

PowerPoint 2000

For Windows

GRG
GLOBAL REFERENCE GUIDES, INC.

What is PowerPoint 2000?

Microsoft's PowerPoint 2000 is a presentation graphics program designed to create slides incorporating text, charts, numbers, pictures and/or multimedia. A number of slide elements including overheads, an screen, three slides, or even HTML, for posting on the web are also available. Designed to organize your next lesson into a visually pleasing format, PowerPoint also generates automatic presentations with preset design or Content Templates. Microsoft PowerPoint will effectively create a polished presentation for you quickly and efficiently.

PowerPoint 2000

Export

Guide Description

Welcome to the PowerPoint 2000 Global Reference Guide. This guide has been designed to give you the best start on learning. Special care has been taken to lay out all the key features of this application in a concise manner that is easy to read, understand, and learn. Using this guide along with PowerPoint 2000 your knowledge and productivity will grow in leaps and bounds. Make certain to keep this valuable resource within reach at all times.

Global Legend

- BASIC
- INTERMEDIATE
- POWER USER
- GREAT TIP
- WATCH OUT!
- ADVANCED TIP
- FREQUENTLY ASKED QUESTIONS

Title Bar displays the program name. If you have named your presentation, this will also appear.

Menu Bar will change depending on what you are performing in PowerPoint 2000. It will give you a choice of the available menus.

Outline Panel provides an overview of your presentation's content. Individual slides are numbered and text for each slide is shown.

Slide Panel within this panel you will add text, multimedia, graphics or any other element of your presentation.

View Buttons these buttons allow you access to all views and to switch from one to another with one click.



View Buttons

Normal View

In this view, you may access the three main elements of slide presentations, the Slide Panel, the Outline Panel or the Notes Panel.

Outline View

This view shows text and content changes, with a thumbnail (picture) view of the slide to the right.

Slide Sorter

Within this view you will have the largest preview of your individual slides. You can edit easily by using the scroll bars to move through your slides.

Slide Sorter View

This slide sorter allows you to add effects to your slides with a custom toolbar and see a number of them at once.

It is great for reorganizing the presentation or for making comprehensive changes to all slides.

Slide Show View

Use this view to give your presentation of run through ahead of time. By default, it is set up to run on a single mouse click per slide.

Microsoft PowerPoint 2000 comes standard with its own help function that will explain all facets of the application in great detail.

Logging into the Help functionality, along with this reference guide, will allow you to increase productivity and efficiency as well as use PowerPoint 2000 to its full potential. Here's how:

1. Click the Help button (H) on the toolbar or click on the Help drop-down menu, then select **Microsoft PowerPoint Help**.
2. At this point you are presented with three different tabs that will offer different ways to access help information:

Contents lists all available general help topics. Double-click a general topic to reveal specific information on that subject. **Answer Wizard** enables you to ask a question or search for key words and phrases within the help index. Instead of searching by category.

Index is used to search for a certain keyword, or just look it up. This index is in alphabetical order and will adjust as you type. After selecting the desired keyword you can now choose a topic from the third section that will appear below.

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