Microsoft PowerPoint XP

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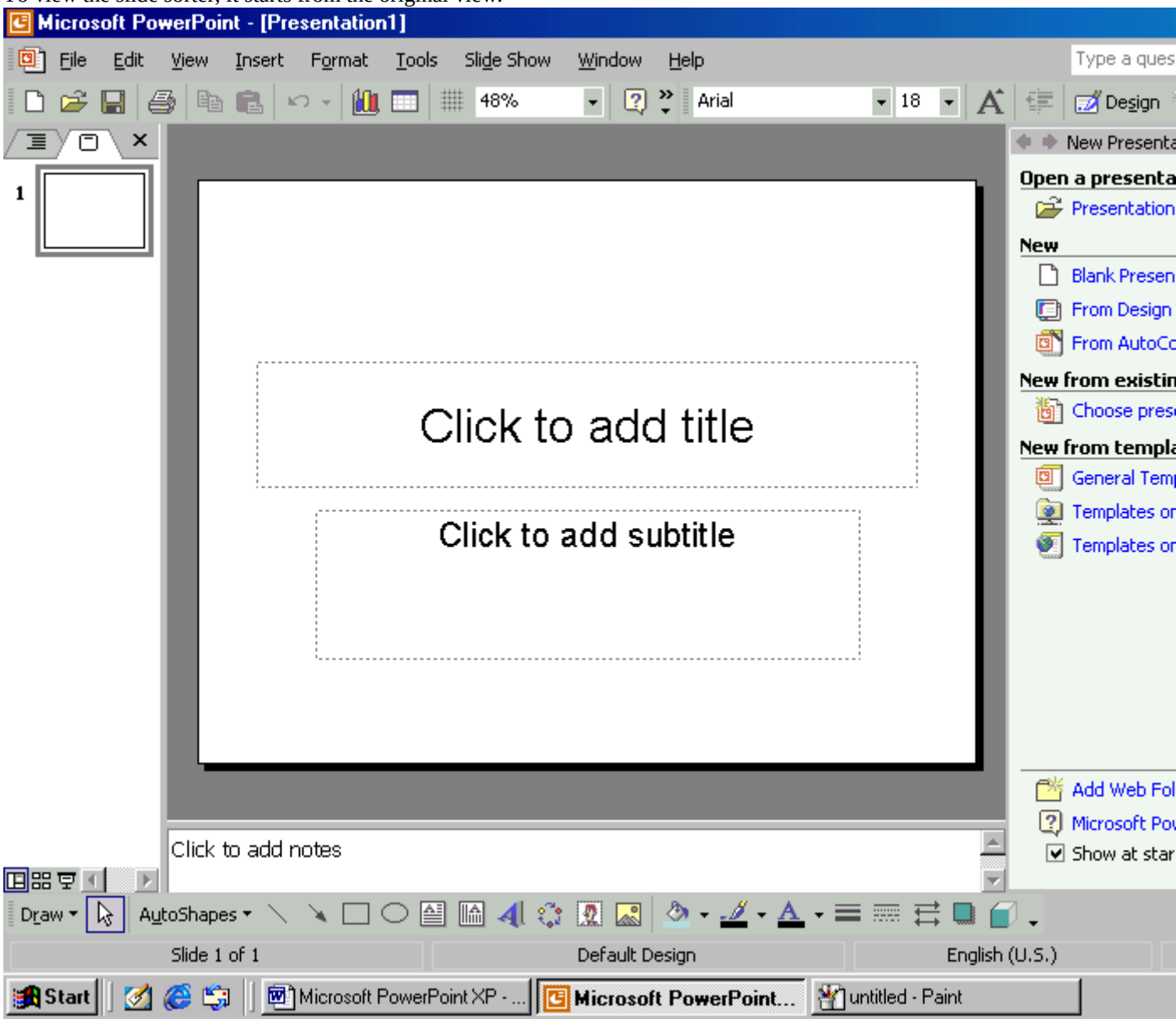
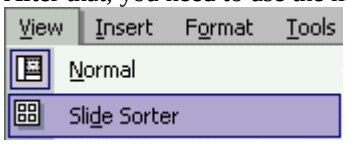
How to view the Slide Sorter

To view the Slide Sorter

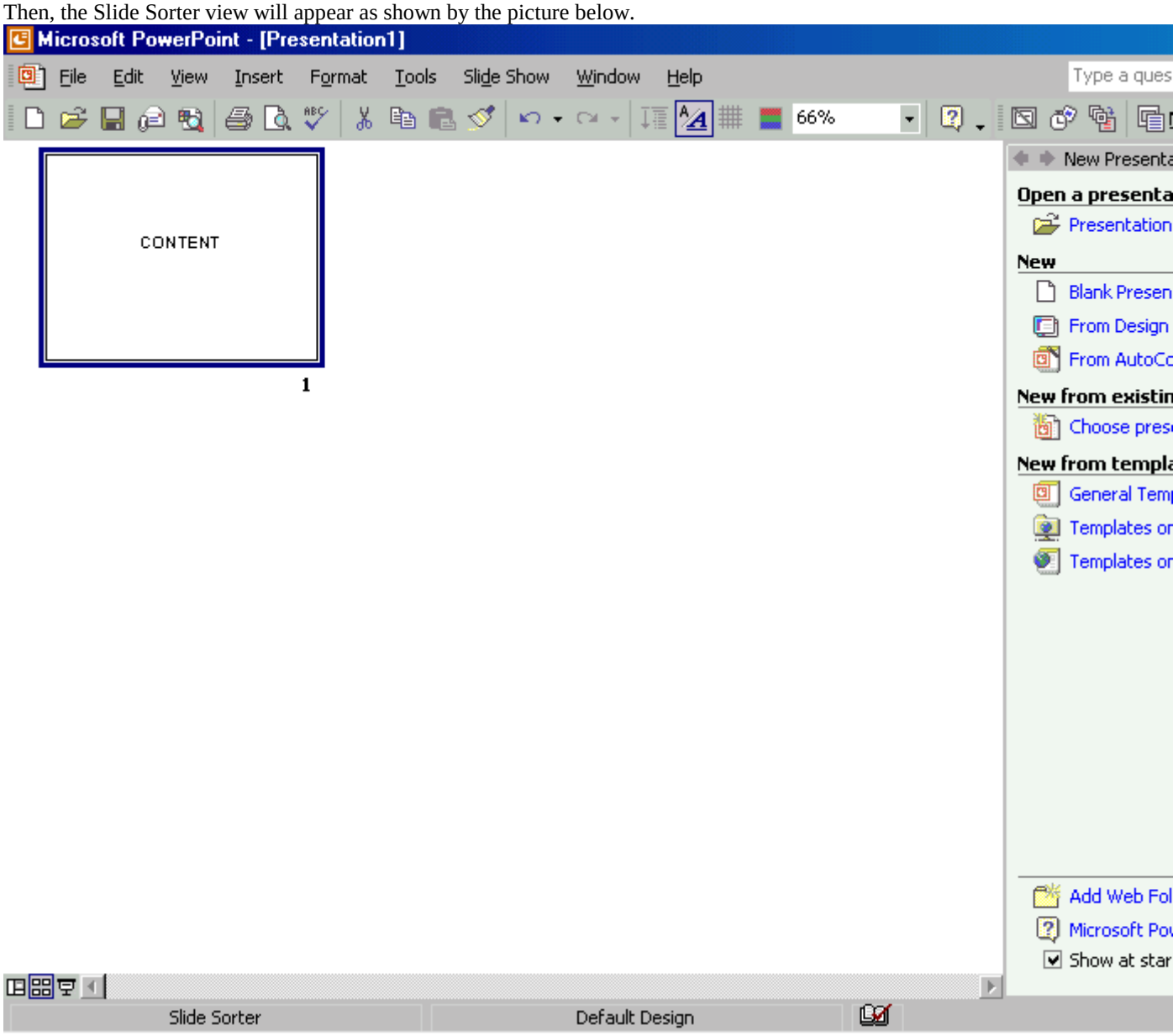
Step 1
To view the slide sorter, it starts from the original view.



Step 2
After that, you need to use the mouse to open the **View** menu and then click the **Slide Sorter** command.



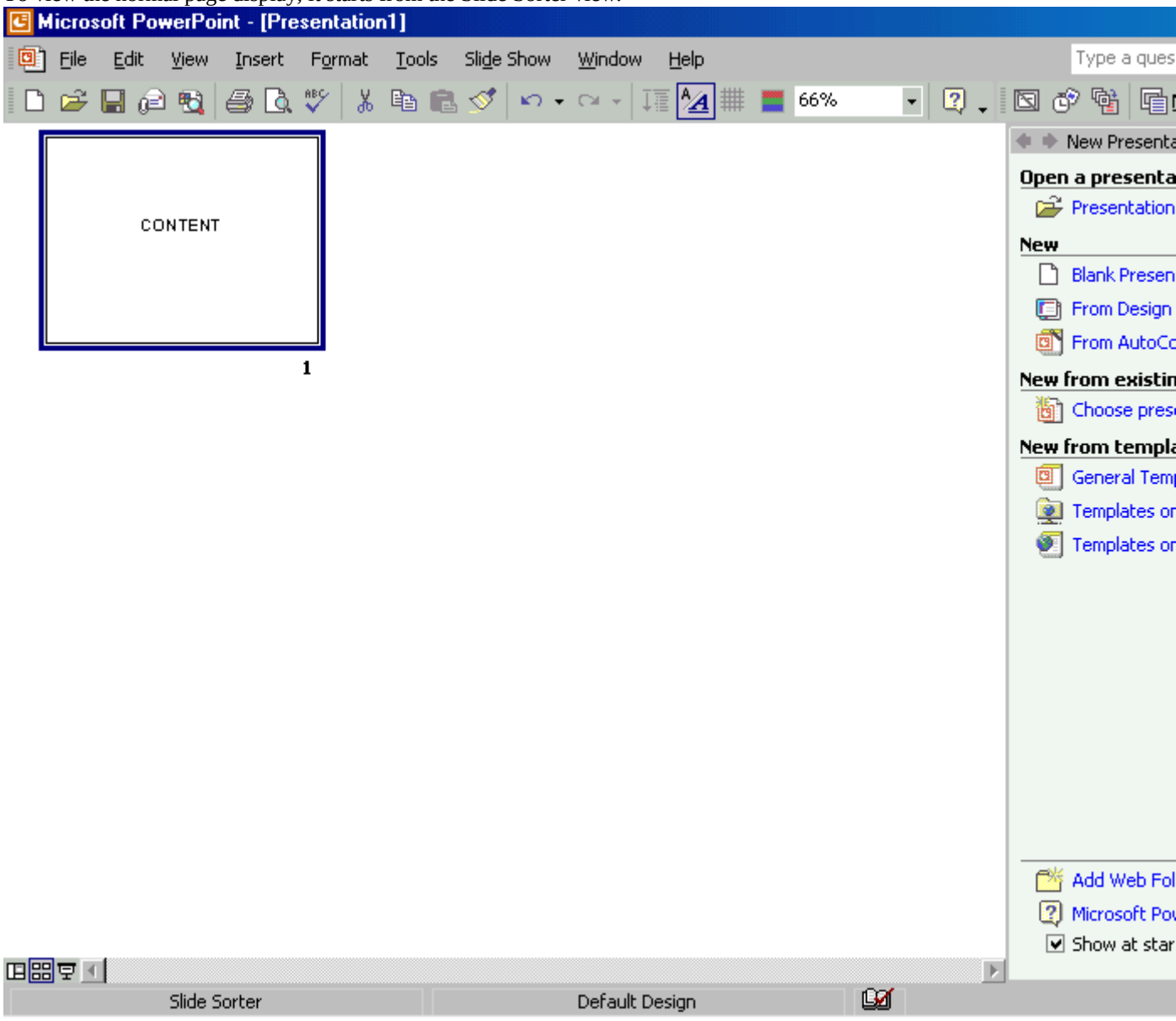
Step 3
Then, the Slide Sorter view will appear as shown by the picture below.



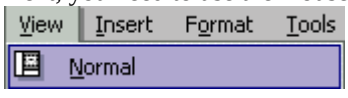
How to view the normal page display

To view the normal page display

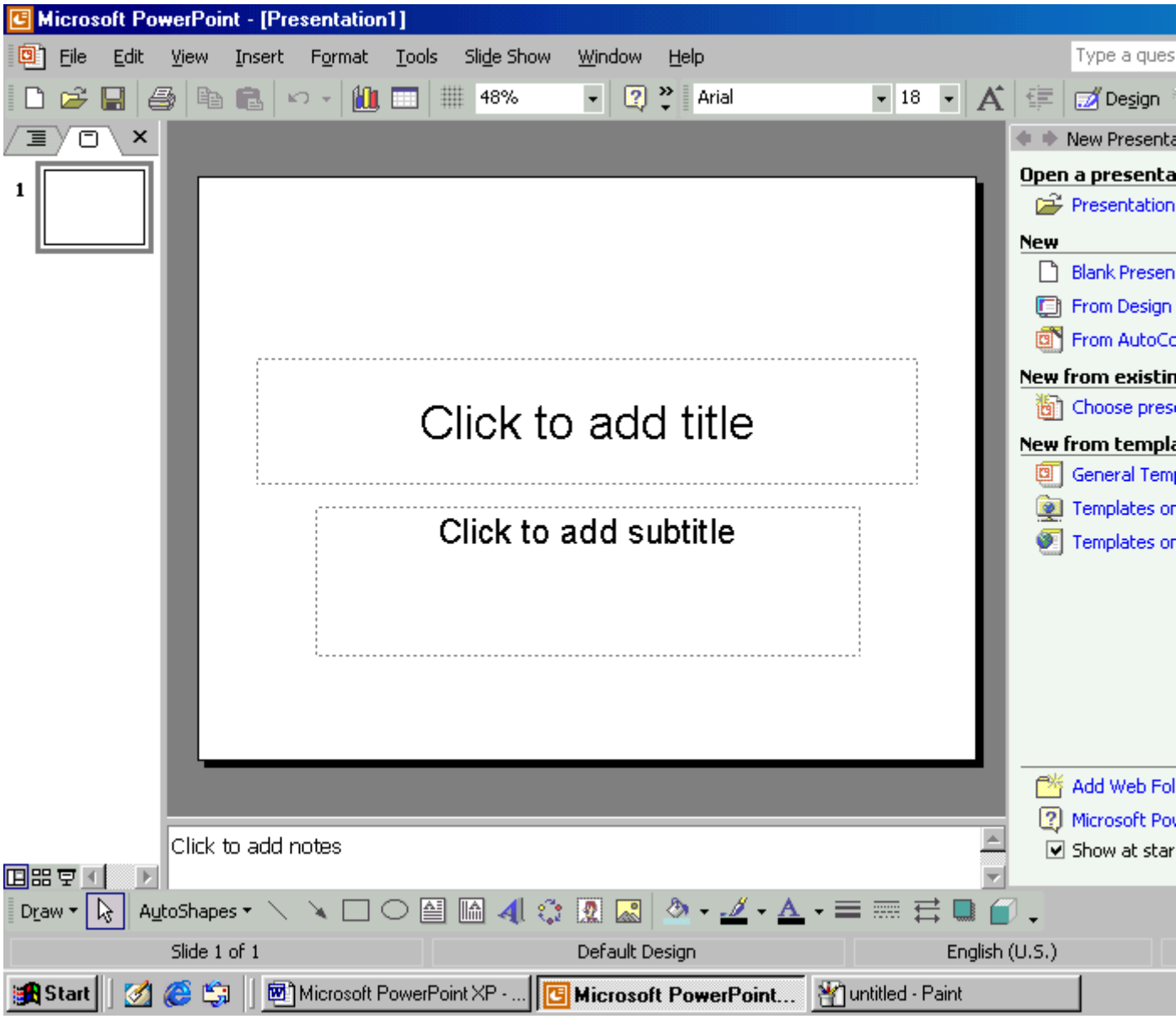
Step 1
To view the normal page display, it starts from the Slide Sorter view.



Step 2
Next, you need to use the mouse to open the **View** menu and then click on the **Normal** command.



Step 3
After that the Normal viewing will appear on your screen.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Click to add subtitle
Click to add notes
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AutoShapes
Slide 1 of 1
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Start
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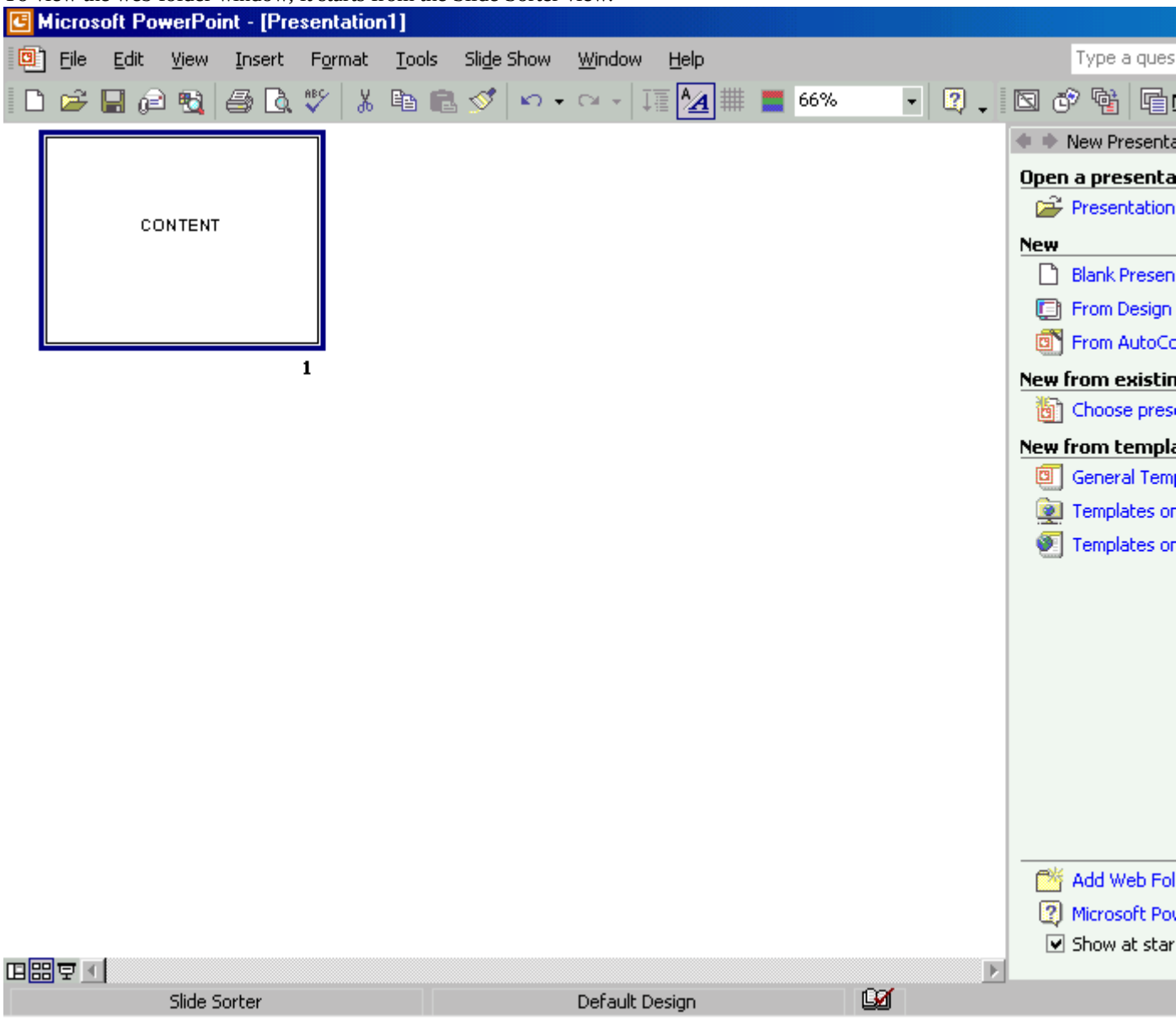
Microsoft PowerPoint...
untitled - Paint

How to view the Slide Master

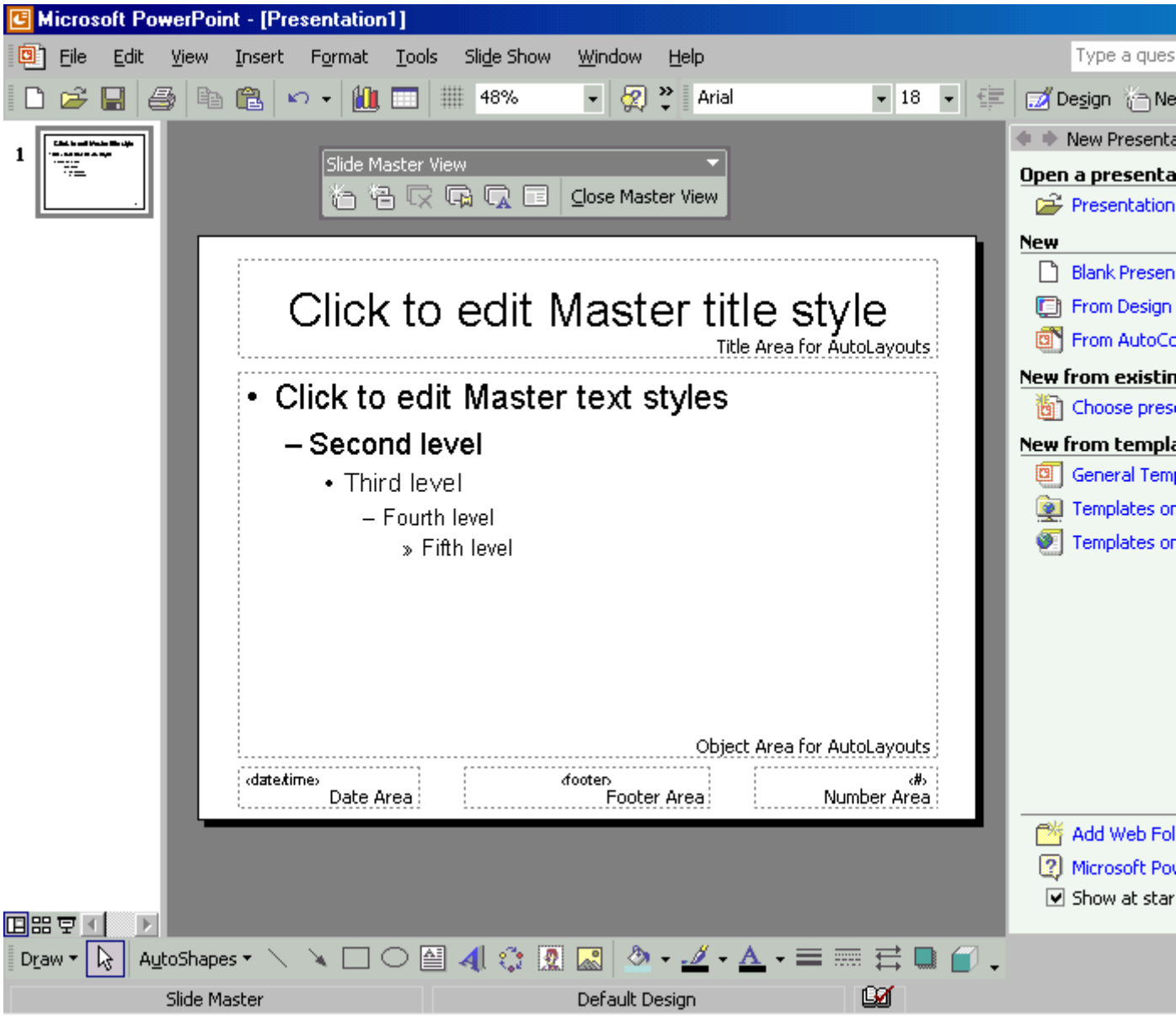
To view the Slide Master

Step 1
To view the web folder window, it starts from the Slide Sorter view.



Step 2
After that, you need to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, click on the **Slide Master** command.

Step 3
Now the picture as shown below will appear on your screen and you could start working with it now.


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
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Design
Slide Master View
Close Master View
Click to edit Master title style
Title Area for AutoLayouts
• Click to edit Master text styles
– Second level
• Third level
– Fourth level
» Fifth level
Object Area for AutoLayouts
‹date/time›
Date Area
‹footer›
Footer Area
‹#›
Number Area
New Presenta
Open a presenta
Presentation
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General Temp
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Templates or
Add Web Fol
Microsoft Pow
Show at star
Draw
AutoShapes
Slide Master
Default Design

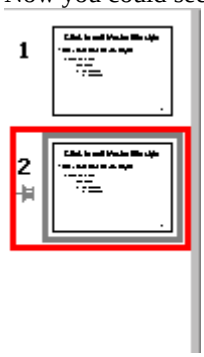
How to insert new slide master

To insert new slide master

Step 1
To insert new slide master, you have to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, you need to click on the **Slide Master** command.

Step 2
After that, just click on the **Insert New Slide Master** command in the **Slide Master View** menu bar.

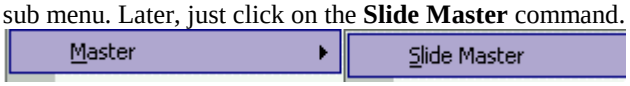
Step 3
Now you could see the new slide master appears on your screen as shown by the picture below.



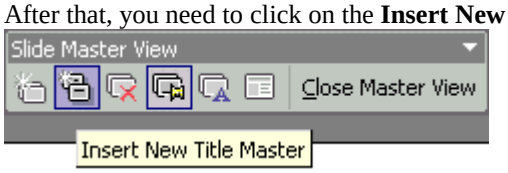
How to insert New Title Master

To insert New Title Master

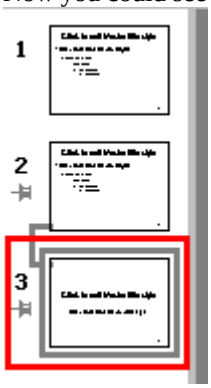
Step 1
To insert the new title master, you have to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, just click on the **Slide Master** command.



Step 2
After that, you need to click on the **Insert New Title Master** command in the **Slide Master** View menu.



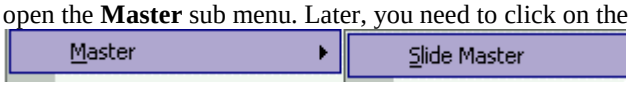
Step 3
Now you could see the New Title Master appears on your screen as shown by the picture below.



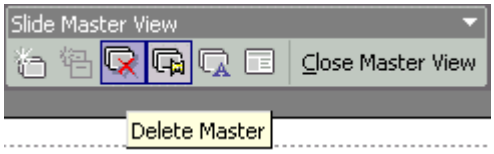
How to delete the slide master

To delete the slide master

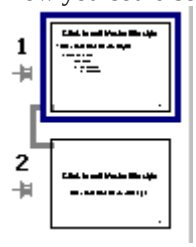
Step 1
If you wish to delete the slide master, first, you need to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, you need to click on the **Slide Master** command.



Step 2
After that, you must select the master page that you would like to delete. Next, click on the **Delete Master** command in the **Slide Master View** menu bar as shown by the picture below.



Step 3
Now you could see that the old master page is being deleted.



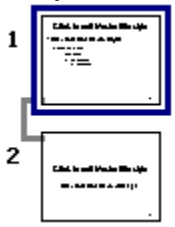
How to preserve master page

To preserve master page

Step 1
To preserve the master page, first, you need to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, just click on the **Slide Master** command.

Step 2
Now, click on the **Preserve Master** in the **Slide Master View** menu.

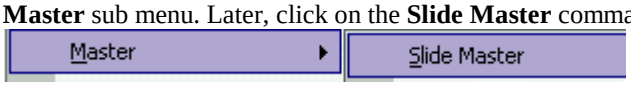
Step 3
Now you could see that the Preserve Master page is being displayed.



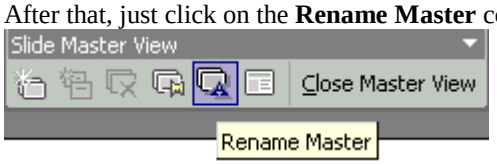
How to rename the master page

To rename the master page

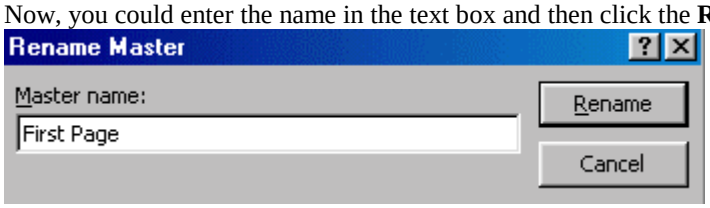
Step 1
To rename the master page, first you need to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, click on the **Slide Master** command.



Step 2
After that, just click on the **Rename Master** command in the **Slide Master View** menu.



Step 3
Now, you could enter the name in the text box and then click the **Rename** button.

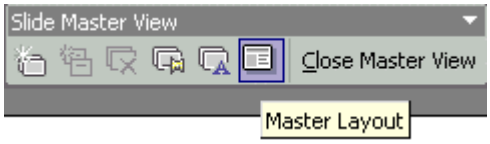


How to master layout

To master layout

Step 1
To master the layout, first you need to use the mouse to open the **View** menu and then open the **Master** the sub menu. Later, click on the **Slide Master** command.

Step 2
Now, just click on the **Master Layout** command in the **Slide Master View** menu as shown by the picture below.



Step 3
Next, you could start to select the Layout from the Master Layout windows.

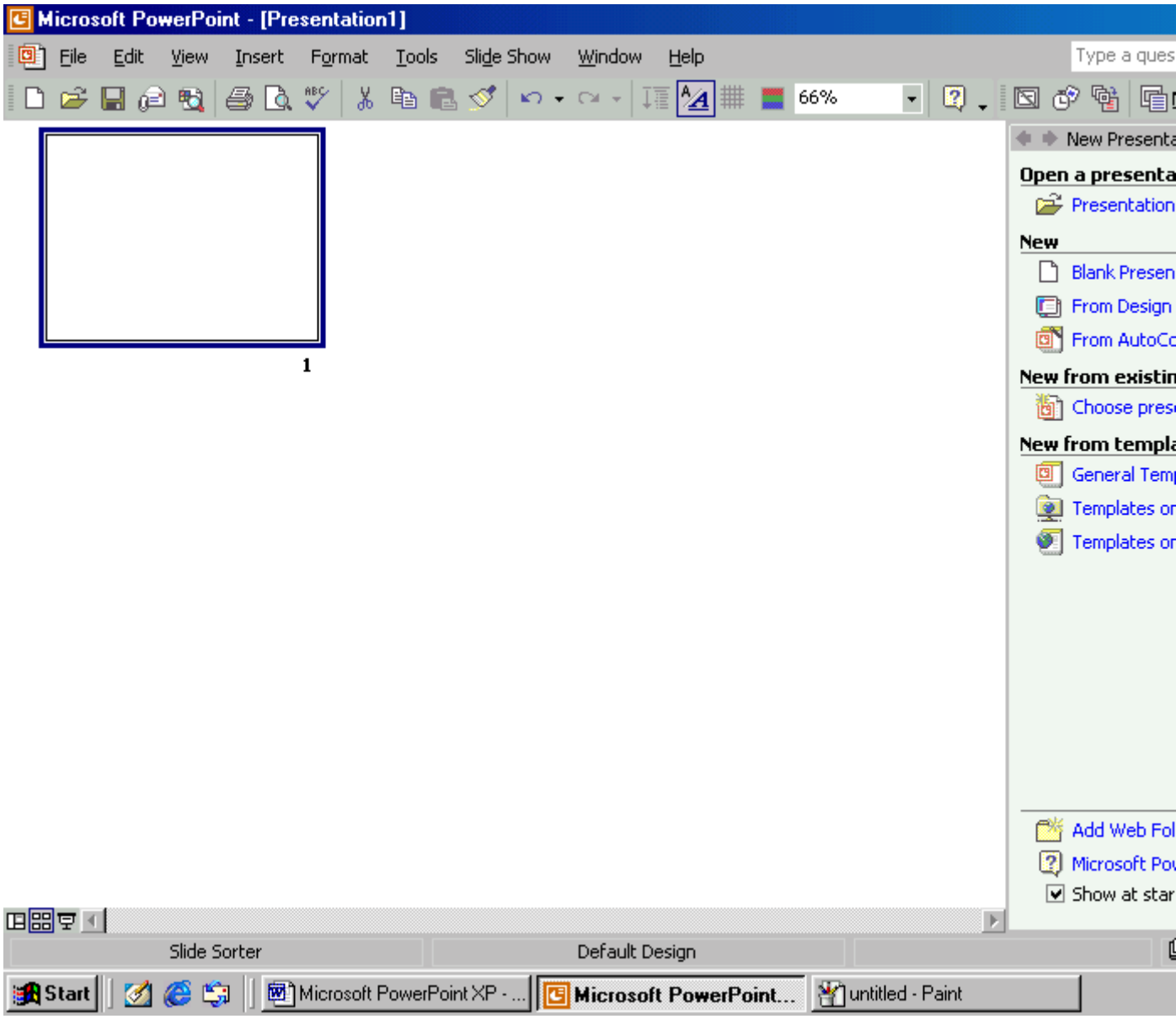
How to close the Master View

To close the Master View

Step 1
To close the master view, first, you need to use the mouse to open the **View** menu and then open the **Master** sub menu. Then, just click on the **Slide Master** command.

Step 2
Later, you must click on the **Close Master View** command in the **Slide Master View** menu.

Step 3
Now you could see the picture as shown below appears on your screen.


Microsoft PowerPoint - [Presentation1]
File Edit View Insert Format Tools Slide Show Window Help
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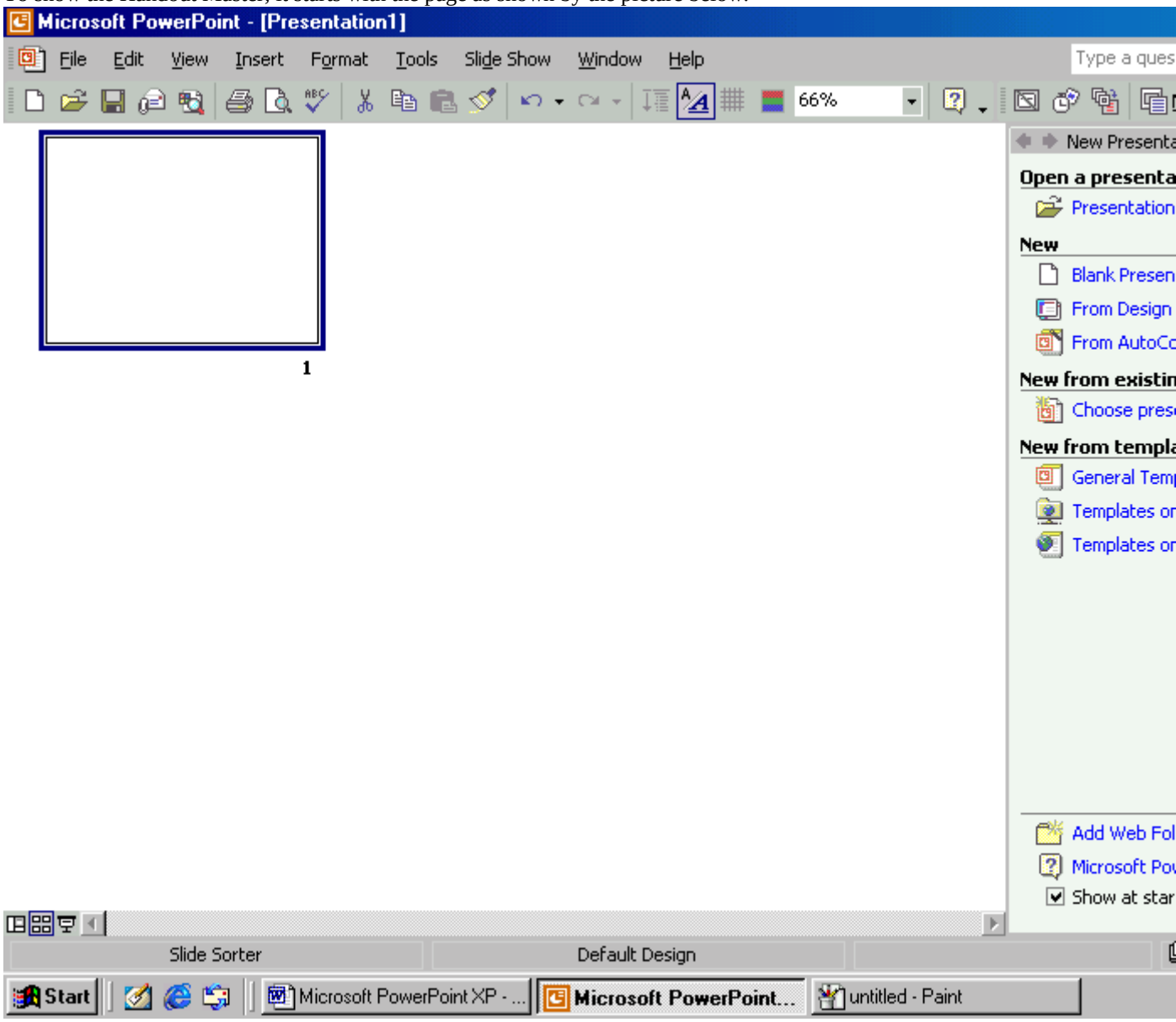
Slide Sorter
Default Design
Start
Microsoft PowerPoint XP - ...
Microsoft PowerPoint...
untitled - Paint

How to show the Handout Master

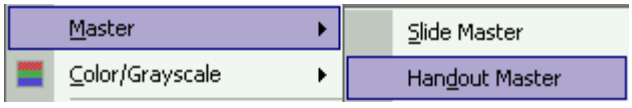
To show the Handout Master

Step 1
To show the Handout Master, it starts with the page as shown by the picture below.



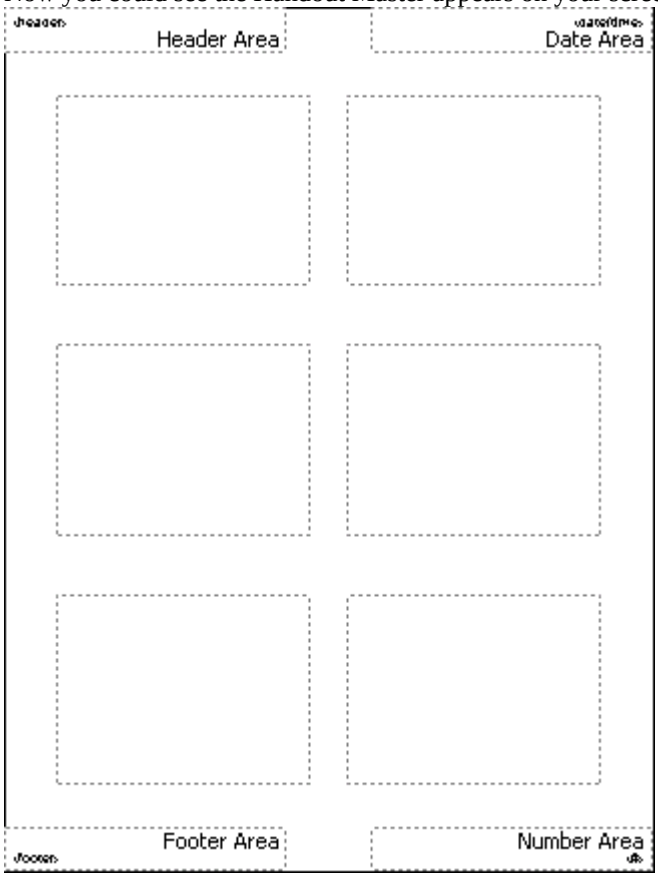
Step 2

Next, you have to use the mouse to open the **View** menu and then open the **Master** menu. Later, just click on the **Handout Master**.



Step 3

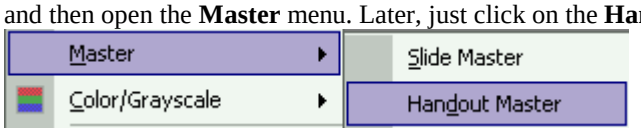
Now you could see the Handout Master appears on your screen.



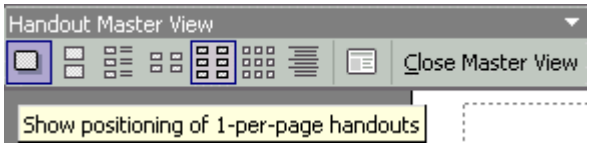
How to show the positioning of 1-per-page handouts

To show the positioning of 1-per-page handouts

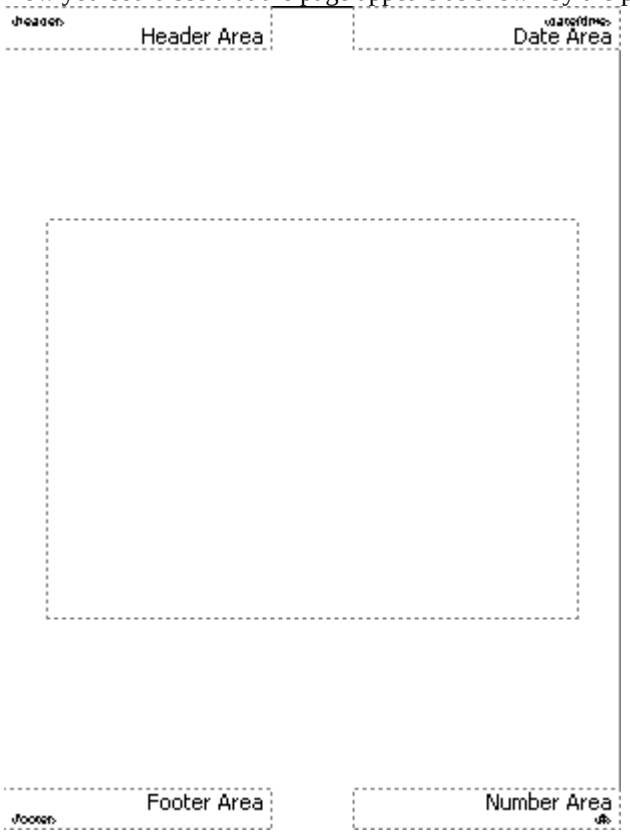
Step 1
To show the positioning of 1-per-page handouts, first, you need to use the mouse to open the **View** menu and then open the **Master** menu. Later, just click on the **Handout Master**.



Step 2
Then, just click on the **Show positioning of 1-per-page handouts** option in the **Handout Master View** menu.



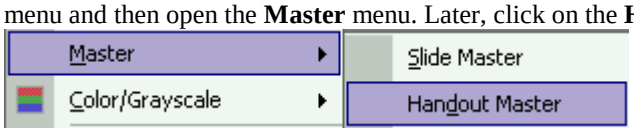
Step 3
Now you could see that the page appears as shown by the picture below.



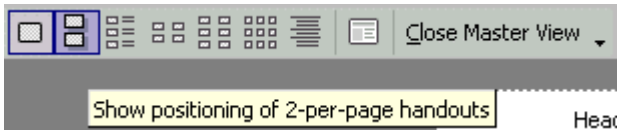
How to show positioning of 2-per-page handouts

To show positioning of 2-per-page handouts

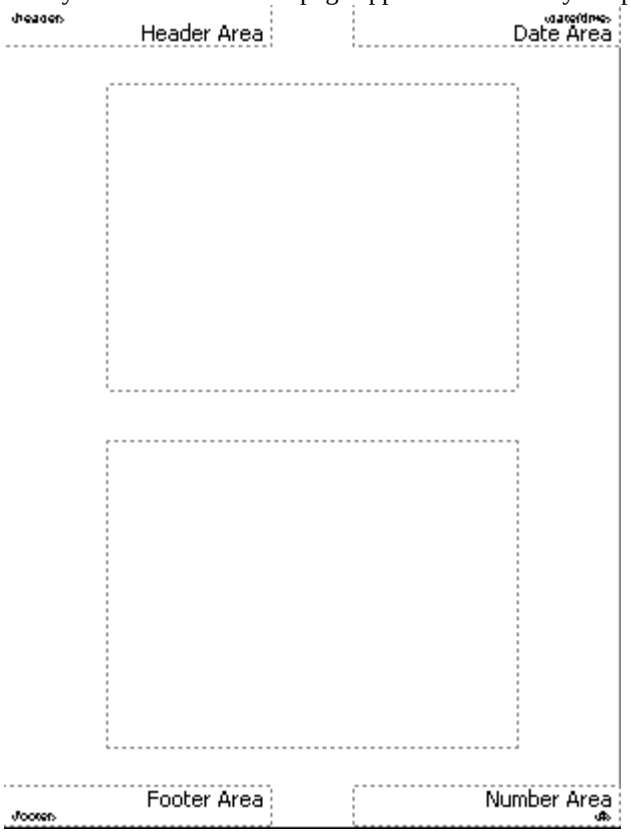
Step 1
If you wish to show positioning of 2-per-page handouts, first, you have to use the mouse to open the **View** menu and then open the **Master** menu. Later, click on the **Handout Master**.



Step 2
Next, you must click on the **Show positioning of 2-per-page handouts** option in the **Handout Master View** menu.



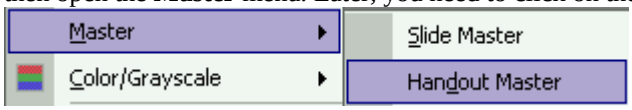
Step 3
Now you could see that the page appears as shown by the picture below.



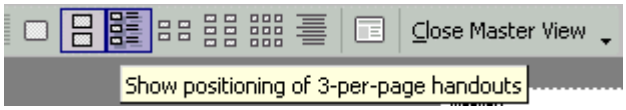
How to show positioning of 3-per-page handouts

To show positioning of 3-per-page handouts

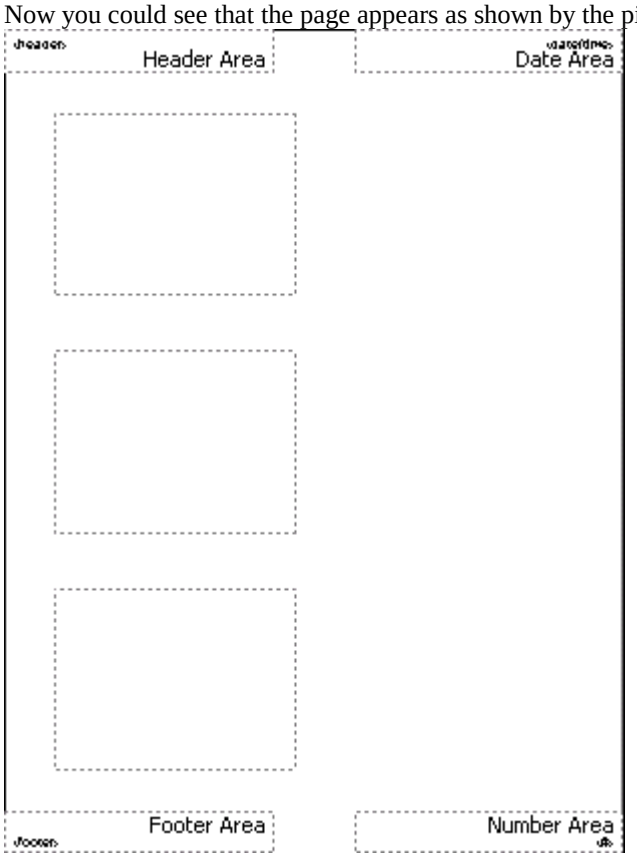
Step 1
To show positioning of 3-per-page handouts, first, you need to use the mouse to open the **View** menu and then open the **Master** menu. Later, you need to click on the **Handout Master**.



Step 2
Next, you must click on the **Show positioning of 3-per-page handouts** option in the **Handout Master View** menu.



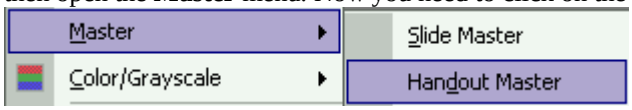
Step 3
Now you could see that the page appears as shown by the picture below.



How to show positioning of 4-per-page handouts

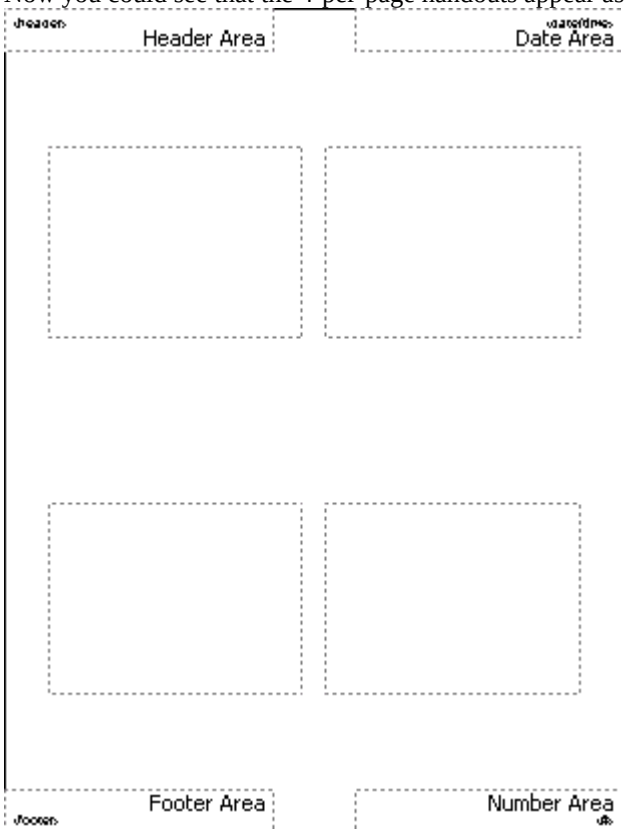
To show positioning of 4-per-page handouts

Step 1
To show positioning of 4-per-page handouts, you need to use the mouse to open the **View** menu first, and then open the **Master** menu. Now you need to click on the **Handout Master** option.



Step 2
Next, you need to click on the **Show positioning of 4-per-page handouts** option in the **Handout Master View** menu.

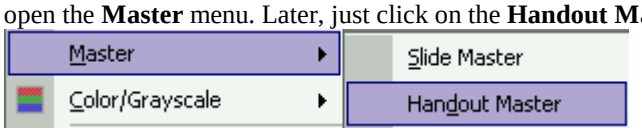
Step 3
Now you could see that the 4-per-page handouts appear as shown by the picture below.



How to show positioning of 9-per-page handouts

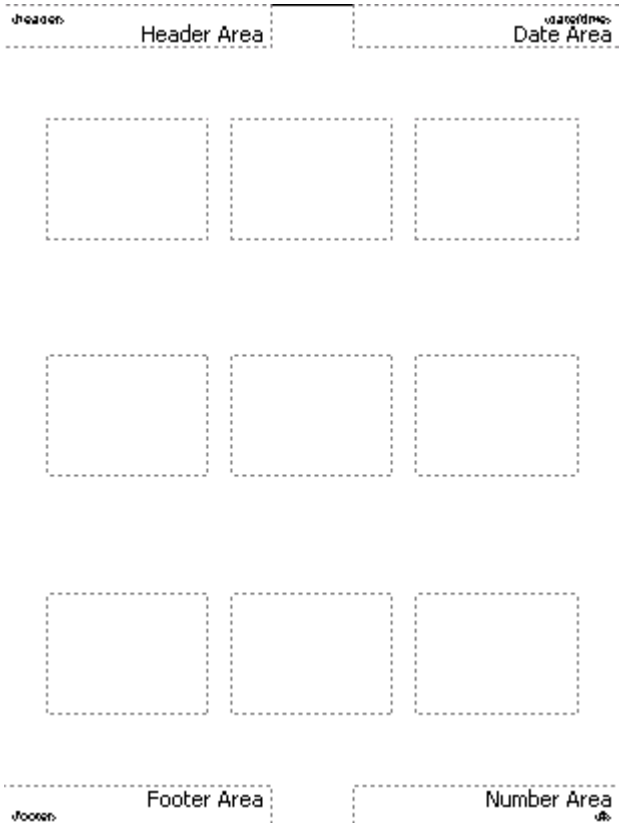
To show positioning of 9-per-page handouts

Step 1
To show positioning of 9-per-page handouts, you must use the mouse to open the **View** menu and then open the **Master** menu. Later, just click on the **Handout Master** option.



Step 2
Next, you have to click on the **Show positioning of 9-per-page handouts** in the **Handout Master View** menu.

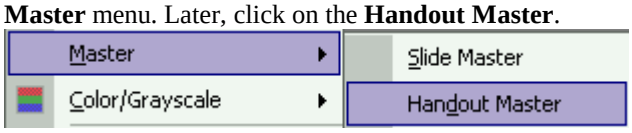
Step 3
Now you could see that the 9-per-page handouts appear as shown by the picture below.



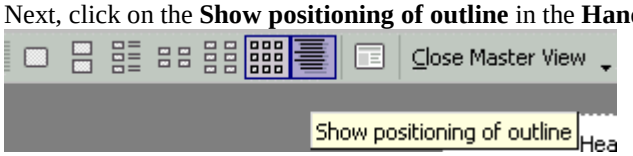
How to show positioning of outline

To show positioning of outline

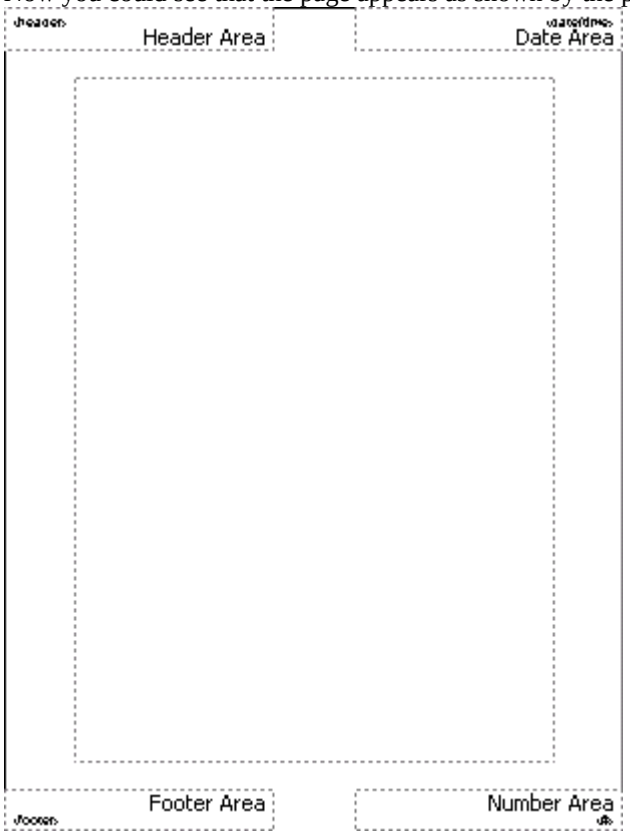
Step 1
To show positioning of outline, first you have to use the mouse to open the **View** menu and then open the **Master** menu. Later, click on the **Handout Master**.



Step 2
Next, click on the **Show positioning of outline** in the **Handout Master Vi**ew menu.



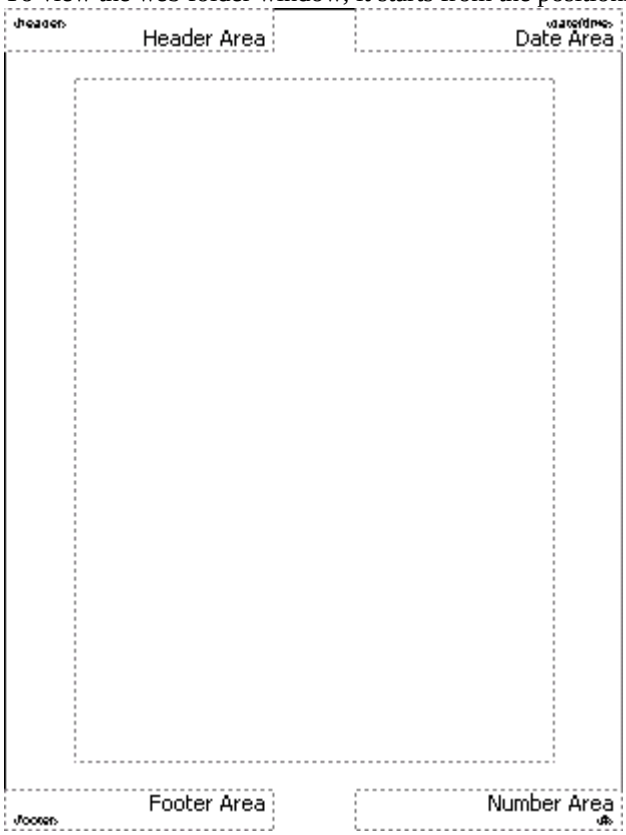
Step 3
Now you could see that the page appears as shown by the picture below.



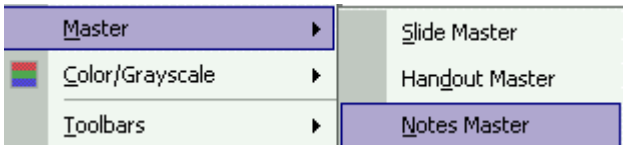
How to show Notes Master

To show Notes Master

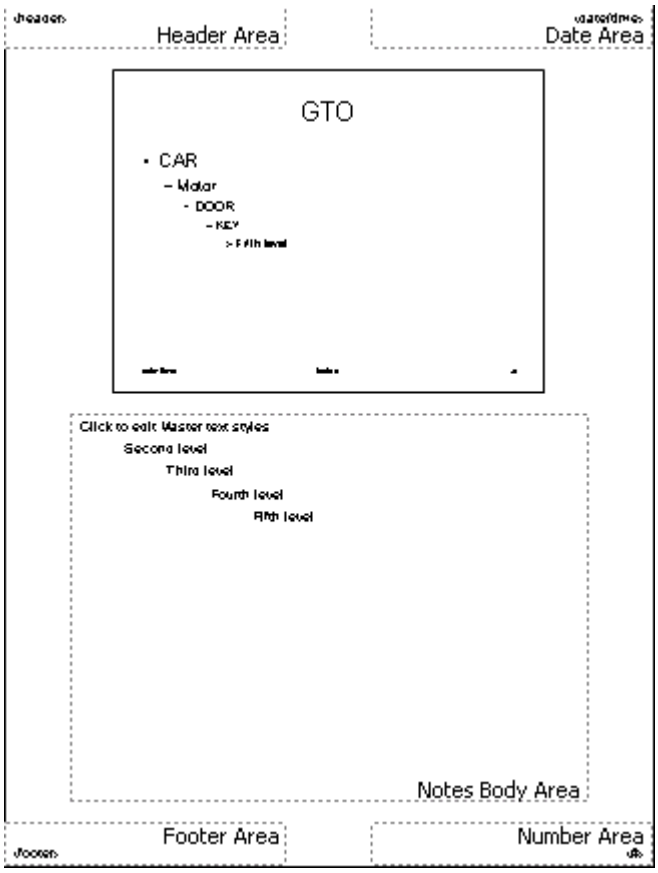
Step 1
To view the web folder window, it starts from the positioning of outline.



Step 2
Next, you have to use the mouse to open the **View** menu and then open the **Master** sub menu. Later, click on the **Notes Master**.



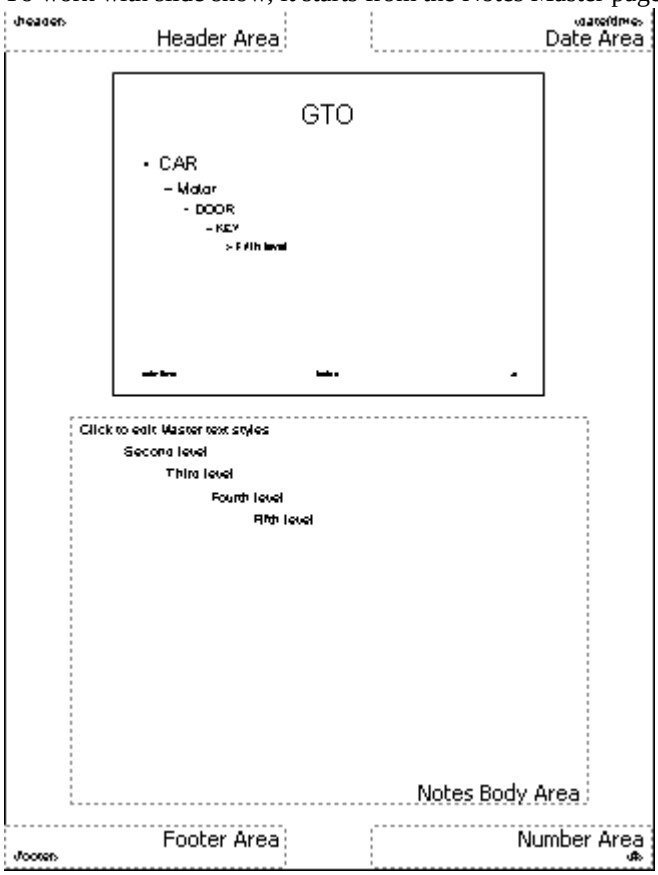
Step 3
Now you could see that the notes master page appears as shown by the picture below.


Header Area
Date Area
GTO
CAR
Motor
DOOR
KEY
Click to edit Master text styles
Second level
Third level
Fourth level
Fifth level
Notes Body Area
Footer Area
Number Area

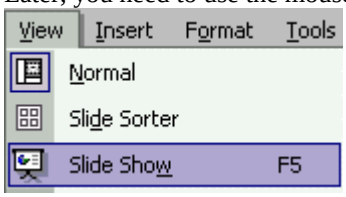
How to work with slide show

To work with slide show

Step 1
To work with slide show, it starts from the Notes Master page.



Step 2
Later, you need to use the mouse to open the **View** menu and then click on the **Slide Show** command.



Step 3
Now you could see that the slide show appears as shown by the picture below.

CONTENT

CAR

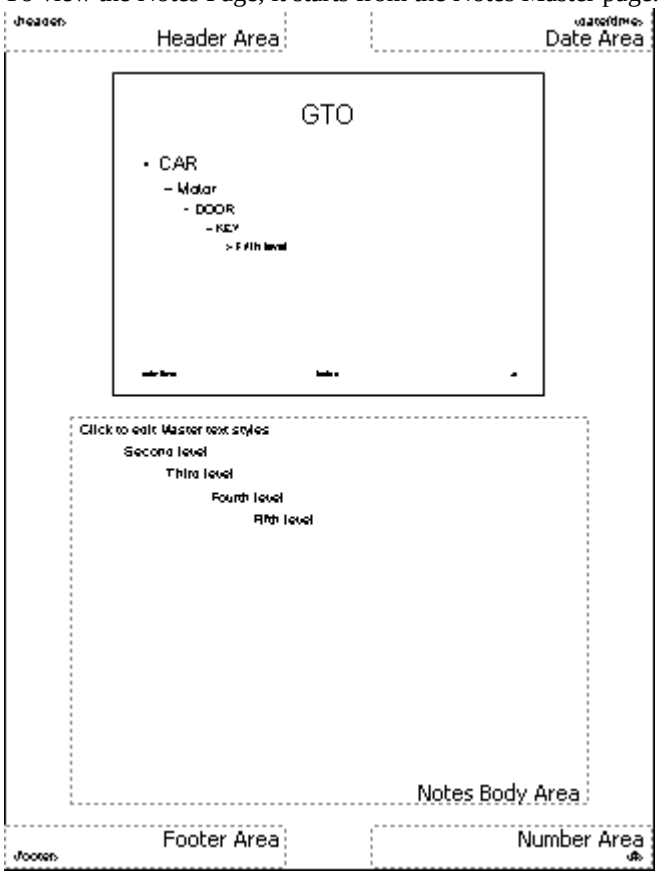
MOTOR

AIRPLANE

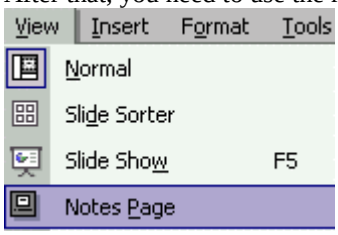
How to view the Notes Page

To view the Notes Page

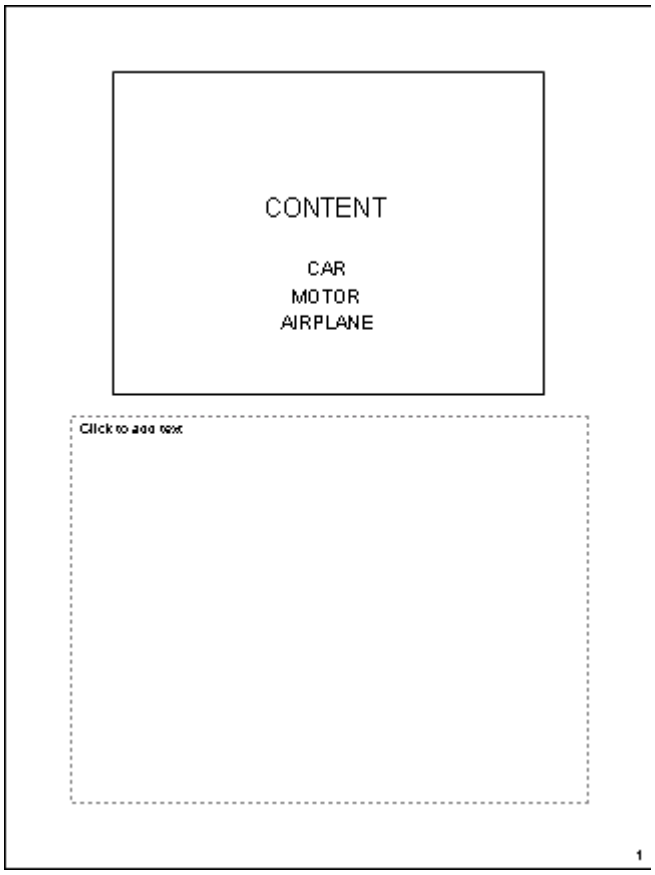
Step 1
To view the Notes Page, it starts from the Notes Master page.



Step 2
After that, you need to use the mouse to open the **View** menu and then click on the **Notes Page** command.



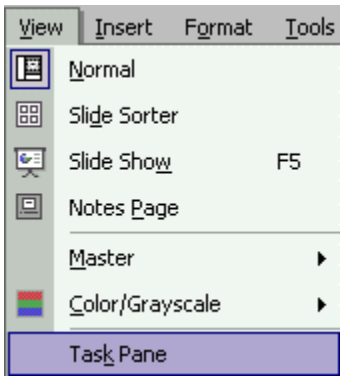
Step 3
Now you could see that the page appears as shown by the picture below.


CONTENT
CAR
MOTOR
AIRPLANE
Click to add text
1

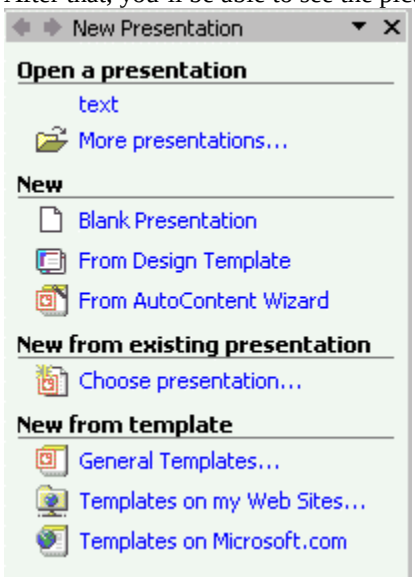
How to view Task Pane

To view Task Pane

Step 1
To view Task Pane, first, you have to use the mouse to open the **View Menu** and then click on the **Task Pane** command.



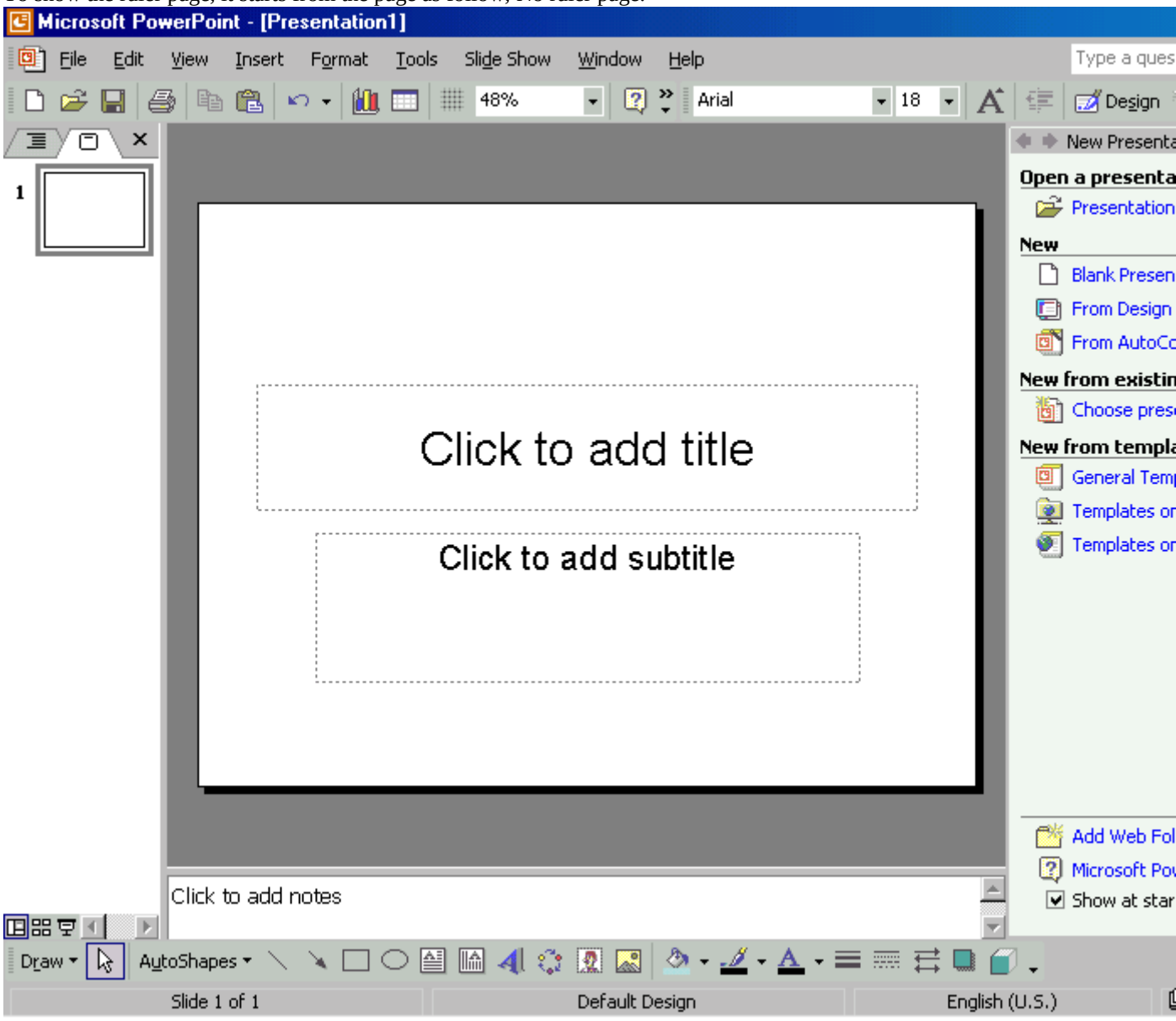
Step 2
After that, you'll be able to see the picture as shown below.



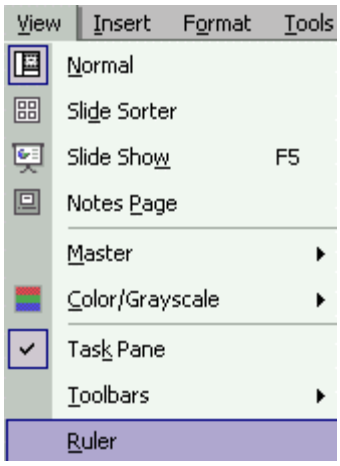
How to show the ruler

To show the ruler

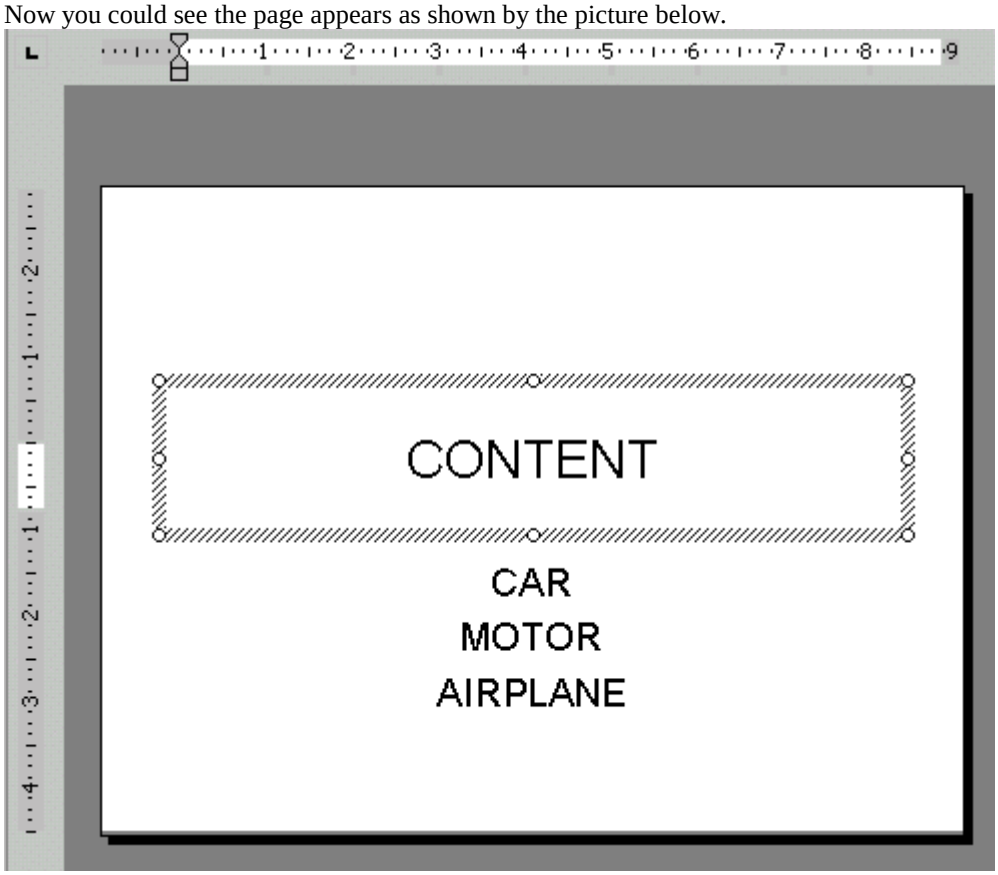
Step 1
To show the ruler page, it starts from the page as follow; No ruler page.



Step 2
Now you must use the mouse to open the **View** menu and then click on the **Ruler** command.



Step 3
Now you could see the page appears as shown by the picture below.

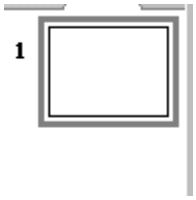


How to work with Insert

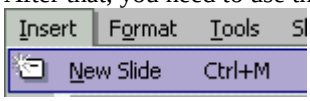
How to insert the new slide

To insert the new slide

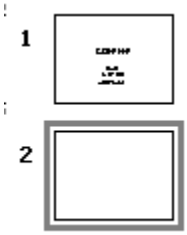
Step 1
To insert the new slide, it starts from the One Page.



Step 2
After that, you need to use the mouse to open the **Insert** menu and then click on the **New Slide** command.



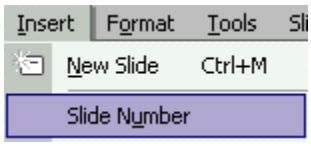
Step 3
Now you could see the two pages appear.



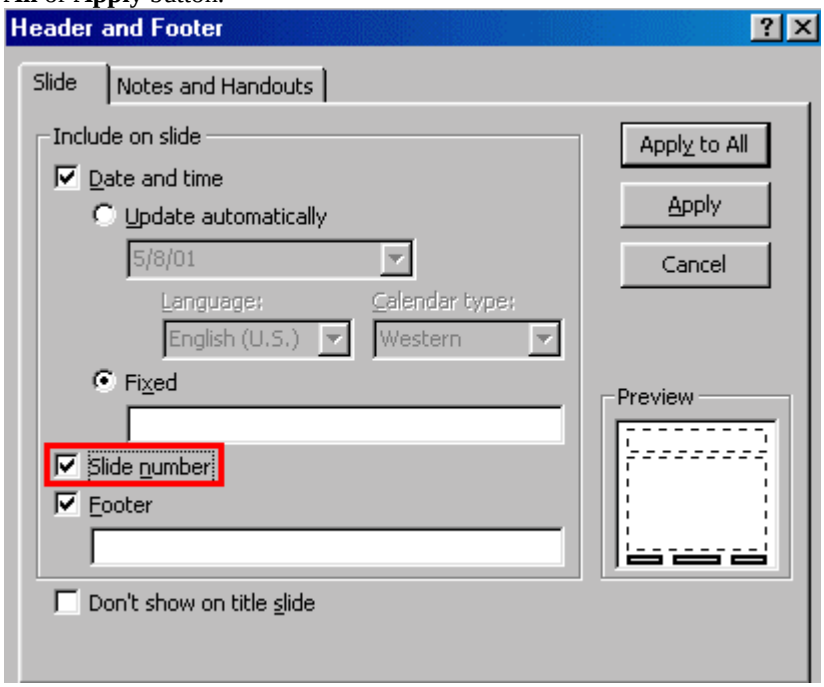
How to insert the slide number

To insert the slide number

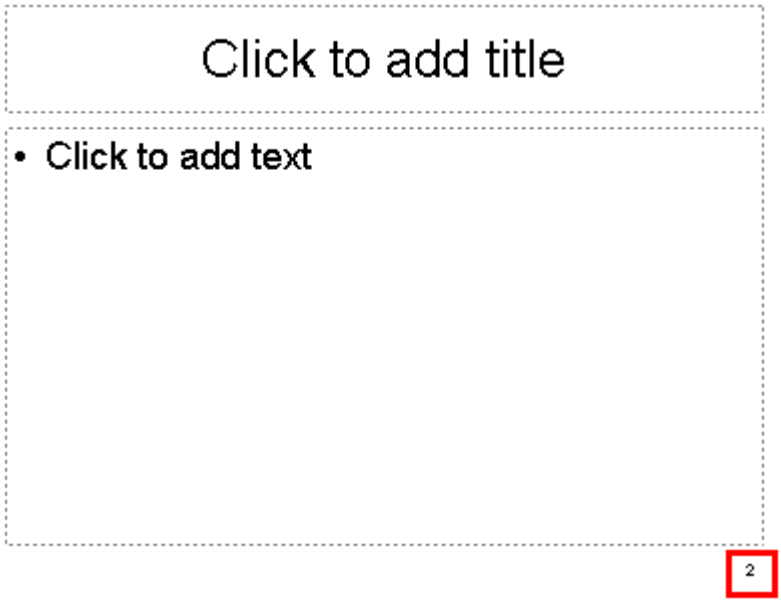
Step 1
To insert the slide number, first, you have to use the mouse to open the **Insert** menu and then click on the **Slide Number** command.



Step 2
Later, in the **Header and Footer** window, select the Slide number check box and then click the **Apply to All** or **Apply** button.



Step 3
Now you could see the pages appears as follow.

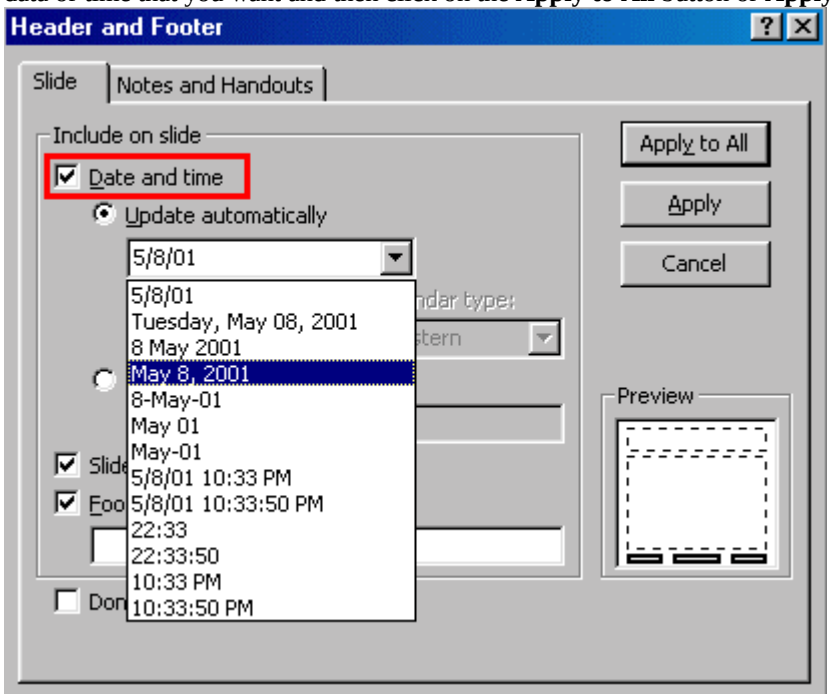

Click to add title
• Click to add text
2

How to insert the Date and Time

To insert the Date and Time

Step 1
To insert the Date and Time, first, you have to use the mouse to open the **Insert** menu and then click on the **Date and Time** command.

Step 2
Later, in the Header and Footer dialog box, select the Date and Time check box. Choose the type of the data or time that you want and then click on the **Apply to All** button or **Apply** button.



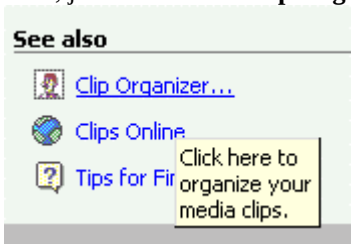
Step 3
Now you could see the date will be displayed in the document.

How to insert the Clip Art

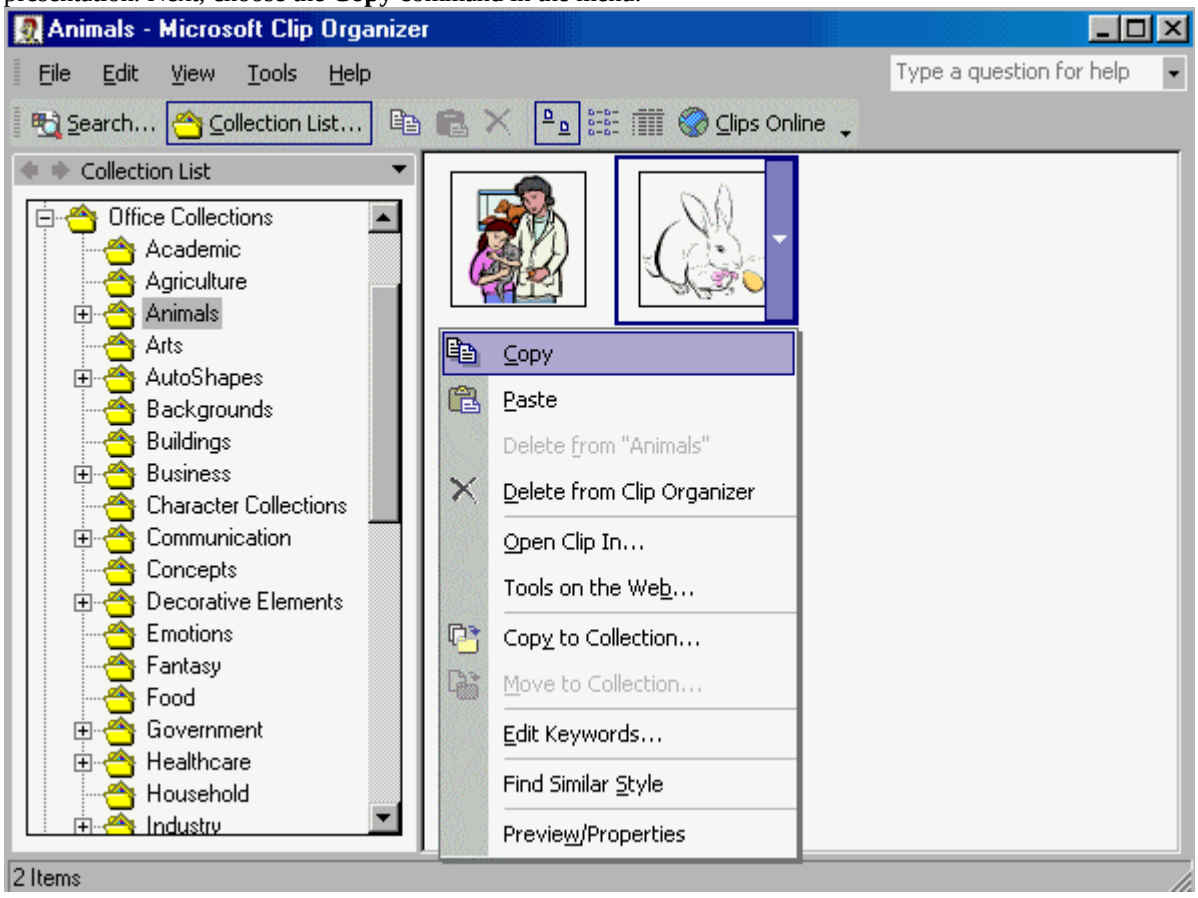
To insert the Clip Art

Step 1
To insert the clip art, first you have to use the mouse to open the Insert **menu** and then click on the **Picture** sub menu. Later, just click on the **Clip Art** command.

Step 2
Now, just click on the **Clip Organizer** command as shown by the picture below.

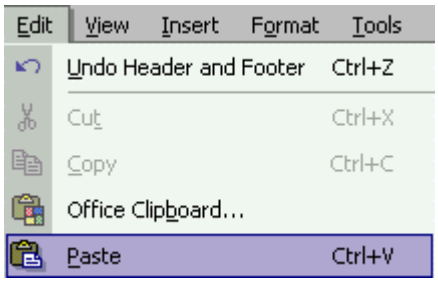


Step 3
Then, in the **Microsoft Clip Organizer** window, you must select the picture that you want to insert in the presentation. Next, choose the **Copy** command in the menu.



Step 4
After that, you need to place the insertion point to where you would like to paste the picture.

Choose Edit>Past.



Step 5

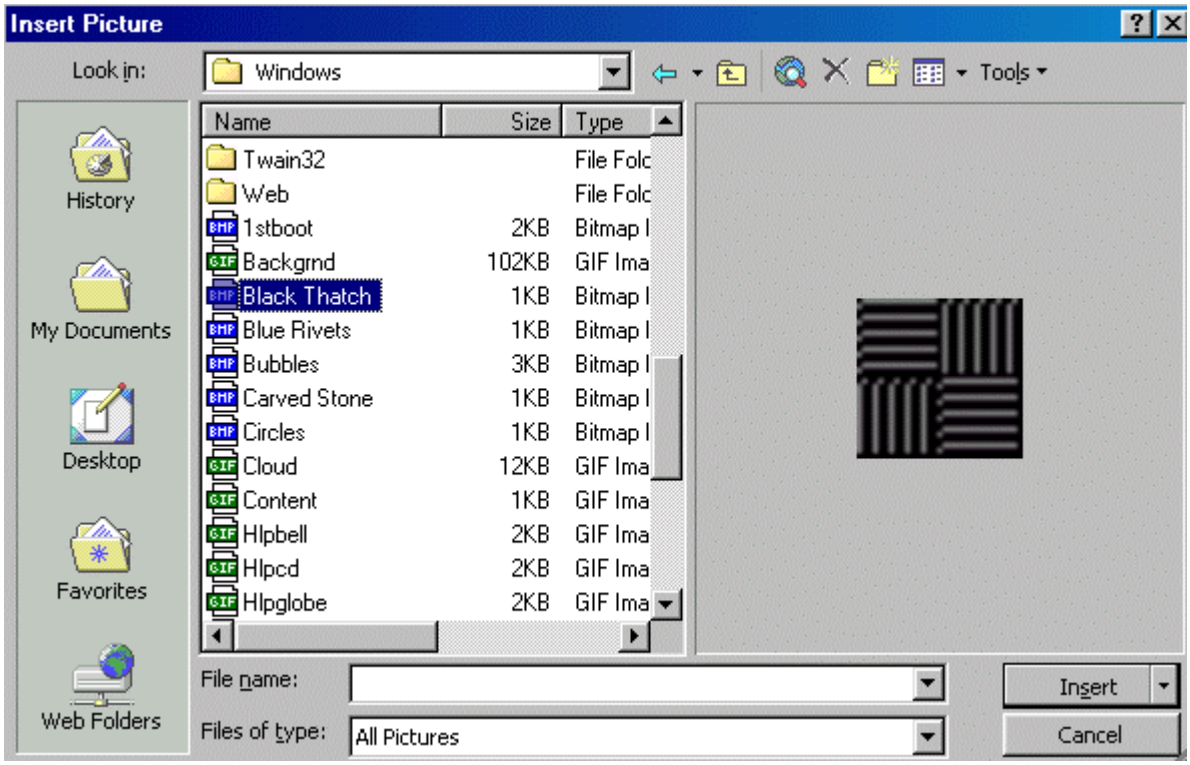
Finally, you could see the picture below appears on your screen.

How to insert the picture from file

To insert the picture from file

Step 1
To insert the picture from the file, first, you have to use the mouse to open **Insert** menu and then click on the **Picture** sub menu. Later, you need to click on the **From File** command.

Step 2
Now, you must select the picture that you want to insert in the presentation and then click on the **Insert** button.



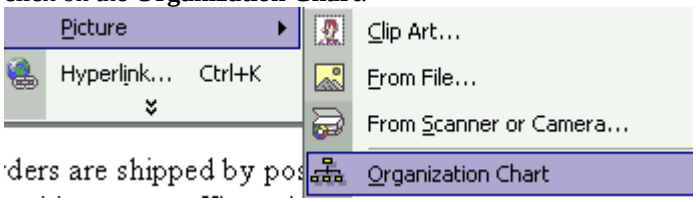
Step 3
Finally, you could see the picture below appears on your screen.

How to insert Organization Chart

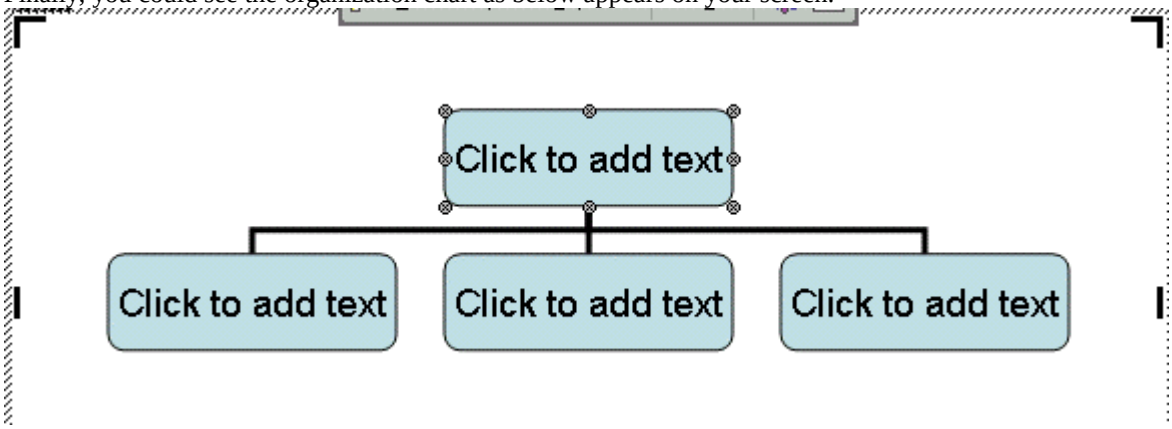
To insert Organization Chart

Step 1
To insert the organization chart, first, you have to place the insertion point in the document, to where you would like to insert the **Organization Chart**.

Step 2
After that, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **Organization Chart**.



Step 3
Finally, you could see the organization chart as below appears on your screen.

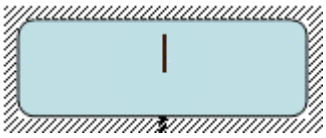


How to add the text in the Organization Chart

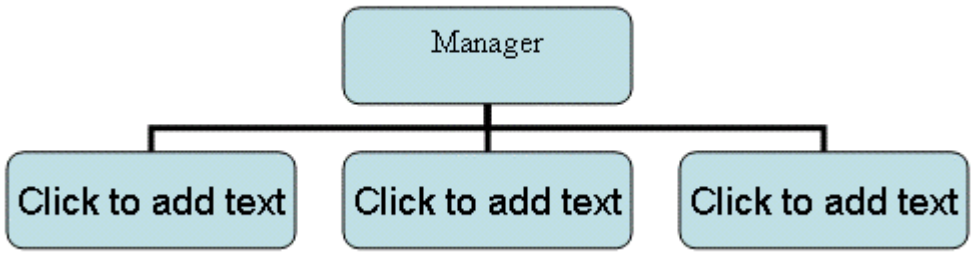
To add the text in the Organization Chart

Step 1
To add the text in the organization chart, first you have to select the shape that you want to insert in the text.

Step 2
Now, you have to move the mouse to the shape which you want to add the text and then click on the mouse button.



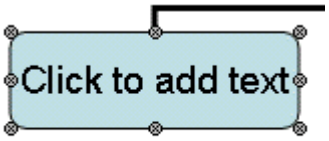
Step 3
Finally, you can start entering the words in the shape box.



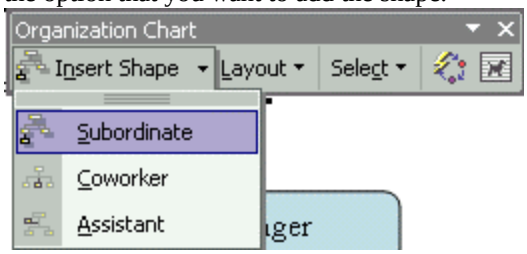
How to insert a new shape in the Organization Chart

To insert a new shape in the Organization Chart

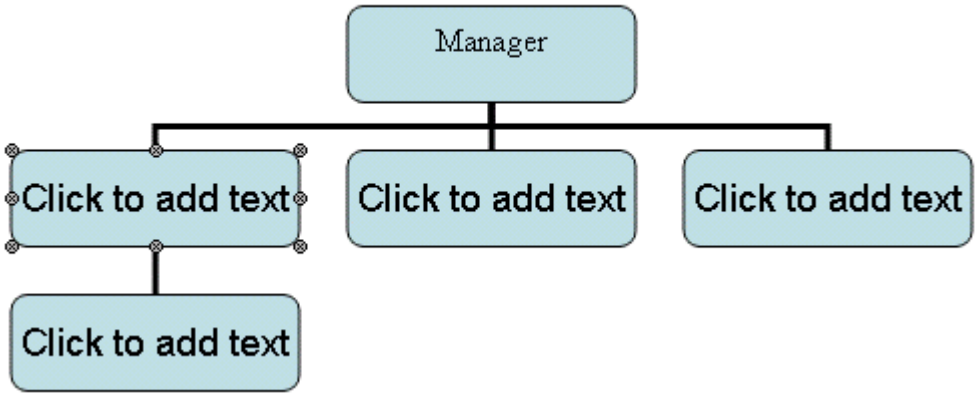
Step 1
To insert a new shape in the organization chart, first, you have to place the insertion point to where you would like to insert the shape in the Organization chart.



Step 2
Then, you need to click on the **New Shape** command in the **Organization Chart** menu bar and then select the option that you want to add the shape.



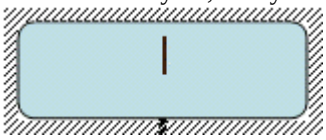
Step 3
Finally, you could see the organization chart as below appears on your screen.



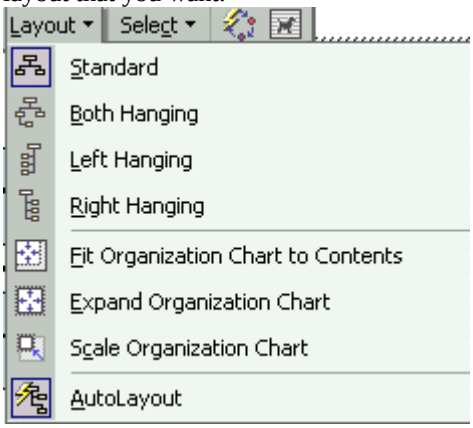
How to select the layout

To select the layout

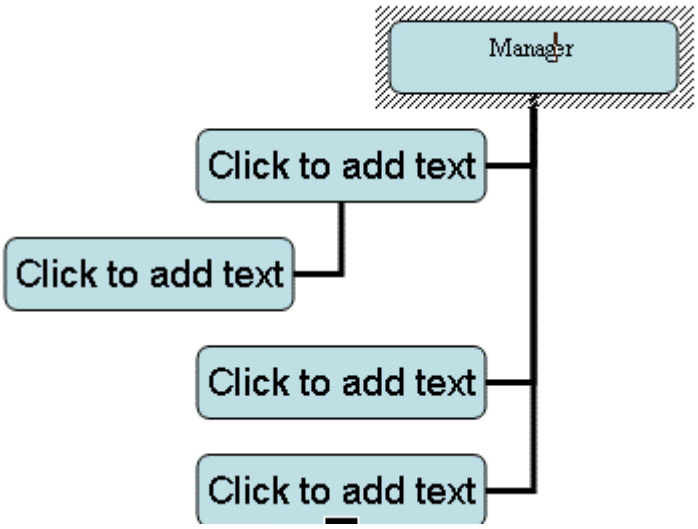
Step 1
To select the layout, first you must select the shape that you would like to change its layout.



Step 2
Later, you need to move the mouse to the Layout in the Organization Chart menu bar and then select the layout that you want.



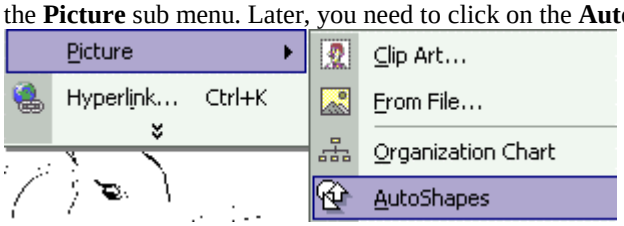
Step 3
Finally, you could see the organization chart below appears on your screen, in left hanging.



How to show the AutoShapes menu bar

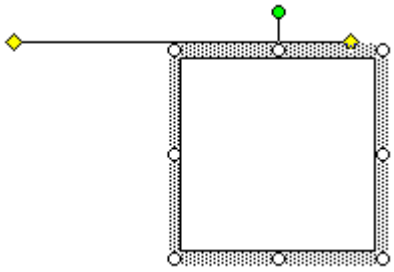
To show the AutoShapes menu bar

Step 1
To show the AutoShapes menu bar, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, you need to use the mouse to open the **Callout** menu and then click the **Line Callout 1**.

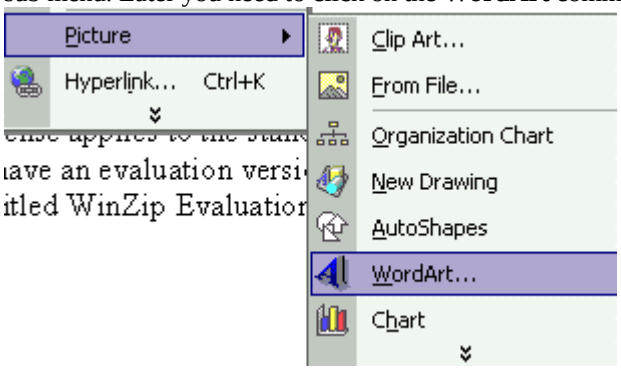
Step 3
Finally, you have to use the mouse to drag and draw the Line Callout.



How to insert the WordArt

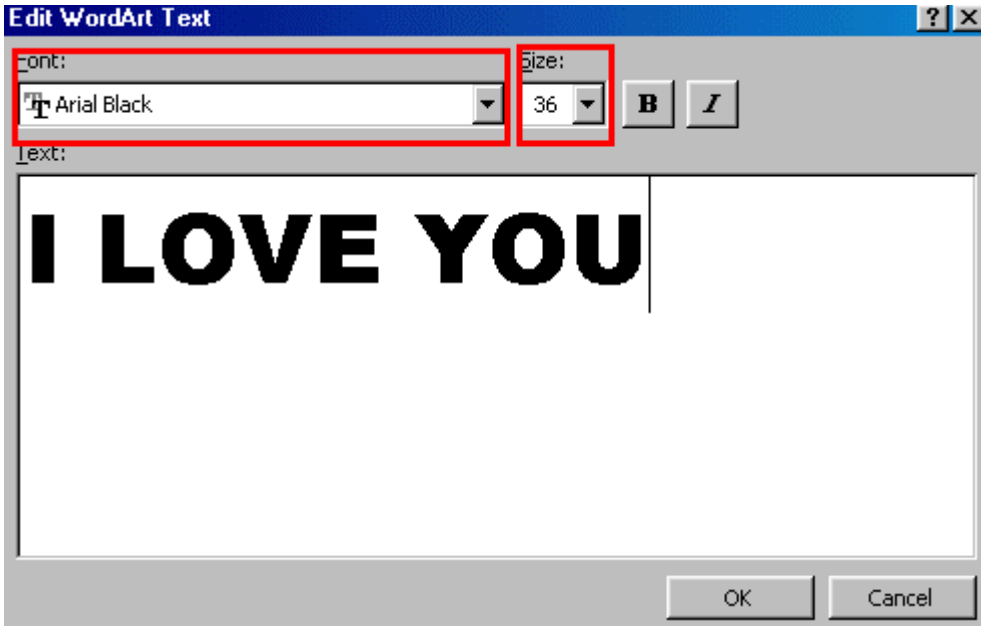
To insert the WordArt

Step 1
To insert the WordArt, you need to use the mouse to open the **Insert** menu first and then open the **Picture** sub menu. Later you need to click on the **WordArt** command.



Step 2
Now you can select the pattern that you would like to choose.

Step 3
Next, you could start entering the text that you want. You could also change the Font type and the Font size.

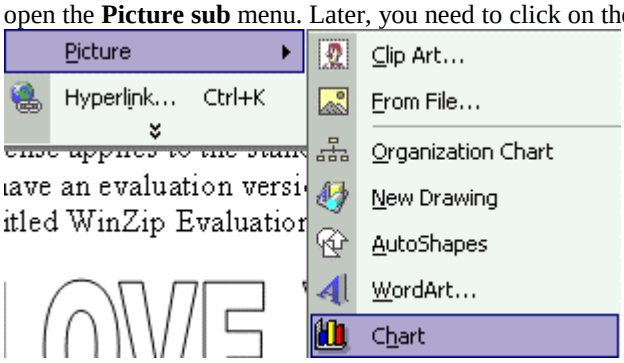


Step 4
You'll be able to see the picture below when you have finished changing the font type and size.

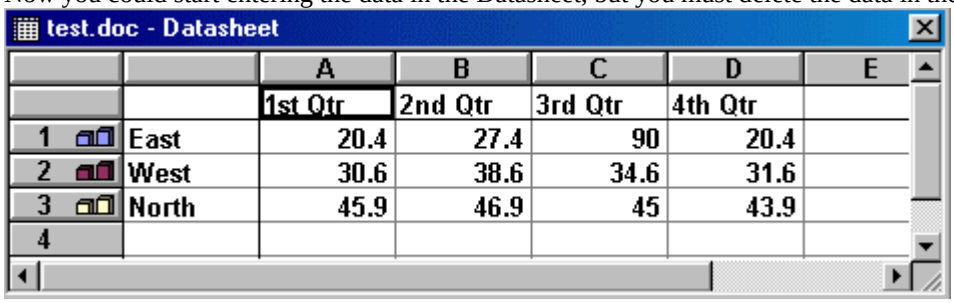
How to insert the chart in the presentation

To insert the chart in the presentation

Step 1
To insert the chart in the presentation, first, you have to use the mouse to open the **Insert** menu and then open the **Picture sub** menu. Later, you need to click on the **Chart** command.

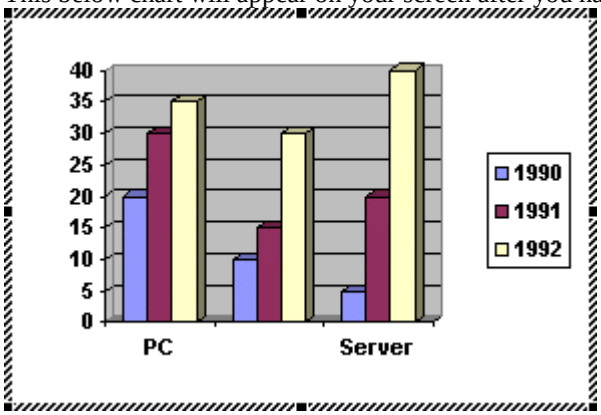


Step 3
Now you could start entering the data in the Datasheet, but you must delete the data in the Datasheet, first.



		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

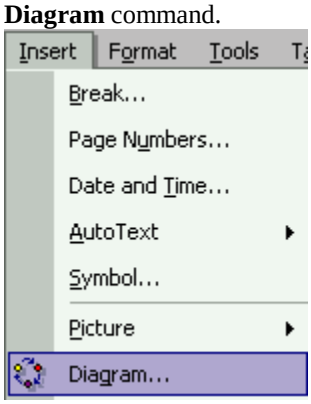
Step 4
This below chart will appear on your screen after you have finished entering the data.



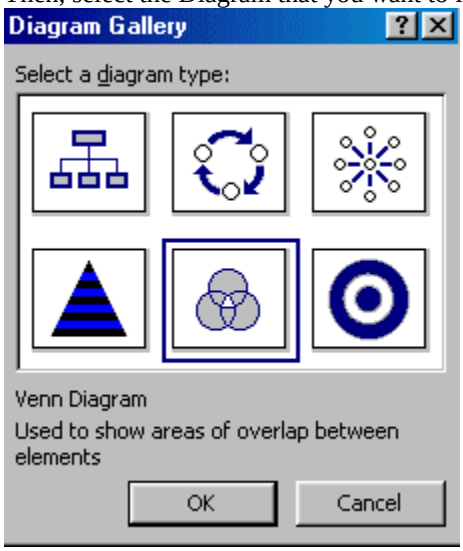
How to insert the Diagram

To insert the Diagram

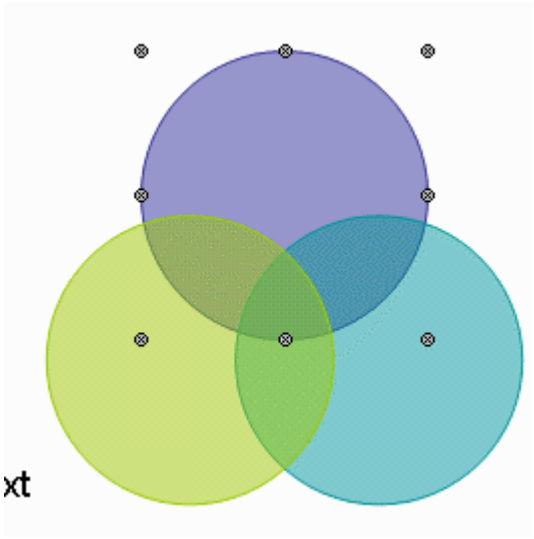
Step 1
To insert the diagram, first, you need to use the mouse to open the **Insert** menu and then click on the **Diagram** command.



Step 2
Then, select the Diagram that you want to insert and later click on the **Ok** button.



Step 3
Finally, you will see the diagram has been inserted in the document.

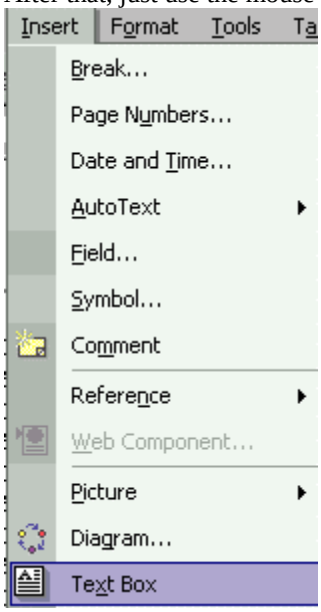

xt

How to insert the text box

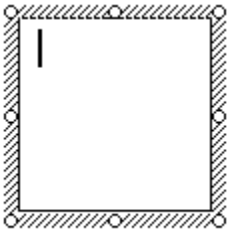
To insert the text box

Step 1
To insert the text box, first, you need to place the insertion point to where you would like it to be inserted in the document.

Step 2
After that, just use the mouse to open the **Insert** menu and then click on the **Text Box** command.



Step 3
Finally, you could start entering the text in the text box.

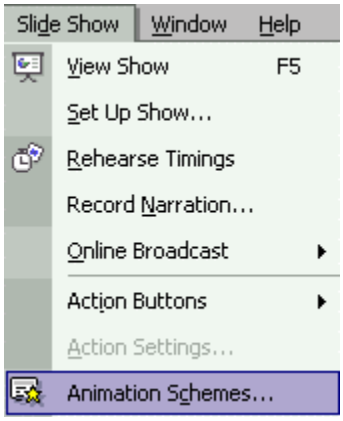


How to insert the Animation Schemes

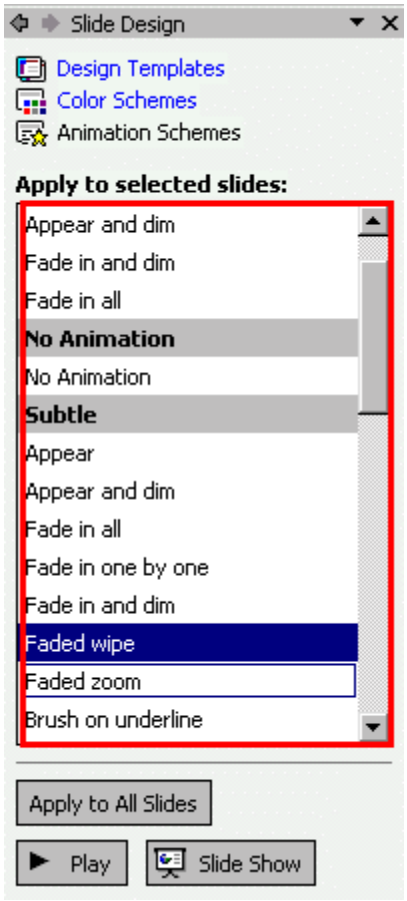
To insert the Animation Schemes

Step 1
To insert the animation schemes, first, you must select the page that you want to insert the Animation.

Step 2
Later, just use the mouse to open the **Slide Show** menu and then click on the **Animation Schemes** command.



Step 3
Finally, you could start selecting the slides that you want to apply.

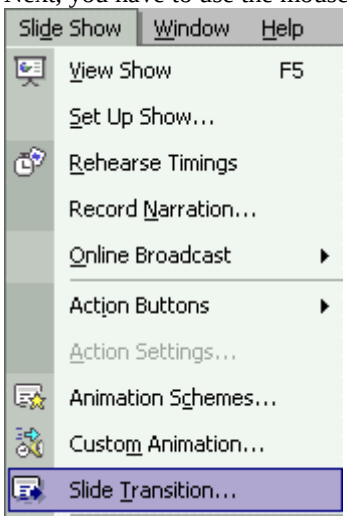

Slide Design
Design Templates
Color Schemes
Animation Schemes
Apply to selected slides:
Appear and dim
Fade in and dim
Fade in all
No Animation
No Animation
Subtle
Appear
Appear and dim
Fade in all
Fade in one by one
Fade in and dim
Faded wipe
Faded zoom
Brush on underline
Apply to All Slides
Play
Slide Show

How to insert the Slide Transition

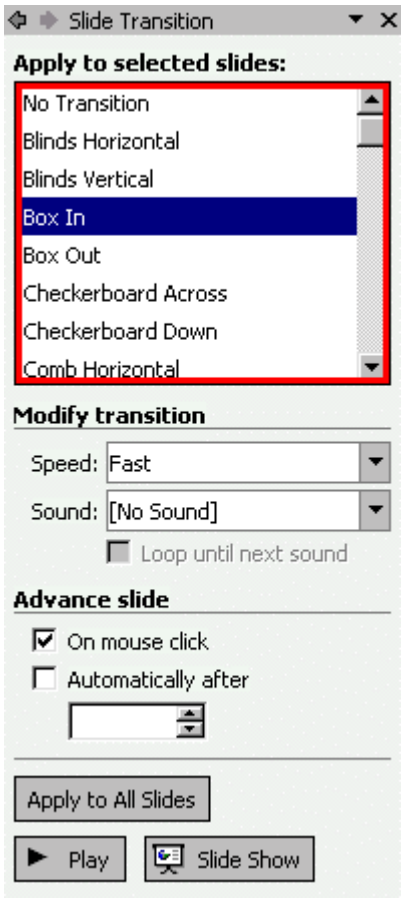
To insert the Slide Transition

Step 1
To insert the slide transition, you have to select the page that you want it to be inserted.

Step 2
Next, you have to use the mouse to open the **Slide Show** menu and then click on the **Slide Transition**.



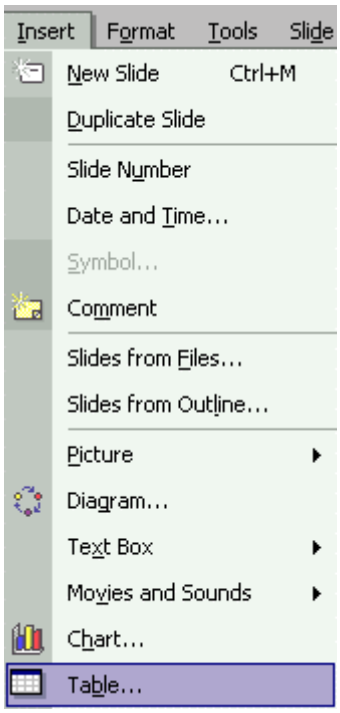
Step 3
Now, you could start selecting the slides that you want.


Slide Transition
Apply to selected slides:
No Transition
Blinds Horizontal
Blinds Vertical
Box In
Box Out
Checkerboard Across
Checkerboard Down
Comb Horizontal
Modify transition
Speed: Fast
Sound: [No Sound]
Loop until next sound
Advance slide
On mouse click
Automatically after
Apply to All Slides
Play
Slide Show

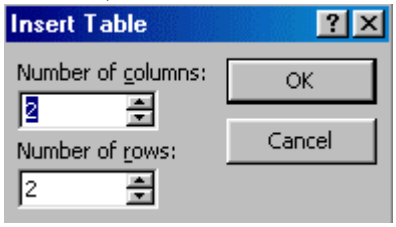
How to insert the table

To insert the table

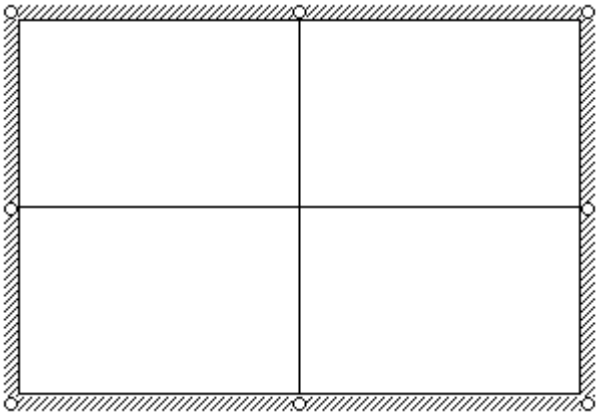
Step 1
To insert the table, first, you must use the mouse to open the **Insert** menu and then click on the **Table** command.



Step 2
After that, enter the number of the columns and rows that you want and then click on the **Ok** button.



Step 3
This below table will appear on your screen after you have selected the right columns and rows.

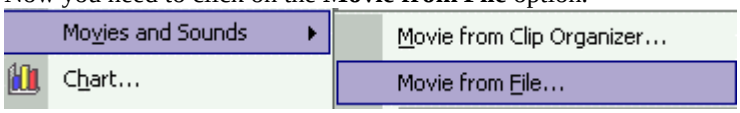


How to insert the movies file

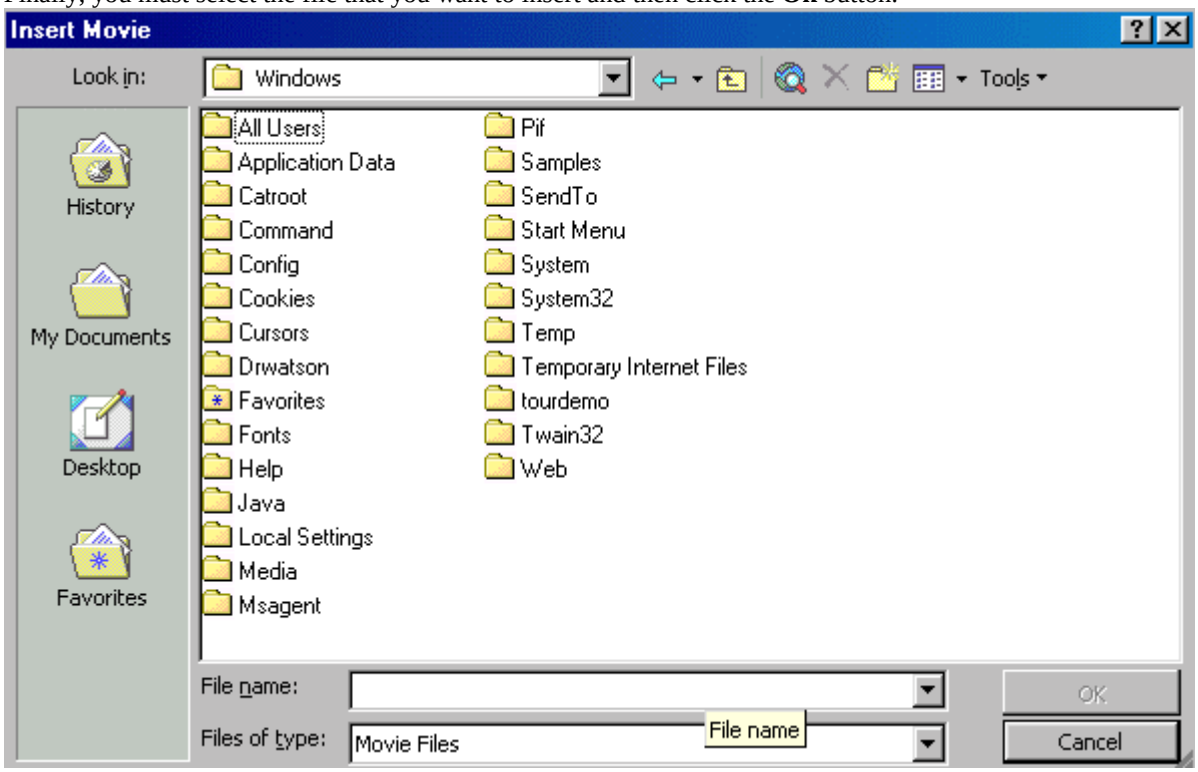
To insert the movies file

Step 1
To insert the movies file, first, you need to place the insertion point to where you would like it be inserted.

Step 2
Next, you need to use the mouse to open the **Insert** menu and then open the **Movies and Sounds** option.
Now you need to click on the **Movie from File** option.



Step 3
Finally, you must select the file that you want to insert and then click the **Ok** button.

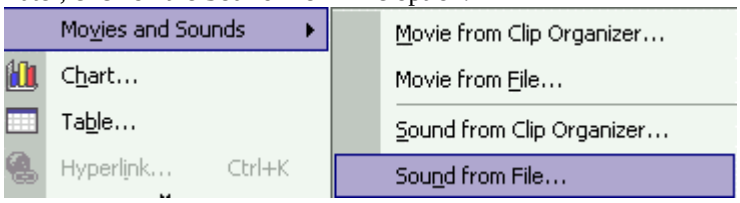


How to insert the sound in the presentation

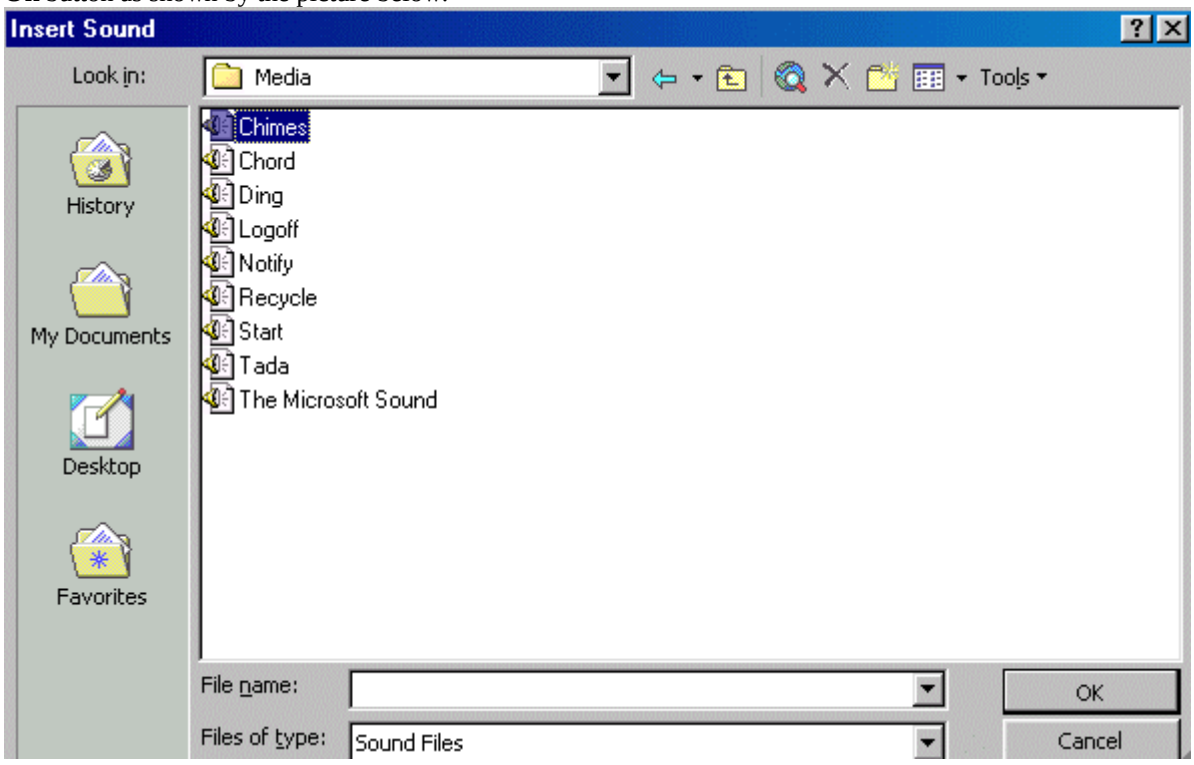
To insert the sound in the presentation

Step 1
To insert the sound in the presentation, first you need to place the insertion point to where you would like it to be inserted.

Step 2
Next, you have to use the mouse to open the **Insert** menu and then open the **Movies and Sounds** option. Later, click on the **Sound from File** option.



Step 3
Finally, you have to select the sound that you want it to be inserted in the presentation and then click on the **Ok** button as shown by the picture below.

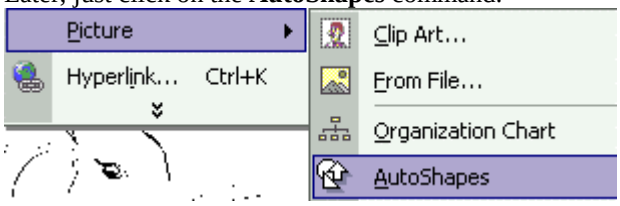


How to work with Draw

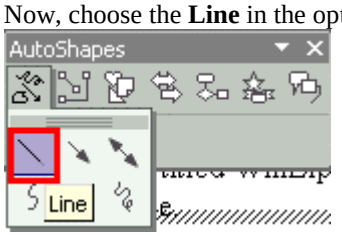
How to draw the line

To draw the line

Step 1
To draw the line, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
Now, choose the **Line** in the option menu.

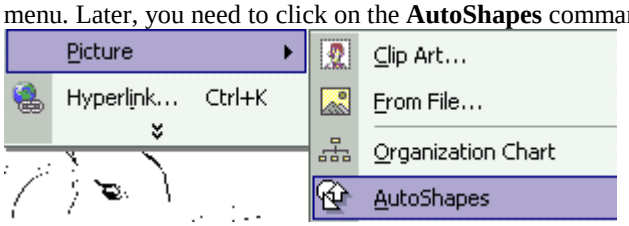


Step 3
Finally, use the mouse to drag and draw the line.

How to draw the Arrow Line

To draw the Arrow Line

Step 1
To draw the arrow line, first, you must use the mouse open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



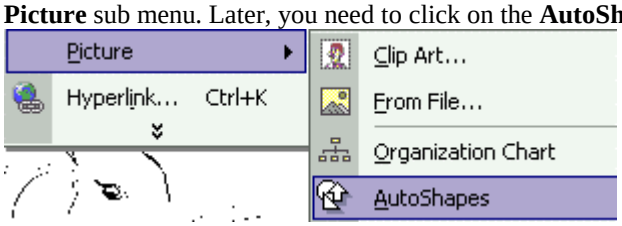
Step 2
Now, you need to choose the **Arrow** in the option menu.

Step 3
Finally, you have to use the mouse to drag and draw the Arrow.

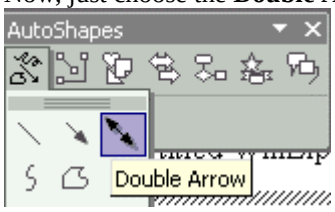
How to draw the Double Arrow

To draw the Double Arrow

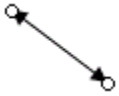
Step 1
To draw the double arrow, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
Now, just choose the **Double Arrow** in the option menu.



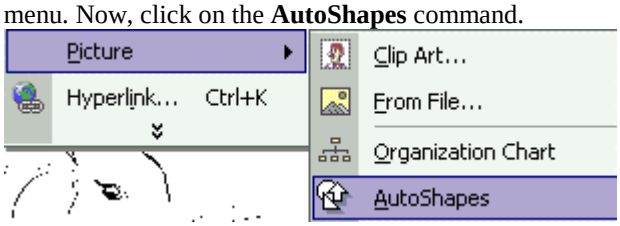
Step 3
Finally, use the mouse to drag and draw the Arrow.



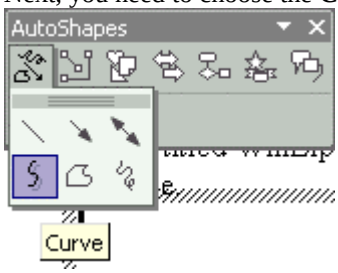
How to draw the Curve

To draw the Curve

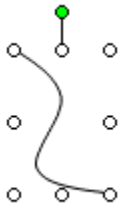
Step 1
To draw the curve, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Now, click on the **AutoShapes** command.



Step 2
Next, you need to choose the **Curve** in the option menu.



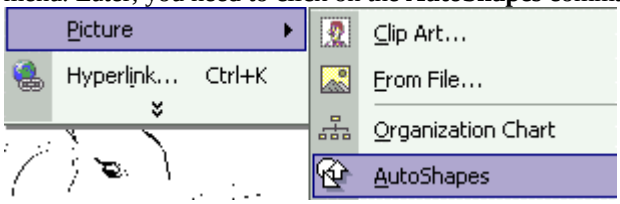
Step 3
After that, you have to use the mouse to drag start and end point. When you have finished, press the **ESC** button.



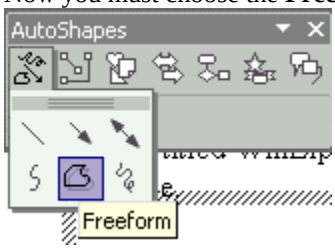
How to draw the Freeform

To draw the Freeform

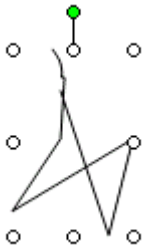
Step 1
To draw the freeform, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
Now you must choose the **Freeform** in the option menu.



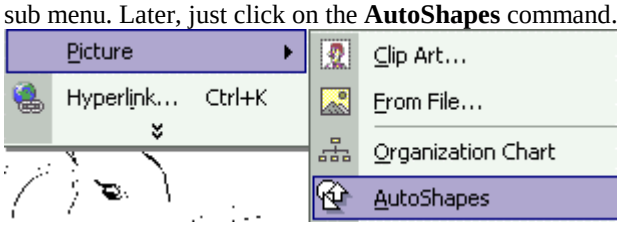
Step 3
Finally, you just have to use the mouse to drag and draw the line. When you have finished, press the **ESC** button.



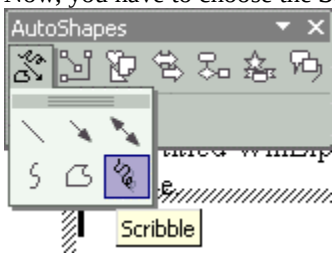
How to draw the Scribble

To draw the Scribble

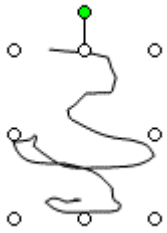
Step 1
To draw the scribble, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
Now, you have to choose the **Scribble** in the option menu.



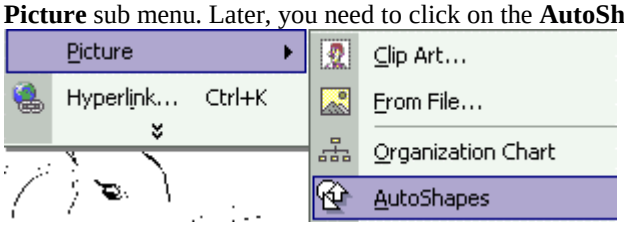
Step 3
Finally, you have to use the mouse to drag and draw the line.



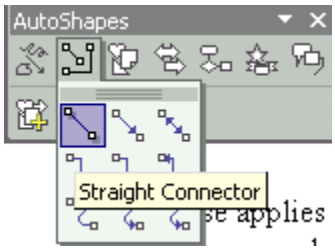
How to draw the Straight Connector

To draw the Straight Connector

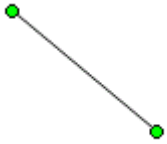
Step 1
To draw the straight connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
Next, click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Connector**.



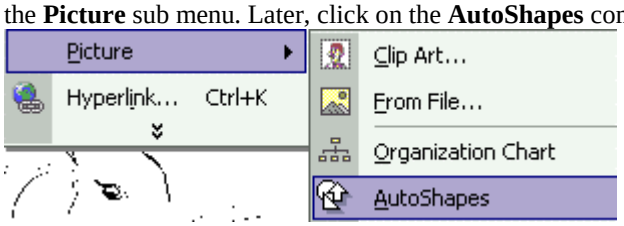
Step 3
Finally, you have to use the mouse to draw the start and end point.



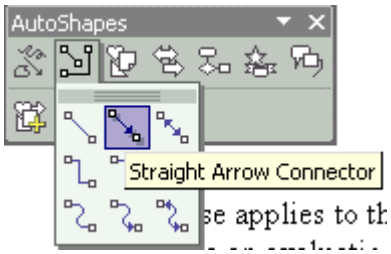
How to draw the Straight Arrow Connector

To draw the Straight Arrow Connector

Step 1
To draw the straight Arrow Connector, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



Step 2
Now, just click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Arrow Connector**.

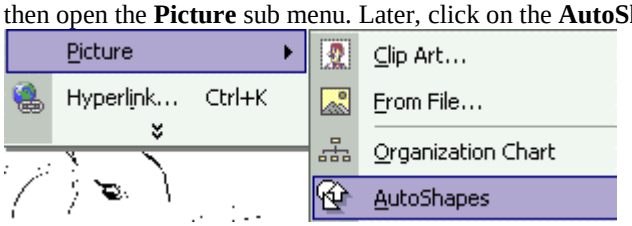


Step 3
Finally, you need to use the mouse to draw the start and end point.

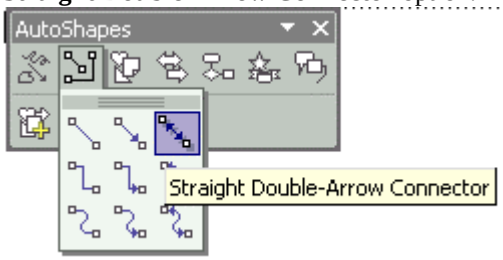
How to draw the Straight Double-Arrow Connector

To draw the Straight Double-Arrow Connector

Step 1
To draw the straight double-arrow connector, first you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



Step 2
Next, you need to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Straight Double-Arrow Connector** option.

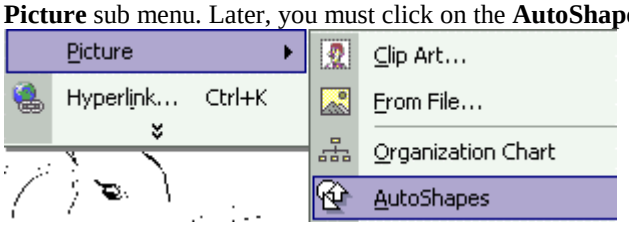


Step 3
Finally, just use the mouse to draw the start and end point.

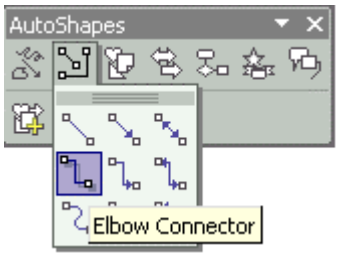
How to draw the Elbow Connector

To draw the Elbow Connector

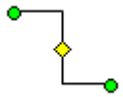
Step 1
To draw the elbow connector, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you must click on the **AutoShapes** command.



Step 2
After that, you need to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Connector**.



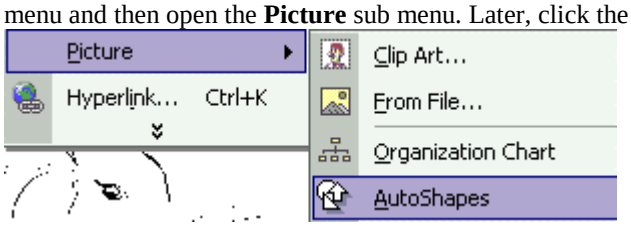
Step 3
Finally, use the mouse to draw the start and end point.



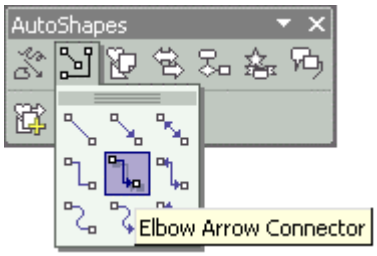
How to draw the Elbow Arrow Connector

To draw the Elbow Arrow Connector

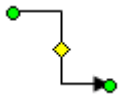
Step 1
If you would like to draw the elbow arrow connector, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click the **AutoShapes** command.



Step 2
Next, you need to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Arrow Connector**.



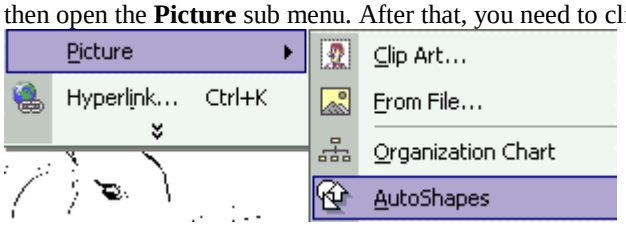
Step 3
Finally, use the mouse to draw the start and end point.



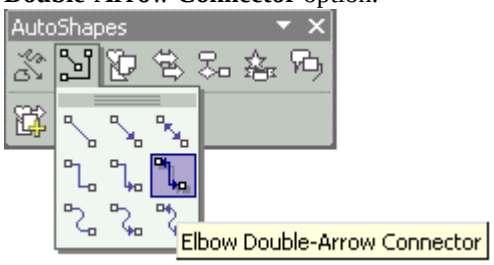
How to draw the Elbow Double-Arrow Connector

To draw the Elbow Double-Arrow Connector

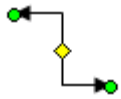
Step 1
To draw the elbow double-arrow connector, first you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. After that, you need to click on the **AutoShapes** command.



Step 2
After that, click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Elbow Double-Arrow Connector** option.



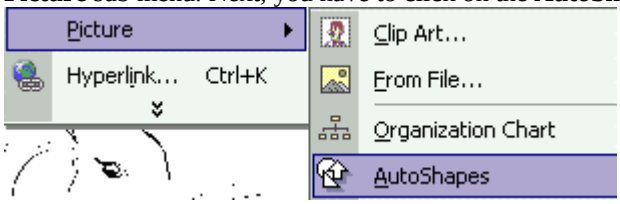
Step 3
Finally, use the mouse to draw the start and end point.



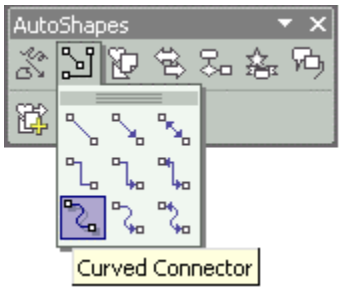
How to draw the Curved Connector

To draw the Curved Connector

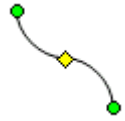
Step 1
To draw the curved connector, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you have to click on the **AutoShapes** command.



Step 2
After that, just click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Connector**.



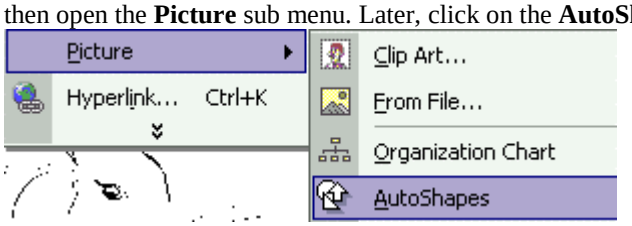
Step 3
Finally, you need to use the mouse to draw the start and end point.



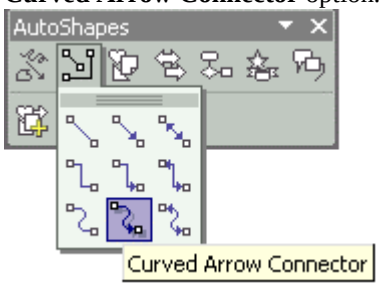
How to draw the Curved Arrow Connector

To draw the Curved Arrow Connector

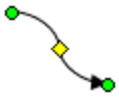
Step 1
To draw the curved arrow connector, the first thing to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



Step 2
Next, you have to click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Arrow Connector** option.



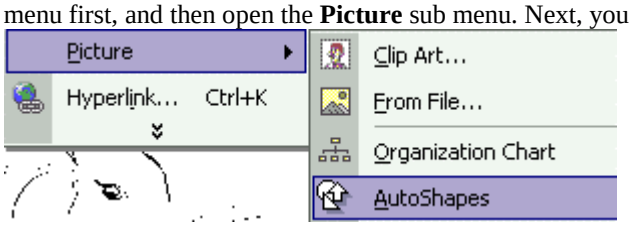
Step 3
Finally, you must use the mouse to draw the start and end point.



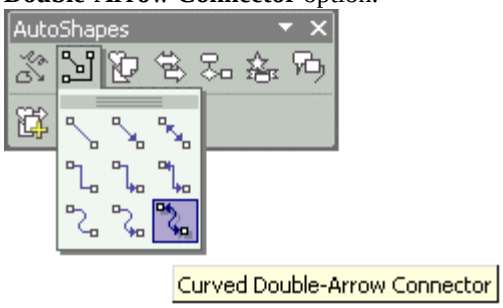
How to draw the Curved Double-Arrow Connector

To draw the Curved Double-Arrow Connector

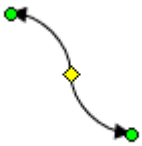
Step 1
If you would like to draw the curved double-arrow connector, you must use the mouse to open the **Insert** menu first, and then open the **Picture** sub menu. Next, you need to click the **AutoShapes** command.



Step 2
After that, just click on the **Connector** command in the **AutoShapes** menu bar and then choose the **Curved Double-Arrow Connector** option.



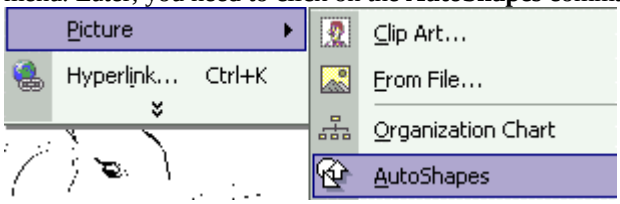
Step 3
Finally, use the mouse to draw the start and end point.



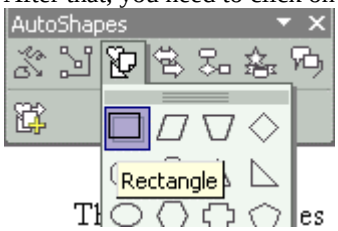
How to draw the Rectangle

To draw the Rectangle

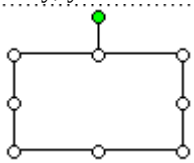
Step 1
To draw the rectangle, you must use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, you need to click on the **Basic shapes** command and then choose the **Rectangle** option.



Step 3
Finally, you have to use the mouse to drag and draw the rectangle.

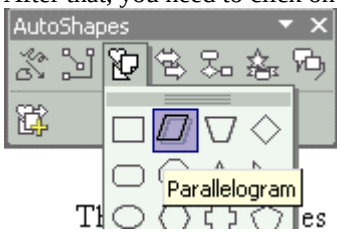


How to draw the Parallelogram

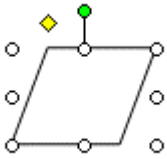
To draw the Parallelogram

Step 1
To draw the parallelogram, you ought to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.

Step 2
After that, you need to click on the **Basic shapes** command and then choose the **Parallelogram** option.



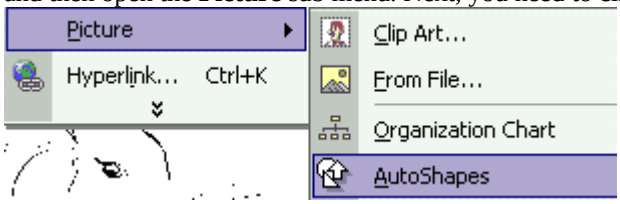
Step 3
Finally, just use the mouse to drag and draw the Parallelogram.



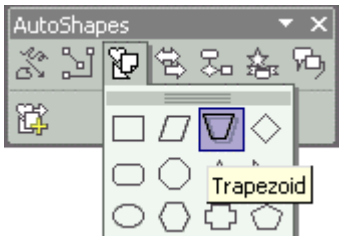
How to draw the Trapezoid

To draw the Trapezoid

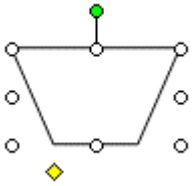
Step 1
If you would like to draw the trapezoid, the first thing to do is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the Basic shapes command and then choose the **Trapezoid** as shown by the picture below.



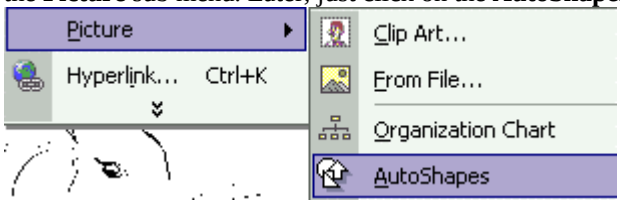
Step 3
Finally, just use the mouse to drag and draw the Trapezoid.



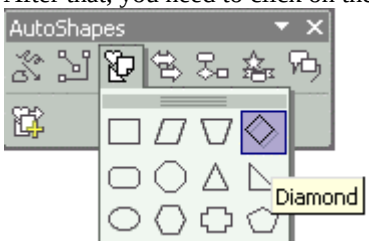
How to draw the Diamond

To draw the Diamond

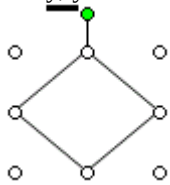
Step 1
If you wish to draw the diamond, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
After that, you need to click on the **Basic shapes** command and then choose the **Diamond** option.



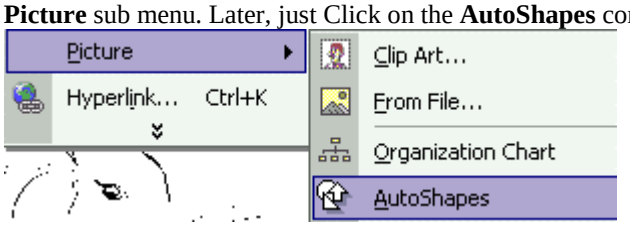
Step 3
Finally, you need to use the mouse to drag and draw the Diamond.



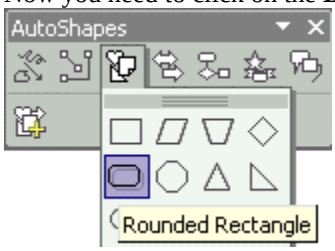
How to draw the Rounded Rectangle

To draw the Rounded Rectangle

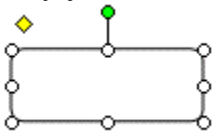
Step 1
To draw the rounded rectangle, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just Click on the **AutoShapes** command as the picture below shows.



Step 2
Now you need to click on the **Basic shapes** command and then choose the **Rounded Rectangle** option.



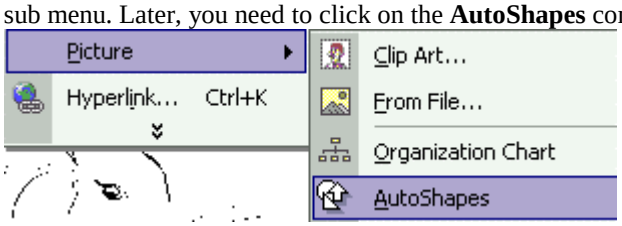
Step 3
Finally, just use the mouse to drag and draw the Rounded Rectangle.



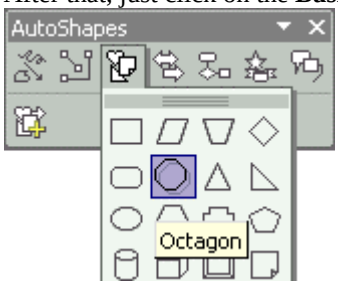
How to draw the Octagon

To draw the Octagon

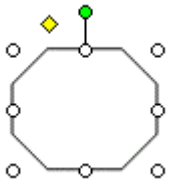
Step 1
To draw the octagon, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Basic shapes** command and then choose the **Octagon** option.



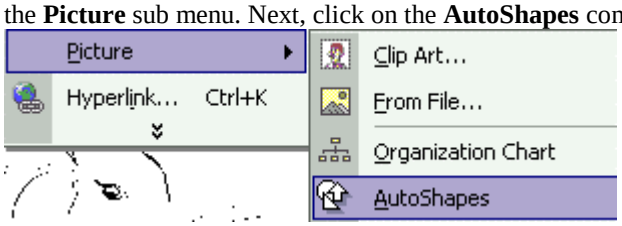
Step 3
Finally, use the mouse to drag and draw the Octagon.



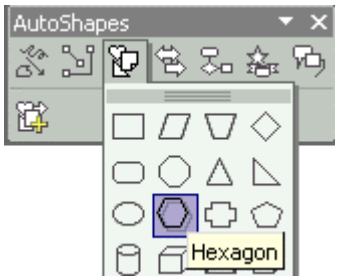
How to draw the Hexagon

To draw the Hexagon

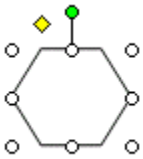
Step 1
If you wish to draw the hexagon, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, click on the **AutoShapes** command.



Step 2
Later, you must click on the **Basic shapes** command and then choose the **Hexagon** as shown by the picture below.



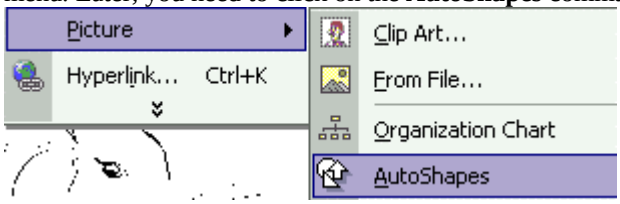
Step 3
Finally, use the mouse to drag and draw the Hexagon.



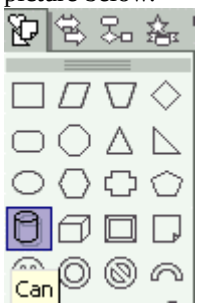
How to draw the Can

To draw the Can

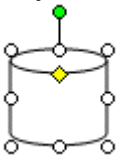
Step 1
To draw the can, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Basic shapes** command and then choose the **Can** option as shown by the picture below.



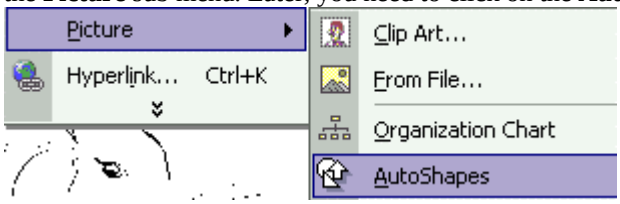
Step 3
Finally, use the mouse to drag and draw the Can.



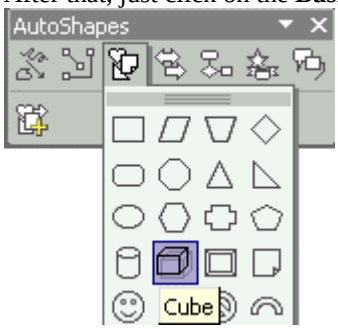
How to draw the Cube

To draw the Cube

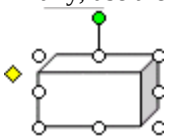
Step 1
If you would like to draw the cube, first you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Basic shapes** command and then choose the **Cube** option.



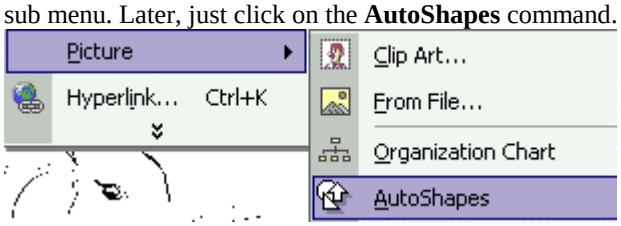
Step 3
Finally, use the mouse to drag and draw the Cube.



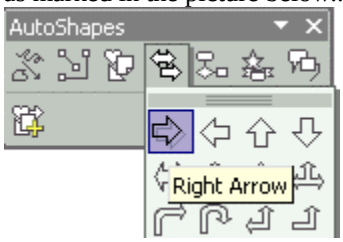
How to draw the Right Arrow

To draw the Right Arrow

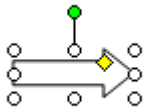
Step 1
To draw the right arrow, you have to use the mouse to open the **Insert** menu first and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
After that, you must click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Right Arrow** as marked in the picture below..



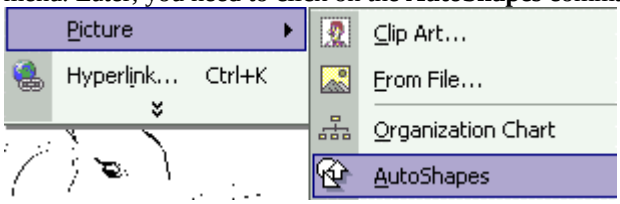
Step 3
Finally, you need to use the mouse to drag and draw the Right Arrow.



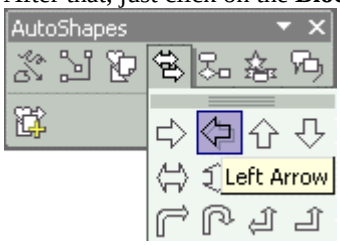
How to draw the Left Arrow

To draw the Left Arrow

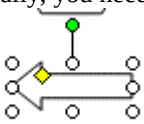
Step 1
To draw the left arrow, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left Arrow**.



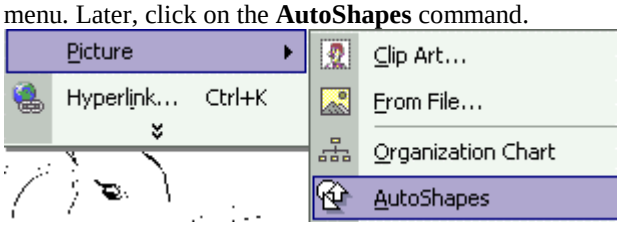
Step 3
Finally, you need to use the mouse to drag and draw the Left Arrow.



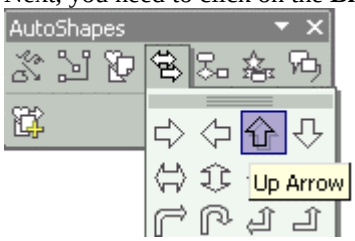
How to draw the Up Arrow

To draw the Up Arrow

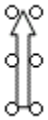
Step 1
To draw the up arrow, you must use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, click on the **AutoShapes** command.



Step 2
Next, you need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Up Arrow**.



Step 3
Finally you just need to use the mouse to drag and draw the Up Arrow.

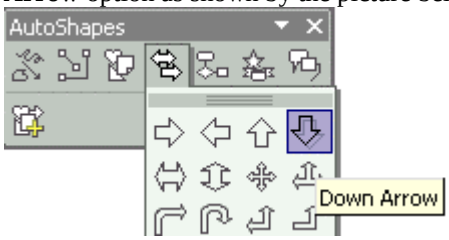


How to draw the Down Arrow

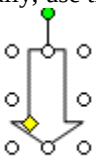
To draw the Down Arrow

Step 1
If you would like to draw the down arrow, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.

Step 2
After that, you need to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Down Arrow** option as shown by the picture below.



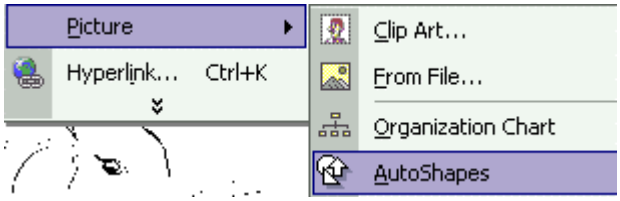
Step 3
Finally, use the mouse to drag and draw the Down Arrow.



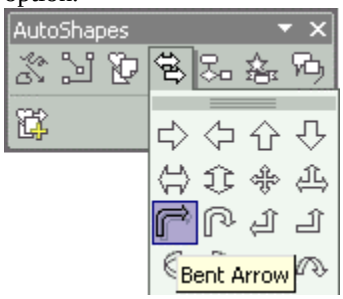
How to draw the Bent Arrow

To draw the Bent Arrow

Step 1
If you would like to draw the bent arrow, the first thing that you have to do first is to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
Now, you must click on the Block Arrow in the **AutoShapes** menu and then choose the **Bent Arrow** option.

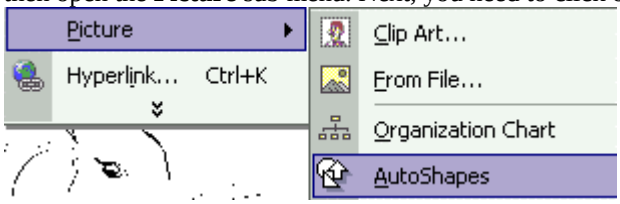


Step 3
Finally, you need to use the mouse to drag and draw the Bent Arrow.

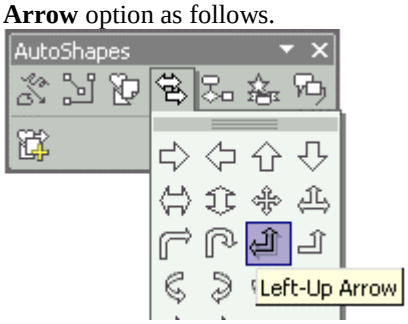
How to draw the Left-Up Arrow

To draw the Left-Up Arrow

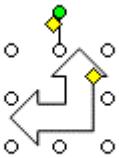
Step 1
If you would like to draw the left-up arrow, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Next, you need to click on the **AutoShapes** command.



Step 2
After that, you have to click on the **Block Arrow** in the **AutoShapes** menu and then choose the **Left-up Arrow** option as follows.



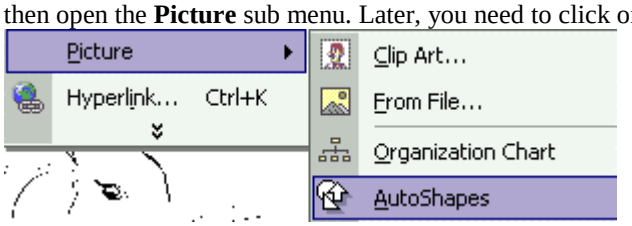
Step 3
Finally, you need to use the mouse to drag and draw the Left-up Arrow.



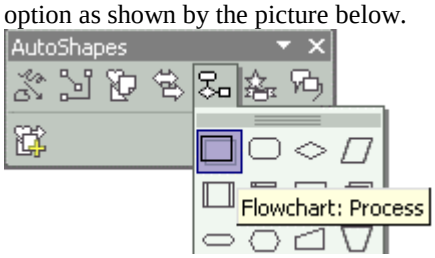
How to draw the Flowchart: Process

To draw the Flowchart: Process

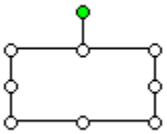
Step 1
If you wish to draw the flowchart: Process, first, you need to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Later, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Process** option as shown by the picture below.



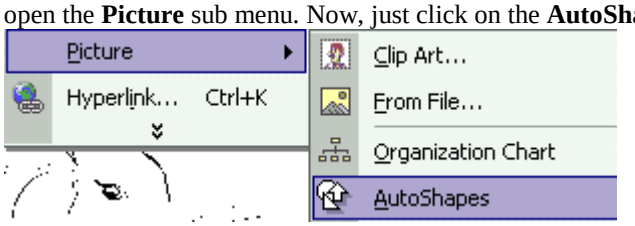
Step 3
Finally, you need to use the mouse to drag and draw the Flowchart: Process.



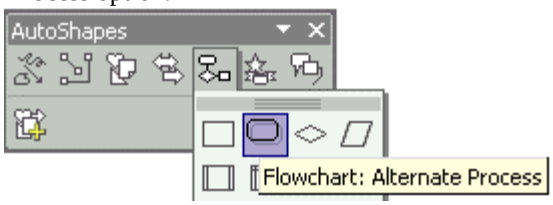
How to draw the Flowchart: Alternate Process

To draw the Flowchart: Alternate Process

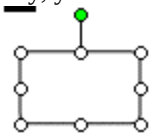
Step 1
To draw the flowchart: Alternate Process, first you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Now, just click on the **AutoShapes** command.



Step 2
After that, just click on the **Flowchart** in the **AutoShapes** menu and then choose the **Flowchart: Alternate Process** option.



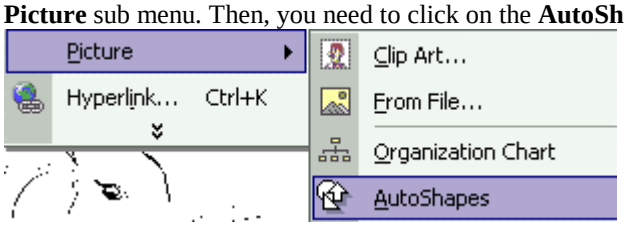
Step 3
Finally, you have to use the mouse to drag and draw Flowchart: Alternate Process.



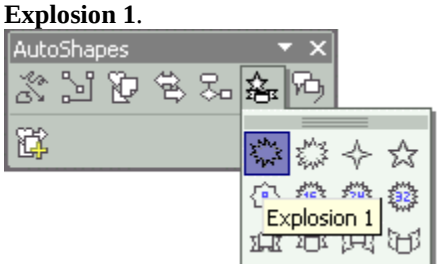
How to draw the starts and banners

To draw the starts and banners

Step 1
To draw the starts and banners, first, you have to use the mouse to open the **Insert** menu and then open the **Picture** sub menu. Then, you need to click on the **AutoShapes** command.



Step 2
After that, just click on the **Starts and Banners** option in the **AutoShapes** menu and then select the **Explosion 1**.

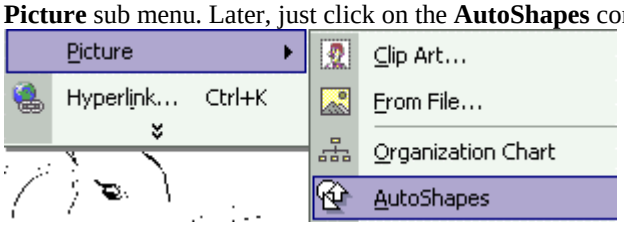


Step 3
Finally, just use the mouse to drag and draw the Explosion 1

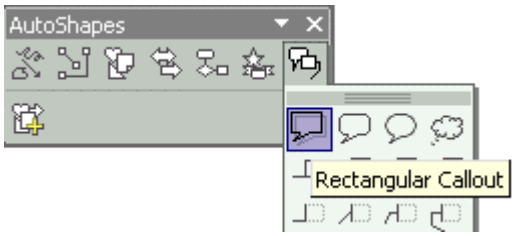
How to draw the callouts

To draw the callouts

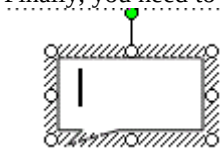
Step 1
If you need to draw the callouts, you have to use the mouse open the **Insert** menu and then open the **Picture** sub menu. Later, just click on the **AutoShapes** command.



Step 2
After that, you need to click on the **Callout** in the **AutoShapes** menu and then choose the **Rectangular Callout**.



Step 3
Finally, you need to use the mouse to drag and draw the Rectangular Callout



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