

Introduction

For the student

Learn Microsoft® PowerPoint guides you through using a presentations package step by step. All the main features, from loading to running a slide show, are explained in words and pictures so you can work independently at your own pace. Labelled screen displays and simple guide notes are included to enable you to explore, apply, practise and develop the necessary skills. If you forget how to carry out an action, simply check the appropriate unit, where the required clicks and keystrokes are described.

Learn Microsoft® PowerPoint is divided into self-contained units, each of which provides:

- explanation of how to perform actions, eg insert a slide
- illustration of the action with labelled screen extracts
- examples of the result, eg rotated object
- a summary of what you can do at the end of the unit.

A record sheet and tests help measure your progress and National Curriculum references enable you to match your skills to the ICT Level Descriptions. CIT syllabus references are also included.

Teachers, and other adult learners unfamiliar with Microsoft® PowerPoint will find all they need to master the program.

Once text is selected you can make the following font changes via the formatting tool bar:

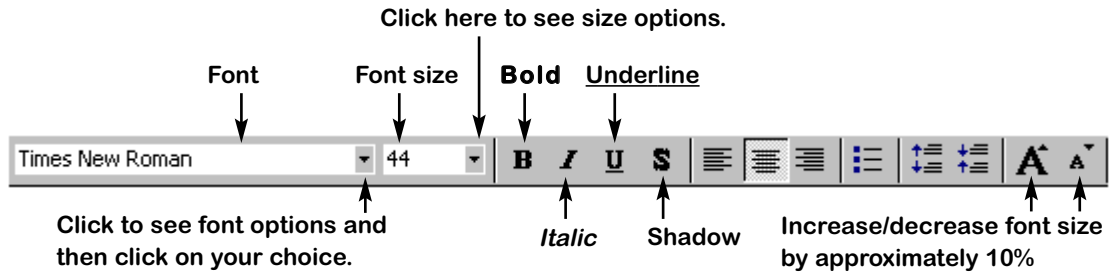


Figure 4.5

To see more font choices, eg embossed, choose FORMAT>FONT from the menu bar to bring up the dialog box shown in figure 4.6 below.

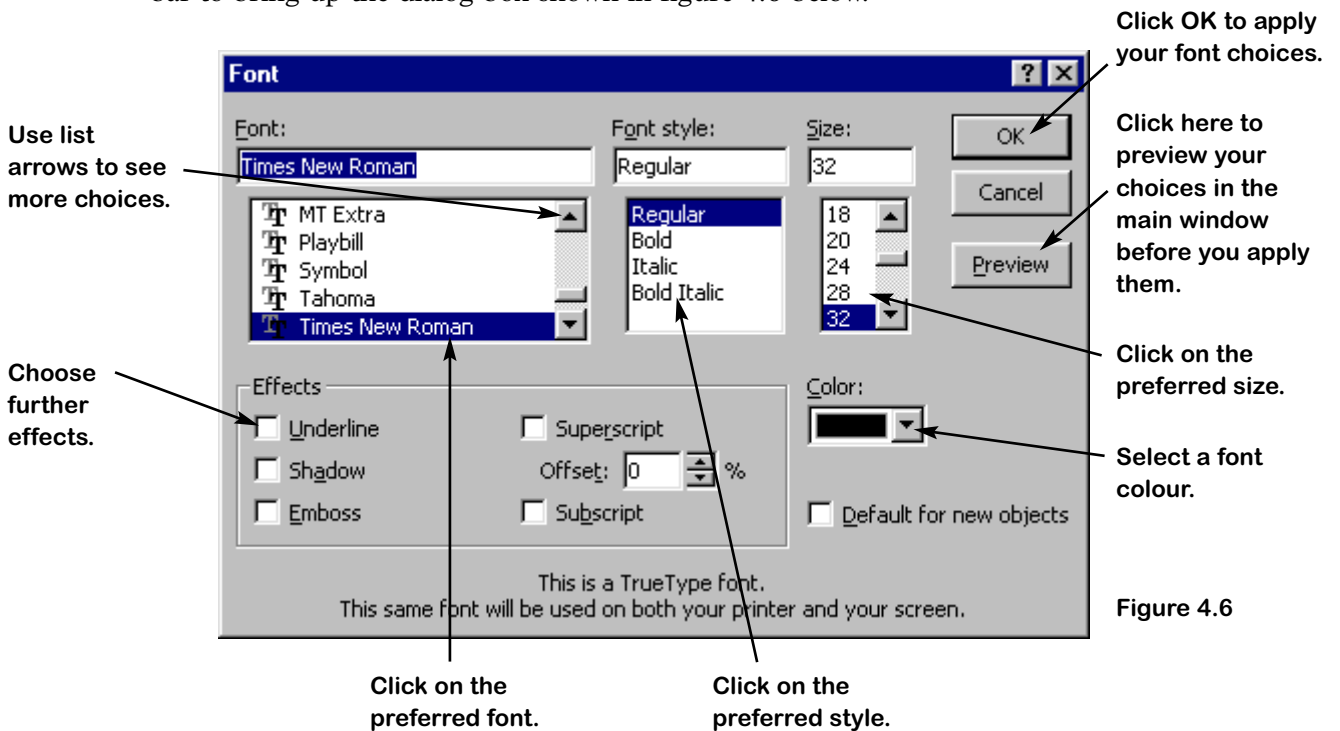


Figure 4.6

Formatting paragraphs

There are different ways of formatting your paragraphs. Some of the features available can be found on the formatting tool bar, as shown below.

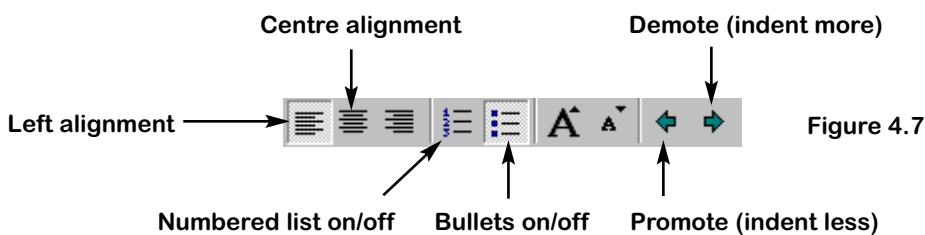



Figure 4.7

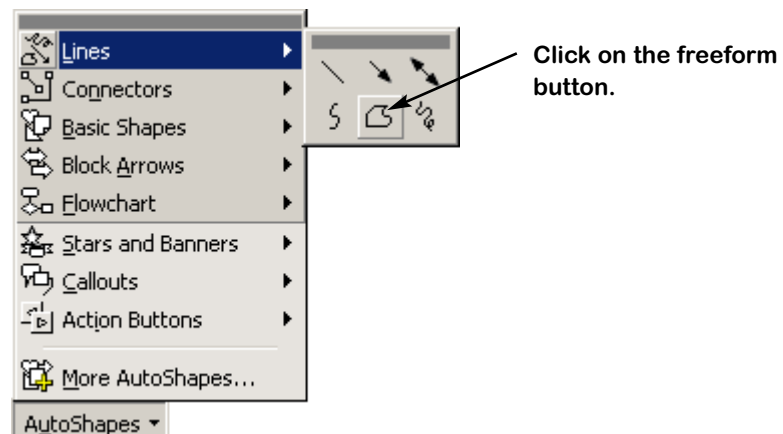
Format painter

Once you have one shape looking just right, you may like to use this as a pattern for some of the other shapes. The format painter button  found on the standard tool bar can help with this:

- 1 Select the shape you have already formatted and wish to use as a pattern.
- 2 Click once on the format painter button if you wish to alter one shape; double-click on the format painter button if you wish to alter more than one shape.
- 3 Click on the shape you wish to have formatted.
- 4 If you double-clicked at stage 2, you can now go and select further shapes to be formatted. To indicate that you have finished, click on the format painter button again or press escape.

Freeforms and arcs

To draw a freeform, select AUTOSHAPES>LINES from the drawing tool bar.



If you wish to create a curved effect (actually made up of many very short lines) then drag with the mouse. However, if you wish to have straight lines, then just click at each corner where the lines should end. Double-click to finish.



To resize an arc or a freeform line, click on it, and then drag a small square.

10 Test your skills

Test 1

Start your computer and load Microsoft PowerPoint.

Create a blank presentation with a title slide as its first slide. Enter the title as 'My PowerPoint Skills' and in the subtitle placeholder type your name.

Name, save and close the presentation.

Open the saved document.

View the document in Microsoft PowerPoint's five different views.

Add a slide after the existing slide. Choose the bulleted list layout. In the title box type 'PowerPoint's Different Views' and in the bulleted list area below, list each of the five views.

Print the whole presentation as slides.

Print the whole presentation as an outline.

Print the whole presentation as handouts, with two slides to a page.

On slide 1, delete the word 'Skills' and replace the word 'My' with 'Microsoft'.

On slide 2's title, delete the word 'Different'. Add the word 'Main' between the existing two words.

On slide 1, add a clip art image of your choice. Size it so that it is quite small, and practise moving it about the slide.

Move the clip art image from slide 1 to slide 2.

Go to slide 2. Use an appropriate view to rearrange your bulleted list text so that the views are listed in reverse order.

Find your way into slide master view and format the master title style to font Arial, size 40, bold and blue. Find your way back to slide view.

Format your name on slide 1 so that it has a shadow and is dark red in colour.

In slide master view, change the alignment of the master title style to left-aligned.

Save your work.