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| **Item** | **Description** |
| PP – order of slides | Click on slide on side panel and click and drag slide to new location |
| PP- Slide | Each slide (not page) in a presentation |
| PP - Transition | Add to entire slide  Animations tab |
| PP - Effect | Add to item on the slide  Animations, custom animation, Effect Panel on right side |
| PP - background | Change background on each slide  Design, background group, format background |
| PP – Effect order | Click in effect panel on effect and click and drag |
| PP- Slide show view | F5 |
| PP- end slide show early | ESC key |
| PP – Play button | To show one slide click Play under effect panel |
| PP- Layout | Position and number of text boxes  You can change layout after data has been entered |
| Excel - Cell | Column Letter and row number |
| Autofill Handle | Bottom right of the corner of the cell  Click and drag to copy or continue a pattern |
| Chart | Select data to go into the chart  Then click insert, chart, move chart to put on full sheet |
| Add titles/labels to chart | Once in chart  Click on chart, to have new chart tabs, Layout tab then buttons for titles/labels |
| Excel - Bleeding | When data does not fit in the width of the cell  Double click on line on top of column to expand to longest item in the column |
| Excel – width of column | Click on line next to Column Heading – click and drag you can see width number |
| Excel – select entire sheet | Click on blank box about 1 and in front of A to select entire sheet |
| Excel - Sheets | What is it  How to rename it |