

Chapter

1

Customize PowerPoint Options to Suit Your Needs

You can get more done faster with PowerPoint 2003 when you customize its options to suit your needs. The tasks in this chapter are geared toward making the PowerPoint user interface work for you by helping you to place the tools you need where you need them.

If you have ever wondered how to open presentations with the Outline tab showing or with the Notes Page hidden, find out how here. It only takes a few minutes to configure PowerPoint to open presentations in the view in which you are most comfortable.

If you are tired of browsing to file folders many levels deep to find or save files, you can save time by adding a shortcut to the My Places Bar. You can customize menu

options so you can place the functions you use most where they work best for you. You can also create and name custom menus and toolbars according to your needs. Custom menus and toolbars can include virtually any function that is available in PowerPoint.

If you want to keep your PowerPoint working environment uncluttered and display only the functions you use most, you can choose which toolbars appear when you open PowerPoint. You can also choose whether or not the Office Clipboard opens every time you copy data to it so that you can easily access copied or pasted items, or instead concentrate on your presentation by choosing not to view Clipboard contents automatically.

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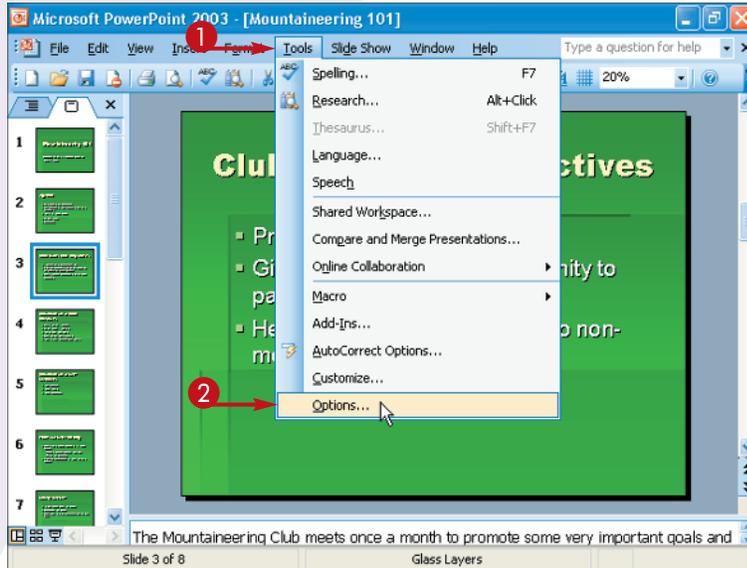
CHANGE THE VIEW

of your presentation

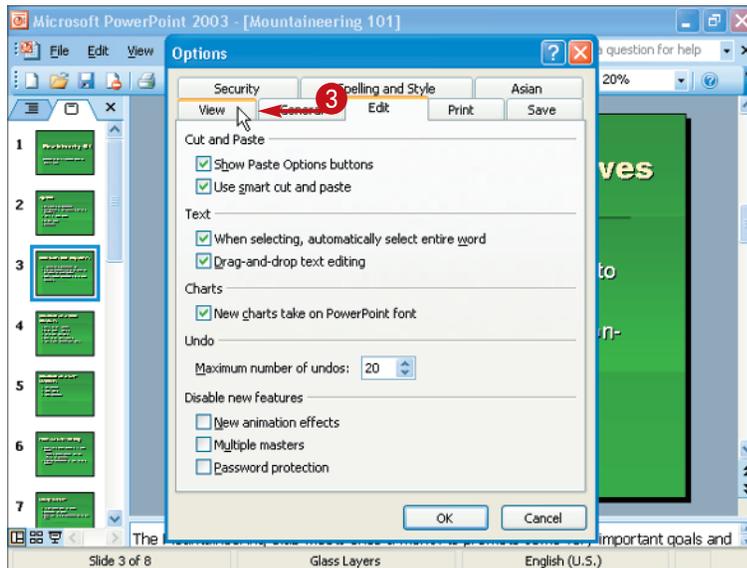
You can view presentations in the format in which you are most comfortable when you change the default view in which presentations display. For example, you may find that you routinely switch from the Slide tab to the Outline tab to see the organization of your presentation at a glance. On the other hand, you may find that you rarely use Notes, so you often turn off the Notes Page in order to concentrate on arranging your slides.

If you routinely change the way you view presentations in PowerPoint, you can save time

by specifying the default view you would like PowerPoint to use instead of making manual changes to the view each time you open a presentation. When you change the default view, PowerPoint displays only the parts of the screen that you want to see, such as the Outline or Slide tab, the Notes Page, or any combination of these options. After you specify the view you would like to use, you can see it take effect the next time you open a presentation.



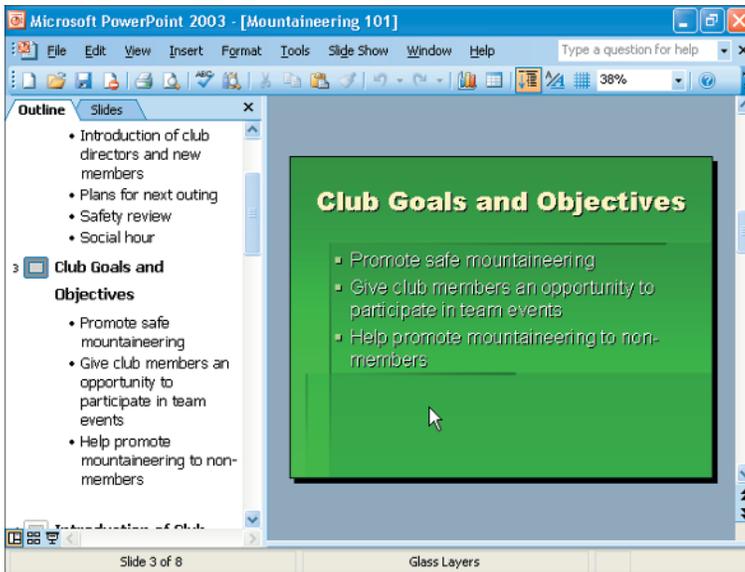
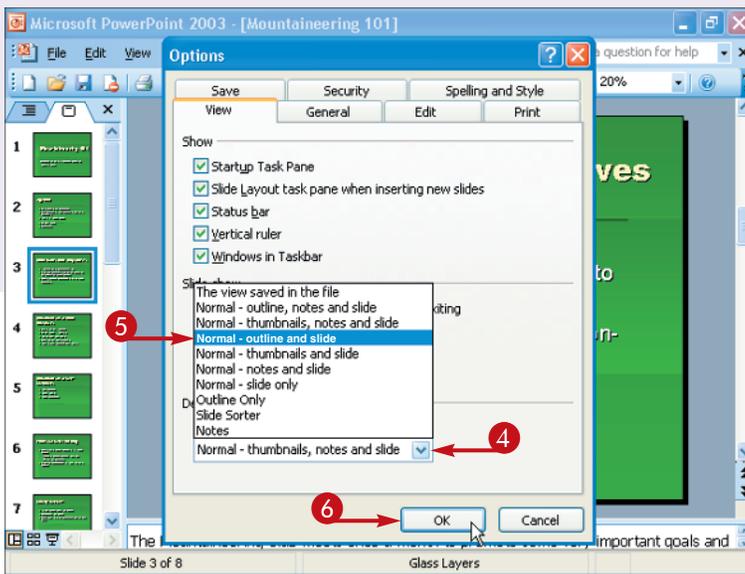
- 1 Click Tools.
- 2 Click Options.



The Options dialog box opens.

- 3 Click the View tab.

- 4 Click the Default View .
- 5 Click a view option.
- 6 Click OK.



The Options dialog box closes, and the next time a presentation is opened, the view is changed.

TIPS

Did You Know?

You can always change a presentation's view after you open it. To view or remove the Notes Page, simply click View, and then click Notes Page.

Try This!

If you spend a lot of time reviewing presentations, you may want to set the default view to open presentations to the Slide Sorter. To do this, perform steps 1 to 4 above and then click the Slide Sorter option from the drop-down menu.

Customize It!

You can open presentations in the view in which the file was saved. To do this, perform steps 1 to 4 above, and then click the view saved in the file option from the drop-down menu.

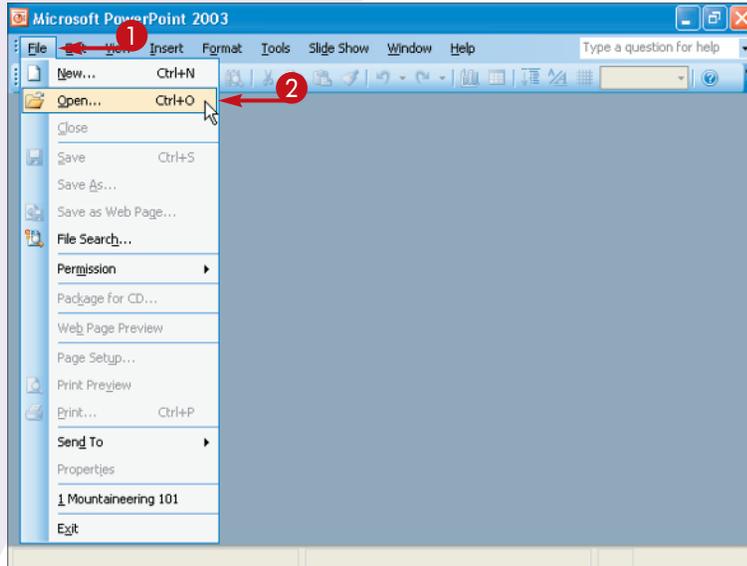
ADD A SHORTCUT

to the My Places Bar

You can save time and access files quickly by adding a shortcut for commonly used folders to the My Places Bar. The My Places Bar appears on the Open and Save As dialog boxes and is most commonly used to access your Desktop, My Documents, My Computer, and My Network Places folders.

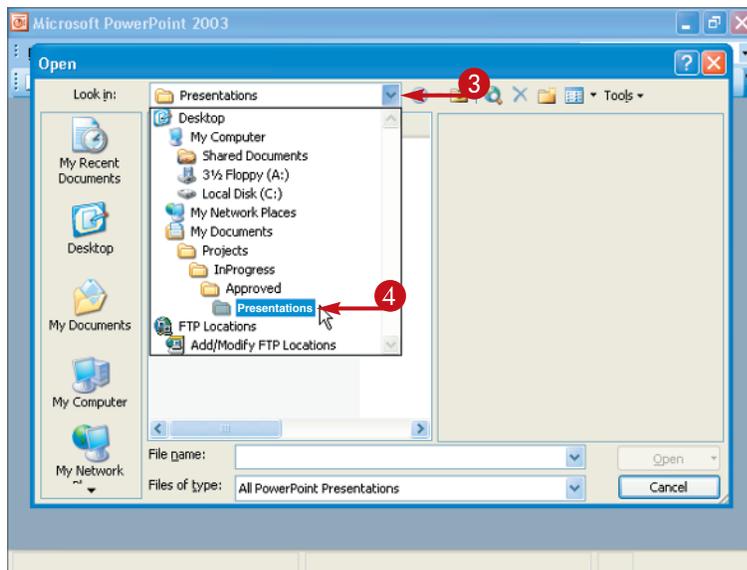
When you add a shortcut to the My Places Bar, it adds an icon to the bar that represents a file folder, network location, or even a Web site. When you want to open a file from that location, you can simply click

the shortcut to see the list of files that are available. Similarly, when you save a file, you can click the shortcut to save files directly to that location. You are also able to continue to browse folders even after you click the shortcut; shortcuts in the My Places Bar are often used to quickly get to a hard drive or network drive and then locate the specific folder you want to use thereafter.



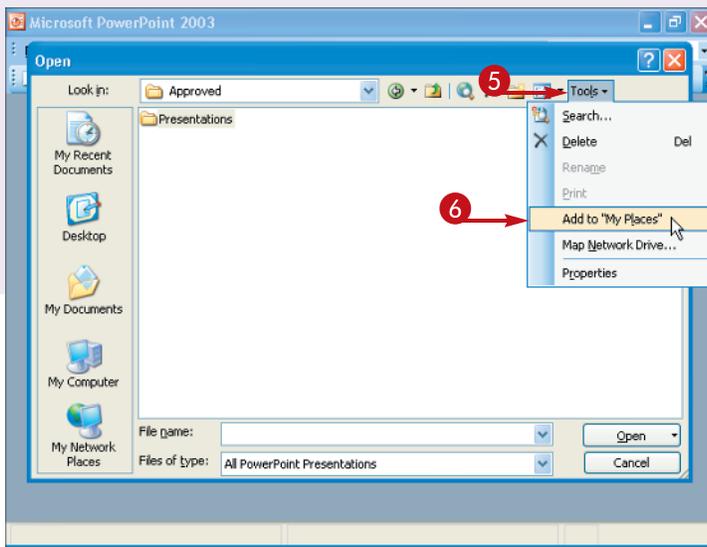
ADD THE SHORTCUT

- 1 Click File.
- 2 Click Open.



The Open dialog box appears.

- 3 Click the Look in .
- 4 Click a folder location.

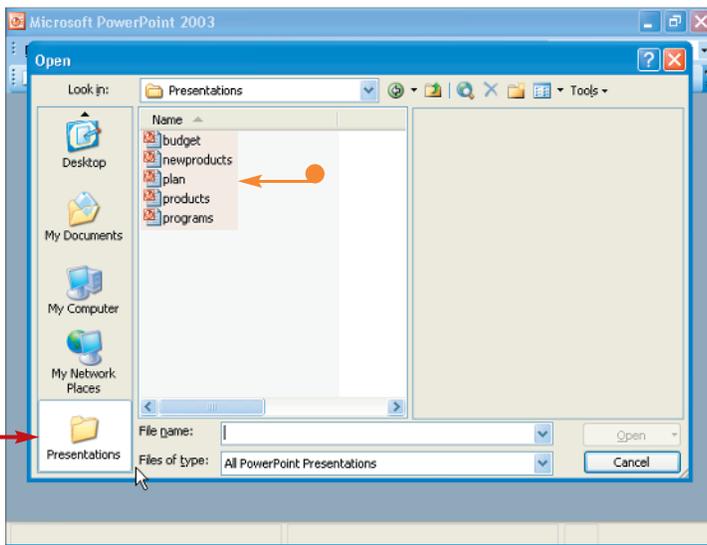


5 Click the Tools .

6 Click Add to "My Places".

The shortcut is added to the My Places Bar.

#2



USE THE SHORTCUT

1 In the Open or Save As dialog box, click the shortcut icon on the My Places Bar.

- The folder opens.

TIPS

Did You Know?

Because all of the Microsoft Office 2003 programs use the My Places Bar, when you add a shortcut to your My Places Bar in PowerPoint, it is also accessible in other programs like Microsoft Word, Microsoft Excel, and more.

Attention!

If you add a shortcut to a password-protected network location or Web site, a prompt may appear asking for a valid user name and password before you can access the shortcut location.

Use the Web!

You can also add Web site shortcuts to My Network Places instead of creating shortcuts on the My Places Bar. You can add My Network Places by clicking Start, My Network Places, and then Add a network place.

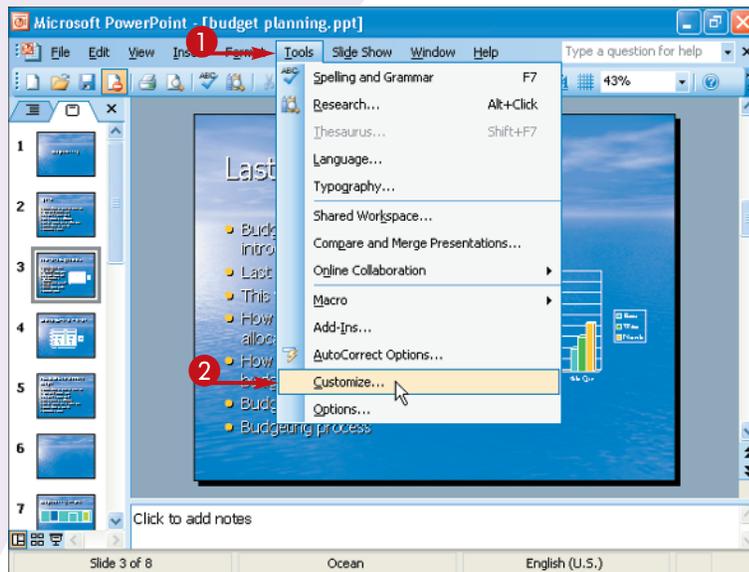
Customize MENU OPTIONS

You can put the features you use within easy access by customizing menu bar options in PowerPoint 2003. Menus, such as File, Edit, View, and Insert, make it fast and easy to access PowerPoint tools.

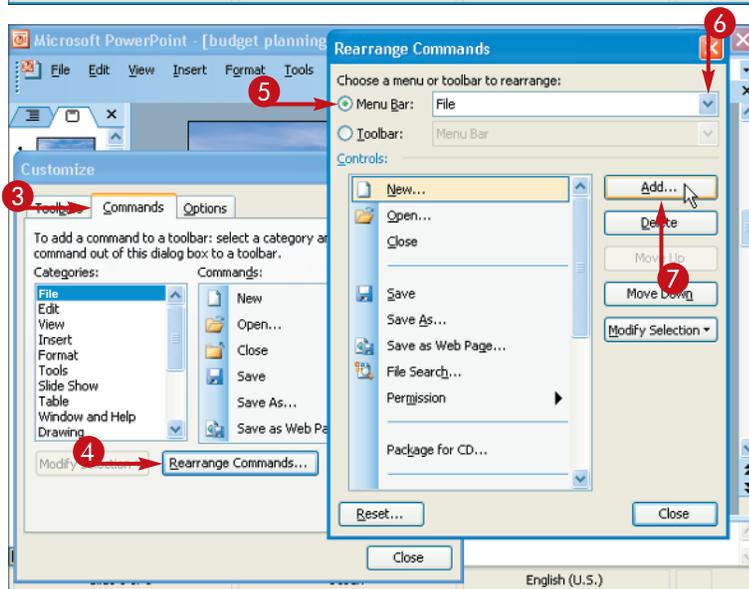
You can easily add commands to menus or remove menu items that you do not need or use. You can move menu items that are currently nested in submenus to a place of higher prominence on the menu, or you can easily rearrange menu items to put the tools you need where you need them.

For example, if you work with many files, you may frequently use the File Search command. The File Search command is not listed on any of the default menus. However, you can add this command to any of the menus to make this tool easy to access.

More advanced options allow you to change or add an icon next to a menu item, change the text label for a menu item, or even change the shortcut key for a menu item.



- 1 Click Tools.
- 2 Click Customize.



The Customize dialog box appears.

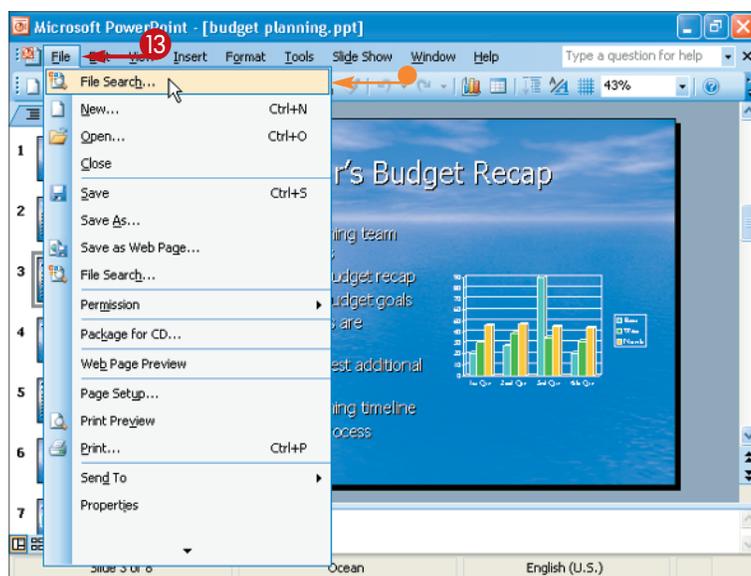
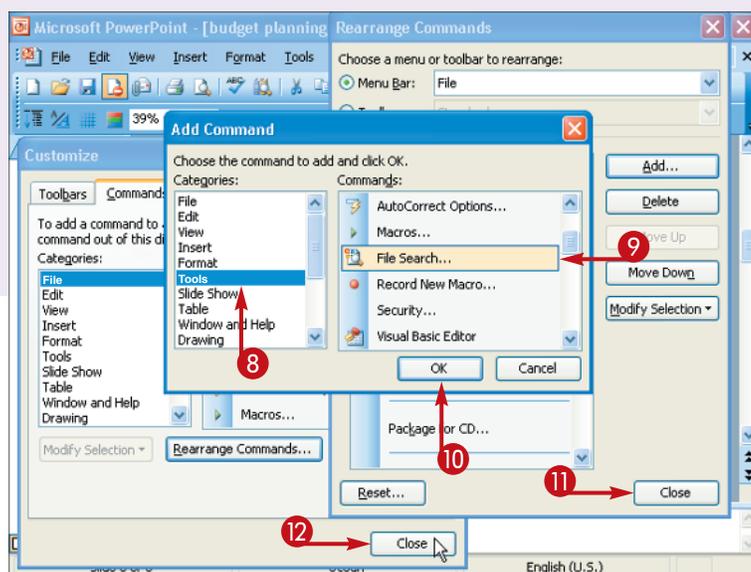
- 3 Click the Commands tab to customize your menus.
- 4 Click the Rearrange Commands button.

The Rearrange Commands dialog box appears.

- 5 Click the Menu Bar option (○ changes to ●).
- 6 Click here and select a menu to edit.
- 7 Click Add.

#3

DIFFICULTY LEVEL



The Add Command dialog box appears.

- 8 In the Categories section, click a menu from which you want to select a command.
 - 9 In the Commands section, scroll down and click a command to add to the menu.
 - 10 Click OK.
 - 11 The menu is updated.
 - 12 Click Close to close the Rearrange Commands dialog box.
 - 13 Click Close to close the Customize dialog box.
- The new command is added to the menu.
- 13 Click the menu to which you added a new command.
- The command is now visible on the menu.

TIPS

Move It!

You can easily change the order of commands on menus. Follow steps 1 to 6 above. In the Controls section, scroll down and click the command you want to move, and then click the Move Up or Move Down button.

Try This!

You can also change the text label on menu items. To modify menu text, follow steps 1 to 6 above, and then click the Modify Selection button. The menu that appears gives you options for renaming menu item labels and more.

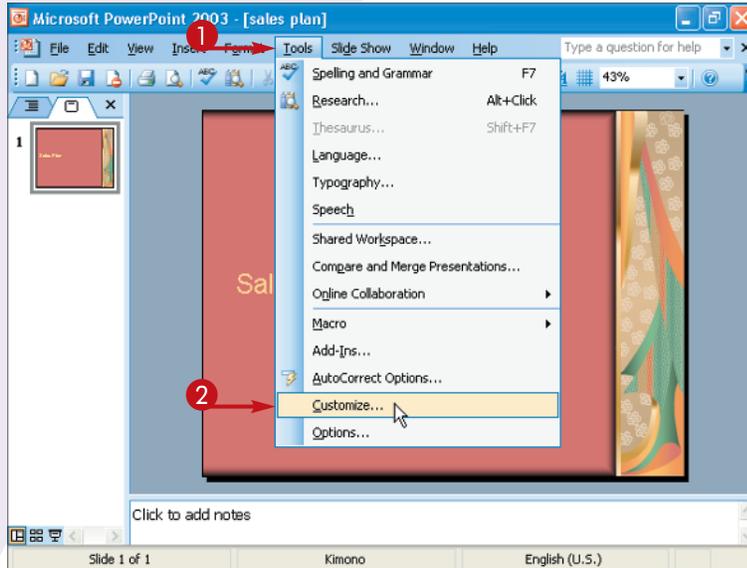
Reset It!

If you are unhappy with changes you have made to a menu, you can reset the menu to its original state. Simply follow steps 1 to 6 above, and then click the Reset button at the bottom of the Rearrange Commands dialog box.

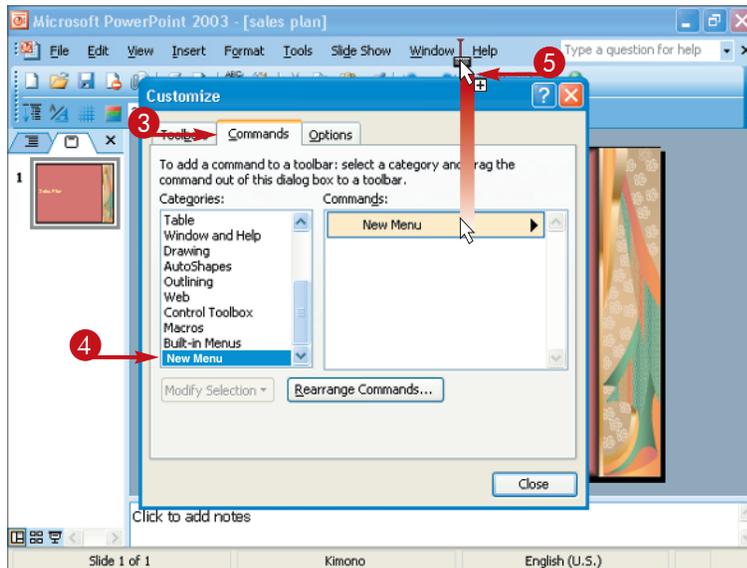
Create a NEW MENU

You can create your own menus to put all of the commands and tools that you need for a specific type of presentation or for all presentations in one familiar place. You can access your custom menus along with the other standard menus like the File, Edit, View, Insert, Format, and Tools menus by clicking them on the menu in PowerPoint. You can choose where to position your custom menu relative to the other menus to customize the PowerPoint environment even further.

Custom menus work well when you need to access tools that are normally found on different menus from the one you are using. For example, if you routinely work on presentations that require frequent edits to tables, additions of hyperlinks, and formatting of bulleted lists, you can easily set up a custom menu with a name you choose that you can use to link to these tools. Without a custom menu, you would have had to open three different menus to gain access to these tools.



- 1 Click Tools.
- 2 Click Customize.

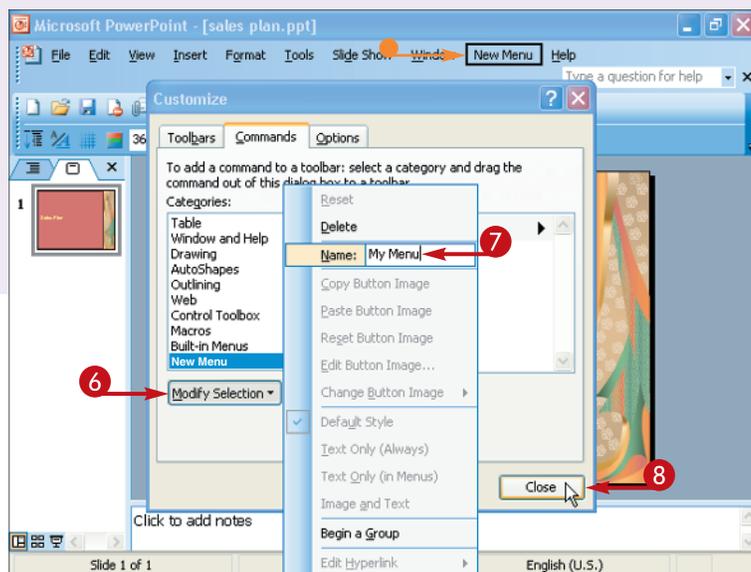


The Customize dialog box appears.

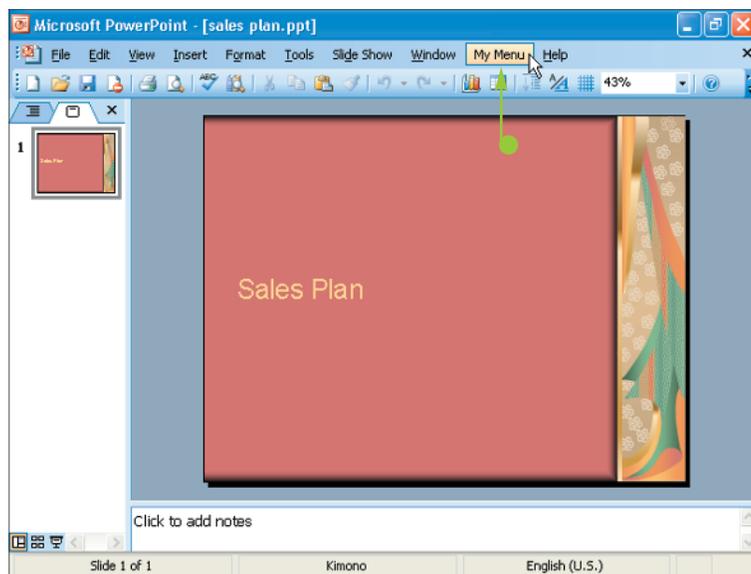
- 3 Click the Commands tab.
- 4 In the Categories section, scroll down and click New Menu.
- 5 Click and drag New Menu from the Commands scroll box to the position you desire on the menu.

#4

DIFFICULTY LEVEL



- The New Menu item appears on the menu.
- 6 Click Modify Selection. The Modify Selection menu appears.
- 7 Type a name for your menu in the Name field and then press Enter.
- 8 Click Close.



- The modified menu name appears on the menu.

Note: For more information about customizing menu items, see Task #3.

TIPS

Did You Know?

You can specify the shortcut key used to access a menu or menu item. Follow steps 1 to 7 above, but type an ampersand (&) before the letter you wish to use as the shortcut key in the Name box. For example, to make your custom menu named My Menu accessible when you press Alt+U, type **My Men&u** in the Name field. The menu will then appear as My Menu.

Delete It!

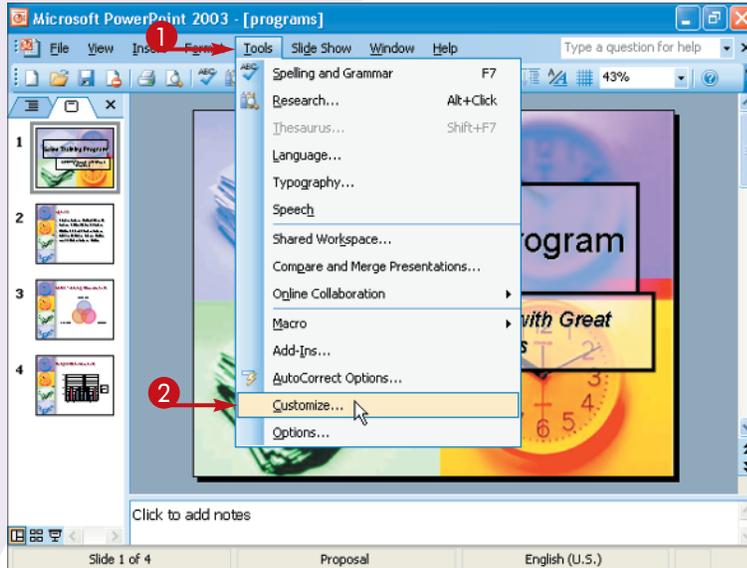
You can easily delete a menu. Follow steps 1 to 5 and then click Rearrange Commands. Click the Toolbar option to select it, click the Toolbar down arrow, and then click a menu to edit. Click Delete and then Close.

CHANGE THE TOOLBARS

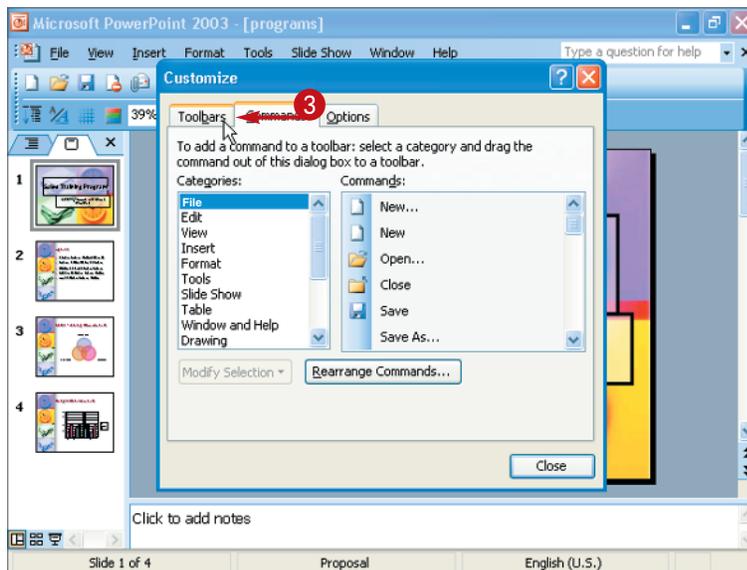
on display

You can easily get to the tools you need by specifying which toolbars to display and which toolbars to hide by default when you open PowerPoint. Toolbars make it easy to find similar tools in one place, and unlike menus, which you click and then they expand to display options, toolbars display their contents in the user interface, making their features even faster to access. Unlike menus, you can reposition toolbars on the presentation on which you are working. You can also resize toolbars to expose all or only a few of the buttons contained in them.

PowerPoint comes with a variety of toolbars, including the Standard, Formatting, Drawing, Picture, and E-mail toolbars and more. Toolbars take up screen space that you can use for editing your presentation; therefore, be selective about which toolbars you display. For example, if you routinely spend a lot of time working on graphics, you may want to make sure that only the Standard, Formatting, Drawing, and Picture toolbars are open.



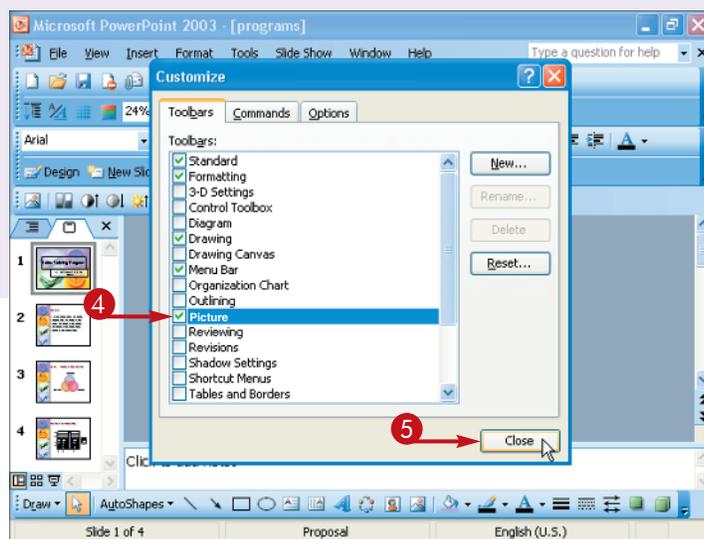
- 1 Click Tools.
- 2 Click Customize.



The Customize dialog box opens.

- 3 Click the Toolbars tab.

#5



- 4 In the Toolbars list, click the toolbars that you want to display (changes to .
- 5 Click Close.



- The toolbars you selected appear.

TIPS

Move It!

Each toolbar has four vertical dots (☰) that help you move toolbars to a fixed position on the screen, such as any of the margins of the screen, or to floating positions on the screen where you can place them on top of the work area. To position a toolbar, click ☰ on the toolbar that you want to move and then drag it to the desired position.

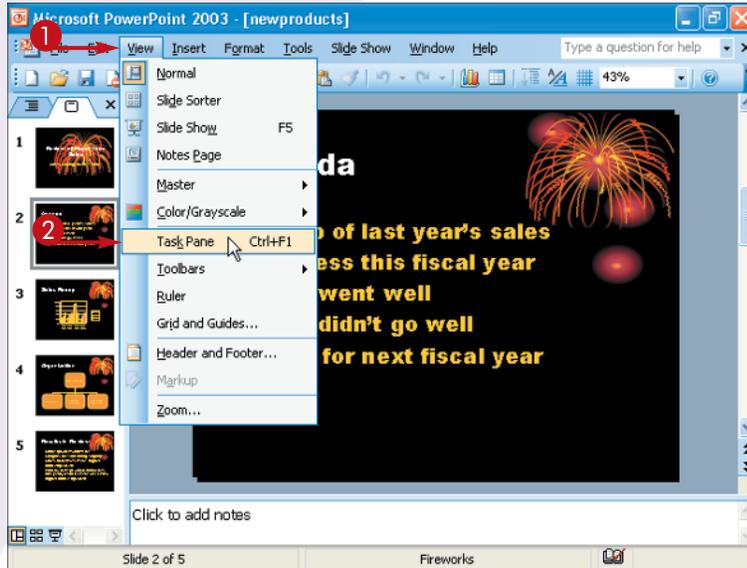
Did You Know?

When you choose to view a toolbar, it appears in the position that it was most recently used, such as docked in a menu or floating in the presentation window. You may need to move toolbars around to find the position that is right for you.

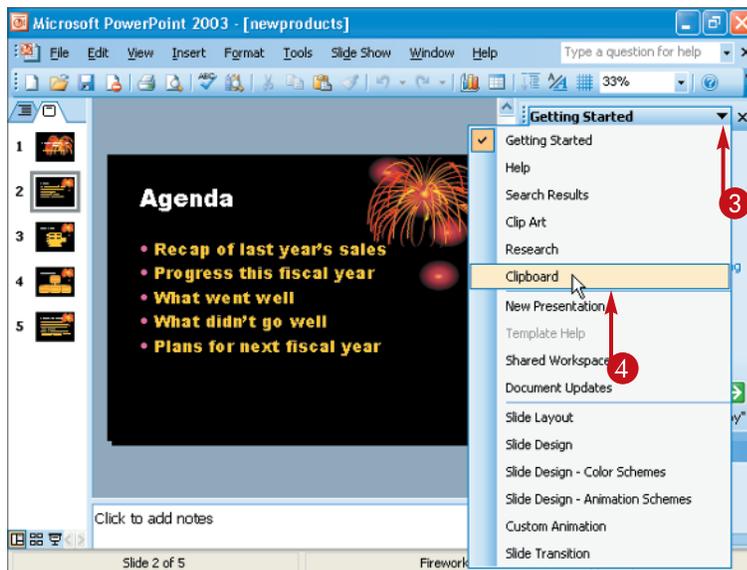
Turn on and off the OFFICE CLIPBOARD

The Office Clipboard automatically saves up to 24 pieces of data that you copy. The Office Clipboard is a Microsoft Office resource that you can use across all Microsoft Office programs, including PowerPoint. The Office Clipboard provides a visual representation of the items stored, which makes it easier to collect information from a variety of sources and then selectively paste it into your presentation when you are ready. Data is automatically stored to the Office Clipboard when you copy data in Microsoft Office programs and Internet Explorer.

The Office Clipboard is accessible from the Clipboard Task Pane in PowerPoint. The Clipboard Task Pane is convenient to use when you are collecting data to paste into a presentation. However, if you commonly copy and then paste data but do not need to save it for reuse, you may want to turn off the automatic display of the Office Clipboard to save desktop space when you are working on a presentation. You can also stop collecting data on the Office Clipboard.



- 1 Click View.
- 2 Click Task Pane.

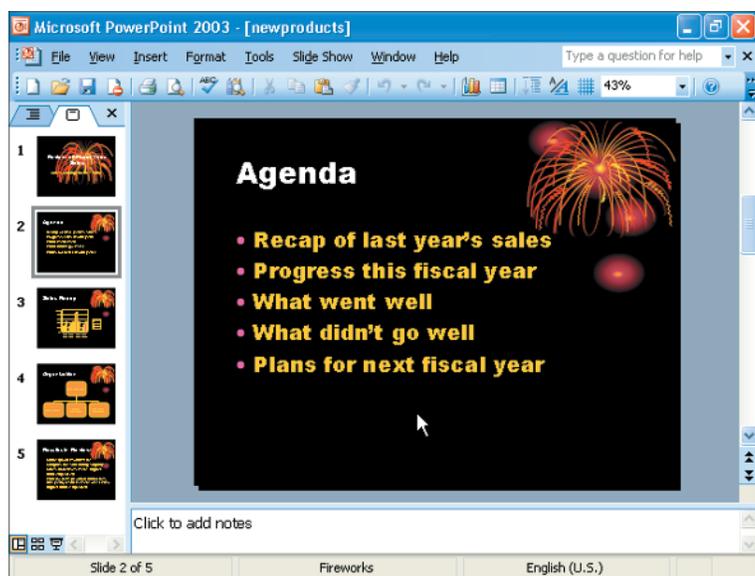
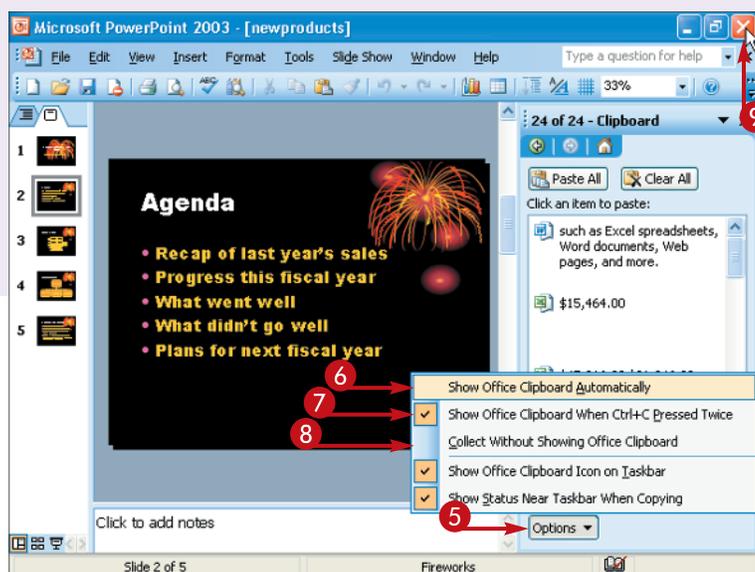


The Task Pane opens.

- 3 Click the Task Pane .
- 4 Click Clipboard.

#6

DIFFICULTY LEVEL



- 5 Click Options.
- 6 Click to uncheck the Show Office Clipboard Automatically option (changes to).
- 7 Click the Show Office Clipboard When Ctrl+C Pressed Twice option (changes to).
- 8 Click to uncheck the Collect Without Showing Office Clipboard option (changes to).
- 9 Click  to close the Clipboard Task Pane.

The Clipboard Task Pane closes.

The Clipboard still collects data, but the Clipboard does not open when new items are collected.

TIPS

Try This!

If you are copying large amounts of data, such as large graphics files, they will stay on the Office Clipboard and in your computer's memory until you exit from all Office programs. To clear the Office Clipboard, follow steps 1 to 4 above, and then click the Clear All button on the Clipboard Task Pane.

Stop It!

You can choose to stop collecting data in the Office Clipboard altogether. Follow steps 1 to 5 above, and then clear the check boxes () next to the Show Office Clipboard Automatically, Collect Without Showing Office Clipboard, and Show Office Clipboard When Ctrl+C Pressed Twice options (changes to). Click  to close the Clipboard Task Pane.