

Microsoft®

Office® 2003

KillerTips

The hottest collection of cool tips and hidden secrets for Office



New
Riders

Kleber Stephenson

Microsoft®
Office® 2003
KillerTips



MICROSOFT OFFICE 2003® KILLER TIPS

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*For my Lord,
Jesus Christ.
As with all things
in my life, I give
you the Honor,
the Praise, and
the Glory.*

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A B O U T T H E A U T H O R



Kleber Stephenson

Kleber Stephenson is Director of Seminars and Director of Windows Technologies for KW Media Group, Inc., a Florida-based software education and publishing firm. He's also the author of the best-selling *Windows XP Killer Tips* and co-author of *The iTunes for Windows Book*, both from New Riders Publishing/Peachpit Press.

A contributing technology reviewer for *Mac Design Magazine* and *Photoshop User*, Kleber has more than a decade of experience analyzing and implementing business computing infrastructures based on the Windows platform. In addition, he has designed and developed real-world network and administrative solutions based on Microsoft technologies and the Windows OS architecture.

Kleber lives in the Tampa Bay area of Florida with his wife, Debbie, his son, Jarod, and his daughter, Jenna.

FOREWORD by Scott Kelby

As Editor for the Killer Tips series, I'm excited not only to bring you another Killer Tips book, but I'm particularly excited to introduce you to an author who is going to take you to a whole new level of speed, efficiency, productivity, and sheer unadulterated out-and-out fun using Microsoft Office 2003. (I just realized that when you put the words "sheer" and "unadulterated" together, it sounds kind of dirty, but it's not meant to be. That comes later.) But first, a little background on this book.

The idea for this type of book came to me one day when I was at the bookstore, browsing in the computer section, when I thought to myself, "Man, these authors must be making a ton of money!" No wait, that wasn't what I was thinking (it's close, mind you, but not exactly). Actually, I was standing there flipping through the different books on Adobe Photoshop (I'm a Photoshop guy at heart). Basically what I would do is look for pages that had a tip on them. They're usually pretty easy to find, because these "rich book authors" usually separate their tips from the regular text of the book. Most of the time, they'll put a box around the tips, or add a tint behind them, or maybe have a tips icon—something to make them stand out and get the readers' attention.

Anyway, that's what I would do—find a tip, read it, and then start flipping until I found another tip. The good news—the tips were usually pretty cool. You have to figure that if an author has some really slick trick, maybe a hidden keyboard shortcut or a cool workaround, he probably wouldn't bury it in blocks of boring copy. No way! He'd find some way to get your attention (with those boxes, tints, a little icon, or simply the word "Tip!"). So, that's the cool news—if it said tip, it was usually worth checking out. The bad news—there are never enough tips. Sometimes there were five or six tips in a chapter, but other times, just one or two. But no matter how many there were, I always got to the last chapter and still wanted more tips.

Standing right there in the bookstore, I thought to myself, "I wish there was a book with nothing but tips: hundreds of tips, cover to cover, and nothing else." Now, that's a book I'd go crazy for. I kept looking and looking, but the book I wanted just wasn't available. That's when I got the idea to write one myself. The next day I called my editor to pitch him with the idea. I told him it would be a book that would be wall-to-wall with nothing but cool tips, hidden shortcuts, and inside tricks designed to make Photoshop users faster, more productive, and best of all, make using Photoshop even more fun. Well, he loved the idea. Okay, that's stretching it a bit. He liked the idea, but most importantly, he "green-lighted it" (that's Hollywood talk—I'm not quite sure what it means), and soon I had created my first all-tips book, *Photoshop 6 Killer Tips* (along with my co-author and good friend, *Photoshop User* magazine Creative Director Felix Nelson).

As it turned out, *Photoshop 6 Killer Tips* was an instant hit (fortunately for me and my chance-taking editor), and we followed it up with (are you ready for this?) *Photoshop 7 Killer Tips*, and then *Photoshop CS Killer Tips*, which were even bigger hits. These books really struck a chord with readers, and I like to think it was because Felix and I were so deeply committed to creating something special—a book where every page included yet another tip that would make you nod your head, smile, and think, "Ahhh, so that's how they do it." However, it pretty much came down to this: People just love cool tips. That's why now there's an entire series of Killer Tips books covering cool applications such as DreamWeaver, QuarkXPress, InDesign, Illustrator, and many more.

So how did we wind up here, with a Killer Tips book for Microsoft Office 2003? Well, there was an intermediate step: I wrote *Mac OS X Killer Tips* for Macintosh users switching over to Apple's UNIX-based operating system. It turned out to be such a big hit, it actually became "biggety-big" (a purely technical term, only used during secret book-publishing rituals).

That naturally led to a *Windows XP Killer Tips* book. The only problem was that I'm really a Photoshop guy and I wanted the Windows XP book to surpass the Mac book's "biggety-bigness," so it needed a pretty special author. That person was Kleber Stephenson. I chose him for one simple reason: The similarity of his first name to my last name. Heck, it's almost the same name (Kleber Kelby. See what I mean?). That was enough for me. Okay, that's actually not the reason at all (just a lucky coincidence). I chose Kleber because he fit every criterion I had set for the ideal Killer Tips author. First, he totally "gets" the Killer Tips concept because, just like me, he's a tip hound—a tip junkie (if you will). Second, I've always enjoyed his writing style, humor, and the completeness of his research and attention to detail, and how he really immerses himself in a project. Third, like me, he's a die-hard Tampa Bay Bucs fan. Fourth (and perhaps most important), he knows more Windows tips and has a better understanding of the Windows operating system than anyone I know. Period.

That's why, when we decided to do this book on Microsoft Office 2003, I called Kleber first. Honestly, if he had decided to pass on the project, you wouldn't be reading this book now, because he was so the right person to do this book that I didn't have another person in mind as a backup plan. I wanted Kleber, and if I couldn't get him, I'd shelve the idea and move on to another project. That's how strongly I felt that he was the right person for the job, and I'm absolutely delighted that you're holding his book right now. Kleber has really captured the spirit and flavor of what a "Killer Tips" book is all about, and he proved that with his *Windows XP Killer Tips* book. And I can tell you this—you're gonna love this book, as well!

Kleber has a great sense of humor and a casual, conversational writing style. He has a keen sense for uncovering those inside tips that the pros use to get twice the work done in half the time. He's one of those people who doesn't do anything the "hard way," and he knows every timesaving shortcut, every workaround, and every speed tip to make something different, something special, and to make this the only book of its kind in a very crowded Microsoft Office 2003 book market.

I can't wait for you to "get into it," so I'll step aside and let him take the wheel, because you're about to get faster, more efficient, and have more fun using Microsoft Office 2003 than you ever thought possible.

All my best,

A handwritten signature in black ink that reads "Scott Kelby". The signature is written in a cursive, flowing style with a large initial 'S'.

Scott Kelby
Series Editor

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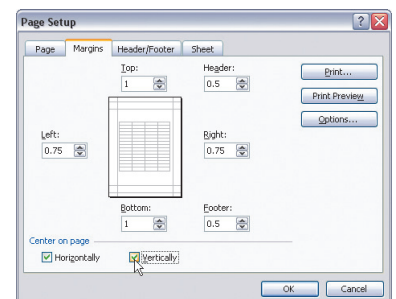
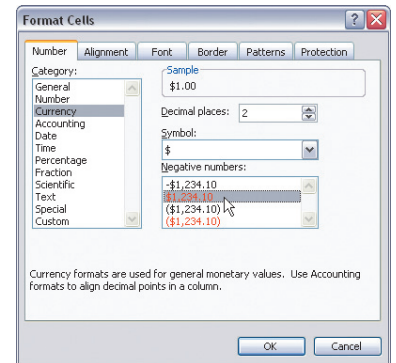
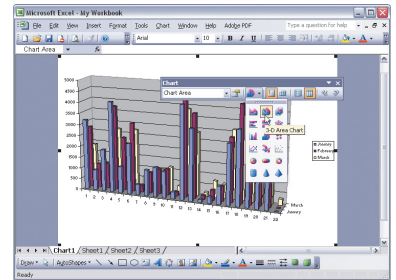
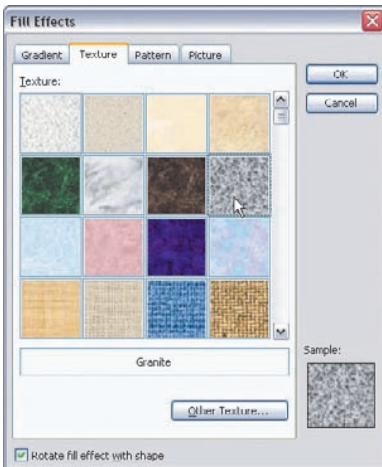
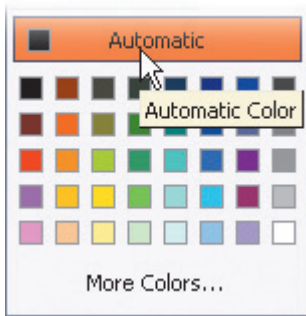
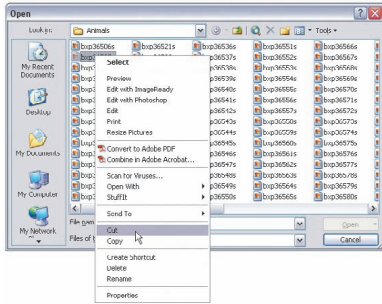
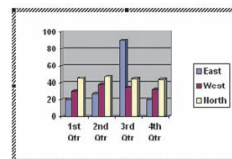
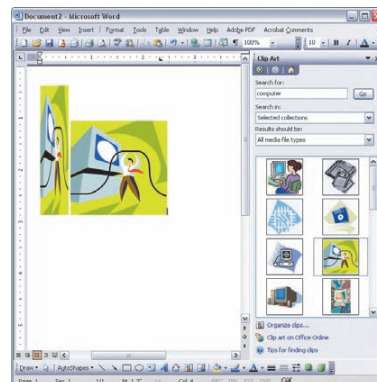


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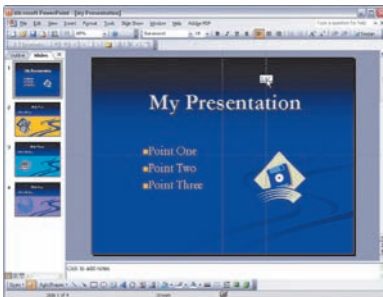
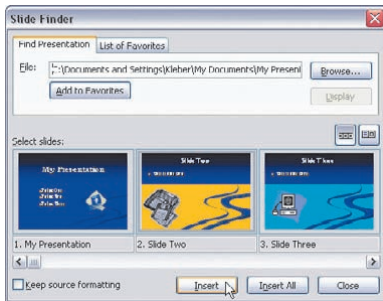
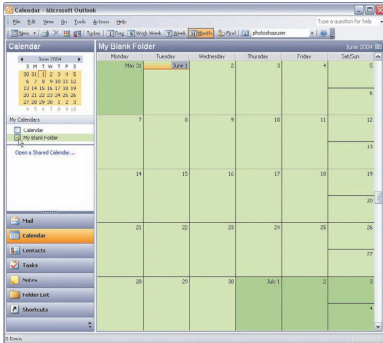
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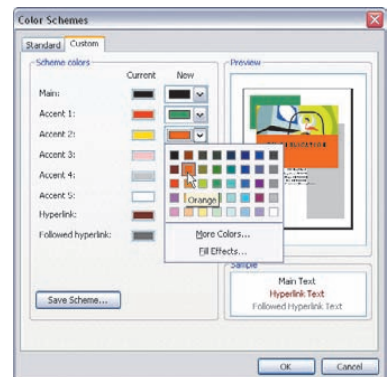
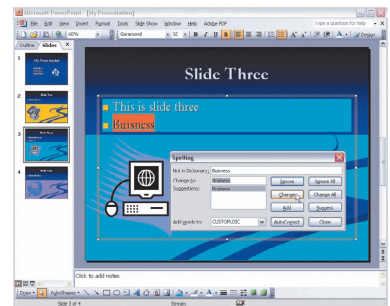
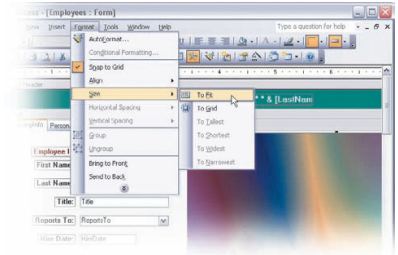
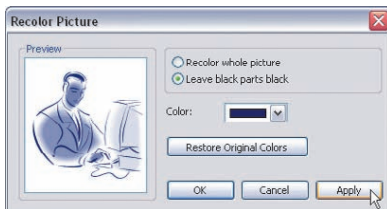
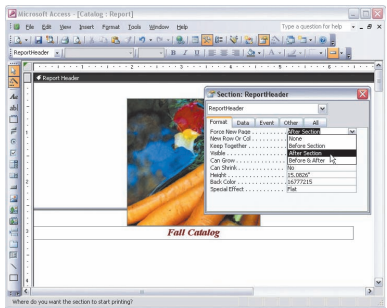
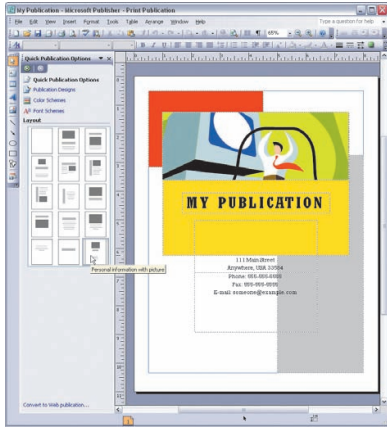


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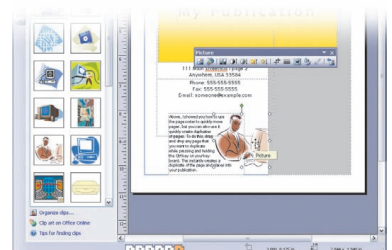
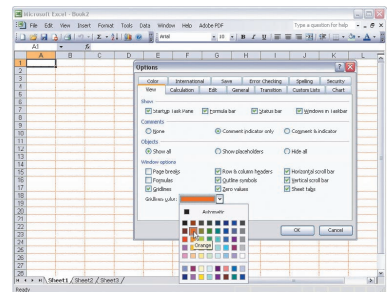
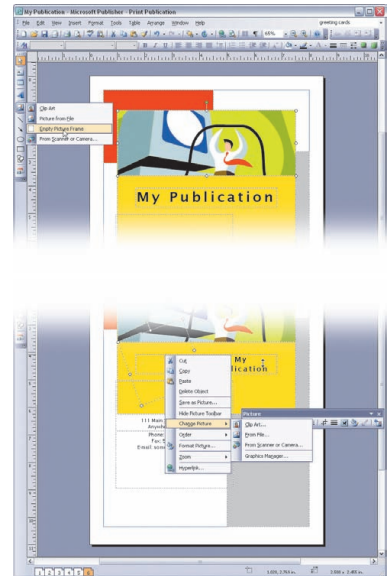
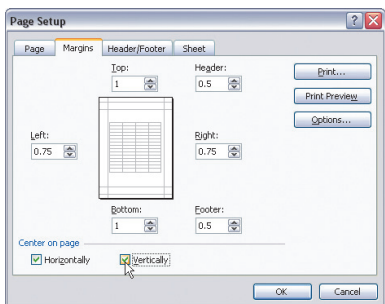
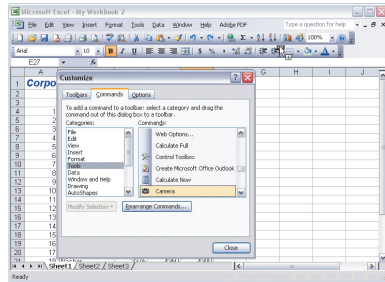
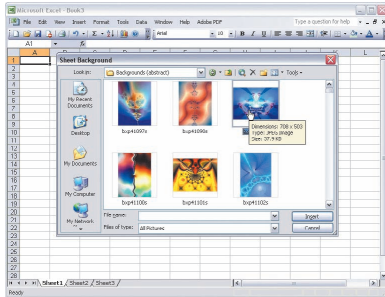


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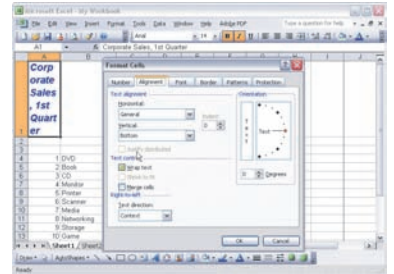
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Power(ful) Point of View



**WORKING
WITH
POWERPOINT**

I apologize for the fact that I'm a little distracted as I'm writing this. The Tampa Bay Lightning, the "Bolts," are ten minutes and twel...eleven seconds from winning the Stanley



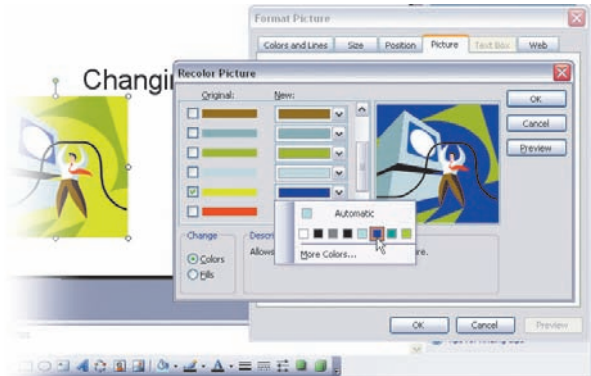
Power(ful)Point of View

working with powerpoint

Cup! Is Tampa the mecca of the sports world or what? If we could only get the Devil Rays (MLB) going, there would be no doubt. The Calgary Flames just scored a point off a power play that should have never happened...BAD CALL! The ref called a bad penalty that set up the point. We're still up with a score of 2 to 1, though. Anyway, PowerPoint is a great application that everybody who creates presentations should use. This chapter will show you how to do all kinds of cool things in PowerPlay, I mean PowerPoint. "Habi" (Nikolai Khabibulin, the goalie) is playing lights-out hockey—we should take this. I'll let you know how it turns out... WE WON! WE WON THE STANLEY CUP! STANLEY'S GETTING A TAN!

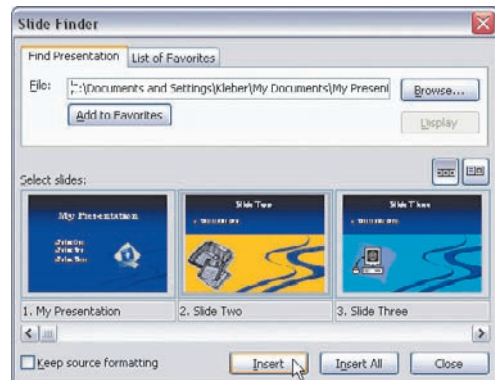
CHANGING COLORS

Have you ever found the perfect clip art picture, but couldn't use it because it didn't match the color theme of your presentation? If you have, then you're gonna love this. Insert a clip art image by clicking Insert>Picture>Clip Art, then search for an image that you like, and drag-and-drop the image from the Clip Art task pane onto a slide. Next, double-click the image to open the Format Picture dialog, and in the Picture tab, click the Recolor button, and there it is... the coolest tool in PowerPoint. Using the Recolor Picture dialog, you can change any color in the clip art image. Just look for the image color you want to replace by selecting that color's checkbox under the Original category to the left, then select a new color to replace it using the corresponding color's New drop-down menu. Click OK when finished.



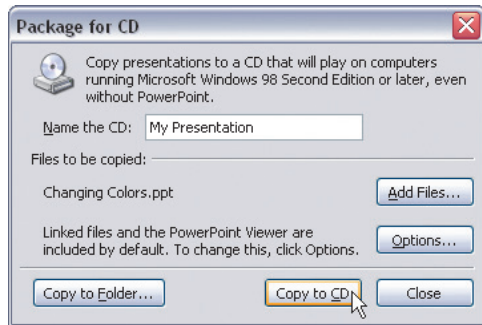
SNAG SLIDES

If you've ever thought it would be great to insert slides from an existing presentation into your current presentation, then you're not alone. This is a great idea and you can have PowerPoint do it for you. Here's how: Navigate in your existing presentation using the Slides tab to where you'd like to insert the new slide, then click Insert>Slides from Files in the menu bar. (Note: PowerPoint will insert the slides underneath the slide you're working on.) Under the Find Presentation tab in the Slide Finder dialog, click Browse to locate the presentation that you want to snag a slide from. When you find the presentation and click Open, check out the Select Slide window in the dialog. There are all of your slides. Now simply click the slide(s) to insert, and click Insert. The slide(s) now appears in your current presentation...sweet!





DELIVER THE PACKAGE



PowerPoint's new Package for CD feature is great for distributing corporate presentations to customers; sending animated holiday greetings to family, friends, and associates; and even for storing (backing up) your presentations. To package your presentation to CD, click File>Package for CD in the menu bar. Follow the Package for CD dialog to give your presentation a name, add files to the CD, and choose additional options to save with your presentation. Click the Add Files button

to add any media files included in your presentation. Click the Options button to include the PowerPoint Viewer (which allows the viewer who doesn't have PowerPoint to play a presentation), play the presentations automatically when the CD is inserted, and to embed TrueType fonts. In the Options dialog, you can even password protect the presentation if it contains sensitive information. When you're finished packaging your presentation, click Copy to CD, and PowerPoint will prompt you to insert a blank CD (if you haven't already done so) and will begin copying your presentation to a CD.



BEGIN OR END IN A FLASH

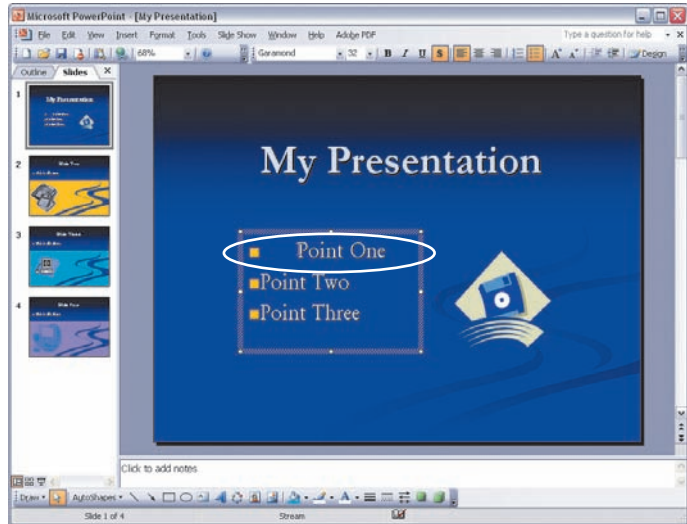


While in Slide Show view (View>Slide Show or press F5), you can quickly jump to the end (last slide) of your presentation by pressing the End key on your keyboard. You can also jump back to the beginning (first slide) of your presentation by pressing the Home key on your keyboard.



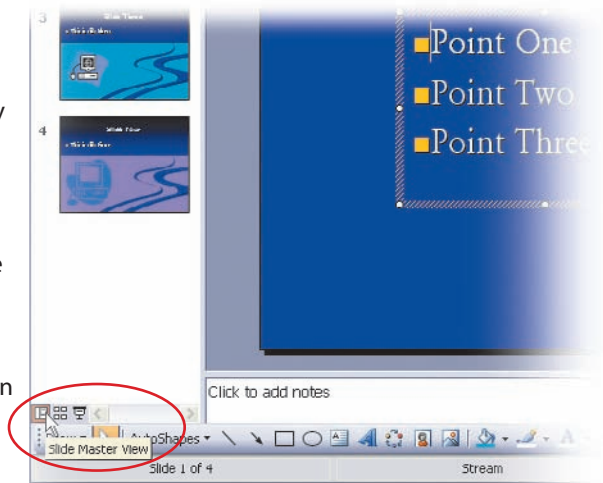
TAB A BULLET

If you need to insert a Tab character into a bulleted list, don't press the Tab key—it won't work. Instead press Control-Tab on your keyboard. This will insert the Tab character without messing with your bulleted list.



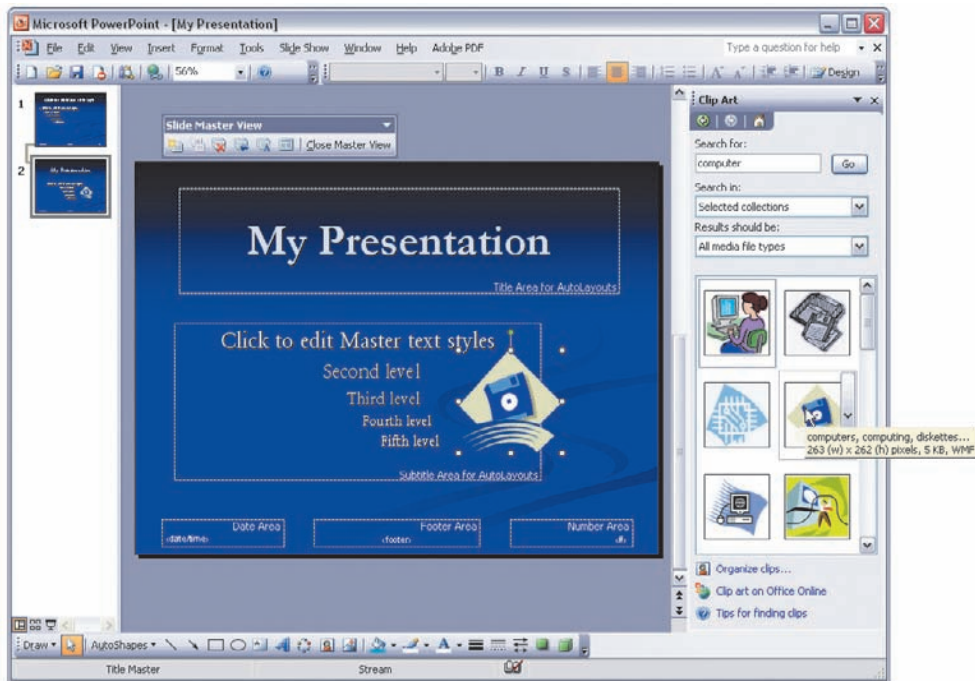
SHIFT TO SLIDE MASTER

The only thing that could make the Slide Master better is if we could access it more quickly. Fortunately, we can by using this little trick: To quickly change to PowerPoint's Slide Master view, Shift-click the Normal View button beneath the Slides pane. This changes Normal view to Slide Master View. Use the same technique for the other views' buttons for additional view options. Hey, and keep the fun going by also pressing Shift-Control and clicking the view buttons for even more options.



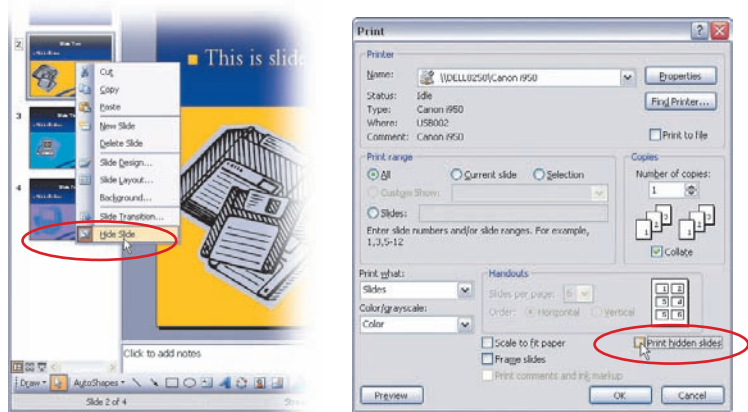
MASTER YOUR PRESENTATION

When designing a presentation that has several repeating objects, such as your company logo, located in the same positions, use the Slide Master to insert them. This ensures that the look of your presentation is consistent and objects are always placed in the same spot on each slide. Besides, if you need to move your logo, moving it on the Slide Master will move it to the exact same spot on each slide simultaneously. To do this, click View>Master>Slide Master. Next, click Insert>Picture>From File (or click Insert>Picture>Clip Art, as I did here). Use the Insert Picture dialog to browse for your logo on your hard drive, clicking Insert to place the logo (or just drag-and-drop a clip art image onto your document). Position the image wherever you'd like. Now click the Close Master View button in the Slide Master View toolbar, and you can see that your logo appears in the same location on each slide.



DON'T PRINT, YOU'RE HIDDEN

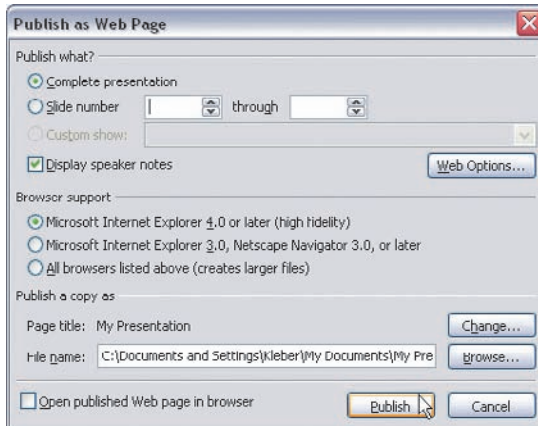
I often print my presentation, usually just for a different visual perspective, but I don't always need to print all of the slides to accomplish this. So, I hide the slides that I don't want to print. To hide slides, right-click any slide in the Slides tab and click Hide Slide in the shortcut menu. Now before you print the presentation (File>Print), be sure to uncheck Print Hidden Slides in the bottom right-hand corner of the Print dialog, then click OK.



QUICK COPY

To quickly copy a slide in PowerPoint, drag-and-drop any slide within the Slides pane using your right mouse button. When you drop the slide where you want to place the copy, choose Copy from the shortcut menu. You've just copied a slide.

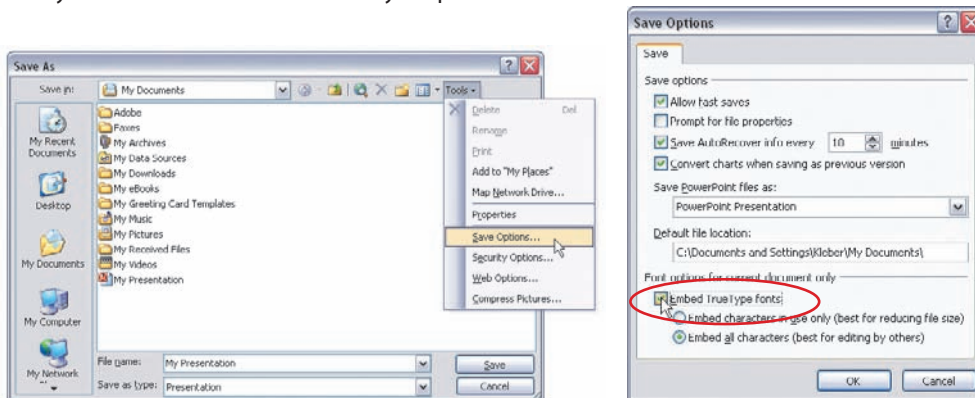



WEB IT


If you need to share your PowerPoint presentation on the Web, then you're in luck—PowerPoint makes it easy. When you're ready to share your presentation, click File>Save as Web Page in the menu bar, then click the Publish button on the Save As dialog. Next, choose whether to publish the entire presentation or only certain slides, whether to display speaker notes (if any), which browser to support, and where to save your file. When finished, click Publish and your presentation is packaged and ready to post to the Web.

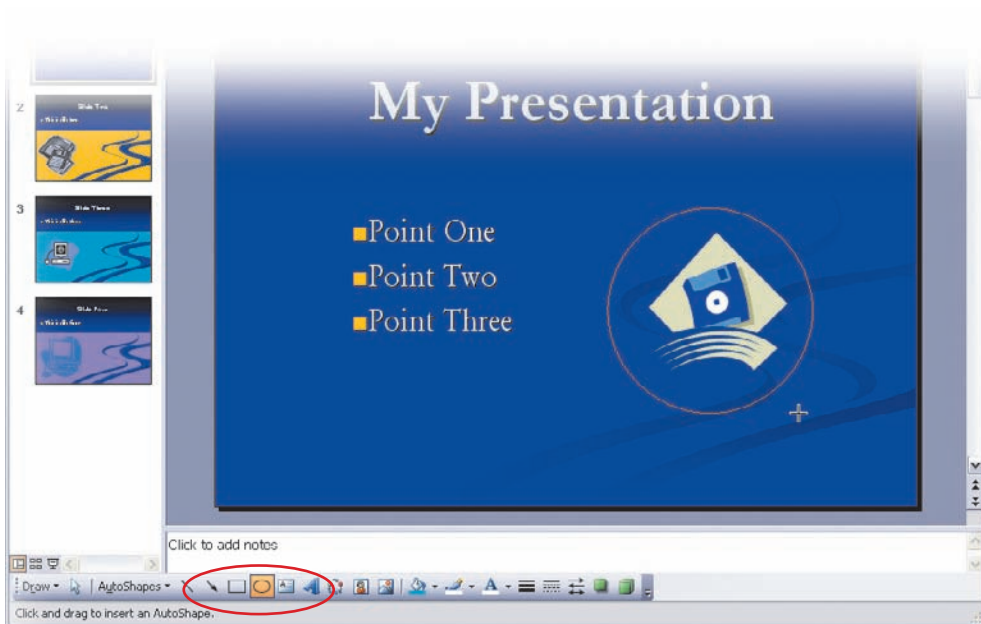

DON'T FORGET TO EMBED

Don't assume when you share your presentations that others will have the same fonts installed on their computers that you've used in your presentation. To ensure that others view your presentation as you've intended and with the fonts you've used, you'll want to embed your fonts when you save. To do this, click File>Save As in the menu bar, then click Tools>Save Options on the Save As dialog. Next, check Embed TrueType Fonts in the Save Options dialog and click OK. Now your fonts will be included with your presentation.

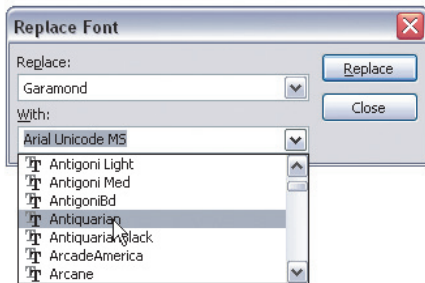


 **THAT'S PERFECT!**

The two most common shapes drawn in PowerPoint are an oval and a rectangle. The PowerPoint developers knew this—that's why each shape has its own shape button on the Drawing toolbar. Now, ovals and rectangles are great, but what I really need are perfect circle and square buttons. If you went looking, you might think PowerPoint doesn't have them, but they're there: You just have to know how to access them. Make sure the Drawing toolbar is open by right-clicking any toolbar or menu and clicking Drawing. Press-and-hold the Shift key on your keyboard while drawing with the Oval tool to create a perfect circle (as I did here). Press-and-hold the Shift key while drawing with the Rectangle tool to create a perfect square. You can also use the Shift-key trick to create perfectly straight lines in PowerPoint using the Line tool.

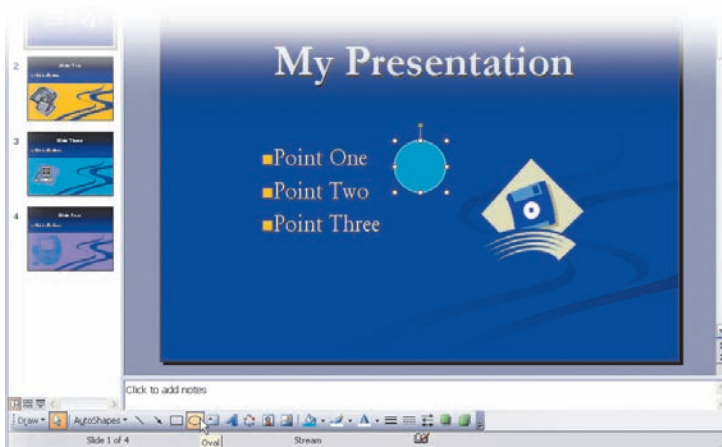


GLOBAL FONT REPLACEMENT



We all make bad judgment calls when it comes to fonts, and realizing that Comic Sans just won't cut it for your corporate presentation can be a painful experience, especially when faced with the prospect of manually changing the font throughout your entire presentation. This is just bad. To quickly fix your font disaster, click Format>Replace Fonts in the menu bar. This opens the Replace Font dialog. Use the Replace drop-down menu to select the font you want to change in your document, then choose the replacement font using the With drop-down menu. Click Replace when finished and all of the selected fonts are instantly changed, then click Close.

SUPER-FAST SHAPES



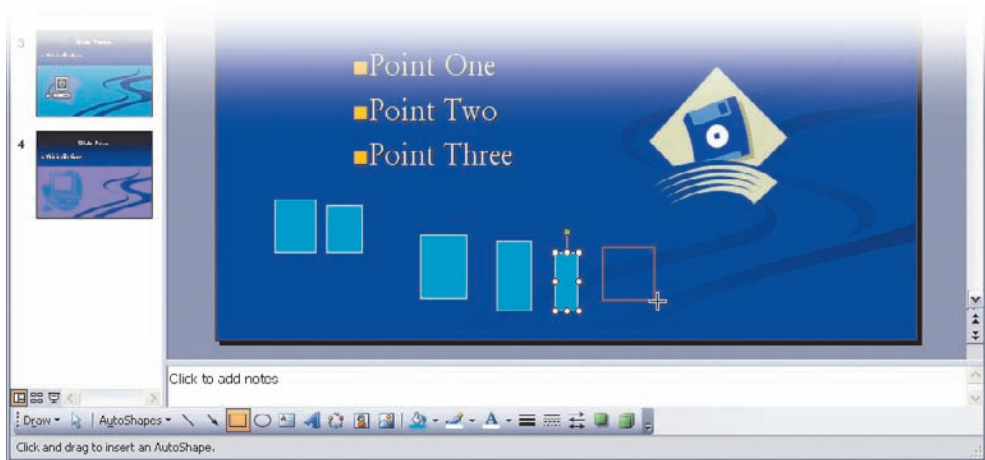
When creating shapes, most PowerPoint users draw a shape manually (using their mouse) and then use the shape's resize handles to adjust its size and positioning. Well, there's a faster way to create shapes: Press-and-hold the Control key on your keyboard, then simply click

the shape tool's button in the Drawing toolbar (I Control-clicked the Oval button). This will instantly create the shape and place it in the center of your slide. Now, go ahead and resize and reposition your shape.



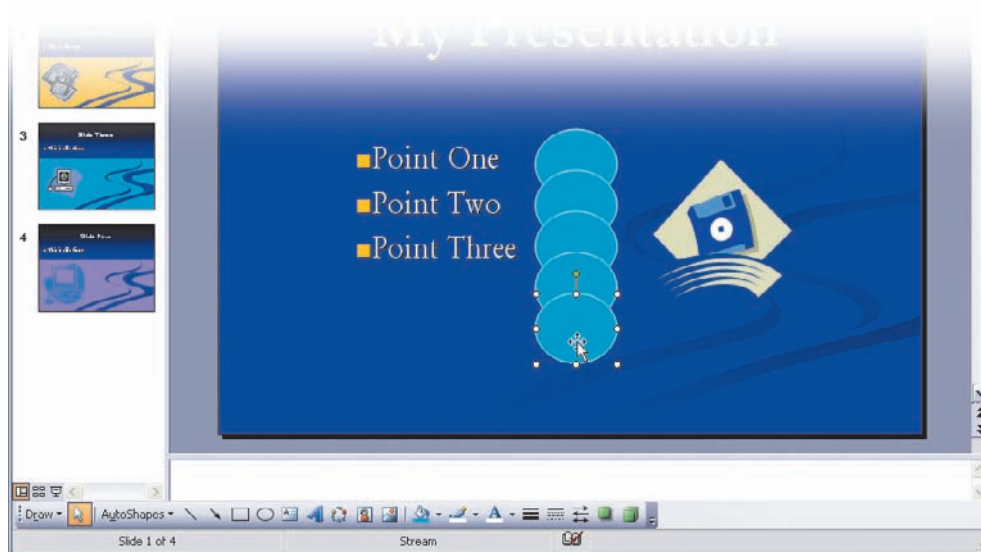
MORE AND MORE SHAPES MADE EASY

If you need to draw the same shape multiple times, first double-click any shape's button on the Drawing toolbar before you begin (I chose the Rectangle tool in this example). Double-clicking the button will leave it active, meaning that you can continue to draw using that shape until your hand cramps up and you black out from exhaustion. When you come to, click the shape button once more to deactivate it.



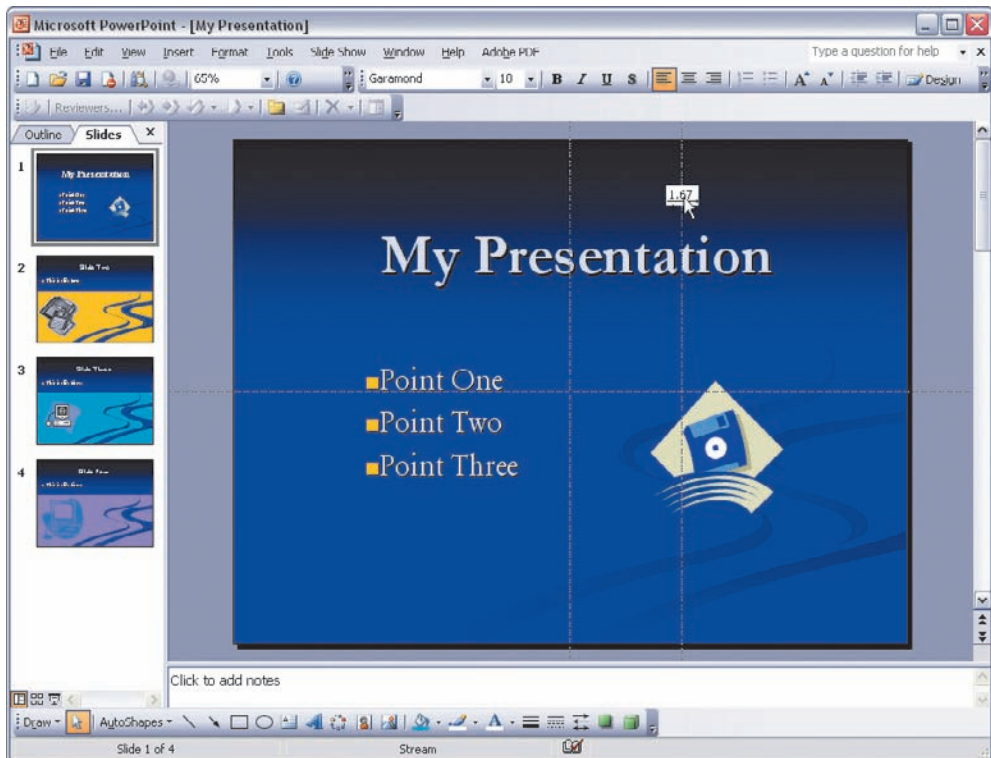
 **PERFECTLY SPACED SHAPES**

Spacing shapes evenly can be a pretty tricky proposition. I once had 15 objects to line up—it took me three hours and a shot of Demerol and they still weren't quite right. So, I took some more Demerol, shut down my computer, and became a pharmaceutical salesman (kidding). Actually, I found a better way to line up my shapes. Click any shape tool and draw your shape, then press Control-D on your keyboard to duplicate the shape. Drag the duplicated shape to the exact spacing for your additional shapes, then press Control-D again and again to space them exactly the same distance apart.



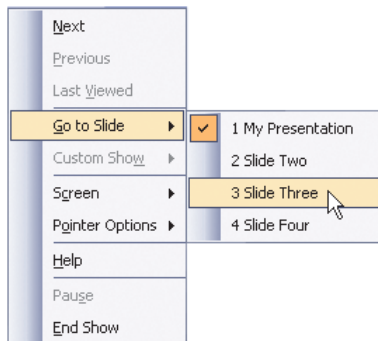
GIVE ME MORE GUIDES

When creating presentations, I use several guides to help lay out my slide's objects. You can view guides by pressing Control-G on your keyboard while you're in Normal view (View>Normal). Next, check "Display drawing guides on screen" in the Grid and Guides dialog, and uncheck any Snap To or Grid Settings options if you don't want to display a grid, then click OK. This will display two intersecting guides on your slides, which is great, but I need more. To create additional guides, press-and-hold the Control key on your keyboard while dragging an existing guide. Release your mouse button to drop the new guide into place. Repeat this to create as many guides as you want. To delete a guide, drag-and-drop it off any edge of your slide.




PICTURE THIS!


Pictures say a lot, and if you want to say a whole lot, then use one as the background for your entire presentation or individual slides. Here's how: Right-click any blank space on a slide and click Background in the shortcut menu. Next, click the drop-down menu under Background Fill and click Fill Effects. Then click the Picture tab in the Fill Effects dialog and click the Select Picture button. Browse your hard drive to locate your picture, click Insert, and then click OK in the Fill Effects dialog. Now, in the Background dialog, click Apply to All to apply the picture to every slide in your presentation or click Apply to affect only the slide you're currently working on.

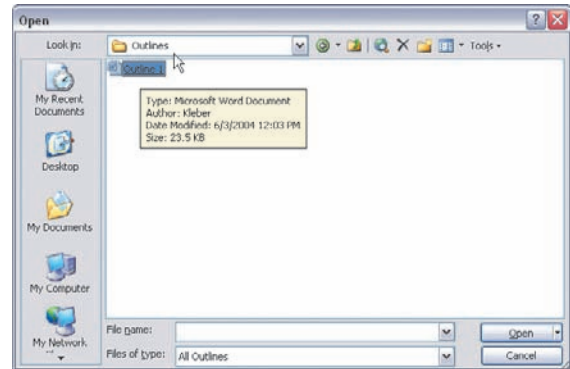

OPTIONS ARE GREAT!


I'm an options kind of guy... I need 'em and lots of 'em, because I'm never completely sure what I'm doing. I found a great option in PowerPoint that adds real flexibility when designing presentations. Try this: View your presentation in Slide Show view by clicking View>Slide Show in the menu bar or simply press F5 on your keyboard. Next, right-click anywhere on the current slide and check out all of the great options available in the shortcut menu. You can navigate your presentation, change the appearance of your screen, jump to different slides (as shown here), and change your mouse pointer to draw or highlight objects. I love options!



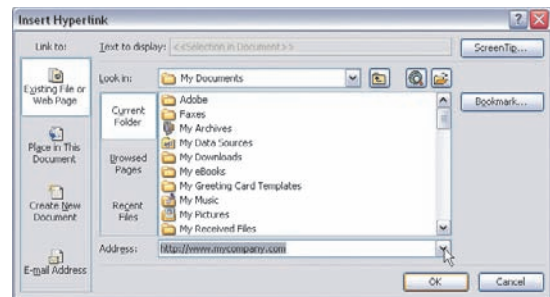
WORD PRESENTATIONS?

The truly great thing about Office is how everything works so amazingly well together. For example, did you know that you could convert a Word outline into a PowerPoint presentation? Yep, you sure can. To do this, you first must have created an outline in Word using Word's headings in the Styles and Formatting task pane (see Word Help for formatting a document if you need assistance). PowerPoint interprets Word's Heading 1 paragraph style as an individual slide, Heading 2 as a top-level bullet point, and Heading 3 as a second-level bullet point. So, once you've set up your outline in Word, launch PowerPoint, click File>Open in the menu bar, and then choose All Outlines in the Files of Type drop-down menu in the Open dialog. Next, browse your hard drive for the outline you created in Word, click Open, and PowerPoint opens the outline and converts it into a presentation.



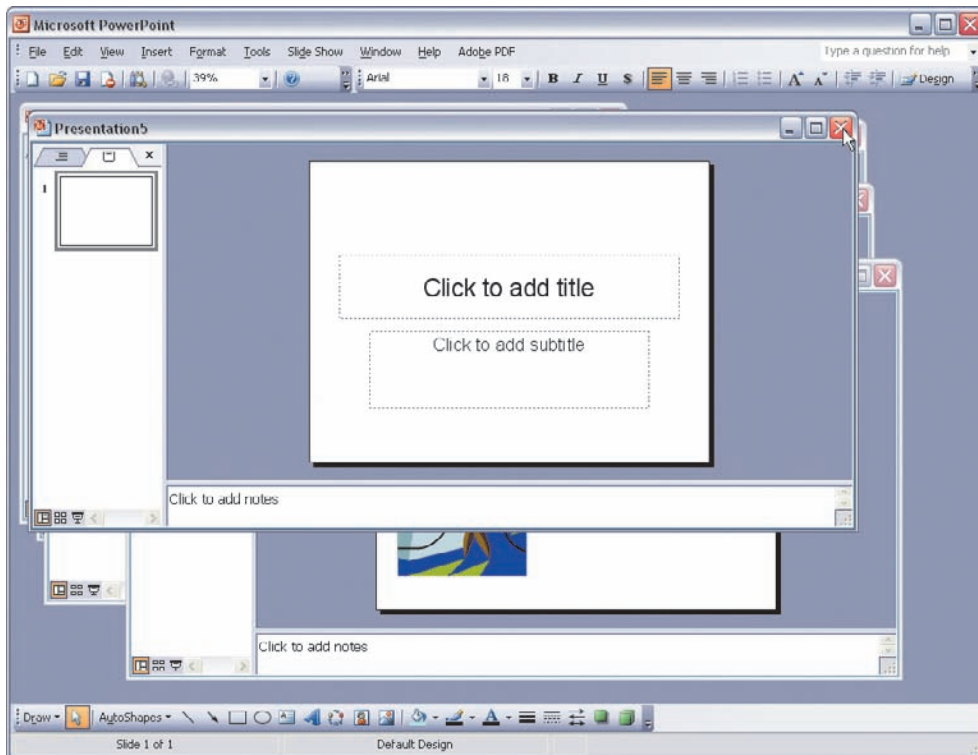
LINK 'EM

PowerPoint has the capability to create hyperlinks from just about any object to just about anything, and one great use for this is to launch a webpage during your presentation. Here's an example: You're giving a presentation and at a certain point you'd like to open your Web browser (this requires an active Internet connection) to visit your corporate website, provide additional information, or to highlight services. Just select the text or object that you want to link from and press Control-K to open the Insert Hyperlink dialog. Next, type the URL in the Address field at the bottom of the dialog and click OK. You can test your hyperlink in Slide Show view by pressing F5 on the keyboard. Now, click the hyperlink to launch your Web browser, which will launch your website.



 **SIZE DOWN**

By default, if you open multiple presentations, they're displayed in Normal view, one on top of the other, forcing you to close each presentation to view the others—that bites! I want to view all of my open presentations at once...and you can. Here's how: First, open several presentations (File>Open), then press Control-F5 on your keyboard. This sizes down all of your presentations within the PowerPoint window. Now maximize any presentation you want. Repeat this keyboard shortcut to quickly minimize any open presentation.



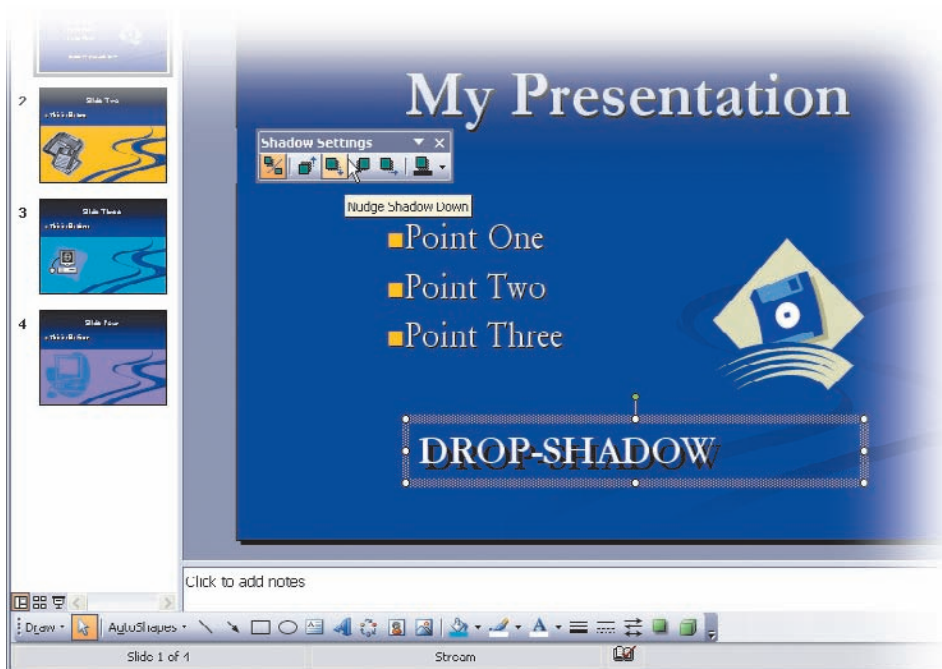
TAKE A PICTURE

Here's a really slick trick for saving an entire slide as a graphic. It's great for when you need to create screen shots of your presentations to use on the Web. First, switch your view to Notes Page by clicking View>Notes Page in the menu bar, then right-click anywhere on the slide and click Copy in the shortcut menu. Now switch back to Normal view (View>Normal), right-click anywhere on a slide, and click Paste in the shortcut menu. Next, right-click the pasted picture and click Save as Picture in the shortcut menu. Using the Save as Picture dialog, select a location to save the picture on your hard drive and select your image's format using the Save as Type drop-down menu (e.g., JPEG or GIF for the Web), then click Save.



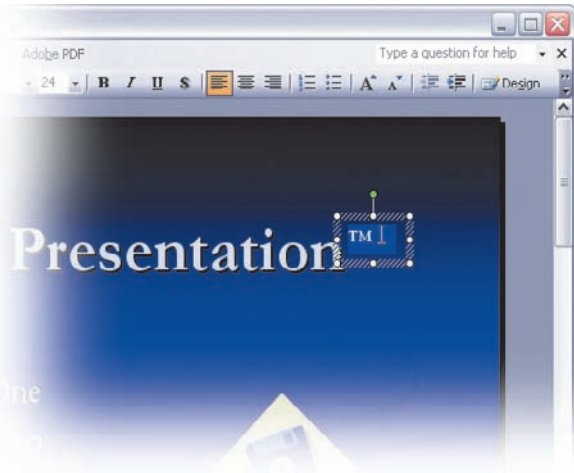
 **CONTROL THE SHADOWS**

Shadowed text just looks cool! I personally think all text should have a drop shadow, but that's just me. Unfortunately, PowerPoint's default text shadowing isn't great, but that doesn't mean you shouldn't use drop shadows for your text—you just have to find a better way. To apply drop shadows to text, never use the text shadow formatting command. Instead, do this: Select the text you'd like to add a drop shadow to, click the Shadow Style button on the Drawing toolbar, then click Shadow Settings to display the Shadow Settings toolbar, and click any Nudge Shadow button to create a drop shadow for your text. Now you have complete control over your drop shadow: You can move the shadow in any direction by clicking the Nudge Shadow buttons or give it any color you like by pressing the Shadow Color button in the Shadow Settings toolbar.



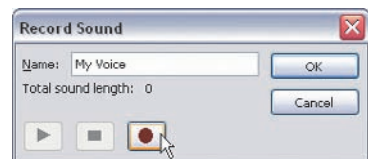
SUPER-FAST SYMBOLS

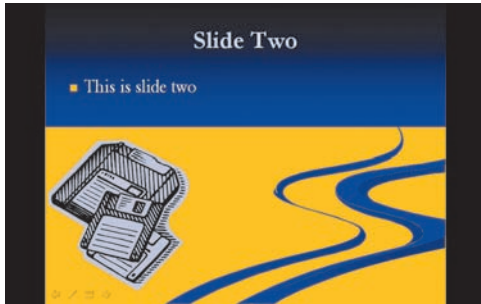
There are three characters that you're going to use repeatedly in presentations, especially when giving corporate presentations: They're the ©, ™, and ® symbols. Fortunately, there are quick keyboard shortcuts for inserting each of them. Next time you need to use one of these symbols, try these shortcuts: Type "(c)" for ©, "(tm)" for ™, and "(r)" for ® (all without the quote marks). PowerPoint will immediately replace the text with the symbols.



KIOSK COOL

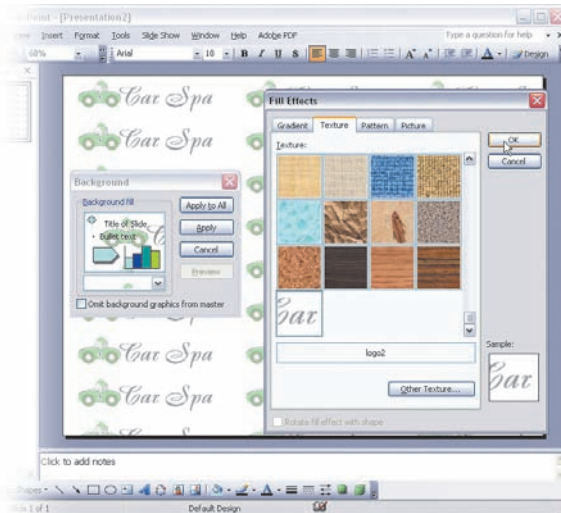
Presentations don't have to always be in person. You can create a self-running presentation, complete with voice recordings—ideal for kiosk presentations. To add voice recordings to your presentation, select the slide to which you want to add voice recordings, then click Insert>Movies and Sounds>Record Sound in the menu bar. Name your recording in the Name field, then click the Record button (the button with a red circle) in the Record Sound dialog. When finished, click the Stop button, then click OK. A small speaker icon will appear on your slide. To preview your recording, double-click the speaker icon on the slide in Normal view (View>Normal) or right-click the icon for more options.




MIX IT UP


If you're giving a presentation and need to skip ahead to a slide or jump back to a previous slide, this is how to do it—all the while looking like a PowerPoint pro: While you're in Slide Show view (press F5), type the number of the slide that you want to open (making sure that the Number Lock key is on), then press Enter on your keyboard. This opens the slide, making you look magical and even a little better looking. You can of course always right-click

any slide during a presentation and click Go to Slide and select your slide's number on the shortcut menu, but that won't look magical or better looking at all.


CAN'T MISS THAT LOGO


If you want people to remember your company logo, put it where they can't miss it: Tile it on the background of your presentation. To do this, right-click your slide and click Background on the shortcut menu, then click the drop-down menu under Background Fill and click Fill Effects. Next, click the Texture tab on the Fill Effects dialog and click Other Texture. Now browse your hard drive for your logo, click Insert, and then OK on the Fill Effects dialog. Now, click Apply to All to tile your logo on every slide in your presentation or click Apply to add your logo to the current slide only. Now that's a hard-to-miss logo.



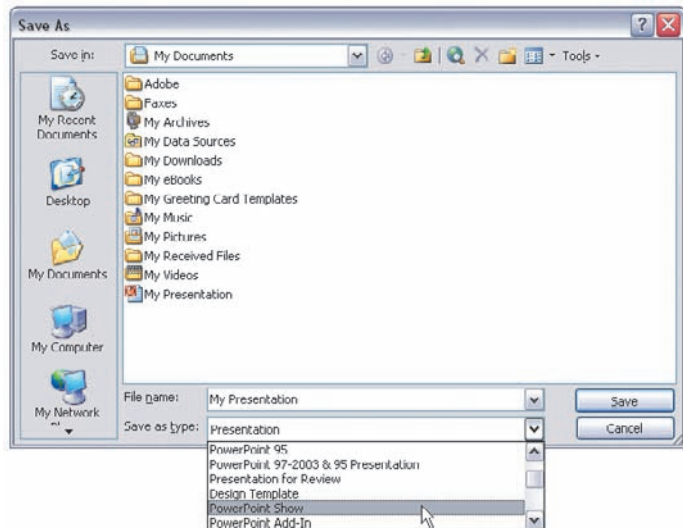
IT'S GOOD TO TAKE NOTES

When giving an informational presentation, you may find it useful to provide handouts for note-taking. While you can create handouts (aka: speaker's notes) in PowerPoint, there's a better option: Export your handouts to Word, which gives you greater control of the handout's formatting and design. To do this, open the PowerPoint presentation for which you want to create handouts, then click File>Send To>Microsoft Office Word. Select the page layout for your notes ("Blank lines next to slides" works best for note-taking), then click OK in the dialog. Word will launch, showing your slides in tables, which you can quickly edit and print (File>Print).



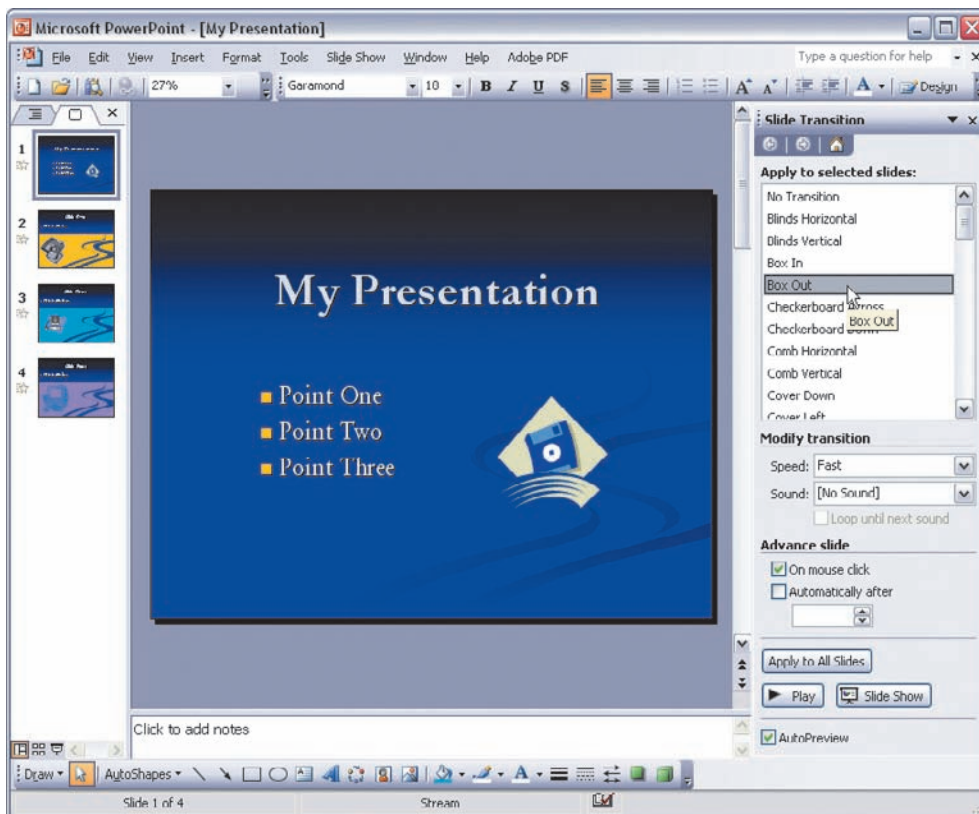
GIDDYAP

You can save a PowerPoint presentation so that it starts automatically when opened, bypassing the program window. This only works when you haven't launched PowerPoint yet. First, save your presentation as a PowerPoint Show (.pps). Click File>Save As in the menu bar, select PowerPoint Show from the Save as Type drop-down menu on the Save As dialog, and then click Save. Now, whenever you double-click the document's icon to open the presentation, it will automatically launch PowerPoint and begin to play.



DON'T JUST FLIP, TRANSITION

Don't just flip slides, add a little flair to your presentations with transitions. To add a transition to any slide, make sure you're in Normal view (View>Normal), then right-click a slide in the Slides tab, and click Slide Transition in the shortcut menu. This opens the Slide Transition task pane. Next, choose a transition from the list. Select the transition's speed (how quickly it displays) by using the Speed drop-down menu, then select any sound to accompany the transition in the Sound drop-down menu. To apply the transition to just the selected slide, simply close the Slide Transition task pane; to apply the transition to all slides, click the Apply to All Slides button. Click the Play button to preview your transitions.



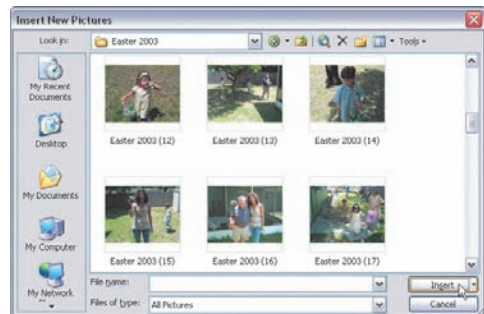
PIXEL PUSHING

Do you need to move your object a single pixel or just 1/12th of an inch? When you need to be exact, you need to be exact, and when you need to be that exact, remember this: By default, you can nudge your objects 1/12th of an inch—with or without the rulers visible (View>Ruler)—by using the arrow keys on your keyboard. But if you live in a pixel world, press-and-hold the Control key, then press the Left or Right Arrow keys to move your object a single pixel in either direction (as I did here with the computer logo).



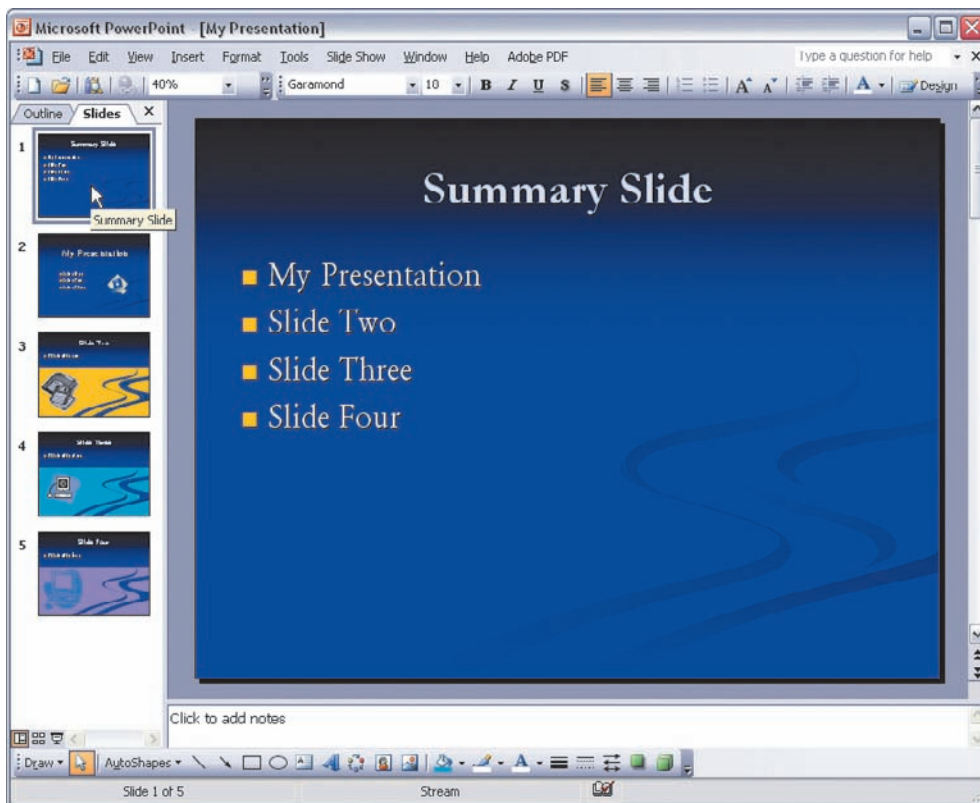
POWER ALBUMS

PowerPoint is perfect for sharing your digital photo albums. What, you haven't used PowerPoint to create digital photo albums and then sent them to your family and friends? I'm shocked! Well, you will now, once you learn how to do it. Click Insert>Picture>New Photo Album in the menu bar, which opens the Photo Album dialog. Next, click File/Disk to browse your hard drive or click Scanner/Camera to import your pictures from a digital camera or scanner. Continue to click File/Disk to insert all of your images, then choose your album layout options from the Picture Layout drop-down menu, and click Create when finished. PowerPoint creates your photo album and lays it out in a new presentation window. To update your album, click Format>Photo Album in the menu bar.



 **SUMMARY SLIDE**

To create a summary slide of your PowerPoint presentation, Control-click to select the slides in the Slides pane that you want to include in your summary, then press Alt-Shift-S on your keyboard. This will create a summary slide and place it at the top of the slide order. Creating a summary slide can be used effectively to highlight topics that will be covered during your presentation or to recap your presentation at the closing.



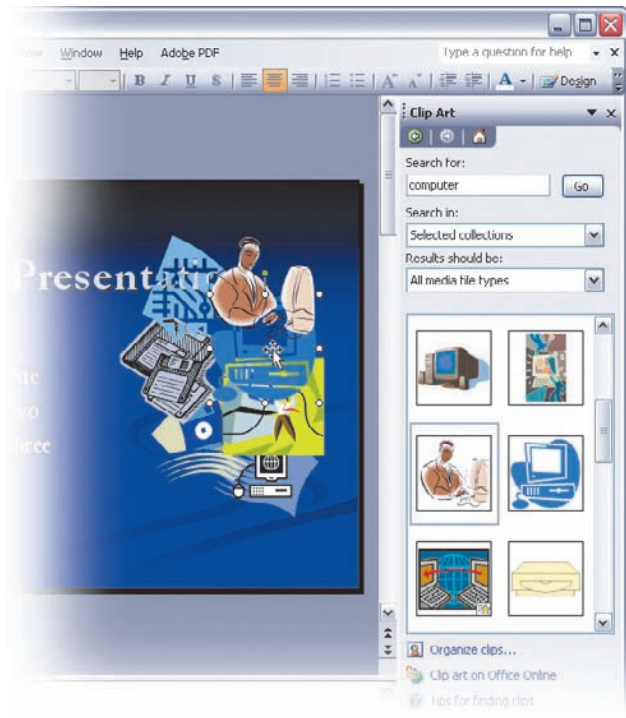
BLACKOUT

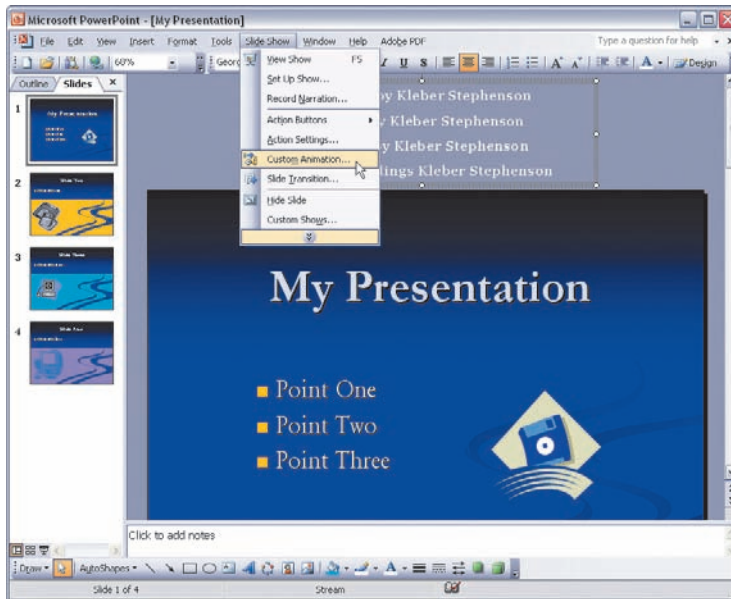
There will be times during a presentation when you'll want to "black out" your display—useful before beginning a presentation or when pausing to answer questions. To black out your display while in Slide Show view (press F5), press the "b" key on your keyboard. Press the "b" key again to show your display again.



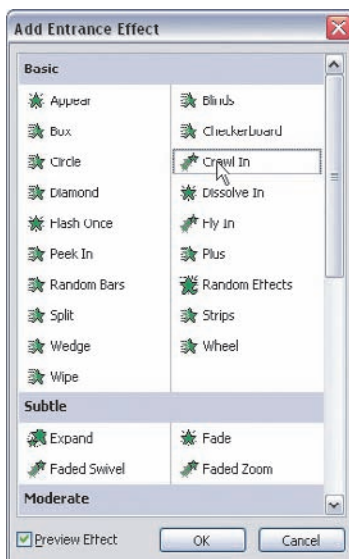
OBJECTS TOO SMALL?

We probably all have too much stress in our lives, and selecting objects in PowerPoint really shouldn't push anyone into having a psychotic episode, but trying to select small objects that are buried by a pile of other objects can just about do that. Here's a tip to help you avoid freaking out at your desk. First, press the Escape (Esc) key on your keyboard to ensure that nothing is selected. Next, repeatedly press the Tab key to jump from object to object until you've selected the freakishly small object, then press the Backspace key to delete it. You really shouldn't be using freakishly small objects anyway.



 GIVE CREDIT


Want to throw in some closing credits? Here's how: Create a text box on your final slide by selecting your slide in the Slides tab and clicking Insert>Text Box in the menu bar. Click-and-drag to create your text box and then type your credits (names and titles). Next, select the text box and drag it off the top of the slide. Now, click Slide Show>Custom Animation in the

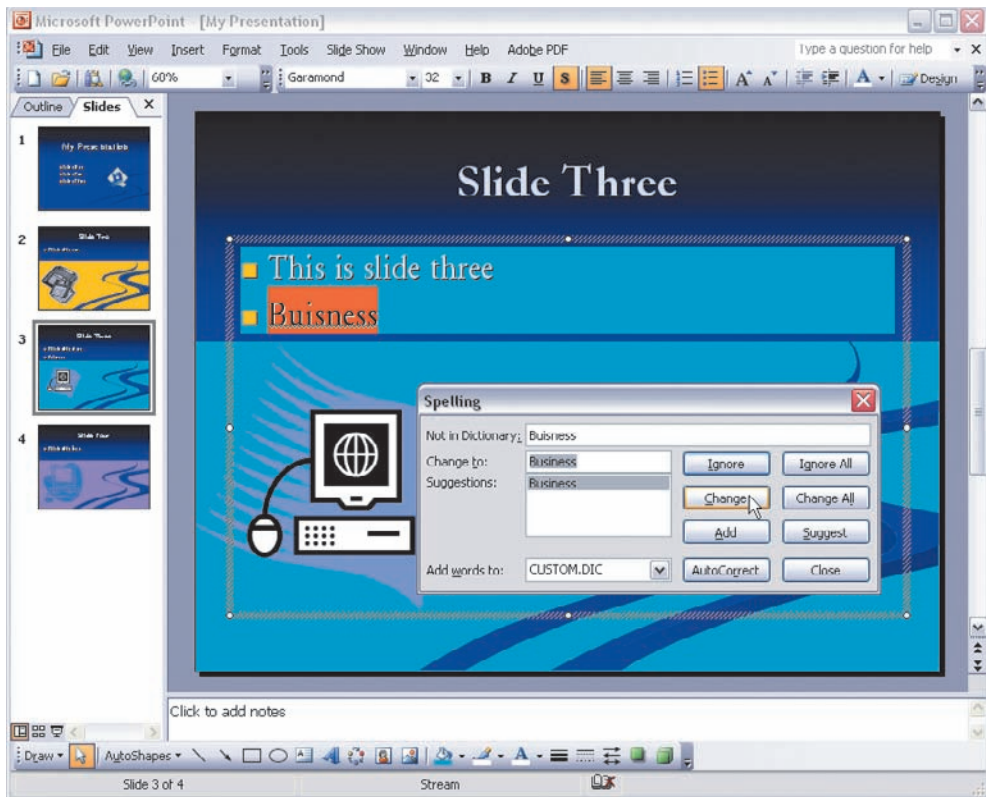


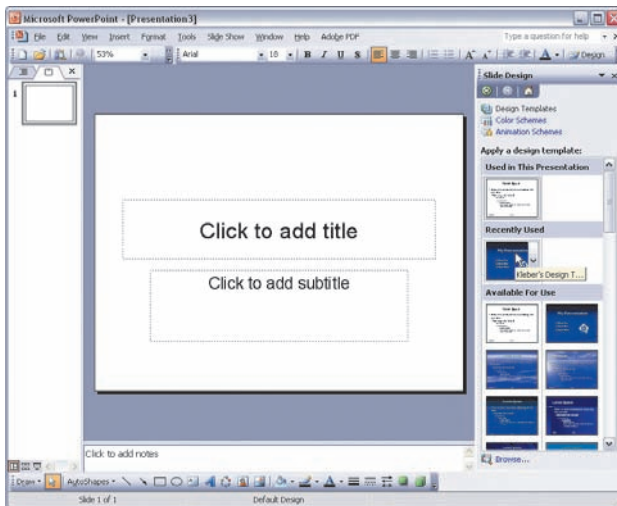
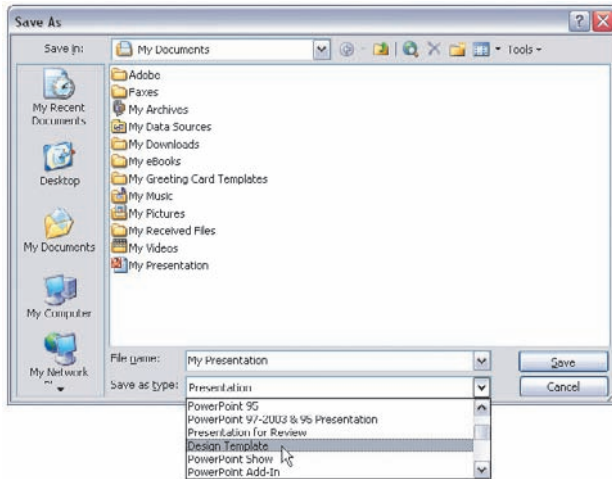
menu bar and, with the text box still selected, click the Add Effect drop-down menu in the Custom Animation task pane. Now click Entrance>More Effects and select Crawl In, then click OK. Click Play to preview your credits. To edit your effect, click the down-facing arrow next to your effect in the Custom Animation task pane and choose Effect Options in the shortcut menu. *Note:* You may need to change the color of your text to ensure that it doesn't blend in with your slide's background by selecting the text and clicking the Font Color button in the Formatting toolbar.



CAN YOU SPELL BUSINESS?

There's nothing worse than poor spelling in a presentation. Honestly, if you can't spell business, then you're probably not going to get mine. So, do yourself a favor and always check your spelling before you give a presentation. You have no excuse not to—PowerPoint makes it easy. Press F7 on the keyboard and PowerPoint will check the spelling on each slide. If any misspellings are found, PowerPoint will open the slide, launch the Spelling dialog, and highlight the incorrect text so you can fix it.



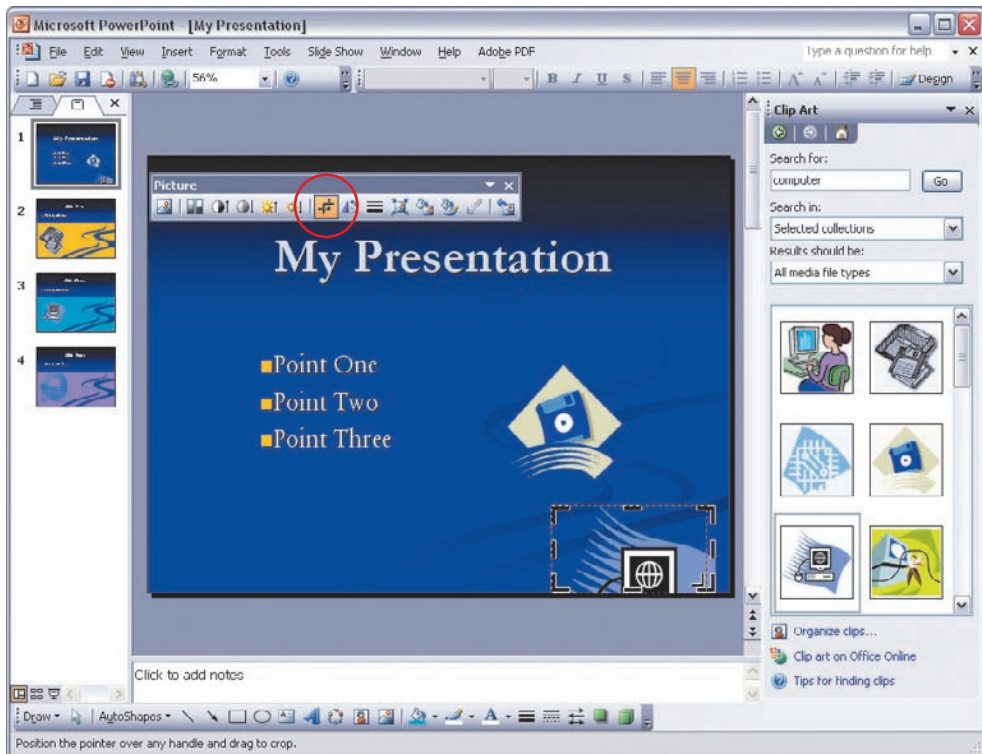

BECOME A TEMPLATE DESIGNER


Creating really good presentations takes time and effort, and once you've completed your work of art, be sure to put it to good use by making it into a design template so you can use it again. To save your presentation as a template, click File>Save As in the menu bar, select Design Template from the Save as Type drop-down menu in the Save As dialog, then click Save. To use your design template, click File>New in the menu bar, then click the From Design Template link on the New Presentation task pane. Your saved templates will appear at the top of the Available for Use category in the Slide Design task pane. Click your template icon to apply it to your new presentation. *Note:* If your design template doesn't show up in the Slide Design task pane, try re-launching PowerPoint.



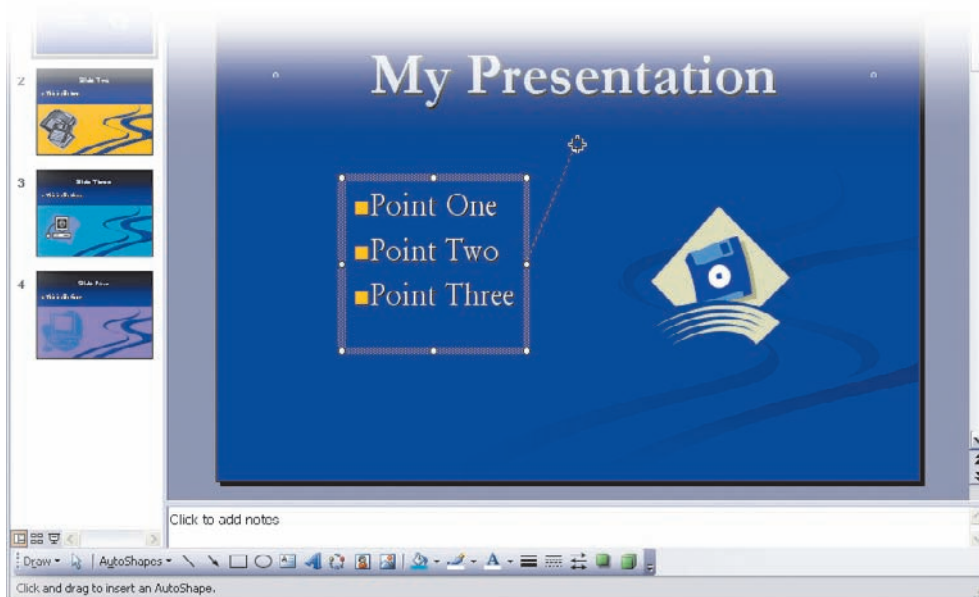
DON'T CUT, CROP INSTEAD

Sometimes the whole picture just won't do; maybe you just want to emphasize a portion of a picture. Well, you can hide a portion of a picture in PowerPoint by using the Crop tool. To crop a picture, first select the object and then click the Crop button in the Picture toolbar. (If you don't see the Picture toolbar, right-click any toolbar or menu and click Picture.) Next, click-and-drag any resize handle to crop the picture. If you crop too much of your picture, don't worry, it's not deleted. Simply drag the handle out while using the Crop tool to reveal cropped portions of the picture.



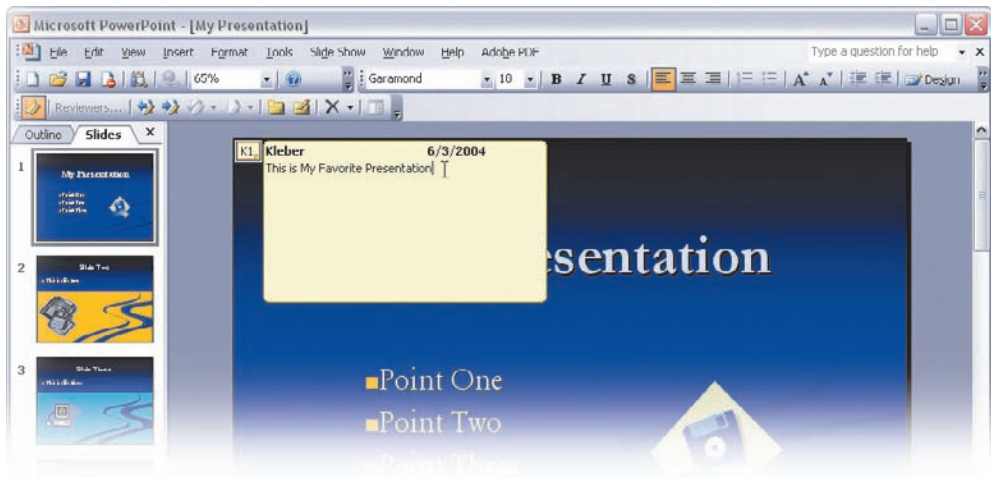
 **WE'RE CONNECTED**

When I was a kid, I loved to play connect-the-dots—actually, I rocked at connect-the-dots. If there had been a connect-the-dots circuit, I'd have a different career. Unfortunately, not everyone shares my love of dots, but I'm pretty sure there's a fellow connect-the-dotted on the Office development team, because they dedicated an entire AutoShapes collection to connecting things. If you have two or more objects that you'd like to connect in PowerPoint—such as a text box to a graphic—do this: Click AutoShapes>Connectors in the Drawing toolbar to select a style for your connector line. Next, place your mouse pointer over one of the objects and click any anchor point that you'd like to connect to. Then, move your mouse pointer to the second object and click any anchor point to create the connector line. You can customize your connector line by double-clicking on the line (avoiding the line's anchor points) to open the Format AutoShape dialog.



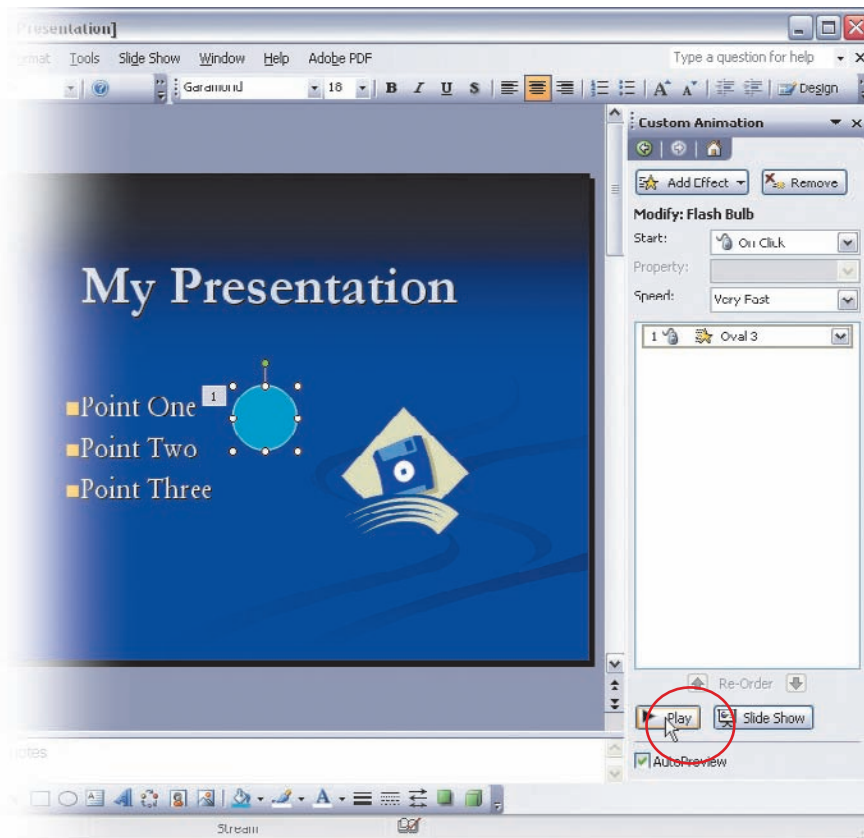
I'D LIKE TO COMMENT

Adding comments to your presentations is a perfect way to remind yourself of ideas or to offer suggestions when designing a presentation with others. To insert a comment, first make certain you're in Normal view by clicking View>Normal in the menu bar, then click Insert>Comment. This will insert a comment into your slide. Type your comments in the text box, then click anywhere outside the comment box to close it. Simply click the comment's icon to view it again. To delete a comment, right-click the comment's icon and click Delete in the shortcut menu.



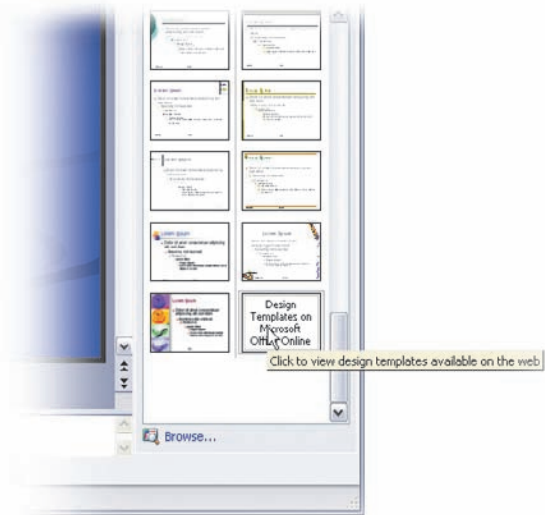
 **QUICKLY ANIMATE OBJECTS**

Adding animations to text and objects is what PowerPoint is all about. Yep, it's all about the animations. To add animations to just about anything (text blocks, graphics, shapes, etc.), first select the object, then right-click it and click Custom Animation in the shortcut menu. Now click the Add Effect drop-down menu in the Custom Animation task pane to choose an effect. PowerPoint will preview the effect when the AutoPreview checkbox is selected. When finished, click Play at the bottom of the Custom Animation task pane to preview your animation.



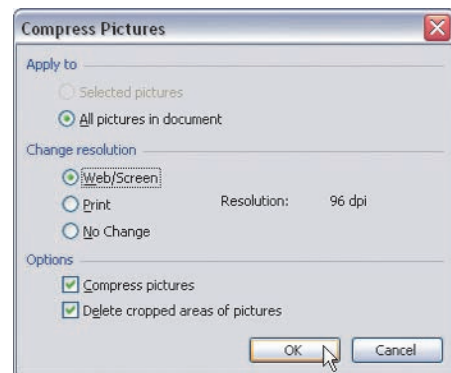
MORE TEMPLATES

About the only thing that's better than PowerPoint's design templates are more templates. And you can get a ton for free, if you know where to look. Open PowerPoint's Startup task pane by pressing Control-F1. Then click the down-facing arrow to the left of the Close button on the task pane's header and choose Site Design to display the Site Design task pane. Scroll to the bottom of the available templates and click the last thumbnail, named Design Templates on Microsoft Office Online. This will launch your Web browser and take you to PowerPoint template heaven. Go nuts, there's a ton of 'em.



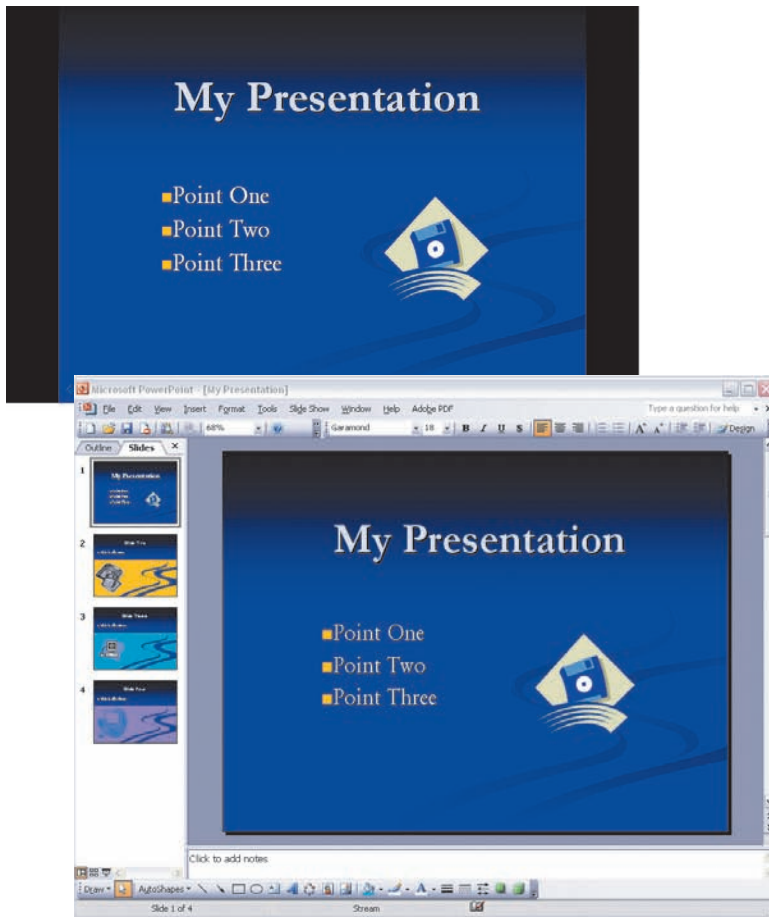
I'M COMPRESSED!

It's time to knock PowerPoint down to size—PowerPoint's graphics anyway. Graphics can really add up in a presentation, especially if you're using stock photography. And, if you're not able to save your presentation to CD because it's the size of your MP3 collection, then you may have a problem. You could try to compress your graphics one at a time, but that would take way too long. Try this instead: Right-click the Standard toolbar and click Picture to open the Picture toolbar, then click the Compress Pictures button. Select the All Pictures in Document option in the Compress Pictures dialog, choose a Resolution, and whether or not to "Delete cropped areas of pictures," then click OK. Now, you can save your presentation to a disc. *Note:* This may alter the way graphics print or look onscreen.



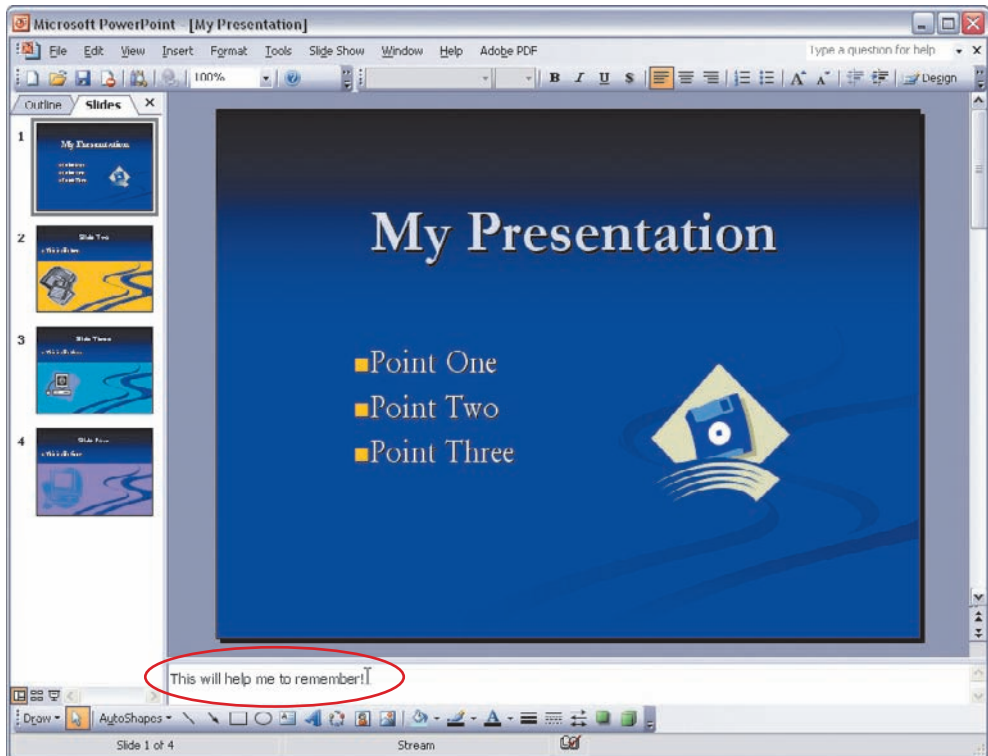
 **PREVIEW AND EDIT**

Viewing your presentation in Slide Show view has its limitations—most obviously, you can't edit your presentation. Unless of course you know this trick: Press-and-hold the Control key on your keyboard and click View>Slide Show in the menu bar. This opens a mini preview window. Now you can compare your presentation in Slide Show view and Normal view (although you may have to adjust your PowerPoint window to see both views, as I did here). Make any changes to your presentation in Normal view while you're viewing the presentation in Slide Show view. To close the mini Slide Show view, click on it to make it active and press the Escape key. Pretty cool!



QUICK NOTES

I typically take a lot of notes, simply because I can't remember anything. Hold on, what was I writing about?...see, it's bad. Fortunately, PowerPoint comes to the rescue for all of us memory-challenged folks. As I'm designing a slide for a presentation, I may have several great ideas (and even more bad ones) that I want to share, or I may want to record some comments (called speaker notes) to help during my presentation. To save your ideas and comments for any particular slide, type them into the Notes pane located directly beneath your slide in Normal view (View>Normal). This is your notes page. If you need more room for your notes, place your cursor over the divider bar until the cursor changes to the horizontal move tool and just drag the bar upward to expand the Notes pane. Now you won't forget a thing, I think...I can't remember.



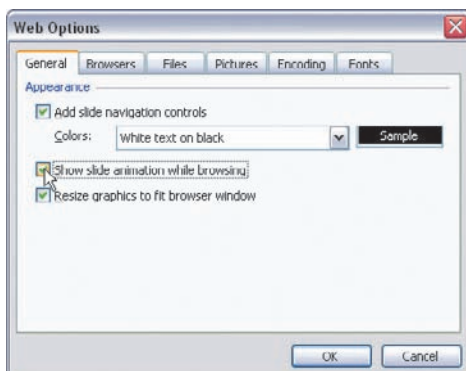
CUSTOMIZE YOUR CUSTOMERS



You've created the perfect presentation, worked weeks on getting it just right, and now you just have to figure out how to make it work for all of your potential customers. Well, you don't have to create a new presentation for each customer; create a custom show instead. Open your presentation, then click Slide Show>Custom Shows in the menu bar. Next, click the New button in the Custom Shows dialog, name your custom show, then select which slides to add by selecting them in

the left column and clicking Add in the Define Custom Show dialog. When finished, click OK, then click the Show button to see what your presentation will look like. Use the Custom Show feature to create as many variations of your presentation as you want. When you're ready to use your custom shows, click Slide Show>Custom Show in the menu bar, click a saved custom show in the dialog, and then click the Show button.

DON'T HAVE TRANSITIONS FOR THE WEB?

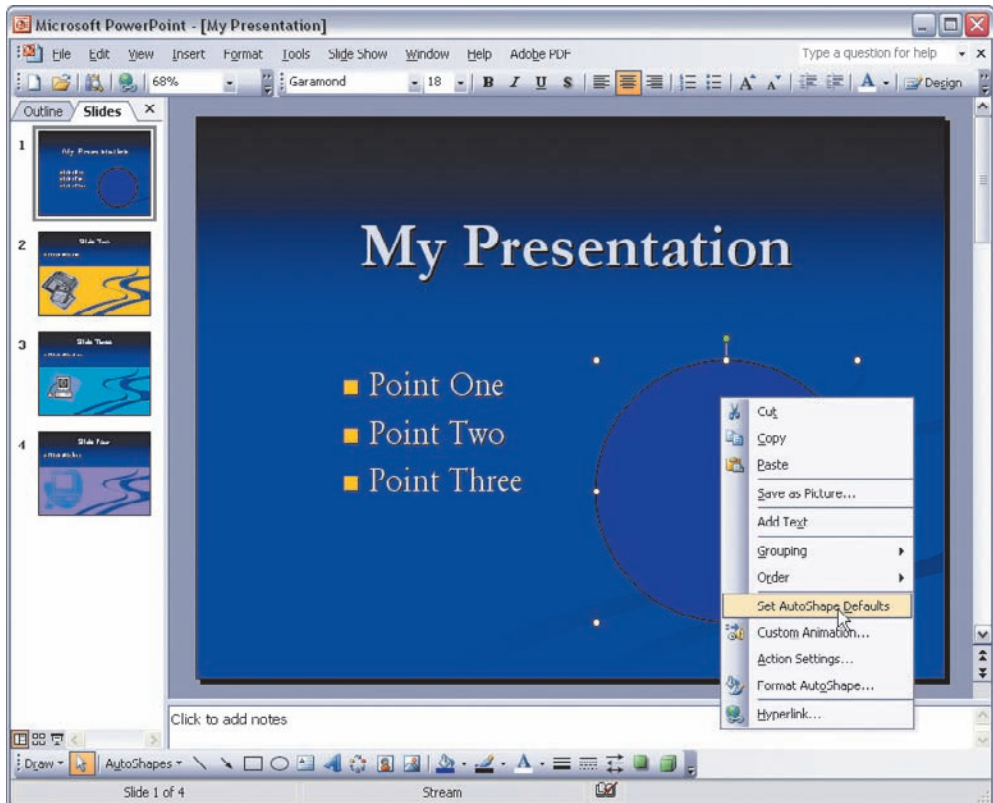


Transitions and animations are really cool, but if you've ever saved a presentation for the Web, you might have noticed that your transitions and animations weren't included. For whatever reason, you've got to tell PowerPoint to include these when saving for the Web. Here's how: Click Tools>Options in the menu bar, then click the General tab in the Options dialog. Next, click Web Options and in the dialog, check "Show slide animation while browsing." Now when you save your presentation for the Web (File>Save As Web Page), your transitions and animations will be included.



QUICK DEFAULTS

PowerPoint's default colors for shapes just don't work. Have you ever seen the default light-blue shapes in any PowerPoint presentation? Probably not. To avoid the light-blue blues, create a shape (I used the Oval tool from the Drawing toolbar), then click the down-facing arrow next to the Fill Color button, and change its stroke color by clicking the down-facing arrow next to the Line Color button (both found in the Drawing toolbar). Next, right-click the shape and click Set AutoShape Defaults in the shortcut menu. Now anytime you draw the shape, it'll be created using your new default colors.



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