

PowerPoint 2002

(OFFICE EXPERT)

Task Reference List

KEY

Description of task

Exercise reference(s)

3-D effect

5-11

Select the object and click the 3-D Style button  on the Drawing toolbar. Choose a style.

Summary of recommended procedure

35mm format, prepare presentation for	7-6	Choose F ile, P age S etup and then choose 35mm Slides from the S lides sized for drop-down list.
Action items, record during slide show	7-1	Right-click a slide and choose M ee <u>t</u> ing M inder from the shortcut menu. Click the A ction I tems tab, and then key the information and click A dd.
Align text horizontally within table cells	5-7	Select a cell or group of cells and then click one of the text alignment buttons on the F ormat <u>t</u> ing toolbar— A lign L eft  , C enter  , or A lign R ight  .
Align text vertically within table cells	5-8	Select a cell or group of cells and then click one of the alignment buttons on the T ables and B orders toolbar— A lign T op  , C enter V ertically  , or A lign B ottom  .
Animate a chart	4-26	Right-click the chart and choose C ustom A nimation from the shortcut menu. For best results, choose one of the following effects: D issolve I n, S plit, R andom B ars, B linds, or W ipe.
Animate an object	3-1	Select the object. Choose S lide S how, C ustom A nimation. Choose settings in the Custom Animation task pane.
Animate text and objects on a master slide	3-7, 3-8	Display a master slide and apply animation effects as you would on a slide.
Animation, copy	3-12	Select the object, copy it to the clipboard, and then paste it to the same slide, another slide, or a slide in another presentation. The animations are copied along with the object.
Animation, modify	3-4	In the custom animation list on the Custom Animation task pane, select the item you want to modify. Click its list box arrow and choose E ffect O ptions or T iming. In the dialog box that appears, make the modifications you want.
Animation, remove	3-3	In the custom animation list on the Custom Animation task pane, select the item you want to remove and press D elete.
Animations, modify order of	3-10	In the custom animation list on the Custom Animation task pane, select one or more items and drag them up or down to a new position in the list.
AutoShape, resize to fit text	2-10	Select an AutoShape (or text placeholder) that contains text. Open the F ormat AutoShape dialog box, click the T ext B ox tab, and then check the R esize A utoShape to fit text box.
Axis, format	4-11, 4-12	Double-click a value or category axis. Choose options in the F ormat A xis dialog box.
Axis titles, insert	4-13	Choose C hart, C hart O ptions (or right-click the chart area and choose C hart O ptions). Click the T itles tab and key the title text.
Background, apply effect to	1-4	Choose F ormat, B ackground or right-click a blank area on a slide and choose B ackground from the shortcut menu.
Branch in an organization chart, select	6-10	Select the box at the top of the branch that you want to select. On the O rganization C hart toolbar, choose S elect, B ranch.
Broadcast, schedule a presentation	7-15	Open the presentation you want to broadcast and then choose S lide S how, O nline B roadcast, S chedule a L ive B roadcast.

Broadcast a presentation	7-16	Comment, edit	7-10
Open the presentation you want to broadcast and then choose Slide Show , Online Broadcast , Start Live Broadcast Now .		Double-click a comment marker.	
Bullet spacing, change	2-2	Comments, insert	7-10
Make sure the bulleted text box is activated. Drag the two small triangles on the left side of the ruler that is displayed to change the distance between them.		Choose Insert , Comment (or click the Insert Comment button  on the Reviewing toolbar).	
Chart, activate	4-6	Comments, print	7-13
In the Slide pane in Normal view, double-click the chart you want to activate.		At the bottom of the Print dialog box, check the Include comment pages option.	
Chart, create	4-1	Custom show, create	3-19
Insert a new slide, choose one of the Content slide layouts, and click the Chart icon  on the content placeholder.		Choose Slide Show , Custom Shows . Enter a name for the custom show and click New . In the Define Custom Show dialog box, select the slide titles you want in the show and click Add . Click OK .	
Chart part, select	4-10	Custom show, create link to	3-20
On the Standard toolbar, click the list box arrow for Chart Objects. Select the object from the list. Or, move your pointer over the chart until you see the ScreenTip for the part you want and then click to select it.		Choose Slide Show , Action Buttons . Choose a button from the submenu and draw a rectangle on a slide. When the Action Settings dialog box appears, click the list box arrow for Hyperlink to , and then choose Custom Show and the name of the show to which you want to link.	
Chart type, change	4-16	Custom show, run	3-19
Click the list box arrow for the Chart Type button  and select a type from the submenu.		Choose Slide Show , Custom Shows . Select a show from the list and click Show .	
Color scheme, copy from another presentation	1-14	Data point, apply fill and border effects to	4-8, 4-9
Open the source presentation and the destination presentation. Display the slide master from the source presentation, select a master thumbnail, and click the Format Painter button  . Switch to the destination presentation. Display the destination's slide master and click the Format Painter pointer  onto one of the master thumbnails.		Click a column, line, or pie slice twice (don't double-click). Then right-click it and choose Format Data Point from the shortcut menu. Choose options from the Format Data Point dialog box.	
Color scheme, customize	1-11	Data series, apply fill and border effects to	4-8, 4-9
Display the Slide Design task pane, click Color Schemes , and then click Edit Color Schemes at the bottom of the task pane.		Right-click a column, line, or pie slice, and then choose Format Data Series from the shortcut menu. Choose options from the Format Data Series dialog box.	
Column width in a table, change	5-10	Datasheet, delete all data on	4-3
Point to a column border and drag left or right.		On the datasheet, click the upper-left gray box to select all the cells. Press Delete .	
Combine chart types	4-18	Datasheet, display or hide	4-5
Select one data series, click the list box arrow for the Chart Type button  , and choose a type.		Click the View Datasheet button  on the Standard toolbar to toggle between displaying and hiding the datasheet.	

Datasheet, enter data in cell of	4-4	Flowchart connector line, connect	6-4
Select the cell by clicking it or using navigation keys. Key the value in the cell and press Enter or a navigation key on the keyboard.		Select a connector line and drag a green connector endpoint to any one of an AutoShape's connection sites.	
Design template, apply	1-10, 1-12, 1-13	Flowchart connector line, disconnect	6-4
Display the Slide Design task pane and do one of the following: If the template you want is displayed as a thumbnail, click it. If the template you want is not displayed, click Browse at the bottom of the task pane and navigate to the file you want to use.		Select a connector line and drag one of the red connector endpoints.	
Diagram, insert	6-19	Flowchart connector line, draw	6-2
Click the Insert Diagram or Organization Chart button  on the Drawing toolbar. Choose one of the diagram types from the Diagram Gallery dialog box, and click OK.		Click AutoShapes on the Drawing toolbar and float the Connectors toolbar. Select a connector line shape and then point to an AutoShape's blue connector site to start the line. End the line at another AutoShape's connector site.	
Drawing space for org chart or diagram, adjust size of	6-17	Flowchart shapes, arrange in symmetrical layout	6-5
On the Organization Chart toolbar, choose L ayout, F it Organization Chart to Contents; or on the Diagram toolbar, choose L ayout, F it Diagram to Contents.		Use buttons on the Align or Distribute toolbar.	
Drawing toolbar, display in Microsoft Graph	4-15	Flowchart shapes, draw	6-1
Click the Drawing button  on the Standard toolbar, or right-click any toolbar and choose Drawing from the shortcut menu.		Use any AutoShape or special flowchart AutoShapes.	
Embed an object	4-24	Fonts, embed	7-3
Choose I nsert, O bject. Choose options from the Insert Object dialog box.		Choose F ile, S ave A s; then click the Tools arrow and choose S ave Options in the drop-down list. In the Save Options dialog box, check the E MBED TrueType fonts box.	
Emphasis animation effect, create	3-1	Handout master, customize	2-15
Select an object. Click A dd E ffect in the Custom Animation task pane, point to E mphasis, and choose an effect.		Choose V iew, M aster, H andout Master. Make changes in the same way as when customizing a slide or title master.	
Entrance animation effect, create	3-1	Hide and unhide a slide	3-18
Select an object. Click A dd E ffect in the Custom Animation task pane, point to E nterance, and choose an effect.		Working on the Slides tab or in Slide Sorter view, select the slide or slides you want to hide. Right-click one of the slides and choose H ide Slide from the shortcut menu. To unhide a slide, right-click a hidden slide and choose H ide Slide. (H ide Slide is a toggle command.)	
Exit animation effect, create	3-1	Indents, apply to master slides	2-3
Select an object. Click A dd E ffect in the Custom Animation task pane, point to E xit, and choose an effect.		Display a master slide. Click within a text placeholder, display the ruler if necessary, and then drag any of the indent markers to a new position on the ruler.	
Fill effect, apply to or remove from table cell	5-4, 5-5	Indents, change	2-1
Select a cell or group of cells; then click the list box arrow for the Fill Color button  on the Tables and Borders toolbar or on the Drawing toolbar.		Click within a text object. If the ruler is not displayed, choose V iew, R uler. Drag either of the two small triangles or the small rectangle on the left side of the ruler.	

Legend, format 4-14	Right-click the legend and choose Format Legend from the shortcut menu. Choose options in the Format Legend dialog box.
Legend, insert 4-14	Click the Legend button  on the Standard toolbar.
Level in an organization chart, select 6-10	Select any box in the level that you want to select. On the Organization Chart toolbar, choose Select, Level .
Line spacing, change 2-7	Select the text to be changed. Choose Format, Line Spacing , and then key a value in the Line spacing spin box on the Line Spacing dialog box.
Link an object 4-25	Choose Insert, Object, Create from file . Click Browse and select the file that contains the object. Select the Link check box. Click OK .
Margins, set in a text box 2-11	Select an AutoShape (or text placeholder) that contains text. Open the Format AutoShape dialog box, click the Text Box tab, and enter values in one or more of the Internal margin spin boxes.
Master graphics, omit from an individual slide 1-6	Display the slide you want to change. Choose Format, Background . Check the box labeled Omit background graphics from master and click Apply .
Master slide animations, override for a slide 3-9	Select one of the master animations at the top of the list and choose Copy Effects to Slide from its drop-down list. Click the gray bar beneath the copied effects to expand the list, and then treat the list items as if they were placed directly on the slide instead.
Meeting minutes, export to Word 7-2	Right-click a slide and choose Meeting Minder from the shortcut menu. Click Export , choose options from the Meeting Minder Export dialog box, and then click Export Now .
Meeting minutes, record during slide show 7-1	Right-click a slide and choose Meeting Minder from the shortcut menu. Click the Meeting Minutes tab and then key the minutes in the text box.
Motion path, use to animate an object 3-16	Select an object on a slide. In the Custom Animation task pane, click Add Effect , choose Motion Paths , and from the submenu choose the motion path you want. Modify the motion path by selecting it and then resizing, rotating, and moving it to get the effect you want.
Movie, insert on a slide 3-15	Choose Insert, Movies and Sounds, Movie from Clip Organizer or Movie from File . Select a movie file.
Music, add to a presentation 3-13	Choose Insert, Movies and Sounds, Sound from Clip Organizer or Sound from File . Select a music file. On the slide, if the music effect is not listed in the custom animation list, select the sound object, click Add Effect on the Custom Animation task pane, choose Sound Actions , and from the submenu choose Play .
Music object, change settings 3-14	In the custom animation list on the Custom Animation task pane, select the sound item you want to change. Choose Effect Options from its drop-down list to open the Play Sound dialog box.
Notes master, customize 2-14	Choose View, Master, Notes Master . Make changes in the same way as when customizing a slide or title master.
Organization chart, add boxes in 6-8, 6-9	Select a box. On the Organization Chart toolbar, choose Insert Shape, Subordinate, Coworker , or Assistant .
Organization chart, format box in 6-15	Use the same methods that you use for any AutoShape.
Organization chart, insert 6-6	Click the Insert Diagram or Organization Chart button  on the Drawing toolbar and then click the Organization Chart icon in the Diagram Gallery dialog box. Click OK .

Organization chart, navigate in Use the arrow keys to move up, down, left, or right within a branch of the org chart.	6-7	Pie chart, add slice labels to Right-click a pie slice and choose F ormat D ata S eries from the shortcut menu. Select options from the D ata L abels tab.	4-21
Organization chart branch, change layout of Select the topmost box in the branch you want to change. On the Organization Chart toolbar, choose L ayout and then one of the following: S tandard, B oth Hanging, L eft Hanging, or R ight Hanging.	6-14	Plot area, format Right-click the plot area and choose F ormat P lot A rea from the shortcut menu. Choose options from the Format Plot Area dialog box.	4-23
Organization chart connector lines, format Use the same methods that you use to format any other lines or borders.	6-16	Plot area, resize Select the plot area and drag one or more of its resize handles.	4-22
Overhead transparencies, create Choose F ile, P age S etup. From the S lides sized for drop-down list, choose O verhead. Before printing, insert transparency film in the printer tray.	7-7	Promote or demote a branch in an org chart Select a branch (or a single box if there are no subordinates below it); then drag the box onto the box that you want for its superior.	6-13
Override master slide animations See "Master slide animations, override for a slide."	3-9	Publish a presentation to the Web Choose F ile, S ave as W eb P age, choose the options you want, and then click P ublish.	7-14
Pack and Go, save a presentation by using Open the presentation, choose F ile, P ack and G o, and then follow the wizard's instructions.	7-4	Published presentation, view Using My Computer or Windows Explorer, navigate to the location of the published presentation, look for its HTML file, and double-click it.	7-17
Pack and Go, unpack a presentation by using Create a folder for the unpacked presentation and navigate to the A:\ drive or other location where the Pack and Go files are stored. Locate the file Pngsetup and double-click it.	7-5	Review, apply changes from In a presentation that has had reviewed files merged, click a change marker and then select the check boxes for the changes you want.	7-12
Page orientation, change Choose F ile, P age S etup. Choose either P ortrait or L andscape under S lides and/or P ortrait or L andscape under N otes, handouts, & outline.	2-13	Review, merge reviewed documents Open the original document and choose T ools, C ompare and M erge P resentations. In the dialog box that appears, choose the reviewed files and click M erge.	7-11
Page setup, change Choose F ile, P age S etup and then select one or more options from the Page Setup dialog box.	2-13	Review, send a presentation for Choose F ile, S end T o, M ail R ecipient (for R evision).	7-8
Page size, change Choose F ile, P age S etup and then choose an option from the S lides sized for drop-down list. Or, key custom values in the W idth and H eight spin boxes.	2-13	Review, unapply changes from In a presentation that has had reviewed files merged, click a change marker and then deselect the check boxes for the changes you don't want.	7-12
Paragraph spacing, change Select the text to be changed. Choose F ormat, L ine S pacing. Key a value in the B efore paragraph or A fter paragraph spin boxes on the Line Spacing dialog box.	2-8	Row height in a table, change Point to a row border and drag up or down.	5-11
		Save a design template Choose F ile, S ave A s. In the Save as type list box, choose D esign T emplate.	1-9














Scale an organization chart or a diagram 6-18, 6-20	Table, delete rows in 5-15
On the Organization Chart toolbar, choose <u>L</u> ayout, <u>S</u> cale Organization Chart. Or on the Diagram toolbar, choose <u>L</u> ayout, <u>S</u> cale Diagram.	Select one or more cells in a row, click Table on the Tables and Borders toolbar, and select Delete Rows .
Secondary axis, add 4-17	Table, draw 5-16
If necessary, switch to a 2-D chart type. On the chart, right-click a data series and choose Format Data Series from the shortcut menu. Click the Axis tab and then choose Secondary axis .	Click the Draw Table  button on the Tables and Borders toolbar. Use the pencil pointer to draw a rectangle. Draw horizontal and vertical lines within the rectangle to create columns and rows. Press [Esc] to deactivate the pencil pointer.
Slide show, set up 3-23	Table, insert columns in 5-14
Choose Slide Show , Set Up Show . Choose from the many options in the Set Up Show dialog box.	Click a cell to the left or the right of the place where you want a new column, or select one or more cells in a column. Click Table on the Tables and Borders toolbar and choose a menu option.
Slide timings, set 3-17	Table, insert rows in 5-15
Choose Slide Show , Rehearse Timings . During the rehearsal slide show, click the Next button  at the appropriate time to advance to the next animation or to the next slide.	Click a cell above or below the place where you want a new row, or select one or more cells in a row. Click Table on the Tables and Borders toolbar and choose a menu option.
Sound effect, add to an animation 3-5	Table, resize 5-13
In the custom animation list on the Custom Animation task pane, select the item to which you want to add sound; then click its list box arrow and choose Effect Options . Click the Sound list box arrow and choose a sound.	Activate at least one cell in the table and then point to a sizing handle on the table's outside border. When you see one of the two-pointed arrows ( ,  , or ) drag in or out.
Summary slide, create 3-21	Table borders, change color and style of 5-6
In Slide Sorter view, select the slides whose titles you want listed on the summary slide. On the Slide Sorter toolbar, click the Summary Slide button  .	On the Tables and Borders toolbar, set the borders style, border width, and border color you want to apply. Select a cell, group of cells, or the entire table. Click the list box arrow for the Borders button  and choose an option.
Switch data series between rows and columns 4-7	Table cell, split 5-18
Click the By Column button  or the By Row button  on the Standard toolbar.	Select a cell; then click the Split Cell button  on the Tables and Borders toolbar, or draw a line across a cell by using the pencil pointer.
Table, create 5-1	Table cell margins, set 5-9
Choose one of the content layouts for the slide that will contain the table; then click the Insert Table icon  in the content placeholder. When the Insert Table dialog box appears, enter the number of columns and rows that you want and click OK . Or, click the Insert Table button  on the Standard toolbar; then drag down and across the grid to define the number of rows and columns.	Select a cell or group of cells. Right-click the selection, choose Borders and Fill , and click the Text Box tab.
Table, delete columns in 5-14	Table cells, merge 5-17
Select one or more cells in a column, click Table on the Tables and Borders toolbar, and select Delete Columns .	Select two or more cells; then click the Merge Cells button  on the Tables and Borders toolbar.

Table cells, select 5-2	Text anchor point, change 2-9
Click a cell to select it. Drag across several cells to select a group.	Select the text object you want to change. Open the Format AutoShape dialog box, click the Text Box tab, and then choose an option from the Text anchor point drop-down list.
Table column, select 5-2	Timing, change for an animation 3-6
Drag down the entire column by using the I-beam pointer, or move just above the column's top border and click the black down-facing arrow ↓.	In the custom animation list on the Custom Animation task pane, select the item for which you want to change the timing. Click its list box arrow and choose Timing. In the dialog box that appears, make the timing modifications you want.
Table columns, distribute evenly 5-12	Toolbar, create new 1-2
Select the columns that you want evenly distributed; then click the Distribute Columns Evenly button  on the Tables and Borders toolbar. This action makes all selected columns the same width.	Right-click any toolbar and choose Customize from the bottom of the list of available toolbars. Click the Toolbars tab and then click New.
Table row, select 5-2	Toolbar, customize 1-1
Drag the I-beam across the entire row, or select a cell in the row, click Table on the Tables and Borders toolbar, and choose Select Row.	Right-click any toolbar and choose Customize from the bottom of the list of available toolbars. Then click the Options tab.
Table rows, distribute evenly 5-12	Toolbar, delete 1-3
Select the rows that you want evenly distributed; then click the Distribute Rows Evenly button  on the Tables and Borders toolbar. This action makes all selected rows the same height.	Right-click any toolbar and choose Customize from the bottom of the list of available toolbars. Click the Toolbars tab and then click Delete.
Tabs, remove 2-5	Word table, edit embedded 5-21
Click within a text object, display the ruler if necessary, and then drag the tab you want to remove off the ruler.	Double-click the Word table embedded on a PowerPoint slide and then use Word table commands to make changes. Click outside the table border to return to PowerPoint.
Tabs, reposition 2-5	Word table, embed on PowerPoint slide 5-20
Click within a text object, display the ruler if necessary, and then drag the tab you want to move to a new position on the ruler.	Open the Word document. Select the table and copy it to the clipboard. Switch to PowerPoint. Choose Edit, Paste Special, Microsoft Word Document Object. Click OK.
Tabs, set 2-4	Wrap text 2-12
Click within a text object and display the ruler if necessary. Click the Tab Type button  one or more times to select the type of tab you want and then click the ruler where you want the tab to go.	Select an AutoShape (or text placeholder) that contains text. Open the Format AutoShape dialog box, click the Text Box tab, and check the Word wrap text in AutoShape box.