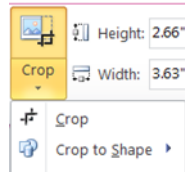




CROP A PICTURE INTO A SHAPE

Select the picture you want to crop to a specific shape.

Under Picture Tools, on the Format tab, in the Size group, click the arrow under Crop.

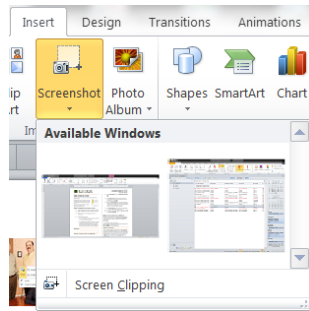


Click Crop to Shape and then click the shape you want to crop to.

INSERT A SCREENSHOT OR SCREEN CLIPPING

1. Click the slide that you want to add the screenshot to.

2. On the Insert tab, in the Images group, click Screenshot.



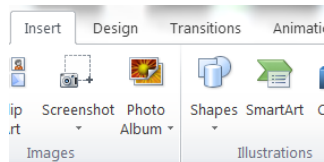
3. Do one of the following:

- To add the whole window, click the thumbnail in the Available Windows gallery.
- To add part of the window, click Screen Clipping, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.

SMARTART

SmartArt is a visual representation of your information that you can quickly create, choosing from different layouts.

1. On the Insert tab, in the Illustrations group, click SmartArt

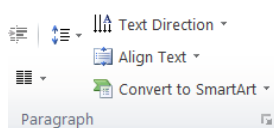


2. In the Choose a SmartArt Graphic dialog box, click the type and layout that you want.

3. Enter your text by doing one of the following:
- Click [Text] in the Text pane, and then type your text.
 - Click in a box in the SmartArt graphic, and then type your text.

CONVERT A BULLETED LIST INTO SMARTART

- Click the placeholder that contains the text that you want to convert.
- On the Home tab - Paragraph

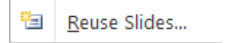
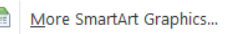


- group, click Convert to SmartArt.
- In the gallery, click the layout for the SmartArt graphic that you want.

Note: The gallery contains layouts for SmartArt graphics that work best with bulleted lists. To view the entire set of layouts, click More SmartArt Graphics.

REUSE SLIDES FROM ANOTHER PRESENTATION

- Open the presentation that you want to add a slide to.
- On the Home tab, in the Slides group, click the arrow below New Slide, and then select Reuse Slides.



- In the Reuse Slides pane, click Open a PowerPoint File.
- In the Browse dialog box, locate and click the presentation file that contains the slide that you want, and then click Open.

Tip: In the Reuse Slides pane, PowerPoint displays thumbnails of the slides from the presentation that you selected. Rest the pointer on a thumbnail to see a larger version of the slide's contents.

- In the Reuse Slides pane, do one of the following:
 - To add a single slide, click the slide.
 - To add all of the slides, right click any slide, and then select Insert All Slides.

Note: If you want the slide that you are adding to the destination presentation to maintain the formatting of the original presentation, select the Keep source formatting check box before you add the slide to the destination presentation.

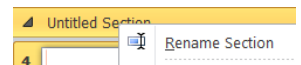
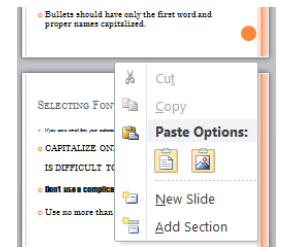
SLIDES INTO SECTIONS

You can organize a large set of slides to be easier to navigate by using sections.

You can name, print, and apply effects to an entire section.

Add and name a section:

- In either Normal view or Slide Sorter view, right-click between the two slides where you want to add a section.
- To rename the section, right-click the Untitled Section marker, and click Rename Section.
- Enter a name for the section, and then click Rename.



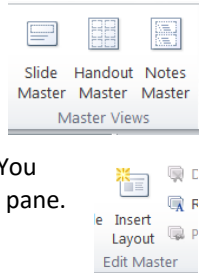
What can you do with Sections?

- Put slides into logical subgroups
- Give sections meaningful names
- Collapse sections
- Reorder sections by dragging
- Apply the same transition to all slides in a section
- Hide all the slides in a section
- Delete a section and all the slides in it

CREATE A CUSTOM SLIDE LAYOUT

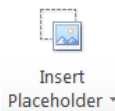
If you are not satisfied with a built-in slide layout, you can make a new custom layout that matches your slide content.

1. On the View tab, in the Master Views group, click Slide Master.
2. Go to the Slide Master tab, in the Edit Master group, click Insert Layout. You can see a new layout appear in the left pane.



Note: To remove default placeholders like headers, footers, or the date and time, click the border of the placeholder, and then press Delete.

3. To add a placeholder:
4. On the Slide Master tab, in the Master Layout group, click Insert Placeholder, and then select a placeholder type from the list.
5. To rename the layout: In the thumbnail list of layouts, right-click the layout that you customized, and then click Rename Layout.



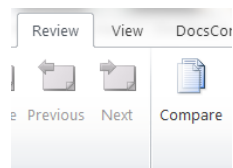
Note: The layout that you added and customized now appears in the list of standard, built-in layouts.

MERGE AND COMPARE

You can compare your current presentation with another one and combine them instantly by using the Merge and Compare feature.

To use this feature, first open your main presentation file and go to the Review tab. Click the Compare button:

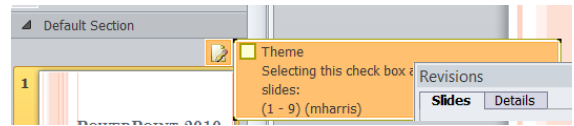
Select the file you wish to compare it with and click Merge.



Note: The changes from the second document won't be retained unless you review and accept them.

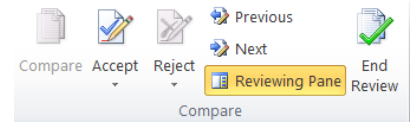
The Review pane will open at the right side of the presentation window.

Under Slide Changes, click one from list of changes and it will show you the description of 'change' in the main window.



Switch to Slides tab, here you can see both presentation slides side by side to take a generic view.

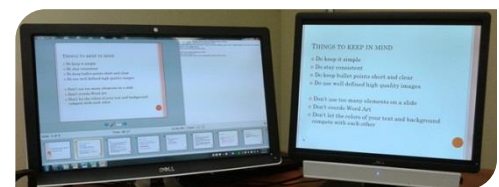
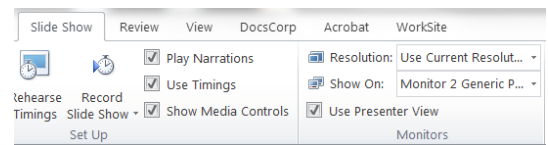
For accepting changes, select a slide from Review pane and navigate to Review tab. From Accept options, you can accept all changes, accept all changes to the current slide, or accept all changes to the presentation.



PRESENTER VIEW

If you have ever presented slides and needed to refer to your speaker notes or wanting to know what slides were coming up, Presenter View will let you do that.

Slide Show tab – Monitors group – Use Presenter View



Presenter View

Audience View

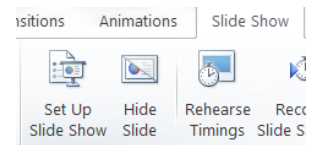
TURN YOUR MOUSE INTO A LASER POINTER

When you want to emphasize a point on a slide, you can turn your mouse pointer into a laser pointer.



In Slide Show view, simply hold down CTRL, click the left mouse button, and begin pointing.

You can change the Laser Pointer color:



Slide Show – Set Up Slide Show

