GETTING TO KNOW POWERPOINT

CHAPTER 1

INFOCUS

ITU302APE_P801

Microsoft PowerPoint 2010 is part of the suite of programs known as *Microsoft Office*. You can use PowerPoint to create and share dynamic presentations, or slide shows as they are most commonly called.

Now that you know why you'd use PowerPoint, let's start at the beginning and learn about the PowerPoint window and its features.

In this session you will:

- ✓ learn how to start *PowerPoint*
- ✓ gain an understanding of the *PowerPoint* window and its main elements
- ✓ gain an understanding of how *PowerPoint* works
- ✓ learn how to use the *Ribbon*
- ✓ learn how to use the ribbon *KeyTips*
- ✓ gain an understanding of *Backstage View*
- ✓ learn how to use shortcut menus
- ✓ gain an understanding of dialog boxes
- ✓ gain an understanding of the *Quick Access Toolbar*
- ✓ gain an understanding of the status bar
- ✓ learn how to exit safely from *PowerPoint*.

STARTING POWERPOINT

To create a new presentation, or to edit an existing one, the first thing you need to do is to start *Microsoft PowerPoint*. There are several ways to start PowerPoint. You can open it from the *Start* menu, for example, or you can start it from the desktop shortcut that may have been created on the *desktop* when you installed Microsoft Office.

Try This Yourself:

Before you begin ensure you are viewing the Windows desktop…

1 Click on the *Start* button at the bottom left-hand corner of the screen to display the menu

It's a round button with the Windows logo...

2 Click on **All Programs**

3 Click on **Microsoft Office**

4 Click on **Microsoft Office PowerPoint 2010**

After a few moments a new, blank presentation will open in PowerPoint 2010
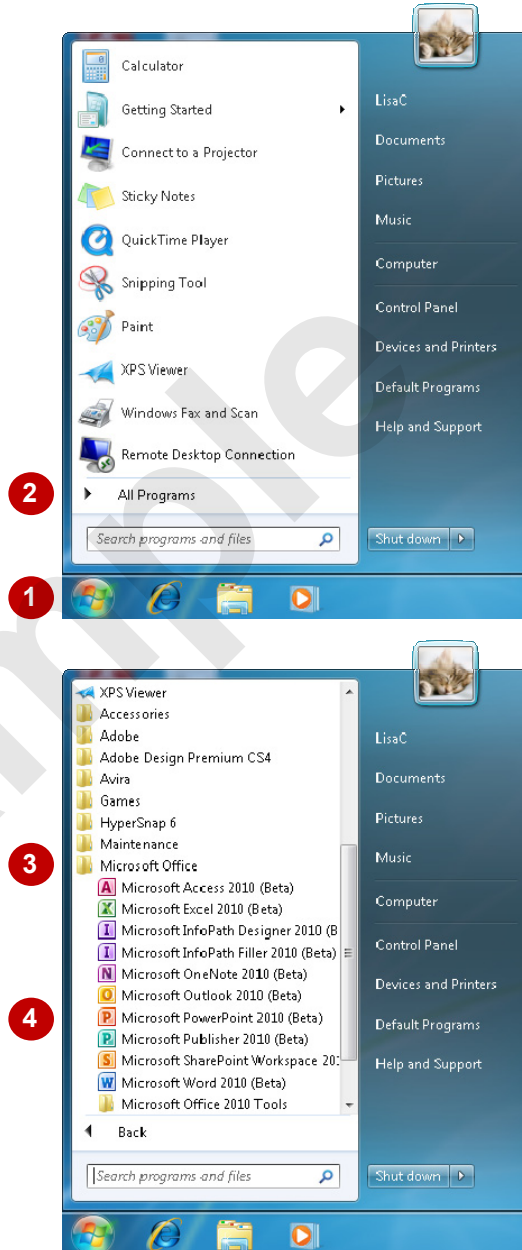
For Your Reference…

To *start PowerPoint*:

1. Click on the *Start* button
2. Click on **All Programs**
3. Click on **Microsoft Office**
4. Click on **Microsoft Office PowerPoint 2010**

Handy to Know…

You can also start PowerPoint by:

- Double-clicking on the PowerPoint *shortcut* on the desktop or *Taskbar* if available
- Double-clicking on a PowerPoint presentation file (*.pptx*) to open the presentation in PowerPoint.

THE POWERPOINT SCREEN

Once you know your way around the *PowerPoint screen* you'll find it much easier to use. The PowerPoint screen is made up of a number of different elements. Some of these elements, like the *Ribbon* and *Backstage view*, are common to all other Office 2010 applications so once you know how they work you won't have to relearn them when you use other applications.
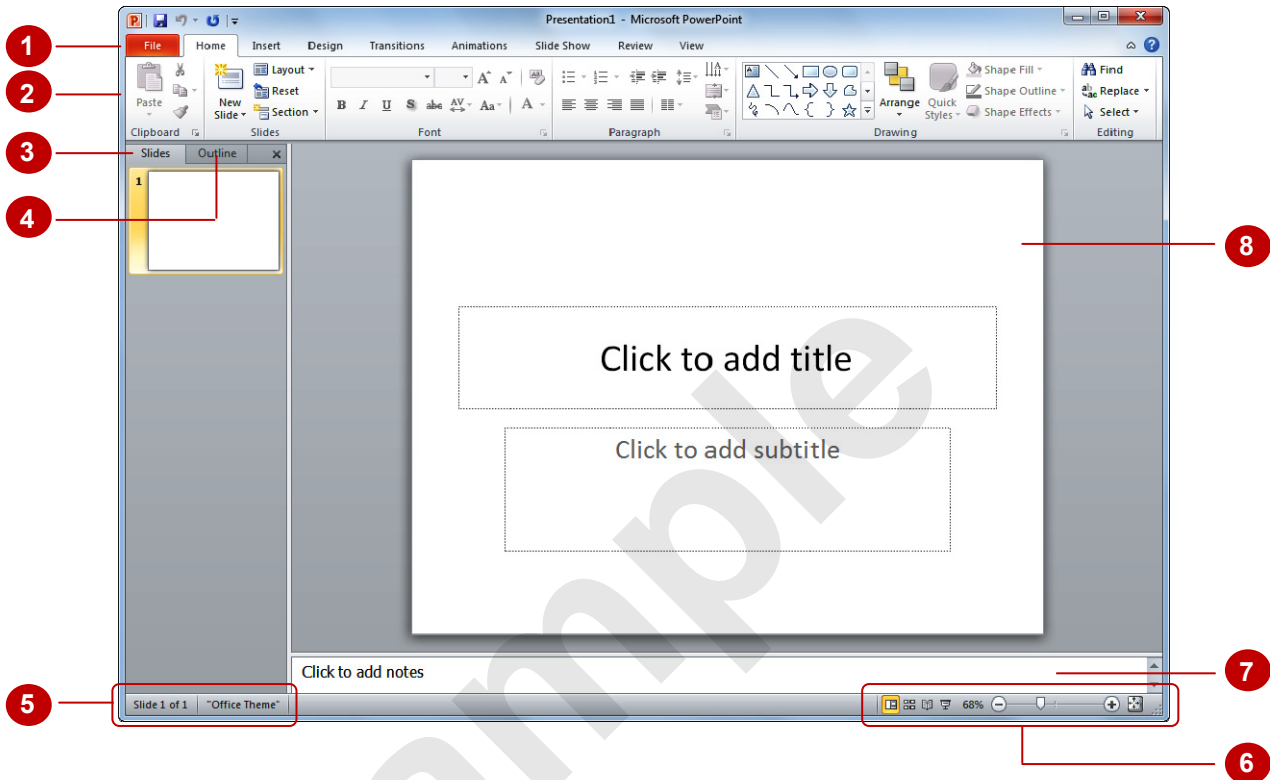
1 The *File* tab is used to access *Backstage view*, which contains file management functions, such as saving, opening, closing, printing, sharing, and so on. *PowerPoint Options* are also available so that you can set your working preferences and options for PowerPoint 2010.

2 The *Ribbon* is the tabbed band that appears across the top of the window. It is the control centre of PowerPoint 2010. Instead of menus, you use the *tabs* on the Ribbon to access *commands* that have been categorised into *groups*. The commands include *galleries* of formatting options that you can select from, such as the *Drawing* gallery shown here.

3 The *Slides pane* provides a preview thumbnail of each slide in your presentation. You can also use this pane to re-order your slide sequence.

4 The *Outline pane* provides a text view of the words that are typed on the slides. This is a useful view if you only want to concentrate on the text, rather than other objects on your slides.

5 The *Status bar* appears across the bottom of the window. It displays the current slide number and the *Theme* that is applied to your presentation.

6 The *View* buttons let you change the view of your slides while the *Zoom Slider* lets you increase or decrease the zoom ratio (magnification) of your slides.

7 The *Notes pane* allows you to enter notes for the presenter that won't be seen by the audience.

8 The *Slide window* shows the content on the slide and is where you can add effects, objects, text, and so on.

9 The *Scroll bar* (currently not shown) indicates your current position in the slide/presentation and lets you move to other positions in the slide/presentation by clicking or dragging. The arrows can also be used to move through the presentation.

HOW MICROSOFT POWERPOINT 2010 WORKS

For a new user the PowerPoint screen may seem tricky – particularly the commands area at the top of the screen. The screen comprises three key areas. The data you type is placed on a **slide**.

The data can be manipulated using commands on the **Ribbon**. The slide is part of a larger entity known as a presentation or file, and everything you do to the file is controlled in **Backstage view**.

The Slide

If you create a new blank presentation, it will appear as a blank **Title slide** in the document window. When you click in one of the text placeholders and type, the text will appear centred in the placeholder. You can also create a new presentation from a template, where specific information will appear by default in the slide, and you can edit it and add your own data as desired.
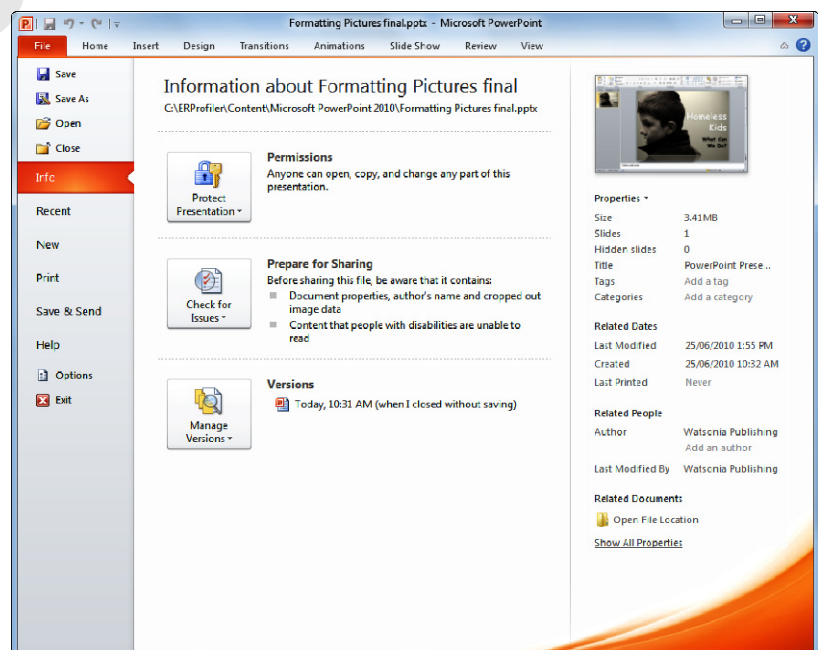
The Ribbon

When you need to do something with the data on a slide, such as format it, move it, copy it, and much more, you'll find all of the relevant commands on the **Ribbon**. The Ribbon has the commands organised thematically using a series of tabs across the top.
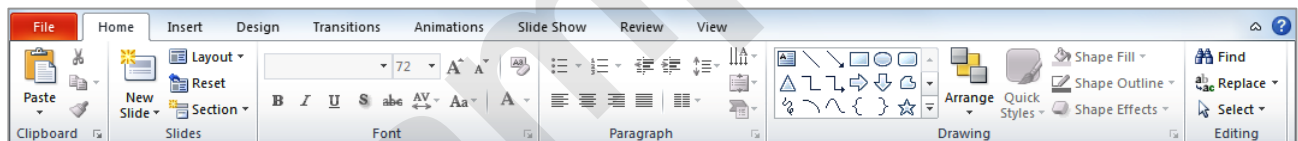
Backstage View

When you want to do something with the data in your document, such as save it so that you can access it again later, print it, share it with a colleague, send it to your boss, protect it from prying eyes, or whatever, you will need to access the **Microsoft Office Backstage view** of Microsoft PowerPoint. Backstage view is accessed using the **File** tab on the **Ribbon**. Rather than offering you commands on a Ribbon, Backstage view occupies the entire screen and has a series of options down the left side. In our sample to the right, the **Print** option is active, and that is why you can see a preview of the document and a series of print-related options on the right side of Backstage view.

USING THE RIBBON

The **Ribbon** is the command centre for PowerPoint. It provides a series of **commands** organised into **groups** that are placed on relevant **tabs**. Tabs are activated by clicking on their name to display the command groups. Commands are activated by clicking on a button, tool or gallery option. Everything you could possibly want to do in PowerPoint will be on this Ribbon.

Try This Yourself:

Before you begin, ensure that your computer is switched on and that the Windows desktop is displayed on your screen…

1 Examine the groups on the **Home** tab

The Home tab features the most commonly-used formatting and editing commands...

2 Click on the **Insert** tab

Funnily enough, the Insert tab contains a range of commands for inserting things, such as tables and pictures...

3 Click on **Shapes** in the **Illustrations** group to display the **Shapes** gallery

This includes a huge range of shapes...

4 Click on each of the tabs and examine the commands

Some of these open dialog boxes...

5 On the **View** tab, click on **Zoom** in the **Zoom** group to open the **Zoom** dialog box

6 Click on **[Cancel]** then click on the **Home** tab
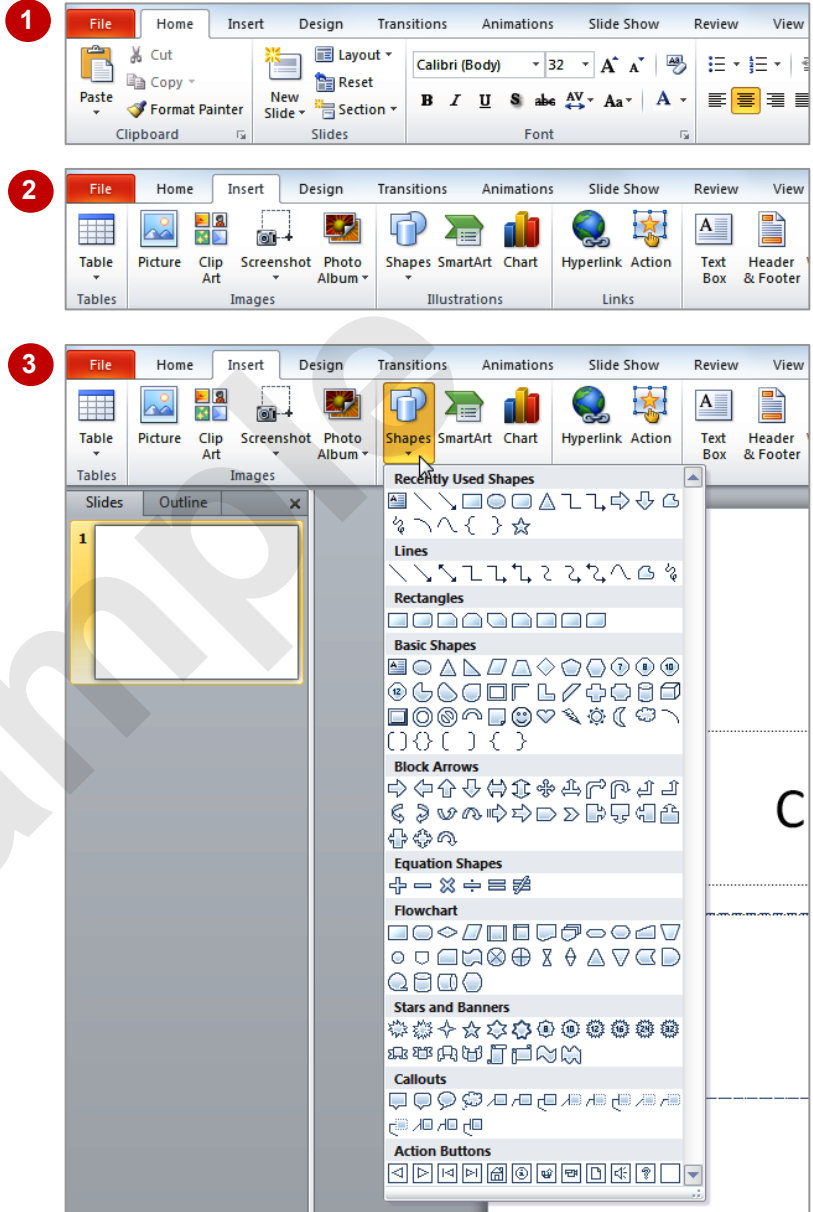
For Your Reference…

To **use** the **Ribbon**:

1. Click on a tab to display the commands
2. Click on a button to activate a command, display a gallery or open a dialog box

Handy to Know…

- Additional tabs known as **Contextual tabs** appear in specific circumstances. For example, if you insert a picture or have selected a picture, the **Picture Tools: Format** tab will appear. This provides quick access to all of the tools you may need to modify and work with the picture.


USING RIBBON KEYTIPS

The **Ribbon** is normally accessed with a mouse. However, you can also use the keyboard to access **Ribbon** commands. When you press [Alt], the letters known as **KeyTips** or **access keys**, will appear next to commands on the ribbon. Pressing a key on the keyboard will activate the corresponding command on the Ribbon just as if you'd clicked the command with the mouse.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open…

1 Press [Alt] to display the **KeyTips**

2 Press [G] to activate the **Design** tab and display the KeyTips for the **Design** commands

3 Press [O] to display the **Slide Orientation** options

4 Press [Esc] twice to return to the previous level of access keys

5 Press [Tab] several times to cycle through the commands on the **Design** tab

To activate a selected command, you would simply press [Enter]…

6 Press [Esc] to return to text entry mode
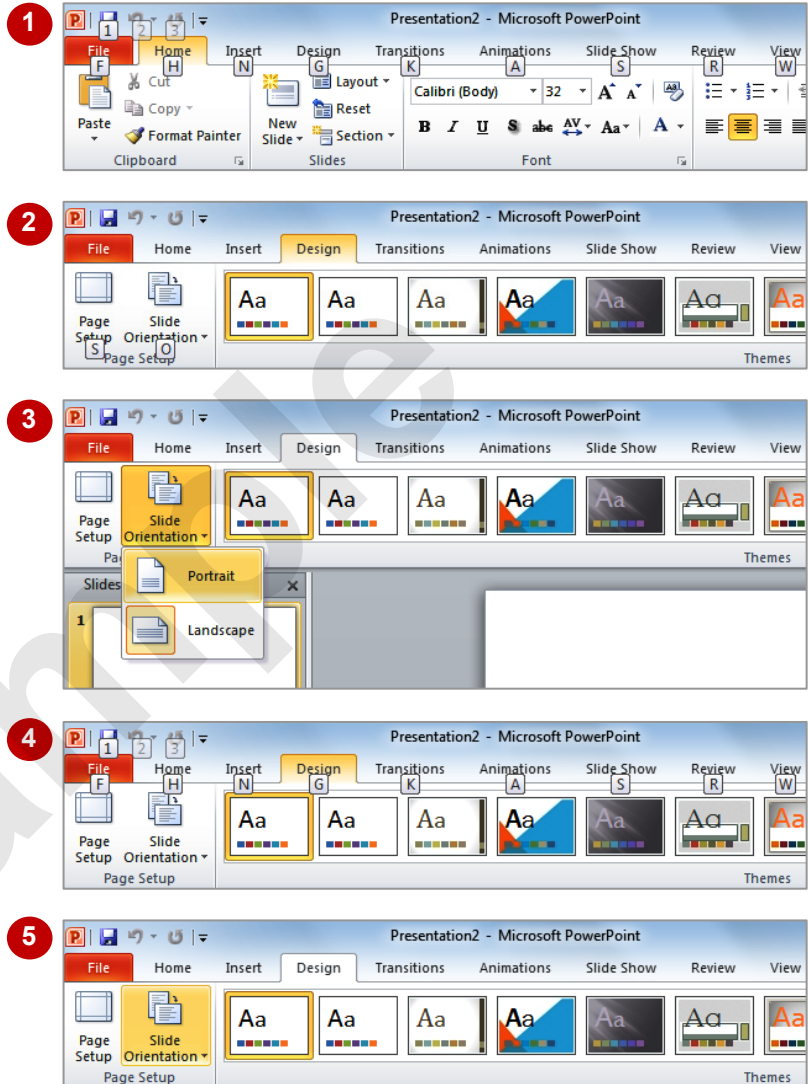
For Your Reference…

To **use KeyTips** to access commands:

1. Press [Alt] to display the **KeyTips**
2. Press the letter key of the command or tab that you want to select
3. Press [Esc] to return to text entry mode

Handy to Know…

- You can still use the shortcut keys for menu commands that were available in previous versions of Office. For example, [Ctrl] + [B] applies bold to selected text.

UNDERSTANDING BACKSTAGE VIEW

The **Ribbon** lets you work *on the content* in a presentation – you can add more content, format it, insert pictures into it, copy it, and much more. **Backstage view**, which is accessed using the

File tab, lets you *do something with* the content you create. You can save it to use it later, print it on paper, send it via email, and more, using the options found in **Backstage view**.

Backstage View

The **File** tab on the **Ribbon** is not a normal tab – as you can tell by the fact that it is coloured. Clicking on the **File** tab launches a mini-program within PowerPoint known as **Backstage View**. **Backstage**, as it's known for short, occupies the entire screen, although the tabs from the **Ribbon** remain visible across the top.

At the left of **Backstage** is a navigation pane, which is made up of **Quick commands**, small buttons that execute commands, and largish **tabs**, which display more options and information to the right of the screen.

The underlying purpose of **Backstage** is to let you protect your data, share it with others, and provide you with valuable information both about your data and the status of Microsoft PowerPoint.
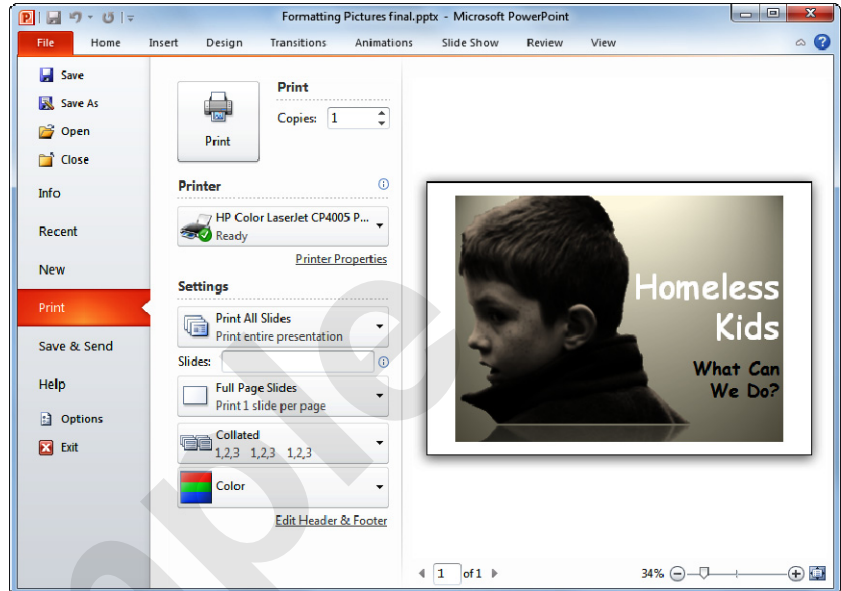
Quick Commands

The **Quick commands** provide immediate access to an operation.

Save	Saves the current presentation
Save As	Allows you to save the current presentation under a different name or location
Open	Opens a previously-saved presentation
Close	Closes the current presentation
Options	Settings and options to control how PowerPoint works and behaves
Exit	Allows you to close and exit PowerPoint

Backstage Tabs

The **Backstage tabs** provide more options for working with a presentation.

Info	Provides status information about the current presentation and lets you manage versions and permissions
Recent	Provides a list of recently-saved presentations
New	Lets you create a new presentation and provides access to a gallery of templates
Print	Lets you preview and print the current presentation
Save & Send	Lets you share your presentation with other people
Help	Provides access to Microsoft's Help network and also provides licensing information about your software

USING SHORTCUT MENUS

PowerPoint provides a range of context-sensitive menus called ***shortcut menus***, which will appear when you right-click on specific areas on the window or on objects on the slide. Shortcut menus save you time by presenting you with only the menu commands that apply to the object or area in which you have clicked. In some situations, the mini-toolbar will also appear.

Try This Yourself:

Before starting this exercise ensure you have a blank presentation open…

1 Hover the pointer over one of the text ***placeholders*** that sits on the slide, then click with the ***right*** mouse button to display a ***shortcut*** or ***contextual menu***

The shortcut menu displays relevant commands, such as text formatting commands. As no text is actually selected the Cut, Copy and Paste options are greyed out...

2 Click anywhere on the slide with the ***left*** mouse button to close the shortcut menu

3 Move the mouse pointer to a blank area of the slide, then ***right-click*** to display a shortcut menu

This time the menu includes options relating to the slide...

4 Click anywhere on the slide with the ***left*** mouse button to close the shortcut menu

5 Move the mouse pointer over any of the ***tabs*** on the ribbon, then ***right-click*** to display a shortcut menu

Now the menu displays toolbar and ribbon options...

6 Click anywhere on the slide with the ***left*** mouse button to close the shortcut menu

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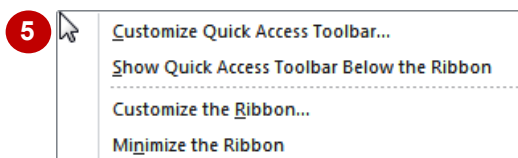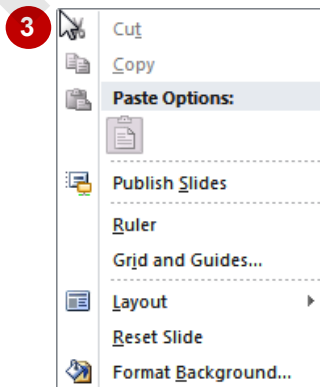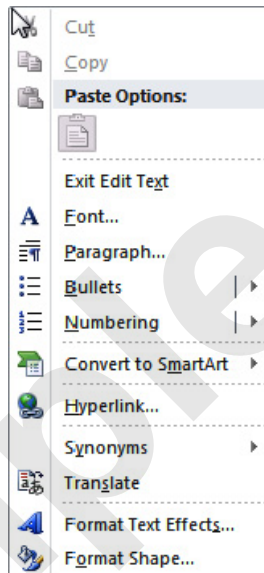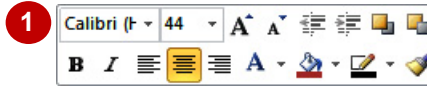
For Your Reference…

To ***display*** a ***shortcut menu***:

1. Point to the object or area of the screen on which you want to perform an operation
2. ***Right-click*** to display the shortcut menu

Handy to Know…

- To execute a command on the shortcut menu, click on the command with the left mouse button to select and activate it.

UNDERSTANDING DIALOG BOXES

Dialog boxes contain a range of settings and ***controls*** relevant to a particular command or tool. For example, the ***Font*** dialog box contains settings for working with fonts, such as formatting and character settings. Dialog boxes appear either you click on a ***dialog box launcher*** 📷 at the bottom right corner of a group, or when you click on a relevant command.

Typical Dialog Box Controls

Dialog boxes have various tools to help you perform tasks. These tools are known as ***controls*** and some typical ones are shown below.

Text boxes *are used to enter text such as font or size.*

Check boxes *turn settings either on or off. When on they display a tick and therefore these controls are also known as tick boxes.*
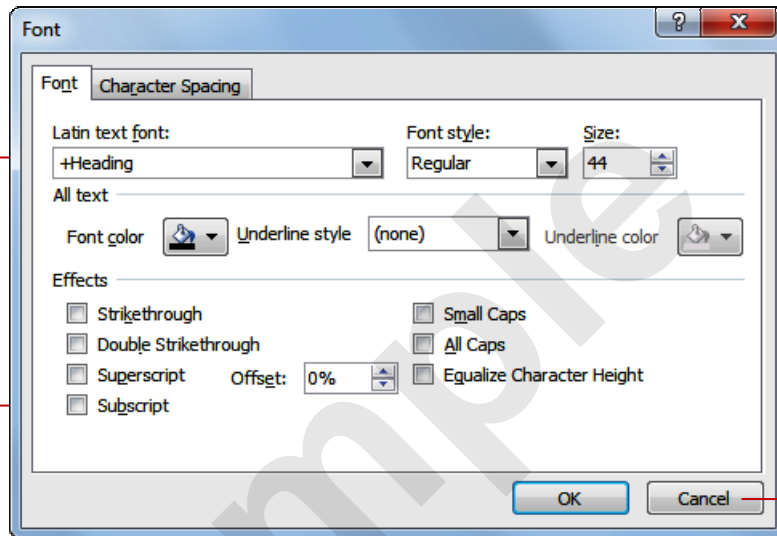
Tabs *are used to provide more settings on the one dialog box.*

Drop arrows *provide a list of options for the text box when the arrow is clicked. The list "drops down" from the arrow.*

Command buttons *provide a means of saving the changed settings [OK], or closing the dialog box without accepting any changes made [Cancel].*

Spinner arrows *allow you to type a specific value or use the up or down arrows to increase or decrease the value respectively.*

UNDERSTANDING THE QUICK ACCESS TOOLBAR

The *Quick Access Toolbar*, also known as the *QAT*, is a small toolbar that appears at the top left corner of the PowerPoint window. It is designed to provide access to the tools you use most frequently, such as *Save*, and includes by default the *Undo* and *Redo* buttons. You can add buttons to the Quick Access Toolbar to make finding your favourite commands easier
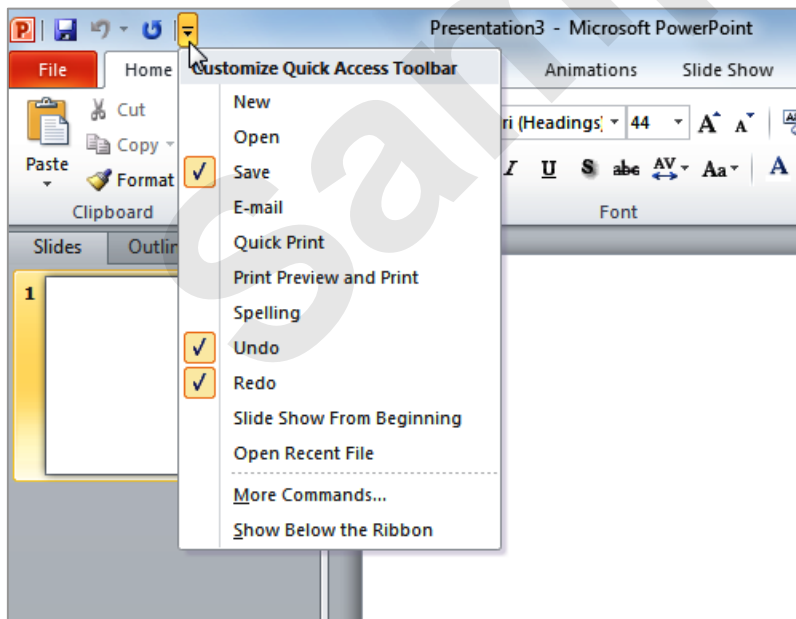
The Quick Access Toolbar

The *Quick Access Toolbar* is positioned immediately above the *Ribbon* tabs. In its default state, it includes the *Save* tool 🖫, the *Undo* tool 🔙 and the *Redo* tool 🔜.

Customising The Quick Access Toolbar

Appearing immediately to the right of the *Quick Access Toolbar*, the *Customise Quick Access Toolbar* tool ⧩ displays a list of commonly-used commands that you can add to the toolbar. You can select the items you want to add. The ticks that appear to the left of the menu options show you which options are already displayed in the *QAT*.

You can add any command you like to the toolbar by selecting **More Commands** to display the *PowerPoint Options* dialog box. From here you can choose commands or tabs to add to the toolbar. You can even shift the Quick Access Toolbar below the ribbon if this suits the way you work.

UNDERSTANDING THE STATUS BAR

The *Status bar* sits along the bottom of the PowerPoint window. The Status bar can provide useful information about your presentation, such as what slide you're currently on, which theme has been applied to the presentation, for example. It also includes tools that can be used to change the view and magnification. You can customise the Status bar to change the information that is shown.
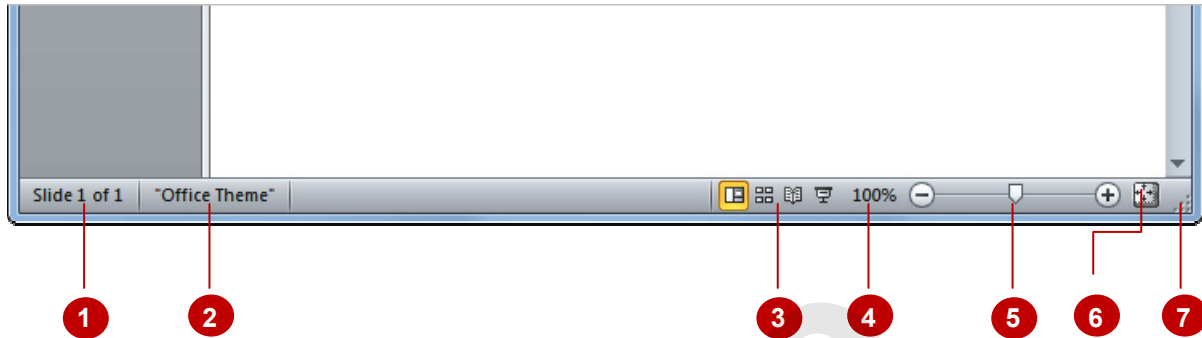
1	*Slide Number*	The *Slide Number* indicates which slide is currently on view in the Slide window. In this example, slide 1 is in the Slide window. This indicator also tells you how many slides there are in the entire presentation – in this case, there is only one.
2	*Theme Name*	This tells you which *theme* is applied to the presentation. In this case, it is the default *Office* theme.
3	*View Tools*	The *View* tools allow you to change the view of the presentation. You can select from *Normal* ▣, *Slide Sorter* ▦ , *Reading* ▤ and *Slide Show* ▽.
4	*Zoom Level*	This button displays the current magnification. If you click on the button, the *Zoom* dialog box will appear so that you can select or type a specific zoom percentage to increase or decrease magnification.
5	*Zoom Slider*	The *Zoom Slider* indicates the current zoom level, where the centre mark indicates 100%. You can either drag the marker 🖰 to the left or right, or click on a specific point of the slider to set a zoom percentage. You can also click on the buttons at either end of the slider to zoom in ⊕ or zoom out ⊖.
6	*Fit Slide To Current Window*	If you have altered the zoom level of the slide in the Slide window, you can quickly restore it to fit the slide by clicking on *Fit Slide To Current Window* ▨.
7	*Resize Icon*	The *Resize* icon is visible in the PowerPoint window if the screen is not maximised. It allows you to change the size of the PowerPoint window by dragging it in or out.

EXITING SAFELY FROM POWERPOINT

When you have finished working with PowerPoint and no longer need to have it open, you should exit from it in the proper manner. You can do this in several ways, which include using the *Backstage* and the application's close button. If you exit PowerPoint without saving your work or naming the presentation, a message box will appear prompting you to do so.

Try This Yourself:

Continue using the presentation from the previous exercise…
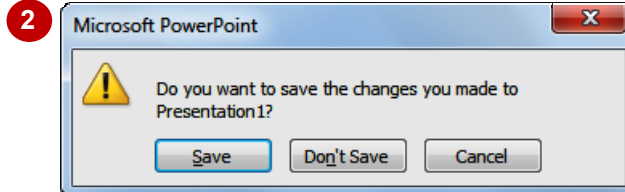
1 Click in the *Title* placeholder and press `Space`

This simply ensures that you have made a change to the presentation…

2 Click on the *File* tab and click on the *Exit* quick command at the bottom left of the screen

You will be prompted to save your presentation if you wish to retain your data. In our case, we won't bother saving the change...

3 Click on **[Don't Save]**

If you click on [Save], the Save As dialog box will open and you will be required to specify a file name and location for the presentation

2

> **Microsoft PowerPoint**
>
> ⚠ Do you want to save the changes you made to Presentation1?
>
> [**Save**] [Don't Save] [Cancel]

For Your Reference…

To *exit* Microsoft PowerPoint 2010 safely:

1. Click on the *File* tab then click on the *Exit* quick command
2. If you want to keep your changes click on **[Save]** then specify a file name and location, otherwise click on **[Don't Save]**

Handy to Know…

- Whenever you are in doubt about whether or not to save, you should err on the side of caution and save the presentation. You can delete unwanted presentations at a later date, but you can seldom retrieve data that has not been saved!