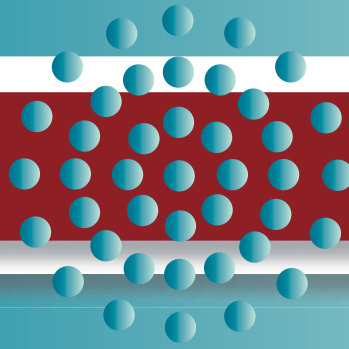


unit 1



BASIC SKILLS

Lesson 1 Getting Started in PowerPoint PP-6

Lesson 2 Developing Presentation Text PP-26

Lesson 3 Revising Presentation Text PP-56

Lesson 1

Getting Started in PowerPoint

OBJECTIVES

MCAS OBJECTIVES

In this lesson:

PP07 4.3.6

PP07 4.4.2

See Appendix

After completing this lesson, you will be able to:

1. Explore PowerPoint.
2. View a presentation.
3. Add text using placeholders.
4. Name and save a presentation.
5. Prepare presentation supplements.
6. End your work session.

Estimated Time: 2 hours



PowerPoint is an 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 song lyrics for the congregation. An instructor may use it for notes for a lecture to help students keep focused and their notes organized, or a hotelier may develop a presentation to help market the 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.

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

OBJECTIVE 1

Exploring PowerPoint

If you are already familiar with other Microsoft Office 2007 programs, you'll feel right at home with PowerPoint. Although a number of new features appear in the PowerPoint window shown in Figure 1-1, it's easy to recognize similarities to Microsoft Word and Microsoft Excel.



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.pptx



TEACH

Teaching Resources:

This text is supported by Classroom Presentations in a PowerPoint format, an instructor's manual, and a test bank. For this lesson, use PowerPoint Classroom Presentation 1.



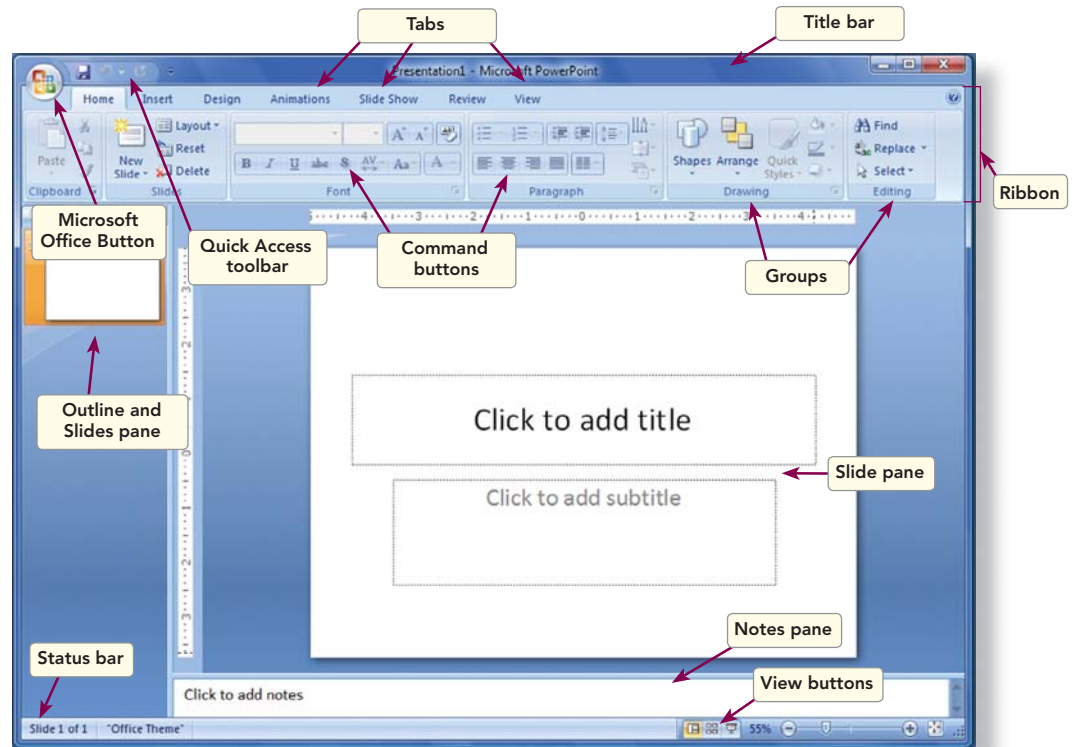
This book assumes that students have some basic familiarity with Windows applications.

TABLE 1-1 Main Parts of the PowerPoint Window

Part of Window	Purpose
Title bar	Contains the name of the presentation.
Quick Access toolbar	Located by default at the top of the PowerPoint window and provides quick access to commands that you use frequently.
Microsoft Office Button	Located in the upper left-hand corner and contains commands to open, save, print, and share your PowerPoint file with others.
Ribbon	Consists of task-oriented tabs with commands organized in groups.
Tabs	Task-oriented collections of commands. In addition to the standard tabs, there are other tabs which appear only when they are useful for the type of task you are currently performing.
Groups	Logical sets of related commands and options.
Command buttons	Buttons designed to perform a function or display a gallery of options.
Slide pane	The area where you create, edit, and display presentation slides.
Notes pane	The area where you can add presentation notes for the presenter.
Slides and Outline pane	The area that can display either an outline of the presentation's text or <i>thumbnails</i> —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.)
Scroll bars	Used with the pointer to move a slide or outline text right or left and up or down. You can also use the vertical scroll bar to move from slide to slide.
Status bar	Displays information about the presentation you are working on.
View buttons	Buttons used to switch between Normal view, Slide Sorter view, and Slide Show view.



Figure 1-1
Main features in
PowerPoint's Normal
view

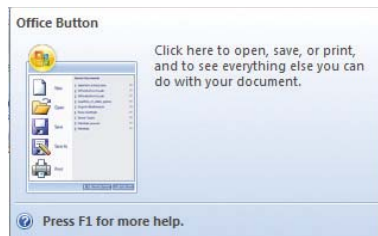


Exercise 1-1 IDENTIFY PARTS OF THE POWERPOINT WINDOW

The first step to becoming familiar with PowerPoint is to identify the parts of the window. The *Ribbon* contains seven task-oriented tabs: Home, Insert, Design, Animations, Slide Show, Review, and View. Commands are organized in logical groups with command buttons and other controls. ScreenTips will help you identify command buttons and other objects. A *ScreenTip* is the box displaying an object's name and sometimes a brief description that appears under a command button or other object when you point to it. Within the Ribbon groups are drop-down galleries that easily present formatting options, graphics choices, layouts, and more.



Figure 1-2
ScreenTip over the
Microsoft Office
Button



1. Using Figure 1-1 as a guide, move your pointer over items in the PowerPoint window to identify them by name using ScreenTips similar to Figure 1-2.

Exercise 1-2 USE THE QUICK ACCESS TOOLBAR

The *Quick Access toolbar* is a customizable toolbar containing a set of common commands that function independently of the tab that is currently displayed. This toolbar's default location is above the Ribbon. It can be moved under the Ribbon, but this location requires more space.



1. Click the drop-down arrow at the end of the Quick Access toolbar.
2. Choose **Show Below the Ribbon**.
3. Click the drop-down arrow again and choose **Show Above the Ribbon** to return to the default position.

Exercise 1-3 OPEN AN EXISTING PRESENTATION



NOTE

When downloading student data files online, data files are zipped. You must right-click this folder and extract all files before moving on with Exercise 1-3.

When you first open PowerPoint, a new blank presentation automatically appears, ready for you to add text and graphics. However, in this exercise you open an existing PowerPoint presentation. The presentation was created for this lesson to give you an overview of many PowerPoint features.





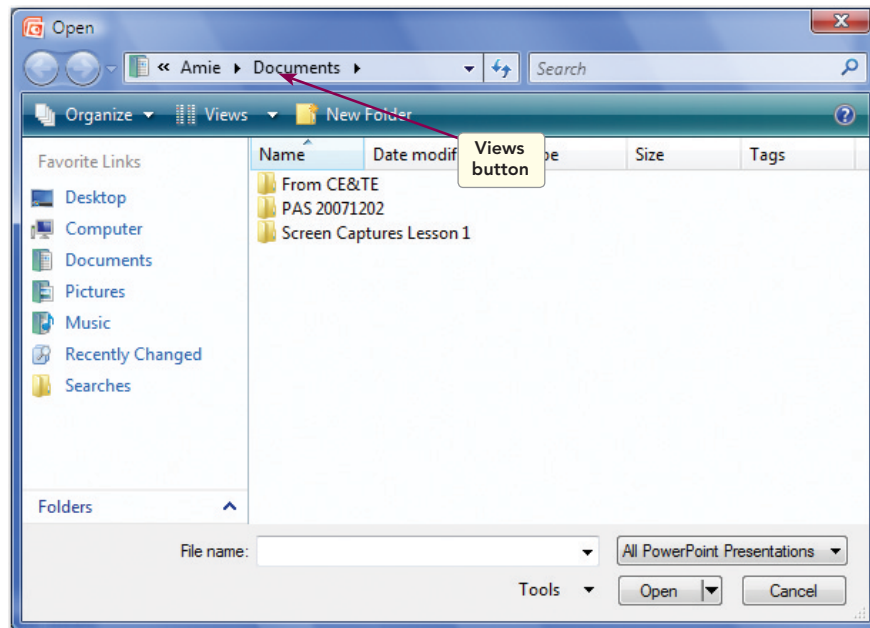
1. Point to the Microsoft Office Button  and click the left mouse button to open a menu.
2. Choose **Open**.
3. In the Open dialog box, navigate to the appropriate drive and folder for your student files according to your instructor's directions.
4. When you locate the student files, click the arrow next to the Views button  (see Figure 1-3) in the Open dialog box to display a menu of view options.



Figure 1-3
Folders listed in the
Open dialog box



2



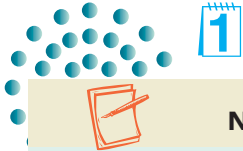
1 You might want to review the Open dialog box buttons. You might also want to review the links under my favorite links (Desktop, Computer, Documents, Music, Recently Changed, and Searches). These buttons are helpful for locating and viewing files. The same buttons appear in the Save As dialog box. If you have loaded all student files into a folder on a hard disk or network, you might want to show students how to place this folder in the Documents list for easy access.




In PowerPoint
Classroom
Presentation 1

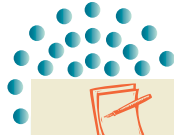
2

Make sure students know where files for this course are located. You can load student files on a hard disk or on a network. If this has not already been done, you may load the files from the student disk to a location where the students can access them, or they can load them from the CD that accompanies the text.

**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.mhhe.com/pas07brief.

5. Choose **Small Icons** to list all files by name.
6. Click the Views button  again and choose **Details** to see the type of file and the date when it was last modified.
7. Locate the file **ThreeYr1** (use the scroll bar if you need to) and click once to select the file.
8. Click **Open**. (You can also double-click the file’s name to open it.) PowerPoint opens the file in Normal view.

**NOTE**

The presentations you create in this course relate to the case study at the front of this text about Good 4 U, a fictional restaurant.

Exercise 1-4 WORK WITH RIBBONS, TABS, GROUPS, AND COMMAND BUTTONS

PowerPoint organizes command buttons in a logical way. On the Ribbon, the tabs reflect tasks or activities you commonly perform and provide easy access to the commands. Within each tab, the commands are divided into related groups of buttons and other controls.

Live Preview is a feature that allows you to see exactly what your changes will look like before clicking or selecting an effect. Sometimes the available effects are presented in a *gallery* that displays thumbnails of different options you can choose.

2

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

3

Exercise 1-5 USE MICROSOFT OFFICE POWERPOINT HELP

Microsoft Office provides a *Help* feature that is an excellent reference tool for reinforcing skills presented in a lesson and for finding more information on any PowerPoint feature. Each program in Microsoft Office has a separate Help window.

1

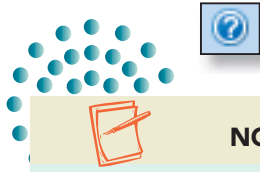
The presentation name might appear as “ThreeYr1[Read Only]” in the title bar. Explain to students the purpose of this read-only protection (to preserve the original file). Make sure this protection is applied to all loaded student files.

2

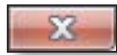
Point out that some command buttons appear dimmed or gray. For example, the Cut button is dimmed unless something is selected.



3

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

**NOTE**

If you are connected to the Internet, Help will automatically open a browser and search your topic. If this happens, you will have to close the browser and the Help window.



1. Click Microsoft Office PowerPoint Help button  located on the upper-right of the Ribbon or you can press F1. The Help window will appear on top of your open PowerPoint presentation.
2. Key **Ribbon** in the search box located on the Help window, and then press **Enter**.
3. Scroll through the list of options that display and select **Use the Ribbon**.
4. Read and scroll through the entire Help window.
5. When you have finished, click the Close button  in the upper-right corner of the Help window to close it and return to PowerPoint.

OBJECTIVE 2



Viewing a Presentation

PowerPoint provides multiple views for working with your presentations. Using these various views, you can work in outline format, rearrange slides in *Slide Sorter view*, or work on an individual slide in the Slide pane of Normal view.

Exercise 1-6 USE NORMAL AND SLIDE SORTER VIEWS

The Normal view is the best for entering text directly on a slide and planning the design of your presentation. *Normal view* is the default view when you open PowerPoint. The *Slide Sorter view* presents a window of *slide thumbnails*, which are miniature versions of the slides. To rearrange slides, you can click on a thumbnail and then hold down the left mouse button while you *drag* it to a new position. Slide Sorter view makes it easy to apply special slide-show effects.

1**2**

1. From the View tab, in the Presentation Views group, choose the Slide Sorter button .
2. Click and drag slide 7 to place it before slide 6. You will be able to tell where your slide is when dragging by the vertical line that appears.
3. From the View tab, in the Presentation Views group, choose the Normal button  to return to Normal view.

Exercise 1-7 USE THE SLIDES AND OUTLINE PANE

In Normal view, the *Slides and Outline pane* is at the left of the Slide pane. It provides some alternative ways to work with your presentation. The Outline tab shows only slide titles and listed text with *bullets*, small circular shapes, in front of each listing. The Outline tab allows you to enter just your text content as an outline without modifying the design or adding graphics to

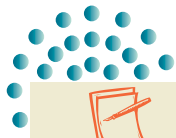
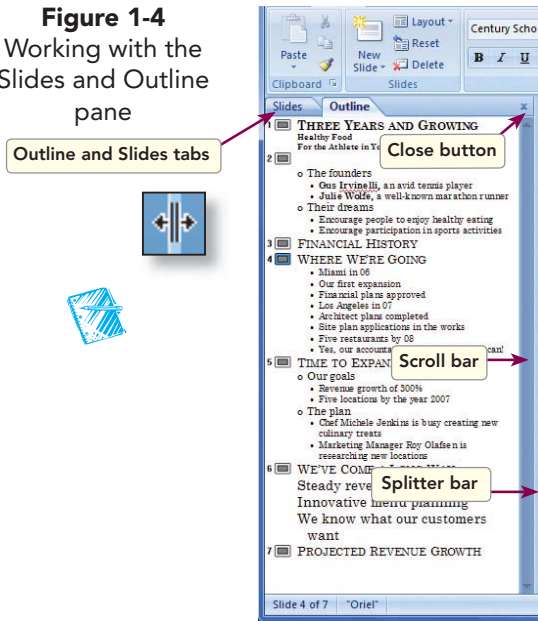
1

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

2

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

Figure 1-4
Working with the
Slides and Outline
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.



your slide. The Slides tab provides thumbnails similar to the Slide Sorter view.

1. Click the **Outline** tab at the top of the Slides and Outline pane. The Outline pane displays the presentation's text in an outline format.
2. Point to the right border of the Slides and Outline pane. When the splitter  appears, drag the border about an inch to the right. This increases the size of the Slides and Outline pane.
3. Scroll in the outline text until you see the text for slide 4.
4. Working in the Outline tab, change each of the years (06, 07, and 08) to **2007, 2008, and 2009**. The first line, for example, should read **Miami in 2007**. Notice that as you work, your changes are reflected in the Slide pane.
5. Click in front of Miami, then from the Home tab, in the Paragraph group, choose the Decrease List Level button  to promote the item by moving it to the left. Apply this same treatment to Los Angeles in 2008 and Five Restaurants by 2009. This distinguishes the main items in the list from the more detailed items under them.
6. Click the Close button  on the Slides and Outline pane to hide it. The Slide pane expands to fill the space.
7. From the View tab, in the Presentation Views group, choose the Normal view button . The Slides and Outline pane is displayed again.
8. Click the **Slides** tab at the top of the Slides and Outline pane. The Slides and Outline pane becomes smaller and the size of the Slide pane increases.

Exercise 1-8 MOVE FROM SLIDE TO SLIDE

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



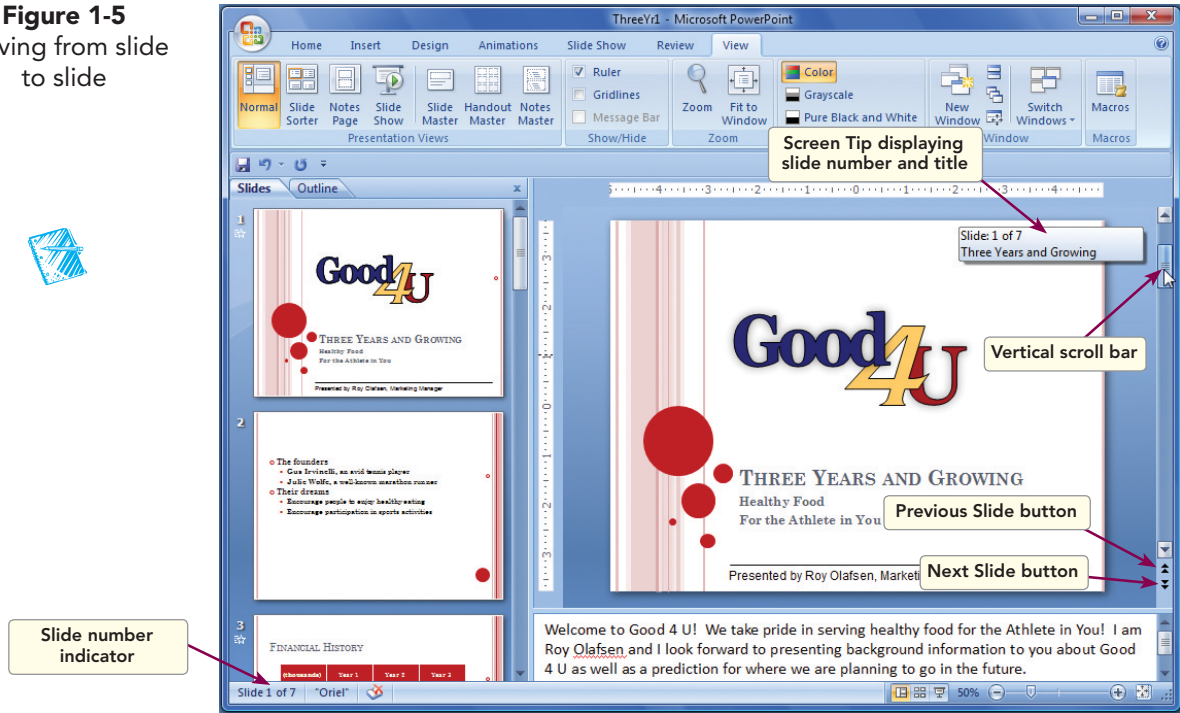




- Use the pointer to drag the scroll box.
- Use the pointer to click the Previous slide  or Next slide  buttons.
- Use the **[PageUp]** and **[PageDown]** keys on the keyboard.



Figure 1-5
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 slide 7 has a highlighted border around it in the Slide pane. This identifies it as the current slide.
2. Drag the scroll box up to display slide 6. Notice that Slide 6 of 7 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 **PageDown** and **PageUp** on your keyboard several times. Use this method to move to slide 2. Check the status bar for the slide number.

1

Exercise 1-9 USE THE ZOOM AND FIT TO WINDOW

PowerPoint provides two different ways to *zoom* and *Fit to Window*. *Zoom* is a great tool for magnifying your slide so you can see small details for precise alignment and corrections. The *Fit to Window* command will change from the current zoom settings to fit in the window that is open.



- From the View tab, in the Zoom group, choose the Zoom or Fit to Window command buttons.
- Use the Zoom slider and Fit to Window buttons on the right end of the status bar.



1

**TIP**

You can also click and drag the Zoom slider toward the minus to zoom out and toward the plus to zoom in.



1. From the View tab, in the Zoom group, click the Zoom button .
2. On the Zoom dialog box, click the Radial button beside **200%** and click **OK**. You can use the zoom feature in Normal or Slide Sorter view to change the percentage of what you are viewing.
3. On the right end of the status bar is a Zoom slider. Click the Zoom out button (a minus) until you reach **170%**.
4. From the View tab, in the Zoom group, choose the Fit to Window button . This reduces the size of your slide to be viewable in the window.

Exercise 1-10 RUN A SLIDE SHOW

A *slide show* displays slides sequentially in full-screen size. One way to start a slide show is to click the Slide Show command button. After you begin running a slide show, PowerPoint provides navigation tools to move from slide to slide. You may start a slide show from any slide by moving to the slide you wish to start on and clicking the Slide Show command button.

**TIP**

As an alternative to clicking the left mouse button, you can press the **Spacebar** to move forward. Also, you can press **N**, which means “next” to move forward and **P**, which means “previous” to move backward. You can also use the right and left arrow keys or **PageDown** and **PageUp** to move forward and backward.

1. Move to slide 1 if it is not currently displayed. Click the Slide Show button located on the status bar to the left of the Zoom slider. The first slide in the presentation fills the screen.
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.

2

Exercise 1-11 OBSERVE ANIMATION EFFECTS

Animation effects are the special visual or sound effects used as objects are displayed on the screen or removed from view. *Transition effects* are the effects seen in the process of changing between slides.

1

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

2

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.

1. Press **N** again to move to slide 4, which is titled “Where We’re Going.”
2. Using the left mouse button, click anywhere to see a sample of a PowerPoint text animation. Click twice more to see the remaining text on this slide.
3. Press **N** again to move to slide 5. Notice the Box Out transition effect between slides 4 and 5.
4. Click the left mouse button two times to bring in the text from slide 5.
5. Press **N** to move to slide 6. Press **N** three more times to bring in the text for slide 6. Notice the Entrance and Emphasis effects placed on this text. If your sound is on, you should also hear sound effects with each text item.
6. Press **N** to move to slide 7 and **N** again to finish the presentation.
7. Press **Esc** or **-** (minus) to end the slide show.

OBJECTIVE 3

Adding Text Using Placeholders

Adding and editing text in PowerPoint is very similar to editing text in a word processing program. You click an *I-beam* to position the *insertion point* where you want to key new text. An I-beam is a pointer in the shape of an uppercase “I.” An insertion point is a vertical blinking bar indicating where the 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 1-12 KEY PLACEHOLDER TEXT

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

1. Move to slide 2, click in the Title text placeholder to activate the placeholder. Notice the box that surrounds the text. The border is made up of tiny dashed lines, and sizing handles indicates that the text box is activated and in edit mode, meaning you can edit and insert text.



NOTE




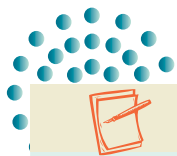
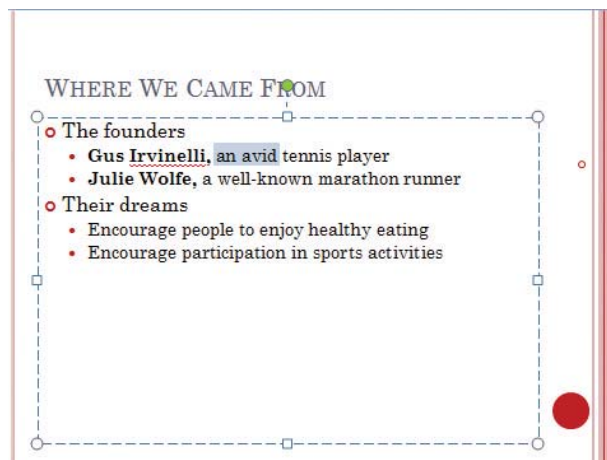
Notice that the pointer changes from an I-beam  inside the border to an arrow pointer  outside the border. When the pointer rests on top of the border, it becomes a four-pointed arrow , which can be used to move the text placeholder. When the pointer rests on top of a sizing handle, a two-pointed arrow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

Figure 1-6
Selecting text to edit it



NOTE

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

2. Key the text **Where We Came From**.
3. Click anywhere on the line of text that begins “Gus Irvinelli.”
4. Without clicking, move the pointer outside the border to the right and then back inside.
5. Drag the I-beam across the text “an avid” to select it as shown in Figure 1-6. (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.)
6. Key **a professional** to replace the selected text. (You don’t need to delete selected text before keying new text.)
7. Click the I-beam to place the insertion point to the right of the words “healthy eating,” near the bottom of the slide.
8. To insert a new line, press **Enter**. Notice that a new dimmed bullet appears at the beginning of the new line.
9. Key **Make their financial investment grow** on the new blank bullet line.
10. Click a blank part of the slide area to deactivate the text box. To make sure you are clicking a blank area, click when the pointer is a simple arrow, not an I-beam or a four-pointed arrow.

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

2 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.mhhe.com/pas07brief.

 In PowerPoint Classroom Presentation 1

Exercise 1-13 CHANGE AND RESET PLACEHOLDER LAYOUT

Placeholders can be moved, resized, and rearranged on your slide. The layout feature of PowerPoint can be used to choose different layouts or reset the placeholder back to the original.


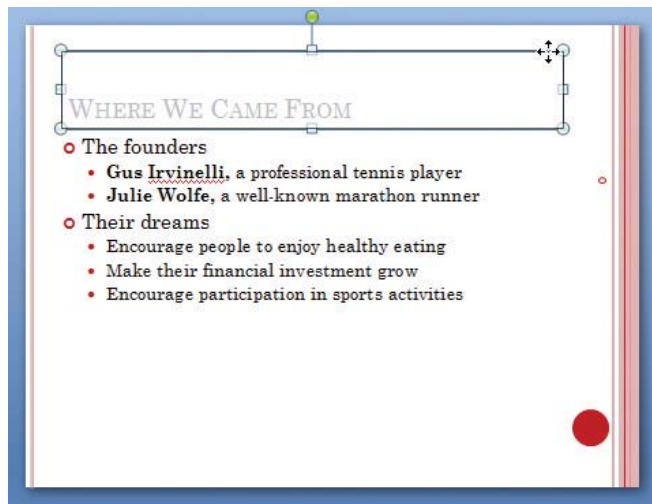
1. Still working on slide 2, click in the Title placeholder to activate it.
2. Move your pointer to the outer border of the Title placeholder.
3. When your pointer turns to a four-pointed arrow  (see Figure 1-7), click and drag the Title placeholder to the bottom of the slide.

Figure 1-7
Selecting a placeholder



4. From the Home tab, in the Slides group, click the Layout command button , and choose the **Title and Content Layout** to reposition the placeholders to their original position.

OBJECTIVE 4



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.

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

- The number of the exercise, such as **1-15**.
- **Your initials**, which might be your initials or an identifier your instructor asks you to use, such as **rst**.



In PowerPoint Classroom
Presentation 1


 **Objective 4 Assignment:**
Exercises 1–20 (Skills Review)
can be assigned after completing
Objective 4.



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

1



When you're working with an existing file, choosing the **Save** command (or clicking the Save button  on the Quick Access toolbar) replaces the file 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.

2

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

Exercise 1-14 CREATE A FOLDER FOR SAVING YOUR FILES



NOTE

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

3



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.

Before saving a file, you need to decide where you want to save it: in a folder on your fixed disk drive, on a jump drive, 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.



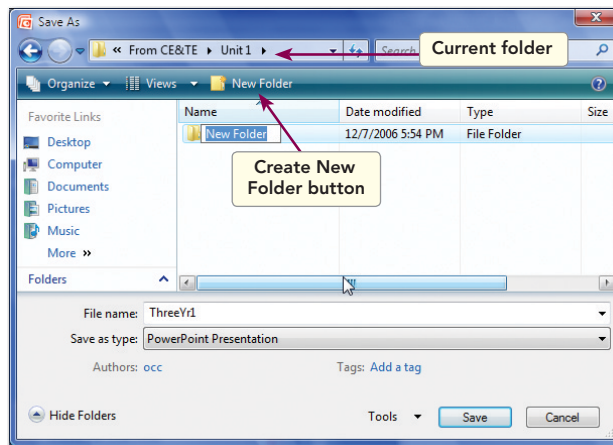
1. Click the Microsoft Office Button , choose **Save As** then **PowerPoint Presentation**. The Save As dialog box appears.
2. Using the list box at the top or links on the left, follow your instructor's directions to navigate to the location where you should create your folder. If you will be using a jump drive or other media, put it in your computer's drive now.
3. Click the Create New Folder button  on the Save As dialog box toolbar as shown in Figure 1-8.



Figure 1-8
Creating a new folder in the Save As dialog box



1

Throughout the text, students are told to save their files using the exercise number and their initials. 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.

2

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

3

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




In PowerPoint Classroom Presentation 1

4. With the words New Folder selected, key **Lesson 1** and click off of the folder. A yellow folder icon with the name “Lesson 1” appears.
5. Click **Cancel** to close the Save As dialog box.

Exercise 1-15 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 the Microsoft Office Button , 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 **[1-15your initials]**.
5. Click **Save**. Your document is saved and named for future use. Notice that the title bar displays the new filename.

OBJECTIVE 5

Preparing Presentation Supplements

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. You should utilize the PowerPoint Print Preview option when preparing to print.

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 slide images on each page (one, two, three, four, six, or nine 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. Click the Microsoft Office Button .
2. Point to the arrow next to **Print**.
3. Click **Print Preview**. The Preview window opens, showing you how the printed slide will appear on paper. The Print Preview Ribbon (see Figure 1-9) is displayed at the top of the window.

Figure 1-9
Print Preview Ribbon

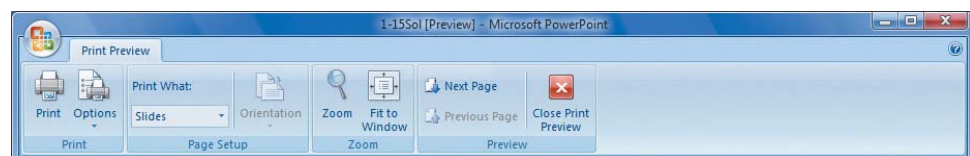












TABLE 1-2 Print Preview Ribbon Buttons

Toolbar Button	Name	Purpose
	Print	Open the Print dialog box.
	Options	Choose from a variety of options and preview them before printing.
	Print what	Choose between printing slides, handouts, notes pages, or an outline.
	Orientation	Switch the pages between portrait (vertical) and landscape (horizontal) layouts.
	Zoom	Change the magnification in the Preview window.
	Fit to window	Zoom the presentation so that the slide fills the window.
	Next page	Display the next page to be printed.
	Previous page	Display the previous page to be printed.
	Close Print Preview	Close the Print Preview window and return to Normal view.



4. From the Print Preview tab, in the Preview group, 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. Click the Close the Print Preview window button .

Exercise 1-17 PRINT A SLIDE, NOTES PAGE, OUTLINE, AND HANDOUT


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

- Click the Microsoft Office Button , point to the arrow next to **Print**, and choose **Print Preview**. From the Print Preview Ribbon, in the Print group, click the Print button .
- Click the Microsoft Office Button, and choose **Print**.



- Press **Ctrl+P**.
- From the Quick Access toolbar, click the Quick 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, Quick Print , should be used with caution. You must first customize the Quick Access toolbar to make the button available. This feature prints a presentation with the most recently used print options and does not open the Print Options dialog box. Usually this will result in printing your entire presentation with one slide on a page.

1

Printing an outline view is a nice feature if you want to print text only and avoid the slide thumbnails. Printing notes pages allows the speaker to record notes and print them along with an image of the slide. 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.


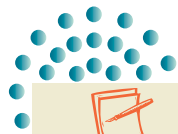
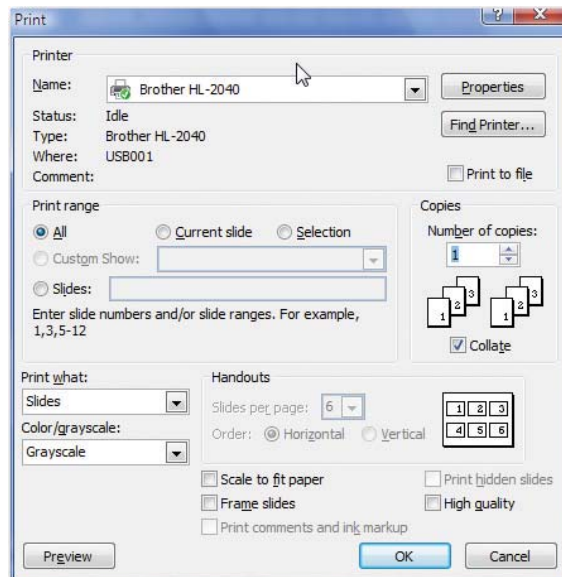
1. To print the first slide in your presentation, display slide 1, click the Microsoft Office Button , and then choose **Print**. The Print dialog box displays PowerPoint's default settings and indicates the designated printer as shown in Figure 1-10.



Figure 1-10
Print dialog box



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.

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. Follow your instructor's directions to choose an appropriate printer from the list.
3. In the **Print range** option box, choose **Current Slide**.
4. From the **Print what** drop-down list box, choose **Slides**.

1

Remind students to use Quick Print with caution. It uses the last chosen print options and usually prints a complete presentation with one slide on a page. This can consume lots of ink or toner and paper.



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**TIP**

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

**TIP**

If two slides are not displayed in the Print Preview screen, click the **Print** button, and under **Print range**, choose **All**. In the **Print what** drop-down list, choose **Handouts**.

Then, under the **Handouts** heading, choose **2** from the drop-down list. Last of all, click **Preview** to return to **Print Preview**. This reverses the action where you chose **Current Slide**.

5. Click **OK** to start printing.
6. Click the Microsoft Office Button , point to the arrow next to **Print**, and choose **Print Preview**. From the Print Preview tab, in the Page Setup group, click the arrow next to the **Print what** list box and then choose **Handouts (2 Slides per page)**. Only one slide is shown in Print Preview due to previous exercise choice of current slide only. To see both slides, return to the Print dialog box and choose All under Print Range. This screen displays how your handouts would look if printed with the selected options.
7. Still working in the Page Setup group, click the Orientation button  and choose **Landscape**.
8. Open the **Print what** list box and then choose **Outline View** (this provides text only).
9. Open the **Print what** list box and then choose **Notes Pages** (this provides a snapshot of the slide as well as speaker notes).
10. Open the **Print what** list box again and choose **Handouts (9 Slides per page)**. Now the entire presentation is displayed on one page.
11. From the Print Preview tab, in the Preview group, click the Close Print Preview button .

Exercise 1-18 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 and White* option converts all colors to either black or white, eliminating shades of gray. Multiple copies can be printed, too, and the *Collate* option will print the slides in sequence.


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.

**NOTE**

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


**TIP**

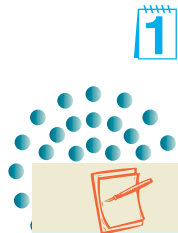
To print consecutive slides, you can use a hyphen. For example, key **2-4** to print slides 2 through 4. To print a combination of slides, you can key the range **1,3, 5-9, 12** to print slides 1, 3, 5 through 9, and 12.

1. Still working in **1-15your initials**, click the Microsoft Office Button  and choose **Print** to open the Print dialog box.
2. Under **Print range**, click **Slides** and key **1,2** in the text box to print only slides 1 and 2.
3. Under **Copies**, in the **Number of copies** box, key **2**. The **Collate** check box is selected by default to print the slide show from beginning to end two times.



The Grayscale setting optimizes the look of color slides for printing on a black-and-white printer and saves color ink to cut costs.

4. From the **Print what** drop-down list box, choose **Notes Pages**.
5. 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 but the grayscale will conserve your colored ink/toner.
6. Click the **Scale to fit paper** check box to expand items to the full width of the page.
7. Click **OK**.
8. 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**, choose **3 Slides per page**.
 - From the **Color/grayscale** list box, choose **Pure Black and White**.
 - Click the **Frame slides** check box if it is not already checked.
9. Click **OK** to print the presentation handout and close the Print dialog box.
10. Click the Microsoft Office Button , and choose **Save As**.
 11. In the **File name** text box, key **[1-18your initials]**.
 12. Click **Save**. Your document is saved and named for future use. Notice that the title bar displays the new filename.





NOTE
You are still on landscape orientation since you set that in a previous exercise.

OBJECTIVE 6

Ending Your Work Session

After you finish working on a presentation and save it, you can close it and open another file or you can exit the program.

To close a presentation and exit PowerPoint, you can:

- Click the Microsoft Office Button  and choose **Close** or **Exit PowerPoint**.
- Use keyboard shortcuts. **[Ctrl]+[W]** closes a presentation and **[Alt]+[F4]** exits PowerPoint.
- Use the Close button  in the upper-right corner of the window.





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).

Objective 6 Assignment:
Exercises 1-21 through 1-23 (Skills Review), 1-24 through 1-27 (Lesson Applications), 1-28, 1-29, and 1-30 (On Your Own) can be assigned after completing Objective 6.

1

Exercise 1-19 CLOSE A PRESENTATION AND EXIT POWERPOINT

1. Click the Microsoft Office Button .
2. Choose **Close** to exit the presentation.
3. Click the Close button  in the upper-right corner of the window to exit PowerPoint.

Lesson 1 Summary

2

- Microsoft PowerPoint is a powerful graphics program used to create professional-quality presentations for a variety of settings.
- Identify items in the PowerPoint window by pointing to them and waiting for their ScreenTips to appear.
- PowerPoint command buttons are arranged in groups that can be accessed by clicking tabs on the Ribbon.
- The Quick Access toolbar contains a set of commands independent of the tab that is currently displayed. The toolbar includes commonly used commands such as save, undo, redo, and print.
- PowerPoint Help window is a great place to look for additional information on a topic or steps to completing a task.
- Key and edit text on a slide in the same way as you would in a word processing program.
- Use the Slide Show button to run a slide show. A slide show always starts with the slide that is currently selected.
- To print handouts that contain more than one slide on a page, use the Print dialog box or Print Preview window to select from the **Print what** options.
- Printing options provide a variety of ways to print your presentation: as slides, handouts, notes pages, and outline view.

3

1

The Close buttons are the easiest way to close a presentation or exit the program.

2

Encourage students to use the Lesson Summary to review the important concepts in the lesson.

3

Point out that the Command Summary lists a variety of ways to accomplish a specific task. Students can decide which method they prefer.

LESSON 1		Command Summary	
Feature	Button	Ribbon	Keyboard
Open a presentation		Microsoft Office Button, Open	Ctrl + O
Display Slides and Outline pane		View tab, Presentation Views group, Normal	
Zoom		View tab, Zoom group, Zoom	
Help		Help button	F1
Normal view		View tab, Presentation Views group, Normal	
Slide Sorter view		View tab, Presentation Views group, Slide Sorter	
Next Slide			PageDown
Previous Slide			PageUp
Slide Show		View tab, Presentation Views group, Slide Show	F5
Save		Microsoft Office Button, Save; Quick Access toolbar, Save button	Ctrl + S
Save with a different name		Microsoft Office Button, Save As	
Next Slide (Slide Show view)		Right-click, Next	N , PageDown
Previous Slide (Slide Show view)		Right-click, Previous	P , PageUp , Backspace
End a slide show		Right-click, End Show	Esc or -
Layout		Home tab, Slides group, Layout	
Print Preview		Microsoft Office Button, Print arrow, Print Preview	
Print		Microsoft Office Button, Print; Quick Access toolbar, Quick Print button	Ctrl + P
Close a presentation		Microsoft Office Button, Close	Ctrl + W or Ctrl + F4
Exit PowerPoint		Microsoft Office Button, Exit PowerPoint	Alt + F4

1

1

Review keyboard combinations with students. Make sure they master this skill and understand how it will be represented in this text.