

Menu method

1. From the View menu, choose Zoom.
2. In the Zoom dialog box, select the desired zoom option.
or
1. If available, from the View menu, choose Zoom Area.
2. In the slide, drag to enclose the desired area in a dotted rectangle.

To magnify a selected object:

1. Select the desired object.
2. From the Zoom Options drop-down list, select Selected Objects.

EXERCISE

In the following exercise, you will magnify slide images.

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| 1. From the View menu, choose Zoom Area | <i>The pointer becomes a magnifying glass.</i> |
| 2. In the slide, drag the magnifying glass to enclose the word "What" in a dashed rectangle | <i>The word "What" is displayed at greater magnification.</i> |
| 3. On the Toolbar, click the Zoom Options button | <i>The Zoom Options drop-down list appears.</i> |
| 4. Select 75% | <i>The slide image appears at 75% of its printed size.</i> |
| 5. Select the graphic image | <i>Handles surround the graphic.</i> |
| 6. On the Toolbar, click the Zoom Options button | <i>The Zoom Options drop-down list appears.</i> |
| 7. Select Selected Objects | <i>The graphic is magnified.</i> |
| 8. From the View menu, choose Zoom | <i>The Zoom dialog box appears.</i> |
| 9. Select the Margin size option button | |