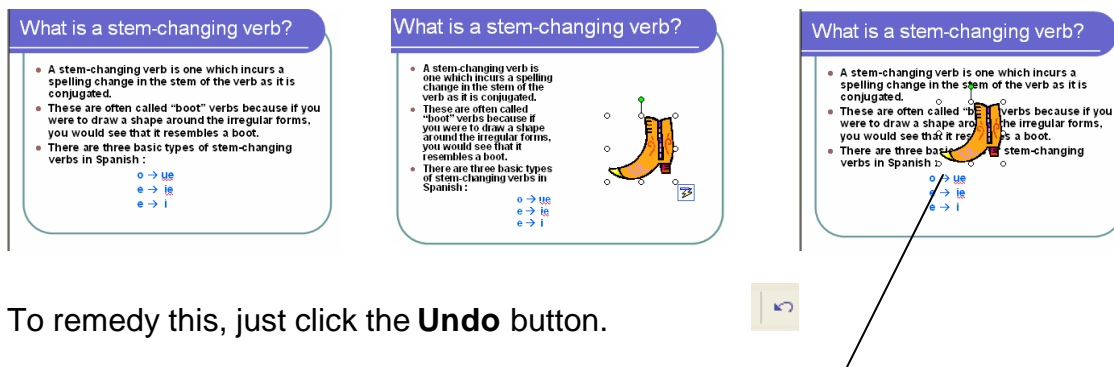


Tips and Tricks in PowerPoint XP

The following are an assortment of tips and tricks to enhance your *PowerPoint* presentations:

- 1) What to do when inserting a picture re-arranges your slide layout.
- 2) How to flip or rotate a picture.
- 3) How to resize or move a text box.
- 4) How to insert a symbol.
- 5) How to change a picture to a watermark.
- 6) How to move one object behind another.
- 7) How to insert callouts.

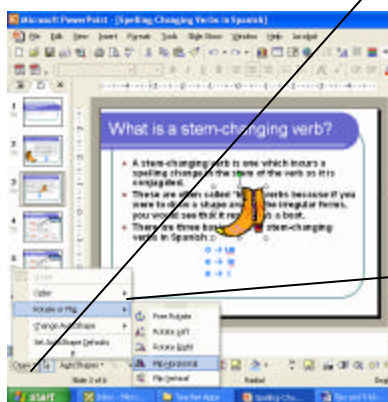
- 1) Sometimes, inserting a picture on a slide will cause the text and other pictures on the slide to be re-arranged, as pictured below.



To remedy this, just click the **Undo** button.

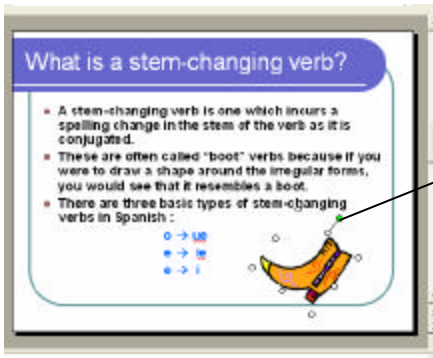
Your slide format will return to its previous state, and your picture will remain, ready to be moved to the desired position.

- 2) To flip a picture vertically or horizontally, **click on the picture**, then click on the **Draw** button at the bottom of your screen.



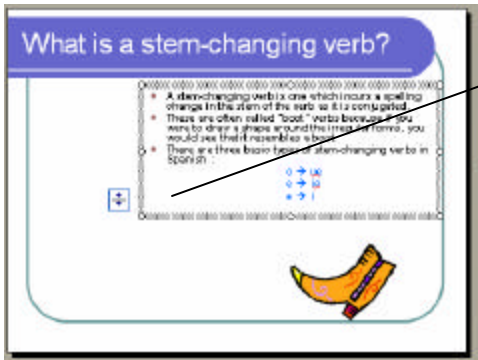
[Note: If the **Draw** button does not appear, that is because your **Drawing toolbar** is not showing. To show the Drawing toolbar, pull down the **View** menu and click on **Toolbars**, then click on **Drawing**.]

Click on **Rotate or Flip**, then simply choose the direction in which you want to rotate or flip your picture.



Note: You may also rotate a picture by clicking on it, then clicking on the **green dot** above the picture. Click and drag clockwise or counter-clockwise to rotate the picture.

- 3) To resize a text box, simply click anywhere within the box. You may then click and drag on the "handles" around the box to move and resize it.

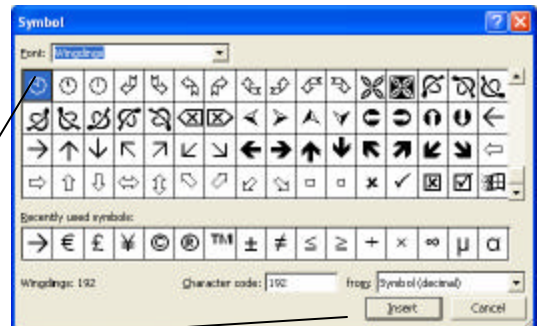


Clicking and dragging on a **corner handle** will resize the box *both horizontally and vertically*. Clicking and dragging on a **side handle** will resize the box *either horizontally or vertically*.

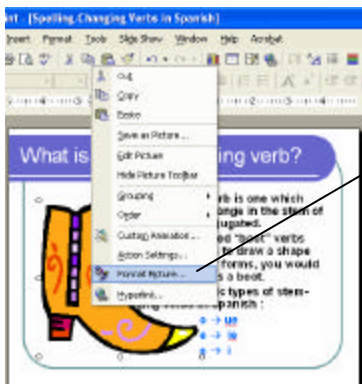
To move the whole box, click again on the dotted line surrounding the box. When your pointer turns to a **four-headed arrow**, you may click and drag to move the box to the desired spot.

- 4) To insert a symbol such as an arrow or star, pull down the **Insert** menu and click on **Symbol**.

You may choose from a variety of symbol palettes by pulling down the **Font** menu at top left.



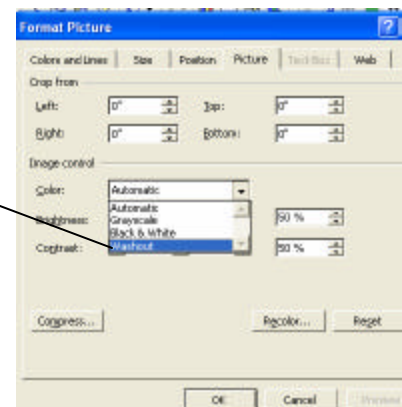
Click on the symbol you want and click the **Insert** button. After you have inserted the symbol, click the **Close** button to return to your presentation.

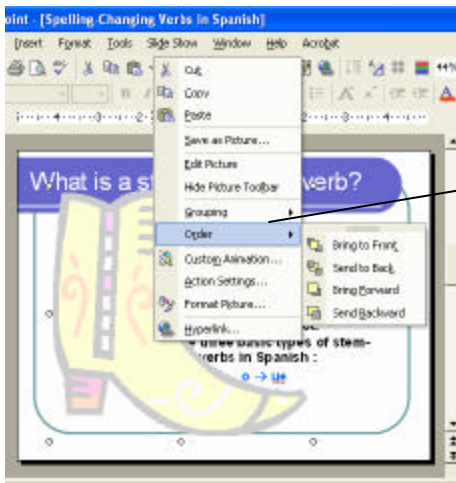


- 5) Any picture may be changed to a watermark in any of the Office Suite of software. To do this, first **right-click** on the picture, then click on **Format Picture**.

Next to **Color:**, pull down the small downward arrow and click on **Washout**. Then click on **OK**.

Your picture is now a watermark.

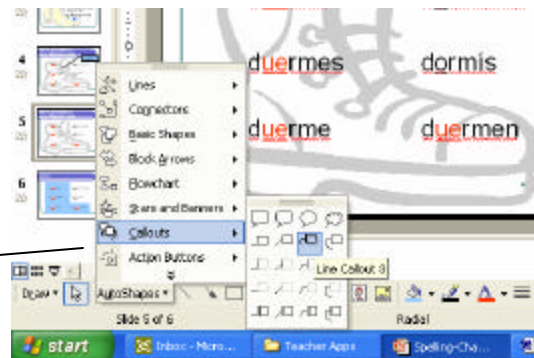




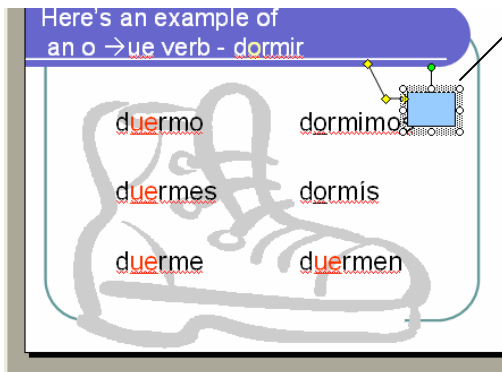
6) To move one object behind another, **right-click** on the object you want to move.

Click on **Order**, then choose the desired option. They will move the selected object as follows:
Bring to Front - on top of all other objects.
Send to Back – beneath all other objects
Bring Forward – one layer closer to the top
Send Backward – one layer closer to the bottom

7) Callouts are like speech bubbles, and may be inserted using the **AutoShapes** button at the bottom of your screen. **[Note: If the AutoShapes button is not showing, follow the steps for showing the Drawing Toolbar in Step 2.]**



Click on the **AutoShapes** button, then click on **Callouts**. Select the desired shape and click on it. Your cursor will now change to a **cross**. When you click and drag on your presentation, you will “draw” the callout shape you selected.



You may type text in the callout simply by clicking on it and beginning to type. To resize the callout, follow the steps for **resizing a text box** in **Step 3**.