

Powerpoint Tips

Q: How to automatically open in slideshow mode a Powerpoint file?

A: Rename the ppt file in pps (PowerPoint Slideshow)

Q: How to rename the file?

A1: Right click on the file and select rename

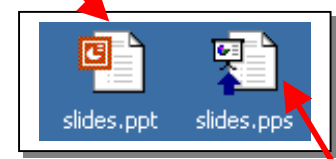
A2: Select the file and press F2 key.

Q: How to put the Schlumberger Blue on the background?

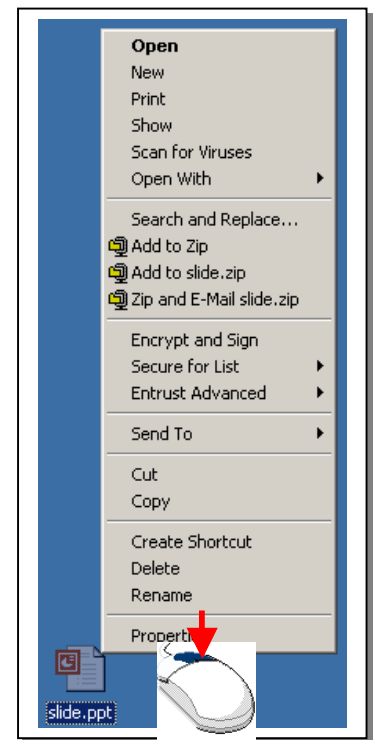
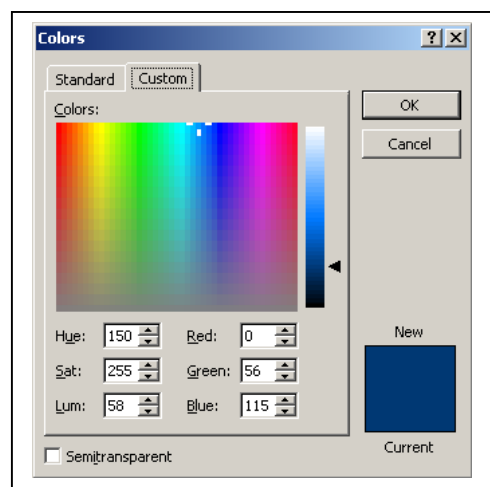
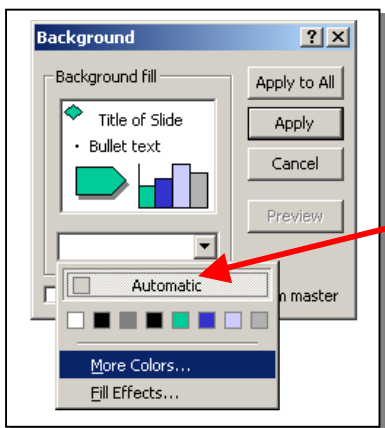
A:

- **Right click** on the background of the slide
- Select **background**
- Click on the pull down menu to select **more colors...**
- Click on the **"Custom"** tab
- Enter the values: **Red: 0, Green: 56, Blue: 115**
- Click **OK**
- Click **Apply to All**

.PPT : Open in Powerpoint application



.PPS : Open in slideshow mode directly

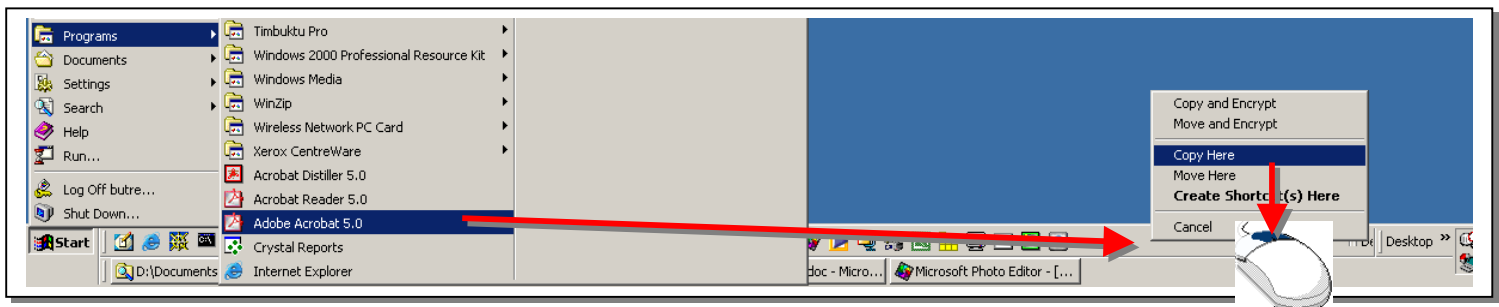
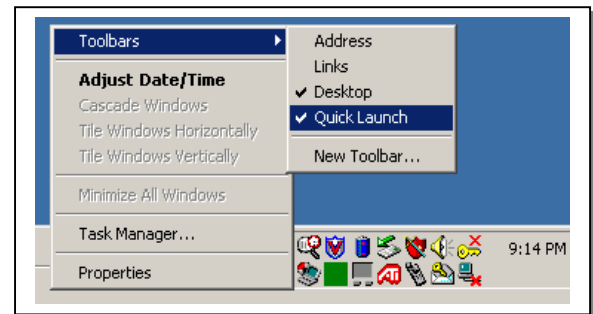


Customizing Quick Launch Bar and Start Menus

The quick launch bar can be activated by a right click on the task bar. Once activated, you can add icons to it. It will act like the old "MS Office Tool Bar".

To add a new icon to the quick launch bar:

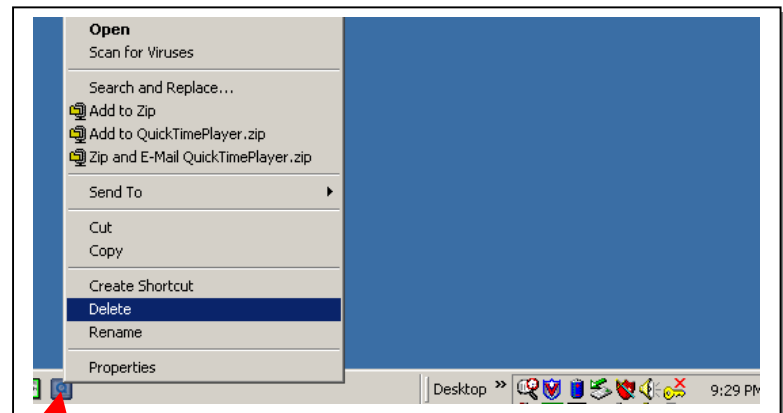
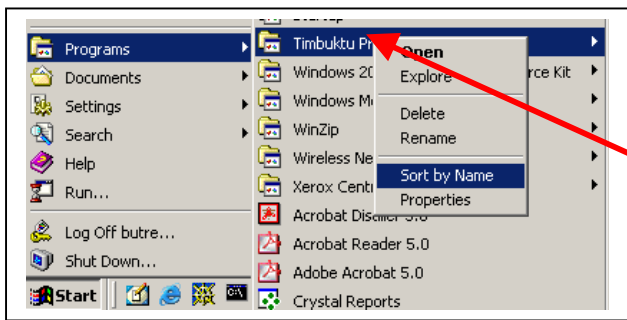
1. Select the new icon from the **Start Menu**
2. Do a **right-click and drag** the icon over the Quick Launch bar, then release.
3. A pop up menu will let you do a "**Copy Here**".



To remove a shortcut from the quick launch bar:

1. Right Click on the icon
2. Select Delete

The same kind of manipulation can be done on any programs from the Start Menu. One of the useful options is the "**Sort by Name**" which will re-order you Start Menu.



Right Click on the program (or icon)