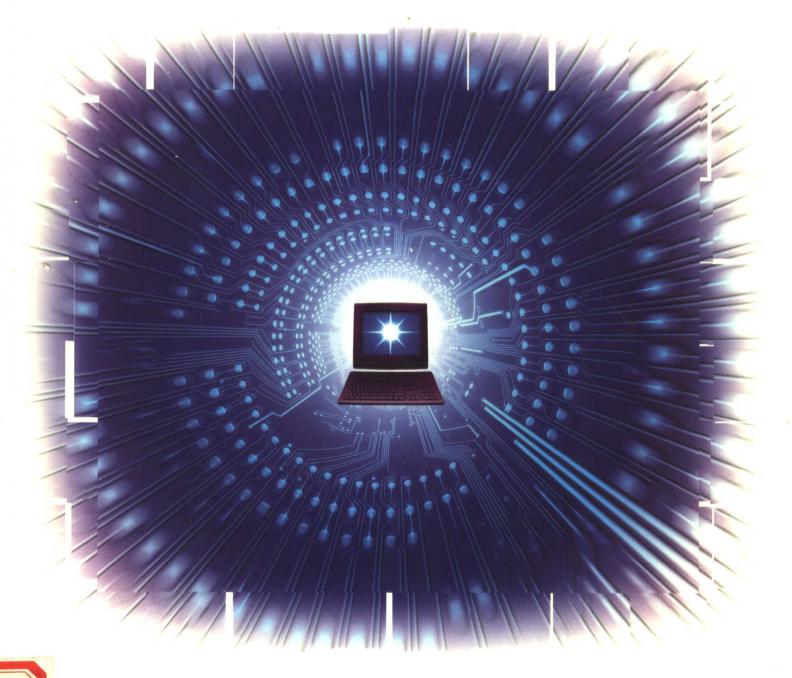
## INTERACTIVE COMPUTING SERIES



MICROSOFT® POWERPOINT® 2002



KENNETH C. LAUDON . KENNETH ROSENBLATT

DAVID LANGLEY

## Interactive Computing Series

## Microsoft® PowerPoint® 2002

**Introductory Edition** 

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David Langley

Azimuth Interactive, Inc.



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#### Interactive Computing Series

#### GOALS/PHILOSOPHY

The *Interactive Computing Series* provides you with an illustrated interactive environment for learning software skills using Microsoft Office. The text uses both "hands-on" instruction, supplementary text, and independent exercises to enrich the learning experience.

#### **APPROACH**

The *Interactive Computing Series* is the visual interactive way to develop and apply software skills. This skills-based approach coupled with its highly visual, two-page spread design allows the student to focus on a single skill without having to turn the page. A Lesson Goal at the beginning of each lesson prepares the student to apply the skills with a real-world focus. The Quiz and Interactivity sections at the end of each lesson measure the student's understanding of the concepts and skills learned in the two-page spreads and reinforce the skills with additional exercises.

#### **ABOUT THE BOOK**

The **Interactive Computing Series** offers two levels of instruction. Each level builds upon the previous level.

Brief lab manual—covers the basics of the application, contains two to four chapters.

**Introductory lab manual**—includes the material in the Brief textbook plus two to four additional chapters. The Introductory lab manuals prepare students for the *Microsoft Office User Specialist Proficiency Exam (MOUS Certification)*.

Each lesson is divided into a number of Skills. Each **Skill** is first explained at the top of the page in the Concept. Each **Concept** is a concise description of why the Skill is useful and where it is commonly used. Each **Step** (**Do It!**) contains the instructions on how to complete the Skill. The appearance of the **Mous Skill** icon on a Skill page indicates that the Skill contains instruction in at least one of the required MOUS objectives for the relevant exam. Though the icons appear in the Brief manuals as well as the Introductory manuals, only the Introductory manuals may be used in preparation for MOUS Certification.

#### Figure 1

WD 3.32 THREE Skill: Each lesson Finding and Replacing is divided into a number of specific skills Concept: A concise The Find command enables you to search a document for individual occurrences of any word. concept description of why phrase, or other unit of text. The Replace command enables you to replace one or all occurthe skill is useful rences of a word that you have found. Together, the Find and Replace commands form powerful editing tools for making many document-wide changes in just seconds. and when it is commonly used Use Find and Replace to spell a word consistently throughout a document. do it! Do It!: Step-by-step 1. Open student file, wddoit12.doc, and save it as Report12.doc. directions show 2. If necessary, place the insertion point at the beginning of the document. Word will search you how to use the document from the insertion point forward the skill in a real-3. Click Edit, and then click Replace. The Find and Replace dialog box appears with the world scenario Replace tab in front and the insertion point in the Find What text box 4. In the Find What box, type the two words per cent. Click in the Replace With box, and type the one word percent (see Figure 3-37). 5. Click Replace # to search the document for all instances of per cent and to replace them **Hot Tips: Icons** with percent. A message box appears to display the results. In this case, one replacement introduce helpful was made (see Figure 3. ). In short documents the Find and Replace procedure takes so little time that you usually cannot cancel it before it ends. However, in longer hints or troubledocuments you can cancel a search in progress by pressing [Esc] shooting tips Click to close the message box. Click dose to close the Find and Replace dialog box 7. Save and close the document, Report12.doc, with your change. More: Provides in-Clicking the Replace All button in the Find and Replace dialog box replaces every instance of the text you have placed in the Find What box. To examine and replace a word or phrase manually instead of automatically, start by clicking the Find Next button. If you desire to replace that instance, click the Replace butabout the skill and ton. Continue checking the document like this, clicking the Find Next button and then, if desired, the Replace button. Keep clicking the pairs of buttons until you have run through the entire document. Unless you absolutely must do otherwise, use the

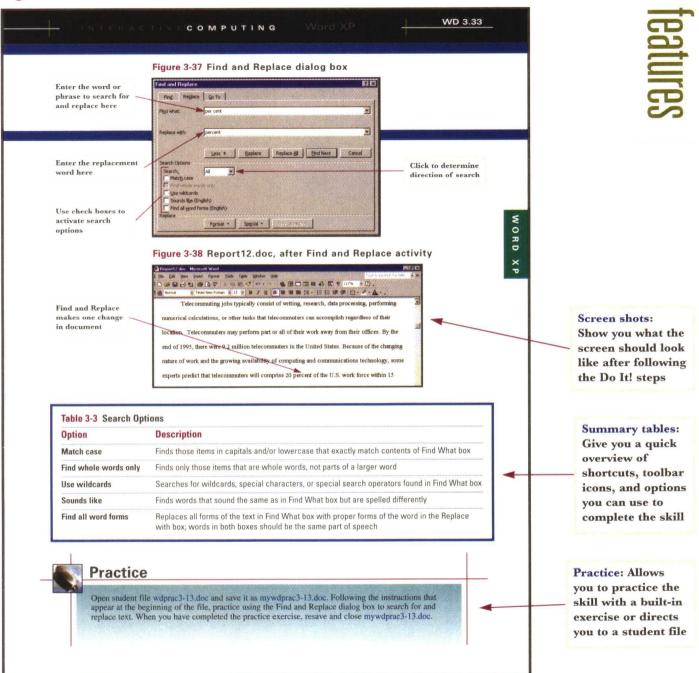
depth information related features

> The first button under the Replace With box usually displays the word More. Click this button when you want to display the the Search Options area of the dialog box. With the area displayed, the More button converts to a Less button. Clicking on the Less button will hide the Search Options area. The Search drop-down list under Search Options determines the direction of the search relative to the insertion point. You can search upward or downward through the document or keep the Word default setting of All to check the whole document, including headers, footers, and footnotes. The Format drop-down list enables you to search criteria for fonts, paragraphs, tabs, and similar items. The Special drop-down list enables you to search for paragraph marks, tab characters, column breaks and related special characters. The No Formatting button removes all formatting criteria from searches. For information on the Search Option activated by the check boxes, consult Table 3-3

> The Find tab of the Find and Replace dialog box matches the Replace tab except it lacks the replace function and only searches documents for items that you specify

In the book, each skill is described in a two-page graphical spread (Figure 1). The left side of the two-page spread describes the skill, the concept, and the steps needed to perform the skill. The right side of the spread uses screen shots to show you how the screen should look at key stages.

#### Figure 1 (cont'd)



#### **END-OF-LESSON FEATURES**

In the book, the learning in each lesson is reinforced at the end by a Quiz and a skills review called Interactivity, which provides step-by-step exercises and real-world problems for the students to solve independently.

The following is a list of supplemental material available with the Interactive Computing Series:

#### Skills Assessment

SimNet eXPert (Simulated Network Assessment Product)—SimNet provides a way for you to test students' software skills in a simulated environment. SimNet is available for Microsoft Office 97, Microsoft Office 2000, and Microsoft Office XP. SimNet provides flexibility for you in your course by offering:

- Pre-testing options
- Post-testing options
- Course placement testing
- · Diagnostic capabilities to reinforce skills
- Proficiency testing to measure skills
- Web or LAN delivery of tests
- Computer based training materials (New for Office XP)
- MOUS preparation exams
- Learning verification reports
- Spanish Version

#### Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. McGraw-Hill/Irwin is dedicated to providing instructors with the most effective instruction resources available. Many of these resources are available at our Information Technology Supersite www.mhhe.com/it. Our Instructor's Kits are available on CD-ROM and contain the following:

Diploma by Brownstone—is the most flexible, powerful, and easy-to-use computerized testing system available in higher education. The diploma system allows professors to create an Exam as a printed version, as a LAN-based Online version, and as an Internet version. Diploma includes grade book features, which automate the entire testing process.

Instructor's Manual—Includes:

- -Solutions to all lessons and end-of-unit material
- -Teaching Tips
- -Teaching Strategies
- -Additional exercises

PowerPoint Slides—NEW to the *Interactive Computing Series*, all of the figures from the application textbooks are available in PowerPoint slides for presentation purposes.

Student Data Files—To use the *Interactive Computing Series*, students must have Student Data Files to complete practice and test sessions. The instructor and students using this text in classes are granted the right to post the student files on any network or standalone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.

Series Web Site—Available at www.mhhe.com/cit/apps/laudon.

#### **Digital Solutions**

Pageout—is our Course Web site Development Center. Pageout offers a Syllabus page, Web site address, Online Learning Center Content, online exercises and quizzes, gradebook, discussion board, an area for students to build their own Web pages, and all the features of Pageout Lite. For more information please visit the Pageout Web site at www.mhla.net/pageout.

#### **Digital Solutions (continued)**

OLC/Series Web Sites—Online Learning Centers (OLCs)/Series Sites are accessible through our Supersite at www.mhhe.com/it. Our Online Learning Centers/Series Sites provide pedagogical features and supplements for our titles online. Students can point and click their way to key terms, learning objectives, chapter overviews, PowerPoint slides, exercises, and Web links.

The McGraw-Hill Learning Architecture (MHLA)—is a complete course delivery system. MHLA gives professors ownership in the way digital content is presented to the class through online quizzing, student collaboration, course administration, and content management. For a walk-through of MHLA visit the MHLA Web site at www.mhla.net.

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# acknowledgments

The Interactive Computing Series is a cooperative effort of many individuals, each contributing to an overall team effort. The Interactive Computing team is composed of instructional designers, writers, multimedia designers, graphic artists, and programmers. Our goal is to provide you and your instructor with the most powerful and enjoyable learning environment using both traditional text and new interactive multimedia techniques. Interactive Computing is tested rigorously in both CD-ROM and text formats prior to publication.

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#### What does this logo mean?

It means this courseware has been approved by the Microsoft® Office User Specialist Program to be among the finest available for learning <u>Microsoft Word 2002</u>, <u>Microsoft Excel 2002</u>, <u>Microsoft Access 2002</u>, <u>and Microsoft PowerPoint 2002</u>. It also means that upon completion of this courseware, you may be prepared to become a Microsoft Office User Specialist. The Interactive Computing Series Microsoft Office XP books are available in two levels of coverage: Brief level and Intro level. The Interactive Computing Series Introductory books are approved courseware to prepare you for the MOUS level 1 exam.

#### What is a Microsoft Office User Specialist?

A Microsoft Office User Specialist is an individual who has certified his or her skills in one or more of the Microsoft Office desktop applications of Microsoft Word, Microsoft Excel, Microsoft PowerPoint<sup>®</sup>, Microsoft Outlook<sup>®</sup> or Microsoft Access, or in Microsoft Project. The Microsoft Office User Specialist Program typically offers certification exams at the "Core" and "Expert" skill levels.\* The Microsoft Office User Specialist Program is the only Microsoft approved program in the world for certifying proficiency in Microsoft Office desktop applications and Microsoft Project. This certification can be a valuable asset in any job search or career advancement.

#### More Information:

To learn more about becoming a Microsoft Office User Specialist, visit www.mous.net

To purchase a Microsoft Office User Specialist certification exam, visit www.DesktopIQ.com

To learn about other Microsoft Office User Specialist approved courseware from McGraw-Hill/Irwin, visit http://www.mhhe.com/catalogs/irwin/cit/mous/index.mhtml

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<sup>\*</sup> The availability of Microsoft Office User Specialist certification exams varies by application, application version and language. Visit www.mous.net for exam availability.

## Who benefits from Microsoft® Office User Specialist certification?

**Employers** 

Microsoft Office User Specialist ("MOUS") certification helps satisfy employers' needs for qualitative assessments of employees' skills. Training, coupled with MOUS certification, offers organizations of every size, the ability to enhance productivity and efficiency by enabling their employees to unlock many advanced and laborsaving features in Microsoft Office applications. MOUS certification can ultimately improve the bottom line.

**Employees** 

MOUS certification demonstrates employees' productivity and competence in Microsoft Office applications, the most popular business applications in the world. Achieving MOUS certification verifies that employees have the confidence and ability to use Microsoft Office applications in meeting and exceeding their work challenges.

#### Instructors

MOUS certification validates instructors' knowledge and skill in using Microsoft Office applications. It serves as a valuable credential, demonstrating their potential to teach students these essential applications. The MOUS Authorized Instructor program is also available to those who wish to further demonstrate their instructional capabilities.

#### **Students**

MOUS certification distinguishes students from their peers. It demonstrates their efficiency in completing assignments and projects, leaving more time for other studies. Improved confidence toward meeting new challenges and obstacles is yet another benefit. Achieving MOUS certification gives students the marketable skills necessary to set them apart in the competitive job market.

To learn more about MOUS certification, visit www.mous.net

To purchase a MOUS certification exam, visit www.DesktopIQ.com

## PowerPoint® 2002 Introductory Edition

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PP 6.26

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<sup>§</sup> Skill covers at least one MOUS Certification core objective.

## PowerPoint® 2002 continued

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PowerPoint 2002

#### Introduction to PowerPoint

## skills

- ∮ Introducina PowerPoint and **Presentation Design**
- **Starting PowerPoint**
- Using the **AutoContent Wizard**
- Exploring the **PowerPoint Window**
- Viewing Your **Presentation**
- Saving and Closing a File
- Using the Office Assistant
- Other PowerPoint **Help Features**

Microsoft PowerPoint is a computer application that helps you create professionallooking presentations. With PowerPoint you can make on-screen presentations, overhead transparencies in black and white or color, paper printouts, 35mm slides, or handouts that include notes or outlines of your presentation. You even can publish a PowerPoint presentation on the World Wide Web where anyone with Internet service and a Web browser can view it. PowerPoint is an effective tool that enables you to organize and present information easily. Creating and editing text and graphics are made easier by PowerPoint's user-friendly features.

With PowerPoint you can design a presentation using a pre-made template—that is, a file with a pre-existing layout, background colors, fonts and bullets of certain sizes, and so on. If you do not use a template, you can create your own presentation from blank slides. A quick and easy way to create a presentation is to let PowerPoint aid you in designing one by using a tool called the AutoContent Wizard. PowerPoint enables you to add Clip Art, charts, photographs, video, and sound to enhance your presentation.

If you need help on how to use PowerPoint, you can ask questions of the Office Assistant or enter them in the Ask a Question box to receive tips and/or Help topics potentially related to your questions. An extensive Help facility complements the Assistant and Question box. This facility has additional tabs for displaying and printing information from either the program's built-in database of Help topics or from Microsoft's Web-based Help sites.

#### Lesson Goal:

Start PowerPoint and familiarize yourself with the application by creating a short presentation using the AutoContent Wizard. Also use PowerPoint's key Help features to obtain assistance.