

PowerPoint 2002


(OFFICE CORE)

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

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| 3-D effect, apply to object | 8-14 |
| Select the object, click the 3-D Style button  on the Drawing toolbar, and then choose a style from the drop-down menu. | |
| 3-D effect, customize | 8-15 |
| Select the object, click the 3-D Style button  on the Drawing toolbar, and then choose 3-D Settings from the drop-down menu to display the 3-D Settings toolbar. | |
| Align or distribute objects relative to each other | 8-4, 8-5 |
| Float the Align or Distribute toolbar (Draw, Align or Distribute). Select the objects that you want to align. Make sure Relative to Slide is turned off and then click the appropriate toolbar button. | |
| Align or distribute objects relative to the slide | 8-6 |
| Float the Align or Distribute toolbar (Draw, Align or Distribute). Select the objects that you want to align. Make sure Relative to Slide is turned on and then click the appropriate toolbar button. | |
| Alignment, text | 5-14 |
| 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. | |
| Animation scheme, apply | 2-14, 2-15 |
| Select the slide thumbnails to which you want to apply an animation scheme. Choose Slide Show, Animation Schemes 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 Apply to All . | |

















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| Arrow, draw | 7-4 |
| Click the Arrow button  on the Drawing toolbar and then drag the cross-shaped pointer. | |
| Arrowhead, add, remove, or change | 7-5 |
| 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. | |
| AutoContent Wizard, create new presentation | 2-1 |
| Choose File, New . Then choose From AutoContent Wizard in the New Presentation task pane. | |
| AutoCorrect, turn on or off | 2-10 |
| Choose File, AutoCorrect to open the AutoCorrect dialog box. Then click the AutoCorrect tab. | |
| AutoCorrect options, choose | 3-3 |
| Click the AutoCorrect Options button  that appears under text that has been changed by AutoCorrect. Choose an option from the drop-down list. | |
| AutoFit, turn on or off | 5-6 |
| Choose Tools, AutoCorrect Options ; then click the AutoFormat As You Type tab on the AutoCorrect dialog box. Select or deselect AutoFit title text to placeholder and AutoFit body text to placeholder , depending on whether you want to turn the features on or off. | |
| AutoFit Options button, use | 5-7 |
| Activate a placeholder. If you see the AutoFit Options button  , click it and choose an option from its drop-down menu. | |
| AutoShape, change | 6-8 |
| Select the AutoShape. Click Draw on the Drawing toolbar and choose Change AutoShape . Choose an AutoShape category and click the AutoShape you want. | |

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| AutoShape, draw 6-7 | Click AutoShapes 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. |
| AutoShape, place text in 6-9 | Click the AutoShape on your slide and then key the text. |
| Bold, apply to or remove from text 5-2 | Select the text or text placeholder that you want to change and then click the Bold button  on the Formatting toolbar to turn the bold attribute on or off. |
| Border, apply to object 7-1 | Select an object; then click the Line Style button  on the Drawing toolbar and choose an option. |
| Border, change the color of 7-3 | Select an object; then click the Line Color button's arrow  on the Drawing toolbar and choose a color. |
| Border, remove 7-7 | Select an object; then click the Line Color button's arrow  and choose No Line . |
| Browser, preview in 4-16 | Choose File, Web Page Preview . |
| Bullet, picture 5-12 | Select the bulleted text or placeholder that you want to change. Choose Format, Bullets and Numbering, Bulleted tab, and then click Picture . |
| Bullets, change the color or shape 5-11 | Select the bulleted text or placeholder that you want to change. Choose Format, Bullets and Numbering . Choose the options you want in the Bullets and Numbering dialog box. If you don't see the bullet style that you want, click Customize to open the Symbol dialog box. |
| Bullets, turn on or off 5-10 | 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. |
| Change case 5-4 | Select the text that needs its case changed. Choose Format, Change Case , choose the case you want from the dialog box, and click OK . |
| Circle, draw 6-4 | Hold down Shift while drawing an oval. |
| Clip art, change image settings of 6-16 | See "Picture, change image settings of." |
| Clip art, find 6-10 | Click the Insert Clip Art button  on the Drawing toolbar. In the Insert Clip Art task pane, key a search word in the Search text box and click Search . |
| Clip art, insert 6-11 | Locate the clip art you want to insert (see "Clip Art, find") and then click its thumbnail on the Insert Clip Art task pane. |
| Clip art, modify search for 6-12 | On the Clip Art task pane, click Modify . |
| Clip art, preview 6-11 | 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 Preview/Properties from the shortcut menu. |
| Clipboard, clear 3-15 | Display the Clipboard task pane and then click Clear All . |
| Clipboard task pane, display 3-13 | Choose Edit, Office Clipboard . |
| Close PowerPoint 1-20 | Click the Close button  on the title bar. |
| Close presentation 1-20 | Click the Close button  on the menu bar. |
| Collapse an outline 4-10 | Click the Collapse All button  on the Outlining toolbar. |
| Color, choose from extended range 7-8, 7-9 | Select an object. Click the Fill Color  , Line Color  , or Font Color  button arrow and then choose More Colors to display the Colors dialog box. Click either the Standard tab or the Custom tab. |

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| Color scheme, apply | 3-8 | Delete a text area | 2-3 |
| Display the Slide Design task pane, click Color Schemes , and click a color scheme. | | Select the text by using any selection method and press Delete . | |
| Color scheme, apply to selected slides only | 3-9 | Delete a word | 2-3 |
| Select one or more slide thumbnails. Point to a color scheme, click the color scheme's down arrow button, and choose Apply to Selected Slides from the drop-down menu. | | Press Ctrl + Delete to delete a word to the right of the insertion point, Ctrl + Backspace to delete a word to the left of the insertion point. | |
| Convert picture (vector-based) to PowerPoint objects | 8-17 | Demote an outline entry | 4-5 |
| Select a vector-based picture. On the Drawing toolbar, choose Draw , Ungroup . | | 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. | |
| Copy slides | 3-13 | Demote text on a slide | 3-5 |
| Select the slide thumbnails on the Slides tab (or the Outline tab); then click the Copy button  or press Ctrl + C . | | Click the Increase Indent button  on the Formatting toolbar. | |
| Copy text | 3-14 | Design template, apply to entire presentation | 3-7 |
| Select the text and then click the Copy button  or press Ctrl + C . | | Click Design on the Formatting toolbar and then choose a design from the Slide Design task pane. | |
| Crop a picture | 6-19 | Design template, apply to selected slides only | 3-10 |
| Select the picture, click the Crop button  on the Picture toolbar, and drag one of the cropping handles on the picture's edge. | | Select one or more slide thumbnails. Point to a design template, click the template's down arrow button, and choose Apply to Selected Slides from the drop-down menu. | |
| Cut slides | 3-13 | Duplicate an object | 8-16 |
| Select slide thumbnails on the Slides tab (or the Outline tab); then click the Cut button  or press Ctrl + X . | | Select an object and press Ctrl + D . Move the duplicated object if you want, being careful not to deselect it, and then press Ctrl + D one or more times until you have the number of duplicated objects you want. | |
| Cut text | 3-14 | Expand an outline | 4-10 |
| Select the text; then click the Cut button  or press Ctrl + X . | | Click the Expand All button  on the Outlining toolbar. | |
| Dashed line, choose a style for | 7-2 | Fill color, apply or change | 7-6 |
| Select an object. Click the Dash Style button  on the Drawing toolbar and choose a style from its menu. | | Select an object; then click the Fill Color button's arrow  and choose a color. | |
| Delete a bullet item (and its sub-bullets) | 4-8 | Fill color, remove | 7-7 |
| Click the bullet and press Delete . | | Select an object; then click the Fill Color button's arrow  and choose No Fill . | |
| Delete characters | 2-3 | Fill pattern, apply | 7-14 |
| Press Delete to delete characters to the right of the insertion point; press Backspace to delete characters to the left of the insertion point. | | Select an object and click the Fill Color button's arrow  . Choose Fill Effects and click the Pattern tab. | |
| Delete objects | 6-2 | | |
| Select the object and press Delete . | | | |
| Delete a slide | 4-8 | | |
| Click the slide icon and press Delete . | | | |

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| Find text | 2-13 | Group objects | 8-8 |
| Choose E dit, F ind (or press Ctrl + F). Key the text you want to find in the F ind What text box and click F ind Next. | | Select the objects to be grouped; then from the D raw menu choose G roup. | |
| Flip and rotate objects | 8-7 | Handouts, print | 1-19 |
| Float the Rotate or Flip toolbar (D raw, R otate or F lip), select the object or objects that you want to flip or rotate, and click the appropriate toolbar button. | | Open the Print dialog box and select an option from the P rint what list box. | |
| Font, apply to text | 5-1 | Handouts, print by using the Print dialog box | 2-18 |
| 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. | | Choose F ile, P rint, to open the Print dialog box. Choose H andouts from the P rint what list box. Under H andouts, choose the number of slides per page and the slide order (horizontal or vertical). | |
| Font, change color of | 5-2 | Handouts, print by using Print Preview window | 2-19 |
| 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. | | Choose F ile, P rint P review to open the Print Preview window. In the P rint what list box, choose a handout option. To choose the slide order, choose O ptions, P rinting O rders and then choose H orizontal or V ertical. | |
| Font, change size of | 5-1 | Headers and footers, add to handout and notes pages | 2-17 |
| 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. | | Choose V iew, H eaders and F ooters to open the Header and Footer dialog box. Click the N otes and H andouts tab, choose the options you want, and key the text you want. Click A pply to A ll. | |
| Fonts, replace | 5-5 | Headers and footers, add to slides | 2-17 |
| To change each occurrence of a font in an entire presentation, choose F ormat, R eplace F 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. | | Choose V iew, H eaders and F ooters to open the Header and Footer dialog box. Click the S lide tab, choose the options you want, and key the text you want. Click A pply to A ll to add the headers and footers to each slide in the presentation. | |
| Format Painter, use | 7-18 | HTML, save as | 4-16 |
| 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. | | Choose F ile, S ave as W eb P age. | |
| Gradient fill, apply to object | 7-11 | Hyperlink, insert | 4-17 |
| Select an object. Click the Fill Color button's arrow  . Choose F ill E ffects and click the G radient tab. | | Select the slide text that you want to use for the hyperlink and press Ctrl + K . In the Insert Hyperlink dialog box, navigate to the location of the file you want to link to and select it. Click O K. To create a link to a Web site, key the Web address in the A ddress box at the bottom of the dialog box. | |
| Grayscale settings, apply | 7-20 | Hyperlink, use in slide show | 4-18 |
| Display Grayscale view; then select an object. Click S etting on the Grayscale View toolbar and choose a menu option. | | When running a slide show, click the hyperlink text. When finished viewing the linked material, close its application to return to the slide show. | |
| Grayscale view, display | 7-20 | | |
| Click the Color/Grayscale button  on the Standard toolbar; then choose G rayscale. | | | |





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| Insertion point, move Press an arrow key. | 2-3 | New presentation, create from scratch If a blank presentation is displayed, start keying text and inserting slides. Otherwise, choose File , New . | 3-1 |
| Insertion point, move to next/previous word/paragraph Press [Ctrl] +Arrow Key. | 2-3 | New presentation, create from a template Display the New Presentation task pane. Under New from template , choose General Templates . | 3-11 |
| 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. | 5-2 | New slide, insert Click New Slide on the Formatting toolbar or press [Ctrl] + [M] . | 3-2 |
| Join two slides Click the insertion point on a slide title and press the Demote button  . | 4-6 | New slide, insert in Outline pane Click New Slide on the Formatting toolbar or press [Ctrl] + [M] . | 4-3 |
| Line break, insert Press [Shift] + [Enter] . | 3-1 | Notes pages, create Click in the Notes pane in Normal view to activate it and key text. | 3-19 |
| 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. | 6-1 | Notes pages, print In the Print dialog box or the Print Preview window, click the Print what list box arrow and choose Notes pages . | 3-20 |
| Line, draw a horizontal, vertical, or constrained Hold down [Shift] while drawing a line. | 6-3 | Numbering, paragraph 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 Format , Bullets and Numbering , click the Numbered tab, and then choose the numbering style you want. | 5-13 |
| Master slides, change text formatting on 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. | 5-23 | Open a presentation Choose File , Open (or click the Open button ); use the Look in box to navigate to the drive, directory, and folder where your student files are stored. Select the file and click OK . | 1-2 |
| Master slides, display Choose View , Master , Slide Master to display the slide master. To display the title master, press [PgUp] or click the master slide thumbnail on the Slides tab. | 5-23 | Order of objects, change Float the Order toolbar (Draw , Order); 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. | 8-11 |
| Move an object Point to the object or the object's border and drag the four-pointed arrow  . | 6-5 | Outline, create in Word 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. | 4-14 |
| Move outline text Point to the bullet for the text you want to move. When you see the four-pointed arrow  , drag the text up or down. | 4-9 | | |
| Move a slide in the Outline pane 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. | 4-11 | | |

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| Outline pane, change size of Drag the Outline pane's right border. | 4-1 | Picture, change image settings of Select the picture on a slide and then use one or more of the following buttons on the Picture toolbar: Color  , More Brightness  , Less Brightness  , More Contrast  , or Less Contrast  . | 6-16 |
| Outline pane, display Click the Normal View button  and then click the Outline tab. | 1-8, 2-4, 4-1 | Picture, insert from a file Choose I nsert, P icture, F rom File. | 6-18 |
| Outline pane text formatting, show or hide Click the Show Formatting button  on the Outlining toolbar. | 4-10 | Picture fill, apply Select an object and then click the Fill Color button's arrow  . Choose F ill Effects and click the P icture tab. | 7-16 |
| Outline and Slides pane, display Click the Normal View button  . | 1-8 | Placeholder, activate Click the I-beam on the title text or body text placeholder. Or press C trl + E nter to activate the next placeholder on a slide. | 2-2, 3-1 |
| Outline and Slides pane, hide Click the Outline and Slides pane Close box  . | 1-8 | Placeholder, deactivate Press E sc. | 3-1 |
| Outline text, adjust magnification of 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 E nter. | 4-2 | Placeholder, format text in a Select the text placeholder that you want to change. Choose the font, font size, color, text effect, etc., you want to apply. | 5-9 |
| Oval, draw 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. | 6-1 | Placeholder, move 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. | 5-21 |
| Paste options, choose Click the Paste Options button  that appears under the pasted item and choose an option from its drop-down list. | 3-16 | Placeholder, resize Select the placeholder and drag one of the sizing handles (small circles on the placeholder's border). A dotted box indicates the new size. | 5-20 |
| Paste slides 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 C trl + V .) | 3-13 | Placeholder, select Press E sc to deactivate a text placeholder and then press T ab repeatedly until you see the dotted border surrounding the placeholder you want to select. | 5-8 |
| Paste text 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 C trl + V .) | 3-14 | Preview printed page Open the Print dialog box, select printing options, and click P review. | 1-18 |
| Patterned line, apply Select an object and click the Line Color button's arrow  . Choose P atterned Lines and then choose a pattern, a foreground color, and a background color. | 7-17 | Print Choose F ile, P rint, and then select print options in the Print dialog box. | 1-17 |

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| Print the Outline view | 4-12 | Rotate text | 6-25 |
| Open the Print dialog box. From the Print <u>what</u> list box, choose Outline View. Click OK. | | Select the object containing text that you want to rotate and drag the object's green rotation handle. | |
| Promote an outline entry | 4-5 | Save with a different name | 1-15 |
| Click the insertion point anywhere in the line. Press the Promote button  on the Outlining toolbar or press the Decrease Indent button  on the Formatting toolbar. | | Choose F ile, S ave A s. Navigate to the drive and folder where the file should be saved, key a name in the F ile N ame box, and click OK. | |
| Promote text on a slide | 3-5 | ScreenTip, display | 1-4 |
| Click the Decrease Indent button  on the Formatting toolbar. | | Move the pointer over a button and wait for a ScreenTip to appear. | |
| Rectangle, draw | 6-1 | Select all items on a slide | 8-1 |
| Click the Rectangle button  on the Drawing toolbar, position the mouse pointer on the slide, and drag diagonally until the rectangle is the size you want. | | Press C trl + A or choose E dit, S elect A ll. | |
| Redo | 3-6 | Select multiple contiguous slides | 2-5 |
| Click the Redo button  to restore the last action that you undid or press C trl + Y . | | Click the first slide thumbnail that you want to select. Then hold down S hift and click the last slide you want to select. | |
| Regroup objects | 8-10 | Select multiple noncontiguous slides | 2-5 |
| Select one object that was part of a group and then choose R egroup from the D raw menu. | | Click a slide thumbnail that you want to select. Then hold down C trl and click another thumbnail to add it to the selection. | |
| Replace text | 2-13 | Select multiple objects | 8-3 |
| Choose E dit, R ep l ace (or press C trl + H). Key the text you want to find in the Find what text box and the text you want to replace it with in the Replace with text box. Click F ind N ext to find the text and then click R ep l ace to replace it. | | Using the standard mouse pointer, draw a selection rectangle to surround the objects you want to select. | |
| Resize an object | 6-5 | Select one item in a group | 8-9 |
| Select the object and drag one of its sizing handles. Hold down C trl to resize an object from the center instead of from an edge. | | Select the group; then click the item in the group to display gray selection handles. | |
| Resize an object proportionately | 6-5 | Select a paragraph | 2-3 |
| Select the object; then hold down S hift while dragging a corner sizing handle. | | Triple-click the paragraph. | |
| Rich Text Format, saving a presentation as | 4-13 | Select a sentence | 2-3 |
| Open the Save As dialog box. In the Save as type list box, choose Outline/RTF. | | While holding down C trl, click the I-beam anywhere in the sentence and then release C trl. | |
| Rotate object | 6-27, 8-7 | Select text by dragging | 2-3 |
| Select the object you want to rotate and drag its green rotation handle. | | Drag the I-beam across the text you want to select. | |
| | | Select a word | 2-3 |
| | | Double-click the word. | |
| | | Selection, add items to | 8-1 |
| | | While holding down S hift, click an item that is not already selected. | |
| | | Selection, deselect all items in | 8-1 |
| | | Click a blank area of the slide or press E sc. | |

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| Selection, remove items from | 8-2 | Slide show, start from any slide | 1-12 |
| While holding down [Shift] , click one of the already-selected items. | | Move to the slide from which you want to start the show and then click the Slide Show button  . | |
| Shadow, apply to object | 8-12 | Slide show, use the annotation pen | 1-14 |
| 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. | | Right-click the slide show screen and then choose P ointer Options, P en or P en C olor. Drag the pen to draw. | |
| Shadow, customize | 8-13 | Slide transition, apply | 2-16 |
| Select the object, click the Shadow Style button  , on the Drawing toolbar, and then choose S hadow S ettings from the drop-down list to display the Shadow Settings toolbar. | | Select the slide thumbnails to which you want to apply a transition. Then choose S lide S how, S lide T 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 A pply to A ll. | |
| Slide, delete | 2-8 | Slides, create from a Word outline | 4-15 |
| Working in the Slides pane or the Outline pane, select the slide thumbnail or icon and press [Delete] . | | From within PowerPoint, click the O pen button  . In the F iles of type list box, choose A ll O utlines, and then select the outline from the list of files. | |
| Slide, display next | 1-6 | Slides, insert from another presentation | 3-4 |
| Drag the vertical scroll box down or press [PgDn] . | | Choose I nsert, S lides from F iles. | |
| Slide, display previous | 1-6 | Slides, rearrange | 2-6, 2-7 |
| Drag the vertical scroll box up or press [PgUp] . | | Working in the Slides pane or in Slide Sorter view, select a slide thumbnail and drag it to a new position. | |
| Slide layout, change | 3-17 | Slides pane, display | 1-8, 2-4 |
| Choose F ormat, S lide L 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. | | Click the Normal View button  and then click the S lides tab. | |
| Slide layout, reapply | 5-24 | Spell check entire presentation | 2-9 |
| Display the Slide Layout task pane and then right-click the layout that the current slide is based on. Choose R eapply L ayout from the shortcut menu. | | Click the Spelling and Grammar button  on the Standard toolbar. | |
| Slide show, advance to next slide in | 1-11 | Spell check individual words | 2-9 |
| Click the left mouse button or press [PgDn] or press [N] . | | 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, move to any slide in | 1-13 | Split a slide into two slides | 4-6 |
| Right-click the slide show screen. Then choose G o, point to B y T itle, and select a slide from the list of titles. | | 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, move to previous slide in | 1-11 | Square, draw | 6-4 |
| Press [PgUp] or press [P] . | | Hold down [Shift] while drawing a rectangle. | |
| Slide show, run | 1-11 | | |
| Move to slide 1 and click the Slide Show button  . | | | |

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| Start PowerPoint | 1-1 | Table, resize to fit content placeholder | 5-19 |
| Click Start  on the Windows taskbar, point to P rograms, and select Microsoft PowerPoint from the submenu. | | In the Slide Layout task pane, right-click the content layout that you used to create the table slide and then select R eapply L ayout from its drop-down menu. | |
| Style checker, turn on and turn off | 2-11, 2-12 | Table, select | 5-19 |
| Choose T ools, O ptions and then choose the Spelling and Style tab. Select the Check style option to turn the Style Checker on; deselect it to turn the Style Checker off. | | To select an entire table, click T able on the Tables and Borders toolbar and choose S elect T able. Or, right-click any table cell and choose S elect T able from the shortcut menu. | |
| Switch between multiple open presentations | 3-12 | Task pane, close | 1-9 |
| Click a presentation name on the Windows taskbar. | | Click the Task pane's Close box  . | |
| Table, center text vertically | 5-19 | Task pane, display | 1-9 |
| With the table (or table cells) selected, click the Center Vertically button  on the Tables and Borders toolbar. | | Choose V iew, T ask P ane. | |
| Table, create | 5-15 | Template, customize with WordArt or a picture | 6-17, 6-22 |
| 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 O K. 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. | | Display a master slide (V iew, M aster). Insert an object on the master or paste an object that you previously copied to the clipboard. | |
| Table, insert columns in | 5-18 | Text, edit rotated | 6-26 |
| 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 T able on the Tables and Borders toolbar and choose a menu option. | | 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, insert rows in | 5-18 | Text box, add | 6-23, 6-24 |
| Click a cell above or below the place where you want a new row, or select one or more cells in a row. Click T able on the Tables and Borders toolbar and choose a menu option. | | 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, key text in | 5-17 | Text shadow, apply or remove | 5-9 |
| 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 T ab, S hift + T ab, the arrow keys, or your mouse. | | 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. | |
| Table, move from cell to cell | 5-16 | Textured fill, apply | 7-15 |
| Press T ab or S hift + T ab or use the arrow keys. | | Select an object. Click the Fill Color button's arrow  . Choose F ill E ffects and then click the T exture tab. | |
| | | Title/2-Column Text layout, move to 2nd column | 4-4 |
| | | (In Outline pane) Key text for the first column and then press C trl + E nter to move to the second column. | |
| | | Title master, display | 5-23 |
| | | See "Master slides, display." | |
| | | Toolbar, dock | 1-5 |
| | | Double-click the title bar of a floating toolbar. | |

| | | | |
|---|------|---|------------|
| Toolbar, float | 1-5 | Ungroup objects | 8-10 |
| Drag a toolbar's move handle to the middle of the screen. | | Select an object that has been grouped and choose <u>U</u> ngroup from the <u>D</u> raw menu. | |
| Toolbar options, display | 1-4 | WordArt, create | 6-20 |
| Click the Toolbar Options button  on the right side of a toolbar. | | 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. | |
| Transparency, fill color | 7-10 | WordArt, modify | 6-20, 6-21 |
| 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. | | 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. | |
| Undo | 3-6 | | |
| Click the Undo button  to undo the last action that you performed on your presentation, or press Ctrl + Z . | | | |