

## PowerPoint 97 Presentation Graphics

Describe the PowerPoint window.

Start a new PowerPoint document. Use AutoContent Wizard.

Design template.

Color scheme. Custom color for background.

File properties.

Save the presentation.

Slide view, outline view, note view, slide sorter view.

Insert slide. Change order of slides.

Increase font size to 22 points or larger for text in Note View.

Create a title slide.

Change font size and face.

Add a new slide.

Use bullets.

Promote and demote bullets.

Header and footer for slides. Slide number, name, date.

Header and footer for notes and handouts. Name, date.

Set up show, continuous looping until escape.

Check visual clarity, spelling, etc. Style checker runs automatically. The Office Assistant must be turned on. Click the light bulb to learn suggestions.

Slide Show | Hide Slide. Slide will only appear when H is pressed during slide show while on the previous slide. This is used for supplemental information in anticipation of questions from the audience.

Slide transition effects.

Custom Animation: for entry of bullets, sound. Specify time when animation starts.

Run slide show.

Print black and white hardcopy.

Print just selected slides.

Use on-line Help.