

IRWIN
ADVANTAGE
SERIES FOR
COMPUTER
EDUCATION

**HUTCHINSON
COULTHARD**



Microsoft® PowerPoint® 4.0 for Windows™

MICROSOFT® POWERPOINT® 4.0

FOR WINDOWS™

Sarah E. Hutchinson
Glen J. Coulthard

THE IRWIN ADVANTAGE SERIES
FOR COMPUTER EDUCATION

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藏书章

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IRWIN

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USING THIS GUIDE

This tutorial is one in a series of learning guides that lead you through the most popular microcomputer software programs available. Concepts, skills, and procedures are grouped into session topics and are presented in a logical and structured manner. Commands and procedures are introduced using hands-on examples, and you are encouraged to perform the steps along with the guide. Although you may turn directly to a later session, be aware that some sessions require, or at least assume, that you have completed the previous sessions. For maximum benefit, you should work through the short-answer and hands-on exercises appearing at the end of each session.

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

MENU INSTRUCTIONS

When you need to execute a command from a menu, the tutorial's instruction line uses a comma to separate menu options. For example, the command for saving a file is shown as:

CHOOSE: File, Save

This instruction tells you to press the F key to choose the File option and then the S key to choose the Save option. Keys separated by commas are not pressed at the same time.

KEYSTROKES AND KEYSTROKE COMBINATIONS

When you must press two keys together, the tutorial's instruction line shows the keys joined with a plus sign (+). For example, to move the cursor a screen to the right, hold down **Shift** and then press **Tab**. The instruction for using this command is shown as:

PRESS: **Shift**+**Tab**

COMMAND INSTRUCTIONS

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

TYPE: George Washington

When you are required to enter unique information, such as the current date or your name, the instructions appear 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.

PRESS: *the cursor-movement keys to highlight the text*

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 for ensuring the success of 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.

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SESSION 1

POWERPOINT 4.0 FOR WINDOWS: FUNDAMENTALS

Welcome to Microsoft PowerPoint 4.0 for Windows, a presentation tool full of features that will help you be more effective in getting your point across to an audience. Whether you need overhead transparencies, 35mm slides, audience handouts, or a computer-based electronic presentation, PowerPoint has the tools you'll need to get the job done. PowerPoint is easy to learn to use and makes it possible to create presentations quickly. In this guide, you will learn how to use the different features of PowerPoint so that you can be the producer of your own highly effective presentations.

PREVIEW

When you have completed this session, you will be able to:

Describe the different features of PowerPoint for Windows.

- Load Windows and start PowerPoint for Windows.

- Use the PowerPoint window.

- Use the PowerPoint Help facility.

- Open an existing presentation.

- Switch between different presentation views.

- Exit PowerPoint and Windows.

SESSION OUTLINE

Why Is This Session Important?

What You Can Create with PowerPoint

- Presentations

- Slides

- Handouts

- Speaker's Notes

- Outlines

The Windows Advantage

Working With PowerPoint

- How the Mouse Is Used in PowerPoint

- How the Keyboard Is Used

Starting PowerPoint

The Guided Tour

- Application Window

- Presentation Window

- Menu Bar

- Shortcut Menus

- Toolbars

- Dialog Box

Getting Help

Opening a Presentation

Understanding Views

- Slide View

- Outline View

- Slide Sorter View

- Notes Pages View

- Slide Show View

Closing a Presentation

Leaving PowerPoint

Summary

- Command Summary

Key Terms

Exercises

- Short Answer

- Hands-On

WHY IS THIS SESSION IMPORTANT?

In the next few sections, we will provide you with an overview of PowerPoint and familiarize you with the PowerPoint window. We will introduce you to PowerPoint's Help facility and recommend you start up the Quick Preview tour that can be accessed from the Help menu. Microsoft developed the Quick Preview tour to demonstrate PowerPoint's many features. We will then lead you through the opening of a presentation that is stored on the Advantage Diskette. In Session 2 you will produce your own presentation.

In order to run Microsoft PowerPoint for Windows, your computer system must have the following:

- 80386 (or higher) microprocessor
- 14 megabytes (MB) free on the hard disk for a typical installation
- At least 4 megabytes of random access memory (RAM) or more
- VGA, EGA, XGA, or a video adapter supported by Windows version 3.1 or later (except CGA)
- A mouse

Before proceeding, make sure the following are true:

1. You have access to Microsoft PowerPoint 4.0 for Windows.
2. Your Advantage Diskette is inserted into either drive A: or drive B:. You will save your work onto the diskette and open files that have been created for you. (*Note:* The Advantage Diskette can be duplicated by copying all the files from your instructor's Master Advantage Diskette.)

WHAT YOU CAN CREATE WITH POWERPOINT

PowerPoint provides you with all you'll need to create professional-looking presentations including tools for text handling, graphics, drawing, outlines, using clip art, and so on. Even if you don't consider yourself a good designer, you can still create well-designed presentations. PowerPoint lets you choose from over 100 design templates containing different color schemes, styled fonts, and graphics. A **template** defines what your text will look like, where the text and other objects are

positioned, and what colors are used. You will be working with PowerPoint's templates in subsequent sessions.

For now, let's see what you can create with PowerPoint.

PRESENTATIONS

In PowerPoint, a **presentation** is a collection of all slides, handouts, speaker's notes, and outlines in one file. As you build a presentation, keep focused on the overall design so that a cohesive format is carried through from the beginning to end. Your presentation will be more effective.

SLIDES

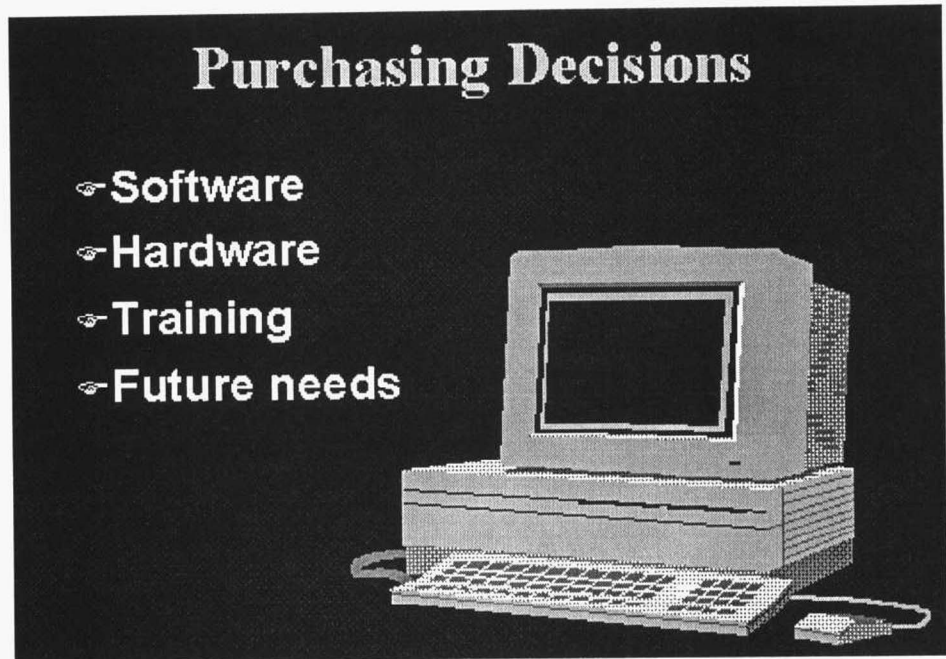
A PowerPoint **slide** is an individual "page" of your presentation. You will create slides in Session 2. Slides typically contain one or more of the following:

- Text titles and lists
- Graphs
- Drawn art and objects
- Shapes
- Clip art
- Output from other applications

Figure 1.1 shows a sample slide. You can print the slides yourself as black-and-white or color overhead transparencies or create 35mm slides by using an outside film or service bureau.

Figure 1.1

Sample
presentation slide



HANDOUTS

PowerPoint provides you with the option of providing handouts for your audience. A **handout** consists of slides printed smaller so that between two to six can fit on a page. Handouts are used to help support your presentation by keeping the audience focused.

SPEAKER'S NOTES

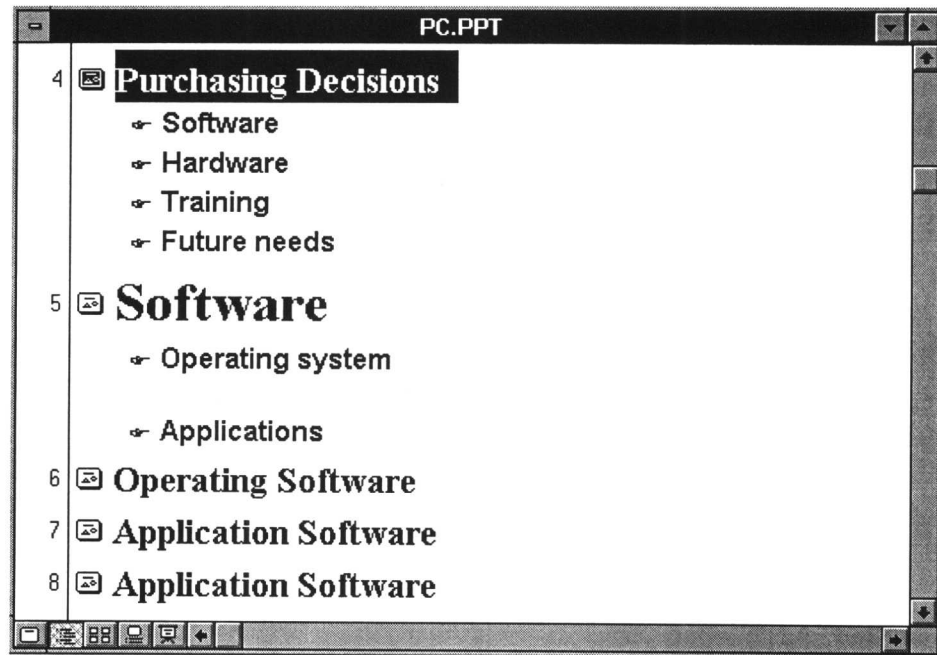
PowerPoint also provides you with an option for entering notes relating to the slides in your presentation. When printed, speaker's notes contain a smaller, printed slide on the top of the page and related notes for your reference on the bottom of the page.

OUTLINES

When creating a presentation, you have the option of creating your presentation in outline form. In this form, the text of your presentation—that is, headings and main text—would display without any added graphics. Figure 1.2 shows the contents of the slide in Figure 1.1 in outline form. (*Note:* Figure 1.2 shows the outline of slides 5–8 as well.)

Figure 1.2

Outline form



THE WINDOWS ADVANTAGE

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

Microsoft Windows is a software package 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 **icons** (pictures that represent programs or functions).

Some other advantages of working in the Windows environment are:

- *Windows programs 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 when 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 run at the same time. For example, multitasking allows you to simultaneously look at a database or spreadsheet in one application while creating a presentation in another.
- *The ability to exchange information between applications.*
Windows provides a program called the **Clipboard** to copy and move information within an application or among applications. For example, it's easy to copy a budget summary 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

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 or use the Ruler
- **Keyboard** Press a keyboard shortcut (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.

HOW THE MOUSE IS USED IN POWERPOINT

The mouse is an essential tool for working with Microsoft PowerPoint for Windows. The mouse actions used in PowerPoint are:

- **Point** Slide the mouse on your desk to position the top of the mouse pointer over the desired object on the screen.
- **Click** Press down and release the left mouse button quickly. Clicking is used to position the cursor and to choose options from a dialog box.
- **Right-Click** Press down and release the right mouse button. Right-clicking the mouse on text or an object displays a context-sensitive shortcut menu.
- **Double-Click** Press down and release the left mouse button twice in rapid succession. Double-clicking is often used to select and execute an action.
- **Drag** Press down and hold the left mouse button as you move the mouse pointer across the screen. When the mouse pointer reaches the desired location, release the mouse button. Dragging is used to select a block of text or to move items or windows.

You may notice that the mouse pointer changes shape as you move the mouse over different parts of the screen. Each mouse pointer shape has its own purpose and may provide you with important information. There are three primary mouse pointer shapes:



Left arrow

Used to choose menu items or make selections from the Menu bar, Tool bar, and dialog boxes.



Hourglass

Used to inform you that Access is occupied with another task and to request that you wait.



I-beam

Used to modify and edit text, and to position the cursor.

As you proceed through this guide, other mouse pointer shapes will be explained as they appear.

HOW THE KEYBOARD IS USED

Aside from being the primary input device for including text in a presentation, the keyboard offers shortcut methods for performing commands and procedures. For example, several menu commands have shortcut key combinations listed to the right of the command in the pull-down menu. Therefore, you can perform a command by simply pressing the shortcut keys rather than accessing the Menu bar. Many of these shortcut key combinations are available throughout Windows applications.

STARTING POWERPOINT

This session assumes that you are working on a computer with DOS, Windows, and Microsoft PowerPoint 4.0 for Windows loaded on the hard disk drive. Before you can use PowerPoint, you must turn on the computer and load Microsoft Windows into the computer's memory. Perform the following steps:

1. Turn on the power switches to the computer and monitor. The C:\> prompt or a menu appears announcing that your computer has successfully loaded the Disk Operating System (DOS). (*Note:* If your computer automatically loads Microsoft Windows when it is started, you can move on to step 3.)

2. To start Microsoft Windows from the C:\> prompt:

TYPE: WIN

PRESS: **Enter**

After a few seconds, the Windows logo appears on the screen followed by the **Program Manager** window (Figure 1.3). (*Note:* The icons in your Program Manager window may not be exactly the same as in Figure 1.3; the icons represent the programs stored on your hard disk.)