

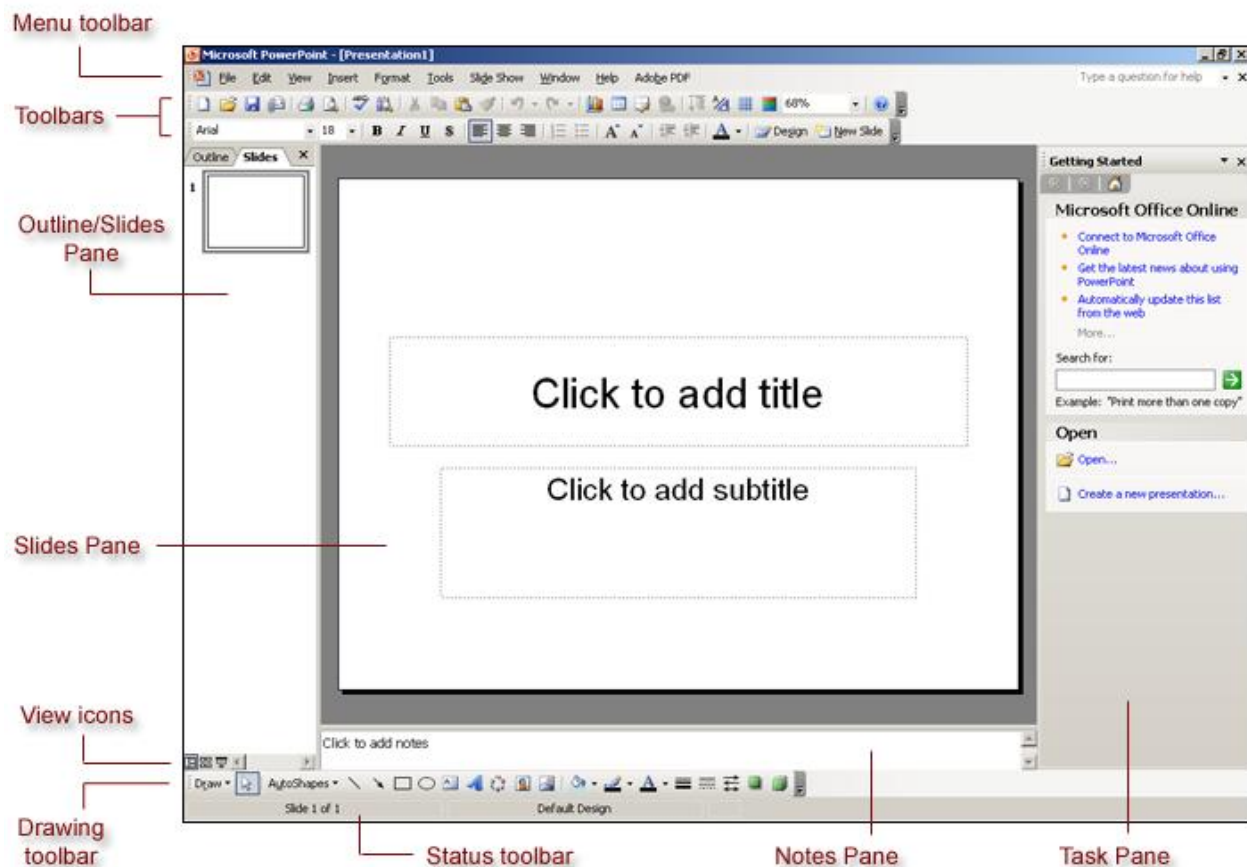
CHAPTER ONE: GETTING STARTED

Microsoft PowerPoint 2003 is a program useful for creating slideshows which can be shared with others or presented to large groups of people. Through PowerPoint, you can customize the look of each slide by changing font attributes, adding diagrams, and more.

This Chapter Will Include:

- Navigating PowerPoint
- Using Toolbars
- Running PowerPoint
- Saving a Presentation
- Opening a Presentation
- Placing Toolbars on Two Rows
- Adding and Removing Toolbars
- Expanding Menus
- Navigating Presentations
- Exiting PowerPoint

Navigating PowerPoint



Slides Pane – each PowerPoint presentation is made up of slides where you can enter text and add pictures or diagrams.

Outline/Slides Pane – the Outline/Slides Pane contains two tabs, one for the **Outline view** and the other for the **Slides view**. Outline view allows you to see each slide presented in outline form, while slides view shows each slide as a thumbnail. Both views allow for you to scroll quickly through each slide in a presentation.

Notes Pane – the Notes Pane allows you to enter information about a slide that you do not want to have actually appear in your presentation.

Task Pane – allows you to access useful links or data. The Getting Started task pane, for example, allows you to open or create a new presentation and presents the search bar for you to look up information.

Status Toolbar – indicates information about the presentation, such as the number of slides.

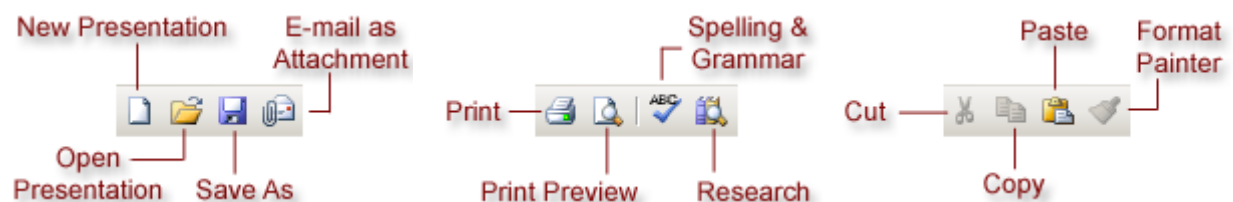
Menu toolbar – when clicked on, these toolbars open a drop-down list of easily accessible commands and windows.

Toolbars – provide shortcuts to commands that can also be opened through the Menu toolbar.

Drawing Toolbar – a toolbar which allows you to add images and shapes, as well as modify them.

View icons – shortcuts which change the way the presentation can be viewed.

Using Toolbars



New Presentation – opens a blank presentation

Open Presentation – opens an existing presentation

Save As – saves the current presentation

E-mail As Attachment – e-mails the current presentation as an attachment

Print – prints the current presentation

Print Preview – opens a window that allows you to preview your presentation before printing

Spelling and Grammar – checks the spelling and grammar in the presentation

Research – opens the research menu in the task pane

Cut – removes a selected part of the presentation and stores the information in the computer's memory

Copy – stores a selected part of the presentation in the computer's memory without deleting it from the presentation

Paste – places where the cursor is a selection of the presentation that was previously cut or copied

Format Painter – copies the format of the text where the cursor is and replaces another selected portion of the presentation with that same format



Undo – reverses an action

Redo – repeats an action

Insert Chart – adds a chart to the presentation

Insert Table – adds a table to the presentation

Tables and borders – opens the Tables and Borders toolbar for formatting tables in a presentation

Insert hyperlink – adds a hyperlink to the Internet

Expand All – expands or collapses text in the Outline View

Show Formatting – shows or hides formatting on text in the Outline View

Show/Hide Grid – shows or hides the grid on slides

Color/Grayscale – views slides on color, grayscale, or black and white

Zoom – displays how close to the actual size of the slide the slide pane is

Microsoft PowerPoint help – opens the Help window

Toolbar options – shows more icons that are hidden on the toolbar, as well as allowing the user to display toolbars on one row or two



Font – determines what your text looks like. Arial is the default font for PowerPoint presentations

Font size – determines the size of the font

Bold – increases the font weight by **bolding** it

Italicize – puts text in *italics*

Underline – adds a line underneath text

Shadow – adds a shadow behind text

Align Left – aligns all text with the left margin

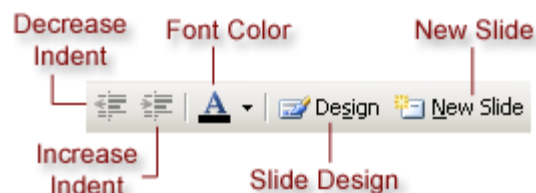
Center – centers text in the slide, with text extending left and right but not in alignment with either side

Align Right – aligns all text with the right margin

Numbering – puts selected text in a numbered list

Bullets – puts selected text in a bulleted list

Increase and Decrease Font Size – increases or decreases the size of the font



Increase and Decrease Indent – adds or removes space between the text and the left or right side of the text box

Font Color – determines the font color of text. The default font color is Automatic (Black)

Slide Design – opens the Slide Design Task Pane, which allows you to select and apply a pre-defined slide style

New Slide – adds a new slide to the presentation

Note: different icons and toolbars may appear depending on the programs installed on your computer. The icons vary from computer to computer, but the ones here are those you will see most often. In addition, icons on the toolbar that are gray indicate that they cannot be used at that particular moment. For example, if the Redo icon is gray, it cannot be used because you have not undone an action yet.

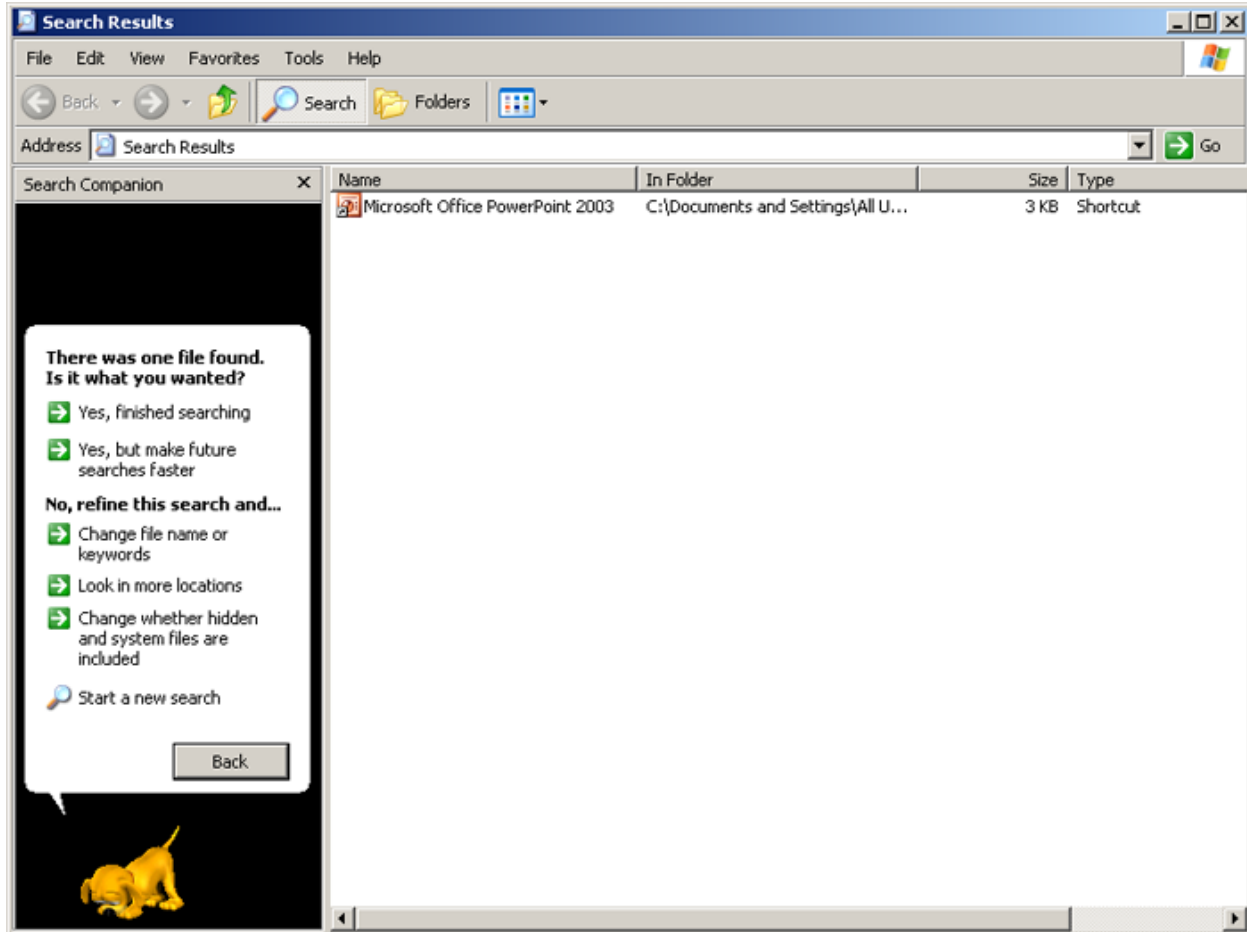
Running PowerPoint

To run Microsoft PowerPoint, follow these directions:

1. Click on the **Start** button.
2. Depending on your version of Windows XP, move your mouse to either **Programs** or **All Programs**.
3. Move your mouse to the **Microsoft Office** folder.
4. Under the menu that opens up, click on **Microsoft Office PowerPoint 2003**.

If Microsoft PowerPoint does not appear in the Start menu, you can use an alternative method to find it:

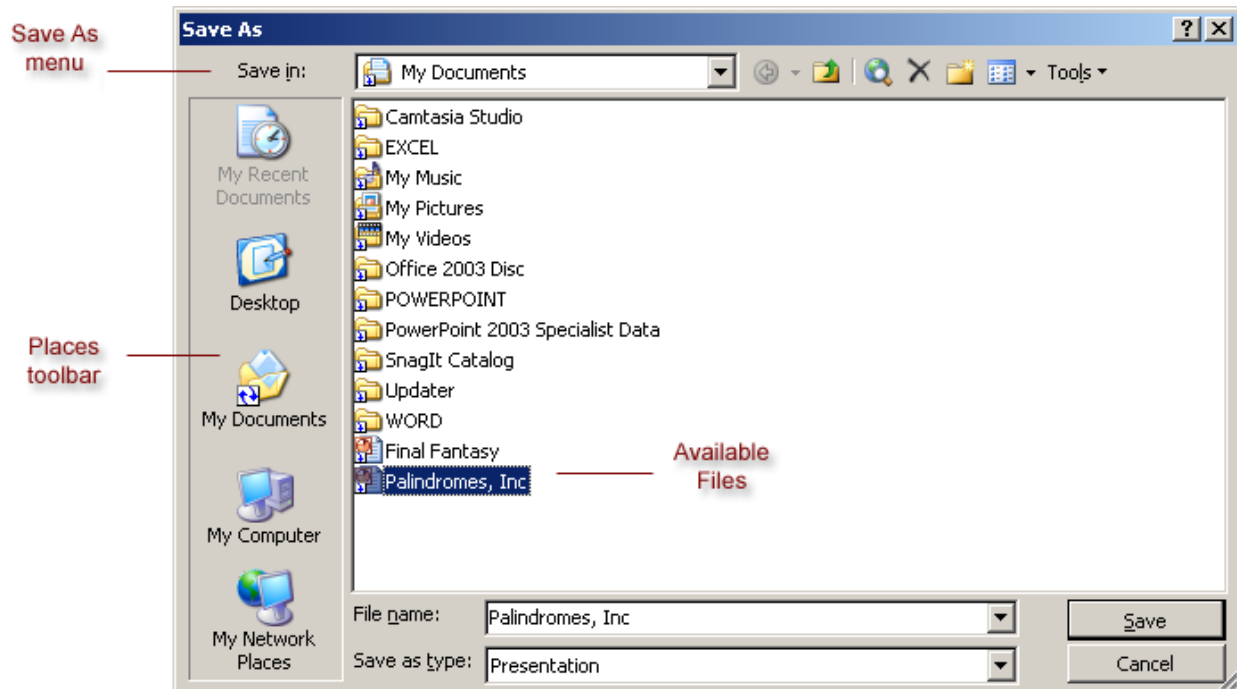
1. Click on the **Start** button.
2. For Windows XP Professional users:
 - a. Move your mouse to **Search** and click on **For Files and Folders** to open the Search window.
 - b. In the window that opens, click on **All Files and Folders** on the left side of the screen.
3. For Windows XP Home users:
 - a. Click on **Search** and select **All Files and Folders** on the left side of the new window that opens.
4. Type **Microsoft Office PowerPoint** under **All or Part of the File Name** and click the **search** button.
5. Wait until the search is completed before clicking on the **Microsoft Office PowerPoint 2003** icon.



Saving a Presentation

To save a new presentation, follow these steps:

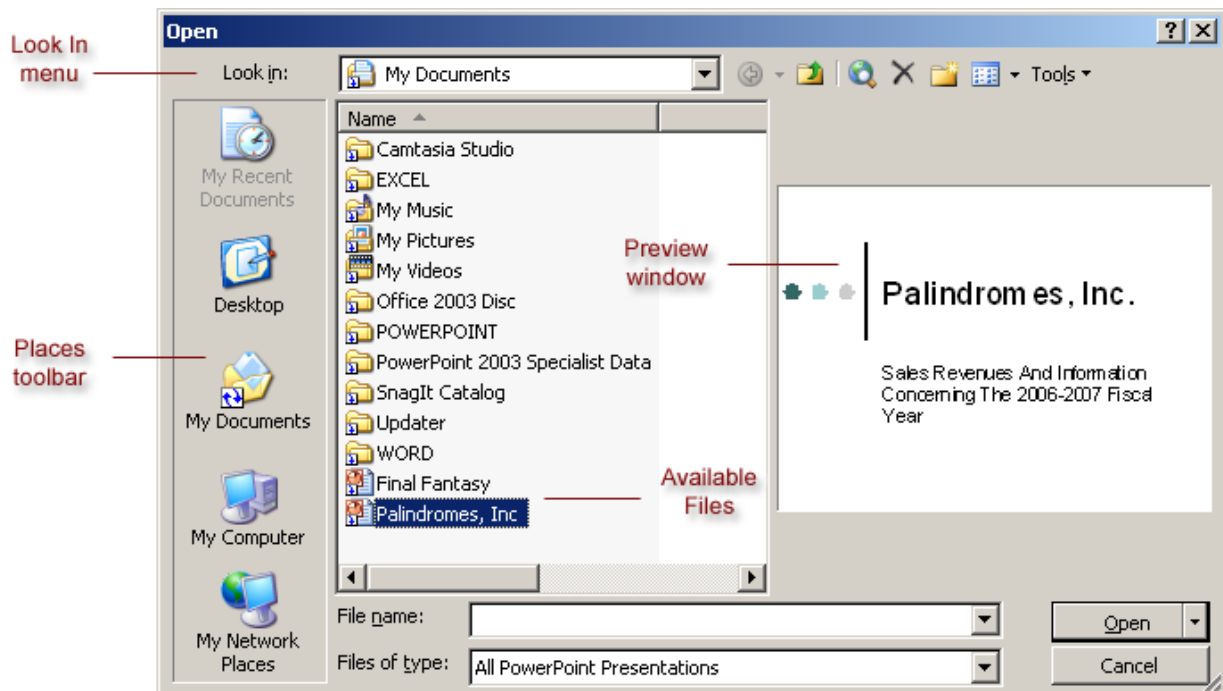
1. Click the **Save As** icon on the toolbar.
 - a. Alternatively, you can click on **File** in the menu toolbar and then choose the **Save As** option from the drop-down list.
2. In the **Save As Dialog Box** that appears, type a file name for the presentation in the **File Name** bar and click the **Save** button on the right side of the window.
3. To save the presentation in a folder other than My Documents, use the **Places toolbar** or the **Save In** drop-down menu at the top of the window.
4. To replace a previously existing presentation with the presentation currently open, single-click on a PowerPoint presentation listed in the Save As window, click **Save**, and then click **OK** on the new window that pops up.



Opening a Presentation

To open a previously saved presentation, follow these steps:

1. Click on the **Open** icon on the toolbar.
 - a. Alternatively, click on **File** in the menu toolbar and then click the **Open** command.
2. The **Open Dialog Box** will appear, displaying any folders and PowerPoint presentations in the **My Documents** folder.
3. Double-click on a PowerPoint presentation to open it.
 - a. Alternatively, you can single-click on a presentation and then click the **Open** button on the right side of the window.
4. If the presentation you are looking for is not saved in the My Documents folder, you can use either the **Places toolbar** on the left side of the window or the **Look In** drop-down menu at the top to find your presentation.



Placing Toolbars on Two Rows

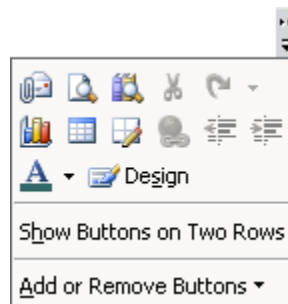
When you begin using Microsoft PowerPoint for the first time, the program displays the **Standard** and **Formatting** toolbars on one row:



This can be confining, however, since there is not room for all the shortcut icons to be displayed. By spreading the toolbar out amongst two rows, all the icons can be seen.

Follow these steps to place the toolbars on two rows:

1. On either toolbar, look for the **Toolbar Options** arrow:



2. When you click on this arrow, a drop-down window should appear.
3. Click **Show Buttons on Two Rows** to move the second toolbar to a different row.

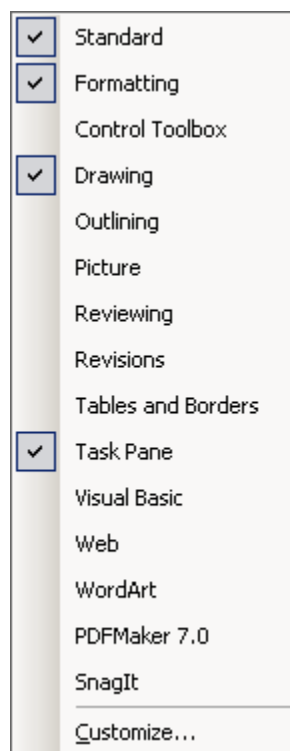
Note: when the Toolbar Options arrow is clicked on, any icons that are hidden appear. These can be used from this menu; you do not need to move the toolbars to two rows in order to use them.

Adding and Removing Toolbars

The two toolbars that appear most frequently are the Standard and Formatting toolbars. There are, however, many other toolbars that can be added to increase the functions available. Toolbars can also be removed from visibility at any time.

To add a toolbar, follow these steps:

1. Right-click anywhere on either the **Standard** or **Formatting** toolbars.
2. A menu should appear:

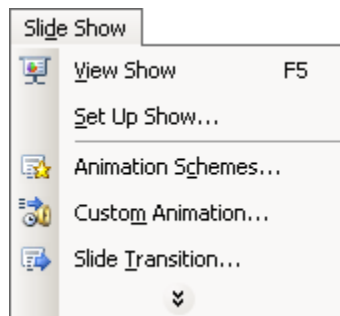


3. The menu names with check marks besides them are the ones that are currently visible. To add a toolbar, click on any name without a check mark.
4. To remove a toolbar, open the menu once again by right-clicking on a toolbar and click on a toolbar with a check beside it. This will remove the toolbar from visibility.

Note: when you perform certain functions in PowerPoint, such as adding a picture, the corresponding toolbar will automatically open. These toolbars can be removed using this same method.

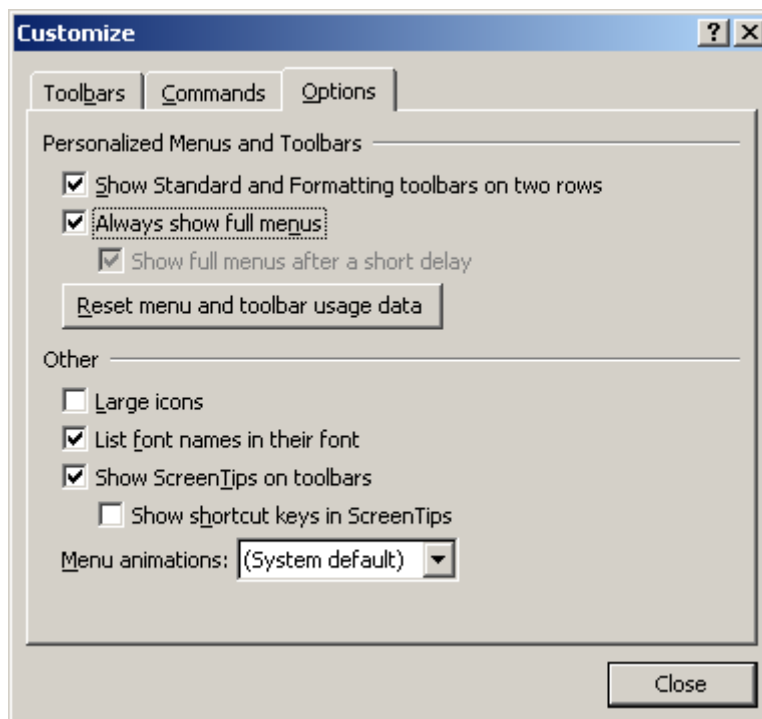
Expanding Menus

A menu that is **unexpanded** is one that does not show all the available options unless you hold the mouse over that menu for several seconds. An unexpanded menu will display an arrow at the bottom of the menu to indicate that there are more hidden options:



To allow all menus to fully display every possible task, follow these steps:

1. Click on the **Tools** menu and select **Customize**.
2. In the **Customize Dialog Box**, make sure the **Options** tab is selected.
3. Under **Personalized Menus and Toolbars**, check the box next to **Always show full menus**.
4. Click **Close** to close the Customize Dialog Box.



Navigating Presentations

You can use various keys to scroll through the slides in a presentation. Here are a list of different keys and their resulting actions:

Key	Resulting Action
Press the Right , Down , or Page Down keys	Moves to the next slide
Press the Left , Up , or Page Up keys	Moves to the previous slide
Press the Home key	Moves to the first slide in the presentation
Press the End key	Moves to the last slide in the presentation

Exiting PowerPoint

To exit Microsoft PowerPoint, follow these steps:

1. Click **File** in the menu toolbar.
2. Click **Exit**.
 - a. Alternatively, you can exit PowerPoint by clicking the **Close** button in the upper-right corner of the presentation.
3. Save the presentation if PowerPoint prompts you to do so; unsaved presentations cannot be recovered!