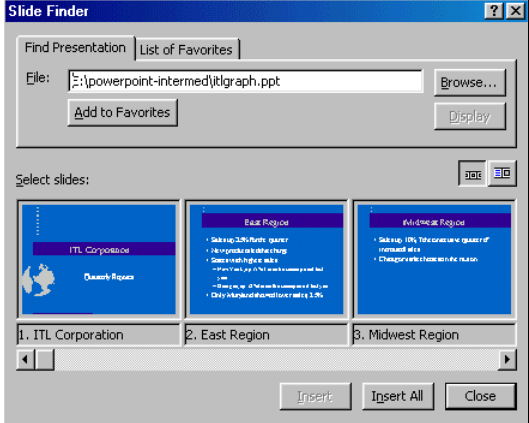


PowerPoint 2000 Intermediate

Academic Computing and
Communications Center
<http://www.accc.uic.edu/seminars/ppt2000-intermed>

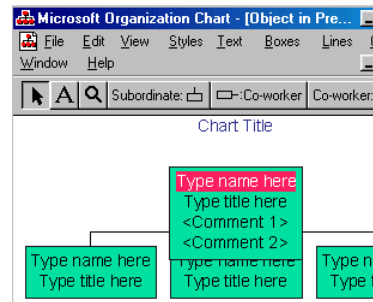
Importing Slides

- You can import slides from other locations
 - Import from Outlines, such as Word or text documents
 - Import from other PowerPoint Files
- Use Slide Finder to pick and choose the slides you want



Organization Charts

- Use the Org Chart AutoLayout or use the Insert|Object Menu
- Click in each box to enter text/titles
- Toolbar for adding new boxes
- Use menus to change box types, colors, fonts, etc.



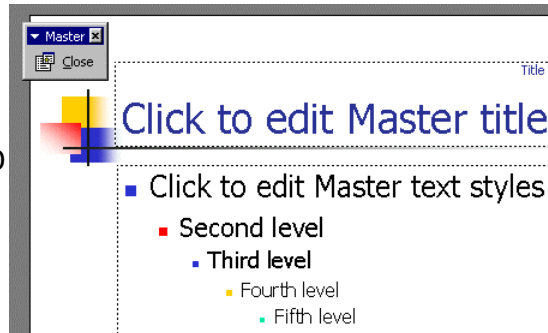
Tables

- Use the Table AutoLayout or use the Insert|Table Menu
- Use the Tables and Borders Toolbar to add/delete new rows and columns, format, and align cells within the table



Slide Master

- Under the View|Master|Slide Master menu
- Allows you to make formatting changes to slides
 - Format text, size, colors, bullets
 - Add other images
- Changes reflected on all slides



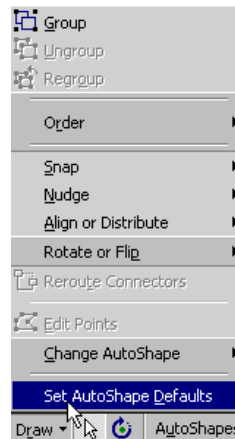
Slide Color Scheme

- You can choose Format|Background to change background colors
- Format|Slide Color Scheme to change general color pattern of presentation
 - Choose a pre-defined scheme
 - Make a custom scheme



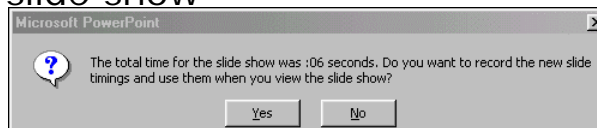
Working With Graphics

- Use Draw button on Drawing Toolbar to move order of graphics forward or backward on the slide relative to other graphics
- Group and ungrouping a series of graphics



Rehearsing a Presentation

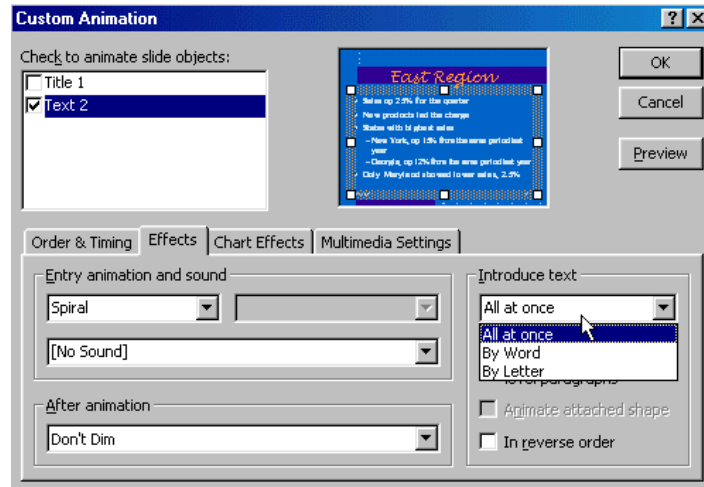
- Click on the Slide Show|Rehearse Timings button to practice times for show
- Manually advance show while PowerPoint records the times
- You can then option to keep those timings for your slide show



Animating Graphics and Text

- You can animate graphics or text by right-clicking on the item and choosing “Custom Animation” from the shortcut menu
- Choose different animations and set the order of when you want them to animate
- Set to automatically animate after previous event

Animating Graphics and Text



Action Settings

- Use action settings so that a graphic will perform a specific action when clicked upon or touched by the mouse
- Action can be to skip to a specific slide, open a new file, start a new program, or go to a particular Website

Action Settings

