Tip:

The gridlines are displayed if Excel's Gridlines option is selected.

15. Press **<Ctrl+S>** to save the added slides with your presentation.
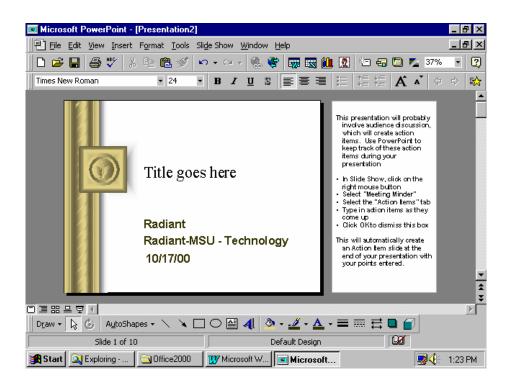
16. Press **<Alt+F4>** to close PowerPoint.

This concludes the activity. Note that you could have easily added background colors, textures, shading, and transitions using the skills you learned in previous sections. However, these additions would have taken considerably more steps. If you would like to exercise these skills, feel free to reopen the Objects presentation and begin adding title text, backgrounds, and transitions.

13.7 Power Point Views

The View Buttons

The following illustrations show each of the View buttons. The purpose of each of the buttons follows the illustration, along with an example of the corresponding screen. Notice the Normal, Slide Show, and Slide Sorter view selections are available both from the View menu selection and from the View icons located on the bottom left of the view window.

Normal View—Normal view displays three panes—the outline pane, the slide pane, and the notes pane. The three panes allow you to work on all aspects of the presentation in one place. The sizes of the different panes are adjusted by dragging the pane borders.

Outline View—The Outline View is used to display an outline format of your slide show. The slide number and text contents are displayed here. In this view you can edit the displayed text, delete slides, and even cut and paste slides from one location to another. Cutting and pasting is possible within the same presentation or between different presentations. Work in Outline View when you wish to organize and develop the content of your file.

Slide View—The Slide View is used to create and edit your slides. This is the default view when you first open PowerPoint. In this view, all of the menus and toolbars are available for use. Use this view to insert and edit the contents of your slides.

Slide Sorter View—The Slide Sorter View gives you a miniature picture of each slide. You can use this view to select and drag slides from one position to another within your slide show. In this view you can even display two sets of slides simultaneously and then drag and drop slides from one presentation to the other.

Slide Show—This view displays the slides full screen. It is used to show or simply review your slide presentations. Use this view to check final sizes, colors, animation, transitions between slides, sounds, and other controls. To check the timing of a self-running presentation, use the View|Slide Show menu selection. You can also distribute your presentations with the PowerPoint Viewer program, used to run presentations without the actual PowerPoint program.

The following two submenus allow you to adjust the size, orientation, and properties of the various views.

File|Page Setup—File|Page Setup displays the Page Setup dialog. Use it to adjust the size and orientation of your displayed slides, as well as the beginning page number. You can adjust the size of your slides for use as an on-screen show (default), a 35 mm slide show, a paper-based letter- or A4-size

presentation, overhead, banner, or custom size slide show. The Height and Width boxes let you set the custom sizes. You can also change the orientation from landscape (horizontal) to portrait (vertical).

File|Properties—Use this menu selection to display general information and detailed statistics about the current slide presentation. Five different tabs are available in this dialog. Each displays a different set of information. The best way to determine the kind of information provided is to open and browse the Properties dialog when a slide presentation is open.

13.8 Saving and Printing Your work

Be sure to save your presentation after creating and finalizing it. PowerPoint 2000 saves your presentation with .ppt document filename extension unless you override the default file type and save your presentation in the Web-based HTML format.

Of course, you also need to print your presentation, either to paper , to a color printer , or to a printer that supports transparencies. The File , Print dialog box works differently in PowerPoint 2000 than in Word 2000 and Excel 2000. Instead of globally printing the presentation, you must indicate in PowerPoint 2000 exactly how and what you want to print.

13.9 Working with Colors and Transitions

This section shows you how to add snap to your slides with color variations, shading, highlighting, and attractive transitions between slides. The following paragraphs discuss the PowerPoint controls used to modify colors, shading, and transitions.

Background Color Control

In the previous section you learned how to control the color of text and text object fills and borders. You used the Formatting and Drawing toolbars and the Menu Bar. The Format menu selection is also used to color the background of your slides. Recall that the color of text is quickly changed by selecting (highlighting) the text and then clicking the Drawing toolbar's Font Color button   . Clicking the More Font Colors option on the Font Color palette