




## New & Improved Features of PowerPoint XP

New Feature	Description	How do I access it?
<p><b>The Tri-Pane View (NEW)</b></p>	<p>PowerPoint 2002 has a new default or "Normal" view called the Tri-Pane View. This view automatically opens when you launch PowerPoint, and allows you to see several aspects of the presentation simultaneously.</p>	<p>✓ The Outline tab will either be labeled "Outline" as shown above or displaying the following symbol:  This tab allows you to display the outline of the text in your presentation in that column. The Slides tab will be labeled "Slides" or display the symbol: </p> <p>✓ Clicking on this tab displays thumbnail-size slides from your current presentation.</p>
<p><b>Opening PowerPoint Screen (Task Panes) (NEW)</b></p>	<p>New Presentation Task Pane is displayed on the right side of the screen from which you can open a presentation select a template, etc. You can begin typing a new presentation immediately on the slide displayed in the center of the screen. Thumbnail images of your presentation slides are displayed on the right side of the screen where you can switch between slide view and outline view. You can click on any of the thumbnail images slides to view and/or edit the slide. Multiple slides can be selected by holding down the Control key while selecting the slides.</p>	<p>Open PowerPoint 2002. The task pane should be on the right side of the screen.</p>

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<p style="text-align: center;"><b>Rotating Images (NEW)</b></p>	<p>PowerPoint now has the option to rotate images or graphics that have been inserted into your presentation.</p>	<ul style="list-style-type: none"> <li>✓ Select the image then, click and hold down the mouse button over the green dot on the "handle" that appears at the top of the graphic.</li> <li>✓ Move the mouse to the right and left to rotate the image.</li> </ul>
<p style="text-align: center;"><b>Compressing Images (NEW)</b></p>	<p>PowerPoint 2002 now includes an image-editing feature that allows you to change the resolution (dpi, or dots per inch) of a graphic. This feature can eliminate the necessity of first editing your images to make them smaller in size— using applications such as Adobe Photoshop or Macromedia Fireworks— before inserting them into your presentation. Changing the resolution of an image is especially important when you intend to view the presentation on-screen rather than making print-outs since computer screens can only display images at 72 dpi, even if the image 300 dpi. Removing the extra resolution data makes your file smaller and more manageable without compromising the quality of the image.</p>	<ul style="list-style-type: none"> <li>✓ Select the image you want to compress.</li> <li>✓ In the Picture toolbar (View -&gt; Toolbars -&gt;Picture), select the Compress icon . The Compress Pictures window will appear </li> <li>✓ In Apply to, choose whether to apply the compression to all the pictures in the presentation or just the selected one.</li> <li>✓ In Change Resolution, select the Web/Screen option if you will be primarily displaying your presentation on screen or on the web.</li> <li>✓ In Options, check the Compress pictures box. If you have cropped the image using the Crop tool in the Picture toolbar, you can also select the option to delete any information that has been cropped from your picture.</li> </ul>

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<b>Print Preview (NEW)</b>	PowerPoint now gives you the option to preview your presentations before you print. Special pull down menus in the Print Preview window let you preview and print slides, notes pages, a variety of handout layouts, and also an outline of your slides.	<ul style="list-style-type: none"><li>✓ Click File, Print Preview or click the Print Preview button</li><li>✓ On the Print Preview Toolbar, click the down arrow to the right of Print What.</li><li>✓ Choose a layout. When you find a preferred layout, choose Print</li></ul>
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