Microsoft PowerPoint
Lesson 1: Introduction To PowerPoint

Overview

This unit introduces students to the PowerPoint program. They will explore the PowerPoint screen features while learning how to open, close, save, and create a PowerPoint file. In addition, students will learn some basic editing operations. The lesson concludes with instructions on use of the Office Assistant for obtaining help.

Teaching Tips and Strategies

You may want to remind student that a PowerPoint document resides in memory until it is permanently saved to a storage device, emphasizing the need to save their work..

Use of handouts (discussed in Lesson 3) is very important in a teaching/learning context. Teachers should demonstrate this, not just teach how to do it. Students are aided immensely by having hardcopy before them of what they will be seeing on the screen. One good practice is to give students a handout version of the slides where key words are left out, a blank ____ inserted. As the students view the slides, they fill in the blanks and annotate their printout with further information. This way they need not feel they must hurriedly record every word on the slides – but at the same time, they are actively involved, paying attention to get the missing words and phrases down.

Lecture Notes

1) Introducing PowerPoint and Presentation Design
   a) Capabilities of PowerPoint
      i) Create on-screen presentations
      ii) Create overhead transparencies
      iii) Create handouts for lecture
   b) Provisions
      i) Pre-made layouts (templates)
      ii) AutoContent Wizard
      iii) Clip art, sound
      iv) In-context help
      v) Animation
   c) What is a PowerPoint presentation?
      i) A file composed of slides
      ii) Each slide is a single screen image
      iii) Each slide can contain main and sub-points
      iv) Clip art or photographs can be used to enhance the slides

d) The Title slide
   i) The title summarizes the topic
   ii) It should grab the attention of the viewer
   iii) It can list key points
e) Elements of typical slides
   i) Slide title at the top
   ii) Bullet text lists
   iii) Clip art
f) Slides created with AutoContent Wizards
   i) A series of slides is automatically created
   ii) Contain default suggestions for topics
      (1) Topics based on category chosen by user
   iii) Contains footers, headers with information specified by user

2) Starting PowerPoint
   a) From the Windows desktop, choose Start, then Programs, then PowerPoint
   b) Elements of the normal (default) view
      i) Slide pane
      ii) Task pane
      iii) Slide tab
      iv) Outline tab
      v) Notes pane

3) Using the AutoContent Wizard
   a) Purpose
      i) Provides templates with
         (1) pre-selected layout designs
         (2) Styles
         (3) Output
      ii) User needs only to add content in pre-established locations
      iii) Quick and easy way to design a presentation
   b) Running the AutoContent Wizard
      i) On Task pane, click on From AutoContent Wizard
      ii) Step 1
         (1) Position of green bullet on left shows which step of wizard is active
         (2) Office Assistant can be called with button on lower left of dialog box
         (3) Proceed to next step with Next button at bottom of screen
      iii) Step 2
         (1) Office Assistant "bubble" has instructions
         (2) Buttons show categories of presentations
         (3) Within those categories presentation topics are displayed
         (4) Click on desired topic
         (5) Proceed to next step with Next button at bottom of screen
      iv) Step 3
         (1) Output options displayed
         (2) Select one output option using radio buttons
         (3) Proceed to next step with Next button at bottom of screen
      v) Step 4

        (1) Specify title of presentation in top text box
        (2) Specify information for footer
            (a) Name of presenter
            (b) Department, company, etc.
            (c) Date
            (d) Slide number
        (3) Proceed to next step with Next button at bottom of screen
    vi) Step 5
        (1) Note green bullet in last step of wizard
        (2) Opportunity to back up through steps with Back button
        (3) Click on Finish to close the wizard and go to created presentation
c) Results of AutoContent Wizard
    i) Application returns to the normal or default view
    ii) Slide 1 (the title slide) showing in slide pane
    iii) Slide 1 highlighted in Slide tab area
    iv) Successive slides showing in Slide tab

4) Exploring the PowerPoint window
    a) Elements of Window include:
        i) Title bar, menu bar, standard tool bar, formatting bar
        ii) Window sizing buttons, view buttons
        iii) Screen Tips show when mouse pointer placed over buttons
        iv) Click on a menu bar item to get a basic menu, double click to get full menu
    b) Panes in a PowerPoint program window
        i) Slide pane
        ii) Notes pane
        iii) Outline tab
        iv) Slide tab
            (1) Highlighted slide here is same as displayed in slide pane
            (2) Note vertical scroll bar for slide pane
    c) Additional PowerPoint Window features
        i) Zoom box – able to zoom in our out on slide displayed in slide pane
        ii) Status bar
            (1) Slide number of current slide
            (2) Template being used
        iii) Vertical and horizontal scroll bars for slide pane
        iv) Previous and Next slide buttons at bottom of vertical scroll bar area

5) Viewing Your Presentation
    a) PowerPoint provides different ways to view presentations – enables user to focus on different tasks involved in preparing presentation, such as …
        i) Adding or deleting text
        ii) Adding or editing graphics
        iii) Organizing slides
        iv) Previewing presentation
    b) Slide sorter view
        i) Click on Slide Sorter View button
        ii) Displays thumbnail images

iii) Enables adding, deleting, hiding, rearranging slides
iv) Note vertical scroll bar to move up and down the display area

c) Notes Pane View
i) Click View button on Menu bar, then choose Notes Page
ii) Notes view has text box (pane) in lower half of screen
iii) Add notes, graphics, tables
iv) Print with slide for reference during presentation
v) Print for distribution to viewer/listeners
vi) Notes portion does not appear when presentation runs

d) Slide Show
i) Click on Slide Show button, bottom left of screen
ii) Presentation runs on full screen
iii) Starts with currently selected slide
iv) Advance slides with
(1) Left mouse button
(2) Enter key
(3) Arrow keys

6) Saving and Closing a File
a) Saving the file
i) Click on File, then Save
ii) First time save opens the Save **As** dialog box
iii) Click on dropdown arrow to display drives and folders for selection
iv) If necessary, click on New Folder button to get New Folder dialog box
v) Specify the name of the file
vi) Click on Save
vii) Note that when normal view reappears, newly specified name appears on title bar

b) Closing a file
i) Click on File, then Close
ii) File disappears from screen
iii) Blank gray application window remains

c) To exit the application
i) Click on File, then Exit
ii) Windows Desktop appears

7) Using the Office Assistant
a) Purpose
i) Enables asking a question in plain language
ii) Responds with several possible options concerning the question
iii) Office Assistant can also be configured to offer relevant Help tips as you work

b) Activate Office Assistant by clicking on Help button on Tool bar
i) If Office Assistant does not appear, click Help on Menu bar, then Show
ii) Type question in text box provided
iii) Click Search to display list of relevant topics
iv) Options button allows…
(1) Changes of settings
(2) Accessing other Assistant images
(3) Selection of Tip options

c) When a help topic is chosen, the help window appears
   i) Note Help toolbar
   ii) Help topic headings and subheadings appear in text of help information
   iii) Show All option (in blue, upper right of window)
      (1) Allows for display of definitions, How To tasks, and Tips
   iv) Within help text
      (1) Click on blue text to view definitions
      (2) Click on underlined blue text to access hyperlinks

8) Other PowerPoint Help Features
   a) Help facilities are quite extensive
      i) More detailed than given by normal Office Assistant queries
      ii) Possible to search for topics in different ways
      iii) Help information may be viewed on screen or printed
      iv) Information may be accessed by Web hyperlinks
      v) Expand Help window with icon, hide Assistant (Right-click, Hide)
   b) Contents Tab
      i) Expandable/collapsible table of contents in left window
      ii) Click on plus (+) to expand, minus (-) to shrink
      iii) Click on category for desired information to appear in right window
   c) Answer Wizard Tab
      i) Same basic function as with Office Assistant
      ii) Enter query in text box (upper left),
      iii) Relevant topics displayed in window below
      iv) Selecting topic on left displays help information in right window
   d) Index Tab
      i) Enter keyword(s) in text box, upper left
      ii) Or scroll through list of keywords in middle left window, select
      iii) Select help topic below
      iv) Help information displayed in right window

Text Solutions

A. Identify Key Features

1. Title bar
2. Menu bar
3. Standard toolbar
4. Formatting toolbar
5. Zoom box
6. Microsoft PowerPoint Help button
7. Ask a question box
8. View buttons
9. Status bar

B. Select the Best Answer

10. B – AutoContent Wizard

11. D – Dialog box
12. H – Slide Sorter View
13. E – Maximize button
14. C – Contents tab
15. G – Normal View
16. F – Save As dialog box
17. A – Answer Wizard tab

C. Complete the Statement

18. D
19. D
20. D
21. D
22. B
23. A
24. D
25. D
26. C
27. D