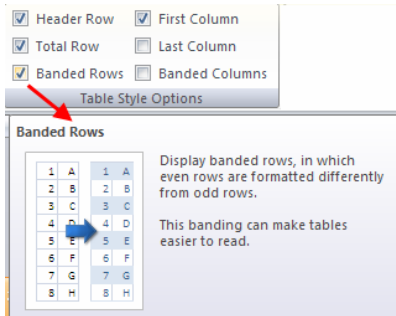


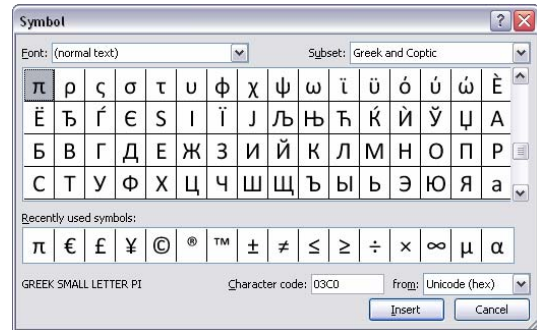
## Table Style Options

A table can be as simple or as complex and you want to make it. Use the Table Tools ribbon to add or remove the following style options for the table, such as banded rows (easy to see when using a large table)



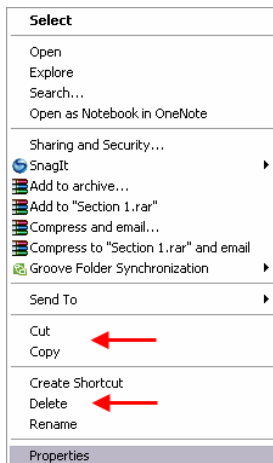
## Adding a Special Character

If you are adding a mathematical equation to a slideshow, you might want to use special symbols to enhance your content. Click Insert → Symbol to add one.

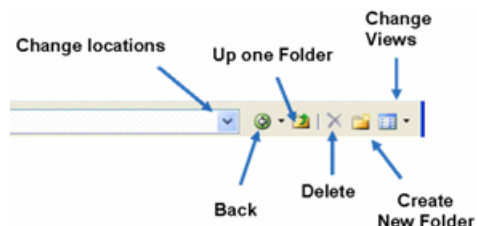


## Performing Basic File Tasks

When using the My Computer dialogue box (Open & Save As commands) you can perform basic file management tasks. Right-click files and folders to Cut, Copy, Rename, and Delete:



You can also click and drag files into folders using this view. Finally, use the My Computer toolbar at the top of the dialogue box for navigation options:



## The My Places Toolbar

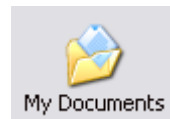
The My Computer dialogue box contains a listing of different computer locations on the left. Click any of these locations to be shown the contents of that folder:



My Recent Documents will list all of the files, presentations etc. that have been worked on recently. My Recent Documents will display folders, how many files are in the folders, and the individual files.



This icon allows you to access all of the items on your desktop.



My Documents is the default Windows location for all folders and files.



My Computer gives you access to My Documents as well as all drives in your computer.



My Network Places will display all folders shared by other computers. For example, if you have a main server and have a shared network, you can access files and folders on the server via your workstation computer with this shortcut.

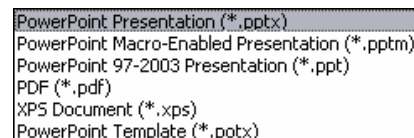
## Inserting a Simple Table

Insert → Table, and then hover over the size of table you want to insert. Click in the lower-rightmost corner of your desired table size.



## Saving in Different File Formats

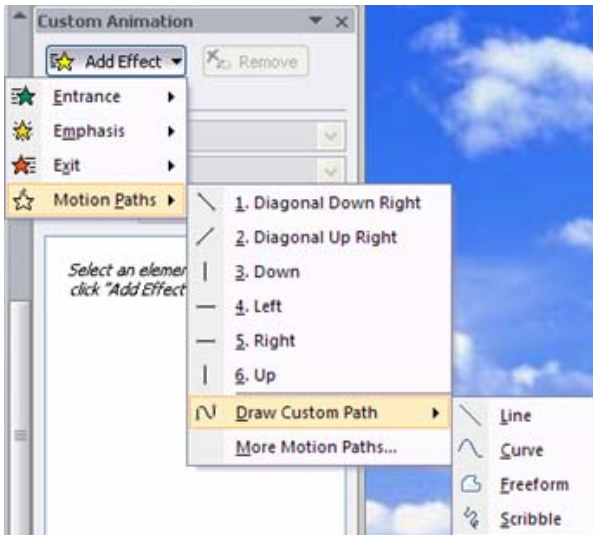
Use the Save As command → Save as type combo box to select a file type:



## Adding Animations

You can add emphasis to a presentation by animating titles, text, objects, etc. Anything on a slide except for a sound clip and slide background can be animated.

The Custom Animation task pane lets you select an object to animate from the slide and then choose an animation. You can animate objects so they appear on the slide, move in some way to add emphasis, or move off the slide. You can also define a custom animation path by drawing with your mouse directly on the slide:



## Navigating your Presentation

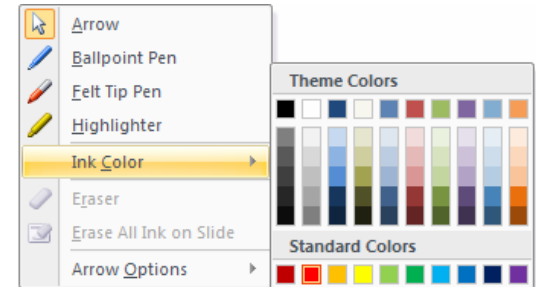
PowerPoint provides you with four very faint commands in the lower-left hand corner of the presentation (when viewing in full screen). Hover your mouse over each icon to use

### Previous Slide

Click this to move back one slide in the presentation.

### Pen/Highlighter

You can use a virtual marker to emphasize points about your presentation. Click the command and then choose a pen style/colour. When you have completed your slide show, you have the option to save any markings you made to the show.



### Slide Show Menu

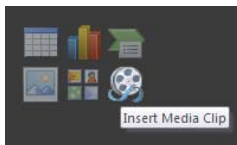
Click this command to see options about your show (also accessible by right-clicking any slide):

### Next Slide

Click to advance to the next slide. You can also advance to the next slide by clicking on an empty area of the slide, pressing the right or down arrows, or pressing Enter.

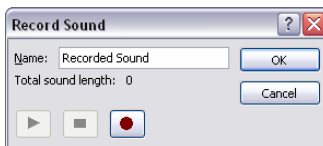
## Adding Movies and Sounds

You can add a sound file, play a movie clip, or play a CD audio track when giving a presentation. Click Insert → Media Clip. You can also click the Media Clip icon in the text placeholder:

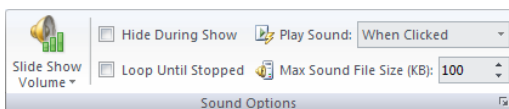


When you add a clip, you will be prompted if you want to play the clip automatically or when clicked.

If you click Insert → Sound → Record Sound, use a microphone to record your voice to use when narrating an automated presentation.

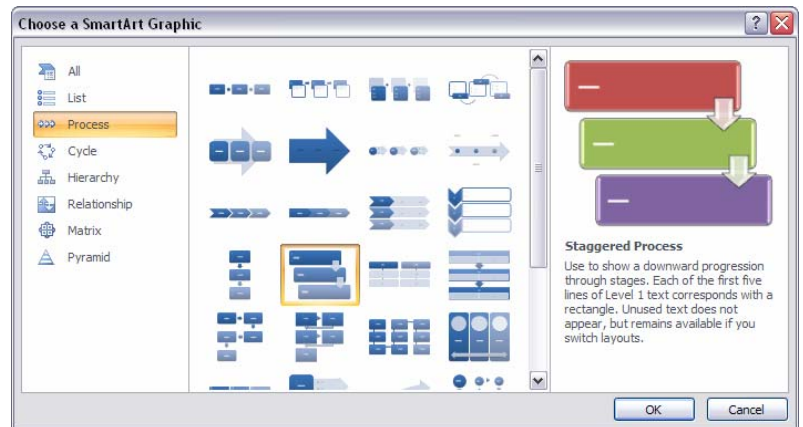


Sound and video clips contain similar options which let you loop the clip, play full screen (movie), and adjust the show volume.



## Creating SmartArt

SmartArt is a special type of diagram designed to show a flow-through or hierarchical model. On the Insert ribbon, click the SmartArt command. Choose a category, choose a style and click OK to insert.

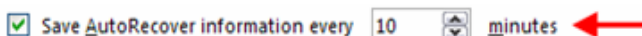


You can also insert SmartArt by clicking the icon in a content placeholder:



## Setting Auto Recover Interval

PowerPoint can automatically save your file on regular intervals. Adjust this property in PowerPoint Options → Save



## Working with Text Boxes

Text Box manipulation is easy – first select the text box by clicking its border. Now you can move, resize, delete, rotate (green handle) and customize the look.

