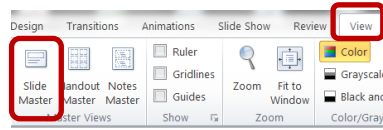


CUSTOM A SLIDE MASTER

1. Open a blank presentation, on the View tab, in the Master Views group, click Slide Master.
2. When you open Slide Master View, a blank slide master with the default, associated layouts appears.

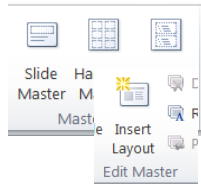


Note: In the slide thumbnail pane, the slide master is the larger slide image, and the associated layouts are positioned beneath the slide master.

CREATE A CUSTOM SLIDE LAYOUT

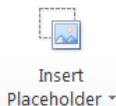
If you are not satisfied with a built-in slide layout, you can make a new custom layout that matches your slide content.

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.

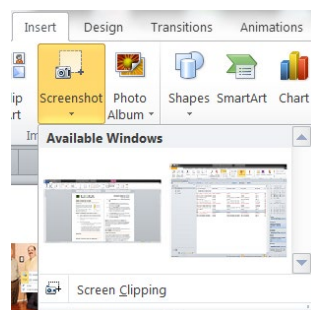
3. To add a placeholder:
 - On the Slide Master tab, in the Master Layout group, click Insert Placeholder, and then select a placeholder type from the list.
 - To rename the layout: In the thumbnail list of layouts, right-click the layout that you customized, and then click Rename Layout.



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

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:



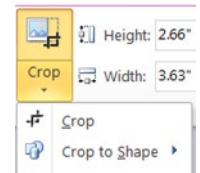
- To add the whole window, click the thumbnail in the Available Windows gallery.
- To add part of the window, click Screen Clipping, and when the pointer becomes a cross, press and hold the left mouse button to select the area of your screen that you want to capture.

CROP A PICTURE INTO A SHAPE

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

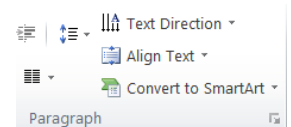
Under Picture Tools, on the Format tab, in the Size group, click the arrow under Crop.

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



CONVERT A BULLETED LIST INTO SMARTART

1. Click the placeholder that contains the text that you want to convert.
2. On the Home tab - Paragraph group, click Convert to SmartArt.
3. In the gallery, click the layout for the SmartArt graphic that you want.

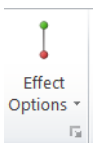
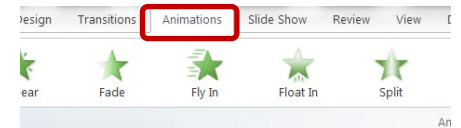


ANIMATION

Animations are grouped into four categories. Entrance effects, Exit effects, Emphasis effects, and Motion Paths.

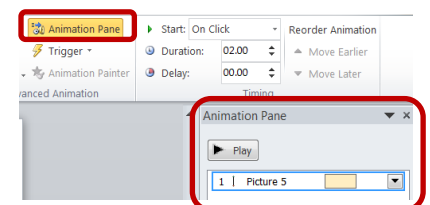
Add Animation

1. Select the object
2. From the Animation tab select the animation style.
3. Click the Effect Options button to see what options are available for this animation.
4. Click on the option of your choice to apply that animation effect to the object.



Animation Pane

Select the Animation Pane button from the Advanced Animation group to display the Animation Pane on the right. You'll see that each animation effect in the animation pane has an assigned number to the left.



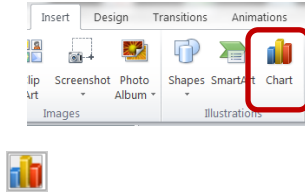
CREATE A CHART

To create a chart,

1. Click the placeholder into which you want to insert a chart or graph.

2. Do one of the following:

- On the Insert tab, in the Illustrations group, click Chart.
- In the placeholder, click Insert Chart.

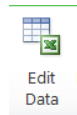


3. Click the chart type that you want and click OK. An Excel worksheet with sample data will open in a new window. To replace the sample data, click a cell on the worksheet and enter your data.
4. When you have input all data, close Excel. The chart automatically appears in PowerPoint.

You can modify the chart by clicking on the Chart Tools contextual tab. You will see the Design, Layout and Format tab to make changes.



To edit the data in the Excel chart, select the chart, and then click on the Chart Tools tab – Design tab, then Edit Data.



INSERT A LINKED EXCEL CHART

To insert a linked Excel chart,

1. Open the Excel workbook that has the chart that you want.

Notes:

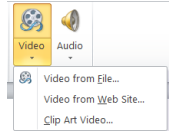
- The workbook must be saved before the chart data can be linked in the PowerPoint file.
- If you move the Excel file to another folder, the link between the chart in the PowerPoint presentation and the data in the Excel spreadsheet breaks.

2. Select the chart and copy.
3. In your PowerPoint presentation select the slide that you want to insert the chart into.
4. On the Home tab, in the Clipboard group, click the arrow below Paste, and then do one of the following:
 - If you want the chart to keep its look and appearance from the Excel file, select Keep Source Formatting & Link Data .
 - If you want the chart to use the look and appearance of the PowerPoint presentation, select Use Destination Theme & Link Data.

ADD A VIDEO

To add video to a slide:

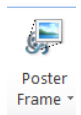
1. On the Insert tab, Media Group, click the arrow on the Video button.
2. Choose Video from File... or Video from Web Site...
3. Set additional Movie options from the contextual Playback tab or Format tab under Video Tools.



Poster Frame

To set the poster frame for the video (the scene which displays in Slide Show view when the video is not running):

- Select the video for which you want to create a poster frame.
- Drag the playback bar until the desired scene is displayed.
- Click the Video Tools contextual tab - Format tab, click the Poster Frame button on the Adjust group.
- Select Current Frame.

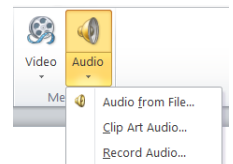


ADD AN AUDIO CLIP

Click the slide to which you want to add an audio clip. On the **Insert** tab, in the **Media** group, click **Audio**.

Do one of the following:

- Click **Audio from File**, locate the folder that contains the file, and then double-click the file that you want to add.
- Click **Clip Art Audio**, locate the audio clip that you want in the **Clip Art** task pane, and then click to add it to the slide.



CREATE A BASIC CUSTOM SHOW

1. On the Slide Show tab, in the Start Slide Show group, click Custom Slide Show, and then click Custom Shows.
2. In the Custom Shows dialog box, click New.
3. Under Slides in presentation, click the slides that you want to include in the custom show, and then click Add.
4. To change the order in which slides appear, under Slides in custom show, click a slide, and then click one of the arrows to move the slide up or down in the list.
5. Type a name in the Slide show name box, and then click OK. To create additional custom shows with any slides in your presentation, repeat these steps.

