

POWERPOINT QUICK CHECK SHEET

CREATING A NEW PUBLICATION	1	Pull down the FILE menu and select NEW.
	2	From the New Presentation Dialog Box click on the General Tab.
	3	Click once on Blank Presentation and click on OK.
CREATING A TITLE SLIDE	1	Select the TITLE SLIDE from the Auto Layout dialog box.
	2	Click in the title placeholder and type your text.
	3	Click in the sub-title placeholder if a sub-title is desired.
ADDING A BULLET SLIDE	1	Select NEW SLIDE and choose the BULLETED LIST Auto Layout.
	2	Add a title to the slide by clicking in the placeholder and typing the title.
	3	Click on the Bulleted List placeholder. The first bullet is already displayed.
	4	Type the text for the first bullet and press ENTER. (The next bullet is already displayed.)
	5	Continue typing all of your bullets. Press the backspace key for any unwanted bullets at the end of your list.
	6	Click away from the placeholder to enter all text and deselect the placeholder.
FORMATTING TEXT	1	This can be accomplished in SLIDE MASTER or OUTLINE VIEW
	2	Highlight the text you want to format.
	3	Click on any formatting options on the formatting toolbar.
SAVING A PUBLICATION	1	Pull down the FILE and select SAVE AS...
	2	Name the file and select the location where it will be saved.
	3	Click on SAVE.
CLOSING A PUBLICATION	1	Pull down the FILE menu and select CLOSE.
	2	If the publication was not saved or was modified, PowerPoint will prompt you to save the file.
EXITING POWERPOINT	1	Pull down the FILE menu and select EXIT
SPELL CHECK	1	Pull down the TOOLS menu and select SPELLING or click on the button.
	2	PowerPoint will advise of any words not found in the PowerPoint dictionary. Suggestions will be offered for each word. Click on a suggestion and select CHANGE or CHANGE ALL.
MOVING OBJECTS	1	Select the object by clicking on it.
	2	When the mouse pointer turns into a four headed arrow, hold down the left mouse button and drag to the desired location. Release the mouse button.
	3	Release the mouse button.
RESIZING AN OBJECT	1	Select the object by clicking on it.
	2	Place your mouse pointer on top of one of the frame handles. When the mouse pointer turns into a double arrow, hold down the left mouse button and drag to the desired size.
	3	Release the mouse button.

DELETING AN OBJECT	1	Select the object. Press the DELETE key.
DUPLICATING AN OBJECT	1	Select the object by clicking on it. Pull down the EDIT menu and select DUPLICATE.
INSERTING CLIP ART FROM AN EXTERNAL SOURCE.	1	Pull down the INSERT menu and select PICTURE.
	2	From the fly-out menu select FROM FILE.
	3	Navigate to the proper derive where the clip-art is located.
	4	Click on the desired graphic and choose INSERT.
POWERPOINT VIEW MODES	1	SLIDE VIEW—This view allows you to work on one slide at a time. You can add all of the elements needed to create each slide as all menus and commands are available.
	2	OUTLINE VIEW—Create and organize bulleted lists in an outline format. This view allows you to work with and modify text.
	3	SLIDE SORTER VIEW—All slides in the presentation are displayed on the screen. In this view, you can organize your presentation by changing the orders of the slides, as well as deleting and hiding slides. Timings and transitions can also be assigned in this view.
	4	NOTES PAGE VIEW—In this view, you may create speaker notes that may be printed to help you in your presentation.
	5	SLIDE SHOW—The presentation will be displayed full screen and will run as a regular show.
POWERPOINT MASTERS	1	MASTER TITLE AREA—This area controls the font, size, alignment and color of each title area in the presentation.
	2	MASTER OBJECT AREA—This area controls the font, size, alignment, color, bullet styles, and line spacing of most text on the slide.
	3	BACKGROUND ITEMS—Clip-Art, borders, lines, company logo, and page numbers may be added to the background so that they will appear on every page.
SWITCHING TO SLIDE MASTER	1	Pull down the VIEW menu and select MASTER.
	2	Choose SLIDE MASTER.
	3	Edit the master to be applied to all slides in the presentation.
CHANGING THE ORDER OF SLIDES	1	Switch to the Slide Sorter View.
	2	Move the mouse pointer over the slide you want to move. Hold down the mouse button and drag the slide to its new position.
	3	Release the mouse button.
DELETING SLIDES	1	Click once on the slide you want to delete.
	2	Pull down the EDIT menu and select DELETE SLIDE.
	3	To delete multiple slides, hold down the SHIFT key, and click on each of the slides you want to delete.
HIDING SLIDES	1	Select the slide you want to hide by clicking on it once.

	2	On the Slide Sorter toolbar, click on the HIDE button.
PRINTING A PRESENTATION	1	Pull down the FILE menu and select PRINT.
	2	Select the type of printout desired from the PRINT WHAT drop-down menu: A. Slides B. Handouts C. Notes Pages (for speaker notes) D. Outline View
	3	Select any other option desired (# of copies, Black & White, Print Range etc.)
	4	Click on the OK button.