
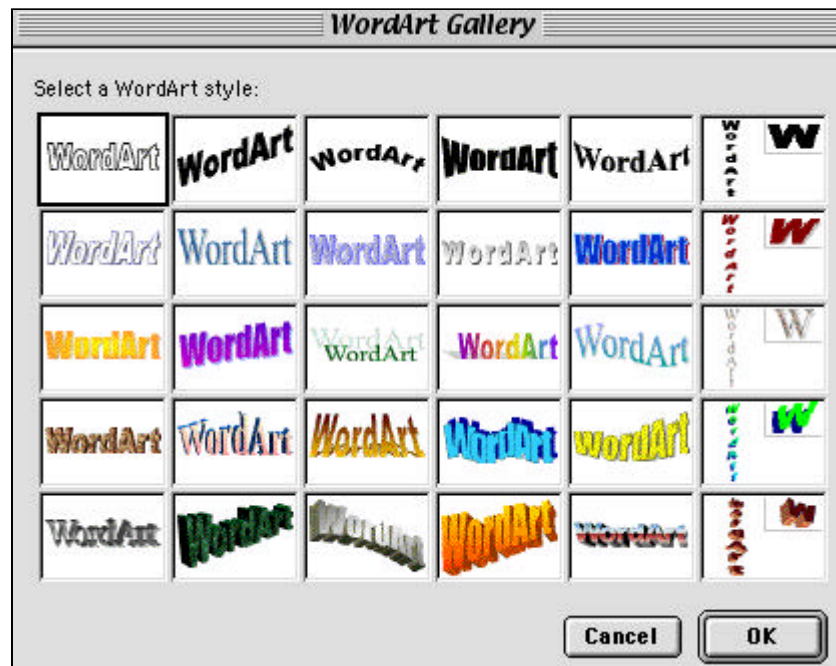


- If you want a fancy title, click on the **Insert Word Art Icon**  found at the bottom of the screen. The following window will appear. Make a selection and click the **OK** button to edit the text.



- To go back and forth from slide to slide, use the **Tab** key to go forward and the **Shift-Tab** keys to go backward.
- To end a slide show before you reach the last slide, click on the **Escape** key.
- Check out the bottom left corner options when in the **Slide Show** mode.
- Don't forget to spell check by going to the **Tools** Menu and selecting **Spelling**.
- If you do not use a **Presentation Template**, you may add an organizational chart to your presentation by going to the **Insert** Menu, choosing **Picture**, and selecting **Organizational Chart** from the sub-menu.
- You may add a graph by going to the **Insert** Menu and choosing **Chart**.
- If you lose any of your **toolbars**, go to the **View** Menu and select **Toolbars**.
- For more **background** options, go to the **Format** menu and select **Background**.