

Lecture 13

Microsoft PowerPoint

Objectives

In this Lecture you will learn the following:

- Features Of Power Point
- Using Auto Content Wizard
- Creating Blank Presentation
- Power Point View
- Inserting Objects
- Applying Slide Transition
- Saving the Presentation

Coverage Plan

Lecture 13

13.1 Snap Shot

13.2 What is Power Point

13.3 Auto Content Wizard

13.4 Creating Presentation Using Design
Templates

13.5 Creating Blank Presentation

13.6 Inserting Objects

13.7 Power Point Views

13.8 Saving & Printing Your Works

13.9 Working With Colors & Transitions

13.10 About Slide Show Timings

13.11 Navigating During Presentation

13.12 Short Summary

13.1 Snap Shot

Microsoft PowerPoint 2000, which runs under the Windows 95/98 and NT operating systems. From this point forward the common name “PowerPoint” is used. You should be able to create, save, and print many kinds of presentations used to communicate your ideas in an impressive, dynamic way.

This section shows you how easy it is to view your presentation information (or “slides”) in a variety of ways. All that is necessary is to click one of the View buttons located at the bottom left-hand corner of the working area. You can pick the same views using the selections within the View menu.

13.2 What is PowerPoint?

PowerPoint is a full-featured presentation program that is used by millions of people around the world. PowerPoint is used to design presentations for a variety of mediums including computer-based display shows, overhead projection transparencies, and 35 mm slides. You can add sound and animation to your slides to achieve a high level of impact.

PowerPoint gives you the ability to prepare paper-based presentations and handouts for your audience. You can also package and distribute your presentations with a PowerPoint Viewer. You can even package and distribute your presentations in PowerPoint 4.0 (16-bit) format, so those people who are still using Windows 3.x can run your presentations.

As with the other Office 2000 programs, PowerPoint makes use of all of the features available to programs designed specifically to run with a 32-bit operating system such as Windows 95/98 and NT. When acquired as part of Office, PowerPoint uses a number of shared Office resources. This includes fonts, ClipArt, spelling resources, AutoCorrect, Internet Explorer, and more.

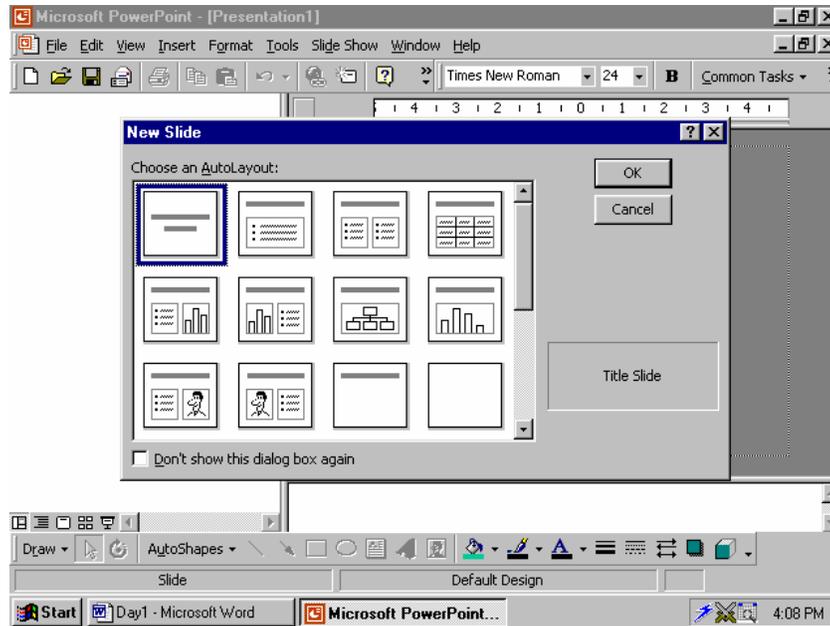
Like all other Office 2000 programs, PowerPoint can integrate documents and information created by other Office and Windows programs. For example, you can insert Excel spreadsheets or Word tables directly into a PowerPoint slide. You can also export a slide presentation to a Word document with the click of a button on PowerPoint’s Standard toolbar. The ease and flexibility of performing these operations is impressive.

To start PowerPoint 2000, Perform one of the following:

- Click the Office 2000 Shortcut Bar's New Office Document button and double-click the Blank Presentation icon to create a new PowerPoint 2000 document.
- (Click the General tab if it is not already selected to see the Blank Presentation icon)
- Click the Office 2000 Shortcut Bar's Open Office Document button and from its directory select an existing PowerPoint 2000 presentation that you want to edit.
- Use the Windows Start menu to start PowerPoint 2000 by selecting Microsoft PowerPoint from the Programs menu.
- Select a PowerPoint 2000 document from the Windows Start menu's Document option. Windows recognizes that PowerPoint 2000 created the presentation document, starts PowerPoint 2000, and loads the presentation file automatically. (The Start menu's Document option holds a list of your most recent work.)
- Click the Office 2000 Shortcut Bar's PowerPoint 2000 button to create a blank presentation. Depending on your Office 2000 Shortcut Bar's setup, you might not see the PowerPoint 2000 button.

Unlike the other Office 2000 products, PowerPoint 2000 begins by offering a Wizard-like template query that you can select for the type of presentation you want to create. Press Esc to get rid of the opening dialog box that teaches you about the PowerPoint 2000 screen.

Fig Shows the opening PowerPoint 2000 screen. Your screen might differ slightly depending on the options that you chose during installation. If your PowerPoint 2000 offers a list of options such as opening an existing presentation or creating a new one, select the option that creates a new presentation.



Understanding Presentation and Slides

The primary purpose of PowerPoint 2000 is to help you design, create and edit presentations and printed handouts. A presentation is a set of screen(slides) that you present to people in a group or workbook tutorial. Because PowerPoint 2000 provides a wide variety of predefined templates, you don't have to be a design specialist to create good-looking presentation.

Note:

A Presentation is a set of screens that you share with a group of people as slide show. A Slide show is a preview of your presentation slides, one at a time, controlled, manually or viewed in a timed presentation.

PowerPoint 2000 slides can contain information from the following:

- Data you type into PowerPoint 2000, including text, charts, graphs, and graphics.
- Word 2000 documents
- Word 2000 document outlines
- Excel 2000 worksheets
- Excel 2000 graphs and charts

- Access 2000 databases
- Publisher 2000 publications
- Graphics programs that you use to create and edit graphics.
- Other Software Programs whose data you import into PowerPoint 2000.

Creating a New Presentation

The first Fig shows the opening window that you see when you start PowerPoint 2000 and begin a new presentation. The figure shows several design templates that contains layouts you can use (templates are stored in files that contain the .pot extension) The design template works well for creating a PowerPoint 2000 presentation one slide at a time, but the design template might not be the best place to begin in many instances. The AutoContent Wizard , covered in the next section, is sometimes a better place to start.

13.3 The AutoContent Wizard

Perhaps the best place to begin creating a new presentation, particularly if you are new to PowerPoint, is the AutoContent Wizard . This Wizard contains a sample presentation with sample text and a selected design. Use the Wizard's dialog boxes to select a design that best suits your needs.

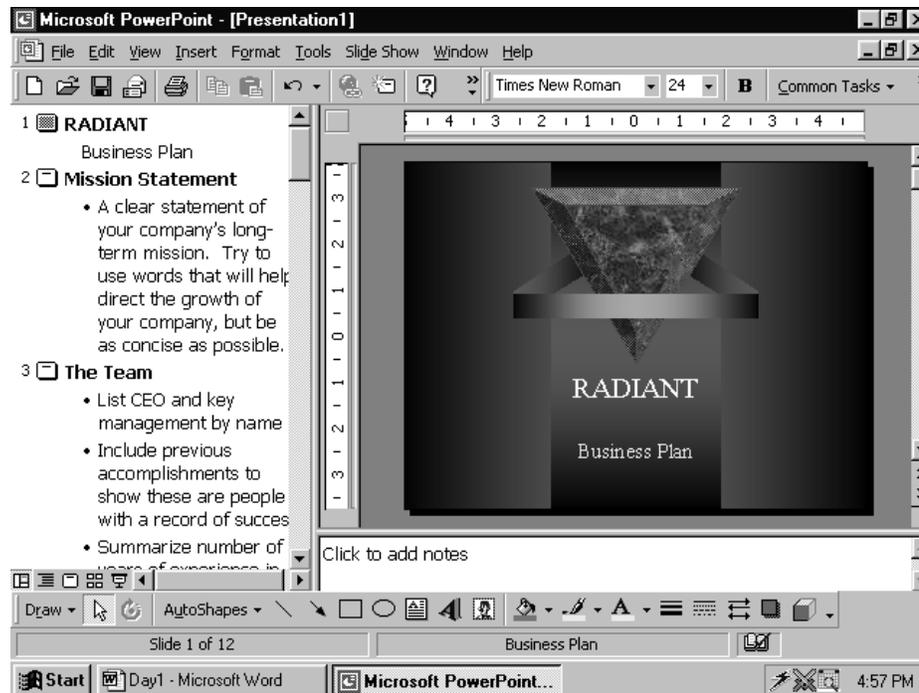
The AutoContent Wizard is a presentation design wizard that contains sample data from which you can select and edit to create your customized presentation.

To use AutoContent Wizard to create your presentation, follow these steps:

1. Start PowerPoint 2000.
2. Cancel the New Slide dialog box.
3. Select File, New to display the New Presentation dialog box.
4. Click the Presentations tab to display several samples presentations.

5. Double-Click the icon labeled AutoContent Wizard to start the AutoContent Wizard's question-and-answer session.
6. Answer the AutoContent Wizard's questions to design a presentation shell the best fits your application's requirements.

For Example If you choose Business Plan the Figure will be looking like this.



The AutoContent Wizard selects the best choice from among these template styles after you complete the Wizard.

- ◆ Brainstorming
- ◆ Business Plan
- ◆ Certificates
- ◆ Communicating Bad News
- ◆ Company Meeting
- ◆ Corporate Financial Overview
- ◆ Corporate Home page
- ◆ Corporate Handbook
- ◆ Employee Orientation