


Using Computers

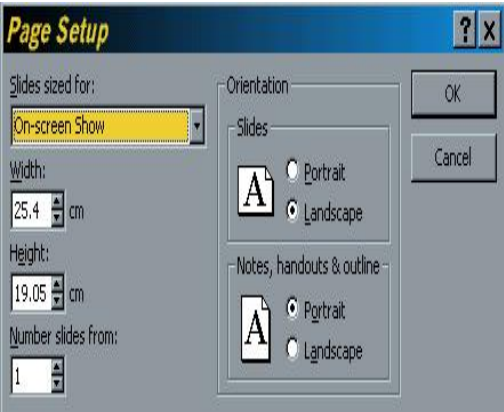
PowerPoint Module

Task 8

Useful information

Below are some additional information that you may find useful when working with Word. Please feel free to add your findings to the list. Show and tell others in the group your findings and how it could benefit them.

Create a new document	File - New - Blank Presentation
Saving a document	File - Save As - Check against Save In it says '3 ½ floppy (A)' - enter File name - Save
Closing a document	File - Close
Splitting a toolbar	Hover between the >> symbol and the Font box until you see a cross with arrow heads . Left click and keep finger down - drag mouse slightly downwards
Retrieving a toolbar	Right click on format - ticks should be next to standard and formatting
Undo and redo icon 	<p>If you have pressed a wrong key or entered something by accident and not sure of how you got it. Don't panic. PowerPoint allows you to undo the most recent action.</p> <p>To undo an action - click the Undo button the toolbar or choose Edit - Undo. To view the list of recent actions that you can undo, click the arrow to the right of the button.</p> <p>If you click the undo icon to far, you can click the redo icon to the right of undo.</p>

<p>Changing a slide setup</p> 	<p>You can alter your PowerPoint slides on screen as well as on paper. Choose File - Page Setup to display the dialog box. Click the appropriate places to make the change and then OK.</p>
<p>Slide Master</p>	<p>This stores all the default attributes that you wish to apply to new slides, including text formatting and position, background and standard graphics i.e. logos.</p> <p>To select the Slide Master - Choose View from the toolbar - Master - Slide Master. Insert the required information.</p>