Cramsession™ for MOUS Powerpoint 2000

This study guide will help you prepare for the MOUS Powerpoint 2000 exam. Exam topics include Creating, Modifying, Customizing and Delivering a Presentation, Working with Text and Visual Elements, Creating Output and Managing files.

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Contents:

Delete slides

To delete a single slide, select it and hit the keyboard's DEL key. To delete multiple slides switch to slide sorter view, then hold down the CTRL key while you click the slides, and then hit the DEL key.

Create a specified type of slide

To create a slide from a pre-set template select Insert – New Slide. You are then able to select from several different layouts consisting of different arrangements of text, graphics, tables, graphs and headings.
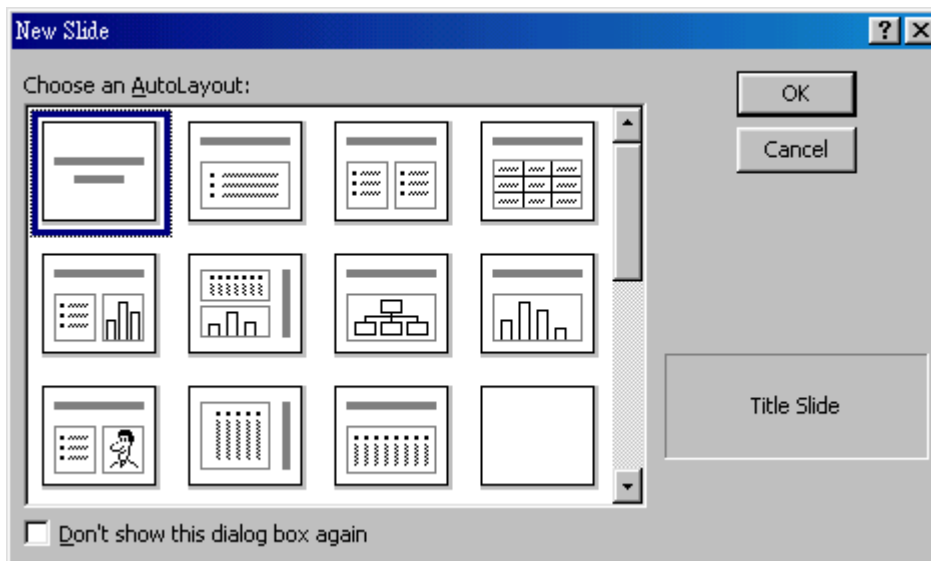
Create a presentation from a template and/or a Wizard

To use the Wizard, choose File – New – General – AutoContent Wizard.
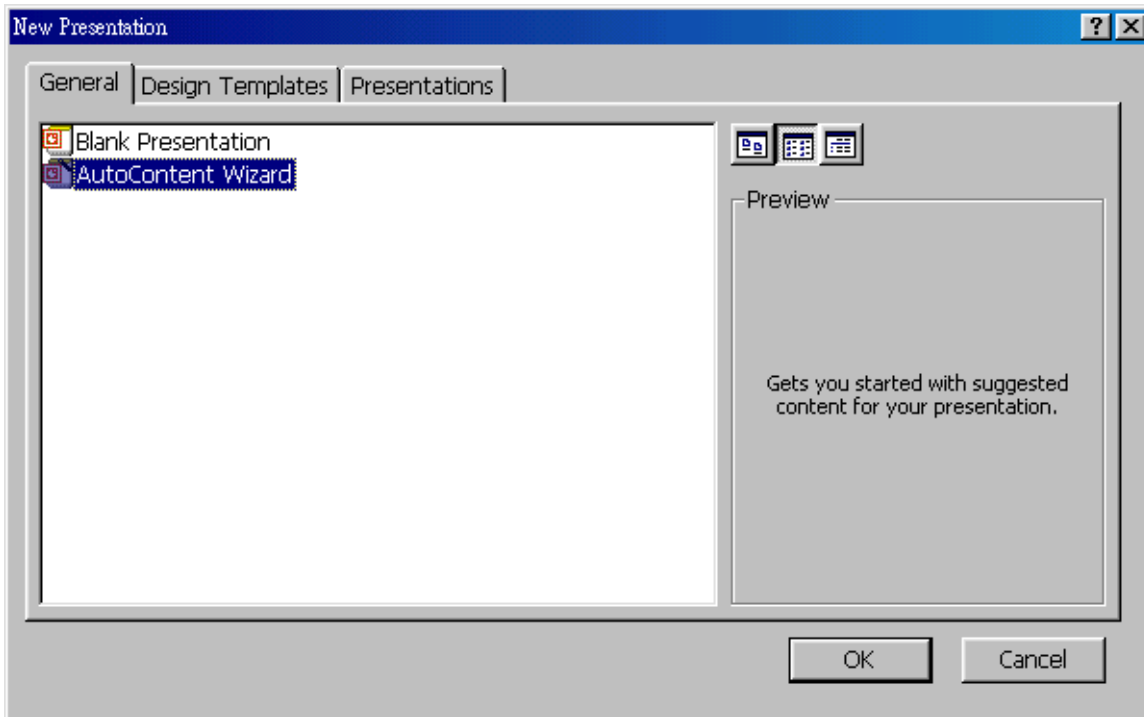
The instructions provided by the wizard should be sufficient enough to guide you through the process.
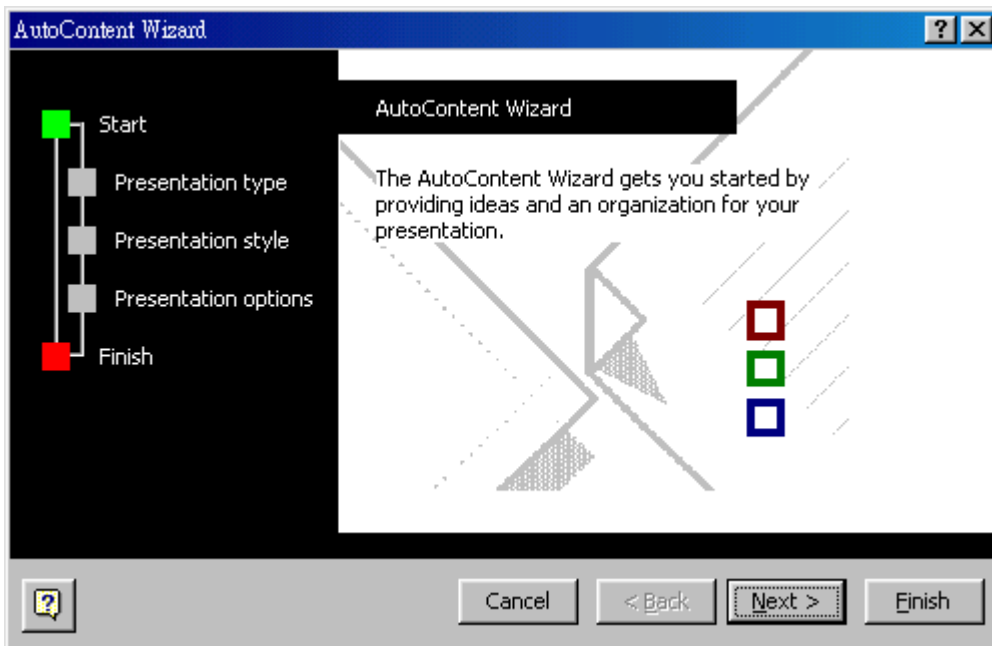
To create a presentation based on a design template, go to File – New - Design Templates, then scroll to see the different design templates and make your selection.
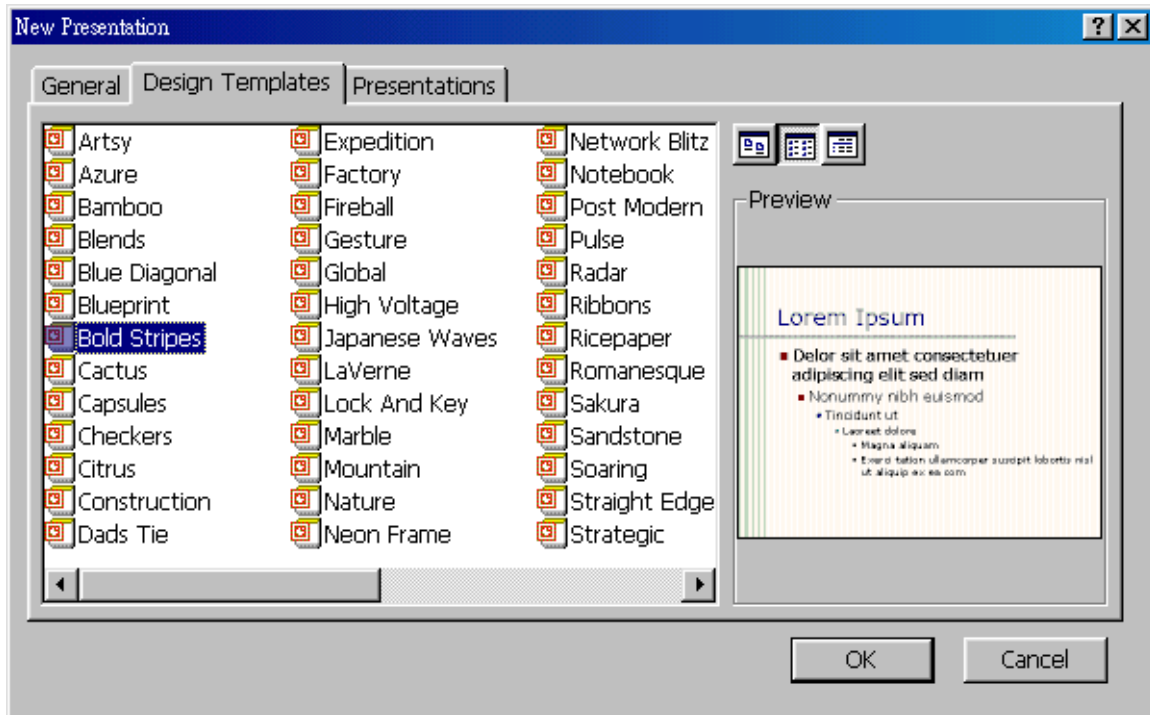
Navigate among different views

Clicking on the View menu allows you to select from 4 different views: Normal, slide sorter, notes page and slide show. The Normal view actually contains three panes: the outline pane, the slide pane, and the notes pane. They allow you to work on all aspects of your presentation in one place. The slide sorter allows you see all the slides in your presentation on screen at the same time. This makes it easy to add, delete, move slides, add timings, and select animated transitions for moving from slide to slide. Clicking on Slide Show allows you to preview you presentation at any time. The notes view allows you to enter text beneath the slides in your presentation.

It is also possible to switch between views by clicking the buttons at the lower left of the window.
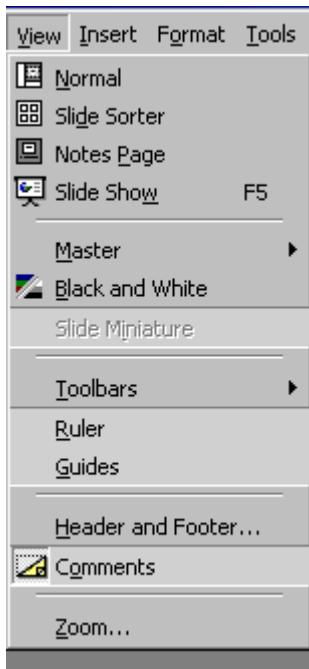
Copy a slide from one presentation into another

To copy a slide from one presentation to another, go to Insert - Slides from Files, then locate the presentation you want to copy a slide from and hit Display. Now you can select and insert the slide. The entire presentation can be copied by clicking Insert All.

Slide Finder

Find Presentation | List of Favorites

File: [   ] Browse...

Add to Favorites   Display

Select slides:

Insert | Insert All | Close
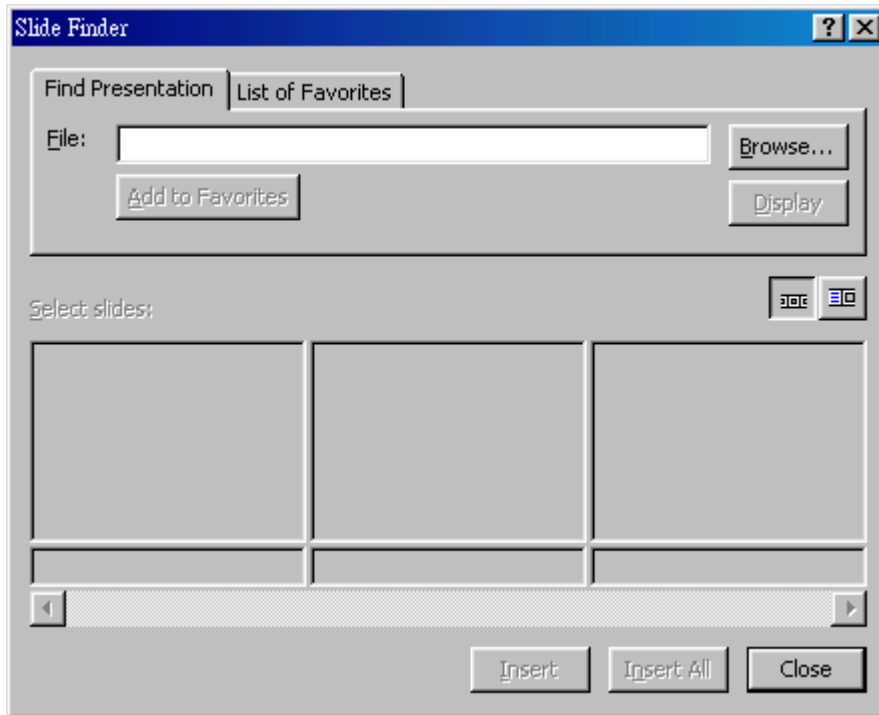
Insert headers and footers

Go to View – Header and Footer, and then enter the information to be included. To apply only to the current slide, click Apply. To apply to every slide, click Apply to All.
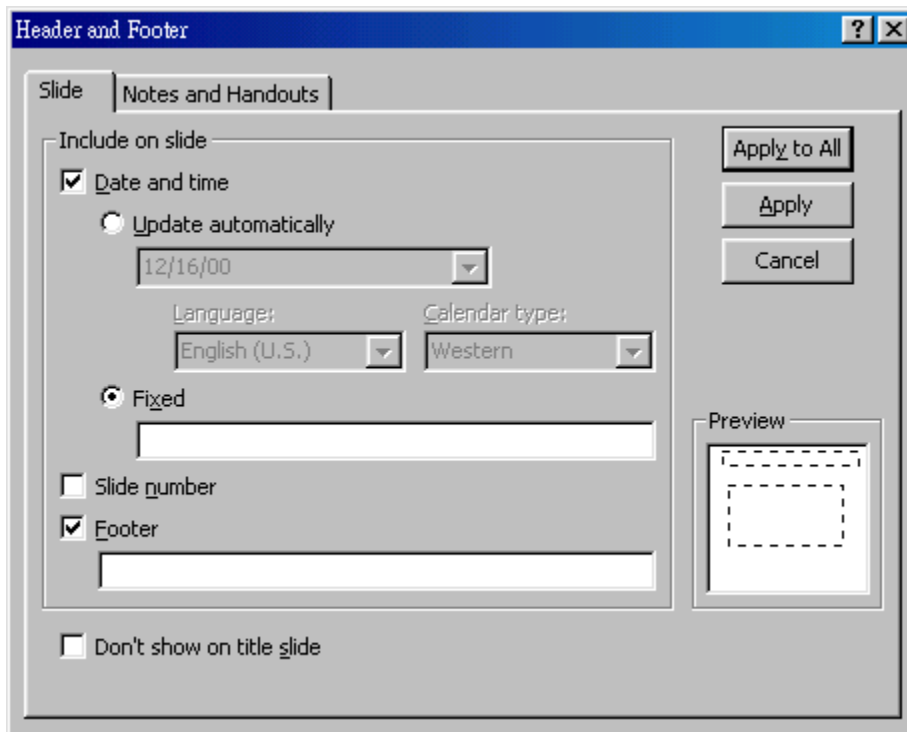
Create a Blank presentation

Choose File – New – General – Blank Presentation.

Send a presentation via e-mail

Choose File – Send To – Mail Recipient. Note that you must have an email account set up on the system for this to work. Ideally, you should have Microsoft Outlook in Internet Mail Only mode on the same machine.

Change the order of slides using Slide Sorter view

Use the drag and drop method to rearrange the order of the slides.
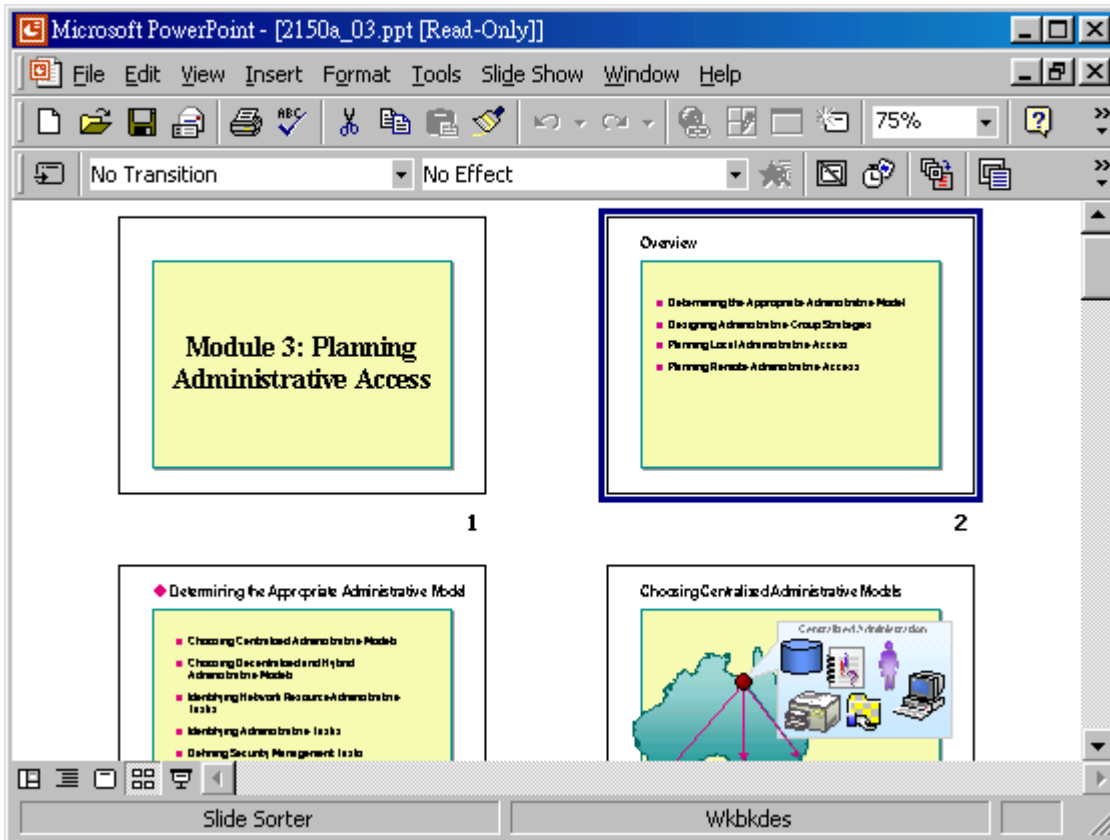
Find and replace text

To use the Find function, go to Edit – Find and enter the text you want to search for. This search is case insensitive.
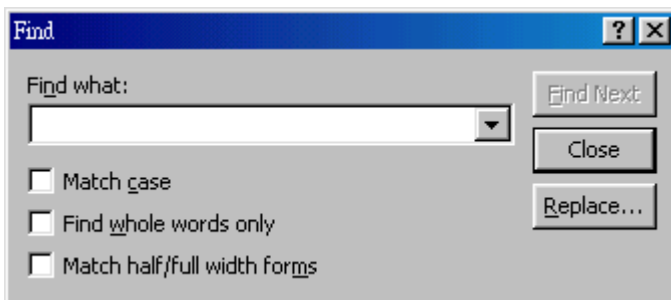
To replace text, hit the Replace button and fill in what you wish to replace the text with.
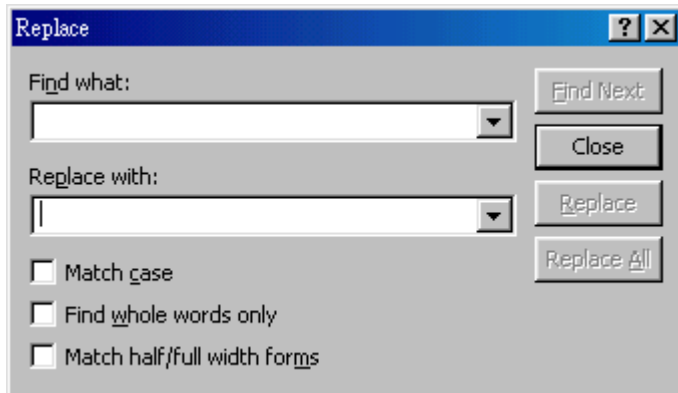
Change the layout for one or more slides

Go to Slide Sorter view, select a slide and then choose Format – Slide Layout to select another layout style.

Modify the Slide Master

The slide master is a tool for text consistency between slides. With it, you can modify the "Master Text": font, style, size, color.

To modify the slide master, Go to View – Master – Slide Master. When you edit this slide keep in mind that this will become the template for all slides in the file.

Modify slide sequence in the outline pane

Again, drag and drop is all that you need.

Apply a design template

Go to Format – Assign Design Template and then select from the list of .POT template file. You can preview it on the right half of the dialog box.
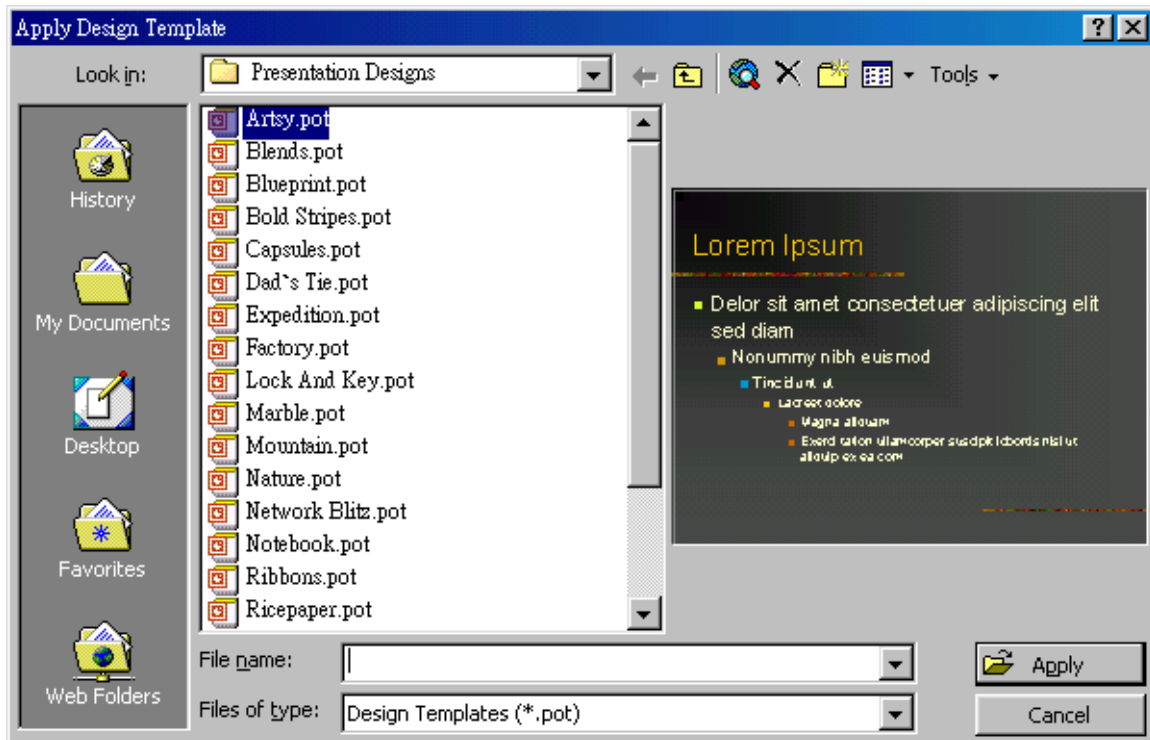
Check spelling

Go to Tools – Spelling, and then control the spell check via the Spelling dialog box.
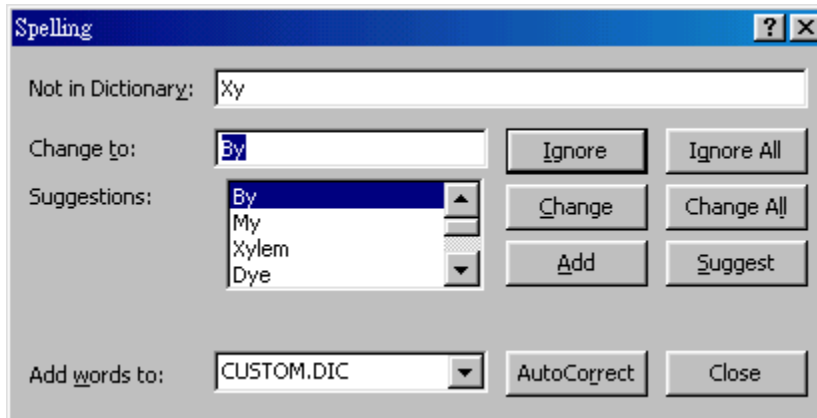
Change and replace text fonts (individual slide and entire presentation)

Select the text you want to change, then go to Format – Font and select the settings you want. To make these changes as the default for new text, click the Default for new objects check box. To replace all fonts throughout a presentation, go to Format - Replace Fonts, then specify the font you want to replace as well as the replacement font.
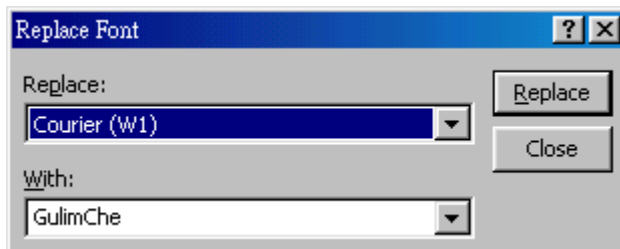
Enter text in tri-pane view

You may type directly on the slide. If you type text on the Notes pane, the notes will be visible only when you choose View – Notes Page.

Import Text from Word

Go to Insert – Object and choose Create from file. Then click on the Browse button to locate the word file (files with .doc extension). The Link checkbox allows only a link to the word file. It does not import or embed files within the document.
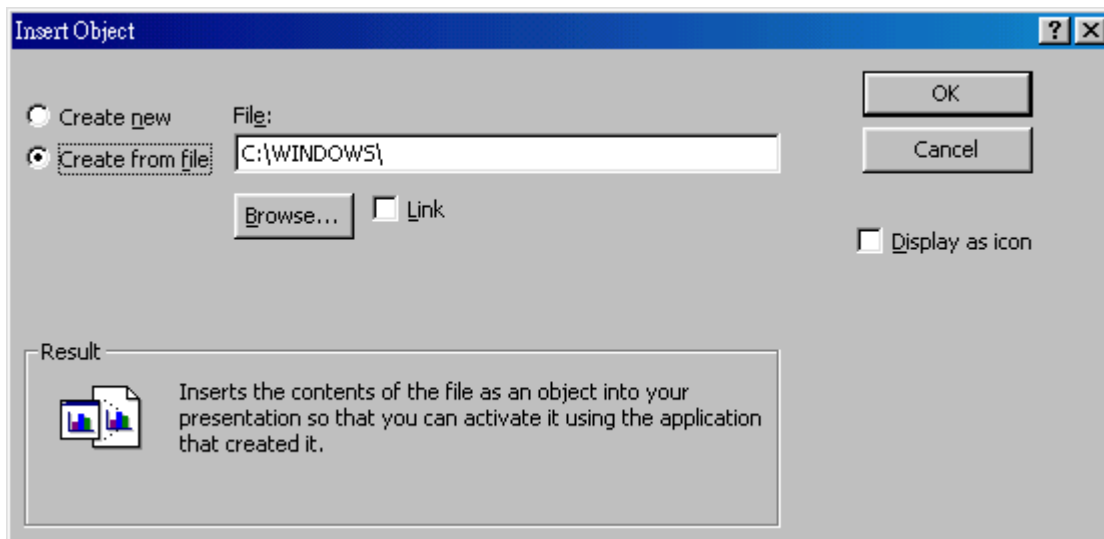
Change the text alignment

Select the text and then go to Format – Alignment. Try out the different options and see how they change the text alignments.

Create a text box for entering text

Choose Insert – Text Box and click the mouse to position the text box on the slide, and finally start typing

Use the Wrap text in TextBox feature

Right click In the text box and choose Format Text Box. Go to the Text Box tab and choose Word wrap text in AutoShape.
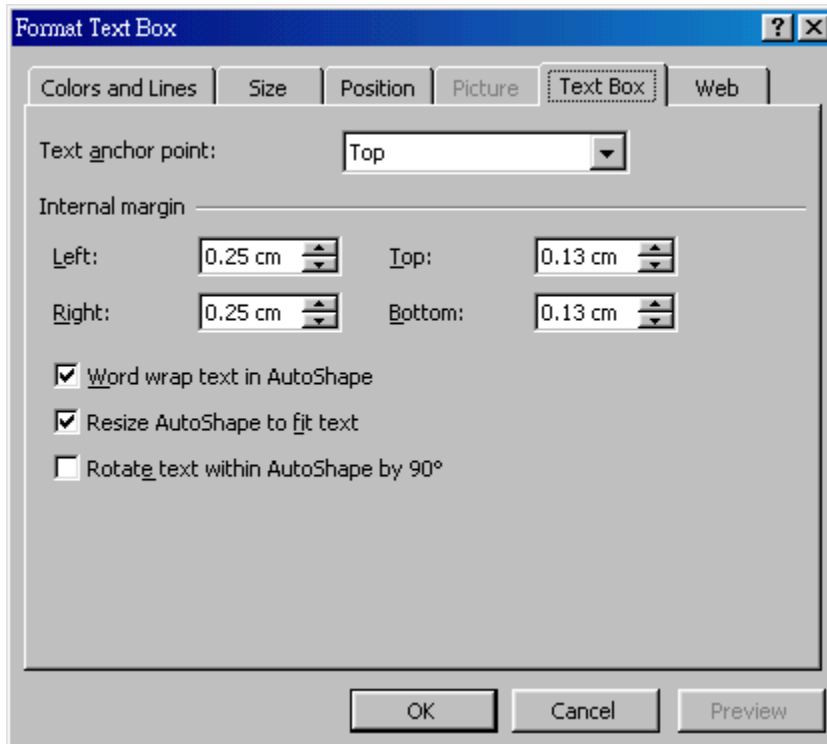
Use the Office Clipboard

You may enable the Clipboard toolbar by selecting View – Toolbars – Clipboard.

To paste specific items from the Clipboard to your slide, click on the target slide, and then select which item from the Clipboard toolbar you want to paste.

Use the Format Painter

Place the cursor in the source text, then click the Format Painter button, and use the mouse to highlight the target text.

Promote and Demote text in slide & outline panes

First click View – Normal to enable the outline view. Now, to promote an outline point, go into the outline pane and select the target, then click Promote on the toolbar. To demote the outline point, click Demote instead.

Add a picture from the ClipArt Gallery

Go to Insert – Picture – Clipart. For this feature to work, your administrator should have installed the clipart files onto your hard drive. It is possible to place the Office 2000 CD into the CDROM drive to load the clipart.

Add and group shapes using WordArt or the Drawing Toolbar

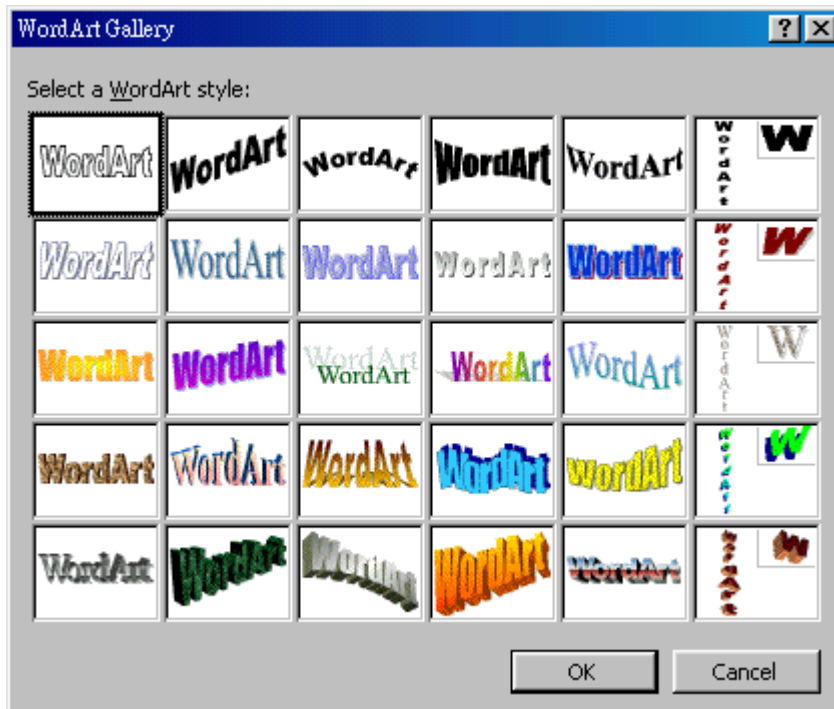Go to View – Toolbars and enable the drawing toolbar

To group objects together, hold down the shift key and select the items to be grouped. Right click on the selected items and choose Grouping – Group. To ungroup the objects, choose Ungroup instead.

To insert a WordArt object, go to the Drawing toolbar and click Insert WordArt.

## Add text to a graphic object using a text box

Right click on the object and choose Add Text.

Scale and size an object including ClipArt

This can be done by dragging and dropping the corners of the objects to the desired size.

Create tables within PowerPoint

Go to Insert – Table, specify the number of rows and columns. The table tool comes up in "draw" mode. This table is exactly the same as the one you can find in Word2000.
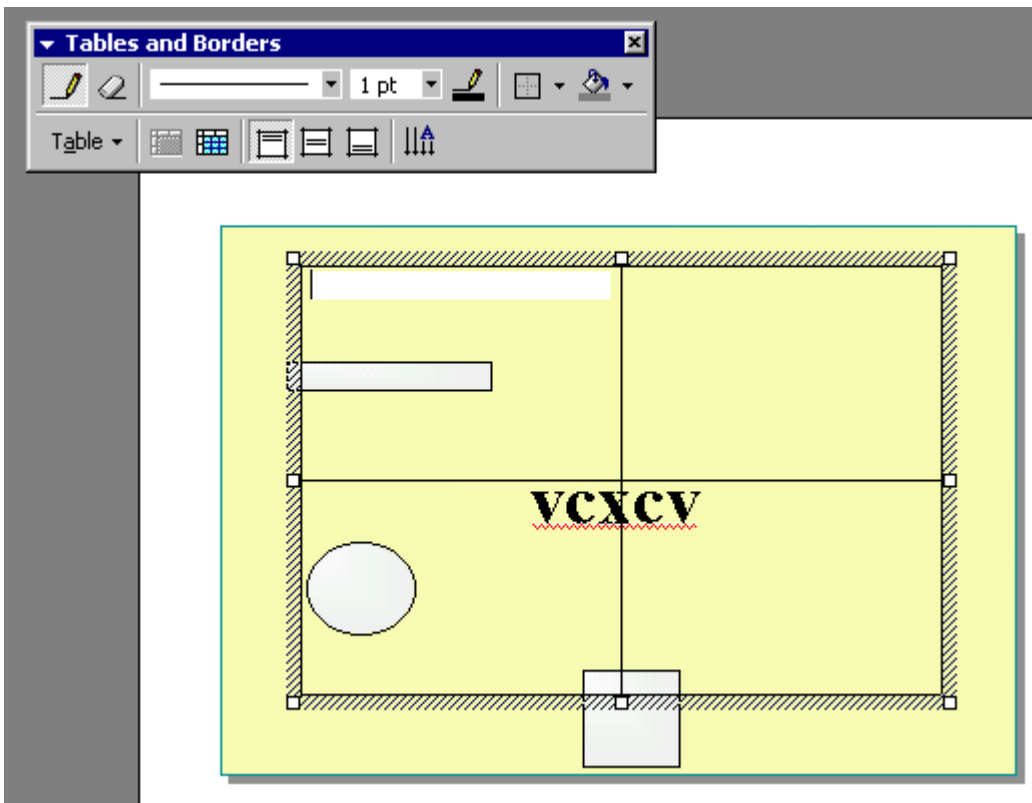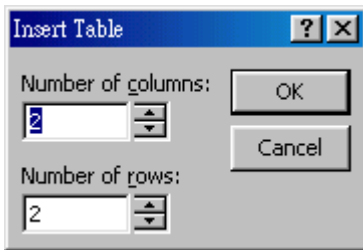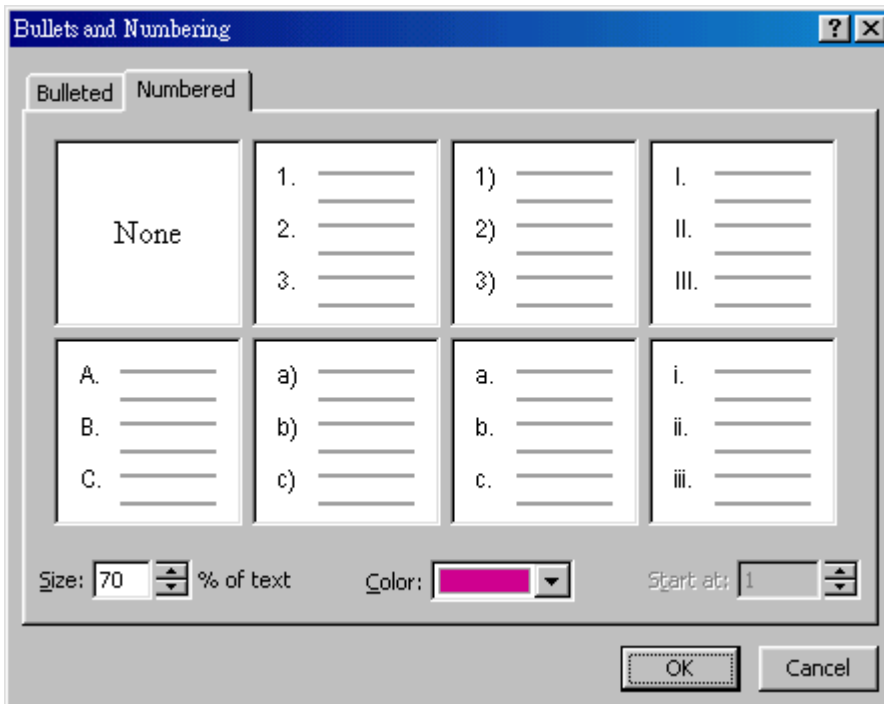
Rotate and fill an object

To rotate an object, select it and click on the free rotate button. Use the mouse cursor to press on and rotate the little green circles surrounding the object.

Add AutoNumber bullets

First highlight the text, then go to Format – Bullets and Numbering – Numbered and select a number format.
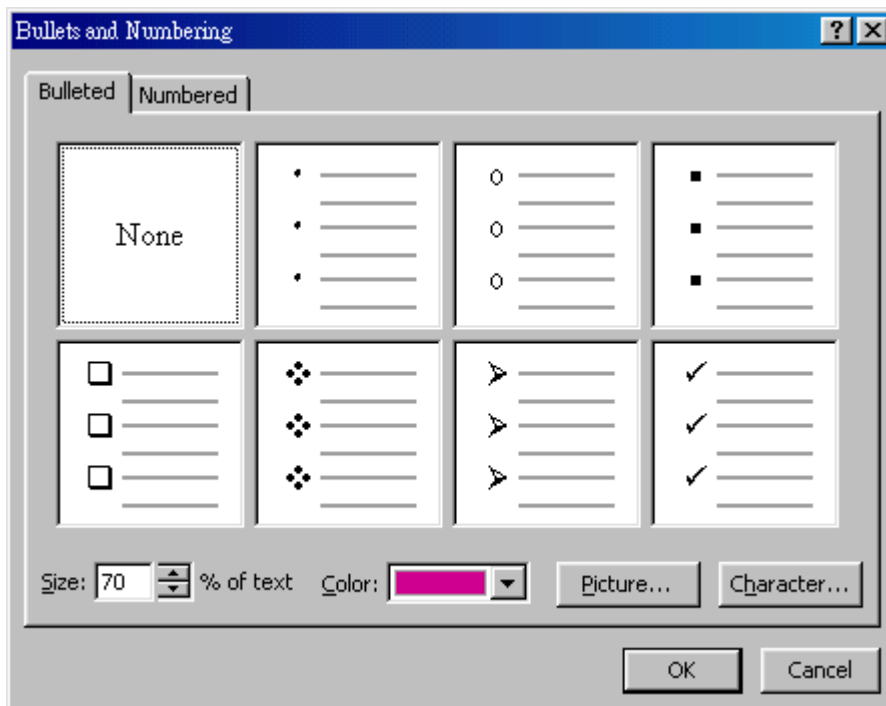
Add speaker notes

Click View – Notes page to switch to the notes page view and then insert the information into the bottom pane.
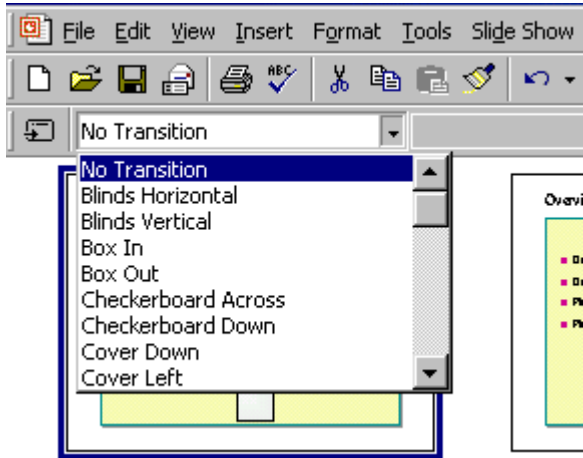
Add graphical bullets

Highlight the text, then go to Format – Bullets and Numbering – Bulleted and select a bulleted list.
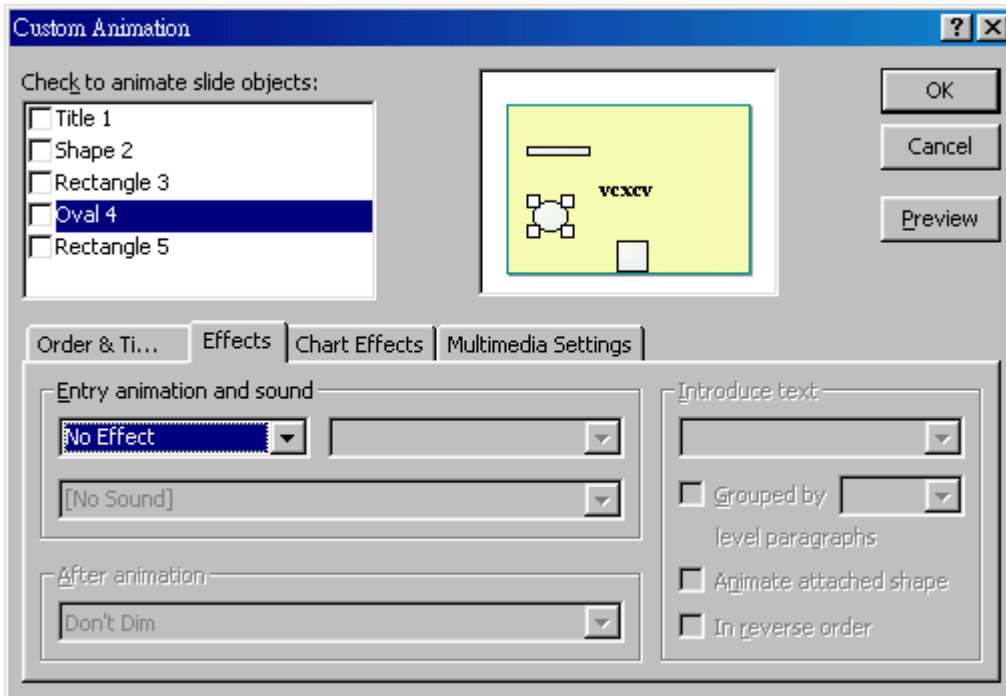

Add slide transitions

Switch to the slide sorter view, then select the target slide right click and choose Slide Transition Effects. To view the effects, run the show by choosing Slide Show – View Show.

Animate text and objects

Select the target text or object, then right click on it and choose Custom Animations – Effects. Set the Entry animation and sound accordingly.

If you have more than one object involved in the animation, go to Order & Timing and configure the Start Animation section. The default is based on mouse click, but can be time based so that animation will start automatically without the need to click the mouse button.
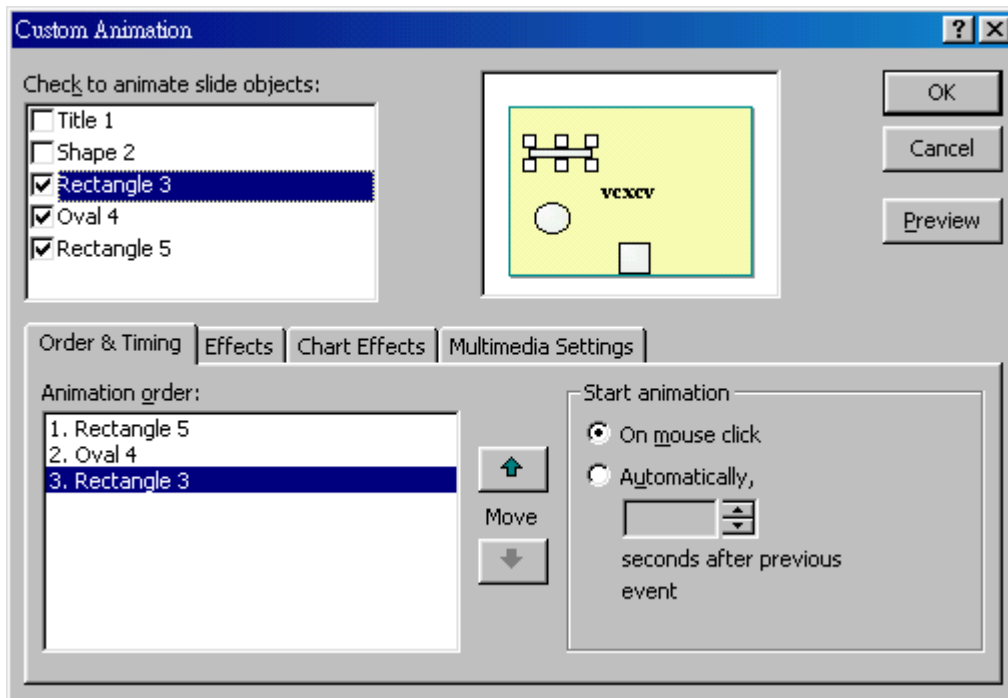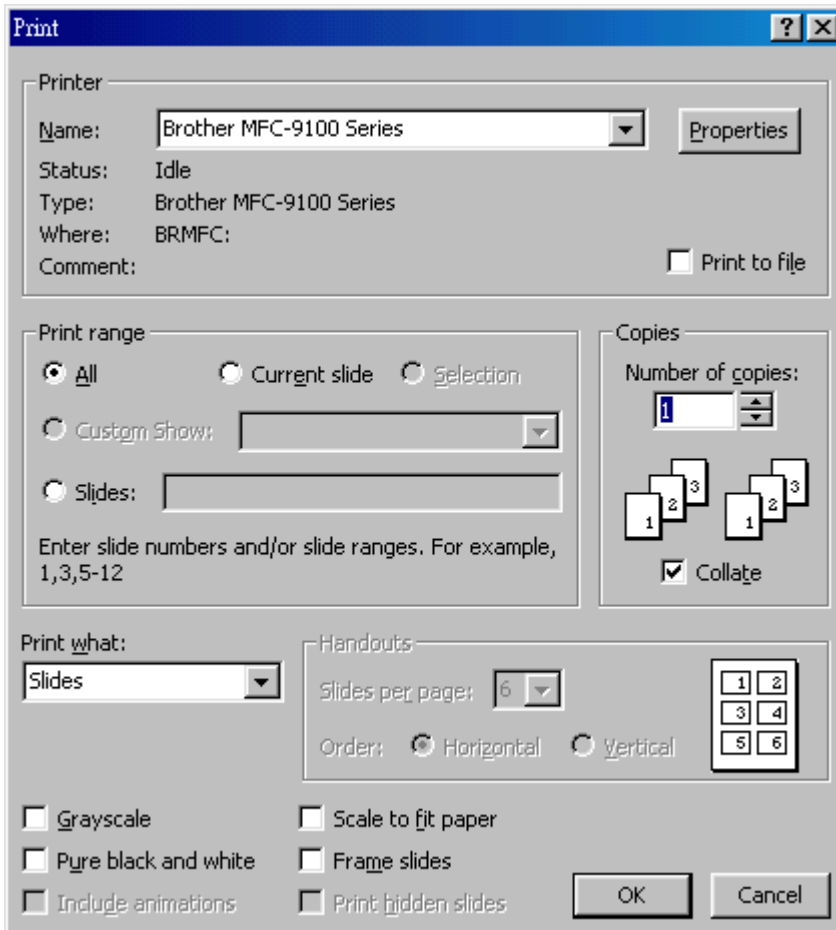
Preview presentation in black and white

Choose View – Black and White.

Print slides in a variety of formats

Choose File – Print and select the options accordingly. Do NOT use the Print icon on the toolbar.

Print audience handouts

In the Print dialog box, under the "Print What" list item, select handouts.

Print speaker notes in a specified format

In the Print dialog box, under the "Print What" list item, select Notes Pages.

Start a slide show on any slide

Directly click on the Slide Show icon that is in the lower left corner of the window. Do NOT Slide Show – View Show, as that method will start the slide show from slide one.
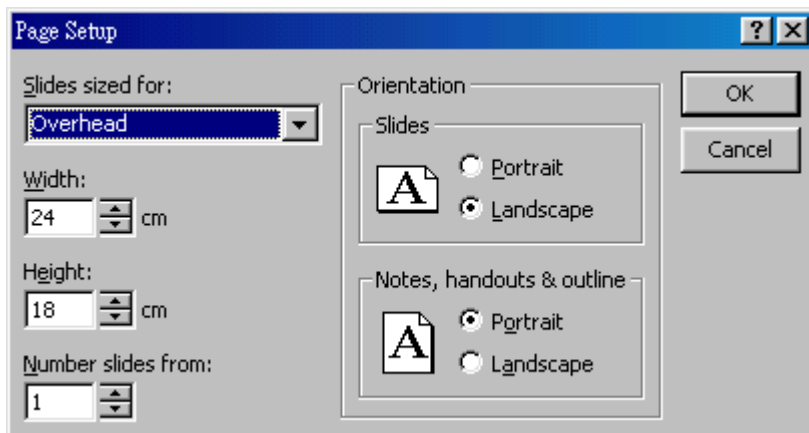
Use on screen navigation tools

When you run the show, click on the icon in the lower left corner of the screen and select Go – Slide Navigator.

Print a slide as an overhead transparency

Go to File – Page Setup – Slides Sized for, and choose Overhead.

Use the pen during a presentation

When you run the show, click on the icon in the lower left corner of the screen and select Pointer Options – Pen.

Save changes to a presentation

Choose File – Save. The file extension is .PPT.

Special thanks to

Michael Yu

for contributing this Cramsession.
Please visit his site at
http://www.michaelyu.freeservers.com/