

USING POWERPOINT IN THE CLASSROOM

LESSON 1—POWERPOINT BASICS

Objectives

- Start PowerPoint.
- Open an existing presentation.
- Save a presentation.
- Navigate through a presentation, and use the menus and toolbars.
- Use the Slides and Outline tabs in Normal view.
- Use the task pane, slide pane, and notes pane.
- Change views.
- Delete a slide.
- Print a presentation.
- Exit PowerPoint.

Teaching Materials

- Learner text
- Data files from the **Data Files for Students** drop-down menu on the *Instructor's Resource* CD-ROM
- PowerPoint presentation from the **PowerPoint Presentations** drop-down menu on the *Instructor's Resource* CD-ROM
- Solutions to Step-by-Step exercises, review questions, and projects from the **Solutions to Exercises** drop-down menu on the *Instructor's Resource* CD-ROM
- ExamView® test questions from the **Test Bank & Test Engine** drop-down menu on the *Instructor's Resource* CD-ROM
- Grading rubrics and annotated solutions from the **Additional Faculty Files** drop-down menu on the *Instructor's Resource* CD-ROM

Prepare

- Focus learners' attention on the objectives for the lesson.
- Set up a projection system and show the PowerPoint presentation for the lesson, if desired.
- Make sure learners know how to access the data files for this lesson.
- Prepare questions from ExamView.

Technical Notes

Clip art is available on Microsoft's Web site. To access this additional resource, learners must have Internet access.

Lecture Notes and Teaching Tips

This lesson introduces PowerPoint by navigating through a presentation and using the menus and toolbars. In addition, the lesson shows how to use the task pane, slide pane,

and notes pane. Learners are also instructed in how to locate and open an existing document. This lesson teaches them how to save, preview, print, and exit a document.

Introduction to PowerPoint

PowerPoint presentations are usually projected onto a screen for viewing. However, presentations can also be viewed on the Internet. A broadcast presentation can be viewed via the Internet by a selected audience at a specific time. A published presentation can be viewed at any time via the Internet.

Quick Quiz

1. What is the difference between a broadcast presentation and a published presentation?

Answer: A broadcast presentation occurs at a specific time. A published presentation can be viewed at any time.

Starting PowerPoint

To start PowerPoint, click the Start button, select All Programs, Microsoft Office, and click Microsoft Office PowerPoint 2003. This is similar to starting any Microsoft Office application.

Quick Quiz

1. Identify the group of applications that contains Microsoft PowerPoint.

Answer: Microsoft PowerPoint is a component of Microsoft Office.

Opening and Viewing an Existing Presentation

To open a presentation that has been opened recently, start PowerPoint and select the presentation in the task pane. If the presentation is not listed in the task pane, click the More folder, browse to locate the presentation, click the presentation, and click the Open button.

Text or pictures that move are animated. Animation adds interest to your presentation. Animation and displaying the next slide can be performed automatically or triggered by the user.

Quick Quiz

1. How can animation be triggered?

Answer: Automatically or manually. If it is triggered manually, the user must click the mouse or tap the right arrow key.

Saving a Presentation

To save a presentation, choose Save As from the File menu or click the Save button on the toolbar. To save a presentation as an HTML file that can be viewed on the Internet, choose Save as Web Page from the File menu.

Quick Quiz

1. How do you prepare your presentation for viewing on the Internet?

Answer: Save the presentation as HTML.

Changing Views

To display a different view, select it from the View menu or click one of the buttons in the bottom left of the screen. The available views include Normal, Slide Sorter, Slide Show, and Notes Page.

Normal View

The most common view is the Normal view. The four panes in this view are the slide preview and outline pane, the task pane, the slide pane, and the notes pane.

The slide preview and outline pane enables you to move from one slide to another by simply clicking on the thumbnail of the slide or the outlined content of a slide. Any changes made to the outline are automatically made on the slides.

The task pane helps you perform many common tasks, such as adding animation or selecting a color scheme for the presentation. To enlarge your work area, close the task pane.

The slide pane is the work area you use most often. In this pane, you view a single slide at a time. Add, delete, and manipulate the items on the slide in this area.

The notes pane displays speaker notes that accompany each slide. It is located in the lower area of the screen.

Notes Page View

Speakers often provide more information than the brief bullets or topic highlights displayed on a slide. To remember this information, add notes to the presentation. To view and edit the speaker notes that can accompany each slide, select Notes Page view. Notes are displayed below each slide.

Slide Sorter View

Miniature versions of the slides are displayed in Slide Sorter view. Rearrange the sequence of your slides by dragging a slide and dropping it in the new location.

Slide Show View

Run the presentation in Slide Show view. This is the view that your audience sees.

Quick Quiz

1. Identify the panes in the Normal view.

Answer: The slide preview and outline pane, the task pane, the slide pane, and the notes pane

Using Menus and Toolbars

Like other Microsoft Office applications, short menus display the basic commands and expanded menus display all of the commands. The items on the short menu are adjusted to contain the commands you use most frequently.

The Standard, Formatting, and Drawing toolbars are displayed by default. They include the most common tasks. The status bar is displayed at the bottom of the screen. It

contains the slide number, the design currently in use, and the spell check icon or language dictionary in use.

Quick Quiz

1. Identify the information in the status bar.

Answer: The slide number, the design currently in use, and the spell check icon or language dictionary in use

Deleting Slides

To delete a slide, display the slide, open the Edit menu, and select the Delete command. Press Ctrl+Z to undo your last action.

Quick Quiz

1. How do you undo your last action?

Answer: Press Ctrl+Z.

Printing a Presentation

Several print options are available. You can print the slides, speaker notes, an outline, or handouts. You can print any number and combination of slides in the presentation.

Quick Quiz

1. Which print option can be used to distribute your presentation to the audience?

Answer: The handout option enables you to print two, three, four, six, or nine slides per page.

Closing a Presentation and Exiting PowerPoint

To close a presentation, choose Close from the File menu. To exit PowerPoint, choose Exit from the File menu.

Quick Quiz

1. Why would you close a presentation without exiting PowerPoint?

Answer: To open or create a presentation without restarting PowerPoint

Discussion Questions

1. Are PowerPoint presentations effective tools for teachers in a classroom setting? Why or why not?
2. How can you increase the effectiveness of a broadcast presentation?
3. Why don't you include very detailed information on slides?

Key Terms

- **Animation:** Text or pictures that have motion.
- **Normal View:** This view has four panes: the slides pane, the task pane, the outline pane, and the notes pane.
- **Notes page view:** Displays your slides on the top portion of the page, with the speaker notes for each slide in the notes pane on the bottom of the page.
- **Outline tab:** Displays all of the text in your slide show in outline form.

- **PowerPoint Presentation:** An Office application that can help you create a professional presentation by illustrating your ideas using slides, outlines, speaker's notes, and audience handouts. A presentation can include text, clip art, graphs, tables, and charts.
- **Slide pane:** The workbench for PowerPoint presentations.
- **Slide Show view:** Allows you to run your presentation on the computer as if it were a slide projector and preview how it will look.
- **Slide Sorter view:** Displays miniature versions of the slides on screen so that you can move and arrange slides easily by dragging.
- **Slides tab:** Displays your slides as small pictures or thumbnails.
- **Task pane:** Contains common tasks that are frequently used when creating a presentation.

Projects to Assign

- In Project 1-1, learners will open, save, and run a presentation.
- In Project 1-2, learners will delete a slide from a presentation and print audience handouts. They will save and close the modified presentation.
- In Project 1-3, learners will search the Internet for a published presentation. They will save the presentation and run it as a slide show. Print audience handouts and close the presentation. Note that businesses frequently provide presentations on their Web sites for customers and investors.
- In Critical Thinking Activity 1-1, learners are to use the Help system to change the way that PowerPoint displays when they initially open the program. The following steps change the way PowerPoint displays:
 1. Select Options from the Tools menu.
 2. Click the View tab, and select the option you want from the Default View drop-down menu.
- In Critical Thinking Activity 1-2, learner solutions will vary based on their choice of topics. Learners presentations should include at least four slides, and at least one slide should include clip art.

Assess

Administer the ExamView test for Lesson 1.