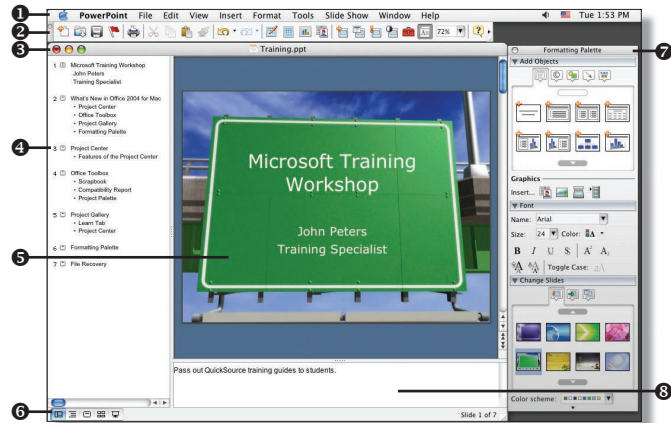


Getting Started

The PowerPoint Window



- 1 **Menu Bar** – contains all tools for use with PowerPoint 2004.
- 2 **Standard Toolbar** – contains shortcuts for standard PowerPoint actions and tools.
- 3 **Title Bar** – contains the name of the active presentation and the **Close**, **Minimize**, and **Zoom** buttons.
- 4 **Outline Pane** – displays slides in outline form.
- 5 **Slide Pane** – displays the selected slide.
- 6 **View Buttons** – allow you to switch between views.
- 7 **Formatting Palette** – contains shortcuts for formatting features.
- 8 **Notes Pane** – displays notes added to a slide.

Using the Formatting Palette

The Formatting Palette is a floating window that contains shortcuts for adding objects, formatting text and objects, and changing slide design. If the Formatting Palette is not displayed, select **Formatting Palette** from the **View** menu or click the **Formatting Palette** button on the **Standard** toolbar.

- To display a panel in the Formatting Palette, click the panel heading. (The **Add Objects**, **Font**, and **Change Slides** panels are displayed by default.)
- To customize the Formatting Palette, click the **Customize** button at the bottom of the Formatting Palette and select **Customize Formatting Palette** from the resulting menu. Make changes and click the **OK** button.
- To close the Formatting Palette, click the **Close** button in the upper-left corner of the Formatting Palette or click the **Formatting Palette** button on the **Standard** toolbar.

Using the Project Gallery

The Project Gallery is the entry point to all Office 2004 programs. By default, the Project Gallery appears when you launch PowerPoint 2004. The following tabs are contained in the Project Gallery:

- **New** – displays Office templates.
- **Recent** – shows a list of the most recent documents you have created or worked with.
- **Project** – displays files created in the Project Center.
- **Learn** – displays help and sample files for Office 2004.
- **Customize** – allows you to change Project Gallery settings.

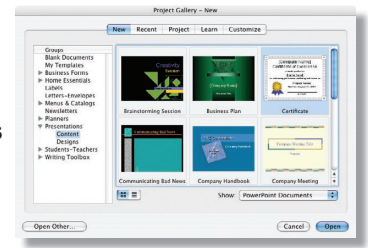
Creating a New Blank Presentation

1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Select **PowerPoint Presentation** in the box on the right.
4. Click the **Open** button.

*Note: You can also select **New Presentation** from the **File** menu, or click the **New Presentation** button on the **Standard** toolbar.*

Using a Design Template

1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Click the arrow next to **Presentations** in the **Groups** box.
4. Select the **Designs** subheading.
5. Select a document template in the box on the right.
6. Click the **Open** button.



*Note: To change how the templates are displayed, click the **View Templates as Gallery** or the **View Templates as List** button.*

Using the AutoContent Wizard

1. Select **Project Gallery** from the **File** menu.
2. Click on the **New** tab.
3. Select **Blank Documents** in the **Groups** box.
4. Click the arrow on the **Show** box and select **PowerPoint Documents** from the resulting menu.
5. Select **AutoContent Wizard** in the box on the right.
6. Click the **Open** button.
7. Follow the instructions provided by the AutoContent Wizard.
8. Click the **Finish** button when you are finished.

Opening a Presentation

1. Select **Open** from the **File** menu or click the **Open** button on the **Standard** toolbar.
2. Locate and select the presentation you want to open.
3. Click the **Open** button.

*Note: To open a recently-opened presentation, select the presentation name from the bottom of the **File** menu.*

Saving a Presentation

1. Select **Save** from the **File** menu or click the **Save** button on the **Standard** toolbar.
2. Enter a file name in the **Save As** box.
3. Select a location where you want to save the document.
4. Click the **Save** button.

*Note: To quickly save after the initial save, press **⌘ + S** or click the **Save** button on the **Standard** toolbar.*

Using Presentation Views

To change the view, select **Normal**, **Slide**, **Slide Sorter**, **Notes Page**, or **Slide Show** from the **View** menu. You can also click the **Normal View**, **Outline View**, **Slide View**, **Slide Sorter View**, or **Slide Show** buttons in the bottom-left corner of the **PowerPoint** window.