

# PowerPoint® 2002 Introduction

## • Creating a New Presentation

You can present with a Microsoft presentation when PowerPoint is launched.

If PowerPoint is already running, [Click]  or press <Ctrl>+<N>, or choose FILE, NEW and press <Enter>.

To create a new presentation based on a template:

1. Choose FILE, NEW.
2. In the NEW PRESENTATION task pane, [Click] on a recent template under NEW FROM TEMPLATE, or [Click] GENERAL TEMPLATE.



3. Choose the template, and [Click] OK.

## • Adding a New Slide

1. [Click] .

A new slide is added with a default layout. To change, select the layout from the SLIDE LAYOUT task pane.

OR:

1. In the SLIDE LAYOUT task pane, [Click] the drop-down arrow for the desired layout and choose DESIGN NEW SLIDE.



## • Changing the Slide Size or Orientation

1. Choose FILE, PAGE SETUP.
2. Choose a size from the SLIDE SIZE size list, or enter your own width and height. Specify ORIENTATION. [Click] OK.

## • Entering Text into a "Click to add..." Bulleted List Prompt

1. [Click] on the prompt and type the text.
2. To add another line or paragraph, press <Enter>.
3. To create an indented paragraph, press <Tab> at the beginning of the paragraph. To "unindent" a paragraph, press <Shift Tab> at the beginning of the paragraph.
4. [Click] outside the box when finished.

## • Starting a New Line Without a Bullet

To break a line of text without creating a new paragraph (and a new bullet) press <Shift Enter>.

## • Moving from Title to Body with the Keyboard

When finished typing the title, press <Ctrl Enter>. This moves to the body text placeholder. If you <Ctrl Enter> when you are in the body text placeholder it moves to the next placeholder or creates a new slide if you are in the last placeholder.

## • Changing Level of Indentation After the Text has been Typed

1. [Click] within the paragraph to be changed.
2. [Click] INCREASE or DECREASE INDENT .

## • Adding Other Text on the Slide

- To add text where there is no prompt:
1. [Click] on the Text tool .
  2. [Click] on the slide where the text is to begin. A flashing insertion bar appears.
  3. Type the text. [Click] outside the box when finished.

## • Rearranging Points

The following steps are easiest to use in Outline view.

1. [Point] to the bullet of the paragraph. If there is no bullet, [Point] to the left of the paragraph. The mouse pointer changes into a four-headed arrow.
2. [Drag] the paragraph vertically to the new position in the bullet point. As you [Drag] a line appears to indicate where the paragraph will be moved to.

## • Importing Text into the Outline

1. [Click] on the Outline pane and place the cursor where the text is to be imported.
2. Choose INSERT, SOURCE FROM OUTLINE. Locate the text file, and [Click] OK.

## • Changing the Font of Text

1. Select the text to change.
2. Choose from the Font list, e.g. .

## • Changing the Size of Text

1. Select the text to change.
2. Choose a size from the Font Size list , or edit the unrounded grid. [Click] on the INCREASE or DECREASE FONT SIZE buttons  to change size in increments.

## • Selecting Text: Bold, Italic, etc.

1. Select the text.
2. [Click] one or more of  for Bold, Italic, Underline, or Text Shadow.

To remove underlines, mouse that the text is selected, and [Click] the icon below.

## • Turning off Bullets

1. Select the paragraph(s) to change.
2. [Click] the BULLETS/OUTLINE button .

## • Viewing Many Slides at Once

1. [Click] the Slide Sorter view button .
- OR [Click] the SLIDE TAB .

## • Rearranging Slides

1. In Slide Sorter or SLIDE TAB, [Drag] the slide to the new place.

## • Applying a Design Template

1. In the SLIDE TAB or SLIDE SORTER view, select the slide you wish to apply the design template to.
2. Choose FORMAT, SLIDE DESIGN, or [Double Click] the template name in the SLIDE TAB.
3. In the SLIDE DESIGN task pane, [Click] the desired design template.

NOTE: If you select a slide before performing these steps, the template will only be applied to the selected slide(s).

## • Adding a Footer

1. Choose VIEW, HEADER AND FOOTER.
2. Specify options and [Click] A FEW OR A LOT OF A.S.

## • Creating Speaker Notes

1. In Normal view, [Click] in the bottom pane.
2. Type your text.
3. To see more of the notes pane, [Drag] the top border of the pane until it is the size you want.

NOTE: [Click] VIEW, NORMAL PAGE to view and edit notes pages so they will look when they print.

## Text Selection Shortcuts

To select this...	Do this...
A word	[Double Click]
A paragraph	[Triple Click] within the paragraph, or [Click] on the bullet of the paragraph.
All text in the slide	[Click] within the black red choice box, SLIDE AREA, or press <Ctrl A>.

## Moving Among Slides

- [Click] the Next Slide  or Previous Slide  buttons.
- [Click] on a slide in the SLIDE TAB.
- [Click] the SLIDE SORTER view button  at the bottom of the screen, to view all slides, then [Double Click] the slide to which you would like to go.
- [Drag] the Slide bar in the vertical scroll bar until the number of the desired slide appears, and then release.

To move to...	Press this...
First or last slide	<Home> or <End>
Next slide	<Page Down>
Previous slide	<Page Up>

## Slide Show Shortcuts

To do this...	Press this...
Go to a slide number	<Number> key, <Enter>
Blackout/Blank the screen	<B> (optional)
White/Restore the screen	<W>
Next slide or stop	[Click] <Spacebar>, <N>, <F>, <Page Down>
Previous slide or stop	[Click] <Page Up>, <P>, <F>, <Page Up>
Stop/Start Automatic Show	<S>, <F5>
End show	<ESC>, <Ctrl End>
Change pointer to pen	<Ctrl P>
Change pen to pointer	<Ctrl A>
Hide pointer and buttons	<Ctrl H>
Eliminate screen annotations	<Ctrl W>

## How is PowerPoint 2002

- You can display a print preview of handouts, notes, outline or slides.
- PowerPoint now has an adjustable visible grid which makes dragging objects easier. For grid options, [Click] VIEW, GRID AND GUIDES.

# Irk Np On Ms Powerpoint 2002 Intro And Comp

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## **Irk Np On Ms Powerpoint 2002 Intro And Comp:**

*Microsoft PowerPoint 2002* Gary B. Shelly, Thomas J. Cashman, Susan L. Sebok, 2001-07-25 Part of the highly successful Shelly Cashman Series Microsoft PowerPoint 2002 Introductory Concepts and Techniques provides step by step instructions accompanied by full color screen shots helping students learn basic PowerPoint 2002 skills quickly and easily

**PowerPoint 2002 - Introductory** Sarah E. Hutchinson-Clifford, Sarah Hutchinson Clifford, Glen J. Coulthard, 2001-10 The Advantage Series presents the Feature Method Practice approach to computer software applications to today's technology and business students This series implements an efficient and effective learning model which enhances critical thinking skills and provides students and faculty with complete application coverage The primary market is the Introduction to Computing CIS computer literacy course requiring a lab component that covers software applications Other course areas include Adult and Continuing Education Individual Application courses which are one credit hour designed to provide a brief introduction to a single software application *PowerPoint 2002 from A to Z* Stephen L. Nelson, 2003 **Getting Started With-- Microsoft PowerPoint 2002 for Windows XP** Bob Hudson, 2001 **PowerPoint 2002 - Introductory** Kenneth C. Laudon, Kenneth Rosenblatt, David Langley, 2001-10 Part of the Interactive Computing series this title presents a visual and interactive way to develop and apply software skills This skills based approach coupled with its 2 page spread design is useful for the intro CIS course the self paced course or students in non traditional education settings *Quick Course in Microsoft PowerPoint 2002*, 2002 **PowerPoint 2002: A Comprehensive Approach, Student Edition** McGraw-Hill, 2001-12-14 Fully covers all the skills required for the PowerPoint 2002 Microsoft Office User Specialist MOUS certification There is only one level of certification for PowerPoint the Comprehensive level Extremely comprehensive coverage Extensive range of ancillaries provides instructors with a wide range of remediation teaching and assessment options Distance Learning options are also available through Glencoe Online Learning's WebCT and Blackboard

*Microsoft PowerPoint 2002 Quick Source Reference Guide* Quick Source (Firm), 2001-07-01 **Certification Circle MOUS** Rachel Biheller Bunin, 2002 **Microsoft Powerpoint Version 2002 Step by Step** Microsoft Press, Perspection, Inc, 2001 Microsoft PowerPoint 2002 David W. Beskeen, 2002 PowerPoint 2002 Peter Norton, 2002-04 This tutorial covers the basic features of PowerPoint 2002 The objectives of the tutorial are to introduce the basic concepts and skills of Microsoft Office XP using PowerPoint 2002 to prepare you to become a Microsoft Office User specialist at the Core skill level to empower you to accept responsibility for learning to help you demonstrate the skills and knowledge you have acquired by creating a personal portfolio Pref Performing with Microsoft PowerPoint 2002 Iris Blanc, Cathy Vento, Jaime Blanc, 2002-02-27 The Performing Series by renowned authors Iris Blanc and Cathy Vento takes users to a higher level of learning through applied and project based activities that go beyond the mechanics of the software Most books begin by teaching software skills The Performing Series presents various business documents first then shows learners the

PowerPoint 2002 skills needed to create them This approach shows the relevance of skills learned as technology is applied to task

**Powerpoint 2002** Timothy J. O'Leary,Linda I. O'Leary,2001-09 The O Leary Series is a useful way to develop computer application skills Its design emphasizes the step by step visual approach with screen captures for every concept Features include enhanced tips boxes that put the tips into one of three categories additional information providing brief asides with expanded discussion of the features Having Trouble which gives procedural tips advising students of possible problems and how to overcome them and Try It This Way tips offering alternative methods of performing a procedure an appendix that includes a MOUS preparation table with page references to the MOUS skills covered in the text and a discussion of how to use them to prepare for the exam and a data file reference section and a running case study provides the student with real world capabilities for each of the software applications Each lab builds upon the gained knowledge of the previous lab with a single case study running throughout each application text

**Rp Np Ms Frontpage 2002 Intro** Jessica Evans,2001-09

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web where the mind is without fear and the head is held high where knowledge is free where the world has not been broken up into fragments by narrow domestic walls where words come out from the depth of truth where tireless striving stretches its arms towards perfection where the clear stream of reason has not lost its way into the dreary desert sand of dead

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web nov 5 2022 where the mind is without fear by rabindranath tagore is one of his vastly read and discussed poems it was originally composed in bengali possibly in 1900 under the title prarthana meaning prayer

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web analysis the first line of the poem a part of which is the title itself holds a very significant meaning where the mind is without fear and the head is held high fear in this line refers to the fear inculcated in the minds of indians under the british rule

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web jan 14 2021 rabindranath tagore is one of the best indian writers the poem where the mind is without fear was written during the time when india was struggling to free itself from british rule in this poem he expresses his love for his country and prays to the almighty for his well being

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web 1 answers jayanta kumar maity staff answered 6 years ago in his poem where the mind is without fear the poet rabindranath tagore prays to the almighty to lift his country to a state where freedom would be felt and enjoyed in the best way possible a heaven of freedom this poem was written when india was under the british rule

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web t e metaphysics is the branch of philosophy that studies the fundamental nature of reality this includes the first principles of being or existence identity change space and time cause and effect necessity actuality and possibility

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