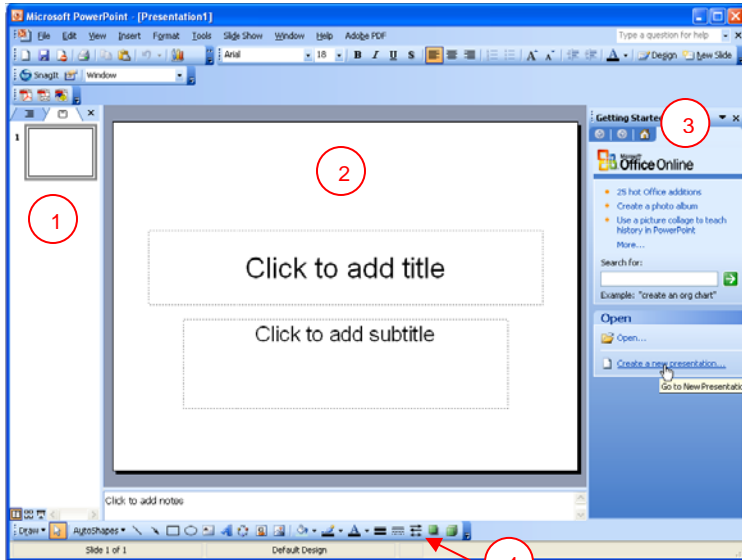
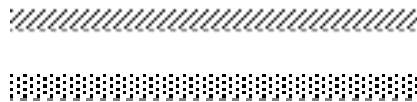


# RCPS has PowerPoint (PPT) 2003

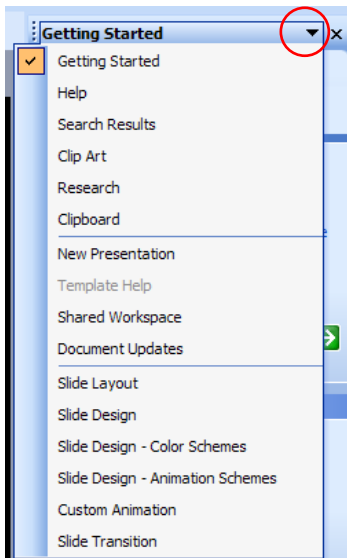
Screen captures from: <http://getit.rutgers.edu/tutorials/powerpoint/index9.html> & DIS machine



- 1 Outline / Slide Pane: View > Normal
- 2 The Slide
- 3 Task Pane: View > Task Pane
- 4 Drawing Toolbar: View > Toolbars



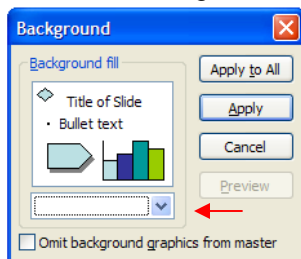
(Enlarged)



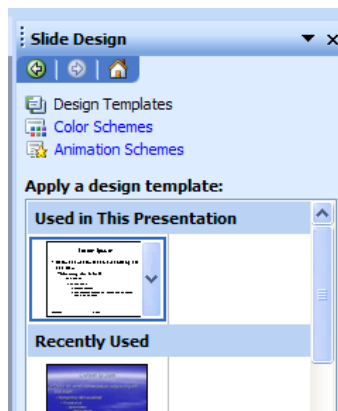
## Task Pane options

Remember to insert new slides rather than opening a new presentation

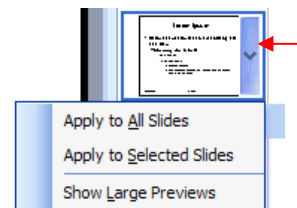
Right click on slide > **Background**  
or  
Insert > Background



VERSES



**Slide Design / Design Templates:**  
Pre-designed, usually with graphics





**Clip Art** symbols: the world = small enough for the web, the star = animated

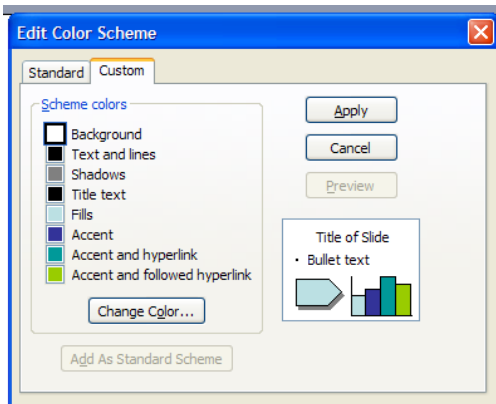
Remember that you can use the link from the task pane to go to the Office site or copy and paste from the web.

To move clip art behind textboxes: click on the image > Draw > Order > try each one



View > Picture Toolbar  
Contrast, Brightness, Crop, Set Transparent

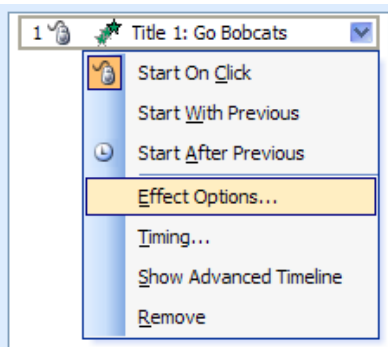
**Hyperlinks:** You can copy from web > Paste; type then hit the space bar; or select words or image > right click > hyperlink > type or paste the address. **Removing a hyperlink:** right click > remove link



Editing the color of a **hyperlink**: Use the drop down arrow on the Task Pane > Slide Design > Color Schemes > (at the bottom) Edit Color Schemes

Custom tab > click colored box > click Change Color

Change Accent, Accent and hyperlink, and Accent and followed hyperlink

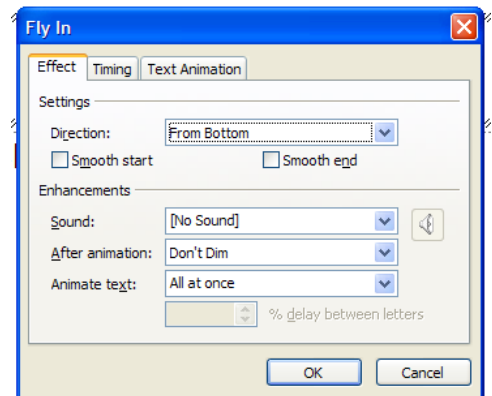


Task Pane > **Custom Animation** > select your textbox or image > Add Effect

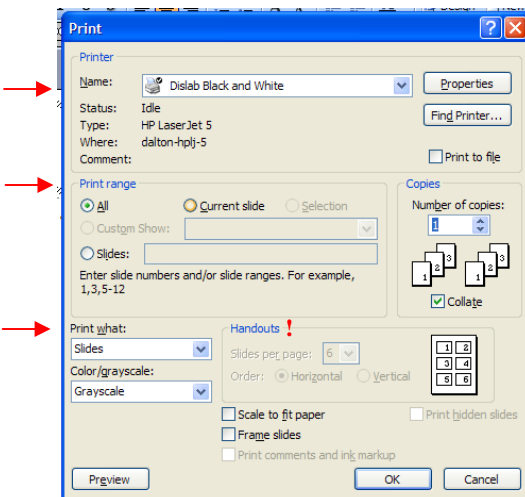
More than one effect may be added to any textbox or image

Use the drop down arrow on the effect to **add sounds** or change the behavior of the animation

Task Pane > **Slide Transition**: This is the effect or animation that occurs between one slide moving to another



 **Quick View Changer** – lower left of PPT window



**Other Tips & Tricks:**

- Undo is, and always has been, your friend
- Insert > Duplicate Slide will often save much work
- Right clicking on a slide in the right hand slide pane will show multiple options