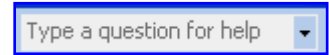


Using the Microsoft PowerPoint Help System

At anytime while you are using PowerPoint, you can interact with its Help system and display information on any PowerPoint topic. It is possible to access the Help system in four primary ways:

- ✓ Ask a Question box on the Menu Bar (see illustration top right).
- ✓ Function key F1 on the keyboard.
- ✓ Microsoft PowerPoint Help command on the Help menu.
- ✓ Microsoft PowerPoint Help button on the Standard toolbar (see illustration bottom right).

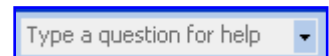


When the Ask a Question option on the Menu bar is used, PowerPoint responds by opening the PowerPoint Help Task Pane, which gives direct access to the Help system.

Using the Ask a Question Box

The Ask a Question box on the right side of the Menu Bar lets you type questions in your own words. It is also possible to type terms, such as animation scheme, outline tab, or bulleted list. PowerPoint responds by displaying a list of topics related to the term or terms entered. To use the Ask a Question box to obtain information on bullet styles, complete the steps below:

- ❖ Click the **Ask a Question** box on the **right side** of the **Menu Bar**.
- ❖ Type the information you need Help with, such as Bullet Styles.
- ❖ Press the **Enter** key.
- ❖ The **Search Results Task Pane** will appear.
- ❖ Click the **Change the bullet style in a list** link in the **Ask a Question** list.
- ❖ When the **Microsoft PowerPoint Help** window displays, click the **Maximize** button on the **Menu Bar**.
- ❖ Click the **Change the bullet style for a single list** link.
- ❖ Read the information on this topic.
- ❖ Click the **Show All** link at the top right side of the window to expand all the rest of the topics.
- ❖ Take a minute to look over this information.
- ❖ Click the **Hide All** button to collapse the links to this information.
- ❖ Click the **Close** button to exit the **PowerPoint Help** window.
- ❖ Close the **Search Results Task Pane**.



Using the Office Assistant

The Office Assistant allows you to enter a word, phrase, or question. The Office Assistant then responds by displaying a list of topics from which you can choose to display Help on the topic. To obtain help on how to change a slide design, complete the following steps:

- ❖ If the **Office Assistant** is not displayed, click **Help** on the **Menu Bar**.
- ❖ Click **Show the Office Assistant**.
- ❖ Click the **Office Assistant**.
- ❖ When the balloon with **What would you like to do?** displays, input **how do I change a slide layout** in the text box immediately above the **Options** button.
- ❖ Click the **Search** button.
- ❖ The **Search Results Task Pane** will display.

- ❖ Click a link for one of the options.
- ❖ The **Microsoft Office PowerPoint Help** window will display.
- ❖ Look through the links to see what is available.
- ❖ Click the **Close** button on the **Help** window **Title Bar** to close the **Help** window.
- ❖ Right-click on the **Office Assistant**.
- ❖ Click the **Options** link.
- ❖ Click the check mark next to **Use the Office Assistant** to turn it off.
- ❖ The **Office Assistant** will disappear from the window.

Using the PowerPoint Help Task Pane

- ❖ Click the **Help** button on the **Standard** toolbar.
- ❖ The **PowerPoint Help Task Pane** will display.
- ❖ In the **Assistance, Search for** box, input a topic to search for.
- ❖ Click the **Arrow** at the end of the **Search for** box.
- ❖ The **Search Results Task Pane** will display.
- ❖ Click the **Table of Contents** link to obtain a list of possible topics.
- ❖ Click any of the links under **Microsoft Office Online** to see what is available there.
- ❖ Under **See also**, click the links to see what is available.
- ❖ Click the **Close** button to close this **Task Pane**.

Connect to Microsoft Office Online

This option is used to display a Microsoft Web page containing up-to-date information on a variety of Office-related topics. A connection to the Internet is necessary to use this command. To use this feature:

- ❖ Click **Help** on the **Menu Bar**.
- ❖ The **PowerPoint Help Task Pane** will appear.
- ❖ Click the option for **Connect to Microsoft Office Online**.
- ❖ The **Microsoft Office Online** Web page will appear.
- ❖ Scroll through the links under the **Products** category.
- ❖ Click the **PowerPoint** link.
- ❖ Scroll through the links to find one that may be helpful to you.
- ❖ When you have finished looking at the articles and other information, click the **Close** button.

