

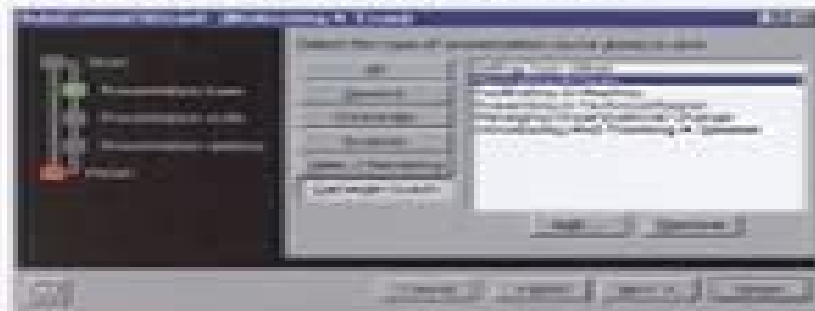


Presentation Creation

When PowerPoint is opened, an initial screen appears which gives you the option of creating a new presentation using the **AutoContent Wizard**, a **Design Template**, or a **Blank Presentation**. From this screen you can also choose to **Open an existing presentation**.

Using the AutoContent Wizard

The **AutoContent Wizard** can provide a default presentation to get you started; this can be customized to meet your needs.



1. Select **New** from the **File** menu, and then click the **General** tab. (If you have just opened PowerPoint, select **AutoContent Wizard** from the initial screen and click the **OK** button.)
2. Double-click the **AutoContent Wizard**, and then click **Next**.
3. When prompted about the **Presentation type**, and then click **Next**.
4. On the **Presentation style** screen specify the type of output you will be using, and then click **Next**.
5. On the **Presentation options** screen, enter a title for your presentation. Indicate what items you wish to appear on every slide, and then click **Next**.
6. **Click Finish**.
7. Click on the slide to enter objects such as text, tables, and graphics.

Creating a Blank Presentation

1. Select **New** from the **File** menu, and then click the **General** tab. (If you have just opened PowerPoint, select **Blank presentation** from the initial screen and click the **OK** button.)
2. Click on any **AutoLayout** design for your slide from the **New Slide** window that appears. A short description of the selected **AutoLayout** will appear in the bottom right corner of the window.
3. Double-click on your **AutoLayout** choice or click the **OK** button.
4. Click on the slide to enter objects such as text, tables, and graphics.



Selecting a Design Template

Design templates contain color schemes, custom formatting, and styled fonts, designed to create a particular look.



1. Select **New** from the **File** menu, and then click **General** tab. (If you have just opened PowerPoint, select **Design Template** from the initial screen and click the **OK** button.)
2. Select a tab from the first tab screen:
 - **Content** – contains the **Blank Presentation** and **AutoContent Wizard** icons.
 - **Design Templates** – contains many pre-designed single slide themes.
 - **Presentations** – contains many pre-designed presentation themes.
 - **Office 97 Templates** – contains single slide and presentation themes inherited from PowerPoint 97.
3. Click on any icon to display a sample of the template in the **Preview** area. Double-click on an icon to select it.
4. Click on the slide to enter objects such as text, tables, and graphics.

Opening an Existing Presentation

1. Select **Open** from the **File** menu. (If you have just opened PowerPoint, select **Open an existing presentation** from the initial screen and click the **OK** button.)
2. Enter the file name of the presentation to open, or browse through the file to locate and select a file.
3. Click the **Open** button.

Saving the Presentation

1. Click the **Save** button, select **Save** from the **File** menu, or press **Ctrl + S**.
2. Type a name for the presentation in the **File name** field.
3. Click the **Save** button in the **Save As** window.

Saving a Slide Show

- You can save a presentation to automatically run as a slide show when opened from the desktop.
1. Open the presentation to be saved as a slide show.
 2. Select **Save As** from the **File** menu.
 3. Click **PowerPoint Show** from the **Save as type** list.

Microsoft Powerpoint 2000 Quick Source Guide

Stephen L. Nelson



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Table of Contents Microsoft Powerpoint 2000 Quick Source Guide

1. Understanding the eBook Microsoft Powerpoint 2000 Quick Source Guide
 - The Rise of Digital Reading Microsoft Powerpoint 2000 Quick Source Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Powerpoint 2000 Quick Source Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Powerpoint 2000 Quick Source Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Powerpoint 2000 Quick Source Guide
 - Personalized Recommendations
 - Microsoft Powerpoint 2000 Quick Source Guide User Reviews and Ratings
 - Microsoft Powerpoint 2000 Quick Source Guide and Bestseller Lists
5. Accessing Microsoft Powerpoint 2000 Quick Source Guide Free and Paid eBooks
 - Microsoft Powerpoint 2000 Quick Source Guide Public Domain eBooks
 - Microsoft Powerpoint 2000 Quick Source Guide eBook Subscription Services
 - Microsoft Powerpoint 2000 Quick Source Guide Budget-Friendly Options

6. Navigating Microsoft Powerpoint 2000 Quick Source Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Powerpoint 2000 Quick Source Guide Compatibility with Devices
 - Microsoft Powerpoint 2000 Quick Source Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Powerpoint 2000 Quick Source Guide
 - Highlighting and Note-Taking Microsoft Powerpoint 2000 Quick Source Guide
 - Interactive Elements Microsoft Powerpoint 2000 Quick Source Guide
8. Staying Engaged with Microsoft Powerpoint 2000 Quick Source Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Powerpoint 2000 Quick Source Guide
9. Balancing eBooks and Physical Books Microsoft Powerpoint 2000 Quick Source Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Powerpoint 2000 Quick Source Guide
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Powerpoint 2000 Quick Source Guide
 - Setting Reading Goals Microsoft Powerpoint 2000 Quick Source Guide
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Powerpoint 2000 Quick Source Guide
 - Fact-Checking eBook Content of Microsoft Powerpoint 2000 Quick Source Guide
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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biologija 1 udžbenik za prvi razred gimnazije - Mar 15 2023

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biologija za 1 razred gimnazije kb 21164 izdavač zavod za udžbenike kod proizvoda 21164 dostupnost nema trenutno na stanju cena 1 089 00rsd količina nema trenutno na

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