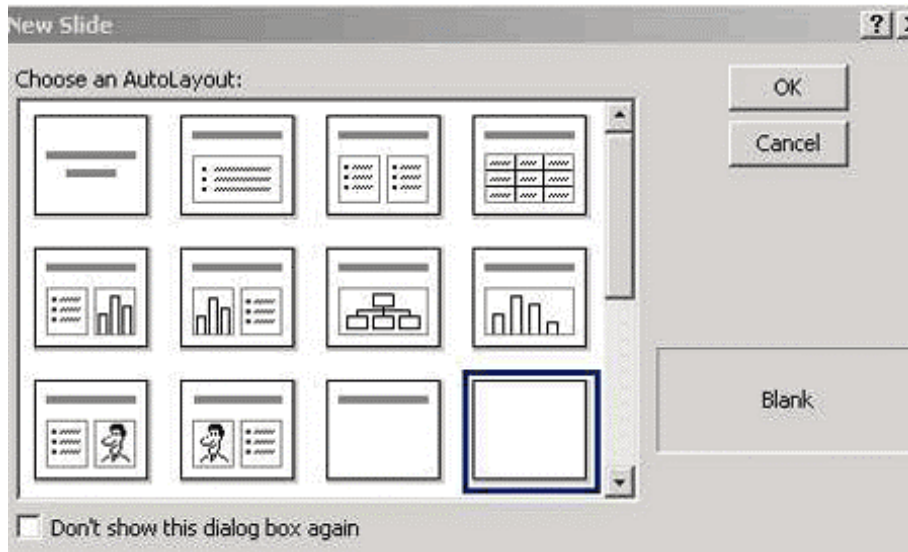


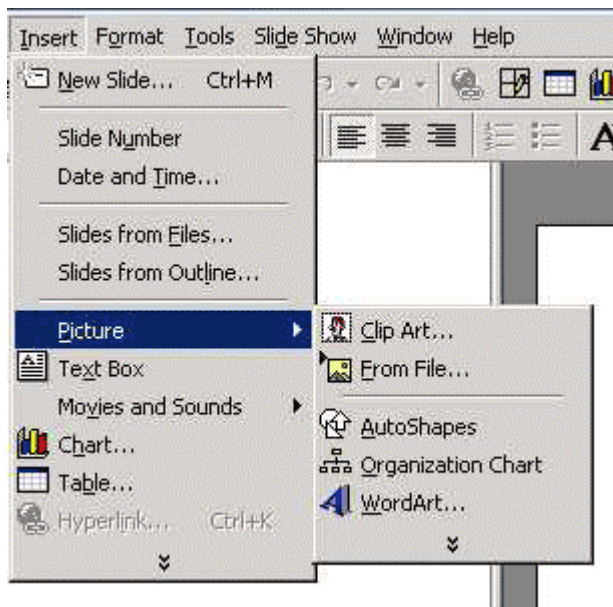
Power Point - Part II

Customizing Layout with placeholder

When creating a new slide, choose the blank slide from the Autolayout window.



1. Click the Insert Menu
2. Go to Picture
3. A submenu should appear

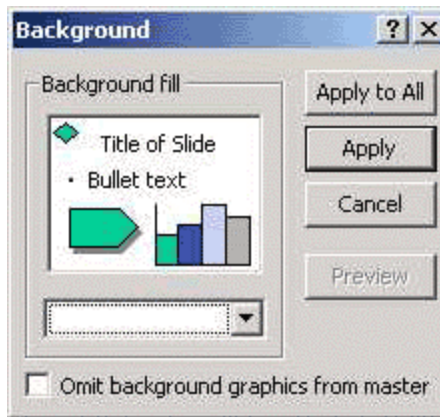


4. There are many different types of placeholders
Clip Art
Picture from File
AutoShape

- Organizational Chart
- Word Art
- Text Box
- 5. Choose the desired placeholder
- 6. Follow the steps for the specific placeholder.

Applying a Background

1. Click on the Format Menu
2. Click on Background
3. The Background window will appear



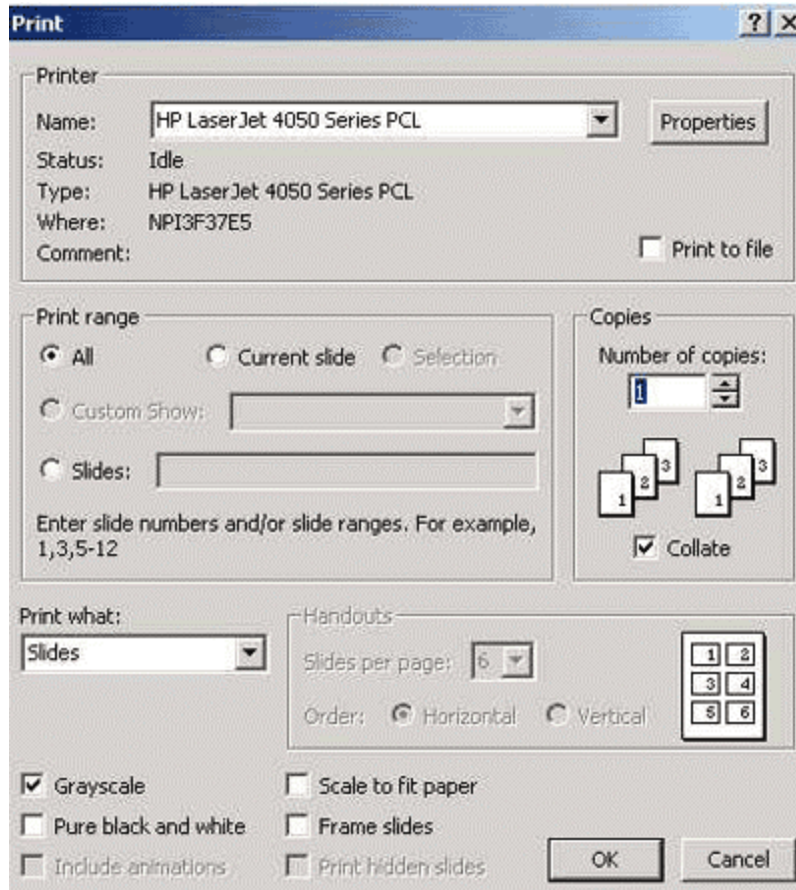
4. Choose the background color and click Apply or Apply to All
5. The apply button will apply the color to the current slide.
6. The apply to all button will apply the color to all the slides
7. Click the Fill color and more colors option for more features

Slide Notes

1. Click on View
2. Click on the Notes View
3. Click in the bottom of the window.
4. Type notes, such as Lecture Notes, Notes about the presentation, or an explanation of the effects.

To print Slide Notes

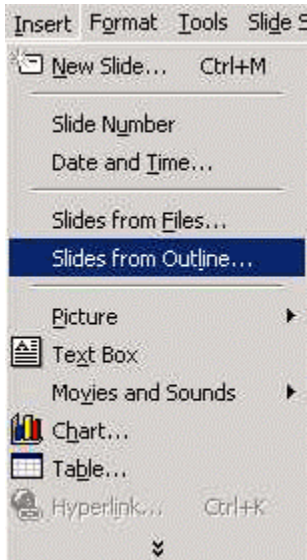
1. Click on Print



2. Click the down arrow at Print What and choose Notes
3. Click ok

Insert Slides from an Outline

1. Click on Insert
2. Click on Slides from Outline



3. The Insert Outline Box will appear
4. Locate the outline
5. Click Insert
6. PowerPoint will create slides for the Outline
7. Edit the Slides as needed.

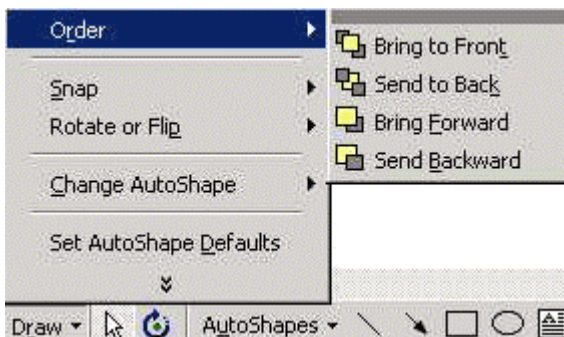
Drawing Toolbar



Above is the Drawing tool bar. It is located in the lower part of the Window. The drawing toolbar is used for formatting colors, shapes, and lines.

To Order an Object:

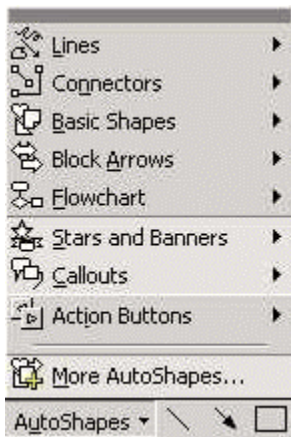
1. Select the Object to Order
2. Click on the Draw Button



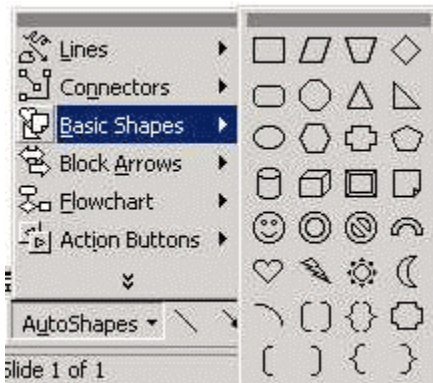
3. Choose Bring to Front or Send to Back

To Insert an AutoShape from the Drawing toolbar:

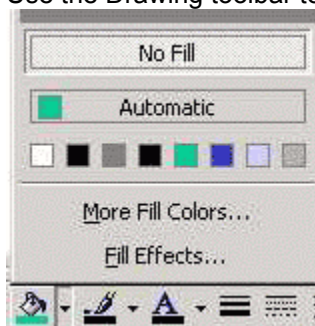
1. Click the AutoShapes button



2. Choose the desired AutoShape




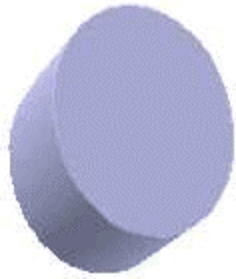
3. Click on the Slide and Drag the mouse until the shape is the desired size.
4. Use the Drawing toolbar to change the fill color



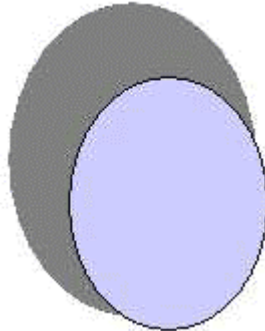
- 5.

3-D and Shadow

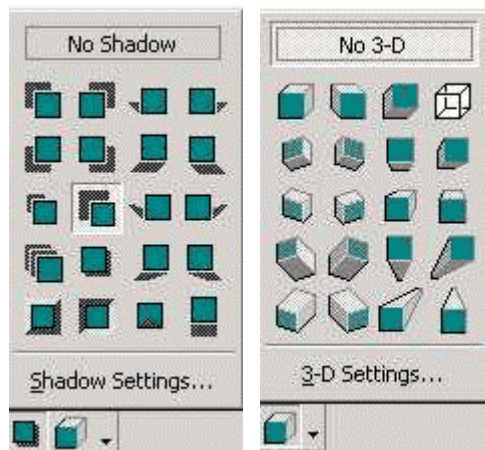
1. Use the  buttons to apply 3-D or Shadow to an AutoShape
2. For Example:
3D:



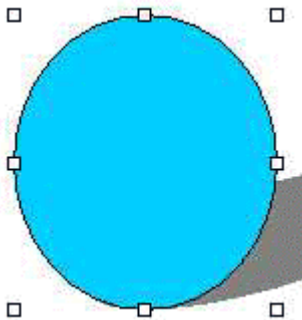
Shadow:



3. For each effect there are options. To choose a specific option, click the menu bar



4. Use the squares on the shape to resize it.

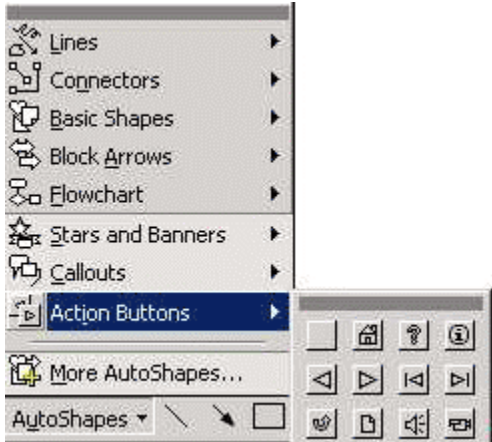


Action Buttons

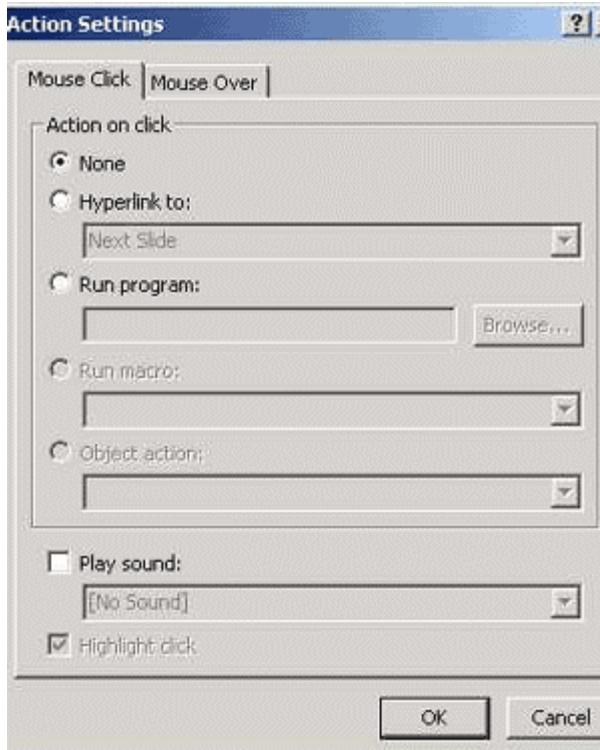
Action buttons allow you to create hyperlinks from slide to slide, to a specific file or program or even the internet

To insert an Action Button

1. Click on AutoShapes from the Drawing Toolbar

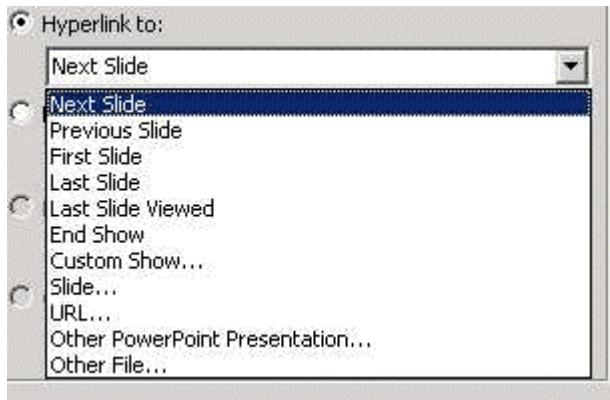


2. Choose the action button you would like.
3. Then draw the button on the slide (It works the same as the other AutoShapes)
4. After you draw the button, the Action Settings Window appears. This will allow you to assign an action to the button



5. To assign a hyperlink to the button, click the Hyperlink to option and click the down arrow to

direct the link

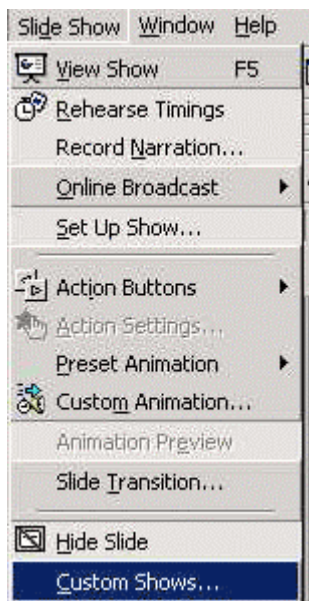


6. Click OK
7. When you play the presentation, the button turns into a hyperlink, and when clicked it directs to the desired location.

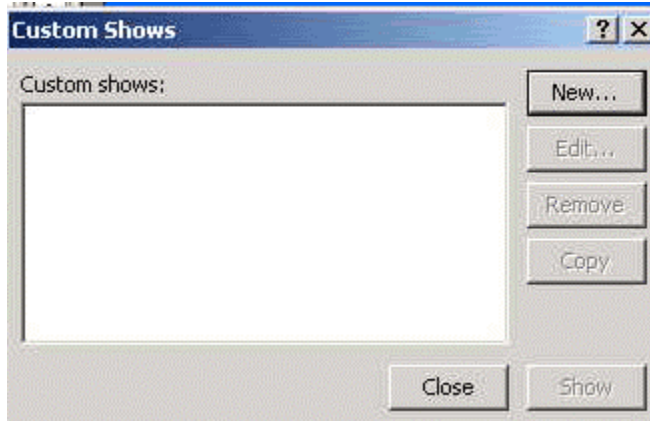
Custom Show

A Custom Slide show is a presentation created from specific slides from an existing presentation.

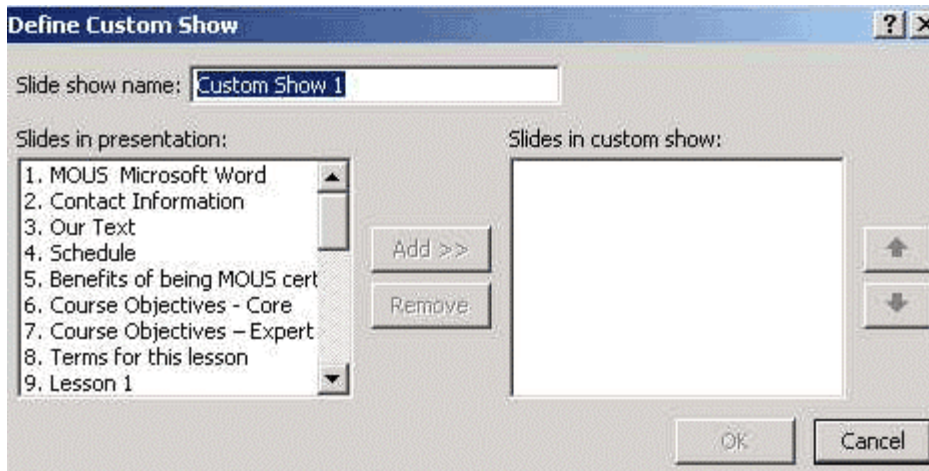
1. Open Presentation
2. Click on the Slide Show menu
3. Click on Custom Show



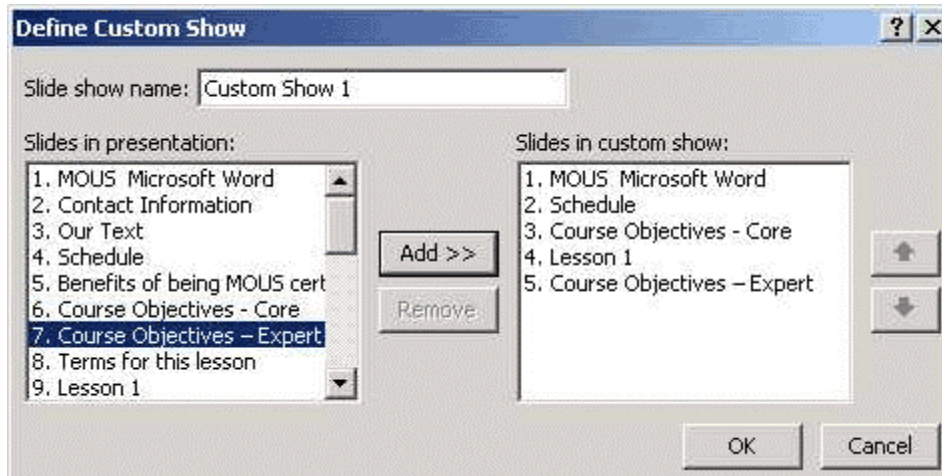
4. The New Show window will appear



5. Click New
6. The Define Custom Show window will appear

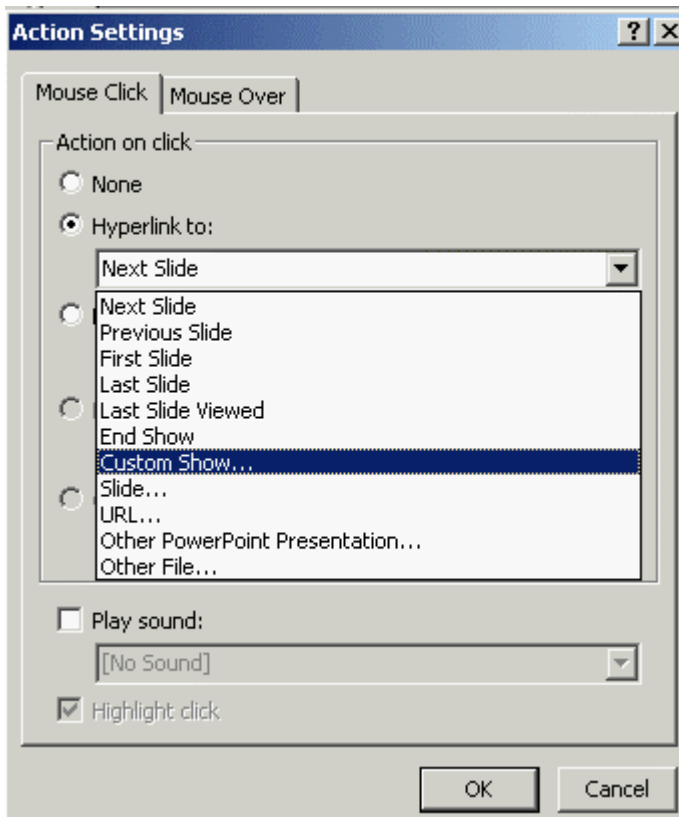


7. Name the Custom Show
8. To add slides to the show, highlight the desired slide, and click Add



9. To change the order of the show, use the arrows to the right of the slides in custom show

- box.
10. Click OK
 11. To Run the Custom Show
 12. Add an action button to the slide in the presentation. The slide should be on which you want the custom show to follow.
 13. In the Action Setting window choose Hyperlink to
 14. Then choose Custom Show

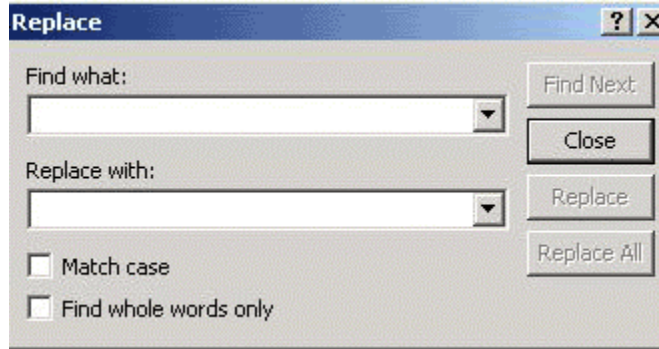


15. When the Link to Show window appears choose the custom show and click ok
16. When the Slide Show runs the action button will activate the custom show.

Find and Replace

Find and replace allows you to find a word in the presentation and replace it with another.

1. Click the Edit Menu
2. Click Replace
3. The Replace Window will appear.



4. Type the word to be replaced in the Find What field.
5. Type the word you want to replace with in the Replace With field.
6. Click Find Next. The first occurrence of the word will be found
7. Click Replace to replace the word.
8. Click Replace All to replace all occurrences of the word at once.
9. Click Close when complete