Basic Skills

1

What Is PowerPoint?

OBJECTIVES

After completing this lesson, you will be able to:

1. Start PowerPoint.
2. Explore PowerPoint.
3. Use text placeholders.
4. Use tabs and views.
5. Name and save a presentation.
6. Run a slide show.
7. Print slides and handouts.
8. Close a presentation and exit PowerPoint.

Estimated Time: 2 hours

MICROSOFT OFFICE SPECIALIST ACTIVITIES

In this lesson:
PPO3S-1-2
PPO3S-4-1
PPO3S-4-4
PPO3S-4-6
PPO3S-4-7

See Appendix.

Microsoft PowerPoint is a powerful but easy-to-use presentation graphics program you can use to create professional-quality presentations. PowerPoint can be used in a variety of settings by people in many different career fields. For example, a day care worker may develop a presentation showing parents pictures of their children in all of the year's activities, or a minister may utilize PowerPoint to display notes on the sermon or display song lyrics for the congregation. An instructor may use it for notes for a lecture to help keep the students focused and their notes organized, or a hotelier may develop a presentation to help market their hotel at conferences and meetings. PowerPoint is also an effective tool for creating flyers and other printed products because of its versatile drawing and layout tools.

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 Files:
ThreeYr1.ppt

TEACH

Teaching Resources:
This text is supported by Classroom Presentations in a PowerPoint format. For this lesson, use PowerPoint Classroom Presentation 1.

This lesson begins with an overview of many PowerPoint features and will help you become accustomed to the application window.

Objective 1

Starting PowerPoint

There are several ways to start PowerPoint, depending on your system setup and your personal preferences.

- Use the Start button [start] on the Windows taskbar, select Microsoft Office PowerPoint 2003.
- Use the Start button [start] on the Windows taskbar, select the All Programs menu, then select Microsoft Office, Microsoft Office PowerPoint 2003.
- Double-click the PowerPoint shortcut icon if one appears on your Windows desktop.

E X E R C I S E   **1-1**   **Start PowerPoint**

When you start PowerPoint, a new blank presentation automatically appears, ready for you to start inserting text, graphics, or multimedia elements.

NOTE: If you are unfamiliar with Windows, refer to the "Windows Tutorial" at the Professional Approach Online Learning Center at www.mhteched.com/pas.

1. Turn on your computer to load Windows.
2. Click the Start button [start] on the Windows taskbar and point to Programs.

FIGURE 1-1
Starting PowerPoint from the Windows taskbar
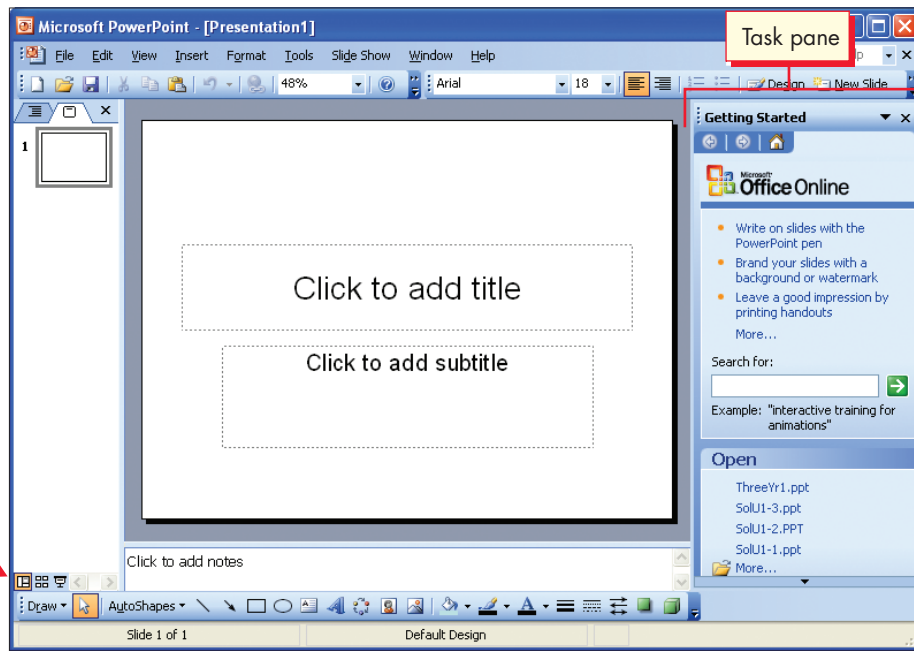

Start button

In PowerPoint Classroom Presentation 1.
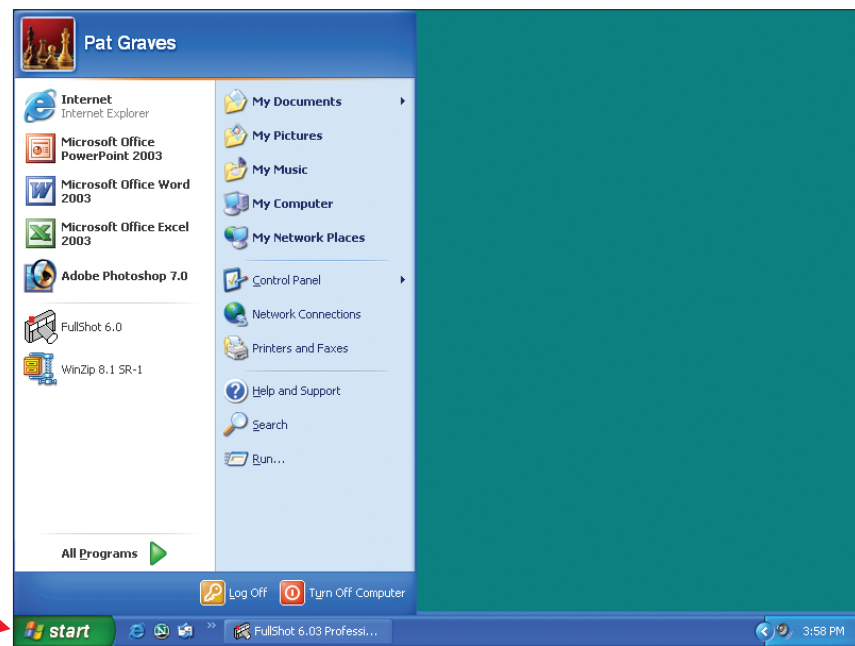
NOTE: Windows provides many ways to start applications. If you have problems, ask your instructor for help.

3. On the Programs submenu, click Microsoft PowerPoint. In a few seconds, the program is loaded and the PowerPoint window appears.

FIGURE 1-2
PowerPoint opening window

Normal View button

NOTE: The pane on the right of the screen is the task pane. The task pane is designed to save you time by bringing options you regularly need close to your workspace so you can be more efficient. The next exercise will give you more information on the task pane.

4. If your screen does not look like Figure 1-2, click the Normal View button in the lower-left corner of the window or ask your instructor for assistance.

EXERCISE **1-2** **Work with Task Panes**

When you choose certain commands as you are working, specialized task panes appear on the right side of your window. They provide commonly used commands related to the action you are currently performing.

NOTE: If the task pane is not displayed on the right of the screen, from the View menu choose Task pane.

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1 Explain to students that their desktop might look different from the desktop displayed in the figure because of differences in loaded applications.

□ In PowerPoint Classroom Presentation 1.

2 It is possible that students will not see the same layout as shown in Figure 1-2. If you like, you can set the Default opening view by choosing Options from the Tools menu and then choosing the View tab. At the bottom of the dialog box under Default view, choose "Normal — Outline, Notes and Slide" from the list box and click OK. Alternatively, you can tell students to click the Normal View button in the lower-left corner of the screen, just above the Draw button.

3 In some cases, this book assumes that students have some basic familiarity with Windows applications.

FIGURE 1-3
Working with
task panes

Task pane Close
button

Forward and
Back buttons

Other Task Panes
arrow

1. Click the Other Task Panes arrow ▼. A drop-down list appears and you can see the number of other task panes that are available.

2. Choose Slide Layout. The task pane changes to show options for how slide content can be arranged. You will use this task pane in Lesson 2.

3. Click the Back button ⊕ at the top of the Slide Layout task pane. The Getting Started task pane reappears. The Back button ⊕ and Forward button ⊕ enable you to return to recently used task panes.

4. Click the task pane's Close button ✕. This removes the task pane from the screen.

5. Click View on the menu bar, and then click Task Pane. The last task pane you used is displayed again.

EXERCISE   1-3   Open an Existing Presentation

The opening PowerPoint window displays a blank slide, ready for you to add text, images, and additional slides. In Lesson 3 you will create a presentation using this blank slide.

In this exercise you open an existing PowerPoint presentation. The presentation was created especially for this lesson to give you an overview of many of PowerPoint's features.

1. From the Getting Started task pane in the Open section, choose More to display the Open dialog box.

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4 Your students most likely do not have the task pane displayed in their PowerPoint window at this time. They will learn how to display it in the next exercise.

In PowerPoint Classroom Presentation 1.

TABLE 1-1 Buttons in the Open Dialog Box

BUTTON	NAME	PURPOSE
	Back	Enables you to return to a folder or place you previously opened while working in this dialog box.
	Up One Level	Moves up one level in the hierarchy of folders or drives on your computer or on computers connected to your computer.
	Search the Web	Opens the Search page of your Internet browser (if you are online) so that you can search the Web for information.
	Delete	Deletes a file or folder.
	Create New Folder	Enables you to create a new folder to organize your files.
	Views	Opens a menu of view options for displaying files and file icons.
Tools ▾	Tools	Opens a menu of other file utilities, such as finding a file, renaming a file, and adding a file or folder to the Favorites folder.

2. Click the down arrow next to the Look in box and choose the appropriate drive and folder for your student files according to your instructor's directions.

FIGURE 1-4
Files listed in the Open dialog box

1

NOTE: Your instructor will advise you where to locate the files for this course. 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.mhteched.com/pas.

3. When you locate the student files, click the arrow next to the Views button in the Open dialog box to display a menu of view options.

4. Choose List to list all files by name.

5. Click the Views button again and choose Preview to get a quick look at a presentation's first slide before opening it.

6. Locate the file **ThreeYr1** (use the scroll bar if you need to) and click once to select the file.

2

7. Click Open. (You can also double-click the file's name to open it.) PowerPoint opens the file in Normal view.

NOTE: The presentations you create in this course relate to the Case Study about Good 4 U, a fictional restaurant (see pages 1 through 4).

Objective 2
Exploring PowerPoint

If you are already familiar with other Microsoft Office programs, you'll feel right at home with PowerPoint. Although a number of new buttons appear in the PowerPoint window, it's easy to recognize similarities to Microsoft Word and Microsoft Excel.
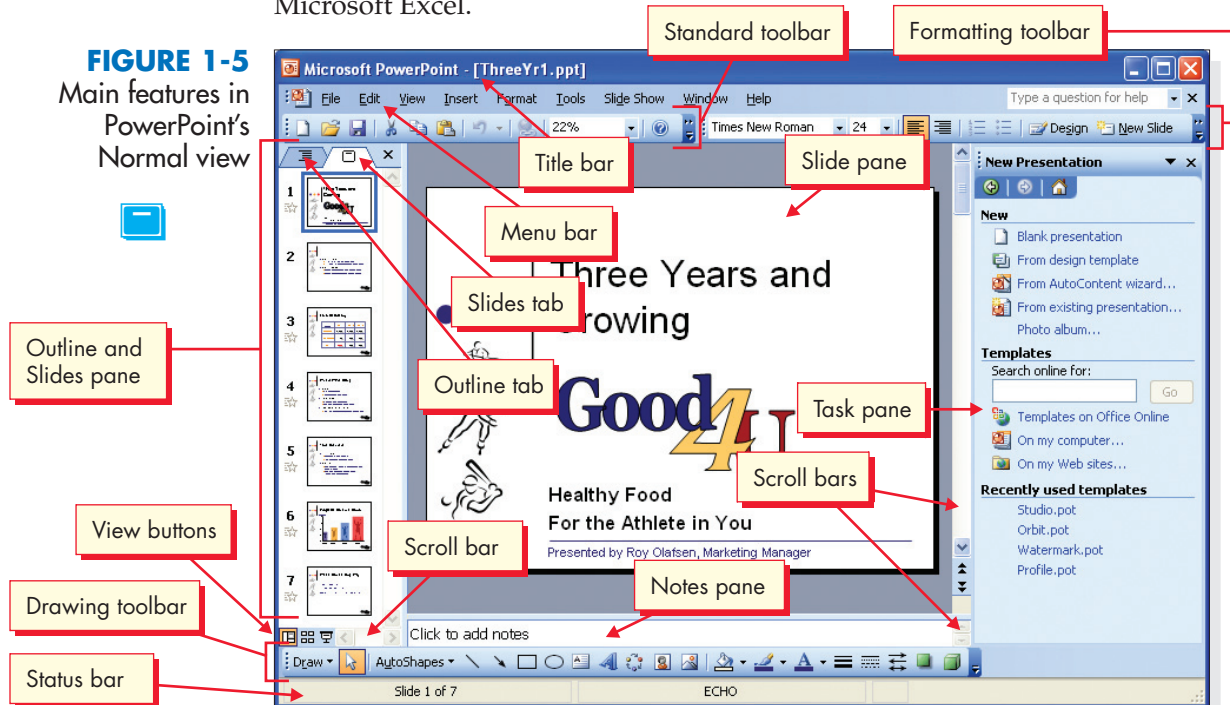
FIGURE 1-5
Main features in PowerPoint's Normal view

Labels in figure: Standard toolbar, Formatting toolbar, Title bar, Slide pane, Menu bar, Slides tab, Task pane, Outline tab, Scroll bars, Outline and Slides pane, View buttons, Scroll bar, Notes pane, Drawing toolbar, Status bar

TABLE 1-2 **Main Parts of the PowerPoint Window**

PART OF WINDOW	PURPOSE
Title bar	Contains the name of the presentation.
Menu bar	Displays the names of menus you use to perform various tasks. You can open menus by using the mouse or the keyboard.
Toolbars	Rows of buttons that give instant access to a wide range of commands. Each button is represented by an icon and accessed by using the mouse. PowerPoint opens with the Standard and Formatting toolbars displayed in abbreviated form on one line at the top of the window.
Drawing toolbar	The drawing toolbar is displayed at the bottom of the window and gives access to buttons to add shapes, clip art, WordArt, change colors, and design aspects of objects.
Outline and Slides 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.)
Slide pane	The area where you create, edit, and display presentation slides.
Notes pane	The area where you can add presentation notes for either the presenter or the audience.
Task pane	An area that can appear on the right side of the PowerPoint window, displaying a list of commands that are relevant to the task on which you are currently working.
Scroll bars	Used with the mouse to move a slide view or outline text right or left and up or down. You can also use the vertical scroll bar to move from slide to slide.
View buttons	Three buttons located in the lower-left corner of the window. You use these buttons to switch between Normal view (the default), Slide Sorter view, and Slide Show.
Status bar	Displays information about the presentation you're working on.

E X E R C I S E   **1-4**   **Identify Parts of the PowerPoint Window**

The first step to getting familiar with PowerPoint is to identify the parts of the window you'll be working with in this course, such as menus, toolbars, buttons, tabs, and panes. There are many different objects in the PowerPoint window. ScreenTips help you identify these objects. A *ScreenTip* is the box displaying an object's name that appears under a button or other object when you point to it.

[1]

1. Use the mouse to point to the Normal View button ⊞ in the lower-left corner of the window. PowerPoint displays the button's ScreenTip. If this button is not already selected, click it with the left mouse button.

FIGURE 1-6
Identifying a button

[image placeholder]
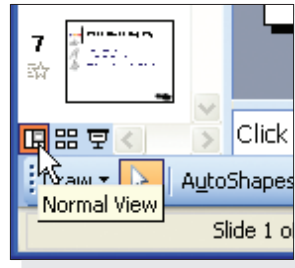
2. Point to other buttons in the window to identify them by name.

3. If the Office Assistant is displayed, click it with the right mouse button to display a shortcut menu. Choose Hide on the shortcut menu.

[2]

TIP: If you'd prefer to display the Office Assistant, click Help on the menu bar and choose Show the Office Assistant. When the Office Assistant is displayed, you can also right-click it and use the shortcut menu to choose another animated character.

E X E R C I S E   **1-5**   **Work with Menus and Toolbars**

You access PowerPoint commands through many different methods:

• Choose from a menu.
• Use toolbar buttons.
• Choose from task pane items.

1. Point to View on the menu bar and click the left mouse button to open the menu. PowerPoint displays a short version of the View menu with the most commonly used View menu commands.

2. Expand the menu either by keeping it open for a few seconds or by pointing to the arrows at the bottom of the menu. Notice the additional commands on the expanded menu.

NOTE: PowerPoint's short menus are adaptive—they change as you work, listing the commands you use most frequently.

3. To close the menu, click View or a blank area of the window, or press Esc.

[3]

4. Open the View menu again and point to Toolbars. On the Toolbars submenu, the Task Pane and three toolbars should be selected: Standard, Formatting, and Drawing. If one of these does not have a check mark, click it on the Toolbars submenu to select it. (See Figure 1-7 on the next page.)

5. Close the View menu. Open the Tools menu and expand it. Without clicking the mouse button, move the pointer left to Format on the menu bar. Continue moving the pointer left on the menu bar until you display the Edit menu. Close the Edit menu.

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[1] To display a ScreenTip, remind students they must point to the toolbar button and hold the pointer still. PowerPoint doesn't display tips unless the mouse hasn't moved for a second or so.

[image] In PowerPoint Classroom Presentation 1.

[2] In step 3, you might want students to leave the Office Assistant activated.

[3] In step 4, point out that displayed toolbars appear on the Toolbars menu with a check mark. If you choose a toolbar with a check mark from the menu, you "uncheck" the toolbar and hide it from view.

FIGURE 1-7
Displaying
menu options

Toolbars submenu

Point here to expand menu.
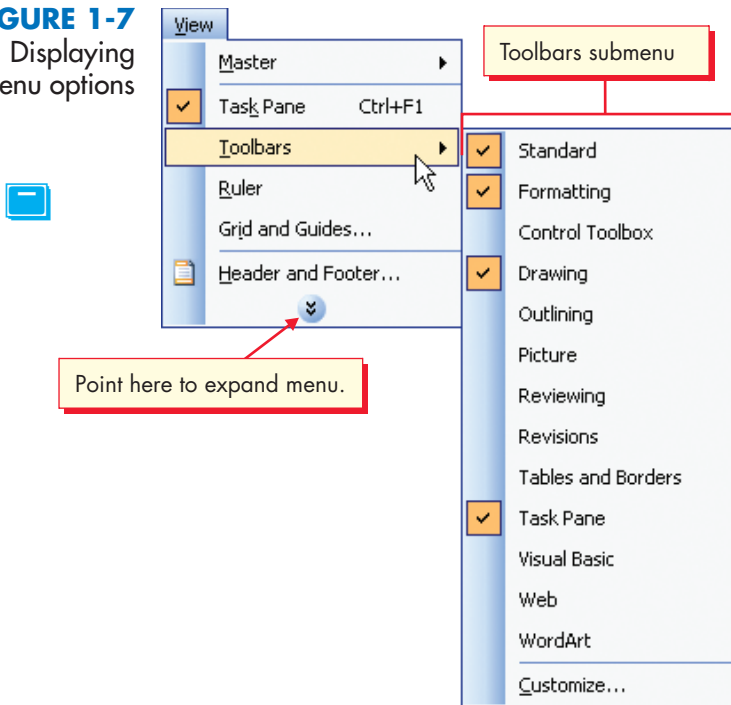
TIP: PowerPoint provides several ways to complete tasks: a menu shows which commands have corresponding toolbar buttons or keyboard shortcuts. For example, you can save a document by choosing File on the menu bar and then clicking Save, by clicking the Save button on the Standard toolbar, or by holding down Ctrl and pressing S (this is shown as Ctrl+S).

6. Point to several buttons on the Standard toolbar and identify them by using the ScreenTip feature.

7. Click the Toolbar Options button at the end of the Standard toolbar to see the rest of this toolbar's buttons. Move the mouse pointer over any button to identify it.

Standard toolbar   Formatting toolbar

FIGURE 1-8
Side-by-side
toolbars

Toolbar Options button. (Click for more Standard toolbar buttons.)

Toolbar Options button. (Click for more Formatting toolbar buttons.)

In PowerPoint Classroom Presentation 1.
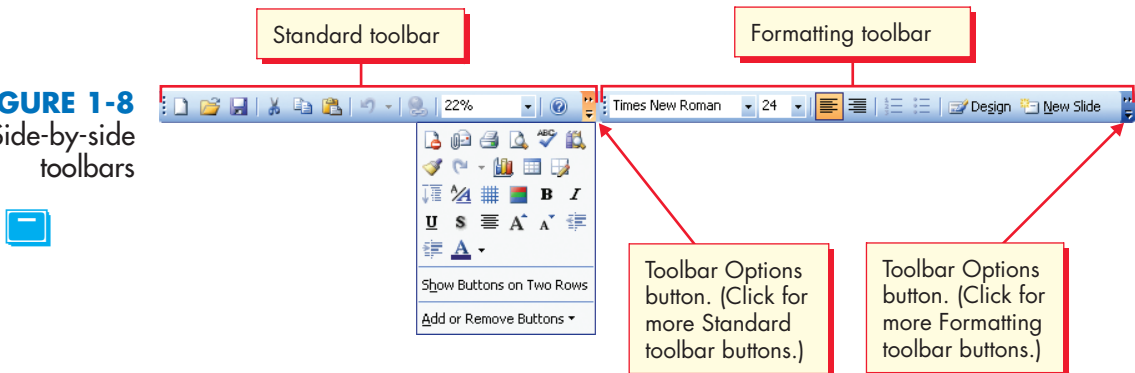
8. Click the Toolbar Options button ⊡ at the end of the Formatting toolbar to see additional toolbar buttons for the Formatting toolbar. Press (Esc) to hide the additional buttons.

> **NOTE:** When you click the Toolbar Options button ⊡ and use one of these "hidden" toolbar buttons, the button will move off the "More Buttons" list and onto the regular toolbar. PowerPoint's toolbars are adaptive—they change as you work, displaying the buttons you use most frequently.

EXERCISE **1-6** **Work with Docked and Floating Toolbars**

Sometimes it's convenient to move a toolbar to another location in the window—so you don't need to move your mouse back and forth when you're using the same tool repeatedly. Toolbars are either docked or floating. A *docked toolbar* is attached to one of the edges of the program window. A *floating toolbar* is not attached; you can drag its title bar to freely move it wherever you want. You *drag* a title bar by pointing to it and then holding down the left mouse button while you move the mouse.

1. Point to the move handle ⦙ on the left end of the standard toolbar. When the four-pointed arrow ⊕ appears, drag the toolbar down until it appears to be in the middle of your window. The Standard toolbar is now a floating toolbar.

FIGURE 1-9
Moving a toolbar
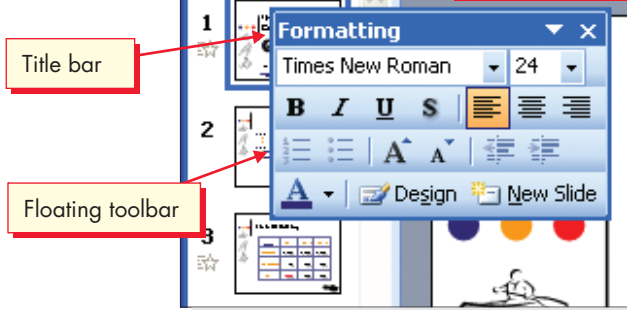
2. Point to the bottom edge of the floating toolbar. When a vertical two-pointed arrow ↕ appears, drag it up or down to change the shape of the toolbar.

3. Point to the Standard toolbar's title bar and drag it to a new location on your window.

4. Double-click the Standard toolbar's title bar. The toolbar returns to its original place next to the Formatting toolbar. It is once again docked.

> **TIP:** To display both the Standard and Formatting toolbars on separate rows, right-click the Toolbar Options arrow and choose Customize (or from the View menu choose Toolbars and then Customize). From the Options tab, select Show Standard and Formatting toolbars on two rows. Click Close. Now all the buttons are easier to use.

E X E R C I S E | **1-7** | **Move from Slide to Slide**

PowerPoint provides several ways to move from slide to slide in a presentation:

- Use the mouse to drag the scroll box.
- Use the mouse to click the Previous slide or Next slide buttons.
- Use the Page Up and Page Down keys on the keyboard.

FIGURE 1-10
Moving from
slide to slide
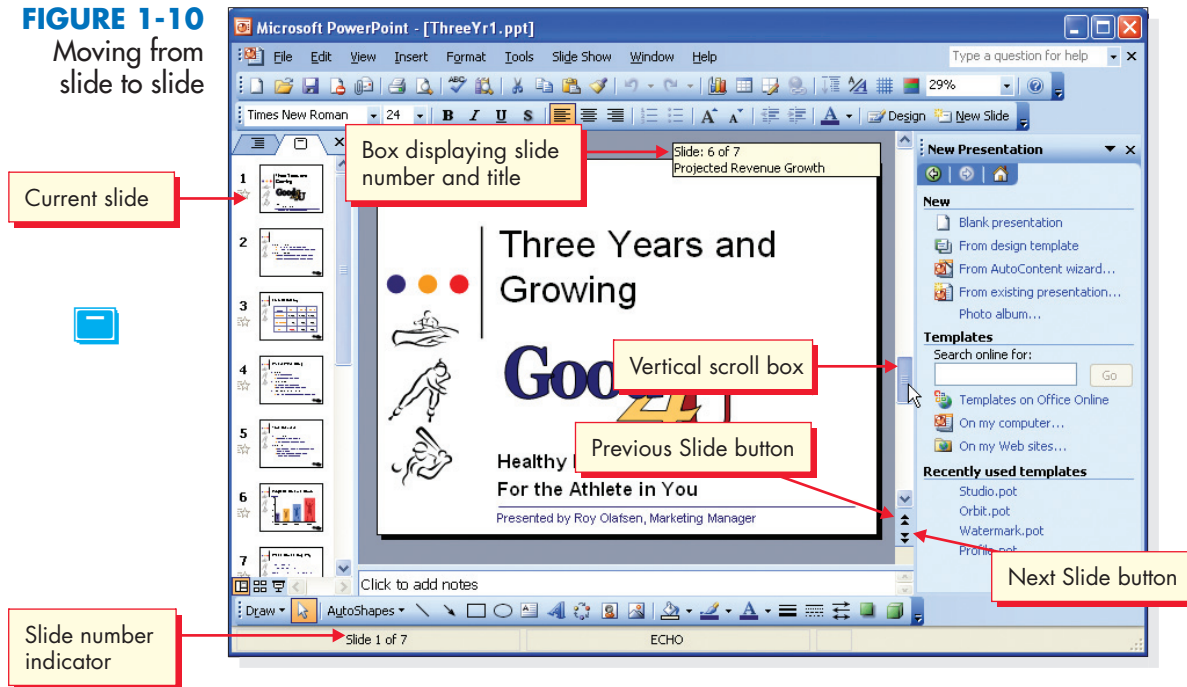
1. Drag the vertical scroll box on the Slide pane to the bottom of the scroll bar. Notice the box that displays slide numbers and slide titles as you drag. When you release the mouse button at the bottom of the scroll bar, slide 7 appears in your window. Notice the heavy border around the slide 7 thumbnail in the Slide pane. This identifies it as the current slide.

2. Drag the scroll box up to display slide 6. Notice that the slide number is indicated on the left side of the status bar.

3. 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.

4. As an alternative to clicking the Next Slide button ⬇ and the Previous Slide button ⬆, press Page Down and Page Up on your keyboard several times. Use this method to move to slide 2. Check the status bar for the slide number.

Objective 3
Using Text Placeholders

Editing text in PowerPoint is very similar to editing text in a word processing pro-gram. You click an *I-beam* to position the *insertion point* where you want to key new text. An I-beam is a mouse pointer in the shape of an uppercase "I." An insertion point is a vertical blinking bar indicating where text you key will be placed. You can also drag the I-beam to select existing text. The keys [Enter], [Delete], and [Backspace] work the same way as in a word processing program.

It is important to understand that you *activate* a placeholder when you click the I-beam in it, making it ready to accept text.

EXERCISE   **1-8**   **Edit Text on a Slide**

Text on the slide is contained in text *placeholders.* 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), and other objects, such as pictures. Placeholders help keep design layout and formatting consistent within a presentation.

Body text often contains *bullets* and is sometimes called "bulleted text." Bullets are small dots, squares, or other symbols placed to the left of each item in a list or series of paragraphs to add emphasis and readability.

1. With slide 2 displayed, click anywhere on the line of text that begins "Gus Irvinelli."

    Notice the box that surrounds the text. The wide border made up of tiny diagonal lines indicates that the text box is activated and in edit mode, meaning you can edit and insert text.

2. Without clicking, move the mouse pointer outside the border to the right and then back inside.

    Notice that the pointer changes from an I-beam I 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.

3. Drag the I-beam across the text "an avid" to select it. (Click to the left of "an avid," hold down the left mouse button, drag the I-beam across the two words, and then release the mouse button.) (See Figure 1-11 on the next page.)

4. Key **a professional** to replace the selected text. (You don't need to delete selected text before keying new text.)

5. To place the insertion point, click the I-beam to the right of the words "healthy eating" near the bottom of the slide.

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

6. To insert a new line, press [Enter]. Notice that a new dimmed bullet appears at the beginning of the new line.

NOTE: Bulleted text lists the points being made in a slide presentation. This presentation uses open circle and solid dot bullets. Later in this course, you will learn how to change bullet shapes and colors.

7. On the new blank bullet line, key **Make their financial investment grow**

8. Instead of a title, slide 2 contains an empty text placeholder. Click the placeholder containing the text "Click to add title." Then key **Where We Came From**

9. Click a blank part of the slide area to deactivate the text box. To make sure you're clicking a blank area, click when the pointer is a simple arrow, not an I-beam or a four-pointed arrow.

EXERCISE **1-9** **Promote and Demote Bulleted Text**

When you want to expand on a slide's main points, you can insert indented bulleted text below a main point. This supplemental text is sometimes referred to as a sub-bullet or a level 2 bullet. PowerPoint body text placeholders can have up to five levels of indented text, but you will usually want to limit your slides to two levels.

You can *demote* body text by increasing its indent level, or *promote* body text by decreasing its indent level. These changes can be made in two ways:

● Use the promote and demote text buttons.

Students might be unfamiliar with the process of dragging the I-beam to select text. You might take this opportunity to 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.mhteched.com/pas.

In PowerPoint Classroom Presentation 1.

● Move the insertion point before the text and press Tab to demote or Shift + Tab to promote.

1. With slide 2 displayed in the Slide pane, move your insertion point after "Gus Irvinelli" and delete the comma and the blank space after it, then press Enter . Notice that the rest of the line is turned into another bullet point. Click the Increase Indent button 📑 on the Formatting toolbar to demote text by one level. The text is reduced in size and indented to the right, and the bullet shape changes.

2. Move your insertion point after "Julie Wolfe" and delete the comma and the blank space after this text, then press Enter . With the insertion point before "a well-known marathon runner," click the Increase Indent button to demote the text.

3. Click the Decrease Indent button 📑 to return the text to its original size and placement even with Julie Wolfe, then press Tab to demote the text back to the level under Julie Wolfe. Notice the change in the Outline and Slides pane as you promote and demote text.

NOTE: If you press Tab when the insertion point is within the text, you insert a tab character instead of demoting text.

4. Leave the presentation open for the next exercise.

Objective 4
Using Tabs and Views

PowerPoint provides a selection of panes and views to help streamline your work. Using these various views, you can choose to work on presentation text in outline format, rearrange slides in Slide Sorter view, or work on an individual slide in the Slide pane. You can change the way you work by doing any of the following:

● Display or hide the task pane or the Outline and Slides pane.
● Change the information being displayed in the task pane or the Outline and Slides pane.
● Drag borders to change the size of panes.
● Switch between Normal and Slide Sorter views.

EXERCISE **1-10** **Use the Outline and Slides Pane**

1. Point to the right border of the Outline and Slides pane. When the splitter bar 🔀 appears, drag it about an inch to the right. The tabs area becomes wider, and the tab labels change from icons to text.

2. Click the Outline tab. The Outline pane displays the presentation's text in outline format.

3. Drag the right border of the Outline pane area to the right so that you can see more of the text. Notice that the changes you made in the Slide pane are reflected in the outline.

4. Scroll down in the outline until you see the text for slide 4.

FIGURE 1-12
Working with the Outline and Slides pane

5. Working in the Outline pane, change each of the years (05, 06, and 07) to 2005, 2006, and 2007. The first line, for example, should read **Miami in 2005**. Notice that as you work, your changes are reflected in the Slide pane.

NOTE: When you have several bulleted lists, you can key them all in outline format if that's the way you like to work. You will learn more about outlines in Lesson 4.

6. Click the Close button ☒ on the Outline and Slides pane to hide it. The Slide pane expands to fill the space.

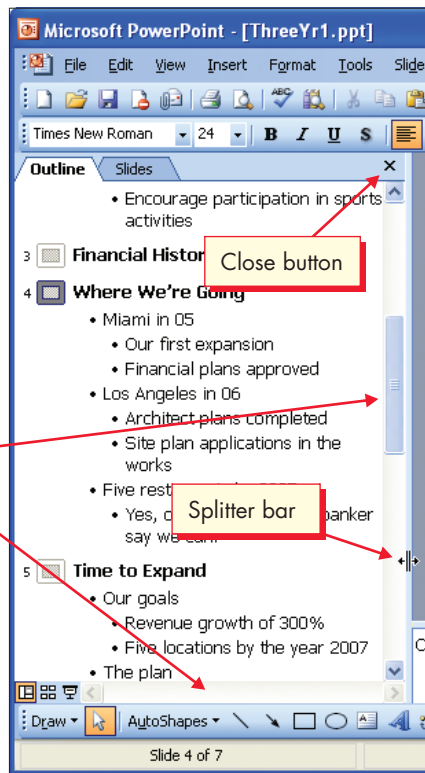**7.** Click the Normal View button ⊞ in the lower-left corner of the window. The Outline and Slides pane is displayed again.

8. Click the Slides tab. The Outline and Slides pane becomes smaller and the size of the Slide pane increases.

EXERCISE **1-11** **Use Slide Sorter View**

Slide Sorter view displays a window of presentation slide thumbnails, which are miniature versions of the slides. In this view you can easily rearrange slides or apply special slide show effects.

1. Click the Slide Sorter View button ⊞, located in the lower-left corner of the window to the right of the Normal button.

FIGURE 1-13
Slide Sorter view

2. On the Standard toolbar, click the down arrow next to the Zoom box and choose 66%. This should enable you to see all seven slides in this presentation at the same time.

TIP: Experiment with the zoom percentage. Depending on your screen resolution, a different percentage might be needed to show all seven slides at once.

3. Double-click slide 1 to return to Normal view.

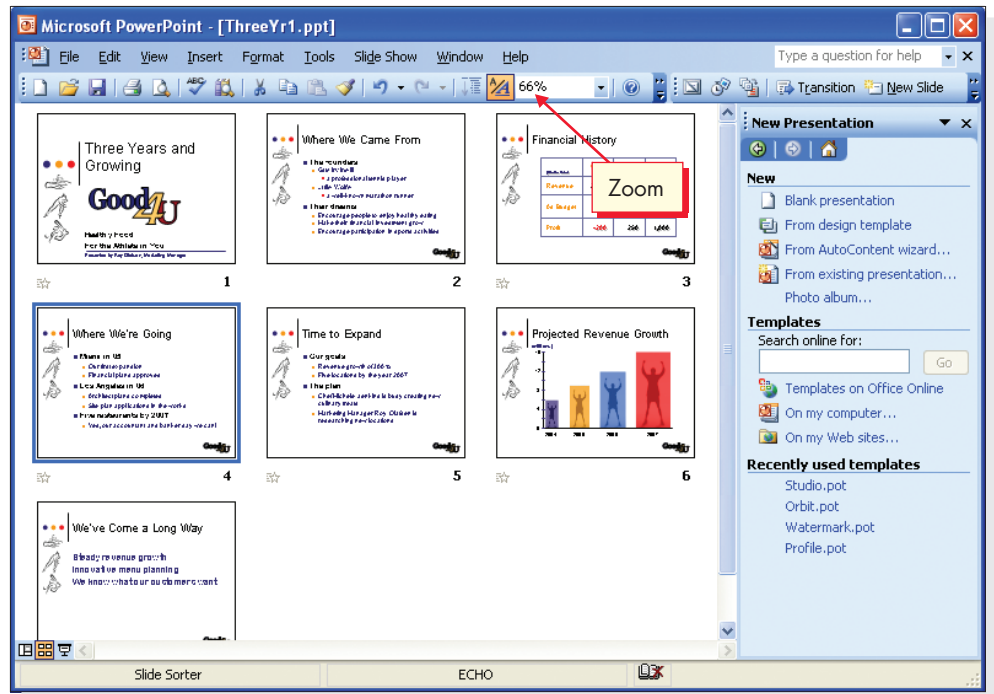**TIP:** The Zoom box is also available in Normal view. If the Slide pane is active, Zoom changes the magnification of the slide within the Slide pane. If the Outline and Slides pane is active, Zoom changes that area instead.

Objective 5
Naming and Saving a Presentation

In PowerPoint, presentations are saved as files. 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 there's a power failure or a computer problem.

The first step in saving a document is to give it a *filename*. Filenames can be up to 255 characters long.

In PowerPoint Classroom Presentation 1.

Zoom values on the Print Preview toolbar and on the Standard toolbar will not necessarily be the same as shown in this and other figures. When the Fit zoom setting is chosen, the percentage displayed in the Zoom box will vary depending on the size of your monitor, its screen resolution, and the number and size of the various panes currently displayed.

Throughout the exercises in this book, your document filenames will consist of two parts:

- *[Your initials]*, which might be your initials or an identifier your instructor asks you to use, such as **rst**
- The number of the exercise, such as **3-1**

When you're working with an existing file, choosing the Save command (or clicking the Save button 🖫 on the Standard toolbar) replaces the file on the disk with the file on which you're working. After saving, the old version of the file no longer exists and the new version contains all your changes.

You can give an existing presentation a new name by using the Save As command. The original presentation remains on the disk unchanged and a second presentation with a new name is saved on the disk as well.

TIP: The New Presentation task pane has an option labeled From existing presentation. If you click this link, locate a presentation you want to use, then click the Create New button, your existing presentation becomes a new presentation and you can safely save it by using the Save command without fear of overwriting the presentation on which it is based.

EXERCISE 1-12 Create a Folder for Saving Your Files

Before saving a file, you need to decide where you want to save it: in a folder on your fixed disk drive, on a floppy disk or other removable medium, or on a network drive.

When you save a file, 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 course, you will follow these steps to create a new folder for each lesson's work before you begin the lesson.

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

1. Click File to open the File menu and choose Save As. The Save As dialog box appears. (See Figure 1-14 on the next page.)
2. Using the Save in list box, follow your instructor's directions to navigate to the location where you should create your folder. If you will be using a floppy disk, insert a disk into your floppy drive.
3. Click the Create New Folder button 🗁 on the dialog box toolbar. The New Folder dialog box opens.
4. In the Name box, key **Lesson 1**. Click OK. A yellow folder icon with the name "Lesson 1" appears in the Save in box.
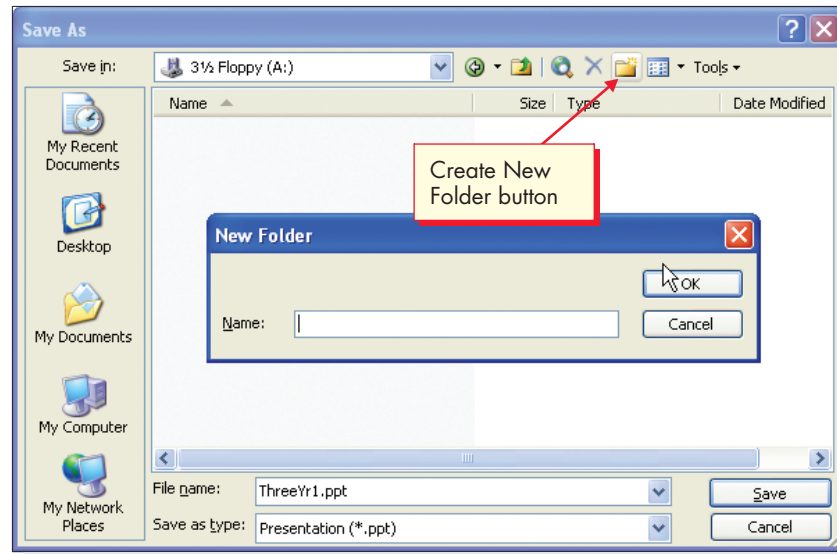5. Click Cancel to close the Save As dialog box.

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

[2] You will need to tell students which drive/folder to use to save their files.

FIGURE 1-14
Creating a
new folder in
the Save As
dialog box

NOTE: Even though you clicked Cancel to close the Save As dialog box, your new folder has been created. You could have saved your presentation before closing the Save As dialog box, but you will do that in the next exercise instead.

E X E R C I S E   1-13   Name and Save a Presentation

To name files, you can use uppercase letters, lowercase letters, or a combination of both. Filenames can also include spaces. For example, you can use "Good 4 U Sales Report" as a filename.

1. Click File to open the File menu and choose Save As to reopen the Save As dialog box.

2. Navigate to the drive and folder where you created your new Lesson 1 folder.

3. Double-click the Lesson 1 folder to open it.

4. In the File name text box, key *[your initials]*1-13.

5. Click Save. Your document is saved and named for future use. Notice that the title bar displays the new filename.

Objective 6
Running a Slide Show

Usually the goal of creating a PowerPoint presentation is to present it as a slide show with computer projection equipment. One of the advantages of running a slide show from your computer is that you can use special animation effects. However, if this equipment is not available in the location where you present, you can use PowerPoint to prepare 35 mm slides or overhead transparencies.

In PowerPoint Classroom Presentation 1.

1 Although a filename can be 255 characters long, you might want to point out they should not use more than 20 characters and that their filenames should be meaningful and easy to find.

2 Throughout the 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.

EXERCISE **1-14** **Run a Slide Show**

One way to start a slide show is to click the Slide Show button ⊟. After you begin running a slide show, PowerPoint provides navigation tools to move from slide to slide.

1. Move to slide 1 if it is not currently displayed. Click the Slide Show button ⊟ at the bottom left of the PowerPoint window (next to the Slide Sorter View button). The first slide in the presentation fills the screen.
2. Click the left mouse button to move to slide 2. The left mouse button is one of many ways to move forward in a slide presentation.
3. Press N on the keyboard to move to the next slide, slide 3.

TIP: As an alternative to clicking the left mouse button, you can press N to move forward through the slides. N means "Next" and P means "Previous." You can also use the right and left arrow keys and Page Down and Page Up to move forward and backward in a slide show.

4. Press N again to move to slide 4, which is titled "Where We're Going."
5. Using the left mouse button, click anywhere to see a sample of a PowerPoint text animation. Click twice more to see the remaining text on this slide.
6. Press Esc or - (Minus) to end the slide show.

EXERCISE **1-15** **Start a Slide Show from Any Slide**

If you had to interrupt a slide show, or you only want to show specific slides, you can begin a slide show from any slide.

1. In Normal view, move to slide 5.
2. Click the Slide Show button ⊟ to resume the slide show from slide 5.
3. Click the left mouse button twice to display the text animations on this slide.

Objective 7
Printing Slides and Handouts

Although the primary way of viewing a presentation is usually as a slide show, you can also print PowerPoint slides, just as you print Word documents or Excel worksheets. PowerPoint provides a variety of print options, including printing each slide on a separate page or printing several slides on the same page.

Throughout this course, to conserve paper and speed up printing, you usually print a *handout* instead of full-size slides. A handout contains several scaled-down

At this point in the lesson, you might want to engage students in a discussion about real-life uses for presentations. Gather from your class a list of outside activities, such as clubs, organizations, and cultural groups to which students belong. Discuss how they can use PowerPoint to make presentations for these groups or for their employers.

slide images on each page (1, 2, 3, 4, 6, or 9 to a page), and is often given to an audience during a presentation.

EXERCISE 1-16 **Preview a Presentation**

The PowerPoint *Print Preview* feature lets you see what your printed pages will look like before you actually print them. You can view preview pages in black and white, grayscale, or color.
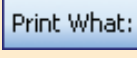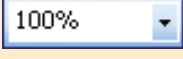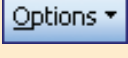
1. From the <u>F</u>ile menu, choose <u>P</u>rint.
2. In the Print range option box, choose <u>A</u>ll.
3. Click Pr<u>e</u>view in the lower-left corner of the dialog box. The Preview window opens, showing you how the printed slide will appear on paper. The Print Preview toolbar is displayed at the top of the window.

FIGURE 1-15
Print Preview
toolbar

TABLE 1-3   Print Preview Toolbar Buttons

| TOOLBAR BUTTON	NAME	PURPOSE
	Previous Page	Display the previous page to be printed.
	Next Page	Display the next page to be printed.
Print...	Print	Open the Print dialog box.
Print What:	Print What	Choose between printing slides, handouts, notes pages, or an outline.
100%	Zoom	Change the magnification in the Preview window.
	Landscape	Set the printed page orientation to landscape.
	Portrait	Set the printed page orientation to portrait.
Options ▾	Options	Choose from a variety of options and preview them before printing.
Close	Close Preview	Close the Preview window.

In PowerPoint Classroom Presentation 1.

4. On the Print Preview toolbar, click the Next Page button. Page 2 of the printout is displayed.

5. Move your pointer to the middle of the slide. Notice that the pointer is in the shape of a magnifying glass.

6. Click the magnifying glass pointer in the center of the slide. The display is magnified.

7. Click again. The display returns to its regular size.

8. Close the Preview window.

E X E R C I S E **1-17** **Print a Slide**

You can start printing in one of the following ways:

- From the File menu, choose Print Preview. After previewing, click the Print button from the Print Preview window.
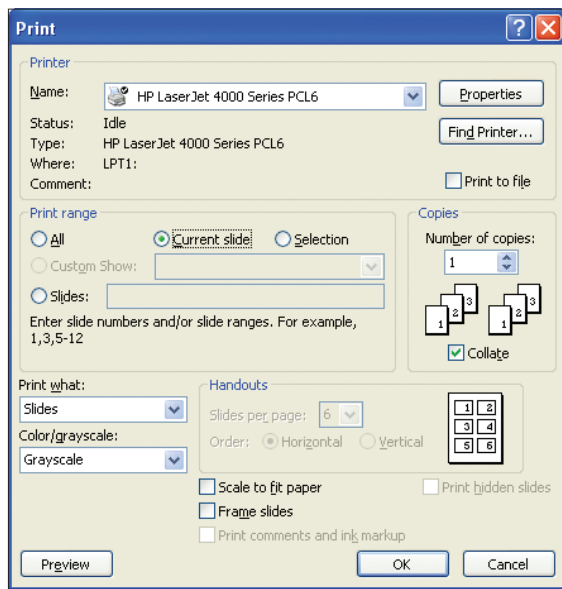- From the File menu, choose Print.
- Press Ctrl + P.
- Click the Print button.

The first method opens the Print Preview window, which you learned in Exercise 1-16. The next two methods open the Print dialog box, where you can choose printing options. The last method, the Print button, should be used with caution. It prints a presentation with the most recently used print options and does not open the print options dialog box. Usually this will result with one slide on a page for your whole presentation.

FIGURE 1-16
Print dialog box

1. To print the first slide in your presentation, display slide 1, open the File menu, and then choose Print. The Print dialog box displays PowerPoint's default settings and indicates the designated printer.

2. In the Print range option box, choose Current Slide.

3. From the Print what drop-down list box, choose Slides.

4. From the Color/grayscale list box, choose Grayscale.

Remind students to use the Print button with caution as it uses the last chosen print options and prints a complete presentation one slide per page. This can consume lots of ink or toner and paper.

In PowerPoint Classroom Presentation 1.

1   This setting optimizes color slides for a black-and-white printer. (If you have a color printer, you could choose Color instead.)

5. Click OK to start printing.

**E X E R C I S E** **1-18** **Print a Presentation Handout**

---

2   Printing several slides on a single page is a handy way to review your work and to create audience handouts. It's also a convenient way to print class assignments. You can create handouts in the Print Preview window or in the Print dialog box.

1. From the File menu, choose Print Preview. Click the arrow next to the Print What list box and then choose Handouts (2 slides per page). Two slides are displayed on the preview page.

2. Open the Print What list box again and choose Handouts (9 slides per page). Now the entire presentation is displayed on one page.

3. Click the Landscape button ▣ to orient your slides sideways on the page.

4. Click the Options button Options ▾. Make sure the Frame Slides option is selected to put a line around each slide. Click Scale to Fit Paper to make each slide slightly larger than if this option was not selected.

FIGURE 1-17
Choosing printing options
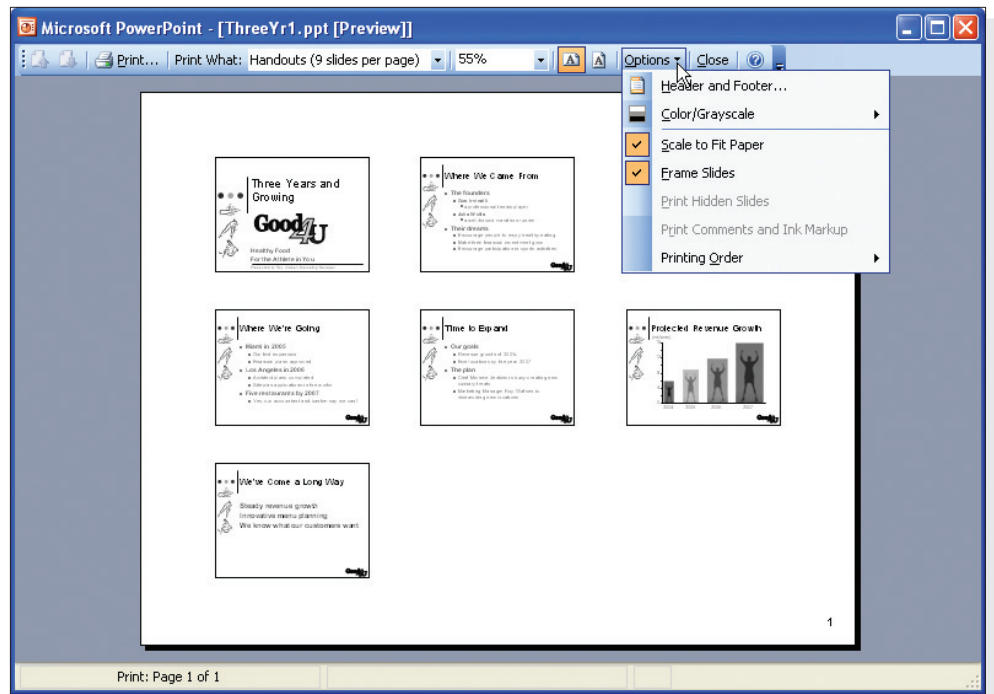
1 The Grayscale setting optimizes the look of color slides for printing on a black-and-white printer, and saving color ink to cut costs.

2 PowerPoint might print faster if you turn off background printing (Tools, Options, Print tab).

In PowerPoint Classroom Presentation 1.

5. Click the Print button [Print...]. The Print dialog box opens. You can change print settings here as well as in the Print Preview window. No further changes are required now.

6. Click OK to print your handout page. After printing, the Preview window reappears because it was open before the Print window opened.

7. Click Close on the Preview toolbar to close the Preview window.

EXERCISE 1-19 Choose Print Options

In addition to the options covered previously, there are two options for printing in black and white. The Grayscale option converts the presentation colors to shades of gray. The Pure Black & White option converts all colors to either black or white, eliminating shades of gray. In complex presentation designs, this setting can be useful.

NOTE: Because the Pure Black & White option simplifies your presentation graphics, it can sometimes speed up printing time.

The Print dialog box is divided into several areas: Printer, Print range, Copies, Print what, and Handouts. Each area presents choices that let you print exactly what you want in a variety of layouts.

1. With *[your initials]***1-13** presentation displayed, click File on the menu bar and choose Print to open the Print dialog box.

2. At the top of the Print dialog box, click the down arrow in the Name box. This is where you choose another printer, if one is available.

3. Follow your instructor's directions to choose an appropriate printer from the list.

NOTE: The information below the Name box applies to the selected printer. For example, "Status" indicates if the printer is idle or currently printing other documents.

4. Under Print range, click Slides and key **1,2** in the text box to print only slides 1 and 2.

TIP: To print consecutive slides, you can use a hyphen. For example, enter **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.

5. Under Copies, in the Number of copies box, key **2**. The Collate check box is selected by default to print the slideshow from beginning to end two times.

6. Choose Slides from the Print what drop-down list box.

To save printing time and paper, students are instructed to print handouts throughout this course instead of full-page slides (unless they are being taught other print options).

7. If you have a black-and-white printer, choose Grayscale from the Color/grayscale list box. If you have a color printer, you can choose Color from the list box.

8. Click OK. In the printouts, notice that only slide 2 is numbered.

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 for a laser or ink-jet printer).

9. Open the Print dialog box again and set the following options:

- For Print range, choose All to print all slides.
- For Number of copies, key **1**
- In the Print what list box, choose Handouts.
- Under Handouts, set the Slides per page to **3**.
- From the Color/grayscale list box, choose Grayscale.
- Click the Frame slides check box.

10. Click OK to print the presentation handout and close the Print dialog box.

11. Click the Save button 🖫 to resave the presentation, and then close it.

☑ **Objective 8**

Closing Presentations and Exiting PowerPoint

After you have finished working on a presentation and saved it, you can close it and open another file or you can exit the program.

To close a presentation and exit PowerPoint, you can:

- Use the File menu and choose to close or exit.
- 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.

| EXERCISE | 1-20 | **Close a Presentation and Exit PowerPoint** |

1. From the File menu, choose Close to close the presentation.

2. After printing a presentation, you are usually prompted to save it before closing. On the message prompt, click Yes to save the presentation again.

3. Click the Close button ✖ in the upper-right corner of the window to Exit PowerPoint.

The Close buttons are the easiest way to close a presentation or exit the program. Emphasize that the top Close button (in the Title bar) exits PowerPoint, and the bottom Close button (on the menu bar) closes the document window.

USING ONLINE HELP

Microsoft Office PowerPoint Help is an excellent reference tool for reinforcing skills presented in a lesson and for finding more information on any PowerPoint feature.

There are several ways to open the Help window. You can:

- Click Help on the menu bar and then choose Microsoft Office PowerPoint Help.
- Press F1 on your keyboard.
- Key a question or topic in the Ask a Question box on the right side of the menu bar.

TIP: If you choose one of the first two options, the Microsoft Office Assistant might appear. If you like the Office Assistant, you can key your question in the Office Assistant balloon. If you don't like the Assistant, right-click it and choose Hide from the shortcut menu. To permanently turn off the Assistant, choose Options in the Assistant's balloon; then deselect Use the Office Assistant from the dialog box and click OK.

Get acquainted with PowerPoint Help:

1. Start PowerPoint, if it's not already open.
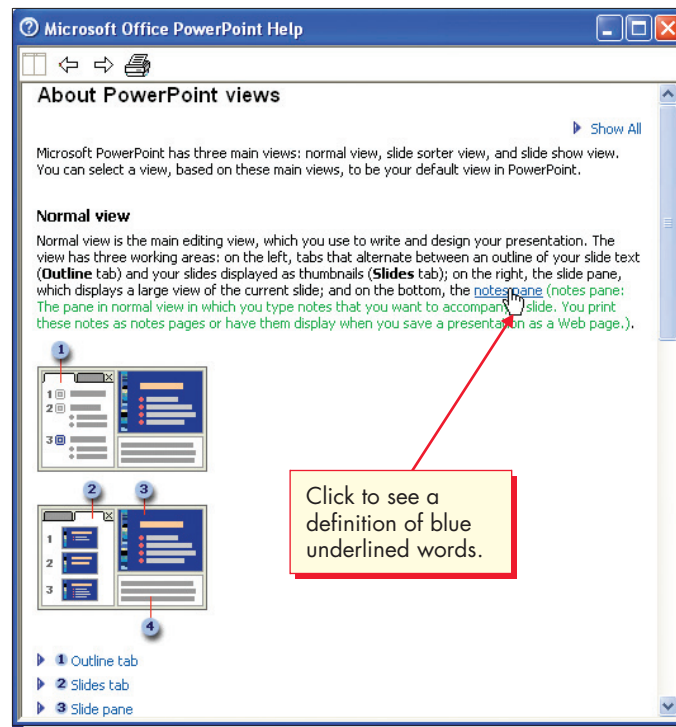2. Click the Ask a Question box on the right side of the menu bar.

NOTE: If this is the first time you are using Help, the Ask a Question box contains the text "Type a question for help."

3. Key **Views** and then press Enter. A list of Help topics appears.
4. Scroll down the list, and then select About PowerPoint views. (See Figure 1-18 on the next page.)
5. Drag the Help window's left border to the left until the Help window fills about half your screen.
6. In the paragraph with the heading "Normal View," point to the blue text notes pane. Notice the hand pointer and the underline that appear. This indicates a link to more information.
7. Click notes pane. A definition of the term appears in green text.
8. Click anywhere in the green text to make it disappear.
9. Scroll down until the blue numbered list of topics appears in the middle of the Help window. Click any topic to expand it. To compress the topic, click it again.
10. Scroll through and read the entire Help window, expanding all topics and defined terms as you go. Click the Hide all link at the top of the window to remove the definitions. Clicking Show all will display them again.

Encourage students to follow the steps in "Using Online Help." Software companies are increasingly using online help systems—rather than printed documentation—to train users and assist in answering user questions.

FIGURE 1-18
Using PowerPoint
Help

11. When you have finished, click the Close button ⊠ in the upper-right corner of the Help window to close it and return to PowerPoint.

LESSON 1 Summary

➤ Microsoft PowerPoint is a powerful graphics program used to create professional-quality presentations for a variety of settings.

➤ To start PowerPoint, click Start 🏁 start on the Windows taskbar, point to Programs, and then select Microsoft PowerPoint from the submenu.

➤ When you perform certain tasks, a task pane with related commands appears automatically. Display other task panes by clicking the arrow next to the Other Task Panes button 🔽. Hide a task pane by clicking its Close button ⊠.

➤ Identify buttons on the PowerPoint window by pointing to them and waiting for their ScreenTips to appear.

➤ Menus and toolbars do not always show all the available commands. To see more menu options, point to the menu and wait for it to expand. To see more toolbar buttons, click the Toolbar Options button ⬛.

In PowerPoint Classroom Presentation 1.

Point out to students that the Ask a Question box is on the right side of the menu bar. If you point to it, the ScreenTip displays "Ask a Question." This might be confusing because prior to the box's first use, it contains the gray text "Type a question for help." After using the box, the most recent topic is displayed.
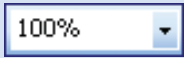
Encourage students to use the Lesson Summary to review the important concepts in the lesson.

➤ Toolbars can be docked or floating. To float a docked toolbar, drag its move handle ⁞ . To dock a floating toolbar, double-click its title bar. View, Toolbars, Customize, Options tab, Show Standard and Formatting toolbar on two rows.

➤ Key and edit text on a slide in the same way as you would in a word processing program.

➤ Promoting and demoting text on a slide is similar to working with an outline in a word processing program. When you demote text, you increase its indent. When you promote text, you decrease its indent.

➤ Use the Slide Show button ⬚ to run a slide show. A slide show always starts with the slide that is currently selected.

➤ Choose one of the options in the Print what box in the Print dialog box or in the Print Preview window to print handouts that contain more than one slide per page.

➤ Printing options provide a variety of ways to print your presentation: as slides, handouts, notes pages, and other page formats. Printing options are available in the Print dialog box and in the Print Preview window.

LESSON 1   Command Summary

FEATURE	BUTTON	MENU	KEYBOARD
Open a presentation		File, Open	Ctrl + O
Display Outline and Slides pane		View, Normal	
Display Task pane		View, Task Pane	
Promote Text			Shift + Tab
Demote Text			Tab
Zoom	100%	View, Zoom	
Normal view		View, Normal	
Slide Sorter view		View, Slide Sorter	
Next Slide			Page Down
Previous Slide			Page Up

continues

LESSON 1 **Command Summary** *continued*

FEATURE	BUTTON	MENU	KEYBOARD
Slide Show		View, Slide Show	F5
Save		File, Save	Ctrl + S
Save with a different name		File, Save As	
Next (Slide Show)	Left mouse button	Right-click, Next	N, Page Down
Previous (Slide Show)		Right-click, Previous	P, Page Up
End a slide show		Right-click, End Show	Esc or -
Print Preview		File, Print Preview	
Print		File, Print	Ctrl + P
Close a presentation		File, Close	Ctrl + W or Ctrl + F4
Exit PowerPoint		File, Exit	Alt + F4

TEST BANK

Concepts Review

TRUE/FALSE QUESTIONS

Each of the following statements is either true or false. Indicate your choice by circling 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 a word processing program.

T (F) **3.** You can demote text by pressing Shift + Tab.

(T) F **4.** In the Outline and Slides pane, you can display either slide thumbnails or outline text, but not both.

(T) F **5.** You can edit text in Normal view or in the Outline pane.

(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 Print button 🖨, you can choose exactly which items to print.

SHORT ANSWER QUESTIONS

Write the correct answer in the space provided.

1. Where on the PowerPoint window are the view buttons located?

Lower-left corner

2. What are the names of the three view buttons?

Normal view, Slide Sorter view, and Slide Show

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

Normal View button

4. What shape is the mouse pointer when you move it over a text box?

I-beam

C L O S E

Concepts Review:
Allows students to check their understanding.

TEST BANK
Consider using the Test Bank to provide an additional review of lesson concepts. It may also be used as an assessment tool.

5. Which menu and menu option would you use to save a copy of your presentation under a different filename?

    File, Save As

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

    P, Page Up, Left Arrow

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. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. In this lesson you learned how to display slide thumbnails in the Outline and Slides pane and also in Slide Sorter view. Which way do you prefer to view thumbnails and why? What advantages and disadvantages do you think there are for each option?

2. You can produce screen shows, printouts, 35 mm slides, overhead transparencies, and other presentation media with PowerPoint. Why would you choose one medium over another? What factors would influence your decision?

Skills Review

EXERCISE 1-21

Start PowerPoint, open a file, identify parts of the PowerPoint window, key and edit text, and save, print, and close the file.

1. If PowerPoint is already open, skip to step 2. Otherwise, start PowerPoint by following these steps:
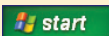
    a. Click the Start button ![start] on the Windows taskbar.
    b. Point to Programs and then point to Microsoft PowerPoint and click it.

Critical Thinking Questions:
Answers will vary, depending on students' preferences, observations, experiences, and research.

Skills Review:
Provides guided practice for students.
Objectives are indicated for each exercise.

◉ **Exercise 1-21:**
Objectives: 1-5, 7-8
Required Files: Answers.ppt
Solution Files: Sol1-21 on Solutions CD-ROM

2. Open a presentation by following these steps:

    a. Click the Open button 📂 on the Standard toolbar.

    b. Choose the appropriate drive and folder, according to your instructor's directions.

    c. Double-click the file **Answers**.

3. Click anywhere on the text "Click to add subtitle" and key your full name.

4. Select the two question marks in the text "Exercise 1-??" by dragging the I-beam across them. Key the number of this exercise.

5. To move to slide 2, click the Next Slide button 🔽 at the bottom of the vertical scroll bar.

6. Key the answers to the 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.

    c. Key the answers to the next two questions. Remember, to identify a toolbar button by name, point to the button. If the button does not appear on the toolbar, click the Toolbar Options button 🔽 to locate the button.

    d. Promote each Answers space by one level. Place the insertion point before the word Answers and press the Decrease Indent button 🔲. Do this for all three of the answer bullet points.

7. Save the presentation as *[your initials]***1-21** in your Lesson 1 folder by following these steps:

    a. From the <u>F</u>ile menu, choose Save <u>A</u>s to open the Save As dialog box.

    b. Choose your Lesson 1 folder from the appropriate drive and folder, following your instructor's directions.

    c. Key the filename *[your initials]***1-21** in the File <u>n</u>ame text box.

    d. Click <u>S</u>ave.

8. Print the presentation by following these steps:

    a. From the <u>F</u>ile menu, choose <u>P</u>rint.

    b. Choose <u>A</u>ll in the Print range option box.

    c. Choose Handouts from the Print <u>w</u>hat drop-down list.

    d. Because this is a two-slide presentation, change the Slides pe<u>r</u> page setting to 2.

    e. Choose Grayscale from the Color/grayscale drop-down list.

    f. Click the Fra<u>m</u>e slides check box to select it. Click OK.

9. Close the presentation by clicking the lower Close button ❌ in the upper-right corner of the PowerPoint window.

EXERCISE 1-22

Edit text on a slide, save a presentation, run a slide show, then preview and print it.

1. Open the file **GoodFood**.

2. Notice on the status bar and on the Outline and Slides pane that this is a three-slide presentation (slide 1 of 3 now appears). Move to slide 3 by dragging the vertical scroll box.

3. Make corrections to the slide's text as shown in Figure 1-19.

NOTE: Before making the changes indicated in Figure 1-19, refer to "Proofreaders' Marks" at the Professional Approach Online Learning Center at www.mhteched.com/pas. *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 hand-written "=" indicates that a hyphen is to be inserted.

FIGURE 1-19

```
Just Sweet Enough

     Carob Pecan Yogurt Cream Pie

                                           s                    a
         This light and fluffy dessert has an all-natural grahm cracker

         crust, great flavor, and very little sugar.

     Key Lime Soufflé
                 intense                          chef
         The striking lime flavor is Michelle's secret. Made from

         organic key limes, sweetened with white grape juice, and

         thickened with organic egg whites.
```

4. Notice on slide 2 that the description of each dish would be more attractively displayed if they were demoted by one level. Demote the descriptions by placing the insertion point before the description and clicking the Increase Indent button.

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 twice more to return to Normal view.

6. Save the presentation as *[your initials]***1-22** in your Lesson 1 folder.

7. Print slides 1 and 3 only by following these steps:

   a. Open the Print dialog box.
   b. In the Print range area, click Slides and key **1,3** in the text box.
   c. Choose Slides from the Print what drop-down list, choose Grayscale, and click OK.

8. Close the presentation.

EXERCISE 1-23

Work with views and tabs; edit text; run a slide show; and save, preview, and print a presentation.

1. Open the file **DressCd1**.

2. View the presentation's text in outline format by following these steps:

   a. If the Outline and Slides pane is not displayed, click the Normal View button ▣.
   b. Click the Outline tab.
   c. Point to the Outline pane's right vertical border.
   d. When you see the splitter bar ╢, drag to the right to the center of the screen to see the text on these slides. Move the splitter bar back to its original position.

3. Click the Slide Sorter View button ▦ to view the presentation in Slide Sorter view.

4. Double-click slide 1 in Slide Sorter view to change back to Slide 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.

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 Page Down several times.

7. Save the presentation as *[your initials]***1-23**.

8. Preview the presentation before printing by following these steps:

   a. From the File menu, choose Print Preview.
   b. In the Print What drop-down list, choose Handouts (4 slides per page).
   c. In the Options drop-down list box, point to Color/Grayscale and then choose Grayscale.
   d. Click the Print button 🖨 Print....
   e. In the Print dialog box, make sure the Frame slides option is selected. Click OK.

9. Click Close to close the Print Preview window and then close the presentation.

○ **Exercise 1-23:**
Objectives: 1-8
Required Files: DressCd1.ppt
Solution Files: Sol1-23 on Solutions CD-ROM

EXERCISE 1-24

Key text on a slide, save it, and print.

1. Open the file **SpEvent1**.

2. Display slide 2.

3. Insert a new line of bulleted text by following these steps:

    a. Click the I-beam to the right of the word "team" at the end of the line "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]***1-24** in your Lesson 1 folder.

NOTE: When you print slides and handouts, colored backgrounds and some graphics are not usually shown on the printout because they can interfere with the legibility of the text. In a later lesson you learn how to control what gets printed by using grayscale settings.

6. Print the slides full-size by following these steps:

    a. From the File menu, choose Print.

    b. In the Print what drop-down list box, choose Slides.

    c. Click Preview.

    d. Click the Next Page button to preview slide 2.

    e. Click Print and then click OK.

    f. Click Close to close the Preview window.

7. Close the presentation.

Lesson Applications

EXERCISE 1-25

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

1. Open the file **Party1**.
2. Using the Slide pane, make the changes to slides 2 and 3 as shown in Figure 1-20.

FIGURE 1-20

```
Entertainment

• Audition bands
    • Charlie's Dingbats
    • The Electrolytes
    • Wired Rabbits          Pure Power
• Contact Marsha Miles
          dance-style        ?
    • Is she willing to lead aerobics
    • Is she available New Year's Eve?

Menu

• Michele needs suggestions by November 1
          tasting        5
• Staff party to be held December 2
• Menu printing deadline is December 10
```

Slide 2

Slide 3

3. Save the presentation as *[your initials]***1-25**.
4. View each slide in the presentation.
5. Preview the presentation as handouts, 3 slides per page, grayscale, framed, and then print it.
6. Close the presentation.

EXERCISE 1-26

Edit text in Normal view and Slide view, run a slide show, and save, print, and close a presentation.

1. Open the file **JulyFun1**.

2. Move to slide 2. Change "am" in the first and second bullets to **a.m.** Change the date in the last bullet 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 bullet from "21" to **18**.

5. Save the presentation as *[your initials]***1-26**.

6. Click the Slides tab and display slide 1. Run a slide show of the presentation, clicking to display each new slide and text animation.

7. Preview and then print the presentation as handouts, 6 slides per page, grayscale, framed.

8. Close the presentation.

EXERCISE 1-27

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

1. Open the file **DressCd2**.

2. On slide 1, key the word **Personnel** to the left of "Training" so the title reads "Personnel Training Session."

3. Locate the last line of text on slide 2 (which begins "Under no circumstances"). Position the insertion point at the end of that line and key **while on the job**

4. Locate the last line of text on slide 3. Position the insertion point between "Good 4 U" and "test" and 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."

7. Below the third bullet, change "Shirts are" to **T-shirts will be**

8. Save the presentation as *[your initials]***1-27**.

9. Preview and then print the presentation as handouts, 4 slides per page, grayscale, framed.

10. Close the presentation.

EXERCISE 1-28   ✚ *Challenge Yourself*

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

1. Open the file **RacePrep**.

2. Using whichever view you choose, edit slide 2 and slide 3 as shown in Figure 1-21.

FIGURE 1-21

Entertainment

Slide 2

- The Electrolytes will be here ~~for~~ *on* 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

- A ~~huge pile~~ *mountain* of angel hair with fat-free tomato sauce and ~~sprinkled with~~ *pasta served* tiny bite-sized meat balls

- Bagel Bonanza

  - Bagels brushed with a mixture of olive oil, garlic, and delicate herbs

3. Save the presentation in your Lesson 1 folder as *[your initials]***1-28**

4. View the presentation in Slide Sorter view.

5. Run a slide show of the presentation, beginning with slide 1.

6. Preview and then print all slides in grayscale, framed.

7. Print the presentation as handouts, 3 slides per page, grayscale, framed.

8. Close the presentation.

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 1-29

Open the file **SpEvent1**. Change slide 2 so that its title is **Summer Events**. Edit the slide's bullets by changing the events to be for June and July, describing activities

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This figure contains proofreading marks. You might want to review "Proofreaders' Marks" with students from the Professional Approach Online Learning Center at www.mhteched.com/pas.

On Your Own Exercises:
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 1-29:
Objectives: 1, 3, 5, 7-8
Required Files: SpEvent1.ppt
Solution Files: No solution file provided

relating to summer sports such as swimming, softball, sand volleyball, or others. Save the presentation as *[your initials]***1-29**. Preview and then print the presentation as handouts, 2 slides per page.

EXERCISE 1-30
Open the file **GoodFood**. 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 delights. Be sure the desserts you describe use healthy ingredients.

Save the presentation as *[your initials]***1-30**. Preview and then print the presentation as handouts, 3 slides per page.

EXERCISE 1-31
Open the file **DressCd1**. On slides 2 and 3, replace the text under the "Uniform" bullet with a dress code you think would be appropriate for employees at the Good 4 U restaurant in New York City as described in the Case Study. Replace the second main bullet "Skates" with **Hair and Nails** and change the bullet under it to talk about what kind of rules may apply to the way that the employees must wear their hair and nails. On slide 4, upgrade the guest dress code to fit this restaurant scenario. Save the presentation as *[your initials]***1-31**. Preview and then print the presentation as handouts, landscape orientation, 4 slides per page.