Escape From Dullsville

(NAPSA)—To succeed in today's workplace, it's not just what you know, but how you present it. How many times have you been forced to sit through a boring presentation with the same old color scheme of yellow text on a boring blue background? You probably don't remember, because you were sleeping, just like everyone else who wasn't sitting in the front row. Sadly, many good ideas get lost in a place sometimes called "Dullsville."

How can you avoid heading to Dullsville? On board the Power-Point 2002 Express you can learn more about how this program can transform your presentation from dull to delightful and help you captivate audiences anywhere.

Spend Less Time Formatting and More Time Expressing Your Ideas

With Microsoft PowerPoint 2002, you'll spend less time trying to format your presentation and more time being creative. You can choose design templates and color schemes to fit your needs and even use several design templates within the same presentation to help break up sections. Simply click on Design Templates, located in the Task Pane at the left side of the screen, to view the options. To use more than one template, simply select Apply to Selected Slide when choosing among templates. As you work on your slides, you can go to the left side of the screen and switch between views of your presentation, so you can organize your thoughts in an outline format while being able to see what the slides will actually look like.

Say It With Visuals

To reinforce your great ideas, you can use animation sequences, artwork and diagrams. With just one click, you can apply a ready-made animation scheme to the entire presentation or create your own style by adding custom animation effects and transitions to various sections. To do this, select the text or object on the slide to which you want to add an additional effect, go to Slide Show on the Toolbar and select the Custom

New software can help make business presentations more interesting—and keep them out of "Dullsville."

Animation tab. You now have several options; if they didn't provide what you're looking for, you can add images by downloading clips from the Web or from your own picture files, or add a wide variety of diagram types found on the Drawing toolbar.

Breeze Through Team Presentations

It's easy to create, review and share presentations with team members. Once your presentation is complete hit the "send for review" option on the toolbar; this will automatically create an e-mail message that allows you to send your presentation to colleagues. Once team members send their comments back, you can easily integrate their revisions and comments, as new "mark-up balloons" visually identify each reviewer's color-coded changes or comments. As you view the comments and revisions, you have complete control over which to accept or reject by clicking on the appropriate icons on the Reviewing toolbar.

The Microsoft PowerPoint Web site (http://www.microsoft.com/office/powerpoint/default.asp) contains additional information to help you use these and many other new PowerPoint 2002 features that will keep you out of Dullsville. PowerPoint 2002 can be acquired as part of an Office XP suite or as an individual program.