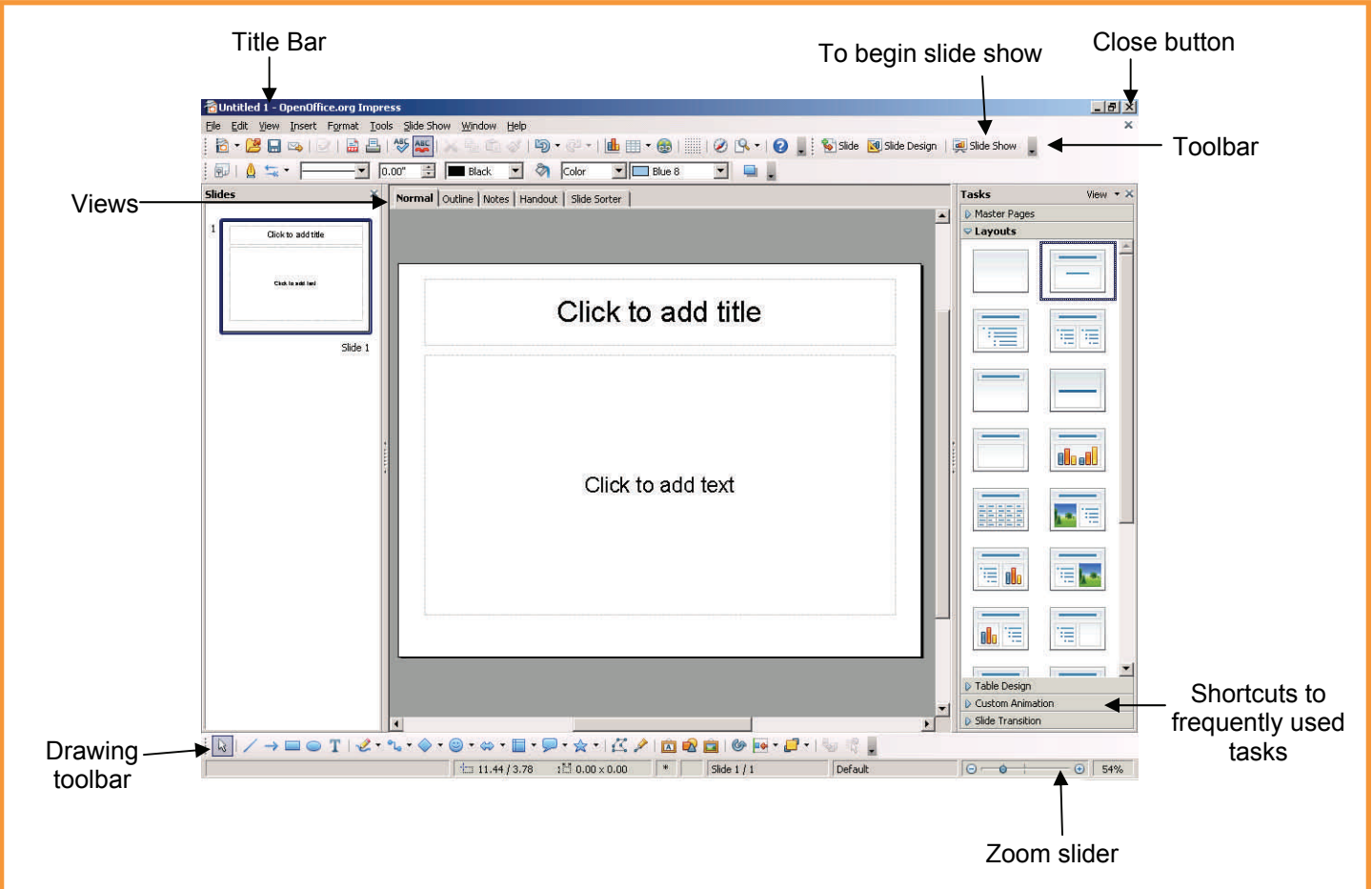
















Impress Overview




Formatting

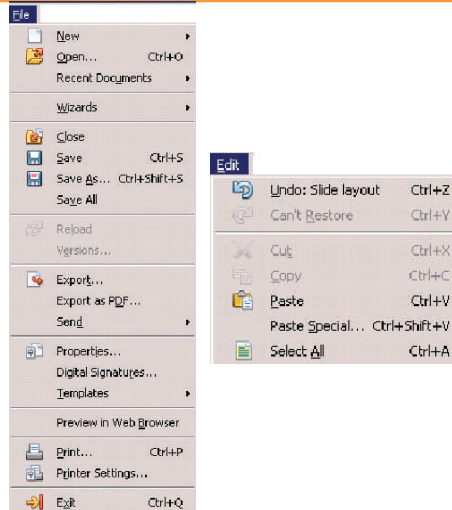



- **To Cut, Copy or Paste Text:** Highlight the text you want to cut or copy. Click either cut  or copy . Place the cursor where you want to paste the text. Click .
- **To Align Paragraph:** Place cursor before paragraph to be aligned. Select the appropriate alignment icon. Left , Center , Right , and Justify .
- **To Add Bullets or Numbering:** Place cursor where bullet or numbering will begin. Select bullet/numbering icon. 
- **To Add Slide Design:** Select slide design icon and choose the design. 
- **Turn on Automatic Spellchecker:** Depress the auto spell check icon.  To turn off press again. To start spell check select spell check icon. 
- **Add Hyperlink:** Highlight text that's to be hyperlinked. Select hyperlink icon.  Choose email, website, etc.
- **Add Graph to Presentation:** On slide where graph should be added, select graph icon. 
- **Add Table to Presentation:** On slide where table should be added, select table icon. 
- **To Change Background Color:** Format>page>background tab> select fill



The Basics

- **To Create a New Presentation:** Select File, New and Presentation. **<Ctrl>+N**
- **To Open a Presentation:** Select File and Open. **<Ctrl>+O**
- **To Save a Presentation:** Select File and Save or click the save icon on the toolbar  **<Ctrl>+S**
- **To Save a Presentation with a Different Name:** Select File and Save As, and enter a new name for the presentation.
- **To Preview a Presentation:** Select File and Preview in Web Browser.


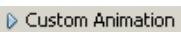


- **To Print a Presentation:** Select File and Print. **<Ctrl>+P**
- **To Undo:** Select Edit and Undo. You may also select  on the toolbar. **<Ctrl>+Z**
- **To Re-dock Side Pane:** Double click on grey area.
- **To Close a Presentation:** Select File and Close. **<Ctrl>+W**
- **To Get Help:** Push the **<F1>** key to open the help window. Type in your question.
- **To Exit Impress:** Select File and Exit. **<Ctrl>+Q**

Shortcuts

Open	<Ctrl>+O	Cut	<Ctrl>+X	Bold	<Ctrl>+B	Next Slide	<Spacebar>	End Slide Show	<Esc>
New	<Ctrl>+N	Copy	<Ctrl>+C	Italics	<Ctrl>+I	Previous Slide	<Backspace>	Jump to Slide	<Slide #> + <Enter>
Save	<Ctrl>+S	Paste	<Ctrl>+V	Underline	<Ctrl>+U	First Slide	<Ctrl>+Home	Toggle Black Screen	
Print	<Ctrl>+P	Undo	<Ctrl>+Z	Align Left	<Ctrl>+L	Last Slide	<Ctrl>+End	Toggle White Screen	<W>
Close	<Ctrl>+W	Redo	<Ctrl>+Y	Align Right	<Ctrl>+R				
Insert slide	<Ctrl>+M	Find	<Ctrl>+F	Center	<Ctrl>+E				

Transitions/Animations


- **To Add Slide Transition:** Select Slide Transition tab.  (Lower right corner of screen) Select the slide you want to have a transition. Select a different transition to view a sample of the transition. Determine if you want to use a mouse click to advance slide or if the presentation should advance on its own within a desired amount of time. You also have the option to apply to all slides.
- **To Add Animation to an Object:** Select the object to be animated. Select the Custom Animation tab.  Click the Add button. Go through the options for types of animation. Select OK. Under Start, determine if you want to mouse click to make the object enter, or if you want the object to enter on its own (with previous).
- **To Start Slide Show:** Select the slide that you want to begin your presentation with. Click the Slide Show icon. The slide show will begin.



Drawing/Graphics

- **Insert Picture From File:** On the toolbar select Insert> Picture,> From File. Locate the picture on the computer you want to insert.
- **To Draw a Shape:** The Drawing Toolbar is located at the bottom of the screen. Select the shape you want to add. Place the cursor where the shape should begin. Click and hold mouse button while dragging to the desired shape and size.



- **Insert Clipart:** Select the Gallery icon.  Once selected, the Gallery will open with numerous folders of clipart to choose from. Click and drag clipart to desired location.
- **To Move Object:** Click the object one time. While holding the mouse button, drag the object to its new location.
- **To Delete Object:** Click the object one time. Press the **<Delete>** key.
- **To Resize Object:** Click the object one time. While holding the mouse button down on one of the squares, move the to desired size. Use **<Shift>** key to keep objects proportions while resizing.

