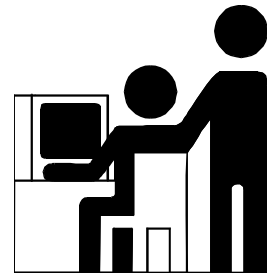


◆ Shortcut Keys

To do this:	You want to press this:
Advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or the SPACEBAR (or click the mouse)
Return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
End a slide show	ESC or HYPHEN
Stop or restart an automatic slide show	S or PLUS SIGN
Go to slide <number>	<number>+ENTER
Display a black screen, or return to the slide show from a black screen	B or PERIOD
Display a white screen, or return to the slide show from a white screen	W or COMMA
Hide the pointer	CTRL+H
Redisplay hidden pointer and/or change the pointer to an arrow	CTRL+A
Return to the first slide	Both mouse buttons for 2 seconds

Here are some great websites to get free templates or how-to's:

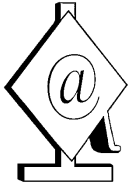
- ⇒ www.presentersuniversity.com
- ⇒ www.brainybetty.com/EducationCollection.htm
- ⇒ www.graphicsland.com/powerpoint-templates.htm
- ⇒ search.office.microsoft.com/assistance/tasks.aspx?t=presentations
- ⇒ www.indezine.com/products/powerpoint
- ⇒ www.powerbacks.com



IMPORTANT
NEWS

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ANSWER QUEST TIP SHEET

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BI-MONTHLY NEWSLETTER

JUNE 2001

QUICK NOTE: THIS NEWSLETTER IS CHANGING TO A BI-MONTHLY PUBLICATION. ENJOY!

THE POWER OF POWERPOINT

Microsoft PowerPoint 2000 has come of it's own. It's a great presentation tool that can even be used to turn your in-house presentation into a web-based presentation easily. Yes, the older version did this, but 2000 is a breeze to use.

Recently, I've been doing a lot of training with some people who work for one of our county public school systems. It amazed me how much technology is used in today's classroom and how young the kids are when they are first taught to use software like PowerPoint. This is exciting!

Overall, everyone loved PowerPoint in my classes. We did find a few quirky bugs but some really great features too!

Here are some tips on using it:

◆ **Create Photo Albums in a Snap with PowerPoint 2000**

A new plug-in for PowerPoint that will create a presentation from a directory of pictures or scanned photographs. There are special designs for photo albums. You can view photo albums in Slide Show view or print your album as well. You can download this plug-in at:

<http://office.microsoft.com/assistance/2000/PPTPhotoAlbum1.aspx>

◆ **Save As Web**

Would you like to have others view your presentation via the web? PowerPoint files can be saved as web pages, too! Simple select File – Save As Web. Pick the location and name of file and then select Publish. Full directions at:

<http://office.microsoft.com/assistance/2000/PubWPst.aspx>

◆ **Use Graphics to Enhance Your Presentation**

The use of graphic images in your presentation will make the audience more attentive to your slide show. Be careful though. Using too many will overpower the message you are trying to convey. Also, remember if you use images that you download from the web, look for the web site's "usage policy." Some sites will say "Free Graphics" but their policy will indicate you can only use it for personal use when in fact you want to use it for commercial use. More info at:

<http://office.microsoft.com/Assistance/2000/PubWLGfx.aspx>

◆ **Copy slides from one PowerPoint presentation into another presentation**

There might be a time when you want to create a new presentation from several others. The problem is that when you copy the slide to the new presentation, the slide will take on the theme of the new presentation. There is a way to get around this. Go to the Microsoft Knowledge Base and search for article Q197698:

<http://support.microsoft.com>

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