

# CHAPTER 1

## Acquainting to the PowerPoint

**Introduction**

**Starting a New Presentation**

**Saving a Presentation**

**Opening a Presentation**

**Closing a Presentation**

**Customizing the Presentation**

**Viewing a Presentation**



**Microsoft Office  
PowerPoint 2003**

## 1.1 Introduction

Within the previous years 35mm OHP (overhead projector) was popular to aid visually demonstrating or expressing the ideas. It is a well-known fact that supporting your speech with the visual material increases the effectiveness and helps audience understand and remember the topic. Technological improvements have helped to use computer to create dynamic, colorful and visually effective presentations. These presentations consist of pages called slides. They contain information, sound, picture with animation etc. Presentation may be shown on a screen or on monitor directly from a computer. Using the computer also makes switching between slides easier. PowerPoint is one of the most popular presentation design program.

Presentation : is the collection of slides which is shown on a screen or monitor.

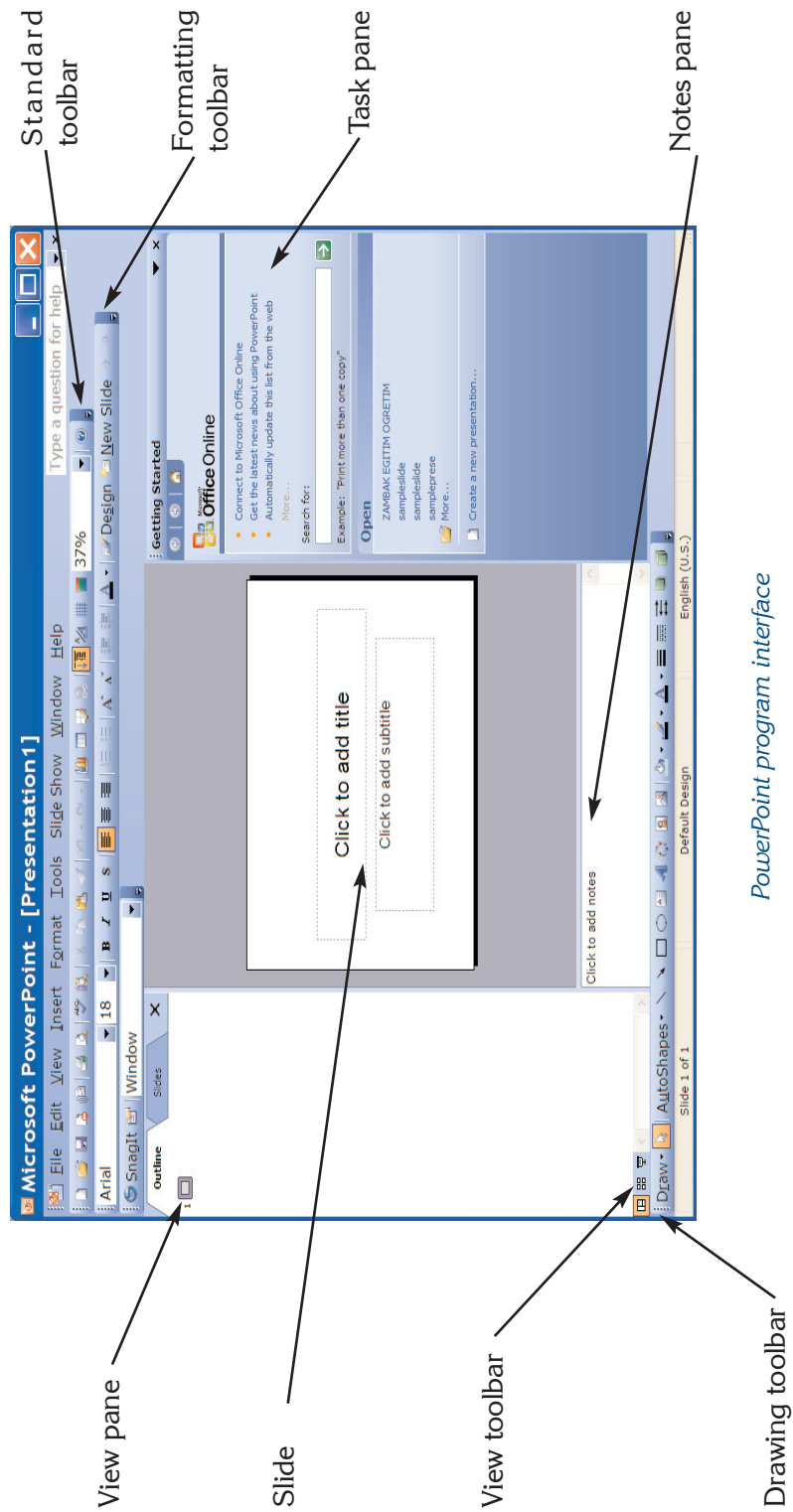
Slide : Each individual page with information or message on it

Template : default settings and formats for slides..

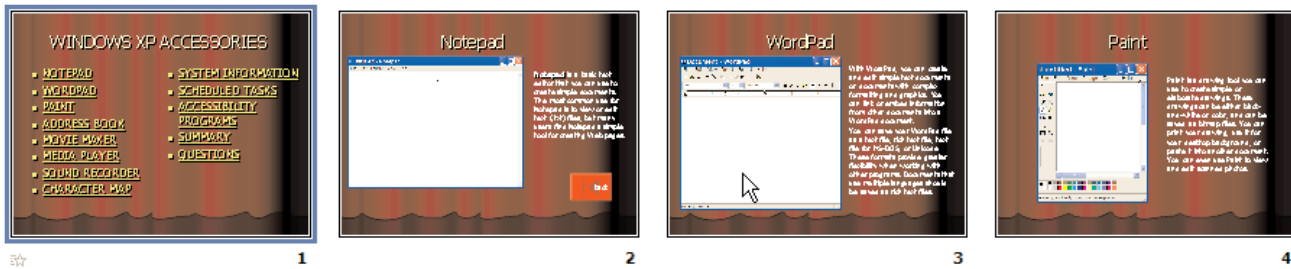
If you are familiar with any other Microsoft Office products, you will get used to PowerPoint interface with a little effort since quite lots of tasks are the same such as copying or saving. PowerPoint is versatile not only with its effects that adds visual quality to your presentations but also with its easy-to-learn interface that enables you to create professional presentations with the help of the templates and step by step guides.

Sunum yapılan bir odanın görünümü olan resim: Bilgisayar, Sinevizyon, Sunuma bakan insanlar  
Not: Aşağıdaki boşluğu doldurmak için sayfanın altına büyük bir resim olarakta konulabilir.

*A presentation room*



*PowerPoint program interface*



*A sample presentation with 4 slides.*

## 1.2 Starting a new presentation

PowerPoint starts with a new blank presentation with a single slide. It starts with a layout with two placeholders that prompt to enter a name and text for your presentation project. You can change the layout by selecting **Format>Slide layout**. **Slide layout** task pane appears on the right of the screen. (Starting from the Office XP, Microsoft added task pane feature to make changes.) You can choose the appropriate layout that you like from the task pane. When PowerPoint is open, you can start a new presentation by;

**step 1:** clicking (  ) button on standard toolbar or,

**step 2:** choosing the **File>New** command, then  from the task pane or,

**step 3:** using **<CTRL+N>** keystroke.


PowerPoint opens **New Presentation Task Pane** by using any of the methods above. You have several options to create a presentation.

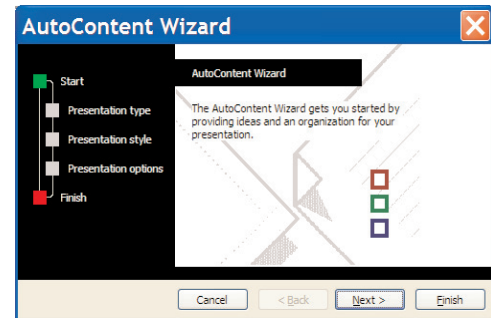
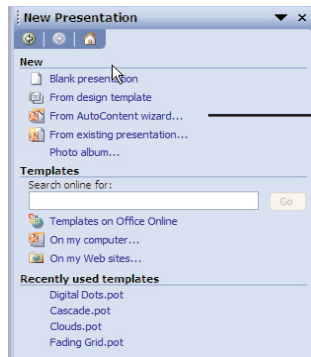
### 1.2.1 Creating a presentation by using AutoContent Wizard

If you are new to presentation designing, or you do not want to spend more time on designing a presentation, **AutoContent Wizard** is quite useful for you. This wizard is the most practical way to create a new presentation. It guides you through several steps


that prompt you to  **From AutoContent wizard...** enter the necessary information to accomplish the presentation.

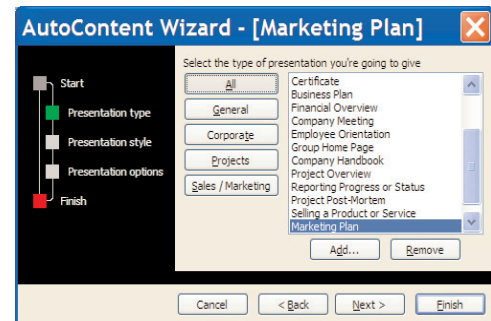
**step 1:** After clicking the **File>New**, From the New Presentation

task pane select  From AutoContent wizard... It will open "AutoContent Wizard" dialog box.

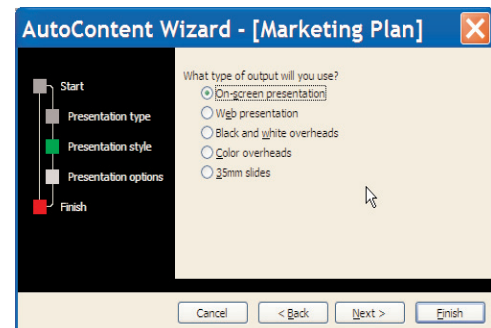


**step 2:** You will be prompted to choose the presentation type.

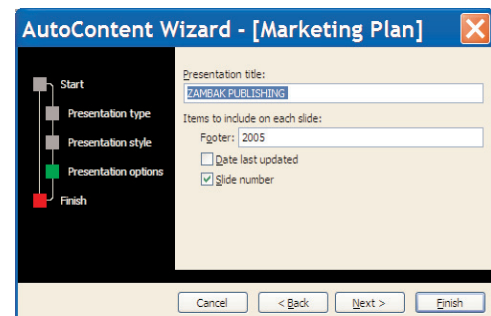
**Marketing Plan** has been selected in the figure as design template. Design templates have sample text on slides. You will find quite satisfying if you need help organizing your ideas. It eases and quickens the presentation design. Besides, it offers a sample of how to create a presentation on a definite purpose such as **Marketing Plan** or **Reporting Progress or Status**. You just replace the sample text in the presentation with your own information. Design templates are listed under categories. Click  to see all of the design templates.

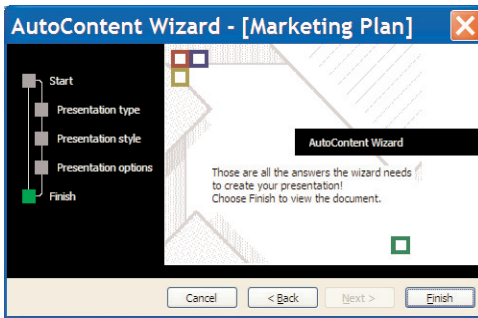


**step 3:** After selecting the template, you have to choose the way of delivering this presentation. You can select **35mm slides** if you print the slides on 35mm transparent paper. You will select **On-screen presentation** if you plan to show the presentation from the computer. You can use **Black and white overheads** if you print this document on a monochrome printer.



**step 4:** Enter the name of the presentation. You can add date or slide number on each slide selecting the checkboxes **Date last updated** and **Slide number**.





**step 5:** Click the [<Finish>](#) button and let PowerPoint create the presentation automatically. Now you can replace the sample text with your own text. Press [<F5>](#) and enjoy your PowerPoint Presentation.

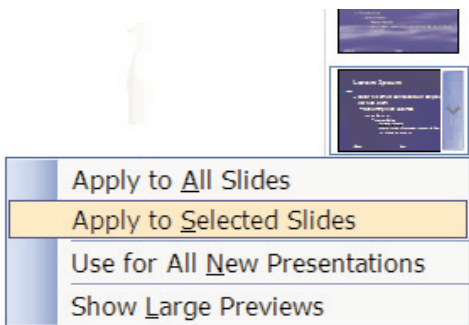


### 1.2.2 Applying a design template

If you are familiar with PowerPoint, you may want to create the slides on your own. You can define a design template for your presentation. (You can change the template in any step of creating your presentation.) Design templates are pre-installed format and background for slides. You can change background, text color, header style etc. with one click.

**step 1:** Click [From design template](#) from New Presentation task pane.

*Design templates Task Pane*



*Apply options for a template*

**step 2:** Choose any template and double-click on it to apply to the new slide.

You can click the template to apply it to all Slides.

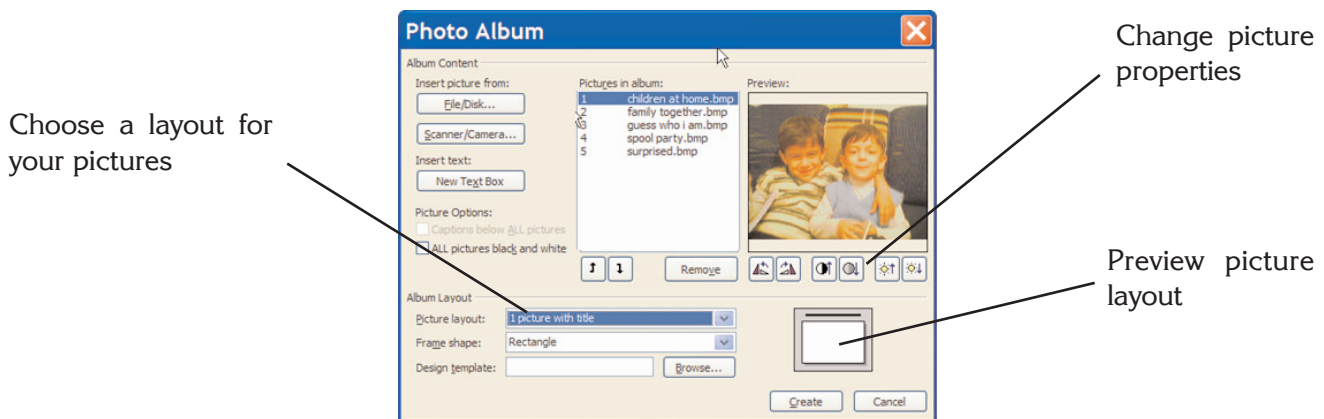
**step 3:** If you do not want the template to be applied to all the slides, right-click on the template on the pane to open the apply menu and select [Apply to Selected Slides](#). This feature lets you apply different designs to different slides within the presentation.

### 1.2.3 Creating a Photo Album

This feature lets you create your own picture collection in a presentation. You can apply different templates, and add captions to your pictures. In addition, you can modify your pictures' properties such as contrast, brightness or rotation.

**step 1:** Click **File>New**. From the New Presentation task pane choose **Photo album...** to open the Photo Album dialog box.

**step 2:** Use the dialog box as follows to add/modify pictures.



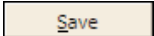
	Click on this icon to browse to the pictures in your local drives.
	Click this icon to get the pictures from an external device connected to computer such as scanner or digital camera
	Click this option to locate a text slide after the selected slide.

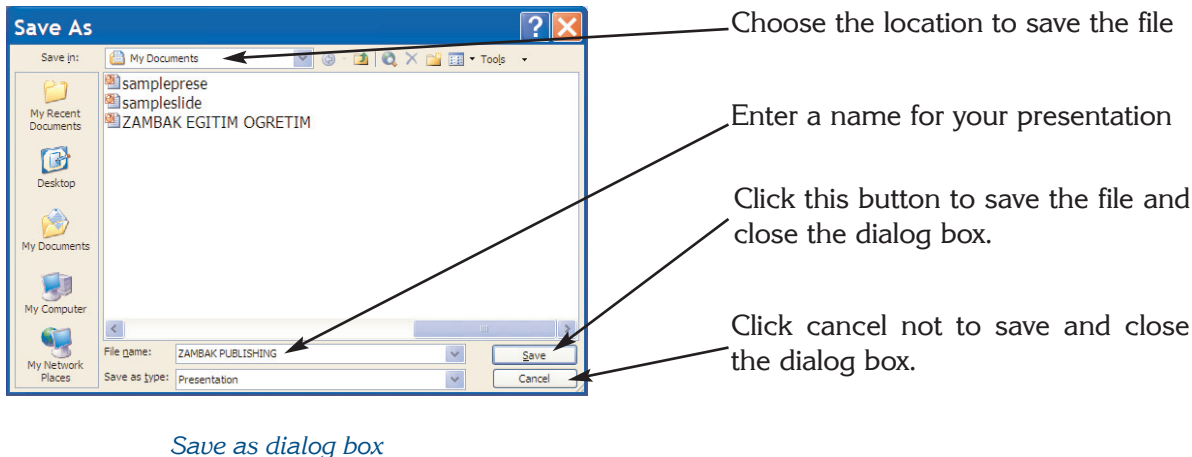
*Photo Album dialog box*


**step 3:** After you have completed adding and modifying pictures, click **<Create>** button to have PowerPoint build the photo album. This is pretty easy.



## 1.3 Saving a presentation

When you first save the presentation **save as** dialog box appears that prompts you enter a name for the presentation. Click  button.



While saving subsequent times, you can use the **<CTRL+S>** keystroke, or  button on standard toolbar.


PowerPoint uses **ppt** format while saving a document by default. For different purposes it offers different variety of formats. You can save your presentation as **pps** (abbreviation for PowerPoint Show) format. This format offers to start the presentation without having to start the PowerPoint program. The other format is the **mht** format which offers to start the presentation in the web browsers. Click **Save as Type** and choose the appropriate format.

Format	Starts in	Explanation
ppt	PowerPoint	Presentation file for reviewing purposes
pps	Automatically runs in full screen	To run the show automatically. It can be opened in PowerPoint too.
mht	Web browsers	Single file web -it is used to deliver the presentation on the Internet.
pot	PowerPoint	Presentation template - used to save the presentation design to be used with the future presentations.



## 1.4 Opening a presentation

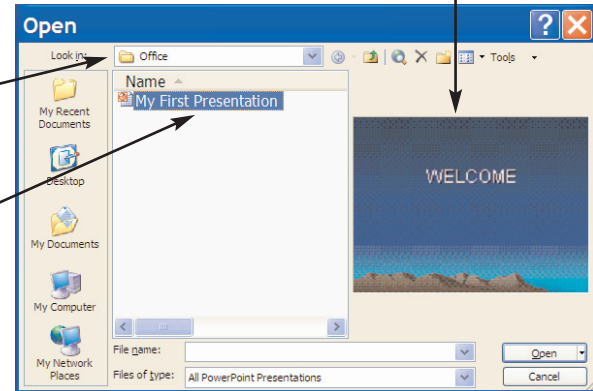
Both the File menu and the Getting Started task pane allow you to open presentations. They both display a list of recently-accessed Presentation files.

You can open any PowerPoint presentation using **File > Open** or  button on the Standard toolbar. Using the Look in pull-down list, navigate to and select the presentation.

Preview of the selected presentation helps you to select the right one

Choose the location of your file

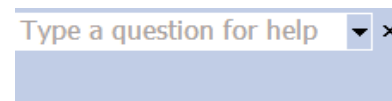
Double-click the name to open the presentation immediately.



*Open dialog box*

## 1.5 Closing a presentation

- Click on the cross icon located at the top-right corner of the window or,
- Choose **File > Close** to close the current presentation. (There may be open more than one presentation files. The rest of the files will remain open.)



## 1.6 Customizing the presentation

### 1.6.1 How to deliver your presentation

You have to decide how you will use your presentation- based on the equipment you have available while presenting.

Print Handouts

ilgili Resim

### ● Print Handouts

If you need a feedback to your show, you can print handouts to give out the audience. It helps audience to follow during the presentation and to remember after the presentation. It is widely used with the presentations with marketing and educating purposes. It is also useful when you can not show your presentation because of the lack in equipment.

35mm Slide Show

ilgili Resim

### ● 35mm Slide Show

It requires 35mm Slide Show Projector. Do not forget that you will lose all the animation and effects. You will be able to use just the static pages. This option is cheap and it offers bright and vivid colors. However this show can be counted in out of date.

Overhead Transparencies

ilgili Resim

### ● Overhead Transparencies

This method is quite well-known in education. You can print your slides on a special transparent paper (acetate) and you can use it with Overhead Projectors. It is good for larger groups. But this feature also supports only static slides. It means you will not be able to use your effects or animations.

Present from a computer

ilgili Resim

### ● Present from a computer

This is the feature that PowerPoint can show its full ability. A data projector will help you reflect the show to screen. Since they are becoming cheaper, they are more widely used nowadays.

Present from a cd

ilgili Resim

### ● Present from a cd

With PowerPoint 2003 a new feature added to present your presentation. If you use [Package for CD](#) option it will copy the presentation to a CD. You will need a CD burner to copy the files. It runs automatically when you insert the CD even though PowerPoint is not installed on the computer since CD includes a PowerPoint viewer program in it.

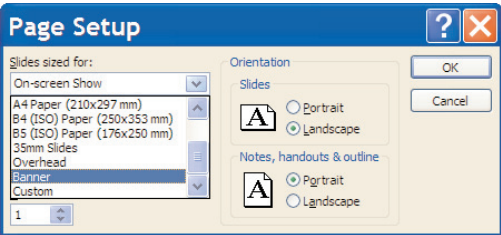
## 1.6.2 Page setup

Select the paper size in the case you want to print the

presentation. The default selection for this option is **On-screen Show**.

**step 1:** Click **File>Page Setup** to get Page Setup dialog box.

**step 2:** Choose the slide size suitable for your presentation.  
35mm slides use **Landscape** orientation; however OHP prefers **Portrait** orientation in most cases.



Page Setup dialog box

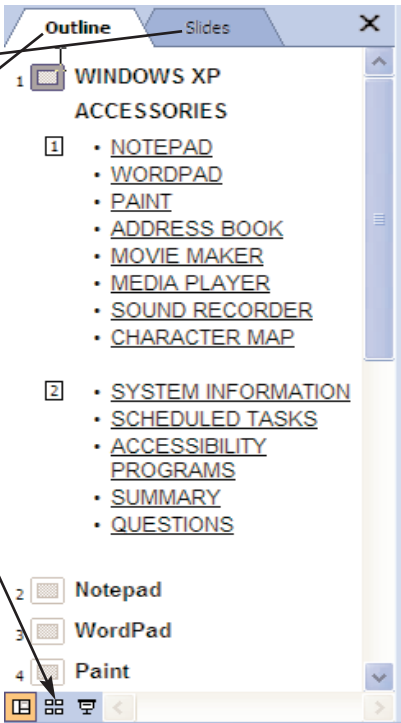
**step 3:** Click **<OK>** to accept changes and close the dialog box.




### 1.7 Viewing a presentation

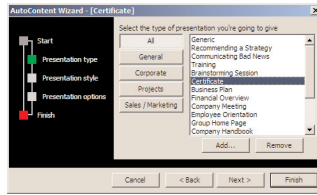
Sometimes it may be helpful to see the whole content during the design to decide how to continue or how to modify the information. PowerPoint offers different types of views to look your presentation from different aspects. View bar is located at the bottom-left of the window.

Note: Thumbnail is a miniature representation of the slide

Slides	Shows the slides as thumbnails on the left of the screen to make switching graphically easy
Outline	Better to modify the <b>information</b> since it shows the text in slides as shown in the picture.

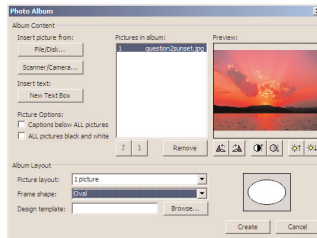


 Normal view	Shows your presentation's outline , current slide and notes for that slide.
 Slide Sorter view	Shows your all slides as thumbnails.
 Slide Show view	display your presentation as a slide show.



## Project 1: Designing a Certificate using Wizard<sup>P</sup>

- Create a presentation using **AutoContent Wizard**
- Choose Certificate as design template.
- Replace the [Company Name] with your school name
- Change 'Certificate of Excellence' to 'Certificate of Success'





## Project 2: Create your photo album

- Gather some of your pictures in a folder. Create a photo album using the wizard.
- Change the slide layout and write a descriptive text for each picture Apply the changes to the album as in the figure.
- You are supposed to get the pictures like in the picture. Change the titles as you wish.

## Review

### In this chapter you have learned the basic features of PowerPoint;

- What the PowerPoint used for
- How to open a PowerPoint presentation
- Starting a new presentation
  - creating a presentation by using AutoContent Wizard
  - creating a photo album
- Saving, opening, and closing a presentation
- Customizing (page setup) and viewing your presentation(slide views)

1. (T) (F) Technological improvements helped the computer users to use computer to create dynamic, colorful and visually effective presentations.
2. (T) (F) Presentations can not contain information, sound, picture, animation etc.
3. (T) (F) A presentation is the collection of slides which is shown on a screen or monitor.
4. (T) (F) PowerPoint has an easy-to-learn interface that enables you to create professional presentations with the help of templates and step by step guides.
5. (T) (F) When PowerPoint is opened; you can start a new presentation by using <CTRL+M> keystroke
6. When PowerPoint is opened, you can start a new presentation by;
  - I. clicking (  ) button on the standard toolbar
  - II. choosing the File>New command, then  Blank Presentation from the task pane
  - III. using <CTRL+N> keystroke

A) I-II      B) I-III      C) II-III      D) I-II-III
7. How can you deliver your presentation?
  - I- Print Handouts
  - II- 35mm Slide Show
  - III- Overhead Transparencies
  - IV- Present from a computer
  - V- Present from a CD
  - VI- All of the above

A) I-IV      B) II-IV      C) II-III-IV      D) VI
8. In which view you can make changes on your presentation?
  - I - Normal view
  - II - Slide Sorter view
  - III- Slide Show view
  - IV- None of the above

A) I-II      B) I-III      C) II-III      D) IV
9. Where is the Notes pane located?
  - A) On the Formatting toolbar
  - B) On the Task pane
  - C) Inside the Tools menu
  - D) Under the Slide pane
10. Which one is true?
  - I - The Slide Sorter displays all the slides in the presentation as large thumbnails
  - II - The Outline displays a title and text outline of each slide
  - III- The Action Buttons displays thumbnails enabling text editing
  - IV- The Slide Show views the slides in full screen

A) I-IV      B) II-IV      C) II-III-IV      D) I-II-IV
11. Which one is PowerPoint extension?
  - I - ppt
  - II - pps
  - III- mht
  - IV- pot

A) I-II      B) I-II-III      C) II-IV      D) All of them