

**MICROSOFT POWERPOINT XP:
MAKE YOUR GREAT PRESENTATIONS EVEN BETTER**

OVERVIEW

MODULE 1:

**OVERVIEW OF BUTTONS, TOOLBARS, AND COMMANDS FOR THE MICROSOFT
POWERPOINT NOVICE**

Topics in this module:

1. THE BENEFITS OF USING MICROSOFT POWERPOINT PRESENTATION
2. USING MICROSOFT POWERPOINT FOR THE FIRST TIME:
 - A Tour of Microsoft PowerPoint Features
 - The Office Assistant
 - Various ways of doing a command/action

MODULE 2:

GETTING STARTED WITH MICROSOFT POWERPOINT XP

Starting a new presentation

Steps in making presentation:

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2. Entering Contents:
 - a. Text
 - b. Tables,
 - c. Charts,
 - d. Diagrams,
 - e. ClipArt,
 - f. Pictures and Animation,
 - g. Movies and Sounds,
 - h. Hyperlinks
3. Adding Slides
4. Viewing Presentation
5. Printing a Presentation

MODULE 3: SETTING UP AND PRESENTING THE SLIDE SHOW

1. Working with Animation
2. Working in Slide Sorter View
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MODULE 1
POWERPOINT: OVERVIEW OF BUTTONS, TOOLBARS, AND COMMANDS
FOR THE MICROSOFT POWERPOINT NOVICE

1. THE BENEFITS OF USING MICROSOFT POWERPOINT PRESENTATION

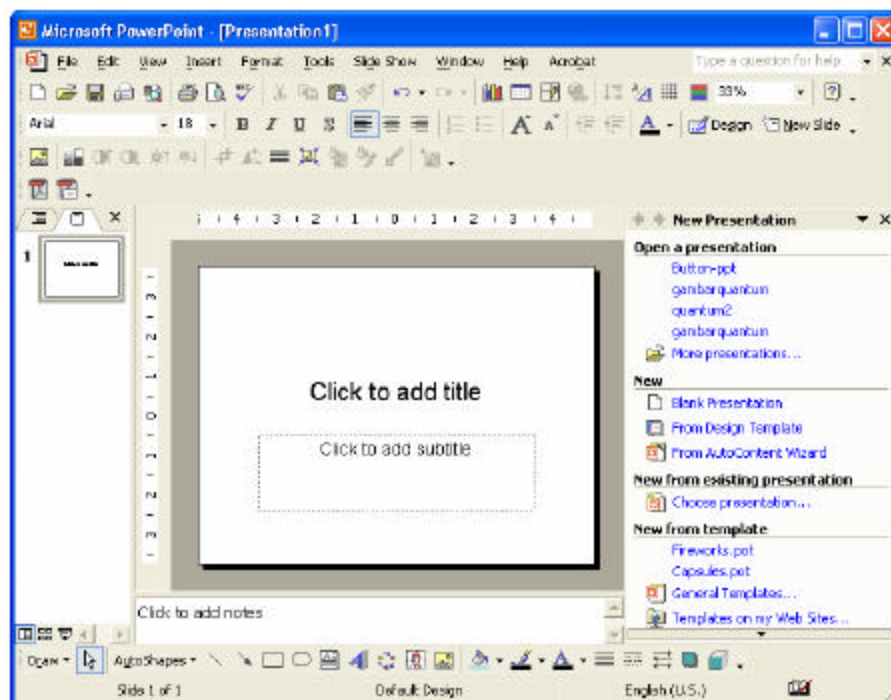
1. Flexible, can be edited and updated over and over again
2. Colors, pictures, animations, and sounds help make presentations more interesting
3. User friendly
4. Slides can be run automatically (do not have to change slides manually)
5. Environmentally friendly since slides do not have to be printed ☺
6. Presentations can easily be transferred from computer to computer through small-size diskettes, pen-drives, or via the internet

2. USING MICROSOFT POWERPOINT FOR THE FIRST TIME

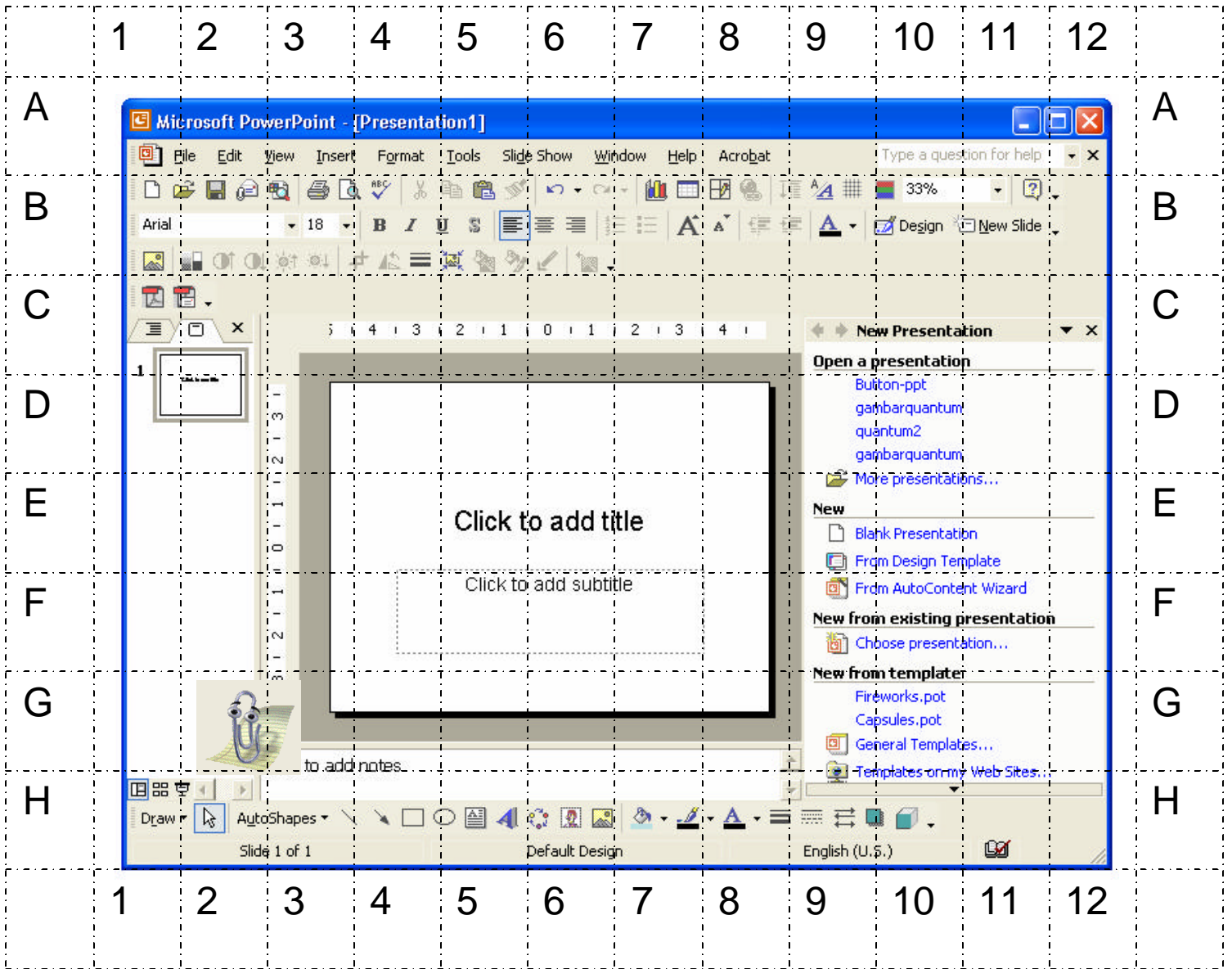
A Tour of Microsoft PowerPoint Features

Microsoft PowerPoint features many toolbars and buttons that serve diverse functions. We will need to use these functions or commands in order to make our presentation. Before we start using Microsoft PowerPoint for the first time, it will be helpful to familiarize ourselves with these features. In this section we will describe each function of the menu, toolbars and buttons. However, it is important to note that we might not need to use all these functions. In fact, we might only use several functions repetitively. This module only serves to familiarize readers with the features and the appearance of Microsoft PowerPoint.

When we open Microsoft PowerPoint, this is the default view (Picture 1).



Picture 1



Picture 2: Microsoft PowerPoint Map

Above is a Microsoft PowerPoint Map that has been created to help familiarize yourself with the program. Please refer to this map for the following description of this software.

The *title of the presentation* is along the top bar (A4-5). When we open this program, the title 'Presentation1' will be given automatically by PowerPoint. This title will be changed after we save our presentation as a different name (usually one that will help us to identify our presentation later).

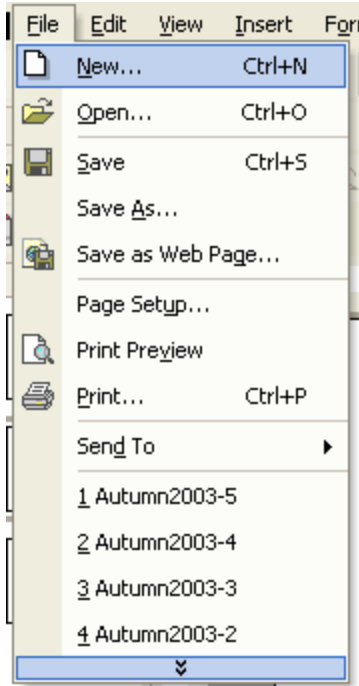
Below the title bar is the *menu toolbar* (A1-12). The functions of Microsoft PowerPoint menu-bar are:

Feature	Position	Function
<u>F</u> ile	A1-2	General function i.e. open, save, page setup, print, exit
<u>E</u> dit	A2	Undo, cut, paste, select, delete slides, find & replace
<u>V</u> iew	A3	Modify slide view, toolbar option, header-footer, color
<u>I</u> nsert	A3	Insert new slide, slide number, date & time, picture, sound, chart, table
<u>F</u> ormat	A4	Modify font, bullet, alignment, slide layout, background
<u>T</u> ools	A5	Spelling, grammar, auto-correct, toolbar option
<u>S</u> lide Shows	A5-6	Set up show, animation, transition
<u>W</u> indows	A6-7	Show and arrange file(s) opened
<u>H</u> elp	A7	Microsoft PowerPoint Help, office assistant
<u>A</u> crobat	A8	This menu is available if you have Adobe Acrobat. It contains options to convert your presentation into an Adobe Acrobat file


Table 1. Menu Bar

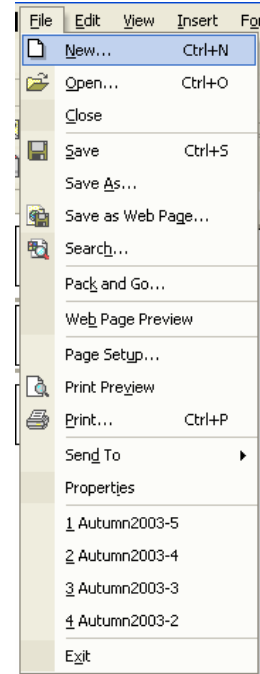
In the menu toolbar, you will notice that the first letter of each option is underlined (for example, F for file, E for edit). These underlined letters represent the keyboard shortcuts for each option. In case we do not have a mouse, we can access this menu by pushing Alt + the underlined letter (e.g. Alt+F for file, Alt+E for edit).

When we click on a menu, a drop down menu appears; showing us the options available in that menu. For example, if we click on file menu, this picture (Picture 3) will show up:



















Picture 3

In the previous Microsoft PowerPoint version, when we click on File menu, the dialog box will show all options. For the Windows XP version, however, the dialog box will only show the more frequently used options. If we want to see the full list of options, we can click on the  icon at the bottom, and the dialog box will expand to that of picture 4.



Picture 4

A lot of clicking and maneuvering of the mouse is needed when we use the menu toolbar to select an option; thus making the program a bit cumbersome. PowerPoint, however, has conveniently provided shortcut icons to make our lives even easier. These shortcuts allow us to make only one mouse click for the desired action to occur. Scrolling our mouse over each icon enables us to see the function of that icon (see tables). In addition to these shortcut buttons, there are also keyboard shortcuts for some actions. Some of them are described in brackets in the following tables. To see the complete description of keyboard shortcut, please refer to Microsoft PowerPoint help → *Keyboard shortcut*.

Standard Toolbar (B1-11)					
Icon	Position	Function	Icon	Position	Function
	B1	New presentation (Ctrl+N)		B6	Undo (Ctrl+Z)
	B1-2	Open (Ctrl+O)		B6-7	Redo (Ctrl+Y)
	B2	Save (Ctrl+S)		B7	Insert chart
	B2	Email as attachment		B7	Insert table
	B3	Search		B8	Table & Border toolbar
	B3	Print (Ctrl+P)		B8	Insert hyperlink
	B3-4	Zoom		B8-9	Expand all
	B4	Spelling (F7)		B9	Show formatting








	B4	Cut (Ctrl+X)		B9	Show/hide grid
	B5	Copy (Ctrl+C)		B10	Color/grayscale option
	B5	Paste (Ctrl+V)	33%	B10-11	View
	B5	Format Painter		B11	Help (?) & Button option (▾)

Table 2. Standard Toolbar



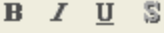
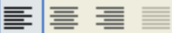





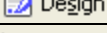

Formatting Toolbar (B1 - 11)		
Icon	Position	Function
	B1-3	Font selection (Ctrl+Shift+F)
	B3	Font size (Ctrl+Shift+P)
	B4-5	Bold (Ctrl+B), Italic (Ctrl+I), Underline (Ctrl+U), Shadow respectively
	B5-6	Alignment : left (Ctrl+L), center (Ctrl+E), right (Ctrl+R), and justify (Ctrl+J) respectively
	B6-7	Numbering
	B7	Bullets
	B7-8	Increase (Ctrl+Shift+>) or decrease (Ctrl+Shift+<) font size
	B8-9	Decrease or increase indent
	B9	Font color
	B10	Choose slide design
	B11-12	Insert new slide (Ctrl+M) and Button option (▾)

Table 3. Formatting Toolbar





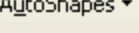















Drawing Toolbar (H1 - 10)					
Icon	Position	Function	Icon	Position	Function
	H1	Drawing options		H6	Insert ClipArt
	H2	Select option		H6	Insert picture
	H2-3	AutoShapes options		H7	Fill color
	H3	Line tool (draw lines)		H7	Line color
	H4	Arrow tool (draw arrow)		H8	Font color
	H4	Rectangle tool		H8	Line style
	H4-5	Oval tool		H9	Dash style
	H5	Text box		H9	Arrow style
	H5	WordArt		H10-11	Shadow style
	H6	Insert diagram/chart		H11	3-D style & button options

Table 4. Drawing Toolbar





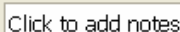
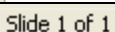


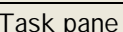
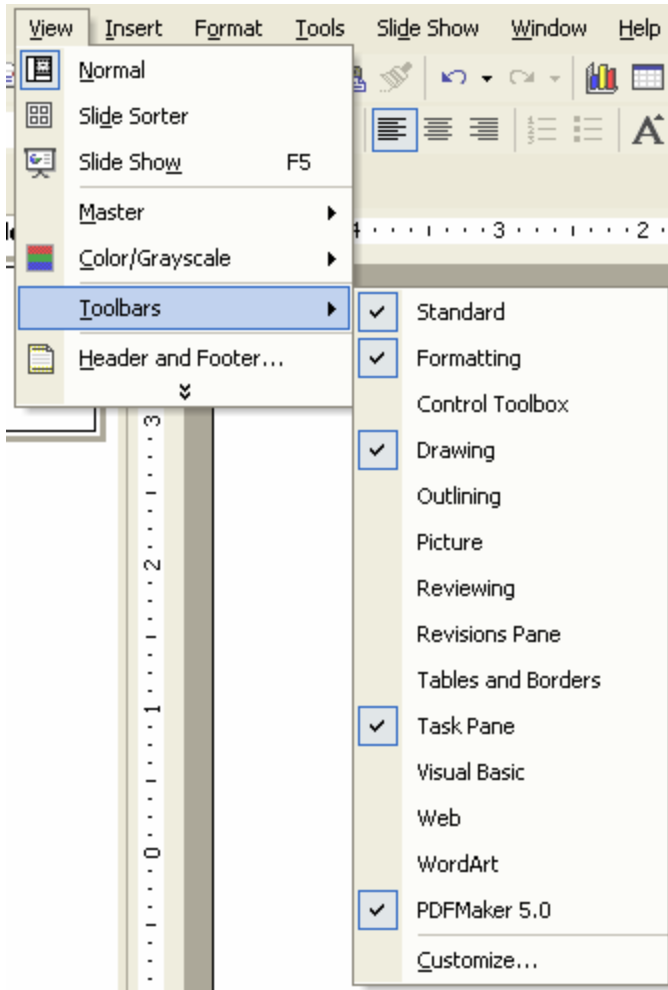
Other features		
Icon	Position	Function
	C1-2	Convert to Adobe Acrobat file (PDF) and/or email
	H1	Normal view
	H1	Slide sorter view
	H1-2	Slide show view (from current slide)
	G3-4	Reminder note (will not show up in the slide, but can be printed)
	H2-3	Slide information
	H9-10	Language status
	H11	Spelling and grammar status
	C9-12 – H9-12	Showing options for ongoing activities

Table 5. Other Features

The *task pane* (insert grid components) is the place where we can see the detail options for our ongoing activities. This pane will change as we work on our presentation. For example, picture 2 shows the task pane at the beginning of our project, and we are given the option of opening a presentation or creating a new one. This is the default view whenever PowerPoint is opened. After choosing an option from the task pane, the options within the pane change to match how far along we are in our project. Anytime we want to go back to the previous pane, we can click on the left arrow. Contrarily, we can go to our subsequent option by clicking the right arrow.

Beside the task pane (in the main frame, D4-G8), we can see our currently active slide, and at the left side (C1-G3) we can see the slide miniatures and the outline view of our presentation. We can either edit our text in the outline view or in the active slide.

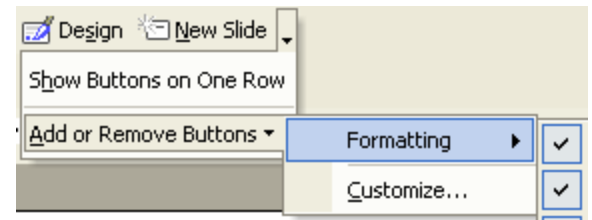
Microsoft PowerPoint is our private work setting and we can change the default view and arrange it as we desire. This can be done through view option (A3). If we click view option, this dialog box will pop up:



Picture 5

The symbol shows active toolbars. We can hide any of those toolbars by scrolling our mouse over it and clicking on it. Conversely, we can activate any toolbar by doing the same action.

We can also specify buttons in every toolbar. We can do so by clicking the button (▾) in found on every toolbar. For example, if we want to hide font color button (B9) from the formatting toolbar, we can click formatting toolbar's button option (B12), and this picture will show up:



Picture 6

In order to see the options, we scroll our mouse and click 'add or remove buttons' → formatting → font color.

Furthermore, we can place any toolbar anywhere we desire by dragging and dropping. For example, if we want to move the standard toolbar (A1-11) to a new place (e.g. to G1-11), we can do so by scrolling our mouse to the left side of the toolbar until a four-direction-arrow appears. Next, we can click our mouse, hold it, and move the standard toolbar into the new location.

We can also customize our toolbar further, and choose desired shortcuts that are not available from the standard view. We can do this by choosing the customize option (see picture 5 and 6).

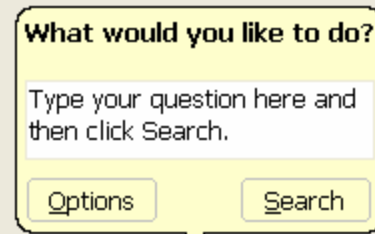
The Office Assistant

The animated paper clip (G2-3) is our office assistant (Clippit) who will give us help when we need it. If we click on the Clippit icon or press F1 on our keyboard, a dialog box will appear (see Picture 7) and we can type our questions in this box.

If we right-click Clippit, we will have other options such as hide Clippit, choose other office assistant (see picture 8), or animate office assistant (sometimes this action helps when we get bored ☺)




Picture 8



Picture 7

2.2. Various ways to do a command/action

PowerPoint is aware of individual differences, therefore it provides various ways to perform an action. We can do one action in several ways, i.e. choosing it from the menu toolbar, using the task pane, the shortcut button, and the keyboard shortcut. For example, we can open an existing presentation by doing any of the following steps:

1. Using menu toolbar (with mouse)
Click File → Open → Choose file
Microsoft PowerPoint always records four most recently used presentations. We can see these presentations in the File option (see picture 3). If we want to open one of these files, we can click it.
2. Using menu toolbar (with mouse)
Alt + F → O
We can choose one of the four most recently used presentations by pressing that number. For example, if we want to open file 'Autumn2003-2.ppt' (see picture 3), we can push Alt + F + 4
3. Using task pane (D9-11)
Click one of available option for most recently used presentations or click 'more presentation (E9-11) to search for other presentation.
4. Using shortcut button
Click  (B1-2)
5. Using keyboard shortcut
Push Ctrl + O