

# 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

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Open a presentation	Press Ctrl+O.	Press Ctrl+O.
Create a new presentation	Press Ctrl+Alt+B.	Press Ctrl+Alt+B.
Create a new presentation from a template	Press Alt+F for <b>File</b> , press N for <b>New</b> , select a <b>New from template</b> option, and browse for the template.	Press Ctrl+Shift+N and browse for the template.
Open or close the task pane	Press Alt+V for <b>View</b> and press K to select or deselect <b>Task Pane</b> .	Press Alt+V for <b>View</b> , press B for <b>Properties Panel</b> . <ul style="list-style-type: none"> <li>To open or close specific panels: Press Alt+V and then press P for <b>Properties</b>;</li> <li>Press Alt+L and then press Y or press F11 directly for <b>Style list</b>;</li> <li>Press Alt+C and then press T for <b>Clip Art</b>;</li> <li>Press Alt+V and then press I or press F5 directly for <b>Navigator</b>.</li> </ul>
Insert a new slide	Press Ctrl+M.	Press Ctrl+M.
Duplicate a slide	Press Ctrl+D.	Press Alt+C for <b>Create</b> , press Down Arrow to go to <b>Duplicate Page</b> , and press Enter.

Table 1. Creating presentations (continued)

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Delete a slide	Press Alt+E for <b>Edit</b> and press D for <b>Delete Slide</b> .	Press Alt+E for <b>Edit</b> and press L for <b>Delete Page</b> .
Switch views	Press Alt+V for <b>View</b> and press N, D, or P for <b>Normal</b> , <b>Slide Sorter</b> , or <b>Notes Page</b> , respectively.	Press Alt+V for <b>View</b> , and press N, O, S, or V for <b>Normal View</b> , <b>Outline View</b> , <b>Slide Sorter View</b> , or <b>Notes View</b> respectively.

Table 2. Formatting text

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Change text formatting	Press Ctrl+B, Ctrl+I, Ctrl+U, Ctrl+=, or Ctrl+Shift+= for bold, italics, underline, superscript, or subscript respectively.	Press Ctrl+B, Ctrl+I, Ctrl+U, Ctrl+Shift+D, Ctrl+Shift+P or Ctrl+Shift+B for bold, italics, underline, double underline, superscript, or subscript respectively.
Align text	Press Ctrl+L, Ctrl+E, Ctrl+R, or Ctrl+J for aligning left, center, right or justified.	Press Ctrl+L, Ctrl+E, Ctrl+R, or Ctrl+J for aligning left, center, right or justified.

Table 2. Formatting text (continued)

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Change bi-directional text layout to right-to-left, right aligned	Press Ctrl+Shift+Right Arrow	Press Ctrl+Shift+Right Arrow <b>Note:</b> You must first enable Complex Text Layout (CTL) in Lotus Symphony Preferences. Choose <b>File</b> → <b>Preferences</b> → <b>IBM Lotus Symphony</b> → <b>Language Settings</b> → <b>Languages</b> , and selecting the <b>Complex text layout (CTL) support</b> check box.
Change bi-directional text layout to left-to-right, left-aligned	Press Ctrl+Shift+Left Arrow	Press Ctrl+Shift+Left Arrow <b>Note:</b> You must first enable Complex Text Layout (CTL) in Lotus Symphony Preferences. Choose <b>File</b> → <b>Preferences</b> → <b>IBM Lotus Symphony</b> → <b>Language Settings</b> → <b>Languages</b> , and selecting the <b>Complex text layout (CTL) support</b> check box.
Change the text properties (for example, the font name, font size and font color)	Press Alt+O for <b>Format</b> and press F for <b>Font</b> .	Press Shift+F10 to open the context menu and press X for <b>Text Properties</b> .
Create a bulleted or numbered list	Press Alt+O for <b>Format</b> and press B for <b>Bullets and Numbering</b> .	Press Shift+F10 and press N for <b>Numbering and Bullets</b> .

Table 3. Formatting slides

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Change a slide layout	Press Alt+O for <b>Format</b> and press L for <b>Slide Layout</b> .	Press Shift+F10, and press Y for <b>Page Layout</b> .
Format a slide background	Press Alt+O for <b>Format</b> and press K for <b>Background</b> .	Press Shift+F10, press O for <b>Page Properties</b> , and press Ctrl+Tab to switch to <b>Background</b> tab.
Create a header or footer	Press Alt+V for <b>View</b> and press H for <b>Header and Footer</b> .	Press Alt+C for <b>Create</b> , and press H for <b>Header and Footer</b> .

Table 4. Formatting graphics

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Insert text as a graphic	Press Alt+I for <b>Insert</b> , press P for <b>Picture</b> , and press W for <b>Word Art</b> .	Press Alt+C for <b>Create</b> and press W for <b>Fontwork</b> .
Format graphic text	Press Alt+O for <b>Format</b> and press O for <b>WordArt</b> .	Press Alt+L for <b>Layout</b> , and press P for <b>Position and Size</b> , or press L for <b>Line</b> , or press X for <b>Text Object Properties</b> .
Insert a graphic from a gallery	Press Alt+I for <b>Insert</b> , press P for <b>Picture</b> , and press C for <b>Clip Art</b> .	Press Alt+C for <b>Create</b> and press L twice for <b>Clip Art</b> .
Insert a graphic file	Press Alt+I for <b>Insert</b> , press P for <b>Picture</b> , and press F for <b>From File</b> .	Press Alt+C for <b>Create</b> and press G for <b>Graphic from File</b> .
Format a graphic	Press Alt+O for <b>Format</b> and press I for <b>Picture</b> .	Press Alt+L for <b>Layout</b> , and press P for <b>Position and Size</b> , or press L for <b>Line Properties</b> , or press X for <b>Text Object Properties</b> .
Hide or show the rulers	Press Alt+V for <b>View</b> and press R for <b>Ruler</b> .	Press Alt+V for <b>View</b> and press R for <b>Rulers</b> .

Table 4. Formatting graphics (continued)

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Hide or show the grid	Press Alt+V for <b>View</b> , press I for <b>Grid and Guides</b> , and select or deselect <b>Display grid on screen</b> .	Press Alt+V for <b>View</b> , press D for <b>Guide Lines</b> , and press V for <b>Visible</b> .

Table 5. Formatting charts

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Create a chart	Press Alt+I for <b>Insert</b> and press H for <b>Chart</b> .	Press Alt+C for <b>Create</b> , and press C for <b>Chart</b> .
Change the chart data	Select the chart, press Alt+V for <b>View</b> , and press D for <b>Datasheet</b> .	Select the chart, press Shift+F10, press D for <b>Chart Data</b> , and press Enter.
Change the chart type	Select the chart, press Alt+C for <b>Chart</b> , and press Y for <b>Chart Type</b> .	Select the chart, press Shift+F10, press Y for <b>Chart Type</b> , and press Enter.
Format a chart object	Select the chart, press Alt+C for <b>Chart</b> , and press I for <b>Chart Options</b> .	Select the chart, press Shift+F10, and press O for <b>Object Properties</b> .

Table 6. Formatting tables

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Create a table	Press Alt+I for <b>Insert</b> and press B for <b>Table</b> .	Press Alt+A for <b>Table</b> and press T for <b>Create Table</b> .
Format a table	Press Alt+O for <b>Format</b> and press T for <b>Table</b> .	Press Shift+F10, press J for <b>Text Object Properties</b> , and press Enter.
Insert or delete a row	Press Shift+F10 and press I for <b>Insert Rows</b> or D for <b>Delete Rows</b> .	Press Alt+A for <b>Table</b> and press I for <b>Insert</b> or D for <b>Delete</b> , and press R for <b>Rows</b> .
Insert or delete a column	Select the column to insert before or to delete, press Shift+F10, and press I for <b>Insert Columns</b> or D for <b>Delete Columns</b> .	Press Alt+A for <b>Table</b> and press I for <b>Insert</b> or D for <b>Delete</b> , and press C for <b>Columns</b> .

Table 6. Formatting tables (continued)

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Merge table cells	Select cells, press Shift+F10, and press M for <b>Merge Cells</b> .	Select cells, press Alt+A for <b>Table</b> and M for <b>Merge Cells</b> .

Table 7. Creating and viewing a slide show

Task	Microsoft PowerPoint	Lotus Symphony Presentations
Start a slide show	Press F5.	Press F5 or F9.
Add transitions between slides	Press Shift+F10 and press T for <b>Slide Transition</b> .	Press Alt+P for <b>Presentation</b> and press T for <b>Slide Transition</b> .
Add animation effects to slide elements	Press Alt+D for <b>Slide Show</b> and press M for <b>Custom Animation</b> .	Press Alt+P for <b>Presentation</b> and press E for <b>Animation Effects</b> .
Customize a slide show	Press Alt+D for <b>Slide Show</b> and press S for <b>Set Up Show</b> .	Press Alt+P for <b>Presentation</b> and press S for <b>Screen Show Settings</b> .
End a slide show	Press Esc.	Press Esc.

Table 8. Shortcuts

Task	Description
Quickly locate an object in a presentation document	Press Ctrl+Shift+F5 to open the navigator.
Check spelling	Press F7.
Run a slide show	Press F5 or F9.
Display the style list	Press F11.
Close a presentation	Press Ctrl+W.

