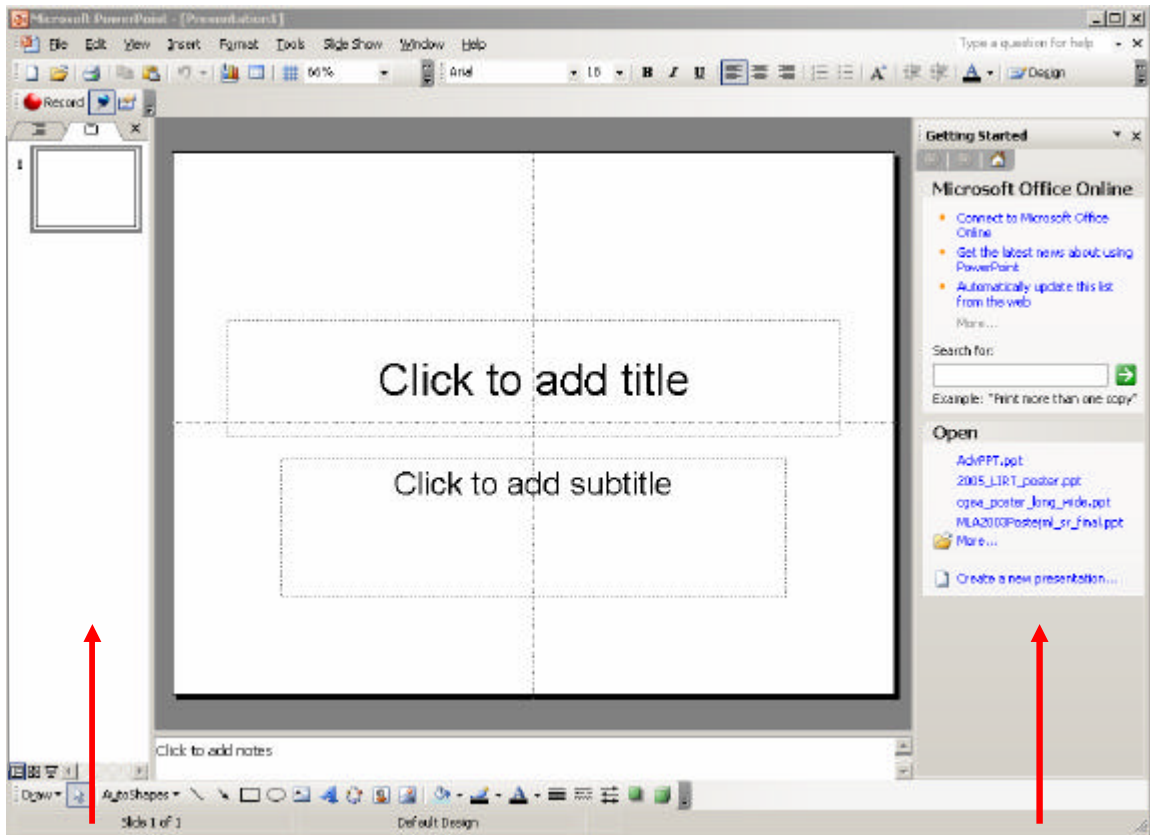


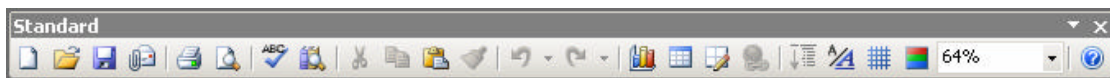
PowerPoint 2003- Slide View and Icons



**Outline or
Slides**

TASK PANE

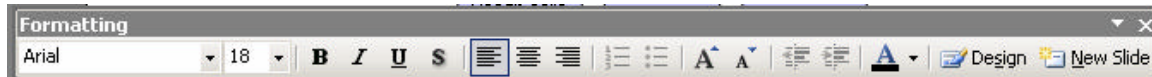
Standard Toolbar Icons



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17

1. New - open a new presentation
2. Open – open an existing presentation
3. Save – save the current presentation
4. Email as attachment
5. Print – print current presentation / Print preview
6. Spelling
7. Research
8. **Cut / Copy** – copy highlighted text or graphic / **Paste** – paste selected object
9. Format Painter – copies format of a selection to another object
10. Undo previous action / Redo previous action
11. Insert chart / Insert table / Tables and Borders
12. Insert Hyperlink
13. Expand all
14. Show formatting
15. Show/hide grid
16. Color / gray scale
17. Zoom
18. Help

Formatting Toolbar

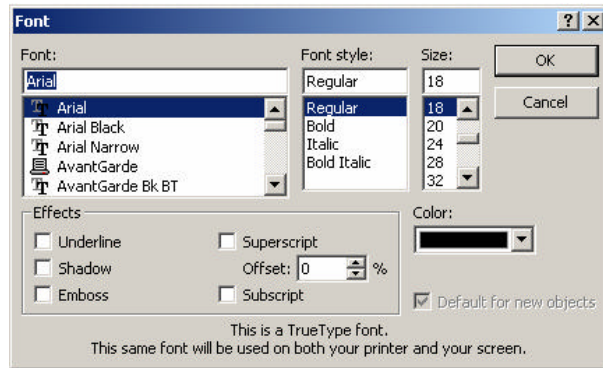


1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

- | | |
|------------------------------|---|
| 1. Font and font size | 9. Numbering on/off |
| 2. Bold text | 10. Bullets on/off |
| 3. Italics text | 11. Increase font size / Decrease font size |
| 4. Underline text | 12. Decrease indent / Increase indent |
| 5. Shadow | 13. Font color |
| 6. Align text to the left | 14. Slide design |
| 7. Center text to the center | 15. New slide |
| 8. Align text to the right | |

Path: Format > Font

- Select font, font style and size
- Select font effects
- Select superscript or subscript
- Font color



Drawing Toolbar



1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20

- | | |
|---------------------------------------|--------------------|
| 1. Draw pull-down menu | 12. Insert Picture |
| 2. Selection tool | 13. Full color |
| 3. AutoShapes pull-down menu | 14. Line color |
| 4. Line tool | 15. Font color |
| 5. Arrow tool | 16. Line style |
| 6. Rectangle/square tool | 17. Dash style |
| 7. Oval/circle tool | 18. Arrow tool |
| 8. Text box | 19. Shadow style |
| 9. Work Art | 20. 3-D style |
| 10. Insert diagram/organization chart | |
| 11. Insert clip art | |