you choose *Notes,* the View Status box at the bottom left of the window tells you that you're looking at notes pages. Use the Slide Changer to move among notes pages just as you move among slides.

Use Notes view to:

- Write and edit your speaker's notes for a presentation; and
- Move and resize the slide image on a notes page.

Slide Sorter

Displays miniatures of the slides.

 — Slide Sorter View/Handout Master button

In views other than Slide Sorter view, choosing *Slide Sorter* has the same effect as clicking the *Slide Sorter View* button. In Slide Sorter view, click the *Slide Sorter View* button to go to the Handout Master.

Slide Sorter view gives you an overview of your presentation by displaying miniatures of the slides. The scale of the miniatures is the one that is checked on the View menu.

Timing information for a slide show appears below each slide in Slide Sorter view.

Use Slide Sorter view to:

- Insert and delete slides;
- Duplicate slides;
- Rearrange the order of slides in your presentation;
- Paste slides to and from presentations;
- Pick up and apply color schemes; and
- Set transitions and builds for a slide show.

Outline

Displays the presentation in outline form.


Outline View/Outline Master button

In other than Outline view, choosing *Outline* has the same effect as clicking the *Outline View* button. In Outline view, click the *Outline View* button to go to the Outline Master.

When you work in Outline view, PowerPoint displays the text for each Title and Body object in the presentation in the familiar indented style common to outlines. You can see the overall plan of a presentation, more so than when you scroll through the presentation in Slide view.

Use Outline view to:

- Create and edit slide titles and text;
- Reorder bullet points on a slide;
- Cut, paste, and delete slides in a presentation;
- Rearrange the order of the slides in a presentation;
- Paste outlines from other applications such as word processors; and
- Save the outline in text format.

Slide Master

Displays the master format for slides in a presentation.


Slide Master/Slide View button

Use the *Slide Master* command to create the format you want to have appear on each slide in a presentation. Any changes you make to a Slide Master for an existing presentation are reflected on all of the slides in that presentation.

You can control which slides adhere to the settings of the Slide Master by using the *Follow Master* command from the Slide menu.

Use the same drawing and writing tools to create and edit the Slide Master that you use to create and edit individual slides. All the menu choices that apply to slides also apply to the Slide Master.

Features that are already defined on a Slide Master include the Master Title and the Master Body. Typical format features you might add to a Slide Master are headers or footers; a color scheme; the date, time, or page number; and a logo.

The Master Title and Body on the Slide Master determine the initial position, type style, font, and graphic features (such as a frame) that each Title object and Body object will have. You can change the Master Title and Body to look the way you want by changing them on the Slide Master. When you type a title on a slide, it has the format of the Master Title from the Slide Master; when you type the body of the slide, it has the format of the Master Body.

You can add special text symbols on the Slide Master that tell PowerPoint to print the slide number (##), the time the presentation was printed (::), and the date the presentation was printed (//). They remain as symbols while you work in PowerPoint, and are converted to the slide number, time, and date when you print the slides or run a slide show. (For more information, see the *Insert* command on the Edit menu.)

Notes Master

Displays the master format for speaker's notes in a presentation.


Notes Master/Notes View button

The *Notes Master* command works just like the *Slide Master* command in that it controls the format of the pages for your speaker's notes.

Each slide in a presentation has a corresponding notes page that contains a reduced image of the slide. The way the slide image appears on the Notes Master is the way it appears on each notes page. Initially the image is at 33% size and located at the top center of the notes page. You can move, resize, or frame the slide image if you choose.

You can use the special text symbols for slide number (##), time (::), and date (//) on the Notes Master as well as on the Slide Master.

Handout Master

Shows the master page for handout pages.

The *Handout Master* command is similar to *Slide Master* and *Notes Master* in that the objects you create on the Handout Master appear on every audience handout. Use the same drawing and writing tools on the Handout Master that you use on individual slides and on the Slide and Notes Masters.

You can print two, three, or six slides per handout page.


— Handout Master/Slide Sorter View button

The dotted outlines on the Handout Master indicate the positions of the images. You can see where to put any objects (such as borders or text for headers or footers) without overlapping the objects and the slide images. When you print three slides per handout page, they appear in the leftmost three vertical positions on the Handout Master.

The special symbols for page number (##), time (::), and date (//) work on audience handouts. Here, the page numbers that are printed are those of the handouts, not the slide numbers.

You specify the number of slides to print per handout page in the Print dialog box when you choose *Print* from the File menu.

Outline Master

Shows the master layout for outline pages.

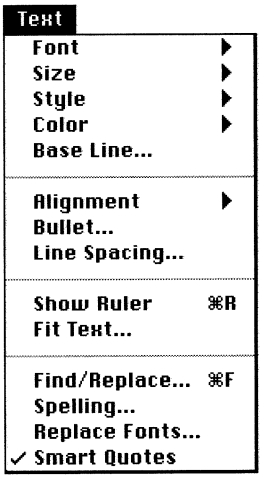

— Outline Master/Outline View button

The *Outline Master* command shows you how an outline will be printed much like the *Handout Master* command shows you the template for printing handouts.

Just as with the other master pages, you can add page numbers and the like to be printed on every outline page. The area of the page permanently reserved for the outline is shown on the master page by a dotted line.

Your printed outline reflects the Toolbar button settings in Outline view. You can print a draft or formatted text (click the *Draft Text* button), titles only or titles and body text (click the *Titles Only* button), and select the view scale you want to use (click one of the *View Scale* buttons). For more on setting up an outline, see *Chapter 9: Working with Outlines*.

Text Menu



The commands on the Text menu let you:

- Change the attributes of text (*Font*, *Size*, *Style*, *Color,* and *Base Line*);
- Change the attributes of a paragraph (*Alignment*, *Bullet*, and *Line Spacing*);
- Change how text fits in an object (*Show Ruler* and *Fit Text*); and
- Change the text in your presentation (*Find/Replace*, *Spelling*, *Replace Fonts*, and *Smart Quotes*).

Font

Shows a list of available fonts (typefaces).

To change text to a new font, select the text to be changed and then choose the *Font* command from the Text menu. Find the font you want to use and then click its name.

When you select text typed in the same font, the name of that font is checked on the font list. If no text is selected, a diamond appears in front of the default font. If some of the selected text is in a different font, no font name on the list is checked.

If you want to replace one font with another throughout your presentation, use the *Replace Fonts* command from the Text menu.

TrueType fonts

PowerPoint is installed with Microsoft TrueType fonts. TrueType fonts are scalable fonts—they are scaled to fit the size of the output you are producing so they always present a clear, smooth image.

Note: If you use a font that is not a TrueType font, you need both the printer and screen versions of the font.

Printer fonts

Printer fonts are those that come with a printer. They are not necessarily available on other printers.

Screen fonts

Screen fonts are those designed to appear on-screen only.

Size

Shows a list of font sizes.

To change the size of text, select the text. Then choose *Size* from the Text menu and click the desired size.

The size list contains standard font sizes, such as 12 points, 24 points, and 36 points.

If all the selected text is the same size and that size is on the list, the size is bulleted. If portions of the selected text are different sizes, none of the options is bulleted.

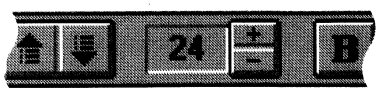
To change text to a size not shown on the list, choose *Other* at the bottom of the list. A dialog box appears so you can enter a custom size. Click the Size box, then type the new font size. Custom font sizes range from 1 to 9999 points.

Click the *OK* button. The selected text changes to the new size.

With TrueType fonts, you can specify any size font and get good results on any printer. In general, TrueType fonts are available in all sizes.

Note: If you open the System file, TrueType fonts have a triple-A icon (AAA) as opposed to a single-A icon.

Toolbar Shortcut



Style

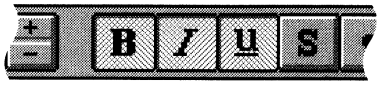
Changes the type style(s) on selected text.

To change type styles, select the object containing the text, select the text, and then choose the type style(s) you want.

Multiple type styles are possible, such as ***bold italic underlined***.

A checkmark next to a style on the list indicates it pertains to text you've selected. To clear a type style, click it a second time to remove the checkmark. The selected text no longer has that type style.

Toolbar Shortcut



Color

Shows the list of colors available for text.

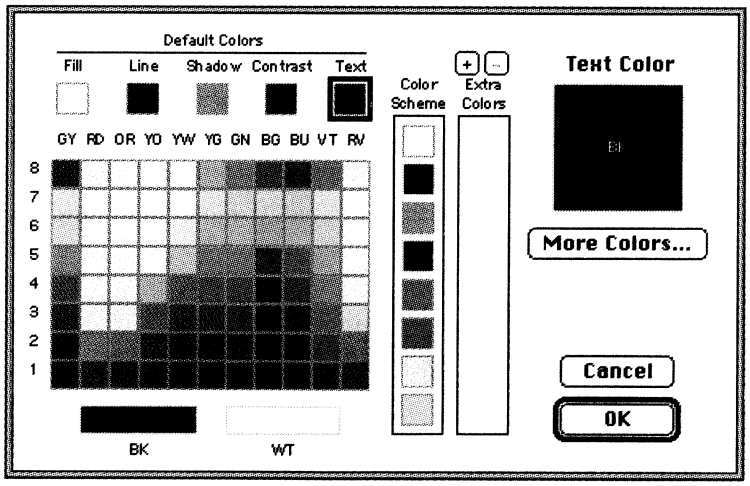
First, select the text that you want to change to a different color. Then choose *Color* from the Text menu. You now have two options:

- Choose a scheme color.
- Choose an Other Color.

Note: If the menu lists extra added colors, you can choose an Other Color without using the dialog box described below.

Choosing an Other Color

To give text a color that is not on the color list, choose *Other Color* on the color list. The Other Color dialog box appears.



The color in the box on the top right of the dialog box is the color of the selected object. (The box label changes depending on what you've selected.)

The color table contains 88 additional colors, plus black and white. The two long slender boxes show the current scheme colors and the extra colors (if you have added extra colors to the color menu).

To select a new color for the text, click the color you want on the table. A black outline appears around your new color selection, and the Text Color box shows the new color. By looking at the sample in the Text Color box, you can compare the new color to the color scheme to make sure the new one works well with the existing colors.

Click the *OK* button when the new color is the one you want for the text.

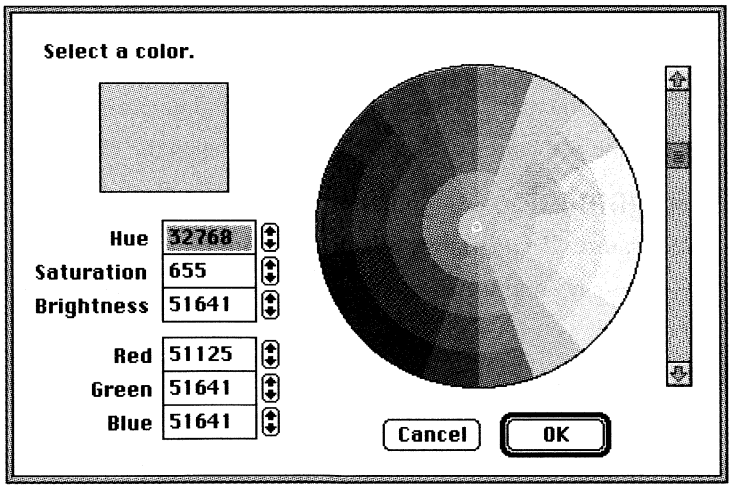
The rows and columns in the color table are labeled with letters and numbers. The letters refer to the main color of a column: grey, red, orange, etc. The letter/number abbreviations also appear in the Choose a Scheme dialog box to help you match colors if you want. (To access the Choose a Scheme dialog box, use the *Color Scheme* command on the Slide menu.)

Changing the color of selected text using the Other Color dialog box doesn't change any of the colors on the color scheme. Note, however, that when you select text that has been colored using the Other Color dialog box and then choose *Color* from the Text menu, none of the colors will be checked. Instead, the *Other* command is checked, indicating the color of the text can be seen in the Other Color dialog box.

If you change your mind after selecting a new color in the dialog box, click the *Cancel* button.

Creating a custom color

You aren't limited to the colors in the color table. You can use over one million different colors. To use one of the other colors available with PowerPoint and your computer, choose *More Colors* in the Other Colors dialog box. A More Colors dialog box appears that lets you create custom colors.



It's easy to create a custom color. Select the basic color you want by clicking it in the color wheel. Then you can alter the hue, saturation, and brightness of the color by clicking and holding the up and down arrows next to each item. Or drag the scroll bar to simultaneously change the brightness of the entire color wheel.

You can also fine-tune the color by adding or subtracting red, green, or blue by clicking and holding these up and down arrows.

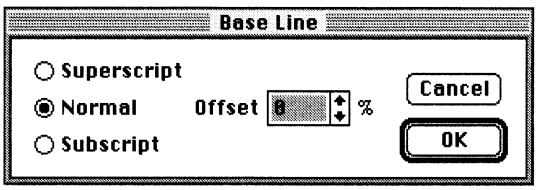
When you have the color you want, click *OK*. Or click *Cancel* to return to the color you started with.

See *Chapter 6: Working with Color Schemes* for more detail.

Base Line

Allows fine control over positioning subscript and superscript text.

Here's the Base Line dialog box:



The *Base Line* command adjusts the position of subscripts and superscripts as a percentage of the normal position. The percentage adjustment is calculated as a percent of the normal line height for the font and size of the selected text. Positioning superscripts and subscripts has the side effect of reducing the font size of the super- or subscripted text by a third.

As with many dialog boxes, you can move this one to see the effects of your changes. Changes you make in the dialog box have an immediate effect on the selected text.

Click the *OK* button to accept the changes; click the *Cancel* button to reject them.

Alignment

Determines the alignment of text in its object.

Here are the alignment options you see when you choose the *Alignment* command:

Left—aligns text on the left.

Center—aligns each line of text at its center point.

Right—aligns text on the right.

Justify—aligns text at both the left and right margins. Justify can only be used for regular text objects, not labels. (A text object that does not use the wordwrap option is called a label. You can always turn wordwrap on if you want to justify text in a label.)

Left Aligned Text
As admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of world trade.
Christopher Columbus

Right Aligned Text
As admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of world trade.
Christopher Columbus

Center Aligned Text
As admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of world trade.
Christopher Columbus

Justified Text
As admiral of the expedition fleet, I pledge to channel our top resources in order to realize a single goal: mastery of world trade.
Christopher Columbus

If you choose an alignment option before you type text, all text you type is aligned that way until you pick another option. To realign existing text, select the text first, then choose the alignment you want from the list.

You can format paragraphs using any of the four alignment choices. Text that does not use the wordwrap option can be formatted with *Left*, *Center*, and *Right*, but not *Justify*.

If you choose, you can align wordwrapped paragraphs individually. Then, if you select multiple paragraphs that have different alignments, none of the alignment choices is checked on the list.

Bullet

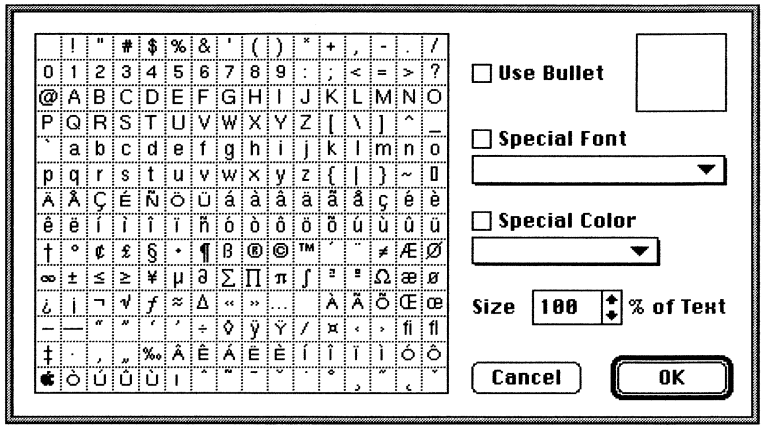
Displays a bullet with the paragraph.

 — Bullet/No Bullet button

To apply the standard bullet, click the *Bullet* button on the Toolbar. To choose a custom bullet, choose the *Bullet* command from the Text menu.

The standard bullet is determined by the font of the first character in the paragraph.

You can choose a custom bullet in the Bullet dialog box.



The Use Bullet check box in the upper-right turns bullets on and off just as clicking the *Bullet* button on the Toolbar does.

Select the bullet font using the Special Font check box. Options are determined by which fonts are installed in your system. Typically, they include:

Normal Text—the font of the selected paragraph.

Symbol—a special font that provides special characters such as letters from the Greek alphabet.

Zapf Dingbats—a font that contains only special characters that are especially designed to be used for bullets.

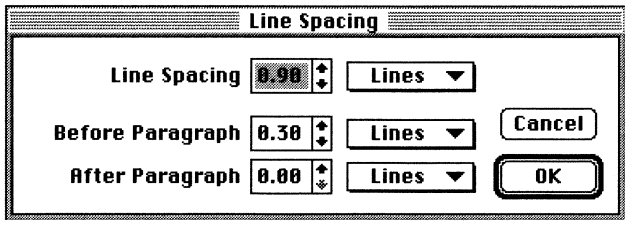
Other—any other decorative fonts installed on your system.

If you want the bullet to be a different color than the text, select the color of the bullet using the Special Color box.

Click the *OK* button to add the bullet you've chosen; click the *Cancel* button to ignore the selections you made in the Bullet dialog box.

Line Spacing

Sets the line spacing for selected paragraphs.



You can specify spacing by lines or points. Normally, you'd use lines because the spacing would then be relative to the line height in the text. If you specify points, you allow for an absolute unit to be used independently of the text size. Using points assures that all lines of a paragraph are the same height regardless of variations in font size.

You can also set the spacing you want to include before and after the paragraph. Paragraph spacing is also set in points or lines. Space before is calculated using the first line of the paragraph; space after is calculated using the last line.

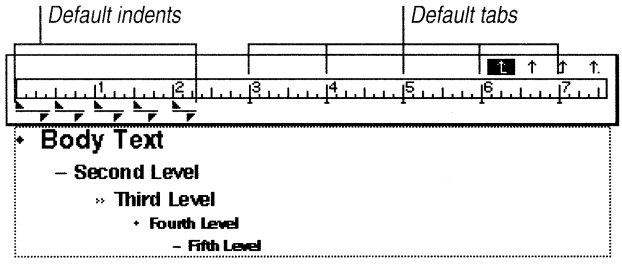
You can move the dialog box to view the effects of your changes. Changes made in the dialog box have an immediate effect on the selected text.

Click the *OK* button to accept the spacing you set in the dialog box. Click the *Cancel* button to undo the changes made in the dialog box.

Show Ruler

Shows/hides the text ruler for text in the selected object.

The text ruler is very similar to the ruler in Microsoft Word. It has indent markers and tabs. When the ruler appears, it shows the format of the text in the selected object.



Default tabs are set every inch. You can change them by dragging one of them. PowerPoint then repositions the rest.

You can insert tabs by clicking the tab icon (left, center, right, or decimal), then clicking below the tick mark on the ruler where you want to set the tab. Once you have set a tab, you move it by clicking the tab marker and dragging it to the new position.

You can delete a tab by dragging it off the ruler.

Indent markers appear on the ruler for those text levels used in the selected text. Indent markers consist of three parts:

Upper triangle—sets the indent for the first line of text.

Midbar—allows you to drag both triangles at once.

Bottom triangle—sets the indent for text other than the first line.

To set an indent level, click the desired triangle or the midbar and drag it to the new position.

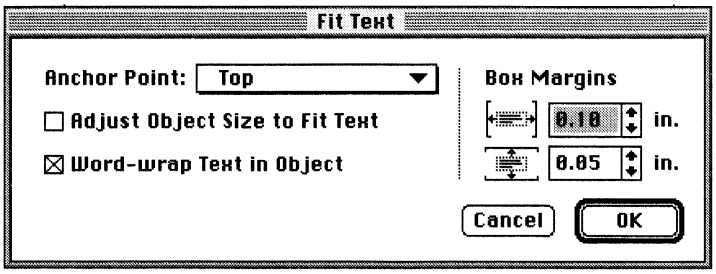
If you're using bullets, they always appear at the leftmost indent marker.

When you display the ruler to set the indent levels for the Master Body on the Slide Master, all five indent levels that you can use appear automatically.

Fit Text

Controls the way text is laid out in an object.

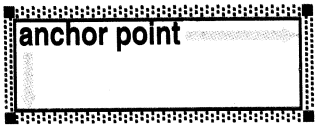
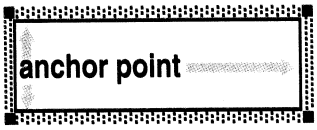
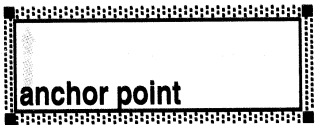
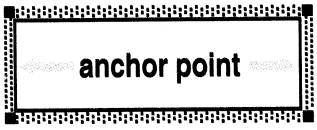
The Fit Text dialog box appears.



The anchor point is the point that remains stable as the text grows and shrinks during editing. The Anchor Point pull-down menu lists possible anchor points:

- Top
- Middle
- Bottom
- Top Centered
- Middle Centered
- Bottom Centered

The most familiar anchor point for text is Top. When you anchor text to the top of a text box and set alignment to *Left*, the text grows to the right and down the way it normally does when you write or type text.

Anchor Point	Directions of text growth
Top	
Middle	
Bottom	
Top Centered	
Middle Centered	
Bottom Centered	

The arrows in this illustration indicate the directions in which additional text expands.

To center text inside a shape, select the Middle Centered anchor point to keep the overall text box centered in the shape's text area.

Anchor points are also useful when setting up a Slide Master. For example, if you want two-line titles anchored at the bottom so that the second line of the title doesn't push the text down on the slide, you'd select the Master Title, then select Bottom as the anchor point.

The options Adjust Object Size to Fit Text and Wordwrap Text in Object affect the relationship between the text you type and the text object itself. When Adjust Object Size to Fit Text is checked, whatever you type will be contained within the text object. PowerPoint automatically sizes the text object so that it contains the text. And, if you resize a text object that has Adjust Object Size to Fit Text checked, the Wordwrap Text in Object option will automatically be enabled. When Wordwrap Text in Object is checked, but not the Adjust Object Size to Fit Text option, the width of the text object is used to determine where lines wordwrap. This text may extend above and below the text object.

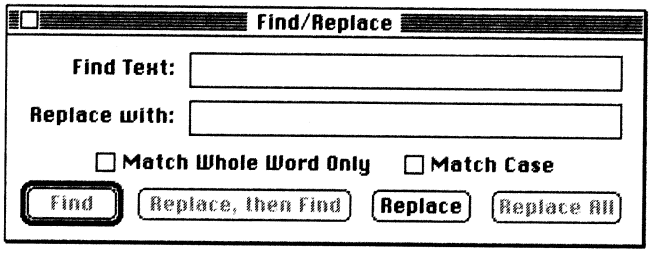
You can also select the amount by which the text should be indented from the edge of the object's text box. Use the controls for the Box Margins in the Fit Text dialog box.

Find/Replace

Finds a word or phrase in your presentation and can replace it with another.

The *Find/Replace* command searches through your presentation and finds the word or phrase you type in the Find Text box. If you choose, PowerPoint then replaces the word or phrase with one you specify.

Here's the Find/Replace dialog box:



Type the text you want PowerPoint to find in the Find Text box. Then type the replacement text in the Replace With box.

Note: When you first choose the *Find/Replace* command, the insertion point is in the Find Text box. Type the text that you want PowerPoint to find.

PowerPoint scans the entire presentation including your outline, all slides, notes pages, and handout pages.

Check the Match Only Whole Words check box to limit the search to an exact word-for-word match with the text in the Find Text box.

Check the Match Case check box to limit the search to words and phrases with exactly the same upper- and lower-case characters you typed in the Find Text box.

The sequence of the search depends on the view in which you are working:

- In Slide view or Notes view, the search begins at the text selection if there is one.
- In Slide Sorter view, the search begins with the object that is furthest back on the current slide.
- In Outline view, the search begins after the current selection, searches the complete outline, and then searches other text on the slides.

PowerPoint searches all the slides, notes pages, handout pages, and the outline to the end of the presentation, at which time a dialog box asks if you want the search to continue from the beginning of the presentation.

While the search is in progress, the View Status box shows which slide, notes page, outline page, or handout page is being searched.

To interrupt the search, click outside the dialog box. To continue your search, choose the Find/Replace command, then click the *OK* button.

Use the buttons in the dialog box to start the search and control text replacement in the following ways:

Find—starts the search and finds the next instance of the text. The found text is selected, but not changed. To change it, click *Replace*.

Replace, then Find—replaces the current text selection with the new text and then finds and selects the next instance of the text. Changing the text in this manner is *not* undoable with the *Undo* command.

Replace—replaces the current text selection. This type of change is undoable with the *Undo* command.

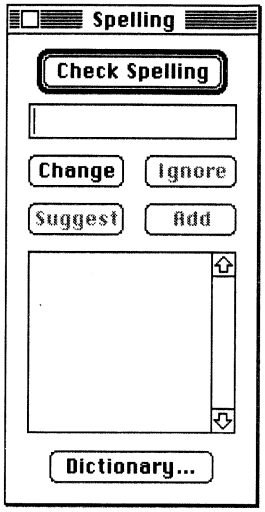
Replace All—replaces each instance of the text with the new text. The search covers the entire presentation, regardless of where the initial search began. This type of change is not undoable.

To close the Find/Replace dialog box, click the Close box in the upper left corner.

Spelling

Checks the spelling of all the text in your presentation.

PowerPoint checks the spelling against its main dictionary and a custom dictionary. You can use custom dictionaries created in other applications, or you can open the one that comes with PowerPoint and add words to that one.



To check the spelling in your presentation, choose the *Spelling* command, then click the *Check Spelling* button. PowerPoint begins searching your presentation and stops when it arrives at a word that isn't in the main dictionary.

The word in question appears highlighted in the box below the *Check Spelling* button. If the word is misspelled, you can retype the word in that box so it has the proper spelling. To resume checking your presentation, click the *Check Spelling* button.

Here are your options in the Spelling dialog box:

Change—replaces the misspelled word with the new one you typed in the box, or with a word you select from PowerPoint's list of suggested spellings.

Ignore—starts the search again, leaving the misspelled word unchanged. Use the *Ignore* button when you want the word to remain as it is spelled. PowerPoint ignores the word throughout the rest of this presentation.

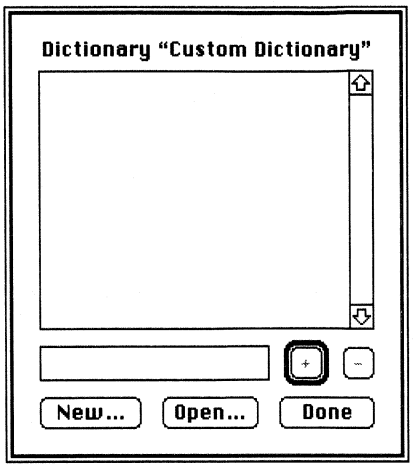
Suggest—displays possible correct spellings of the misspelled word. If one of the words is the one you want, select it and then click the *Change* button.

Add—if appropriate, changes the word in the text to the word you typed. Adds the word to your open custom dictionary. The search begins again.

Dictionary—lets you review and edit your custom dictionary, or open a different (existing) dictionary.

When you're checking spelling and want PowerPoint to refer to a specific dictionary, open the dictionary by clicking *Dictionary* in the Spelling dialog box before starting the spell checking search.

The dialog box appears for the added words in your custom dictionary. The custom dictionary is made up of words not included in your spelling checker.



In the Custom Dictionary dialog box:

New—opens a new custom dictionary.

Open—lists all the custom dictionaries stored in the shared folder for Microsoft applications which is accessible to PowerPoint. Select the one you want to use.

Done—closes the Custom Dictionary dialog box. Now when you click *Check Spelling* in the Spelling dialog box, PowerPoint checks the word against the main dictionary and the open custom dictionary at the same time.

Plus/Minus—lets you add or delete words from the open custom dictionary.

All of the words in a custom dictionary appear alphabetically in the scroll area in the dialog box.

You can also add words manually to a custom dictionary. With the insertion point at the bottom of the dialog box, type the word you want to add. Click the *Plus* button to add the word to the dictionary. PowerPoint doesn't check the spelling of that word against the main dictionary.

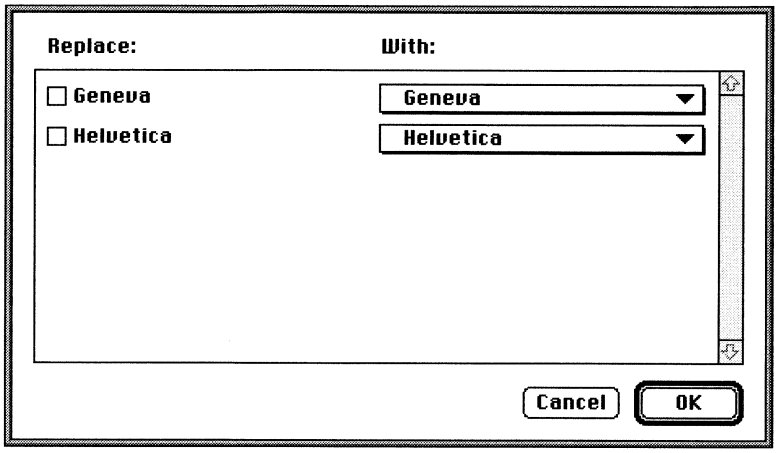
To delete a word from a custom dictionary, select it in the scroll area and click the *Minus* button.

When you are finished with the custom dictionary, click the *Done* button. You will return to the Spelling dialog box.

You can interrupt the spell checker at any time by clicking on your document or by clicking the Close box. Any changes you made before you interrupted the spell checker are maintained. To resume, you must choose the *Spelling* command again.

Replace Fonts

Replaces one font with another throughout a presentation.



Use the *Replace Fonts* command when you want to substitute one font for another. For example, if you aren't using TrueType fonts in your presentation and you change printers, you may need to replace the old printer fonts with the fonts that are installed on the printer you are using.

Smart Quotes

Automatically uses real quotation marks for single and double quotes.

Normally, the quote marks you see look something like this:

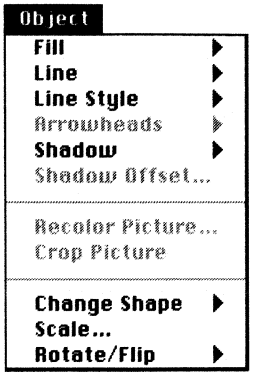
"In 1492 Columbus sailed the ocean blue."

The *Smart Quotes* command gives you true quotes that look like this:

“In 1492 Columbus sailed the ocean blue.”

Smart Quotes is always turned on when you start PowerPoint. You can turn Smart Quotes on and off by selecting the *Smart Quotes* command on the Text menu. A checkmark appears on the menu to indicate that Smart Quotes is turned on. Smart Quotes works only as you type; this command doesn't affect existing text.

Object Menu



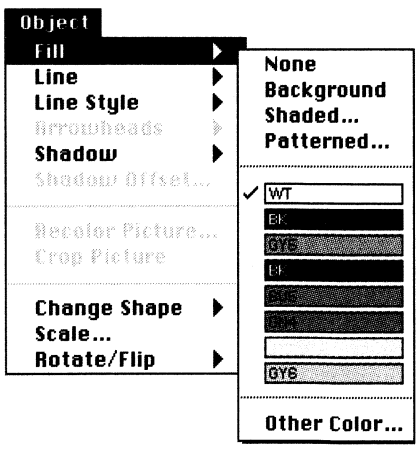
The commands on the Object menu let you:

- Modify attributes for a selection (*Fill*, *Line*, *Line Style*, *Arrowheads*, and *Shadow*);
- Modify the direction and distance that a shadow falls (*Shadow Offset*);
- Modify the colors and size of pictures (*Recolor Picture/Graph* and *Crop Picture*);
- Modify shapes (*Change Shape*);
- Modify the size of objects (*Scale*); and
- Modify an object's orientation (*Rotate/Flip*).

Fill

Lists types and colors for fills.

The Fill submenu appears.

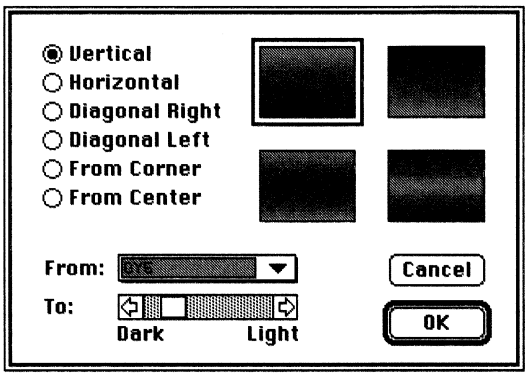


The fill choices are:

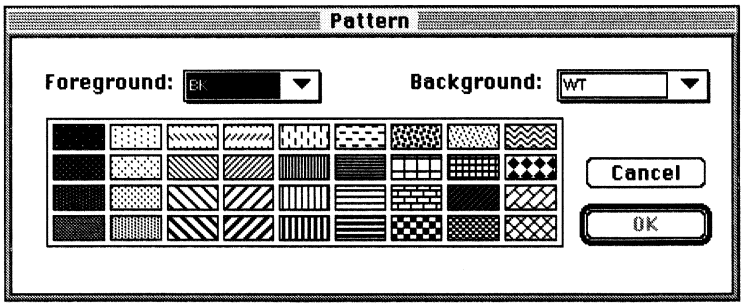
None—no fill.

Background—fills the object with the Background color from the color scheme. This looks the same as no fill, but acts differently when shadowed or placed over another object.

Shaded—opens the Shaded Fill dialog box which lists choices for the shade styles (vertical, horizontal, and so on) and variants (how shading is applied and whether shading goes from color to dark/light or vice versa).



Patterned—opens the Pattern dialog box which offers a wide range of patterns to choose from and lets you choose both Foreground and Background colors for the patterns.

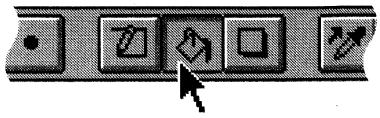


Color Scheme—displays the eight colors of the color scheme for the selected slide or notes page. If you've added Other Colors, they appear at the bottom of the Fill menu.

Other Color—displays the Other Color dialog box. For a complete discussion, refer to the *Other Color* command at the end of this menu section.

If no object is selected, the default fill color is marked with a diamond on the list of colors. If an object is selected, the object's fill color is marked with a bullet.

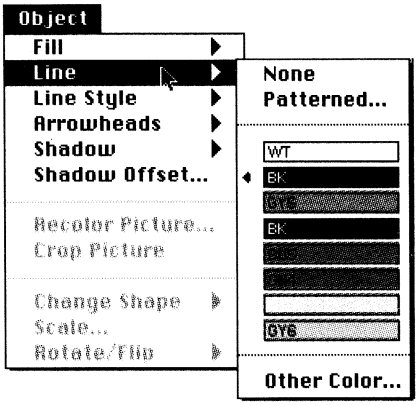
Toolbar Shortcut



Turns the current fill on and off.

Line

Lists colors for lines.



None—no line.

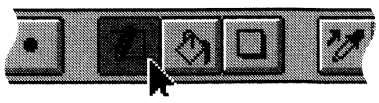
Patterned—displays the 36 patterns you can add to a line.

Color Scheme—displays the eight colors of the color scheme for the selected slide or notes page. If you've added other colors, they appear at the bottom.

Other Color—displays the Other Color dialog box. For a complete discussion, refer to the *Other Color* command at the end of this menu section.

If no object is selected, the default line color is marked by a diamond. If a line is selected, the current line color is marked by a bullet.

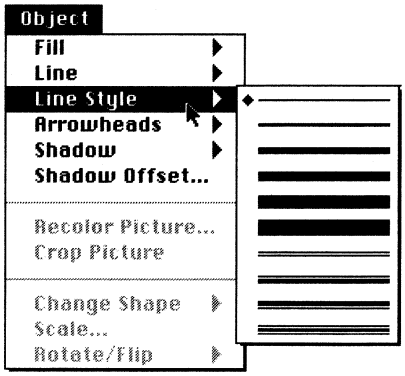
Toolbar Shortcut



Turns the current line on and off.

Line Style

Lists line styles.

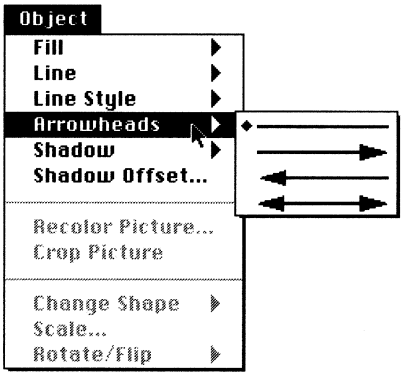


If no object is selected, the default line style is marked by a diamond. If an object is selected, the current line style is marked by a bullet.

Arrowheads

Sets the direction and type of arrowheads.

A list of arrowhead types appears.

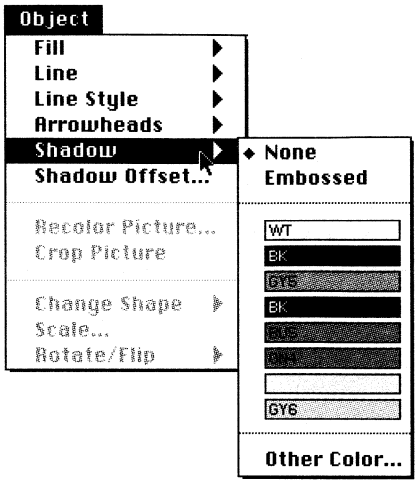


If no line or open freeform is selected, the default is marked by a diamond. If an object is selected, the current arrowhead style is marked with a bullet.

You can add arrowheads to either or both ends of a line.

Shadow

Lists shadow colors and options.



None—no shadow.

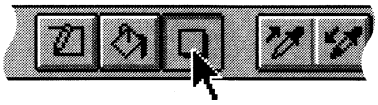
Embossed—draws a small highlight and a small shadow on an object in opposite directions so the object appears to be raised. Embossing works best with unframed objects that are the same color as the background.

Color Scheme—displays the eight colors of the color scheme for the selected slide or notes page. If you've added other colors, they appear at the bottom of the menu.

Other Color—displays the Other Color dialog box. For a complete discussion, refer to the *Other Color* command at the end of this menu section.

If no object is selected, the default shadow color is marked by a diamond. If a shadowed object is selected, the current shadow color is marked by a bullet.

Toolbar Shortcut

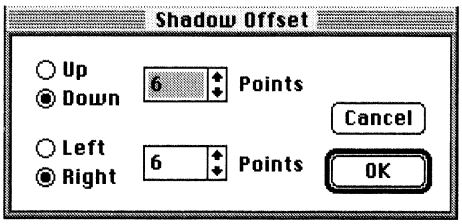


Turns the current object shadow on and off.

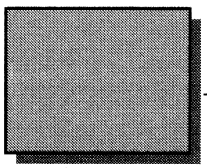
Shadow Offset

Sets the direction and amount of the shadow.

The Shadow Offset dialog box appears.



You control the offset of the shadow by selecting the offset's direction and the distance the shadow extends.



This shadow is 6 points to the right and 6 points down.

To change the direction of the offset, click the *Up* or *Down* and *Left* or *Right* buttons.

To change the amount of the shadow (that is, the distance it extends), increase or decrease the points in the Up/Down and Left/Right Points boxes.

If need be, move the dialog box to see the effect as you change it.

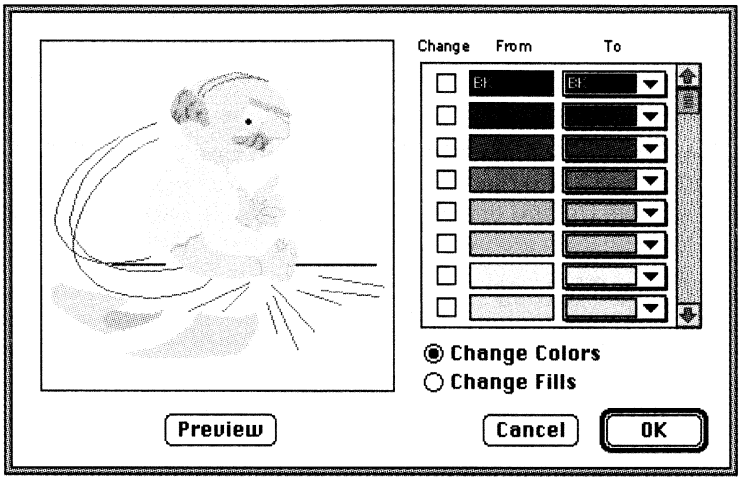
Click the *OK* button to accept your changes; click the *Cancel* button to ignore your changes.

Recolor Picture/Graph

Modifies colors in a picture or a graph imported to PowerPoint.

Recoloring a picture

Select the picture, then choose *Recolor Picture* from the Object menu. The Recolor Picture dialog box appears.



Your picture appears on the left. The colors you can change appear in the From column on the right.

In the lower right, click *Change Colors* to change the colors, or *Change Fills* to change the fill colors.

The columns labeled From and To show you the original colors and the colors to which you're changing. When you start, the colors in both columns are the same. As you replace the original colors with new ones, the new colors appear in the To column. An "X" will appear in the Change column to show that you're changing a color.

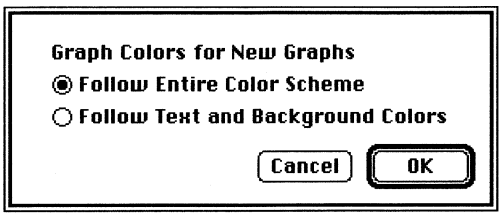
Change the colors by clicking the To color to display the pop-up menu. Then select from the list. To see your changes as they progress, click the *Preview* button. When you have the picture recolored to your satisfaction, click the *OK* button, or click the *Cancel* button to revert to the original colors.

Note: Some pictures, such as pixel maps and EPS graphics, can't be recolored.

Recoloring a graph

Use the *Recolor Graph* command to specify which colors PowerPoint should automatically recolor when a graph (or more than one graph) is embedded in your PowerPoint file.

Without selecting a graph, choose *Recolor Graph* from the Object menu. The Recolor Graph dialog box appears.



Choose one of the following options:

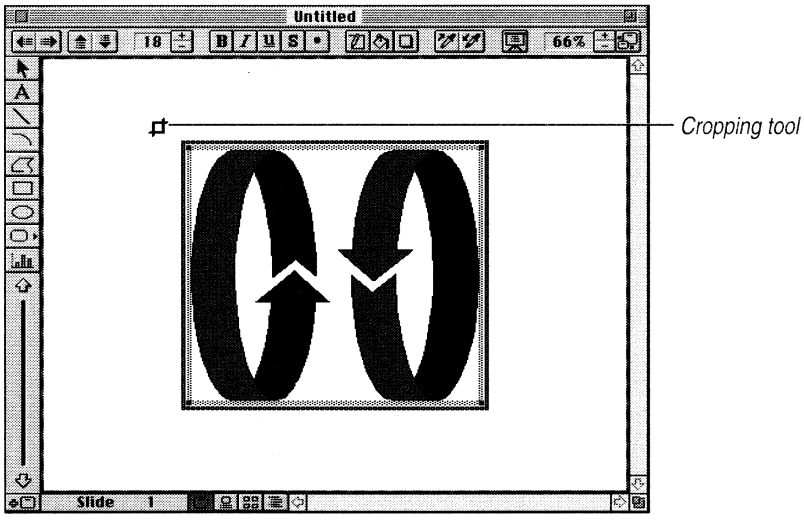
Follow Entire Color Scheme—to have PowerPoint recolor all the colors in a graph according to your PowerPoint color scheme.

Follow Text and Background Colors—to have PowerPoint recolor only the Text (Lines and Text) and Background colors in a graph using your PowerPoint color scheme. Use this option if you're customizing colors in Microsoft Graph and you want to retain them in PowerPoint.

Crop Picture

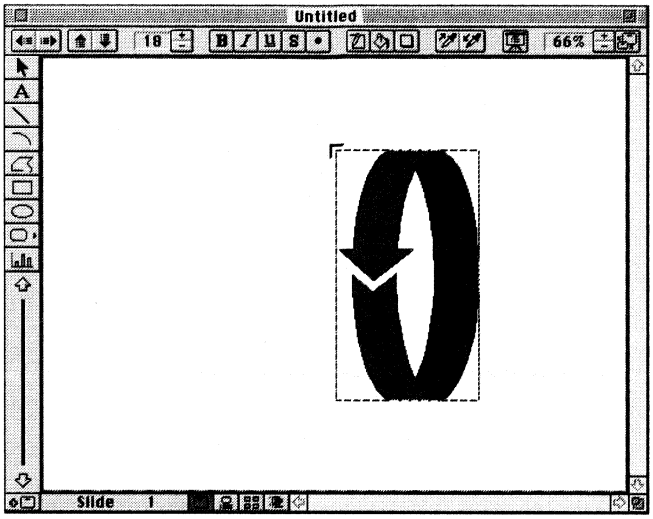
Crops a picture without deleting any portion of the original.

When a single picture is selected and you choose the *Crop Picture* command, the pointer changes to the Cropping tool.



When you crop a picture, you don't delete any portion of it. Instead, you hide the cropped portion so it's not visible.

Place the Cropping tool over one of the resize handles and drag until the portion of the picture you want to retain appears inside the dotted rectangle.

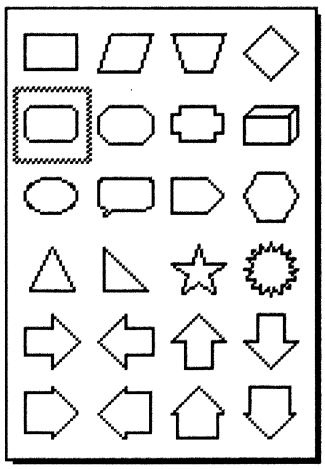


To uncrop the picture, choose the *Crop Picture* command and place the Cropping tool on the resize handle you used to crop the picture. Then drag the picture back to its original size. You can't uncrop a picture to a size larger than the original.

Change Shape

Changes shapes drawn with the Shape tool to other shapes on the palette.

The Shape palette appears.

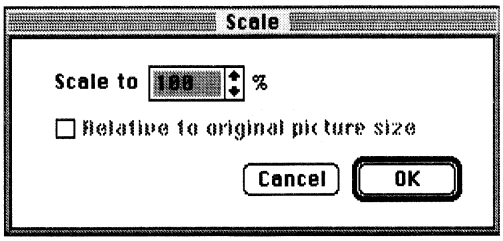


If you select a PowerPoint object other than a line, arc, or freeform, and then choose another shape from the Shape palette using the *Change Shape* command, PowerPoint replaces the shape of the selected object with the new shape.

Scale

Scales objects in a precise manner.

The Scale dialog box appears.



Scaling lets you change the size of an object while retaining its proportions.

You can use the *Scale* command on any object or group of objects or on a single picture. You can scale text, pictures, multiple selections, and groups. If you're scaling a picture, you can use the original picture size as the basis for scaling. If the selection is not a picture, the Relative to Original Picture Size check box is dimmed.

Scaling is always applied both horizontally and vertically.

In the Scale To box, you can click the arrows to select the size or type it in.

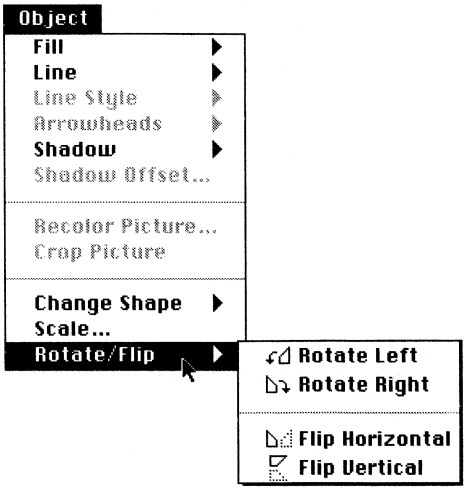
Move the dialog box if necessary to view the effects of your changes. Changes you make in the dialog box have an immediate effect on the selected objects.

Click the *OK* button to accept the changes or the *Cancel* button to reject them.

Rotate/Flip

Rotates or flips objects.

The Rotate/Flip submenu appears.



The Rotate/Flip options are:

Rotate Left—rotates the object 90° counterclockwise.

Rotate Right—rotates the object 90° clockwise.

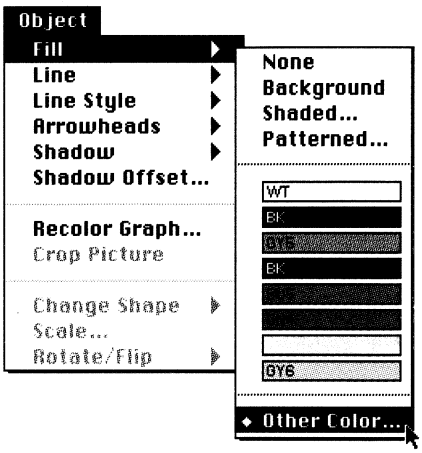
Flip Horizontal—flips the object 180° on a horizontal axis.

Flip Vertical—flips the object 180° on a vertical axis.

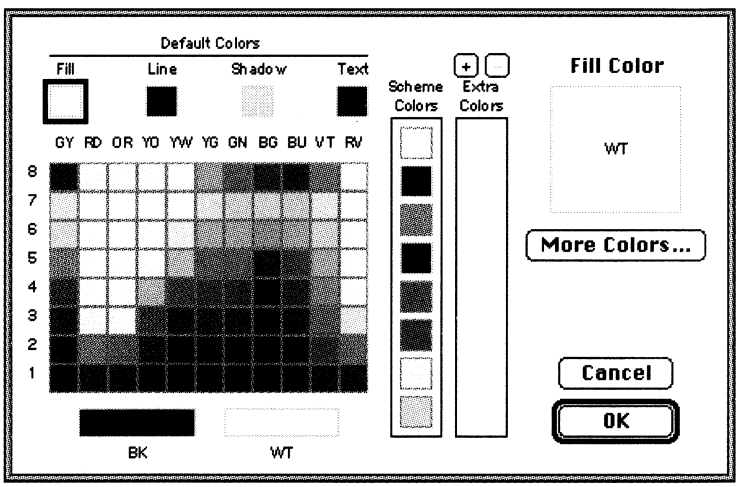
If an object contains text, you can rotate and/or flip the object *around* the text. PowerPoint reorients the text to reflect the new position of the object. The only things you can't rotate or flip are pictures and text.

Other Color (An Additional Command)

Appears as an option on the color submenus. Offers colors not on the Text, Fill, Line, and Shadow color submenus.



The Other Color dialog box appears.



Colors are associated with object attributes. For example, if you choose the attribute *Fill* and then choose *Other Color*, you can choose another color for the fill. Or, if you choose *Shadow* and then choose *Other Color*, you can change the shadow to a color not on the menu.

The five color boxes labeled Fill, Line, Shadow, Contrast, and Text display the colors of those attributes for the selected object. If you select more than one object and their attributes aren't all the same color, the attribute colors appear as gray. If you didn't select an object, the colors are the defaults.

The color table contains 88 color choices, plus black and white. The Color Scheme box shows the current color scheme. Any extra colors you added to the color list appear in the Extra Colors box.

Initially, the large color display area in the dialog box shows the current color of the selected attribute. The label at the top of the color display area indicates the attribute you're working on (for example, Fill Color).

To select a new color for the attribute, click a color in the table. A black outline indicates your new selection, and the color display area now shows the new color. You can compare the new color with the color scheme and the colors of the selected object to make sure the new color works well.

To place the new color on your menus, click the *Plus* (+) button above the Extra Colors box. To remove an extra color from the menus, select the color and then click the *Minus* (–) button.

Click the *OK* button when the new color is the one you want. The attribute's color is changed in the selected object(s). If you decide not to change the color, click the *Cancel* button.

Note: Changing the color of an attribute using the Other Color dialog box doesn't change any of the colors on the color scheme.

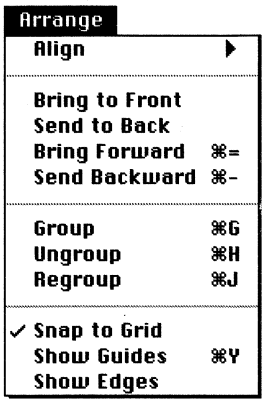
Reading the color table

The rows and columns in the color table are labeled with letters and numbers. The letters refer to the main color of a column: gray, red, orange, yellow-orange, yellow, yellow-green, green, blue-green, blue, violet, and red-violet. The letter/number abbreviations also appear on the dialog box for choosing a color scheme to help you match colors.

Picking still more colors

You aren't limited to the colors on the color table and in the dialog box. They're simply a wide range of traditional colors for presentations. To use/create a custom color, click the *More Colors* button. A dialog box appears so you can customize your colors by hue, saturation, luminance, and color mixture. See "Creating a Custom Color" in the *Color* command section of this chapter for details on using this dialog box.

Arrange Menu



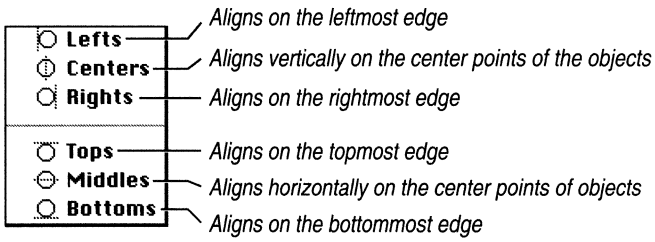
The Arrange menu lets you:

- Align objects in a variety of ways (*Align*, *Snap to Grid*, *Show Guides*, and *Show Edges*);
- Put objects behind or in front of other objects (*Bring to Front*, *Send to Back*, *Bring Forward*, and *Send Backward*); and
- Work with objects as a group (*Group*, *Ungroup*, and *Regroup*).

Align

Lines up objects.

The *Align* command lines up objects per your menu choice.

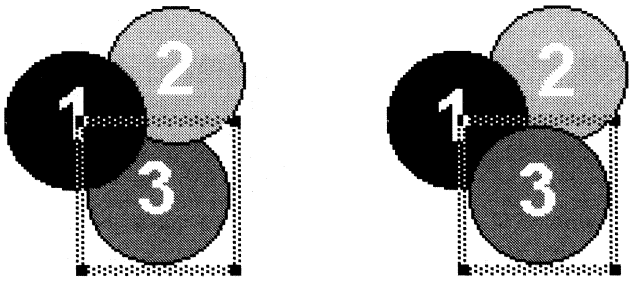


First, select the objects to be aligned. Then, choose the appropriate command on the Align submenu. One way to select multiple objects is to hold down the SHIFT key and click the objects you want to align.

Note: Alignment of paragraphs of text within the object is controlled using commands on the Text menu.

Bring to Front

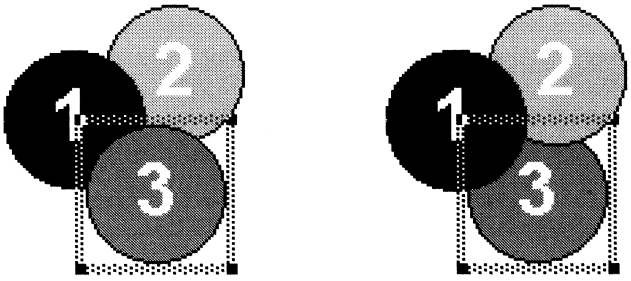
Moves the selected object to the front (the top of the stacking order).



If you bring an opaque object to the front, it can hide any object behind it on the slide. If you select multiple objects and then choose *Bring to Front*, the objects retain their original stacking order when they're brought to the front.

Send to Back

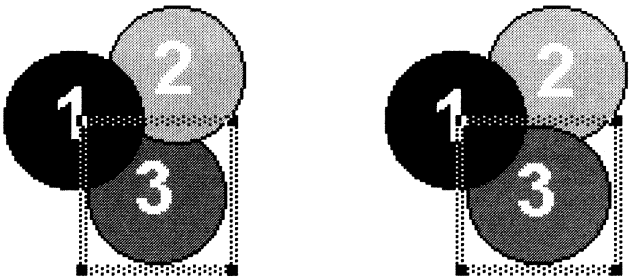
Moves the selected object to the back (the bottom of the stacking order).



An object you send to the back can be hidden by another object, even if the object at the back is opaque. If you select multiple objects and then choose *Send to Back*, the objects retain their original stacking order when they're sent to the back.

Bring Forward

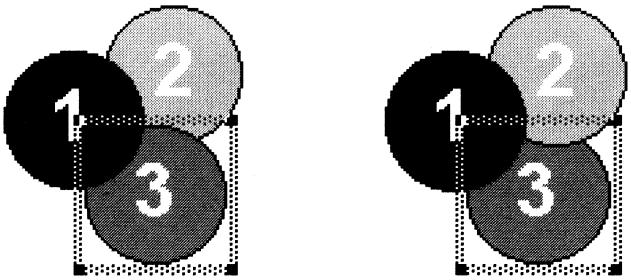
Moves the selected object forward one level at a time.



Here you have three objects stacked in the order 1, 2, 3. If you select object 3 and choose *Bring Forward*, it changes the order of the objects to 1, 3, 2. If you choose the *Bring Forward* command again, it changes the stacking order to 3, 1, 2.

Send Backward

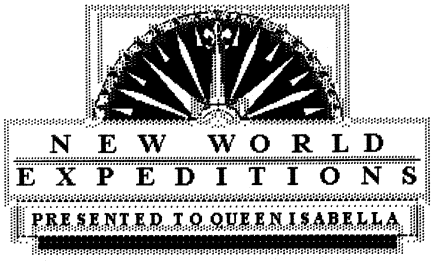
Moves the selected object back one level at a time.



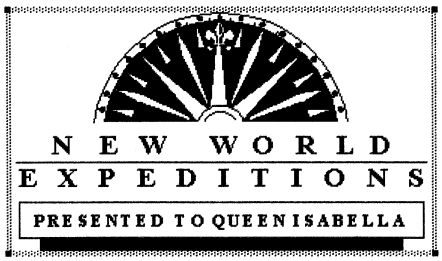
The *Send Backward* command works in the same fashion as *Bring Forward*, except it moves the selected object back one level in the stacking order.

Group

Assembles selected objects into a single object.



Select the objects...



...then choose *Group*.

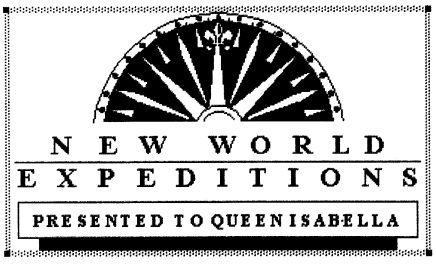
To group objects so they form a single object, select them and choose the *Group* command. PowerPoint then treats those objects as a single object.

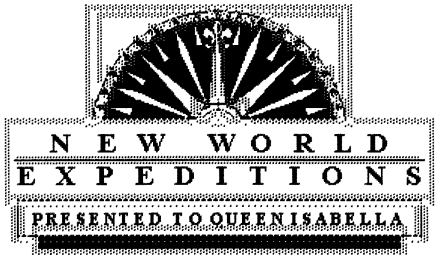
One reason you group objects is so you can move them or resize them as a single unit. When you move objects as a group, they maintain their positions relative to each other.

When you have a group of objects, selecting any one of the objects selects the entire group. This makes it easy to make changes to the entire group using only one command.

Ungroup

Disassembles a group of objects.





To ungroup objects, select the group and choose the *Ungroup* command. The objects are now individual objects again. If the group contains other groups nested in it, you can ungroup each group of objects, one at a time.

Note: If you start to ungroup a picture imported from another application, an alert asks if the picture should be converted to PowerPoint objects. If you choose *Yes*, you will be able to edit the ungrouped objects using PowerPoint tools. However, once you ungroup an embedded object, you can't double-click the object to return to the source and edit it. And when you ungroup a linked object, you break the link so the object won't be updated if the source file changes.

Regroup

Reassembles a group of objects.

To reassemble a group, all you need to do is select one of the objects in the group. Then choose the *Regroup* command.

If you choose the *Regroup* command without selecting an object, PowerPoint reassembles the last group that you disassembled. If you choose an object in a subgroup, PowerPoint regroups all levels up to and including that group.

PowerPoint remembers the last group associated with each object on the slide as long as the slide is displayed. If you change slides or views, PowerPoint's memory of groups is cleared so you can work on the new material.

Snap to Grid

Turns the grid off and on.

When you turn the grid on and position an object, PowerPoint positions the edges of the object on the grid lines so you can precisely align them. When you turn the grid off and position an object, you can place the object between the grid lines.

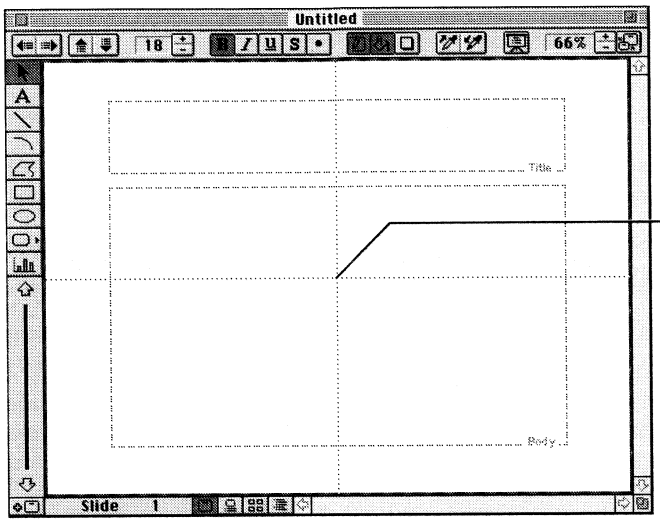
Objects that you've already positioned on the slide aren't affected as you turn the grid on and off.

Pictures you copy from other applications may not align on the grid because the picture size may not correspond to the grid lines.

You can turn the grid off temporarily by pressing ⌘ key while you drag an object.

Show Guides

Displays vertical and horizontal guides to serve as straightedges.



You can use the guides two ways:

To align objects—If an object's center or edge comes close to a guide while you're dragging it, the object jumps to the guide and aligns automatically as if attracted by a magnet.

To measure distance—When you drag the guides on the screen, you'll notice numbers appear showing the distance in inches or centimeters from the slide's center. The measurements shown are for the printed version of the slide.

To reset the measurement starting point for the guides, press the OPTION key as you drag the guide. Measurements are then taken from the point at which you started to drag the guide. This feature is handy for measuring point-to-point distances, such as checking the size of an object on the printed version of the slide.

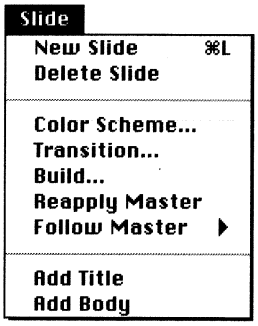
Show Edges

Shows a dotted outline around all objects—even "invisible" objects that have no fill, frame, or text.

The *Show Edges* command shows the edges of all the objects on a slide in Slide view. This command helps you find objects hidden in stacks or that are invisible. Edges neither print nor appear in an on-screen slide show.

A checkmark appears next to the *Show Edges* command to show that it is active.

Slide Menu



Slide menu commands let you:

- Create or delete slides (*New Slide* and *Delete Slide*);
- Modify the color scheme (*Color Scheme*);
- Set the transitions and timing for a slide show (*Transition* and *Build*);
- Apply—or reapply—portions or all of the Slide Master format to a slide (*Reapply Master* and *Follow Master*); and
- Set text or an object as the title or body for a slide (*Set as Title* and *Set as Body*).

New Slide

Inserts a new slide and a corresponding notes page into a presentation.

Where the new slide appears depends on the view you are in and what is on the screen:

- In Slide, Slide Sorter, and Notes view, PowerPoint inserts the new slide after the slide on the screen or the selected slide.
- In Outline view, PowerPoint inserts the new slide after the selected slide.

The new slide and its corresponding notes page take on all the features of the Slide and Notes Masters.

The *New Slide* button in the lower-left corner of the presentation window creates a new slide just as the command in the Slide menu does.

 — New Slide button

Delete Slide

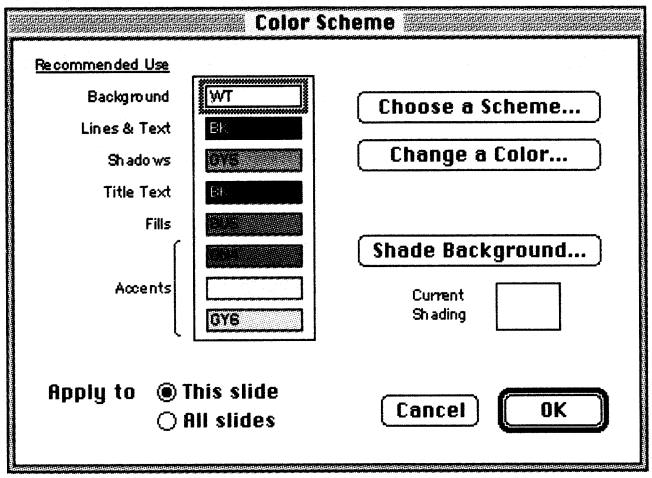
Deletes the selected slide.

You can delete a slide in Slide view, Notes view, Outline view, and Slide Sorter view. In Slide or Notes view, go to the slide you want to delete and choose *Delete Slide* from the Slide menu. In Slide Sorter or Outline view, select the slide, then choose *Delete Slide* from the Slide menu.

Color Scheme

Gives you a consistent look for a presentation using eight coordinated colors.

Choosing the *Color Scheme* command displays the Color Scheme dialog box:

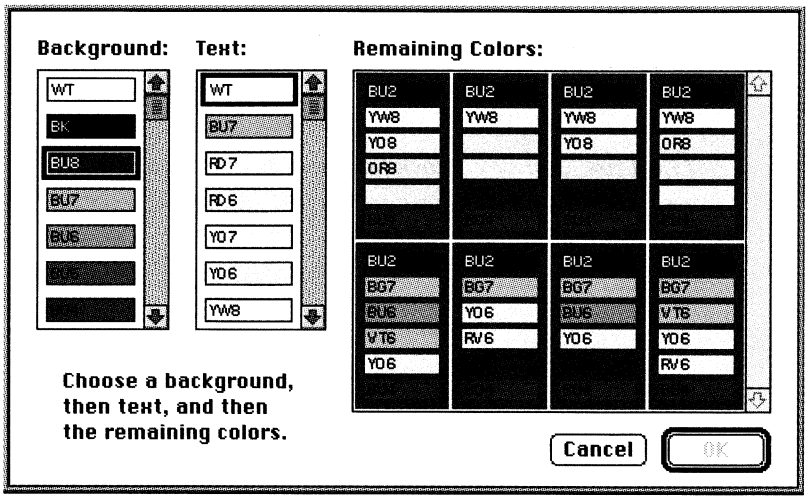


You use the Color Scheme dialog box to create the exact color scheme you want for your presentation. Or, you can create a color scheme for an individual slide.

The colors in the Recommended Use section are those currently in use for Background, Lines and Text, Shadows, Title Text, Fills, and Accents.

Changing color schemes

To change schemes, click the *Choose a Scheme* button. The Choose a Scheme dialog box appears.



First, choose a color you'd like to use for the background. Once you make that choice, PowerPoint offers foreground colors for lines and text that work well with the chosen background color.

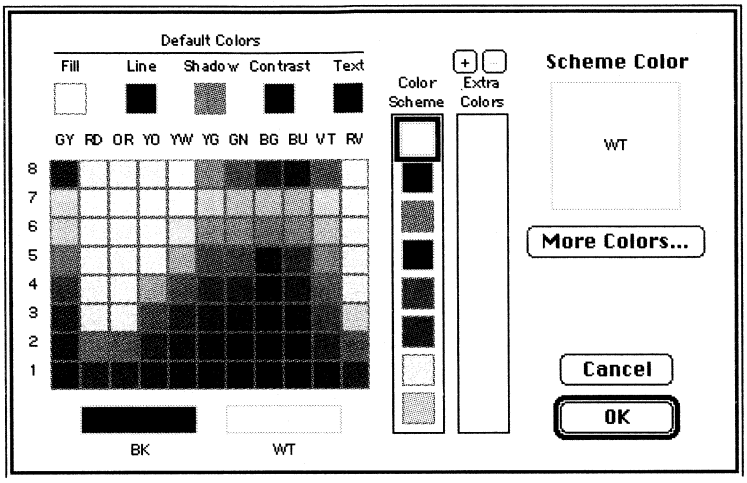
Second, choose a foreground color for your text. Now PowerPoint offers you alternative groups of accent colors from which you can choose.

Third, choose a group of accent colors from those offered.

Click the *OK* button to use the new scheme. Click the *Cancel* button to ignore your choices and return to the Color Scheme dialog box.

Changing a color

To change one color in your color scheme, select the color to be changed and then click the *Change a Color* button. The Change a Color dialog box appears.



The five color boxes labeled Fill, Line, Shadow, Contrast, and Text display the scheme colors (if no object is selected) or the colors of a selected object.

Initially, the large color display area in the dialog box shows the color you want to change.

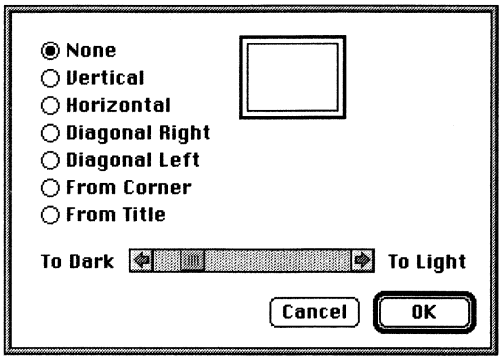
The color table contains 88 color choices, plus black and white. The Scheme Colors box shows the current color scheme. Any extra colors you added to the menus appear in the Extra Colors box.

To select a new color, click a color in the table. A black outline indicates your new selection, and the color display area now shows the new color. You can compare the new color with the rest of the color scheme to make sure the new color works well.

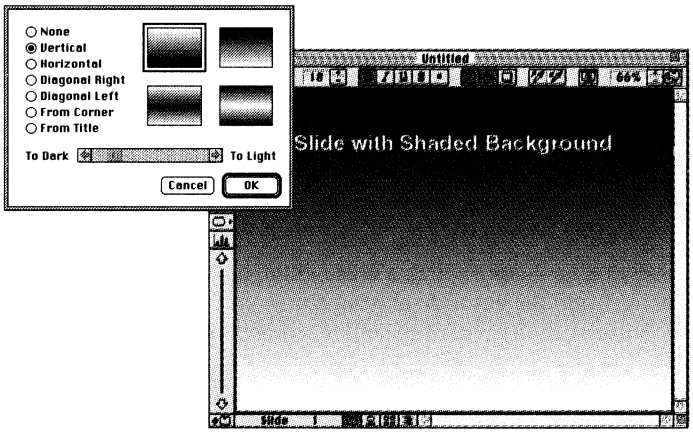
Click the *OK* button when the new color is the one you want. The color is changed in the color scheme. If you decide not to change the color, click the *Cancel* button.

Shading the background

If you wish, you can add the effect of a shaded background to your slides. Click the *Shade Background* button and the Shade Background dialog box appears.



The dialog box lists choices for shade styles (vertical, horizontal, and so on) and variants (how shading is applied and whether shading goes from color to dark/light or vice versa). Experiment with the various options until you get a shading you like.



Applying your changes

When you've adjusted the color scheme to your satisfaction, you can choose how you want the changes applied using the *Apply To* button:

This Slide—applies the new color scheme only to the current slide and automatically turns off (unchecks) Color Scheme on the Follow Master submenu for this slide. All other slides retain their previous color scheme.

All Slides—changes all the slides in the presentation to match the new color scheme. Slides with color schemes that have already been modified aren't affected.

Click the *OK* button to accept the changes you've made, or click the *Cancel* button to revert to the old scheme.

Transition

Controls transitions and timing in a slide show.

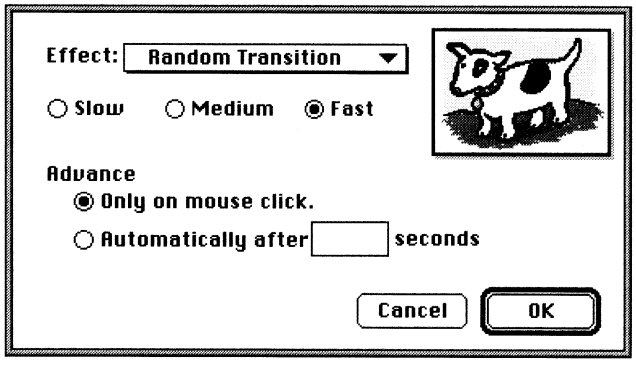
You can set transitions for a slide show in Slide Sorter, Outline, and Slide view using the *Transition* command on the Slide menu. If you're in Slide Sorter view, click the *Transition* button on the Toolbar.


Transition button

In both Slide Sorter and Outline views, you control transitions for selected slides. First select the slides, then choose the *Transition* command on the Slide menu and set the transitions. To set all the transitions in your presentation, choose *Select All* from the Edit menu, then choose *Transition* from the Slide menu and set the transitions.

In Slide view, you can set the transition for the current slide. Display the slide for which you want to set the transition, then choose *Transition*.

The Transition dialog box appears.



Your transition choices include selecting the special effect you want to use on-screen during the transition between the previous slide and this slide; how slow or fast you want the special effect to occur; and whether you want the slide to advance only when you click the mouse button or automatically.

Choosing transition special effects

Transition special effects include such things as Horizontal or Vertical Blinds, Checkerboards, Cut, Strips, and so on. To sample a transition, choose the one you want to see. PowerPoint demonstrates the transition on the picture at the right of the dialog box.

You can also set the speed of the transition.

Choosing how—and how fast—to advance to the next slide

You can advance by mouse click, or automatically after so many seconds.

Only on Mouse Click—If you don't want the slide to advance automatically, use this option. (When you create a presentation, this is the default setting.)

Automatically—To set the amount of time a slide remains on-screen, click the *Automatically* button, then select the Seconds box. Type the number of seconds you want the slide to remain on the screen. If you type **0**, it means change the slide as quickly as possible. If you are setting the time for a slide with builds, type the *total* number of seconds for *all* builds.

If you want to revise the times you set in the slide show rehearsal, you can change them here.

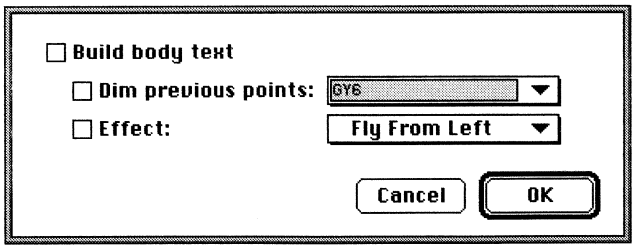
Transitions are fun to use and add yet another professional touch to your presentation. Experiment to get the effect you want.

Build

Builds a slide one bullet point at a time.


— Build button

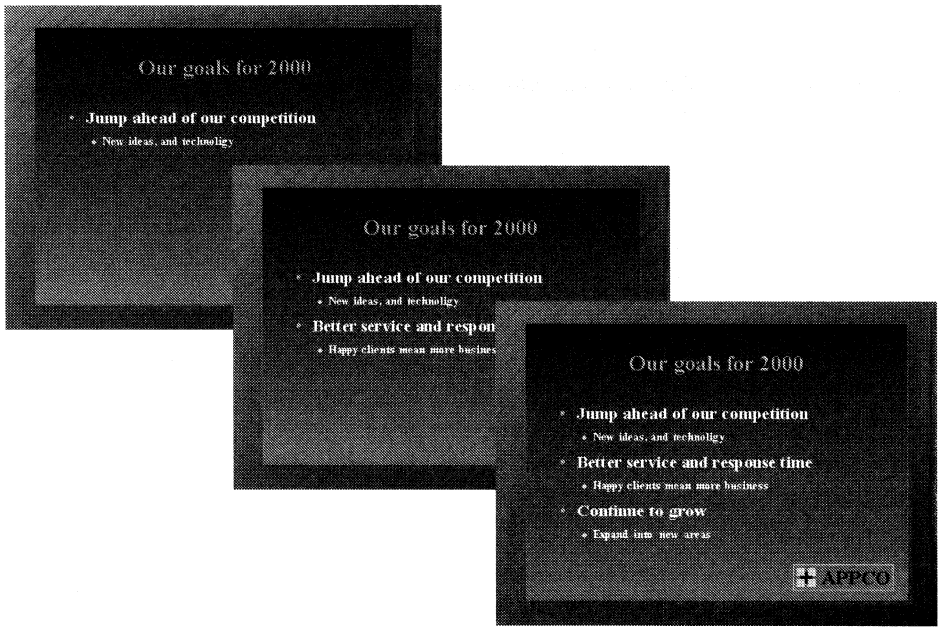
The *Build* command adds one major bullet point (a level one paragraph) to the slide with each advance, together with its subpoints (all of its indented paragraphs). You control how a slide is built using the Build dialog box, which becomes available when you choose *Build* from the Slide menu or when you press the *Build* button on the Toolbar in other views.



From the Dim Previous Points list, choose the color to use to dim the text of bullet points already on-screen. This makes the new bullet point really stand out on the slide.

In the Effect box, choose the effect you want to see on the screen when a new bullet "arrives." For example, the new bullet can appear by flying in from one of the four sides, or by dissolving into place.

If you've set an automatic transition time for the slide using the *Transition* command, each build will appear for an equal portion of the time allotted for the slide (for instance, three builds for a total of 30 seconds means 10 seconds per build).



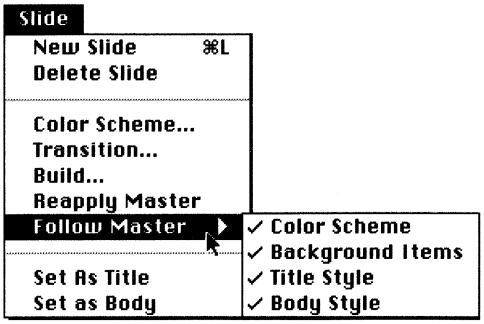
Reapply Master

Reapplies the attributes of the Slide Master to the selected slide(s).

The *Reapply Master* command reapplies the master elements from the Slide Master on the slides you've modified. Those elements that are reapplied are those that are checked on the Follow Master submenu.

Follow Master

Controls whether attributes on a slide follow the Slide Master. Used in conjunction with the Reapply Master command.



To start with, all four options on the Follow Master list are turned on (checked) for all slides. That is, PowerPoint assumes you want to follow the design of your Slide Master.

Here's what happens when the options are turned off:

Color Scheme—This option automatically turns off when you modify the color scheme for an individual slide. Turn this option on to reapply the Slide Master's color scheme to the slide.

Background Items—Turn this option off to remove all of the Slide Master's background items from the slide. Turn this option back on to reapply the background items.

Note: To place individual background items from the Slide Master, select the ones you want and use the *Copy* and *Paste* commands.

Title Style—Turn this option off when you modify the title style of an individual slide. Turn this option on to reapply the Slide Master's Master Title format, then choose *Reapply Master.*

Body Style—Turn this option off when you modify the body style of an individual slide. Turn this option on to reapply the Slide Master's Master Body format, then choose *Reapply Master.*

Normally, you use the Title Style and Body Style options in conjunction with the *Reapply Master* command.

Add Title/Set as Title

Sets selected text as the title.

If you've deleted the slide's title and there is no current selection, the command is *Add Title*. The title text in a Title object you add will follow the Master Title format.

The *Set as Title* command makes the selected object the new Title object for the slide.

Add Body/Set as Body

Sets selected text as the body.

If you've deleted the slide's body text and there is no current selection, the command is *Add Body*. The body text in the Body object you add will follow the Master Body format.

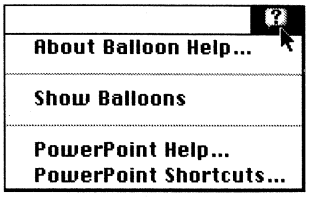
The *Set as Body* command makes the selected object the new Body object for the slide.

Window Menu



The Window menu shows you the names of open presentations. Click the one you want to switch among open files.

Help Menu



You have both On-line and Balloon Help available:

On-line Help—Choose *PowerPoint Help* on the Help menu. You can then select topics about which you want more information.

Balloon Help—Choose *Show Balloons* on the Help menu. When Balloon Help is turned on, you can click and hold the mouse button on an item and, if help is available for that item, a balloon appears on-screen. To turn off balloons, choose *Hide Balloons* on the Help menu.

Appendices

Appendix A: Sample Templates

PowerPoint comes with a total of 160 templates—40 designs in each of four template families. The template families (or groups) are in four folders located within the template folder. They are:

- 35mm slides (located in the 35mslide folder)
- Black and white overheads (located in the b&wovrhd folder)
- Color overheads (located in the clrovrhd folder)
- Sixteen-color video presentations (located in the vidscren folder)

Each design is available to you for 35mm slides, black and white overheads, color overheads, and video presentations on a personal computer.

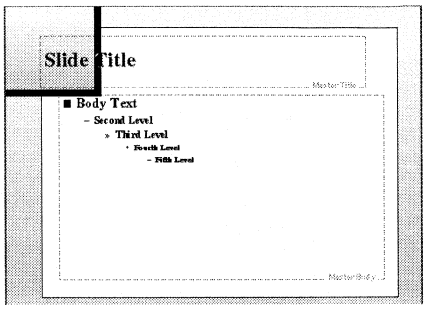
When you apply a template using the *Apply Template* command from the File menu, PowerPoint lists all four of the folders or the last folder in which you looked for a template. Select the one you want. Then select the template you want to apply. When you select a filename, a miniature of the template appears in the Preview box. For details on applying templates, see *Chapter 5: Using PowerPoint Masters and Templates*.

To give you an idea of the templates that come with PowerPoint, here's what you'll find on the following pages:

- a group of templates showing a design as developed for each of the four output types; and
- all the templates designed for use in slide presentations. The filename for each template appears below its picture, with the last letter of the name corresponding to its template type—3 represents 35mm slides and video.

  In other folders, b represents black and white overheads, c represents color overheads, and v represents 16-color video.

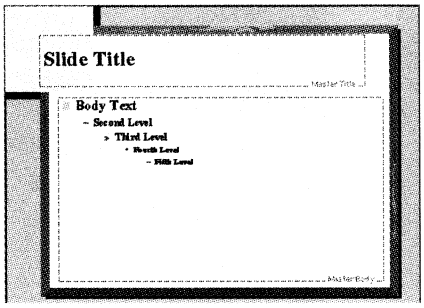
A Family of Templates



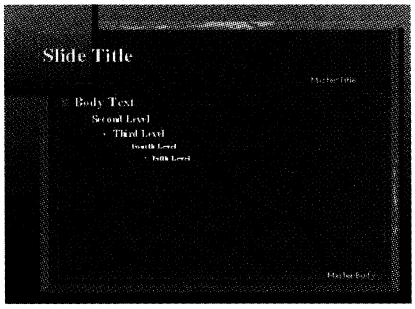
marbleb.ppt for black & white overheads



marble3.ppt for 35mm slides

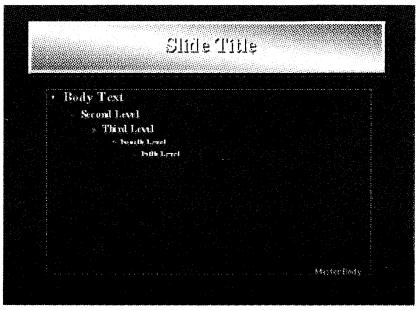


marblec.ppt for color overheads

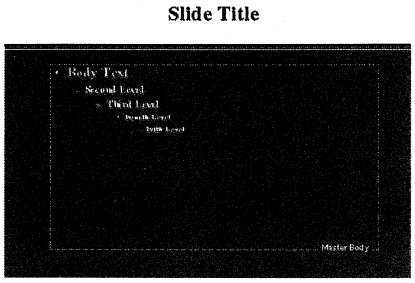


marblev.ppt for on-screen presentations

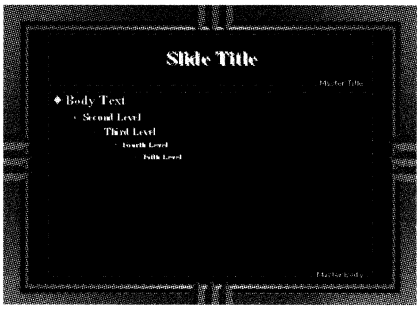
Sample Templates: From the 35MSLIDE - Slides or Video Folder



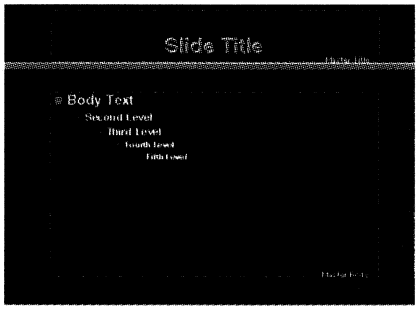
award3.ppt



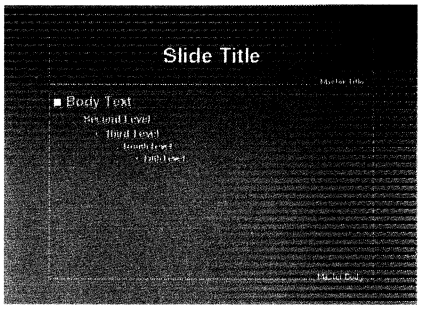
banner3.ppt



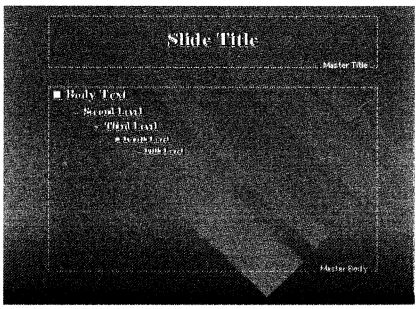
bevel3.ppt



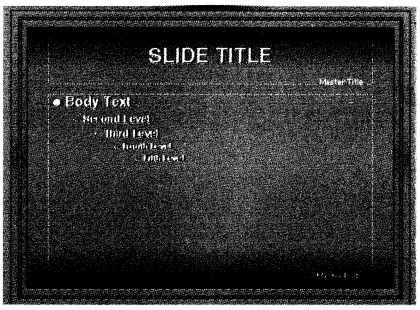
blackbx3.ppt



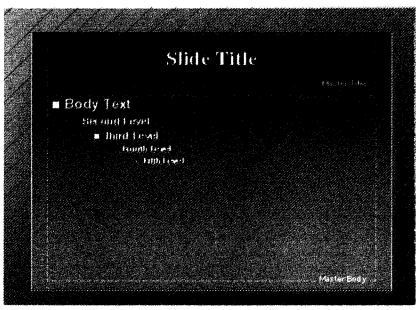
blstrip3.ppt



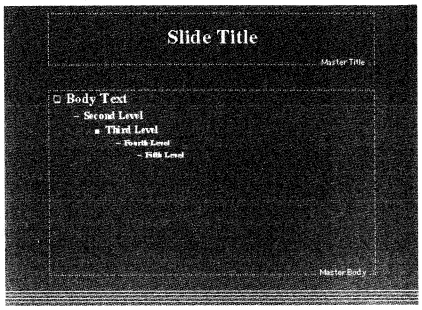
bludiag3.ppt



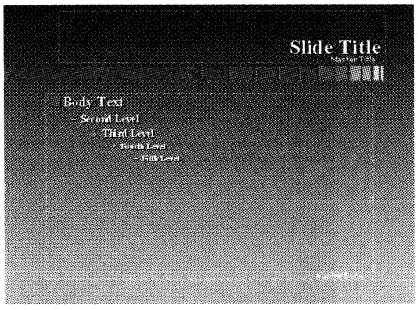
bluebox3.ppt



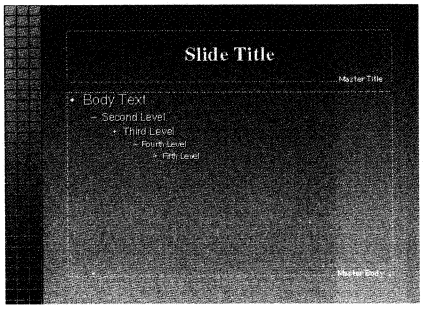
bluegrn3.ppt



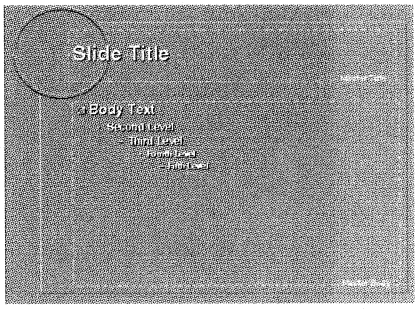
blugray3.ppt



brknbar3.ppt



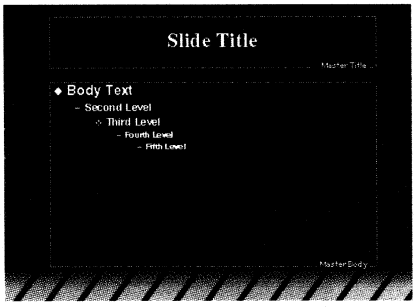
checks3.ppt



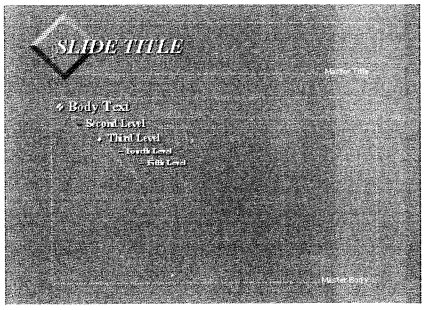
circles3.ppt



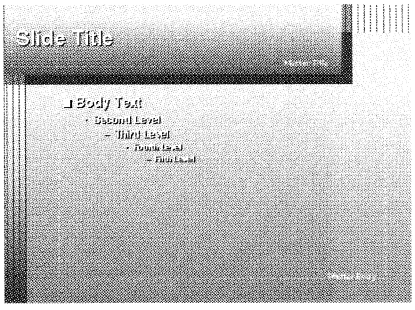
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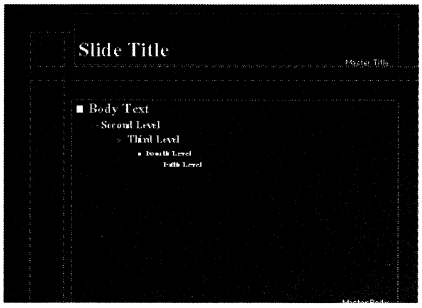
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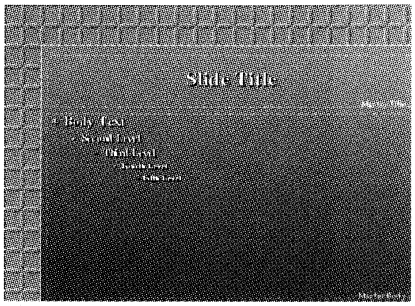
diamond3.ppt



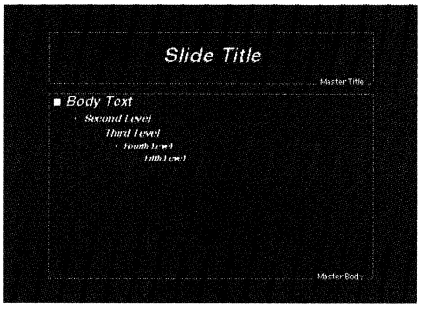
dropbox3.ppt



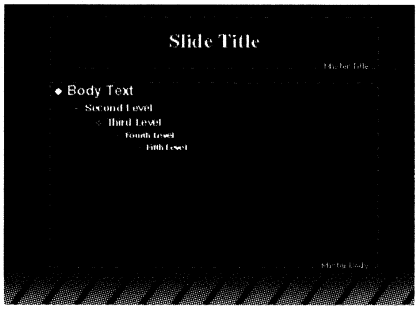
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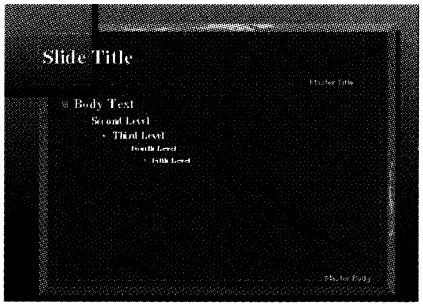
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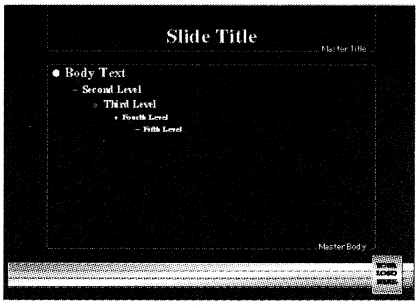
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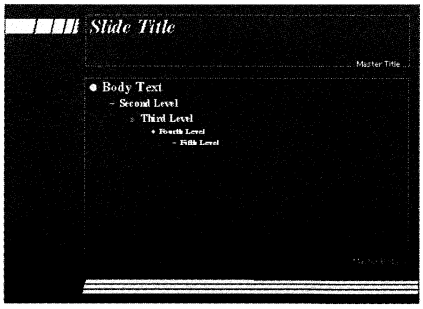
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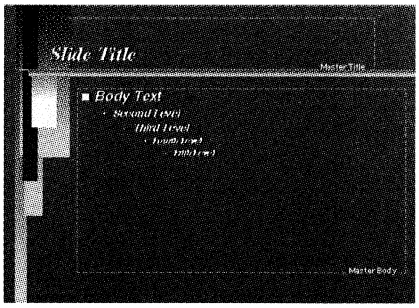
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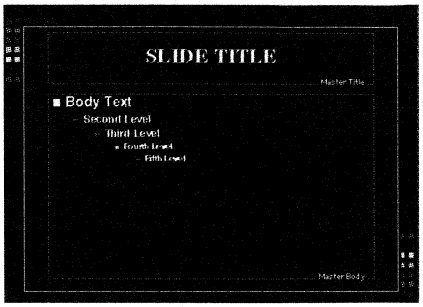
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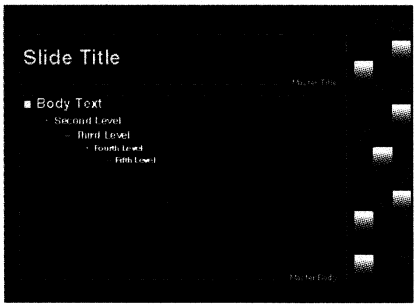
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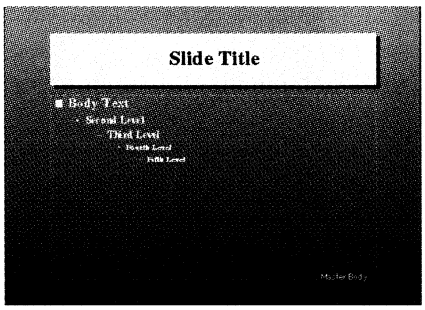
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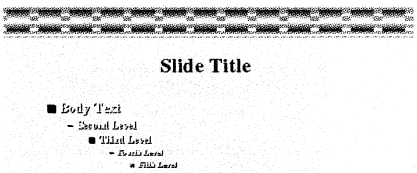
multbox3.ppt



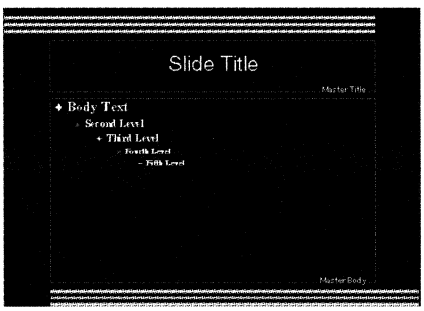
neonlit3.ppt



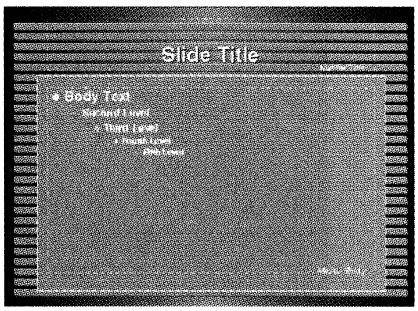
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pinkfac3.ppt



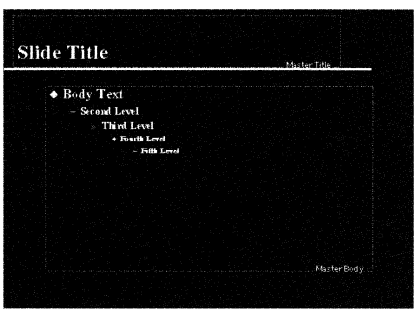
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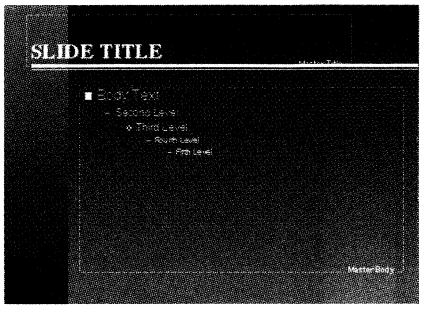
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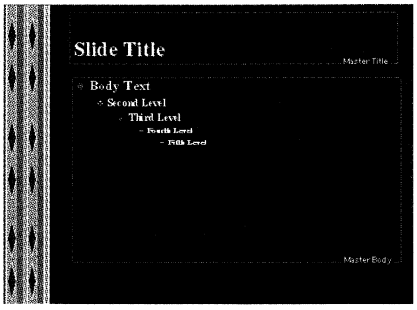
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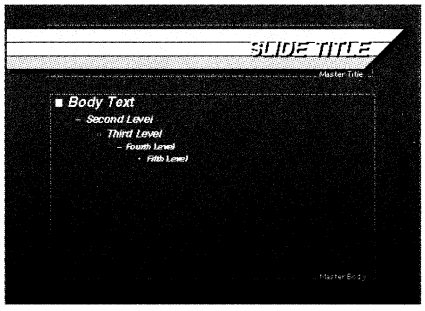
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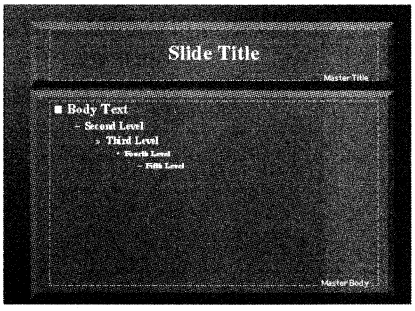
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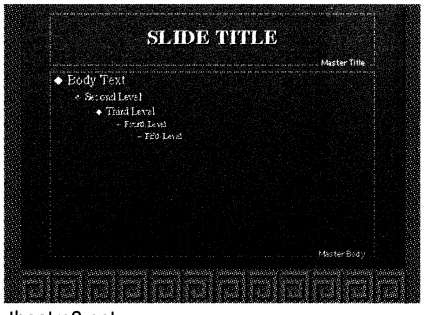
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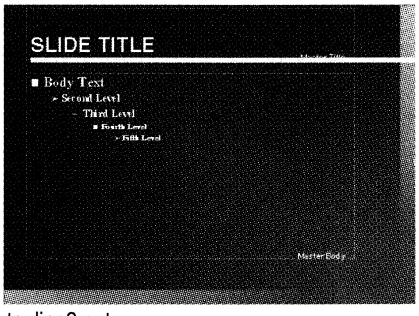
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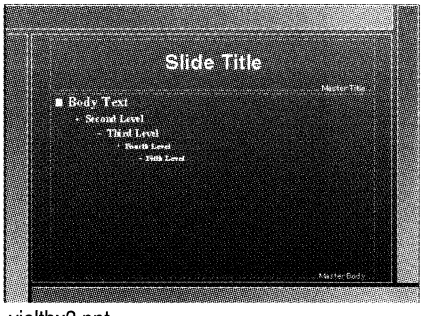
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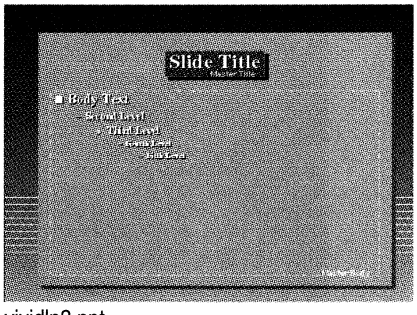
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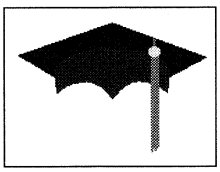
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Appendix B: Clip Art

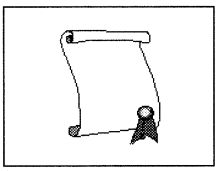
Academic and Medical 616
Animals 617
Buildings 617
Business 618
Currency 619
Electronic 620
Household 621
Humor 622
International Maps and Flags 624
Landmarks 627
People 628
Presentation Helpers 629
Scenic Backgrounds 631
Shapes 632
Signs 634
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Academic and Medical

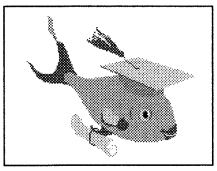
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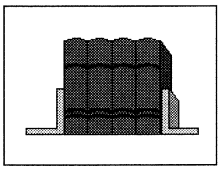
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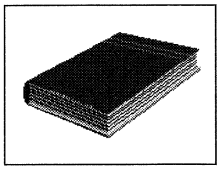
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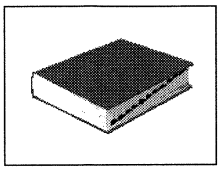
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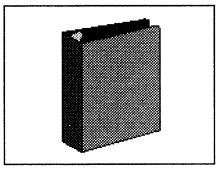
4 BOOKS



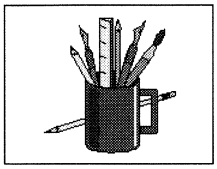
5 TEXTBOOK



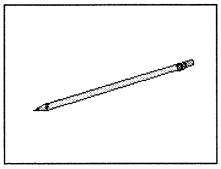
6 DICTIONARY



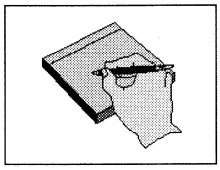
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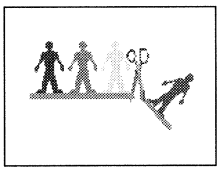
8 SCHOOL SUPPLIES



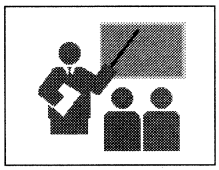
9 PENCIL



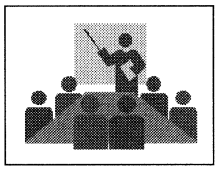
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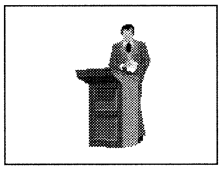
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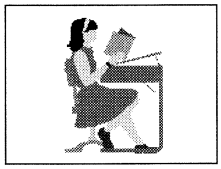
12 LECTURE



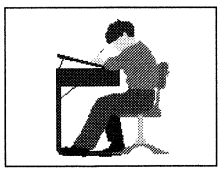
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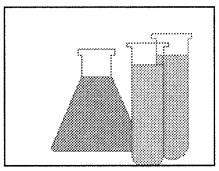
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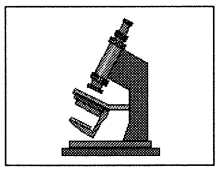
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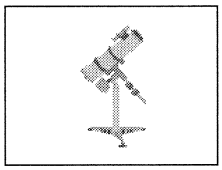
16 BOY STUDENT



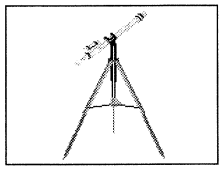
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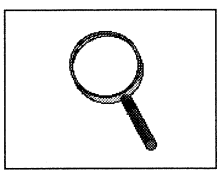
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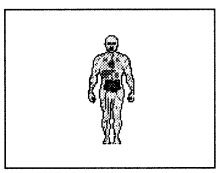
19 REFLECTIVE TELESCOPE



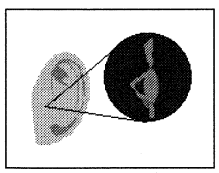
20 TELESCOPE



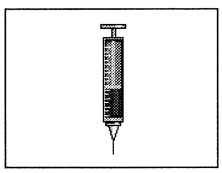
21 MAGNIFYING GLASS



22 ANATOMY



23 ANATOMY OF THE EAR



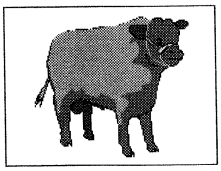
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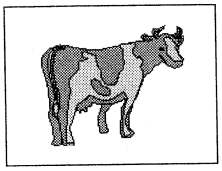
25 CADUCEUS

Animals

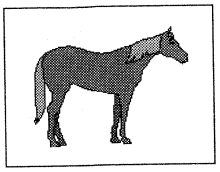
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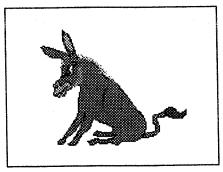
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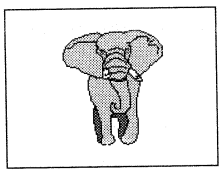
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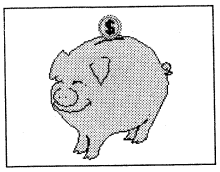
3 HORSE



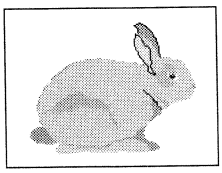
4 DONKEY



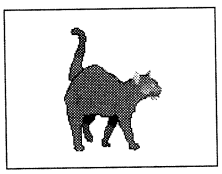
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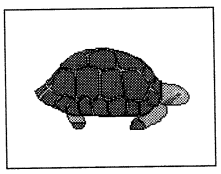
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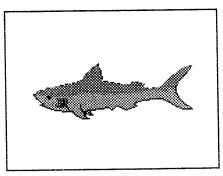
7 RABBIT



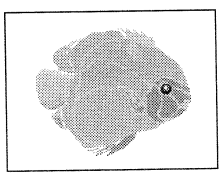
8 CAT



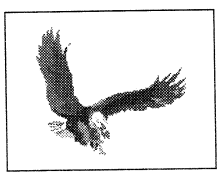
9 TURTLE



10 SHARK



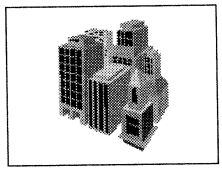
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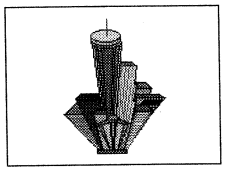
12 EAGLE

Buildings

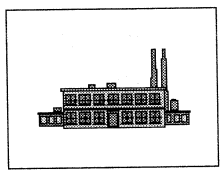
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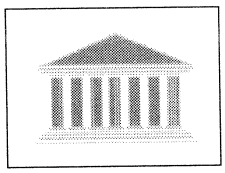
1 CITY BLOCK



2 3-D SKYLINE



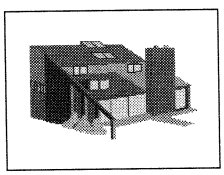
3 FACTORY



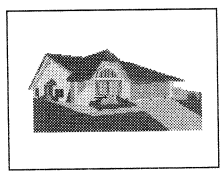
4 COURTHOUSE



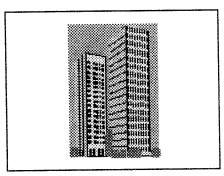
5 VICTORIAN HOUSE



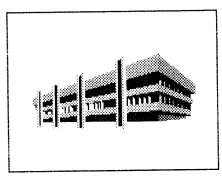
6 CONTEMPORARY HOUSE



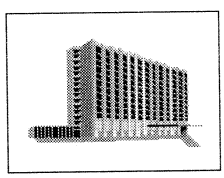
7 RESIDENTIAL HOUSE



8 HIGH RISE BUILDINGS



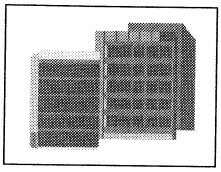
9 OFFICE BUILDING



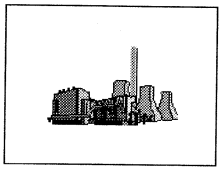
10 HOTEL

Buildings (cont)

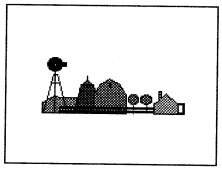
building.ppt



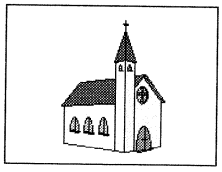
11 TWO OFFICE BUILDINGS



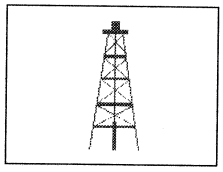
12 NUCLEAR POWER PLANT



13 FARM



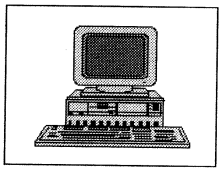
14 CHURCH



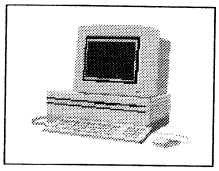
15 OIL RIG

Business

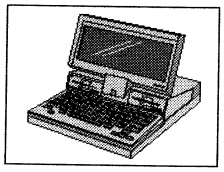
business.ppt and currency.ppt



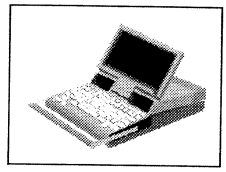
1 PERSONAL COMPUTER



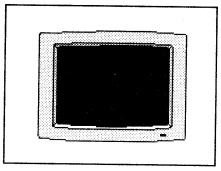
2 PERSONAL COMPUTER WITH MOUSE



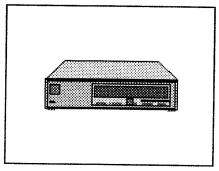
3 LAPTOP COMPUTER



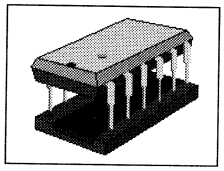
4 LAPTOP COMPUTER WITH HANDLE



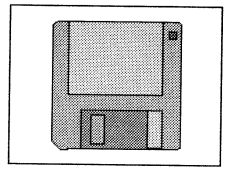
5 MONITOR



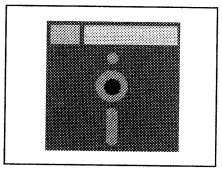
6 HARD DISK



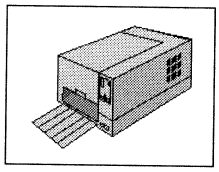
7 COMPUTER CHIP



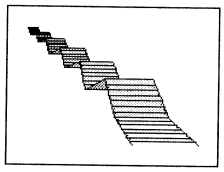
8 DISKETTE 3.5



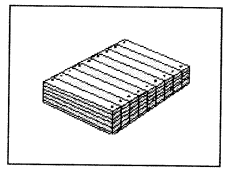
9 DISKETTE 5.25



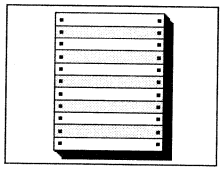
10 PRINTER



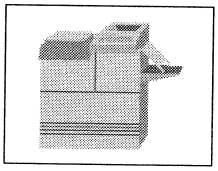
11 COMPUTER PAPER



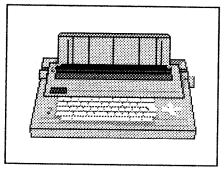
12 STACKED COMPUTER PAPER



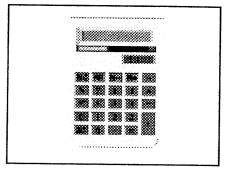
13 COMPUTER PAPER (VERTICAL)



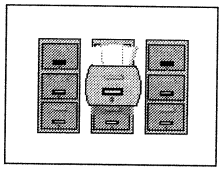
14 COPY MACHINE



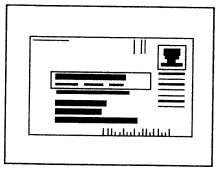
15 TYPEWRITER



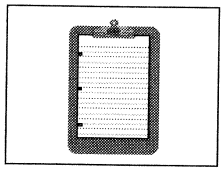
16 CALCULATOR



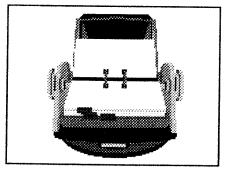
17 FILE CABINETS



18 BUSINESS POSTCARD



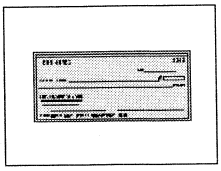
19 CLIPBOARD



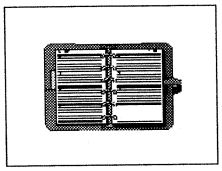
20 ROLODEX

Business (cont)

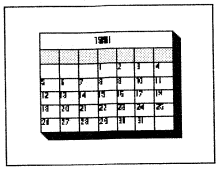
business.ppt and currency.ppt (cont)



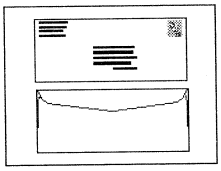
21 CHECK



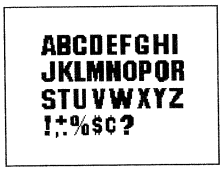
22 APPOINTMENT BOOK



23 CALENDAR



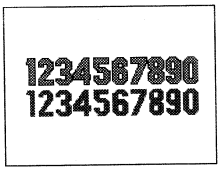
24 BUSINESS ENVELOPE (FRONT/BACK)



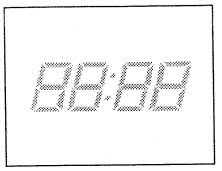
25 DIGITIZED ALPHABET (SEE-THROUGH)



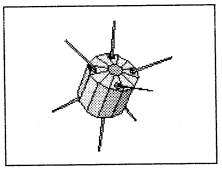
26 DIGITIZED ALPHABET (SOLID)



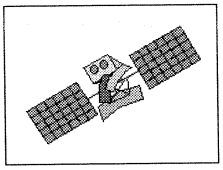
27 DIGITIZED NUMBERS (SOLID & SEE-THROUGH)



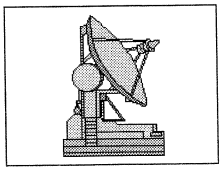
28 DIGITIZED NUMBERS



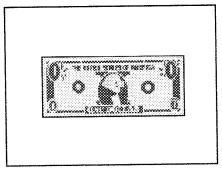
29 SATELLITE



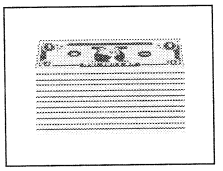
30 SATELLITE WITH PANELS



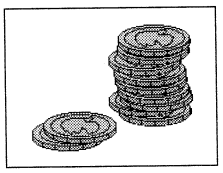
31 SATELLITE DISH



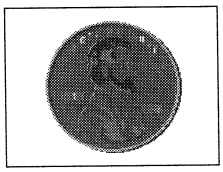
1 DOLLAR BILL (currency.ppt begins here)



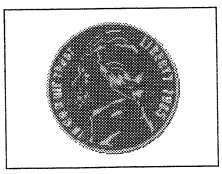
2 STACK OF DOLLAR BILLS



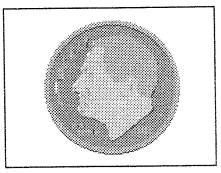
3 STACK OF COINS



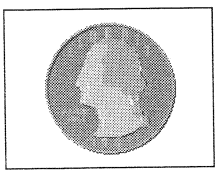
4 PENNY



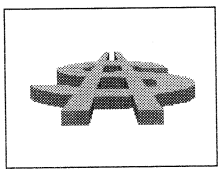
5 NICKEL



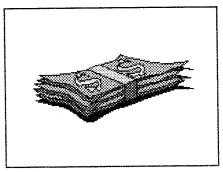
6 DIME



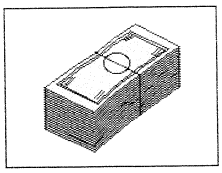
7 QUARTER



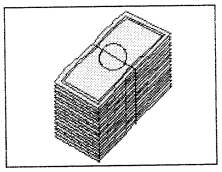
8 3-D DOLLAR SIGN



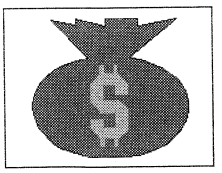
9 STACK OF BILLS



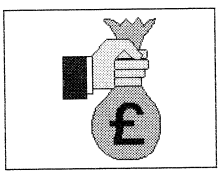
10 FOREIGN CURRENCY



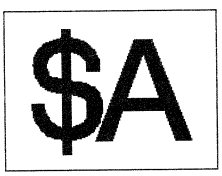
11 INTERNATIONAL MONEY



12 BAG OF MONEY



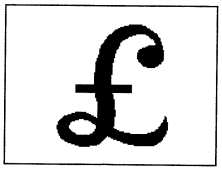
13 HAND HOLDING BAG OF POUNDS



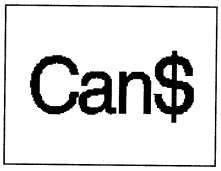
14 AUSTRALIAN DOLLAR

Business (cont)

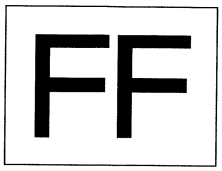
business.ppt and currency.ppt (cont)



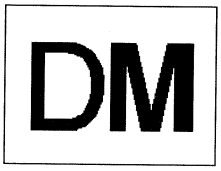
15 BRITISH POUND STERLING



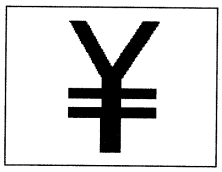
16 CANADIAN DOLLAR



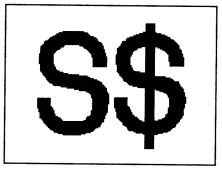
17 FRENCH FRANC



18 GERMAN DEUTSCHMARK



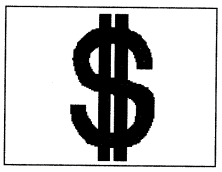
19 JAPANESE YEN



20 SINGAPOREAN DOLLAR



21 SWISS FRANC

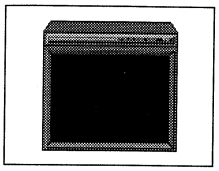


22 U.S. DOLLAR

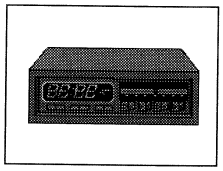
Please look in the currency.ppt file for additional currency symbols.

Electronic

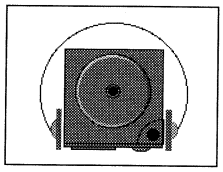
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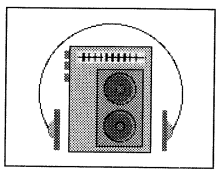
1 TELEVISION MONITOR



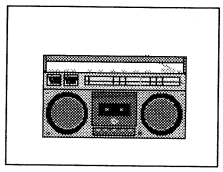
2 DIGITAL CLOCK RADIO



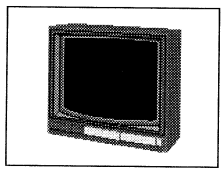
3 PORTABLE CD PLAYER



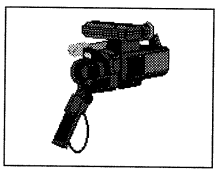
4 PORTABLE CASSETTE PLAYER



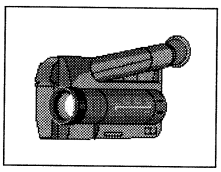
5 RADIO



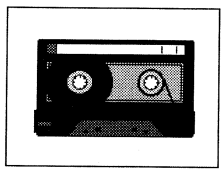
6 TELEVISION



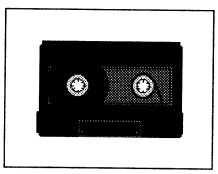
7 VIDEO CAMERA



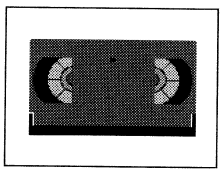
8 8MM CAMCORDER



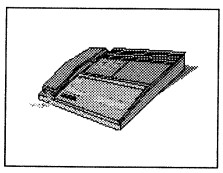
9 AUDIO CASSETTE



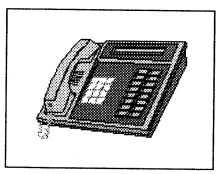
10 8MM VIDEO CASSETTE



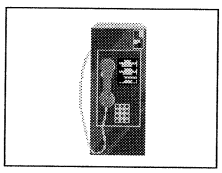
11 VIDEO CASSETTE



12 ANSWERING MACHINE



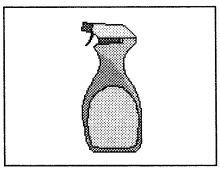
13 TELEPHONE



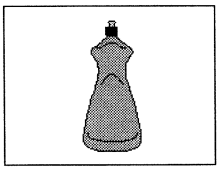
14 PAY PHONE

Household

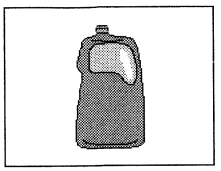
household.ppt



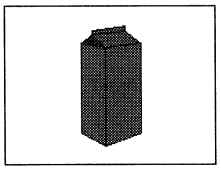
1 SPRAY BOTTLE



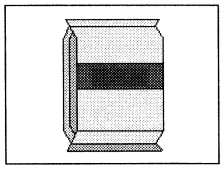
2 SQUEEZE BOTTLE



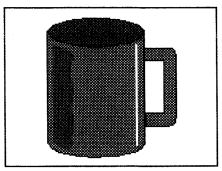
3 CONTAINER



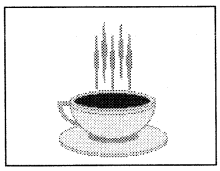
4 PAPER CARTON



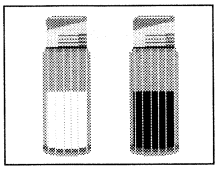
5 SACK



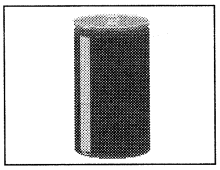
6 MUG



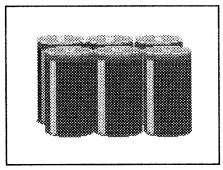
7 COFFEE



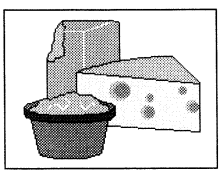
8 SALT & PEPPER



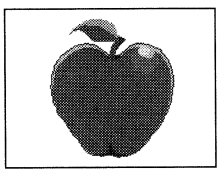
9 SODA CAN



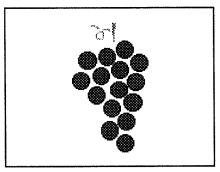
10 SIX-PACK OF SODA CANS



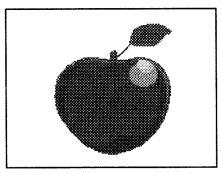
11 CHEESES



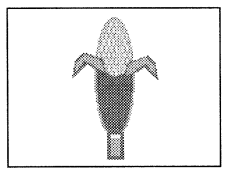
12 APPLE



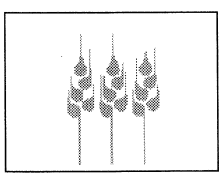
13 GRAPES



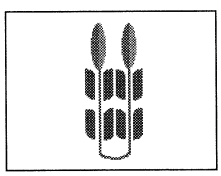
14 PLUM



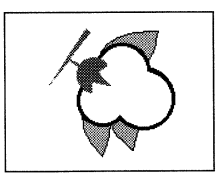
15 EAR OF CORN



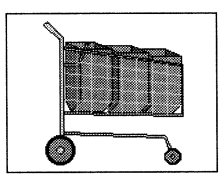
16 WHEAT



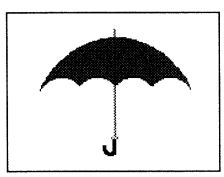
17 GRAIN



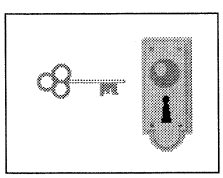
18 COTTON



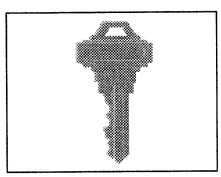
19 SHOPPING CART



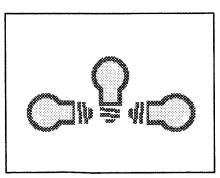
20 UMBRELLA



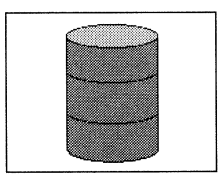
21 KEY AND DOOR LOCK



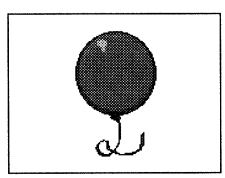
22 KEY



23 LIGHTBULBS



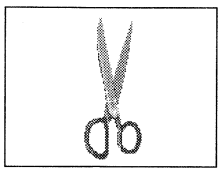
24 BARREL



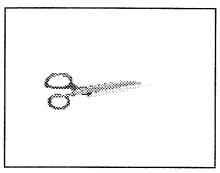
25 BALLOON

Household (cont)

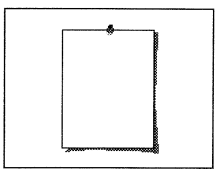
household.ppt (cont)



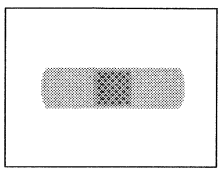
26 SCISSORS



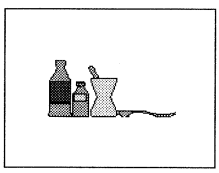
27 SCISSORS CUTTING PAPER



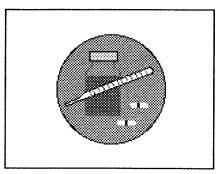
28 PAPER AND TACK



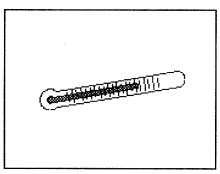
29 BANDAGE



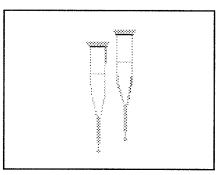
30 MEDICINE



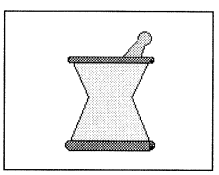
31 BOTTLE, PILLS, THERMOMETER



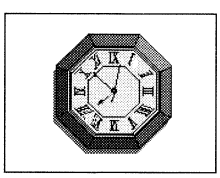
32 THERMOMETER



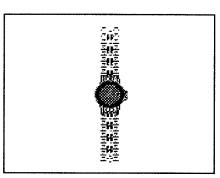
33 CRUTCHES



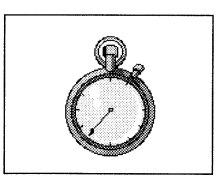
34 MORTAR



35 WALL CLOCK



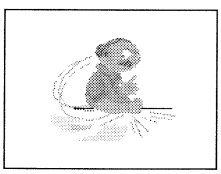
36 WATCH



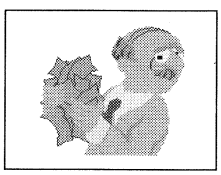
37 STOPWATCH

Humor

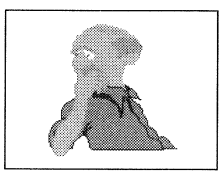
humor.ppt



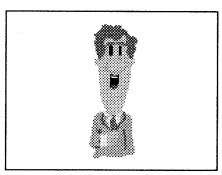
1 DEMANDING



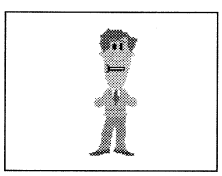
2 MONEY HUNGRY



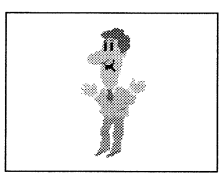
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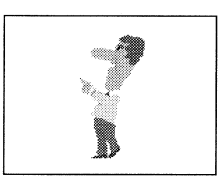
4 MAN TALKING



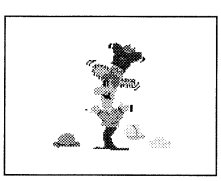
5 MAN EXPLAINING



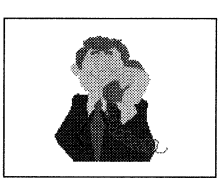
6 MAN PERSUADING



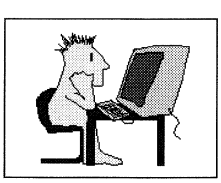
7 MAN POINTING



8 MAN WITH MANY HATS



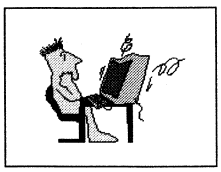
9 MAN ON PHONE



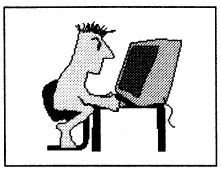
10 GHOST MAN ONE

Humor (cont)

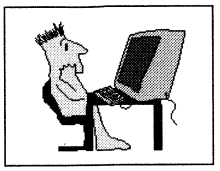
humor.ppt (cont)



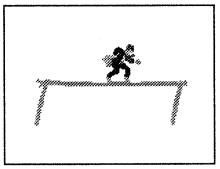
11 GHOST MAN TWO



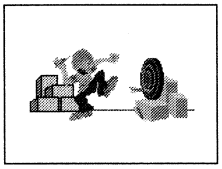
12 GHOST MAN THREE



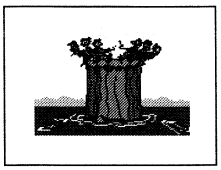
13 GHOST MAN FOUR



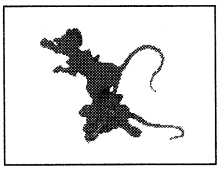
14 TIGHTROPE WALKER



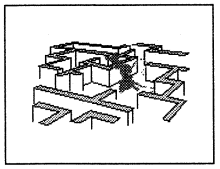
15 DART THROWER



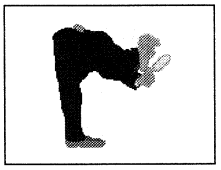
16 TUG OF WAR



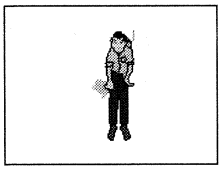
17 TEAMWORK



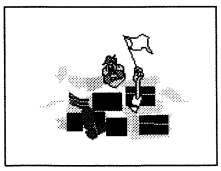
18 TEAMWORK IN A MAZE



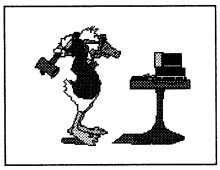
19 SHERLOCK HOLMES



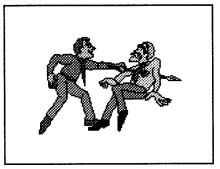
20 HOOKED



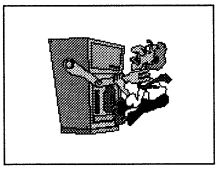
21 SWAMPED



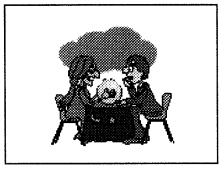
22 DUCK SMASHING PC



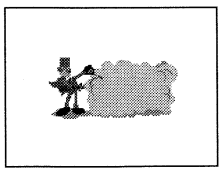
23 MEN FIGHTING



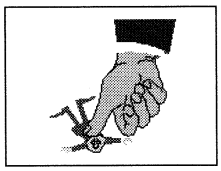
24 COMPUTER CHOKING OPERATOR



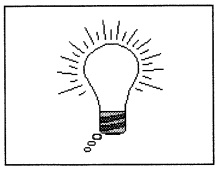
25 FORTUNE TELLER



26 MAGICIAN



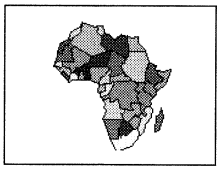
27 UNDER THE THUMB



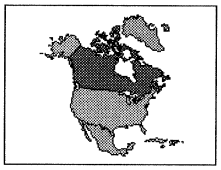
28 AN IDEA

International Maps and Flags

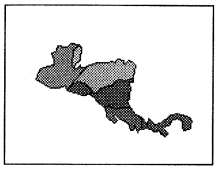
intlmaps.ppt and intlnatn.ppt



1 AFRICA



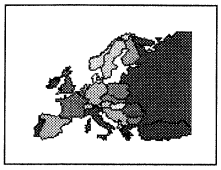
2 NORTH AMERICA



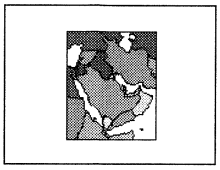
3 CENTRAL AMERICA



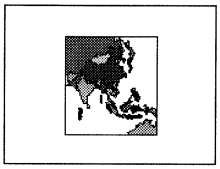
4 SOUTH AMERICA



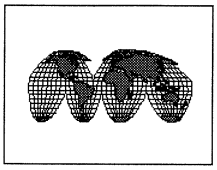
5 EUROPE



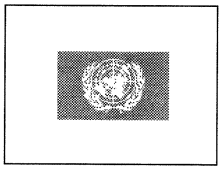
6 MIDDLE EAST



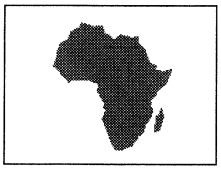
7 SOUTHEAST ASIA



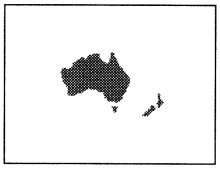
8 WORLD MAP



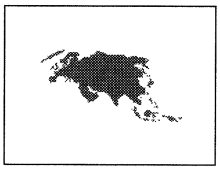
9 UNITED NATIONS FLAG



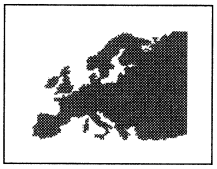
10 AFRICAN CONTINENT



11 AUSTRALIA AND NEW ZEALAND



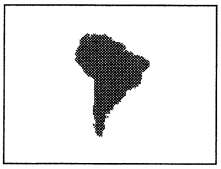
12 EURASIA



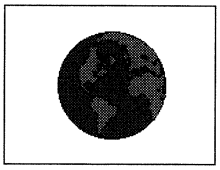
13 EUROPEAN CONTINENT



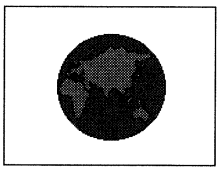
14 NORTH AMERICAN CONTINENT



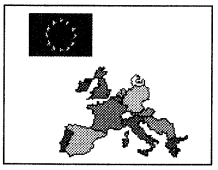
15 SOUTH AMERICAN CONTINENT



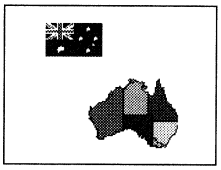
16 WORLD GLOBE (WESTERN HEMISPHERE)



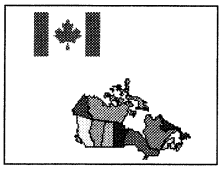
17 WORLD GLOBE (EASTERN HEMISPHERE)



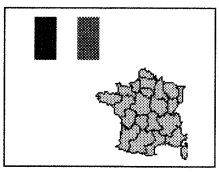
18 EUROPEAN COMMUNITY



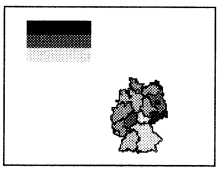
19 STATES OF AUSTRALIA



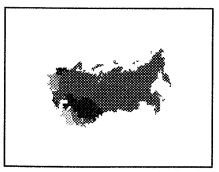
20 PROVINCES OF CANADA



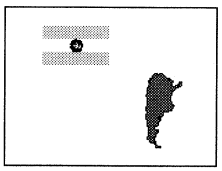
21 HISTORIC PROVINCES OF FRANCE



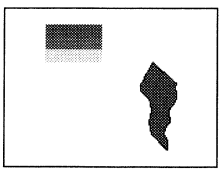
22 STATES OF GERMANY



23 COMMON-WEALTH OF INDEPENDENT STATES



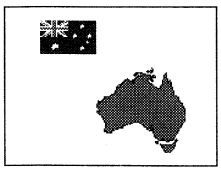
1 ARGENTINA (intlnatn.ppt begins here)



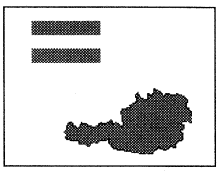
2 ARMENIA

International Maps and Flags (cont)

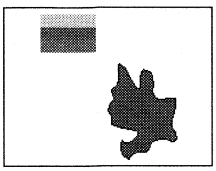
intlmaps.ppt and intlnatn.ppt (cont)



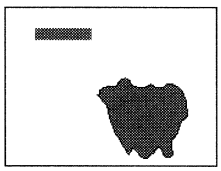
3 AUSTRALIA



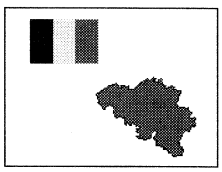
4 AUSTRIA



5 AZERBAIJAN



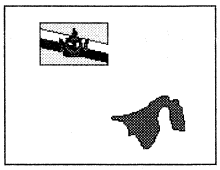
6 BELARUS (BYELORUSSIA)



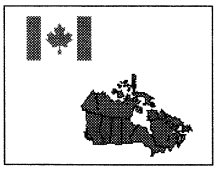
7 BELGIUM



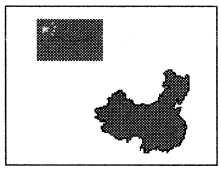
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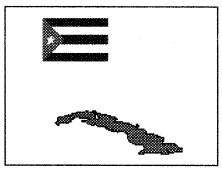
9 BRUNEI



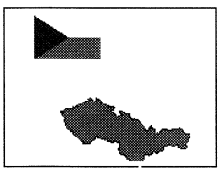
10 CANADA



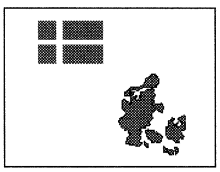
11 PEOPLE'S REPUBLIC OF CHINA



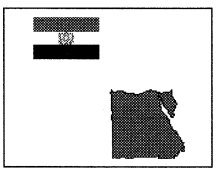
12 CUBA



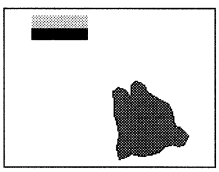
13 CZECHO-SLOVAKIA



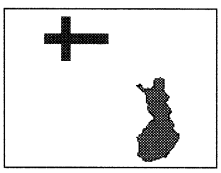
14 DENMARK



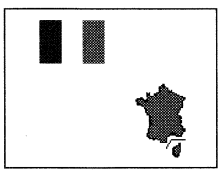
15 EGYPT



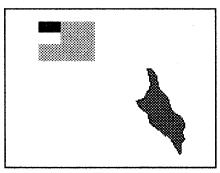
16 ESTONIA



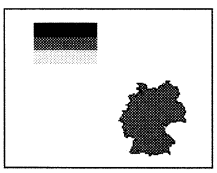
17 FINLAND



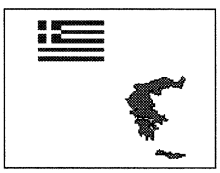
18 FRANCE



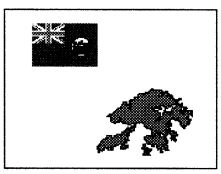
19 GEORGIA



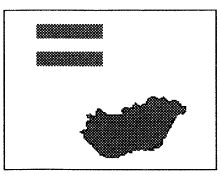
20 REPUBLIC OF GERMANY



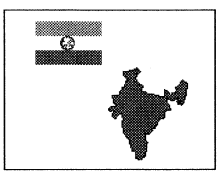
21 GREECE



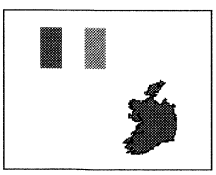
22 HONG KONG



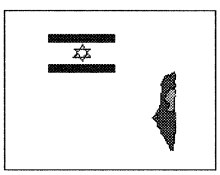
23 HUNGARY



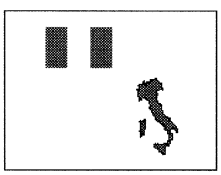
24 INDIA



25 IRELAND



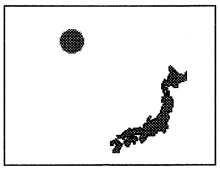
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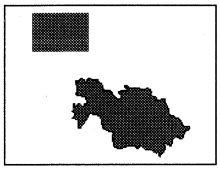
27 ITALY

International Maps and Flags (cont)

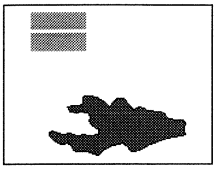
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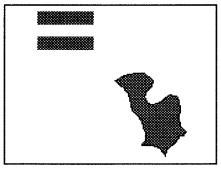
28 JAPAN



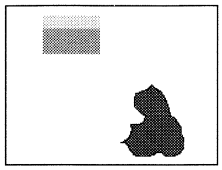
29 KAZAKHSTAN



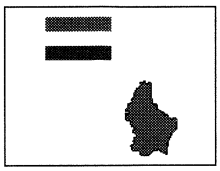
30 KYRGYZSTAN (KIRGIZIA)



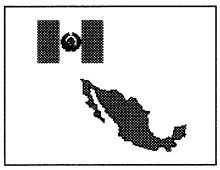
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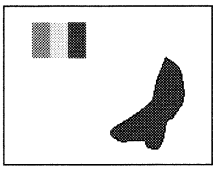
32 LITHUANIA



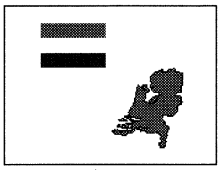
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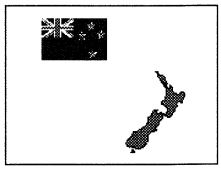
34 MEXICO



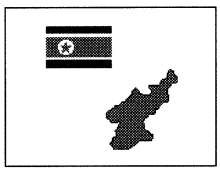
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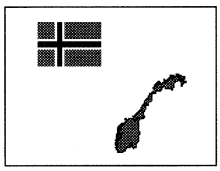
36 NETHERLANDS



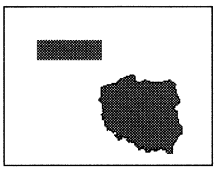
37 NEW ZEALAND



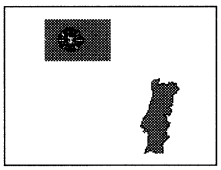
38 NORTH KOREA



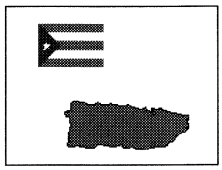
39 NORWAY



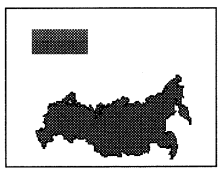
40 POLAND



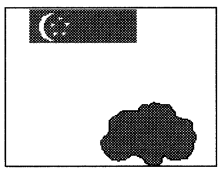
41 PORTUGAL



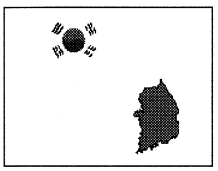
42 PUERTO RICO



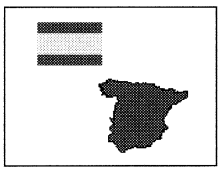
43 RUSSIA



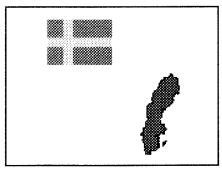
44 SINGAPORE



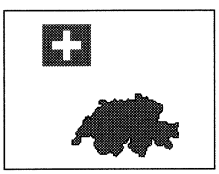
45 SOUTH KOREA



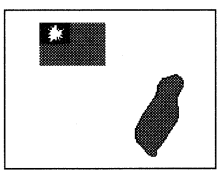
46 SPAIN



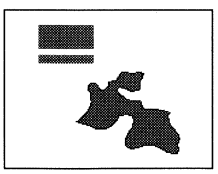
47 SWEDEN



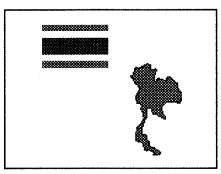
48 SWITZERLAND



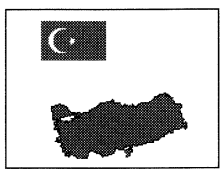
49 TAIWAN



50 TAJIKISTAN (TADZHIKISTAN)



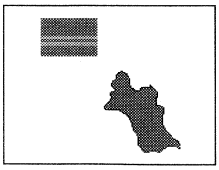
51 THAILAND



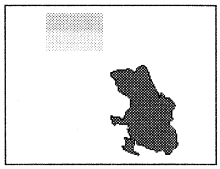
52 TURKEY

International Maps& Flags (cont)

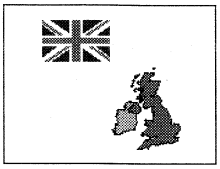
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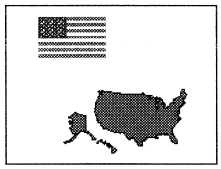
53 TURKMENISTAN (TURKMENIA)



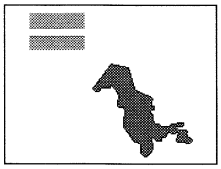
54 UKRAINE



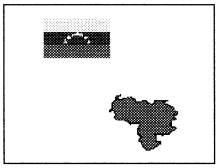
55 UNITED KINGDOM



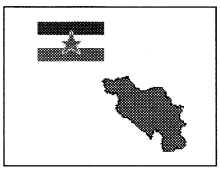
56 UNITED STATES



57 UZBEKISTAN



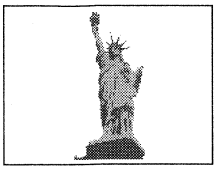
58 VENEZUELA



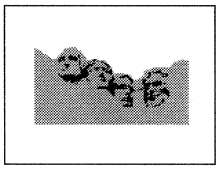
59 YUGOSLAVIA

Landmarks

landmark.ppt



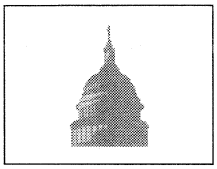
1 STATUE OF LIBERTY



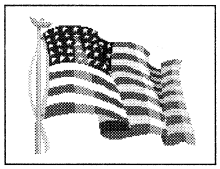
2 MOUNT RUSHMORE



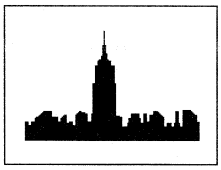
3 LINCOLN MEMORIAL



4 CAPITOL



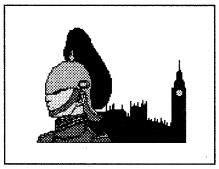
5 U.S. FLAG



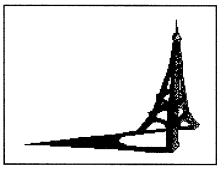
6 EMPIRE STATE BUILDING - NEW YORK



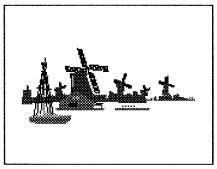
7 LIBERTY BELL



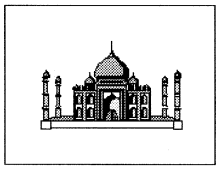
8 ENGLAND



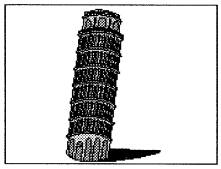
9 EIFFEL TOWER - FRANCE



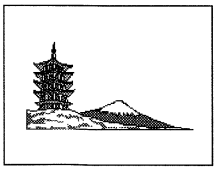
10 HOLLAND



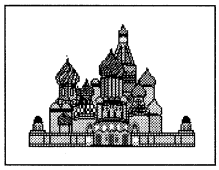
11 TAJ MAHAL-INDIA



12 LEANING TOWER OF PISA - ITALY



13 MT. FUJI - JAPAN



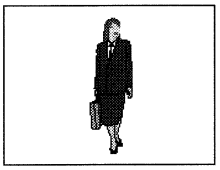
14 RUSSIA

People

people1.ppt



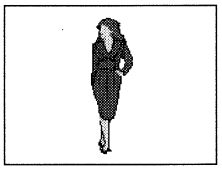
1 WOMAN WITH BRIEFCASE



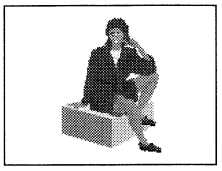
2 WOMAN IN BUSINESS SUIT WITH BRIEFCASE



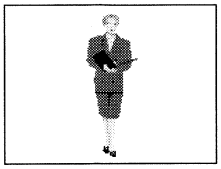
3 WOMAN WITH PORTFOLIO



4 WOMAN IN TAILORED SUIT



5 WOMAN SITTING



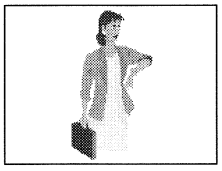
6 WOMAN WITH BINDER



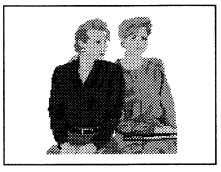
7 WOMAN WITH BINDER-CLOSEUP VIEW



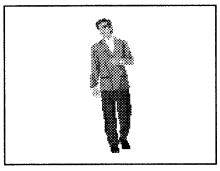
8 WOMAN HOLDING PAPER



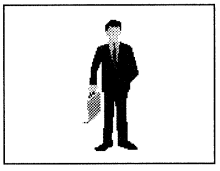
9 WOMAN LOOKING AT WATCH



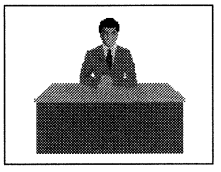
10 TWO WOMEN SITTING



11 MAN WITH TAN BLAZER



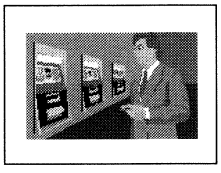
12 MAN WITH BRIEFCASE



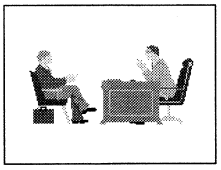
13 MAN SITTING AT HIS DESK



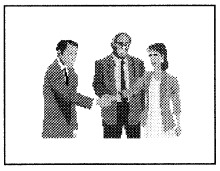
14 MAN LEANING ON BOX



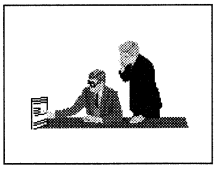
15 MAN AT BANKING MACHINE



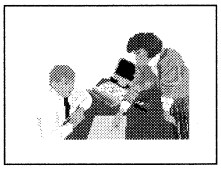
16 TWO MEN MEETING AT DESK



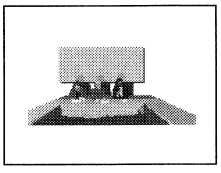
17 THREE PEOPLE SHAKING HANDS



18 TWO MEN IN DISCUSSION



19 MAN AND WOMAN IN DISCUSSION



20 PANEL DISCUSSION



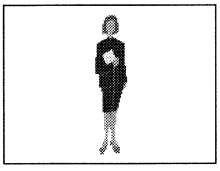
21 MEETING



22 GROUP MEETING



23 BUSINESS CROWD



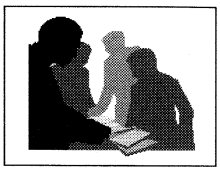
24 BUSINESS WOMAN

Presentation Helpers

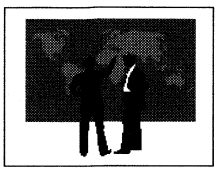
people2.ppt



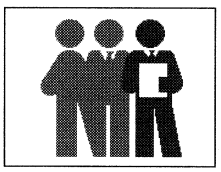
1 CROWD



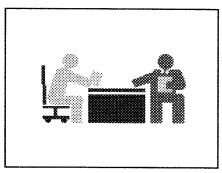
2 MEETING



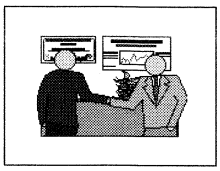
3 WORLD MAP AND MEN



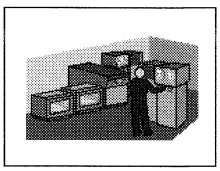
4 BUSINESS MEETING



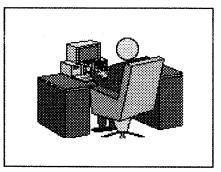
5 BUSINESS MEN AT DESK



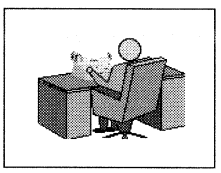
6 BUSINESS PEOPLE SHAKING HANDS



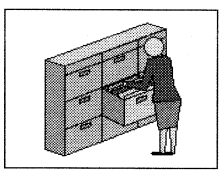
7 BUBBLE PERSON IN COMPUTER ROOM



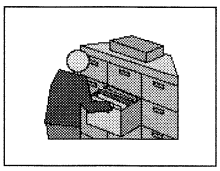
8 BUBBLE PERSON AT COMPUTER



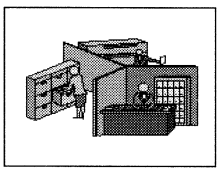
9 BUBBLE PERSON AT TYPEWRITER



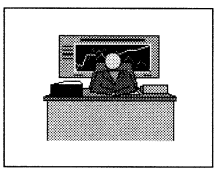
10 BUBBLE PERSON AT FILES



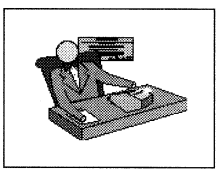
11 BUBBLE PERSON AT FILES—CLOSEUP



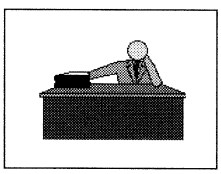
12 BUBBLE OFFICE



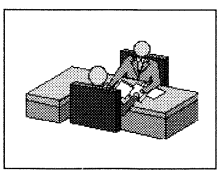
13 BUBBLE PERSON AT DESK WITH CHART



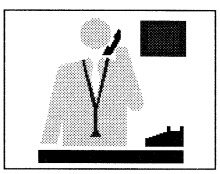
14 BUBBLE PERSON WITH BOW TIE



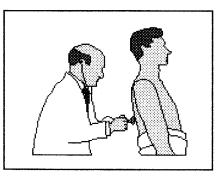
15 BUBBLE PERSON AT DESK



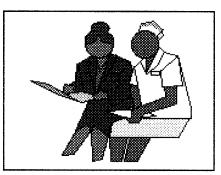
16 TWO BUBBLE PEOPLE AT DESK



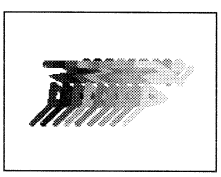
17 DOCTOR ON PHONE



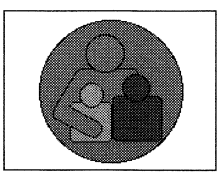
18 DOCTOR AND PATIENT



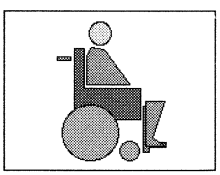
19 NURSE AND PATIENT



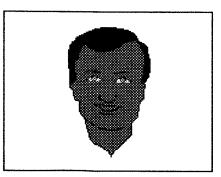
20 RUNNING BUBBLE MAN



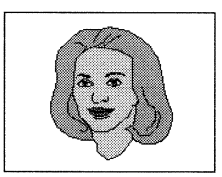
21 BUBBLE ADULT AND CHILDREN



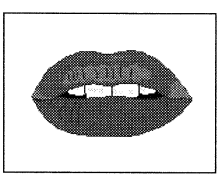
22 HANDICAPPED



23 MAN



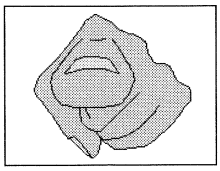
24 WOMAN



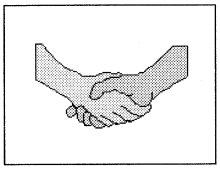
25 LIPS

Presentation Helpers (cont)

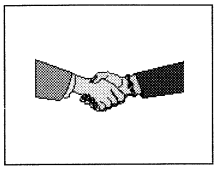
people2.ppt (cont)



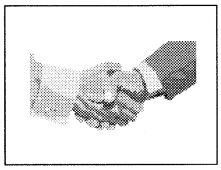
26 FINGER POINTING



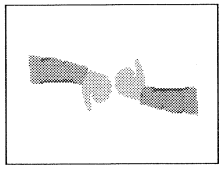
27 HANDSHAKE



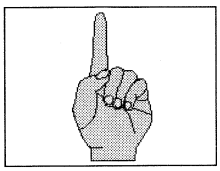
28 WOMEN SHAKING HANDS



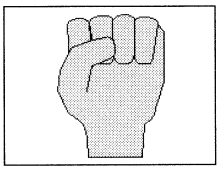
29 MEN SHAKING HANDS



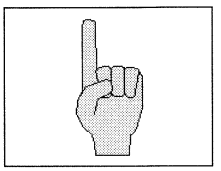
30 THUMBS UP AND DOWN



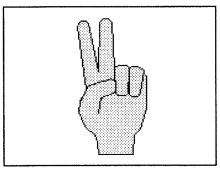
31 FINGER POINTING UP



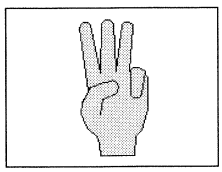
32 FIST



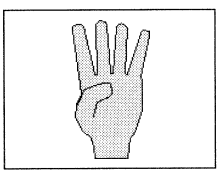
33 FINGER POINTING: ONE



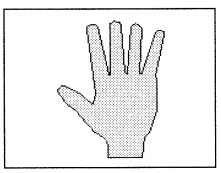
34 FINGER POINTING: TWO



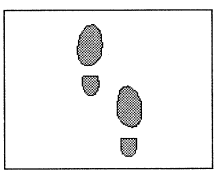
35 FINGER POINTING: THREE



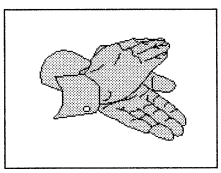
36 FINGER POINTING: FOUR



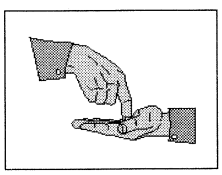
37 FINGER POINTING: FIVE



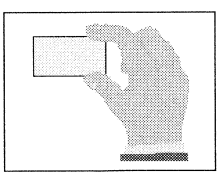
38 FOOTSTEPS



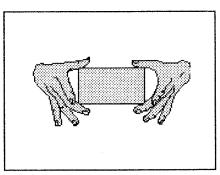
39 APPLAUSE



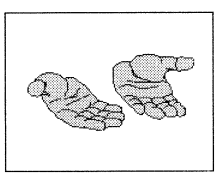
40 MAKING A POINT



41 HAND HOLDING BUSINESS CARD



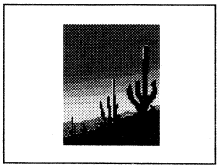
42 HANDS PRESENTING



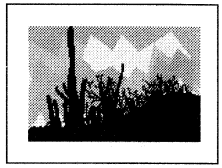
43 OPEN HANDS

Scenic Backgrounds

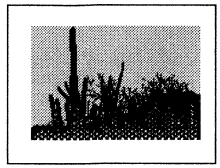
scenic.ppt



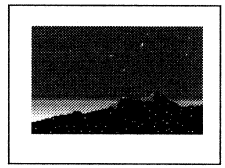
1 DESERT



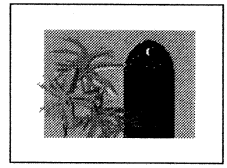
2 SANTA FE



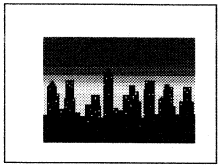
3 GRAPHIC DESERT



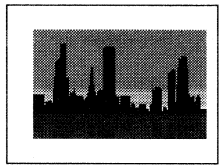
4 MOUNTAIN SUNSET



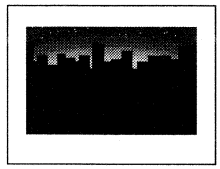
5 COPACABANA



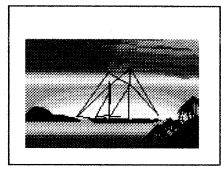
6 CITY LIGHTS



7 CITY SKYLINE AT SUNSET



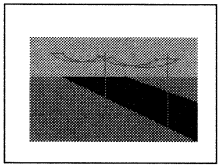
8 CITY SKYLINE AT NIGHT



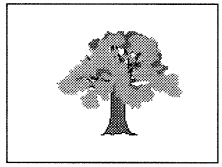
9 SAILING IN THE TROPICS



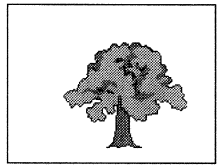
10 AT THE BEACH



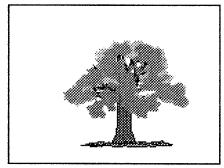
11 TELEPHONE POLES



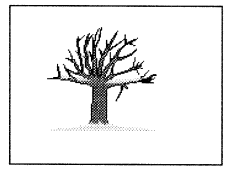
12 SPRING



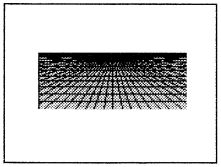
13 SUMMER



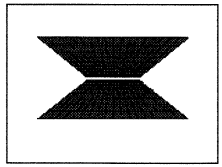
14 FALL



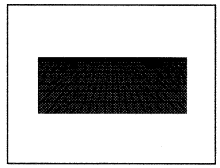
15 WINTER



16 PERSPECTIVE #1



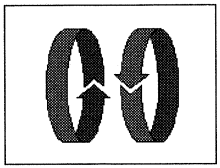
17 PERSPECTIVE #2



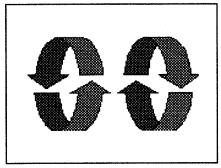
18 3-D PERSPECTIVE BACKGROUND

Shapes

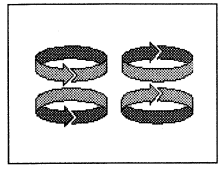
shapes.ppt



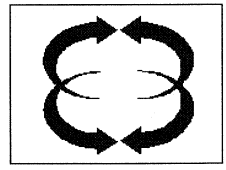
1 VERTICAL CIRCULAR ARROWS



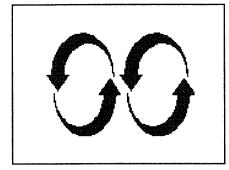
2 VERTICAL CURVED ARROWS



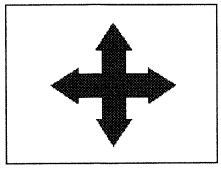
3 HORIZONTAL CIRCULAR ARROWS



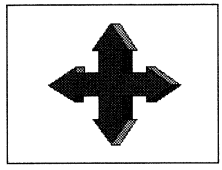
4 VANISHING ARROWS HORIZONTAL



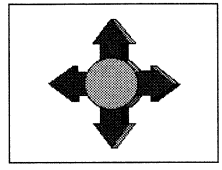
5 VANISHING ARROWS VERTICAL



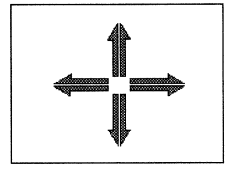
6 CROSS ARROW



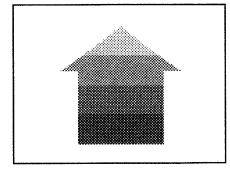
7 3-D CROSS ARROW



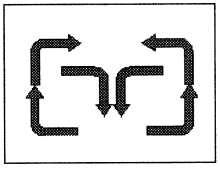
8 3-D CROSS ARROW WITH CIRCLE



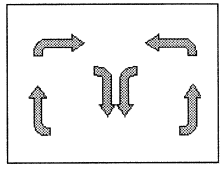
9 ARROWS CUT IN HALF



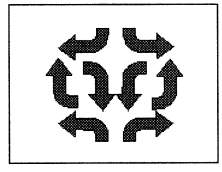
10 GRADUATED ARROW



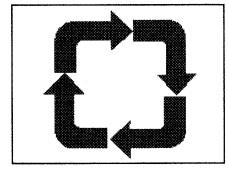
11 TUBE ARROWS



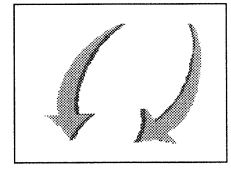
12 SHORT TUBE ARROWS



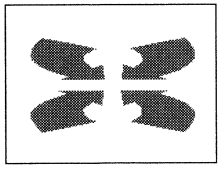
13 SMALL TUBE ARROWS



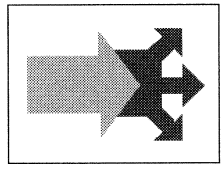
14 LARGE TUBE ARROWS



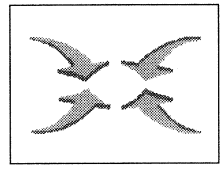
15 TWO ARROWS



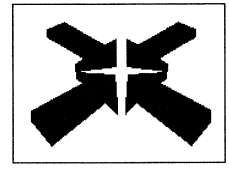
16 FOUR CURVED ARROWS



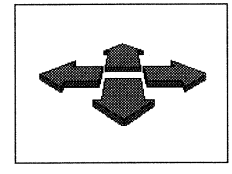
17 ONE TO THREE ARROWS



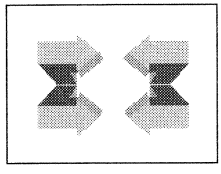
18 3-D ARROWS POINTING UP AND DOWN



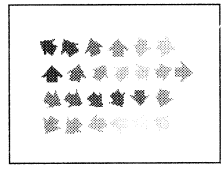
19 3-D ARROWS POINTING CENTER



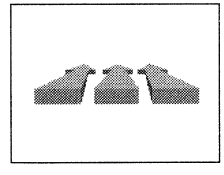
20 3-D ARROWS POINTING OUT



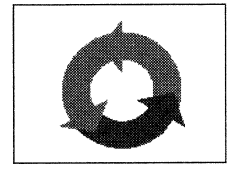
21 3-D ARROWS FACING CENTER



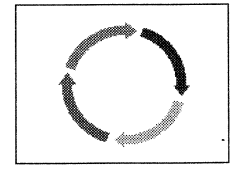
22 ARROWS IN VARIOUS DIRECTIONS



23 3-D ARROWS IN PERSPECTIVE



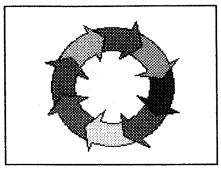
24 CIRCULAR THREE ARROWS



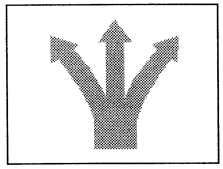
25 CIRCULAR FOUR ARROWS

Shapes (cont)

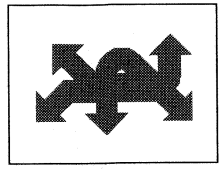
shapes.ppt (cont)



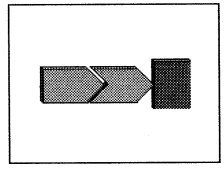
26 CIRCULAR EIGHT ARROWS



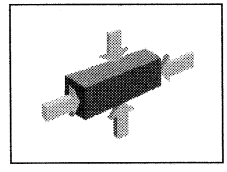
27 THREE FLAT ARROWS FROM SAME BASE



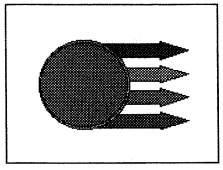
28 FIVE WAY FLAT CURVED ARROW



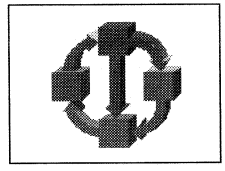
29 TWO ARROWS WITH BOX



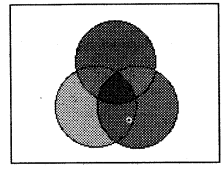
30 3-D ARROWS WITH 3-D BOX



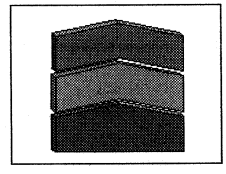
31 CIRCLE WITH FOUR ARROWS



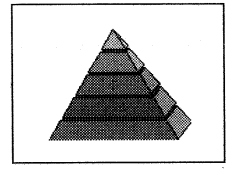
32 BOXES WITH ARROWS



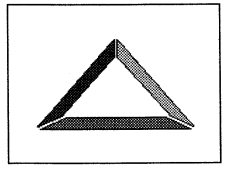
33 CIRCLES



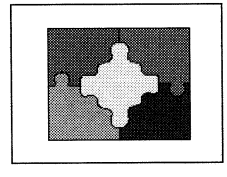
34 THREE TIER GRAPHICS



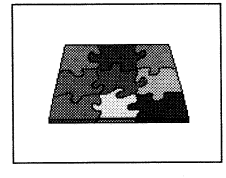
35 3-D TRIANGLE



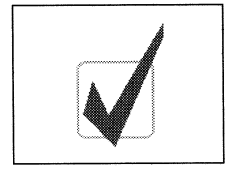
36 TRIANGLE



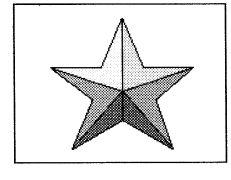
37 5 PIECE PUZZLE



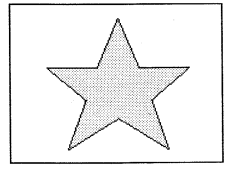
38 3-D 9 PIECE PUZZLE



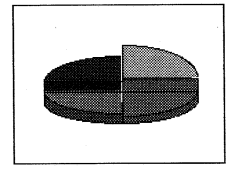
39 CHECK MARK



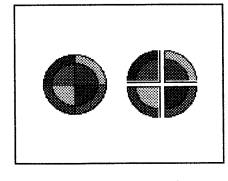
40 BEVELED STAR



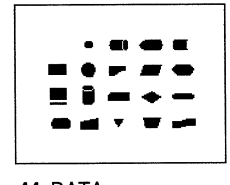
41 STAR



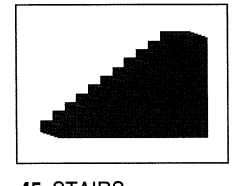
42 3-D ELEVATED PIE CHART



43 DIVIDED PIE / EXPLODED PIE



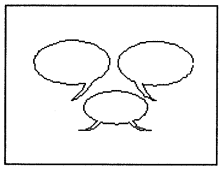
44 DATA PROCESSING SYMBOLS



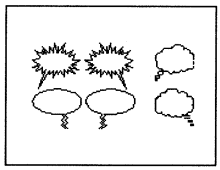
45 STAIRS

Shapes (cont)

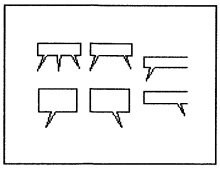
shapes.ppt (cont)



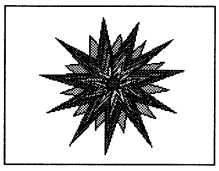
46 SPEAKING BUBBLES



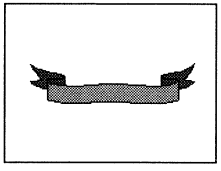
47 ASSORTED SPEAKING BUBBLES



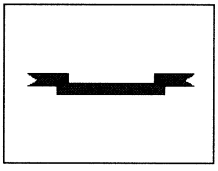
48 ASSORTED SPEAKING SQUARES



49 EXPLOSION



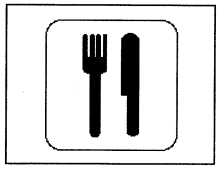
50 ROUNDED RIBBON



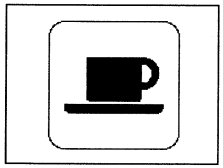
51 ANGULAR RIBBON

Signs

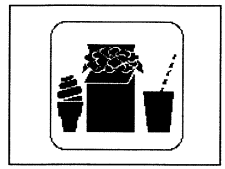
signs.ppt



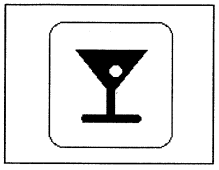
1 RESTAURANT



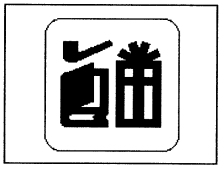
2 COFFEE SHOP



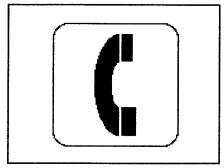
3 REFRESHMENTS



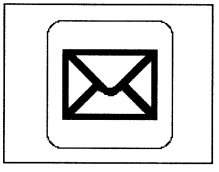
4 BAR



5 SHOPS



6 PHONE



7 MAIL



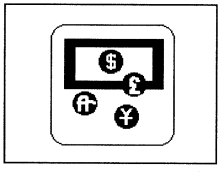
8 CUSTOMS



9 IMPRIGRATION



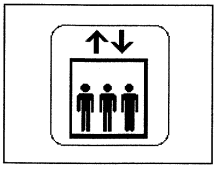
10 TICKET PURCHASE



11 CURRENCY EXCHANGE



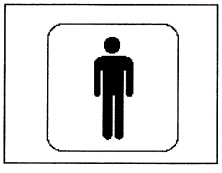
12 HOTEL ACCOMMO-DATIONS



13 ELEVATOR



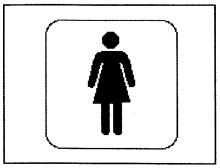
14 RESTROOMS



15 MEN'S ROOM

Signs (cont)

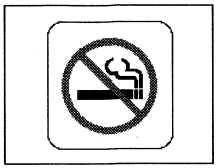
signs.ppt (cont)



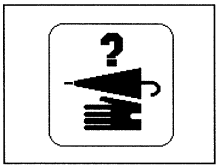
16 WOMEN'S ROOM



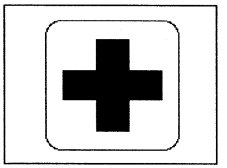
17 HANDICAPPED



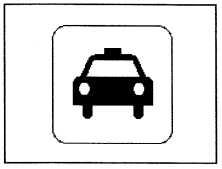
18 NO SMOKING



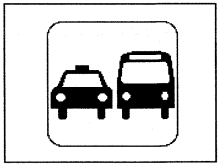
19 LOST & FOUND



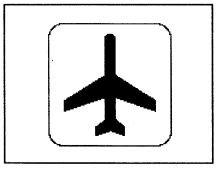
20 FIRST AID



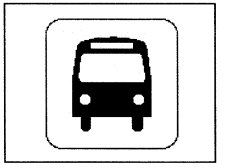
21 TAXI



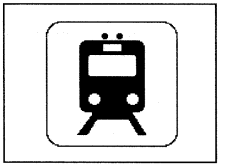
22 GROUND TRANS-PORTATION



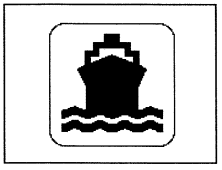
23 AIR TRANS-PORTATION



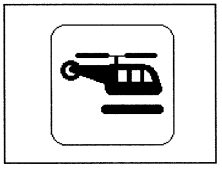
24 BUS



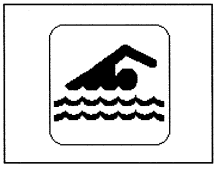
25 RAIL TRANSIT



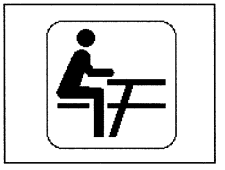
26 WATER TRANS-PORTATION



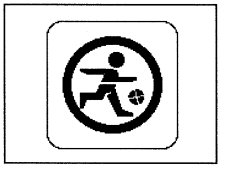
27 HELICOPTER TRANS-PORTATION



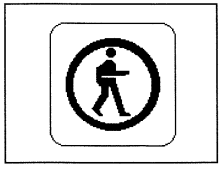
28 SWIMMING



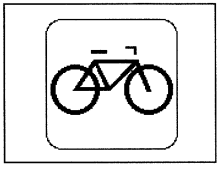
29 PICNIC



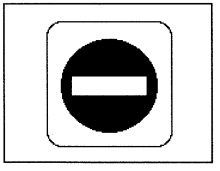
30 PLAY AREA



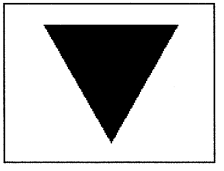
31 PEDESTRIAN CROSSING



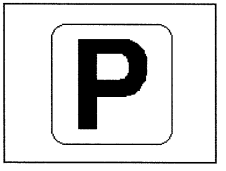
32 BIKE PATH



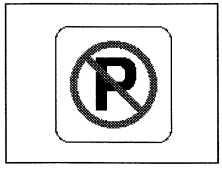
33 DO NOT ENTER



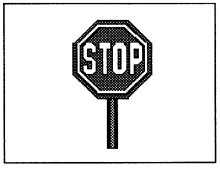
34 YIELD



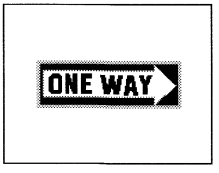
35 PARKING



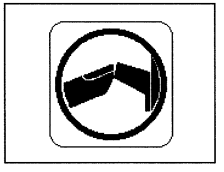
36 NO PARKING



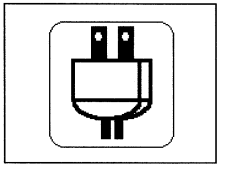
37 STOP



38 ONE WAY SIGN



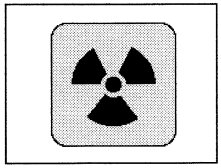
39 FLICKING THE SWITCH



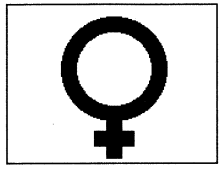
40 PLUG ICON

Signs (cont)

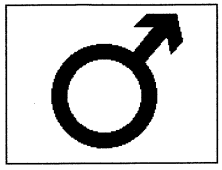
signs.ppt (cont)



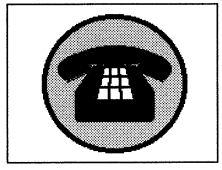
41 RADIOACTIVE



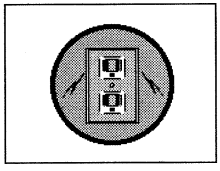
42 WOMAN



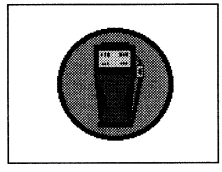
43 MAN



44 TELEPHONE ICON



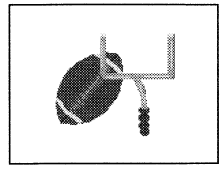
45 ELECTRICAL ICON



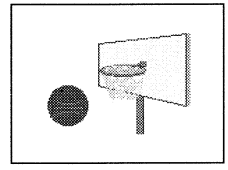
46 GAS ICON

Sports

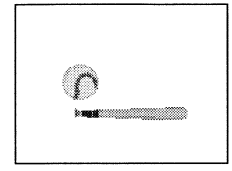
sports.ppt



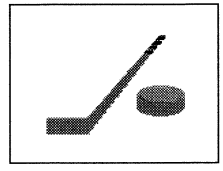
1 FOOTBALL & GOAL POST



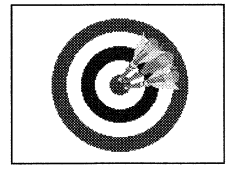
2 BASKETBALL & HOOP



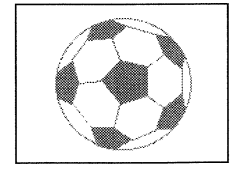
3 BASEBALL & BAT



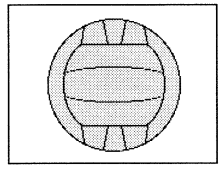
4 HOCKEY STICK & PUCK



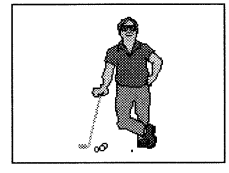
5 DARTS



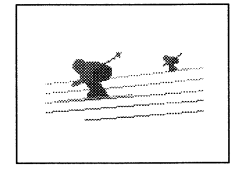
6 SOCCER BALL



7 VOLLEYBALL



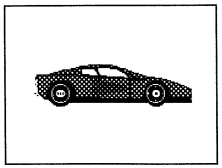
8 GOLFER



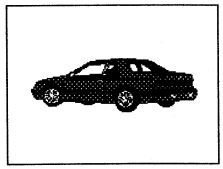
9 SKIING

Transportation

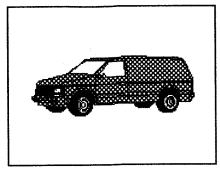
transprt.ppt



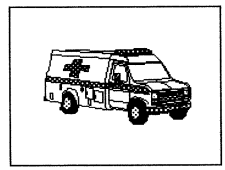
1 RED SPORTS CAR



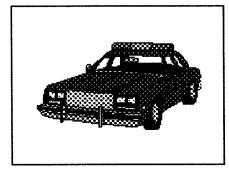
2 BLUE SEDAN



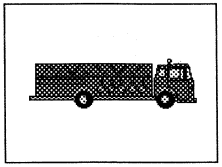
3 2 DOOR VAN



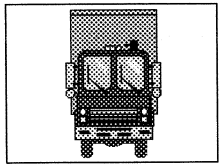
4 AMBULANCE



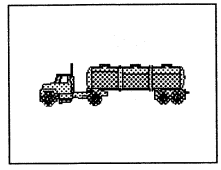
5 POLICE CAR



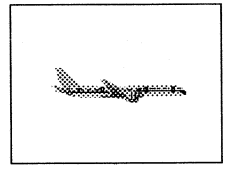
6 FIRE ENGINE



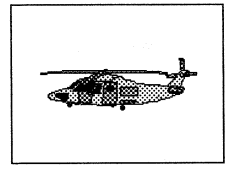
7 TRUCK



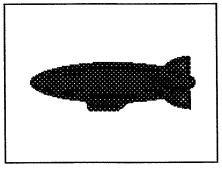
8 TANKER TRUCK



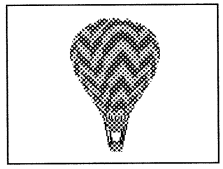
9 AIRPLANE



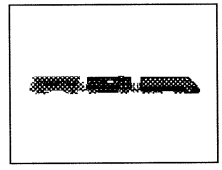
10 HELICOPTER



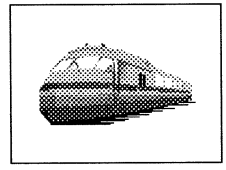
11 BLIMP



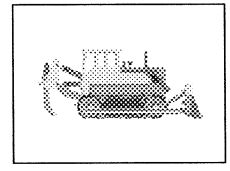
12 HOT AIR BALLOON



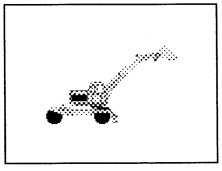
13 TRAIN



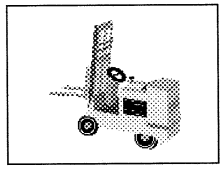
14 LOCOMOTIVE



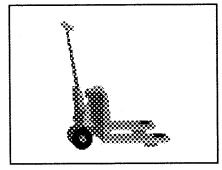
15 BULLDOZER



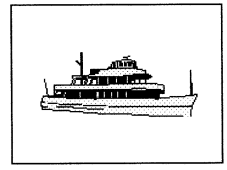
16 HYDRAULIC SHOVEL



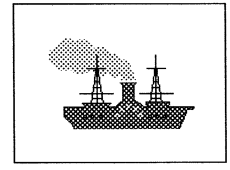
17 FORKLIFT TRUCK



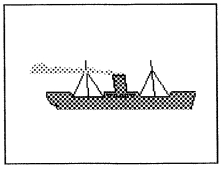
18 HAND PALLET TRUCK



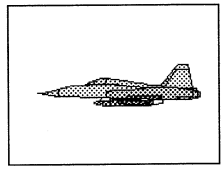
19 YACHT



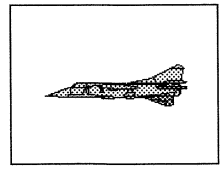
20 STEAMBOAT



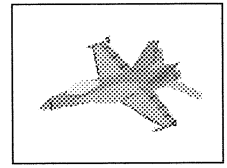
21 CARGO SHIP



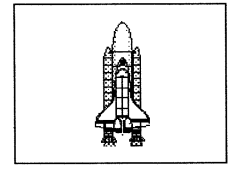
22 JET FIGHTER



23 FIGHTER PLANE



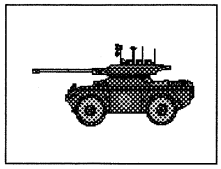
24 COMBAT AIRCRAFT



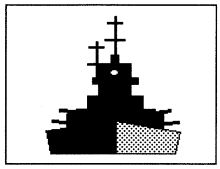
25 SPACE SHUTTLE

Transportation (cont)

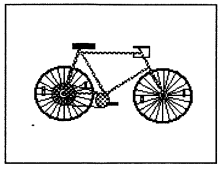
transprt.ppt (cont)



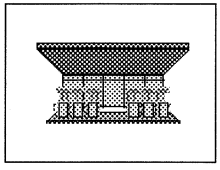
26 TANK



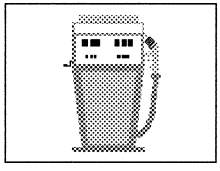
27 BATTLESHIP



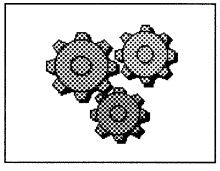
28 BICYCLE



29 GAS STATION



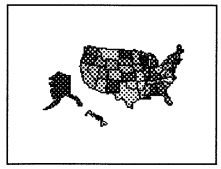
30 GAS PUMP



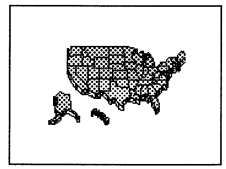
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U.S. Maps

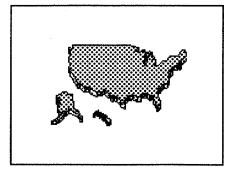
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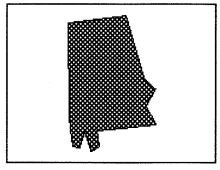
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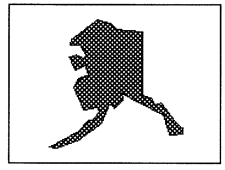
2 3-D U.S. MAP WITH STATE BOUNDARIES



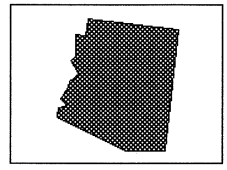
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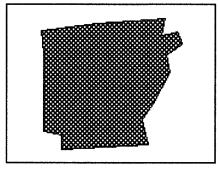
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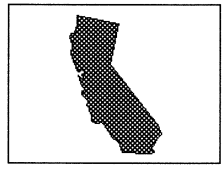
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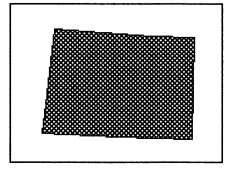
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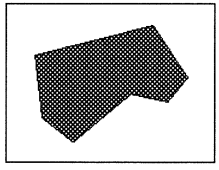
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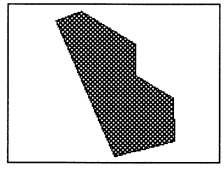
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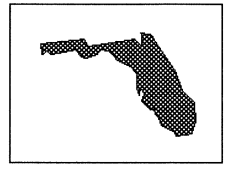
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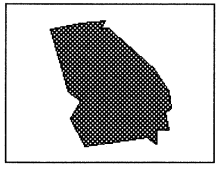
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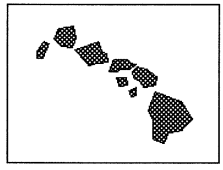
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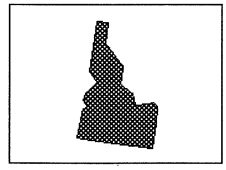
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13 GEORGIA



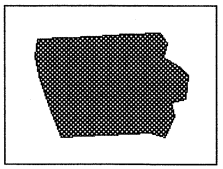
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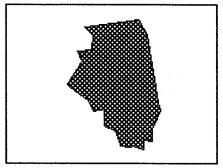
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U.S. Maps (cont)

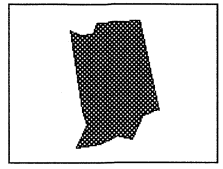
usmaps.ppt (cont)



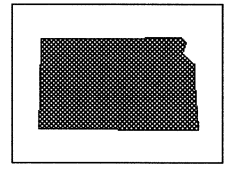
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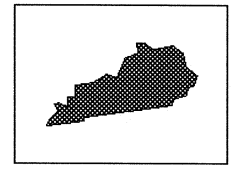
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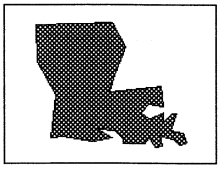
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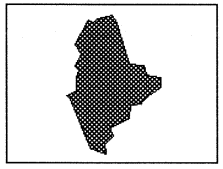
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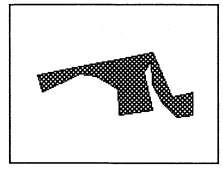
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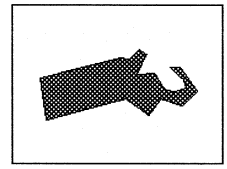
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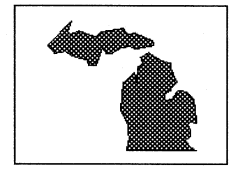
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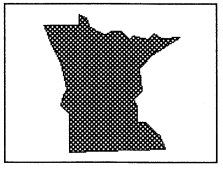
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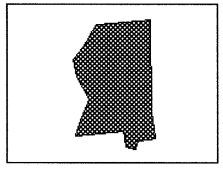
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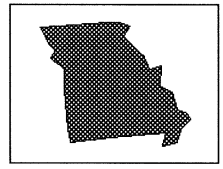
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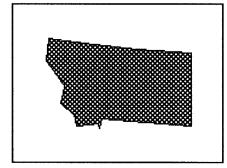
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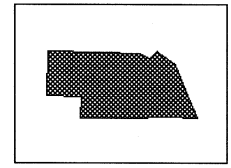
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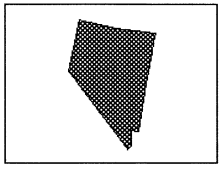
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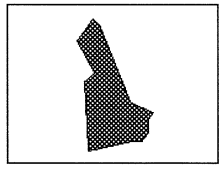
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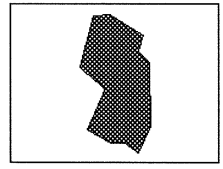
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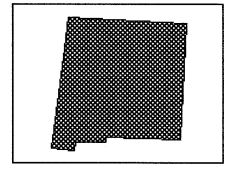
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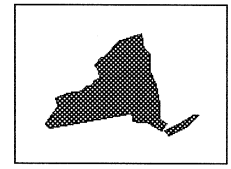
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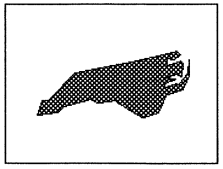
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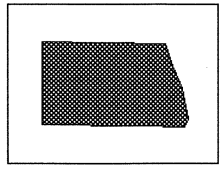
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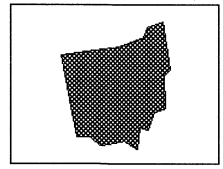
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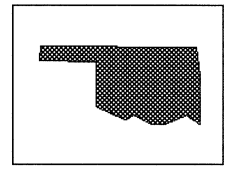
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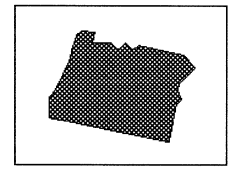
37 NORTH DAKOTA



38 OHIO



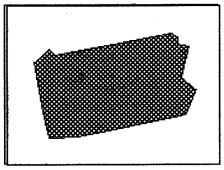
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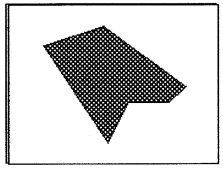
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U.S. Maps (cont)

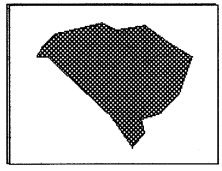
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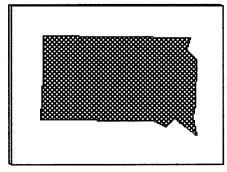
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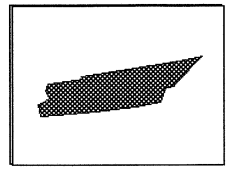
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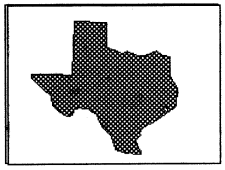
43 SOUTH CAROLINA



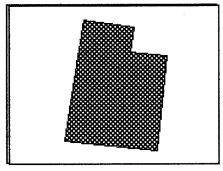
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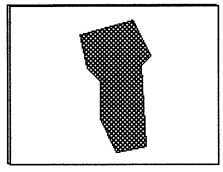
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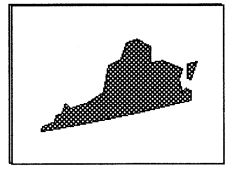
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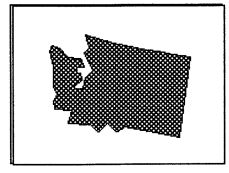
47 UTAH



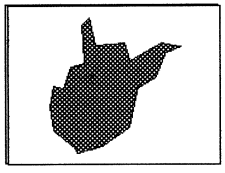
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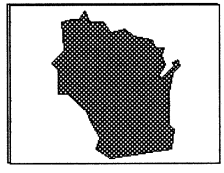
49 VIRGINIA



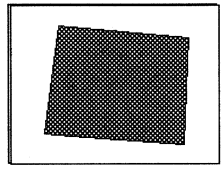
50 WASHINGTON



51 WEST VIRGINIA



52 WISCONSIN



53 WYOMING

Appendix C: Time Savers

When you're preparing a presentation, you may find a need for a special format such as a flow chart. There's a PowerPoint directory called TIMESAVR in which you'll find files that can serve as building blocks for the following different formats:

- organization charts
- flow charts
- calendars
- timelines
- tables
- graphs

We suggest you browse through the files in the TIMESAVR directory to become familiar with what's available. When you're ready to use a format, open the file that contains the kind of images you want to use.

The slides appear in Outline view, which acts as a table of contents for the file. You'll find slides containing instructions and slides containing images. You might begin by reviewing the instructions, then use the Slide Changer to display the slides containing the images. When you find an image you want to use, copy it using the *Copy* command and paste it into your presentation. There, you can adapt it and type in your own content. Each image has been constructed so it's easy to adapt.

Appendix D: Fonts

Font Terms

Fixed-size (Bitmapped) and Variable-size (Outline) Fonts—All text is displayed (on your screen or on your printer) as a collection of tiny dots that make a picture of the characters. These collections of tiny dots are called "bitmaps." There are two ways to store fonts so that these bitmaps can be created when needed: as fixed-size, or bitmapped, fonts or as variable-size, or outline, fonts.

Fixed-size Fonts—Fixed-size fonts are stored as actual pictures of the characters in the font. A fixed-size font is intended to be displayed on your screen or on the printed page in a single point size. The advantage of storing fixed-size fonts is that the process for displaying the font is relatively simple and speedy. However, when displayed on your screen in a size other than the size that was intended, fixed-size characters usually have jagged, unattractive edges. Therefore, a separate version of the font must be stored for each size you intend to use. In terms of memory required, fixed-size fonts have a very high cost. The larger the point size, the more disk space is taken up. Examples of fixed-size fonts are soft fonts and printer cartridge fonts.

Variable-size Fonts—Variable-size outline fonts (sometimes called "scalable" fonts) are stored as instructions for reproducing the shape of each character in the font. The benefit of outline fonts is that they can be scaled to create a smooth bitmapped character at any point size—there is no need to store a separate bitmapped version of the font at different sizes. The disadvantage of outline fonts is that it is a relatively complex and lengthy process to go from the outline to the appropriate bitmap for display on the screen or for printing. PostScript printers use this process. Until recently, the process has been much too slow for screen display.

A variety of new processes make it possible to use outline fonts to generate text for screen display. One of these processes is TrueType.

Monotype Fonts Supplied with PowerPoint

The Monotype fonts supplied with PowerPoint are TrueType fonts. The following Monotype fonts are installed when you run the Installer program:

- Arial (plain, italic, bold, bold italic)
- Arial Narrow (plain, italic, bold, bold italic)
- Bookman Old Style (plain, italic, bold, bold italic)
- Book Antiqua (plain, italic, bold, bold italic)
- Century Gothic (plain, italic, bold, bold italic)
- Century Schoolbook (plain, italic, bold, bold italic)

- Courier New (plain, italic, bold, bold italic)
- Monotype Corsiva (italic)
- Monotype Sorts (plain)
- Symbol (plain)
- Times New Roman (plain, italic, bold, bold italic)

Once these Monotype fonts are installed, you can replace the fonts in your existing presentations with their Monotype equivalents using the *Replace Fonts* command in the Slide menu.

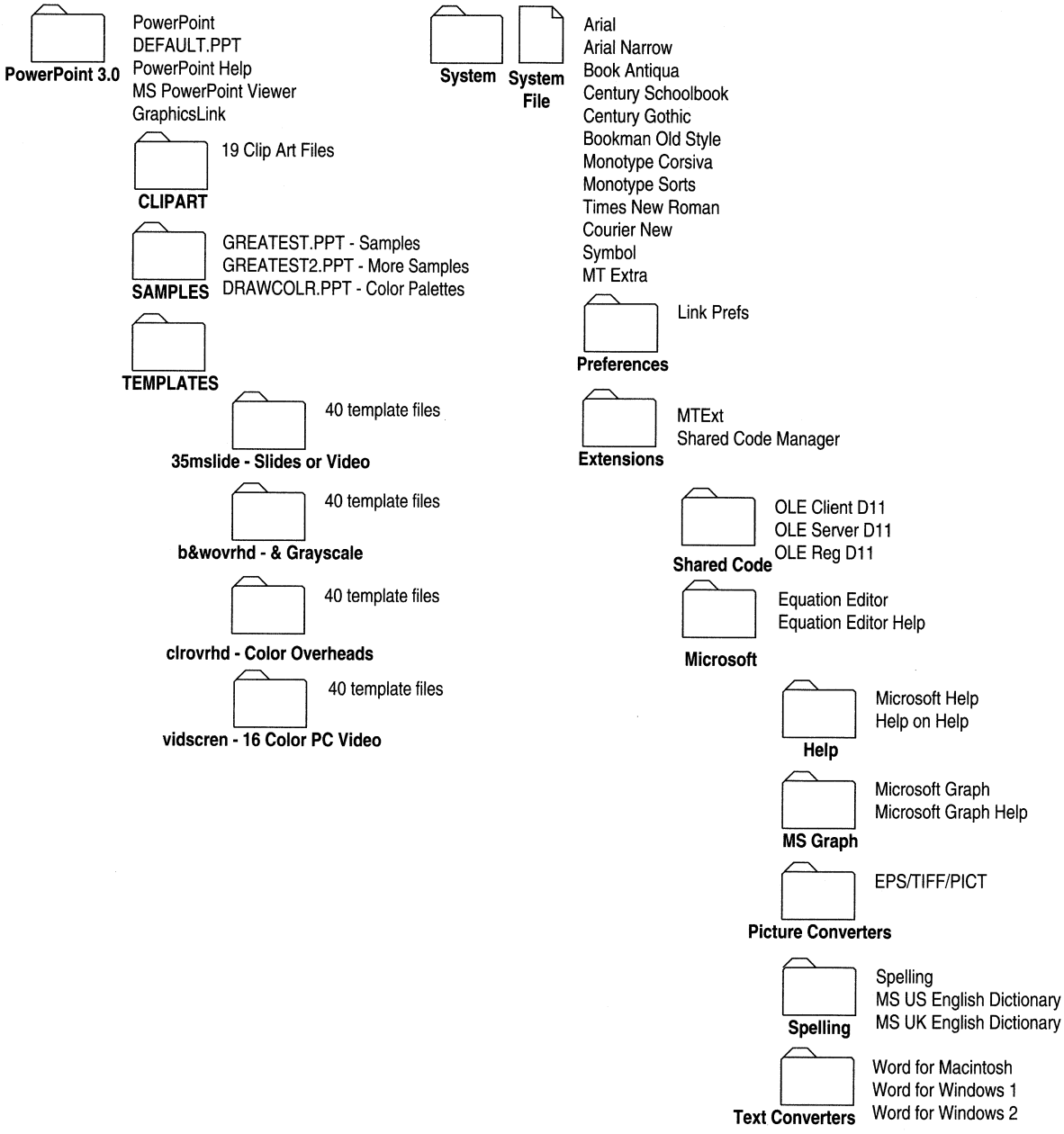
Mapping Between Apple and Monotype Fonts

Here are the Monotype equivalents of the Apple fonts that came with your Macintosh:

Apple Fonts	Monotype Fonts
Avant Garde	Century Gothic
Bookman	Bookman Old Style
Courier	Courier New
Helvetica	Arial
N Helvetica Narrow	Arial Narrow
New Century Schlbk	Century Schoolbook
Palatino	Book Antiqua
Symbol	Symbol
Times	Times New Roman
Zapf Chancery	Monotype Corsiva
Zapf Dingbats	Monotype Sorts

Appendix E: Map of PowerPoint Files

PowerPoint File Organization



Appendix F: Microsoft Support Services

Microsoft offers a variety of support options to help you get the most from your Microsoft product. This appendix summarizes these options.

If you have a question about your Microsoft product, first look in the printed product documentation, or consult Help. If you can't find the answer, contact Microsoft Product Support.

Outside the United States, contact Microsoft Product Support Services at the Microsoft subsidiary office that serves your area. For information about Microsoft subsidiary offices, see "Product Support Worldwide" later in this appendix.

Product Support Within the United States

There are several ways you can obtain product support and locate additional training and consultation services in your area:

Use the Microsoft Forums on CompuServe—Microsoft Product Support Services is available on several CompuServe forums. For an introductory CompuServe membership kit specifically for Microsoft users, dial (800) 848-8199 and ask for operator 230. If you are already a CompuServe member, type **GO MICROSOFT** at any ! prompt.

Call Microsoft Product Support Services—You can reach Microsoft Product Support Services between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday. For assistance with Microsoft PowerPoint, dial (206) 635-7145.

When you call, please be at your computer and have the appropriate product documentation at hand. Be prepared to give the following information:

- The version number of PowerPoint;
- The type of hardware you are using;
- The exact wording of any messages that appeared on your screen;
- What happened and what you were doing when the problem occurred; and
- How you tried to solve the problem.

Call Microsoft Product Support Services for the Hard-of-Hearing—You can contact Microsoft Product Support Services with a TDD/TT (text telephone) by dialing (206) 635-4948. Call between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday.

Microsoft's support services are subject to Microsoft prices, terms, and conditions in place at the time the service is used.

Product Support Worldwide

Microsoft provides product support services throughout the world. To receive product support, or for information on how to receive product support, contact the Microsoft subsidiary office that serves your country. Microsoft subsidiary offices and the countries they serve are listed below.

Countries	Address	Telephone Numbers
England Scotland Wales Northern Ireland Republic of Ireland Greece	Microsoft Ltd. Microsoft Place Wharfedale Road Winnersh Triangle Wokingham, BERKS RG11 5TP UNITED KINGDOM	Phone: (44) (734) 270000 Fax: (44) (734) 270002 Technical support: (44) (734) 271000 Upgrades: (44) (81) 893-8000
Sweden Finland Iceland	Microsoft AB Finlandsgatan 30 Box 27 S-164, 93 Kista SWEDEN	Phone: (46) (8) 752-5600 Telex: 8126132 MICRAB AB Fax: (46) (8) 750-5158 Technical support: (Applications) (46) (8) 752-6850
Denmark	Microsoft Denmark AS Lautrupshøj 1-3 2750 Ballerup DENMARK	Phone: (45) (44) 89 01 00 Fax: (45) (44) 68 55 10
Norway	Microsoft Norway AS Gjerdrumsvei 21 N-0881 Oslo NORWAY	Phone: (47) (2) 95 06 65 Fax: (47) (2) 95 06 64 Technical support: (47) (2) 18 35 00
France French Polynesia	Microsoft France 18, Avenue du Quebec Zone de Courtaboeuf 91957 Les Ulis Cedex FRANCE	Phone: (33) (1) 69-86-46-46 Telex: MSPARIS 604322F Fax: (33) (1) 64-46-06-60 Technical support: (33) (1) 69-86-10-20
Netherlands Luxembourg	Microsoft BV P.O. Box 364 2130 AJ Hoofddorp NETHERLANDS	Phone: 02503-13181 Telex: 74507 MSOFT NL Fax: 02503-37761 Bboard: 02503-34221 Technical support: (Dutch) 02503-77877 (English) 02503-77853 Technical support fax: 02503-24304
Switzerland Liechtenstein	Microsoft AG Alte Winterthurerstrasse 14A CH-8304 Wallisellen SWITZERLAND	Phone: (41) (1) 839 61 11 Fax: (41) (1) 831 08 69 Technical support: French: 022/ 738.96.88 Swiss & German: 01/ 342.40.81
Belgium	Microsoft NV Rue Colonel Bourg 123-125 1140 Brussels BELGIUM	Phone: 02-7322590 Fax: 02-7351609 Bboard: (31) 2503-34221 Technical support: (Dutch) 02-5133274 (English) 02-5023432 (French) 02-5132268

Austria	Microsoft Ges.m.b.H. Favouritenstrasse 321 A-1108 Vienna AUSTRIA	Phone: (43) (222) 68 76 07 Fax: (43) (222) 68162710
Italy	Microsoft SpA Centro Direzionale Milano Oltre Palazzo TiepoloVia Cassanese, 224 20090 Segrate-MI ITALY	Phone: (39) (2) 269121 Telex: 340321 I Fax: (39) (2) 210-72020 Technical support: (39) (2) 26901363
Portugal	MSFT, Lda. Galerias Alto da Barra, Piso 1 Av. das Descobertas 2780 Oeiras PORTUGAL	Phone: 351 1 4412205 Fax: 351 1 4412101
Spain	Microsoft Iberica SRL Avda. Colmenar Viejo Sector Foresta 2, 3, 4 28760 Tres Cantos, Madrid SPAIN	Phone: (34) (1) 804-0000 Fax: (34) (1) 803-8310 Technical support: (34) (1) 803-9960
Germany Eastern Europe Baltic states	Microsoft GmbH Edisonstrasse 1 8044 Unterschleissheim GERMANY	Phone: 089/ 3176-0 Telex: (17) 89 83 28 MS GMBH D Fax: 089/ 3176-1000 Technical support: 089/3176-1160 Eastern Europe/Baltic states Fax: (49) (89) 3176-3800
Canada	Microsoft Canada, Inc. 320 Matheson Blvd. W. Mississauga, ONT. L5R 3R1 CANADA	Phone: 1 (416) 568-0434 Fax: 1 (416) 568-4689 Technical support: 1 (416) 568-3503
Mexico	Microsoft México, S.A. de C.V. Blvd. M. Avila Camacho No. 32 2o. Piso Lomas de Chapultepec México, D.F., 11000 MEXICO	Phone: (52) (5) 325-0910 Fax: (52) (5) 202-0399 Technical support: (52) (5) 325-0912
Venezuela Colombia Ecuador Central America Caribbean countries Puerto Rico Bermuda	Corporation MS 90 de Venezuela S.A. Centro Profesional Eurobuilding Piso 7, Oficina 7-E Calle La Guairita Chuao, Caracas VENEZUELA	Phone: 0058.2.914739 Fax: 0058.2.923835
Brazil	Microsoft Informatica Ltda. Av. Eng. Luiz Carlos Berrini 1253-13 Andar CEP 04571 Sao Paulo SP BRAZIL	Phone: (55) (11) 530-4455 Fax: (55) (11) 241-1157 Technical support: (55) (11) 533-2922

Argentina Bolivia Chile Paraguay Peru Uruguay	Microsoft de Argentina S.A. Avenida del Libertador 602 Piso 21-A 1010 Buenos Aires ARGENTINA	Phone: (54) (1) 814-0356 Fax: (54) (1) 814-0372
Australia Papua New Guinea	Microsoft Pty. Ltd. 65 Epping Road P.O. Box 91 North Ryde, NSW 2113 AUSTRALIA	Phone: (612) 870-2200 Telex: MSOFT AA 75253 Fax: (612) 805-1108 Technical support: (612) 870-2131
New Zealand	Technology Link Centre 12 Fl. American Express House 67, 69. Symonds St. PO Box 8070 Auckland 1 NEW ZEALAND	Phone: (649) 358-3724 Fax: (649) 358-3726 Applications support: (649) 375-5575
Japan	Microsoft Co. Ltd. K Building, 16F 7-5-25, Nishi Shinjuku Shinjuku-ku, Tokyo 160 JAPAN	Phone: (81) (3) 3363-1200 Fax: (81) (3) 3363-1281 Technical support: (81) (3) 3363-7610 Fax: (81) (3) 3363-9901 All products
Korea	Microsoft CH DongSeong Building 158-9 SamSeong-Dong, GangNam-Gu Seoul, 135-090 KOREA	Phone: (82) (2) 552-9505 Fax: (82) (2) 555-1724 Technical support: (82) (2) 563-9230
Singapore	Microsoft Singapore PTE Ltd 10 Anson Road #21-15 International Plaza Singapore 0207 SINGAPORE	Phone: (65) 227-6833 Fax: (65) 227-6811
Republic of China	Microsoft Taiwan Corp. P.O. Box 27-16 10th Fl., No. 3 Min Sheng East Road, Sec. 3 Taipei, Taiwan REPUBLIC OF CHINA	Phone: (886) (2) 504-3122 Fax: (886) (2) 504-3121
India	Microsoft Corporation India Liaison Office c/o Tata Unisys Ltd. Creative, 10 Masjid Moth Commercial Complex Greater Kailash II, New Delhi - 48 INDIA	Phone: (91) (11) 644-4457 Telex: 317 1324 TBLD IN Fax: (91) (11) 644-4469

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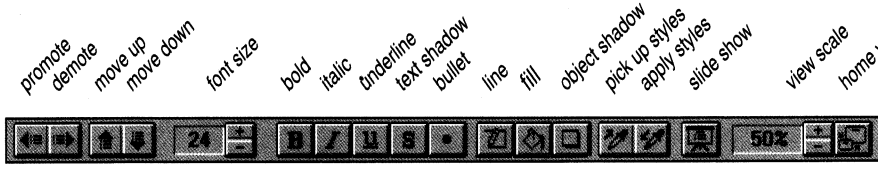
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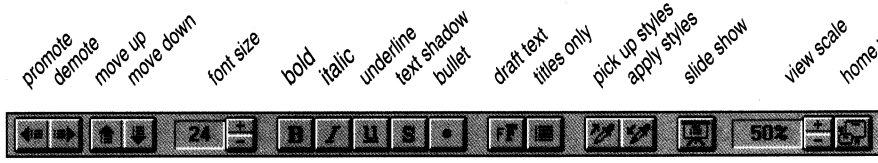
Microsoft PowerPoint Quick Reference

Tool Palette

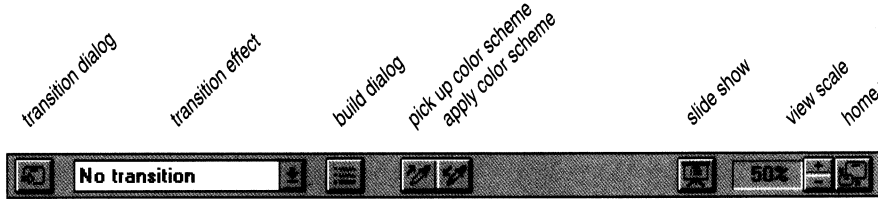
- Selection tool
- Text tool
- Line tool
- Arc tool
- Freeform tool
- Rectangle tool
- Ellipse tool
- Shape tool (Hold for the Shape Palette)
- Graph tool
- New Slide



The Toolbar in Slide View and Notes View



The Toolbar in Outline View



The Toolbar in Slide Sorter View

Keyboard Shortcuts

To do this	Press
Navigating	
Next slide	PAGE DOWN
Previous slide	PAGE UP
Selecting	
Switch between graphics and text selection	ENTER
Next object	TAB
Previous object	SHIFT+TAB
Extend text selection in direction of arrow	SHIFT+ARROW KEYS
Add or subtract from selection	SHIFT+CLICK
Dragging an Object	
Constrain to vertical and horizontal	SHIFT
Ignore grid and guides	⌘
Duplicate	OPTION
Resizing an Object	
Constrain to vertical, horizontal, diagonal	SHIFT
Ignore grid and guides	⌘
Resize from center	OPTION+CLICK RESIZE HANDLE
Restore shape	DOUBLE–CLICK RESIZE HANDLE

To do this	Press
Text Editing	
Create a new paragraph	RETURN
Create a new line in a paragraph	SHIFT+RETURN
Move insertion point a word at a time	OPTION+LEFT OR RIGHT ARR
Move insertion point a paragraph at a time	OPTION+UP OR DOWN ARRO
Increase font size	⌘+SHIFT+GREATER THAN
Decrease font size	⌘+SHIFT+LESS THAN
Raise baseline	⌘+OPTION+SHIFT+GREATE
Lower baseline	⌘+OPTION+SHIFT+LESS TH
Outlining Functions	
Next Body object or Title object	OPTION+RETURN
Promote paragraph	⌘+OPTION+LEFT ARROW
if at the beginning of line	SHIFT+TAB
Demote paragraph	⌘+OPTION+RIGHT ARROW
if at the beginning of line	TAB
Move paragraph up or down	⌘+OPTION+UP OR DOWN A

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