Chapter 1

Opening Ceremonies

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In This Chapter

▶ Introducing PowerPoint

▶ Starting PowerPoint

▶ Working with the AutoContent Wizard

▶ Making sense of the PowerPoint screen

▶ Viewing the whole slide

▶ Editing text

▶ Navigating from slide to slide

▶ Adding a new slide

▶ Viewing presentation outlines

▶ Printing that puppy

▶ Saving and closing your work

▶ Retrieving a presentation from disk

▶ Exiting PowerPoint

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*T*his chapter is a grand and gala welcoming ceremony for PowerPoint. In fact, this chapter is kind of like the opening ceremony for the Olympics, in which all the athletes march in and parade around the track waving their flags and famous people (who you've never heard of) make speeches in French. In this chapter, I parade the features of PowerPoint around the track so you can see what they look like. I may even make a few speeches. Let the games begin!

What in Sam Hill Is PowerPoint?

PowerPoint is a program that comes with Microsoft Office (although you can buy it separately, as well). Most people buy Microsoft Office because it's a great bargain: You get Word and Excel for less than it would cost to buy them separately. As an added bonus, you get a bunch of extra stuff thrown in: Outlook, Access, PowerPoint, a complete set of Ginsu knives, and a Binford VegaPneumatic Power Slicer and Dicer (always wear eye protection).

You know what Word is — it's the world's most loved and most hated word processor — perfect for concocting letters, term papers, and great American novels. Excel is a spreadsheet program used by bean counters the world over. But what the heck is PowerPoint? Does anybody know or care? (And as long as we're asking questions, who in Sam Hill was Sam Hill?)

PowerPoint is a *presentation* program, and it's one of the coolest programs I know. If you've ever flipped a flip chart, headed over to an overhead projector, or slipped on a slide, you're going to love PowerPoint. With just a few clicks of the mouse, you can create presentations that bedazzle your audience and instantly sway them to your point of view, even if you're selling real estate on Mars, season tickets for the Mets, or a new Medicare plan to Congress.

Here are some of the many uses of PowerPoint:

- ✔ **Business presentations:** PowerPoint is a great timesaver for anyone who makes business presentations, whether you've been asked to speak in front of hundreds of people at a shareholders' convention, a group of sales reps at a sales conference, or your own staff or coworkers at a business planning meeting.
- ✔ **Sales presentations:** If you're an insurance salesman, you can use PowerPoint to create a presentation about the perils of not owning life insurance, and then show it to hapless clients on your laptop computer.
- ✔ **Lectures:** PowerPoint is also great for teachers or conference speakers who want to back up their lectures with slides or overheads.
- ✔ **Homework:** PowerPoint is a great program to use for certain types of homework projects, such as big history reports that count for half your grade.
- ✔ **Church:** PowerPoint is also used at churches to display song lyrics on big screens at the front of the church so everyone can sing or to display sermon outlines so everyone can take notes. If your church still uses hymnals or prints the outline in the bulletin, tell the minister to join the twenty-first century.
- ✔ **Information stations:** You can use PowerPoint to set up a computerized information kiosk that people can walk up to and use. For example, you can create a museum exhibit about the history of your town or set up a trade-show presentation to provide information about your company and products.
- ✔ **Internet presentations:** PowerPoint can even help you to set up a presentation that you can broadcast over the Internet so people can join in on the fun without having to leave the comfort of their own homes or offices.

Introducing PowerPoint Presentations

PowerPoint is similar to a word processor like Word, except that it's geared toward creating *presentations* rather than *documents.* A presentation is kind of like those Kodak Carousel slide trays that your father used to load up with 35mm slides of your family trip to the Grand Canyon. The main difference is that you don't have to worry about dumping all the slides in your PowerPoint presentation out of the tray and onto the floor.

Word documents consist of one or more pages, and PowerPoint presentations consist of one or more *slides.* Each slide can contain text, graphics, and other information. You can easily rearrange the slides in a presentation, delete slides that you don't need, add new slides, or modify the contents of existing slides.

You can use PowerPoint both to create your presentations as well as to actually present them.

You can use several different types of media to actually show your presentations:

- ✔ **Computer monitor:** Your computer monitor, either a tabletop CRT monitor or the LCD display on a laptop computer, is a suitable way to display your presentation when you are showing it to just one or two other people.
- ✔ **Computer projector:** A computer projector projects an image of your computer monitor onto a screen so larger audiences can view it.
- ✔ **Web pages:** Web pages on the Internet or on a company intranet can allow you to display your presentation to a larger audience.
- ✔ **Overhead transparencies:** Overhead transparencies can be used to show your presentation using an overhead projector.
- ✔ **Printed pages:** Printed pages allow you to distribute a printed copy of your entire presentation to each member of your audience. (When you print your presentation, you can print one slide per page, or you can print several slides on each page to save paper.)
- ✔ **35mm slides:** For a fee, you can have your presentation printed onto 35mm slides either by a local company or over the Internet. Then, your presentation really is like a Kodak Carousel slide tray! (For more information, refer to Chapter 27.)

Presentation files

A presentation is to PowerPoint what a document is to Word or a worksheet is to Excel. In other words, a presentation is a file that you create with PowerPoint. Each presentation that you create is saved on disk as a separate file.

PowerPoint presentations have the special extension `.ppt` added to the end of their file names. For example, `Sales Conference.ppt` and `History Day.ppt` are both valid PowerPoint filenames. When you type the filename for a new PowerPoint file, you don't have to type the `.ppt` extension because PowerPoint automatically adds the extension for you. PowerPoint often hides the `.ppt` extension, so a presentation file named `Conference.ppt` often appears as just `Conference`.

PowerPoint is set up initially to save your presentation files in the My Documents folder, but you can store PowerPoint files in any folder of your choice on your hard drive. You can store a presentation on a diskette if you want to take it home with you to work on it over the weekend or if you want to give the presentation to other people so they can use it on their computers. (If the presentation is too large to squeeze onto a diskette, you can store it on a CD-ROM if your computer has a CD-RW drive.)

What's in a slide?

PowerPoint presentations are comprised of one or more slides. Each slide can contain text, graphics, and other elements. A number of PowerPoint features work together to help you easily format attractive slides:

- ✔ **Slide layouts:** Every slide has a slide layout that controls how information is arranged on the slide. A slide layout is simply a collection of one or more placeholders, which set aside an area of the slide to hold information. Depending on the layout that you choose for a slide, the placeholders can hold text, graphics, clip art, sound or video files, tables, charts, graphs, diagrams, or other types of content.

- ✔ **Background:** Every slide has a background, which provides a backdrop for the slide's content. The background can be a solid color; a blend of two colors; a subtle texture, such as marble or parchment; a pattern, such as diagonal lines, bricks, or tiles; or an image file. Each slide can have a different background, but you usually want to use the same background for every slide in your presentation to provide a consistent look.

- ✔ **Color scheme:** PowerPoint has built-in color schemes that make it easy for anyone to create attractive slides that don't clash. You can stray from the color schemes if you want, but you should do so only if you have a better eye that the design gurus that work for Microsoft.

- ✔ **Slide Master:** The Slide Master controls the basic design and formatting options for slides in your presentation. The Slide Master includes the position and size of basic title and text placeholders; the background and color scheme used for the presentation; and font settings, such as typefaces, colors, and sizes. In addition, the Slide Master can contain graphic and text objects that you want to appear on every slide.

  You can edit the Slide Master to change the appearance of all the slides in your presentation at once. This helps to ensure that the slides in your presentation have a consistent appearance.

- ✔ **Design template:** A design template is simply a presentation file that contains a pre-designed Slide Master that you can use to create presentations that look like a professional graphic artist designed them. When you create a new presentation, you can base it on one of the presentations that comes with PowerPoint. PowerPoint comes with a collection of design templates that you can use, and you can get additional templates from the Microsoft Web site. You can also create your own design templates.

All the features described in the previous list work together to control the appearance of your slides in much the same way that style sheets and templates control the appearance of Word documents. You can customize the appearance of individual slides by adding any of the following elements:

- ✔ **Title and body text:** Most slide layouts include placeholders for title and body text. You can type any text that you want into these placeholders. By default, PowerPoint formats the text according to the Slide Master, but you can easily override this formatting to use any font, size, style, or text color that you want.

- ✔ **Text boxes:** You can add text anywhere on a slide by drawing a text box and then typing text. Text boxes allow you to add text that doesn't fit conveniently in the title or body text placeholders.

- ✔ **Shapes:** You can use PowerPoint's drawing tools to add a variety of shapes on your slides. You can use predefined AutoShapes, such as rectangles, circles, stars, arrows, and flowchart symbols; or you can create your own shapes by using basic line, polygon, and freehand drawing tools.

- ✔ **Pictures:** You can insert pictures onto your slides that you have scanned into your computer or downloaded from the Internet. PowerPoint also comes with a large collection of clip art pictures that you can use.

- ✔ **Diagrams:** PowerPoint includes a diagramming feature that enables you to create several common types of diagrams: Organization Charts, Venn Diagrams, Stacked Pyramid Diagrams, and others.

- ✔ **Media files:** You can also add sound clips or video files to your slides.

Starting PowerPoint

Here's the procedure for starting PowerPoint:

1. **Get ready.**

   Light some votive candles. Take two Tylenol. Put on a pot of coffee. If you're allergic to banana slugs, take an allergy pill. Sit in the lotus position facing Redmond, Washington, and recite the Windows creed three times:

   Bill Gates is my friend. Resistance is futile. No beer and no TV make Homer something something . . .

2. **Click the Start button.**

   The Start button is ordinarily found at the lower-left corner of the Windows display. When you click it, the famous Start menu appears. The Start menu works pretty much the same, no matter which version of Windows you're using.

   If you can't find the Start button, try moving the mouse pointer all the way to the bottom edge of the screen and holding it there a moment. With luck on your side, you see the Start button appear. If not, try moving the mouse pointer to the other three edges of the screen: top, left, and right. Sometimes the Start button hides behind these edges.

3. **Point to All Programs on the Start menu.**

   After you click the Start button to reveal the Start menu, move the mouse pointer up to the word *Programs* and hold it there a moment. Yet another menu appears, revealing a bevy of commands. (On versions of Windows prior to Windows XP, All Programs is called simply "Programs.")

4. **Click Microsoft Office on the All Programs menu, and then click Microsoft Office PowerPoint 2003.**

   Your computer whirs and clicks and possibly makes other unmentionable noises while PowerPoint comes to life.

   If you use PowerPoint frequently, it may appear in the *Frequently Used Program List* directly on the Start menu so you don't have to choose All Programs⇨Microsoft Office to get to it. If you want PowerPoint to always appear at the top of the Start menu, choose Start⇨All Programs⇨ Microsoft Office. Then, right-click Microsoft Office PowerPoint 2003 and choose the Pin to Start Menu command.

Customizing Your Settings

Before you get too deep into PowerPoint, I suggest that you change a couple of settings. You can use PowerPoint just fine without making these changes,

but your life will be easier if you make them now. Just follow these simple steps:

1. **Choose Tools⇨Options and click the Save tab.**

   This summons the Save options in the Options dialog box.

2. **Uncheck the Allow Fast Saves option.**

   This option has long been a thorn in PowerPoint's side, and is best left turned off.

3. **Click OK.**

   The Options dialog box vanishes.

4. **Choose Tools⇨Customize and click the Options tab.**

   This displays the Options in the Customize dialog box.

5. **If it's not already checked, check the Always Show Full Menus option.**

   This short-circuits PowerPoint's annoying habit of showing you only some of the commands on each of its menus.

6. **Check the Show Standard And Formatting Toolbars On Two Rows option.**

   By default, PowerPoint jams the Standard and Formatting toolbars onto one row. Unfortunately, this hides half of the buttons on each toolbar. By displaying the toolbars on separate rows, you'll be able to see all of the buttons on both toolbars.

7. **Click OK.**

   That's all there is to it. We now return you to our originally scheduled programming.

Navigating the PowerPoint Interface

When you start PowerPoint, it greets you with a screen that's so cluttered with stuff that you're soon ready to consider newsprint and markers as a viable alternative for your presentations. The center of the screen is mercifully blank, but all around the edges and tucked into every corner are little icons and buttons and menus and whatnot. What is all that stuff?

Figure 1-1 shows the basic PowerPoint screen in all its cluttered glory. The following list points out the more important parts of the PowerPoint screen:
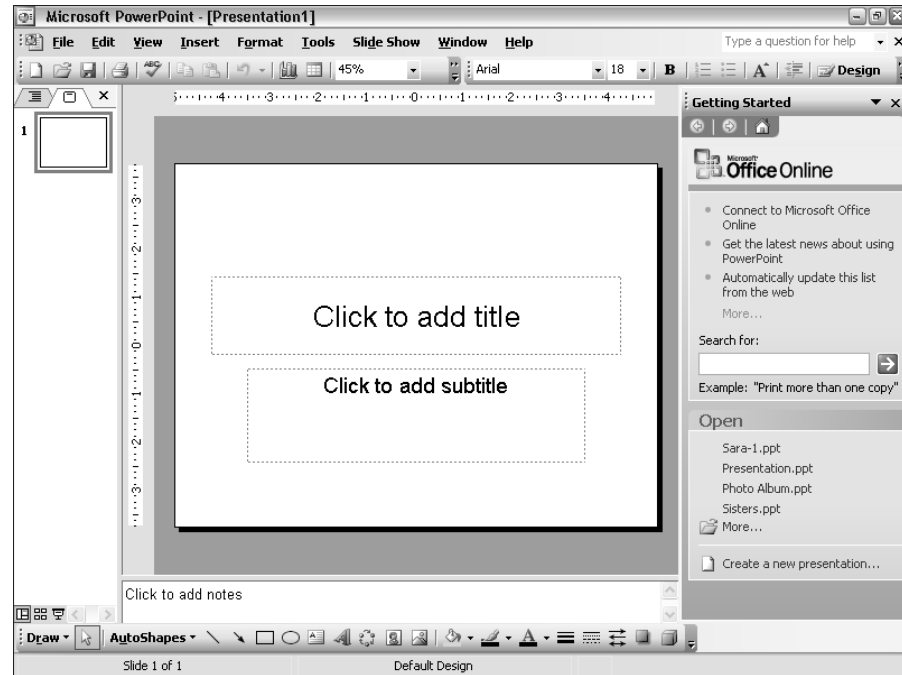
Figure 1-1:
Power-
Point's
cluttered
screen.

✓ **Menu bar:** Across the top of the screen, just below the Microsoft
PowerPoint title, is the *menu bar.* The deepest and darkest secrets of
PowerPoint are hidden on the menu bar. Wear a helmet when exploring it.

PowerPoint has an annoying "feature" that tries to simplify menus by
showing only those commands that you frequently use on the menus. If
this feature has been enabled on your computer, the menus start out by
showing only those commands that the programmers at Microsoft think
you'll use most often. The less frequently used commands are hidden
beneath the double down arrow that appears at the bottom of each
menu. As you work with PowerPoint, the commands that you use most
often show up on the menus, so you don't have to click the down arrow
to access them.

Here's the bottom line: If you can't find a menu command, don't give up.
Just click the double down arrow at the bottom of the menu. Or, just
stare at the menu for a few seconds. Eventually, PowerPoint realizes that
you can't find what you're looking for, and the missing menu commands
magically appear.

Better yet, turn back a few pages to the section "Customizing Your
Settings" and check the Always Show Full Menus option.

✔ **Toolbars:** Just below the menu bar are two of the many *toolbars* that PowerPoint offers you in an effort to make its most commonly used features easy to use. Each toolbar consists of a bunch of buttons that you can click to perform common functions. The toolbar on the top is the Standard toolbar; immediately beneath it is the Formatting toolbar.

Down near the bottom of the screen is the Drawing toolbar. It has buttons that let you draw pictures on your slides.

If you ignored my advice in the section "Customizing Your Settings," the two toolbars pictured below the menu bar may be jammed together on one line on your computer. If so, refer back to that section to learn how to put them on separate lines.

If you're not sure about the function of one of the billions and billions of buttons that clutter the PowerPoint screen, place the mouse pointer on the button in question. After a moment, the name of the button appears in a box just below the button.

✔ **Current slide:** Right smack in the middle of the screen is where your current slide appears.

✔ **Outline tab and Slide tab:** On the left side of the slide is an area that has two tabs, labeled Outline and Slides. The Outline tab shows your presentation arranged as an outline. You can switch between the Slides tab and the Outline tab by clicking the tab you want to view. (For more information on working in Outline View, see Chapter 3.) The Slides tab, shown in Figure 1-1, shows little thumbnail images of your slides.

✔ **Notes Pane:** Beneath the slide is a small area called the *Notes Pane*, which you can use to add notes to your slides. For more information on using this feature, see Chapter 5.

✔ **Task Pane:** To the right of the slide is an area called the *Task Pane.* The Task Pane is designed to help you complete common tasks quickly. When you first start PowerPoint, the Task Pane appears with the New Presentation options, which let you create a new presentation or open an existing presentation. As you work with PowerPoint, you'll encounter other options in the Task Pane for common tasks, such as searching, changing the slide design, or setting animation options.

✔ **Status bar:** At the very bottom of the screen is the *status bar,* which tells you the slide that is currently displayed (for example, Slide 1 of 1).

✔ **Salad bar:** The salad bar is located . . . well, actually, there is no salad bar. You have to pay extra for that.

You'll never get anything done if you feel that you have to understand every pixel of the PowerPoint screen before you can do anything. Don't worry about the stuff that you don't understand; just concentrate on what you need to know to get the job done and worry about the bells and whistles later.

Lots of stuff is crammed onto the PowerPoint screen — enough stuff that the program works best if you let it run in *Full Screen* mode. If PowerPoint doesn't take over your entire screen, look for the boxy-looking Maximize button near the top-right corner of the PowerPoint window (it's the middle of the three buttons clustered in the top-right corner — the box represents a window maximized to its largest possible size). Click it to maximize the PowerPoint screen. Click it again to restore the PowerPoint screen to its smaller size.

The View from Here Is Great

On the bottom-left edge of the PowerPoint window is a series of View buttons. These buttons enable you to switch among the various *views,* or ways of looking at your presentation. Table 1-1 summarizes what each View button does.

Table 1-1	View Buttons
Button	*What It Does*
	Switches to Normal View, which shows your slide, outline, and notes all at once. This view is how PowerPoint normally appears.
	Switches to Slide Sorter View, which enables you to easily rearrange slides and add slide transitions and other special effects.
	Switches to Slide Show View, which displays your slides in an on-screen presentation.

Creating a New Presentation

When you first start PowerPoint, the Getting Started page appears in the Task Pane on the right side of the screen (refer to Figure 1-1). The Getting Started page provides different ways for you to get started by opening an existing presentation or creating a new one:

> ✔ **The Open section of the Getting Started task pane:** The Open section of the Getting Started task pane lists the four presentations that you have most recently worked on, plus a More option that lets you open any existing presentation. If the presentation that you want to work on is

listed, just click it to open the presentation. Otherwise, click More to locate your presentation. (For more information, see the section "Opening a Presentation" later in this chapter.)

✓ **Create a New Presentation:** Click this link to bring up the New Presentation pane.

The New Presentation pane has three sections that list additional ways to create new presentations:

✓ **New:** This section has several options for creating new presentations:

- **Blank Presentation:** Click Blank Presentation to start a new presentation from scratch.

- **From Design Template:** Click From Design Template to choose one of the templates that comes with PowerPoint as a starting point.

- **From AutoContent Wizard:** Click From AutoContent Wizard to start a wizard that actually creates a skeleton presentation for you.

- **From Existing Presentation:** Click From Existing Presentation to create a new presentation based on an existing one. Use this option if you want to create a presentation that is similar to a presentation that you have previously created.

- **Photo Album:** Click Photo Album to create presentations that consist mostly of pictures.

✓ **Templates:** This section provides a search box in which you can type a key word to search for an appropriate template on Microsoft's Web site.

✓ **Recently Used Templates:** This section simply lists the four templates that you've used most recently. (The first time you use PowerPoint, this section won't be visible. After you begin to work with presentations, however, templates will appear in this section.).

Using the AutoContent Wizard

An easy way to get started with PowerPoint is to use the AutoContent Wizard. This wizard asks you for some pertinent information, such as your name, the title of your presentation, and the type of presentation that you want to create. Then it automatically creates a skeleton presentation that you can modify to suit your needs.

The marketing folks at Microsoft want you to believe that the AutoContent Wizard writes your presentation for you, as if you just click the button and then go play a round of golf while PowerPoint does your research, organizes your thoughts, writes your text, and throws in a few good lawyer jokes to boot. Sorry. All the AutoContent Wizard does is create an outline for a

number of common types of presentations. It doesn't do your thinking for you. The more proficient you become at using PowerPoint, the less you'll want to use the AutoContent Wizard.

To create a presentation using the AutoContent Wizard, follow these steps:

1. **Start PowerPoint.**

   PowerPoint comes to life, as shown in Figure 1-1.

2. **Click Create a New Presentation at the bottom of the Getting Started pane, then click From AutoContent Wizard.**

   The AutoContent Wizard takes over and displays the dialog box shown in Figure 1-2. You may also notice your office assistant saying something pithy about the AutoContent Wizard; ignore him for now by right-clicking and choosing Hide.

Figure 1-2:
The
AutoContent
Wizard gets
under way.

3. **Click Next.**

4. **Select the type of presentation that you want to create by clicking one of the presentation types.**

   A variety of presentation types exist in six different categories. Click the category that you find most useful and select a presentation type.

5. **Click Next.**

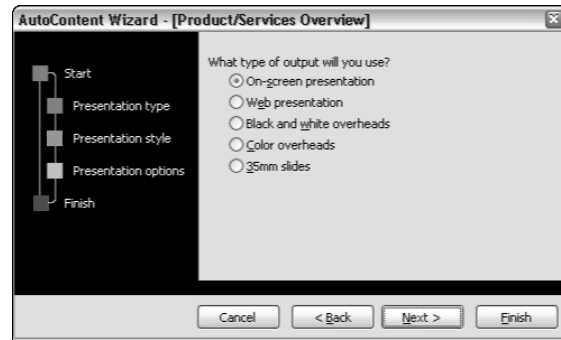   When you click Next, the AutoContent Wizard advances to the dialog box shown in Figure 1-3.

6. **Indicate the type of output that you want to create.**

   Choose On-Screen Presentation if you are going to use a computer projector to display your slides.

7. **Click Next.**

Figure 1-3:
The wizard
asks what
kind of
output
you are
creating.

8. **Type the title of your presentation and footer information, such as your name or company.**

   Note that you get the last-updated presentation by default as well as a slide number. (You can click the check box if you don't feel like having these default settings.)

9. **Click Next.**

10. **Click Finish.**

   The AutoContent Wizard creates a presentation for you. After the presentation is finished, you can use the editing and formatting techniques described in the rest of this chapter and throughout the book to personalize the presentation.

Zooming in

PowerPoint automatically adjusts its zoom factor so that Slide View displays each slide in its entirety. You can change the size of your slide by choosing View➪Zoom or by using the Zoom control in the Standard toolbar. This allows you to zoom in close to work on a detailed drawing.

Editing text

In PowerPoint, slides are blank areas that you can adorn with various types of objects. The most common types of objects are *text objects,* which are rectangular areas that are specially designated for holding text. Other types of objects include shapes, such as circles or triangles, pictures imported from clip art files, and graphs.

Most slides contain two text objects: one for the slide's title, the other for its body text. However, you can add additional text objects if you want, and you can remove the body text or title text object. You can even remove both to create a slide that contains no text.

Whenever you move the mouse cursor over a text object, the cursor changes from an arrow to the *I-beam,* which you can use to support bridges or build aircraft carriers. Seriously, when the mouse cursor changes to an I-beam, you can click the mouse button and start typing text.

When you click a text object, a box appears around the text and an insertion pointer appears right at the spot where you clicked. PowerPoint then becomes like a word processor. Any characters that you type are inserted into the text at the insertion pointer location. You can use the Delete or Backspace keys to demolish text, and you can use the arrow keys to move the insertion pointer around in the text object. If you press the Enter key, a new line of text begins within the text object.

When a text object contains no text, a placeholder message appears in the object. For a title text object, the message `Click to add title` appears. For other text objects, the placeholder message reads `Click to add text`. Either way, the placeholder message magically vanishes when you click the object and begin typing text.

If you start typing without clicking anywhere, the text that you type is entered into the title text object — assuming that the title text object doesn't already have text of its own. If the title object is not empty, any text that you type (with no text object selected) is simply ignored.

After you finish typing text, press the Esc key or click the mouse anywhere outside the text object.

In Chapter 2, you find many details about playing with text objects, so hold your horses. You have more important things to attend to first.

Moving from slide to slide

You have several ways to move forward and backward through your presentation, from slide to slide:

✔ **Click one of the double-headed arrows at the bottom of the vertical scroll bar.** Doing so moves you through the presentation one slide at a time.

✐ **Use the Page Up and Page Down keys on your keyboard.** Using these keys also moves one slide at a time.

✐ **Use the scroll bar.** When you drag the box in the scroll bar, a little box appears to display the number and title of the current slide. Dragging the scroll bar is the quickest way to move directly to any slide in your presentation. You can also click the arrows at the top or bottom of the scroll bar to move one slide at a time.

✐ **Click the thumbnail for the slide that you want to display in the list of slides on the left side of the screen.** If the thumbnails are not visible, click the Slides tab above the outline.

Adding a new slide

The slides created by the AutoContent Wizard may not be adequate for your presentation. Although you may be able to adapt some of the prebuilt slides by editing their titles and text objects, eventually you'll need to add slides of your own.

You're in luck! PowerPoint gives you about 50 ways to add new slides to your presentation. You see only three of them here:

✐ Click the New Slide button on the standard toolbar.

✐ Choose Insert➪New Slide.

✐ Press Ctrl+M.

In all three cases, PowerPoint displays the Slide Layout Pane alongside the new slide. This pane enables you to pick from 27 different types of slide layouts. Just click the mouse on the one that you want to use and PowerPoint sets the new slide to the layout of your choosing.

Each slide layout has a name, which you can see by hovering the mouse pointer over the layout for a moment. The layout that's highlighted in Figure 1-4 is called *Title and Text.* The layout name tells you which types of objects are included in the layout. For example, the Text layout includes a text object. *Title, Text & Clip Art* layout includes two objects; one for text, the other for a picture from the PowerPoint clip art gallery.

You'll probably use the Text layout most. It's the best format for presenting a topic along with several supporting points. For example, Figure 1-4 shows a typical bulleted list slide, in which a list of bulleted items describes signs that your son is headed down the road toward moral decay.
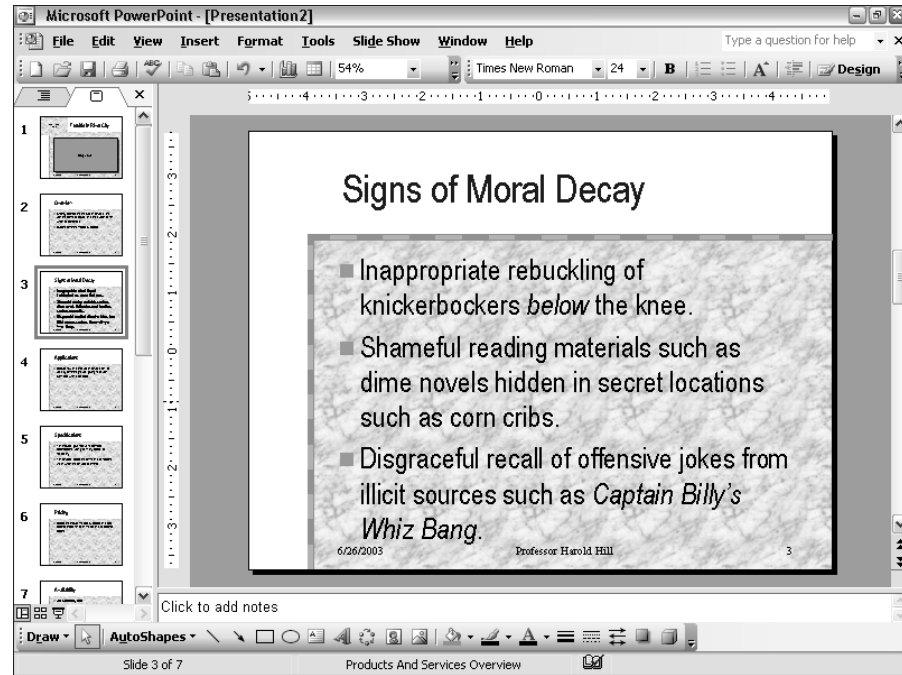
One of the layouts available in the AutoLayout section of the New Slide dialog box is named *Blank*. This layout doesn't include any objects; it is a blank slate that you can use to create a slide that doesn't fit any of the predefined layouts. All slide layouts except Blank include a single-line text object that serves as a title for the slide. This title is formatted consistently from slide to slide in order to give your presentation a professional look.

Displaying Your Presentation!

When your masterpiece is ready, you can show it on the screen. Just follow these steps:

1. **Choose Slide Show➪View Show.**

   There are several shortcuts to this command. You can also start the show by pressing F5 or by clicking the Slide Show button, located with the other view buttons in the lower-left corner of the screen.

2. **Behold the first slide.**

   The slide fills the screen. Isn't it pretty?

3. **Press Enter to advance to the next slide.**

   You can keep pressing Enter to call up each slide in the presentation. If you don't like the Enter key, you can use the spacebar instead.

   If you want to go back a slide, press the Page Up key.

4. **Press Esc when you're done.**

   You don't have to wait until the last slide is shown. If you find a glaring mistake in a slide, or if you just get bored, you can press Escape at any time to return to PowerPoint.

For the complete lowdown on showing your presentation, kindly turn to Chapter 7.

Printing Your Presentation

After you finish your masterpiece, you may want to print it. I say more about printing in Chapter 6. But for now, here's the quick procedure for printing all the slides in your presentation:

1. **Make sure that your printer is turned on and ready to print.**

   Make sure that the *select* or *on-line* light is on. If it isn't, press the Select or On-line button to make it so. Check the paper supply while you're at it.

2. **Click the Print button on the Standard toolbar.**

   If you prefer, choose File➪Print or press Ctrl+P or Ctrl+Shift+F12. Whichever way you do it, you see the Print dialog box. The Print dialog box has a myriad of options that you can fiddle with to print your presentation just so, but you can leave them alone if you just want to print all the slides in your presentation.

3. **Click OK or press the Enter key.**

   Make sure that you say "Engage" in a knowing manner, pointing at your printer as you do so. The secret is to fool your printer into thinking that you know what you're doing.

 Ch.qxd 8/29/03 12:09 AM Page 26

26   Part I: Basic PowerPoint 2003 Stuff

Saving Your Work

Now that you've spent hours creating the best presentation since God gave Moses the Ten Commandments, it's time to save your work to a file. If you make the rookie mistake of turning off your computer before you've saved your presentation, *poof!* Your work will vanish as if David Copperfield were in town.

Like everything else in PowerPoint, you have at least four ways to save a document:

- ✔ Click the Save button on the Standard toolbar.
- ✔ Choose File➪Save.
- ✔ Press Ctrl+S.
- ✔ Press Shift+F12.

If you haven't yet saved the file to your hard drive, the magical Save As dialog box appears. Type the name that you want to use for the file in the Save As dialog box and click OK to save the file. After you save the file once, subsequent saves update the disk file with any changes that you made to the presentation since the last time you saved it.

Some notes to keep in mind when saving files:

- ✔ Put on your Thinking Cap when assigning a name to a new file. The filename is how you can recognize the file later on, so pick a meaningful name that suggests the file's contents.
- ✔ After you save a file for the first time, the name in the presentation window's title area changes from *Presentation* to the name of your file. This is simply proof that the file has been saved.
- ✔ Don't work on your file for hours at a time without saving it. I've learned the hard way to save my work every few minutes. After all, I live in California so I never know when a rolling blackout will hit my neighborhood. Get into the habit of saving every few minutes, especially after making a significant change to a presentation, such as adding a covey of new slides or making a gaggle of complicated formatting changes. It's also a good idea to save your work before printing your presentation.

Opening a Presentation

After you save your presentation to your hard drive, you can retrieve it later when you want to make additional changes or to print it. As you may guess, PowerPoint gives you about 2,037 ways to accomplish the retrieval. Here are the four most common:

- ✔ Click the Open button on the Standard toolbar.
- ✔ Choose File⇨Open.
- ✔ Press Ctrl+O.
- ✔ Press Ctrl+F12.

All four retrieval methods pop up in the Open dialog box, which gives you a list of files to choose from. Click the file that you want, and then click OK or press the Enter key.

The Open dialog box has controls that enable you to rummage through the various folders on your hard drive in search of your files. If you know how to open a file in any Windows application, you know how to do it in PowerPoint (because the Open dialog box is pretty much the same in any Windows program).

If you seem to have lost a file, rummage around in different folders to see whether you can find it. Perhaps you may have saved a file in the wrong folder by accident. Also, check the spelling of the filename. Maybe your fingers weren't on the home row when you typed the filename, so instead of `River City.ppt`, you saved the file as `Eucwe Xurt`.ppt. I hate it when that happens. If all else fails, you can use Windows' built-in Search feature. Click the Start button, and then click Search and follow the instructions that appear in the Search Results window.

The fastest way to open a file from the Open dialog box is to double-click the file that you want to open. This spares you from having to click the file once and then clicking OK. Double-clicking also exercises the fast-twitch muscles in your index finger.

PowerPoint keeps track of the last four files that you've opened and displays them on the File menu. To open a file that you've recently opened, click the File menu and inspect the list of files at the bottom of the menu. If the file that you want is in the list, click it to open it.

The last four files you opened are also listed on the Getting Started task pane, so you can open them quickly if the Getting Started task pane is visible.

Closing a Presentation

Having finished your presentation and printed it just right, you have come to the time to close it. Closing a presentation is kind of like gathering up your papers, putting them neatly in a file folder, and returning the folder to its proper file drawer. The presentation disappears from your computer screen. Don't worry: It's tucked safely away on your hard drive where you can get to it later if you need to.

To close a file, choose File➪Close. You also can use the keyboard shortcut Ctrl+W, but you need a mind like a steel trap to remember that Ctrl+W stands for Close.

You don't have to close a file before exiting PowerPoint. If you exit PowerPoint without closing a file, PowerPoint graciously closes the file for you. The only reason that you may want to close a file is that you want to work on a different file and you don't want to keep both files open at the same time.

If you've made changes since the last time you saved the file, PowerPoint offers to save the changes for you. Click Yes to save the file before closing or click No to abandon any changes that you've made to the file.

If you close all the open PowerPoint presentations, you may discover that most of the PowerPoint commands have been rendered useless (they are grayed on the menu). Fear not. Open a presentation, or create a new one, and the commands return to life.

Exiting PowerPoint

Had enough excitement for one day? Use any of these techniques to shut PowerPoint down:

- ✔ Choose File➪Exit.
- ✔ Click the X box at the top-right corner of the PowerPoint window.
- ✔ Press Alt+F4.

Bam! PowerPoint is history.

You should know a couple things about exiting PowerPoint (or any application):

✔ PowerPoint doesn't let you abandon ship without first considering if you want to save your work. If you've made changes to any presentation files and haven't saved them, PowerPoint offers to save the files for you. Lean over and plant a fat kiss right in the middle of your monitor — PowerPoint just saved you your job.

✔ Never, never, never, ever, never turn off your computer while PowerPoint or any other program is running. Bad! Always exit PowerPoint and all other programs that are running before you turn off your computer.