CHAPTER ONE

Introduction to Microsoft® PowerPoint®

Directions

T his book covers Microsoft® Windows versions 2000, 2002 XP, and 2003 XP and Macintosh versions 2001, X, and 2004 of PowerPoint. These versions are very similar, with only minor differences, containing most of the same commands, toolbars, and menus. Once you become familiar with using one version, adapting to another version is relatively easy.

One important difference between the Macintosh and Windows version is the keyboard shortcuts. Windows uses the **Ctrl** key, the equivalent of the **Command ⌘** key on the Macintosh. While holding down **Ctrl** or **Command ⌘,** press down onto a particular key (e.g., "S" for "Save") to execute a task. The directions for this shortcut look like this: **Ctrl/⌘ + S.**

Most of the directions in this book work for all six versions. When there are differences look for the following:

WIN:	Windows versions 2000, 2002 XP, and 2003 XP only
MAC:	Macintosh versions 2001, X, and 2004 only
WIN 00:	Windows version 2000 only

2   Using PowerPoint in the Classroom

WIN 02 XP: Windows 2002 XP only

WIN 03 XP: Windows 2003 XP only

WIN XP: Windows 2002 XP and 2003 XP only

MAC 01:   Macintosh version 2001 only

MAC X: Macintosh version X only

MAC 04:   Macintosh version 2004 only

Please note: Using the step-by-step directions in the chapters you will create a comprehensive slide show complete with custom animations, sounds, and transitions. The instructions in each chapter build on the previous chapters. Should you wish to skip or omit a section, you will need to create the slides as shown in the illustrations.

THIS BOOK CONTAINS THE FOLLOWING HELPFUL FEATURES

✓ **Trouble Shooting Tips:** Includes possible problems you may encounter with alternative methods for performing the task. Time-saving tips will also be found here.

☞ **Learn More:** Experiment and try out the suggested ideas to become more proficient with PowerPoint.

WHAT POWERPOINT VERSION AM I USING?

To find out which version you are using on the Windows platform, you will need to launch PowerPoint (see Launching PowerPoint).

WIN: Click on **Help** and then select *About Microsoft Office PowerPoint* from the drop-down menu.

MAC 01: Click on the **Apple Menu** (top left of screen) and select *About Microsoft PowerPoint.*

MAC X and **MAC 04:** Click on **PowerPoint** and select *About PowerPoint.*

An information box will appear indicating the particular version installed on your computer.

USING THE MOUSE

The standard mouse is different for Windows and Macintosh users. PowerPoint for Windows makes use of two buttons on the mouse, the left and the right, with the left button being the primary control, while the mouse for Macintosh users has only one button. Before jumping into using PowerPoint, there are just a few terms with which you should be familiar.

Mouse Click

WIN: Press down the **left** mouse button.

MAC: Simply click on the mouse button.

Right Click

WIN: Press down the **right** button on the mouse.

MAC: While holding down the **Ctrl** key on the keyboard, press the mouse button: **Ctrl + click**.

Double Click

WIN: Rapidly press the left mouse button twice.

MAC: Rapidly press the mouse button twice.

Drag and Drop

Hold down the mouse button while simultaneously moving the mouse. Release the mouse after highlighting the desired text, selecting a menu item option, or moving an object to a desired location.

LAUNCHING POWERPOINT

PowerPoint is opened the same way other Microsoft applications are opened. The biggest difference between the Windows and Macintosh platforms is the way the application is initially launched.

WIN

1. The most common way is to select the **Start** button on the far left of the task bar at the bottom of the screen.

2. Click on the mouse and the start window will pop up. Select **Programs** or **All Programs**.

4   Using PowerPoint in the Classroom

3. Scroll through the list of programs and click on **Microsoft PowerPoint** to automatically launch the program. Microsoft PowerPoint may be found under Microsoft Office.

☞ If you have recently worked on a PowerPoint document, you may access it quickly by selecting **Start** (bottom left of screen) then **My Recent Documents.**

Figure 1.1   Starting PowerPoint in Windows
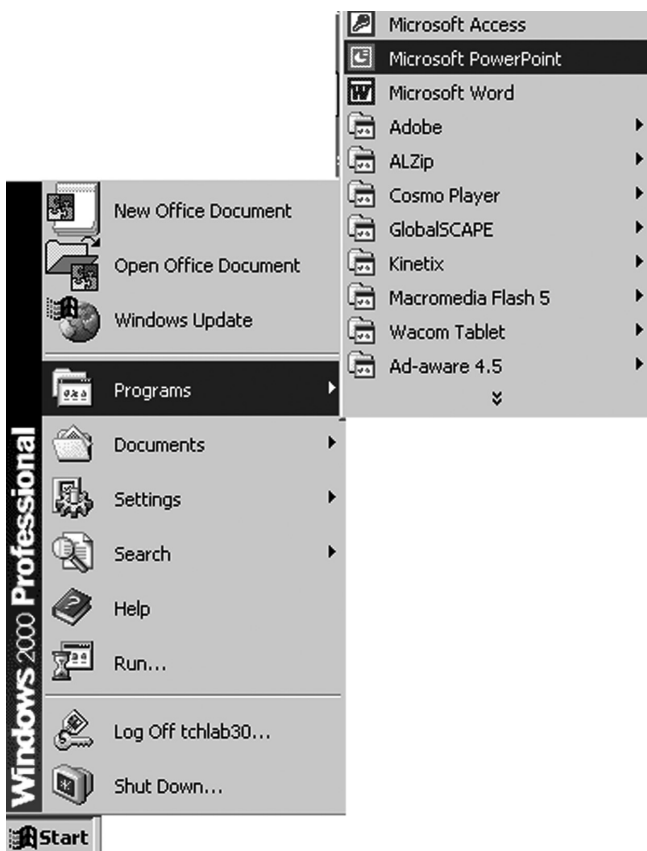
MAC

Double click the Hard Drive icon—often labeled **Macintosh HD**—at the top right of the screen to bring up the Macintosh Hard

Drive window that indicates all of the programs and documents stored on your computer's hard drive.

1. Double click on the **Applications** folder. The Applications window will appear.

2. Double click on the **Microsoft Office** folder. The Microsoft Office window will appear.

3. Double click on the icon labeled **Microsoft PowerPoint**.

If you have used PowerPoint recently, click on the **Apple** menu located at the top left of the screen to bring down the menu. Go down to **Recent Applications (Items)** and click **Microsoft PowerPoint** to open the application.

STARTING WITH A BLANK SLIDE

When PowerPoint is first opened, the following dialog box will appear with several options for beginning PowerPoint. Choose select **Blank Document** or **Blank presentation** then press **OK**. Pressing **Cancel** will also bring up a blank screen in most versions.

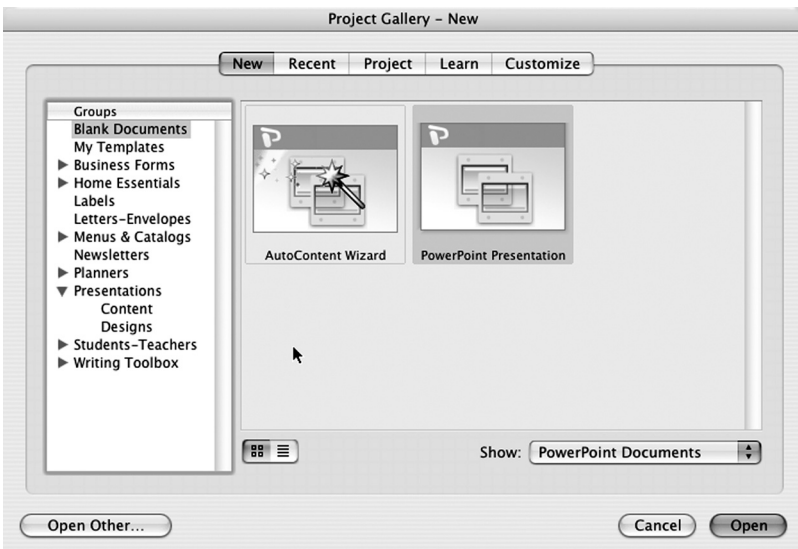**Figure 1.2**   WIN 00 Initial Dialog Box
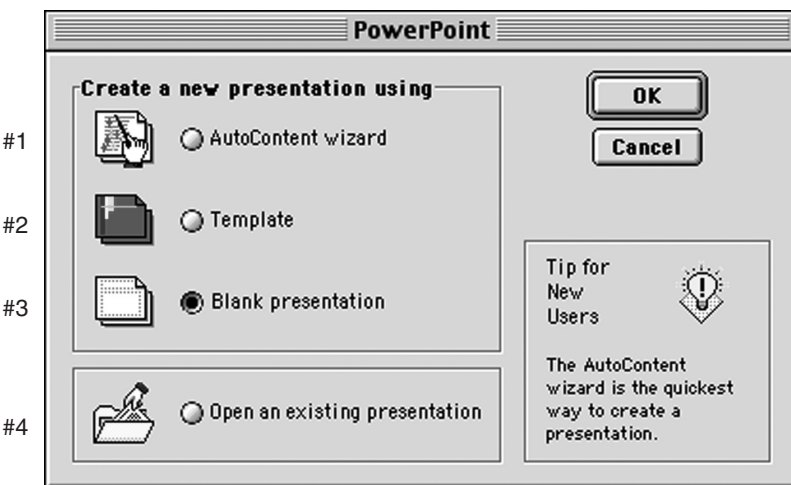
6   Using PowerPoint in the Classroom

Figure 1.3   MAC 01 Project Gallery Dialog Box
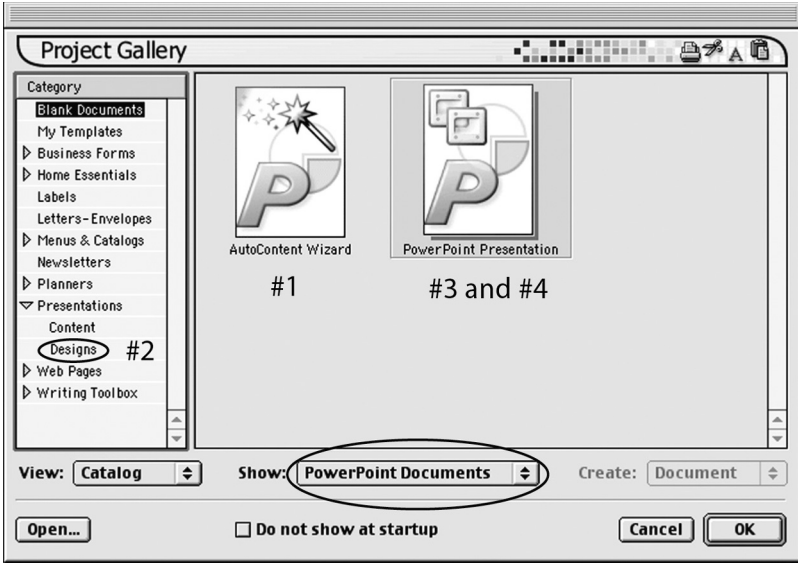
Figure 1.4   MAC 04 Project Gallery Dialog Box

WIN XP: Windows XP opens to a blank screen. It does not open with a dialog box.

✓ **MAC:** To access the Project Gallery dialog box go to **File > Project Gallery.**

☞ The AutoContent Wizard can be accessed through the initial or project gallery dialog box. It is a quick and easy method for creating a slide show. It provides a series of questions to create an instant slide show to be edited. The AutoContent Wizard is ideal when brainstorming or outlining a presentation; however, most of the templates are geared toward business. The Wizard gives step-by-step directions.

WIN XP: To access Microsoft Wizard, go to **File** and select **New** from the drop-down menu. In the task pane (right of screen), select **From AutoContent Wizard**.

MAC: To find this option, click on the **show** drop-down box at the bottom of the Project Gallery dialog box and choose **PowerPoint documents**. Make sure **Blank Document** is chosen in the **Groups** or **Category** window on the left.

WIN

PowerPoint will appear on the screen. In the top left corner of the screen, notice two rows of buttons.

The top row of buttons affects the PowerPoint program while the bottom row only affects the current PowerPoint slide show. In the top row, the **Minimize** button to the left will collapse the window to a button on the Windows task bar. The

Restore/Maximize

Minimize   Close

Maximize/Restore button increases or decreases the size of the presentation window. The **Close** button exits PowerPoint. The **Close** button in the second row only closes the current slide show, but leaves PowerPoint open.
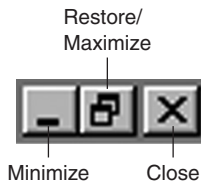
MAC

MAC 01

The top row of the work area window is called the **Title Bar**. The **Close Box** on the far left of this bar

Zoom

Close   Collapse

8   Using PowerPoint in the Classroom

closes the window when clicked. Note: It does not close PowerPoint—
it is still open when the Application menu in the top right corner of
the screen is selected. Two other buttons are located on the far right
side of the title bar. The first is the **Zoom Box** that changes the size of
the window when clicked. The **Collapse Box** in the far right corner
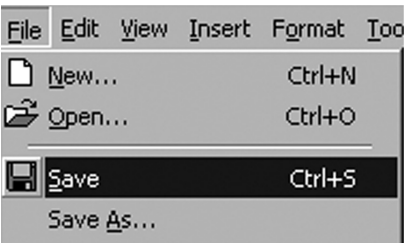collapses the window but leaves the title bar open on the screen.

MAC X and MAC 04

The top row of the work area window is called the **Title
Bar**. The red **Close Button** on the far left of this bar closes the
window when clicked. Note: It does not close PowerPoint—it is still
open when the Application menu in the top right
corner of the screen is selected. Two other buttons
are located to the right of the close button. The
green **Zoom Button** changes the size of the window when clicked.
The yellow **Collapse Button** makes the window disappear into
the dock.

UNDERSTANDING MENUS, ICONS (BUTTONS), AND KEYBOARD COMMANDS

There is generally more than one way to perform a task in PowerPoint,
allowing the user to work in the manner preferred. Menus, icons,
or a keyboard shortcut can often be used to perform the same task.
Menus are located on the top bar and almost always start with
the options *File, Edit,* and *View.*
Press on a menu item to view the
drop-down menu selection. Icons
are graphically illustrated "but-
tons" located on the bars below
the Menu and perform specific
tasks. For example, save work by
selecting **File > Save** from the
menu, press the **Save**
icon, or choose **Ctrl/⌘ + S** from the keyboard. Hold down
the **Ctrl** [**MAC**: ⌘] key while pressing **S** on the keyboard.

The drop-down menu may be "folded." To view the
full drop-down menu, click onto the double arrows or hold the
cursor above the arrows until the menu expands.

Figure 1.6   Full Drop-Down
                   Menu

Figure 1.5   More Buttons
                   on Menu
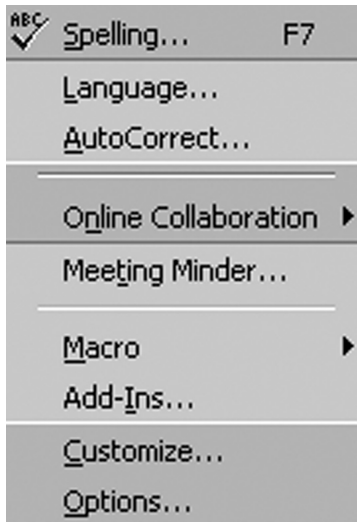
These versions also contain more icons on the toolbar, many which remain hidden behind the **More** or "expand" buttons. Notice the more buttons on the Standard and Formatting tool-bars. The most frequently used tools remain visible at the top of the screen, while less used buttons move behind the "expand" buttons to reduce screen cluster. When a particular icon cannot be found, be sure to click on the **More** icons.

TOOLBARS

Before beginning, make sure you have the needed toolbars on your screen. Each toolbar contains a series of buttons that perform specific tasks. Select **View** and choose **Toolbars** from the drop-down menu. Select **Standard, Formatting**, **Drawing,** and **Task Pane** (each should have a check in front of them). [Note: Windows version 2000 and Mac 2001 do not have a task pane option.] These are the toolbars you will use most often in this program.

☞ Context-based toolbars often appear on the screen automatically when you are working with particular features in PowerPoint. For example, when adding ClipArt from the MS Gallery, the Picture Toolbar may appear on the screen, allowing you to easily modify the graphics. Likewise, when working with WordArt on a slide, the WordArt Toolbar may open. At other times the desired toolbars will need to be opened manually.

Below the **Menu Bar** is the **Standard Toolbar** that contains graphically illustrated buttons for common tasks such as starting a new slide show, opening a preexisting slide show, printing, saving, and spell checking. The **Formatting Toolbar** contains buttons used for formatting text such as changing the type and size of font (style of print), bolding, italicizing, underlining, and aligning text.

UNDOING MISTAKES

How do I get back if I make a mistake? Undo and Redo are generally the first two options in the **Edit** menu. Notice the keyboard shortcuts for these commands.

| Edit Menu selections | Keyboard shortcuts | Undo and Redo icons |
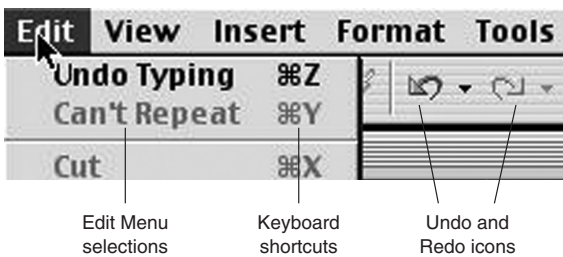
Click the **Undo** icon or **Ctrl/⌘ + Z** to undo any prior mistakes, or redo the action with the **Redo** icon or **Ctrl/⌘ + Y**. The down arrow next to the **Undo** and **Redo** icons allow you to quickly go back to the exact action you wish to change.

✓ Note: The **Undo** and **Redo** commands are very limited with charts, graphs, and tables. You may only have one level of undo.

WHAT DOES THIS BUTTON DO?

Want to know the label for each button? Hold the cursor over each button briefly until its name appears in a yellow text box just below each button. [Note: This function is not available on all PowerPoint versions.]

Want to learn more about the function of each button?

WIN 00 and **02 XP:** Go to **Help** and select **What's This**? A question mark will appear next to the cursor. Press down on any icon to see a brief description of its function.

MAC 01: Go to **Help** and select **Balloon Help**. A description of the function for each icon will appear in a callout or balloon as your cursor moves over each icon.

WIN 03 XP, MAC X, and **MAC 04:** Balloon Help is not available.

HELP IS ONLY A CLICK AWAY

The office assistant is an animated character that can answer questions. The default character is either an animated paperclip or a computer.

If the Office Assistant is not visible when opening up PowerPoint, click onto the **Microsoft PowerPoint Help** icon on the Standard Toolbar. The Office Assistant can be turned off at any time by *right* clicking [**MAC: Ctrl + click**] on the assistant and choosing **Hide** or **Hide Assistant** from the drop-down menu. The Office Assistant can be moved out of the way by dragging and dropping it to a new location on the screen.
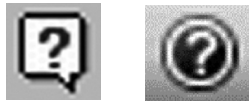
Use the Office Assistant to look up or find answers to topics or questions.

1. Click on the Office Assistant to bring up the callout window.
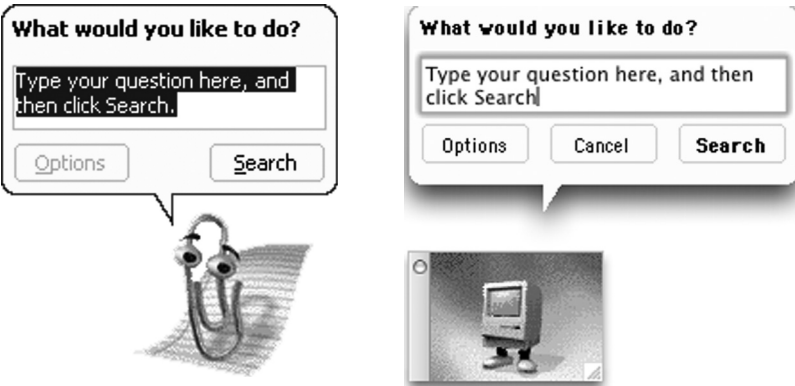
2. Type a question, phrase, or word in the callout window. For example, look up keyboard shortcuts. Type "keyboard short-cuts" in the window and then select **Search**. A list of related topics will appear below. Select **Use keyboard shortcuts** to bring up the index of keyboard shortcuts.

3. Click on any of the entries to learn more.

QUICK REVIEW

*   What PowerPoint Version Am I Using?

    WIN: Help > About Microsoft Office PowerPoint

    MAC 01: Apple > About Microsoft PowerPoint

    MAC X and **MAC 04:** PowerPoint > About PowerPoint

*   Using the Mouse

    WIN: Right Click = **MAC: Ctrl** + click

    Drag and Drop = Hold down the mouse button while simultaneously moving the mouse

*   Launching PowerPoint

    WIN: Start > Programs > Microsoft PowerPoint, or Start > Programs > Microsoft Office > Microsoft PowerPoint

MAC 01: Double click on **Hard Drive** icon → double click on **MS Office** folder → double click on **PowerPoint**

MAC X and **MAC 04:** Double click on **Hard Drive** icon → double click on **Applications** folder → double click on **MS Office** folder → double click on **PowerPoint**

- Four Options for Working in PowerPoint: 1) AutoContent Wizard, 2) Template, 3) Blank Presentation, and 4) Open an existing presentation (see Figures 1.2 and 1.3)

- *Standard Toolbars used:* **View > Toolbars**, select **Standard**, **Formatting, Task Pane,** and **Drawing**

- *Common Tools*

    Undo: Edit > Undo, Undo icon or **Ctrl/⌘** + Z

    Redo: Edit > Redo, Redo icon or **Ctrl/⌘** + Y

- What Does This Button Do*?* **[Not available in all versions.]**

    WIN 00 and **02 XP:** Help > What's This?

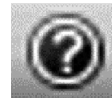   **MAC 01:** Help > Show Balloons

- Help Options/Office Assistant:

    Turn on Office Assistant with the Help icons

    Click on **Office Assistant** → Type in topic or question, **Enter/Return** → Click on topic to learn more

    Turn off Assistant: **WIN:** *Right* click → Hide, or **MAC: Ctrl + click** → Hide

- Other Information

    WIN: Ctrl key = **MAC:** Command ⌘ key