

One Page User Guide Manual



This one pager covers information regarding user guide manual to aid user regarding avatar product including details about how it works.

Avatar Product User Guide

HOW AVATAR WORKS?

Use of Keyboard

- ↑ / W — Forward
- ↓ / S — Backward
- / D — Turn Right
- ← / A — Turn Left
- Shift — Run
- Space — Unlock camera

USE OF MOUSE

- Place your mouse on avatar
- Icon will appear
- Avatar will move on place you clicked



MENU

Drop down menu will appear on top left corner

1User in Team Room

Go To	Teleporting
Your Name	Emotes, Settings

Text Here

Menu below account name allows user to change avatar, profile view and emotes

VOICE CHART

Microphone will mute when program is initiated



Press 'Enter' to chat.....

Microphone will open when microphone icon is clicked
Color of icon will change, and microphone will start working



Press 'Enter' to chat.....

USE OF MOUSE

- Product has built in voice detection
- Speech bubble will appear on avatar when user is speaking



- 1 (Hold) — Open mic
- Enter — Toggle text chat

PRESENTATION BOARDS

- Presentation board is clicked
- Activate presentation board will glow
- URL bar will appear at screen corner and used as regular web browser



Manual For Power Point

Nancy Conner



Manual For Power Point:

Microsoft PowerPoint 2016 Training Manual Classroom in a Book TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft PowerPoint 2016 Two manuals Introductory and Advanced in one book 161 pages and 82 individual topics Includes practice exercises and keyboard shortcuts You will learn introductory through advanced concepts from creating simple yet elegant presentations to adding animation and video and customization Topics Covered Getting Acquainted with PowerPoint 1 The PowerPoint Environment 2 The Title Bar 3 The Ribbon 4 The File Tab and Backstage View 5 The Quick Access Toolbar 6 Touch Mouse Mode 7 The Scroll Bars 8 The Presentation View Buttons 9 The Zoom Slider 10 The Status Bar 11 The Mini Toolbar 12 Keyboard Shortcuts 13 What's New in PowerPoint 2016 Creating Basic Presentations 1 Opening Presentations 2 Closing Presentations 3 Creating New Presentations 4 Saving Presentations 5 Recovering Unsaved Presentations 6 Inserting New Slides 7 Applying Slide Layouts 8 Sharing Presentations 9 Working with PowerPoint File Formats Using Presentation Views 1 Normal View 2 Outline View 3 Slide Sorter View 4 Notes Page View 5 Slide Show View 6 Reading View Using Text 1 Adding Text to Slides 2 Basic Object Manipulation 3 Font Formatting 4 Paragraph Formatting 5 Applying Custom Bullets and Numbering 6 Using Tabs 7 Setting Text Options 8 Checking Spelling Using Pictures 1 Inserting Pictures Saved Locally 2 Inserting Online Pictures 3 Basic Graphic Manipulation 4 Using Picture Tools 5 Using the Format Picture Task Pane 6 Fill and Line Settings 7 Effects Settings 8 Size and Properties Settings 9 Picture Settings Using SmartArt 1 Inserting and Manipulating SmartArt 2 Formatting SmartArt Using Slide Show View 1 Running a Slide Show 2 Using Custom Shows Printing Your Presentation 1 Changing Slide Size 2 Setting the Slide Header and Footer 3 Previewing and Printing Presentations Helping Yourself 1 Using PowerPoint Help 2 The Tell Me Bar 3 Smart Lookup and Insights Applying Animation 1 Adding Slide Transition Animation 2 Adding Object Animation Drawing Objects 1 Inserting Shapes 2 Formatting Shapes 3 Inserting WordArt Inserting Video and Sound 1 Inserting Videos 2 Inserting Audio 3 Animating Multimedia Playback 4 Recording a Sound 5 Screen Recording Using Themes 1 Applying Themes 2 Creating Custom Color Schemes 3 Creating Custom Font Schemes 4 Customizing the Slide Background Using Presentation Masters 1 Using Slide Masters and Slide Layouts 2 Using the Notes Master 3 Using the Handout Master 4 Saving a Presentation Template Setting Up the Presentation 1 Setting Up the Slide Show 2 Recording Narration 3 Rehearsing Timings Applying Actions 1 Inserting Actions 2 Inserting Hyperlinks Inserting Charts Tables and Objects 1 Inserting Charts 2 Inserting Tables 3 Inserting Objects Setting PowerPoint Options 1 Setting PowerPoint Options *PowerPoint 2007* Emily A. Vander Veer,2007 A new handbook not only covers the basics and new features of PowerPoint 2007 but also teaches users how to combine multimedia animation and interactivity into a presentation how to take full advantage of advanced functions and how to create reusable design templates and automate tasks with macros Microsoft PowerPoint 2019 and 365 Training Manual Classroom in a Book TeachUcomp ,2021-10-29 Complete classroom training manuals for Microsoft PowerPoint 2019

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Using Microsoft PowerPoint Gregory A. Crawford, 1998 Written specifically for librarians this guide pays extra attention to those features which are particularly useful in libraries such as creating reports for staff board members tenure committees and classes or developing information kiosks with continuous loop information on library hours or special announcements

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