INTERACTIVE
COMPUTING
SOFTWARE SKILLS

**Microsoft ®
PowerPoint 97**

Kenneth C. Laudon

McGraw-Hill
Irwin
McGraw-Hill

INTERACTIVE
COMPUTING
SOFTWARE SKILLS

Microsoft®
PowerPoint 97

Kenneth C. Laudon
Azimuth Multimedia Productions, Inc

Evan Kantor
Michael Banino

Irwin/McGraw-Hill

A Division of The McGraw-Hill Companies

Interactive Computing Software Skills
Microsoft® PowerPoint 97

This book is printed on acid-free paper.

2 3 4 5 6 7 8 9 0   QPD QPD   9 0 0 9 8

Preface

Interactive Computing: Software Skills Microsoft Office 97

●●●

T he *Interactive Computing: Software Skills* series provides you with an illustrated interactive environment for learning introductory software skills using Microsoft Office 97. The Interactive Computing Series is composed of both illustrated books and multimedia interactive CD-ROMs for Windows 95 and each Office 97 program: Word 97, Excel 97, Access 97, and PowerPoint 97.

The books and the CD-ROMs are closely coordinated. The coverage of basic skills is the same in CDs and books, although the books go into more advanced skill areas. Because of their close coordination, the books and CD-ROMs can be used together very effectively, or they can each be used as stand-alone learning tools. The multimedia interactive CD-ROMs get you started very quickly on basic and intermediate skills. The books cover this material and then go farther.

It's up to you. You can choose how you want to learn. In either case the Interactive Computing Series gives you the easiest and most powerful way to learn Microsoft Office 97.

Skills, Concepts, and Steps

●●●

In both the book and the CD-ROM, each lesson is organized around *skills*, *concepts*, and *steps*. Each lesson is divided into a number of skills. The basic concept of each skill is first explained, including where that skill is used in practical work situations. The concept is then followed by a series of concise instructions or steps that the student follows to learn the skill. A *running case study* throughout reinforces the skill by giving a real-world focus to the learning process.

The Learning Approach

●●●

We have taken a highly graphical and multimedia approach to learning. Text, screen shots, graphics, and on the CD-ROM, voice, video, and digital world simulation are all used to teach concepts and skills. The result is a powerful learning package.

Using the Book

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

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

Concept: A concise description of *why* the skill is useful and where it is commonly used.

Running case: A real-world case ties the skill and concept to a practical situation.

Do It!: Step-by-step directions show you how to use the skill.

Skill

Examining the Windows Explorer

Concept

The Windows Explorer, found in the Programs menu on the Start menu, is similar to My Computer. Both are file management tools that allow you to view the contents of your computer. The Windows Explorer is more powerful and provides you with more options than My Computer. The Windows Explorer displays itself as the two-paneled window you see in Figure 2-4, allowing you to work with more than one drive, file, or folder at a time. The left panel shows all the folders and disk drives on your computer. The right panel is a display of the contents of a selected folder or drive. This two-paneled window creates a more detailed view of a specific folder and makes for easier file manipulation, especially copying and moving.

Do It!

Mike wrote a letter to his mother but forgot where he put it. He uses the Windows Explorer to find the file.

● Click the Start button, highlight the Programs menu, and click Windows Explorer to open the Windows Explorer window.

● If the toolbar is not already showing, click the View menu and select the Toolbar command.

● Click the Up One Level button ⊡ until you get to the top of the hierarchy. When you are at the top, Desktop will appear in the Go to a different folder list box, and the Up One Level button will be dimmed.

● The list of items you see in the left panel will differ from computer to computer depending on the applications and files that are installed. Click the small ⊞ next to the My Computer icon to reveal its contents. A ⊞ next to an icon indicates that the item can be expanded to display other folders that are contained in that drive or folder. There will be no ⊞ if the folder only contains files. Expanding an icon reveals another level of the hierarchy. (Clicking the ⊟ collapses a drive or folder's contents back into the parent drive or folder.) The folder in the left, All Folders, panel, which is selected, appears opened.

● Ask your professor where the student files are located. If they are on a student disk, insert that floppy disk into your computer's (A:) disk drive.

● Click the ⊞ for the 3¼ Floppy drive icon, or click the icon for the drive where the student files are located if they are already stored on your computer or over a network. The folder named Mike's Folder will be shown under the icon for the disk where your student files are stored.

● Click the ⊞ next to Mike's Folder to expand it. Then click the folder titled Personal. The contents of the Personal folder will be displayed in the right panel.

● To see what is in the Letters folder, double-click the folder's icon. Letter to Mom and Letter to Amanda are here.

● Close the Windows Explorer by pressing the [Alt] and [F4] keys.

32

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 a step-by-step exercise and a real-world problem to solve independently.

Figure 1 (continued)

Summary tables: Tables give you a quick overview of short-cuts and toolbar icons needed to use the skills.

Figure 2-4 Windows Explorer

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

Hot Tip: Gives you advice on how to use the software and warns you of potential problems.

Practice: Directs you to student files where you can practice this skill.
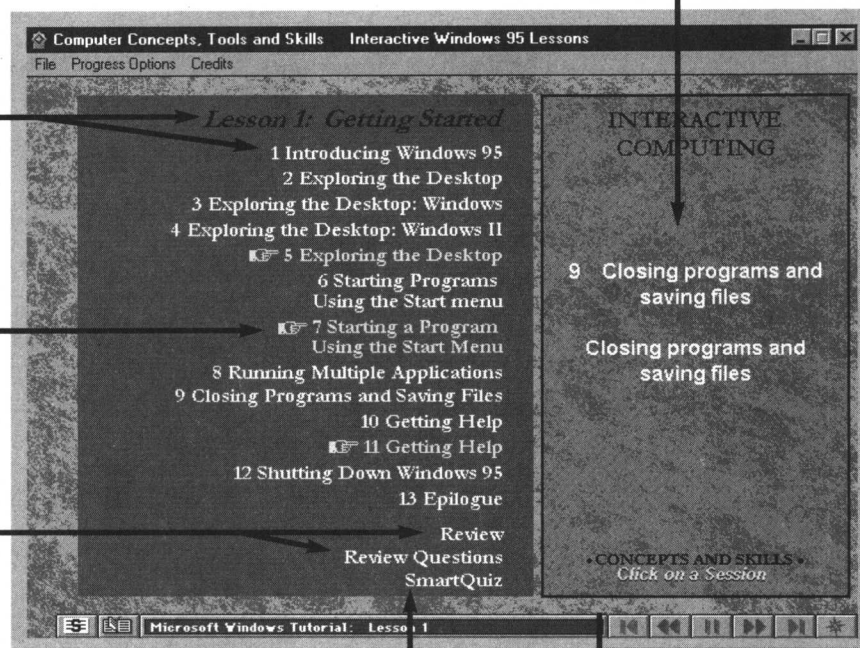
Using the Interactive CD-ROM

The Interactive Computing multimedia CD-ROM provides an unparalleled learning environment in which you can learn software skills faster and better than in books alone. The CD-ROM provides a unique interactive environment in which you can learn to use software faster and remember it better. The CD-ROM uses the same lessons, skills, concepts, and Do It! steps as found in the book, but presents the material using voice, video, animation, and precise simulation of the software you are learning. A typical CD-ROM contents screen shows the major elements of a lesson (Figure 2).

Skills list: A list of skills permits you to jump directly to any skill you want to learn or review.

Figure 2

Lessons and skills: The lessons and skills covered in the CD are closely coordinated with those of the book.

Interactive sessions: The skills you learn are immediately tested in interactive sessions with the TeacherWizard.

Review: At the end of each lesson is a review of all the concepts covered, as well as review questions.

SmartQuiz: Each lesson has a SmartQuiz that tests your ability to accomplish tasks within a simulated software environment.

User controls: Precise and simple user controls permit you to start, stop, pause, jump forward or backward a sentence, or jump forward or backward an entire skill. A single Navigation Star takes you back to the lesson's table of contents.

Unique Features of the CD-ROM: TeacherWizards™ and SmartQuiz™

Interactive Computing: Software Skills offers many leading-edge features of the CD-ROM currently found in no other learning product on the market. One such feature is *interactive exercises* in which you are asked to demonstrate your command of a software skill in a precisely simulated software environment. Your actions are closely followed by a digital TeacherWizard that guides you with additional information if you make a mistake. When you correctly complete the action called for by the TeacherWizard, you are congratulated and prompted to continue the lesson. If you make a mistake, the TeacherWizard gently lets you know: "No, that's not the right icon. Click on the Open File icon at the left side of the toolbar on top of the screen." No matter how many mistakes you make, the TeacherWizard is there to help you.

Another leading-edge feature is the end-of-lesson SmartQuiz. Unlike the multiple choice and matching questions found in the book quiz, the SmartQuiz puts you in a simulated digital software world and asks you to show your mastery of skills while actually working with the software (Figure 3).

Figure 3

SmartQuiz: For each skill you are asked to demonstrate, the SmartQuiz monitors your mouse and keyboard actions.

Skill question: For each skill taught in the lesson, there is a corresponding interactive quiz question.

Automatic scoring: At the end of the SmartQuiz, the system automatically scores your results and shows the skills that you should review.

Using the CD-ROM and the Book Together

The CD-ROM and the book are designed to support each another. There is a close correspondence between the lessons and skills taught in the book and the CD for introductory levels of the software (Lessons 1 through 4), as well as between the case study used in the CDs and the books. Generally, the books have more lessons and go farther into advanced topics than the CD does, while the CD-ROM demonstrates the basic steps in more detail. Here are tips on using the CD and accompanying book together:

- You can use the book and the CD together at your student lab workstation or at home. Place them side by side and follow along in both at the same time.

- You can use the book when you do not have access to a computer, and use the CD by itself at school or at home.

- You can use the CD first to gain a quick understanding of the software, then use the book later at home or school ro review and deepen your understanding.

Student Files

The *Interactive Computing: Software Skills* books require that students have access to accompanying student files for the practice and test sessions. The instructor and students using the texts in class are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. You can download the student files from the Interactive Computing Web site at **http://www.mhhe.com/cit/apps/laudon/**, or request them through your Irwin/McGraw-Hill representative.

Supplementary Learning and Teaching Tools

The Student Center at http://www.mhhe.com/cit/apps/laudon/ provides the following supporting information:

- Web exercises: These exercises can be assigned by your instructor. Or you can try them on your own. Your instructor has the solutions.

- Cool sites: Web news, new technology, Web opportunities, entertainment.

- Message board: Talk to other students who are using the series.

- Multimedia action: Cool demos.

- Course help: Choose the course you're enrolled in. Then choose exercises, multimedia demos, free software, or course information.

The Faculty Lounge at http://www.mhhe.com/cit/apps/laudon/ provides the following instructional support:

- Exercises and solutions
- Teaching strategies
- Instructor message board
- Multimedia action
- Cool Web site
- Course help

Local Area Network Testing Facility

McGraw-Hill and Azimuth Multimedia have designed and produced a revolutionary and unique Network Testing Facility™ (NTF) that tests acquired software skills in a safe, simulated software environment. Operating on a network, the NTF permits students to take a self-paced exam from their workstations at home, at school, or in the classroom. The NTF automatically tracks student scores, and allows the instructor to build screens that indicate an individual student's progress or which skills may need more emphasis for the entire class.

Contact your McGraw-Hill representative for further information on the NTF.

Acknowledgments

The Interactive Computing Series is a cooperative effort of many individuals, each contributing to a team effort. Our goal is to provide students and instructors with the most powerful and enjoyable learning environment using both traditional text and new multimedia techniques. Achieving this goal requires the contributions of text authors, multimedia screenplay writers, multimedia designers, animators, graphic artists, editors, computer scientists, and student testers.

Our special thanks to Frank Ruggirello, who envisioned and initiated the Interactive Computing Series. Peter Jovanovich and Gary Burke of McGraw-Hill management generously supported a technological leap into the future of teaching and learning. Rhonda Sands, our editor, has gently pushed us to higher levels of performance and encouraged us to do the best we can.

The names of the Azimuth team members who contributed to the textbooks and CD-ROM multimedia program, are listed below in alphabetical order, are:

Mike Banino, Evan Kantor, Jane Laudon, Kenneth C. Laudon, Yvonne Quirk, and Ken Rosenblatt.

Contents

Contents (continued)

L E S S O N

1

INTRODUCTION TO POWERPOINT

Microsoft PowerPoint is a computer application that helps you to create impressive and professional presentations. With PowerPoint, you can make on-screen presentations, overhead transparencies in both black and white and color, paper printouts, 35mm slides, or handouts that include notes and outlines of your presentation. You can even design a presentation to be placed on the World Wide Web. PowerPoint is an effective tool that enables you to easily organize and present information. Creating and editing text and graphics are made easy by PowerPoint's user-friendly features.

With PowerPoint you will be able to design a presentation using a premade template, or make your own starting from scratch. A quick and easy way to get started is to let PowerPoint aid you in designing a presentation by using a tool called the AutoContent Wizard. PowerPoint lets you add clip art, charts, photographs, video, and sound to further enhance your presentation.

If you need advice or tips while using PowerPoint there is an extensive help facility built into the application, as well as the ability to access online support via the Web. PowerPoint has a feature called the Office Assistant that will offer guidance and tips, and answer questions. There is also an index that can be searched by keyword.

Case Study:
Trista Leven is a recent college graduate who was hired by a company that grows and installs sod in a variety of markets. The president of the company has asked Trista to use PowerPoint to prepare a short presentation to be used at an upcoming residential construction conference. Trista first needs to familiarize herself with the application. Then she will create a short presentation using the AutoContent Wizard, and use PowerPoint help to receive assistance.

Starting PowerPoint

Skill

Concept

To use PowerPoint, you must first start, or **open**, the application from your computer's desktop.

Do It!

Trista wants to begin using PowerPoint.

1 Turn on your computer. Windows 95 will start automatically. If there are any problems, consult your lab instructor.

2 Click the **Start** button located on the Windows Taskbar. The **Windows Start** menu will appear above the button.

3 From the Start menu use the mouse to place the pointer over **Programs**. The **Programs** menu will appear as shown in Figure 1-1.

4 Move the mouse pointer over **Microsoft PowerPoint** and click the left mouse button. The PowerPoint application window will open with the **PowerPoint** dialog box displayed in the center of the window as shown in Figure 1-2, as well as the Common Tasks floating toolbar and the Office Assistant. The PowerPoint dialog box contains four radio buttons that let you select one of four options for either creating or opening a presentation.

5 Your window may not appear exactly as the one shown here, because the type of installation of PowerPoint selected and the actions of the previous user may affect the setup of your window. In the next skill you will learn how to use the AutoContent Wizard to begin developing a presentation.

More

The PowerPoint dialog box displays four options for working with a presentation. A presentation is a file composed of PowerPoint-created slides. A slide is a single screen of your presentation. Using the **AutoContent Wizard**, PowerPoint's computer-assisted presentation designer, is the simplest way to make a presentation and will be discussed in detail in the next skill. The **Template** option allows you to work with individual preformatted presentation designs. **Blank Presentation** is a feature that allows you to start from scratch (you will learn how to build an original presentation in Lesson 2). Finally, the **Open an existing presentation** option allows you to open a PowerPoint file that was previously saved.
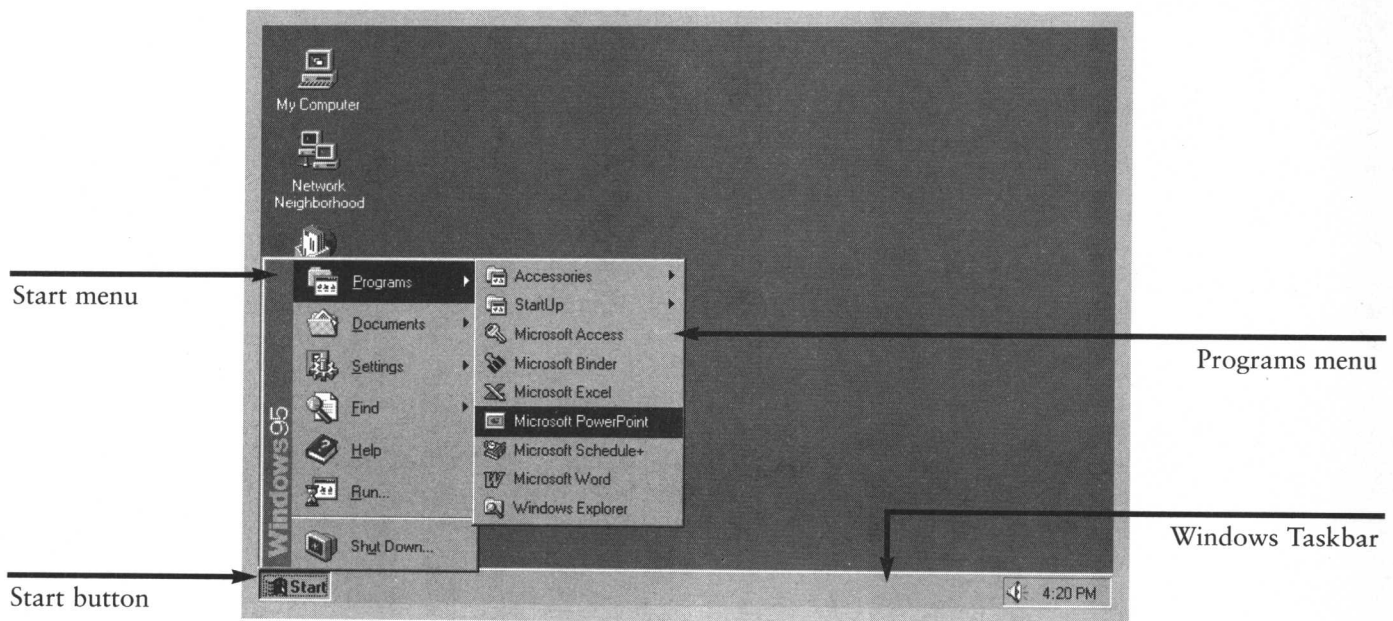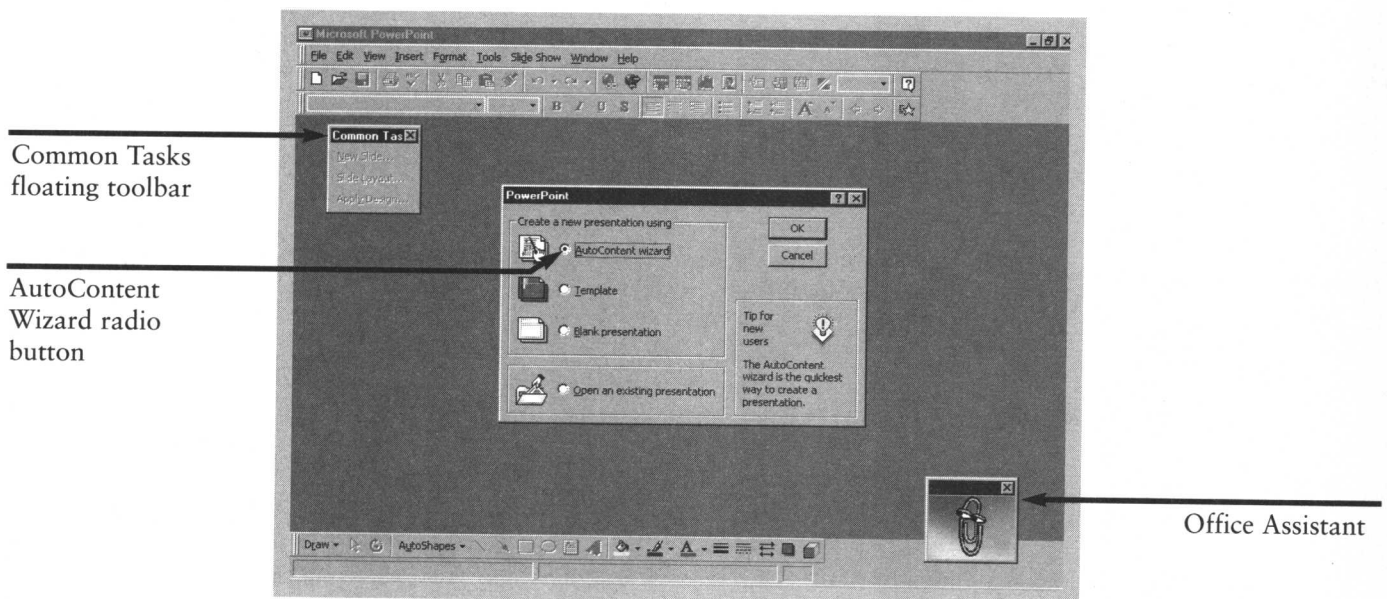
Figure 1-1 Opening PowerPoint from the Start menu

Start menu

Start button

Programs menu

Windows Taskbar

Figure 1-2 The PowerPoint application window

Common Tasks
floating toolbar

AutoContent
Wizard radio
button

Office Assistant

Hot Tip

If the PowerPoint window does not fill the
entire screen, you can click the **Maximize**
button ▢ in the upper right corner to
expand the application window.

Using the AutoContent Wizard

Skill

Concept

The **AutoContent Wizard** is the easiest and quickest way to design a presentation in PowerPoint. The AutoContent Wizard will assist you in basic layout design, style, and output type. All you have to do is add the content.

Do It!

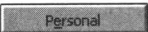Trista wants to use the AutoContent Wizard to design a presentation.

1 Click the AutoContent Wizard radio button to select it, then click OK . The AutoContent Wizard dialog box will open as shown in Figure 1-3.

2 Click ❓ at the bottom of the dialog box. The Microsoft Office 97 Office Assistant will appear with its dialog balloon, if it is not already visible. The Office Assistant offers helpful tips as you work your way through PowerPoint, and will be discussed in detail later.

3 Move the pointer over the blue bullet **Help with this feature** in the Assistant's balloon, then click the left mouse button. The Assistant will now provide you descriptions of the AutoContent Wizard's steps as you advance.

4 Click Next > in the AutoContent Wizard dialog box. The second step of the AutoContent Wizard (Figure 1-4) will be displayed, requesting you to select the type of presentation you are going to give. There are twenty presentation types offered by the wizard, displayed when the All button is depressed, broken up into seven categories.

5 Click Personal . The presentation types that fall under the Personal category will appear in the area to the right of the category buttons.

6 Click **Announcement/Flyer** to select this type of presentation, then click Next > . The output options will be displayed.

7 Since you will only be viewing this presentation on a computer, you can leave the **Presentations, informal meetings, handouts** radio button clicked. Click the gray box next to Presentation style to move to the next step in the wizard.

8 The first four options in this step pertain to output type, and by default the appropriate **On-screen presentation** radio button is selected. But, since you will not be printing handouts, click the **No** radio button toward the bottom of the dialog box.

Figure 1-3 The AutoContent Wizard

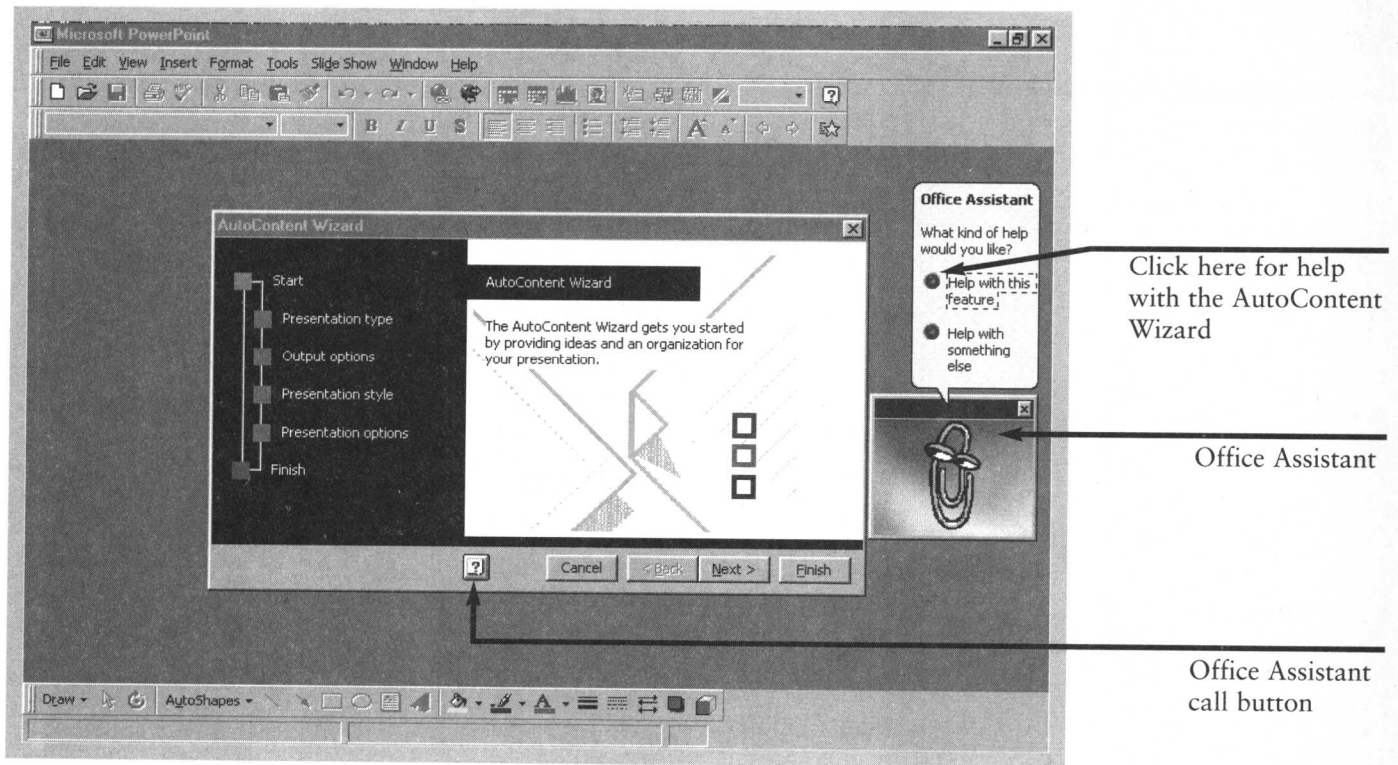Click here for help with the AutoContent Wizard

Office Assistant

Office Assistant call button

Figure 1-4 The AutoContent Wizard: Step 2

Green square indicates current wizard step

Presentation type category buttons

Click here to return to the previous step