

PowerPoint - Beginning

103-160



Unit 1

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Overview

- PowerPoint allows you to create and manage slides to support presentations
- Allows you to display presentation
 - Multiple monitor support
- Allows you to print handouts to support presentation
- Easily transported to the web for online viewing
- Many PowerPoint skills can be used to enhance *MySpace* type web pages



Notes	Activity
<p>Office Button </p> <ul style="list-style-type: none">• New<ul style="list-style-type: none">➤ Displays the New Document dialog box.➤ Allows you to create new PowerPoint presentations of varying types• Open<ul style="list-style-type: none">➤ Displays the Open Document dialog box.➤ Allows you to open an existing presentation.• Save<ul style="list-style-type: none">➤ Allows you to save changes to the existing presentation.➤ There is also a Save button on the Quick Access toolbar• Save As<ul style="list-style-type: none">➤ Displays the Save As dialog box.➤ Allows you to save the current presentation with a different name, or in a different location, or as a different file type.• Print<ul style="list-style-type: none">➤ Displays the Print dialog box.➤ Allows you to print the current presentation or a part of that document.• Prepare<ul style="list-style-type: none">➤ Allows you to <i>prepare</i> the presentation for distribution to other people.• Send<ul style="list-style-type: none">➤ Allows you to send the presentation via email.• Publish<ul style="list-style-type: none">➤ Allows you to prepare the presentation for distribution.• Close<ul style="list-style-type: none">➤ Closes the current presentation.➤ If the presentation has not been saved, you will be provided the opportunity to do so.• Recent Documents<ul style="list-style-type: none">➤ Allows you to quickly open presentations you have worked on recently.• PowerPoint Options<ul style="list-style-type: none">➤ Replaces Tools ► Options➤ Allows you to customize the way PowerPoint looks and behaves	

Notes	Activity
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Quick Access Toolbar

- Provides quickest access to commonly used commands
- Initially includes:
 - Save
 - Undo
 - Redo
- Can be customized using the dropdown arrow on the right

The Ribbon

- Replaces menus from previous versions of PowerPoint
- Provides toolbars to access most of the program's features.
- Divided into groups using tabs
 - With experience, you'll learn which tabs contain which features
 - Simply click a tab to see the features it provides
 - Home tab contains the most commonly used features
- Click a button icon to implement that feature
- Some buttons include a *button arrow* that displays a list of choices
- Most tabs include groups of related features. Most groups include a *dialog box launcher*  that provides all the features for that group including some that aren't on the ribbon
 - Small button  located to the right of the group name at the bottom of the ribbon.
- You'll get a lot of experience using the Ribbon throughout the course.
- **Power Tip:** To increase the amount of workspace in PowerPoint, you can temporarily collapse or minimize the Ribbon.
 - Double-click any Ribbon tab
 - Then simply click any Ribbon tab to display its groups.
 - When you click a Ribbon button, the Ribbon automatically hides again.
 - Double-click any tab to permanently display the Ribbon again.
 - You can also minimize the Ribbon by right-clicking it and choosing Minimize Ribbon from the popup menu

Notes	Activity
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Status Bar

- The status bar shows the status of many features related to the current presentation.
 - Current slide number
 - Whether spelling errors exist in the document
 - Current theme
- Other status indicators appear only when appropriate
- To add or remove items from the status bar, right-click it and select or remove the item you want.

Zoom Controls



Experiment with the various zoom techniques

- The zoom controls allow you to zoom in to enlarge the text (all document objects actually) or zoom out to shrink the document objects so you can see more of the document (including multiple pages) at once.
- To change zoom
 - Click the + or – button. Each click changes the zoom by 10%
 - Drag the zoom arrow left or right
 - Click anywhere on the zoom line to move the zoom arrow to that position
 - This is a quick way to return to 100% zoom
 - Click the percentage indicator (the number) to open the Zoom dialog box
- **Power Tip:** You can also change the zoom by moving the mouse wheel **while holding down the Ctrl key**.



Notes	Activity
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Presentation Guidelines

- Plan before you development in PowerPoint
 - Purpose, audience, location
- Slides should **support** presentation
 - Keep viewers focused and interested
 - Guide your presentation (reminder of topics)
- Color scheme
 - Related to audience (professional or casual)
 - Light text on dark background or dark text on a light background
 - Consider color-blind viewers (red/green)
- 6x6 Guideline
 - Most slides should have less than 6 bullets
 - Each bullet should have less than 6 words
- Use *parallelism*—use the same format for each bullet
- Avoid (or explain) technical terms
- NO SPELLING OR GRAMMATICAL ERRORS!
- Graphics
 - Limit to one or two per slide
 - Again, should support and help keep viewers interest
 - Avoid animated GIFs
- PowerPoint Animations
 - Use judiciously
- Include contact information for viewers who want more information.
- Remember, these are guidelines
 - Special circumstances might require you to break the guidelines
 - Web presentations may require more detailed text (bullets)

Notes	Activity
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Starting PowerPoint




- Locate PowerPoint icon 
 - Desktop
 - Start Menu
 - Might be in Microsoft Office folder
- Open an existing presentation
 - Use My Computer to locate file 
 - Double-click to open PowerPoint and automatically load the presentation for editing


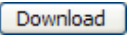

PowerPoint Views



Point out the various panes

- Main window divided into three *panes*
- Right pane called the *slide pane*
 - Shows and allows you to edit the currently selected slide
- Left pane called the *navigation pane*
 - Slides tab allows you select a new slide to show in the slide pane
 - Also allows you to rearrange slides
 - Outline tab allows you to select a new slide for the slide pane
 - Also allows you to edit and rearrange slide text in a text-only manner
 - Also allows you to rearrange slides
- Under the slide pane is the *notes pane*
 - Allows you to enter presenter notes
 - Reminders of topics to discuss
 - Details for bullets on slide



See book for additional information on rearranging slide components using outline tab

Notes	Activity
<ul style="list-style-type: none">• To the left of the Zoom control in the status bar, PowerPoint provides three buttons to switch what appears in the PowerPoint window<ul style="list-style-type: none">➤ Normal View  returns to the normal, 3-pane (nav pan, slide pane, notes pane) view➤ Slide Sorter View  changes the view showing thumbnails of all slides.<ul style="list-style-type: none">– Allows easy rearranging of slides– Allows easy selection of a new slide– Currently selected slide is selected when return to Normal view– Tip: Double-click a slide in Slide Sorter view to view that slide in Normal view➤ Slide Show view <ul style="list-style-type: none">– Starts the presentation from the currently selected slide	<p>Switch to each of the views.</p> <p>Return to Normal View</p>

Notes	Activity
<p>PowerPoint Templates</p> <ul style="list-style-type: none"> • Templates include predefined colors, backgrounds, and maybe even sample slides (fill in the blanks) • To create a new presentation <ul style="list-style-type: none"> ➤ Click the Office button ➤ Click the New button • PowerPoint includes a few <i>templates</i> to allow you to quickly apply professional or fun styles and images to your presentation <ul style="list-style-type: none"> ➤ Tip: Click <i>Design Slides</i> under Microsoft Office Online to see hundreds of additional templates <ul style="list-style-type: none"> – Select a category – Select a template <ul style="list-style-type: none"> ▪ Click  to return to the category list – Click the  button to copy the template to your computer and implement it. <ul style="list-style-type: none"> ▪ Templates are saved to C:\Documents and Settings\yourlogin\Application Data\Microsoft\Templates ▪ (Win7) C:\Users\username\AppData\Roaming\Microsoft\Templates – To change the template of an existing presentation, click Design tab, Themes, click the More button, click More Themes on Microsoft Office Online (also includes templates) 	<p>Create a new Presentation</p> <p>Design Slides Download Silent Night template</p>
<p>Creating a Slide</p> <ul style="list-style-type: none"> • Every template (and theme) includes nine different layouts for a new slide <ul style="list-style-type: none"> ➤ These are starting points for new slides; the layout can be completely customized • When you create a presentation, the first slide is always created using the Title layout • Click the New Slide button  to insert a new slide • When adding a new slide, you must designate which layout you want to use <ul style="list-style-type: none"> ➤ Note, there is a <i>blank slide</i> option ➤ After you've entered one new slide, PowerPoint automatically uses the same layout for the next slide you insert <ul style="list-style-type: none"> – Click the dropdown arrow under the New Slide button to select a different layout 	<p>In Silent Night presentation</p> <p>Add subtitle to title slide: Gift List 20xx</p> <p>Add a new slide (default type)</p>

Notes	Activity
<ul style="list-style-type: none"> Each layout includes <i>placeholders</i> for slide content <ul style="list-style-type: none"> ➤ Click to insert your own text into a placeholder ➤ Use regular editing techniques to change text, font size, font color, etc. 	Change title to Volker's Gift List
<ul style="list-style-type: none"> Most text in presentations is bulleted <ul style="list-style-type: none"> ➤ Click the Increase List Level  or Decrease List Level  buttons to change bulleting levels. ➤ Tip: You can also use Tab and Shift-Tab to increase or decrease the bullet level 	Add Clothes Socks Underwear Flat Panel TV
	Add a Two Content slide
	Gifts for Rover
	Bed Chew Toy Treats
Adding Speaker Notes	
<ul style="list-style-type: none"> You can add additional notes to the presenter in the Notes pane below the Slide pane Enter any text you want Each slide has its own speaker notes Speaker notes do not display on the screen when the slide show is presented. 	Add a sample note to Volker's Gift list (TV parameters) (If notes pane not visible, resize it)

Notes	Activity
Saving a Presentation	Save presentation

- Save your work frequently.
- Click the Save button  on the Quick Access Toolbar
 - If this is the first time you're saving the presentation, you will be prompted for the location and name of the presentation
 - If you have saved the presentation before (or opened an existing presentation), clicking the Save button  will overwrite the old version of the presentation with the new one.
- To save the presentation in another format (PowerPoint 2003, web page, etc.)
 - Click the Office button
 - Point to (but don't click) Save As
 - If the file format you want appears to the right click it
 - If not, click Other Formats or click the Save As button
 - In the dialog box that appears, select the appropriate Save As Type (combo box)

Managing a Presentation



- Once a presentation is complete, you can obviously go back and change it
- To edit slide objects
 - Select (click) the object
 - Change object as appropriate
 - Press Delete key to delete the object
 - Note: you can use the Outline tab to make text changes quickly
- To rearrange slides
 - Use the Slide tab or the Outline tab in the navigation pane.
 - Drag slides to a new location
 - Use Slide Sorter View
 - Drag slides to a new location
- To insert slides into the presentation
 - PowerPoint inserts new slides after the current slide (not *before* like most Office insertions)
 - If you insert the slide in the wrong location, don't forget you can simply drag it to the correct location

Move Rover to slide 2


Move back using Slide Sorter View



Try Outline view

Add a new slide 2

Notes	Activity
<ul style="list-style-type: none"> To select multiple slides <ul style="list-style-type: none"> ➤ Ctrl-click to add or remove slides from the selection list ➤ Click first slide, Shift-click last slide to select all slides in between ➤ In Slide Sorter View, you can drag a box around slides to select them. Tip: you can move multiple slides at once by selecting them all first. 	Practice selecting multiple slides
<ul style="list-style-type: none"> To delete slides <ul style="list-style-type: none"> ➤ Select the slide to delete in the navigation pane or Slide Sorter View ➤ Press the Delete key on the keyboard or click the Delete Slide button  in the Slides group of the Home tab. 	Delete Slide 2
<h3>Spell Checking a Presentation</h3> <ul style="list-style-type: none"> Before previewing and definitely before printing, you should spell check your presentation As in MS Word, spelling errors are designated using <u>red squiggly underlines</u>. A spelling error marker  also appears in the status bar, designating there is an error somewhere in the presentation <ul style="list-style-type: none"> ➤ Click the marker to locate the errors You can also start the spell check process manually <ul style="list-style-type: none"> ➤ Spell checking starts from the current slide <ul style="list-style-type: none"> – If appropriate, move to the first slide (Ctrl-Home) ➤ Review tab, Proofing group, Spelling ➤ F7 shortcut key 	<p>Change Treats to Treets</p> <p>Note error designation in status bar</p> <p>If red squiggles don't appear, save and/or change slides.</p> <p>Correct errors and save</p>

Notes	Activity
Viewing the Presentation	(Unit 1 Demo)
<ul style="list-style-type: none">• When you are ready to give (or practice) your presentation, you'll need to <i>view</i> the PowerPoint presentation.• You have a number options for starting the presentation<ul style="list-style-type: none">➤ Click the Slide Show view option (next to Zoom control)<ul style="list-style-type: none">– Starts from the currently selected slide➤ Click the Slide Show tab in the Ribbon<ul style="list-style-type: none">– Select the appropriate option in the Start Slide Show group➤ Press the F5 key (always starts at first slide)	View presentation
<ul style="list-style-type: none">• While the presentation is running<ul style="list-style-type: none">➤ Press right arrow key to move to next slide➤ Press left arrow key to move to previous slide➤ Press the space bar to move to the next slide➤ Right-click a slide for additional options➤ Press Esc key to cancel slide show and return to PowerPoint➤ Note: if a slide contains animations, pressing the arrow keys (or space bar) might activate the next animation instead of moving to the next slide.	Navigate between slides

Notes	Activity
Printing Presentations <ul style="list-style-type: none">• Often, you'll want to provide handouts to your audience or print slides to help you while giving the presentation• BEFORE PRINTING, SPELL CHECK (F7) your presentation.• For most printing needs, the Print Preview dialog allows you to set the options you want<ul style="list-style-type: none">➤ Click Office button, point to (don't click) Print, select Print Preview• Most handouts are printed in black and white<ul style="list-style-type: none">➤ Click the Options button  in the Print group of Print Preview➤ Under Color/Grayscale, choose the Grayscale option• If the slides have a dark or busy background, you can remove the background from printing<ul style="list-style-type: none">➤ This must be done in PowerPoint normal view, not Print Preview➤ Click the Design tab on the Ribbon➤ In the Background group, turn ON the Hide Background Graphics option➤ Note this also removes the graphics from your presentation when you view it. So, be sure to turn this option back off after printing.	Set Grayscale 3 slides handout

Notes	Activity
<ul style="list-style-type: none"> You can choose how many slides to print on each page <ul style="list-style-type: none"> (In Print Preview) Drop down the list options for Print What in the Page Setup group <i>Slides</i> prints each slide on a separate page, filling the page <i>Handouts</i> allows you to print more than one slide per page. <ul style="list-style-type: none"> Pages are shrunk appropriately I like 3 slides per page because the page also includes places for the audience to write notes <i>Notes Pages</i> prints each slide on its own page and includes the presenters notes <ul style="list-style-type: none"> This option is also pretty good for audience handouts because it has ample space for notes <i>Outline View</i> includes only the text of your slides in an outline fashion Once you have selected the appropriate options, click the Print button  to print the slides as configured. <ul style="list-style-type: none"> Note the print options can also be set in this dialog box Click the Close button  to leave Print Preview and return to the normal PowerPoint screen. 	<p>Note: your option settings for Print Preview are saved as long as the presentation is open. Once to close (and reopen) a presentation, the options are reset.</p> <p>You can change the default print options using PowerPoint Options (Office button), Advanced, <i>When printing</i></p> <p>Tip: I sometimes have to choose Print Preview, close and choose it again to get new options to stick.</p>