

# Microsoft Office PowerPoint 2007

## Web Feature: Creating Web Pages Using PowerPoint

### A Guide to this Instructor's Manual:

We have designed this Instructor's Manual to supplement and enhance your teaching experience through classroom activities and a cohesive chapter summary.

This document is organized chronologically, using the same heading in **red** that you see in the textbook. Under each heading you will find (in order): Lecture Notes that summarize the section, Figures and Boxes found in the section, if any, Teacher Tips, Classroom Activities, and Lab Activities. Pay special attention to teaching tips, and activities geared towards quizzing your students, enhancing their critical thinking skills, and encouraging experimentation within the software.

In addition to this Instructor's Manual, our Instructor's Resources CD also contains PowerPoint Presentations, Test Banks, and other supplements to aid in your teaching experience.

### For your students:

Our latest online feature, CourseCasts, is a library of weekly podcasts designed to keep your students up to date with the latest in technology news. Direct your students to <http://coursecasts.course.com>, where they can download the most recent CourseCast onto their mp3 player. Ken Baldauf, host of CourseCasts, is a faculty member of the Florida State University Computer Science Department where he is responsible for teaching technology classes to thousands of FSU students each year. Ken is an expert in the latest technology and sorts through and aggregates the most pertinent news and information for CourseCasts so your students can spend their time enjoying technology, rather than trying to figure it out. Open or close your lecture with a discussion based on the latest CourseCast.

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### Chapter Objectives

Students will have mastered the material in this Web Feature when they can:

- Preview and save a presentation as a Web page
- Customize the Quick Access Toolbar
- Display Web pages created in PowerPoint in a browser
- Complete file management tasks within PowerPoint

### PPT 146: Web Feature Introduction

LECTURE NOTES

- Discuss how to create a Web page from a PowerPoint presentation
- Describe an intranet

### PPT 146: Project — Web Page

#### LECTURE NOTES

- Describe and review the requirements of the project
- Review the tasks to be performed for the finalized presentation
- Discuss how PowerPoint will be used to create the Web page
- Discuss saving a PowerPoint presentation as a Web page
- Describe publishing a presentation

#### BOXES:

1. BTW: *Planning Web Pages*. Mention to students that if a PowerPoint presentation will only be shown as a Web page, smaller font sizes are acceptable. Also, minimize the number of graphic elements so page load quickly and use light colors for the background with dark font colors.
2. BTW: *Checking Your Web Page*. Impress upon students the importance of checking Web pages created in PowerPoint on a variety of browsers.

#### TEACHER TIPS

There are two ways to save a presentation as a Web page. At this early stage just mention this fact. Later, detail will be given. Also, discuss the term 'publish' so students become aware that when they post a presentation to the Web, it is being 'published.'

Students will be saving the presentation as a Web page to their flash drive. If they actually wanted to publish the file on the Web and have it viewable by the world, they would need to save it to a Web server, however. It is worth discussing how students (or businesses, for a real-life example) could publish and save their Web pages to a Web server and have it accessible through the World Wide Web.

#### CLASSROOM ACTIVITIES

1. Class Discussion: This Web Feature introduces a presentation that describes the benefits of yoga. Why might such a presentation be published on the Web? Who might publish a presentation like this? Is there any other way to make the presentation available to the target audience for this type of presentation?
2. Quick Quiz:
  - 1) If you have access to a Web server, what are the two publishing options for saving a PowerPoint presentation to be viewable on the Web page? (Answer: Publish to a Web server or FTP location)
  - 2) What are three common browsers? (Answer: Internet Explorer, Mozilla Firefox, and Netscape Navigator)

**PPT 146: Using Web Page Preview and Saving a PowerPoint Presentation as a Web Page**

## LECTURE NOTES

- Use Figures 1a through 1e to discuss a PowerPoint presentation viewed in a browser
- Discuss the parts of the PowerPoint window
- Demonstrate how to add a button to the Quick Access Toolbar using Figures 2 through 6
- Use Figures 7 through 9 to demonstrate how easy it is to preview a PowerPoint presentation in a browser
- Discuss the Web Page Preview button and why it might be helpful to include it on the Quick Access Toolbar
- Use Figures 10 through 12 to illustrate how to create a folder
- Use Figure 12 to discuss the save options for Web pages
- Show students how to remove a button from the Quick Access Toolbar
- Discuss the file management tools available in PowerPoint using Figure 13
- Use Figures 14 and 15 to illustrate viewing a Web page using a browser
- Discuss that a Web page can easily be made available to anyone with a computer, a browser, and the Web address of the Web page
- Explain that a Web page also can be e-mailed

FIGURES and TABLES: Figures — 1a, 1b, 1c, 1d, 1e, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15

## BOXES:

1. BTW: *Viewing Transitions*. Instruct students that if Web pages do not appear when previewing your Web page, check Web Options settings under the Office Button.
2. BTW: *Certification*. For more information on the MCAS program see Appendix F or visit the PowerPoint 2007 Certification Web page.
3. BTW: *Quick Reference*. Point out the location for the Quick Reference Summary and the PowerPoint 2007 Quick Reference Web page.

## TEACHER TIPS

The Quick Access Toolbar is new to Office 2007. It is a handy area located above the tabs that is always accessible. Let students know that if they add buttons to the Quick Access Toolbar and close PowerPoint, the newly-added button will remain when you restart PowerPoint.

Discuss the importance of having several people preview a presentation prior to publishing on the Web as well as after it has published. Make sure you preview it in all browsers that are likely to be used (currently Internet Explorer, Firefox, and Netscape). View it on a Mac as well as several PCs.

It would be helpful to describe round tripping in PowerPoint 2007. After a PowerPoint file is saved as MHTML format, it displays the MHTML file—not the presentation—in the PowerPoint window. This is possible because the MHTML file also saves the PowerPoint format that allows it to display the MHTML file in PowerPoint. This is known as round tripping.

## CLASSROOM ACTIVITIES

1. Class Discussion: Ask all students to examine Figures 7 and 8 that both show a PowerPoint presentation in the Internet Explorer Web browser. Discuss all of the callouts (the descriptors) in each of the figures. Be sure that everyone in the class understands all aspects of the figures. If not, what aspects need additional explanation?
2. Group Activity: Divide the class into small groups. Have each group give five specific examples of how and why a PowerPoint presentation would be converted to a Web page. Some of their answers might include a class presentation saved as a Web page by the instructor so students can access it through the Web or a new product presentation given to a group of employees so they can access and refer to it at a later time.
3. Quick Quiz:
  - 1) If you often create a PowerPoint presentation to be viewable on the Web, what should you do with the Web Page Preview command? (Answer: Place it on the Quick Access Toolbar)
  - 2) What happens when you click the Web Page Preview button? (Answer: Your default browser opens and your presentation is viewable in the browser)
  - 3) What shows in the navigation frame when the Expand/Collapse Outline button is in “Expand” mode? (Answer: The entire outline).
  - 4) What shows in the navigation frame when the Expand/Collapse button is in “Collapse” mode? (Answer: The title of each slide only)

**End of Chapter Material**

- In the Lab (Lab): In the Lab is a series of student assignments that ask you to design and/or create a presentation using the guidelines, concepts, and skills presented in this chapter. The assignments are listed in order of increasing difficulty.

**Glossary of Key Terms**

- intranet (PPT 146)
- publish presentations (PPT 146)
- round tripping (PPT 154)
- Single File Web Page format (PPT 152)
- Web page (PPT 146)
- Web Page format (PPT 152)