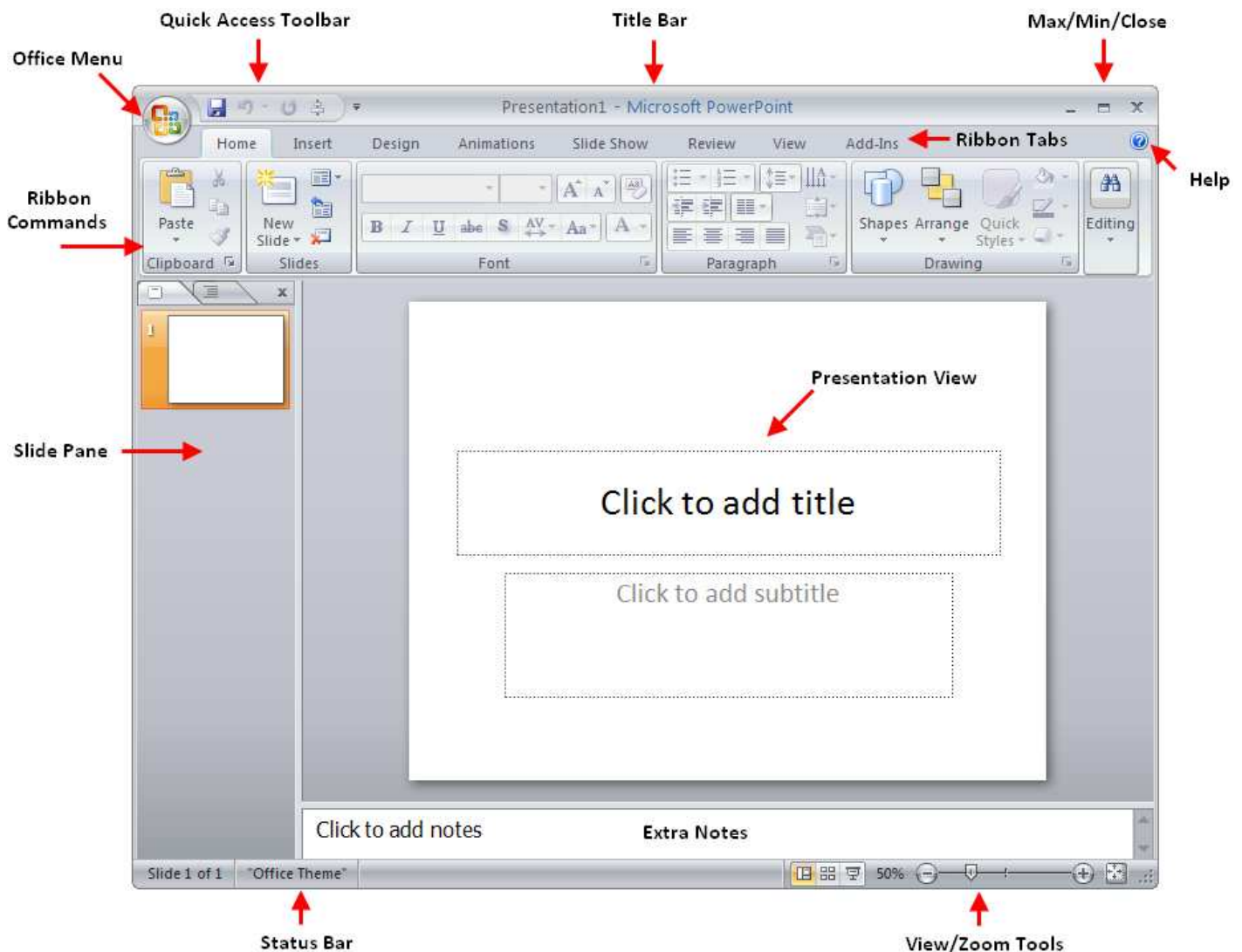


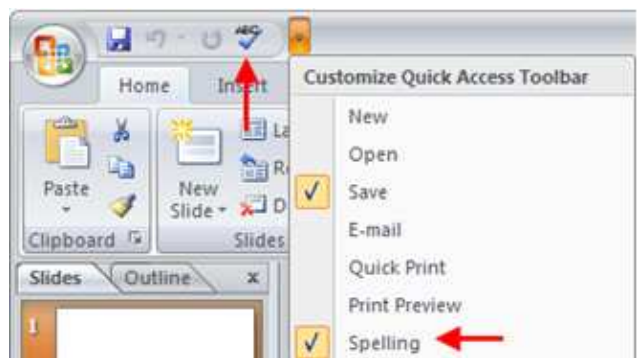
## The PowerPoint Screen



## The Quick Access Toolbar

Quick Access Toolbar is located at the top left corner of your window.

Add your preferred commands onto the toolbar by selecting a command from the pull-down icon.



## Saving in Different File Formats

Use the Save As command → Save as type combo box to select a file type:

PowerPoint Presentation (\*.pptx)  
 PowerPoint Macro-Enabled Presentation (\*.pptm)  
 PowerPoint 97-2003 Presentation (\*.ppt)  
 PDF (\*.pdf)  
 XPS Document (\*.xps)  
 PowerPoint Template (\*.potx)

## Format Painter

Quick way to copy format (between text & shapes), select the original object, click on the Format Painter brush icon, and highlight the target object.

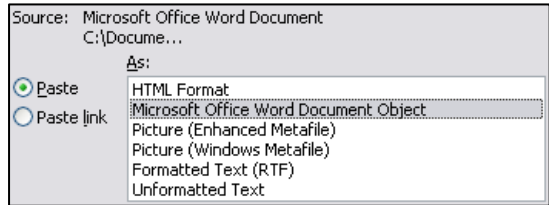
Highlight the source text, click Format Painter, and then highlight the target text. The formatting will be applied. Double-clicking the command will let you 'paste' the formatting over and over until you click the command a final time to stop.



## Linking and Embedding Files

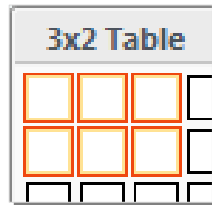
PowerPoint lets you link (add content via a hyperlink connection to a file) or embed (inserting a foreign file type) a file in your presentation.

To link, copy the source information and click Paste → Paste Special. When inserting an object, click Insert → Object. Both dialogue boxes look basically the same:



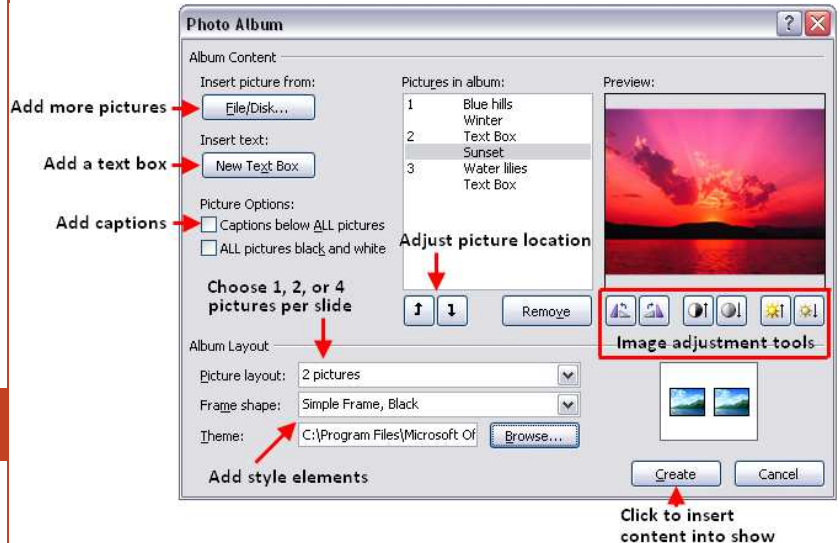
## Inserting a Simple Table

Insert → Table, and then hover over the size of table you want to insert. Click in the lower-rightmost corner of your desired table size.



## Add a Photo Album to a Presentation

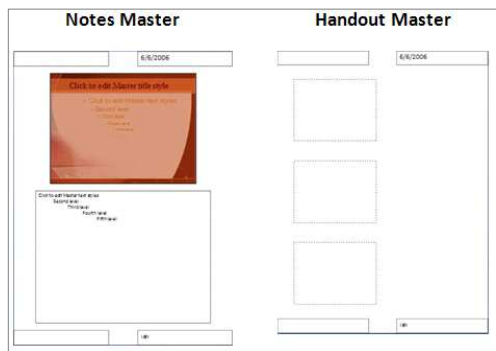
Click Insert → Photo Album to add content:



After clicking Create, the content will be added to the current slide show. Each caption and text box (if you chose to add them) will be positioned in the place you specified. Each of the text boxes is a placeholder though, so you can customize each individually, delete some of them, and move them around.

## Types of Master Pages

A master can be one of three things: a slide, a note, or a handout. A master is like an 'internal' template; that is all slides, notes, and handouts created in the presentation will contain the same formatting as the respective master.



## Editing Masters

To view a master, click View → Slide (Note/Handout) Master. This will open an editable template for the slide, note, or handout master. An associated ribbon will appear for each master type. Each ribbon contains similar commands:



Page Setup lets you orient and manage the master as a whole. You can add and customize many slide masters, but only one note and handout master. Placeholder options let you add/remove headers, footers, date/time, content, etc if you wish.



The overall theme, as well as colors and fonts of a master can be modified however you like. Select the placeholder or master element and make the necessary changes. You can customize the background of any master to be colored, or include a picture or gradient. The final button will close the view of the master editing ribbon and return you to normal view.