Welcome to the Corel Presentations tutorials

Corel Presentations is an application used to create high-quality slide shows and drawings that can include text, data charts, and graphic objects.

Please choose a tutorial from the following list:

 Corel Presentations workspace tour
—introduces you to the basic tools of Corel Presentations

 Designing a slide show master
—teaches you how to create a slide show master

 Creating a certificate of achievement
—teaches you how to create a certificate of achievement

 Creating an organization chart
—teaches you how to create an organization chart.

 Animating bullets
—teaches you how to create animated bullets

 Creating a birthday banner
—teaches you how to create a banner for a birthday party

 Creating a For Sale flyer
—teaches you how to create a For Sale flyer

Corel Presentations workspace tour

Corel Presentations is designed to help you create high-quality slide shows and drawings. This tutorial will familiarize you with the workspace tools you will use the most in Corel Presentations. The lessons will lead you step-by-step in the creation of a basic slide show.

In this tutorial you will learn to use:

- the Standard toolbar
- the property bar
- flyouts
- mouse commands
- menu commands

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Using the Standard toolbar to set the layout for a slide show

The **Standard** toolbar provides quick, one-click access to basic commands. For example, the **Standard** toolbar helps you select a master slide, insert new slides, modify a slide's design and add text to your slides. By default, the **Standard** toolbar is displayed above the **Drawing** window.

In the procedures below you will learn to create a new slide show by using the **Master Gallery** and other standard tools. Before proceeding with the tutorial, you need to be in the slide show mode.

To choose a master slide

1 On the **Standard** toolbar, click the **Master Gallery** button.

2 In the **Master Gallery** dialog box, choose **Color** from the **Category** list box.

3 Click the **Chips** master on the **Selected style** palette.

4 Click **OK**.

To insert a new slide into a slide show

1 On the **Standard** toolbar, click the **New slide** button.

2 In the **New slide** dialog box, click the **Text** layout on the **Layout** palette.

3 Type **1** in the **Number to add** box.

To add text to a slide show

1 Double-click the **Title** text box, and type your company's name.

2 Double-click the **Subtitle** text box, and type **Company Overview**.

3 Select the **2:** tab at the bottom of the main window.

4 Double-click the **Title** text box, and type your company's name.

5 Double-click the **Subtitle** text box, and type **Mission statement**.

6 Double-click the **Add text** text box, and type the company's mission statement.

To save a slide show

1 Click **File ▶ Save as**.
2   Choose the drive and folder where you want to save the file.
3   Type **corp_overview** in the **Filename** box.
4   Click **Save**.

Next you will edit the text in your slide by using another Corel Presentations tool: the property bar.

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Using the Property bar to edit the slide text

The **Property** bar helps you customize the text in a slide show by setting the text attributes.

Times New Roman ▼ 60 ▼ A A **B** *I* U

In the procedures below you will learn how to change the font type and size. You will also learn how to change the font style.

To modify the text font type, size and color

1 Select the **1:** tab at the bottom of the main window.

2 Select the title text.

3 Select **Times New Roman** from the **Font selection** list box on the property bar.

4 Select **60** from the **Font size** list box on the property bar.

To modify the appearance of text

1 Select the subtitle text.

2 Click the **Bold** button on the property bar.

To modify the justification of text

1 Select the **2:** tab at the bottom of the main window.

2 Select the paragraph text.

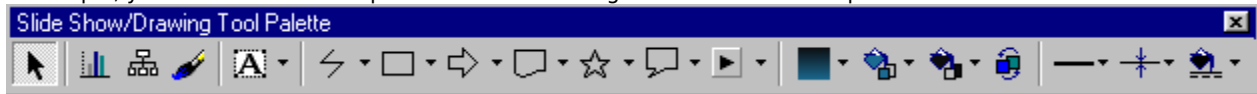**3** Click the **Justification** flyout on the property bar and click **Auto**.

Next you will add a drawing to your slide show and edit the drawing by using the tool palette.

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Using the Tool palette to add and edit objects in your slide

The Tool palette is a group of flyouts and pickers that help you create objects and text boxes in a slide. For example, you can add a star shape to a slide and change the color of the shape's fill.

In the procedures below you will learn to add a drawing to your slide show and then modify the drawing's properties.

To add a shape to a slide

1 Click the **1:** tab at the bottom of the main window.

2 Click the **Star shapes** flyout on the **Tool** palette.

3 Click the **five-point star** shape.

4 Click in the slide window.

5 Click on the sizing handles in any corner and drag to enlarge the star.

6 Click and drag the star to the center of the slide.

To modify the fill of the shape

1 Select the star.

2 Click the **Fill pattern** button on the Tool palette, and click a pattern.

3 Click the **Foreground Fill Color** button and click **Yellow**.

4 Click the **Background Fill Color** button and click **Light yellow**.

To modify the border of the shape

1 Click the **Line style** button, and click the solid line used by default.

2 Click the **Line width** button, and click a width.

Next you will edit and play your slide show using the **Slide** tabs.

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Using the slide show tabs to edit and play slides

The slide show tabs let you toggle from one window view to another. The **Slide Outliner** tab displays the **Slide Outliner** view and helps you create a numbered list that includes all the text found in every slide in your slide show. The **Slide Sorter** tab displays thumbnail sketches of your slides and helps you change the order of the slides in your show. The **QuickPlay** tab helps you play your slide show.

In the procedures below you will learn to edit the text in you slide show using the **Slide Outliner**. You will also learn how to order your slide show and apply a transition using the **Slide Sorter**. Finally, you will play the slide show using the QuickPlay tab.

To edit slide text

1 Click the **Slide Outliner** tab.

2 Select the word **Company** from the **Subtitle line** in slide 1.

3 Type **Corporate**.

To change the order of slides

1 Click the **Slide Sorter** tab.

2 Click on **Slide 2**, and drag it to **Slide 4**.

 Slide 2 now appears in the slide 3 position.

To apply a slide transition to a slide show

1 Click **Slide 1**.

2 Click **Format Slide properties Transition**.

3 Choose **Lines sweep** from the **Effects** list.

4 Choose **Left to right** from the **Direction** list.

5 Enable the **Fast** option from the **Speed** area.

6 Enable the **Apply to all slides in slide show** check box.

To play your slide show

1 Click the **QuickPlay** tab.

2 Click the mouse or space bar to move to the next slide.

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For more information about the Corel Presentations workspace

You are now familiar with the various workspace elements of Corel Presentations and some of its basic tools. For more information about the topics and tools discussed in this tutorial, refer to the online Help. To access the online Help click **Help Help topics**.

Click here to select another Corel Presentations tutorial.

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Designing a slide show master

Welcome to Corel Presentations, a presentations application that lets you design Web-ready slide shows, multimedia presentations, and interactive demonstrations.

In this tutorial, you will design a slide show master, a template that you can apply to various slide shows.

Designing a slide show master allows you to design both the background and the layout that will be used by all the slides in the slide show. Using a master allows you to keep slide design separate from slide content; therefore, you can apply the master to multiple slide shows.

In this tutorial, you will

- create a slide show master
- design a background layer
- create an alternate background
- delete default layouts
- create layouts
- add lines to a slide
- create a text slide layout
- save the slide show master

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Creating a slide show master

First, you will create a slide show master that you can use as the template for a slide show.

To create a slide show master

1 Click **File** menu ▶ **New from project**.
2   Click the **Create new** tab.
3   From the first list box, choose **Corel Presentations**.
4   From the list box, choose **Corel Presentations Master**.
5   Click **Create**.

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Designing the background layer

When you create a slide show master, you are designing two slide layers: the background and the layout. To the background layer, you can add color and graphics; and to the layout layer, you can add placeholders for text, bulleted lists, and charts.

In this tutorial, you will be using a background supplied with Corel Presentations. You will be changing the background color, modifying the graphic, and naming the background. If you did not choose the **Custom all** installation when installing Corel Presentations, you will not have access to the **Theme** category that we used in this tutorial.

To apply a background to a master

1 Click **Edit** menu **Background layer**.

2 Click **Format** menu **Background gallery**.

3 From the **Category** list box, choose **Theme**.

4 On the **Background** palette, click the **cityscape** image.

5 Click **OK**.

To fill the background with color

1 In the background window, click the background object to select it.

Selection handles display around the object when it is selected.

2 Right-click the object, and click **Object properties**.

3 Click the **Fill** tab.

4 Open the **Foreground** picker, and click the black color swatch.

5 Open the **Background** picker, and click the black color swatch.

6 Click **OK**.

To convert the cityscape image to grayscale

1 Click the **cityscape** image to select it.

2 Click **Tools** menu ▶ **Image tools**
▶ **Grayscale**.

To rename the background

1 Click the **Edit** menu ▶ **Rename background**.
2   In the **Name** box, type **Vintage city 1**.
3   Click **OK**.

Click here to see what the background should look like when it is completed.

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Creating an alternate background

Here, you will create an alternate version of the vintage city background that you just created, and you will choose which background to apply. You will also be changing the location of the cityscape image.

To create a new background

1 Click **Insert** menu ▶ **New background**.
2   In the **Name** box, type **Vintage city 2**.
3   Click **OK**.

To choose a background

1 Click **Format** menu ▶ **Background gallery**.
2   On the background palette, click **Vintage city 1**.
3   Click **OK**.

To realign the cityscape image

1 Click the **cityscape** image to select it.

2 Right-click the image, and click **Align Center both**.

Click here to see what the alternate background should look like when it is completed.

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Deleting layouts

When you create a master, you are given a set of predesigned layouts to work with. However, in this tutorial, you are going to delete the default layouts and create new layouts.

To delete a layout

1 Click **Edit** menu ▶ **Layout layer**.
2 From the **Layout** list box in the bottom-right corner of the design window, choose **Title**.
3 Click **Edit** menu ▶ **Delete layout**.
4 Click **Yes**.
5 Repeat steps 2, 3, and 4 to delete the following layouts:

- **Bulleted list**
- **Text**
- **Org chart**
- **Data chart**
- **Combination chart**

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Creating the Vintage city title slide layout

Next, you will design a title slide layout layer. A title slide is the first slide that appears in your slide show. You will add a background to the layout and add a text box. In addition, you will specify the way the text is displayed by choosing the text font, size, color, and position. In this example, changing the text color is very important because you are working with a black background and the default text color is also black. Therefore, you will need to change the color to display the text.

To create the Vintage city title slide layout

1 Click **Insert** menu **New layout**.

2 In the **Name** box, type **Vintage title**.

3 Click **OK**.

To add a background to the layout

1 Click **Format** menu **Assign background**.

2 From the **Available backgrounds** list box, choose **Vintage city 2**.

3 Click **OK**.

To add a text box

1 Click **Insert** menu **Text box**.

2 Drag the **Text box** tool to create a text box.

3 In the text box, type **Title**.

4 Right-click the text box, and click **Justification Center**.

5 Click outside of the text box.

To change the text font, size, and color

1 Right-click the text box, and click **Font**.

2 From the **Face** list, choose **CopprplGoth Bd BT**.

3 In the **Size** box, type **60**.

4 Open the color picker, and click the white color swatch.

5 Click **OK**.

To reposition the text box

1 Click **View** menu ▶ **Ruler**.
2   Click **View** menu ▶ **Grid/guides/snap**
▶ **Display guides**.
3   Drag the horizontal guide to the 5 inch line on the ruler.
4   Drag the text box to align the top of the text box with the horizontal guide.

To align the text box

- Right-click the text box, and click **Align** ▶ **Center left/right**.

Click here to see the title layout.

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Adding lines to the Vintage city title slide layout

Next, you will modify the layout's design by adding colored lines and positioning the lines. You will create one line and copy it to create a second line. The lines are used to visually enhance the title text.

To add a line to the title slide layout

1 Click **Insert** menu ▶ **Shape**
▶ **Line shapes**
▶ **Line**.
2   Drag the **Line shapes** tool to create a 2"1/2 inch horizontal line.
3   Right-click the line, and click **Object properties**.
4   In the **Outline style** area, open the **Color** picker, and click the yellow color swatch.
5   Open the **Line style** picker, and click the **Solid line** swatch.

6 In the **Width** box, type **0.030**.

To position the line

1 Drag the line to the left of the **cityscape** image in the design window.

2 Align the line with the 5 ½ inch mark on the vertical ruler.

3 Place the line between the 1 and 3 ½ inch marks on the horizontal ruler.

To copy the line

1 Click the line to select it.

2 Click **Edit** menu ▶ **Copy**.
3   Click **Edit** menu ▶ **Paste**.

To position the copy of the line

1 Drag the copy of the line to the right of the **cityscape** image in the design window.

2 Align the line with the 5 ½ inch mark on the vertical ruler.

3 Place the line between the 7 and 9 ½ inch marks on the horizontal ruler.

Click here to see what the title slide should look like once you add the lines.

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Creating the Vintage city text slide layout

Next, you will create a text slide layout. To create the layout, you will add a background to the slide and a text box to the layout. You will also specify the font, size, and color of text that will display in the text box. You will then reposition the text box.

To create the Vintage text slide layout

1 Click **Insert** menu ▶ **New layout**.
2   In the **Name** box, type **Vintage text**.
3   Click **OK**.

To add a background to the layout

1 Click **Format** menu ▶ **Assign background**.
2   From the **Available backgrounds** list box, choose **Vintage city 1**.
3   Click **OK**.

To add a text box

1 Click **Insert** menu ▶ **Text box**.
2   Drag the **Text box** tool to create a 6.5 inch wide text box.
3   In the text box, type **Text**.
4   Right-click the text box, and click **Justification** ▶ **Left**.
5   Click outside the text box.

To change the text font, size, and color

1 Right-click the text box, and click **Font**.

2 From the **Face** list, choose **CopprplGoth Bd BT**.

3 Type **Size** box, type **36**.

4 Open the **Color** picker, and click the white color swatch.

5 Click **OK**.

To reposition the text box

1 Click **View** menu ▶ **Ruler**.
2   Click **View** menu ▶ **Grid/guides/snap**
▶ **Display guides**.
3   Drag a horizontal guide from the horizontal ruler to the 3 inch line on the ruler.
4   Drag the text box to align the bottom of the text box with the horizontal guide.
5   Drag the text box in between the 9.5 inch and 3 inch lines on the ruler.

Click here to see   what the layout looks like.

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Saving the slide show master

You added slide layouts to the slide show master. Next, you will save the master and use it to create a slide show.

To save the slide show master

1 Click **File** menu ▶ **Save**.

2　　　From the **Save in** list box, where **X** represents the drive on which Corel Presentations is stored, choose **X:\Program Files\Corel\WordPerfect Office 11\Masters**.

3　　　Double-click one of the following master category folders:

- **35mm**
- **Business**
- **Color**
- **Design**
- **Nature**
- **Printout**
- **Theme**

4 From the **File type** list box, choose **Corel Presentations Master 7/8/9/10/11**.

5 In the **Filename** box, type vintage city.

6 Click **Save**.

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For more information about slide show masters

In this tutorial, you learned how to design a slide show master. For more information about the topics and tools discussed in this tutorial, refer to the online Help. To access the online Help, click **Help ▶ Help topics**.
Click here to select another Corel Presentations tutorial.

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Creating a certificate of achievement

In this tutorial, you will create a certificate of achievement. Click here to see what the final certificate will look like.

During this tutorial, you will learn how to

- start a drawing
- display rulers
- add text to the certificate
- change font alignment
- change the text font, color, and size
- add lines to the certificate
- add text under the lines
- add a seal graphic text
- save and print the certificate
- print the certificate

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Starting a certificate

Corel Presentations drawings can contain data charts, bitmapped images, clipart and drawn objects. Drawings, unlike Corel Presentations slide shows, cannot contain transitions, animation, sound files, or movie files.

Certificates can be used to reward a job well done, show appreciation or to reward an achievement.

In the procedure below, you will learn how to start the certificate.

Start the certificate

1 Click **File** menu $<$ **New from project**.
2 Click the **Create new** tab.
3 From the top list box, choose **Corel Presentations 11**.
4 From the bottom list box, choose **Corel Presentations drawing**.
5 Click **Create**.

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Displaying rulers

Rulers can be used to help you place objects on your drawings more accurately.

In the procedure below, you will learn how to display the rulers.

- Click **View** menu ⟨ **Ruler**.

  A horizontal and a vertical ruler are displayed.

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Adding text to the certificate

In the procedure below, you will learn how to add text to the certificate.

1 On the **Slide show/drawing tool** palette, click the **<u>Create a text box</u>** button.

2 Line up the pointer with the vertical ruler's 1-inch mark and the 1-inch horizontal mark, and drag it to the horizontal ruler's 10.2-inch mark.

3 Type **Certificate of Achievement** in the text box.

Click outside of the text box.

4 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

5 Line up the pointer with the vertical ruler's 2.5-inch mark and the 2.5-inch horizontal mark, and drag it to the horizontal ruler's 8.5-inch mark.

6 Type **This is to certify that** in the second text box.

Click outside of the text box.

7 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

8 Line up the pointer with the vertical ruler's 5-inch mark and the 1.5-inch horizontal mark, and drag it to the horizontal ruler's 9.5-inch mark.

9 Type **Has successfully completed this tutorial** in the third text box.

Click outside of the text box.

<u>Click here</u> to see what your certificate should now look like.

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Changing the font style

In the procedures below, you will learn how to change the text justification, font, color, and size.

Change the text justification

1 Click **Edit** menu ‹ **Select all**.

2 Click **Format** menu ‹ **Justification**

‹ **Center**.

Change the text font and color

1 Click **Edit** menu ‹ **Select all**.

2 Click **Format** menu ‹ **Font**.
3 Click the **Font** tab.
4 Choose **Dauphin** from the **Face** list.
5 Open the **Color** picker, and click the blue color swatch.
6 Click **OK**.

Change text size

1 Select the **Certificate of Achievement** text box.

You will know that the text box has been selected when handles display around the box.

2 Click **Format** menu ‹ **Font**.
3 Click the **Font** tab.
4 Choose **66** from the **Size** list box.
5 Click **OK**.

Click here to see what your certificate should now look like.

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Adding lines to the certificate

In the procedure below, you will add three lines to the certificate.

1 On the **Slide show/drawing tool** palette, open the **Line shapes** flyout, and click the **Draw a line** tool.

2 Line up the pointer with the vertical ruler's 4-inch mark and the 3.5-inch horizontal mark, and drag it to the horizontal ruler's 7.5-inch mark.

3 On the **Slide show/drawing tool** palette, click the **Draw a line** tool.

4 Line up the pointer with the vertical ruler's 6.5-inch mark and the 1-inch horizontal mark, and drag it to the horizontal ruler's 4-inch mark.

5 On the **Slide show/drawing tool** palette, click the **Draw a line** tool.

6 Line up the pointer with the vertical ruler's 7-inch mark, and the 1-inch horizontal mark and drag it to the horizontal ruler's 4-inch mark.

Click here to see what your certificate should now look like.

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Adding text below the lines

In the procedure below, you will add text below the lines on the certificate, center it and then resize it.

Add text below the lines

1 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

2 Line up the pointer with the vertical ruler's 4-inch mark and the 4-inch horizontal mark, and drag it to the horizontal ruler's 7-inch mark.

3 Type **Print your name here** in the text box.

Click outside of the text box.

4 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

5 Line up the pointer with the vertical ruler's 6.5-inch mark and the 1-inch horizontal mark, and drag it to the horizontal ruler's 4-inch mark.

6 Type **Signature** in the second text box.

Click outside of the text box.

7 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

8 Line up the pointer with vertical ruler's 7-inch vertical mark and the 1-inch horizontal mark, and drag it to the horizontal ruler's 4-inch mark.

9 Type **Date** in the third text box.

Click outside of the text box.

The text will be quite large and off center, but this will be fixed in the next step.

10 Resize and center the text.

11 Hold down **CTRL**, and select the three text boxes that you just inserted.

12 Click **Format** menu < **Justification**

< **Center**.

13 Click **Format** menu < **Font**.
14 Choose **Dauphin** from the **Face** list.
15 Choose **12** from the **Size** list box.
16 Click **OK**.

Click here to see what your certificate should now look like.

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Adding a seal graphic and changing its color

In the procedures below, you will learn how to add a seal graphic to the certificate and how to change its color.

Add a seal graphic

1 On the **Slide show/drawing tool** palette, open the **Star shapes** flyout, and click the **Insert a 24-point star** tool.

2 Line up the pointer with the vertical ruler's 6-inch mark and the 8-inch horizontal mark, and drag it to the horizontal ruler's 10.2-inch mark and then and drag it down until you get to the 8-inch vertical mark.

Change the seal color

1 Select the seal graphic.

You will know that the graphic has been selected when handles display around the box.

2 Click **Format** menu < **Object properties**

< **Fill**.

3   Click the **Fill** tab.
4   Click the **Pattern** button.
5   Open the **Foreground** picker, and click the yellow color swatch.
6   Click **OK**.

Click here to see what your certificate should now look like.

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Adding and formatting seal text

In the procedures below, you will learn how to add text to the seal and then you will format the text.

Add text to the seal

1 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

2 Line up the pointer with the vertical ruler's 6.9-inch mark and the 8-inch horizontal mark, and drag it to the horizontal ruler's 10.2-inch mark.

3 Type **Congratulations!** in the text box.

The text will be quite large and off center, but this will be fixed in the next step.

Change the text justification

1 Click **Format** menu $<$ **Justification**

$<$ **Center**.

2   Click outside of the text box.

Change the text font, and color

1 Select the **Congratulations!** text box.

2 You will know that the graphic has been selected when <u>handles</u> display around the box.

3 Click **Format** menu $<$ **Font**.

4   Click the **Font** tab.

5   Choose **Dauphin** from the **Face** list.

6   Choose **22** from the **Size** list box.

7   Open the **Color** picker, and click the blue color swatch.

8   In the **Appearance** area, enable the **Bold** check box.

9 Click **OK**.

<u>Click here</u> to see what the finished certificate should look like.

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Saving the certificate

In the procedure below, you will learn how to save the certificate.

1 Click **File** menu ❮ **Save**.
2   Choose the drive and folder where you want to save the file.
3   Type a filename for the certificate in the **Filename** box.
4   Click **Save**.

Printing the certificate

In the procedure below, you will learn how to print the certificate.

1 Click **File** menu ＜ **Print**.
2 In the **Destination** area, choose a printer from the **Name** list box.
3 Click **Print**.

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For more information about drawings

In this tutorial, you have learned some basic techniques that you can use to create a certificate that can be used to reward a job well done, show appreciation or to reward an achievement. For more information about the topics

and tools discussed in this tutorial, refer to the online Help. To access the online Help, click **Help** menu
Help topics.
Click here to select another Corel Presentations tutorial.

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Corel Presentations workspace tour

Corel Presentations is designed to help you create high-quality slide shows and drawings. This tutorial will familiarize you with the workspace tools you will use the most in Corel Presentations. The lessons will lead you step-by-step in the creation of a basic slide show.

In this tutorial you will learn to use:

- the Standard toolbar
- the property bar
- flyouts
- mouse commands
- menu commands

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Using the Standard toolbar to set the layout for a slide show

The **Standard** toolbar provides quick, one-click access to basic commands. For example, the **Standard** toolbar helps you select a master slide, insert new slides, modify a slide's design and add text to your slides. By default, the **Standard** toolbar is displayed above the **Drawing** window.

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In the procedures below you will learn to create a new slide show by using the **Master Gallery** and other standard tools. Before proceeding with the tutorial, you need to be in the slide show mode.

To choose a master slide

1 On the **Standard** toolbar, click the **Master Gallery** button.

2 In the **Master Gallery** dialog box, choose **Color** from the **Category** list box.

3 Click the **Chips** master on the **Selected style** palette.

4 Click **OK**.

To insert a new slide into a slide show

1 On the **Standard** toolbar, click the **New slide** button.

2 In the **New slide** dialog box, click the **Text** layout on the **Layout** palette.

3 Type **1** in the **Number to add** box.

To add text to a slide show

1 Double-click the **Title** text box, and type your company's name.

2 Double-click the **Subtitle** text box, and type **Company Overview**.

3 Select the **2:** tab at the bottom of the main window.

4 Double-click the **Title** text box, and type your company's name.

5 Double-click the **Subtitle** text box, and type **Mission statement**.

6 Double-click the **Add text** text box, and type the company's mission statement.

To save a slide show

1 Click **File**   <   **Save as**.
2   Choose the drive and folder where you want to save the file.
3   Type **corp_overview** in the **Filename** box.
4   Click **Save**.

Next you will edit the text in your slide by using another Corel Presentations tool: the property bar.

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Using the Property bar to edit the slide text

The **Property** bar helps you customize the text in a slide show by setting the text attributes.

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In the procedures below you will learn how to change the font type and size. You will also learn how to change the font style.

To modify the text font type, size and color

1 Select the **1:** tab at the bottom of the main window.

2 Select the title text.

3 Select **Times New Roman** from the **Font selection** list box on the property bar.

4 Select **60** from the **Font size** list box on the property bar.

To modify the appearance of text

1 Select the subtitle text.

2 Click the **Bold** button on the property bar.

To modify the justification of text

1 Select the **2:** tab at the bottom of the main window.

2 Select the paragraph text.

3 Click the **Justification** flyout on the property bar and click **Auto**.

Next you will add a drawing to your slide show and edit the drawing by using the tool palette.

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Using the Tool palette to add and edit objects in your slide

The Tool palette is a group of flyouts and pickers that help you create objects and text boxes in a slide. For example, you can add a star shape to a slide and change the color of the shape's fill.

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In the procedures below you will learn to add a drawing to your slide show and then modify the drawing's properties.

To add a shape to a slide

1 Click the **1:** tab at the bottom of the main window.

2 Click the **Star shapes** flyout on the **Tool** palette.

3 Click the **five-point star** shape.

4 Click in the slide window.

5 Click on the sizing handles in any corner and drag to enlarge the star.

6 Click and drag the star to the center of the slide.

To modify the fill of the shape

1 Select the star.

2 Click the **Fill pattern** button on the Tool palette, and click a pattern.

3 Click the **Foreground Fill Color** button and click **Yellow**.

4 Click the **Background Fill Color** button and click **Light yellow**.

To modify the border of the shape

1 Click the **Line style** button, and click the solid line used by default.

2 Click the **Line width** button, and click a width.

Next you will edit and play your slide show using the **Slide** tabs.

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Using the slide show tabs to edit and play slides

The slide show tabs let you toggle from one window view to another. The **Slide Outliner** tab displays the **Slide Outliner** view and helps you create a numbered list that includes all the text found in every slide in your slide show. The **Slide Sorter** tab displays thumbnail sketches of your slides and helps you change the order of the slides in your show. The **QuickPlay** tab helps you play your slide show.

In the procedures below you will learn to edit the text in you slide show using the **Slide Outliner**. You will also learn how to order your slide show and apply a transition using the **Slide Sorter**. Finally, you will play the slide show using the QuickPlay tab.

To edit slide text

1 Click the **Slide Outliner** tab.

2 Select the word **Company** from the **Subtitle line** in slide 1.

3 Type **Corporate**.

To change the order of slides

1 Click the **Slide Sorter** tab.

2 Click on **Slide 2**, and drag it to **Slide 4**.

Slide 2 now appears in the slide 3 position.

To apply a slide transition to a slide show

1 Click **Slide 1**.

2 Click **Format Slide properties Transition**.

3 Choose **Lines sweep** from the **Effects** list.

4 Choose **Left to right** from the **Direction** list.

5 Enable the **Fast** option from the **Speed** area.

6 Enable the **Apply to all slides in slide show** check box.

To play your slide show

1 Click the **QuickPlay** tab.

2 Click the mouse or space bar to move to the next slide.

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For more information about the Corel Presentations workspace

You are now familiar with the various workspace elements of Corel Presentations and some of its basic tools. For more information about the topics and tools discussed in this tutorial, refer to the online Help. To access the online Help click **Help Help topics**.

Click here to select another Corel Presentations tutorial.

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Creating a For Sale flyer

Welcome to Corel Presentations, an application used to create high-quality slide shows and drawings that can include text, data charts, and graphic objects.

In this tutorial, you will create a flyer advertising a car that is for sale. Click here to see what the final flyer will look like.

During this tutorial, you will learn how to

- start a drawing
- change page orientation
- display rulers
- add text to the flyer
- change text justification, font, and size
- add a graphic to the flyer
- change the position of the graphic on the flyer
- save and print the flyer

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Creating a drawing

Corel Presentations drawings can contain data charts, bitmapped images, clipart and drawn objects. Drawings, unlike Corel Presentations slide shows, cannot contain animation, sound files, or movie files.

Flyers can be used for posting or distributing information. You can also use flyers for advertising, which is the purpose of the flyer you will be creating in this tutorial.

In the procedure below, you will start the flyer.

1 Click **File** menu ＜ **New from project**.
2   Click the **Create new** tab.
3   From the top list box, choose **Presentations 11**.
4   From the bottom list box, choose **Corel Presentations drawing**.
5   Click **Create**.

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Changing page orientation

In the procedure below, you will learn how to change the page orientation. Pages can be oriented in either the landscape or the portrait positions.

1 Click **File** menu ⟨ **Page setup**.
2   In the **Orientation** area, enable the **Portrait** option.
3   Click **OK**.

Displaying the rulers

Rulers can be used to help you position objects on your drawings more accurately.

In the procedure below, you will learn how to display the rulers.

- Click **View** menu < **Ruler**.

  Horizontal and vertical rulers display.

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Adding text to the flyer

In the procedure below, you will add text to the flyer.

1 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

2 Line up the pointer with the vertical ruler's 0.5-inch mark and the 0.5-inch horizontal mark, and drag it to the horizontal ruler's 8-inch mark.

3 In the text box, type **Car for sale**.

4 Click outside of the text box.

5 On the **Slide show/drawing tool** palette, click the **Create a text box** button.

6 Line up the pointer with the vertical ruler's 7-inch mark and the 2-inch horizontal mark, and drag it to the horizontal ruler's 6.5-inch mark.

7 Type **For more information, call May Bea at 555-5555** in the second text box.

Click here to see what your flyer should now look like.

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Changing the font

In the procedures below, you will learn how to change the text justification, font, and size.

Change the text justification

1 Click **Edit** menu ＜ **Select** ＜ **All**.

2 Click **Format** menu ＜ **Justification** ＜ **Center**.

Change the text font

1 Click **Edit** menu ＜ **Select** ＜ **All**.

2 Click **Format** menu ＜ **Font**.
3 Click the **Font** tab.
4 Choose **Arial** from the **Face** list.
5 In the **Appearance** area, enable the **Bold** check box.
6 Click **OK**.

Change text size

1 Select the **Car for sale** text box.

2 You will know that the text box has been selected when handles display around the box.

3 Click **Format** menu ＜ **Font**.
4 Click the **Font** tab.
5 Choose **84** from the **Size** list box.
6 Click **OK**.
7 Select the **For more information...** text box.

8 Click **Format** menu ＜ **Font**.

9 Click the **Font** tab.

10 Choose **54** from the **Size** list box.

11 Click **OK**.

Click here to see what your flyer should now look like.

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Adding a graphic to the flyer

In the procedure below, you will add a graphic to the flyer.

1 Click **Insert** menu ❮ **Graphics**

❮ **From file**.
2   Choose the drive and folder in which the graphic you want to insert is stored.
3   Click the file.
4   Click the **Insert** button.

After inserting the graphic, <u>click here</u> to see what the flyer should now look like.

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Positioning the graphic

In the procedure below, you will change the position of the graphic.

1 Select the graphic.

You will know that the graphic has been selected when <u>handles</u> display around the box.

2 Drag the graphic until the upper-left corner of the graphic is at the 2.5-inch vertical mark and the upper-right corner is at the 6.5-inch horizontal mark.

<u>Click here</u> to see what the finished flyer should look like.

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Saving the flyer

In the procedure below, you will save the flyer.

1 Click **File** menu   <   **Save**.
2   Choose the drive and folder where you want to save the file.
3   Type a file name for the flyer in the **Filename** box.
4   Click **Save**.

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Printing the flyer

In the procedure below, you will print the flyer.

1 Click **File** menu 〈 **Print**.

2 In the **Destination** area, choose a printer from the **Name** list box.

3 Click **Print**.

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From here

In this tutorial, you have learned some basic techniques that you can use to create a flyer that can be used for posting, distributing, or advertising many types of information. For more information about the topics and tools

discussed in this tutorial, refer to the online Help. To access the online Help, click **Help** menu   <   **Help topics**.
Click here to select another Corel Presentations tutorial.

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Animating bullets

Welcome to Corel Presentations, an application used to create high-quality slide shows and drawings that can include text, data charts, and graphic objects.

In this tutorial, you will create and animate bullets, and you will apply sound to a bulleted animation. Click here to see what the animated bullets will look like.

What you will learn

During this tutorial, you will learn how to

- add bullets
- create levels within a bulleted list
- animate bullets
- play a slide show automatically
- modify bullet animation
- apply sound to a bulleted animation

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Adding bullets

You can create bulleted lists in slide shows and drawings, and levels can be created within these bulleted lists. A bulleted list expresses a single idea on each line.

In the procedure below, you will learn how to add bullets to a slide show.

1 Click **File** menu < **New from project**.

2 Click the **Create new** tab.

3 From the top list box, choose **Corel Presentations 11**.

4 From the bottom list box, choose **Corel Presentations slide show**.

5 Click **Create**.

6 In the bottom-right corner of the screen, click the adjoining arrow on the **Insert a new slide after the current slide** button, and click **Insert bulleted list slide**.

7 Double-click in the **To add title** box, and type **Benefits of Organization**.

8 Double-click in the **To add subtitle** box, and type **Integrating information**.

9 Double-click in the **To add text** box.

10 Type **Promotes flexibility** on the first bulleted line, and press **ENTER**.

11 Type **Enables productive development** on the second bulleted line, and press **ENTER**.

12 Type **Maximizes time distribution** on the third bulleted line.

13 Click outside the bulleted list to return to the slide show.

Click here to see what your bullets should look like.

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Creating a level within a bulleted list

Once you have added bullets to your slide show, you can create secondary bullets to reinforce the primary bullets in your presentation.

In the procedure below, you will learn how to create a level of bullets beneath your primary bullets.

1 Double-click in the bulleted list.

2 Click at the end of the **Promotes flexibility** item, and press **ENTER**.

3 Press **TAB**.

4 Type **Provides multitasking opportunities**.

5 Click at the end of the **Maximizes time distribution**, item press **ENTER**.

6 Press **TAB**.

7 Type **Optimizes deadline management**.

Click here to see what the bullets should look like.

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Animating a bulleted list

Once you have added bullets to your slide show, you can use animation as a special effect to capture the attention of your audience and reinforce the points in your presentation. When animating list items, you can choose from a wide variety of options, such as animation type, effect, direction, and speed.

In the procedure below, you will learn how to animate a bulleted list and how to play the animated list in your slide show.

To animate a bulleted list

1 Click **Format**   **Bulleted list properties**.

   If you do not see this command in the **Format** menu, it can be accessed by double-clicking your bulleted list and right-clicking.

2 Click the **Bullet animation** tab.

3 In the **Animation type** area, enable the **Animate object across screen** option.

   If you are publishing the slide show using Macromedia Flash, enable the **Show only Flash enabled transitions** check box.

4 From the **Effects** list, choose the **Fly in and bounce animation** effect.

5 From the **Direction** list, choose the **Right to left animation** direction.

6 In the **Speed** area, enable the **Medium** option.

7 Enable the **Display one at a time** check box.

   This option displays main level list items and subordinate level list items one at a time during a slide show.

8 Click **OK**.

9 Click outside the bulleted list to return to the slide show.

To play a slide show automatically

1 Click **Format**   **Slide properties**

    Display sequence.

2   Click the **Display sequence** tab.

3   In the **Display next slide** area, enable the **After a delay** option.

4   In the **Seconds** box, type **2**.

5   Enable the **Apply to all slides in slide show** check box.

6   Click **OK**.

7   Click the **QuickPlay** tab on the right side of your screen.

Modifying animation for a bulleted list

You can modify your slide show by applying different animated effects to your bulleted list. You can change the animation type, effect, direction, or speed. In the procedure below, you will learn various options for animating a bulleted list that will enable you to communicate sequential ideas both effectively and creatively.

To modify animation for a bulleted list

1 Double-click in the bulleted list.

2 Click **Format** < **Bulleted list properties**.

3 Click the **Bullet animation** tab.

4 In the **Animation type** area, enable the **Animate object in place** option.

If you are publishing the slide show using Macromedia Flash, enable the **Show only Flash enabled transitions** check box.

5 From the **Effects** list, choose the **Burst in** animation effect.

6 From the **Direction** list, choose the **Bottom to top** animation direction.

7 In the **Speed** area, enable the **Slow** option.

8 Enable the **Highlight current bullet** check box.

This setting selects one list item at a time and greys all other items on the slide.

9 Click **OK**.

10 Click outside the bulleted list to return to the slide show.

11 Click the **QuickPlay** tab on the right side of your screen.

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Applying sound to a bulleted list

Once you have animated the bulleted list, you can apply sound to the list. Applying sound to a slide show helps capture the attention of your audience.

In the procedure below, you will learn how to apply sound to a bulleted list.

1 Double-click the bulleted list.

2 Click **Format** `<` **Bulleted list properties**.

3   Click the **Bullet animation** tab.

4   In the **Sound** area, click the **Browse** button.

5   In the **Open file** dialog box, choose the drive and folder where the sound file is stored.

   For example, **C:\Program Files\Corel\My Documents**.

6 In the **Filename** box, type a filename.

7 Click **Open**.

8 On the **Bullet animation** page, move the slider to adjust the volume of the sound file.

9 Click **OK**.

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Saving your files

Now that you have finished adding and animating bullets, and applying sound to a bulleted list, you can save the file.

1 Click **File** menu < **Save**.
2   From the **Save in** list box, choose the drive and folder where you want to save the file.
3   In the **Filename** box, type a filename.
4   Click **Save**.

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For more information on bullets

In this tutorial, you have learned how to add and animate bullets, and how to apply sound to a bulleted list. For more information about the topics and tools discussed in this tutorial, refer to the online Help.

To access the online Help click **Help** menu   <   **Help topics**.
Click here to select another Corel Presentations tutorial.

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Creating a birthday banner

Welcome to Corel Presentations, an application used to create high-quality slide shows and drawings that can include text, data charts, and graphic objects.

In this tutorial, you will create a birthday banner for a party. Click here to see what the final banner will look like.

During this tutorial, you will learn how to

- start a drawing
- set a banner size
- add text to a banner
- apply special effects to the banner
- apply 3-D effects to banner text
- add a graphic to a banner
- resize a banner graphic
- save the banner

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Starting a drawing

Corel Presentations drawings can contain data charts, bitmapped images, clipart and drawn objects. Drawings, unlike Corel Presentations slide shows, cannot contain transitions, animations, sound files, or movie files.

In the procedure below, you will learn how to start the drawing.

Start a drawing

1 Click **File** menu ⟨ **New from project**.
2   Click the **Create new** tab.
3   Choose **Presentations 11** from the top list box.
4   Choose **Corel Presentations drawing** from the bottom list box.
5   Click **Create**.

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Setting the banner size

In the procedure below, you will learn how to set the size for your banner.

Set a banner size

1 Click **File** menu < **Page setup**.
2   Click the **Poster** tab.
3   Click the **Poster size** button.
4   Drag to select **4x2**.
5   Each square in the **Poster size** table represents one 8 1/2 by 11 inch page.
6   Click **OK**.

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Adding and modifying text

In the procedures below, you will learn how to add text to the banner and apply special effects to the text.

Add text to the banner

1 Open the **<u>Text object tools</u>** flyout, and click the **<u>Create text with special effects</u>** tool.

2 In the **Type here** box, type **Happy Birthday**.

3 Click **Close**.

4 Drag the <u>handles</u> to expand the drawing to fit exactly over the page.

Add special effects to the text

1 Right-click the text, and choose **TextArt document object** <   **Edit**.
2   Click the **More** button, and click the horseshoe shape.
3   Choose **Benguiat Bk BT** from the **Font** list box.
4   Choose **Bold** from the **Font style** list box.
5   Choose **<u>Center</u>** from the **Justification** picker.
6   Choose **Normal** from the **Smoothness** list box.
7   Enable the **3D** mode check box.

8 Click **Close**.

<u>Click here</u> to see what your banner text should now look like.

Apply 3-D effects to text

1 Right-click the text, choose **TextArt document object** <   **Edit**.
2   Click the **3D Options** tab.
3   In the **Lighting 1** area, click the **Primary text color** picker, and click <u>this shade</u> of pink.
4   In the **Lighting 1** area, click the **Direction of Primary light** picker, and click <u>this direction</u>.
5   In the **Lighting 2** area, click the **Additional text color** picker, and click <u>this shade</u> of blue.

6 In the **Lighting 2** area, click the **Direction of additional light** picker, and click <u>this direction</u>.

7 Click the **Bevel** picker, and click <u>this bevel</u>.

8 Click **Close**.

<u>Click here</u> to see what your banner text should now look like.

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Adding and resizing a graphic

In the procedures below, you will add a graphic with a birthday theme to the banner; for example, a cake or party hat. You will then resize the graphic.

Add a graphic to the banner

1 Click **Insert** menu $<$ **File**.
2   From the **File type** list box, choose **Corel Presentations ("*.shw" "*.wpg")**.
3   Choose the drive and folder where the graphic you want to insert is stored.
4   Click the filename, and click the **Insert** button.

After inserting the graphic, <u>click here</u> to see what the banner should now look like.

Resize the graphic

1 Click the top center <u>handle</u> and drag it down.

2 Click the left middle handle and drag it right.

3 Click the right center handle and drag it left.

   Experiment with these three handles until the graphic is centered properly and is not overlapping any text.

After resizing the banner, <u>click here</u> to see the position that the graphic should now be in.

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Saving your banner

Now that you have finished creating the banner, you can save the file.

To save the file

1 Click **File** menu $<$ **Save**.

2   From the **Save in** list box, choose the drive and folder where you want to save the file.

3   In the **File name** box, type a filename.

4   Click **Save**.

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For more information about creating banners

In this tutorial, you have learned some basic techniques that you can use to create a banner for any occasion. For more information about the topics and tools discussed in this tutorial, refer to the online Help. To access the

online Help click **Help** ❮ **Help topics**.
Click here to select another Corel Presentations tutorial.

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Creating an organization chart

Welcome to Corel Presentations, an application used to create high-quality slide shows and drawings that can include text, data charts, and graphic objects.

In this tutorial, you will create an organization chart that will display the chain of command for a fictitious company. Click here to see what the final organization chart will look like.

During this tutorial, you will learn how to

- start an organization chart
- add text to an organization chart
- add another level to the chart
- change the font of the box text
- change the box frame
- change the box color
- change the box size
- save the organization chart
- print the organization chart

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Starting an organization chart

Organization charts can be used to show the structure of an organization or the relationships between people and positions. They can be used to display a chain of command, diagram a process, or illustrate a workflow. Organization charts can also be used to create a family tree. Organization charts can be used within, or independent of, a slide show.

In the procedure below, you will learn how to start an organization chart that is independent of a slide show.

Start a drawing

1 Click **File** menu ＜ **New from project**.
2　　Click the **Create new** tab.
3　　Choose **Presentations** from the top list box.
4　　Choose **Corel Presentations drawing** from the bottom list box.
5　　Click **Create**.

Insert an organization chart

1 Click **Insert** menu ＜ **Organization chart**.
2　　Hold down the left mouse button, and drag the icon over the work area to define how large you would like the chart to be.
3　　In the **Single** row, click the left-most chart button.
4　　Click **OK**.

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Adding text to the organization chart boxes

In the procedure below, you will learn how to add text to the individual boxes in the organization chart.

Add text to organization chart boxes

1 Double-click **Name** in the highest box on the chart, and enter **May Bea**.

2 Double-click **Title** in the highest box on the chart, and enter **President/CEO**.

3 Repeat the preceding steps for the rest of the boxes, adding your own text.

Click here to see what your chart should look like once all of the text is inserted.

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Adding another level to the chart

In the procedure below, you will learn how to add another level to the chart.

Add another level to the organization chart

1 Select a box on the third level (bottom level) of the chart.

You will know that the box is selected when <u>handles</u> appear around it.

2 Click **Insert** menu ⟨ **Subordinates**.

3 Type **2** in the **Number of subordinates to insert** box.

4 Click **OK**.

5 Enter a name and a title in each of the subordinate boxes.

<u>Click here</u> to see what your chart should look like once the extra level is added.

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Changing the font of the box text

In the procedure below, you will learn how to change the font of the box text.

Change the font of the box text

1 Click **Edit** menu $<$ **Select**

$<$ **All**.

2   Click **Format** menu $<$ **Font**.
3   Choose **Comic Sans MS** from the **Face** list.
4   Choose **24** from the **Size** list box.
5   Click **OK**.

Click here to see what your chart should look like once the text has been changed.

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Changing the appearance of the boxes

In the procedures below, you will learn how to change the appearance of box frames and how to give each level a different color.

Change the box frame

1 Click **Edit** menu $<$ **Select**

$<$ **All**.

2   Click **Format** menu $<$ **Box properties**.
3   Click the **Shadowed octagon** button.
4   Click **OK**.

Change the box color

1 Click the highest box in the chart (the box on level one).

2 Click **Format** menu $<$ **Box properties**.
3   Click the **Border color** button, and choose **Red**.
4   Click **OK**.

5   Click **Edit** menu $<$ **Select**

$<$ **Levels**.
6   Type **2** in the **Starting level** box.
7   Click **OK**.

8   Click **Format** menu $<$ **Box properties**.

9 Click the **Border color** button and choose **Blue**.

10   Click **OK**.

11   Repeat steps for levels 3 and 4.

Click here to see what your chart should look like once the frames and colors have been changed.

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Changing the size of a box

In the procedure below, you will learn how to change the size of a box.

Change the box size

1 Click **Edit** menu $<$ **Select**

$<$ **Levels**.

2   Type **1** in the **Starting level** box.

3   Click **OK**.

4   Click **Format** menu $<$ **Box properties**.

5   Click the **Box size** tab.

6   In the **Autosize to** area, enable the **Largest box in chart** option.

7   Click **OK**.

Click here to see what your chart should now look like once the box has been resized.

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Saving an organization chart

In the procedure below, you will learn how to save an organization chart.

Save an organization chart

1 Click **File** menu < **Save**.
2   In the **Save** area, enable the **Entire file** option.
3   Click **OK**.
4   Choose the drive and folder where you want to save the file.
5   Type a file name for the organization chart in the **File name** box.
6   Click **Save**.

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Printing an organization chart

In the procedure below, you will learn how to print an organization chart.

Print an organization chart

1 Click **File** menu ❮ **Print**.

2   In the **Destination** area, choose a printer from the **Name** list box.

3   Click **Print**.

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For more information on creating organization charts

In this tutorial, you have learned some basic techniques that you can use to create an organization chart that is independent of a slide show. Organization charts can be used to display a chain of command, diagram a process, illustrate a workflow, or create a family tree. For more information about the topics and tools discussed in this

tutorial, refer to the online Help. To access the online Help click **Help**　＜　**Help topics**.
Click here to select another Corel Presentations tutorial.

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Handles

Small squares that appear on the corners and sides of an object's box when the object is selected. Use the square handles to resize and transform an object.

The **Master Gallery** button lets you choose a master to apply to a slide show.

The **New slide** button lets you insert a new slide into a slide show.

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The **Bold** button lets you apply bolding to text.

The **Justification** picker lets you choose an alignment for text.

The **Fill pattern** button lets you select a fill pattern, gradient, texture, or picture for a selected object.

The **Background** button lets you select a background color for a selected object.

The **Foreground** button lets you select a background color for a selected object.

The **Line style** picker lets you choose a style for a line in a slide show or drawing.

The **Line width** picker lets you choose a width for a line in a slide show or drawing.

The **Star shapes** flyout lets you create a star shape in a slide show or drawing.
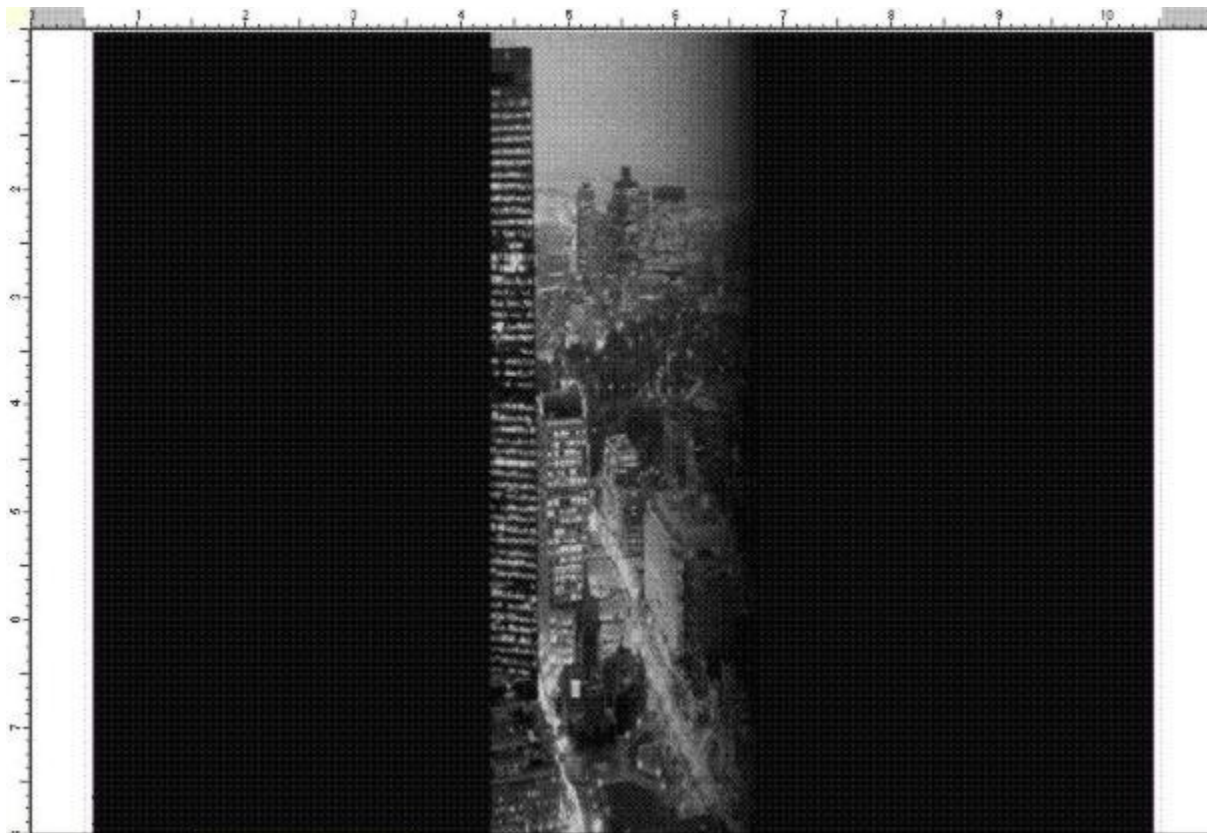
The **Text box** button lets you insert a text box in a slide show or drawing.

TITLE
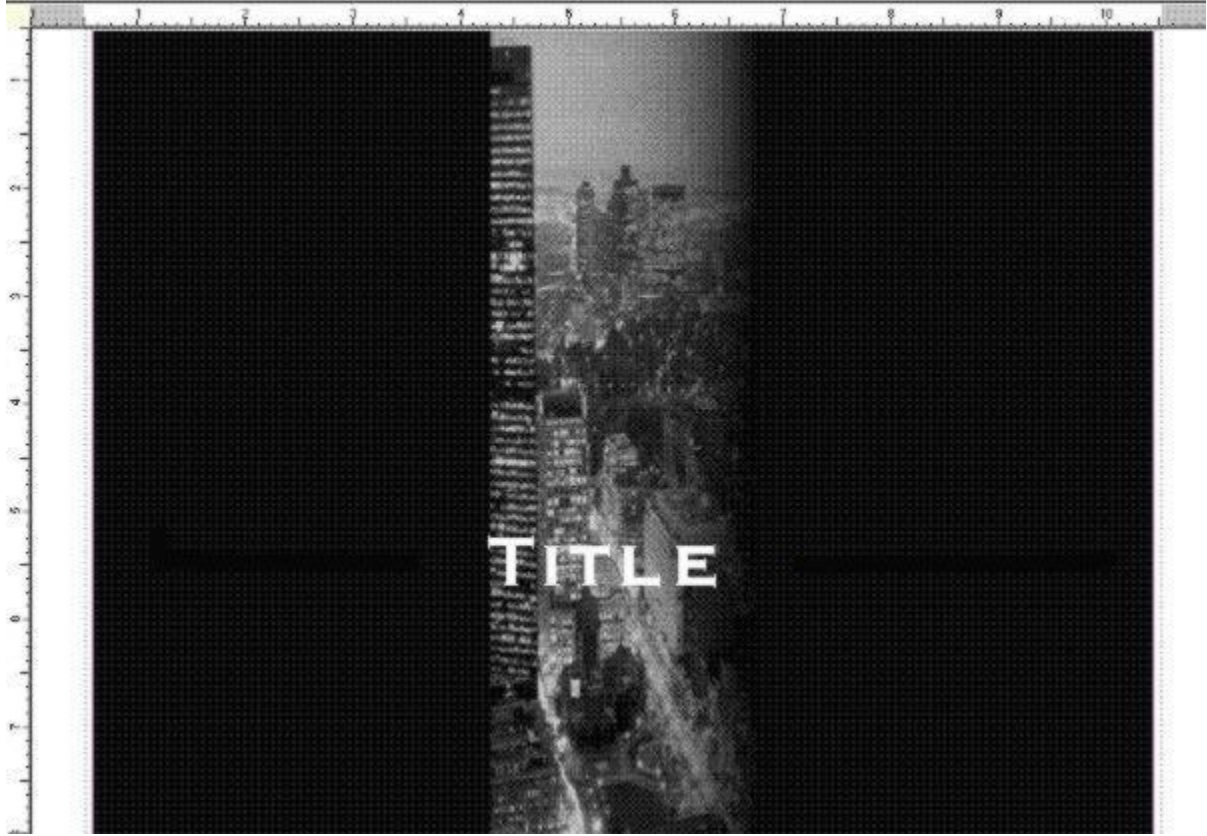
The **Line shapes** tool lets you create a line shape in a slide show or drawing.

TITLE

Text

Certificate of Achievement

This is to certify that

_____
Print your name here

Has successfully completed this tutorial

_____
Signature

_____
Date

Congratulations!

Certificate of Achievement

This is to certify that

Has successfully completed this tutorial

The **Color** picker lets you choose a color.

Certificate of Achievement

This is to certify that

_____

Has successfully completed this tutorial

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Certificate of Achievement

This is to certify that

Has successfully completed this tutorial

The **Draw a line** tool lets you draw a line in a slide show or drawing.

Certificate of Achievement

This is to certify that

_____
Print your name here

Has successfully completed this tutorial

_____
Signature

_____
Date

Certificate of Achievement

This is to certify that

_____
Print your name here

Has successfully completed this tutorial

_____
Signature

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Date

The **Pattern** button.

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                          ┌─────────────────┐
                          │    May Bea      │
                          │  President/CEO  │
                          └─────────────────┘
              ┌────────────────────┐        ┌────────────────────┐
              │    Mac A. Damia     │        │     Liz Ahnya      │
              │ Vice President of   │        │ Vice President of  │
              │     Marketing       │        │      Finance       │
              └────────────────────┘        └────────────────────┘
```

Cole Slaugh	Sam Munn	Chip Dypp	Sal Ladd	Minnie Stroni	Phil A. Minyon
Marketing Consultant	Marketing Consultant	Marketing Consultant	Financial Consultant	Financial Consultant	Financial Consultant

Hamm Berger	Pina Kolahda
Finance Clerk	Finance Clerk

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                          ┌──────────────────┐
                          │     May Bea      │
                          │  President/CEO   │
                          └──────────────────┘
              ┌─────────────────────┴──────────────────────┐
    ┌───────────────────────────┐              ┌───────────────────────────┐
    │       Mac A Damia         │              │        Liz Ahnya          │
    │ Vice President of Marketing│             │ Vice President of Finance  │
    └───────────────────────────┘              └───────────────────────────┘
   ┌──────┬──────────┴──────────┐          ┌──────────┬─────────┴──────────┐
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| Cole Slaugh Marketing Consultant | Sam Munn Marketing Consultant | Chip Dypp Marketing Consultant | Sal Ladd Financial Consultant | Minnie Stroni Financial Consultant | Phil A Minyon Financial Consultant |

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                                                       ┌────────┴────────┐
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| Hamm Berger Finance Clerk | Pina Kolahda Finance Clerk |

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                          ┌──────────────────┐
                          │    May Bea       │
                          │ President/CEO    │
                          └──────────────────┘
             ┌───────────────────────┴────────────────────────┐
   ┌─────────────────────────┐                   ┌─────────────────────────────┐
   │     Mac A. Damia        │                   │      Liz Ahnya              │
   │ Vice President of Marketing │               │ Vice President of Finance   │
   └─────────────────────────┘                   └─────────────────────────────┘
   ┌───────┬────────┬────────┐            ┌──────────┬───────────┬──────────┐
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Cole Slaugh Marketing Consultant	Sam Munn Marketing Consultant	Chip Dypp Marketing Consultant

Sal Ladd Financial Consultant	Minnie Stroni Financial Consultant	Phil A. Minyon Financial Consultant

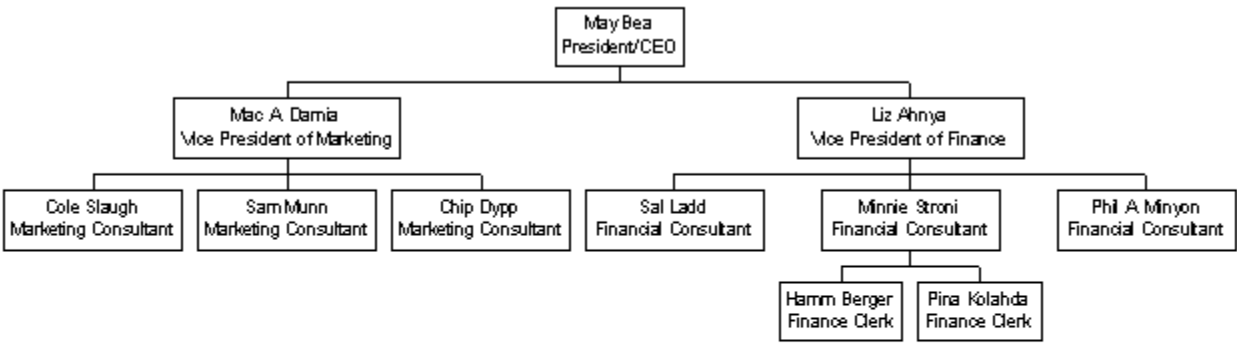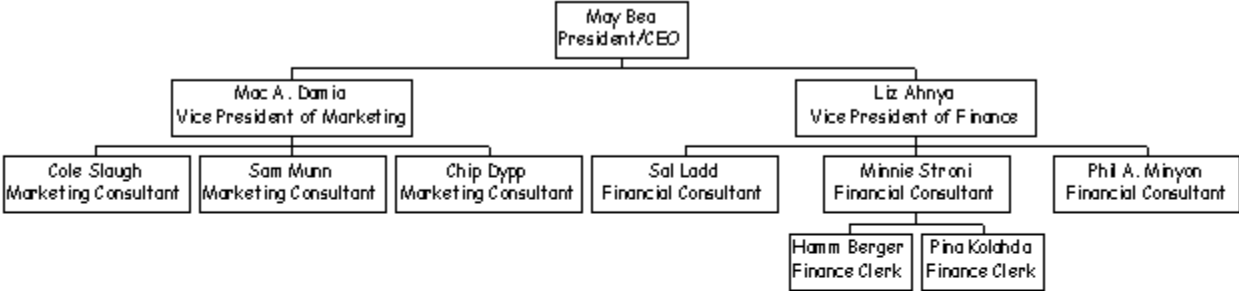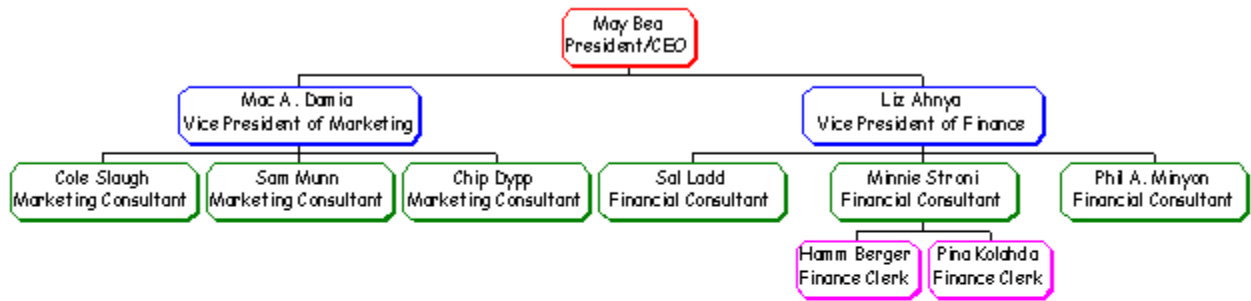| Hamm Berger Finance Clerk	Pina Kolahda Finance Clerk

The shadowed octagon button lets you apply the octagonal shape to a box frame.

The **Border color** button lets you apply a color to a box frame.

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                          ┌─────────────────┐
                          │    May Bea      │
                          │  President/CEO  │
                          └────────┬────────┘
              ┌────────────────────┴────────────────────┐
    ┌─────────────────────┐                   ┌─────────────────────┐
    │    Mac A. Damia     │                   │     Liz Ahnya       │
    │Vice President of Marketing│             │Vice President of Finance│
    └─────────────────────┘                   └─────────────────────┘
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May Bea
President/CEO

Mac A. Damia
Vice President of Marketing

Liz Ahnya
Vice President of Finance

Cole Slaugh
Marketing Consultant

Sam Munn
Marketing Consultant

Chip Dypp
Marketing Consultant

Sal Ladd
Financial Consultant

Minnie Stroni
Financial Consultant

Phil A. Minyon
Financial Consultant

Hamm Berger
Finance Clerk

Pina Kolahda
Finance Clerk

The **Insert a new slide after the current slide** button lets you insert a new slide.

Benefits of Organization

Integrating information

- Promotes flexibility
- Enables productive development
- Maximizes time distribution

Benefits of Organization

Integrating information

- Promotes flexibility
  - ▸ Provides multitasking opportunities
- Enables productive development
- Maximizes time distribution
  - ▸ Optimizes deadline management

The **Browse** button lets you search for folders and files.

Car for sale

For more
information,
call May Bea
at 555-5555

Car for sale

For more information,
call May Bea at 555-
5555

Car for sale

**For more
information,
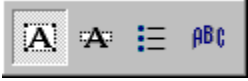call May Bea
at 555-5555**

Car for sale

For more information, call May Bea at 555-5555

1 × 1

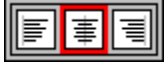The **Poster size** button lets you choose a size for the poster.

`4 × 2`

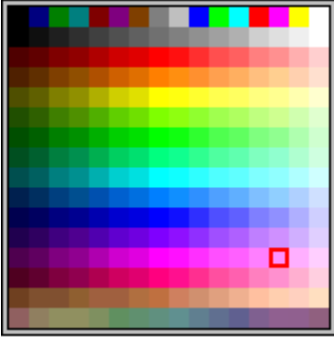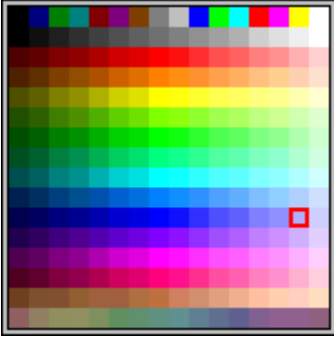The **Text object tools** flyout lets you apply special effects to text.

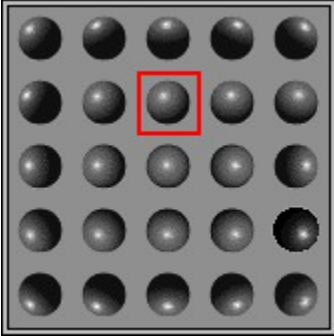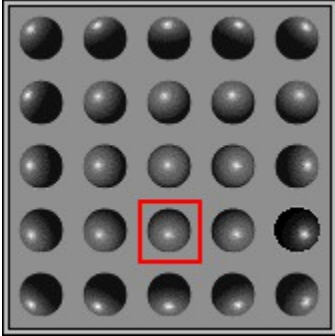The **Create text with special effects** tool lets you apply effects to text.

Center justification.

Happy Birthday

Happy Birthday

Happy Birthday

```
                          ┌─────────────────┐
                          │    May Bea      │
                          │  President/CEO  │
                          └─────────────────┘
              ┌───────────────────────┴───────────────────────┐
   ┌──────────────────────────┐              ┌──────────────────────────┐
   │      Mac A. Damia         │              │        Liz Ahnya          │
   │ Vice President of Marketing│              │ Vice President of Finance │
   └──────────────────────────┘              └──────────────────────────┘
```

| Cole Slaugh | Sam Munn | Chip Dypp | Sal Ladd | Minnie Stroni | Phil A. Minyon |
| Marketing Consultant | Marketing Consultant | Marketing Consultant | Financial Consultant | Financial Consultant | Financial Consultant |