



How do I...	Quick Answers
...create a desktop folder?	<ul style="list-style-type: none"> • Position cursor on desktop and right mouse click (Mac users hold down the Control Key and click) • Select New > Folder and a new folder appears on the desktop • Type name of new folder over highlighted text • Press Enter
...add a new slide?	<ul style="list-style-type: none"> • Click on Insert in the Menu Bar • Click on New Slide • Select a slide from the layout screen • Click OK button
...change or add a design to all slides?	<ul style="list-style-type: none"> • Click Format in the Menu Bar • Click Slide Design • Click on a design title to preview the design • Choose a design template • Click Apply button
...change the look of my text?	<ul style="list-style-type: none"> • Click the text (the textbox containing the text appears) • Highlight the text you want to change by left-clicking the mouse at the beginning of the word(s) and dragging it over the text • <i>Option One:</i> <ul style="list-style-type: none"> ○ Click on Format in the Menu Bar ○ Click on Font ○ Select Font Types, Styles, Sizes and Colors in the window ○ Click OK button • <i>Option Two:</i> <ul style="list-style-type: none"> ○ Use the font, size, and other formatting buttons in the Formatting Toolbar
...delete a slide?	<ul style="list-style-type: none"> • Click on Edit in the Menu Bar • Click Delete Slide
...insert clip art?	<ul style="list-style-type: none"> • Click on Insert in the Menu Bar • Select Picture > Clip Art • Choose a category to view associated pictures • Click on the clip art you want • Click Insert button <p>Note: If you click the insert button and it appears nothing has happened, close the clip art gallery window. Your clip art may be in the middle of your slide.</p>
...save an image from the Internet?	<ul style="list-style-type: none"> • Position cursor on image to select it and right mouse click (Mac users hold down the Control Key and click) • Click on Save Picture As (PC Users) or Download Image to Disk (Mac users) • Type the file name and select the folder location to save it.

How do I...	Quick Answers
<p>...insert picture from file (i.e. saved from Internet)?</p>	<ul style="list-style-type: none"> • Click on Insert in the Menu Bar • Select Picture > From File • Locate the folder and file that the image was previously saved • Click on the file name • Click Insert button
<p>...add animation to bullets and/or any image on my slide?</p>	<ul style="list-style-type: none"> • Select the object to be animated • Click Slide Show in the Menu Bar • Click on Custom Animation (PC users) or Animations > Custom (Mac users) • Choose an effect from the list of options (may be in a drop down box for Mac users) • Click OK button <p>Note: Use the Preview button to see/hear animation in the thumbnail view. Remember, animations only work when the slide show is running.</p>
<p>...change the order and timing of my animation?</p>	<ul style="list-style-type: none"> • Open Custom Animation (see above) • Click on the Order and Timing Tab • <i>To change order:</i> <ul style="list-style-type: none"> ○ Click on the object you want moved ○ Click on the up or down arrow to change the objects position or order • <i>To change timing:</i> <ul style="list-style-type: none"> ○ Click the automatically button and type in the number of seconds you want your object to wait to enter after previous event • Click OK button
<p>...resize a text box or image?</p>	<ul style="list-style-type: none"> • Select the object by clicking anywhere on it (a box with handles will appear) • Hover the mouse over one of the squares in the middle or corners of the box until your cursor changes to a Cross/Double Arrow • Left-click the mouse and drag to the square to the new size 
<p>...move a text box or image?</p>	<ul style="list-style-type: none"> • Select the text box or image • Hover your mouse over the middle of the textbox or image until your cursor changes to a white hand • Left-click and drag the textbox or image to new location
<p>...insert a saved movie or sound?</p>	<ul style="list-style-type: none"> • Click Insert from the Menu Bar • Select Movies and Sounds • Select the folder and file name of the item you have previously saved • Click Insert button

How do I...	Quick Answers
...add a hyperlink for a website?	<ul style="list-style-type: none"> • Select object or text to act as a link • Click on Insert in the Menu Bar > Hyperlink • Type the exact URL in the Link to: or Address: field (it should add the http:// part of the URL) • Click OK button
...edit a hyperlink?	<ul style="list-style-type: none"> • Right click on the link • Select Hyperlink > Edit Hyperlink • Retype the URL in the Link to or Address: field • Click OK button
...create an action button to link to... <i>...another slide in the presentation?</i> <i>...a website?</i>	<ul style="list-style-type: none"> • Click on Slideshow in the Menu Bar • Select Action Buttons • Choose a design button (i.e Home) or use Custom to create your own • On the slide, left click and drag the cursor right and down to form the button • In the Action Settings window, click the radio button in front of Hyperlink to: • Click on the down arrow to the right of Next Slide window to view hyperlink choices • <i>To hyperlink to another slide:</i> <ul style="list-style-type: none"> ○ Scroll down and click on Slide ○ Click on the title of the slide you want to link to ○ Click OK button in Slide window ○ Click OK button again • <i>To hyperlink to a website:</i> <ul style="list-style-type: none"> ○ Scroll down and click on URL ○ Type the exact URL in the URL window ○ Click OK button
...add text to an action button?	<ul style="list-style-type: none"> • Right click on the button • Click Add Text • Type text in button
...hyperlink text to another slide?	<ul style="list-style-type: none"> • Click on Slideshow in the Menu Bar • Click on Action Settings • Click the radio button in front of Hyperlink to: • Click on the down arrow to the right of Next Slide window to view hyperlink choices • Scroll down and click on Slide • Click on the title of the slide you want to link to • Click OK button in Slide window • Click OK button again

How do I...	Quick Answers
...use action settings to play a sound?	<ul style="list-style-type: none"> • Click on Slideshow in the Menu Bar • Click on Action Settings • Click the radio button in front of Play sound: • Click on the down arrow to the right of No Sound window to view sound choices • Click on one of the choices OR • Scroll down and click on Other Sound to link to other sound files • Locate sound file and click OK button • Click OK button again
...add transitions between slides?	<ul style="list-style-type: none"> • Click Slideshow in the Menu Bar • Click Slide Transition • Select transition effect and preview it in the effect box. • Click Apply button to add the transition to the slide you have open • Click Apply to All button to add the transition to all slides in your show <p>Note: Slides may be advanced automatically (see below) and sounds may be added in this window.</p>
...view show from beginning slide?	<ul style="list-style-type: none"> • Click Slide Show in the Menu Bar • Click View Show
...view show from slide I am working on?	<ul style="list-style-type: none"> • Click on Slide Show View button at the bottom left corner of the slide work area  <p>It is the 5th button from left</p>
...run show automatically?	<ul style="list-style-type: none"> • Click Slideshow in the Menu Bar • Click Slide Transition • Apply a transition to all slides if not already applied • Uncheck the “On mouse click” button • Check the “Automatically...” button and type in the number of seconds you want the slide to wait before the next slide comes in <p>Note: To turn off automatic viewing, return to Slide Transition screen and uncheck “automatically” and check “on mouse click”</p>
...loop the show to play more than once when running automatically?	<ul style="list-style-type: none"> • Click on Slideshow in the Menu Bar • Click on Set Up Show • Click the “Loop continuously until Esc” option in the set of show options • Click OK button