



Microsoft PowerPoint

What's New in PowerPoint 2003?



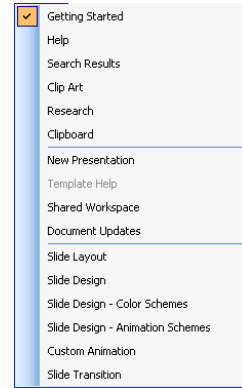
TASK PANE

- ◆ There is now a keyboard shortcut to open the task pane area: CTRL + F1
- ◆ There are navigation buttons at the top of every task pane:

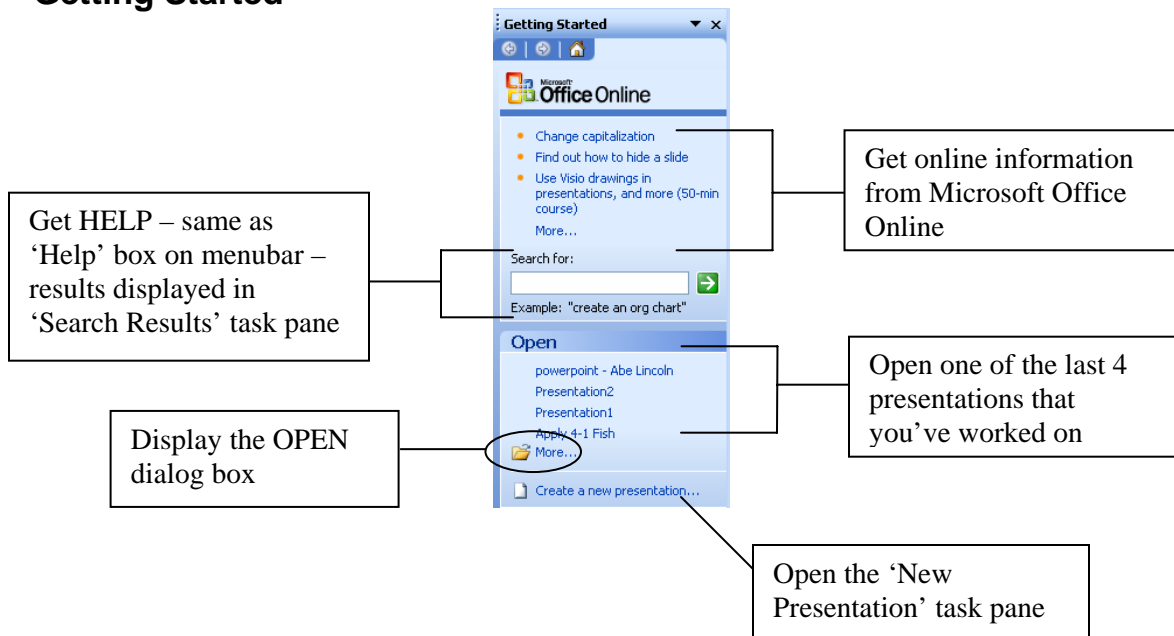


The 'Home' icon will display the 'Getting Started' task pane

- ◆ Word 2003 has several new task panes:



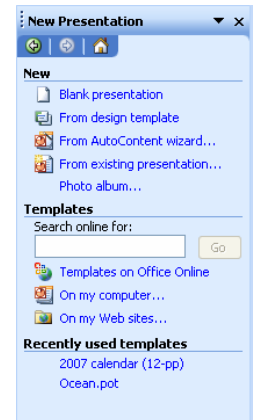
Getting Started



New Presentation

Basically, the pre-2003 'New Presentation' task pane has been split up: existing presentations are now in the 'Getting Started' task pane and brand new presentations were left in the 'New Presentation' task pane

NOTE: The 'New Presentations' task pane has a new position in the task pane list.

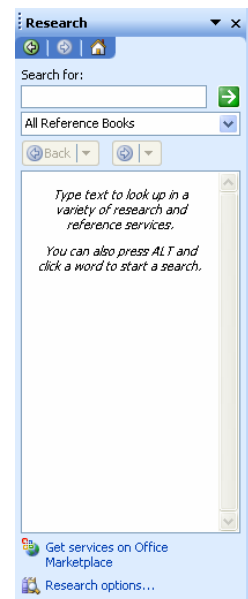
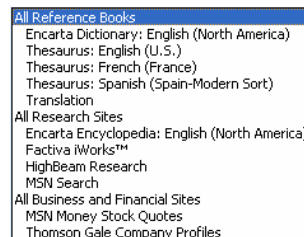



Research


PowerPoint now has a thesaurus! If you click on TOOLS > THESAURUS, the 'Research' task pane will be displayed.

But, you can search for more than just synonyms!


You can search any or all of the following reference books:



Click  on the standard toolbar to open the research task pane - ALT + click is the shortcut.

During the search, the  button becomes a red square. You can click the red square to cancel the search.

Thesaurus: Clicking on a found word in the thesaurus will look up that word.

To replace, point to the word and click the down arrow  and click 'Insert.'

Help

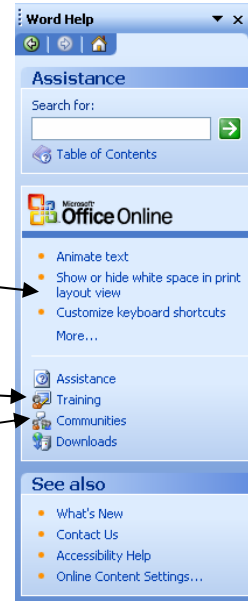
This is the central ‘Help’ source. In fact, F1 will now open this task pane.

Not only can you get help on a topic you enter in the ‘Search for:’ box, Microsoft offers suggested topics.

Did you know Microsoft has courses online on numerous topics? Click on ‘Training.’

Have a problem and can’t find an answer? Click on ‘Communities.’

Click on ‘What’s New’

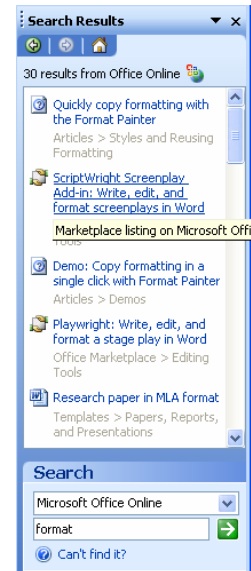


Search Results

When you asked for Help, the possible help areas are displayed in the ‘Search Results’ task pane.

There’s an icon before each entry. The icons indicate what type of source this is on Microsoft Office Online:

ICON	INDICATES
	Help
	An Article
	Training
	A Marketplace Listing
	A Template
	Web Page



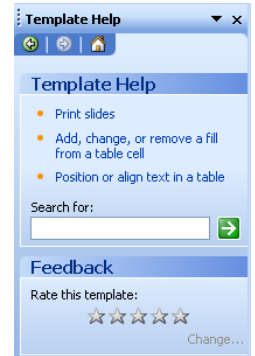
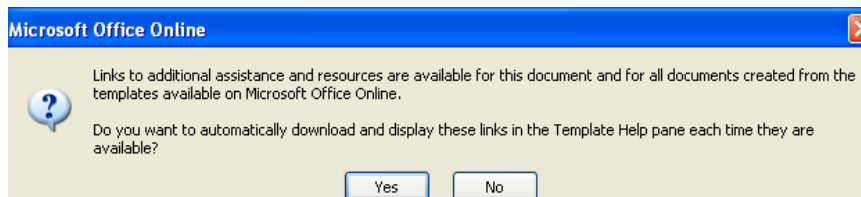
Shared Workspace and Document Updates

Not used at OCC - need Microsoft SharePoint Services.

Template Help

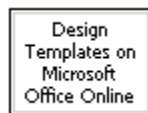
This task pane is only active after you download a template from the Microsoft online site.

When you download a template, the following will be displayed:



This will be displayed each time you download a template until you click 'Yes.' If you click 'Yes' then the Template Help task pane will be active each time you download a template.

To download a template, display the 'Slide Design' task pane. The last design displayed will be:

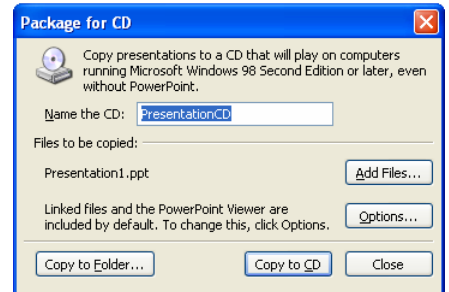


Click on this image to go to the Microsoft Office online site. Select a design template and download. The 'Template Help' task pane will now be active.

Package For CD

This will let you put your presentation, all supporting files, including linked files, and PowerPoint Viewer on a CD for use at a location that doesn't have PowerPoint installed. Click FILE > PACKAGE FOR CD on the menubar.

Click the OPTIONS button to exclude the PowerPoint Viewer if you know this CD will always be used at computers with PowerPoint.





New Slide Show Navigation Toolbar

There is a new slide show navigation toolbar in the lower left corner of your slide show.

Move your mouse pointer to that area and the following toolbar will be displayed:

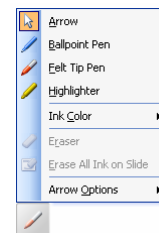


The  button will display the prior slide.

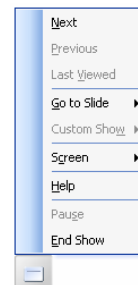
The  button will display a drop down list of ink annotations selections.


There are new pens: 'felt tip pen' and 'highlighter' in addition to the 'ballpoint pen.' The drop down list indicated the default color for each:

- ballpoint pen - blue
- felt tip pen - red
- Highlighter - yellow

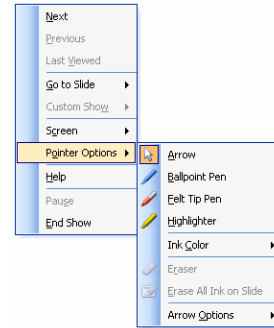


The  button will display a drop down list of options:



The  button will display the next slide.

The right click drop down list has a few changes, primarily additional pen selections and the absence of 'Meeting Minder':



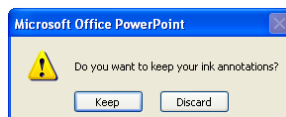
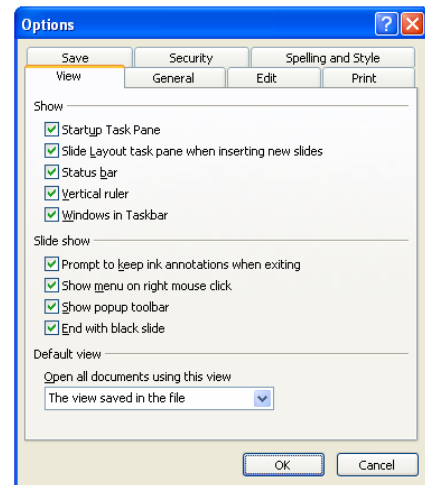
New INK Annotations

As displayed above under 'New Slide Show Navigation Toolbar,' there are new ink annotation options.


In addition, you can keep the ink annotations that you've made during a slide show.

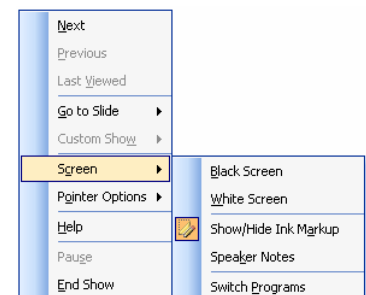
To keep the annotations:

1. Click TOOLS > OPTIONS on the menubar and check 'Prompt to keep ink annotations when ending.'
2. When ending your slide show, the following will be displayed:



You can 'Keep' or 'Discard' the ink annotations that you've made during the slide show.

If you select 'Keep' and save the slide show, the next time you show this slide show, the ink annotations from the prior slide show will display! Under 'Screen' on the right click option list or the  button on the toolbar, click 'Show/Hide Ink Markup' to display or not display the ink annotations.



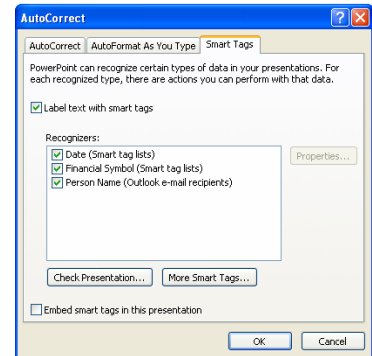
Don't forget the shortcuts available to switch from pen to mouse pointer:

- CTRL+P for a 'felt tip pen'
- CTRL + U for a mouse pointer

You can also ERASE one or all annotations on a slide.

Smart tag support

Smart tags are now available in PowerPoint, but they primarily interface with Microsoft Outlook. So, they are not used at Oakton.



Meeting Minder

Is no longer available.

You may want to use Speaker Notes.

Little Things

Start Show from Current Slide

SHIFT+F5 is now the shortcut to start show at the current slide.

Same as pressing  in lower left corner of screen

? on Dialog Boxes

Have you ever used the question mark on dialog boxes to get help? In prior versions of Word, you get a yellow pop-up box with information.



Frequently, this was all you needed to be reminded of a little used option on the dialog box.

Now, using this question mark sends you to the help window!

What's This

Is no longer available.

Easier Online Access

As you've seen, you have online access throughout Word 2003. But, if you ever need immediate access, click **HELP > MICROSOFT OFFICE ONLINE** on the menubar.