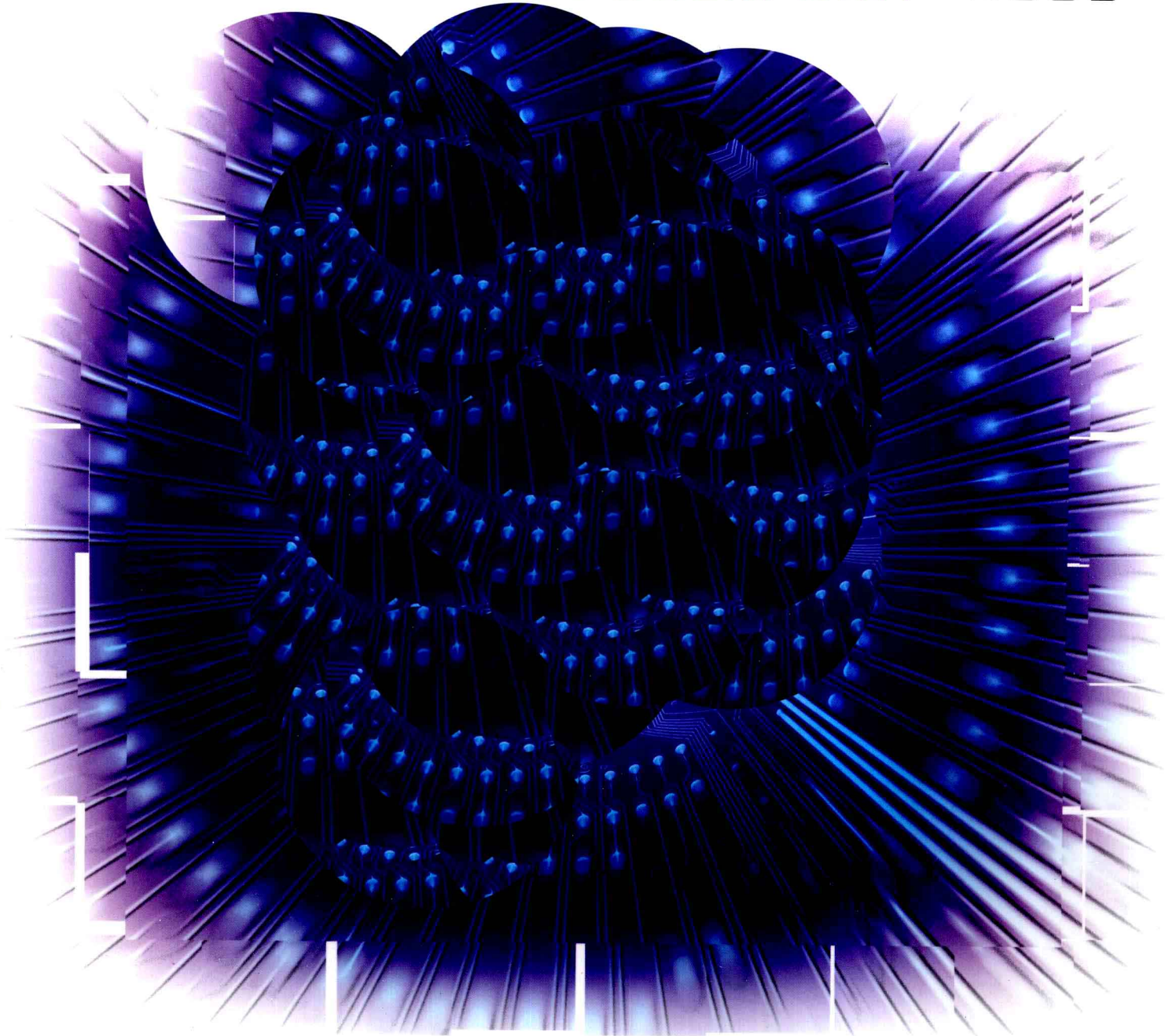BRIEF EDITION

INTERACTIVE
COMPUTING SERIES
MICROSOFT® POWERPOINT® 2002

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Interactive Computing Series

Microsoft® PowerPoint® 2002 Brief Edition

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Azimuth Interactive, Inc.

Mc Graw Hill McGraw-Hill Irwin

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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.

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Information Technology at McGraw-Hill/Irwin

At McGraw-Hill Higher Education, we publish instructional materials targeted at the higher education market. In an effort to expand the tools of higher learning, we publish texts, lab manuals, study guides, testing materials, software, and multimedia products.

At McGraw-Hill/Irwin (a division of McGraw-Hill Higher Education), we realize that technology has created and will continue to create new mediums for professors and students to use in managing resources and communicating information with one another. We strive to provide the most flexible and complete teaching and learning tools available as well as offer solutions to the changing world of teaching and learning.

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Figure 1

Skill: Each lesson is divided into a number of specific skills

skill   Finding and Replacing Text

Concept: A concise description of why the skill is useful and when it is commonly used

concept

The Find command enables you to search a document for individual occurrences of any word, phrase, or other unit of text. The Replace command enables you to replace one or all occurrences 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.

Do It!: Step-by-step directions show you how to use the skill in a real-world scenario

do it !

Use Find and Replace to spell a word consistently throughout a document.

1. Open student file, wddoit12.doc, and save it as Report12.doc.

2. If necessary, place the insertion point at the beginning of the document. Word will search the document from the insertion point forward.

3. Click Edit, and then click Replace. The Find and Replace dialog box appears with the 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 All to search the document for all instances of per cent and to replace them with percent. A message box appears to display the results. In this case, one replacement 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 documents you can cancel a search in progress by pressing [Esc].

Hot Tips: Icons introduce helpful hints or trouble-shooting tips

6. Click OK to close the message box. Click Close to close the Find and Replace dialog box.

7. Save and close the document, Report12.doc, with your change.

More: Provides in-depth information about the skill and related features

more

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 button. 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 method for shorter documents only.

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)

features

WORD XP

Figure 3-37 Find and Replace dialog box

Enter the word or phrase to search for and replace here

Enter the replacement word here

Use check boxes to activate search options

Click to determine direction of search

Figure 3-38 Report12.doc, after Find and Replace activity

Find and Replace makes one change in document

Telecommuting jobs typically consist of writing, research, data processing, performing numerical calculations, or other tasks that telecommuters can accomplish regardless of their location. Telecommuters may perform part or all of their work away from their offices. By the end of 1995, there were 9.2 million telecommuters in the United States. Because of the changing nature of work and the growing availability of computing and communications technology, some experts predict that telecommuters will comprise 20 percent of the U.S. work force within 15

Screen shots: Show you what the screen should look like after following the Do It! steps

Table 3-3 Search Options

Option	Description
Match case	Finds those items in capitals and/or lowercase that exactly match contents of Find What box
Find whole words only	Finds only those items that are whole words, not parts of a larger word
Use wildcards	Searches for wildcards, special characters, or special search operators found in Find What box
Sounds like	Finds words that sound the same as in Find What box but are spelled differently
Find all word forms	Replaces all forms of the text in Find What box with proper forms of the word in the Replace with box; words in both boxes should be the same part of speech

Summary tables: Give you a quick overview of shortcuts, toolbar buttons, and options you can use to complete the skill

Practice

Open student file wdprac3-13.doc and save it as mywdprac3-13.doc. Following the instructions that appear at the beginning of the file, practice using the Find and Replace dialog box to search for and replace text. When you have completed the practice exercise, resave and close mywdprac3-13.doc.

Practice: Allows you to practice the skill with a built-in exercise or directs you to a student file

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.

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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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 stand-alone 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.

Interactive Computing Series

Microsoft® PowerPoint® 2002 Brief Edition

PowerPoint 2002 continued

⑤ Skill covers at least one MOUS Certification Core objective.

contents

PowerPoint 2002 Brief Edition

⑨ Skill covers at least one MOUS Certification Core objective.   **xv**

Introduction to PowerPoint

skills

⚡ **Introducing 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 professional-looking 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.

PowerPoint 2002

# skill Introducing PowerPoint and Presentation Design

concept

A PowerPoint presentation is a file composed of slides, each slide being a single screen of the presentation. You can create overhead transparencies and other presentation materials containing main headings and subpoints. You can use simple graphics like Clip Art or photographs to complement your text or more complicated graphics like tables, charts, or diagrams to illustrate complex ideas or data. If you display a presentation on a computer, not just an overhead projector, you can exploit PowerPoint's increasingly powerful animation features to create dynamic presentations rivaling television and the movies. As mentioned on the previous page, you even can publish PowerPoint presentations to the World Wide Web.

Teachers and students alike use PowerPoint to explore every subject from art to English to math to zoology. Business professionals use PowerPoint to create simple handouts or complex presentations on acquiring other companies, marketing products to consumers, building new facilities, and so on. PowerPoint presentations are popular with non-profit organizations, social and political clubs, and the military and government as well.

Building a PowerPoint presentation involves starting with a basic design, adding new slides and content, then modifying slide design, often with different formats and color schemes. As suggested above, computer-based presentations often contain additional slide transitions, animation, sound effects, and narration. The four bullet points below explain the most common ways in which people build presentations:

- With a Blank presentation you must add all of the background elements, text, graphics, and other visual elements people normally associate with professional-looking presentations.

- With a Design Template you begin with a file containing a pre-selected background complete with a color scheme, placeholders dictating the location and size of text and/or graphics, fonts and bullets of pre-determined sizes, and other formatting elements common to finished presentations. You can apply this template to all of your slides or to just selected slides. With PowerPoint 2002, you also now have the freedom to apply more than one type of template within a presentation.

- With a Content Template you begin with a design template as described above. However, this template also contains suggested text for each slide to help you stay focused on the purpose and content of your presentation. By replacing the suggested text with your own, you stay on topic but have a presentation that is custom designed for your own situation. The AutoContent Wizard, discussed later in this Lesson, uses Content Templates.

- With a Web Template you begin with a template stored on a Web site, such as the Microsoft Office Template Gallery at http://officeupdate.microsoft.com/templategallery/. Web designers, graphic artists, and other Internet-trained users provide categorized PowerPoint templates on their sites, sometimes for free and sometimes for a fee. You can access these Web sites from within an Internet browser or directly through PowerPoint.
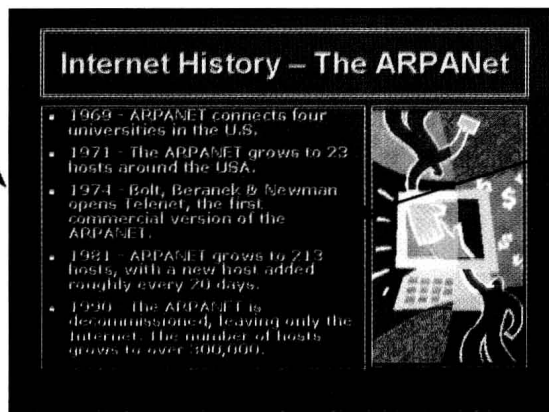
Figure 1-1 Sample Title slide

New Math Curriculum

- Grades K-6
- Middle School
- High School
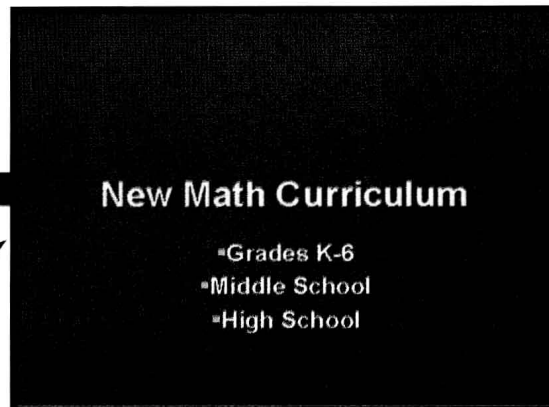
Title slides summarize presentation topic, grab viewer's attention, and list key upcoming points

Change slide designs, backgrounds, layouts, colors, fonts, bullets, etc. to create customized presentations

Figure 1-2 Sample Title, Text, and Content slide

Internet History – The ARPANet

- 1969 - ARPANET connects four universities in the U.S.
- 1971 - The ARPANET grows to 23 hosts around the USA.
- 1974 - Bolt, Beranek & Newman opens Telenet, the first commercial version of the ARPANET.
- 1981 - ARPANET grows to 213 hosts, with a new host added roughly every 20 days.
- 1990 - The ARPANET is decommissioned, leaving only the Internet. The number of hosts grows to over 300,000.

Use bulleted or numbered slides to list detailed points

Add Clip Art, photos, diagrams, or other graphics to enliven and illustrate text or data

Figure 1-3 Multiple slides created with AutoContent Wizard

The Team

- List CEO and key management by name
- Include previous accomplishments to show these are people with a record of success
- Summarize number of experience in this field

Mission Statement

- A clear statement of your company's long-term mission. Try to use words that will help direct the growth of your company, but be as con

AutoContent Wizard automatically creates series of slides with default suggestions on what topics to cover in selected presentation

Footers and headers enable you to identify presenter, date, and slide numbers

Tabak, Inc. 2002 Business Plan

Trista Leven

skill Starting PowerPoint

concept

To use PowerPoint, you first must start the application from your computer's desktop. The Windows operating system permits you to start an application in a variety of ways. You can start PowerPoint and other programs by using the Start menu on the Windows taskbar, a Quick Launch on the Windows taskbar, a desktop shortcut, or by finding the program's executable file through My Computer or Windows Explorer.

do it !

Begin using PowerPoint by starting the application from the Start menu.

1. Turn on your computer and monitor. After a brief delay the Windows Desktop will appear (generally with a greenish background). Shortcuts (images with program names underneath them) will appear on the Desktop for accessing the main utility and application programs in your computer's hard drive or on your organization's network. A gray Windows taskbar will appear at the bottom of the screen. Click the Start button [Start] located at the left end of the taskbar. A gray Windows Start menu will appear above the button.

2. On the Start menu, move the mouse pointer over the word Programs to select it near the top of the menu. The gray Programs submenu will appear with, generally, an alphabetized list of programs that are installed on your computer.

3. After pointing to the word Programs, slide over to select the Programs submenu and then down to select the words Microsoft PowerPoint (see Figure 1-4).

4. With Microsoft PowerPoint still selected, click the left mouse button to start the program. By default, PowerPoint will display the Normal view of the application with the Outline and Slides tabs at the left side of the program window, a blank slide in the middle Slide Pane of the window, and the New Presentation task pane at the right side of the window. (see Figure 1-5).

5. Do not worry if your program window does not exactly resemble Figure 1-5. Users can install PowerPoint in more than one way, and the Microsoft Windows environment comes in more than one version. The actions of previous users also may affect the setup of your program window. ◀━━ To make a consistent view appear each time you open PowerPoint, click the Tools menu near the top of the screen, click Options to open the Options dialog box, and click the View tab if needed to bring it to the front of the dialog box. Under the Default View section of the View tab, click the down-pointing arrow, click the option Normal - thumbnails, notes and slide, then click the OK button [OK].

6. The next Skill introduces the AutoContent Wizard, which appears in the New Presentation Task Pane under the category New. Therefore, leave the file open.

more

Notice also that a Notes Pane appears below the blank slide. Clicking and typing in this pane enables you to record speaker notes for the current slide on the screen. For example, for the opening slide of a presentation, you might type welcoming remarks in the pane, and for a concluding slide you might suggest follow-up actions for your audience to undertake after leaving a meeting. After preparing a presentation, you can print regular handouts, transparencies, or similar items for your audience but print Notes pages for yourself as the presenter. Later Skills will discuss printing various versions of a presentation.