

# Intermediate PowerPoint



*Presented by:*

*Sharper  
Training  
Solutions, Inc.  
STSICO.COM*

*Sharper Training Solutions, Inc. offers free, unlimited support by email to all participants in our computer classes. If you have any questions or problems with your computer, or any suggestions or comments on the class or this manual, please email [info@stsico.com](mailto:info@stsico.com).*

## **Award-Winning Email Newsletter**

As part of the fee paid by you and/or the organization sponsoring this program, you are entitled to a free subscription to our Computer Kindergarten Newsletter, an informative publication delivered to your email mailbox weekly. This newsletter includes articles on computer topics, the Internet, email, programs, Windows, scam and hoax warning, websites of interest and a wide variety of computer subjects.

To subscribe to the newsletter, send an email to [info@computerkindergarten.com](mailto:info@computerkindergarten.com) or visit [www.computerkindergarten.com](http://www.computerkindergarten.com). Important: You can unsubscribe from this newsletter at any time; each edition of the newsletter has instructions on how to unsubscribe. Your email address is completely confidential and will never be sold or released under any circumstances.

We would love to hear your opinion of this class. We strive for excellence in all of our classes and your feedback will help. Please email your comments and suggestions to [info@stsico.com](mailto:info@stsico.com) and include the name, date and location of the class.

*Computer Kindergarten® for Grownups™* is a registered trademark of Sharper Training Solutions, Inc.

© Sharper Training Solutions, Inc. All Rights Reserved. Under no circumstances can this manual be reproduced or used in part or whole without express written permission of Sharper Training Solutions, Inc.

**For a list of upcoming classes at local libraries and community centers, please visit:**

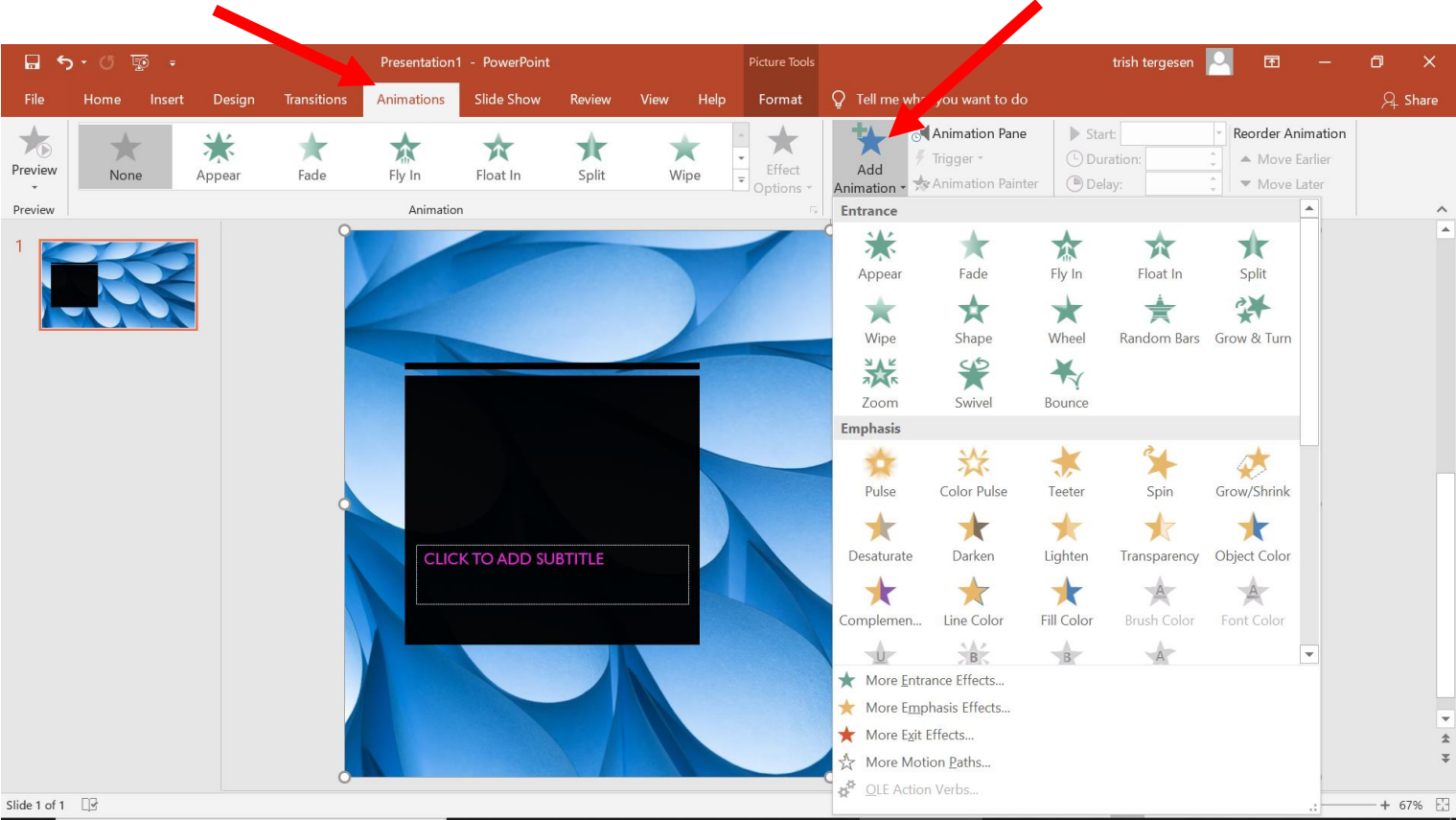
[stsico.com/upcomingclasses.html](http://stsico.com/upcomingclasses.html)

**or send a stamped, self-addressed envelope to:**

**STSI - Class Schedule,  
9 Simmons Drive, East Islip NY 11730**

Animations

Animations are the motions applied to objects on your slide, such as pictures, text and other graphic items. Select the **Animations** tab on the Ribbon and the **Custom Animations** choice from the animations group. This will open a new window on the right side of your screen that contains your animation choices.



To apply animations, select the object on your slide first, then Animations and open the drop-down list called **Add Effect** on the Custom Animation window on the right. Navigate to the desired animation and click. You can click the Slide Show button at the bottom right to view the animation in Slide Show view. To change the order in which the animations occur, click Animation Pane and use the re-order up and down arrows located at the top right of the animation window.

Slideshow View & Custom Shows

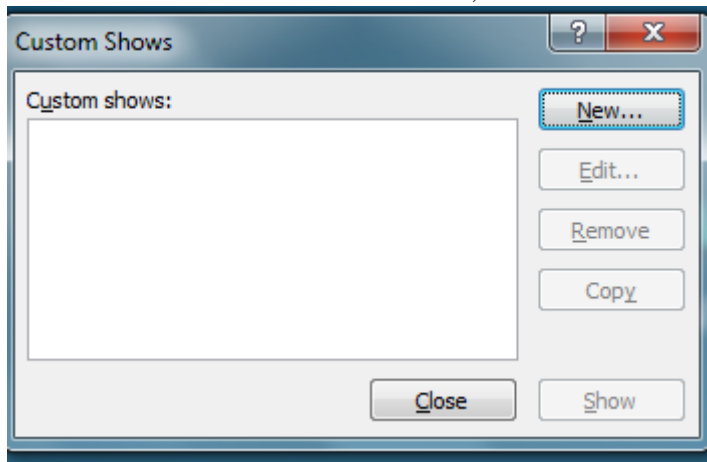
You can use the following shortcut keys while running your slide show presentation in full-screen mode. You can also right-click your mouse during a slideshow for many choices on slideshow navigations and annotations.

TO DO THIS	PRESS
Perform the next animation or advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
Perform the previous animation or return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
Go to slide <i>number</i>	<i>number</i> +ENTER
Show or hide arrow pointer	A or =
Display a black screen, or return to the slide show from a black screen	B or PERIOD
Display a white screen, or return to the slide show from a white screen	W or COMMA
Stop or restart an automatic slide show	S or PLUS SIGN
End a slide show	ESC, CTRL+BREAK, or HYPHEN
Erase on-screen annotations	E
Go to the next hidden slide	H
Use original timings while rehearsing	O
turn to the first slide	1+ENTER (or press both mouse buttons for 2 seconds)
Redisplay hidden pointer and/or change the pointer to a pen	CTRL+P
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Hide the pointer and navigation button immediately	CTRL+H
Show or hide ink markup	CTRL+M

## Custom Slide Shows

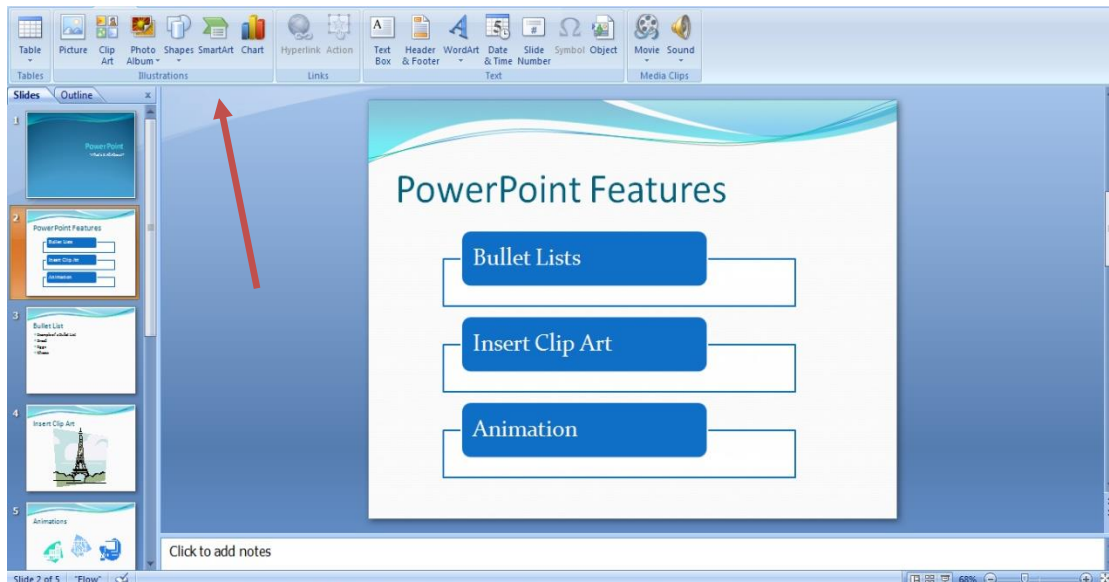
By creating custom shows, you can adapt a single presentation for a variety of audiences. You may have 100 slides in your slide show but only want to use 30 slides for your audience on Monday and 50 slides for your audience on Tuesday. With Custom Shows you can create slideshows for all audiences.

From the Slide Show tab on the Ribbon, select Custom Slideshow, Custom Shows. The dialog box on the left will appear. Select the **New** button to create a new custom show. New dialog box will appear where you can name your show. Under **Slides in presentation**, click the slides that you want to include in the custom show, then click **Add**. When complete click OK. To run your custom show, click the drop down arrow on the Custom Slideshow choice on the ribbon and click the custom show name.

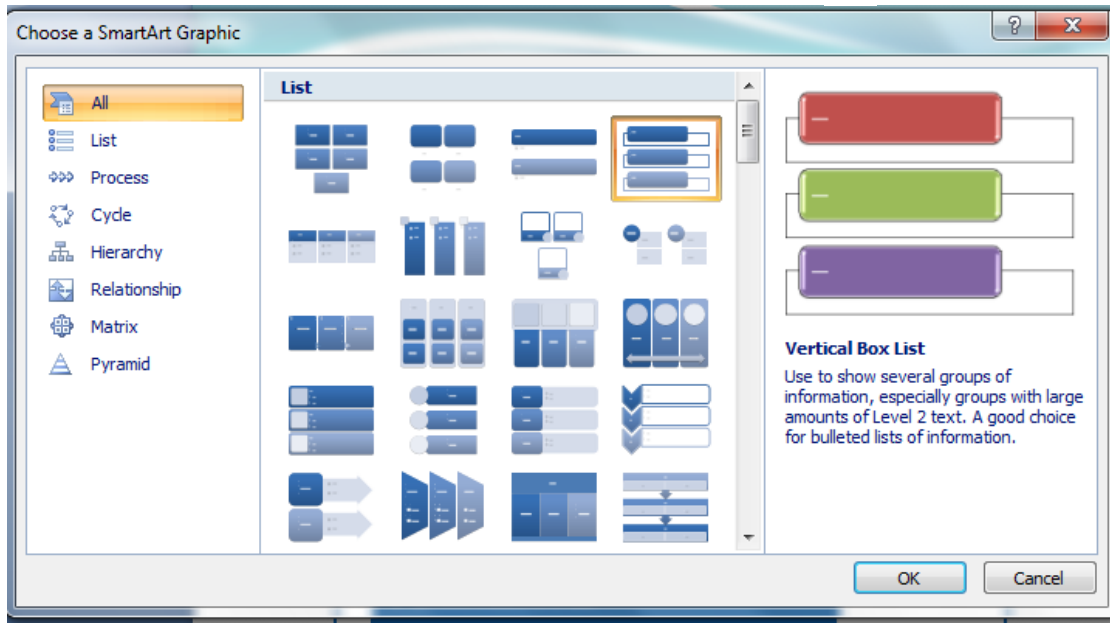


## SmartArt

SmartArt graphics add color, shape, and emphasis to your text and data. You can create SmartArt graphics by choosing from among many different layouts quickly. Select the **Insert** tab on the Ribbon and **SmartArt** from the **Illustrations** group.



Vertical choices such as Vertical Box List can add visual interest to a Bullet list. Change your mind about a SmartArt style? No problem..... Select the SmartArt item, select the **Design** tab on the Ribbon then choose a different style from the **Layouts** group.



## Print What

### To Print:

- 1) Click on the File Tab
- 2) Click on Print

Under **Print what**: click on the drop-down arrow and select one of the options to print

- ☐ Slides - prints each slide separately
- ☐ Handouts - prints multiple slides per page. Change the number of slides to print per page under Handouts.
- ☐ Notes Pages - prints the slide and the notes that pertain to that slide
- ☐ Outline View - prints the text of the presentation. However your presentation appears under the Outline tab is how it will print.