

# Powerpoint 97

## TABLE OF CONTENTS

GETTING STARTED.....	
OPENING A PRESENTATION .....	
THE SCREEN .....	
ACCESSING THE MENU .....	
WORKING WITH DIALOG BOXES.....	
ACCESSING HELP WITHIN DIALOG BOXES.....	
USING THE KEYBOARD WITHIN DIALOG BOXES .....	
GETTING HELP .....	
PRINTING TOPICS .....	
EXITING HELP .....	
ACCESSING MOUSE HELP.....	
ACCESSING THE MS OFFICE ASSISTANT .....	
REMOVING THE ASSISTANT FROM YOUR SCREEN.....	
RUNNING A SLIDE SHOW.....	
MANUALLY RUNNING A SLIDE SHOW .....	
MOVING AROUND WITHIN THE SLIDE SHOW .....	
THE PARTS OF A PRESENTATION.....	
CHANGING VIEWS .....	
THE SLIDE VIEW .....	
CHANGING VIEWING SIZE.....	
THE OUTLINE VIEW .....	
THE SLIDE SORTER .....	
THE NOTES PAGE VIEW .....	
SPELL CHECKING A PRESENTATION.....	
SELECTING OBJECTS .....	
SELECTING MULTIPLE OBJECTS .....	
SELECTING ALL OBJECTS .....	
MOVING OBJECTS .....	
COPYING OBJECTS .....	
RESIZING OBJECTS.....	
DELETING OBJECTS.....	
OOPS! UNDELETING .....	
REDOING AN ACTION .....	
CUSTOMIZING OBJECTS.....	
CHANGING LINE COLORS.....	
CHANGING FILL COLORS.....	
CUSTOMIZING THE FILL .....	
ADDING A 3-D EFFECT .....	
ADDING A SHADOW .....	
WORKING WITH TEXT .....	
CHANGING FONTS.....	

# Powerpoint 97

## TABLE OF CONTENTS

CHANGING POINT SIZE .....	
GROWING/SHRINKING THE FONT SIZE .....	
APPLYING ATTRIBUTES .....	
SHADOWING TEXT .....	
CHANGING FONT COLOR .....	
STARTING A NEW PRESENTATION .....	
THE AUTOCONTENT WIZARD .....	
WORKING IN OUTLINE VIEW .....	
PROMOTING/DEMOTING TOPICS .....	
CREATING A NEW SLIDE .....	
REMOVING A SLIDE/BULLET .....	
REARRANGING SLIDES .....	
REARRANGING TOPICS .....	
EXPANDING/COLLAPSING SLIDES .....	
EXPANDING/COLLAPSING ALL .....	
HIDING/DISPLAYING FORMATTING .....	
WORKING WITH TEXT CHARTS .....	
ENTERING TEXT .....	
USING THE TEXT TOOL .....	
CHANGING THE LAYOUT .....	
SAVING .....	
PRINTING .....	
PRINT WHAT? .....	
PRINT OPTIONS .....	
ADDING/DELETING SLIDES .....	
ADDING A NEW SLIDE .....	
DELETING A SLIDE .....	
WORKING WITH BULLET LISTS .....	
INDENTING A PARAGRAPH .....	
OUTDENTING A PARAGRAPH .....	
MOVING A BULLET UP/DOWN .....	
HIDING/SHOWING BULLETS .....	
CHANGING BULLETS .....	
DRAWING OBJECTS .....	
DRAWING LINES .....	
DRAWING AN OVAL/CIRCLE .....	
DRAWING RECTANGLES/SQUARES .....	
USING THE TEXT TOOL .....	
USING THE WORD PROCESSOR OPTION .....	

# Powerpoint 97

## TABLE OF CONTENTS

USING THE RULER.....	
SETTING TABS.....	
REMOVING TABS FROM THE RULER .....	
MOVING A TAB STOP POSITION.....	
DRAWING OPTIONS.....	
ROTATING OBJECTS .....	
ADDING AUTOSHAPES.....	
ADJUSTING SHAPES.....	
ATTACHING TEXT TO A SHAPE.....	
ACCESSING THE DRAW POP-UP MENU .....	
WORKING WITH CLIPART .....	
USING AUTOCLIPART.....	
WORKING WITH WORD ART .....	
WORKING WITH CHARTS.....	
EDITING AN EXISTING CHART.....	
ADDING A CHART .....	
BAR/LINE GRAPHS.....	
CHANGING THE CHART DATA.....	
SIZING THE CHART .....	
MOVING CHART OBJECTS.....	
USING THE CHART TOOLBAR .....	
APPLYING TEXT ATTRIBUTES TO CHART OBJECTS.....	
CHANGING FONT & POINT SIZE FOR CHART TEXT .....	
APPLYING NUMERIC FORMATS TO CHART OBJECTS .....	
CUSTOMIZING FILL EFFECTS.....	
FORMATTING THE AXIS .....	
CREATING PIE CHARTS .....	
CREATING A SLIDE SHOW .....	
ADDING TRANSITION EFFECTS.....	
PLAYING THE SLIDE SHOW .....	
ACCESSING THE MASTER .....	
CREATING A TITLE SLIDE MASTER .....	
EXITING OUT OF THE MASTER VIEW .....	
CREATING A CUSTOM BACKGROUND.....	
CHANGING THE BACKGROUND FILL COLOR .....	
ADVANCED BACKGROUND FILL EFFECTS .....	
USING TEMPLATES.....	
SAVING A FILE AS A TEMPLATE .....	