

# Cramsession<sup>™</sup> 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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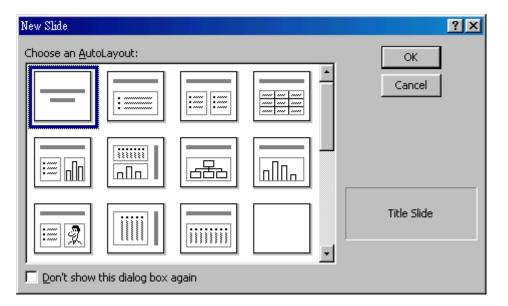


## **Delete slides**

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.

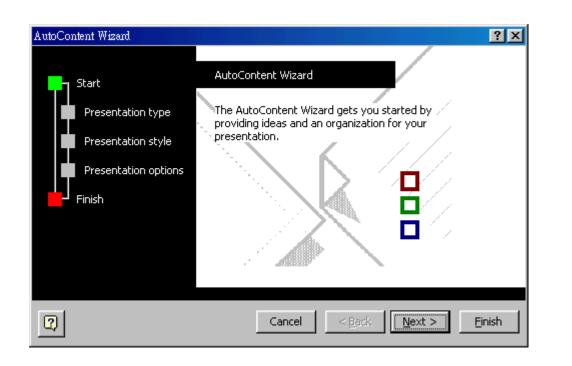
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New Presentation General Design Templates Presentations	? ×
Blank Presentation	Preview Gets you started with suggested content for your presentation.
	OK Cancel

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The instructions provided by the wizard should be sufficient enough to guide you through the process.

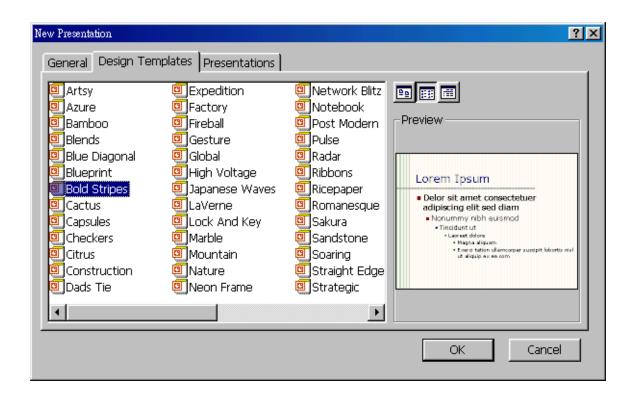
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To create a presentation based on a design template, go to File – New - Design Templates, then scroll to see the different design templates and make your selection.

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#### 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.

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## **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 Presentati	ion List of Favorites		
<u>F</u> ile:			Browse
<u>A</u> dd to	Favorites		Display
Select slides:			
	/		
4			Þ
		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.

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Header and Footer	?×
Slide Notes and Handouts	
Include on slide	Apply to All
Date and time	Apply
C Update automatically	
12/16/00	Cancel
Language: <u>C</u> alendar type:	
English (U.S.) 💌 Western 💌	
⊙ Fi <u>x</u> ed	Durauiauu
	Preview
☐ Slide <u>n</u> umber	
Eooter	
Don't show on title slide	

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#### **Create a Blank presentation**

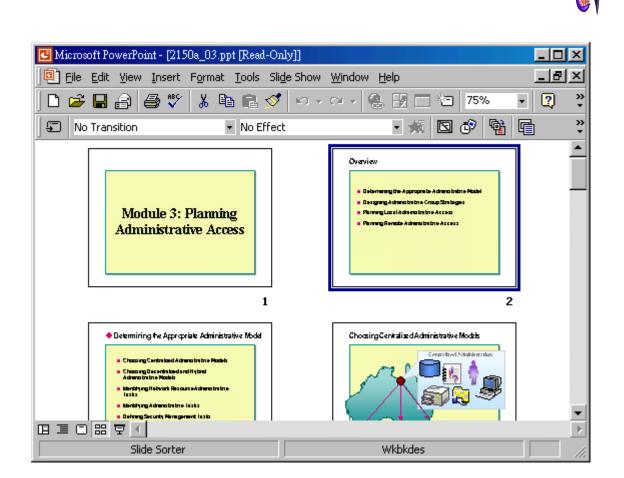
Choose File – New – General – Blank Presentation.

#### 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.



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#### Find and replace text

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To use the Find function, go to Edit – Find and enter the text you want to search for. This search is case insensitive.

Find		? ×
Find what:		Eind Next
	•	Close
Match <u>c</u> ase		
Find whole words only		<u>R</u> eplace
Match half/full width for <u>m</u> s		

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To replace text, hit the Replace button and fill in what you wish to replace the text with.

Replace	?×
Find what:	Eind Next
· ·	Close
Replace with:	Reeless
<b>▼</b>	<u>R</u> eplace
Match <u>c</u> ase	Replace <u>A</u> ll
Find whole words only	
Match half/full width forms	

#### 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.

Apply Design Tem	plate	?×
Look in:	Presentation Designs	🗕 🖶 🔯 🗙 💕 🎛 🔹 Tools 🗸
History History My Documents Desktop	<ul> <li>Artsy.pot</li> <li>Blends.pot</li> <li>Blueprint.pot</li> <li>Bold Stripes.pot</li> <li>Capsules.pot</li> <li>Dad's Tie.pot</li> <li>Expedition.pot</li> <li>Factory.pot</li> <li>Lock And Key.pot</li> <li>Marble.pot</li> <li>Mountain.pot</li> <li>Nature.pot</li> <li>Network Blitz.pot</li> </ul>	<ul> <li>Lorem Ipsum</li> <li>Delor sit amet consectet uer adipiscing elit sed diam         <ul> <li>Nonummy nibh euismod</li> <li>Tincidunt ut</li> <li>Larest sokre</li> <li>Magna atloum</li> <li>Eberd tation ullawcorper suscipit idoortis nist ut alloup ex ea core</li> </ul> </li> </ul>
Favorites	Notebook.pot Ribbons.pot Ricepaper.pot	<b>_</b>
Web Folders	File name:	✓ Apply ✓ Cancel

## **Check spelling**

Go to Tools – Spelling, and then control the spell check via the Spelling dialog box.

Spelling				?×
Not in Dictionary:	Ху			
Change <u>t</u> o:	By		<u>I</u> gnore	Ignore All
Suggestions:	By My		<u>C</u> hange	Change All
	Xylem Dye	•	Add	<u>S</u> uggest
Add <u>w</u> ords to:	CUSTOM.DIC	•	AutoCorrect	Close

## 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.

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Replace Font		? ×
Replace:		<u>R</u> eplace
Courier (W1)	<b>_</b>	Close
With:		
GulimChe	-	

#### 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.

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## 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.

Insert Object		? ×
C Create <u>n</u> ew C Create from		OK Cancel
		Display as icon
Result	Inserts the contents of the file as an object into your presentation so that you can activate it using the application that created it.	

#### 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

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## 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.

Format Text Box			? ×
Colors and Lines Size	Position Picture	Text Box	Web
Text anchor point:	Тор	•	
Internal margin			
Left: 0.25 cm 🛓	<u>T</u> op:	0.13 cm 主	
Right: 0.25 cm	<u>B</u> ottom:	0.13 cm 🌻	
☑ Word wrap text in AutoSh	аре		
🔽 Resize AutoShape to fit te	ext		
Rotat <u>e</u> text within AutoSh	hape by 90°		
	ОК	Cancel	Preview

## **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.

5elect a <u>w</u> ord WordArt	Art style: WordArt	WordA <sub>re</sub>	WordArt	WordArt	W
WordArt	WordArt	WordArt	WordArt	WordArt	
WordArt	WordArt	Word Art Word Art	WordArt	WordArt	werd Ar
WordArt	WordArt	WordArt	UmAn	Morte	W
Word <b>An</b> t	Harde			Werderi	
			,- _	ок	Cancel

## 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

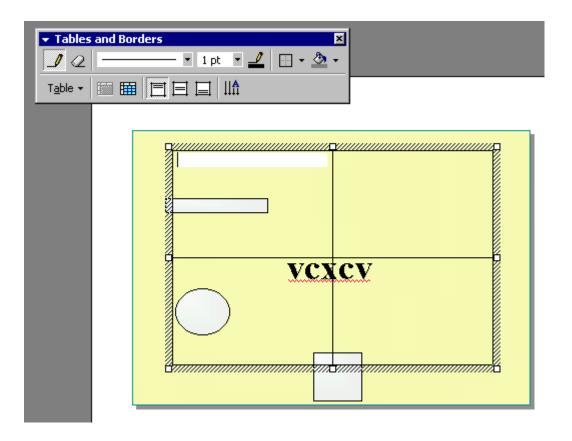
This can be done by dragging and dropping the corners of the objects to the desired size.



## **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.

Insert Table	<u>?</u> ×
Number of <u>c</u> olumns:	ОК
Number of rows:	Cancel
2	



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### 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.

Bullets and Numbering			? ×	
Bulleted Numbered	]			
None	1.           2.           3.	1)       2)       3)	I II III	
A B C	a) b) c)	a b c	i ii iii	
Size: 70 🜩 % of text Color: 🔽 💌 Start at: 1				
OK Cancel				



## 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

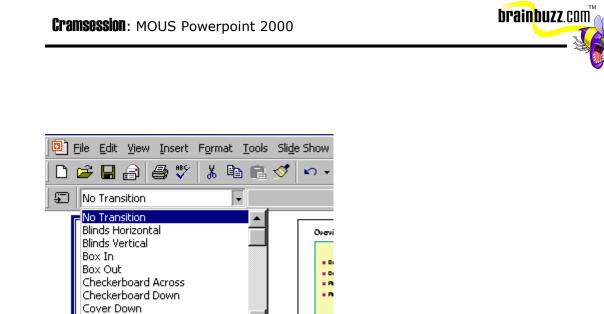
Highlight the text, then go to Format – Bullets and Numbering – Bulleted and select a bulleted list.

Bullets and Numbering			? ×	
Bulleted Numbered				
None	·	0 0 0	•	
	* *	>		
Size: 70 🜩 % of text Color: Picture Character				
OK Cancel				

## 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.

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## Animate text and objects

Cover Left

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

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Custom Animation Check to animate slide objects: Title 1 Shape 2 Rectangle 3 Oval 4 Rectangle 5	vexcv	Cancel
Order & Ti Effects Chart Effects Mu	Introduce Group Ievel	<b>v</b>

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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.

- ·			
Cramsession :	MOUS	Powerpoint	2000

Custom Animation	? ×
Check to animate slide objects: Title 1 Shape 2 Rectangle 3 Oval 4 Rectangle 5	OK       Cancel       Preview
Order & Timing Effects Chart Effects Mu Animation order: 1. Rectangle 5 2. Oval 4 3. Rectangle 3	Iltimedia Settings Start animation On mouse click Automatically, seconds after previous event

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## 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		<u>?×</u>
Status: Idle	er MFC-9100 Series r MFC-9100 Series :	Properties
Print range All C Custom Show: Slides:	Current slide C gelection	Copies Number of copies:
Print <u>w</u> hat: Slides	Siides per page: 6 -	12 34 56
Grayscale     Grayscale     Pyre black and wi     Include animation		OK Cancel

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## **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.

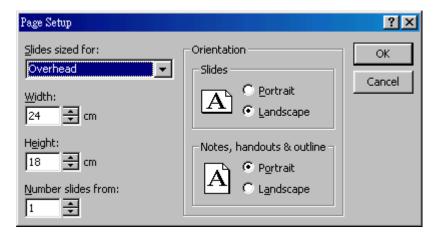
#### Use on screen navigation tools

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.



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## 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

<u>Michael Yu</u>

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