

# Moving from Microsoft® PowerPoint® to IBM® Lotus® Symphony™ Presentations

IBM® Lotus® Symphony™ Presentations lets you create professional page shows that can include charts, drawing objects, text, multimedia and a variety of other items. If you want, you can even import and modify Microsoft® PowerPoint presentations.

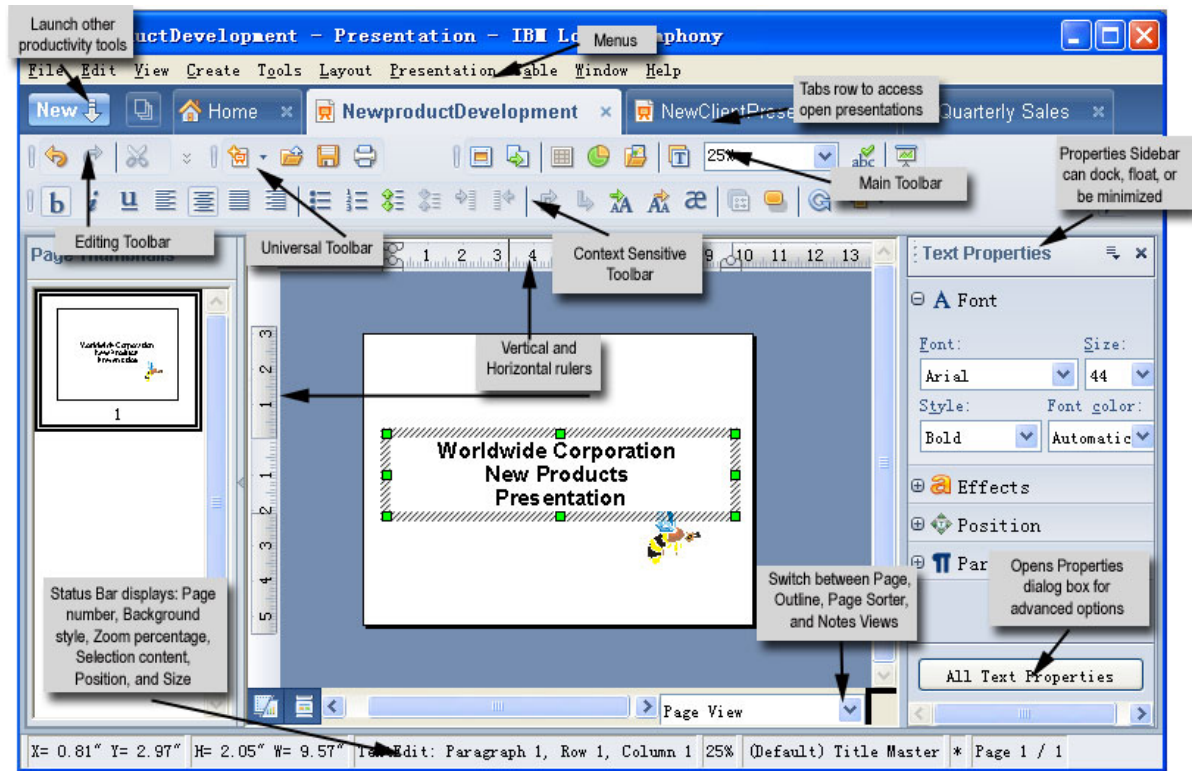


Table 1. Creating presentations






Microsoft PowerPoint	Lotus Symphony Presentations
To open a presentation, click  .	Click  .
To create a new presentation, click  .	Click  .
To create a presentation from a template, click <b>File</b> → <b>New</b> and click <b>Design Templates</b> .	Click <b>File</b> → <b>New</b> → <b>From Template</b> → <b>Presentation</b> .
To show or hide the task pane, click <b>View</b> → <b>Task Pane</b> .	Click  in the Sidebar and choose <b>Float</b> or <b>Close</b> , or click <b>View</b> → <b>Properties Sidebar</b> .

Table 1. Creating presentations (continued)








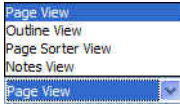

Microsoft PowerPoint	Lotus Symphony Presentations
To insert a new slide, click  .	Click  .
To duplicate a slide, click <b>Edit</b> → <b>Duplicate</b> .	Click  .
To delete a slide, click <b>Edit</b> → <b>Delete Slide</b> .	Click <b>Edit</b> → <b>Delete Page</b> .
To change views, click  ,  , or  .	Click  .  . Click  .

Table 2. Formatting text

























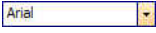

Microsoft PowerPoint	Lotus Symphony Presentations
To insert a text box, click  .	Click  .
To create a bulleted list, click  .	Click  .
To create a numbered list, click  .	Click  .
To change the font appearance, click  ,  ,  , or  .	Click  ,  ,  , or  .
To change the indent level, click  or  .	Click  or  .
To change the font size, click  or  .	Click  or  .
To change the font color, click  .	Click  in the <b>Text Properties</b> sidebar.
To change the font, click  .	Click  in the <b>Text Properties</b> sidebar.

Table 3. Formatting slides

Microsoft PowerPoint	Lotus Symphony Presentations
To change a slide layout, click <b>Format</b> → <b>Slide Layout</b> .	Click <b>Layout</b> → <b>Page Layout</b> .
To format a slide background, click <b>Format</b> → <b>Background</b> .	Click <b>Layout</b> → <b>Background Fill</b> .
To add a header or footer to a slide, handout, or note page, click <b>View</b> → <b>Header and Footer</b> .	Click <b>Create</b> → <b>Header and Footer</b> .

Table 4. Formatting Graphics



Microsoft PowerPoint	Lotus Symphony Presentations
To insert WordArt, click  .	Click  .
To format WordArt, right-click the object and then click <b>Format</b> → <b>WordArt</b> .	Click <b>Layout</b> → <b>Properties</b> → <b>Shape Properties</b> .

Table 4. Formatting Graphics (continued)







Microsoft PowerPoint	Lotus Symphony Presentations
To insert ClipArt, click  .	Click <b>Create</b> → <b>Clip Art</b> .
To insert a picture, click  .	Click <b>Create</b> → <b>Graphic from File</b> .
To format ClipArt or Pictures, click <b>Format</b> → <b>Picture</b> .	Click <b>Layout</b> → <b>Properties</b> → <b>Graphic Properties</b> .
To insert an AutoShape, click  and choose a shape.	Click  or any other shape on the Drawing toolbar.
To change the color of a shape, click  .	Click <b>Layout</b> → <b>Properties</b> → <b>Shape Properties</b> → <b>Area</b> .
To format lines, arrows, or the outline of a shape, click <b>Format</b> → <b>AutoShape</b> → <b>Colors and Lines</b> .	Click <b>Layout</b> → <b>Properties</b> → <b>Shape Properties</b> → <b>Line</b> .
To change the size of a shape, click <b>Format</b> → <b>AutoShape</b> → <b>Size</b> .	Click <b>Layout</b> → <b>Properties</b> → <b>Shape Properties</b> → <b>Position and Size</b> .
To group or ungroup graphics, right-click and choose <b>Grouping</b> .	Right-click and choose <b>Group</b> .
To move a graphic backwards and forwards, right-click the graphic and choose <b>Order</b> .	Right-click and choose <b>Arrange</b> .
To turn the rulers on or off, click <b>View</b> → <b>Ruler</b> .	Click <b>View</b> → <b>Rulers</b> .
To turn the grid on or off, click  .	Click <b>View</b> → <b>Guideline Grid</b> .

Table 5. Formatting charts

Microsoft PowerPoint	Lotus Symphony Presentations
To insert a chart, click <b>Insert</b> → <b>Chart</b> .	Click <b>Create</b> → <b>Chart</b> .
To change the chart data, click <b>View</b> → <b>Datasheet</b> .	Click <b>Edit</b> → <b>Chart Data</b> .
To change the chart type, click <b>Chart</b> → <b>Chart Type</b> .	Click <b>Layout</b> → <b>Chart Type</b> .
To format a chart object (legend, axis, series, etc.), click <b>Format</b> → <b>Selected [object name]</b> .	Click <b>Layout</b> → <i>object name</i> .

Table 6. Formatting tables


Microsoft PowerPoint	Lotus Symphony Presentations
To insert a table, click <b>Insert</b> → <b>Table</b> .	Click <b>Table</b> → <b>Create Table</b> .
To format a table, click <b>Format</b> → <b>Table</b> .	Click <b>Table</b> → <b>Table Properties</b> .
To insert or delete a row in a table, right-click and choose <b>Insert Row</b> or <b>Delete Row</b> .	Click <b>Table</b> → <b>Insert Rows Before</b> or <b>Table</b> → <b>Insert Rows After</b> . Click <b>Table</b> → <b>Delete Selected Rows</b> .
To insert or delete a column, select a column, right-click, and choose <b>Insert Column</b> or <b>Delete column</b> .	Click <b>Table</b> → <b>Insert Columns Before</b> or <b>Table</b> → <b>Insert Columns After</b> . Click <b>Table</b> → <b>Delete Selected Columns</b> .
To merge cells, select the cells, right-click and choose <b>Merge Cells</b> .	Right-click and choose <b>Merge Cells</b> .
To unmerge cells, on the <b>Tables and Borders</b> toolbar, click  .	Right-click and choose <b>Split Cell Horizontally</b> or <b>Split Cell Vertically</b> .


Table 7. Creating and viewing a slide show

Microsoft PowerPoint	Lotus Symphony Presentations
To begin a slide show, click <b>Slide Show</b> → <b>View Show</b> .	Click <b>Presentation</b> → <b>Play Screen Show</b> .

Table 7. Creating and viewing a slide show (continued)

Microsoft PowerPoint	Lotus Symphony Presentations
To add transitions between slides, click <b>Slide Show</b> → <b>Slide Transition</b> .	Click <b>Presentation</b> → <b>Page Transition</b> .
To add animation effects to slide elements, click <b>Slide Show</b> → <b>Custom Animation</b> .	Click <b>Presentation</b> → <b>Animation Effects</b> .
To customize a slide show, click <b>Slide Show</b> → <b>Set Up Show</b> .	Click <b>Presentation</b> → <b>Screen Show Settings</b> .
To end a slide show, press Esc.	Press Esc.

Table 8. Shortcuts

To...	Do this...
Draw a text box	Press F2.
Move to any part of the presentation by object name	Press Ctrl+Shift+F5 to open Navigator.
Spell check a presentation	Press F7.
Run a screen show	Press F9.
Display the Style List	Press F11.
Close a document	Click  on the document tab.