

# PowerPoint 2002 Task Reference List

## KEY

Description of task

Exercise reference(s)

3-D effect

9-11

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	15-6	Alignment, text	5-14
Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup and then choose <b>35mm Slides</b> from the <b>S</b> lides sized for drop-down list.		Select the text or placeholder that you want to change and then click one of the alignment buttons on the Formatting toolbar—Align Left  , Center  , or Align Right  . The text is aligned relative to the text placeholder or text box in which it is contained.	
3-D effect, apply to object	8-14	Animate a chart	12-26
Select the object, click the 3-D Style button  on the Drawing toolbar, and then choose a style from the drop-down menu.		Right-click the chart and choose <b>C</b> ustom <b>A</b> nimation from the shortcut menu. For best results, choose one of the following effects: <b>D</b> issolve In, <b>S</b> plit, <b>R</b> andom Bars, <b>B</b> linds, or <b>W</b> ipe.	
3-D effect, customize	8-15	Animate an object	11-1
Select the object, click the 3-D Style button  on the Drawing toolbar, and then choose <b>3-D Settings</b> from the drop-down menu to display the 3-D Settings toolbar.		Select the object. Choose <b>S</b> lide <b>S</b> how, <b>C</b> ustom <b>A</b> nimation. Choose settings in the Custom Animation task pane.	
Action items, record during slide show	15-1	Animate text and objects on a master slide	11-7, 11-8
Right-click a slide and choose <b>M</b> eeting <b>M</b> inder from the shortcut menu. Click the <b>A</b> ction <b>I</b> tems tab, and then key the information and click <b>A</b> dd.		Display a master slide and apply animation effects as you would on a slide.	
Align or distribute objects relative to each other	8-4, 8-5	Animation, copy	11-12
Float the Align or Distribute toolbar ( <b>D</b> raw, <b>A</b> lign or <b>D</b> istribute). Select the objects that you want to align. Make sure <b>R</b> elative to <b>S</b> lide is turned off and then click the appropriate toolbar button.		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.	
Align or distribute objects relative to the slide	8-6	Animation, modify	11-4
Float the Align or Distribute toolbar ( <b>D</b> raw, <b>A</b> lign or <b>D</b> istribute). Select the objects that you want to align. Make sure <b>R</b> elative to <b>S</b> lide is turned on and then click the appropriate toolbar button.		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 <b>E</b> ffect <b>O</b> ptions or <b>T</b> iming. In the dialog box that appears, make the modifications you want.	
Align text horizontally within table cells	13-7	Animation, remove	11-3
Select a cell or group of cells and then click one of the text alignment buttons on the Formatting toolbar—Align Left  , Center  , or Align Right  .		In the custom animation list on the Custom Animation task pane, select the item you want to remove and press <b>D</b> elete  .	
Align text vertically within table cells	13-8	Animation scheme, apply	2-14, 2-15
Select a cell or group of cells and then click one of the alignment buttons on the Tables and Borders toolbar—Align Top  , Center Vertically  , or Align Bottom  .		Select the slide thumbnails to which you want to apply an animation scheme. Choose <b>S</b> lide <b>S</b> how, <b>A</b> nimation <b>S</b> chemes to open the Slide Design task pane. Choose a scheme from the list box. If you want to apply the scheme to all slides in the presentation, click <b>A</b> pply to <b>A</b> ll.	

Animations, modify order of	11-10	AutoShape, place text in	6-9
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.		Click the AutoShape on your slide and then key the text.	
Arrow, draw	7-4	AutoShape, resize to fit text	10-10
Click the Arrow button  on the Drawing toolbar and then drag the cross-shaped pointer.		Select an AutoShape (or text placeholder) that contains text. Open the Format AutoShape dialog box, click the Text Box tab, and then check the Resize AutoShape to fit text box.	
Arrowhead, add, remove, or change	7-5	Axis, format	12-11, 12-12
Select a line or arrow. Open the Format AutoShape dialog box. Click the Colors and Lines tab and choose from options in the Arrows section.		Double-click a value or category axis. Choose options in the Format Axis dialog box.	
AutoContent Wizard, create new presentation	2-1	Axis titles, insert	12-13
Choose <b>F</b> ile, <b>N</b> ew. Then choose <b>F</b> rom AutoContent Wizard in the New Presentation task pane.		Choose <b>C</b> hart, <b>C</b> hart Options (or right-click the chart area and choose <b>C</b> hart Options). Click the <b>T</b> itles tab and key the title text.	
AutoCorrect, turn on or off	2-10	Background, apply effect to	9-4
Choose <b>F</b> ile, <b>A</b> utoCorrect to open the AutoCorrect dialog box. Then click the <b>A</b> utoCorrect tab.		Choose <b>F</b> ormat, <b>B</b> ackground or right-click a blank area on a slide and choose <b>B</b> ackground from the shortcut menu.	
AutoCorrect options, choose	3-3	Bold, apply to or remove from text	5-2
Click the AutoCorrect Options button  that appears under text that has been changed by AutoCorrect. Choose an option from the drop-down list.		Select the text or text placeholder that you want to change and then click the Bold button <b>B</b> on the Formatting toolbar to turn the bold attribute on or off.	
AutoFit, turn on or off	5-6	Border, apply to object	7-1
Choose <b>T</b> ools, <b>A</b> utoCorrect Options; then click the <b>A</b> utoFormat As You Type tab on the AutoCorrect dialog box. Select or deselect <b>A</b> utoFit title text to placeholder and <b>A</b> utoFit body text to placeholder, depending on whether you want to turn the features on or off.		Select an object; then click the Line Style button  on the Drawing toolbar and choose an option.	
AutoFit Options button, use	5-7	Border, change the color of	7-3
Activate a placeholder. If you see the AutoFit Options button  , click it and choose an option from its drop-down menu.		Select an object; then click the Line Color button's arrow  on the Drawing toolbar and choose a color.	
AutoShape, change	6-8	Border, remove	7-7
Select the AutoShape. Click <b>D</b> raw on the Drawing toolbar and choose <b>C</b> hange AutoShape. Choose an AutoShape category and click the AutoShape you want.		Select an object; then click the Line Color button's arrow  and choose <b>N</b> o Line.	
AutoShape, draw	6-7	Branch in an organization chart, select	14-10
Click <b>A</b> utoShapes on the Drawing toolbar, choose an AutoShape category, and choose the AutoShape you want from the category menu. Position your pointer on the slide and drag diagonally until the AutoShape is the size you want.		Select the box at the top of the branch that you want to select. On the Organization Chart toolbar, choose <b>S</b> elect, <b>B</b> ranch.	
		Broadcast, schedule a presentation	15-15
		Open the presentation you want to broadcast and then choose <b>S</b> lide Show, <b>O</b> nline Broadcast, <b>S</b> chedule a Live Broadcast.	

Broadcast a presentation Open the presentation you want to broadcast and then choose <b>S</b> lide Show, <b>O</b> nline Broadcast, <b>S</b> tart <b>L</b> ive Broadcast Now.	15-16	Chart type, change Click the list box arrow for the Chart Type button  and select a type from the sub-menu.	12-16
Browser, preview in Choose <b>F</b> ile, <b>W</b> eb Page Preview.	4-16	Circle, draw Hold down <b>S</b> hift while drawing an oval.	6-4
Bullet, picture Select the bulleted text or placeholder that you want to change. Choose <b>F</b> ormat, <b>B</b> ullets and <b>N</b> umbering, <b>B</b> ulletpoint tab, and then click <b>P</b> icture.	5-12	Clip art, change image settings of See "Picture, change image settings of."	6-16
Bullet spacing, change 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.	10-2	Clip art, find Click the Insert Clip Art button  on the Drawing toolbar. In the Insert Clip Art task pane, key a search word in the <b>S</b> earch text box and click <b>S</b> earch.	6-10
Bullets, change the color or shape Select the bulleted text or placeholder that you want to change. Choose <b>F</b> ormat, <b>B</b> ullets and <b>N</b> umbering. Choose the options you want in the Bullets and Numbering dialog box. If you don't see the bullet style that you want, click <b>C</b> ustomize to open the Symbol dialog box.	5-11	Clip art, insert Locate the clip art you want to insert (see "Clip Art, find") and then click its thumbnail on the Insert Clip Art task pane.	6-11
Bullets, turn on or off Select the bulleted text or placeholder that you want to change. Click the Bullets button  on the Formatting toolbar to turn bullets on or off.	5-10	Clip art, modify search for On the Clip Art task pane, click <b>M</b> odify.	6-12
Change case Select the text that needs its case changed. Choose <b>F</b> ormat, <b>C</b> hange <b>C</b> ase, choose the case you want from the dialog box, and click <b>O</b> K.	5-4	Clip art, preview Locate the clip art thumbnail you want to preview in the Clip Art task pane (see "Clip Art, find"). Then right-click the thumbnail and choose <b>P</b> review/ <b>P</b> roperties from the shortcut menu.	6-11
Chart, activate In the Slide pane in Normal view, double-click the chart you want to activate.	12-6	Clipboard, clear Display the Clipboard task pane and then click <b>C</b> lear All.	3-15
Chart, create Insert a new slide, choose one of the <b>C</b> ontent slide layouts, and click the Chart icon  on the content placeholder.	12-1	Clipboard task pane, display Choose <b>E</b> dit, <b>O</b> ffice Clipboard.	3-13
Chart part, select 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.	12-10	Close PowerPoint Click the Close button  on the title bar.	1-20
		Close presentation Click the Close button  on the menu bar.	1-20
		Collapse an outline Click the Collapse All button  on the Outlining toolbar.	4-10
		Color, choose from extended range Select an object. Click the Fill Color  , Line Color  , or Font Color  button arrow and then choose <b>M</b> ore Colors to display the Colors dialog box. Click either the <b>S</b> tandard tab or the <b>C</b> ustom tab.	7-8, 7-9

Color scheme, apply <b>3-8</b>	Display the Slide Design task pane, click <b>Color Schemes</b> , and click a color scheme.
Color scheme, apply to selected slides only <b>3-9</b>	Select one or more slide thumbnails. Point to a color scheme, click the color scheme's down arrow button, and choose <b>Apply to Selected Slides</b> from the drop-down menu.
Color scheme, copy from another presentation <b>9-14</b>	Open the source presentation and the destination presentation. Display the slide master from the source presentation, select a master thumbnail, and click the <b>Format Painter</b> button  . Switch to the destination presentation. Display the destination's slide master and click the <b>Format Painter</b> pointer  onto one of the master thumbnails.
Color scheme, customize <b>9-11</b>	Display the Slide Design task pane, click <b>Color Schemes</b> , and then click <b>Edit Color Schemes</b> at the bottom of the task pane.
Column width in a table, change <b>13-10</b>	Point to a column border and drag left or right.
Combine chart types <b>12-18</b>	Select one data series, click the list box arrow for the <b>Chart Type</b> button  , and choose a type.
Comment, edit <b>15-10</b>	Double-click a comment marker.
Comments, insert <b>15-10</b>	Choose <b>Insert, Comment</b> (or click the <b>Insert Comment</b> button  on the Reviewing toolbar).
Comments, print <b>15-13</b>	At the bottom of the Print dialog box, check the <b>Include comment pages</b> option.
Convert picture (vector-based) to PowerPoint objects <b>8-17</b>	Select a vector-based picture. On the Drawing toolbar, choose <b>Draw, Ungroup</b> .
Copy slides <b>3-13</b>	Select the slide thumbnails on the Slides tab (or the Outline tab); then click the <b>Copy</b> button  or press <b>Ctrl + C</b> .
Copy text <b>3-14</b>	Select the text and then click the <b>Copy</b> button  or press <b>Ctrl + C</b> .
Crop a picture <b>6-19</b>	Select the picture, click the <b>Crop</b> button  on the Picture toolbar, and drag one of the cropping handles on the picture's edge.
Custom show, create <b>11-19</b>	Choose <b>Slide Show, Custom Shows</b> . Enter a name for the custom show and click <b>New</b> . In the Define Custom Show dialog box, select the slide titles you want in the show and click <b>Add</b> . Click <b>OK</b> .
Custom show, create link to <b>11-20</b>	Choose <b>Slide Show, Action Buttons</b> . 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 <b>Hyperlink to</b> , and then choose <b>Custom Show</b> and the name of the show to which you want to link.
Custom show, run <b>11-19</b>	Choose <b>Slide Show, Custom Shows</b> . Select a show from the list and click <b>Show</b> .
Cut slides <b>3-13</b>	Select slide thumbnails on the Slides tab (or the Outline tab); then click the <b>Cut</b> button  or press <b>Ctrl + X</b> .
Cut text <b>3-14</b>	Select the text; then click the <b>Cut</b> button  or press <b>Ctrl + X</b> .
Dashed line, choose a style for <b>7-2</b>	Select an object. Click the <b>Dash Style</b> button  on the Drawing toolbar and choose a style from its menu.
Data point, apply fill and border effects to <b>12-8, 12-9</b>	Click a column, line, or pie slice twice (don't double-click). Then right-click it and choose <b>Format Data Point</b> from the shortcut menu. Choose options from the Format Data Point dialog box.
Data series, apply fill and border effects to <b>12-8, 12-9</b>	Right-click a column, line, or pie slice, and then choose <b>Format Data Series</b> from the shortcut menu. Choose options from the Format Data Series dialog box.
Datasheet, delete all data on <b>12-3</b>	On the datasheet, click the upper-left gray box to select all the cells. Press <b>Delete</b> .

Datasheet, display or hide	12-5	Design template, apply to selected slides only	3-10
Click the View Datasheet button  on the Standard toolbar to toggle between displaying and hiding the datasheet.		Select one or more slide thumbnails. Point to a design template, click the template's down arrow button, and choose <b>Apply to Selected Slides</b> from the drop-down menu.	
Datasheet, enter data in cell of	12-4	Diagram, insert	14-19
Select the cell by clicking it or using navigation keys. Key the value in the cell and press <b>Enter</b> or a navigation key on the keyboard.		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.	
Delete a bullet item (and its sub-bullets)	4-8	Drawing space for org chart or diagram, adjust size of	14-17
Click the bullet and press <b>Delete</b> .		On the Organization Chart toolbar, choose <b>Layout, Fit Organization Chart to Contents</b> ; or on the Diagram toolbar, choose <b>Layout, Fit Diagram to Contents</b> .	
Delete characters	2-3	Drawing toolbar, display in Microsoft Graph	12-15
Press <b>Delete</b> to delete characters to the right of the insertion point; press <b>Backspace</b> to delete characters to the left of the insertion point.		Click the Drawing button  on the Standard toolbar, or right-click any toolbar and choose <b>Drawing</b> from the shortcut menu.	
Delete objects	6-2	Duplicate an object	8-16
Select the object and press <b>Delete</b> .		Select an object and press <b>Ctrl + D</b> . Move the duplicated object if you want, being careful not to deselect it, and then press <b>Ctrl + D</b> one or more times until you have the number of duplicated objects you want.	
Delete a slide	4-8	Embed an object	12-24
Click the slide icon and press <b>Delete</b> .		Choose <b>Insert, Object</b> . Choose options from the Insert Object dialog box.	
Delete a text area	2-3	Emphasis animation effect, create	11-1
Select the text by using any selection method and press <b>Delete</b> .		Select an object. Click <b>Add Effect</b> in the Custom Animation task pane, point to <b>Emphasis</b> , and choose an effect.	
Delete a word	2-3	Entrance animation effect, create	11-1
Press <b>Ctrl + Delete</b> to delete a word to the right of the insertion point, <b>Ctrl + Backspace</b> to delete a word to the left of the insertion point.		Select an object. Click <b>Add Effect</b> in the Custom Animation task pane, point to <b>Entrance</b> , and choose an effect.	
Demote an outline entry	4-5	Exit animation effect, create	11-1
Click the insertion point anywhere in the line and then press the Demote button  on the Outlining toolbar or press the Increase Indent button  on the Formatting toolbar.		Select an object. Click <b>Add Effect</b> in the Custom Animation task pane, point to <b>Exit</b> , and choose an effect.	
Demote text on a slide	3-5	Expand an outline	4-10
Click the Increase Indent button  on the Formatting toolbar.		Click the Expand All button  on the Outlining toolbar.	
Design template, apply	9-10, 9-12, 9-13		
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 <b>Browse</b> at the bottom of the task pane and navigate to the file you want to use.			
Design template, apply to entire presentation	3-7		
Click <b>Design</b> on the Formatting toolbar and then choose a design from the Slide Design task pane.			

Fill color, apply or change	7-6	Font, apply to text	5-1
Select an object; then click the Fill Color button's arrow  and choose a color.		Select the text or text placeholder that you want to change; then choose the desired font from the Font drop-down list on the Formatting toolbar.	
Fill color, remove	7-7	Font, change color of	5-2
Select an object; then click the Fill Color button's arrow  and choose No Fill.		Select the text or text placeholder that you want to change. Click the Font Color button  on the Formatting toolbar and select the desired color from the Font Color drop-down menu.	
Fill effect, apply to or remove from table cell	13-4, 13-5	Font, change size of	5-1
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.		Select the text or text placeholder that you want to change; then choose the font size from the Font Size drop-down list on the Formatting toolbar.	
Fill pattern, apply	7-14	Fonts, embed	15-3
Select an object and click the Fill Color button's arrow  . Choose <b>F</b> ill Effects and click the <b>P</b> attern tab.		Choose <b>F</b> ile, <b>S</b> ave <b>A</b> s; then click the <b>T</b> ools arrow and choose <b>S</b> ave Options in the drop-down list. In the Save Options dialog box, check the <b>E</b> MBED TrueType fonts box.	
Find text	2-13	Fonts, replace	5-5
Choose <b>E</b> dit, <b>F</b> ind (or press <b>C</b> trl + <b>F</b> ). Key the text you want to find in the <b>F</b> ind What text box and click <b>F</b> ind Next.		To change each occurrence of a font in an entire presentation, choose <b>F</b> ormat, <b>R</b> eplace <b>F</b> onts, and then choose the font you want to replace and the font you want to use in its place from the Replace Font dialog box.	
Flip and rotate objects	8-7	Format Painter, use	7-18
Float the Rotate or Flip toolbar ( <b>D</b> raw, <b>R</b> otate or <b>F</b> lip), select the object or objects that you want to flip or rotate, and click the appropriate toolbar button.		Select an object. Click the Format Painter button  on the Standard toolbar to copy the format and click the object to which you want to apply the format.	
Flowchart connector line, connect	14-4	Gradient fill, apply to object	7-11
Select a connector line and drag a green connector endpoint to any one of an AutoShape's connection sites.		Select an object. Click the Fill Color button's arrow  . Choose <b>F</b> ill Effects and click the <b>G</b> radient tab.	
Flowchart connector line, disconnect	14-4	Grayscale settings, apply	7-20
Select a connector line and drag one of the red connector endpoints.		Display Grayscale view; then select an object. Click <b>S</b> etting on the Grayscale View toolbar and choose a menu option.	
Flowchart connector line, draw	14-2	Grayscale view, display	7-20
Click <b>A</b> utoShapes on the Drawing toolbar and float the <b>C</b> onnectors 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.		Click the Color/Grayscale button  on the Standard toolbar; then choose <b>G</b> rayscale.	
Flowchart shapes, arrange in symmetrical layout	14-5	Group objects	8-8
Use buttons on the Align or Distribute toolbar.		Select the objects to be grouped; then from the <b>D</b> raw menu choose <b>G</b> roup.	
Flowchart shapes, draw	14-1		
Use any AutoShape or special flowchart AutoShapes.			

Handout master, customize <b>10-15</b>	<b>4-18</b>
Choose <b>V</b> iew, <b>M</b> aster, <b>H</b> andout Master. Make changes in the same way as when customizing a slide or title master.	Hyperlink, use in slide show When running a slide show, click the hyperlink text. When finished viewing the linked material, close its application to return to the slide show.
Handouts, print <b>1-19</b>	<b>10-3</b>
Open the Print dialog box and select an option from the Print what list box.	Indents, apply to master slides 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.
Handouts, print by using the Print dialog box <b>2-18</b>	<b>10-1</b>
Choose <b>F</b> ile, <b>P</b> rint, to open the Print dialog box. Choose <b>H</b> andouts from the Print what list box. Under <b>H</b> andouts, choose the number of slides per page and the slide order (horizontal or vertical).	Indents, change Click within a text object. If the ruler is not displayed, choose <b>V</b> iew, <b>R</b> uler. Drag either of the two small triangles or the small rectangle on the left side of the ruler.
Handouts, print by using Print Preview window <b>2-19</b>	<b>2-3</b>
Choose <b>F</b> ile, <b>P</b> rint <b>P</b> review to open the Print Preview window. In the <b>P</b> rint what list box, choose a handout option. To choose the slide order, choose <b>O</b> ptions, <b>P</b> rinting <b>O</b> rders and then choose <b>H</b> orizontal or <b>V</b> ertical.	Insertion point, move Press an arrow key.
Headers and footers, add to handout and notes pages <b>2-17</b>	<b>2-3</b>
Choose <b>V</b> iew, <b>H</b> eaders and <b>F</b> ooters to open the Header and Footer dialog box. Click the <b>N</b> otes and <b>H</b> andouts tab, choose the options you want, and key the text you want. Click <b>A</b> pply to <b>A</b> ll.	Insertion point, move to next/previous word/paragraph Press <b>C</b> trl+Arrow Key.
Headers and footers, add to slides <b>2-17</b>	<b>5-2</b>
Choose <b>V</b> iew, <b>H</b> eaders and <b>F</b> ooters to open the Header and Footer dialog box. Click the <b>S</b> lide tab, choose the options you want, and key the text you want. Click <b>A</b> pply to <b>A</b> ll to add the headers and footers to each slide in the presentation.	Italic, apply to or remove from text Select the text or text placeholder that you want to change and then click the Italic button  on the Formatting toolbar to turn the Italic attribute on or off.
Hide and unhide a slide <b>11-18</b>	<b>4-6</b>
Working on the <b>S</b> lides tab or in Slide Sorter view, select the slide or slides you want to hide. Right-click one of the slides and choose <b>H</b> ide <b>S</b> lide from the shortcut menu. To unhide a slide, right-click a hidden slide and choose <b>H</b> ide <b>S</b> lide. ( <b>H</b> ide <b>S</b> lide is a toggle command.)	Join two slides Click the insertion point on a slide title and press the Demote button  .
HTML, save as <b>4-16</b>	<b>12-14</b>
Choose <b>F</b> ile, <b>S</b> ave as <b>W</b> eb <b>P</b> age.	Legend, format Right-click the legend and choose <b>F</b> ormat <b>L</b> egend from the shortcut menu. Choose options in the Format Legend dialog box.
Hyperlink, insert <b>4-17</b>	<b>12-14</b>
Select the slide text that you want to use for the hyperlink and press <b>C</b> trl+ <b>K</b> . In the Insert Hyperlink dialog box, navigate to the location of the file you want to link to and select it. Click <b>O</b> K. To create a link to a Web site, key the Web address in the <b>A</b> ddress box at the bottom of the dialog box.	Legend, insert Click the Legend button  on the Standard toolbar.
	<b>14-10</b>
	Level in an organization chart, select Select any box in the level that you want to select. On the Organization Chart toolbar, choose <b>S</b> elect, <b>L</b> evel.
	<b>3-1</b>
	Line break, insert Press <b>S</b> hift+ <b>E</b> nter.
	<b>6-1</b>
	Line, draw Click the Line button  on the Drawing toolbar, position the cross pointer on the slide, and drag until the line is the size you want.

Line, draw a horizontal, vertical, or constrained Hold down <b>(Shift)</b> while drawing a line.	<b>6-3</b>	Meeting minutes, record during slide show	<b>15-1</b>
Line spacing, change	<b>10-7</b>	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.	
Link an object	<b>12-25</b>	Motion path, use to animate an object	<b>11-16</b>
Choose <b>I</b> nsert, <b>O</b> bject, <b>C</b> reate from file. Click <b>B</b> rowse and select the file that contains the object. Select the <b>L</b> ink check box. Click <b>O</b> K.		Select an object on a slide. In the Custom Animation task pane, click <b>A</b> dd <b>E</b> ffect, choose <b>M</b> otion <b>P</b> aths, 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.	
Margins, set in a text box	<b>10-11</b>	Move an object	<b>6-5</b>
Select an AutoShape (or text placeholder) that contains text. Open the Format AutoShape dialog box, click the <b>T</b> ext <b>B</b> ox tab, and enter values in one or more of the <b>I</b> nternal margin spin boxes.		Point to the object or the object's border and drag the four-pointed arrow  .	
Master graphics, omit from an individual slide	<b>9-6</b>	Move outline text	<b>4-9</b>
Display the slide you want to change. Choose <b>F</b> ormat, <b>B</b> ackground. Check the box labeled <b>O</b> mit background graphics from master and click <b>A</b> pply.		Point to the bullet for the text you want to move. When you see the four-pointed arrow  , drag the text up or down.	
Master slide animations, override for a slide	<b>11-9</b>	Move a slide in the Outline pane	<b>4-11</b>
Select one of the master animations at the top of the list and choose <b>C</b> opy <b>E</b> ffects to <b>S</b> lide 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.		Collapse the outline and then point to the slide icon for the slide you want to move. When you see the four-pointed arrow  , drag up or down. The horizontal line indicates the new position for the slide.	
Master slides, change text formatting on	<b>5-23</b>	Movie, insert on a slide	<b>11-15</b>
Display the slide master or the title master. Apply formatting to the text placeholders or selected paragraphs in a placeholder just as you would on a slide. To make sure the new formatting is reflected on the presentation slides, reapply the slide layout for selected slides.		Choose <b>I</b> nsert, <b>M</b> ovies and <b>S</b> ounds, <b>M</b> ovie from <b>C</b> lip <b>O</b> rganizer or <b>M</b> ovie from <b>F</b> ile. Select a movie file.	
Master slides, display	<b>5-23</b>	Music, add to a presentation	<b>11-13</b>
Choose <b>V</b> iew, <b>M</b> aster, <b>S</b> lide <b>M</b> aster to display the slide master. To display the title master, press <b>(PgUp)</b> or click the master slide thumbnail on the <b>S</b> lides tab.		Choose <b>I</b> nsert, <b>M</b> ovies and <b>S</b> ounds, <b>S</b> ound from <b>C</b> lip <b>O</b> rganizer or <b>S</b> ound from <b>F</b> ile. Select a music file. On the slide, if the music effect is not listed in the custom animation list, select the sound object, click <b>A</b> dd <b>E</b> ffect on the <b>C</b> ustom <b>A</b> nimation task pane, choose <b>S</b> ound <b>A</b> ctions, and from the submenu choose <b>P</b> lay.	
Meeting minutes, export to Word	<b>15-2</b>	Music object, change settings	<b>11-14</b>
Right-click a slide and choose Meeting Minder from the shortcut menu. Click <b>E</b> xport, choose options from the Meeting Minder Export dialog box, and then click <b>E</b> xport <b>N</b> ow.		In the custom animation list on the Custom Animation task pane, select the sound item you want to change. Choose <b>E</b> ffect <b>O</b> ptions from its drop-down list to open the Play Sound dialog box.	
		New presentation, create from scratch	<b>3-1</b>
		If a blank presentation is displayed, start keying text and inserting slides. Otherwise, choose <b>F</b> ile, <b>N</b> ew.	

New presentation, create from a template	3-11	Organization chart, insert	14-6
Display the New Presentation task pane. Under New from template, choose <a href="#">General Templates</a> .		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.	
New slide, insert	3-2	Organization chart, navigate in	14-7
Click <b>New Slide</b> on the Formatting toolbar or press <b>Ctrl</b> + <b>M</b> .		Use the arrow keys to move up, down, left, or right within a branch of the org chart.	
New slide, insert in Outline pane	4-3	Organization chart branch, change layout of	14-14
Click <b>New Slide</b> on the Formatting toolbar or press <b>Ctrl</b> + <b>M</b> .		Select the topmost box in the branch you want to change. On the Organization Chart toolbar, choose <b>L</b> ayout and then one of the following: <b>S</b> tandard, <b>B</b> oth Hanging, <b>L</b> eft Hanging, or <b>R</b> ight Hanging.	
Notes master, customize	10-14	Organization chart connector lines, format	14-16
Choose <b>V</b> iew, <b>M</b> aster, <b>N</b> otes Master. Make changes in the same way as when customizing a slide or title master.		Use the same methods that you use to format any other lines or borders.	
Notes pages, create	3-19	Outline, create in Word	4-14
Click in the Notes pane in Normal view to activate it and key text.		In Word, switch to Outline view. Key the outline text and use the Promote  and Demote  buttons in the same way as you use them in PowerPoint.	
Notes pages, print	3-20	Outline pane, change size of	4-1
In the Print dialog box or the Print Preview window, click the <b>P</b> rint <b>w</b> hat list box arrow and choose <b>N</b> otes pages.		Drag the Outline pane's right border.	
Numbering, paragraph	5-13	Outline pane, display	1-8, 2-4, 4-1
Select the text to be numbered (usually in a body text placeholder) and click the Numbering button. To choose a different style of numbering, choose <b>F</b> ormat, <b>B</b> ullets and Numbering, click the <b>N</b> umbered tab, and then choose the numbering style you want.		Click the Normal View button  and then click the <b>O</b> utline tab.	
Open a presentation	1-2	Outline pane text formatting, show or hide	4-10
Choose <b>F</b> ile, <b>O</b> pen (or click the Open button  ); use the <b>L</b> ook in box to navigate to the drive, directory, and folder where your student files are stored. Select the file and click <b>O</b> K.		Click the Show Formatting button  on the Outlining toolbar.	
Order of objects, change	8-11	Outline and Slides pane, display	1-8
Float the Order toolbar ( <b>D</b> raw, <b>O</b> rders); then select the object you want to change. Click the appropriate toolbar button to send the object to the back, bring it to the front, bring it forward one layer, or send it backward one layer.		Click the Normal View button  .	
Organization chart, add boxes in	14-8, 14-9	Outline and Slides pane, hide	1-8
Select a box. On the Organization Chart toolbar, choose <b>I</b> nsert Shape, <b>S</b> ubordinate, <b>C</b> oworker, or <b>A</b> ssistant.		Click the Outline and Slides pane Close box  .	
Organization chart, format box in	14-15	Outline text, adjust magnification of	4-2
Use the same methods that you use for any AutoShape.		Click in the Outline pane to activate it. Select a zoom amount from the Zoom drop-down list on the Standard toolbar, or key an amount in the Zoom box and press <b>E</b> nter.	
		Oval, draw	6-1
		Click the Oval button  on the Drawing toolbar, position the mouse pointer on the slide, and drag diagonally until the oval is the size you want.	

Overhead transparencies, create	15-7	Paste text	3-14
Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup. From the <b>S</b> lides sized for drop-down list, choose <b>O</b> verhead. Before printing, insert transparency film in the printer tray.		Display the Clipboard task pane and position your insertion point where you want the text to go. Click the text you want to paste on the Clipboard task pane. (Or to insert the last item placed on the clipboard, click the Paste button  or press <b>C</b> trl + <b>V</b> .)	
Override master slide animations	11-9	Patterned line, apply	7-17
See “Master slide animations, override for a slide.”		Select an object and click the Line Color button’s arrow  . Choose <b>P</b> atterned <b>L</b> ines and then choose a pattern, a foreground color, and a background color.	
Pack and Go, save a presentation by using	15-4	Picture, change image settings of	6-16
Open the presentation, choose <b>F</b> ile, <b>P</b> ack and <b>G</b> o, and then follow the wizard’s instructions.		Select the picture on a slide and then use one or more of the following buttons on the Picture toolbar: <b>C</b> olor  , <b>M</b> ore <b>B</b> rightness  , <b>L</b> ess <b>B</b> rightness  , <b>M</b> ore <b>C</b> ontrast  , or <b>L</b> ess <b>C</b> ontrast  .	
Pack and Go, unpack a presentation by using	15-5	Picture, insert from a file	6-18
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.		Choose <b>I</b> nsert, <b>P</b> icture, <b>F</b> rom <b>F</b> ile.	
Page orientation, change	10-13	Picture fill, apply	7-16
Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup. Choose either <b>P</b> ortrait or <b>L</b> andscape under <b>S</b> lides and/or <b>P</b> ortrait or <b>L</b> andscape under <b>N</b> otes, <b>h</b> andouts, & <b>o</b> utline.		Select an object and then click the Fill Color button’s arrow  . Choose <b>F</b> ill <b>E</b> ffects and click the <b>P</b> icture tab.	
Page setup, change	10-13	Pie chart, add slice labels to	12-21
Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup and then select one or more options from the Page Setup dialog box.		Right-click a pie slice and choose <b>F</b> ormat <b>D</b> ata <b>S</b> eries from the shortcut menu. Select options from the <b>D</b> ata <b>L</b> abels tab.	
Page size, change	10-13	Placeholder, activate	2-2, 3-1
Choose <b>F</b> ile, <b>P</b> age <b>S</b> etup and then choose an option from the <b>S</b> lides sized for drop-down list. Or, key custom values in the <b>W</b> idth and <b>H</b> eight spin boxes.		Click the I-beam on the title text or body text placeholder. Or press <b>C</b> trl + <b>E</b> nter to activate the next placeholder on a slide.	
Paragraph spacing, change	10-8	Placeholder, deactivate	3-1
Select the text to be changed. Choose <b>F</b> ormat, <b>L</b> ine <b>S</b> pacing. Key a value in the <b>B</b> efore paragraph or <b>A</b> fter paragraph spin boxes on the Line Spacing dialog box.		Press <b>E</b> sc.	
Paste options, choose	3-16	Placeholder, format text in a	5-9
Click the Paste Options button  that appears under the pasted item and choose an option from its drop-down list.		Select the text placeholder that you want to change. Choose the font, font size, color, text effect, etc., you want to apply.	
Paste slides	3-13	Placeholder, move	5-21
Display the slide after which you want to insert the slide, and then click the slide on the Clipboard task pane. (Or to insert the last item placed on the clipboard, click the Paste button  or press <b>C</b> trl + <b>V</b> .)		Select the placeholder and drag the border by using the four-pointed arrow  . (Be careful to drag the border and not one of the sizing handles.) A dotted box indicates the new position.	

Placeholder, resize <b>5-20</b>	5-20
Select the placeholder and drag one of the sizing handles (small circles on the placeholder's border). A dotted box indicates the new size.	
Placeholder, select <b>5-8</b>	5-8
Press <b>[Esc]</b> to deactivate a text placeholder and then press <b>[Tab]</b> repeatedly until you see the dotted border surrounding the placeholder you want to select.	
Plot area, format <b>12-23</b>	12-23
Right-click the plot area and choose <b>Format Plot Area</b> from the shortcut menu. Choose options from the Format Plot Area dialog box.	
Plot area, resize <b>12-22</b>	12-22
Select the plot area and drag one or more of its resize handles.	
Preview printed page <b>1-18</b>	1-18
Open the Print dialog box, select printing options, and click <b>Preview</b> .	
Print <b>1-17</b>	1-17
Choose <b>File, Print</b> , and then select print options in the Print dialog box.	
Print the Outline view <b>4-12</b>	4-12
Open the Print dialog box. From the <b>Print what</b> list box, choose <b>Outline View</b> . Click <b>OK</b> .	
Promote or demote a branch in an org chart <b>14-13</b>	14-13
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.	
Promote an outline entry <b>4-5</b>	4-5
Click the insertion point anywhere in the line. Press the <b>Promote</b> button  on the Outlining toolbar or press the <b>Decrease Indent</b> button  on the Formatting toolbar.	
Promote text on a slide <b>3-5</b>	3-5
Click the <b>Decrease Indent</b> button  on the Formatting toolbar.	
Publish a presentation to the Web <b>15-14</b>	15-14
Choose <b>File, Save as Web Page</b> , choose the options you want, and then click <b>Publish</b> .	
Published presentation, view <b>15-17</b>	15-17
Using My Computer or Windows Explorer, navigate to the location of the published presentation, look for its HTML file, and double-click it.	
Rectangle, draw <b>6-1</b>	6-1
Click the <b>Rectangle</b> button  on the Drawing toolbar, position the mouse pointer on the slide, and drag diagonally until the rectangle is the size you want.	
Redo <b>3-6</b>	3-6
Click the <b>Redo</b> button  to restore the last action that you undid or press <b>[Ctrl] + [Y]</b> .	
Regroup objects <b>8-10</b>	8-10
Select one object that was part of a group and then choose <b>Regroup</b> from the <b>Draw</b> menu.	
Replace text <b>2-13</b>	2-13
Choose <b>Edit, Replace</b> (or press <b>[Ctrl] + [H]</b> ). Key the text you want to find in the <b>Find what</b> text box and the text you want to replace it with in the <b>Replace with</b> text box. Click <b>Find Next</b> to find the text and then click <b>Replace</b> to replace it.	
Resize an object <b>6-5</b>	6-5
Select the object and drag one of its sizing handles. Hold down <b>[Ctrl]</b> to resize an object from the center instead of from an edge.	
Resize an object proportionately <b>6-5</b>	6-5
Select the object; then hold down <b>[Shift]</b> while dragging a corner sizing handle.	
Review, apply changes from <b>15-12</b>	15-12
In a presentation that has had reviewed files merged, click a change marker and then select the check boxes for the changes you want.	
Review, merge reviewed documents <b>15-11</b>	15-11
Open the original document and choose <b>Tools, Compare and Merge Presentations</b> . In the dialog box that appears, choose the reviewed files and click <b>Merge</b> .	
Review, send a presentation for <b>15-8</b>	15-8
Choose <b>File, Send To, Mail Recipient</b> (for Review).	
Review, unapply changes from <b>15-12</b>	15-12
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.	
Rich Text Format, saving a presentation as <b>4-13</b>	4-13
Open the <b>Save As</b> dialog box. In the <b>Save as type</b> list box, choose <b>Outline/RTF</b> .	

Rotate object	6-27, 8-7	Select a paragraph	2-3
Select the object you want to rotate and drag its green rotation handle.		Triple-click the paragraph.	
Rotate text	6-25	Select a sentence	2-3
Select the object containing text that you want to rotate and drag the object's green rotation handle.		While holding down <b>[Ctrl]</b> , click the I-beam anywhere in the sentence and then release <b>[Ctrl]</b> .	
Row height in a table, change	13-11	Select text by dragging	2-3
Point to a row border and drag up or down.		Drag the I-beam across the text you want to select.	
Save a design template	9-9	Select a word	2-3
Choose <b>F</b> ile, <b>S</b> ave <b>A</b> s. In the Save as type list box, choose Design Template.		Double-click the word.	
Save with a different name	1-15	Selection, add items to	8-1
Choose <b>F</b> ile, <b>S</b> ave <b>A</b> s. Navigate to the drive and folder where the file should be saved, key a name in the File <b>N</b> ame box, and click OK.		While holding down <b>[Shift]</b> , click an item that is not already selected.	
Scale an organization chart or a diagram	14-18, 14-20	Selection, deselect all items in	8-1
On the Organization Chart toolbar, choose <b>L</b> ayout, <b>S</b> cale Organization Chart. Or on the Diagram toolbar, choose <b>L</b> ayout, <b>S</b> cale Diagram.		Click a blank area of the slide or press <b>[Esc]</b> .	
ScreenTip, display	1-4	Selection, remove items from	8-2
Move the pointer over a button and wait for a ScreenTip to appear.		While holding down <b>[Shift]</b> , click one of the already-selected items.	
Secondary axis, add	12-17	Shadow, apply to object	8-12
If necessary, switch to a 2-D chart type. On the chart, right-click a data series and choose <b>F</b> ormat <b>D</b> ata <b>S</b> eries from the shortcut menu. Click the <b>A</b> xis tab and then choose <b>S</b> econdary axis.		Select the object, click the Shadow Style button  on the Drawing toolbar, and then choose one of the shadow styles from the drop-down list.	
Select all items on a slide	8-1	Shadow, customize	8-13
Press <b>[Ctrl]</b> + <b>[A]</b> or choose <b>E</b> dit, <b>S</b> elect <b>A</b> ll.		Select the object, click the Shadow Style button  on the Drawing toolbar, and then choose <b>S</b> hadow <b>S</b> ettings from the drop-down list to display the Shadow Settings toolbar.	
Select multiple contiguous slides	2-5	Slide, delete	2-8
Click the first slide thumbnail that you want to select. Then hold down <b>[Shift]</b> and click the last slide you want to select.		Working in the Slides pane or the Outline pane, select the slide thumbnail or icon and press <b>[Delete]</b> .	
Select multiple noncontiguous slides	2-5	Slide, display next	1-6
Click a slide thumbnail that you want to select. Then hold down <b>[Ctrl]</b> and click another thumbnail to add it to the selection.		Drag the vertical scroll box down or press <b>[PgDn]</b> .	
Select multiple objects	8-3	Slide, display previous	1-6
Using the standard mouse pointer, draw a selection rectangle to surround the objects you want to select.		Drag the vertical scroll box up or press <b>[PgUp]</b> .	
Select one item in a group	8-9	Slide layout, change	3-17
Select the group; then click the item in the group to display gray selection handles.		Choose <b>F</b> ormat, <b>S</b> lide <b>L</b> ayout to display the Slide Layout task pane. Select the slide or slides you want to change, and then click the layout you want on the Slide Layout task pane.	

Slide layout, reapply	5-24	Slides, insert from another presentation	3-4
Display the Slide Layout task pane and then right-click the layout that the current slide is based on. Choose <b>R</b> eapply <b>L</b> ayout from the shortcut menu.		Choose <b>I</b> nsert, <b>S</b> lides from <b>F</b> iles.	
Slide show, advance to next slide in	1-11	Slides, rearrange	2-6, 2-7
Click the left mouse button or press <b>PgDn</b> or press <b>N</b> .		Working in the Slides pane or in Slide Sorter view, select a slide thumbnail and drag it to a new position.	
Slide show, move to any slide in	1-13	Slides pane, display	1-8, 2-4
Right-click the slide show screen. Then choose <b>G</b> o, point to <b>B</b> y <b>T</b> itle, and select a slide from the list of titles.		Click the Normal View button  and then click the <b>S</b> lides tab.	
Slide show, move to previous slide in	1-11	Sound effect, add to an animation	11-5
Press <b>PgUp</b> or press <b>P</b> .		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 <b>E</b> ffect <b>O</b> ptions. Click the <b>S</b> ound list box arrow and choose a sound.	
Slide show, run	1-11	Spell check entire presentation	2-9
Move to slide 1 and click the Slide Show button  .		Click the Spelling and Grammar button  on the Standard toolbar.	
Slide show, set up	11-23	Spell check individual words	2-9
Choose <b>S</b> lide <b>S</b> how, <b>S</b> et <b>U</b> p <b>S</b> how. Choose from the many options in the Set Up Show dialog box.		When you see a word underlined with a wavy red line, right-click it and then choose a correctly spelled word from the list.	
Slide show, start from any slide	1-12	Split a slide into two slides	4-6
Move to the slide from which you want to start the show and then click the Slide Show button  .		Click the insertion point on the line that you want to be the title of the new slide. Then press the Promote button  one or more times until the line becomes a level 1 entry.	
Slide show, use the annotation pen	1-14	Square, draw	6-4
Right-click the slide show screen and then choose <b>P</b> ointer <b>O</b> ptions, <b>P</b> en or <b>P</b> en <b>C</b> olor. Drag the pen to draw.		Hold down <b>Shift</b> while drawing a rectangle.	
Slide timings, set	11-17	Start PowerPoint	1-1
Choose <b>S</b> lide <b>S</b> how, <b>R</b> ehearse <b>T</b> imings. 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 Start  on the Windows taskbar, point to <b>P</b> rograms, and select <b>M</b> icrosoft <b>P</b> ower- <b>P</b> oint from the submenu.	
Slide transition, apply	2-16	Style checker, turn on and turn off	2-11, 2-12
Select the slide thumbnails to which you want to apply a transition. Then choose <b>S</b> lide <b>S</b> how, <b>S</b> lide <b>T</b> ransition to open the Slide Transition task pane. Choose a transition from the list box. If you want to apply the transition to all slides in the presentation, click <b>A</b> pply to <b>A</b> ll.		Choose <b>T</b> ools, <b>O</b> ptions and then choose the <b>S</b> pelling and <b>S</b> tyl <b>e</b> tab. Select the <b>C</b> heck style option to turn the Style Checker on; deselect it to turn the Style Checker off.	
Slides, create from a Word outline	4-15	Summary slide, create	11-21
From within PowerPoint, click the Open button  . In the <b>F</b> iles of <b>t</b> ype list box, choose <b>A</b> ll <b>O</b> utlines, and then select the outline from the list of files.		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  .	














Switch between multiple open presentations Click a presentation name on the Windows taskbar.	3-12	Table, key text in Click the table cell where you want to add text and then key it as if in a word processor. To move to a different cell, use <b>Tab</b> , <b>Shift</b> + <b>Tab</b> , the arrow keys, or your mouse.	5-17
Switch data series between rows and columns Click the By Column button  or the By Row button  on the Standard toolbar.	12-7	Table, move from cell to cell Press <b>Tab</b> or <b>Shift</b> + <b>Tab</b> or use the arrow keys.	5-16
Table, center text vertically With the table (or table cells) selected, click the Center Vertically button  on the Tables and Borders toolbar.	5-19	Table, resize 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 ( <b>↔</b> , <b>↕</b> , or <b>↘</b> ) drag in or out.	13-13
Table, create 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.	5-15, 13-1	Table, resize to fit content placeholder In the Slide Layout task pane, right-click the content layout that you used to create the table slide and then select <b>Reapply Layout</b> from its drop-down menu.	5-19
Table, delete columns in Select one or more cells in a column, click <b>Table</b> on the Tables and Borders toolbar, and select <b>Delete Columns</b> .	13-14	Table, select To select an entire table, click <b>Table</b> on the Tables and Borders toolbar and choose <b>Select Table</b> . Or, right-click any table cell and choose <b>Select Table</b> from the shortcut menu.	5-19
Table, delete rows in Select one or more cells in a row, click <b>Table</b> on the Tables and Borders toolbar, and select <b>Delete Rows</b> .	13-15	Table borders, change color and style of 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.	13-6
Table, draw 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 <b>Esc</b> to deactivate the pencil pointer.	13-16	Table cell, split 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.	13-18
Table, insert columns in 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 <b>Table</b> on the Tables and Borders toolbar and choose a menu option.	5-18, 13-14	Table cell margins, set Select a cell or group of cells. Right-click the selection, choose <b>Borders and Fill</b> , and click the <b>Text Box</b> tab.	13-9
Table, insert rows in Click a cell above or below the place where you want a new row, or select one or more cells in a row. Click <b>Table</b> on the Tables and Borders toolbar and choose a menu option.	5-18, 13-15	Table cells, merge Select two or more cells; then click the Merge Cells button  on the Tables and Borders toolbar.	13-17
		Table cells, select Click a cell to select it. Drag across several cells to select a group.	13-2

Table column, select <b>13-2</b>	Text, edit rotated <b>6-26</b>
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  .	Click anywhere on the text to activate it; then make the changes you want. While editing the text, it will temporarily return to the horizontal position.
Table columns, distribute evenly <b>13-12</b>	Text anchor point, change <b>10-9</b>
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.	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 row, select <b>13-2</b>	Text box, add <b>6-23, 6-24</b>
Drag the I-beam across the entire row, or select a cell in the row, click <b>Table</b> on the Tables and Borders toolbar, and choose <b>Select Row</b> .	Click the Text Box button  on the Drawing toolbar. Then either click or drag a rectangle on the slide and key the text you want.
Table rows, distribute evenly <b>13-12</b>	Text shadow, apply or remove <b>5-9</b>
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.	Select the text or text placeholder that you want to change. Then click the Shadow button  on the Formatting toolbar to turn the Shadow effect on or off.
Tabs, remove <b>10-5</b>	Textured fill, apply <b>7-15</b>
Click within a text object, display the ruler if necessary, and then drag the tab you want to remove off the ruler.	Select an object. Click the Fill Color button's arrow  . Choose <b>Fill Effects</b> and then click the <b>Texture</b> tab.
Tabs, reposition <b>10-5</b>	Timing, change for an animation <b>11-6</b>
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.	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 <b>Timing</b> . In the dialog box that appears, make the timing modifications you want.
Tabs, set <b>10-4</b>	Title/2-Column Text layout, move to 2nd column <b>4-4</b>
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.	(In Outline pane) Key text for the first column and then press <b>Ctrl</b> + <b>Enter</b> to move to the second column.
Task pane, close <b>1-9</b>	Title master, display <b>5-23</b>
Click the Task pane's Close box  .	See "Master slides, display."
Task pane, display <b>1-9</b>	Toolbar, create new <b>9-2</b>
Choose <b>View, Task Pane</b> .	Right-click any toolbar and choose <b>Customize</b> from the bottom of the list of available toolbars. Click the <b>Toolbars</b> tab and then click <b>New</b> .
Template, customize with WordArt or a picture <b>6-17, 6-22</b>	Toolbar, customize <b>9-1</b>
Display a master slide ( <b>View, Master</b> ). Insert an object on the master or paste an object that you previously copied to the clipboard.	Right-click any toolbar and choose <b>Customize</b> from the bottom of the list of available toolbars. Then click the <b>Options</b> tab.

<b>Toolbar, delete</b> <span style="float: right;"><b>9-3</b></span> Right-click any toolbar and choose <u>C</u> ustomize from the bottom of the list of available toolbars. Click the <u>T</u> oolbars tab and then click <u>D</u> elete.	<b>Word table, edit embedded</b> <span style="float: right;"><b>13-21</b></span> 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.
<b>Toolbar, dock</b> <span style="float: right;"><b>1-5</b></span> Double-click the title bar of a floating toolbar.	<b>Word table, embed on PowerPoint slide</b> <span style="float: right;"><b>13-20</b></span> Open the Word document. Select the table and copy it to the clipboard. Switch to PowerPoint. Choose <u>E</u> dit, <u>P</u> aste <u>S</u> pecial, <u>M</u> icrosoft Word <u>D</u> ocument <u>O</u> bject. Click <u>O</u> K.
<b>Toolbar, float</b> <span style="float: right;"><b>1-5</b></span> Drag a toolbar's move handle to the middle of the screen.	<b>WordArt, create</b> <span style="float: right;"><b>6-20</b></span> Click the Insert WordArt button  on the Drawing toolbar, choose a WordArt style, and then key the text you want in the Edit WordArt Text dialog box.
<b>Toolbar options, display</b> <span style="float: right;"><b>1-4</b></span> Click the Toolbar Options button  on the right side of a toolbar.	<b>WordArt, modify</b> <span style="float: right;"><b>6-20, 6-21</b></span> Select a WordArt object and then click one of the buttons on the WordArt toolbar. You can edit the text, change the style or shape, and make other changes as well.
<b>Transparency, fill color</b> <span style="float: right;"><b>7-10</b></span> Select an object and then click the Fill Color button's arrow  . Choose <u>M</u> ore Fill Colors and drag the <u>T</u> ransparency slider.	<b>Wrap text</b> <span style="float: right;"><b>10-12</b></span> Select an AutoShape (or text placeholder) that contains text. Open the Format AutoShape dialog box, click the <u>T</u> ext <u>B</u> ox tab, and check the <u>W</u> ord wrap text in AutoShape box.
<b>Undo</b> <span style="float: right;"><b>3-6</b></span> Click the Undo button  to undo the last action that you performed on your presentation, or press <b>Ctrl</b> + <b>Z</b> .	
<b>Ungroup objects</b> <span style="float: right;"><b>8-10</b></span> Select an object that has been grouped and choose <u>U</u> ngroup from the <u>D</u> raw menu.	