

| | |
|--|------------|
| ADDING SPECIAL EFFECTS TO BULLETED LISTS..... | 98 |
| <i>Adding Boxes and Fills to Bulleted Lists</i> | 98 |
| <i>Changing the Properties of a Bulleted List</i> | 100 |
| SECTION 4: USING GRAPHICS..... | 109 |
| SECTION SKILLS AND THEIR IMPORTANCE..... | 110 |
| ADDING GRAPHICS TO SLIDES..... | 111 |
| <i>Inserting Clipart Using the Scrapbook</i> | 111 |
| <i>Importing Graphics</i> | 113 |
| <i>Moving and Sizing a Graphic</i> | 115 |
| <i>Displaying and Hiding the Rulers</i> | 116 |
| <i>Drawing Shapes</i> | 117 |
| MANAGING GRAPHICS | 121 |
| <i>Copying Graphic Objects</i> | 121 |
| <i>Deleting Graphics</i> | 123 |
| <i>Changing the Order of an Object</i> | 124 |
| <i>Changing the Fill Color and Pattern of Closed Objects</i> | 126 |
| <i>Changing the Color, Style, and Width of Lines</i> | 129 |
| <i>Flipping and Mirroring an Object</i> | 132 |
| <i>Rotating Graphics</i> | 134 |
| <i>Undoing Changes to Graphics</i> | 137 |
| <i>Grouping and Separating Graphic Objects</i> | 138 |
| SECTION 5: MANAGING THE SLIDE SHOW..... | 147 |
| SECTION SKILLS AND THEIR IMPORTANCE..... | 148 |
| SETTING UP A SLIDE SHOW..... | 149 |
| <i>Playing a Slide Show</i> | 149 |
| <i>Advancing Slides Automatically</i> | 153 |
| <i>Adding or Changing Slide Transitions</i> | 156 |
| <i>Omitting Slides from a Slide Show</i> | 159 |
| <i>Using the Highlighter</i> | 161 |
| <i>Creating and Playing a Show on the Go</i> | 164 |
| PRINTING THE SLIDE SHOW..... | 168 |
| <i>Spell-checking a Slide Show</i> | 168 |
| <i>Print Previewing a Slide Show</i> | 171 |
| <i>Printing a Slide Show</i> | 172 |
| GLOSSARY..... | 181 |
| INDEX..... | 183 |