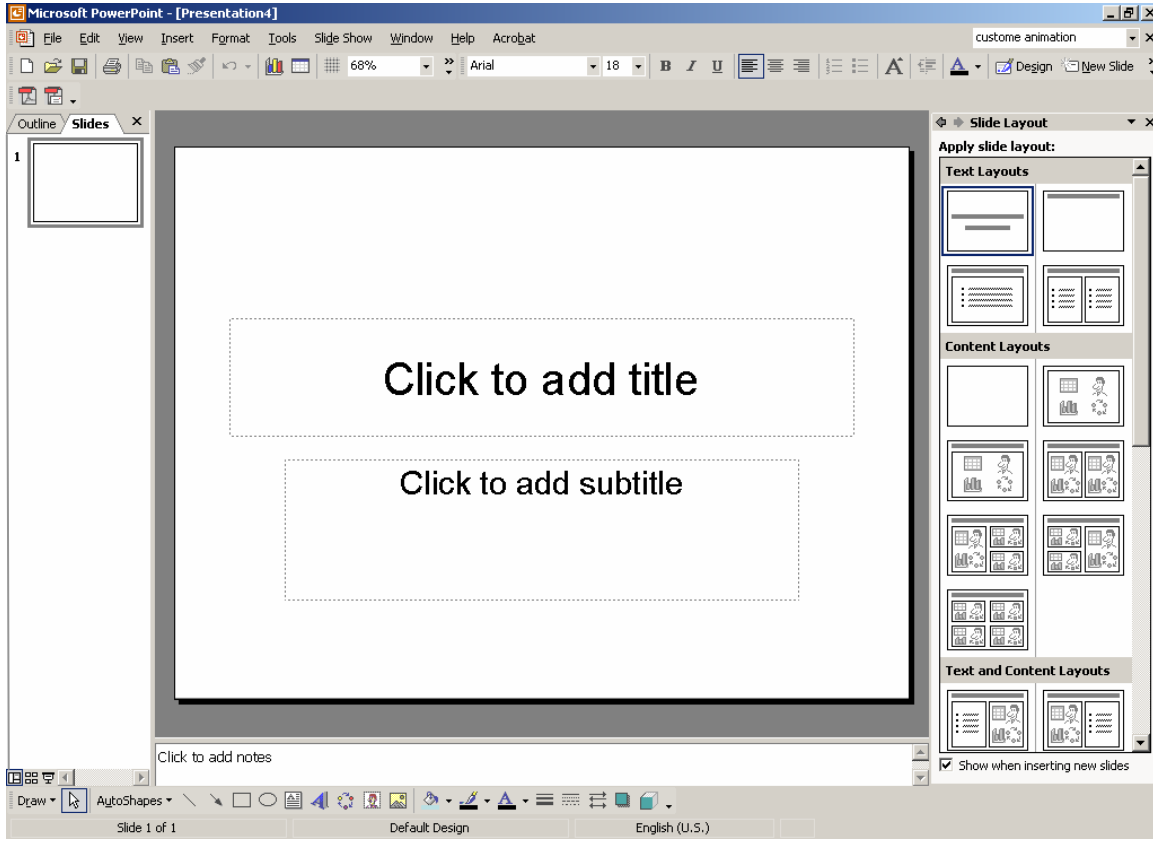


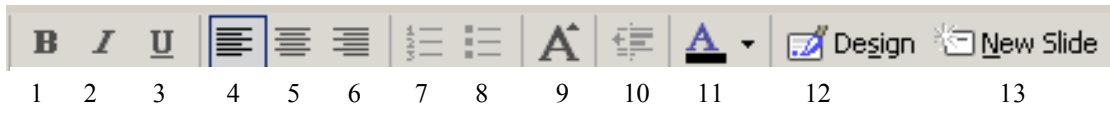
PowerPoint XP- Slide View and Icons



Standard Toolbar Icons



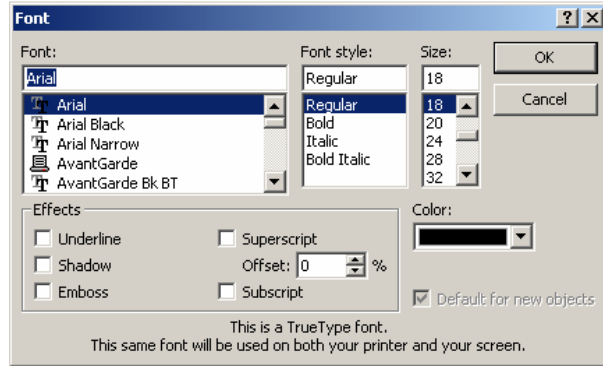
1. New - open a new presentation
2. Open – open an existing presentation
3. Save – save the current presentation
4. Print – print current presentation
5. Copy – copy highlighted text or graphic
6. Paste – paste selected object
7. Format Painter – copies format of a selection to another object
8. Undo previous action
9. Redo previous action
10. Insert chart
11. Insert table
12. Show/hide grid



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

Format Font

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



Drawing Toolbar



- | | |
|---------------------------------------|--------------------|
| 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 | |