Exploring MICROSOFT® POWERPOINT 2000

MICROSOFT OFFICE Microsoft® OFFICE® USER SPECIALIST

APPROVED COURSEWARE

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EXPLORING MICROSOFT® POWERPOINT 2000

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PREFACE

We are proud to announce the fourth edition of the *Exploring Windows* series in conjunction with Microsoft® Office 2000. The series has expanded in two important ways—recognition by the ***Microsoft Office User Specialist (MOUS)*** program, and a significantly expanded Web site at ***www.prenhall.com/grauer***. The Web site provides password-protected solutions for instructors and online study guides (Companion Web sites) for students. Practice files and PowerPoint lectures are available for both student and instructor. The site also contains information about Microsoft Certification, CD-based tutorials for use with the series, and SkillCheck® assessment software.

The organization of the series is essentially unchanged. There are separate titles for each application—*Word 2000, Excel 2000, Access 2000,* and *PowerPoint 2000,* a book on *Windows® 98,* and eventually, *Windows® 2000.* There are also four combined texts—*Exploring Microsoft Office Professional, Volumes I* and *II, Exploring Microsoft Office Proficient Certification Edition,* and *Brief Office. Volume I* is a unique combination of applications and concepts for the introductory computer course. It covers all four Office applications and includes supporting material on Windows 95/98, Internet Explorer, and Essential Computing Concepts. The modules for Word and Excel satisfy the requirements for proficient certification. The *Proficient Certification Edition* extends the coverage of Access and PowerPoint from *Volume I* to meet the certification requirements, but (because of length) deletes the units on Internet Explorer and Essential Computing Concepts that are found in *Volume I. Volume II* includes the advanced features in all four applications and extends certification to the expert level. *Brief Office* is intended to get the reader "up and running," without concern for certification requirements.

The Internet and World Wide Web are integrated throughout the series. Students learn Office applications as before, and in addition are sent to the Web as appropriate for supplementary exercises. The sections on Object Linking and Embedding, for example, not only draw on resources within Microsoft Office, but on the Web as well. Students are directed to search the Web for information, and then download resources for inclusion in Office documents. The icon at the left of this paragraph appears throughout the text whenever there is a Web reference.

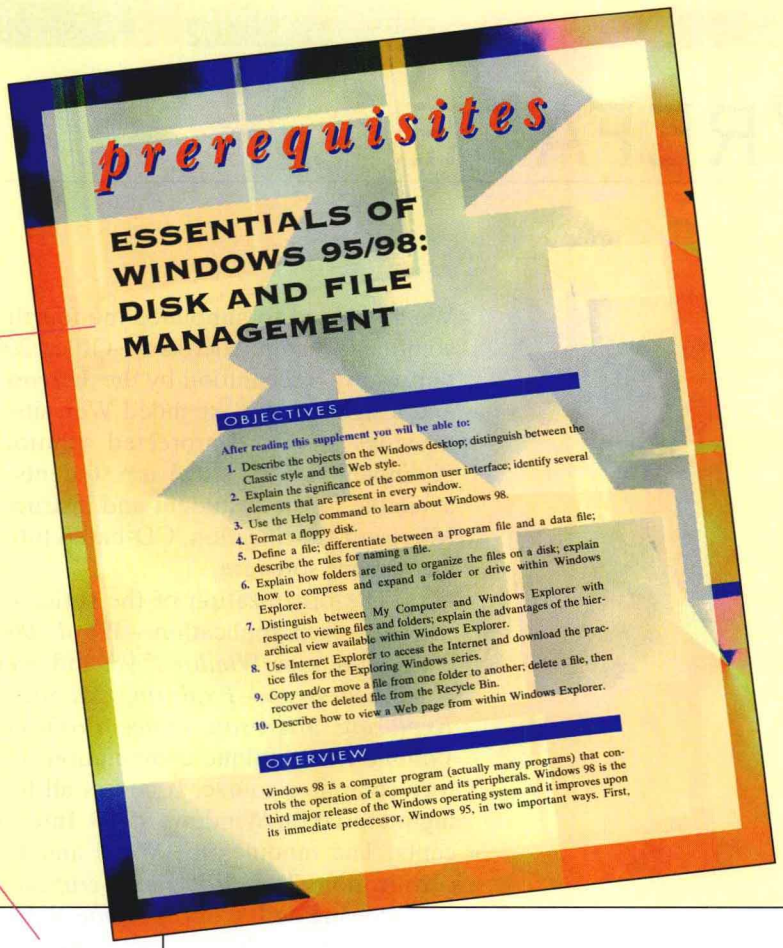
The *Exploring Windows* series is part of the Prentice Hall custom-binding (*Right PHit*) program, enabling instructors to create their own texts by selecting modules from *Volume I, Volume II,* the *Proficient Certification Edition,* and/or *Brief Office* to suit the needs of a specific course. An instructor could, for example, create a custom text consisting of the proficient modules in Word and Excel, coupled with the brief modules for Access and PowerPoint. Instructors can also take advantage of our *ValuePack program* to shrink-wrap multiple books together at a substantial saving for the student. A ValuePack is ideal in courses that require complete coverage of multiple applications.

Instructors will want to obtain the *Instructor's Resource CD* from their Prentice Hall representative. The CD contains the student data disks, solutions to all exercises in machine-readable format, PowerPoint lectures, and the Instructor Manuals themselves in Word format. The CD also has a Windows-based test generator. Please visit us on the Web at ***www.prenhall.com/grauer*** for additional information.

FEATURES AND BENEFITS

Exploring Microsoft® PowerPoint 2000 is written for the computer novice and assumes no previous knowledge of the operating system. A 64-page appendix introduces the reader to the essentials of Windows 95/98/NT and emphasizes the file operations he or she will need.

Chapter 1 describes how to create an effective presentation quickly and easily. The student is led through the basic steps, from developing the content, to applying a template, to creating a slide show. All material is presented in conceptual form, followed by hands-on exercises at the computer.


prerequisites

ESSENTIALS OF WINDOWS 95/98: DISK AND FILE MANAGEMENT

OBJECTIVES

After reading this supplement you will be able to:

1. Describe the objects on the Windows desktop; distinguish between the Classic style and the Web style.
2. Explain the significance of the common user interface; identify several elements that are present in every window.
3. Use the Help command to learn about Windows 98.
4. Format a floppy disk.
5. Define a file; differentiate between a program file and a data file; describe the rules for naming a file.
6. Explain how folders are used to organize the files on a disk; explain how to compress and expand a folder or drive within Windows Explorer.
7. Distinguish between My Computer and Windows Explorer with respect to viewing files and folders; explain the advantages of the hierarchical view available within Windows Explorer.
8. Use Internet Explorer to access the Internet and download the practice files for the Exploring Windows series.
9. Copy and/or move a file from one folder to another; delete a file, then recover the deleted file from the Recycle Bin.
10. Describe how to view a Web page from within Windows Explorer.

OVERVIEW

Windows 98 is a computer program (actually many programs) that controls the operation of a computer and its peripherals. Windows 98 is the third major release of the Windows operating system and it improves upon its immediate predecessor, Windows 95, in two important ways. First,

PowerPoint is easy to learn because it is a Windows application and follows the conventions associated with the common user interface. Thus, if you already know one Windows application, it is that much easier to learn PowerPoint because you can apply what you know. It's even easier if you use Word, Excel, or Access since there are over 100 commands that are common to Microsoft Office.

The chapter begins by showing you an existing PowerPoint presentation so that you can better appreciate what PowerPoint is all about. We discuss the various views within PowerPoint and the advantages of each. We describe how to modify an existing presentation and how to view a presentation on the computer. You are then ready to create your own presentation, a process that requires you to focus on the content and the message you want to deliver. We show you how to enter the text of the presentation, how to add and/or change the format of a slide, and how to apply a design template. We also explain how to animate the presentation to create additional interest.

As always, learning is best accomplished by doing, so we include three hands-on exercises that enable you to apply these concepts at the computer. One final point before we begin, is that while PowerPoint can help you create attractive presentations, the content and delivery are still up to you.

A POWERPOINT PRESENTATION

A PowerPoint presentation consists of a series of slides such as those in Figure 1.1. The various slides contain different elements (such as text, clip art, and WordArt), yet the presentation has a consistent look with respect to its overall design and color scheme. You might think that creating this type of presentation is difficult, but it isn't. It is remarkably easy, and that is the beauty of PowerPoint. In essence, PowerPoint allows you to concentrate on the content of a presentation without worrying about its appearance. You supply the text and supporting elements and leave the formatting to PowerPoint.

In addition to helping you create the presentation, PowerPoint provides a variety of ways to deliver it. You can show the presentation on a computer using animated transition effects as you move from one slide to the next. You can include sound and/or video in the presentation, provided your system has a sound card and speakers. You can also automate the presentation and distribute it on a disk for display at a convention booth or kiosk. If you cannot show the presentation on a computer, you can convert it to 35-mm slides or overhead transparencies.

PowerPoint also gives you the ability to print the presentation in various ways to distribute to your audience. You can print one slide per page, or you can print miniature versions of each slide and choose between two, three, four, six, or even nine slides per page. You can prepare speaker notes for yourself consisting of a picture of each slide together with notes about the slide. You can also print the text of the presentation in outline form. Giving the audience a copy of the presentation (in any format) enables them to follow it more closely, and to take it home when the session is over.

POLISH YOUR DELIVERY

The speaker is still the most important part of any presentation and a poor delivery will kill even the best presentation. Look at the audience as you speak to open communication and gain credibility. Don't read from a prepared script. Speak slowly and clearly and try to vary your delivery. Pause to emphasize key points and be sure the person in the last row can hear you.

FIGURE 1.1 A PowerPoint Presentation

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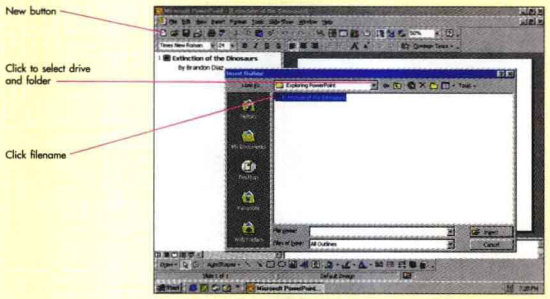
HANDS-ON EXERCISE 2

The Internet as a Resource

Objective: To import slides from an outline; to download a picture from the Internet and use it in a PowerPoint presentation. Use Figure 2.4 as a guide in the exercise. The exercise requires that you have an Internet connection.

STEP 1: Insert the Word Outline

- Start PowerPoint, click the option button to create a **Blank Presentation**, and click **OK**. If PowerPoint is already started, click the **New button** on the Standard toolbar to begin a new presentation.
- You should see the New slide dialog box with the Auto Layout for the title slide already selected. Click **OK** to create the title slide.
- Enter **Extinction of the Dinosaurs** as the title of the presentation and your name as the author. Save the presentation as **Extinction of the Dinosaurs** in the **Exploring PowerPoint folder**.
- Pull down the **Insert menu** and click the **Slides from Outline command** to display the Insert Outline dialog box in Figure 2.4a. Click the **drop-down arrow** on the Look in list box to select the Exploring PowerPoint folder. Select the **Extinction of Dinosaurs** Word document and click the **Insert button**.
- The Word document is imported into the presentation and converted to individual slides. Any paragraph that has been formatted in the Heading1 style is converted to the title of a PowerPoint slide.
- Save the presentation.

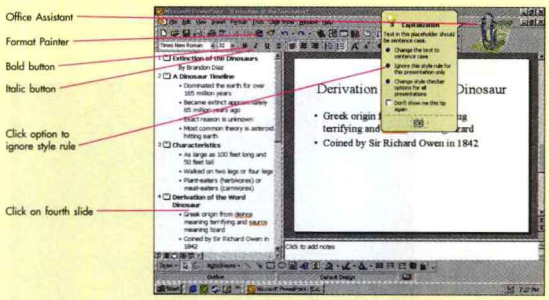


(a) Insert the Word Outline (step 1)

FIGURE 2.4 Hands-on Exercise 2

STEP 2: Complete the Outline

- You should see the text of the presentation as shown in Figure 2.4b. Click on the fourth slide that describes the origin of the word dinosaur.
- Click the lightbulb to see the tip offered by the Office Assistant. Click the option to ignore the style rule for this presentation.
- Right click the word "deinos" that is flagged as a misspelling because it is not in the English dictionary. Click **Ignore All** to accept the term without flagging it as a misspelling. Accept the spelling of "sauros" in similar fashion.
- Select (double click) **deinos**, then click the **Bold** and **Italics buttons** on the Formatting toolbar. Use the **Format Painter** (see boxed tip) to copy this formatting to "sauros" and to "Sir Richard Owen".
- Click outside the placeholder. Save the presentation.



(b) Complete the Outline (step 2)

FIGURE 2.4 Hands-on Exercise 2 (continued)

THE FORMAT PAINTER

The Format Painter copies the formatting of the selected text to other places in a presentation. Select the text with the formatting you want to copy, then click or double click the Format painter button on the Standard toolbar. Clicking the button will paint only one selection. Double clicking the button will paint multiple selections until the feature is turned off by again clicking the Format Painter button. Either way, the mouse pointer changes to a paintbrush, which you can drag over text to give it the identical formatting characteristics as the original selection.

The hands-on exercises guide the reader every step of the way and are illustrated with large, full-color screen captures that are clear and easy to read. This example is taken from Chapter 2 and describes how to download resources from the Web for inclusion in a PowerPoint presentation.

Students are encouraged to use resources from the Web, but are also taught the importance of respecting a copyright and citing references appropriately. The slide at the bottom of the page was created through the Format Background command, and it gives an entirely new look to a PowerPoint presentation.

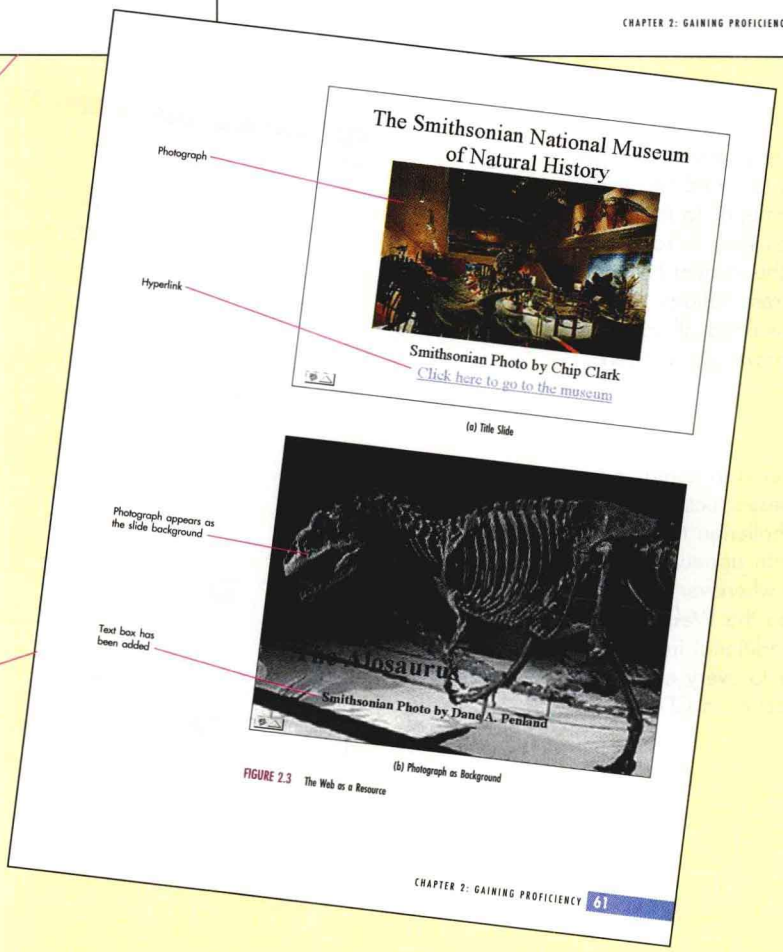


FIGURE 2.3 The Web as a Resource

6. Create an Agenda: Open the completed presentation from the previous exercise, then modify the Agenda slide to include hyperlinks to the remaining slides in the presentation as shown in Figure 3.17.
   (a) Change the existing entries on the agenda slide to match the other slides in the presentation. Delete the reference to any slide that is no longer in the presentation. You also have to change the title of the existing entries so that they are consistent with the title of the associated slides.
   (b) Convert each bulleted item in the agenda to a hyperlink that points to the appropriate slide in the presentation.
   (c) Modify the slide master to include a uniform set of navigation buttons that points to the first, previous, next, and last slides in the presentation. Place the buttons as shown in Figure 3.17
   (d) Include today's date and the slide number on each slide of the presentation (except for the title slide).
   (e) Print the completed presentation for your instructor in the form of audience handouts, two slides per page. Print the outline in addition to the audience handouts.
   (f) Print the title slide on a page by itself and use that as a cover page for the assignment.

FIGURE 3.17 Create an Agenda (Exercise 6)

7. Create Your Own Template: Open the Financial Overview presentation from the previous exercise and apply a different design template as shown in Figure 3.18. The original Financial Overview presentation from exercises 5 and 6 has now been modified with respect to both content and design. This exercise has you convert the modified presentation to a template that will serve as the basis of future presentations.

   (a) Pull down the File menu, click the Save As command, and specify Design Template as the file type. Choose a name that will indicate that this is your template as opposed to one supplied by PowerPoint. The template will be saved automatically in the Templates folder, where it will be accessible in future sessions. (Save the template to a floppy disk if you do not have your own computer.)
   (b) You can open the new template by pulling down the File menu, clicking New, and selecting the template from the open list box on the General tab. (You have to double click the template from Windows Explorer if you do not have your own computer.)
   You can also add the newly created template to those suggested by the AutoContent wizard. Pull down the File menu, click the New command, click the General command, then double click the AutoContent Wizard. Click the Next button and select the category where you want your template to be displayed. Click the Add button, find your template, and click OK. The next time you start the AutoContent Wizard, you will be able to create a presentation based on your financial template.

8. Test Your Template: Close any presentations that are currently open. Pull down the File menu, click the New command, and click the General tab where you should see the template that was created in problem 7. Select the template such as Bob's Financial Template in Figure 3.19 and click OK. PowerPoint will start a new presentation based on your template and assign that presentation a default name of "Presentation" followed by a number.

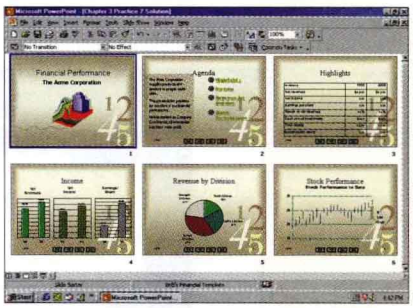


FIGURE 3.18 Create Your Own Template (Exercise 7)

Another way to access your template is to double click the AutoContent Wizard from the General tab, then select your presentation from the appropriate category (i.e., the category you selected in exercise 7). Summarize the steps to create and access a template in a short note to your instructor.

Every chapter provides multiple assignments to avoid repetition from one semester to the next. The exercises vary in scope and encourage the student to create a variety of presentations. Instructors can download all solutions from our password-protected Web site.

Every chapter also contains a number of less-structured case studies to challenge the student. The Web icon appears throughout the text whenever the reader is directed to the Web as a source of additional information. The solution to every exercise is also provided on a CD for instructors.

CASE STUDIES

Before and After

As you already know, PowerPoint provides a set of drawing tools to develop virtually any type of illustration. Even if you are not artistic, you can use these tools to modify existing clip art and thus create new and very different illustrations. All it takes is a little imagination and a sense of what can be done. Choose any clip art image(s), then modify that image(s) to create an entirely different effect. Present your results in a three-slide presentation consisting of a title slide, a "before slide" showing the original image(s), and an "after slide" showing the modifications. Print the audience handouts for your presentation, three slides per page, and be sure to check the box to frame the slides. Ask your instructor to hold a class contest in which the class votes to determine the most creative application.

The National Debt

The deficit is gone, but the national debt is staggering—more than $5 trillion, or approximately $20,000 for every man, woman, and child in the United States. The annual budget is approximately $1.5 trillion, and Congress has yet to eliminate the deficit, which exceeds $100 billion annually.

Use the Internet to obtain exact figures for the current year, then use this information to create a presentation pleading for fiscal sanity. Do some additional research and obtain data on the budget, the deficit, and the national debt for the years 1945, 1967, and 1980. The numbers may surprise you. For example, how does the interest expense for the current year compare to the total budget in 1967 (at the height of the Viet Nam War)? To the total budget in 1945 (at the end of World War II)?

File Compression

Movie and sound add significantly to the appearance of a presentation, but they also add to its size. Accordingly, you might want to consider acquiring a file compression program to facilitate copying large files to a floppy disk in order to transport your presentations to and from school, home, or work. You can download an evaluation copy of the popular WinZip program at www.winzip.com. Investigate the subject of file compression, then submit a summary of your findings to your instructor.

The Web as a Resource

Clip Gallery Live is only one of many Web sites that offer free resources for downloading. Use your favorite search engine to locate at least two sources for additional clip art. Extend your search to include sites that offer photographs, sound bites, and animated clips. Summarize your findings in a note to your instructor.

You don't have to be an artist to use the drawing tools within PowerPoint. Chapter 3 shows how to modify existing clip art to create new drawings to enliven any presentation. It's easy to do, once the reader realizes that clip art is made up of individual objects that can be manipulated through various tools on the Drawing toolbar.

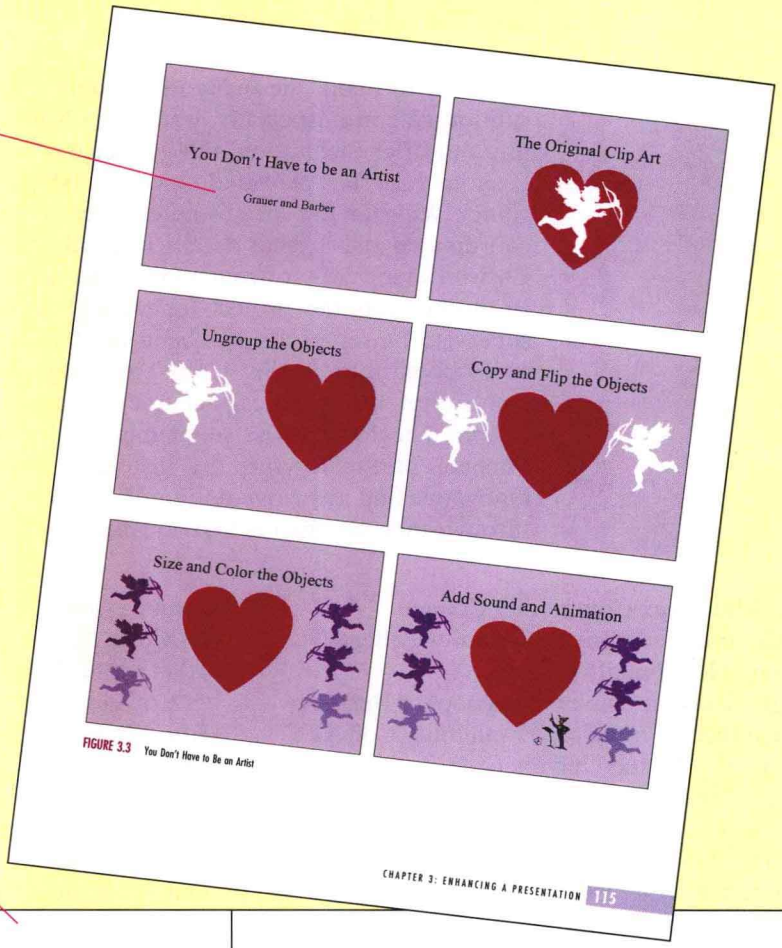


FIGURE 3.3 You Don't Have to Be an Artist

The Web is an integral part of Office 2000. Students learn how to save PowerPoint presentations as Web pages (HTML documents), and how to upload those pages to a Web server. The *Exploring Windows* series is distinguished by its unique conceptual presentations that are followed by hands-on exercises at the computer.

PRESENTATIONS ON THE WEB

Perhaps you have already created a home page and have uploaded it to the World Wide Web. If so, you know that the process is not difficult, and have experienced the satisfaction of adding your documents to the Web. If not, this is a good time to learn. This section describes how to insert hyperlinks into a PowerPoint presentation, and then shows you how to convert a PowerPoint presentation into a series of Web pages for display on the Web or local area network.

All Web pages are written in a language called ***HTML (HyperText Markup Language)***. Initially, the only way to create a Web page was to learn HTML. Office 2000 simplifies the process because you can create the document in any Office application, then simply save it as a Web page. In other words, you start PowerPoint in the usual fashion and enter the text of the presentation with basic formatting. However, instead of saving the document in the default format (as a PowerPoint presentation), you use the ***Save As Web Page command*** to convert the presentation to HTML.

PowerPoint does the rest and generates the HTML statements for you. You can continue to enter text and/or change the formatting for existing text just as you can with an ordinary presentation. Hyperlinks can be inserted at any time, either through the ***Insert Hyperlink command*** or through the corresponding button on the Standard toolbar.

Figure 2.5 displays the title slide of a presentation entitled "Widgets of America" as viewed in Internet Explorer, rather than in PowerPoint. The Internet Explorer window is divided into two vertical frames and is similar to the Normal view in PowerPoint. The left frame displays the title of each slide, and these titles function as links; that is, you can click any title in the left frame and the corresponding slide will be displayed in the right pane. You can also click and drag the border separating the panes to change the size of the panes. Note, too, the address in the Address bar of Internet Explorer that indicates the presentation is stored on a local drive as opposed to a Web server.

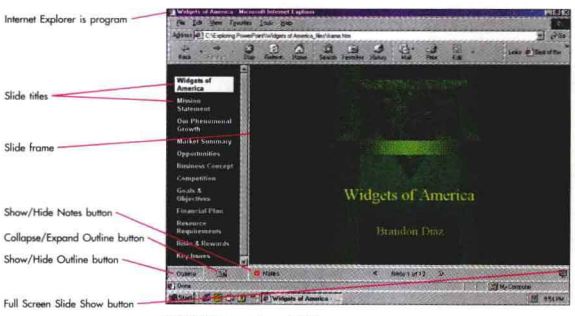


FIGURE 2.5 Presentations on the Web

The ***navigation controls*** at the bottom of the window provide additional options for viewing within Internet Explorer. (The controls were created automatically in conjunction with the Save As Web Page command when the presentation was saved initially.) The Show/Hide Outline button at the bottom left of the window toggles the left (outline) pane on and off. The Expand/Collapse Outline button appears to the right of the outline when the outline is visible and lets you vary the detail of the outline. The Show/Hide Notes button toggles a notes pane on and off at the bottom of the slide. The left and right arrows move to the previous and next slide, respectively. And finally, the Full Screen Slide Show button at the lower right creates a slide show on the Internet that is identical to the slide show viewed within PowerPoint.

ROUND TRIP HTML

All applications in Office 2000 enable you to open an HTML document in the Office application that created it. In other words, you can start with a PowerPoint presentation, use the Save As Web Page command to convert the presentation to a series of HTML documents, then view those documents in a Web browser. You can then reopen the HTML document in PowerPoint (the original Office application) and have full access to all PowerPoint commands if you want to modify the document.

Uploading a Presentation

Creating a Web document is only the beginning in that you need to place the pages on the Web so that other people will be able to access it. This in turn requires you to obtain an account on a Web server, a computer with Internet access and adequate disk space to hold the various pages you create. To do so, you need to check with your system administrator at school or work, or with your local Internet provider, to determine how to submit your page when it is complete.

Realize, however, that even if you do not place your presentation on the Web, you can still view it locally on your PC. This is the approach we follow in the next hands-on exercise, which enables you to create an HTML document and see the results of your effort. Your document is stored on a local drive (e.g., on drive A or drive C) rather than on a Web server, but it can still be viewed through Internet Explorer (or any other browser). After you have completed the exercise, you (and/or your instructor) can determine if it is worthwhile to place your page on your school's or university's server, where it can be accessed by anyone.

SETTING UP BROADCAST

You can broadcast a presentation, including sound and video, over the Web or a local area network using the NetMeeting and NetShow capabilities within Microsoft Office. Pull down the Slide Show menu, click Online Broadcast, click the Set Up and Schedule command, then follow the onscreen instructions. Attendees can be located anywhere, but will need Internet Explorer 4.0 or higher to view the broadcast. You can also subscribe to a presentation, and be notified via e-mail of any changes, provided that the Office Server Extensions have been installed on your Web server.

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chapter 1

INTRODUCTION TO POWERPOINT: PRESENTATIONS MADE EASY

OBJECTIVES

After reading this chapter you will be able to:

1. Describe the common user interface; give several examples of how PowerPoint follows the same conventions as other Office applications.
2. Start PowerPoint; open, modify, and view an existing presentation.
3. Describe the different ways to print a presentation.
4. List the different views in PowerPoint; describe the unique features of each view.
5. Use the Outline view to create and edit a presentation; display and hide text within the Outline view.
6. Add a new slide to a presentation; explain how to change the layout of the objects on an existing slide.
7. Use the Microsoft Clip Gallery to add and/or change the clip art on a slide.
8. Apply a design template to a new presentation; change the template in an existing presentation.
9. Add transition effects to the slides in a presentation; apply build effects to the bullets and graphical objects in a specific slide.

OVERVIEW

This chapter introduces you to PowerPoint, one of the four major applications in the Professional version of Microsoft Office (Microsoft Word, Microsoft Excel, and Microsoft Access are the other three). PowerPoint enables you to create a professional presentation without relying on others, then it lets you deliver that presentation in a variety of ways. You can show the presentation on the computer, on the World Wide Web, or via 35-mm slides or overhead transparencies.

PowerPoint is easy to learn because it is a Windows application and follows the conventions associated with the common user interface. Thus, if you already know one Windows application, it is that much easier to learn PowerPoint because you can apply what you know. It's even easier if you use Word, Excel, or Access since there are over 100 commands that are common to Microsoft Office.

The chapter begins by showing you an existing PowerPoint presentation so that you can better appreciate what PowerPoint is all about. We discuss the various views within PowerPoint and the advantages of each. We describe how to modify an existing presentation and how to view a presentation on the computer. You are then ready to create your own presentation, a process that requires you to focus on the content and the message you want to deliver. We show you how to enter the text of the presentation, how to add and/or change the format of a slide, and how to apply a design template. We also explain how to animate the presentation to create additional interest.

As always, learning is best accomplished by doing, so we include three hands-on exercises that enable you to apply these concepts at the computer. One final point before we begin, is that while PowerPoint can help you create attractive presentations, the content and delivery are still up to you.

A POWERPOINT PRESENTATION

A PowerPoint presentation consists of a series of slides such as those in Figure 1.1. The various slides contain different elements (such as text, clip art, and WordArt), yet the presentation has a consistent look with respect to its overall design and color scheme. You might think that creating this type of presentation is difficult, but it isn't. It is remarkably easy, and that is the beauty of PowerPoint. In essence, PowerPoint allows you to concentrate on the content of a presentation without worrying about its appearance. You supply the text and supporting elements and leave the formatting to PowerPoint.

In addition to helping you create the presentation, PowerPoint provides a variety of ways to deliver it. You can show the presentation on a computer using animated transition effects as you move from one slide to the next. You can include sound and/or video in the presentation, provided your system has a sound card and speakers. You can also automate the presentation and distribute it on a disk for display at a convention booth or kiosk. If you cannot show the presentation on a computer, you can convert it to 35-mm slides or overhead transparencies.

PowerPoint also gives you the ability to print the presentation in various ways to distribute to your audience. You can print one slide per page, or you can print miniature versions of each slide and choose between two, three, four, six, or even nine slides per page. You can prepare speaker notes for yourself consisting of a picture of each slide together with notes about the slide. You can also print the text of the presentation in outline form. Giving the audience a copy of the presentation (in any format) enables them to follow it more closely, and to take it home when the session is over.

POLISH YOUR DELIVERY

The speaker is still the most important part of any presentation and a poor delivery will kill even the best presentation. Look at the audience as you speak to open communication and gain credibility. Don't read from a prepared script. Speak slowly and clearly and try to vary your delivery. Pause to emphasize key points and be sure the person in the last row can hear you.

Introduction to PowerPoint

Robert Grauer and Maryann Barber

(a) Title Slide

The Essence of PowerPoint

- You focus on content
  - Enter your thoughts in an outline or directly on the individual slides
- PowerPoint takes care of the design
  - Professionally designed templates
  - Preformatted slide layouts

(b) Bullet Slide

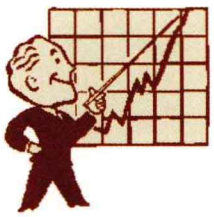
Add Other Objects for Interest

- Clipart, WordArt, and organization charts
- Charts from Microsoft Excel
- Photographs from the Web
- Animation and sound

(c) Clip Art

Flexibility in Output

- Computer presentations
- Overhead transparencies
- Presentation on the Web
- 35mm slides
- Audience handouts
- Speaker notes



(d) Clip Art

PowerPoint is Easy To Learn

- It follows the same conventions as every Windows application
- It uses the same menus and command structure as other Office applications
- Keyboard shortcuts also apply, such as **Ctrl+B** for boldface
- Help is only a mouse click away

(e) Animated Text

The End

(f) Word Art

FIGURE 1.1 A PowerPoint Presentation

The desktop in Figure 1.2 should look somewhat familiar, even if you have never used PowerPoint, because PowerPoint shares the common user interface that is present in every Windows application. You should recognize, therefore, the two open windows in Figure 1.2—the application window for PowerPoint and the document window for the current presentation.

Each window has its own Minimize, Maximize (or Restore), and Close buttons. Both windows have been maximized and thus the title bars have been merged into a single title bar that appears at the top of the application window. The title bar indicates the application (Microsoft PowerPoint) as well as the name of the presentation on which you are working (Introduction to PowerPoint). The ***menu bar*** appears immediately below the title bar and it provides access to the pull-down menus within the application.

The Standard and Formatting toolbars are displayed below the menu bar and are similar to those in Word and Excel. Hence, you may recognize several buttons from those applications. The ***Standard toolbar*** contains buttons for the most basic commands in PowerPoint such as opening, saving, and printing a presentation. The ***Formatting toolbar,*** under the Standard toolbar, provides access to formatting operations such as boldface, italics, and underlining.

The vertical ***scroll bar*** is seen at the right of the document window and indicates that the presentation contains additional slides that are not visible. This is consistent with the ***status bar*** at the bottom of the window that indicates you are working on slide 1 of 6. The ***Drawing toolbar*** appears above the status bar and contains additional tools for working on the slide. The view buttons above the Drawing toolbar are used to switch between the different views of a presentation. PowerPoint views are discussed in the next section. The Windows 95/98 taskbar appears at the bottom of the screen and shows you the open applications.

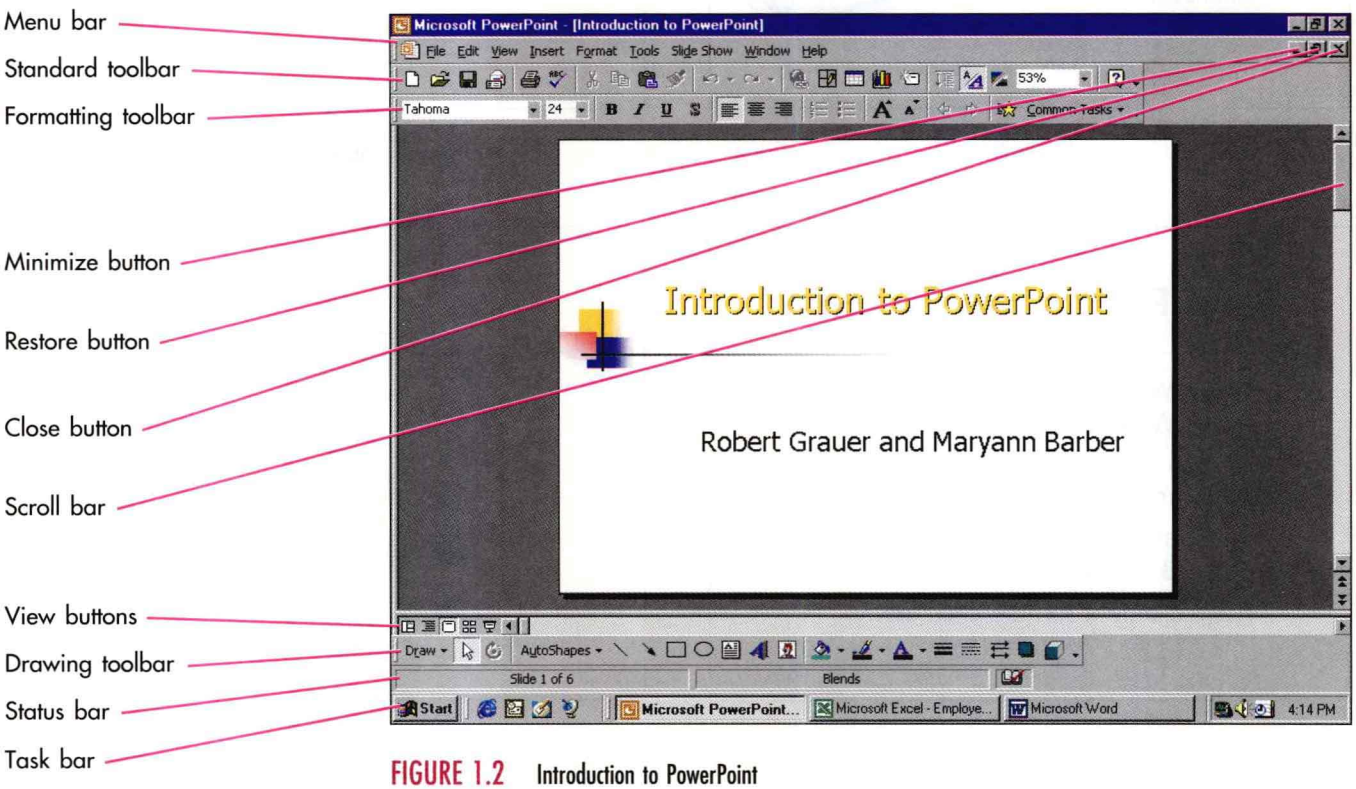


FIGURE 1.2 Introduction to PowerPoint

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