

# Department of Energy Office of Science

## Quick Guide



# Microsoft® PowerPoint™ 2002 Office XP

**This upgrade will not affect your day-to-day operations. You can do everything you used to do, but with more capability.**

**This guide is intended for experienced PowerPoint users.**

## New Features

- **New Animation effects**, including entry and exit animations, more timing control, and motion paths.
- **New Diagram Types**. Organization charts now utilize the drawing tools, which results in smaller files that are easier to edit.
- **Task Panes for applying slide and presentation formatting**. The **Slide layout** and **Slide Design** task panes organize layouts, design templates and color schemes in a visual gallery that displays next to your slides.
- **Print Preview**. Just like Word or Excel, you can now see your document before printing it.
- **Multiple design templates per presentation**. PowerPoint 2002 supports having more than one design template in your presentation.
- **Visible Grid**. To make aligning placeholders, shapes, and pictures easier.
- **Thumbnails of slides in normal view**. When you want to navigate your presentation visually, click the **Slides** tab in normal view. Use the thumbnail representations of each slide to quickly find the slide you want to work on, or drag the thumbnail to move a slide to a new position in the presentation.
- **Presenter's view for slide show**. If you're working with a computer that supports multiple monitors, you can use this feature during a slide show to view speaker notes, but keep them hidden from your audience, jump to specific slides out of sequence, keep track of time, and more.
- **Save background or selection as a picture**. When you create a drawing using the drawing tools in Power Point, you can save it as a picture by right clicking it. You can also save a background or a texture in the same way, making it easier to use in the future.
- **Photo Album**. This feature makes it easy and fast to get photos from your hard disk drive, scanner, or digital camera into a presentation.

## Improved Features

- **Improved fidelity of pictures and drawings**. This new graphic system leaves shapes with cleaner lines and better images.
- **File New Task Pane**. Simplification of opening files or creating new ones.
- **Office Clipboard**. The new clipboard allows users to store up to 24 items across the various Office components.
- **Office Assistant**. The Office Assistant is now hidden by default. It will only become active if the Help screen is activated.

## Helpful Tips

### Replace Fonts Globally in PowerPoint.

1. On the **Format** menu, click **Replace Fonts**.
2. In the **Replace Font** dialog box, click the font you want to replace in the **Replace** list.
3. In the **With** list click the font you want to apply.
4. Click **Replace** and review the font choice. If you like what you see, click **Close**.

### Show your slide show out of order during a presentation.

- If you are in the middle of a PowerPoint Presentation and want to open another slide, just type the number of the slide and press **Enter**.

### Create Bitmap Images of PowerPoint Slides.

1. Open the slide you want to use as an image.
2. On the **View** menu, click **Notes Page**. The slide will appear on the notes page as an image.
3. Right-click the slide image, and then click **Copy** on the shortcut menu. You can now paste it into another document.

### Write on a Slide During a Presentation.

1. Open the presentation in Slide Show view.
2. Right-click in the window; point to **Pointer Options**; and click **Pen**.

3. When you are done using the pen, press ESC.

### **Create a Photo Album Presentation in PowerPoint 2002.**

1. On the **Insert** menu, point to **Picture**, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, you can choose to add pictures from your hard disk or a peripheral device. To add a picture from a file or a disk:
  - a. Under **Insert picture from**, click **File/Disk**.
  - b. Locate the folder or disk that contains the picture you want to add to your photo album, click the picture file, and then click **Insert**.
3. Repeat Step 2 for as many pictures as you want to add to your photo album. Or to capture them all at once, hold down the CTRL key, click each picture file you need and then click **Insert**.
4. Next, specify the look of the album under **Album Layout**.
5. Then click **Create**.

### **Get Flashy with PowerPoint Custom Animations.**

1. In normal view, display the slide that has the text or objects you want to animate.
2. Select the object you want to animate.
3. On the **Slide Show** menu, click **Custom Animation**.
4. In the **Custom Animation** task pane, click **Add Effect**, and do one or more of the following:
  - If you want to make the text or object enter the slide show presentation with an effect, point to **Entrance** and then click an effect.
  - If you want to add an effect to text or an object that is on the slide, point to **Emphasis** and then click an effect. If you want to add an effect to text or an

object that makes it leave the slide, point to **Exit** and then click an effect.

### **Cut PowerPoint Graphics Down to Size.**

1. On the **Picture** toolbar, click the **Compress Pictures** button. If you don't see the **Picture** toolbar, point **Toolbars** on the **View** menu, and then click **Picture**.
2. To compress all pictures in the presentation, click **All pictures in document**.
3. Under **Change Resolution**, select how you intend to use your presentation by clicking enter **Web/Screen** or **Print**.
4. To further reduce file size, select the **Delete cropped areas of pictures** check box.
5. Click **OK**.

### **Protect Your PowerPoint Presentations.**

1. On the **Tools** menu, click **Options**, and then click the **Security** tab.
2. Decide on a password, and type it in either the **Password to Open** or **Password to Modify** box, depending on whether you want to protect the document from viewing or from modification.
3. Click **OK**.

For more information on PowerPoint please visit:  
<http://www.microsoft.com/office/using/tips/archives/ppttips.asp>

**For additional help, call SC Support Center  
☎301-903-5313**