

WordPerfect[®] for Windows[®] OFFICE 11

Moving between Microsoft[®] Word and WordPerfect[®],
Microsoft[®] Excel and Quattro Pro[®],
and Microsoft[®] PowerPoint[®] and Presentations[™]

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Introduction

This document is designed to help users make the transition from Microsoft® Word and Microsoft® Excel to WordPerfect® 11 and Quattro Pro® 11. The document uses comparative tables to illustrate key differences between the applications, and also provides basic procedures to help smooth your transition.

WordPerfect and Quattro Pro have been designed to be as compatible as possible with Microsoft Word and Microsoft Excel. You can open, import, export, and save Microsoft Word and Microsoft Excel files easily, reducing or eliminating many of the difficulties that can arise when switching applications.

Moving Between Microsoft® Word and WordPerfect®

WordPerfect 11 makes it easy for you to convert Microsoft Word files to WordPerfect format, open Microsoft Word documents in WordPerfect, and save WordPerfect documents as Microsoft Word files. If you are moving from Microsoft Word, you need to know which features of WordPerfect have different names. Because Microsoft Word and WordPerfect share basic formatting features, essential layouts, and many of the same menu options, you can create Microsoft Word documents and then easily import files into WordPerfect.

Opening Microsoft® Word documents

You can open the following Microsoft Word file formats in WordPerfect:

- Microsoft Word 1.0 for MS-DOS®
- Microsoft Word 1.1 for MS-DOS
- Microsoft Word 1.2 for MS-DOS
- Microsoft Word 2.0 for MS-DOS
- Microsoft Word 4.0 for MS-DOS
- Microsoft Word 5.0 for MS-DOS
- Microsoft Word 5.5 for MS-DOS
- Microsoft Word 6.0 for Windows®
- Microsoft Word 7.0 (Microsoft® Office 95)
- Microsoft Word 97
- Microsoft Word 2000
- Microsoft Word 2002 (Microsoft Office XP)

To open a Microsoft Word document

- 1 Click **File ► Open**.
- 2 Choose the drive and folder where the file is stored.
- 3 Click a filename.

4 Click **Open**.

To insert a Microsoft Word document into a WordPerfect file

1 Click **Insert ► File**.

2 Choose the drive and folder where the file is stored.

3 Click a filename.

4 Click **Insert**.

Saving WordPerfect® documents as Microsoft® Word documents

You can save WordPerfect documents as Microsoft Word documents. This ensures that your WordPerfect files will transfer virtually seamlessly to different versions of Microsoft Word.

To save a WordPerfect document as a Microsoft Word document

1 Click **File ► Save as**.

2 Choose the drive and the folder where you want to save the file.

3 Type the filename in the **Filename** list box.

4 Choose a version of Microsoft Word from the **File type** list box.

5 Click **Save**.

Enabling the Microsoft® Word menu bar

WordPerfect gives you the option to change the user interface (UI) to include the Microsoft Word menu bar.

To enable the Microsoft Word menu bar

1 Click **View ► Toolbars**.

2 Enable the **Microsoft Word 2002** check box.

Using Microsoft® Word shortcut keys in WordPerfect®

The following table lists the Microsoft Word shortcut keys and the WordPerfect keyboard equivalents. You can customize your shortcut keys to reflect Microsoft Word or WordPerfect settings.

Microsoft® Word shortcut keys	WordPerfect® command	WordPerfect® 11 shortcut keys
Ctrl + E	Align center	Shift + F7
Ctrl + B	Bold, turn on/turn off	Ctrl + B
Ctrl + F4	Close document	Ctrl + F4
Ctrl + C	Copy the selection to the Clipboard	Ctrl + C
Alt + F4	Exit	Alt + F4
Ctrl + D	Font, change	F9
F7	Grammar, check and correct	Alt + Shift + F1
Ctrl + Enter	Hard page break	Ctrl + Enter
Enter	Hard return	Enter
F1	Help	F1
Ctrl + Hyphen	Hyphen, hard	Ctrl + Hyphen
Ctrl + Shift + Hyphen	Hyphen, soft	Ctrl + Shift + Hyphen
Ctrl + M	Indent current paragraph one tab stop	F7
Ctrl + I	Italic, turn on/turn off	Ctrl+ I
Ctrl + V	Insert Clipboard contents at the cursor	Ctrl + V
Ctrl + G	Jump to a specified place in the document	Ctrl + G
Ctrl + E	Justify center	Ctrl + E

Microsoft® Word shortcut keys	WordPerfect® command	WordPerfect® 11 shortcut keys
Ctrl + J	Justify full	Ctrl + J
Ctrl + L	Justify left	Ctrl + L
Ctrl + R	Justify right	Ctrl + R
Shift + Enter	Line break	Ctrl + Shift + L
Ctrl + T	Margin release (hanging indent)	Ctrl + F7
Ctrl + Home	Move the cursor to the beginning of the document	Ctrl + Home
Home	Move the cursor to the beginning of a line	Home
Page down	Move the cursor to the bottom of the screen	Page down
Up Arrow	Move one cell up in a table	Alt + Up Arrow
Down Arrow	Move one cell down in a table	Alt + Down Arrow
Right Arrow or Tab	Move one cell right in a table	Alt + (Right Arrow or Tab)
Left Arrow or Tab	Move one cell left in a table	Alt + (Left Arrow or Tab)
Right Arrow	Move one column to the right	Alt + Right Arrow
Left Arrow	Move one column to the left	Alt + Left Arrow
Ctrl + X	Move selection to the Clipboard	Ctrl + X
Ctrl + N	New document	Ctrl + Shift + N
Ctrl + Enter	New page	Ctrl + Enter
Ctrl + O	Open document	Ctrl + O
Ctrl + P	Print	Ctrl + P
Ctrl + S	Save	Ctrl + S

Microsoft® Word shortcut keys	WordPerfect® command	WordPerfect® 11 shortcut keys
F12	Save as	F3
Ctrl + F	Search (forward)	Ctrl + F
Ctrl + Shift+ F	Search (backward)	Ctrl + Shift + F
F7	Spelling, check and correct	Ctrl + F1
Shift + F7	Open thesaurus	ALT + F1
Ctrl + U	Underline, turn on/turn off	Ctrl + U
Insert	Typeover	Insert
Ctrl + Z	Undo	Ctrl + Z
Ctrl + Y	Undo reverse last	Ctrl + Shift+ Z

Comparing Microsoft® Word and WordPerfect® features

The following table lists the features in Microsoft Word that have different names in WordPerfect.

Microsoft® Word feature	WordPerfect® 11 feature
Annotation	Comment
AutoCorrect	QuickCorrect™
AutoShapes	Shapes
AutoText	QuickWords™
Automatic save	Backup
Break	New page
Bullets and numbers	Bulleted, numbered, and alphabetical lists
Change case	Convert case
Character	Font appearance
Charting	Chart
Compare versions	Document review

Microsoft® Word feature	WordPerfect® 11 feature
Create envelope	Envelopes
Customize	Settings
Drawing	Draw
Find file	QuickFinder™
Footers	Headers/footers
Frame	Graphics
Full screen	Hide bars
Grammar	Grammatik®
Grammar as you type	Grammar As-You-Go™
Headers	Headers/footers
Indentation	Indent
Index and tables	Reference
Keep lines together	Keep text together
Keep with next	Conditional end of page
Merge documents or Mail merge	Merge
Merge cells	Join
Options	Settings
Page alignment	Center page
Paragraph alignment	Justification
Protect document	Keep text together
Right-aligned text	Flush right
Sorting	Sort
Spelling	Spelling checker
Spelling as you type	Spell-As-You-Go™
Summary info	Document summary
Table AutoFormat	SpeedFormat™
Tabs	Tab set

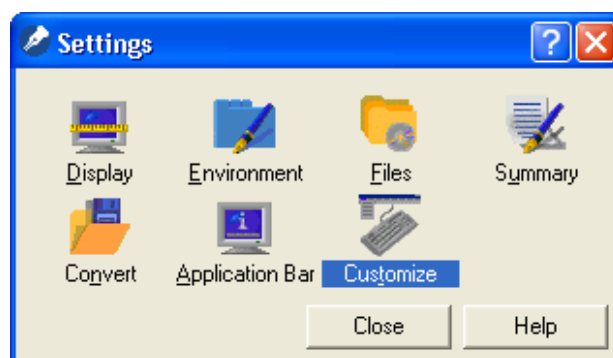
Microsoft® Word feature	WordPerfect® 11 feature
Text direction	Rotate text
Track changes	Document review
Vertical alignment	Center page
WordArt	TextArt®
Word count	Properties

Customizing WordPerfect®

One of the key strengths of WordPerfect is its ease of customization. You can customize virtually any element of WordPerfect to ensure that it fits your working style and needs.

To customize WordPerfect 11

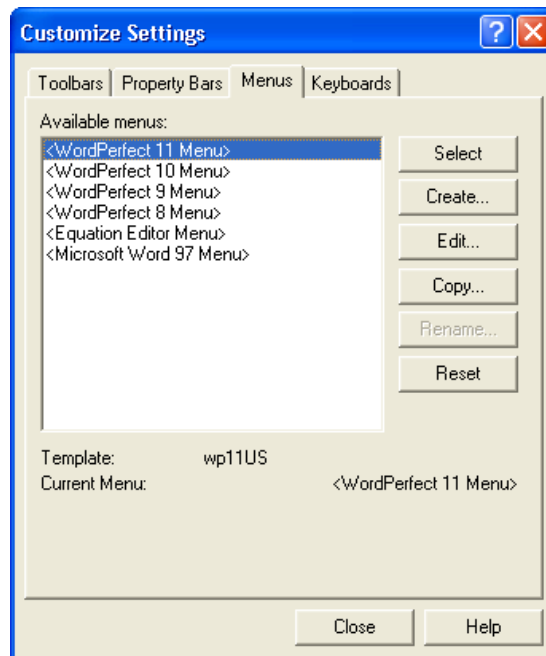
- 1 Click **Tools ► Settings**.
- 2 Choose an element to be customized from the **Settings** dialog box.



WordPerfect 11 gives you a wide variety of customization choices.

To customize toolbars, property bars, menus, or keyboards

- 1 Click **Tools** ► **Settings** ► **Customize**.
- 2 Choose an element to be customized from the dialog box that appears.



The customization dialog box lets you determine your own working style.

Publishing to PDF in WordPerfect®

WordPerfect features an integrated engine that lets you publish a document to Portable Document Format (PDF) so that it can be distributed across multiple platforms and read by virtually anyone. You can choose common PDF styles and compression methods, add bookmarks, and more. And, with support for Adobe Acrobat Reader 5.0, PDF compatibility will never be a problem.

To publish the active document to PDF

- 1 Click **File** ► **Publish to PDF**.
- 2 Click the **General** tab.
- 3 Choose **Browse** from the **Filename** list box.
- 4 Choose the drive and folder where you want to save the file.

5 Type the filename in the **Filename** box.

6 Click **Save**.

7 In the **Export range** area, enable one or more of the following options:

- **Full document** — publishes the entire file
- **Current page** — publishes the active page only
- **Pages** — publishes a portion of the file
- **Selection** — publishes selected text

8 Choose a style from the **PDF style** list box.

9 Click **OK**.

Moving Between Microsoft® Excel and Quattro Pro®

You can open Microsoft Excel workbooks in Quattro Pro without truncating data. Quattro Pro supports many of the features of Microsoft Excel and translates most Microsoft Excel formats, navigational tools, print options, formulas, and spreadsheet functions.

Occasionally, some information in a workbook cannot be imported or exported or may not display in the same way after the conversion process.

Opening Microsoft® Excel documents

You can open Microsoft Excel version 3, 5, 7, 97, 2000, and 2002 workbooks in Quattro Pro. If you modify the workbook, you can save it as a Quattro Pro notebook so that you don't lose Quattro Pro formulas or features not supported in Microsoft Excel.

Microsoft Excel workbooks that contain custom spreadsheet names may not open in Quattro Pro if characters used in the names are not recognized by Quattro Pro. If this happens, Quattro Pro displays a dialog box warning you about the invalid spreadsheet name. You can change the spreadsheet name to make it compatible with Quattro Pro.

To open a Microsoft Excel workbook in Quattro Pro

- 1 Click **File** ► **Open**.
- 2 Choose the drive and folder where the workbook is stored.
- 3 Double-click the workbook's filename.

Saving Quattro Pro® documents as Microsoft® Excel documents

You can save a Quattro Pro notebook as a Microsoft Excel file; however, some file format features unique to Quattro Pro may be lost.

To save a Quattro Pro notebook as a Microsoft Excel file

- 1 Click **File** ► **Save as**.
- 2 Choose the drive and folder where you want to save the file.
- 3 Type a filename in the **Filename** box.
- 4 Choose a Microsoft Excel file type from the **File type** list box.

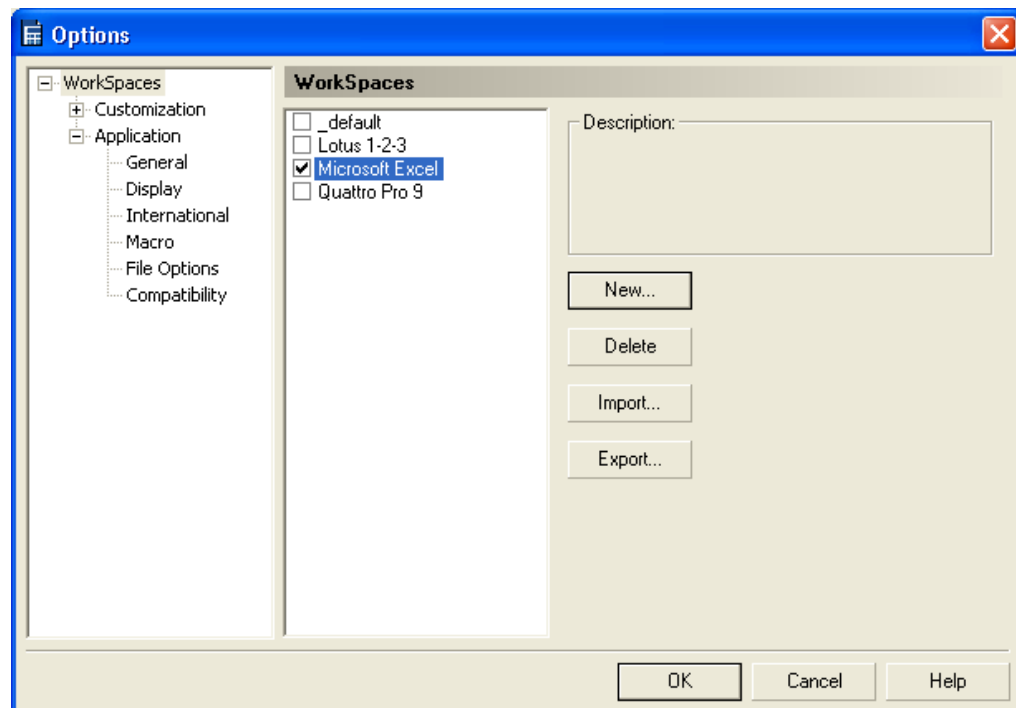
Enabling Microsoft® Excel menus and tabs in Quattro Pro®

You can use Microsoft Excel 2002 menus and tabs in Quattro Pro. This lets you work in a familiar environment until you are accustomed to the Quattro Pro menu structure.

You can change spreadsheet tabs in a Quattro Pro notebook to adopt the Microsoft Excel 2002 spreadsheet naming conventions.

To use Microsoft Excel 2002 menus and tabs in Quattro Pro

- 1 Click **Tools ► Settings**.
- 2 Click **Workspaces**.
- 3 Enable the **Microsoft Excel** check box in the **Workspaces** list.



To switch to the Microsoft Excel naming convention for spreadsheet tabs

- 1 Click **Tools ► Settings**.
- 2 In the list of categories, double-click **Workspace**, **Application**, and click **Compatibility**.
- 3 In the **Sheet tab display** area, enable the **Display as numbers** check box.

Microsoft® Excel analysis tools not imported by Quattro Pro®

Quattro Pro cannot import the following Microsoft Excel analysis tools:

Scenario Manager data — data is ignored in Quattro Pro

Solve information — information is not imported to Quattro Pro Optimizer

Microsoft® Excel cell attributes and styles imported by Quattro Pro®

When you open a Microsoft Excel file in Quattro Pro, most cell properties, styles, and named blocks are imported and translated automatically.

Cell properties and styles

Styles are imported from and exported to Microsoft Excel files. When importing files to Quattro Pro, the style names and formatting are translated into Quattro Pro styles. The formatting includes the following cell attributes:

- font (style, size, bold, italic, underline, color)
- line drawing (single, double, thick, color)
- cell width
- numeric format (transfers to the most closely resembled format)
- row heights (can be imported into Quattro Pro, but cannot be exported into Microsoft Excel)

Named blocks

Quattro Pro imports Microsoft Excel named ranges, including 2D and 3D ranges. Quattro Pro also exports its named 2D and 3D ranges into Microsoft Excel spreadsheets.

Shrink to fit

The Microsoft Excel Shrink to fit feature is not supported by Quattro Pro.

Currency formats

Not all Microsoft Excel currency formats are supported by Quattro Pro; conversely, not all Quattro Pro currency formats are supported by Microsoft Excel.

Microsoft® Excel formulas and functions imported by Quattro Pro®

Quattro Pro maps as many Microsoft Excel formulas to spreadsheet functions as possible when it opens a Microsoft Excel file. Those without a Quattro Pro equivalent are translated as values, and the background color of the cell changes to red. When you save a file in a Microsoft Excel format, Quattro Pro translates spreadsheet functions to the nearest equivalent Microsoft Excel function.

Array formulas

Array formulas are not imported.

Hidden formulas

When importing Microsoft Excel files, Quattro Pro converts Microsoft Excel hidden formulas to a protected cell with the format hidden. Quattro Pro does not, however, export hidden formulas.

User-defined functions

When Quattro Pro opens Microsoft Excel spreadsheets containing user-defined functions, they are converted to values, and the cells are shaded red. Quattro Pro does not export user-defined functions.

Microsoft® Excel functions not supported by Quattro Pro®

The following Microsoft Excel functions are not supported by Quattro Pro. Only the values are imported, and the cells are shaded red to indicate that the formula was not imported.

AMORDEGRC	DEC2OCT	HLOOKUP	TEXT
AMORLINC	DGET	INFO	VLOOKUP
AREAS	DPRODUCT	ISBLANK	
BIN2DEC	EDATE	ISREF	
BIN2HEX	ERROR.TYPE	LOOKUP	
BIN2OCT	FORECAST	OCT2BIN	
COMBIN	FVSCHEDULE	OCT2DEC	
DCOUNT	HEX2BIN	OCT2HEX	
DEC2BIN	HEX2DEC	SEARCH	
DEC2HEX	HEX2OCT	SUMPRODUCT	

Microsoft® Excel functions supported by Quattro Pro®

ABS	COLUMNS	DCOUNT	FIND
ACCRINT	COMPLEX	DDB	FINV
ACCRINTM	CONCATENATE	DEGREES	FISHER
ACOS	CONFIDENCE	DELTA	FISHERINV
ACOSH	CONVERT	DEVSQ	FIXED
ADDRESS	CORREL	DISC	FLOOR
AND	COS	DMAX	FREQUENCY
ASIN	COSH	DMIN	FTEST
ASINH	COUNT	DOLLAR	FV
ATAN	COUNTA	DOLLARDE	GAMMADIST
ATAN2	COUNTIF	DOLLARFR	GAMMAINV
ATANH	COUNTBLANK	DSTDEV	GAMMALN
AVERAGE	COUPDAYBS	DSTDEVP	GCD
BESSELI	COUPDAYS	DSUM	GEOMEAN
BESSELJ	COUPDAYSNC	DURATION	GESTEP
BESSELK	COUPNCD	DVAR	GROWTH
BESSELY	COUPNUM	DVARP	HARMEAN
BETADIST	COUPPCD	EFFECT	HOUR
BETAINV	COVAR	EOMONTH	HYPGEOMDIST
CEILING	CRITBINOM	ERF	IF
CELL	CUMIPMT	ERFC	IMABS
CHAR	CUMPRINC	EVEN	IMAGINARY
CHIDIST	DATE	EXACT	IMARGUMENT
CHIINV	DATEVALUE	EXP	IMCONJUGATE
CHITEST	DAVERAGE	EXPONDIST	IMCOS
CHOOSE	DAY	FACT	IMDIV
CLEAN	DAYS360	FACTDOUBLE	IMEXP
CODE	DB	FALSE	IMLN
COLUMN	DCOUNTA	FDIST	IMLOG10

IMLOG2	LEN	NETWORKDAYS	PRICEMAT
IMPOWER	LINEST	NOMINAL	PROB
IMPRODUCT	LN	NORMDIST	PRODUCT
IMREAL	LOG	NORMINV	PROPER
IMSIN	LOG10	NORMSDIST	PV
IMSQRT	LOGEST	NORMSINV	QUARTILE
IMSUB	LOGINV	NOT	QUOTIENT
IMSUM	LOGNORMDIST	NOW	RADIANS
INDEX	LOWER	NPER	RAND
INDIRECT	MATCH	NPV	RANDBETWEEN
INT	MAX	ODD	RANK
INTERCEPT	MDETERM	ODDFPRICE	RATE
INTRATE	MDURATION	ODDFYIELD	RECEIVED
IPMT	MEDIAN	ODDLPRICE	REPLACE
IRR	MID	ODDLYIELD	REPT
ISERR	MIN	OFFSET	RIGHT
ISERROR	MINUTE	OR	ROMAN
ISEVEN	MINVERSE	PEARSON	ROUND
ISLOGICAL	MIRR	PERCENTILE	ROUNDDOWN
ISNA	MMULT	PERCENTRANK	ROUNDUP
ISNONTEXT	MOD	PERMUT	ROW
ISNUMBER	MODE	PI	ROWS
ISODD	MONTH	PMT	RSQ
ISTEXT	MROUND	POISSON	SECOND
KURT	MULTINOMIAL	POWER	SIGN
LARGE	N	PPMT	SIN
LCM	NA	PRICE	SINH
LEFT	NEGBINOMDIST	PRICEDISC	SKEW

SLN	TRANSPPOSE
SLOPE	TREND
SMALL	TRIM
SQRT	TRIMMEAN
SQRTPI	TRUE
STANDARDIZE	TRUNC
STDEV	TTEST
STDEVP	TYPE
STEYX	UPPER
SUBSTITUTE	VALUE
SUBTOTAL	VAR
SUM	VARP
SUMIF	VDB
SUMSQ	WEIBULL
SUMX2MY2	WEEKDAY
SUMX2PY2	WORKDAY
SUMXMY2	XIRR
SYD	XNPV
T	YEAR
TAN	YEARFRAC
TANH	YIELD
TBILLEQ	YIELDDISC
TBILLPRICE	YIELDMAT
TBILLYIELD	ZTEST
TDIST	
TIME	
TIMEVALUE	
TINV	
TODAY	

Microsoft Excel print options, windows, and charts imported by Quattro Pro®

When you import Microsoft Excel files, most print options, window configurations, and charts translate seamlessly into Quattro Pro. When exporting a Quattro Pro notebook to a Microsoft Excel file, charts are converted to the nearest Microsoft Excel equivalent.

Print options

The following print options are imported into Quattro Pro from Microsoft Excel files:

- orientation
- margins (top, left, right, bottom)
- header size (inches)
- footer size (inches)
- header text
- footer text
- print grid lines

Chart types

Microsoft Excel charts that match Quattro Pro chart types convert; otherwise, Quattro Pro converts the Microsoft Excel chart to the Quattro Pro chart that it most closely resembles, adding properties where it can to make the chart look as much as possible like the Microsoft Excel chart. Bitmaps and textures added to Microsoft Excel charts do not convert. They become solid colors in Quattro Pro.

Microsoft Excel chart types not supported by Quattro Pro

- stacked line chart and 100% stacked line chart
- bar of pie chart and pie of pie chart
- 100% stacked area chart and 3D 100% stacked area chart
- no direct support for color radar chart
- no direct support for contour chart
- no direct support for scatter chart
- no direct support for multiple-series donut chart

Microsoft Excel chart attributes not supported by Quattro Pro

- fill settings for XY titles

- title — vertical alignment and orientation
- minor gridlines
- limited support for bar overlapping
- limited pattern support for axis or gridlines
- limited support for gradient fill styles
- limited support for legend positioning

Microsoft Excel 2002 chart items possibly missing when converting to Quattro Pro

When opening Microsoft Excel 2002 workbooks in Quattro Pro, embedded charts may display problems. The data is converted, but the following items may be missing from the chart:

- any lines, labels, or attributes related to the secondary y-axis
- both the primary and secondary y-axis scales

Microsoft® Excel spreadsheet data imported by Quattro Pro®

Quattro Pro reads Microsoft Excel version 3, 5, 7, 97, 2000, and 2002 workbook files and imports the following Microsoft Excel data:

- values and labels
- most cell formatting
- embedded charts
- links to different workbooks or files
- most functions
- arithmetic formulas
- chart spreadsheets (converted to floating graphs)
- OLE objects contained in Microsoft Excel spreadsheets

Hyperlinks

Hyperlinks saved in Microsoft Excel files do not work in Quattro Pro.

Spreadsheet and file types

Quattro Pro imports and exports only Microsoft Excel workbook files. In Microsoft Excel version 5 and later, this includes multiple-spreadsheet support. Quattro Pro does not

recognize Microsoft Excel chart pages or macro pages, chart files (.xlc), templates (.xlt), add-ins (.xla, .xll), or toolbars (.xlb).

Password protection

Microsoft Excel password protection is not supported. Quattro Pro displays a warning if a user attempts to open a protected Microsoft Excel file.

Microsoft® Visual Basic® for Applications

Quattro Pro cannot read, write, or interpret Visual Basic for Applications (VBA) scripts written from within Microsoft Excel. Quattro Pro cannot translate its own VBA scripts into Microsoft Excel-compatible scripts.

Microsoft® Excel macros

Quattro Pro does not support Microsoft Excel macros.

Microsoft® Excel functions

Quattro Pro converts any Microsoft Excel function that it does not support to a value, and shades it red. Before converting a Microsoft Excel file to Quattro Pro, make sure no cells in the Microsoft Excel file are shaded red or contain red text.

If Quattro Pro does not understand any of the Microsoft Excel commands, the commands and any associated comments appear as comments in the converted file.

Spreadsheet objects transferred between Microsoft® Excel and Quattro Pro®

With some exceptions, OLE objects and other objects such as graphs can be transferred between Microsoft Excel and Quattro Pro.

OLE 2.0 links and objects

Quattro Pro loads OLE 2.0 links embedded in a Microsoft Excel file. However, Quattro Pro does not export OLE 2.0 links when saving to a Microsoft Excel format.

Quattro Pro imports OLE 2.0 objects embedded in Microsoft Excel spreadsheets. However, Quattro Pro does not export OLE 2.0 objects when saving to a Microsoft Excel format.

Inserted graphs

Quattro Pro maps an inserted Microsoft Excel graph to the nearest Quattro Pro style. Quattro Pro also exports its inserted graphs, mapping them to the nearest match in Microsoft Excel.

Draw layer objects

Draw layer objects are imported into the draw layer in Quattro Pro. Draw layer objects include arrows, text boxes, buttons, line segments, rectangles, filled rectangles, rounded rectangles, and ellipses. Polygons and freehand drawings are not imported.

In situations where there is no comparable spreadsheet, AutoShape, shape, or drawing tool within Microsoft Excel or Quattro Pro, the shape is replaced with the best possible fit or is deleted. Text callout shapes will lose the text within them on import.

Draw layer objects in Quattro Pro are not exported to Microsoft Excel files.

Maps

Importing and exporting maps between Quattro Pro and Microsoft Excel is not supported. Map source data is retained, but the map chart is deleted.

Moving Between Microsoft® PowerPoint® and Presentations™

Opening Microsoft PowerPoint documents

You can open the following Microsoft PowerPoint file formats in Presentations:

- Microsoft® PowerPoint® 2.0
- Microsoft PowerPoint 3.0
- Microsoft PowerPoint 4.0
- Microsoft PowerPoint 7.0 (Microsoft® Office 95)
- Microsoft PowerPoint 97

To open a Microsoft PowerPoint document:

1. Click File ▶ Open.
2. Choose the drive and folder where the file is stored.
3. Select Microsoft PowerPoint from the File Type drop down menu.
4. Click a filename.
5. Click Open.

The goal of converting files is to create a document in Presentations that looks and functions as it did in Microsoft PowerPoint. Unfortunately, it is not always possible to create an identical document.

NOTES: There are some Microsoft PowerPoint features that are not supported during the conversion to Presentations:

Multimedia and animation

- Sound is not supported
- Object animation is not supported
- Movies and animated GIFs are not supported

Text

- Text shadows are converted to normal text
- Emboss effects on text are converted to normal text

Lines

- Line endcaps, such as arrowheads, are not supported

Data charts

- Bubble charts are not supported

OLE Objects

- OLE objects are not supported

Organization charts

- Organization charts are imported as graphic objects

Slides

- Go to keys are not supported
- Skipped slides are not supported

Saving Presentations documents as Microsoft PowerPoint documents

Ensure that your Presentations files will transfer to different versions of Microsoft PowerPoint.

You can save your Presentations files to the following file formats:

- Microsoft PowerPoint 95 presentation (PR 9, 10 and 11GM)
- Microsoft PowerPoint 97 presentation (PR 9, 10 and 11)
- Microsoft PowerPoint 97/2000/XP presentation (PR 11 SP1)

To save a Presentations document as a Microsoft PowerPoint document:

1. Click File ► Save as.
2. Choose the drive and the folder where you want to save the file.
3. Select the Microsoft PowerPoint version from the File Type drop down menu.
4. Type the filename in the Filename list box.
5. Choose a version of Microsoft PowerPoint from the File Type list box.
6. Click Save.

The goal of converting files is to create a document in Microsoft PowerPoint that looks and functions as it did in Presentations. Unfortunately, it is not always possible to create an identical document.

NOTE: There are some Presentations features that are not supported during the conversion to Microsoft PowerPoint:

Text

- Text placed on a path will appear incorrectly in Microsoft PowerPoint
- The position and size of chart items, such as titles and legends, may display incorrectly
- Headers and footers are not supported; they will appear as normal text

Lines

- Line endcaps, such as arrowheads, are not supported

Data charts

- The color of chart items, such as bars and slices, may appear incorrectly as Microsoft PowerPoint only allows 56 colors in its chart color table
- Mixed chart types, where each series has a different chart type, will appear as a single chart type
- Chart bar types, such as cone and markers, are not supported
- If you create XY 100% charts, they may not appear correctly

Slides

- Go to keys are not supported
- Action settings, such as Advance slide on mouse click, are not supported
- Slide transitions are not supported
- Custom Audiences are not supported
- Skipped slides are not supported

Objects

- Animation effects added to graphic objects are not supported
- Hyperlinks are not supported
- OLE objects are not supported
- Microsoft PowerPoint color indexed template objects are not supported

Organization charts

- Organization charts are exported as graphics

Multimedia and animation

- Sound is not supported
- Object animation is not supported
- Movies and animated GIFs are not supported

Comparing Presentations and Microsoft PowerPoint menu features

The following table lists the Edit menu features in Microsoft PowerPoint and the equivalent Presentations Edit menu features.

Microsoft® PowerPoint® 97 feature	Presentations™ feature
Edit Undo	Edit Undo
Edit Repeat	Edit Redo
Edit Cut	Edit Cut
Edit Copy	Edit Copy
Edit Paste	Edit Paste
Edit Paste special	Edit Paste special
Edit Clear	Edit Clear
Edit Select all	Edit Select All
Edit Delete slide	Edit Delete slide(s)
Edit Find	Edit Find and replace
Edit Replace	Edit Find and replace
Edit Links	Edit Links

Microsoft PowerPoint and Presentations

File menu features

The following table lists the File menu features found in Microsoft PowerPoint and the equivalent Presentations File menu features.

Microsoft PowerPoint 97 feature	Presentations feature
File New	File New
File Open	File Open
File Close	File Close
File Save	File Save
File Save as	File Save as
File Save as HTML	File Internet Publisher
File Pack and go	File Show On The Go
File Page setup	File Page setup
File Page setup Slides sized for	File Page setup
File Page setup Slides sized for Letter	File Page setup Letter
File Page setup Slides sized for A4	File Page setup A4
File Page setup Slides sized for Custom	File Page setup Add new form
File Page setup Width	File Page setup Margins Left Right
File Page setup Height	File Page setup Margins Top Bottom
File Page setup Orientation	File Page setup Margins
File Page setup Orientation	File Page setup Portrait
File Page setup Orientation	File Page setup Landscape
File Print	File Print
File Send to	File Send to
File Properties	File Properties
File Exit	File Exit

Microsoft PowerPoint and Presentations Format menu features

The following table lists the Format menu features in Microsoft PowerPoint and the equivalent Presentations Format menu features.

Microsoft PowerPoint 97 feature	Presentations feature
Format Font	Format Font
Format Font List of installed fonts	Format Font Face
Format Font Effects	Format Font Appearance
Format Font Effects Underline	Format Font Appearance Underline
Format Font Effects Shadow	Format Font Shadow tab
Format Font Font style Bold	Format Font Appearance Bold
Format Font Font style Italic	Format Font Appearance Italic
Format Font Font style Bold italic	Format Font Appearance Bold/italic
Format Font Size	Format Font Size
Format Font Size Available font sizes	Format Font Size
Format Font Color More colors	Format Font Color More
Format Bullet	Format Bulleted list properties Bullets Bullet shape
Format Bullet Color	Format Bulleted list properties Bullets Color
Format Bullet Color More colors	Format Bulleted list properties Bullets Color More
Format Bullet Size	Format Bulleted list properties Bullets Relative size
Format Alignment	Format Justification
Format Alignment Right	Format Justification Right
Format Alignment Left	Format Justification Left
Format Alignment Center	Format Justification Center
Format Alignment Justify	Format Justification Auto
Format Line spacing	Format Line Spacing
Format Line spacing Line spacing	Format Line Spacing

Microsoft PowerPoint 97 feature	Presentations feature
Format Slide layout	Format Layout Gallery
Format Slide layout Title slide	Format Layout Gallery Title
Format Slide layout Bulleted list	Format Layout Gallery Bulleted list
Format Slide layout Chart and text	Format Layout Gallery Combination
Format Slide layout Organization chart	Format Layout Gallery Organization chart
Format Slide layout Chart	Format Layout Gallery Data chart
Format Slide layout Blank	Format Layout Gallery None
Format Background	Format Background Gallery
Format Apply design	Format Master Gallery
Format Apply design Available PowerPoint designs	Format Master Gallery
Format Color and lines	Format Object properties
Format Color and lines Fill Color	Format Object properties Fill
Format Color and lines Line Color	Format Object properties Line Color
Format Color and lines Line Dashed	Format Object properties Line Style
Format Color and lines Line Style	Format Object properties Line Width
Format Color and lines Line Weight	Format Object properties Line Width
Format Color and lines Arrows Begin	Format Object properties Line Starting cap
Format Color and lines Arrows End	Format Object properties Line Ending cap
Format AutoShape	Edit Arrange
Format AutoShape Size Size and rotate Rotation	Edit Arrange Rotate
Format Picture Image control Color	Tools Image tools
Format Picture Image control Color Grayscale	Tools Image tools Gray scale
Format Picture Image control Color Black and white	Tools Image tools Black and white
Format Picture Image control Color Watermark	Tools Image tools Watermark
Format Picture Image control Color Brightness	Tools Image tools Brightness
Format Picture Image control Color Contrast	Tools Image tools Contrast

Microsoft PowerPoint and Presentations

Insert menu features

The following table lists the Insert menu features in Microsoft PowerPoint and the equivalent Presentations Insert menu features.

Microsoft PowerPoint 97 feature	Presentations feature
Insert New slide	Insert New slide
Insert New slide Title slide	Insert New slide Title
Insert New slide Bulleted list	Insert New slide Bulleted list
Insert New slide Text and chart	Insert New slide Combination
Insert New slide Chart and text	Insert New slide Combination
Insert New slide Organization chart	Insert New slide Organization chart
Insert New slide Chart	Insert New slide Data chart
Insert New slide Blank	Insert New slide None
Insert Date and time	Insert Date/time
Insert Date and time Week day	Insert Date/time
Insert Date and time Day Month Year	Insert Date/time
Insert Date and time Month Day Year	Insert Date/time
Insert Date and time Time: seconds	Insert Date/time
Insert Date and time Update automatically (insert as field)	Insert Date/time Keep the inserted date current
Insert Tab	Format Paragraph Indent
Insert Symbol	Insert Symbol
Insert Comment	Insert Comment
Insert Slide from outline	Insert File
Insert Picture	Insert Graphics
Insert Picture Clipart	Insert Graphics Clipart
Insert Picture Clipart Clipart	Insert Graphics Clipart Clipart
Insert Picture Clipart Pictures	Insert Graphics Clipart Photos

Microsoft PowerPoint 97 feature	Presentations featureInsert Graphics Clipart Insert
Insert Picture Clipart Sounds	Insert Graphics Clipart Sounds
Insert Picture Clipart Videos	Insert Graphics Clipart Movies
Insert Picture From file	Insert Graphics From file
Insert Picture Auto shapes	Insert Shape
Insert Picture Organization chart	Insert Organization chart
Insert Picture WordArt	Insert Graphics TextArt
Insert Picture From scanner	Insert Graphics Acquire image
Insert Text box	Insert Text box
Insert Movies and sounds	Insert Movies
Insert Sounds	
Insert Movies and sounds Movie from gallery	Insert Graphics Clipart Movie
Insert Movies and sounds Movie from file	Insert Movie
Insert Movies and sounds Sound from gallery	Insert Graphics Clipart Sounds
Insert Movies and sounds Sound from file	Insert Sound
Insert Movies and sounds Play CD audio track	Insert Sound CD
Insert Movies and sounds Record sound	Insert Sound Record
Insert Chart	Insert Data chart
Insert Object	Insert Object
Insert Object Object type	Insert Object Object type
Insert Object Object type all registered programs	Insert Object Object type
Insert Hyperlink	Format Object properties Speedlink
Insert Hyperlink Link to file or URL	Format Object properties Action Browse Internet

Microsoft PowerPoint and Presentations

Slide show menu features

The following table lists the Slide show menu features in Microsoft PowerPoint and the equivalent Presentations Slide show menu features.

Microsoft PowerPoint 97 feature	Presentations feature
Slide show View show	View Play slide show
Slide show Set up show Show type Loop continuously until ESC	View Play slide show Repeat slide show until you press ESC
Slide show Set up show Slides Custom show	View Play slide show Audience
Slide show Set up show Advance slides Manually	Format Slide properties Display sequence Manually
Slide show Set up show Advance slides Using timings If present	Format Slide properties Display sequence after a delay of _ seconds
Slide show Action buttons	Insert shape Action shapes
Slide show Action buttons Custom	Insert Shape Action shapes Custom
Slide show Action buttons Home	Insert Shape Action shapes Home
Slide show Action buttons Help	Insert Shape Action shapes Help
Slide show Action buttons Information	Insert Shape Action shapes Information
Slide show Action buttons Back of previous	Insert Shape Action shapes Back
Slide show Action buttons Forward of next	Insert Shape Action shapes Forward
Slide show Action buttons Beginning	Insert Shape Action shapes Beginning
Slide show Action buttons End	Insert Shape Action shapes End
Slide show Action buttons Return	Insert Shape Action shapes Return
Slide show Action buttons Document	Insert Shape Action shapes Document
Slide show Action buttons Sound	Insert Shape Action shapes Sound
Slide show Action buttons Movie	Insert Shape Action shapes Movie
Slide show Action settings...	Format Object properties SpeedLink
Slide show Action settings Mouse click Action on click None	Format Object properties SpeedLink Link assignment Unassigned

Microsoft PowerPoint 97 feature	Presentations feature
Slide show Action settings Mouse click Action on click Hyperlink to	Format Object properties SpeedLink Link assignment Go to
Slide show Action settings Mouse click Action on click Run program	Format Object properties SpeedLink Link assignment Action Launch program
Slide show Action settings Mouse click Action on click Play sound	Format Object properties SpeedLink Link assignment Action Play sound
Slide show Preset animation	Format Object properties Object animation
Slide show Preset animation Off	Format Object properties Object animation Effects None
Slide show Preset animation Drive-in	Format Object properties Object animation Animate object across screen Fly in Right to left
Slide show Preset animation Flying	Format Object properties Object animation Animate object across screen Fly in Left to right
Slide show Preset animation Camera	Format Object properties Object animation Animate object in place Effects Photo lens out
Slide show Preset animation Drop in	Format Object properties Object animation Animate object across screen Fly in Top to bottom
Slide show Preset animation Fly from top	Format Object properties Object animation Animate object across screen Fly in Top to bottom
Slide show Preset animation Wipe right	Format Object properties Object animation Animate object in place Sweep Left to right
Slide show Preset animation Dissolve	Format Object properties Object animation Animate object in place Dissolve
Slide show Preset animation Split vertical out	Format Object properties Object animation Animate object in place Sweep open
Slide show Preset animation Appear	Format Object properties Object animation Animate object in place Immediate
Slide show Slide transition	Format Slide properties Transition

Microsoft PowerPoint 97 feature	Presentations feature
Slide show Slide transition Effect Blinds horizontal	Format Slide Properties Transition Effects Blinds Direction Horizontal
Slide show Slide transition Effect Blinds vertical	Format Slide properties Transition Effects Blinds Direction Vertical
Slide show Slide transition Effect Box in	Format Slide properties Transition Effects Stretch to center
Slide show Slide transition Effect Box out	Format Slide properties Transition Effects Stretch from center
Slide show Slide transition Effect Cover down	Format Slide properties Transition Effects Push away Direction Top to bottom
Slide show Slide transition Effect Cover left	Format Slide properties Transition Effects Push away Direction Right to left
Slide show Slide transition Effect Cover right	Format Slide properties Transition Effects Push away Direction Left to right
Slide show Slide transition Effect Cover up	Format Slide properties Transition Effects Push away Direction Bottom to top
Slide show Slide transition Effect Cover left-down	Format Slide properties Transition Effects Push away Direction Left and down
Slide show Slide transition Effect Cover left-up	Format Slide properties Transition Effects Push away Direction Left and up
Slide show Slide transition Effect Cover right-down	Format Slide properties Transition Effects Push away Direction Right and down
Slide show Slide transition Effect Cover right-up	Format Slide properties Transition Effects Push away Direction Right and up
Slide show Slide transition Effect Cut	Format Slide properties Transition Effects Immediate
Slide show Slide transition Effect Dissolve	Format Slide properties Transition Effects Dissolve
Slide show Slide transition Effect Fade through black	Format Slide properties Transition Effects Fade
Slide show Slide transition Effect Split horizontal in	Format Slide properties Transition Effects Slide in close Direction Horizontal

Microsoft PowerPoint 97 feature	Presentations feature
Slide show Slide transition Effect Split horizontal out	Format Slide properties Transition Effects Slide out open Direction Horizontal
Slide show Slide transition Effect Split vertical in Slide in close Direction Vertical	Format Slide properties Transition Effects
Slide show Slide transition Effect Split vertical out	Format Slide properties Transition Effects Slide out open Direction Vertical
Slide show Slide transition Effect Wipe down	Format Slide properties Transition Effects Slide in Direction Top to bottom
Slide show Slide transition Effect Wipe left	Format Slide properties Transition Effects Slide in Direction Right to left
Slide show Slide transition Effect Wipe right	Format Slide properties Transition Effects Slide in Direction Left to right
Slide show Slide transition Effect Wipe up	Format Slide properties Transition Effects Slide in Direction Bottom to top
Slide show Slide transition Sound Other sound...	Format Slide properties Sound
Slide show Hide slide	Format Slide properties Do not include this slide (skip)
Slide show Custom shows	Tools Custom audiences

Microsoft PowerPoint and Presentations

Tool menu features

The following table lists the Tool menu features in Microsoft PowerPoint and the equivalent Presentations Tool menu features.

Microsoft PowerPoint 97 feature	Presentations feature
Tools Spelling	Tools Spell Checker
Tools Spelling Change to	Tools Spell Checker Replace with
Tools Style checker	Tools Grammatik
Tools Style checker Check for Spelling	Tools Grammatik, Options Checking styles Spelling Plus
Tools Style checker Check for Visual clarity	Tools Grammatik Options Analysis and readability
Tools Style checker Check for Visual clarity Legibility	Tools Grammatik Options Analysis Readability
Tools Language	Tools Grammatik Options Language
Tools Language Mark selected text as	Tools Grammatik Options Language Language
Tools AutoCorrect	Tools QuickCorrect
Tools AutoCorrect Correct two initial capitals	Tools QuickCorrect Options Correct two irregular capitals
Tools AutoCorrect Capitalize first letter of sentence	Tools QuickCorrect Format As-You-Go Capitalize next letter after end-of-sentence punctuation
Tools AutoCorrect Replace text as you type	Tools QuickCorrect
Tools AutoCorrect Replace text as you type Replace	Tools QuickCorrect Replace
Tools AutoCorrect Replace text as you type With	Tools QuickCorrect With
Tools AutoClipArt	Insert Graphics Clipart
Tools Macro	Tools Macro
Tools Macro Macros	Tools Macro Play
Tools Macro Record new macro	Tools Macro Record
Tools Customize	Tools Settings Customize
Tools Customize Toolbars	Tools Settings Customize Toolbars

Microsoft PowerPoint 97 feature	Presentations feature
Tools Customize Commands	Tools Settings Customize Menus
Tools Customize Commands File	Tools Settings Customize Menus Edit
Tools Customize Commands Edit	Tools Settings Customize Menus Edit
Tools Customize Commands View	Tools Settings Customize Menus Edit
Tools Customize Commands Insert	Tools Settings Customize Menus Edit
Tools Customize Commands Format	Tools Settings Customize Menus Edit
Tools Customize Commands Tools	Tools Settings Customize Menus Edit
Tools Customize Commands Windows Help	Tools Settings Customize Menus Edit
Tools Customize Options	Tools Settings Display
Tools Customize Options Show screen tips	Tools Settings Display Quicktips
Tools Options	Tools Settings Display
Tools Options View	Tools Settings Environment
Tools Options View Show Startup dialog	Tools Settings Environment Startup options Display document selection (New...) dialog box
Tools Options View Show New slide dialog	Tools Settings Environment Startup options Display document
Tools Options General User Information Name	File Properties Author
Tools Options Edit Text Replace straight quotes	Tools Quick Correct Select quotation marks
Tools Options Print	File Print
Tools Options Print Printing Options Print TrueType fonts as graphics	File Print Advanced Print text as graphics
Tools Options Print Options for current document only Use the following default printer settings Print what Slides	File Print Print range Slides
Tools Options Print Options for current document only Use the following default printer settings Print what Handouts	File Print Print range Handouts
Tools Options Print Options for current document only	File Print Print range Speaker notes
Use the following default printer settings Print what Notes page	File Print Print range Audience notes

Microsoft PowerPoint 97 feature	Presentations feature
Tools Options Print Options for current document only Use the following default printer settings Print what Black and white	File Print Advanced Adjust image to print black and white
Tools Options Print Options for current document only Use the following default printer settings Print what Scale to fit paper	File Print Layout Fit to output page
Tools Options Save	File Settings Files
Tools Options Save Save options Fill text search information	File Save Advanced Content search criteria Match all word forms
Tools Options Save Save Options Save AutoRecover info every _ minutes	Tools Settings Files Backup Timed document backup every _ minutes
Tools Options Save Save options Save PowerPoint files as Microsoft PowerPoint 97 Presentation	File Save as File type PowerPoint
Tools Options Save Save options Save PowerPoint files as Microsoft PowerPoint 95 and 97 Presentation	File Save as File type PowerPoint
Tools Options Save Save options Save PowerPoint files as Microsoft PowerPoint 95 Presentation	File Save as File type PowerPoint
Tools Options Advanced File locations Default file location	Tools Settings Files Slide show/drawings document folder

Microsoft PowerPoint and Presentations

View menu features

The following table lists the View menu features in Microsoft PowerPoint and the equivalent Presentations View menu features.

Microsoft PowerPoint 97 feature	Presentations feature
View Slide	View Slide Editor
View Outline	View Slide Outliner
View Slide Sorter	View Slide Sorter
View Slide show	View Play slide show
View Master Notes master	Format Slide properties Speaker notes
View Speaker notes	Format Slide properties Speaker notes
View Toolbars	View Toolbars
View Toolbars Standard	View Toolbars Toolbar
View Toolbars Customize	Tools Settings Customize
View Ruler	View Ruler
View Guides	View Grid/guides/snap Display guides
View Header and footer Slide Include on slide Date and time	Tools Macro Play headfoot.wcm (PR 7, 8 & 9) View Layout Layer Insert Footer (PR 10 & 11)
View Zoom	View Zoom
View Zoom Zoom to Fit	View Zoom Full page
View Zoom Zoom to 400%	View Zoom Other
View Zoom Zoom to 200%	View Zoom 200%
View Zoom Zoom to 100%	View Zoom 100%
View Zoom Zoom to 66%	View Zoom Other
View Zoom Zoom to 50%	View Zoom 50%
View Zoom Zoom to 33%	View Zoom Other
View Zoom Zoom to Percent	View Zoom Other

Using Microsoft PowerPoint shortcut keys in Presentations

Keyboard shortcuts for controlling slide shows

The following table lists the Microsoft PowerPoint keyboard shortcuts for slide show controls and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint 97 keyboard shortcut	What it does	Presentations keyboard shortcut
Enter or Spacebar	Advances to the next slide	Enter or Spacebar
P or Backspace	Returns to the previous slide	Page up
<number> + Enter	Goes to slide <number>	Ctrl + G
Esc	Ends a slide show	Esc
E	Erases on-screen annotations	Ctrl + E

Keyboard shortcuts for deleting and copying text

The following table lists the Presentations keyboard shortcuts for deleting and copying text and the equivalent Microsoft PowerPoint keyboard shortcuts.

Microsoft PowerPoint 97 keyboard shortcut	What it does	Presentations keyboard shortcut
Backspace	Deletes one character to the left	Backspace
Ctrl + Backspace	Deletes one word to the left	Ctrl + Backspace
Delete	Deletes one character to the right	Delete
Ctrl + Delete	Deletes one word to the right	Ctrl + Delete
Ctrl + X	Moves the object to the Clipboard	Ctrl + X
Ctrl + C	Copies the selected object	Ctrl + C
Ctrl + V	Inserts object from the Clipboard	Ctrl + V
Ctrl + Z	Undoes the last action	Ctrl + Z

Keyboard shortcuts for moving around in text

The following table lists the Microsoft PowerPoint keyboard shortcuts for moving around in text and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint 97 keyboard shortcut	What it does	Presentations keyboard shortcut
Left arrow key	Moves one character to the left	Left arrow key
Right arrow key	Moves one character to the right	Right arrow key
Up arrow key	Moves one line up	Up arrow key
Down arrow key	Moves one line down	Down arrow key
Ctrl + Left arrow key	Moves one word to the left	Ctrl + Left arrow key
Ctrl + Right arrow key	Moves one word to the right	Ctrl + Right arrow key
End	Moves to the end of a line	End
Home	Moves to the beginning of a line	Home
Ctrl + End	Moves to the end of a text box	Ctrl + End
Ctrl + Home	Moves to the beginning of a text box	Ctrl + Home

Keyboard shortcuts for selecting text and objects

The following table lists the Microsoft PowerPoint keyboard shortcuts for selecting text and objects and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint 97 keyboard shortcut	What it does	Presentations keyboard shortcut
Shift + Right arrow key	Selects one character to the right	Shift + Right arrow key
Shift + Left arrow key	Selects one character to the left	Shift + Left arrow key
Ctrl + Shift + Right arrow key	Selects to the end of a word	Ctrl + Shift + Right arrow key
Ctrl + Shift + Left arrow key	Selects to the beginning of a word	Ctrl + Shift + Left arrow key
Ctrl + A	Selects all objects	Ctrl + A

Keyboard shortcuts for working in dialog boxes

The following table lists the Microsoft PowerPoint keyboard shortcuts for working in dialog boxes and the equivalent Presentations keyboard shortcuts.

Microsoft PowerPoint 97 keyboard shortcut	What it does	Presentations keyboard shortcut
Ctrl + Tab	Moves to the next tab in a dialog box	Ctrl + Tab
Ctrl + Shift + Tab	Switches to the previous tab in a dialog box	Ctrl + Shift + Tab
Tab	Moves to the next option in a dialog box	Tab
Shift + Tab	Moves to the previous option or option group	Shift + Tab
Alt + Down arrow key	Opens a selected list box	Alt + Down arrow key
Esc	Closes a selected list box	Esc

Customizing Presentations

One of the key strengths of Presentations is its ease of customization. You can customize virtually any element of Presentations to reflect your preferred working environment.

To customize Presentations 11:

1. Click Tools ► Settings.

Customizing toolbars

For quick access to the commands, tools and features you use most often, create your own toolbars. Edit toolbars by adding and removing buttons and separators, and by adding keystrokes. For example, if you type a particular word often, assign the word to a toolbar button, then click the button every time you need to insert that word. As well, you can add buttons that let you start programs, open files and run macros. Change the location of custom toolbars in the application window, as well as the appearance of toolbar buttons; copy toolbars; and rename custom toolbars. When you no longer need a custom toolbar, delete it.

Customizing the Property Bar

For quick access to the commands, tools and features you use most often in the Property Bar, edit its configurations by adding and removing buttons and separators, and by adding keystrokes. You can also add programs, files and macros to the Property Bar. For example, if you use a particular program often, assign it to a Property Bar button, then click the button whenever you need to start the program. To return the Property Bar to its original configuration, reset it. In addition, you can change the location of the Property Bar as well as the appearance of its buttons.

Customizing tool palettes

For quick access to the commands, tools and features you use most often, customize your tool palettes. Edit tool palettes by adding and removing buttons and separators, and by adding keystrokes. For example, if you use a particular function often, assign it to a tool palette button, then click the button every time you need to use the function. You can also add buttons that let you start programs, open files and run macros. After you edit a tool palette, reset the default settings. Plus, change the location of a tool palette in the application window and change the appearance of tool palettes.

Customizing keyboard shortcuts

Shortcuts provide a faster way to perform tasks. Before you assign new shortcuts, you must create the keyboards under which you'll organize them. Keyboards are sets of shortcut preferences you can create to meet the needs of various projects and users. After you create a keyboard, copy and rename it. When you no longer need a custom keyboard, simply delete it.

Assign shortcuts to features, keystrokes, programs, macros, symbols and special characters. For example, assign a shortcut to a symbol then press the shortcut whenever you need to use the symbol. You can also choose to display a shortcut on a menu. Plus, remove an assignment you made to a shortcut, export a keyboard shortcut to a file and print a keyboard shortcut report.

Customizing the Menu Bar

Create multiple configurations of the Menu Bar to get quick access to the commands, tools and features you use most often. Edit Menu Bar configurations by adding and removing menu items and separators, and by adding pull-down menus and keystrokes. Add programs, files and macros to the Menu Bar by creating buttons that represent them. Plus, copy and rename Menu Bar configurations. When you no longer need a Menu Bar configuration, delete it.

Setting up display features

Display a variety of menu features in your work environment. For example, show hints with menu items and set the units of measure used in Presentations, i.e., change the ruler's unit of measure.

Customizing environment settings

Change the startup setting in Presentations. For example, choose what type of project opens when you start Presentations. When creating a new slide show, choose to have the Master Gallery display automatically. You can also specify the environment options by using enhanced file dialog boxes; changing the text-dragging functionality; automatically converting graphics that are in Windows Metafile format (WMF) into the WordPerfect Graphic file format (WPG) when importing them into your slide show; changing default drawing settings; and indicating search failure. If you have a language module installed, you can also specify which environment language you want to use. Choose the language of the text that appears in the Presentations application window—including dialog box text, prompts and the Menu Bar—and choose the writing tools language.

Customizing the location of slide show, drawing and multimedia files

Specify the default folders for the following types of files: slide shows, masters, backgrounds, macros and toolbars. Plus, set the default folders for the following types of multimedia files: sound clips, textures, pictures and movies. You can also create a folder in which backup files for slide shows, drawings and multimedia files are stored. Choose to save the backup file at timed intervals and create a backup of a file each time you save it.

Publishing to PDF in Presentations

Publishing a slide show as an electronic document in Portable Document Format (PDF) preserves the typography, images, graphics, color and formatting of the original publication. PDF also allows you flexibility to specify text formatting, color model and compression options. PDF files are platform-independent and can be edited by Windows and Macintosh® users with Adobe® Acrobat® Writer, and they can be viewed, shared and printed using Adobe® Acrobat® Reader®.

1. Click File > Publish to PDF.
2. Click the General tab.
3. Type a file path and filename in the Filename box.
4. In the Export range area, enable one of the following options:
 - Full document
 - Current view
 - Selection
 - Slides (type a number in the box beside it)
 - Speakers notes (type a number in the box beside it)
 - Audience notes (type a number in the box beside it)
 - Handouts and (type a number in the box beside it)
5. Choose a compatible PDF application from the Compatibility list box.
6. Type the author's name in the Author box.
7. Type any keywords in the Keywords box.
8. Choose a PDF style from the PDF style list box.

Contact Information

Web site: www.corel.com

General telephone: 1-613-728-8200 ext. 1801

Reader contact information: 1-800-77-COREL

Fax: 1-613-728-9790

Media inquiries: media@corel.com

www.corel.com/media

For more information, please visit

www.wordperfect.com

Corel Corporation
1600 Carling Ave.
Ottawa, ON
Canada K1Z 8R7
Tel.: 1-613-728-8200
Fax: 1-613-728-9790

Corel UK Limited
Sapphire Court
Bell Street
Maidenhead
Berkshire SL6 1BU
United Kingdom
Tel.: +44(0) 1628 589800
Fax: +44(0) 1628 589801

Corel Inc.
8144 Walnut Hill Ln.
Suite 1050
Dallas, TX
U.S.A. 75231
Tel.: 1-469-232-1000
Fax: 1-469-232-1194

