

Where to find this software


PowerPoint 2004 is the version of PowerPoint packaged with the Microsoft Office 2004 suite for Macintosh computers. PowerPoint can be used to produce presentations, slides, handouts, speaker's notes, and outlines. PowerPoint's use of templates lets you design consistent slides without being an expert designer..

Files created in PowerPoint 2004 on a Macintosh computer should also be fully cross-platform compatible with Windows computers running XP. However, please be aware that some new features and some images and media files may not be compatible. It is highly recommended that you test your PowerPoint presentation on the computer you will be presenting on before your presentation to make sure everything works.

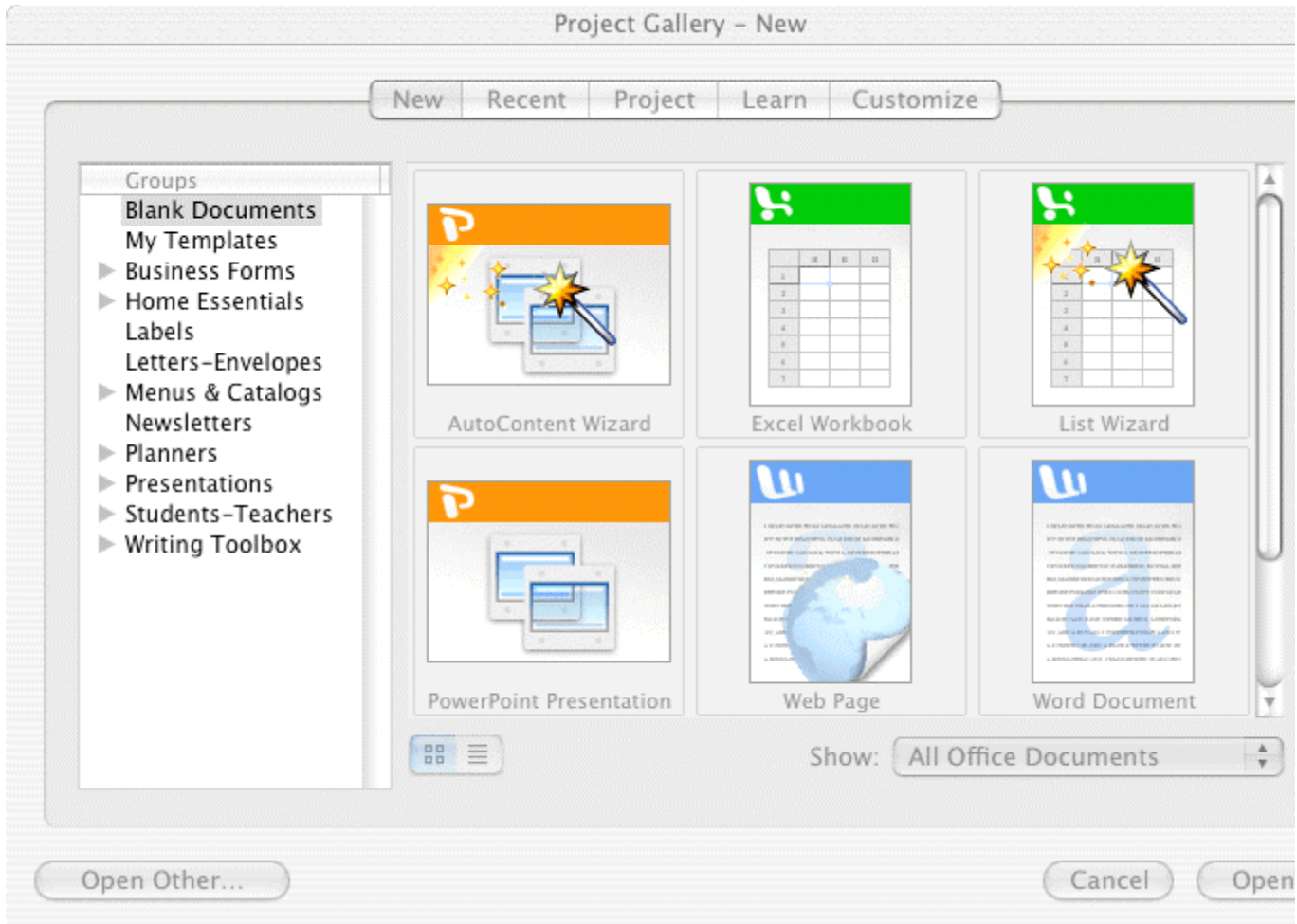
PowerPoint 2004 includes a new feature called Compatibility Report that checks for possible compatibility problems. It is helpful when the presentation includes multimedia features that may not be able to run on older computers. You can access Compatibility Report by choosing the **Tools** menu > **Compatibility Report** or by selecting the Compatibility Report button

Getting Started



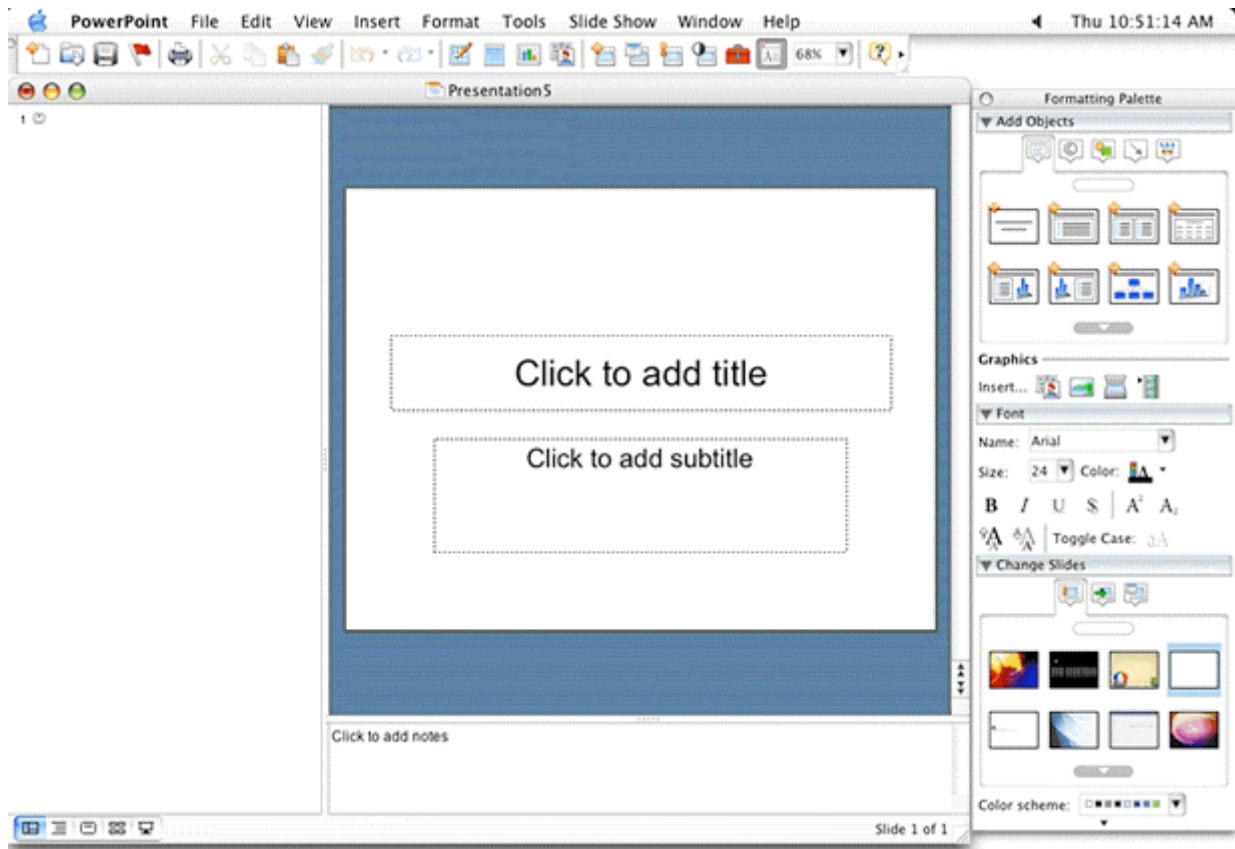
To launch **PowerPoint 2004**, select the PowerPoint alias  from the dock. If the PowerPoint alias is not on the dock, select the **Go** menu > **Applications** > **Microsoft Office** folder > **PowerPoint**.

Every time PowerPoint 2004 is started on your computer the Project Gallery, Microsoft's universal entry point to office, is opened. From the Project Gallery you can create a new blank slide or a create a project using the Auto-Content Wizard. Click on the PowerPoint Presentation thumbnail to open a new presentation and then click the **Open** button.



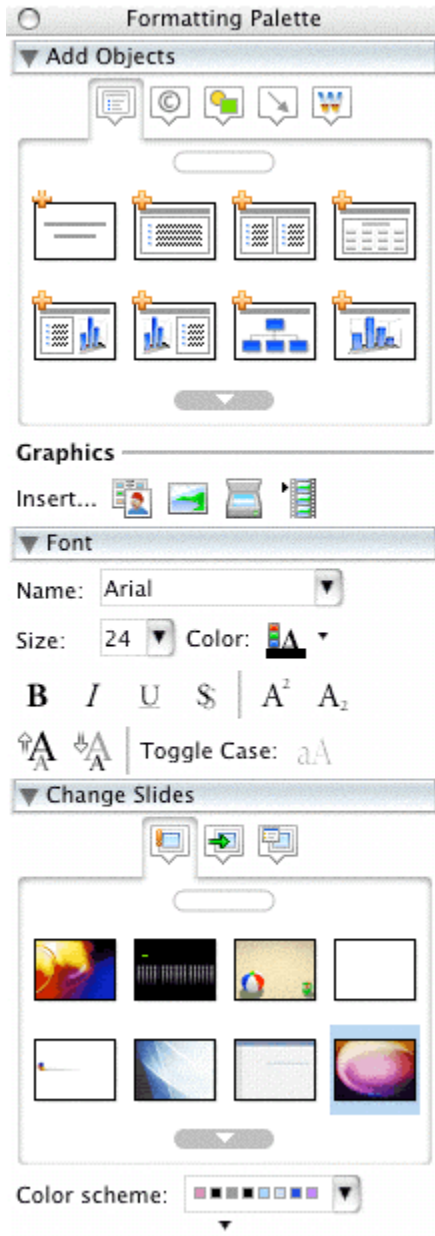
The Normal View

PowerPoint 2004's default is the Normal View. This view opens when you launch PowerPoint and select a new PowerPoint presentation, and allows you to see several aspects of the presentation simultaneously.



The primary pane is the large Slide Editing pane that appears almost in the center of your screen. There you can add all your content and format your presentation. Below the Slide Editing pane is the Notes Pages pane where it reads "Click to add notes". You can type additional comments for your presentation that will not appear on-screen during a slide show, but will only show up if you print out Notes Pages from the PowerPoint printing options. On the left of the Slide Editing pane is a column-shaped pane, the outline pane. The **Outline** pane allows you to display the outline of the text in your presentation in that column. On the right side of the Slide Editing pane is floating window, the Formatting Palette.


The Formatting Palette



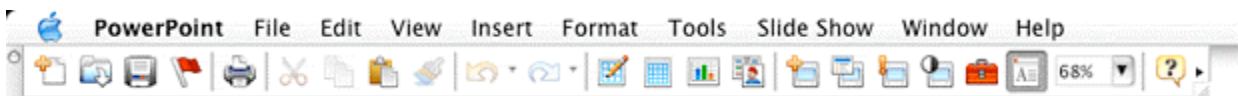
The **Formatting Palette** is a floating window that contains all of the editing tools. The palettes shown vary depending on the part of the slide you are working on. When you are drawing you will see the appropriate tools for editing text.

If you do not see the Formatting Palette:

Select **View > Formatting Palette**

or select the Formatting Palette button 

Menus and Toolbars



The toolbars in PowerPoint 2004 are reduced in size and have slightly different button styles from PowerPoint 98 or X. PowerPoint 2004 toolbars are configured to only display the most commonly used commands, yet can easily be expanded. If you click on the small, black arrow (also called the "More Buttons" arrow) at the right end of the toolbar,

a menu expands to show additional commands that are usually found in that toolbar. If you use one or more of the buttons in the menu repeatedly, PowerPoint will automatically add that button to the visible part of the toolbar. Another option is to show all buttons on one row versus two rows.

Personalized Toolbars

You can also customize your toolbars and menus by adding and removing buttons, or creating entirely new toolbars of your own design. In order to customize a toolbar, you must first access the **Customize** window. The three different ways to access this window in PowerPoint 2004 are:


- From the **Tools** menu by selecting **Customize Toolbars/Menus**.
- By clicking on the black "More Buttons" arrow at the end of the toolbar and then selecting **Customize Toolbars/Menus**.
- From the **View** menu > **Toolbars** > **Customize Toolbars/Menus**.


Add/Remove Buttons

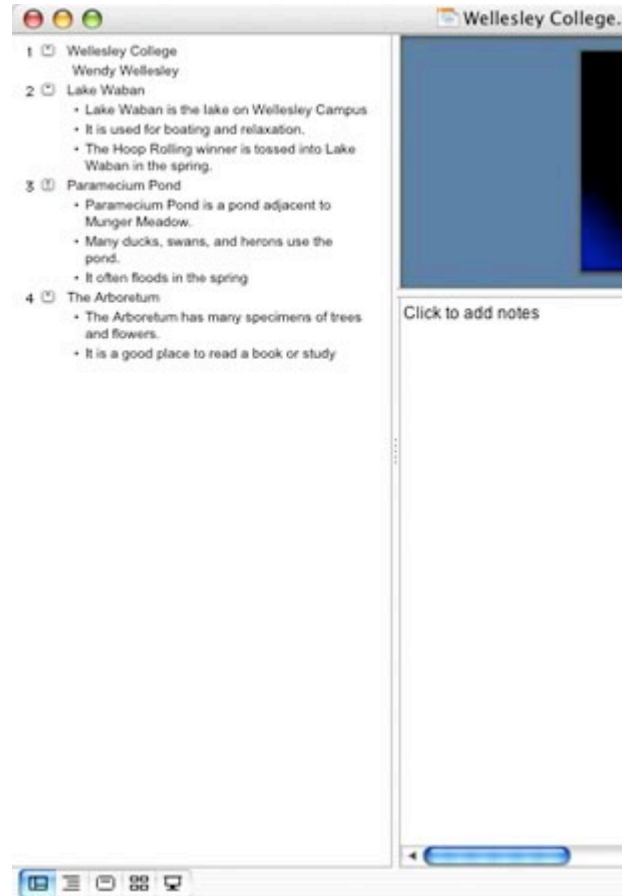
1. Open the **Customize** window by following the directions in the **Personalized Toolbars** section.
2. Select the **Toolbars** button to open the Customize Toolbars list.
3. From the list of checkboxes, check the toolbars you would like to add.
4. When you are finished adding toolbars, click the **OK** button.


Views


PowerPoint has five views from which you can choose to create and edit your slides. To access the views, you can go to the **View** menu. You can also click icons that are located on the bottom left corner of the tri-pane window. Each view will have a different set of icons from which editing can be done. Each view also displays the slide in a unique way. To select a view, click on the appropriate view icon.

 The first view is the **Normal View**. In this view, you edit one slide at a time. With the current slide, you can add text, draw graphics, add clip art, and change the layout. This is the default view. It allows you to see and work with several aspects of the presentation simultaneously, including the slide, the outline section, and the formatting palette.

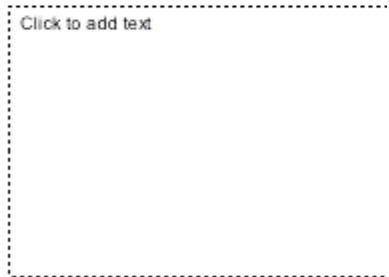
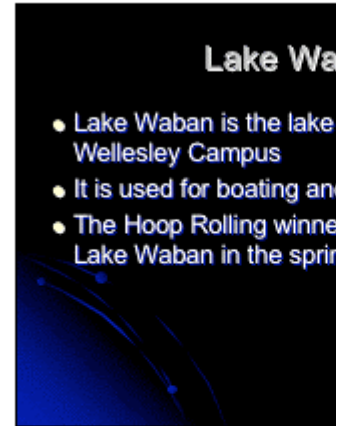
 The second view is the Outline View. The Outline View provides a large area for the outline with small areas for the slide and for the notes. You can access the Outline view by clicking the outline view button on the bottom left corner of the tri-pane window. It is not accessible from the View menu.



 The third view is the **Slide View**. The Slide View simply provides a large view of the slide without the outline in the left pane or the notes section. The Slide View is available at the bottom left corner of the tri-pane window or from the **View** menu.

 The fourth view is the **Slide Show From Current Slide**. This view runs your presentation from the slide you were currently editing, filling the screen with your slides. With this view, you can see the slide transitions and timing. To get out of the Slide Show view and back to one of the edit views, press the **ESC** key. The Slide Show From Current Slide view is only available by selecting the corresponding icon from the bottom left corner of the tri-pane window.

The **Notes page view** is accessible from the **View** menu. While the notes for each slide are available in the Normal view, this view shows your slide in the upper half of the window and your notes in the bottom half as they will appear if you print your presentation as Notes. This is a useful view for correlating your notes with a particular slide. The notes you enter for each slide can be used as notes during your presentation since they do not appear when the slide show is running. You can also print this view.




The Slide Sorter View is accessible from the View menu and depicts the slide show in chronological order, making it very easy to select and drag individual files to different positions.

Creating A New Presentation

When you launch PowerPoint 2004 the project gallery allows you to choose to start your presentation with a new blank slide or by using the auto-wizard.

If you wish to create a new presentation once you are in PowerPoint, go to the **File** menu and select **New Presentation**. You can also click on the **Blank Presentation** button and click **OK**. Then follow the previous directions for selecting a slide layout.

Opening an Existing Presentation

To open an existing presentation, select the **File** menu > **Open...**; then select the name of the file you wish to open. Alternatively, choosing the **Open button**  from the menu will also open the selected file.

Saving A Presentation

Selecting the **File** menu > **Save** will save the current presentation. If this is the first time you have saved this presentation, PowerPoint 2004 will ask for a file name. If the presentation has been saved before, PowerPoint will find and replace the older document.

To save a presentation with a different name or in a different folder, select the **File** menu > **Save As...** from the menu. PowerPoint will then ask for the new name and folder for the presentation.

You also have the option of saving your presentation in different formats. In the **Save As** window, there is a pull down menu under the **Save As Type** field. This allows you to save your presentation as a PNG, a JPEG, or whatever format suits your fancy.

There is also an option to save the presentation as html, enabling you to save it as a format that can be put on the Internet. This option can be useful as a back up method in case something goes wrong with your presentation or if PowerPoint is not installed on the computer you are presenting on. Be aware that some of the PowerPoint features will not be available as a web page.

To Save As Web page:

1. Select the **File** menu > **Save as Webpage...**
2. In the **Save As** field type a name for your file
 - o Remove the .ppt extension from the filename if it is there.
 - o Make sure the file extension is *.html*
3. In the **Where** drop-down menu, select the location you wish to save to.
4. In the **Format** drop-down menu, select **Web Page (HTML)**
5. Click the **Save** button

Note: For more advanced options you can select the **Web Options...** button before saving your file.




A new feature of PowerPoint 2004 is the ability to save your presentation as a Quicktime movie. This is useful if your presentation is rather simple and you do not need the more advanced abilities of the full program or even of the PowerPoint Viewer. Quicktime files can be played on either Mac or PC as long as the computer has Quicktime installed.

Sound files inserted into a PowerPoint presentation will play in a Quicktime movie. Movie files will not play during the Quicktime movie, the first frame of the movie will appear on your slide, just as it appears in the Normal View when you are editing the slide. Hyperlinks will appear on the slide as well, but are not active.

To Save As A Quicktime Movie:

1. Select the **File** menu > **Save As...**
2. In the **Save As** field type a name for your presentation
3. In the **Where** drop-down menu choose the location you wish to save to
4. In the **Format** drop-down menu choose **PowerPoint Movie (Quicktime Format)**
5. Click the **Save** button



Undo an action

To cancel or undo your most recent action ,select the **Edit** menu > **Undo** or click the  button. To see the most recent actions you can undo, select the arrow next to the Undo button  . You can scroll to see more actions. Click the action you want to undo and it will undo it. When you undo an action, you also undo all actions listed above it. If you change your mind after you click Undo, you can click **Redo**  to restore the action.

How to Quit

From the **PowerPoint** menu, select **Quit**.

Adding Slides

A new slide can be added by selecting the **Insert** menu and selecting **New Slide** or clicking on the **New Slide** button  on the toolbar. While the new slide will automatically be formatted as a slide with a title box and a text box, the formatting palette will display the change slide section. From here you can choose from a variety of slide layouts by clicking the layout tab . To select any layout, click its thumbnail image. Your slide will change automatically.

Deleting Slides

The current slide can be deleted by selecting the **Edit** menu and choosing **Delete Slide** from the menu. The next slides in the presentation will each move up in the slide order.

Changing A Slide's Layout

To change the layout of the slide, you need to have the Formatting Palette open. If the Formatting Palette is not open, select the **View** menu > **Formatting Palette**.




To Access the Change Slides section:

1. Click on the background of the slide you are working or Slides section to the bottom of the Formatting Palette.

From the Change Slides palette you can select Slide Layout by selectin

To select and use a Slide Layout:

Select the thumbnail of the layout you would like to use. You can scroll arrow at the bottom of the viewing area. 

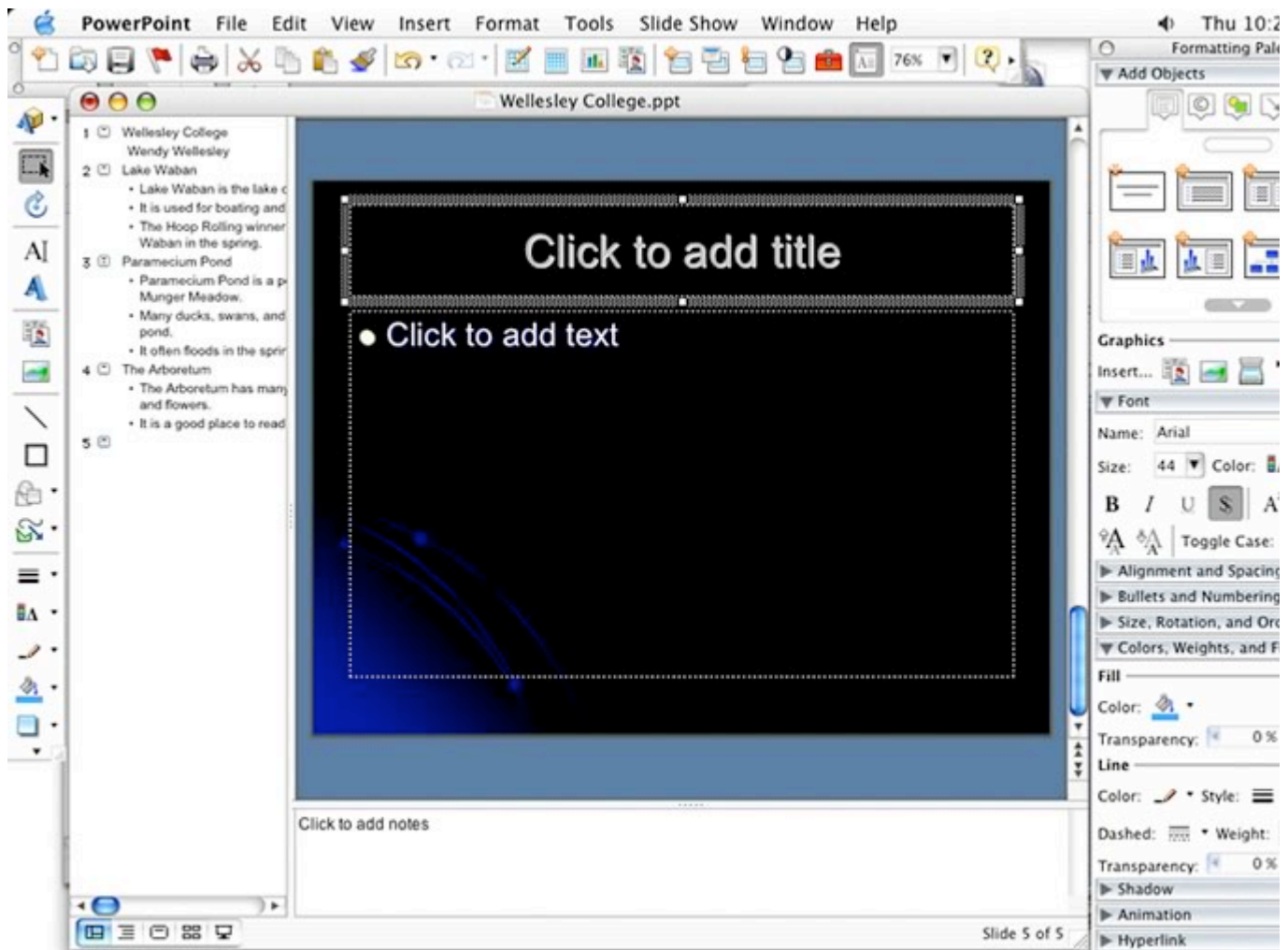
Changing A Slide's Position

The easiest way to change a slide's position is to use the **Slide Sorter view**. The slides are shown chronologically in this view, and you can select and drag individual files to move them to different positions.

Text

To add text to the title of a slide, click in the box that reads *Click to add title*. Next, type the text you want to be used as a title. Do not press **ENTER** at the end of the line unless you wish to place another line of text in the title.

It is highly recommended that you add a title to every slide to make it easier to navigate through your slide show if necessary.



To add text to the slide, click in the box labeled *Click to add text*. All text you enter will be placed on the slide. If the text is too long for the line, PowerPoint automatically wraps

the text to the next line and indents properly. Depending on your slide layout, you may have other text boxes on your slide. If so, you can click inside them to add your text.

If you wish to add more text to a different part of the slide, you will need to insert a new text box. Go to the **Insert** menu > **Text box**. Your cursor will change allowing you to draw with your mouse your new text box. If your text box is not exactly where you would like it, you can move it once you have completed typing your text.

To insert a new text box:

1. Go to the **Insert** menu > **Text box**.
2. The cursor will change to a cross. Click where you would like to put your new text box and drag your mouse diagonally to create it.
3. Once you release the mouse, you will have a blinking cursor in your text box. If the text box is not exactly where you want it to be, it is possible to move it to a new location once you have written your text.
4. Type the text you want to have in your text box.

You can also advance to the next line of the same bulleted text by pressing **SHIFT+RETURN**. While typing text, you can edit by using the arrow keys, **BACKSPACE**, **DELETE**, and the edit menu commands. If you wish to edit text in another section or put text in an object, select the object and edit the text.

To change margins, vertical alignment, word wrap, and whether the text box automatically resizes as text is added, select **Format** menu > **Text Box**, in the Format window click the **Text Box** tab, make changes, then click **OK**.

You can also edit text with the Formatting Palette, the text palette is available whenever the text on your slide is selected.

Selecting Objects

An object can be selected by simply placing the mouse cursor over it and clicking the object once.


To select more than one object, hold down the **SHIFT** key while clicking. You can also click and drag around a group of objects to select them all.

You can also deselect an object by holding down the **SHIFT** key and clicking on a selected object. If you wish to select all the objects on a slide, choose the **Edit** menu > **Select All** from the menu.

Grouping Objects

Sometimes, you will want to edit multiple objects as if they were one object. PowerPoint lets you do this by making the objects a group.

To make the objects a group:

1. Select all the objects you wish to group together.
2. Go to the Drawing toolbar, usually at the left side of the Outline in Normal View, and select the **Draw** menu  > **Group**.
 - o If the Drawing toolbar is not visible, select the **View** menu > **Toolbars** > **Drawing**.
3. Now any operation performed on an object in the group will also be performed on the other group members.
4. You can ungroup the objects later by selecting the **Draw** menu and choosing **Ungroup**.

Moving Objects


Before an object can be moved you must first select it. Once selected, click and drag the object to the new location or use the arrow keys. If you press the **SHIFT** key while moving the object, PowerPoint 2004 constrains the movement to vertical or horizontal moves only.

Aligning Objects

Objects can be aligned by their selection borders, not their physical borders. The selection border is a dotted rectangle around the object used to denote the object's border, and it can often be larger than the visible border of the object. To align objects, you must first select them. Once selected, choose the **Draw** menu > **Align or Distribute**, then select the type of alignment you desire for the selected objects.

Object Order

Objects can be stacked on top of one another. As with a stack of real objects, those on the bottom are not fully visible and may not be visible at all.

To modify the order of the object, drag the object on top of the first. You can determine which object is the top object by choosing the **Draw** menu  > **Arrange** > **Send Backward** menu to send the selected object back one level in the stack or the **Draw** menu > **Arrange** > **Bring Forward** to bring the selected object up one level in the stack.

Rotating and Flipping Objects

To rotate a selected object choose the **Draw** menu > **Rotate or Flip**. This displays a dialog box from which you can select the type of rotation. If you wish to rotate the object on a non-ninety degree angle, choose the **Free Rotate** option. Click on a corner of the object and drag the object to the desired angle. If you hold down the **SHIFT** key while dragging the object, PowerPoint 2004 will restrict the rotation to 45-degree angles.

Resizing Objects

1. Select the object to be resized.
2. Hold down the click on one of the corners circles of the selection box surrounding the object and drag to the new size.
 - If you wish to keep the aspect ratio of the original object, hold down the **SHIFT** key while resizing the object.

Object Borders and Fills

Placing a border around objects can enhance them. PowerPoint lets you place borders around an object by double-clicking it. This displays a dialog box from which you can choose the line style, color, and fill of the object. If you wish to remove a border, choose the **No Line** option in the dialog box.

To fill an object, click on the **Fill** box of the Colors and Lines dialog box. From this menu choose a color for the fill and then choose **OK**.

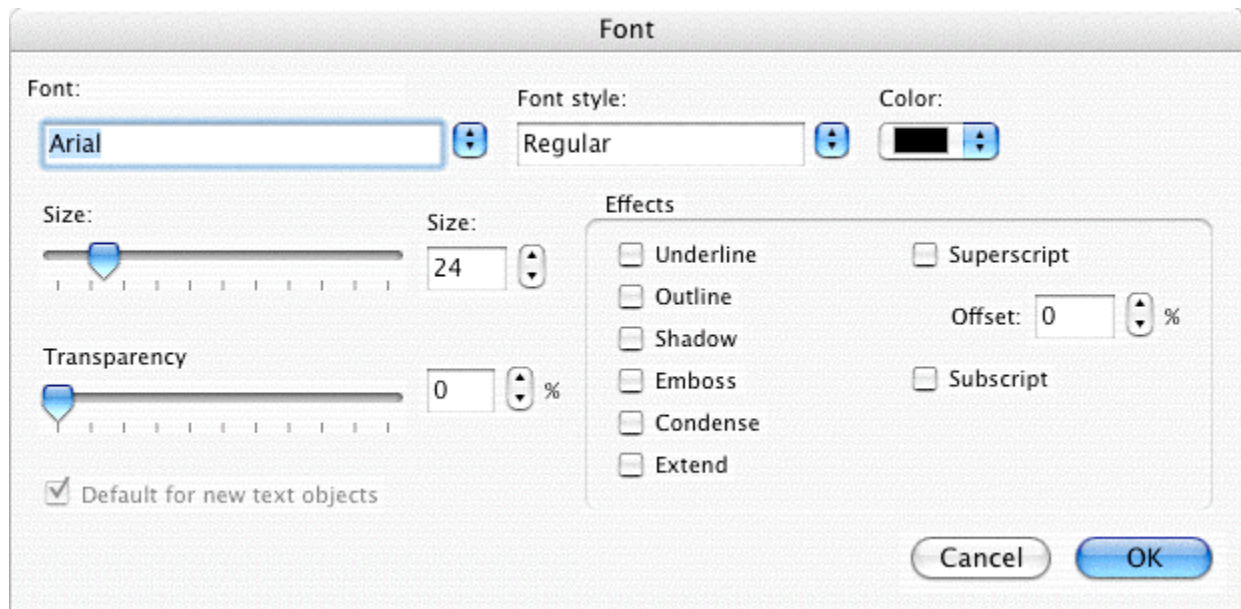
Text Attributes

PowerPoint lets you change the style and characteristics of your text.

To change the text format, choose the **Format** menu > **Font** to display the font dialog box. From this dialog box you can choose the font, point size, font style, and text color for the selected text.

When your text is selected on the slide, the Formatting Palette will display the font attributes palette. You can also use these tools to modify your text.

You can make your text shadowed by choosing the **Shadow** option in the effects box. The **Superscript** option raises the text above the current text line and the **Subscript** option places the text below the current line.



PowerPoint also lets you define formatting characteristics for paragraphs of text. The **Format** > **Alignment** menu command lets you select the alignment of the text within the paragraph. The **Format** > **Line Spacing** menu command is used to set the spacing between lines of a paragraph. The **Before Paragraph** and **After Paragraph** boxes are used to set the line spacing before and after each selected paragraph.

Find And Replace

PowerPoint lets you find and replace text relatively quickly. To find a word or line of text, select the **Edit** menu > **Find...** In the dialog box, enter the desired text to find and select the appropriate options. When you are done, click on the **Find Next** button. If

PowerPoint finds the text, it will be highlighted in the active slide. Continue to click on the **Find Next** button to find each occurrence of the word or phrase.

To replace a word or line of text, select the **Edit** menu > **Replace...** In the dialog box, enter the word or line of text you wish to replace the old text with and select the appropriate options. When done, select **Find Next** to find the next occurrence without replacing it, select **Replace** to replace the next occurrence, or **Replace All** to replace all occurrences of the word or line of text.

Spell Checking

PowerPoint provides a spell checker. To ensure no spelling mistakes, select the **Tools** menu > **Spelling**. PowerPoint will then search all your slides for misspelled words.

If an unknown word is found, PowerPoint will display a dialog box with possible corrections. To correct the misspelled word, click on the correct spelling and select **Change** or **Change All** to change the current and any future misspellings of the word.

The **Add** button will let you add the word to your personal dictionary. This is useful for commonly used words such as your name, which PowerPoint may not recognize.

Slide Transitions

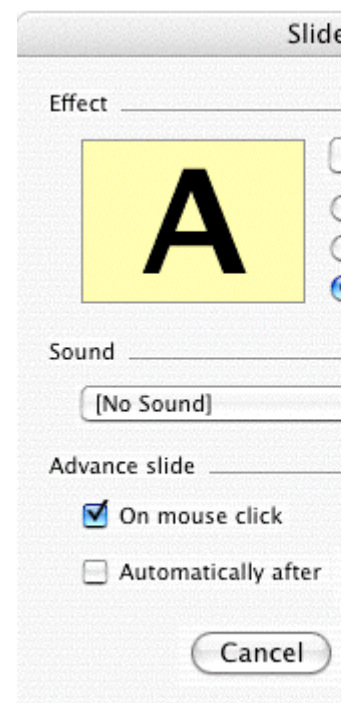
Slide transitions refer to the way slides change from one to the next during a slide show. They can be used to break the monotony of changing slides, and include effects like fade out and fade to black.

To set a slide transition for the current slide, select the **Slide Show** menu > **Slide Transition**. This displays the transition information in a new dialog box from which you can choose the type and speed of the transition. Selecting an option from the drop-down window in the Effect box displays an example of the transition on your current slide.

The three radio buttons in the Effect section (Slow, Medium, Fast) let you modify the speed of the transition.

The sound section allows you to designate a sound for each transition.

The Advance slide section lets you select the number of seconds the slide will be displayed before PowerPoint automatically advances to the next slide or whether you would like to transition manually. Use this only if you need a



timed slide.

Choosing **Apply to All** applies that transition to every slide in your presentation. Choosing **Apply** applies the transition to only the slide you are currently working on. Choosing **Cancel** cancels the request and closes the window.

Slide Master

The slide master contains the default formatting of the title, text, and background items that appear on all the slides in the presentation. Any changes you make to the slide master automatically occur in all slides in the presentation.

To edit the slide master, select the **View** menu > **Master** > **Slide Master**. This makes the slide master the current slide for editing. All changes you make are applied to the slide master. When you are done, select the **View** menu > **Normal**. All slides will now have the changes made to the slide master.

If you wish a slide to differ from the slide master, go to that slide while in **Normal** view. Any new changes made to the slide will apply only to the current slide, and not to the slide master or other slides in the presentation.

While you are viewing the slide master, a slide miniature of the slide you have selected (usually the one you were previously working on), unless the first slide of the presentation is selected. If the first slide of the presentation is selected, the next sequential slide will appear in the slide miniature.




Slide Designs



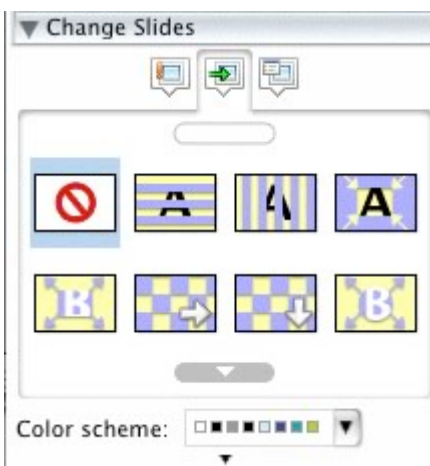
PowerPoint provides slide designs as a quick and easy way to create a presentation. There are various different slide designs that you can choose from the Change Slides section.


To Access the Change Slides section:

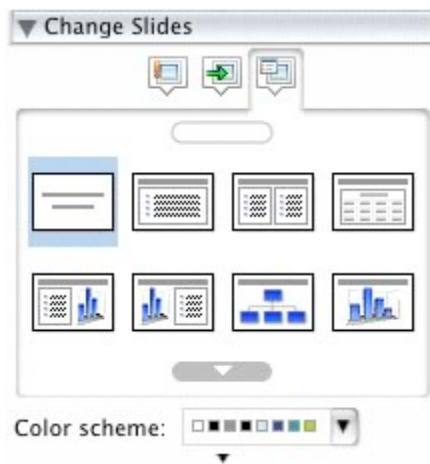
1. Click on the background of the slide you are working on or click on the Change Slides section to the bottom of the Formatting Palette.

From the Change Slides palette you can select Slide Design, Slide Transition, or Slide Layout. 

To select and use a Slide Design, Slide Transition, or Slide Layout:



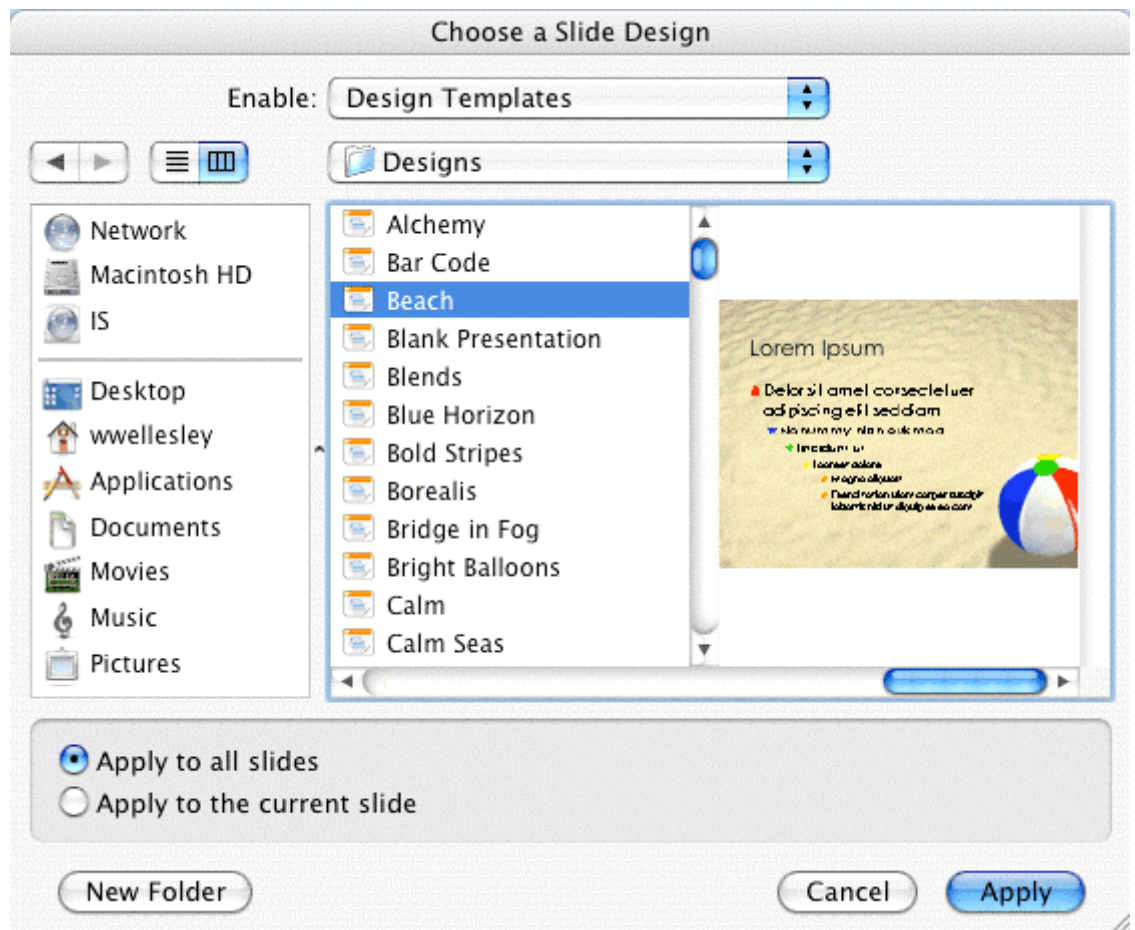
Select the thumbnail of the attribute you would like to use. You can scroll through the thumbnails at the bottom of the viewing area. 



If you wish to change the design of a particular slide:

1. Select the slide you wish to modify by go to it in the **Normal** view.
2. Select the **Format** menu > **Slide Design**.

3. Choose the design you would like to use from the list of files.



4. Select **Apply to all slides** to apply the design to all the slides, or **Apply to the current slide** to apply the design to just the slide you're working on.

Any further changes to the slide master will not erase the formatting you specifically defined for this slide.

A color scheme is a set scheme of colors that can be utilized to make your presentation look professional. You can choose from one of the preset schemes or create your own following the directions below.

To apply the color scheme from the slide master:

1. Select the **Format** menu > **Slide Color Scheme**
2. The Color Scheme dialog box appears
 - Here you can choose standard or custom color schemes.
 - Custom color schemes are available for edit by choosing the **Custom button**.
3. To select a color scheme, select the thumbnail of the scheme you wish to use. Choose **Apply** or **Apply to All** to apply the color scheme to your slides.
4. If editing your own color schemes, choose all the colors you wish to use, then select the **Apply** or **Apply to All** button to apply the schemes to your slides.

A background item can be removed from an individual slide by first making it the active slide. Then, choose the **Format** menu > **Slide Background**. Verify that the checkbox labeled **Omit Background Graphics from Master** is unchecked and after selecting the changes, choose **Apply**.

Adding Clip Art

PowerPoint 2004 comes with a large clip art collection. To insert clip art and open the clip art gallery, choose the **Insert** menu and select **Picture > Clip Art...** The Clip Art Gallery will open. The Gallery has a category section. When the category is selected thumbnail images of the clip art available appear in the right section of the gallery. You can maneuver within these sections to find the clip art that suits your needs. You can also use the **Search** button to find a specific piece of clip art. Once you have selected clip art, clicking on it once will insert it into your PowerPoint presentation. You can then change the location, size, and rotation if you like.

Pictures

Pictures can also be added to your slides to clarify a point. To insert a picture, it must be saved in a graphical format PowerPoint understands. Such formats include GIF and JPEG. To insert a picture, choose the **Insert** menu and select **Picture > From File...** A dialog box will appear from which you can select the name of the file to insert.

Unfortunately, inserting large images or many images can cause your presentation to crash. Before inserting your images into a PowerPoint presentation you should use a graphics application such as Adobe Photoshop or Macromedia Fireworks to reduce the size of your images.

Changing the resolution of an image is especially important when you intend to view the presentation on-screen rather than making printouts since computer screens at best can only display images at 96 dpi, even if the image has a resolution of 300 dpi. Removing the extra resolution data makes your file smaller and more manageable without compromising the quality of the image.

Movies and Sound Clips



Inserting movies and sound clips is possible in PowerPoint 2004. However, you must save your movie or sound clip files with your PowerPoint presentation or else they will not work. It is recommended that you create a folder and save your presentation and media clips together.

Always test your presentation on the computer you will be presenting on to make sure the necessary applications are installed on the computer. Some media formats are not fully compatible on Windows computers in PowerPoint.

To insert a movie:

1. Select the **Insert** menu > **Movies and Sounds menu** > **Movie from File**.
2. The movie dialog box will appear. Navigate to the folder containing your movie file.
3. Select the movie file and click **Choose**.
4. The first frame of the movie appears in the center of the slide.
5. A dialog box will ask if you would like the movie to play immediately when you navigate to the slide or when you click on it. Select the option that works best for your presentation.
6. To see the movie play during a slide show, click the **Slide Show** button.
7. Click anywhere on the movie frame to play the movie if you set it to play when clicked.


To insert a sound clip:

1. Select the **Insert** menu > **Movies and Sounds** > **Sound from File**.
2. The sound dialog box will appear. Navigate to the folder containing your sound file.
3. Select the sound file and click **Insert**.
4. The sound clip icon  will appear in the middle of the slide.
5. A dialog box will ask you if you would like the sound to play immediately when you navigate to the slide or when you click it. Select the option that works best for your presentation.
6. To hear the sound clip play during the slide show, click the **Slide Show** button.
7. Click on the sound clip icon  to hear the clip play if you set it to play when clicked.

Drawing Shapes

PowerPoint 2004 provides simple drawing tools for adding shapes to your slides. To insert a shape you must be in Normal View. In this view, the drawing toolbar is located on the bottom or left-hand side of the window. If you don't see the toolbar, go to the **View** menu and select **Toolbars > Drawing**.

Drawing an object can be accomplished by clicking on the shape icon on the Drawing toolbar and moving the mouse cursor to the desired location on the slide where the object is to be placed. Next, hold down the mouse button while dragging the mouse to form the size of the shape. If you hold down the **SHIFT** key while dragging, the object will be made with even sides or angles (i.e. making an ellipse a circle).

The AutoShapes icon  will display a dialog box of shapes when selected. To insert one of these shapes, choose the shape and drag the mouse to draw the desired size. To add text to a shape, click to select the shape and begin typing.

To change margins, vertical alignment, word wrap, and whether the shape automatically resizes as text is added, first make sure the shape is selected. Choose the **Format** menu > **AutoShape**. In the Format window click the **Text Box** button, make changes, then click **OK**.

Organizational Charts

PowerPoint has a special application called **Organization Chart** which lets you easily design organizational charts for your slides. To start Organization Chart, choose the **Insert > Object** menu and choose **MS Organization Chart** from the object box. PowerPoint will then load **Organization Chart** and let you create your graph.

Tables

Just as you are used to doing in Microsoft Word and Excel, you can create and insert tables within PowerPoint. Go to the **Insert** menu and select **Table** and specify the dimensions of your table. You can also use the Table button which allows you to specify small tables with your mouse as shown in the picture below.

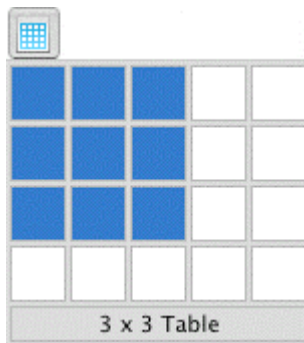






Table Drawing tools:  

 **Pencil tool:** You can use this tool to draw lines within the cells in your table.

 **Eraser tool:** You can use this tool to remove any cell, row, or column partition or block of partitions so that they merge.

To return to your normal pointer, simply click outside of the table you are working on.

To access these tools:

1. Double-click on the appropriate icon in the toolbar or go to **View** and select **Toolbars**.
2. From the toolbar menu, select **Tables and Borders**.
3. The **Tables and Borders** toolbar containing the pencil and eraser tools will appear.

Table Resizing:

In-table row resizer: You can adjust any row's height directly in your table by dragging the row border up or down, just as you can adjust column widths.

Table move handle: You can use the mouse to move your table to another position on the page by holding your mouse down around the upper left-hand corner of your table until a double cross replaces your arrow. Then click and drag your table to another position in your presentation.

Table resize handle: You can change the size of the entire table while maintaining the same row and column proportions. To resize your table:

1. Click on the table to highlight it. A shaded border with small circles at the corners and on the edges will appear when your table is selected.
2. Hold your mouse over any one of the circles on the edge or at the corner until the table resize arrow appears.
3. Drag the table boundary until the table is the size you want. The row and column sizes will change proportionally to their previous sizes.

To resize the table without constraining the proportions, simply hover over the table edge that you would like to change until the cursor becomes two parallel lines with arrows pointing outwards. Then click and drag the edge to the desired size. Only that row or column will change in width or height, respectively, without affecting the other rows and columns in the table.

Equations

PowerPoint 2004 provides a program called the Equation Editor, which lets you create mathematical equations to place on your slide.

1. To insert an equation, go to the **Insert** menu and select **Object > Microsoft Equation**.
2. This will load the Equation Editor in which you can create your equations.
3. Create an equation by inputting your data into the Equation Editor. To update the equation so it appears on your PowerPoint Presentation, select the **File** menu > **Update**.
4. To edit an equation, double-click the equation and use the Equation Editor tools and menus to modify your equation.
5. When you are finished editing, select the **File** menu > **Close**.
6. Your equation will appear on your slide. Resize the equation to the desired size using the corner tabs.
7. You can modify the data inside the equation by double-clicking on the equation in your slide. This will open the Equation Editor and allow you to make changes.

Importing Data Sets and Charts from Excel

PowerPoint has the ability to import Excel charts and graphs into an existing PowerPoint presentation.

To insert a data set from Excel:

1. Go to the Insert menu and select **New Slide**.
2. Launch **Excel**.
3. Open the spreadsheet you wish to include in your presentation.
4. Collapse Excel and PowerPoint so you can see both documents simultaneously.
5. Highlight the data in the spreadsheet, then select the **Edit** menu > **Copy**.
6. In PowerPoint, navigate to the slide you wish to insert the data into.
7. From the **Edit** menu, select **Paste**.
8. Resize the table to the desired size using the corner tabs. You can also modify the data inside the table by clicking in the cell.

To insert a chart from Excel:

1. Go to the **Insert** menu and select **New Slide**.
2. Launch **Excel**.
3. In your spreadsheet, select the chart you wish to use in your presentation.
4. Select the chart and go to the **Edit** menu > **Copy**.
5. In your PowerPoint presentation, select the slide you would like it in and go to the **Edit** menu > **Paste**.
6. If you want to modify your chart you can do so by clicking in it.
 - Excel will launch and open a small window containing your chart. You can modify your chart and the changes will be reflected in the PowerPoint presentation.
 - You can modify your data so that your chart changes by clicking on the different sheets.
 - If you do not need to modify your data, you can paste it as an image, which will reduce your presentation file size.

Inserting Items from Other Applications

To paste an object from another application, go to the host application and copy the object to the Clipboard. Next, go to the slide in PowerPoint where you want the object pasted and select the **Edit** menu > **Paste**. The object will now be pasted onto the slide.

If you wish to insert an entire object file into PowerPoint, select the **Insert** menu > **Object** and select the file or application which generated the object.

Running a Slide Show

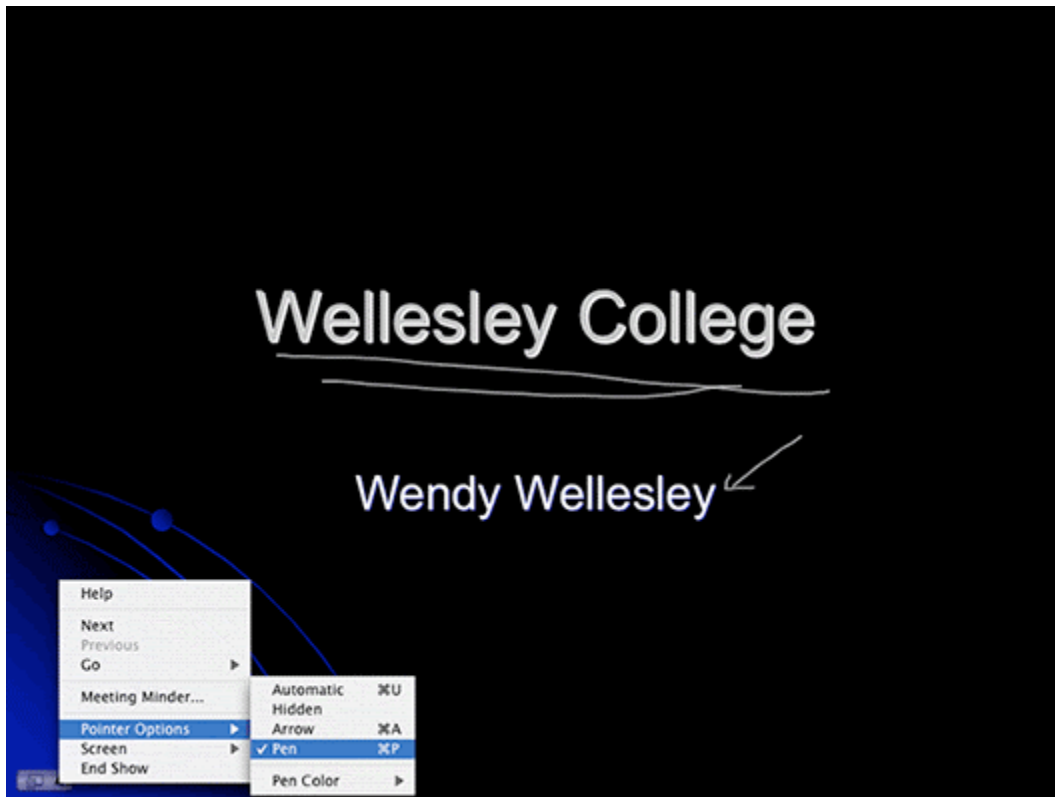
To run the slide show from within PowerPoint, select the **View** menu > **Slide Show**. PowerPoint will start your presentation with the first slide.

To move to the next slide, click your mouse. You can also use the arrow keys or PageUp/PageDown keys to navigate backwards and forwards in your slide show.

Drawing During the Presentation

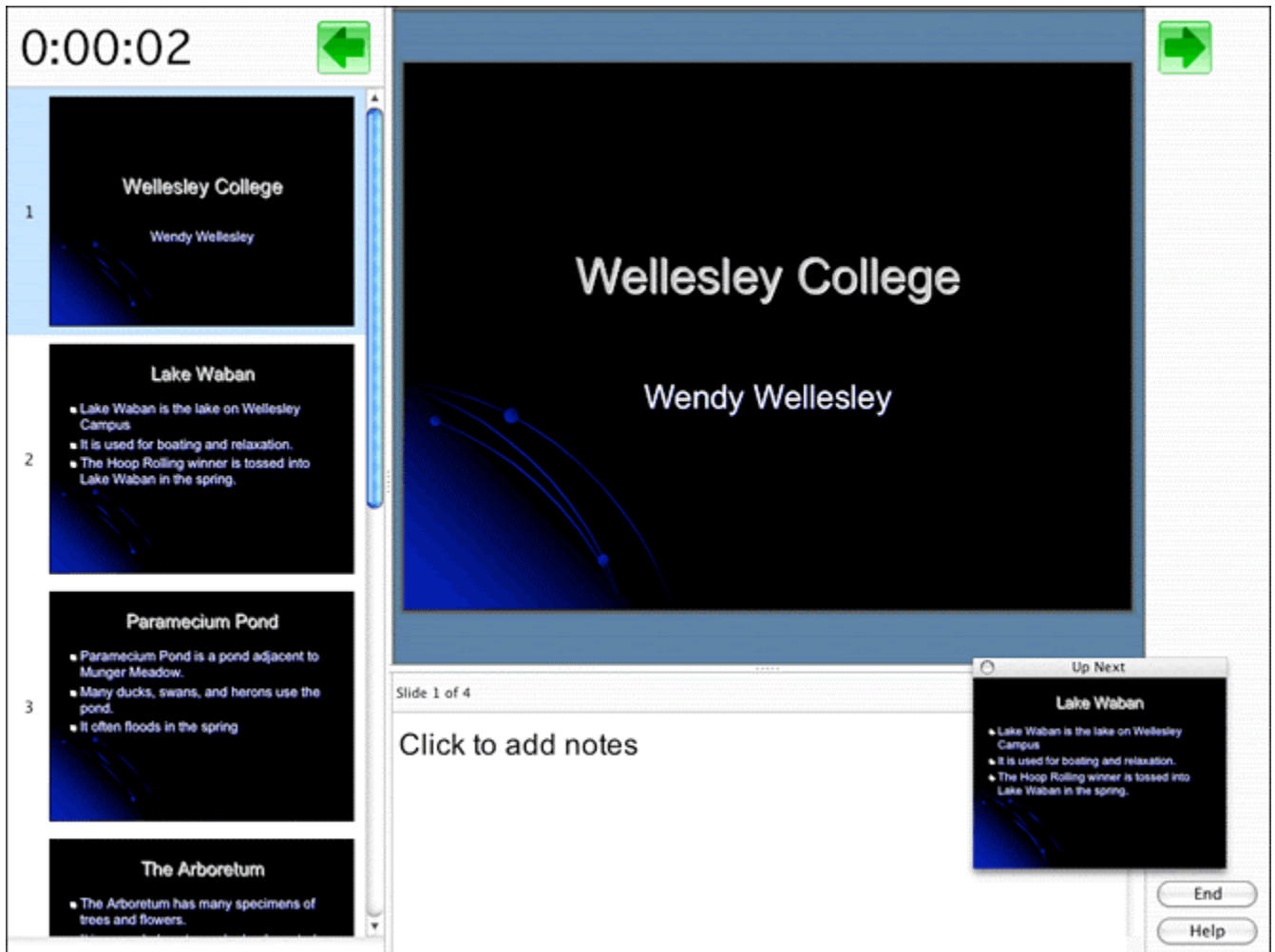
You can draw on your slides while you are giving your presentation to emphasize or illustrate something on your slide.

To switch to freehand drawing mode while running the presentation, click the small arrow in the lower left corner of the screen. On the menu that comes up, choose **Pointer Options** > **Pen**. This will turn your mouse cursor into a drawing pen. To draw, place the mouse cursor where you want to draw and hold down the Mouse Button while dragging the mouse. When you are done drawing, click the arrow on the lower left hand corner and choose **Pointer Options** > **Automatic**. Any marks you make on the slide during the presentation are not saved, and therefore will not appear the next time the presentation is run.



Presenter Tools

Presenter Tools are a new feature of PowerPoint 2004 that gives the presenter greater control over the presentation while it is running. Using the Presenter Tools feature, the presenter can move through the slide show more efficiently (by using on-screen backward and forward arrows as well as the thumbnail view of the slides in the thumbnail column), add notes, and keep track of time with the built in timer.



The Presenter Tools will appear on only the presenter's computer screen if there are two monitors connected and if it is set up correctly. To set up two monitors to use Presenter Tools:

To use the presenter tools during a slide show, you must have two monitors connected to one computer, and have them set as non mirrored. To use the presenter tools to rehearse your slide show, you don't need to make any adjustments to your computer.


1. From the **Apple** menu, select **System Preferences**.
2. In the System Preferences dialog box, select **Displays > Arrangement** tab.
3. Uncheck the **Mirror Displays** check box at the lower left of the dialog box.

If there is no Mirror Displays check box, both monitors are mirrored and that setting can't be changed. The same thing will show on both screens (either the presenter tools or the slide show). Drag the monitor icons so that the larger icon (representing your monitor) is on the left and the smaller (representing the audience monitor) is on the right, and then close the dialog box.

The presenter tools appear on your monitor, and the audience view appears on the audience monitor.

Printing A Presentation

Print Preview

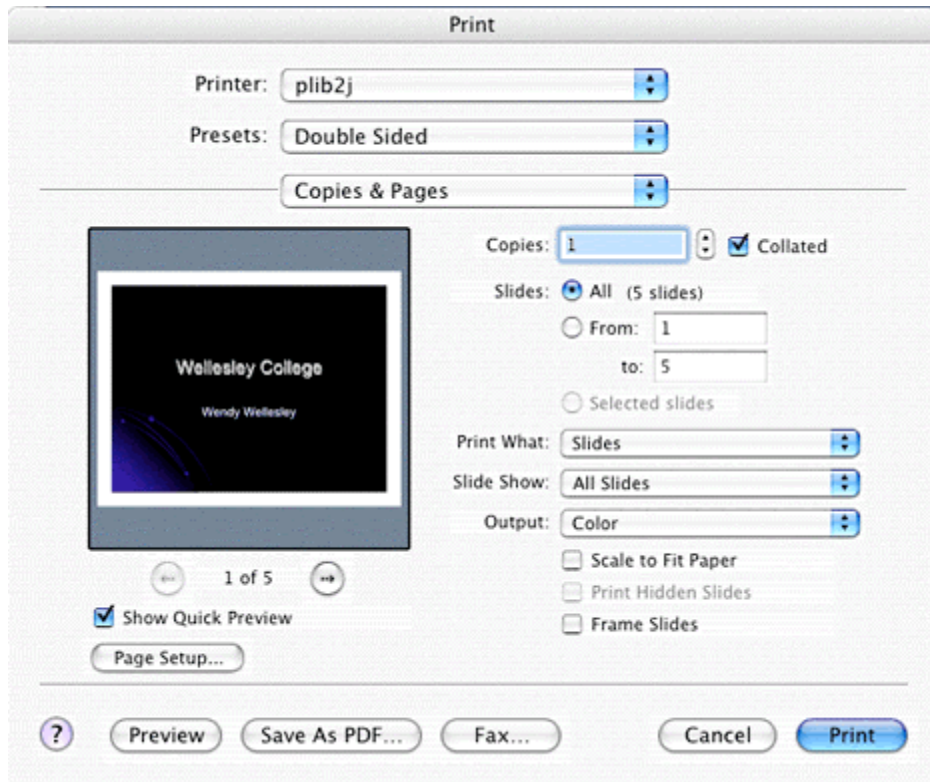
PowerPoint gives you the option to preview your presentations before you print. You can access print preview by either going to the **File** menu > **Print** and selecting the **Preview** button. PowerPoint will create a preview of each slide as an image that you can view in Preview, a viewing application for OS X. You may also view a grayscale version of your slides by selecting the grayscale button. 

Printing

PowerPoint gives you four options for printing. You can print your presentation as an **outline**, an **audience handout**, a **notes page**, or as **slides**.

All printing is done from the Print dialog box, which is displayed when you choose the **File** menu > **Print**. The first line of the dialog box shows the current printer. If this is not the printer you wish to use, click on the **Printer** button and select a new printer.

The remainder of the Print dialog box contains options for what and how to print. If you do not wish to print the entire presentation, you can select a range of slides to print. To do this, click the slides and enter the range of slides to print. If you want to print a contiguous range of slides, type the starting slide number, a dash, and then the ending slide number. If you want to print noncontiguous range of slides, type a comma between the slide numbers. For example, entering the string **1- 5, 7, 9-11, 14** will print slides 1 through 5, slide number 7, slides 9 through 11, and slide number 14.



Under the **Print what:** section, the following options are given:

Slides	Handouts (3 slides per page)	Handouts (9 slides per page)
This options prints one slide per page (default).	If you want to let people make comments on each slide, use this option. PowerPoint places three slides on the left side of the page, leaving writing room to the right of each slide.	This option will print nine slides per page.
Notes Pages	Handouts (4 slides per page)	Outline View
This option prints the note pages for each slide.	This option will print four slides per page.	This option makes a printed copy of your presentat
Handouts (2 slides per page)	Handouts (6 slides per page)	
This option is used to print 2 slides per page. This provides the best-printed slide quality of any of the handout prints.	This option will print six slides per page.	

For each handout page printing option, you have the ability to format it to add headers, the date, page number, etc. To format the handout pages, choose the **View** menu > **Master > Handout Master**. When the Handout Master appears, choose the icon representing the number of slides you want to appear on each handout page.

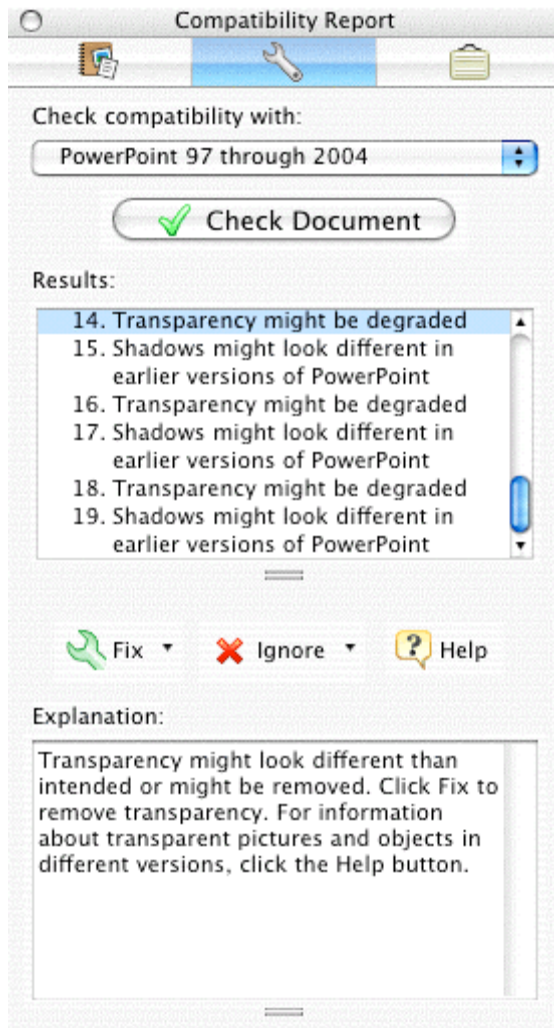
To add text that you want to appear on each page, choose **View > Header and Footer** command. You can also add any desired background graphics. When you are finished click **Close** on the Master Toolbar. *Note:* any headers or footers you add do not display on the Handout Master; you see them only on the printed handout page.



Other printing options in the Print dialog box are:

Scale to fit paper	Black & white
This option tells PowerPoint to automatically scale the slide so it fits on the paper.	With this option selected, PowerPoint makes all fills whites and applies borders or text.
Print hidden slides	Print to File
Normally, slides marked as hidden are not printed. Selecting this option tells PowerPoint to print the hidden slides.	On a Windows computer, you have the option to print the slides to a File give your presentation to a printer to create 35mm slides or if you want somewhere else.
Pure black & white	Collate copies
This option turns all color fills to white and all text and lines to black. PowerPoint automatically adds outlines and borders to all filled objects and prints pictures as grayscale. This is useful when you want to print a draft copy or readable speaker notes and handouts.	Checking this option, only available on a Windows computer, tells PowerPoint to print multiple copies.

Compatibility Report

Compatibility Report is a new tool in Office 2004 that checks for possible compatibility problems with older versions of Microsoft Office. It identifies and helps fix items in a document that may not be displayed or print properly in earlier versions of Office.



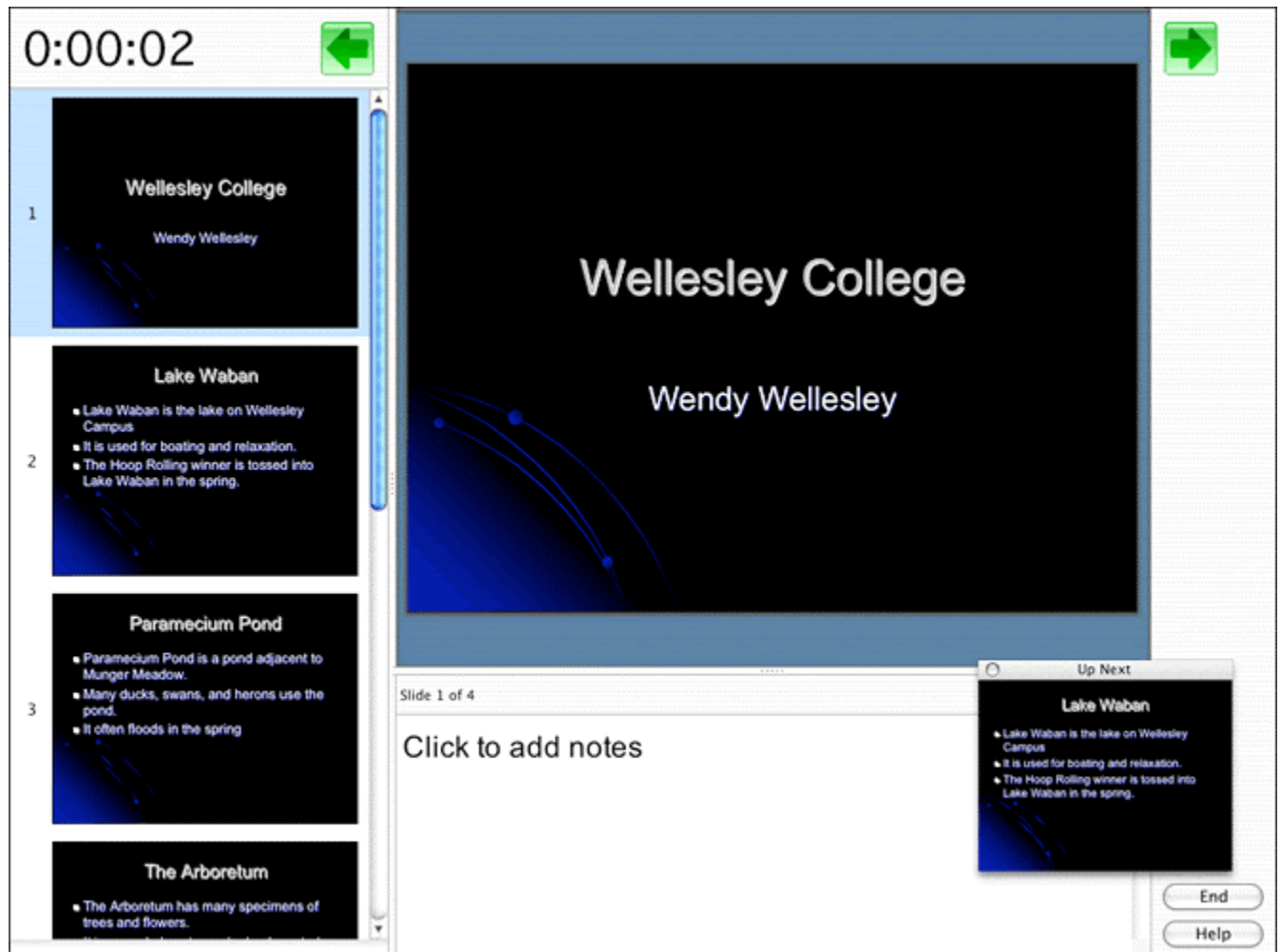
Whenever a document is opened in Office 2004, Compatibility compatibility problems. It also checks while you work. If a  in the toolbar glows red . Selecting this button will b problems found in the document. If one of the listed problems what the problem is and how to resolve it. Choosing fix will f PowerPoint, but if the computer you will be presenting on has issues is not necessary.

You also have the option of running Compatibility Report wh your document for the first time, or when using Save As... the the dialog box. Selecting it will bring up the Compatibility Re you want to continue saving. Selecting OK will stop the save issues.

Presenter Tools

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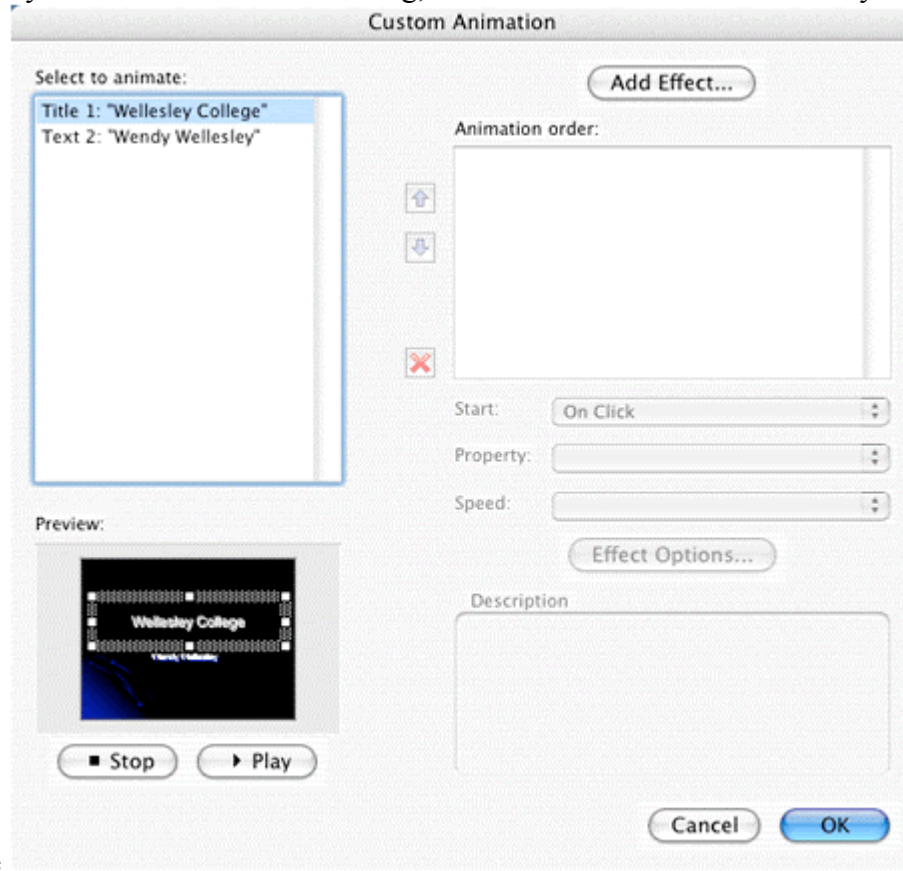
Custom Animations

A new feature of PowerPoint 2004 is the upgraded animation capability. With this feature, you can create your own transition effects for text and images, increasing your ability to modify your presentation exactly the way you want it. Now, custom animations created in PowerPoint for the Mac will work on PCs with PowerPoint, and even those created in PowerPoint 2004 will work on PCs with PowerPoint 2003.

To access Custom Animations:

1. From the **Slide Show** menu, select **Custom Animation...**
2. In the new window that appears, select the part of the slide you want to animate in the **Select to animate** field.
 1. The Add Effect button opens the **Animation Effects** window, a list of entrance effects, emphasis effects, and exit effects.
 2. You can see each list by choosing the corresponding buttons at the top of the **Animation Effects** window.
 3. Selecting an item in the list will show a preview of the effect in the **Preview** field of the **Custom Animation** window.
3. You can also edit other features of the slide animations in the **Custom Animation** window, such as speed, when the animation will start, and the way the animation is shown.

4. When you have finished customizing, select the **OK** button to return to your



slide.

Saving as a Quicktime Movie:

A new feature of PowerPoint 2004 is the ability to save your presentation as a Quicktime movie. This is useful if your presentation is rather simple and you do not need the more advanced abilities of the full program. Quicktime files can be played on either Mac or PC as long as the computer has Quicktime installed. Sound files inserted into a PowerPoint presentation will play in the Quicktime movie. Movie files will not play during the Quicktime movie, the first frame of the movie will appear on your slide, just as it appears in the Normal View when you are editing the slide. Hyperlinks will appear on the slide as well, but are not active.

To Save As A Quicktime Movie:

1. Select the **File** menu > **Save As...**
2. In the **Save As** field type a name for your presentation
3. In the **Where** drop-down menu choose the location you wish to save to

4. In the **Format** drop-down menu choose **PowerPoint Movie (Quicktime Format)**
 5. Click the **Save** button
-

How to Quit

From the **File** menu choose **Quit**.