














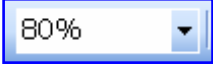










STANDARD TOOLBAR

The Standard toolbar contains buttons that allow most of the commonly used operations, such as opening, saving, printing, and previewing a document to be performed. There are some buttons on the Standard toolbar that are common to all Office 2003 programs. The table below shows these buttons and explains what they are used for.

Button	Used to
New	 Create a new presentation. When this button is clicked, the Slide Layout Task Pane will appear.
Open	 Open a previously created document from a folder.
Save	 Save a document to a folder. If the document is a new one that hasn't been saved, PowerPoint will display the Save As dialog box. If the document has been saved previously, the document will replace the previous version when the Save button is pressed.
E-Mail	 Bring up the E-mail dialog box, which allows the current presentation to be sent to another person via e-mail
Print	 Send a presentation to print. This option will print the current view of the document.
Print Preview	 Provide a preview of what a document will look like when it has been printed. This is a good feature to use before sending any document to the printer.
Spelling	 Check spelling in a presentation.
Research	 Search for words or topics from Microsoft Encarta or other reference materials. It is possible to search folders on the Internet as well as on the local computer.
Cut	 Remove text from a document and store it on the Clipboard. The text is then inserted into another area of the document by pasting the text from the Clipboard.
Copy	 Make a copy of selected text of a document and store it on the Clipboard. The copied text can then be inserted into another part of a document using the Paste feature.
Paste	 Insert text that has been cut or copied from a document and has been stored on the Clipboard. In PowerPoint, it is possible to have up to 24 items on the Clipboard at one time.
Format Painter	 Copy the formatting applied to one set of text to another set of text. When the button is clicked once, it copies the text to the next occurrence. When it is clicked twice, it applies the formatting to selected text throughout the rest of the document.
Undo	 Reverse previous edits or formatting changes that were made to a document.
Redo	 Repeat a reversed edit or formatting change. Only reversed changes can be repeated with the Redo command.

Button		Used to
Insert Hyperlink		Insert a link to a Web page, another document, a different location in the current document, to a different file, such as a multimedia file, or to an e-mail message. Hyperlink text appears in the document in underlined format that is usually a different color than the original text.
Zoom		View the document in different percentages from 25% to 400%. Use the fit option to restore the slide to the default size.
Help		Provide help regarding any process used while creating, editing, or formatting a presentation.

In addition to the common buttons on the Standard toolbar in PowerPoint, there are additional buttons on the Standard toolbar that are specific to PowerPoint only. These buttons are described in the next table.

Button		Used to
Insert Chart		Insert a chart into a presentation. A column chart will appear in the slide, along with a Default Datasheet. In the datasheet it is possible to input personal data.
Insert Table		Insert a table into a document. This button opens a grid that allows the number of columns and rows needed in a table to be chosen.
Tables and Borders		Open the Tables and Borders toolbar. This toolbar is used to format tables in a presentation.
Expand All		Collapse and Expand the presentation outline. For this button to work, the Outline tab must be selected in Normal view.
Show Formatting		Display all the text formatting in the outline. For this button to work, the Outline tab must be selected in Normal view.
Show/Hide Grid		Provide gridlines for positioning objects in a slide.
Color/Grayscale		Display the presentation in one of three ways: Color, Black and White, or Pure Black and White. A drop-down list will appear with the options listed. Just click one of the options to select it.