Unit 1

BASIC SKILLS

Lesson 1 Getting Started in PowerPoint PP-2

Lesson 2 Developing Presentation Text PP-30

Lesson 3 Revising Presentation Text PP-70

UNIT 1 APPLICATIONS PP-106

Lesson 1

Getting Started in PowerPoint

OBJECTIVES After completing this lesson, you will be able to:

- 1. Explore Microsoft PowerPoint.
- 2. View a presentation.
- 3. Add text using placeholders.
- 4. Prepare presentation supplements.
- 5. Name, save, and close a presentation.

Estimated Time: 2 hours

Microsoft PowerPoint is a presentation program widely used in business and in education. It enables you to show your presentation content in a visual way through on-screen slides that are displayed in a slide show. For example, a hotel manager may develop a presentation to help market the hotel at conferences and meetings, or an instructor may display notes for a lecture to help students keep focused. A financial analyst may present investment information to prospective clients, or a builder may present construction plans to an urban development commission for approval. Also, PowerPoint is an effective tool for creating flyers and other printed products because of its versatile drawing and layout tools.

In this lesson, you will be working as an intern with Roy Olafsen, Good 4 U marketing manager, to make revisions to a presentation he has developed. This lesson provides an overview of PowerPoint features so that you will become accustomed to the application screen and to the way slides move within a slide show. You will also see examples of graphics you will learn to create later in this text.



PREPARE

Point out to students that the learning objectives show what they will learn in the lesson. Each heading in the lesson correlates to a learning objective.

Required File: ThreeYears2.pptx



EACH

Teaching Resources:

This text is supported by Classroom Presentations in a PowerPoint format, an Instructor's Manual, and a Test Bank. For this lesson, use PowerPoint Classroom Presentation 1.

□ OBJECTIVE 1

Exploring PowerPoint



NOTE

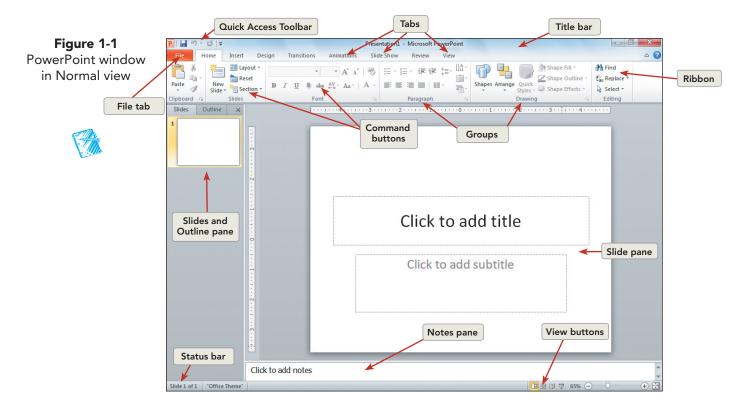
The presentations in this text relate to the case study about Good 4 U, a fictional restaurant.

To become familiar with PowerPoint, identify parts of the window such as the Ribbon, tabs, and command buttons shown in Figure 1-1. Several tabs are unique to PowerPoint, while others are very similar to tabs used in Word and Excel. The Quick Access Toolbar is located above the Ribbon.



TABLE 1-1 The PowerPoint Window

Part of Window Purpose			
Command buttons	Buttons designed to perform a function or display a gallery of options.		
Groups	Logical sets of related commands and options.		
Notes pane	The area where you can add speaker notes for the presenter.		
Quick Access Toolbar	Located by default at the top of the PowerPoint window and provides quick access to commands that you use frequently.		
Ribbon	Consists of task-oriented tabs with commands organized in groups.		
Scroll bars	Used with the pointer to move a slide or outline text right or left and up or down. You can also use the vertical scroll bar to move from slide to slide.		
Slide pane	The area where you create, edit, and display presentation slides.		
Slides and Outline pane	The area that can display either an outline of the presentation's text or thumbnails—miniature pictures—of the presentation's slides. You choose either Outline or Slides by clicking the appropriate tab. (If this pane is not displayed, click the Normal view button.)		
Status bar	Displays information about the current presentation.		
Tabs	Task-oriented collections of commands. In addition to the standard tabs, contextual tabs appear relevant to the selected object.		
Title bar	Contains the name of the presentation.		
View buttons	Buttons used to switch between Normal view, Slide Sorter view, and Slide Show view.		



Exercise 1-1 IDENTIFY PARTS OF THE POWERPOINT WINDOW AND QUICK ACCESS TOOLBAR

The PowerPoint *Ribbon* contains nine task-oriented tabs: File, Home, Insert, Design, Transitions, Animations, Slide Show, Review, and View. Commands on each tab are organized in logical groups. A *ScreenTip* is the box displaying a command or object name that pops up when you point to it; sometimes a brief description will also appear. Within the Ribbon groups you will find drop-down galleries that easily present formatting options, graphics choices, layouts, and more.

The *Quick Access Toolbar* is a customizable toolbar located above the Ribbon. It contains common commands that function independently of the tab currently displayed. It can be moved under the Ribbon, but that location requires more space.

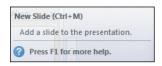
Open PowerPoint. Using Figure 1-1 as a guide, move your pointer over

items in the PowerPoint window to identify them by name using



Figure 1-2
ScreenTip over the
New Slide command
button

1





- 2. Click the drop-down arrow at the end of the Quick Access Toolbar.
- 3. Choose Show Below the Ribbon.

ScreenTips similar to Figure 1-2.

4. Click the drop-down arrow again, and choose **Show Above the Ribbon** to return to the default position.





Exercise 1-2 OPEN AN EXISTING PRESENTATION

When you first open PowerPoint, you will often start a new blank presentation. However, in this exercise you open an existing PowerPoint presentation that Roy Olafsen developed for a local business organization to explain the background of the Good 4 U restaurant. You will make several revisions to this presentation.



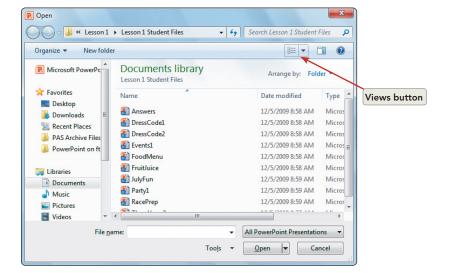
- 1. Click the File tab to open Backstage view which displays quick commands.
- 2. Click Open.
- 3. In the Open dialog box, navigate to the appropriate drive and folder for your student files according to your instructor's directions.
- 4. When you locate the student files, click the arrow next to the Views button (see Figure 1-3) in the Open dialog box to display a menu of view options.

Figure 1-3
Folders listed in the
Open dialog box





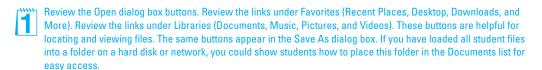






Your instructor will tell you where to locate the files for this text. For more information about working with files, folders, and directories in Windows, refer to "File Management" at the Professional Approach Online Learning Center at www.mhhe.com/lessonapproach2010.

- 5. Choose **Small Icons** to list all files by name.
- 6. Click the Views button again, and choose **Details** to see the type of file and the date on which it was last modified.
- 7. Locate the file **ThreeYears2** (use the scroll bar if necessary), and click once to select the file.
- 8. Click **Open**. (You can also double-click the file's name to open it.) PowerPoint opens the file in Normal view.







Make sure students know where files for this text are located. You can load student files on a hard disk or on a network. If this has not already been done, you may load the files from the www.mhhe.com/lessonapproach2010 to a location where the students can access them. If you download from the Web site, the student files will be in a zipped (compressed) file. Have students right-click the folder name and choose Extract All to extract (decompress) files.



The presentation name might appear as "ThreeYears2<Read Only>" in the title bar. Explain to students the purpose of this read-only protection (to preserve the original file). Make sure this protection is applied to all loaded student files.

Exercise 1-3 WORK WITH RIBBONS, TABS, GROUPS, AND COMMAND BUTTONS



On the Ribbon, tabs reflect tasks you commonly perform, and they provide easy access to the commands organized in related groups of buttons and other controls. *Live Preview* is a feature that shows what your changes will look like before clicking or selecting an effect. Sometimes the group of available effects is presented in a *gallery* that displays thumbnails of different options you can choose.

- 1. Click the **Insert** tab.
- 2. Identify each of the groups located on the Insert tab: Tables, Images, Illustrations, Links, Text, Symbols, and Media. These groups contain command buttons that provide options through dialog boxes or galleries of options.

Exercise 1-4 USE MICROSOFT POWERPOINT HELP



Microsoft Office provides a *Help* feature that is an excellent reference tool for finding more information on any PowerPoint feature.

- 1. Click the Microsoft PowerPoint Help button [7] located on the upper right of the Ribbon, or you can press [7]. The Help window will appear on top of your open PowerPoint presentation.
- 2. Key **Ribbon** in the search box located on the Help window, and press Enter (or click the Search button Search •).
- 3. Scroll through the list of options that display, and click **Familiarize** yourself with the fluent Office user interface.
- 4. Read and scroll through the entire Help window.
- 5. When you have finished reading, click the Close button in the upper right corner of the Help window to close it and return to PowerPoint.

□ OBJECTIVE 2

Viewing a Presentation

PowerPoint provides multiple views for working with your presentations based on what you need to do.

- *Normal view.* Enter information directly on a slide or in outline format.
- *Slide Sorter view.* Display multiple slides as thumbnails, or miniature slides, for a presentation overview, to rearrange slides, and to add special transition effects for the movements between slides.





- *Notes Page view.* Add speaker notes to accompany a slide.
- *Reading view.* Browse through your slides in sequence.
- *Slide Show view.* Display your presentation to an audience.

Views can be changed by using the View tab or by using the status bar at the bottom of the PowerPoint window.

Exercise 1-5 USE NORMAL AND SLIDE SORTER VIEWS



Normal view is the default view when PowerPoint opens and is the best view for writing text directly on a slide and designing your presentation. In this exercise, you will change to *Slide Sorter view* and rearrange slides by dragging.



- 1. Your PowerPoint window should be in Normal view. From the View tab, in the Presentation Views group, choose the Slide Sorter button . You may also use the Slide Sorter button and on the status bar.
- 2. Click slide 7 and hold down your left mouse button and drag until you see a vertical line before slide 6, then release the mouse button. This change creates a better sequence.
- 3. From the View tab, in the Presentation Views group, click the Normal view button to return to Normal view. You may also click the Normal view button on the status bar.

Exercise 1-6 USE THE SLIDES AND OUTLINE PANE

In Normal view, the *Slides and Outline pane* is at the left of the Slide pane. The Outline tab allows you to quickly enter text in an outline format because it shows only slide titles and listed text with *bullets*, small circular shapes, in front of each listing. The Slides tab provides thumbnails so that you can see or rearrange slides; it is similar to the Slide Sorter view.

- Click the Outline tab at the top of the Slides and Outline pane to see only the presentation's text.
- 2. Point to the right border of the Slides and Outline pane. When the splitter appears, drag the border about an inch to the right to increase the size of the Slides and Outline pane.
- 3. Scroll in the outline text until you see the text for slide 4.



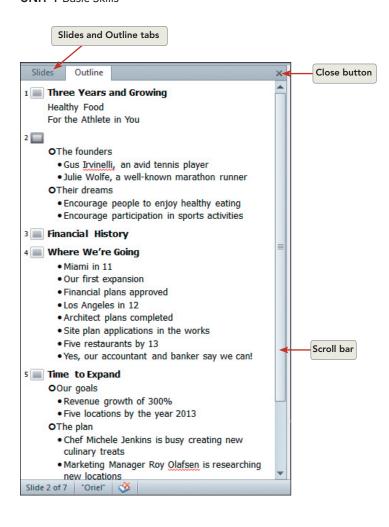
In this exercise students are asked to drag a screen element. If students are unfamiliar with dragging, demonstrate how to drag an element and ask students to practice.



Talk about the possibilities and benefits of using Slide Sorter. Explain why you might want to use the Slide Sorter view, for example, to preview the entire presentation and to move or rearrange slides.

Figure 1-4
Working with the
Slides and Outline
pane





4. Working in the Outline tab, change each of the years (11, 12, and 13) to **2011, 2012**, and **2013**. The first line, for example, should read "Miami in 2011." Notice that, as you work, your changes are reflected in the Slide pane.



- 5. Click in front of "Miami"; then from the Home tab, in the Paragraph group, click the Decrease List Level button to promote the item by moving it to the left. Apply this same treatment to "Los Angeles in 2012" and "Five Restaurants by 2013." This distinguishes the main items in the list from the more detailed items under them.
- 6. Click the Close button on the Slides and Outline pane to hide it. The Slide pane expands to fill the space.
- 7. From the View tab, in the Presentation Views group, click the Normal view button . The Slides and Outline pane is displayed again.
- 8. Click the **Slides** tab at the top of the Slides and Outline pane. The Slides and Outline pane becomes smaller and the size of the Slide pane increases.



Exercise 1-7 MOVE FROM SLIDE TO SLIDE

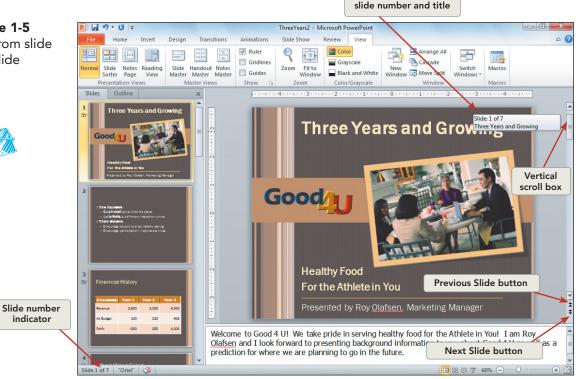
PowerPoint provides several ways to move from slide to slide when using Normal view:

- Drag the vertical scroll box, or click on the vertical bar above and below
- Click the Previous Slide or Next Slide button located below the vertical scroll bar.

ScreenTip displaying

Press PageUp and PageDown

Figure 1-5 Moving from slide to slide





indicator

- 1. At the right of the Slide pane, drag the box on the vertical scroll bar. Notice the pop-up box that displays slide numbers and slide titles as you drag. When you drag the box to the bottom of the scroll bar and release the mouse button, slide 7 appears in your window. Notice that slide 7 has a highlighted border around it in the Slides and Outline pane. This identifies it as the current slide.
- 2. Drag the scroll box up to display slide 6. Notice that "Slide 6 of 7" appears on the left side of the status bar to also identify the current slide.
- Click the Previous Slide button at the bottom of the vertical scroll bar several times to move back in the presentation. Use the Next Slide button **** to move forward.
- Press PageDown and PageUp on your keyboard several times to move to different slides. Use this method to move to slide 2. Check the status bar for the slide number.



Exercise 1-8 USE ZOOM AND FIT TO WINDOW

PowerPoint provides two different ways to change the size of the current slide in both Normal view and Slide Sorter view. The Zoom command can magnify your slide so that you can see small details for precise alignment and corrections. The Fit to Window command will change from the current zoom settings to fit your slide in the window that is open.

- From the View tab, in the Zoom group, click the Zoom or Fit to Window command button.
- Use the Zoom slider or Fit slide to current window button on the right end of the status bar.
- From the View tab, in the Zoom group, click the Zoom button $| \mathbb{Q} |$.
- On the Zoom dialog box, click the radial button beside "200%" and click OK.
- From the View tab, in the Zoom group, click the Fit to Window button to reduce slide size so that the slide is viewable in the window.
- On the right end of the status bar, click the Zoom In button (a plus) until you reach "170%."
- On the right end of the status bar, click the Fit slide to current window button so that the entire slide is viewable again.

Exercise 1-9 **USE READING AND SLIDE SHOW VIEWS**

Both Reading view and Slide Show view display your slides at full-screen size beginning on the current slide. The Reading view command is on the View tab. From the Slide Show tab, you can start a slide show from the beginning or from the current slide. The Reading View and Slide Show commands are also available on the status bar.

Reading view is used to browse through your presentation with the title bar showing. The status bar is displayed with navigation tools to move from slide to slide. Slide Show view is used to show your presentation to an audience because only the slide is displayed. Navigation tools are available if you point to them.

In both views, slides can be changed by pressing the Spacebar, Page Up, PageDown, N, or P key or the arrow keys or by clicking the left mouse button.

- 1. Move to slide 1. From the View tab, in Presentation Views, click the Reading view button . The first slide in the presentation fills the screen, with the title bar at the top and status bar at the bottom.
- 2. On the status bar, click the right arrow to move to slide 2.
- Press \mathbb{N} on the keyboard to move to the next slide, slide 3.
- Press P twice to return to slide 1. Press Esc to exit Reading view.



Zoom levels will not necessarily be the same as shown in this and other figures. When the Fit to Window zoom setting is chosen, the percentage displayed in the Zoom level dialog box or on the satus bar will vary depending on the size of your monitor, its screen resolution, and the

number and size of the various panes currently displayed.



- 5. On slide 1, click the Slide Show button located on the status bar to the left of the Zoom slider. The first slide in the presentation fills the screen.
- 6. Click the left mouse button to move to slide 2, and repeat to move to slide 3.

Exercise 1-10 OBSERVE ANIMATION AND TRANSITION EFFECTS

Animation effects are the special visual or sound effects that appear as objects are displayed on the screen or removed from view. *Transition effects* are the visual and sound effects that appear when changing slides. When developing this slide show, Roy Olafsen placed several different effects in the show to feature items on the slides and to control the way text appears on a slide while he is talking.

- 1. In Slide Show view and with slide 3 "Financial History" displayed, Press N to move to slide 4, which is titled "Where We're Going."
- 2. Using the left mouse button, click anywhere to see a sample of a PowerPoint text animation.
- 3. Press N again to move to slide 5 "Time to Expand." Notice the Box transition effect between slides 4 and 5.
- 4. Click the left mouse button two times to bring in the text on slide 5.
- 5. Press N to move to slide 6 "We've Come a Long Way." Press N three more times to bring in the text for slide 6. Notice the Entrance and Emphasis effects placed on this text. If your sound is on, you should also hear sound effects with each text item.
- 6. Press N to move to slide 7 and N again to finish the presentation.
- 7. Press Esc or (minus) to end the slide show.

□ OBJECTIVE 3

Adding Text Using Placeholders

Adding and editing text in PowerPoint is very similar to editing text in Word. When you point to an object on your screen that contains text, an *I-beam*, a vertical blinking bar in the shape of an uppercase "I," will appear and you can click in the position where you want to insert text. You can also drag the I-beam to select existing text. The Enter key moves the insertion point to the next line or bullet. The Delete key removes the character to the right of the insertion point. The Backspace key removes the character to the left of the insertion point.

Exercise 1-11 KEY PLACEHOLDER TEXT

Text *placeholders* are used for *title text* (the text that usually appears at the top of a slide), *body text* (text in the body of a slide such as a list), and other objects, such as picture captions. When you click inside a text placeholder, you *activate* it so that it is ready for editing or for inserting new text.



1

Placeholders help keep slide layout and formatting consistent within a presentation.

Body text often contains *bullets* (small dots, squares, or other symbols) to indicate the beginning of each item in a list; therefore, this text is called bulleted text. Bullets can also be decorative for an attention-getting effect.



NOTE

Notice that the pointer changes from an I-beam inside the border to an arrow pointer outside the border. When the pointer rests on top of the border, it becomes a four-pointed arrow, which can be used to move the text placeholder. When the pointer rests on top of a sizing handle, a two-pointed arrow appears for changing the placeholder size.

- 1. Move to slide 2, and click in the title text placeholder to activate the placeholder. Notice the border, a dashed line, that surrounds the placeholder, indicating that the placeholder is activated and you can edit or insert text. Sizing handles appear on the corners and edges.
- 2. Key the text Where We Came From.
- 3. In the body text placeholder, click anywhere on the line of text that begins "Gus Irvinelli."
- 4. Without clicking, move the pointer outside the placeholder border to the right and then back inside.

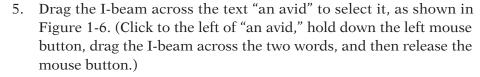




Figure 1-6
Selecting text
to edit





6. Key **a professional** to replace the selected text. (New text will automatically replace the selected text.)



NOTE

Bulleted text lists the points being made in a slide presentation. This presentation uses open-circle and solid-dot bullets.
Bullets can be changed to fit your presentation needs.

- 7. Click the I-beam after the words "healthy eating," and press Enter to insert a new bulleted line. The new bullet is dimmed until you key text.
- 8. Key Make their financial investments grow after the new bullet.
- 9. Deactivate the placeholder by clicking a blank area of the slide. Be sure your pointer is a simple arrow, not an I-beam or a four-pointed arrow.



Emphasize to students that if they click when they see an I-beam, they activate a text placeholder (or text box) for editing. To deactivate a text placeholder, click outside the text placeholder—when the pointer is a white arrow.



Students might be unfamiliar with the process of dragging the I-beam to select text. Demonstrate how to do this, and ask the students to practice. If necessary, refer students to the "Windows Tutorial" at the Professional Approach Online Learning Center at www.mhhe.com/lessonapproach2010.



In PowerPoint Classroom Presentation 1.

Exercise 1-12 CHANGE AND RESET PLACEHOLDER LAYOUT

Placeholders can be moved, resized, and rearranged on your slide. The *Layout* command of PowerPoint provides different slide layouts or can reset the placeholder to the original layout.

- 1. Still working on slide 2, click in the title placeholder to activate it.
- 2. Move your pointer to the outer border of the title placeholder.
- 3. When your pointer turns to a four-pointed arrow (see Figure 1-7), click and drag the title placeholder to the bottom of the slide.

Figure 1-7 Selecting a placeholder





4. From the Home tab, in the Slides group, click the Reset button to reposition the title placeholder in its original position.

□ OBJECTIVE 4

Preparing Presentation Supplements

Although the primary way of viewing a presentation is as a slide show, you can also print PowerPoint slides in several different ways to create materials you will use as a speaker or to create documents for your audience. You should carefully review the way your document will look before printing and select settings appropriate for each presentation situation.



NOTE

Throughout this text you will be instructed to submit your work. Your instructor may require that you submit your files to an electronic drop box or that you print slides. To conserve paper and speed up printing, you may print a handout instead of full-size slides.

- *Slides*. Individual slides are printed in full size on separate pages.
- *Notes pages*. Individual slides are printed at the top of a page with speaker notes printed below.
- *Outline*. Only the slide titles and bulleted text are printed.
- Handouts. Multiple scaled-down slide images are printed on each page (one, two, three, four, six, or nine to a page) and are often given to an audience during a presentation.
 Printing several slides on a single page is also a good way to review your work away from your computer and a convenient way to print class assignments.

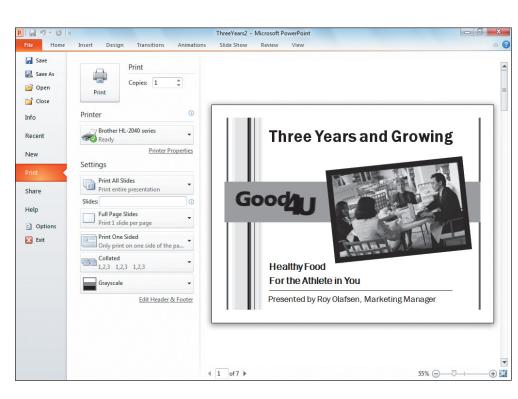


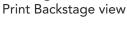
Exercise 1-13 PRINT FULL-PAGE SLIDES

You can start the printing process in one of the following ways:

- From the File tab, choose **Print**. The area that appears is called *Print Backstage* view. It displays PowerPoint's default print settings and indicates the designated printer. A preview of the current slide is shown with navigation and zoom controls on the bottom. A scroll bar is on the right.
- Press Ctrl+P to open the File tab with Print Backstage view displayed.
- From the Quick Access Toolbar, click the Quick Print button . You must first customize the Quick Access Toolbar to make this button available. Use it with caution. This feature does not allow you to control print options. It prints with the most recently used print options and could result in printing your entire presentation with one slide on each page.
- 1. To print the first slide in your presentation, display slide 1 and then, from the File tab, choose **Print**. The Print Backstage view appears, as shown in Figure 1-8. Some of the settings may appear differently on your computer depending on how PowerPoint was installed.







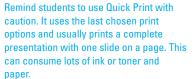












- 2. Notice that Print has the number of copies set for "1".
- 3. For Printer, the current printer is displayed. Click the down arrow to see the list of available printers. Follow your instructor's directions to choose an appropriate printer from the list.
- 4. Under Settings, look at the categories that are arranged as buttons with down arrows that display all your options. The option displayed on each button will change on the basis of the previous setting used. Make these changes:
 - Click the down arrow for Print All Slides and choose **Print Current** Slide. This controls which slides will print.



TIP

You can create a presentation that uses overhead transparencies by printing your slides on transparency film. Before printing, insert transparency sheets directly into your printer (choosing the correct type of transparency for a laser or ink-jet printer).

- If Full Page Slides is displayed, it requires no change.
 This controls what you print, such as slides, notes
 pages, outlines, or handouts in a variety of layouts in
 both horizontal and vertical orientations.
- If Collated is displayed, it requires no change. This
 controls the printing order by choosing collated or
 uncollated.
- **Color** or **Grayscale** may be displayed depending on whether you are sending to a color printer or not; no change is required.
- 5. Click the Print button (a) to print the current slide.

Exercise 1-14 PRINT NOTES PAGES AND OUTLINES

Roy Olafsen has written some notes on two slides of this presentation to remind himself about what he needs to say when those slides are displayed for his audience. In this exercise you will print those pages, review outline printing, and print a handout page.

In addition to the print settings covered previously, you will learn about printing in black and white. The *Grayscale* option converts the presentation colors to shades of gray. The *Pure Black and White* option converts all colors to either black or white, eliminating shades of gray.

- 1. On slide 1, press Ctrl +P.
- 2. Under Settings, make these changes to prepare an outline:
 - Click the down arrow for Print Current Slide, and choose Print All Slides.
 - Click the down arrow for Full Page Slides, and choose **Outline**. Notice the text-only page that appears in the preview area. If you wanted to study the text of your presentation away from your computer, then printing this page would be convenient. To save paper, we will not print this view.
- 3. Notes pages provide a slide image at the top of a page with speaker notes below. Since Roy Olafsen made notes on slides 1 and 2, you need to print only those notes pages.



TIP

To print consecutive slides, you can use a hyphen. For example, key 2-4 to print slides 2 through 4. To print a combination of slides, you can key the range 1, 3, 5-9, 12 to print slides 1, 3, 5 through 9, and 12.

- 4. Under Settings, make these changes to prepare notes pages:
 - Click the down arrow for Outline, and choose Notes
 Pages.
 - Click the down arrow for Print All Slides, and choose Custom Range.
 - In the Slides text box, key **1,2** to print only slides 1 and 2.
- Click the down arrow for Notes Pages, and choose the option Scale
 to fit paper to expand items to the full width of the page (or check
 the box beside Scale to fit paper).
- 5. If **Color** is displayed, click the list box down arrow and then **Grayscale**. If you have a color printer, you can choose Color from the list box but the grayscale setting will conserve your color ink or toner.
- 6. Click the Print button ...

Exercise 1-15 PRINT HANDOUTS

For handouts, the number of slide images on a page can range from one to nine. You can use either landscape or portrait orientation, and the slides will be slightly larger if you choose **Fit to Paper**. Placing a line around the slides will make them more distinct on the page, especially if the slides have a light-colored background. You can choose to arrange the slides vertically or horizontally.

Roy Olafsen has seven slides in this presentation, and he has requested that you prepare a handout with all the slides on one page.

- 1. On slide 1, press Ctrl+P.
- 2. Under Settings, make these changes to prepare handouts:
 - Click the down arrow for Custom Range, and choose Print All Slides.
 - Click the down arrow for Notes Pages, and choose 9 Slides Horizontal to print the entire presentation on one page.
 - Click the down arrow for 9 Slides Horizontal, and select Scale to fit paper and Frame Slides (or check the box beside Scale to fit paper and Frame Slides).
 - Click the down arrow for Portrait Orientation. Click the list box down arrow and then **Landscape Orientation** so that the slides will be larger on the page. (If **Landscape Orientation** appears, it requires no change.)
- 3. For Print, change the **Number of copies** to **2**. The **Collated** list box by default is set to print the slide show from beginning to end two times.
- 4. For Color, click the list box down arrow and examine the options: Color, Black and White, or Grayscale. Click **Grayscale**. (If Grayscale appears, it requires no change.)
- 5. Click the Print button 🗐 .









OBJECTIVE 5

Naming, Saving, and Closing a Presentation

When you create a new presentation or make changes to an existing one, you must save the presentation to make your changes permanent. Until your changes are saved, they can be lost if you have a power failure or a computer problem; therefore, it is a good idea to save frequently.

The first step in saving a document is to give it a *file name*. File names can be up to 255 characters long, but short file names are generally preferred. You can use uppercase letters, lowercase letters, hyphens, underlines, and spaces. For example, you can use "Good 4 U Sales Report" as a file name. File names cannot include these characters: / \ < > *? ": |

Throughout this text, your document file names will consist of **your initials** or an identifier your instructor asks you to use, such as **rst**, followed by the number of the exercise, such as **1-15**. PowerPoint assigns the file extension pptx, but you may not see this extension when you look at file names on your computer, depending on how the software is installed.

To save your presentation, you can use either the Save command or the Save As command.

- Use Save to update an existing document. The current file replaces the previously saved file. To save, click the Save button ☐ on the Quick Access Toolbar; from the File tab, choose Save; or press [Ctr]+S].
- Use Save As to name your presentation for the first time or to save your presentation using a different file name. In the latter case, the original presentation remains unchanged, and a second presentation with a new name is saved as well. To use Save As, from the File tab, choose Save As.

1





Exercise 1-16 CREATE A FOLDER AND SAVE YOUR PRESENTATION



NOTE

Your instructor will advise you on the proper drive or folder to use when creating your lesson folders.

Before saving a presentation file, decide where you want to save it: in a folder on your computer's hard drive, on a network drive, or on a removable drive. It's a good idea to create separate folders for specific categories to help keep your work organized. For example, you might want to create folders for different projects or different customers.

In this text, you will follow these steps to create a new folder for each lesson's work before you begin the lesson.

- 1. From the File tab, choose **Save As**. The Save As dialog box appears.
- 2. Using the list box at the top or folders on the left, follow your instructor's directions to navigate to the location where you should create your folder.



Objective 5 Assignment:

Exercises 1-19 to 1-22 (Skills Review), 1-23 to 1-26 (Lesson Applications), and 1-27 to 1-29 (On Your Own) can be assigned after completing Objective 5.



Although a file name can be 255 characters long, point out that file names should be meaningful, easy to find, and usually not more than 20 characters.



Throughout this text students are told to save their files using their initials and the exercise number. If using initials presents a problem (if, for example, students with the same initials save files in a shared folder on a hard drive), assign a unique identifier to each student saving files within a particular folder.



Emphasize the difference between Save and Save As. This concept is very important for students who are new to computers.

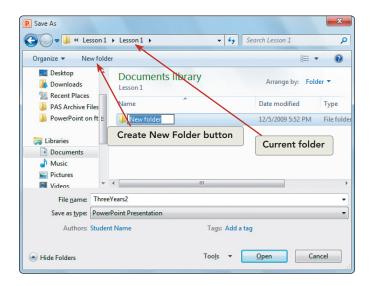


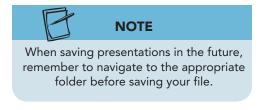
You will need to tell students which drive and folder to use to save their files.

3. Click the New Folder button New folder on the Save As dialog box toolbar, as shown in Figure 1-9.

Figure 1-9 Save As dialog box







- 4. With the words "New folder" selected, key **Lesson 1** and click off the folder. A yellow folder icon appears with the name "Lesson 1."
- 5. Double-click the **Lesson 1** folder to open it.
- 6. In the File name text box, key [your initials]1-16.
- 7. Click **Save**. Your document is saved for future use. Notice that the title bar displays the new file name.

Exercise 1-17 REVIEW PRESENTATION PROPERTIES AND PERMISSIONS

When a presentation is saved, PowerPoint automatically saves information about it such as the date created, file size, author name, and other information.

- 1. With your presentation still open, from the File tab, the Info group of quick commands will be automatically highlighted.
- 2. Notice the information on the right of the Backstage view.
- 3. Click the Properties button Properties, and then click Advanced Properties. The General tab displays basic information about the file.
- Click the Statistics tab. This tab shows precise information about the dates the file was created, modified, and accessed as well as the number of slides and other statistics.

- 5. Click the **Summary** tab. Here you can change existing information or add new information. Key **[your name]** as the author.
- 6. Click OK.
- 7. In the middle of the Backstage view, notice the Permissions category. The current setting indicates that the presentation is not restricted and anyone can open, copy, and change it.
- 8. Click the **File** tab again to close Backstage view.
- 9. Press Ctrl+S to save your changes to the properties of the document.

Exercise 1-18 CLOSE A PRESENTATION AND EXIT POWERPOINT

After you finish a presentation and save it, you can close it and open another presentation or you can close it and exit the program. Use one of these methods:

- From the File tab, choose Close or Exit PowerPoint.
- Use keyboard shortcuts. Ctrl+W closes a presentation, and Alt+F4 exits PowerPoint.
- Use the Close button in the upper right corner of the window.
- 1. From the File tab, choose **Close** to exit the presentation.
- 2. Click the Close button in the upper right corner of the window to exit PowerPoint.

Lesson 1 Summary

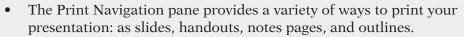


- Microsoft PowerPoint is a powerful graphics program used to create professional-quality presentations for a variety of settings.
- Identify items in the PowerPoint window by pointing to them and waiting for their ScreenTips to appear.
- PowerPoint command buttons are arranged in groups that can be accessed by clicking on the Ribbon tabs.
- The Quick Access Toolbar contains a set of commands independent of the tab that is currently displayed. The toolbar includes commonly used commands such as save, undo, redo, and print.
- The PowerPoint Help window is a great place to look for additional information on a topic or for steps in completing a task.
- Key and edit text on a slide in the same way as you would in Word.
- Use the Slide Show button to run a slide show. A slide show always starts with the slide that is currently selected.









• To print handouts that contain more than one slide on a page, use the Print Navigation pane to select from the Print Settings options.

LESSON 1		Command Summary	
Feature	Button	Ribbon	Keyboard
Close a presentation		File tab, Close	Ctrl +W or Ctrl +F4
Display Slides and Outline pane		View tab, Presentation Views group, Normal	
Document Properties		File tab, Document Properties	
End a slide show		Right-click, End Show	Esc or -
Exit PowerPoint		File tab, Exit PowerPoint	Alt)+F4
Help	?	Help Button	F1
Next Slide	*		PageDown
Next Slide (Slide Show view)		Right-click, Next	N, PageDown
Normal view		View tab, Presentation Views group, Normal	
Open a presentation		File tab, Open	Ctrl +O
Permissions		File tab	
Previous Slide	*		PageUp
Previous Slide (Slide Show view)		Right-click, Previous	P, PageUp, Backspace
Print		File tab, Print; Quick Access Toolbar, Print button	Ctrl+P
Reading view		View tab, Presentation Views group, Reading view	
Reset	**	Home tab, Slides group, Reset	
Save		File tab, Save; Quick Access Toolbar, Save button	Ctrl+S
Save with a different name		File tab, Save As	
Slide Show		Slide Show tab, Start Slide Show group, From Beginning or From Current Slide buttons or View buttons, Slide Show	F5
Slide Sorter view		View tab, Presentation Views group, Slide Sorter	
Zoom	9	View tab, Zoom group, Zoom	



Concepts Review

CLOSE

True/False Questions

TEST BANK

Each of the following statements is either true or false. Select your choice by indicating T or F.

- T F 1. When you start PowerPoint, it automatically displays a blank presentation.
- T F 2. Editing text in PowerPoint is similar to editing text in Word.
- T F 3. ScreenTips identify command buttons by name only.
- T F 4. In the Slides and Outline pane, you can display either slide thumbnails or outline text but not both at the same time.
- T F 5. Using Normal view, you can edit text on the slide or in the Outline tab.
- T F 6. You can display multiple slides as thumbnails in Slide Sorter view.
- T (F) 7. When viewing a slide show, pressing the plus sign moves to the next slide.
- T (F) 8. If you click the Quick Print button (a) on the Quick Access Toolbar, you can choose exactly which slides to print.

Short Answer Questions

Write the correct answer in the space provided.

1. What shape is the pointer when you move it over text?

I-beam

2. What is the purpose of using Zoom?

To magnify a slide for working in detail

3. Where on the PowerPoint window are the presentation view buttons always displayed?

Lower right on status bar

4. If the Slides and Outline pane is not displayed, what button can you click to make it appear?

Normal button

5. How would you save a copy of your presentation under a different file name?

File tab, Save As

Name four ways to use the keyboard for moving to the previous slide during a slide show.

P, Page Up, left arrow, Backspace

7. Which keys can you press to stop a slide show?

Esc, – (minus)

8. What is the maximum number of slides you can print on a handout page?
Nine slides

Critical Thinking

Answer these questions on a separate page. Support your answers with examples from your own experience, if possible.

- 1. In this lesson you learned how to display slide thumbnails in the Slides and Outline pane and also in Slide Sorter view. Which way do you prefer to view thumbnails and why?
- 2. You can produce slide shows, printouts, overhead transparencies, and other presentation media with PowerPoint. Why might you choose one medium over another? What factors would influence your decision?

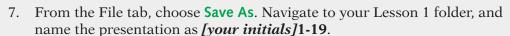
Skills Review

Exercise 1-19

Open a file, identify parts of the PowerPoint window, key text, print a handout, and save and close a presentation.

- 1. Open a presentation by following these steps:
 - a. Open PowerPoint.
 - b. From the File tab, choose **Open**.
 - c. Choose the appropriate drive and folder, according to your instructor's directions.
 - d. Double-click the file Answers.
- 2. Click anywhere on the text "Click to add subtitle," and key [your name].
- 3. Select the two question marks in the text "Exercise 1-??" by dragging the I-beam across them. Key 19.
- 4. To move to slide 2, click the Next Slide button ▼ at the bottom of the vertical scroll bar.
- 5. Key your answers to the four questions on slide 2 by following these steps:
 - a. Click to position the insertion point after the word "Answer:" and press Spacebar.
 - b. Key the answer to the question. Explore PowerPoint, and remember to use ScreenTips to help you answer the questions.

- 6. Print slides 1 and 2 by following these steps:
 - a. From the File tab, choose **Print**.
 - b. For Settings, choose:
 - Print All Slides
 - Handout with 2 slides on a page; check Frame Slides and Scale to Fit Paper.
 - · Grayscale.
 - c. Be sure the number of copies is 1 and then click the Print button ...



- 8. Close the presentation by clicking the Close button in the upperright corner of the PowerPoint window.
- 9. Close the presentation and submit your work.

Exercise 1-20

Edit text, save a presentation, run a slide show, print slides, and close a presentation.



NOTE

Before making the changes indicated in Figure 1-10, refer to "Proofreaders' Marks" at the Professional Approach Online Learning Center at www.mhhe .com/lessonapproach2010. Proofreaders' marks are special notations used to mark up a printed draft with changes to be made before final printing. Some proofreaders' marks might be confusing if you are unfamiliar with them. For example, a handwritten "=" indicates that a hyphen is to be inserted.

- 1. Open the file **FoodMenu**.
- 2. Notice on the status bar and by viewing the thumbnails in the Slides and Outline pane that this is a three-slide presentation (slide 1 of 3 now appears). Move to slide 3 by dragging the box on the vertical scroll bar.
- 3. Make corrections to the slide's text as shown in Figure 1-10.

Figure 1-10 Slide 3 corrections

Just Sweet Enough

Carob Pecan Yogurt Cream Pie

This light and fluffy desert has an all-natural gramm cracker crust, great flavor, and very little sugar.

Key Lime Soufflé

The striking lime flavor is Michelle's secret. Made from organic key limes, sweetened with white grape juice, and thickened with organic eqq whites.



In the Skills Review and Lesson Applications, students open presentations that have varying degrees of formatting. Advise students that they will learn how to apply formatting in the coming lessons. In addition, students open presentations that are of varying lengths (some presentations have only one slide). Explain some uses for single-slide presentation files, such as for printed flyers, announcements, and title pages.

Exercise 1-20:

Objectives: 1–5

Required File: FoodMenu.pptx Solution File: 1-20Sol on Online Learning Center. 4. Move to slide 2, and notice that two items show the name of a dish and two items show the descriptions. The descriptions should be indented to distinguish them from the name of each dish; therefore, place your insertion point before each description and press Tab to indent those lines.



TIP

If you are trying to insert text, but the text to the right of your insertion point is disappearing, click your Insert button once on your keyboard. This will take your computer out of Overtype mode.

- 5. Run the presentation as a slide show by following these steps:
 - a. Display slide 1. Click the Slide Show button 🖃.
 - b. After slide 1 appears, click the left mouse button to advance to the next slide.
 - c. Click the left mouse button three more times to return to Normal view.
- 6. Save the presentation as *[your initials]***1-20** in your Lesson 1 folder.
- 7. Print only slides 1 and 3 by following these steps:
 - a. From the File tab, choose Print.
 - b. In the Print range area, click **Slides** and key **1,3** in the text box.
 - c. Choose Full Page Slides and Grayscale.
 - d. Click the Print button ...
- 8. Close the presentation by clicking the Close button
- 9. Close the presentation and submit your work.

Exercise 1-21

Work with views, edit text, run a slide show, save, and close a presentation.

- 1. Open the file **DressCode1**.
- 2. View the presentation's text in outline format by following these steps:
 - a. If the Slides and Outline pane is not displayed, click the Normal view button .
 - b. Click the **Outline** tab.
 - c. Point to the Slides and Outline pane's right vertical border, and drag the splitter bar it to the right to increase the size of this tab. Move the splitter bar back to its original position.
- 3. Click the Slide Sorter view button \blacksquare , and move slide 3 before slide 2 by selecting slide 3 and dragging it before slide 2.
- 4. Double-click slide 1 to change back to Normal view.
- 5. Create a subtitle on slide 1 by following these steps:
 - a. Click the text placeholder containing the text "Click to add subtitle."
 - b. Key [your name].
 - c. Press Enter to start a new line; then key [today's date].

Exercise 1-21: Objectives: 1-3, 5

Required File: DressCode1.pptx

Solution File: 1-21Sol on Online Learning Center.

- 6. Run a slide show and navigate within the show by following these steps:
 - a. Click the Slide Show button 🖫.
 - b. Advance through the slides by pressing PageDown several times.
- 7. Save the presentation as *[your initials]***1-21** in your Lesson 1 folder.
- 8. Close the presentation and submit your work.

Exercise 1-22

Key text, save, print a handout, and close a presentation.

- 1. Open the file **Events1**.
- 2. Display slide 2.
- 3. Insert a new line of bulleted text by following these steps:
 - a. Click the I-beam after the text "National In-Line Skate demo team."
 - b. Press Enter to start a new line with an automatic bullet.
 - c. Key Autograph session with Marsha Miles.
- 4. Edit the text you keyed by following these steps:
 - a. Click the I-beam between the words "with" and "Marsha" to position the insertion point.
 - b. Key aerobic video star, and insert any necessary spaces.
- 5. Save the presentation as *[your initials]***1-22** in your Lesson 1 folder.
- 6. Print the slides full size by following these steps:
 - a. From the File tab, choose **Print**.
 - b. For Settings, choose:
 - Print All Slides.
 - Handouts, 6 Slides Horizontal, Frame Slides, Scale to Fit Paper.
 - Grayscale.
 - c. Click the Print button .
- 7. Close the presentation and submit your work.

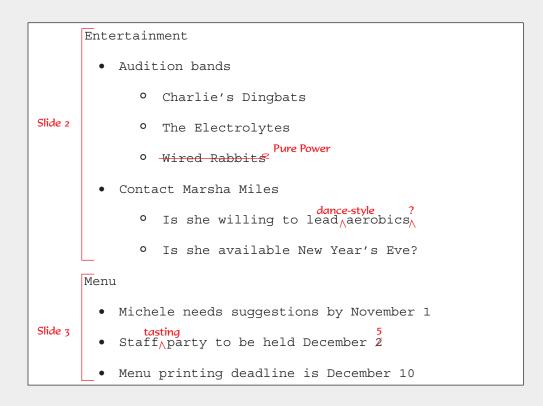
Lesson Applications

Exercise 1-23

Edit text, change presentation views, save, and close a presentation.

- 1. Open the file **Party1**.
- 2. Using the Outline tab, make the changes to slides 2 and 3 that are shown in Figure 1-11.

Figure 1-11 Slide 2 and 3 corrections



- 3. Save the presentation as *[your initials]***1-23** in your Lesson 1 folder.
- 4. View each slide in the presentation.
- 5. Print handouts three slides per page, grayscale, and framed.
- 6. Close the presentation and submit your work.

Solutions on Online Learning Center and Test Bank (in Assessment Manual)

Lesson Applications:

Provide independent practice for students and may be used for assessment. Objectives covered are indicated for each exercise.

Objectives: 1–5
Required File: Party1.pptx
Solution File: 1-23Sol on
Online Learning Center.

Exercise 1-24

Edit text, run a slide show, save, and close a presentation.

- 1. Open the file **JulyFun**.
- 2. Move to slide 2. Change "am" in the first and second bulleted text to a.m. Change the date in the last bulleted text to June 25.
- 3. Click the **Outline** tab, and drag the Outline pane's right border to make it wider.
- 4. Working on slide 3 in the outline area, change the age in the second bulleted item from "21" to 18. Save the presentation as *[your initials]*1-24 in your Lesson 1 folder.
- 5. Click the **Slides** tab, and display slide 1. View the presentation as a slide show, clicking to display each new slide and text animation.
- 6. Close the presentation and submit your work.

Exercise 1-25

Edit text, print a handout, save, and close a presentation.

- 1. Open the file **DressCode2**.
- 2. On slide 1, key the word **Personnel** at the left of "Training" so that the second line of the title reads "Personnel Training Session."
- 3. Click to position the insertion point at the end of the last line of text on slide 2 (which begins "Under no circumstances") and key while on the iob.
- 4. On slide 3, click to position the insertion point on the last line of text between "Good 4 U" and "test"; then key **proficiency** (the phrase should read "Good 4 U proficiency test").
- 5. Click the **Outline** tab, and make the Outline pane wide enough to work comfortably. Scroll down to display the outline text for slide 4.
- 6. Working on slide 4 in the Outline pane, delete the periods at the ends of the two sentences that begin "Guests" to have consistent formatting.
- 7. On the last bulleted text, change "Shirts are" to **T-shirts will be**.
- 8. Save the presentation as *[your initials]***1-25** in your Lesson 1 folder.
- 9. Print the presentation as a handout—four slides per page, grayscale, framed.
- 10. Close the presentation and submit your work.

Solution File: 1-24Sol on Online Learning Center.

Exercise 1-26 ◆ Challenge Yourself

Edit text, print a slide and handouts, and close a presentation.



Figure 1-12 Slide 2 and 3 corrections

- 1. Open the file **RacePrep**.
- 2. Using whichever view you choose, edit slide 2 and slide 3 as shown in Figure 1-12.

Entertainment

Slide 2

- The Electrolytes will be here for marathon eve, injecting mental charging up the runners energy for all
- Julie will again lead her famous pre-marathon "Pump-you-up" chant

Pre Marathon

Carbo Loading Menu

• Marathon Angel

Slide 3

- mountain pasta served
- Sprinkled with tiny bite-sized meat balls
- Bagel Bonanza
 - Bagels brushed with a mixture of olive oil, garlic, and delicate herbs
 - 3. View the presentation in Slide Sorter view.
 - 4. Run a slide show of the presentation, beginning with slide 1.
 - 5. Change the Properties to add your name as the author on the Summary tab in Advanced Properties.
 - 6. Save the presentation in your Lesson 1 folder as *[your initials]***1-26**.
 - 7. Close the presentation and submit your work.

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 1-27

Open the file **Events1**. Change the title on slide 2 to **Summer Events**. Edit the slide's bullets for June and July by changing the events to swimming, softball, sand volleyball, or other summer activities. Save the presentation as *[your initials]*1-27. Preview and then print the presentation as handouts, two slides per page. Close the presentation and submit your work.

Exercise 1-28

Open the file **FoodMenu**. On slide 2, replace the text describing the pasta dishes with pasta creations from your imagination. On slide 3, replace the text describing the desserts with your own combination of sweet indulgences. The descriptions of food should be shown as bulleted text, indented beneath the name of the food item. Be sure the desserts you describe use healthy ingredients.

Save the presentation as *[your initials]***1-28**. Preview and then print the presentation as handouts, three slides per page. Close the presentation and submit your work.

Exercise 1-29

Open the file **FruitJuice**. On slide 1, add your name in the subtitle placeholder. On slide 2, decrease each of the list levels that begin with the word "variations." After the word "variations" under each type of juice, key your own creation of juice combinations that could create new juice titles. Get creative since the Good 4 U restaurant prides itself on serving healthy food and drinks. Save the presentation as *[your initials]*1-29. Preview and then print the presentation as handouts, with landscape orientation, two slides per page. Close the presentation and submit your work.

On Your Own:

These exercises are entirely free-form. They do not "hold the student's hand" or provide steps. No solution files are provided. Encourage students to be creative. You might assign exercises as group projects.

Exercise 1-27:
Objectives: 1–5
Required File: Events1.pptx
Solution File: No solution file provided

Exercise 1-28:
Objectives: 1-5
Required File: FoodMenu.pptx
Solution File: No solution file provided

Exercise 1-29:
Objectives: 1–5
Required File: FruitJuice.pptx
Solution File: No solution file
provided