













# MICROSOFT POWERPOINT® 2003 TASK GUIDE (LEVEL 2)





A book in the *Essentials* series is designed to be kept as a handy reference beside your computer even after you have completed all the projects and exercises. Any time you have difficulty recalling the sequence of steps or a shortcut needed to achieve a result, find your task in the alphabetized listing that follows. If you have difficulty performing a task, turn to the page number listed in the second column to locate the step-by-step exercise or other detailed description. Additional entries without page numbers describe tasks that are closely related to those presented in the projects.


PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
3-D effect, add to object	140	Select object; click  on Drawing toolbar			
3-D effect, remove from object	143	Select object; click  on Drawing toolbar; choose No 3-D			
3-D effect, display 3-D Settings toolbar	141	Select object; click  on Drawing toolbar; choose <u>3</u> -D Settings			
Action button, create	245		Slide Show   Action Buttons		
Action button, edit	247		Select the button; then choose Slide Show   Action Settings	Right-click the action button in Normal view; then choose Edit Hyperlink	
Action button, format	249	Double-click the action button in Normal view	Select the button; then choose Format   AutoShape	Right-click the action button in Normal view; then choose Format AutoShape	
Animation scheme, apply to multiple slides	183		Select the slides in the tabbed area; then choose Slide Show   Animation Schemes	Select slides in the tabbed area; then right-click and choose Slide Design; click the AnimationSchemes link	
Broadcast, set up	285		Tools   Online Collaboration   Schedule Meeting		
Case, change	4		Format   Change Case		Press <b>⇧+F3</b> until the case you want displays









PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Clip art, crop	85	Select clip; click  on Picture toolbar			
Clip art, recolor	88		Format   P <u>i</u> cture   P <u>i</u> cture   R <u>e</u> color		
Comment, delete	267	 on Reviewing toolbar		Right-click on comment icon; then choose <u>D</u> elete Comment	
Comment, edit	266	Double-click the comment icon or  on Reviewing toolbar		Right-click comment icon; then choose <u>E</u> dit Comment	
Comment, insert	266	 on Reviewing toolbar	Insert   C <u>o</u> mment		
Comment, print	270		File   P <u>r</u> int   P <u>r</u> int comments and ink markup		
Comment, view next item	269	 on Reviewing toolbar			
Comment, view previous item	269	 on Reviewing toolbar			
Connector, change color	131	Select connector;  on Drawing toolbar			
Connector, create	129	 on Drawing toolbar; <u>C</u> onnectors			
Connector, delete	131	Select connector; press <b>Del</b>			
Custom animation, add motion path	179		Slide Show   C <u>u</u> stom Animation; then select object and choose Add Effect, M <u>o</u> tion <u>P</u> aths		
Custom animation, change speed or direction	176	Click Speed or Direction drop-down arrows in the Custom Animation task pane			

PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Custom animation, modify motion path	182		Slide Show   Custom Animation; then select object and choose <i>Start</i> , <i>Path</i> , or <i>Speed</i> in the Custom Animation task pane		
Custom animation, reorder objects	178	Click the object on the Custom Animation list; then click the Re-Order up or down arrows			
Custom slide show, create	234		Slide Show   Custom Shows   <u>N</u> ew		
Custom slide show, edit	236		Slide Show   Custom Shows   <u>E</u> dit		
Custom slide show, run	237		Slide Show   Custom Shows; then select show; click <u>S</u> how	Right-click in a running slide show; then choose <u>C</u> ustom Show	
Diagram, add a shape	99	 on Diagram toolbar			
Diagram, create	98	 on Drawing toolbar	Insert   Diagram		
Diagram, format	99	 on Diagram toolbar			
Drawing objects, add fill effects	136	Select object; click  on Drawing toolbar; choose <u>F</u> ill Effects			
Drawing objects, align	133		Select the object; then choose <u>D</u> raw   <u>A</u> lign or <u>D</u> istribute		
Drawing objects, change stacking order	132		Select the object; then choose <u>D</u> raw   <u>O</u> rder	Right-click object; choose <u>O</u> rder	
Drawing objects, create	118	Click tool on Drawing toolbar; drag to draw on slide			






PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Drawing objects, create from center	117	Click tool on Drawing toolbar; drag to draw on slide while pressing <b>Ctrl</b>			
Drawing objects, create symmetrical or straight	117	Click tool on Drawing toolbar; drag to draw on slide while pressing <b>Shift</b>			
Drawing objects, delete	132				Select object; press <b>Del</b>
Drawing objects, distribute	132		Select the object; then choose <b>Draw   Align or Distribute</b>		
Drawing objects, duplicate	132		Select the object; then choose <b>Edit   Duplicate</b>		<b>Ctrl</b> + <b>D</b>
Drawing objects, flip	132		Select the object; then choose <b>Draw   Rotate or Flip   Flip Horizontal or Flip Vertical</b>		
Drawing objects, group	132		Select the objects; then choose <b>Draw   Group</b>	Select objects; right-click any of the selected objects; choose <b>Grouping</b>	
Drawing objects, move	118	Select object; move the mouse pointer to the middle of the object until a four-sided arrow displays; then drag			Select object; press <b>Ctrl</b> +arrow
Drawing objects, resize	132	Select the object; rest the mouse pointer on a selection handle until a two-sided arrow displays; drag to resize	<b>Format   AutoShape   Size</b>	Right-click object; choose <b>Format AutoShape, Size</b>	
Drawing objects, rotate	132	Select the object; move the mouse pointer over the green rotate handle; drag to spin the object	Select the object; then choose <b>Draw, Rotate or Flip   Free Rotate</b>		
Drawing objects, select multiple objects	132	Press <b>Shift</b> while clicking the objects			

PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Drawing objects, select all objects on a slide	140	Press <b>⇧</b> while clicking the objects	<b>E</b> dit   <b>S</b> elect <b>A</b> ll		<b>Ctrl</b> + <b>A</b>
Drawing objects, ungroup	132		<b>S</b> elect the objects; then choose <b>D</b> raw   <b>U</b> ngroup	<b>S</b> elect objects; right-click any of the selected objects; choose <b>G</b> rouping	
E-mail, send presentation as attachment	239	 on Standard toolbar	<b>F</b> ile   <b>S</b> end To   <b>M</b> ail Recipient (as Attachment)		
Formatting, copy from one object to another	11	 on Standard toolbar			<b>Ctrl</b> + <b>⇧</b> + <b>C</b> ; then select text and press <b>Ctrl</b> + <b>⇧</b> + <b>V</b>
Grids and Guides, display, hide, or change options	115		<b>V</b> iew   <b>G</b> rid and <b>G</b> uides		
Hyperlink, insert	239	 on Standard toolbar	<b>S</b> elect object or text; then choose <b>S</b> lide Show   <b>A</b> ction Settings   <b>H</b> yperlink to; <b>S</b> elect object or text; then choose <b>I</b> nsert   <b>H</b> yperlink		
Hyperlink, use in a slide show	251	Click the hyperlinked object or text			
Insert one entire presentation into another	238		<b>I</b> nsert   <b>O</b> bject   <b>C</b> reate from file   <b>B</b> rowse		
Insert slides from other presentations	15		<b>I</b> nsert   <b>S</b> lides from <b>F</b> iles		
Integration, import a chart from Microsoft Excel	209	 on Standard toolbar	<b>I</b> nsert   <b>C</b> hart		

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Integration, import text from Microsoft Word	11	 on Standard toolbar	<u>F</u> ile   <u>O</u> pen   choose All Files on <i>F</i> iles of <i>t</i> ype list		
Integration, send a presentation to Microsoft Word	22		<u>F</u> ile   <u>S</u> end To, Microsoft Office <u>W</u> ord		
Linked data, break link to Microsoft Excel data	206		<u>E</u> dit   <u>L</u> inks   <u>B</u> reak Link	Right-click on linked object; choose Linked Worksheet <u>O</u> bject, <u>E</u> dit	
Linked data, link Microsoft Excel data to a PowerPoint presentation	201		Select data in Excel and choose <u>E</u> dit, <u>C</u> opy; choose <u>E</u> dit, <u>P</u> aste <u>S</u> pecial in PowerPoint		
Linked data, link a Microsoft Word table to a PowerPoint presentation	222		Select data in Word and choose <u>E</u> dit, <u>C</u> opy; choose <u>E</u> dit, <u>P</u> aste <u>S</u> pecial in PowerPoint		
Linked data, update	205		<u>E</u> dit   <u>L</u> inks   <u>U</u> ppdate Now	Right-click on linked object; choose <u>U</u> ppdate Link	
Merge presentations	276		<u>T</u> ools   <u>C</u> ompare and Merge Presentations		
Microsoft Design Gallery Live, accessing	186	 on Drawing toolbar; then click Clip art on Office Online	<u>I</u> nsert   <u>P</u> icture   <u>C</u> lip Art; then click Clip art on Office Online		
Movie, edit	170			Right-click the movie object; choose <u>E</u> dit Movie <u>O</u> bject	
Office Assistant, display tips from	60	Click the lightbulb icon			
Picture, create new from Microsoft Word	91		<u>I</u> nsert   <u>O</u> bject   <u>C</u> reate new   <u>M</u> icrosoft <u>W</u> ord <u>P</u> icture		

PowerPoint Task	Page	Mouse	Menu Bar	Shortcut Menu	Shortcut Keys
Picture, insert from Microsoft Word	89		Insert   <u>O</u> bject   Create from <u>f</u> ile   <u>B</u> rowse		
Picture, insert from Paint	92	 on Drawing toolbar	Insert   <u>P</u> icture   <u>F</u> rom File		
Office Clipboard, display task pane	18		<u>E</u> dit   <u>O</u> ffice <u>C</u> lipboard		
Office Clipboard, hide task pane	18	Click the Close button  in the task pane			
Picture, insert from digital camera	88		Insert   <u>P</u> icture   <u>F</u> rom <u>S</u> canner or <u>C</u> amera		
Reviewing toolbar, display	265		<u>V</u> iew   <u>T</u> oolbars   <u>R</u> eviewing	Right-click any visible toolbar; then choose Reviewing	
Revisions, apply	280	 on Reviewing toolbar			
Revisions, unapply	280	 on Reviewing toolbar			
Shadow effect, add to object	144	Select object; click  on Drawing toolbar			
Shadow effect, display Shadow Settings toolbar	144	Select object; click  on Drawing toolbar; choose <u>S</u> hadow <u>S</u> ettings			
Shadow effect, remove from object	146	Select object; click  on Drawing toolbar; choose <u>N</u> o <u>S</u> hadow			
Shape, create	127	 on drawing toolbar	Insert   <u>P</u> icture   <u>A</u> utoShapes		

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Shape, modify	125	Drag the adjustment handle for the shape			
Slide view, display	114	Click the Close button in the tabbed area			(Ctrl)+(⇧Shift)+ click 
Sound, edit	167			Right-click sound object; choose Edit Sound Object	
Sound, record	168		Insert   Movies and Sounds   Record Sound		
Spelling and styles, set options	56		Tools   Options   Spelling and Style		
Table, create	214	 on Standard toolbar	Insert   Table		
Tables and Borders toolbar, display	216		View   Toolbars   Tables and Borders	Right-click any visible toolbar; then choose Tables and Borders	
Text, find text in a presentation	46		Edit   Find		(Ctrl)+(F)
Text, replace fonts throughout a presentation	48		Format   Replace Fonts		
Text, replace text in a presentation	46		Edit   Replace		(Ctrl)+(H)
Text, view fonts in a presentation	50		File   Properties   Contents		
Text box, create	122	 on Drawing toolbar	Insert   Text Box		
Text box, delete	122	Click the border; press (Del)			

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Watermark, create	83	Select clip; click  on Picture toolbar; choose <u>W</u> ashout; click  on Drawing toolbar; choose <u>O</u> rder, <u>S</u> end to Back			
WordArt, create	95	 on Drawing toolbar	<u>I</u> nsert   <u>P</u> icture   <u>W</u> ordArt		
WordArt, display Gallery of styles	94	 on WordArt toolbar			
WordArt, modify shape	96	 on WordArt toolbar			

