

Useful Tools

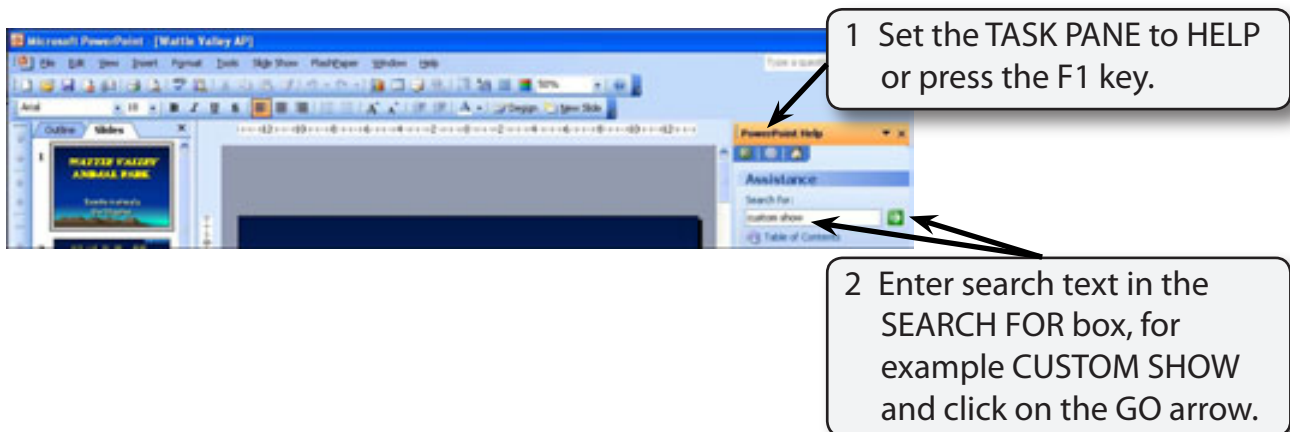
To complete your learning of PowerPoint you will look at some useful tools that the program offers. These include help features, creating summary slides, automatically checking presentations and the AutoContent Wizard.

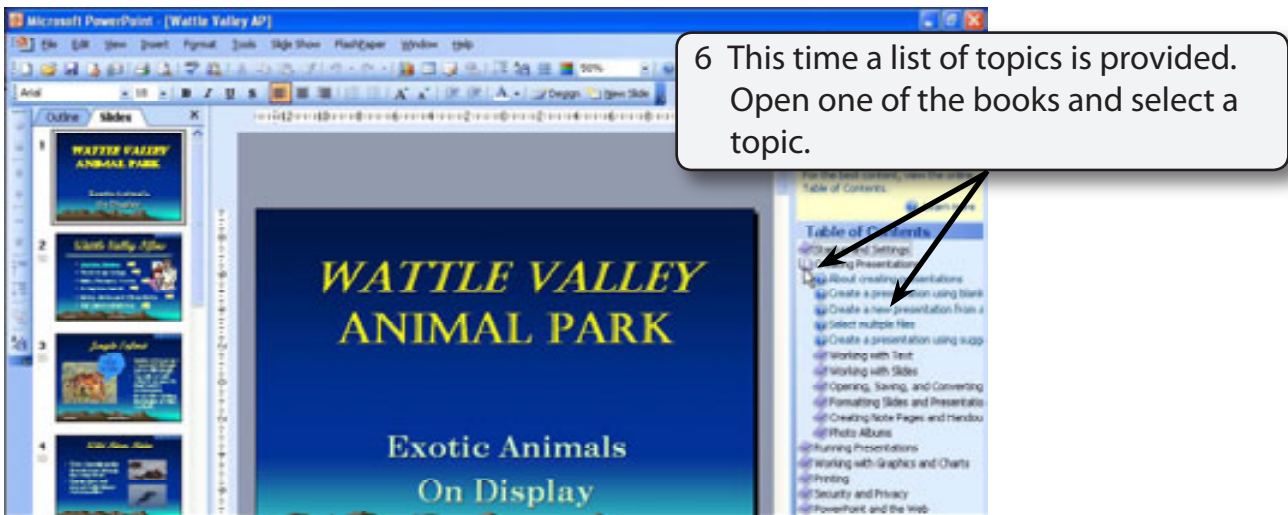
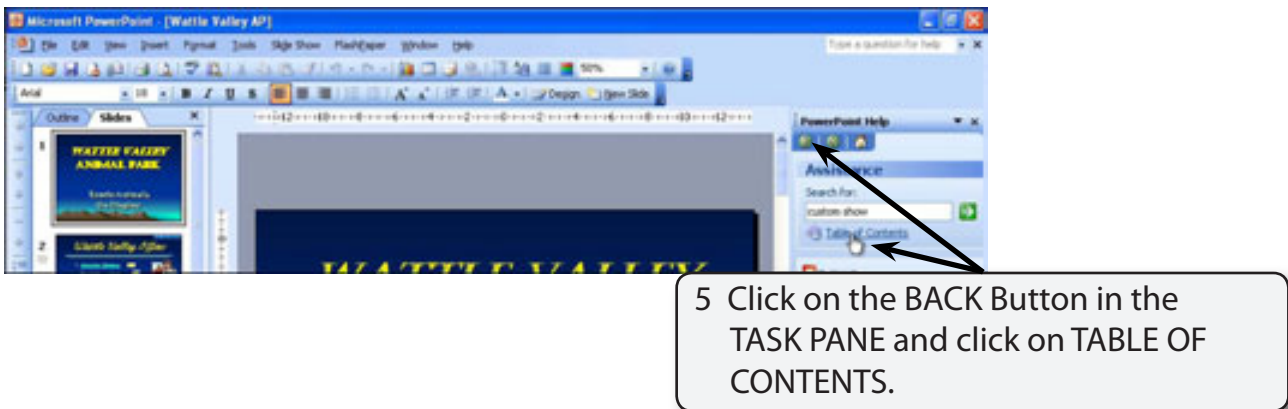
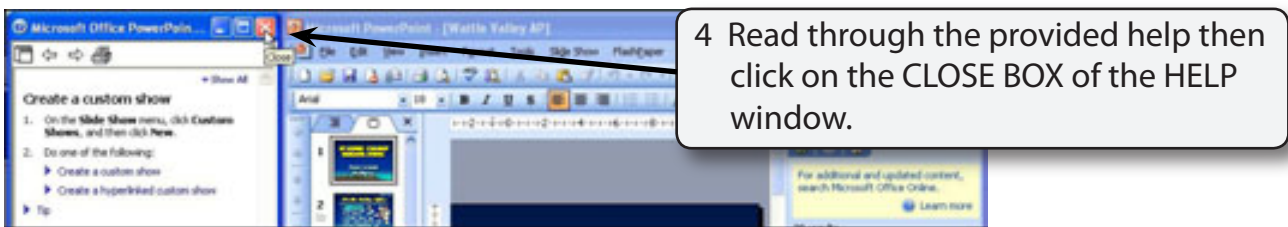
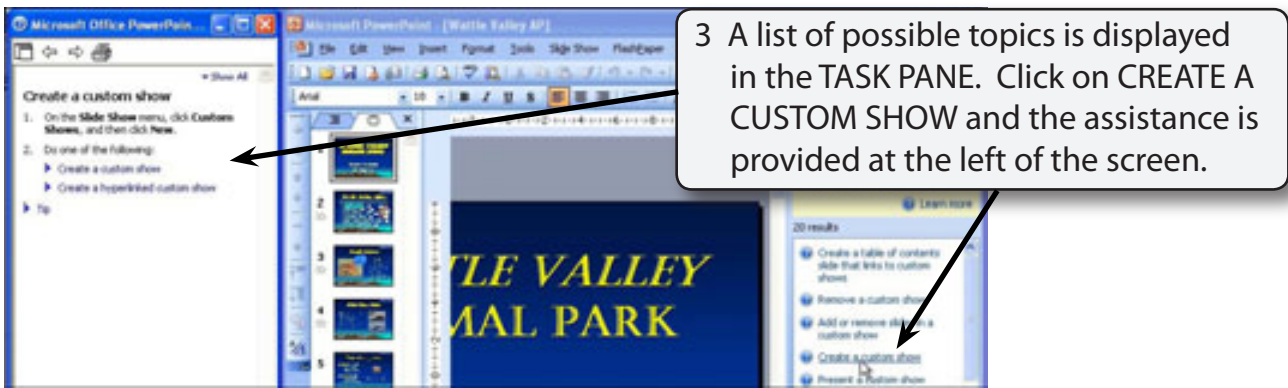
Loading the Presentation

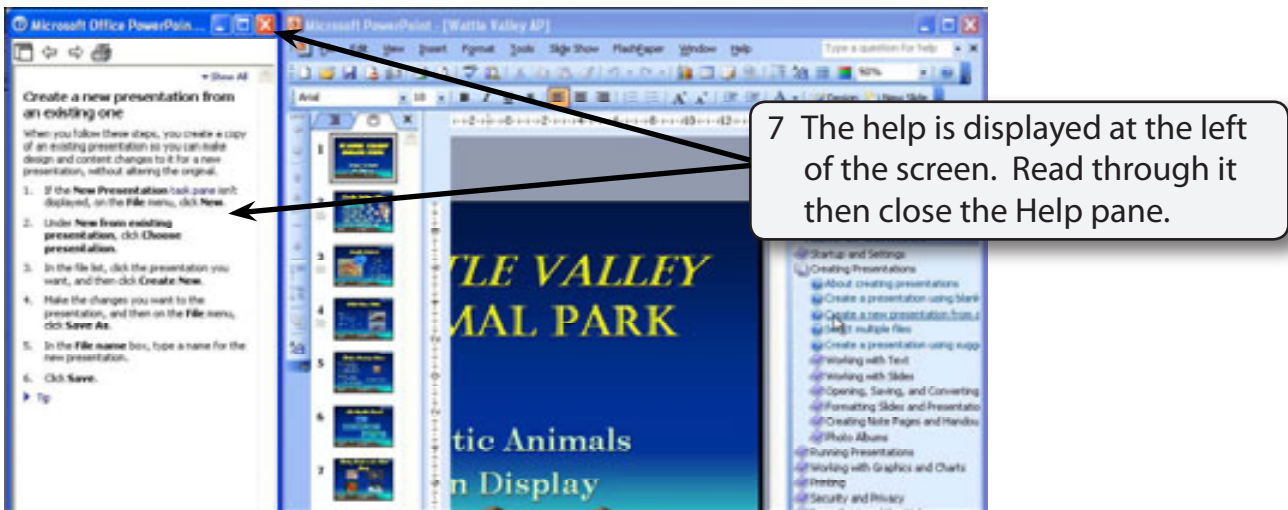
- 1 Load Microsoft PowerPoint or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

Help Features

Microsoft PowerPoint has extensive HELP facilities which can be used when you need to find out how to use a specific feature of the program.





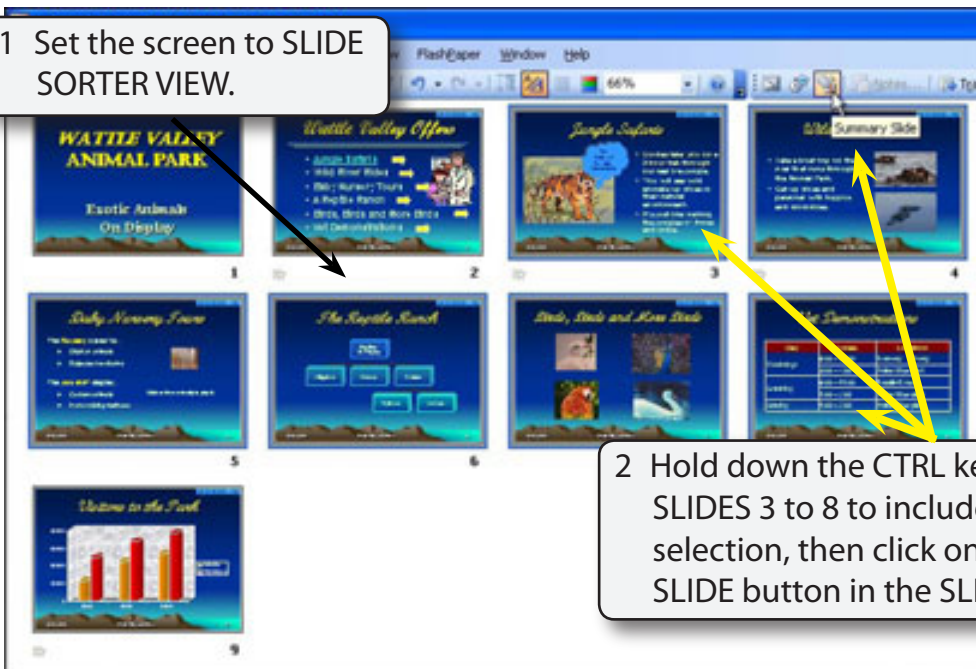


NOTE: Use HELP when you are unsure about some aspect of PowerPoint.

Summary Slides

Once you have created a presentation you can automatically create a SUMMARY SLIDE that lists the titles of selected slides in the presentation.

1 Set the screen to SLIDE SORTER VIEW.



2 Hold down the CTRL key and click on SLIDES 3 to 8 to include those in the selection, then click on the SUMMARY SLIDE button in the SLIDE SORTER Tool Bar.