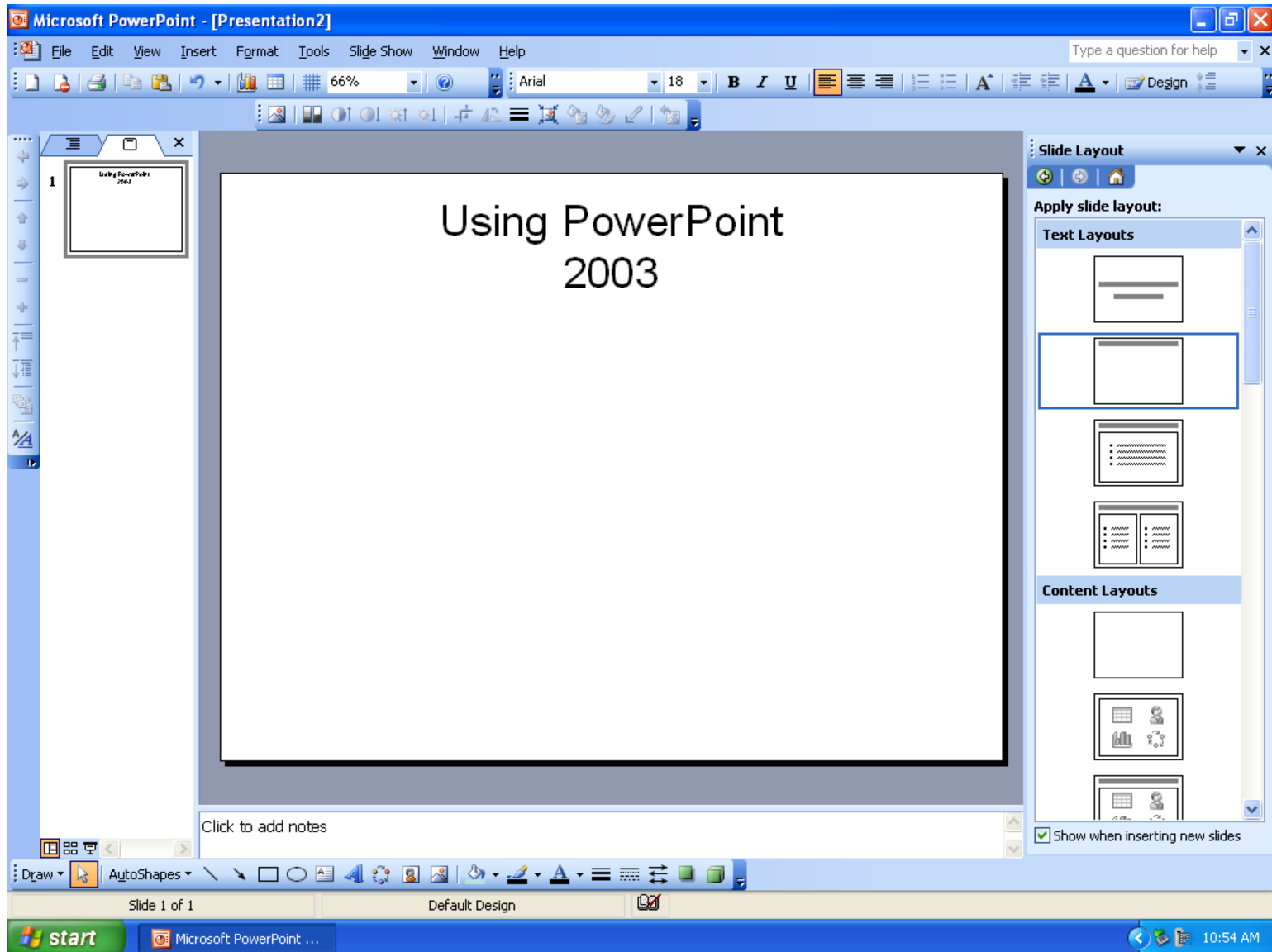
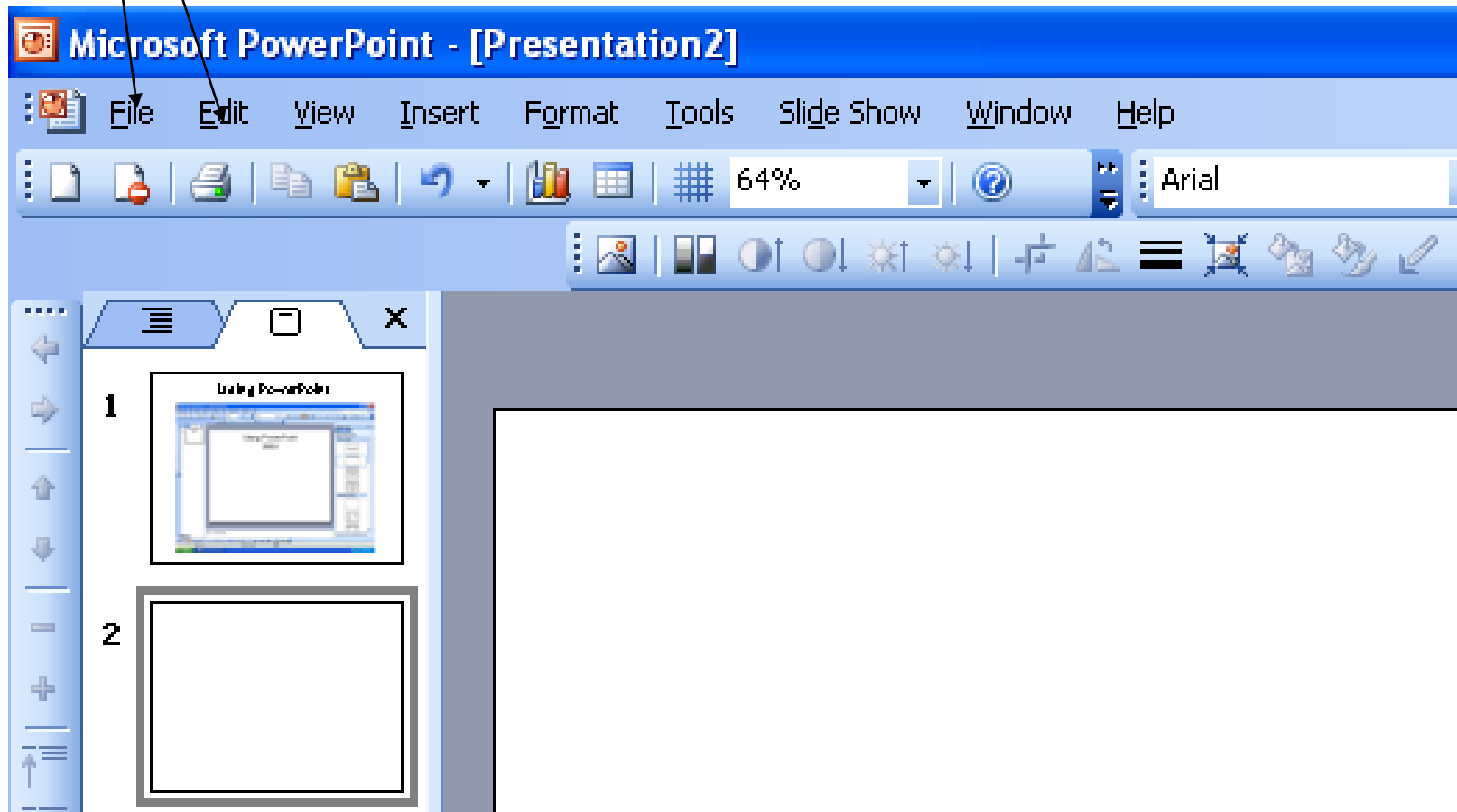


Using PowerPoint

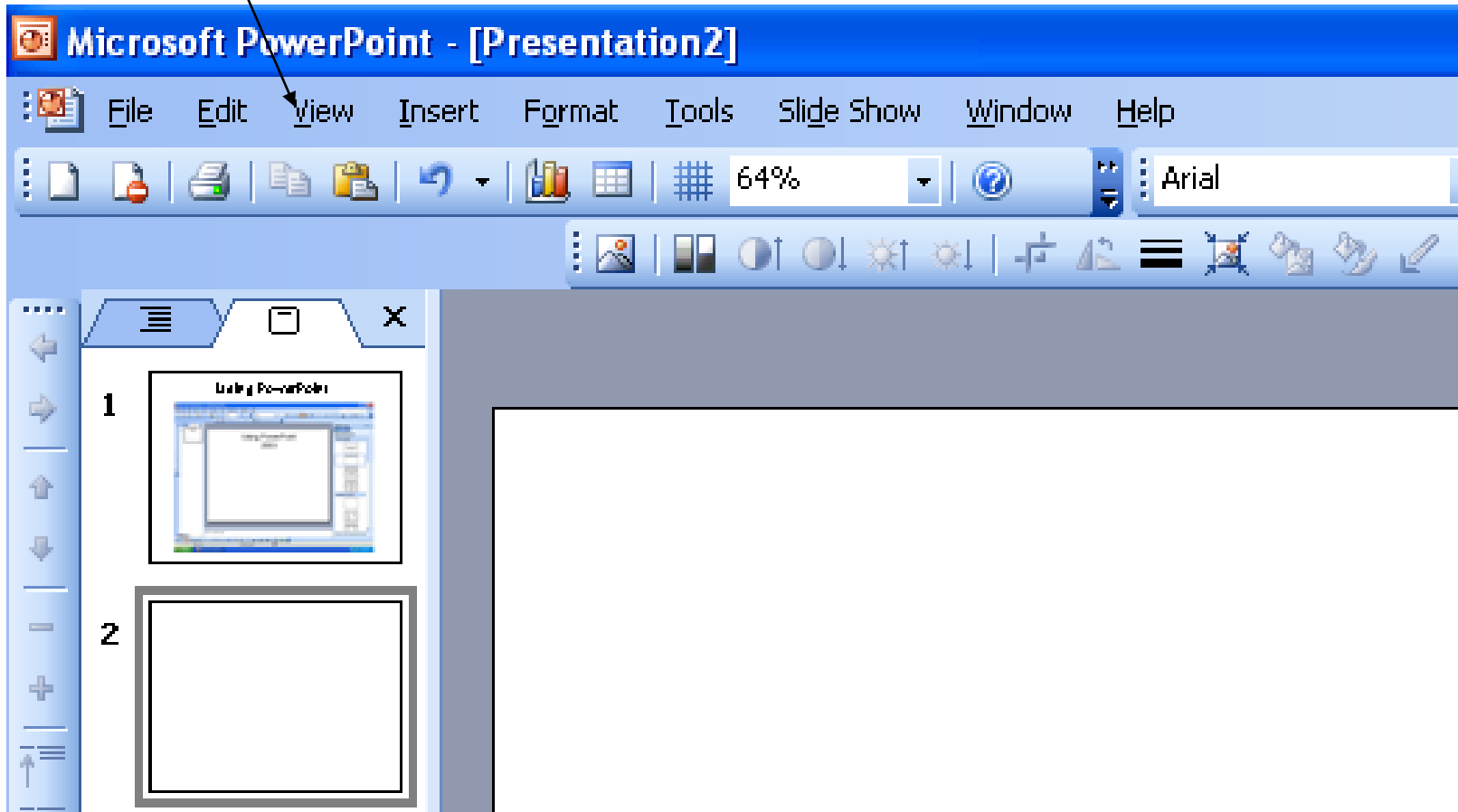


File as in most programs: saves, saves as, opens, closes, prints etc.

Edit will allow you to delete a slide and undo a task along with other options.

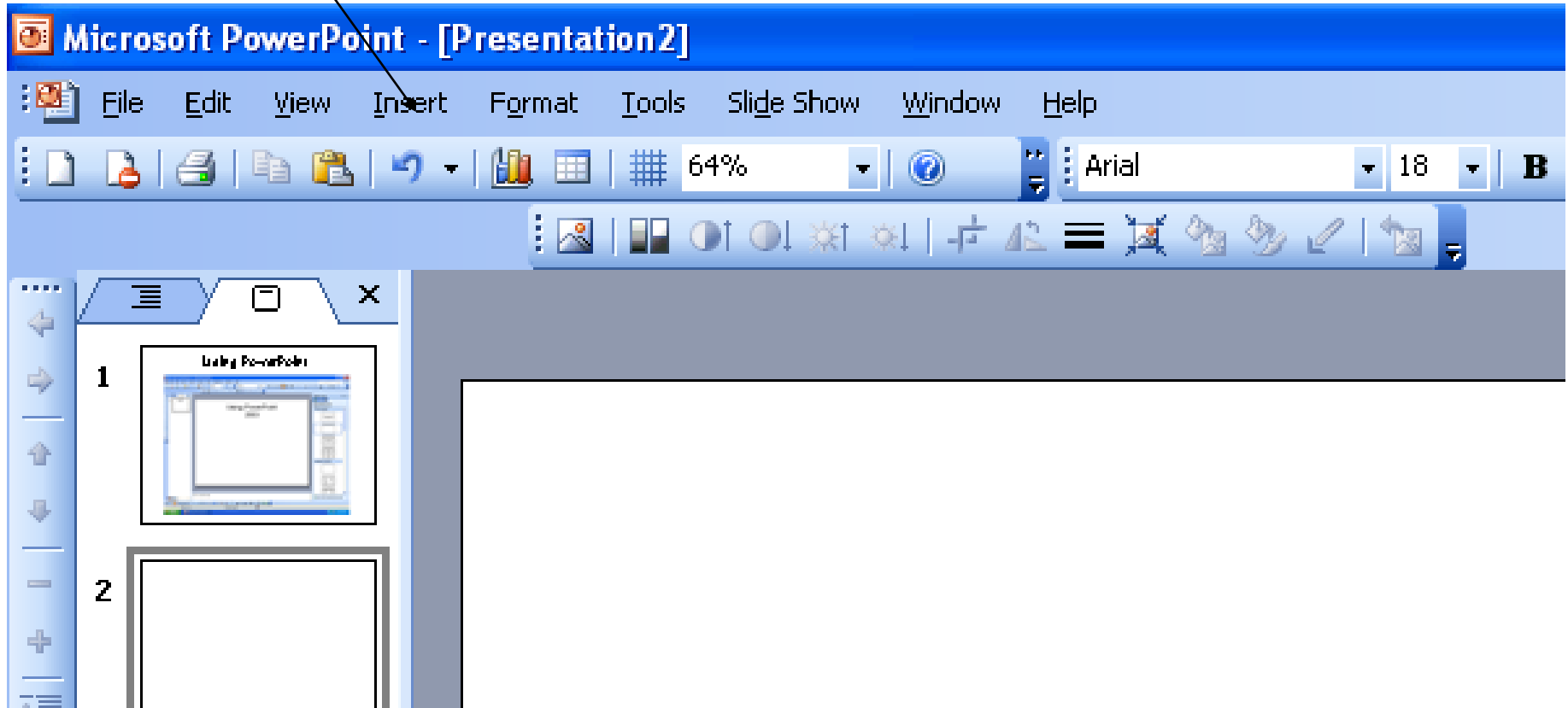


View on the menu bar allows you to select the view you wish to work with. Another option in view that I use is to select the button bars I wish to see across the top of my screen. Go to toolbars and select which button bars/toolbars you wish to see.

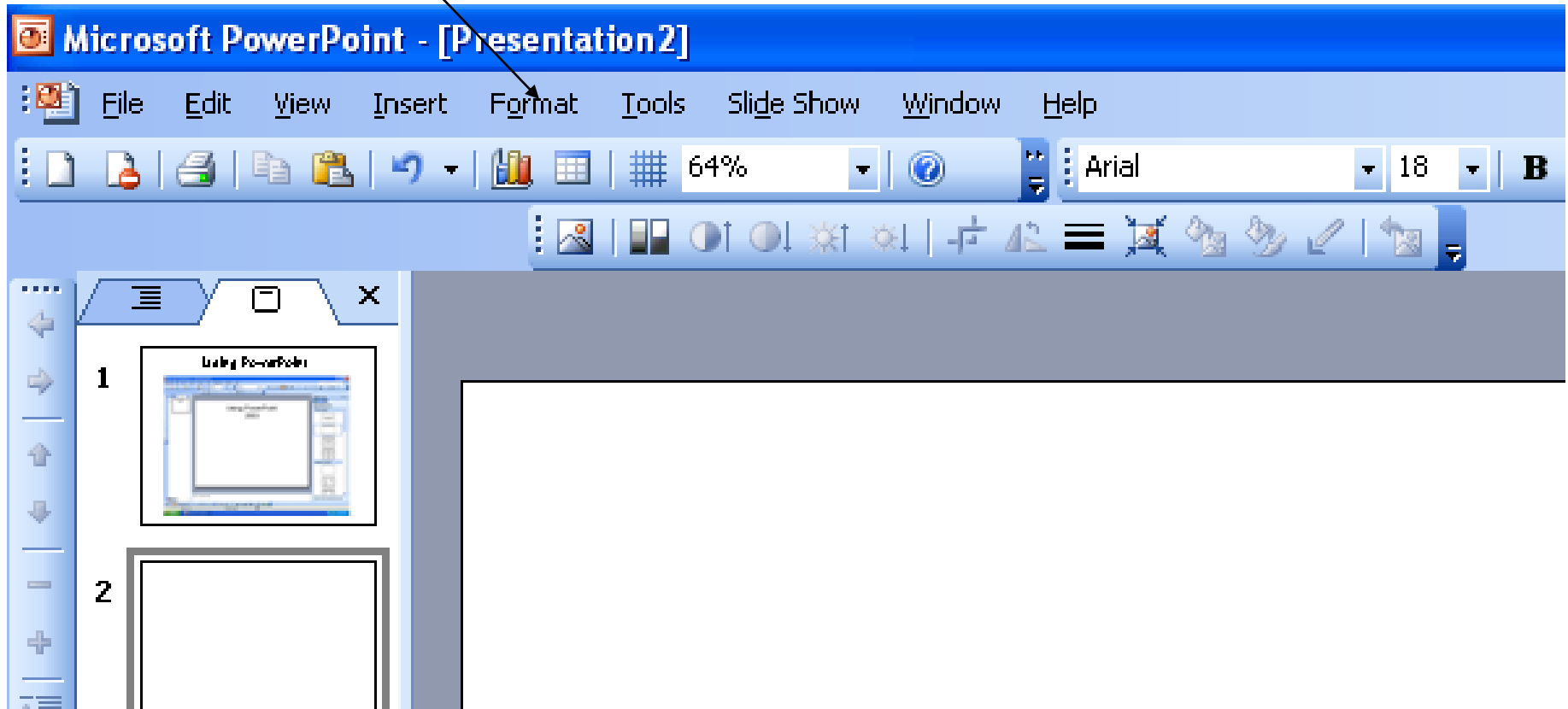


Insert is your friend.

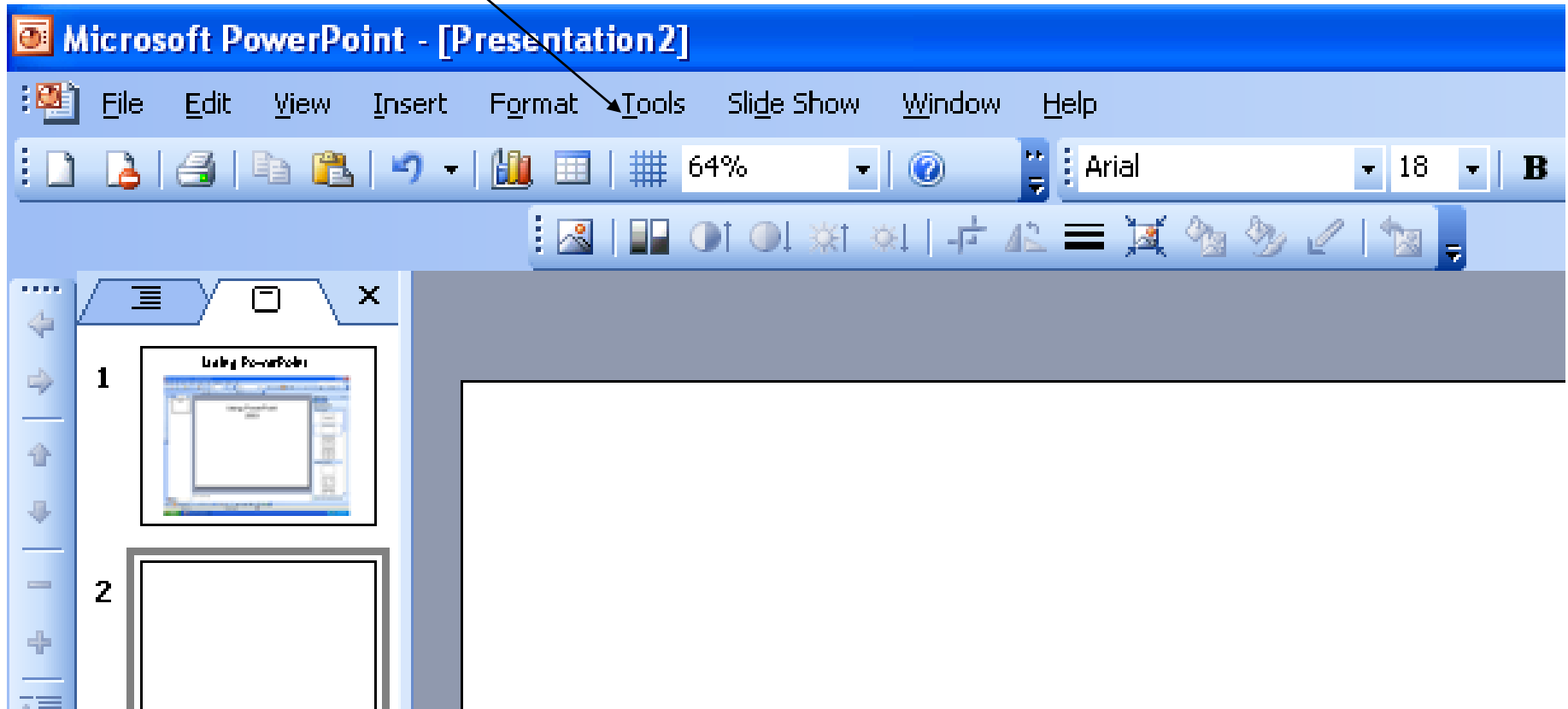
You may insert to insert: a new slide, a picture from a clipart or a file, a movie or sound file, textbox, hyperlink, charts, and much more.



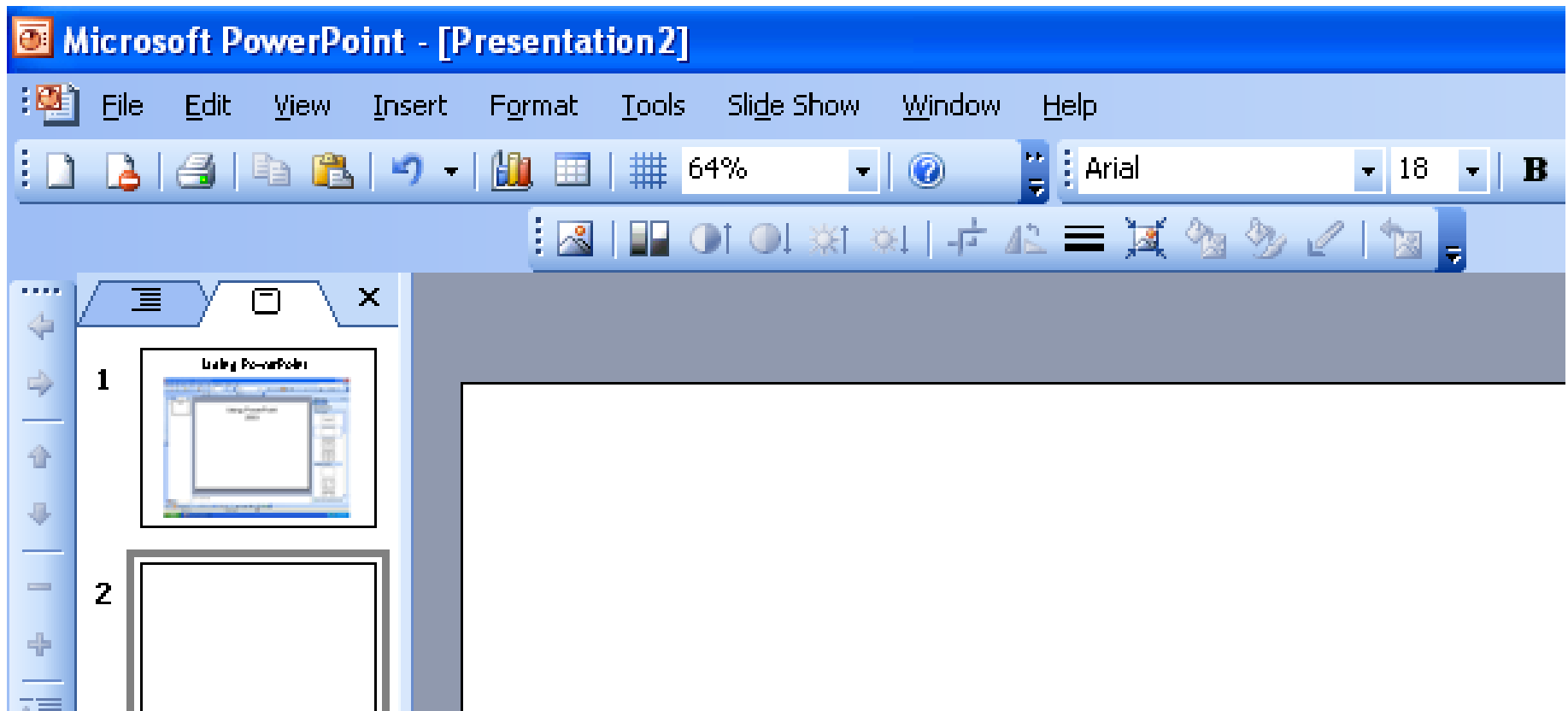
Format is the option that will let you select backgrounds for you slides. I recommend that all slides in a presentation have the same background. There are times you may want to use a variety, but mostly use the same background for all slides.



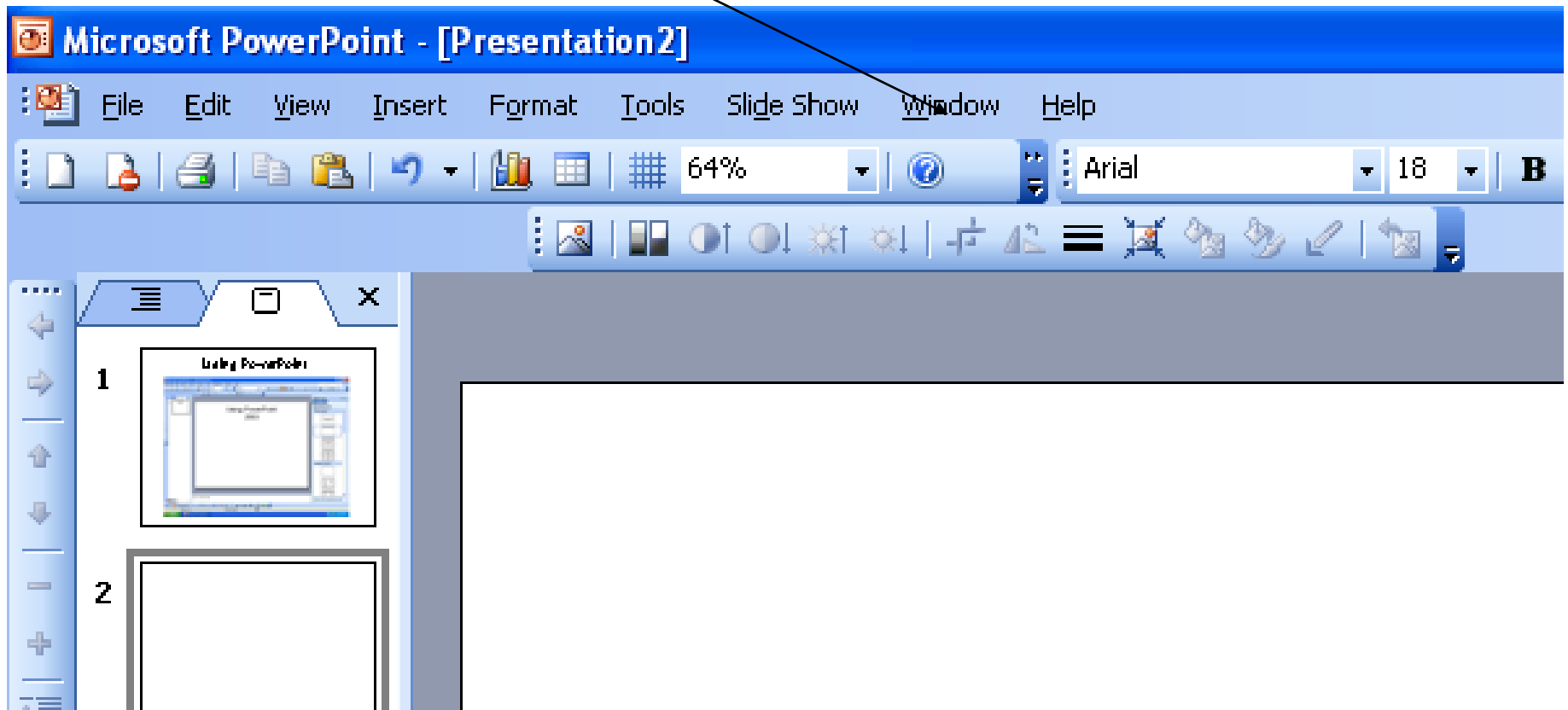
Tools gives you a number of options that I seldom use except for spell check. The advanced user may want to investigate this option.



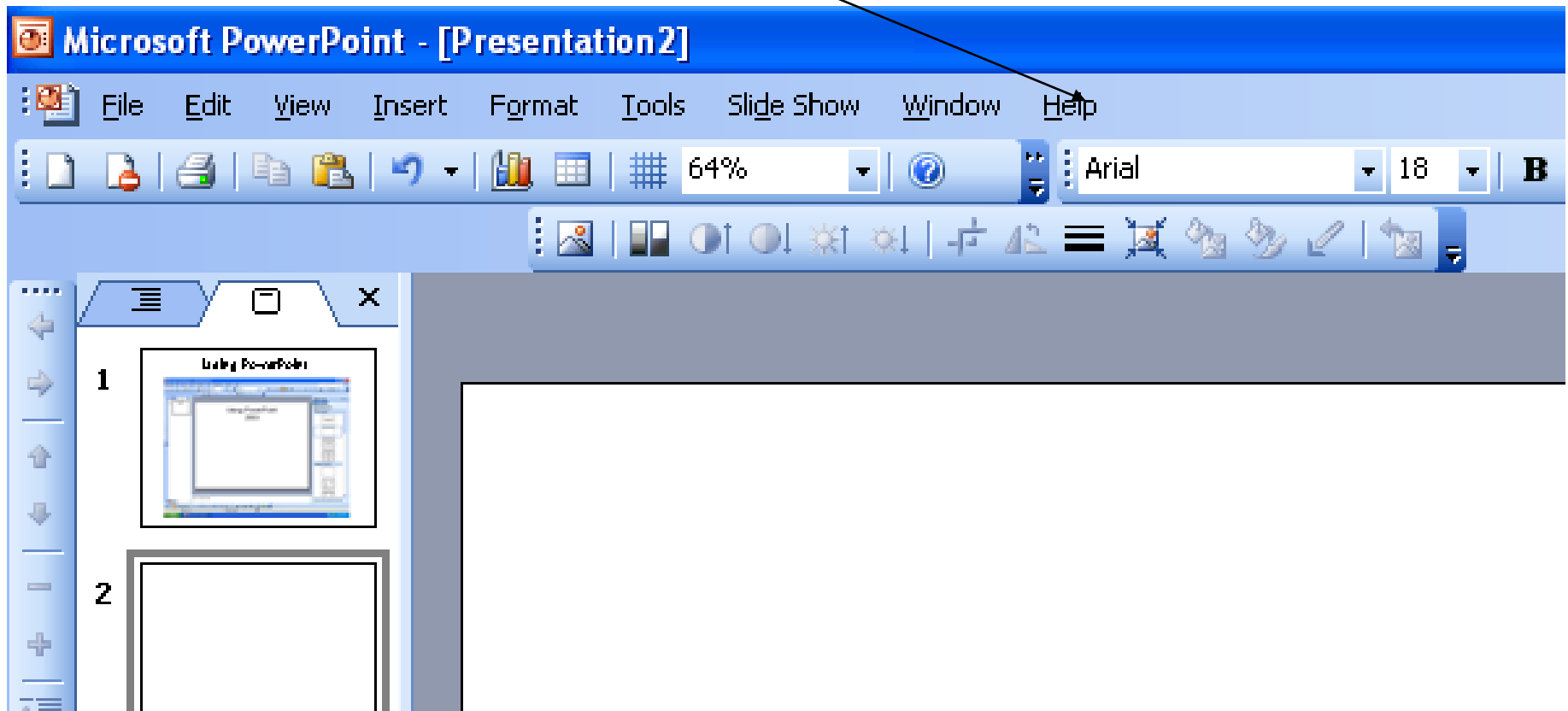
The next selection on the menu bar is **Slide Show**. It is second only to **Insert** as your friend. **Slide show** is the option that allow you to select transitions, customize animations, and time your slides along with other options.



Window as in all Office programs allows you to decide how you want the Window to display.



Help in PowerPoint is very helpful. I either learned all I know about PowerPoint from searching in the help menu or from students.



I hope this short introduction to PowerPoint 2003 has been helpful.

Mary Lee

PLWP TL

2010