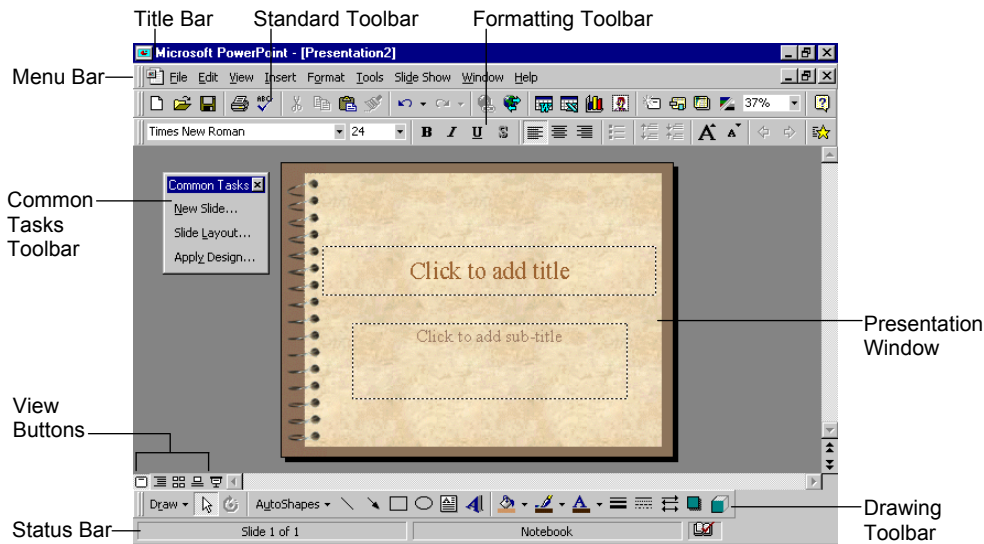


### The PowerPoint 97 Screen

### Keyboard Shortcuts



#### General

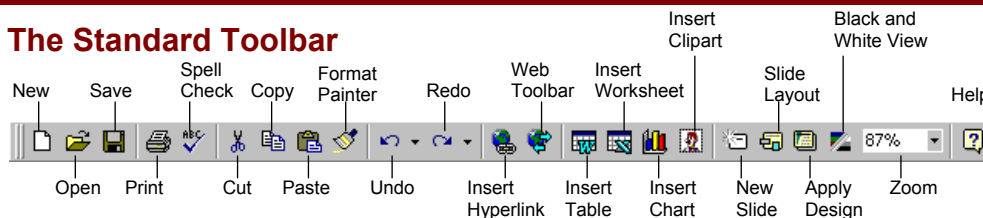
Open a Presentation	<Ctrl> + <O>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
New Slide	<Ctrl> + <M>
Help	<F1>
Switch Between Applications	<Alt> + <Tab>

#### Navigation—Go To:

The Previous Slide	<Page Up>
The Next Slide	<Page Down>
The First Slide	<Ctrl> + <Home>
The Last Slide	<Ctrl> + <End>

### The Fundamentals

#### The Standard Toolbar



- **To Create a New Presentation:** Click the **New** button on the Standard toolbar, or select **File** → **New** from the menu.
- **To Create a Presentation from a Template:** Select **File** → **New** from the menu, select the template you want to use, and click **OK**.
- **To Open a Presentation:** Click the **Open** button on the Standard toolbar, select **File** → **Open** from the menu, or press **<Ctrl> + <O>**.
- **To Save a Presentation:** Click the **Save** button on the Standard toolbar, or select **File** → **Save** from the menu, or press **<Ctrl> + <S>**.
- **To Save a Presentation with a Different Name:** Select **File** → **Save As** from the menu and enter a different name for the presentation.
- **To Print a Presentation:** Click the **Print** button on the Standard toolbar, or select **File** → **Print** from the menu, or press **<Ctrl> + <P>**.
- **To Insert a Slide:** Click the **Insert Slide** button on the Standard toolbar, select the slide layout you want to use, and click **OK**.
- **To Switch Views:** Click one of the **View** buttons on the horizontal scroll bar (see the back side for more information about Views).
- **To View or Hide a Toolbar:** Select **View** → **Toolbars** from the menu and select the toolbar you want to view or hide.
- **To Get Help:** Press **<F1>** to open the Office Assistant, type your question in normal English, and click **Search**.
- **To Cut or Copy:** Select the text and click the **Cut** button or **Copy** button on the Standard toolbar, or press **<Ctrl> + <X>** (cut) or **<Ctrl> + <C>** (copy).
- **To Paste:** Move the insertion point where you want to paste the text and click the **Paste** button on the Standard toolbar or press **<Ctrl> + <V>**.
- **To Undo:** Click the **Undo** button on the Standard toolbar or press **<Ctrl> + <Z>**.
- **To Correct a Spelling Error:** Right-click the error to bring up a suggestion menu.
- **To Promote a Paragraph:** Select paragraph(s) and press **<Shift> + <Tab>**.
- **To Demote a Paragraph:** Select the paragraph(s) and press the **<Tab>** key.
- **To Present a Slide Show:** Click the **Slide Show View** button on the horizontal scroll bar.

#### Slide Show Delivery

(These shortcut keystrokes only work in Slide Show View)

End Slide Show	<Esc>
Display Specific Slide	<Slide #> + <Enter>
Toggle Screen Black	<B>
Stop Automatic Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Screen Doodles	<E>

#### Editing

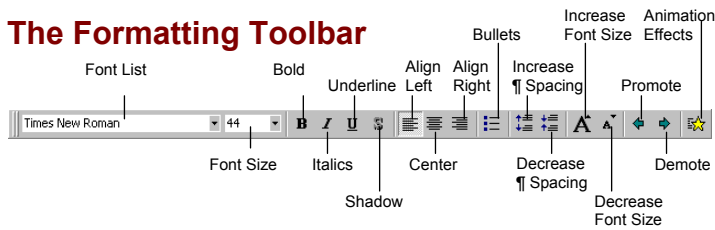
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Duplicate	<Ctrl> + <D>

#### Formatting

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>

## Formatting

### The Formatting Toolbar

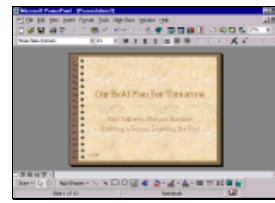


- **To Format Text:** Change the style of text by clicking the **B Bold button**, **I Italic button**, or **U Underline button** on the Formatting toolbar. Change the font type by selecting a font from the **Font list** on the Formatting toolbar. Change the font size by selecting the pt. size from the **Font Size list**.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy. Click the **Format Painter button** on the Standard toolbar and drag the Format Painter pointer across the text where you want to apply the formatting.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Left**, **Center**, **Right**, or **Justify**) on the Formatting toolbar.
- **To Apply a Template Design to a Presentation:** Select **Format** → **Apply Design** from the menu, select the template you want to use, and click **Apply**.
- **To Edit the Slide Master (All Formatting Elements in a Presentation at Once):** Select **View** → **Masters** → **Slide Master** from the menu, or press the **<Shift>** key as you click the **Slide View button**.
- A **Color Scheme** is a set of eight coordinated colors you use as the main colors in your presentation.
- **To Change the Slide Color Scheme:** Select **Format** → **Slide Color Scheme** from the menu, select a color scheme, and click **Apply to All**.
- **To Change the Slide Background:** Select **Format** → **Background** from the menu, select a color or fill effect from the drop-down color list, and click **Apply to All**.
- **To Format a Drawing Object:** Select the object and select **Format** → **AutoShape** from the menu, or right-click the object you want to format and select **Format AutoShape** from the menu.

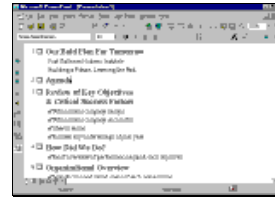
## Delivery, Transitions, & Animation

- **To Present a Slide Show:** Click the **Slide Show View button** on the horizontal scroll bar.
- **To Doodle on the Current Slide with the Pen:** Press **<Ctrl> + <P>** and draw on the screen with the **Pen** tool. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Transitions:** Switch to **Slide Sorter View** and click the slide where you want to add a transition. To select multiple slides, hold down the **<Shift>** key as you click each slide. Once you have selected the slide(s), select a transition from the **Transition list** on the Slide Sorter toolbar.
- **To Add Custom Animations:** Select the object you want to animate and select **Slide Show** → **Custom Animation** from the menu. Select an animation, a sound, and what you want to happen after the animation (optional). Click **OK** when you're finished.
- **To Add/Rehearse Slide Timings (Create a Self-Running Presentation):** Select **Slide Show** → **Rehearse Timings** from the menu. Display each slide for whatever duration you want then advance to the next slide. PowerPoint will record how long each slide is presented.

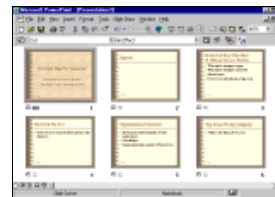
## Views



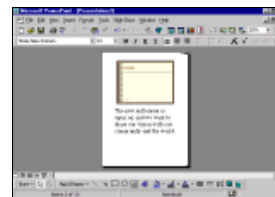
**Slide View** displays the slides one at a time, as they will appear when they are printed or displayed in a presentation. Use Slide View when you want to enhance your slide's appearance.



**Outline View** focuses on the content of your presentation instead of its appearance. Use outline view when you want to develop your presentation and add large amounts of text.



**Slide Sorter View** displays all the slides in your presentation as *thumbnails* (itty-bitty pictures). Use Slide Sorter View when you want to rearrange the slides in your presentation and add transition effects between them.



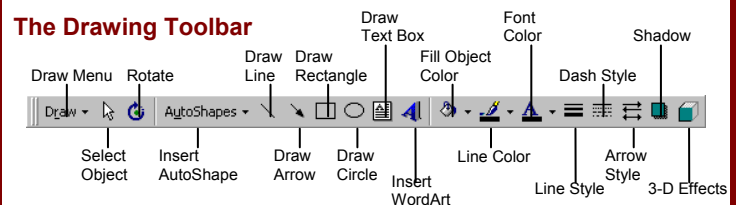
**Notes View** displays a smaller image of a slide and a box you can use to add notes on your slides. Use Notes View to add notes to each slide that you can use during your presentation so that you can remember what to say.



**Slide Show View** displays your presentation as an electronic slide show. Use Slide Show View when you want to deliver your presentation.

## Drawing and Graphics

### The Drawing Toolbar



- **To Insert a Clip Art Graphic:** Select **Insert** → **Picture** → **Clip Art** from the menu, select a clip art category, select the clip art, and click **Insert**.
- **To Insert a Picture:** Select **Insert** → **Picture** → **From File** from the menu, select the file, and click **OK**.
- **To Draw an Object:** Click the object you want to draw on the drawing toolbar and draw your shape by clicking on the document with the **+ pointer** and dragging until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape.
- **To Add a Text Box:** Click the **Text Box button** on the Drawing toolbar and click where you want to insert the text with the **I insertion point**.
- **To Move an Object:** Click and drag the object using the mouse.
- **To Resize an Object:** Click the object to select it and drag the object's **sizing handles** until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to resize the object proportionally.