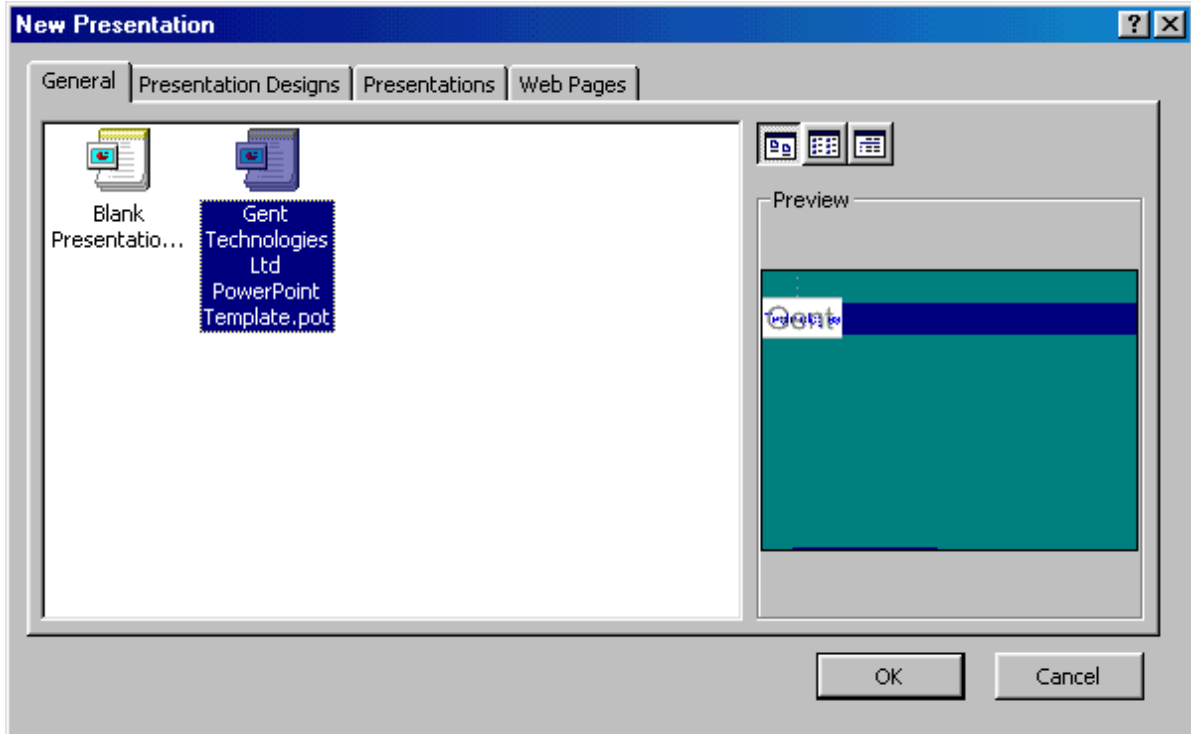


Basic Operations

Creating a Presentation

Creating a new presentation


To create a new presentation, use the File - New menu item. This will display the New Presentation dialog, below.



From the New Presentation dialog you can select any available template. Blank Presentation is always available. You may also have Presentation Designs, Presentations and Web Pages available.

Selecting one will show a preview in the right hand side of the dialog. Once you have made your selection, press the OK button to create that presentation.

Choosing a slide format

Once you have created your presentation, you will need to add slides to it. If you are creating a new presentation or if you used the New Slide button  on the toolbar, the following dialog will be displayed :

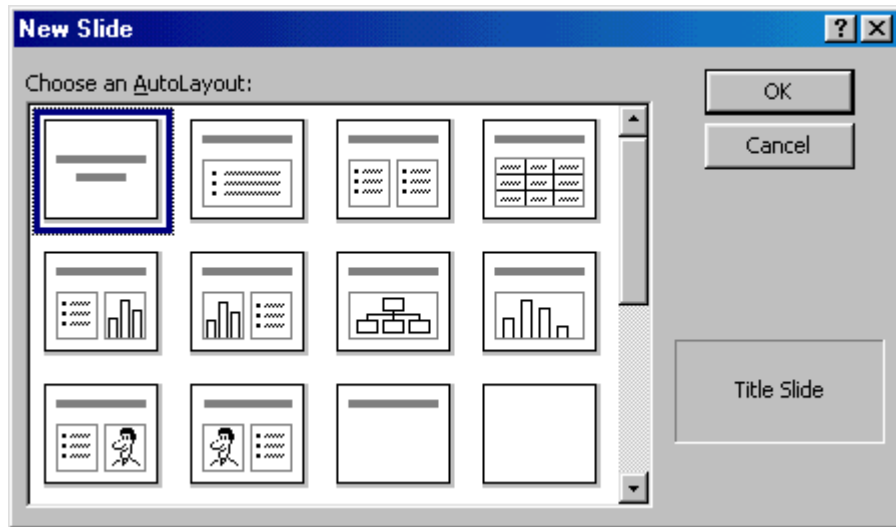
You can choose from any of the AutoLayout designs that are available.

Each one allows you to enter text or images into the specified areas, so that the slide is formatted and displayed similar to the preview shown.

Title slide (shown),
Bulleted List, 2

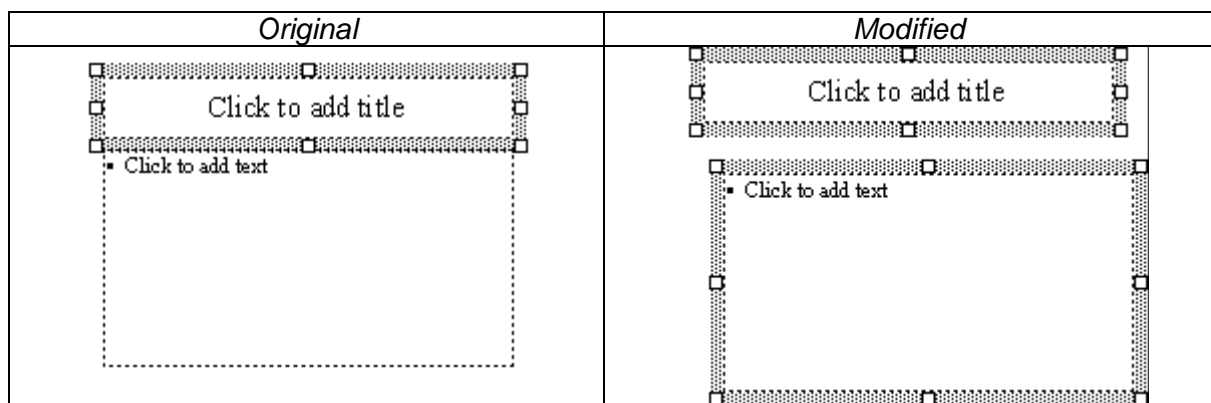
Column Text and Table are some of the options available. Once you have made your selection, press the OK button and the slide will be created for you with the AutoLayout you have selected.

If you would like a blank slide (no AutoLayout) then select the slide shown in the bottom right corner of the dialog.



Modifying slide layout

Once your basic slide is created, you may need to modify its layout. To change the position of something on a slide, first click on it to select the object and then secondly either resize the object by clicking and dragging at the edge, or move by clicking and dragging in the centre.

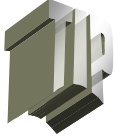


To move an object a pixel at a time, first select it by clicking on it and then press and hold the <CTRL> key and then move the object with the cursor keys (use <Shift> to resize).

Adding text

To add text to a slide, click on any text box and type in the required material. If there are no text boxes or if you are working from a blank slide, use the Insert menu item to add one to the slide.

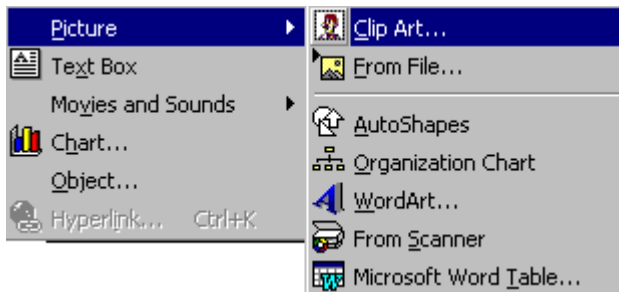
Go to Insert - Text Box. This will display a cross hair mouse icon which you can use to click, hold and drag to create a text box at the required position and size. Size will always be a single line.



Enter some text in the text box once it is created, BEFORE trying to move or resize it as they can sometimes get lost - They are white on a white background !

You cannot add text to a slide without it being "inside" something. A textbox is used to hold text on the slide. Think of creating slides as more like painting rather than word processing.

Adding an image to a slide



To add an image, first go to the Insert - Picture - From File and then select the picture you want to insert.

Alternatively you can use Clip Art (if installed) and select your image from there.

You can also add AutoShapes, Organisation Charts, WordArt, Word Tables and you can scan an image for your scanner, if you have one. The normal method is From File, where you have an image on the computer and you insert it into your slide.