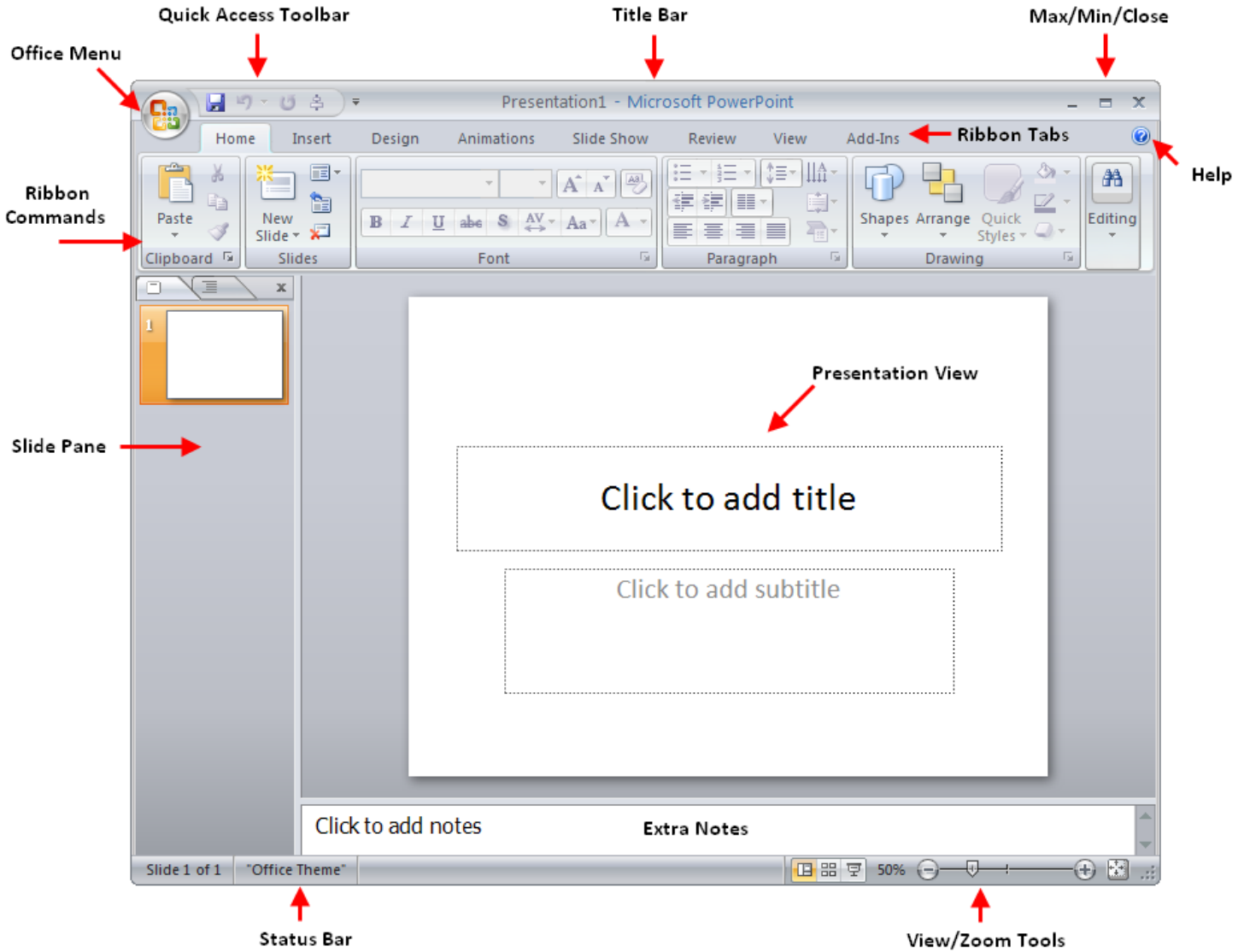





The PowerPoint Screen

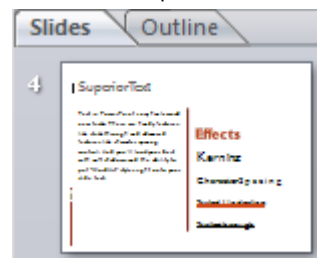


PowerPoint's Views

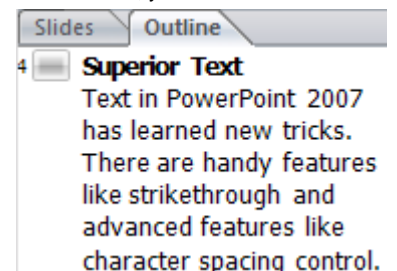
-  **Normal View**
 Pictured above, it shows the Slide/Outline Pane on the left. The main part of the window shows the current slide view.
-  **Slide Sorter view**
 Shows a thumbnail image of each slide. Click and drag a slide wherever you want and the presentation will update.
-  **Start Slideshow**
 Starts the slide show from the current slide. Useful if you are testing the animation of a slide, the current slide will open in full screen as if you were in the audience.

Slide View vs. Outline View

Slide View displays a thumbnail of each slide in the presentation.



Outline View displays the text content of each slide; you can edit the text.



The Quick Access Toolbar

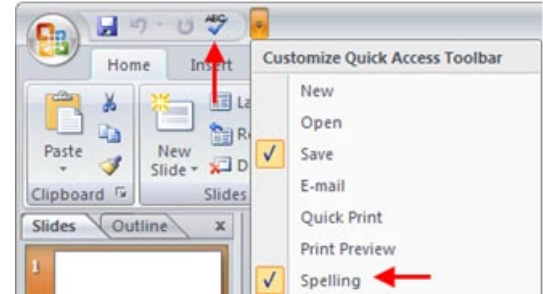
Office 2007 has dispensed with all toolbars used in previous versions. Instead, there is a Quick Access Toolbar which is always located at the top of your screen which can be used to add any command you like.



Adding commands is easy. You can click the pull-down icon to the right of the toolbar and add a common command, as shown on the right.

You can also right-click any command in the ribbon and click Add to Quick Access toolbar.

In PowerPoint options, you can further customize such that when you open a certain presentation, a custom toolbar will appear just for that presentation.



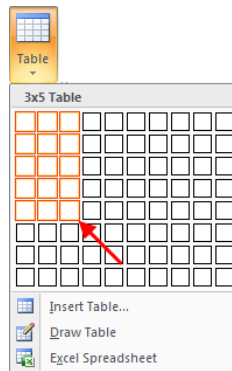
Inserting a Basic Table

A table is a grid where each row and column intersects to create a cell. Information of nearly any type can be stored in a cell like text or pictures.

The big advantage of a table is that you can enter in as much information as you like, and the table will still keep things neat and organized on your slide.

Inserting a basic table is easy. Click the Insert ribbon, and then click Table. Click the lower-rightmost cell of the table size you need.

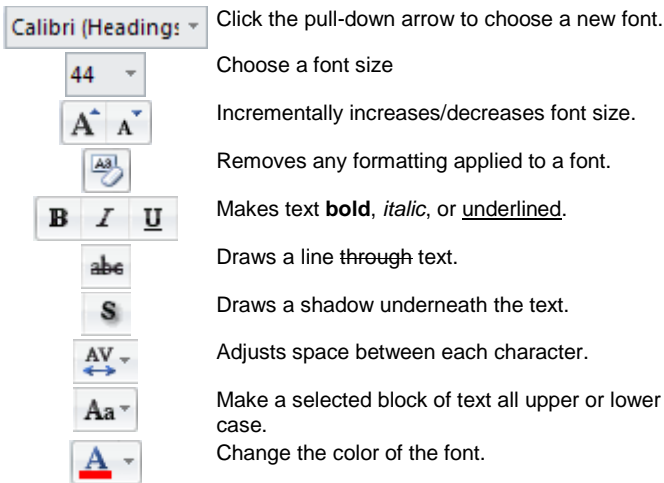
At right, a 3x5 (column x row) is selected. At far right, the table is inserted and pre-formatted to make data easier to read.



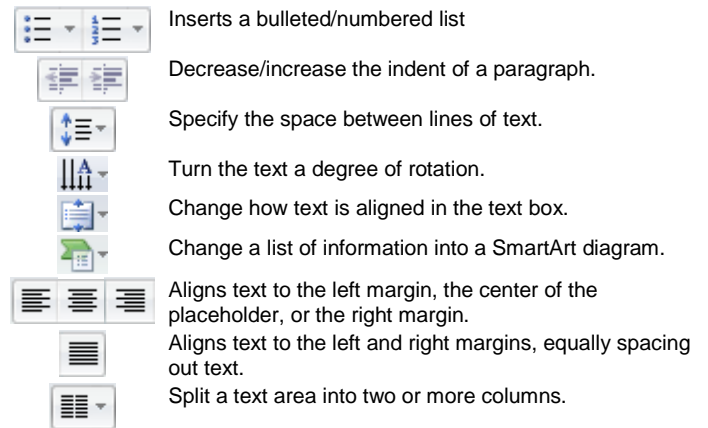
Table

Column 1, Row 1	Column 2	Column 3
Row 2	Note that PowerPoint has applied some formatting for you.	
Row3		The title row is dark blue.
Row4	And each alternating row is a different color...	
Row5		...making the table easier to read!

General Font Commands

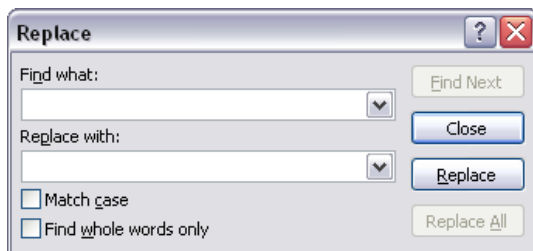


Paragraph Formatting Commands



Using Find and Replace

Find will search the entire presentation for an instance of a word or phrase. **Replace** (commonly called Find and Replace) will search, and then substitute any matching text with text you have specified.



Using the Format Painter

The Format Painter is found in the Clipboard group of the Home ribbon. It allows you to copy the formatting of a block of text rather than copy the text itself. If you decide to make a formatting change that has to be done on several slides, there is no easier way!

Highlight the source text, click Format Painter, and then highlight the target text. The formatting will be applied. Double-clicking the command will let you 'paste' the formatting over and over until you click the command a final time to stop.

