

# PowerPoint 2003 Table of Contents

1	Introduction to PowerPoint .....	5
2	Working with the Task Pane.....	6
2.1.1	Exploring the Task Panes .....	6
3	Getting Started by using the AutoContent Wizard.....	11
4	Working with the Content of Your Presentation.....	16
4.1	Using the Slide Sorter View .....	16
4.2	Displaying the Notes Page View .....	18
4.3	Navigating Among Slides.....	20
4.4	Editing or Replacing Slide Content.....	21
4.5	Importing Text from Microsoft Word .....	23
4.6	Working with Smart Tags.....	26
4.7	Using the Spell Checker .....	28
4.8	Modifying Content Format .....	30
4.9	Modifying Colour Schemes.....	33
4.10	Further Customization of the Slide Background.....	37
4.11	Adding or Changing the Slide Design Template .....	40
5	Changing Slide Layouts.....	43
5.1	Adding the Date and Time to a Slide Show.....	46
5.2	Header and Footer Function.....	47
6	Adding Pictures and Other Objects .....	50
6.1	Putting Clip Art into Your Presentation .....	50
6.2	Inserting a Digital Image .....	52
6.3	Inserting Other Graphic Objects .....	55
6.3.1	The Drawing Toolbar.....	55
6.3.2	Adding a Text Box .....	55
6.3.3	Adding a Starburst.....	57

## Table of Contents (continued)

<b>7</b>	<b>Working with Tables.....</b>	<b>61</b>
7.1	Creating a Table.....	61
7.2	Adjusting Table Borders.....	62
<b>8</b>	<b>Starting and Controlling a Slide Presentation .....</b>	<b>71</b>
8.1	Starting to Run a Slide Presentation.....	71
8.1.1	Method 1 .....	71
8.1.2	Method 2 .....	71
8.1.3	Method 3 .....	72
8.1.4	Viewing Slides in their Natural Order.....	72
8.1.5	Reversing through your Presentation .....	73
8.2	Stopping the Presentation.....	74
8.2.1	Method 1 .....	74
8.2.2	Method 2 .....	74
8.3	Adding Some Enhancements .....	75
8.3.1	Inserting Transitions.....	75
8.3.2	Adding Animations .....	77
8.4	Using Pointer and Screen Options.....	79
8.4.1	Using the Pen Tool .....	79
8.4.2	Screen Options .....	81
<b>9</b>	<b>Summary Slides and Printing Handouts .....</b>	<b>82</b>
9.1	Making a Summary Slide .....	82
9.2	Printing Slides, Handouts and Notes .....	85
9.2.1	Printing Handouts .....	86
9.2.2	Printing Notes .....	87
9.2.3	The Outline View.....	87
<b>10</b>	<b>Using Additional Slide Layouts.....</b>	<b>89</b>
10.1	Using a Chart Layout .....	89
10.2	Using the Diagram Tools.....	91
<b>11</b>	<b>Using PowerPoint to Create a Photo Album .....</b>	<b>96</b>
11.1	Using a Design Template.....	98
11.2	Adding Transitions .....	99