

# MICROSOFT® POWERPOINT® 4.0 *Hutchinson / Coulthard*

F O R W I N D O W S®



I R W I N

ADVANTAGE  
S E R I E S

— f o r —

COMPUTER  
EDUCATION

# *Microsoft® PowerPoint 4.0 For Windows®*

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# *Microsoft® PowerPoint 4.0 For Windows®*

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**Sarah E. Hutchinson**

**Glen J. Coulthard**

**THE IRWIN ADVANTAGE SERIES FOR COMPUTER EDUCATION**

**IRWIN**

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# U SING THIS GUIDE

Welcome to the Irwin Advantage Series! This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. The following features are incorporated into each session of our guides to ensure that your learning experience is as productive and enjoyable as possible:

- Each session begins with a real-world **case scenario** that introduces you to a fictitious person or company and describes their immediate problem or opportunity. During the session, you obtain the knowledge and skills necessary to define and solve the problem or take advantage of the opportunity. At the end of the session, you are invited to solve problems directly related to the case scenario.
- **Concepts, skills, and procedures** are grouped into session topics and are presented in a logical and structured manner.
- **In Addition boxes** are placed strategically throughout the guide to provide information about topics related to the current discussion, but beyond the scope of the text.
- Commands and procedures are introduced using **hands-on examples in a step-by-step format**, and students are encouraged to perform the steps along with the guide.
- Each session concludes with **short answer questions and hands-on exercises**. These exercises are integrated with the session's objectives; they were not added as an afterthought. The exercises are comprehensive and meaningful, and they provide students with an opportunity to practice the session material. For maximum benefit, students should complete all the exercises at the end of each session.
- For each of the learning guides, an instructor's resource kit is available with suggested answers to the questions, exercises, and case problems appearing at the end of each session. In addition, the resource kit provides a test bank of additional questions and exercises.

The exercises and examples in this guide use several standard conventions to indicate menu options, keystroke combinations, and command instructions.

## MENU INSTRUCTIONS

In Windows, all Menu bar options and pull-down menu commands have an underlined or highlighted letter in each option. When you need to execute a command from the Menu bar—the row of menu choices across the top of the screen—the



tutorial's instruction line separates the Menu bar option from the command with a comma. Notice also that the word "CHOOSE" is always used for menu commands. For example, the command for quitting Windows is shown as:

CHOOSE: File, Exit

This instruction tells you to choose the File option on the Menu bar and then to choose the Exit command from the File pull-down menu. The actual steps for choosing a menu command are discussed later in this guide.

## KEYSTROKES AND KEYSTROKE COMBINATIONS

When two keys must be pressed together, the tutorial's instruction line shows the keys joined with a plus (+) sign. For example, you can execute a command from the Windows Menu bar by holding down **ALT** and then pressing the key with the underlined or highlighted letter of the desired command.

To illustrate this type of keystroke combination, the following statement shows how to access the File menu option:

PRESS: **ALT** + f

In this instruction, you press the **ALT** key first and then hold it down while you press f. Once both keys have been pressed, they are then immediately released.

## COMMAND INSTRUCTIONS

This guide indicates with a special typeface data that you are required to type in yourself. For example:

TYPE: *Income Statement*

When you are required to enter unique information, such as the current date or your name, the instruction appears in italics. The following instruction directs you to type your name in place of the actual words: "your name."

TYPE: *your name*

Instructions that use general directions rather than a specific option or command name appear italicized in the regular typeface.

SELECT: *a different pattern for the chart*

## ADVANTAGE DISKETTE

The Advantage Diskette provided with this guide or by your instructor contains the files that you use in each session and in the hands-on exercises. ***This diskette is extremely important to your success with the guide.*** If you are using this guide in a self-study program, we suggest that you make a copy of the Advantage Diskette using the DOS DISKCOPY command. When the guide asks you to insert the Advantage Diskette, you insert and work with the copied diskette instead. By following this procedure, you will be able to work through the guide again at a later date using a fresh copy of the Advantage Diskette. For more information on using the DISKCOPY command, please refer to your DOS manual.

## ACKNOWLEDGMENTS

This series of learning guides is the direct result of the teamwork and heart of many people. We sincerely thank the reviewers, instructors, and students who have shared their comments and suggestions with us over the past few years. We do read them! With their valuable feedback, our guides have evolved into the product you see before you. We also appreciate the efforts of the instructors and students from Vernon's Continuing Education division of Okanagan University College who classroom-tested our guides to ensure accuracy, relevancy, and completeness.

We also give many thanks to Tom Casson and Kim Meriwether from Richard D. Irwin for their skillful coordination and production of this text. You and your respective teams were a pleasure to work with. Special recognition goes to Stacey Sawyer for her original design work on the series and for being just so talented! Finally, to the many others who weren't directly involved in this project but who have stood by us the whole way, we appreciate your patience and understanding.

## WRITE TO US

We welcome your response to this book, for we are trying to make it as useful a learning tool as possible. Write to us in care of Thomas Casson, Publisher, Richard D. Irwin, 1333 Burr Ridge Parkway, Burr Ridge, IL 60521. Thank you.

*Sarah E. Hutchinson*

*Glen J. Coulthard*

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# Microsoft PowerPoint 4.0

## *Fundamentals*



## SESSION OUTLINE

What Is PowerPoint?  
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Viewing a Presentation  
Closing a Presentation  
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Summary  
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## INTRODUCTION

Welcome to Microsoft PowerPoint 4.0 for Windows, a software program that helps you organize and present information to an audience. You can use PowerPoint to create overhead transparencies, 35 mm slides, audience handouts and speaker's notes, and computer-based slide presentations. PowerPoint also provides tools that help you outline your thoughts, build a presentation quickly using professionally designed templates, and enhance your presentation with pictures, charts, sound, and video.

## CASE STUDY

## VACATION VISTAS, INC.

Owned by Frank Muldanno, Vacation Vistas of Memphis is a tour operator specializing in Caribbean cruises. For the past eight months, business has been extremely slow. To increase demand for their cruises, Frank believes that he and his staff must direct more of their marketing to the local seniors community.

One of Frank's new marketing tactics was to hire Juanita Gomez, a local computer consultant and graphics designer, to produce a 35 mm slide presentation that he could show at the neighborhood seniors' hall. Halfway through developing the presentation, Juanita accepted a job in Seattle but promised to send Frank the completed slides from the West Coast.

One week before the presentation, Frank receives a disk and a letter from Juanita with the following note: *"Dear Frank, please review the enclosed presentation and send the disk back to me for final production of the 35 mm slides. By the way, the presentation was created using Microsoft PowerPoint. Good luck, Juanita."* Fortunately, Frank has recently purchased Microsoft Office, which includes PowerPoint, for his new office computer. Although he hasn't used the program before, he is relatively comfortable using Windows.

In this session, you and Frank will learn how to load and exit Microsoft PowerPoint and how to open and close an existing presentation. You'll also take a guided tour of the screen and learn how to access the Help facility. Lastly, you will experiment with the different methods of viewing a presentation in PowerPoint.

## WHAT IS POWERPOINT?

Microsoft PowerPoint is a software program that enables you to produce high-quality output, such as overhead transparencies, 35 mm slides, and computer-based displays, for presentation to an audience. Even if you don't consider yourself a speechwriter or graphics designer, you can still create informative and attractive presentations using PowerPoint. For those people who may question their creative and artistic talent, there is absolutely nothing to worry about—PowerPoint provides over 100 professionally designed templates containing proven layouts, color schemes, background textures, and typefaces. A **template** defines what your presentation will look like, where text and other objects will appear, and which foreground and background colors will be used. PowerPoint also provides **Wizards** and **Cue Cards** that can lead you step-by-step through creating different styles of presentations.



## POWERPOINT VIEWER

Microsoft PowerPoint includes a **run-time version** of the program called the PowerPoint Viewer. The Viewer is an entirely separate program from Microsoft PowerPoint, contained on a single diskette, which you may legally copy and distribute along with your presentation files. It even comes with its own installation program. For example, you can create a presentation on your computer and then send it along on a diskette with the PowerPoint Viewer to your employees, clients, students, or other recipients who do not own Microsoft PowerPoint. As long as they have Microsoft Windows installed on their computers, the recipients of your diskettes will be able to view (but not change) your presentation using the Viewer.

## PRESENTATIONS

In PowerPoint, a **presentation** is the collection of slides, handouts, speaker's notes, and outlines contained in a single disk file. As you create a presentation, focus on the overall design so that a cohesive theme is carried throughout. Your final product will be much more effective if you strive for and achieve a consistent look and feel for your presentation.

## SLIDES

A PowerPoint **slide** is an individual page in your presentation. You progress through a presentation by flipping to the next slide (or returning to the previous slide). For computer-based presentations, there may be a transition effect between slides whereby the current slide dissolves or wipes from the screen before the next slide appears. A slide typically contains one or more of the following elements:

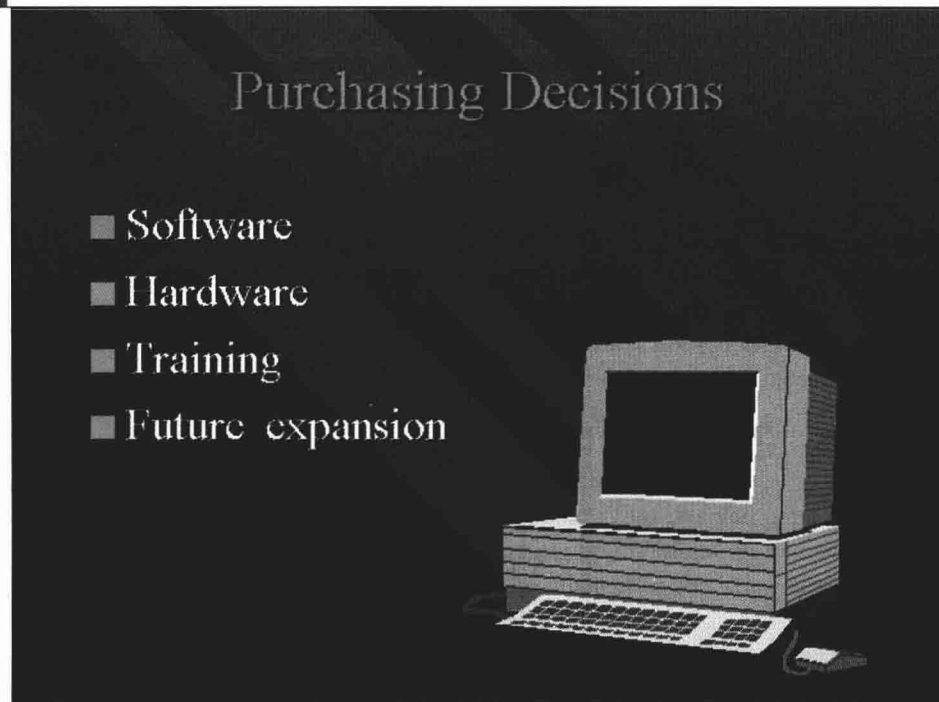
- Text titles or headings
- Body text, such as lists or phrases
- Tables, charts, or graphs
- Illustrations, including drawn or sketched art
- Shapes, such as lines, boxes, circles, or polygons
- Clip art or other pictures
- Output from other applications, such as a range of spreadsheet cells.

Figure 1.1 shows a sample slide. You can output the slides on your printer as overhead transparencies or send your presentation file on a diskette to an outside service bureau to develop 35 mm slides. A more fashionable option is to display your

PowerPoint presentation on a computer monitor or use a projection unit (or LCD panel) and a large projection screen.

**FIGURE 1.1**

ONE EXAMPLE OF A PRESENTATION SLIDE



You learn how to create a slide from scratch in Session 2.

## HANDOUTS

In addition to the actual slide presentation, PowerPoint enables you to create and print handouts for your audience. A **handout** consists of two to six slide images printed on a single page. Handouts help support your presentation by keeping the audience focused on what you are saying, and by not requiring them to write down everything they see on the projection screen.

## SPEAKER'S NOTES

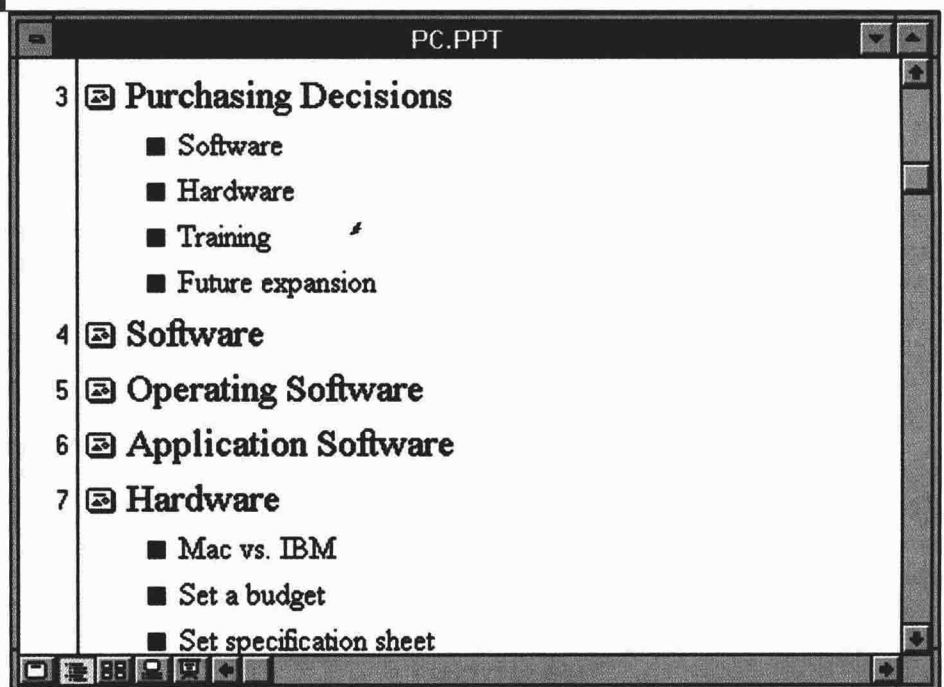
To assist you in the actual delivery of a presentation, PowerPoint lets you enter and print a notes page for each slide. You can use these notes pages for prior studying, take them with you to the speaker's podium, or hand them out to the audience when supporting information for your slide show is necessary. Speaker's notes pages are also invaluable if you've been given the task of preparing a presentation for someone else to deliver. The default format for a notes page places the slide image at the top of the page with the related text below.

## OUTLINES

For brainstorming and organizing your thoughts, PowerPoint's outline feature is extremely valuable. In outline form, the text of your presentation—that is, headings and main body text—appears without the slide's background, colors, or graphics. Figure 1.2 shows the contents of the slide appearing in Figure 1.1 using the outline form. (Note: Figure 1.2 also shows the outline text for slides 4 through 7.)

**FIGURE 1.2**

VIEWING YOUR PRESENTATION USING THE OUTLINE FORM



Now that you know the basic features and possibilities of PowerPoint, let's review the general strengths of Microsoft Windows.

## THE WINDOWS ADVANTAGE

Microsoft PowerPoint is one of the best-selling presentation software programs ever developed for the Windows environment. With tens of millions of copies sold in the last few years, Microsoft Windows is fast becoming the environment of choice for personal computer users worldwide. This section explains some of the benefits of working in the Windows environment.

**Microsoft Windows** is a software program that works with DOS to provide a **graphical user interface (GUI)** for programs. A graphical interface makes using

computers easier and more intuitive for most people. With Windows, you use a pointing device called a **mouse** to select from among **icons** (pictures that represent programs or functions).

Some of the advantages of working in the Windows environment include:

- *Programs that are easy to learn and easy to use.*  
Windows provides a standardized interface for all programs, whether they are word processing, spreadsheet, or database applications. As a result, you can use the knowledge acquired from one Windows product in working with other Windows products.
- *The ability to run more than one application at a time.*  
Windows is a **multitasking** environment whereby more than one application or program may be running at the same time. For example, multitasking allows you to simultaneously receive an electronic mail message, calculate a spreadsheet, and print a presentation.
- *The ability to exchange information among applications.*  
Windows provides a program called Clipboard that lets you copy and move information within an application or among applications. For example, it's easy to copy a budget from an Excel spreadsheet to the Clipboard and then paste that budget into a PowerPoint presentation.
- *The ability to display on the screen what you will get from the printer.*  
This feature is called **WYSIWYG** ("What You See Is What You Get"); it allows different fonts, borders, and graphics to be displayed on the screen at all times.

## **WORKING WITH POWERPOINT**

Microsoft PowerPoint 4.0 is a complex yet easy-to-learn program. As you proceed through this guide, you will find that there are often three methods for performing the same command or procedure in PowerPoint:

- **Menu**      Select a command or procedure from the Menu bar.
- **Mouse**      Point to and click a toolbar button.
- **Keyboard**    Press shortcut keys (usually **CTRL** + a letter).

Although this guide concentrates on the quickest and easiest methods, we recommend that you try the others and decide which you prefer. *Don't memorize all of the methods and information in this guide! Be selective.*