

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.

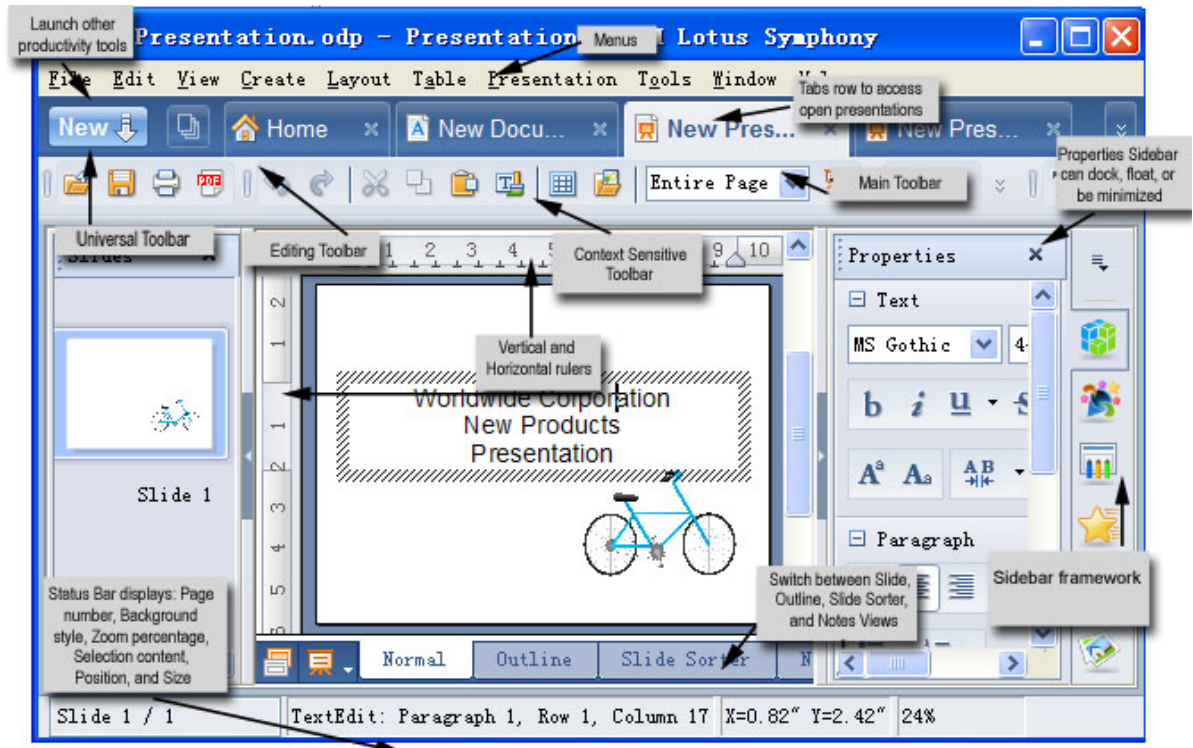


Table 1. Creating presentations

| 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 File→New→From Design Templates . | Click File→New→From Template→Presentation . |
| To show or hide the task pane, click View→Task Pane . | Click View→Properties Panel . |

Table 1. Creating presentations (continued)

| Microsoft PowerPoint | Lotus Symphony Presentations |
|---|---|
| To insert a new slide, click . | Click . |
| To duplicate a slide, click Edit→Duplicate . | Click . |
| To delete a slide, click Edit→Delete Slide . | Click Edit→Delete Slide . |
| To change views, click , , or . | Click the normal, outline, slide Sorter or Notes button at the bottom to change view. |

Table 2. Formatting text
























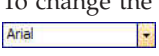

| Microsoft PowerPoint | Lotus Symphony Presentations |
|---|--|
| To insert a text box, click  . | Click  . |
| To create a bulleted list, click  . | Click  . |
| To create a numbered list, click  . | Click  . |
| To change the font appearance, click  ,  ,  , or  . | Click  ,  ,  , or  . |
| To change 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 Text Properties sidebar. |
| To change the font, click  . | Click  in the Text Properties sidebar. |

Table 3. Formatting slides

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

Table 4. Formatting Graphics



| Microsoft PowerPoint | Lotus Symphony Presentations |
|--|---|
| To insert WordArt, click  . | Click  . |
| To format WordArt, right-click the object and then click Format → WordArt . | Click Layout → Properties → Position and Size , Area or Line . |

Table 4. Formatting Graphics (continued)







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

Table 5. Formatting charts

| Microsoft PowerPoint | Lotus Symphony Presentations |
|--|--|
| To insert a chart, click Insert → Chart . | Click Create → Chart . |
| To change the chart data, click View → Datasheet . | Click Edit → Chart Data . |
| To change the chart type, click Chart → Chart Type . | Click Layout → Chart Type . |
| To format a chart object (legend, axis, series, etc.), click Format → Selected [object name] . | Click Layout → Axis, Grid or Legend . |

Table 6. Formatting tables


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


Table 7. Creating and viewing a slide show

| Microsoft PowerPoint | Lotus Symphony Presentations |
|--|---|
| To begin a slide show, click Slide Show → View Show . | Click Presentation → Play Screen Show . |
| To add transitions between slides, click Slide Show → Slide Transition . | Click Presentation → Slide Transition . |

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

| Microsoft PowerPoint | Lotus Symphony Presentations |
|---|---|
| To add animation effects to slide elements, click Slide Show → Custom Animation . | Click Presentation → Animation Effects . |
| To customize a slide show, click Slide Show → Set Up Show . | Click Presentation → Screen Show Settings . |
| 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 F5 or F9. |
| Display the Style List | Press F11. |
| Close a document | Click  on the document tab. |