

# Microsoft PowerPoint 2002

## Intermediate

Educational Technology Center

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## Preparing a Folder

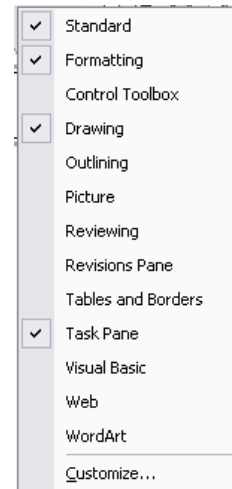
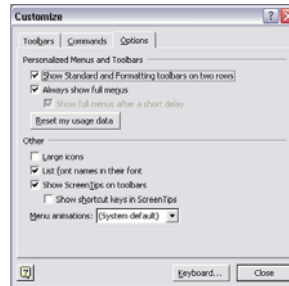
- **Note** – Saving the PowerPoint show and all associated files in the same folder helps everything stay connected and working when moved to another computer.
- Click on **Start** → **My Documents**.
- On the **Menu Bar**, click on **File** → **New** → **Folder**.
- Type in a name for the PowerPoint folder.

## Checking Your Toolbars

- On the **Menu Bar**, click on **View** → **Toolbars**.
- Click in the box to select the desired toolbars.
- Toolbars that already show have a checkmark by them.

## Arranging Toolbars on Separate Lines

- On the **Menu Bar**, click on **Tools** → **Customize** and click on the **Options** tab.
- Click to place a checkmark in front of **Show Standard and Formatting toolbars on two rows**.
- Click on the **Close** button.



## Adding a Shortcut Button to a Toolbar

- On the **Menu Bar**, click on **Tools** → **Customize** and click on the **Commands** tab.
- Choose the desired **Category** from the box on the left then select the **Command** from the box on the right.
- Click and drag the command to the desired toolbar.
- Click **OK**.
- To remove a command from a toolbar, hold down the **Alt** key then click and drag the toolbar button off of the toolbar.
- **Note:** To reset a toolbar:
  - Click on **Tools** → **Customize** and click on the **Toolbars** tab.
  - Select the desired toolbar.
  - Click on the **Reset** button then click on **OK**.

## Customizing the Menus

### Seeing the Full Menu

- On the **Menu Bar**, click on **Tools** → **Customize** and choose the **Options** tab.
- Click to place a check mark in front of **Always show full menus**.
- Click on the **Close** button.

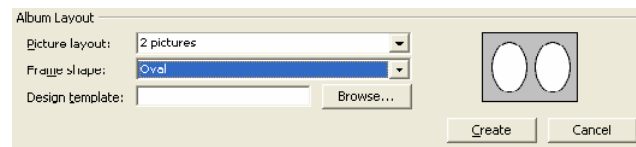
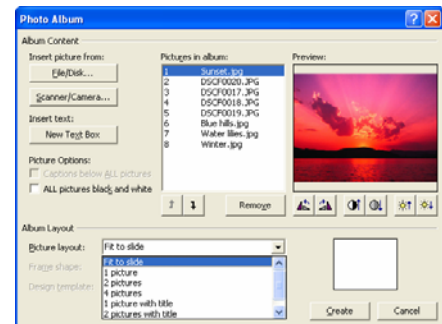
## Creating a Photo Album

### Selecting Pictures

- From the menu select **Insert → Picture → New Photo Album**.
- In the **Insert Picture From:** section:
  - Click on the **File/Disk** button.
  - Navigate to the pictures to include in the Photo Album.
  - Use **Ctrl+A** to select all of the pictures or press the **Ctrl** key while clicking randomly to select the desired pictures.
  - When the desired pictures have been selected, click on the **Insert** button.
- If there are more pictures to be added to the **Photo Album** from another location:
  - Click on the **File/Disk** button.
  - Navigate to the location of the pictures.
  - Select the desired pictures.
  - Click the **Insert** button.
- Note the **Scanner/Camera** button and the **Insert Text Box** buttons for two other ways of adding content to the Photo Album.

### Organizing and Managing Pictures


- To rearrange the order of the pictures, click on a picture In the **Pictures in album** window and use the up or down arrows at the bottom of the window.
- To delete a picture from the list, select a picture in the **Pictures in album** window and click on the **Remove** button.
- To select a layout for the pictures, click in the **Picture layout** dialog box then choose an option from the drop-down window.
- Notice the preview window to the left of the Layout list.
  - After selecting the Picture layout select a Frame shape by clicking the **Frame shape:** dialog box that is now available.
- When the desired album options have been selected click on the **Create** button.
- Add a title to the Title slide that was created by navigating to slide 1 and clicking in the Photo Album field.

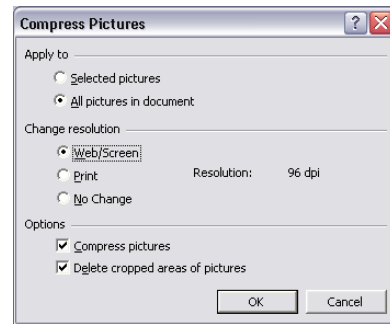


### Making Changes to a Photo Album

- **Note** – Any changes made to a Photo Album outside of the **Format** window will be lost, moved to its own slide, or moved to the end of the slide show.
- In the **Menu Bar**, click on **Format → Photo Album**.
- To rearrange the order of the pictures, click on a picture In the **Pictures in album** window and use the up or down arrows at the bottom of the window.
- To delete a picture from the list, select a picture in the **Pictures in album** window and click on the **Remove** button.
- To add new pictures, click on the **File/Disk** button.
- To change the **Album Layout:**
  - Click on the drop-down arrow next to **Picture layout:**
  - Click on the drop-down arrow next to **Frame Shape:** to choose a border for the pictures.
  - Click on the **Browse** button and double click on the **Presentations Designs Folder** to select a **Design Template**.
- Click on the **Update** button.

## Compressing Pictures

- **Note** - Compressing pictures reduces the file size of the presentation, making it more manageable when moving it, sending it by email, etc.
- Click on a picture. 
- Click on the **Compress Picture** button on the toolbar.
- In the **Apply to** section, choose **All pictures in document**.
- In the **Change resolution** section, choose **Web/Screen**.
- In the **Options** section, make sure both options are checked.
- Click on **OK**.



## Changing the Background of a Slide

### Changing to a Solid Color with no Background Graphics

- In **Normal View**, click the slide to be changed.
- On the Menu Bar, click **Format → Background...** OR right-click in a blank area of the slide and choose **Background...**
- Click on the down arrow near the bottom of the window and choose a color.
- Click to place a checkmark in front of **Omit background graphics from master**. (This will omit accents and other graphics included in the master slide.)
- Click on **OK**.

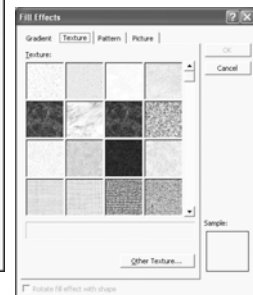


### Using Fill Effects, Patterns, etc. as a Background

- In **Normal View**, click on the slide to be changed.
- On the Menu Bar, click on **Format → Background...** OR right-click in a blank area of the slide and choose **Background...**
- Click on the down arrow near the bottom of the window and choose a color.
- Click on **Fill Effects...**

### Applying a Gradient Background

- Click on the **Gradient** tab.
- Choose **One color**, **Two colors**, or **Preset**.
- Choose color(s) as appropriate.
- Choose shading styles and variants as appropriate.
- Click on **OK**.
- Choose to either apply the background to all slides (**Apply to All**) or to the selected slide only (**Apply**).

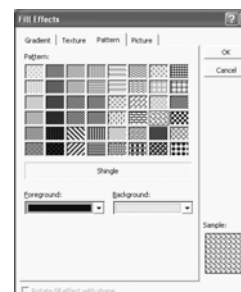


### Applying a Textured Background

- Click on the **Texture** tab.
- Choose a texture.
- Click on **OK**.
- Choose to either apply the background to all slides (**Apply to All**) or to the selected slide only (**Apply**).

### Applying a Pattern Background

- Click on the **Pattern** tab.
- Click on one of the pattern choices.
- Choose a **Background** and **Foreground** color.
- Click on **OK**.
- Choose to either apply the background to all slides (**Apply to All**) or to the selected slide only (**Apply**).



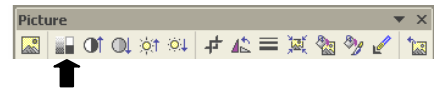
### Applying a Picture Background

- Click on the **Picture** tab.
- Click on the **Select Picture** button.
- Navigate to the location of the desired picture.
- Click on the picture then click on the **Insert** button.
- Click on **OK**.
- Choose to either apply the background to all slides (**Apply to All**) or to the selected slide only (**Apply**).



### Using a Picture as a Watermark for the Background

- Insert a picture on the desired slide by selecting **Insert**→**Picture**→**From File**.
- Click on the picture to select it.
- Resize the picture using the bounding handles to fit on the slide.
- On the Picture Toolbar click on the **Color** button and select **Washout**.
- To position the picture behind all other objects on the slide, right-click on the picture and select **Order**→**Send to the Back**.



### Using the Drawing Toolbar

- The **Drawing Toolbar** is usually at the bottom of the PowerPoint Window.
- If the **Drawing Toolbar** has not been turned on select **View**→**Toolbars**→**Drawing**.

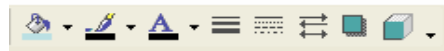


### Drawing Shapes from the Drawing Toolbar

- Click on the desired tool, move the mouse to the slide, press the left mouse button and drag the mouse to draw the shape or field.
- Release the mouse button and the object will have sizing handles around it. Place the mouse pointer over one of the handles, press the left mouse button and drag to resize.
- To delete an object, click on the object to select it then press the **Delete** key on the keyboard.

### Changing the Fill and Line Properties

- Click on the object to select it.
- From the **Drawing Toolbar** change the following:
  - Fill Color
  - Line Color
  - Font Color
  - Line Style
  - Dash Style
  - Arrow Style
  - Shadow Style
  - 3D Style



### Grouping Objects

- Click on one of the objects to select it.
- Hold down the **Ctrl** key and click on each additional object.
- Right click on one of the selected objects and choose **Grouping**→**Group**.
- **Note** – To ungroup, right click on the grouped object and choose **Grouping**→**Ungroup**.

## Ordering/Layering Objects

- Right click on the object and choose **Order** → and the desired option.
  - **Bring to Front** puts the object on top of all other objects.
  - **Send to Back** puts the object behind all other objects.
  - **Bring Forward** puts the object above another object.
  - **Send Backward** puts the object behind another object.

## Adding a Text Box

- On the **Drawing Toolbar** click on the **Text Box** button or from the menu click on **Insert**→**Text Box**.
- Click and drag on the slide to create a text box where the text will wrap as you type.
  - **Note:** If the mouse is clicked without dragging, the text that is typed will not wrap unless the Enter key is pressed.
- After typing the text, click on the hashed lines around the text field to select everything inside and then change the desired text properties, i.e., font style, color, size etc.

## Deleting a Text Box

- Click in the text box.
- Click on the border of the text box.
- Press the **Delete** key on the keyboard.

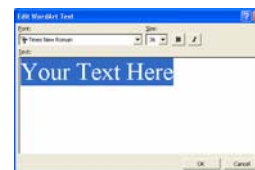
## Adding a Fill Color or a Border to a Text Box

- Click on the desired text box to select it. (i.e., title field, bulleted list field, text box)
- Click on the **Fill** button on the **Drawing toolbar** to fill the background with the selected color.
  - To make the color transparent, slide the **Transparency Slider** to the desired level. (The higher the percentage, the more transparent the color becomes.)
- Click on the **Line Style** button to add a border with a desired thickness around the text box.
- Click on the **Line Color** button to select the desired line color for the border.



## Adding Word Art

- On the **Drawing Toolbar** click on the **Insert WordArt** button or from the menu click on **Insert**→**Picture**→**WordArt**.
- Click on the desired style of WordArt.
- Press the **OK** button.
- Select the desired font style and size.
- Type in the desired text.
- Click the **OK** button.



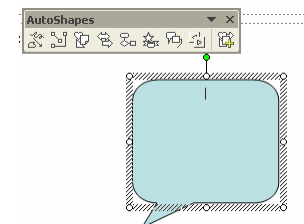
## Editing WordArt

- Use the handles around the outside of the WordArt to rotate or resize.
- Use the **WordArt Toolbar** to change the color, shape, or alignment.



## Adding AutoShapes

- On the **Drawing Toolbar** click on the **AutoShapes** button or from the menu click on **Insert** → **Picture** → **AutoShape**.
- Click on the category of AutoShapes that you wish to make a selection from.
- Click on the desired shape within the category. Your cursor should now display as a cross hair on the slide.
- **Click and drag** to create the shape.
- Type any desired text into the AutoShape.
- **Click away** from the shape when you are finished.



## Editing AutoShapes

- Click on the AutoShape object to select it.
- Use the handles which appear around the outside of the AutoShape to resize, rotate, or redirect the shape.
- Use the buttons on the **Drawing Toolbar** to change the color or outline properties of the shape OR double-click the shape to open the Format window.
- To add text, make sure the object is selected then start typing OR right-click in the object and choose **Add Text**.

## Applying Formatting to the Master Slide

- From the menu select **View → Master → Slide Master**.
- Changes you make to the master slide will be applied to every slide including any new slides.
  - Examples might be, changing the font size and color, bullet style, adding a fill color to a field, adding a logo.
- Changes need to be made to each field on the slide.
- When finished making the desired changes click on **Close Master View** from the **Slide Master Toolbar**.



## Working with Charts

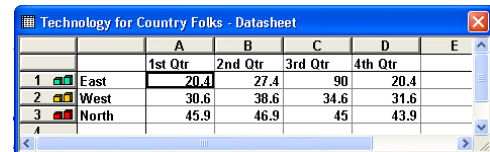
### Inserting a Chart

- In the **Normal View**, from the menu click on **Insert → Chart**.



### The Datasheet

- The **Datasheet** contains information used to create the chart.
- In the first column, replace East, West, North and South with your own data.
- In the top row, enter the titles for the information fields beginning with the cell below A.
- Enter data in the appropriate cells.
- Notice that the chart is built as you enter the data.
- The scale of the grid is determined automatically according to the values of the data.
- When finished entering data click outside of the box that surrounds the chart.
- **Note:** If you click on the red “X” in the upper right corner of the data sheet, it will turn off the data sheet. To turn on the **Datasheet**, on the **Menu Bar**, click on **View → Datasheet**.



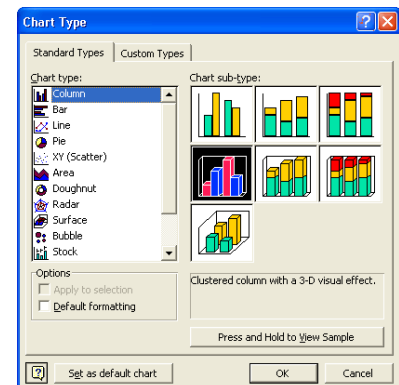
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

### Editing the Chart

- Clicking away from the chart or the datasheet will close the editing window.
- To edit the chart again, **double-click** on the chart.

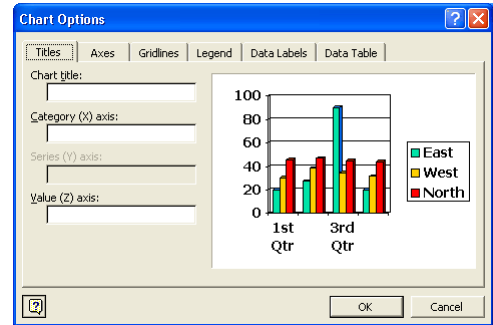
### Changing the Chart Type

- **Double-click** to select the chart then from the menu click on **Chart → Chart Type...**
- Choose the type of chart.
- **Note:** Click on the **Click and Hold to View Sample** button to view the data in that type of chart.
- Be sure to look at the sub-types of each type of chart.
- Click on **OK**.



### Changing the Chart Options

- **Double-click** to select the chart then from the menu click on **Chart → Chart Options...**
- Click on the appropriate tab.
  - **Titles** - Add titles to the chart and the axes.
  - **Axes** - Adjust the axes.
  - **Gridlines** - Choose which gridlines to use.
  - **Legend** - Choose the position of the legend.
  - **Data Labels** - Choose to show or not show data labels.
  - **Data Table** - Allows the data table to be shown or not shown.
- Make the desired changes.
- Click on **OK**.



### Working with Tables

#### Inserting a Table

- In the **Normal View**, from the menu click on **Insert → Table**.
- Choose the number of Rows and Columns.
- Click on **OK**.

#### Editing a Table

- Click once inside the table to edit the table.
  - **Note:** When a table is selected the table toolbar should appear. If the **Table toolbar** does not automatically appear, click on **View → Toolbars → Table and Border**.
- Use the toolbar or **right-click** in the table to make changes.

### Working with Diagrams

#### Inserting a Diagram

- In the **Normal View**, from the menu click on **Insert → Diagram**.
- Choose the type of diagram. Options include: Organization Chart, Circle Diagram, Radial Diagram, Pyramid Diagram, Venn Diagram and Target Diagram.
  - **Note:** To see a description of each type of diagram, click on the diagram then notice the note at the bottom of the window.
- Click on **OK**.

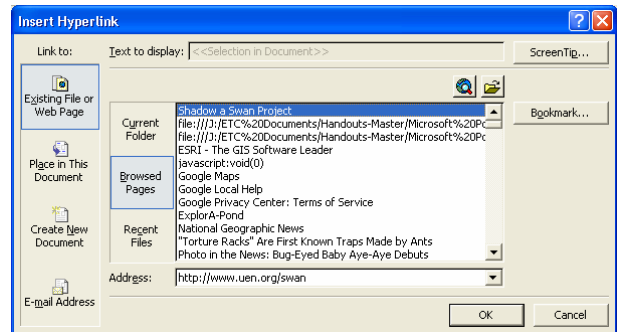
#### Editing a Diagram

- Clicking away from the diagram will close the editing window.
- To edit the diagram again, **double-click** on the diagram.
- Each diagram has its own editing toolbar. When a diagram is in the edit mode, the toolbar appears. Use the toolbar or **right-click** in the diagram to make changes.

## Creating Hyperlinks

### Creating a Hyperlink to a Web Address

- Hyperlinks can be set on a picture, object or a text box.
- **Note:** If you visit the desired web page before starting this process, the URL of the web page will be stored for you by PowerPoint.
- In **Normal View**, **right-click** on a picture or text box that you have inserted onto a slide and select **Hyperlink**.
- From the buttons on the left, click on **Existing File or Web Page** then click on the **Browsed Pages** button.
- Click on the desired web site to paste the URL into the address slot.
  - **Note:** If the desired website is not listed, click on the **Browse the Web** button in the upper right corner and search for the desired website on the Internet.
- Click the **OK** button.
- To test the link, right click on the object and choose **Open Hyperlink**.



### Using the Hyperlink

- From the **Menu Bar**, click on **Slideshow →View Show**.
- Click on the linked picture.
- After a few seconds the Internet browser will open.
- When finished, click the red X in the upper right corner of the Internet window OR click on the **Back** button on the **Toolbar** to return to the slide show.

### Changing Hyperlink Colors

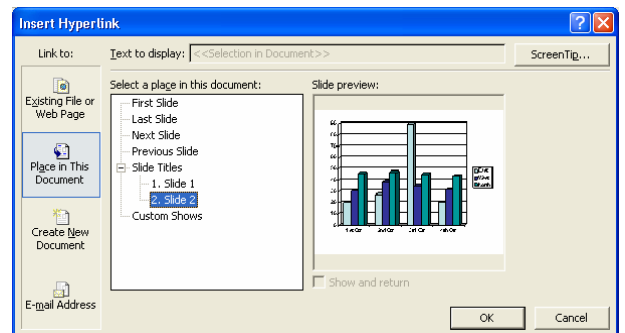
- On the **Menu Bar**, click on **View →Task Pane**.
- In the **Task Pane**, click on the down arrow and choose **Slide Design – Color Schemes**.
- At the bottom of the **Color Schemes** window, click on **Edit Color Scheme...**
- Click on the **Custom** tab.
- Click on the color box in front of **Accent and hyperlink** and/or **Accent and followed hyperlink**.
- Click on the **Change Color....**
- Choose the desired color.
- Click on **OK**.
- Click on the **Apply** button.

### Removing the Hyperlink

- **Right-click** on the linked object and select **Hyperlink...**
- Click on **Remove Hyperlink**.

### Linking to a Slide in a Slideshow

- **Right-click** on an object and select **Hyperlink**.
- From the buttons on the left, click on the **Place in This Document** button.
- Click on the desired slide in the slide show.
- Click the **OK** button.



## **Action Buttons**

- Action Buttons are an obvious way of linking to other locations in the slide show.
- Click on the slide where the hyperlink will appear.
- Click on the **AutoShapes** button on the **Drawing Toolbar**.
- Choose **Action Buttons** and click on one of the button choices. (i.e. **Action Button: Back or Previous**)
- Click and drag on the slide to create the **Action Button**.
- In the **Action Setting** window, make sure the **Mouse Click** tab is selected.
- Click on the down arrow below **Hyperlink to:**
  - Choose the appropriate option for the button.
  - The **Slide...** option allows other slides in the slide show to be chosen.
    - Click on the desired slide to link to.
    - Click **OK**.
  - Click **OK**.
- To change or modify the hyperlink, right click on the button and choose **Edit Hyperlink....**
- To remove the hyperlink, right click on the button and choose **Remove Hyperlink**.
- To change the color, double click on the button.

## **Linking to a File or Document**

- **Note:** Files or documents that will be used in a slideshow should be copied or moved to the same folder as the slideshow prior to inserting the file or document.
- **Right-click** on an object and select **Hyperlink**.
- From the buttons on the left, click on the **Existing File or Web Page** button then click on the **Current Folder** button.
- Click on the down arrow next to the **Look in:** box and navigate to the location of the file.
- Click on the desired file then click on **OK**.

## **Movies and Sounds**

### **Downloading Movies and Sounds**

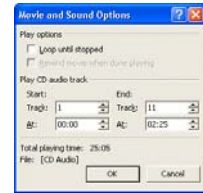
- Find the movie or sound on the Internet.
  - For a list of sounds sites, go to <http://www.davis.k12.ut.us/district/etc/cathy/sounds.html>
  - **Note** - Be sure to notice the warning at the top of the web page.
- Right click on the link for the movie or sound.
- Choose **Save Target As...**
- Navigate to the PowerPoint slide show folder.
- Change the name if desired.
- Click on **Save**.

### **Inserting Movie Clips or Sounds from Files**

- **Note:** Movies and sound files that will be used in a slideshow should be copied or moved to the same folder as the slideshow prior to inserting the movie or sound.
- On the **Menu Bar**, click on **Insert → Movies and Sounds → Movie from File... or Sound from File....**
- Navigate to the location of the movie or sound.
- Click on the movie or sound then click on **OK**.
- Choose **Yes** to automatically have the movie or sound play when the slide appears on the screen or **NO** if the movie or sound will be controlled by a mouse-click.
- Click and drag the speaker icon to a corner or other inconspicuous area off the slide.

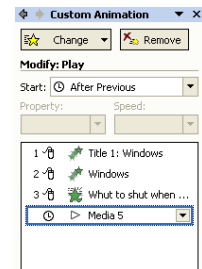
## Inserting Music from a CD

- Select the slide where the music should begin.
- Insert the CD in the CD ROM drive.
  - Close or cancel any requests to play the CD.
- On the **Menu Bar**, click on **Insert → Movies and Sounds → Play CD Audio Track**.
- Choose the Track and the desired Starting and Ending times.
- To play the track over and over again, click on the **Loop until stopped** box.
- Click **OK**.
- Choose **Yes** to have the sound play when the slide opens.
- Choose **No** to have the sound a clickable icon only.
- Notice the CD icon in the middle of the slide.
- Click and drag the CD icon to a corner or other inconspicuous area off the slide.



## Controlling when the music plays

- Click in the slide where the music is located.
- On the **Task Pane**, click on the down arrow and choose **Custom Animation** or **right-click** on the slide and choose **Custom Animation**.
- Click on the media object in the list.
- Click on the down arrow at the right of the object and choose **Start on Click, Start with Previous**, or **Start after Previous**.



## Controlling how long the music plays

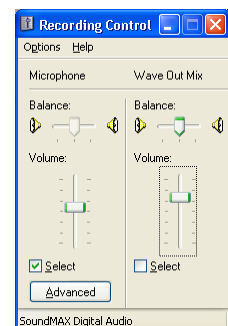
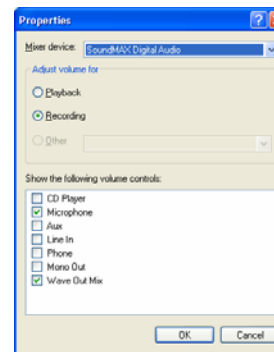
- Click in the slide where the music is located.
- On the **Task Pane**, click on the down arrow and choose **Custom Animation** or **right-click** on the slide and choose **Custom Animation**.
- Click on the down arrow of the media object and choose **Effects Options...**
- Click on the **Effects** tab.
- Choose when the sound should **Start playing**.
- Choose when the sound should **Stop playing**.
  - **Note:** To play the music through multiple slides, choose **After # slides** and enter the desired number of slides that the music will continue through.
- Click **OK**.



## Recording Your Own Sounds

### Setting the Microphone to Record

- From the **Start** button, click on **All Programs → Accessories → Entertainment → Volume Control**.
- Click on **Options → Properties**.
- Fill in the **Recording** radio button.
- Ensure that the **Microphone** checkbox is checked.
- Click the **OK** button.
- Check the **Select** box for **Microphone** in the “Recording Control” dialog box which next appears.
- Close the dialog box by clicking on the red X in the upper right hand corner.



### Recording Sounds in PowerPoint

- From the menu click **Insert → Movies and Sounds → Record Sound**.
- Click on the **round red** button to record your sound.
- Click on the black **rectangular** button to stop recording.
- Click on the **triangle** button to play.
- Click the **OK** button when done.



### Recording Sounds Using Sound Recorder

- From the **start** button click **All Programs → Accessories → Entertainment → Sound Recorder**.
- Click on the **round red** button to record your speech.
- Click on the black **rectangular** button to stop recording.
- Click on the **double back arrows** button to rewind.
- Click on the **triangle** button to play.



### Starting Over

- From menu click **File → New**.
- Click the **NO** button so that the file is not saved.

### Cleaning up the Recording

- **Play** the recording and press the **Stop** button just before the desired sound begins.
- From the menu click **Edit → Delete Before Current Position**.

### Saving the Recorded Sounds

- From the **menu** click **File → Save as**.
- Select the desired location and provide a file name.
- Click on the **Save** button.

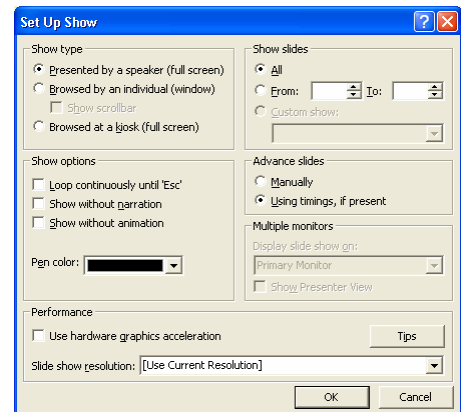
### Inserting Previously Recorded Sounds

- From the menu click **Insert → Movies and Sounds → Sound from File**.
- Navigate to the location of the sound that has been saved.
- Click on the sound then click on **OK**.
- Choose **Yes** to automatically have the sound play when the slide appears on the screen or **NO** if the sound will be controlled by a mouse-click.

## Slide Show Options

### Setting up the Slideshow

- From the menu select **Slideshow → Set Up Show**
- Select the desired show type.
  - Presented by speaker (full screen)
  - Browsed by an individual (window)
    - Show scrollbar
  - Browsed at a kiosk (full screen)
- Select the desired show option.
  - Loop until Esc is pressed
  - Show without narration
  - Show without animation
- Select the desired method to advance the slides.
  - Manual
  - Timed
- Select the desired pen color.
- Click the **OK** button.



## Using the Pen

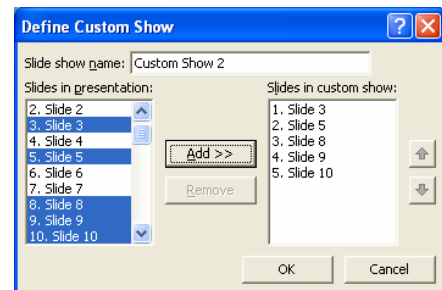
- While playing the show press **Ctrl P**.
- Click and drag the mouse to “write” on the screen.
- Press the letter **E** on the keyboard to erase.
- Press **Ctrl+A** or **ESC** to change from the pen to the arrow cursor.

## Hiding a Slide

- Click on the slide that needs to be hidden.
- From the menu click on **Slideshow → Hide Slide**.
- **Note:** A line is drawn through the slide icon indicating that when played, the slide will not be displayed.
- Undo by clicking on the slide again and choosing **Slideshow → Hide Slide** again.

## Creating a Custom Show

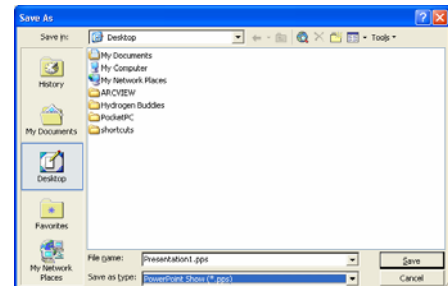
- A single presentation can be adapted to a variety of audiences by creating custom shows.
- From the menu click on **Slideshow → Custom Shows**.
- Click on the **New** button.
- Type a name for the custom show in the **Slideshow Name** box.
- Under **Slides in Presentation** select the slides that will be included in the custom show then click on the **Add** button.
  - **Note:** To select multiple slides, hold down the **Control** key as you click the slides.
- To change the order in which slides appear, select a slide under **Slides in Custom Show** then click one of the arrows to move the slide up or down in the list.
- Click on **OK**.



## Saving: Advanced Formats

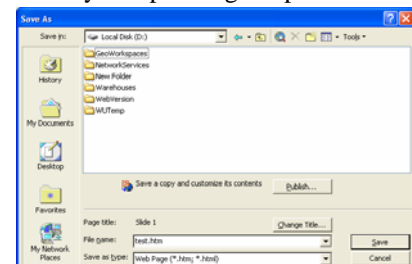
### Saving a Show That Opens in the Play Mode

- From the menu click on **File → Save As**.
- Click on the drop down arrow next to **Save As Type**.
- Select **PowerPoint Show (\*.pps)**
- Select a saving location, type a file name and click the **Save** button.

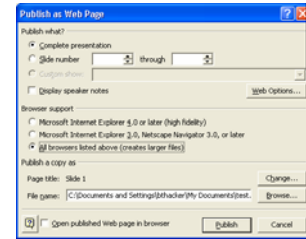


### Saving as a Web Page

- This is not the option to use for placing the slide show on a DSD Web Design site. Instead, it is an option for viewing a slide show in an Internet browser.
  - For DSD Web Design, use the ppt file type and limit the file size by compressing the pictures.
- From the menu click on **File → Save As Web Page**.
- Select a saving location for the files.
  - You may want to create a folder to contain all the files.
  - **Right-click** and select **New → Folder**.
  - **Type** in a name for the new folder.
  - Double click on the new folder to open it.

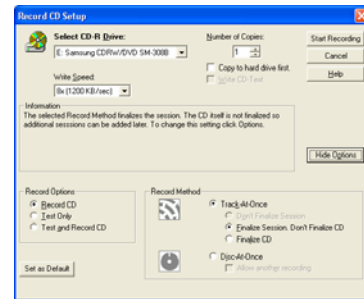


- Click the **Publish** button to set the publishing options.
  - Uncheck **Display Speaker Notes**.
  - Check the box for **All Browsers Listed Above**.
  - Change the Page Title by clicking the **Change** button.
  - Check the box to Open published Web page in browser.
  - Change the saving location by clicking the **Browse** button and navigating to your new folder.
  - Click the **Publish** button.
- Preview your web page and then click the red X in the upper right corner to close the Internet browser.
- The folder is now ready to be published to the web. Once the folder is published, you can link directly to the .htm file you just created from another web page.



## Burning to a CD

- Place a CD in the drive.
- Open Roxio's Easy CD Creator.
- Navigate to the PowerPoint slide show folder.
- Click to select the folder.
- Click the **Add** button.
- When you have added all desired files, click the red **Record** button.
- Click on the **Options** button.
  - Select **Finalize Session, Don't Finalize CD** if you wish to add additional files to the CD.
  - Select **Finalize CD** if you want the CD to play on any CD player.
- Click the **Start Recording** button.
- **Note:** A progress bar will update you on the CD burn.
- When completed you will be notified. Click the **OK** button.
- When asked to save the CD Project select **No**.



## Tips and Tricks - Playing the Slide Show

Keyboard Specials			
Action	Keystroke	Action	Keystroke
Increase Volume	“+”	Decrease Volume	“-”
Previous Slide	<b>Left Arrow</b> key or <b>Page Down</b> key	Next Slide	<b>Right Arrow</b> key, <b>Spacebar</b> key, <b>Page Up</b> key, or <b>Enter</b>
Go to the first slide	<b>Home</b> key	Go to the last slide	<b>End</b> key
Stop the slide show	<b>Esc</b> key		

## Using the Mouse

- While showing the slide show, move the mouse to the bottom left corner.
- Click on the up arrow OR right click on the slide.

## Using Go

### Slide Navigator

- Choose **Go → Slide Navigator**.
- Choose the desired slide from the list.
- Click on the **Go to** button.

### By Title

- Choose **Go → By Title**.
- Choose the desired title from the list.

