Lesson 1: Using PowerPoint 2003

Objectives

At the end of this class the student will be able to:
  ➢ Open an existing presentation
  ➢ View a presentation
  ➢ Close a presentation

Overview

PowerPoint 2003 is an electronic slide show application that is used to create professional presentations. With it, graphics, tables, charts, and text can be integrated to create attention-getting slides. PowerPoint 2003 allows the presenter to give a speech with visual aids. In addition, a slide show can be set to run from a computer automatically for a convention booth to make information available to prospective "clients." Since PowerPoint 2003 is part of the Microsoft Office 2003 suite, material from other Microsoft Office applications can be seamlessly integrated.

New Terms

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View	A different perspective for a presentation opens when a particular view is selected. There are three different views: **Normal** with sub-selections for Outline or Slides, **Slide Sorter** view, and **Slide Show** view.
Pane	A section of the **Normal** view. There are three panes in Normal view: **Outline/Slides** pane, **Slide** pane, and **Notes** pane.
Presentation	A collection of slides that can be printed out as transparencies or projected from a computer.
Slides	**Slides** are the individual pages of a presentation and may contain different images, text, backgrounds and much more.
Next Slide Button ⯆	The **Next Slide** button is the downward-pointing double-arrow button located on the bottom of the vertical scroll bar, which allows advancement by one full slide.
Previous Slide Button ⯅	The **Previous Slide** button is the upward-pointing double-arrow button located above the Next Slide button on the vertical scroll bar, which allows backward navigation by one full slide.
Slide Sorter View	**Slide Sorter** view displays all the slides in a presentation as thumbnails in the numbered order in which they appear. This is similar to laying slides out on a light display box.
Slide Show View	**Slide Show** view previews a presentation; showing how it will look when it is running. Use this view for test runs and to create a timed presentation
Slide Show Button 🖳	Use the **Slide Show** button next to the horizontal scroll bar to switch to **Slide Show** view.
Task Pane	New in PowerPoint 2003, this separate pane appears on the right of the screen and provides options and assistance with particular context-sensitive tasks.

The light bulb indicates a tip for working with PowerPoint.

Starting PowerPoint 2003 and Opening a Presentation

When PowerPoint 2003 is started, a blank screen in the Normal View with an opened **Task Pane** on the right appears. The right **Task Pane** provides various options such as opening an existing presentation or creating a new presentation using one of three methods--**AutoContent Wizard**, **Design Template**, or **Blank Presentation**.

On the left side are two panels with tabs—one for an **Outline** and one for a **Slides** view. **Outline** shows the text on each slide in the panel, whereas **Slides** displays thumbnails of the slides in the presentation.
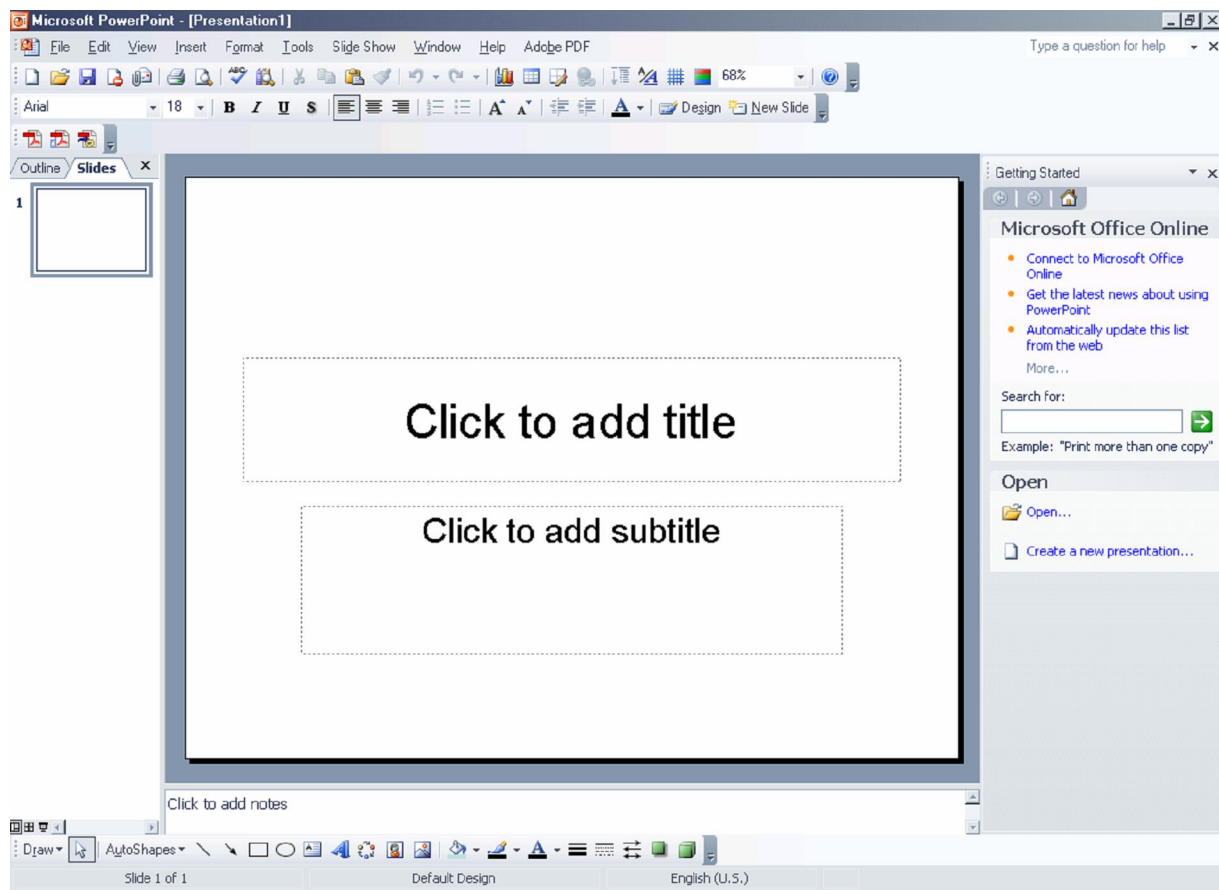
Panes and Views

Dividing the appearance of the PowerPoint 2003 screen into different segments allows access to various specialized tools during the creation of a presentation. As well, making three different views available in any PowerPoint presentation lets the designer see the presentation from various perspectives.

Views

Three different views allow the designer access to different perspectives of a presentation. The **Slide Show** actually previews a presentation; the designer can use this view for test runs and to create a timed presentations. Viewing a presentation in the **Slide Sorter** view lays all the slides out as thumbnails in the order in which they appear, similar to using a light display box. Usually a presentation opens in the **Normal View** which consists of three panes or tool areas--**Outline** pane, **Slide** pane, and **Notes** pane. Each can be adjusted to a desired size by clicking and dragging the pane border.

Normal View Panes

The three panes in the **Normal View** each serve a separate function for the designer.

Pane	Function
Slide	The designer works on one slide at a time. In this view any element, including text, graphics, shapes, and graphs may be added to a slide. It is accessed via a tab on the left side of the screen.
Outline	With this pane selected, the designer works primarily with slide tiles and main text which may be seen at a glance rather than moving from slide to slide. The order or organization of slides as well as formatting changes may be made easily in this view without as much distraction by background colors and graphics.
Notes	Area in which the designer may make notations regarding each slide. This is often used by a speaker for reminders on what to say about the particular slide. These **Notes** may be printed separately.

The fourth pane on the right is a separate **Task Pane** which provides options and assistance with particular context-sensitive tasks. Consider this pane as a tool area accessible in both the **Normal** and **Slide Sorter** views, but, by nature of the operation, not displayed when using the **Slide Show**.

Promote and Demote

When the **Outline Pane** is active, the **Outlining toolbar** may appear or be set to open at the far left of the pane. Within this toolbar are the **Promote** and **Demote** icons which can shift the selected text up or down one level in an outline structure.

Demotes the selected text

Promotes the selected text

Action Steps–Opening a Presentation

What to do	What happens
1. To open a file: ➤ Navigate to the right task pane and click the option to **Open a Presentation** (if one has just started PowerPoint) ➤ Select the Open tool [icon] from the **Standard Toolbar** ➤ From the **menu bar** choose **File > Open**.	Returns the **Open** dialog box.
2. Make certain that the field, **Look in** is set to **My Documents**. Find and double-click the folder containing the file to open or double-click the file entitled.	Opens the file.
3. At the bottom of the vertical scroll bar, click the **Next Slide** button. [icon]	Advances to the next slide in the presentation.
4. At the bottom of the vertical scroll bar, click the **Previous Slide** button. [icon]	Moves back to the previous slide.
5. Navigate back to the first slide.	Should be positioned on the title slide.
6. From the lower left click the Slide Show button. [icon]	Changes to **Slide Show** view, opening with Slide 1.
7. Click the slide.	Advances to Slide 2.
8. Continue to advance through the slides until the presentation is finished.	
9. From the **menu bar**, click **File > Close**.	[icon] Do not save changes. The presentation closes and the application window is left open.