

NeoOffice Presentation Cheat Sheet

Start a Presentation

NeoOffice/J

Presentation

Empty Presentation

Create

Type in the name of the slide.

Click the Blank slide

OK

Turn on Toolbars

View

Tool Bars

Slide over and check all Tool Bars.

Left Menu Bar

Click an Icon on the left Menu Bar, and hold down the mouse to see more options

Slide Backgrounds

Format

Page

Click the Background Tab

Pick Color, Gradient, Hatching, or Bitmap

OK

Yes, for all pages
No, for just one page

Fonts

Use the Tool Bar at the top OR

Format

Character

Font, Font Effect

OK

Super / Sub Script

Format

Character

Position

Pick Super/Sub/Normal

OK

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