

Microsoft PowerPoint Reference Sheets

These reference sheets pertain to PowerPoint 2003. However, some of the functions in them may be used in older versions of PowerPoint. If you do not find what you are looking for in these reference sheets, more information can be found at <http://www.microsoft.com>. Additionally, you can contact the JUSD helpdesk at 360-4187.

Quick Reference Card: Animations I: Preset and custom animation

Preset animation schemes

Apply a scheme

1. On the **Slide Show** menu, click **Animation Schemes**.
2. Do one of the following:
 - For selected slides, select the slide thumbnails and click a scheme.
 - For all slides, click a scheme, and then click **Apply to All Slides**.

Remove a scheme

Same logic as above except you click **No Animation** in the list of schemes.

Replace a scheme

Just click a different scheme; you don't need to remove the original one first.


Note A new scheme that you apply will replace effects already applied to title and body text placeholders; it won't touch effects you've applied to charts, diagrams, text boxes, pictures, shapes, or anything else whose effect had to be applied manually (through custom animation).

With more than one slide master

If you have multiple design templates in your presentation, the button **Apply to Master** enables you to apply the scheme just to slides that use the master of the selected thumbnail. **Apply to All Slides** applies the scheme to every master (hence, all slides). Behavior is similar for removing schemes.

Custom animation

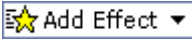
Change (replace) an effect

1. On the **Slide Show** menu, click **Custom Animation**.
2. In the task pane effects list, select the applied effect (or effects), OR click the effect's order number on the slide to select it in the list.
3. Click  Change and select an effect from the menu.

In the effects list, to select effects out of order, press CTRL as you click. To select effects in order, select the first one, press SHIFT, select the last one.

Add an effect


1. On the **Slide Show** menu, click **Custom Animation**.
2. With the task pane open, click the item (or items) on the slide that you want to add an effect to.

3. Click  in the task pane, and select an effect from the menu.

To select more than one item, press CTRL as you click.

Tip Another way to display the task pane: On the slide, right-click an item, such as a title or picture, then click **Custom Animation** on the shortcut menu.

Remove an effect

1. Select the effect (or effects) in the task pane effects list.
2. Click  in the task pane.

Apply a start setting (With Previous, After Previous, and so on)

1. Select the effect (or effects) in the task pane effects list.
2. Do either of these:
 - In the **Start** box in the task pane, click the type of start you want.
 - Display the drop-down menu for the effect, and click the type of start you want.

Copy master effects to the slide

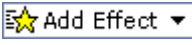
Schemes added to all slides get applied to the slide master. In the task pane effects list, these appear in light gray and read "Master:Title" and "Master:Body."

1. Click either one of these effects, then click its down arrow.
2. Click **Copy effects to slide** on the drop-down menu.

The items are copied to the slide and you can now edit them in normal view.

Text, sound, pictures

Animate a list line by line

1. Click the list on the slide.
2. Click  in the **Custom Animation** task pane and select the effect you want.

By word or letter

- Do steps 1 and 2, above, then click the effect (only the first item shows in a collapsed list) in the effects list, display its drop-down menu, click **Effect Options**, and select **By word** or **By letter** from the **Animate Text** list.

Add sound; dim or hide an item

Click the effect in the effects list, display its drop-down menu, click **Effect Options**, and make a selection in the **Sound** and **After Animation** lists.

Tips for interspersing pictures within a list

- Apply the text entrance effect to the list first (click the list and add the effect).
- For each picture: Insert the picture, add an entrance effect and then an exit effect, and then drag these effects to the correct order in the effects list.
- Give the picture effects the correct start settings.
- To select a hidden picture on the slide, select the top one you can see and press TAB to cycle through everything on the slide, OR press SHIFT + TAB to cycle through in the reverse direction.

Tips and more information

- Transition effects** Transitions might be part of some schemes but can also be applied separately using the **Slide Transition** command (**Slide Show** menu). The **Slide Transition** task pane is similar to the one for schemes. Here, you can also set slides to advance automatically, something you'd do for a self-running show at a kiosk. The animation icon shows next to a slide that has a transition.
- Motion path effects** You add these through the **Custom Animation** task pane. For a zesty bit of instruction on this, see the course "Animations II: Motion paths."
- Task pane navigation and display**
- **Arrow at the top right** in any task pane displays a drop-down list with links to all the task panes.
 - **Back or forward arrow** on the top left of any task pane switches between recently opened panes.
- 3-D graphics card for best performance** Animation performance is better if your computer has a video card with Microsoft® Direct 3D® (called a "3-D graphics card" by some vendors). Direct 3D is a component of Microsoft DirectX® — a set of advanced multimedia system services built into the Microsoft Windows® operating system. Check your computer's documentation to see if Direct 3D is supported.


This Quick Reference Card is excerpted from the following training course on Office Online: [Animations I: Preset and custom animation](#)


Quick Reference Card: Animations II: Motion paths


Apply a motion path


1. Select the item on the slide that should get the motion path.
2. On the **Slide Show** menu, click **Custom Animation**. (Or, right-click the item on the slide, then click **Custom Animation** on the shortcut menu.)
3. In the **Custom Animation** task pane, click **Add Effect**, point to **Motion Paths**, and then:
 - For preset paths: Click a path on the default menu; or, click **More Motion Paths** at the bottom of the menu to display the gallery, and then click a path.
 - For custom paths: Point to **Draw Custom Path**, and click a type, such as **Curve**, that you want to draw. On the slide, point to where you want the path to start (generally, the center of the item it's moving), and look for the cross-hairs pointer, or the pen pointer in the case of a **Scribble**, and draw.

Draw a custom path




Line : Drag to draw a straight path.

Curve : Drag for a line and click at points where you want a curve. Double-click to end it.

Freeform : Drag for freehand and release the mouse wherever you want a straight line. Click again for freehand. Double-click to end it.

Scribble : Drag for a completely freehand shape.

Move, size, rotate a path

- To position the path: Point to the path and look for the four-headed arrow , and then drag the path.
- To size the path: Point to the path, see the four-headed arrow, and then click. This selects the path. You'll see sizing handles. Point to a handle and look for the two-headed arrow ; drag to resize.
- To rotate the path: Once the path is selected, point to the top of the rotator handle and drag the circular arrow  to rotate the path. (Straight-line paths don't have this handle. Also, sometimes you need to zoom the slide pane to a higher percentage to see the handle.)

Select and manipulate paths

1. Select the path by clicking the effect in the **Custom Animation** task pane list.
2. Press SHIFT+F6 to put the focus back into the slide pane.
3. On the slide, drag the correct pointer to make the change you want. Note these keys as aids to adjusting the path:

- To move a path or draw a line straight horizontally or vertically, press SHIFT as you drag.
- In resizing, to keep a path's center where it is, press CTRL as you drag.
- In resizing, to keep a path's proportions as they are, press SHIFT as you drag.
- To keep both the proportions and the centering, press CTRL+SHIFT as you drag.
- To move a path horizontally or vertically, an alternative is to press an arrow key.

To make the same change to multiple paths Select all the paths in the task pane, press SHIFT+F6 to shift to the slide pane, and make the change by dragging one sizing handle to resize all at once; dragging the single four-headed arrow to move them all at once; or grabbing the single rotator handle to rotate them all. Or, use arrow keys to move them all vertically or horizontally.


To move the item with its path Click the item (whatever the path's applied to) to select it, and then drag the item. The path (assuming it's unlocked) will move with the item.


Use edit points to reshape a path

Turn on edit points Select the path, right-click it, and click **Edit Points** from the shortcut menu.

Display the Edit Points menu Right-click on the path when edit points are turned on.

Exit edit points Click away from the path, or right-click the path and click **Exit Edit Points**.

Drag an existing point Point to it on the path and drag the diamond pointer .

Add a point Point to an empty place on the path and drag the cross-shaped pointer . Or, on the empty place on the path, right-click, click **Add Point** from the **Edit Points** menu, and then drag the point.

Reverse direction and lock a path

Reverse a path's direction

- Select the path; in the task pane, click the arrow on the **Path** list and then click **Reverse Path Direction**.
- You can also right-click the selected path on the slide and click **Reverse Path Direction** from the shortcut menu.

Lock a path

- Select the path; in the task pane, click the arrow on the **Path** list and then click **Locked**. You can also unlock it from here.

Other path options

Smooth start, Smooth end, and Auto-reverse

These are in the **Effect Options** dialog box for a specific effect.

1. Click the motion path effect in the task pane, click its down arrow, and then click **Effect Options**.
2. In the dialog box, on the **Effect** tab, select or clear the check boxes you want.

Repeat a path

- In the same dialog box, click the **Timing** tab; click the arrow on the **Repeat** list and select an option.

3D graphics card for best performance

Animation performance is better if your computer has a video card with Microsoft® Direct3D® (called a "3D graphics card" by some vendors). Direct3D is a component of Microsoft DirectX®, which is a set of advanced multimedia system services built into the Microsoft Windows operating system. Many video card manufacturers take advantage of this technology; check with the documentation you received with your computer to find out if Direct3D is supported.

This Quick Reference Card is excerpted from the following training course on Office Online: [Animations II: Motion paths](#)

Quick Reference Card: Animations III: Timing

Display the timeline

1. In the **Custom Animation** task pane (**Slide Show** menu, **Custom Animation** command), in the effects list, display the drop-down menu for any effect.
2. Click **Show Advanced Timeline**.

Set a time delay for an effect



Before setting a time delay, select a **Start** setting for the effect. (To make effects overlap, set them all to start **With Previous**, or all together, first.)

In the Timing options dialog box

1. In the **Custom Animation** task pane, in the effects list, display the drop-down menu for the effect you're adding the delay to.
2. Click **Timing**.
3. In the options dialog box, set an amount of delay in the **Delay** box.


To set the delay for multiple effects Select the effects in the effects list, display the drop-down menu for any selected effect, then do steps 2 and 3.

In the timeline

1. In the **Custom Animation** task pane, in the effects list, display the drop-down menu for any effect.
2. Click **Show Advanced Timeline**.
3. Pointing to the duration box for the effect you want to delay, either:
 - **Drag the whole duration** To delay the start but leave the duration's length and speed as they are, point to the middle of the duration box and drag the double-headed arrow pointer  to the right.
 - **Or: Drag the start** To shorten the effect (make it faster) as well as delay its start, point to the start of the duration box and drag the double-arrow pointer  to the right.

Adjust speed for an effect

There are several ways to do this, starting in the **Custom Animation** task pane.

- Select the effect in the effects list and make a choice from the **Speed** box above the list.
- Select the effect, display the options dialog box by clicking **Timing** on the effect's menu, make a choice in the **Speed** box.
- With the timeline displayed, point to the start or end of a duration box and drag the double-arrow pointer , shortening or lengthening the duration to your liking. The resulting speed is reflected in the **Speed** box above the list.

Other timing options

Find these in the **Timing** options dialog box:

Repeat Make an effect repeat a number of times, until the next mouse click, or until

the end of the slide. If you type in a number not in the list, press ENTER to make it stick.

Triggers/Rewind These features support **interactivity**. Interactive effects are generally meant for self-running presentations in which you want to involve the person watching. Typically, your animation would require a person to click ("trigger") it in order to see something demonstrated or get more information. (For example, "Click this plant to reveal its name.") **Rewind** makes the effect start over so it's ready for the next user.

Zoom the timeline See more granular increments of time on the scrollbar:

- Use the **Zoom In** command on the **Seconds** menu. Repeat clicks to get the scrollbar view to what you want.

See less granular increments:

- Use **Zoom Out**. Repeat clicks to go out as far as you want.

See parts of the timeline that aren't showing

- Click an effect in the effects list to see **duration boxes** for all related effects.
- Drag an edge of the task pane to widen it for a better view of the timeline.
- **Drag the scroll box** at the bottom of the task pane to see durations that are later and out of view.
- Before clicking **Play** to watch a preview, scroll to the place in the effects list that has the durations you want to see in the preview.

Animation performance

3D graphics card for best performance Animation performance is better if your computer has a video card with Microsoft® Direct3D® (called a "3D graphics card" by some vendors). Direct 3D is a component of Microsoft DirectX®, which is a set of advanced multimedia system services built into the Microsoft Windows® operating system. Many video card manufacturers take advantage of this technology; check with the documentation you received with your computer to find out if Direct 3D is supported.

This Quick Reference Card is excerpted from the following training course on Office Online: [Animations III: Timing](#)

Quick Reference Card: So that's how! Great PowerPoint features

Browse for a template

To browse:

1. Open the Microsoft® PowerPoint® presentation you want to apply a design template to.
2. Select the slide or slides that should get the template (see guidelines for selecting under "How the template gets applied," below).
3. In the **Slide Design** task pane, click **Browse**, and select the .pot, .ppt, or .pps file that has the template you want.
4. Click **Apply**.

How the template gets applied

- Select one slide: The design template is applied to all the slides that currently use the same template as the selected slide.
- Select multiple slides: The template is applied to just those slides.

If there's a group of slides using the same design template, and you want to browse for a template that will apply to just one of those slides, do the following. First apply a unique template to the one slide—select just that slide, point to any template in the **Slide Design** task pane and click its arrow, then click **Apply to Selected Slides**. With that slide thumbnail selected, click **Browse** and follow the process for applying the design template. It will affect just your selected slide.

Click this link to get more information about [customizing templates and saving them as .pot files](#).

Use title master styles

To get title master styles on a slide, insert the **Title Slide** layout.

1. Select the slide thumbnail you want to get the layout, and display the **Slide Layout** task pane (**Format** menu, **Slide Layout** command—or, right-click a slide thumbnail and click **Slide Layout**).
2. Click the **Title Slide** layout (it's the first one) in the pane. The ScreenTip tells the layout type.

Customize the title master

To make changes directly to the title master:


1. On the **View** menu, point to **Master**, and click **Slide Master**.
2. Click the title master thumbnail to display the title master.
3. Make the changes you want to the title master.

If there is no title master in master view, insert one:

- In master view, on the **Insert** menu, click **New Title Master**.

Optimize images

To use **Compress Pictures**:

1. Select the picture you want to optimize.
2. On the **Picture** toolbar, click the **Compress Pictures** button .

3. Select options.
 - **Change resolution:** Reduces resolution to 96 dots per inch (dpi) for Web or screen output and 200 dpi for printed output; can reduce image quality.
 - **Compress pictures:** Reduces color format, if possible, without loss to image quality.
 - **Delete cropped areas:** Tosses out parts you've cropped from an image so extra information doesn't inflate the image's file size.

Package to a CD or folder

To bundle files to a CD or folder:

1. Open the presentation you want to package.
2. On the **File** menu, click **Package for CD**.
3. Add files you want and select and clear any options for the package.
4. Click either **Copy to folder** or **Copy to CD**.

Good uses for copying to a folder

- Makes the presentation portable so that it can be shared on a file server.
- Enables you to burn to a CD if you have Windows 2000 instead of Windows XP or later. You can package your files to a folder and burn the folder to a CD using a third-party CD-burning program.
- Lets you check the size of your packaged files before you begin burning to the CD. After copying to a folder, you'd check its properties (right-click the folder, click **Properties, General** tab) to see the disk space used.

Embedding fonts

If you want to know whether a font you're using can be embedded or not, you can choose an option in the **Options** dialog box (**Tools** menu) to always embed fonts. Then, if a font won't embed, you'll get a message about that when you save your file.

1. On the **Tools** menu, click **Options**.
2. On the **Save** tab, select the **Embed TrueType** fonts check box.

For more about embedding fonts, see PowerPoint Help.

Password options and security

For more information about password options in Office and about security in relation to passwords, see the course "Security in Office."

Also, see this link: [Microsoft Security and Privacy Web site](#).

Scenarios for how packaged presentations play

There are a couple of different scenarios to consider for how your packaged presentations will play, depending on whether the package is copied to a CD or folder and what automation is in place.

- If you package your files to a CD and include the PowerPoint Viewer, and you've selected to either play the presentations automatically or play the first one automatically, then the CD, when inserted, automatically plays your presentations in the order you've specified. That's assuming the Windows "autoplay" setting for the CD drive is not turned off. If "autoplay" for the CD drive is turned off, a person double-clicks the play.bat file that's included in the package to launch the viewer and automatically play the presentations.

If you've included the viewer and chosen the option to let the user select which

presentation to view, and "autoplay" is on for the CD drive, the viewer is automatically launched and offers a prompt for which presentation to view. If "autoplay" is off, double-click the viewer file, pptview.exe, to start the viewer.

- If you package your files to a folder or network share; you include the viewer; and you specify that presentations should play automatically or at least the first one should, the play.bat file is included in the package. A person can simply double-click that to start the presentations playing in the viewer.



This Quick Reference Card is excerpted from the following training course on Office Online: [So that's how! Great PowerPoint features](#)

Quick Reference Card: Org charts A to Z

Put the chart together

Start a chart

Click the organization chart thumbnail in the **Diagram Gallery**. To open the gallery, do any of these:

- In the **Slide Layout** task pane, click any layout that includes "content" in the ScreenTip name. Then click the **Insert Diagram or Organization Chart** button  on the slide.
- On the **Drawing** toolbar, click the **Insert Diagram or Organization Chart** button .
- On the **Insert** menu, click **Diagram**.


Note The Diagram Gallery is available in Microsoft® Word and Microsoft Excel as well as Microsoft PowerPoint®.

Add shapes

1. Select the shape the new shape will be related to.
2. Click the **Insert Shape** menu on the **Organization Chart** toolbar and choose a type of shape.

Shortcut Click **Insert Shape** (without displaying the menu) to quickly add **Subordinate** shapes.

Scale the chart

Point to one of the white-circle sizing handles on a side or corner and look for the two-headed arrow pointer . Then, drag in the desired direction. Press CTRL as you drag if you want to resize both sides (pulling from a side sizing handle) or all four corners (pulling from a corner handle). Just drag to resize the chart in one direction.

Adjust the font

Some guidelines:

- If the text has gotten small in the shapes as you've built the chart, click **Fit Text** on the **Org Chart** toolbar to bump up the size a point or two.

After you've finishing laying out the chart, the font might've been reduced again. At this point it could help to scale the chart a little larger and click **Fit Text** again.

- If some text is too big for a shape, **Fit Text** will reduce it to fit and it will uniformly reduce the rest of the chart text, too. An alternative is to scale the chart so it's slightly taller or wider, until text fits into the shapes.

You can always work with the **Font** dialog box (**Format** menu), too, to adjust the font. Select the chart and apply a different size.

Layout and design

Group-select shapes or

Use the **Select** menu on the **Org Chart** toolbar to make these types of selections:

connectors

- All Assistants: Click an **Assistant** shape on the chart, then click **All Assistants**.
- One branch: Click the head of the branch you want to select, then click **Branch**.
- All branches: click the chart's top shape, then click **Branch**.
- One level: Click a shape in the level of the chart you want to select, and click **Level**.
- All connectors: Select the chart, then click **All Connecting Lines**.

Change the layout

1. Select the head of the branch you want to change.
2. On the **Layout** menu, click one of the branching styles (such as **Left Hanging** or **Standard**).

Use an automatic design

On the **Org Chart** toolbar, click the **AutoFormat** button  and choose a style from the gallery.

To return to the default style, click **Default** in the style list.

Design by hand

Use the **Select** menu to select groups of shapes, then use the **Drawing** toolbar to add fill, line styles, font styles, shadows, and the like.

Edit the chart with AutoLayout off

Turn off AutoLayout

1. Click the **Layout** menu on the **Org Chart** toolbar.
 2. Click the **AutoLayout** command to toggle it off.
- What isn't automated with **AutoLayout** off: Branching the layout; automatic placement of shapes when you insert them; automatic re-layout when you add or delete shapes.

Remember: If you turn **AutoLayout** on after moving shapes around, the manual moving you did is undone.
 - What is still automated: Group-selection using the **Select** menu (but note that shapes you've added manually won't get included in the selection); applying styles from the Style Gallery; clicking **Insert Shape**, which adds a shape but won't lay it out—you have to drag it into position.

Hide a connector

1. Click the connector you want to hide.
2. Right-click it, and click **Format AutoShape** on the shortcut menu.
3. In the **Color** box, click the down arrow, and click **No Line**.

Draw a connector

1. On the **AutoShapes** menu (**Drawing** toolbar), point to the **Connectors** submenu, and click a connector.
2. Point to the first shape, click a hot point; point to the second shape; click a hot point.

Group or align shapes

To group or ungroup shapes:

- Select them; then, on the **Draw** menu (**Drawing** toolbar), click **Group** or **Ungroup**.

To align and distribute shapes:

- Select them; then, on the **Draw** menu, point to **Align or Distribute**, and click the command you want.

Which charting tool is best?

Using Microsoft® Visio® for your org chart

Features that Visio provides include: Support for large charts with complex layouts; ease of revision to the chart; and information storage within chart shapes, such as the phone or office numbers for people in the chart. Other considerations: Having the chart in an independent file makes it easier to maintain if you're going to update it over time and/or you want to use it in multiple contexts.

Click these links to read more about:

- [Including Visio diagrams in PowerPoint presentations.](#)
- [Designing a Visio diagram in the best colors for a PowerPoint slide.](#)

Chart visibility in PowerPoint

However you author your chart, consider: Will the chart be projected? If so, shapes need to be big enough—and hence, few enough in number—for their text to be read at about 10 feet's distance from a computer monitor (this translates into a font size of about 18-20 points). However, if you want the chart to be readable in a handout only, a chart with more shapes is okay, as text can be as small as 8 points.

This Quick Reference Card is excerpted from the following training course on Office Online: [Org charts A to Z](#)

Quick Reference Card: Flowcharting with flair

Create the chart


Microsoft® Office drawing tools

The tools, such as AutoShapes and **Draw** menu commands, are available in Microsoft PowerPoint®, Word, Excel, and FrontPage®, and to varying degrees in Publisher and Project.

Prep the workspace


- Tear off the **Flowchart** and **Connectors** submenus (**AutoShapes** menu, **Drawing** toolbar).
- Display the grid and guides (**View** menu).

Add AutoShapes **Double-click the icon**

1. Double-click the icon (shape type) on the **Flowchart** menu.
2. On the slide, click the crosshairs pointer  to apply the shape. Click for more copies of the shape.

To deselect the shape type on the menu, either click it; click another type; or press ESC.

Or: Draw the shape

1. Click the shape on the menu.
2. On the slide, drag the crosshairs pointer  to draw the shape.
3. For copies of the shape, either point to the shape, press CTRL, and drag; or, press CTRL+D.

Size the shapes/add word-wrap

To make individual shapes uniformly larger or smaller:

- Select them and drag a corner sizing handle on one of the shapes as you press SHIFT.

To set word-wrap:

1. Type text in one of the shapes.
2. Select all the shapes, and right-click the border of one of them.
3. Click **Format AutoShape**.
4. On the **Text Box** tab, click **Word wrap text in AutoShape**.

Line up shapes

Select the shapes you want to align or space. Open the **Draw** menu (**Drawing** toolbar), and point to **Align or Distribute**. Then click a relevant command. "Alignment" relates to the horizontal or vertical evenness of the shapes in a row or column. "Distribution" evens out the space between shapes.

Replace a shape

Replace one AutoShape with another:

1. Select the shape you want to replace.
2. On the **Draw** menu, point to **Change AutoShape**, and click a different shape

from the **Flowchart** menu.

Apply connectors

1. Double-click the connector on the **Connectors** menu.
2. Hover and click over all the hot points and shapes where you want this connector type, clicking a start and end point for each connector.

If you click the starting point for a connector and then don't want it, press ESC. To also deselect the connector type, press ESC again or click the type icon. You can click another connector type without deselecting the first one.


To apply just one connector, click the connector type once when you select it.

Other tips


- To automatically **reroute** connectors using the shortest path: Click one of the shapes the connector goes to, and then click **Reroute Connectors** on the **Draw** menu.
- To **move one end** of a connector to a different shape, drag the end.

Size/move the chart as a whole

Size the chart:

1. Select all the shapes and connectors in the chart.
2. Right-click the border of a shape, point to **Grouping** on the menu, and click **Group**.
3. Point to a corner sizing handle on the chart, look for the two-headed arrow pointer , and drag. Press SHIFT to keep the aspect ratio consistent.
4. While the shapes are grouped, use the **Font** dialog box (**Format** menu) to change the font size as necessary.

Move the chart:

- With the shapes still grouped, point to the edge of the chart, look for the four-headed arrow pointer , and drag.

To ungroup the shapes:

- Right-click the border of the chart, point to **Grouping** on the menu, and click **Ungroup**.

Design it

Tools for designing

- Buttons on the **Drawing** toolbar—such as **Fill Color** and **Font Color**.
- The **Font** dialog box (**Format** menu).
- The **Format AutoShape** dialog box (right-click a shape).

Set a default design

1. Right-click the shape.
2. Click **Set AutoShape Defaults** on the menu.

Tip Keep a copy of a shape with original default styles in case you want those as the default later.

Which charting tool is best?

Using Microsoft Visio® for your flowchart

Features that Visio provides include templates for a range of flowchart types; support for larger charts with complex layouts; and information storage—for example, the cost or duration of a step can be stored with its shape in the chart. Having the chart in an independent file also makes it easier to maintain if you're going to update it over time or you want to use it in multiple contexts.

Click these links to read more about:

- [Creating flowcharts in Visio vs. PowerPoint.](#)
- [Including Visio diagrams in PowerPoint presentations.](#)
- [Designing a Visio diagram in the best colors for a PowerPoint slide.](#)

Chart visibility in PowerPoint

However you author your chart, consider: Will the chart be projected? If so, shapes need to be big enough—and hence, few enough in number—for their text to be read at about 10 feet's distance from a computer monitor (this translates into a font size of about 18-20 points). If you want the chart to be readable in a handout only, a chart with more shapes is okay, as text can be as small as 8 points.

This Quick Reference Card is excerpted from the following training course on Office Online: [Flowcharting with flair](#)

Quick Reference Card: Playing sound

Sound from a file

Insert a sound file On the **Insert** menu, point to **Movies and Sounds**, and click one of these:

- **Sound from Clip Organizer**, and select a clip; or
- **Sound from File**, and browse for a sound file.

Select a way to stop the sound These options include choices to play a sound for an entire slide or for the number of slides you specify.

1. Right-click the sound icon on the slide, and click **Custom Animation** on the shortcut menu.
2. In the task pane, display the menu for the sound effect, and click **Effect Options**.
3. In the **Stop playing** area, select an option.

For a sound to play for the duration of a slide or several slides, it must be at least as long as the time the slide or slides take to play.

Other ways to stop a sound

- In the **Custom Animation** task pane, you can apply "sound action" effects just like animation effects. With the sound icon selected on the slide, click **Add Effect**, point to **Sound Actions**, and then click **Stop**. Other options include **Play** and **Pause**.
- If you apply an animation effect, you can open its options dialog box (**Custom Animation** task pane) and select [**Stop Previous Sound**] in the **Sound** box on the **Effect** tab. The start of the animation stops any sound that's playing.

Change how a sound starts

1. In the **Custom Animation** task pane, display the menu for the sound effect in the task pane list.
2. Click **Timing**. On the **Timing** tab, make a different selection in the **Start** box or use the **Triggers** button to create a trigger.
 - If the effect starts automatically and, instead, you want it to start when you click the slide, click **On Click** in the **Start** box.
 - If the effect starts automatically and, instead, you want to set up a triggered mouse click, click the **Triggers** button, select **Start effect on click of**, and then select the sound effect in the list. The sound will play when you click the sound icon on the slide.
 - If the sound is set to start by a mouse click (on slide or icon), and you'd rather start it automatically, in the **Start** box, click **After Previous** to make it follow a preceding effect, or **With Previous** to make it play simultaneously with another effect.

Tip If you use the **Remove** button in the **Custom Animation** task pane to remove the start effect from the sound, you can apply it again. Select the sound icon on the slide, click the **Add Effect** button in the task pane, point to **Sound Actions**, and then click **Play**. This applies a non-triggered click start to the sound. (For more about how you can use Sound Actions, see the course "Playing movies"; Lesson 2 discusses Movie Actions, which are similar.)

Hide sound file icon

Before hiding an icon, be sure you have the sound set up to play in a way that doesn't require clicking the icon.

- Right-click the icon, click **Edit Sound Object**, and then select the **Hide sound icon during slide show** check box.

You can also find this option in the dialog box opened on the effect from the **Custom Animation** task pane (**Sound Settings** tab).

- Make a sound start when you click the slide instead of when you click the icon, and then hide the icon. If you already set a triggered start, drag the sound effect in the task pane list above the trigger bar. Or, on the **Timing** tab, under **Triggers**, select **Animate as part of click sequence**. The sound plays when you click the slide.
- Create a triggered start for the sound but then tie the trigger to something like an action button instead of the sound icon, and then hide the sound icon. Apply an action button by using the **Slide Show** menu, **Action Buttons**; select **None** for its action setting. Then, in the **Custom Animation** task pane, display the **Timing** tab for the sound effect, and set up a trigger that starts when you click the action button.

Loop and other "repeat" options

To loop until stopped:

- Right-click the icon, click **Edit Sound Object**, and then select the **Loop until stopped** check box.

Other options for repeating are on the **Timing** tab, opened from the sound effect in the **Custom Animation** task pane.

Sound volume and path to sound file's location

These are available in two places:

- In the dialog box that you open by right-clicking the sound icon and clicking **Edit Sound Object**.
- On the **Sound Settings** tab, opened from the sound effect in the **Custom Animation** task pane, **Effect Options** command.

Linked sound files

A .wav file that's 100 kilobytes (KB) or less in size will be embedded in the presentation. A .wav file that's greater than 100 KB will be linked. All other sound files are linked.

When you need to copy the presentation to take it on the road, use **Package for CD (File menu)** to put all your linked files on a CD with your presentation or in the same folder as your presentation. For details, see the course "So that's how! Great PowerPoint features" or PowerPoint Help.

To change the maximum KB for embedded .wav files, open the **Options** dialog box (**Tools menu**), **General** tab, and change the number in the **Link sounds with file size greater than** box. The maximum is 50,000 KB.

Sound from a CD

Set up tracks

1. Insert the CD into your computer's CD drive.
2. Select the slide you want the sound to play on.
3. On the **Insert** menu, point to **Movies and Sounds**, and click **Play CD Audio Track**.
4. Set up the tracks you want to play.

If you want to play different tracks of the CD on different slides, keep using the **Play CD Audio**

Track command to "insert" the sound, and set up the track and timing you want for that slide. There is no automatic way to time your CD to your slide.

More things you can do

Set a starting position for the sound In the play options opened on a sound effect from the **Custom Animation** task pane, you have choices about when to start playing the sound just as you did for when to stop playing it.

From last position If you used Sound Actions to add a **Pause** effect to a sound and then a **Play** effect, you can set the **Play** effect to start **From last position**. It will resume where the sound left off during the **Pause** effect. (**Sound Actions** are available in the **Custom Animation** task pane when you select a movie icon and click **Add Effect**.) To use this option, you must also have a stop setting that carries the sound at least through the current slide or beyond.

From time To make your sound file start at a point beyond its beginning, click this option and set a time delay in the spin box.

This Quick Reference Card is excerpted from the following training course on Office Online: [Playing sound](#)

Quick Reference Card: Playing movies

Movie how tos

Insert and start a movie On the **Insert** menu, point to **Movies and Sounds**, click **Movie from File**, and browse for the movie file.

Choose one of these options for how to start it:

- **Automatically** Starts the movie by itself either on display of the slide or, if you already have another effect on the slide, after the existing effect. The movie will pause when you click it and resume when you click it again.
- **When Clicked** The movie will play when you click it; this is a triggered start. It'll pause if you click it again, and resume when you click it after that.

Changing the start If you later want to change how the movie starts (make it a click start rather than automatic, for example), open the options dialog box for the effect in the **Custom Animation** task pane. On the **Timing** tab, select a different **Start** method (**On Click**, **With Previous**, or **After Previous**).

If you change an automatic start to **On Click**, it won't be a triggered start; the movie will play when you click the slide rather than the movie. Sometimes you may want this. If not, to set it up as a triggered start, click the **Triggers** button, click **Start effect on click of**, and select the movie file. The movie then plays when you click it.

Delay the start; extend play Use the **Custom Animation** task pane to change when the movie starts and the extent of its play.

1. Right-click the movie on the slide, and click **Custom Animation** on the shortcut menu.
1. In the task pane, display the menu for the movie's **Play** effect, and then click **Effect Options**. (If the movie only has a play/pause toggle, you need to add a **Play** effect; steps for this are below, part of **Movie Actions**.)
 - To start the movie at a certain point, in the dialog box under **Start playing**, select **From time**, and select a number using the spin box.
 - To make the movie continue playing past a mouse click of the slide, choose an option under **Stop playing**—either **After current slide** or **After x** number of slides.

The movie must be as long-playing as it takes to play the slide or slides.

Resume play from last position In the options opened on a **Play** effect in the **Custom Animation** task pane, there's another choice available for when the movie starts.

From last position If you used **Movie Actions** to add a **Pause** effect to a movie and then a **Play** effect, you can set the **Play** effect to start **From last position**. It will resume where the movie left off during the **Pause** effect. To use this option, you must also have a stop setting that carries the movie at least through the current slide or beyond.

Other options To use other options, including zooming to full screen, hiding the movie except for when it plays, and looping the movie:

- Right-click the movie, click **Edit Movie Object**, and select the option you want.

You'll also find all of these but the "loop" and "rewind" options on the **Movie Settings** tab—in the dialog box that opens when you click **Effect Options** on the movie effect in the **Custom Animation** task pane. (On the **Timing** tab, there are yet more options for repeating the movie.)

About hiding the movie

- If you choose to hide the movie when it's not playing, be sure the movie is set to start automatically or by clicking something other than the movie itself (the slide or a trigger you've set up).
- If you hide the movie and also zoom it to full screen, and you still see the movie briefly on the slide before it plays, you can drag the movie off the slide to completely hide it, and you don't need to select **Hide while not playing**.

Packaging linked files to a CD or folder

To package to a CD from Microsoft Office PowerPoint 2003, you must have Microsoft Windows XP or later and a CD burner. If you have Windows 2000, you can still use this feature to package the presentation files to a folder, and then use a third-party program to burn the folder to a CD.

1. Open the presentation you want to package.
1. On the **File** menu, click **Package for CD**.
1. Add the files you want and select and clear any options for the package.
1. Click either **Copy to folder** or **Copy to CD**.

For detailed information, see the course "So that's how! Great PowerPoint features."

Creating play buttons

Create the buttons

To use action buttons:

1. On the **Slide Show** menu, point to **Action Buttons**, and select a button. Point to the slide and click; the button is added.
1. In the **Action Settings** dialog box that opens, click **None** and click **OK**.

Apply movie actions

To apply **Play**, **Pause**, or **Stop** effects to a movie:

1. Open the **Custom Animation** task pane, and select the movie on the slide.
1. In the task pane, click **Add Effect**, point to **Movie Actions**, and select the effect you want.

Trigger the buttons

To make a button the trigger for an effect:

1. Select the effect you want to be triggered by a button; display its menu and click **Timing**.
1. Under **Triggers**, click **Start effect on click of**, and select the action button that you want to be the trigger for the effect.

More information

Movie file types

Whether your movie file plays in PowerPoint or not depends on your version of Microsoft Windows, your version of Windows Media Player, and the video formats installed on your computer. You'll have the best luck if you're using Windows XP and Microsoft Office PowerPoint 2003.

File types	Comments
.asf, .avi, .m1v, .mpa, .mpe, .mpeg, .mpg, .mpv2, .wmv, .wmz, and .wpl	Most likely to play, with .avi, .mpg, .mpeg, and .wmv types being most reliable.
.mov, .qt	Newer files of these types may not play.
.asx, .m3u, .wmx, .wvx, and other "linked" file types	These types (usually ending in "x") are less reliable because they are <i>pointers</i> to media files, not the files themselves, and the files they point to might not be available to your computer.

The movie options in PowerPoint do not apply to animated .gif files (.gif extension).

If you're presenting from another computer, check that your movies run on it first.

Playing Flash files

These articles tell you how to play Shockwave Flash (.swf) files:

- [Add a Shockwave Flash Control to a Slide in PowerPoint 2002](#)
- [How to Control a Shockwave Flash Object on a Slide](#)
- [Play a Macromedia Flash Animation in PowerPoint 2002](#)

This Quick Reference Card is excerpted from the following training course on Office Online: [Playing movies](#)

Quick Reference Card: Navigation know-how

Navigate in Normal view


Use shortcut menu on Slides tab

- Right-click a slide thumbnail.

Task pane navigation



- Click the **Other Task Panes** arrow on the right of the task pane's title bar, and click another task pane from the menu.
- Use the navigation arrows in the top left of the pane to go back and forward to recently used task panes.
- Use the links in the **Slide Design** task pane to open color schemes and animation schemes.


Switch into Slide Show view

- On the lower left of the editing window, click the **Slide Show** button .

To open the show at the start, select slide 1 before you click the button. (See also the keyboard shortcuts, below.)

Keyboard shortcuts

To do this	Press this
Display any shortcut menu	SHIFT+F10 (throughout Microsoft® Office)
Insert new slide	Several ways: <ul style="list-style-type: none"> • CTRL+M • SHIFT+F10 then N • ALT+N <p>Note For ALT+N to work, the New Slide button  must be displayed on the Formatting toolbar.</p>
Duplicate selected slide	CTRL+D
Repeat an action	CTRL+Y
Move between Slides tab and Outline tab	CTRL+SHIFT+TAB
Turn the current task pane off and on	CTRL+F1
Open the Slide Design task pane	ALT+S <p>Note For ALT+S to work, the Slide Design button  must be displayed on the Formatting toolbar.</p>

Move focus among all panes of Normal view	<ul style="list-style-type: none"> • F6 (clockwise) • SHIFT+F6 (counterclockwise)
Display the Other Task Panes menu	CTRL+SPACEBAR Note The task pane must have the focus.
Move to next placeholder on slide or to next slide	CTRL+ENTER
Move to next or previous slide	PAGE DOWN or PAGE UP
Open the Set Up Show dialog box	SHIFT+click Slide Show button  .
Open a slide show on the current slide	SHIFT+F5
Open a slide show on slide 1	F5
Return to Normal view and close the slide show	ESC
Switch to Normal view but leave the slide show open	ALT+TAB

Navigate in a slide show

Disable the shortcut menu

In PowerPoint, on the **Tools** menu, click **Options**. On the **View** tab, clear the check box **Show menu on right mouse click**.

Keyboard shortcuts

To do this	Press this
Move to the next slide	<ul style="list-style-type: none"> • N • SPACEBAR or ENTER • PAGE DOWN • DOWN ARROW key • RIGHT ARROW key • SHIFT+F10 and then N
Move to the previous slide	<ul style="list-style-type: none"> • P • BACKSPACE

	<ul style="list-style-type: none"> • PAGE UP • UP ARROW key • LEFT ARROW key • SHIFT+F10+P
Move to a specific slide	<ul style="list-style-type: none"> • Slide number and ENTER • CTRL+S, and then slide number and ENTER
Move to slide last viewed	<ul style="list-style-type: none"> • SHIFT+F10 then V • CTRL+S, and then slide number and ENTER
Go to first slide	<ul style="list-style-type: none"> • 1+ENTER • Press both mouse buttons for 2 seconds.
End a slide show	ESC
Change the pointer to a pen	CTRL+P
Erase any drawings made with the pen	E
Change the pointer back to an arrow	CTRL+A
Hide the pointer and Slide Show toolbar	CTRL+H
See a list of key combinations	F1

More training about shortcuts

For instruction on keyboard shortcuts in Office programs and detailed steps for finding and printing the list of shortcut keys in Help, see the course "Work with the keyboard in Office."

This Quick Reference Card is excerpted from the following training course on Office Online: [Navigation know-how](#)