

Getting Started with PowerPoint

The first step of any journey through Microsoft PowerPoint is to start up the program and either a) create a new presentation or b) open an existing presentation. Obviously, you can't do anything in PowerPoint until you launch the program.

In this chapter, we talk about some methods you can use to launch PowerPoint and how you can immediately begin to create a new presentation. We also show you how to save a presentation after you've created it and safely exit the program.

Note that, at this point, we assume you have installed either the entire Microsoft Office 2003 suite or just Microsoft Office PowerPoint 2003. If you need to perform an installation, refer to the user documentation accompanying your installer CD for installation instructions.

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Start PowerPoint Using the Start Menu

1. Start your computer and log on to Windows if your computer is not on.
2. Choose Start Menu→Programs→Microsoft Office→Microsoft PowerPoint 2003 (see Figure 1-1). Microsoft PowerPoint opens, and you're ready to create a new slide presentation or open an existing presentation.

Start PowerPoint Using Keyboard Shortcuts

1. Hold the Ctrl key down and press Esc.
2. Press the P key on your keyboard to select Programs.
3. Press right, left, up, and down arrows to navigate through the menu commands and folders until you arrive at Microsoft PowerPoint 2003.
4. Press Enter to launch PowerPoint (as shown in Figure 1-2).



You can also create a program shortcut on your desktop. Locate Microsoft PowerPoint 2003 on your Start menu and right-click the PowerPoint application icon to open a context menu. Choose Send To→Desktop (create shortcut). The program shortcut is created on your desktop. Just double-click the shortcut icon and PowerPoint launches.

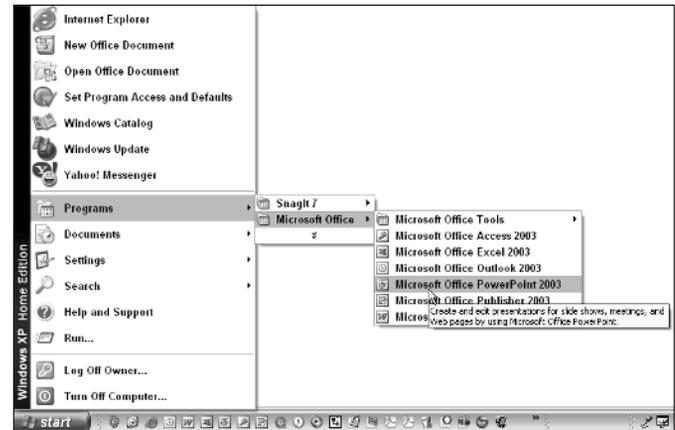


Figure 1-1: Open the Start Menu and choose Programs→Microsoft Office→Microsoft PowerPoint 2003

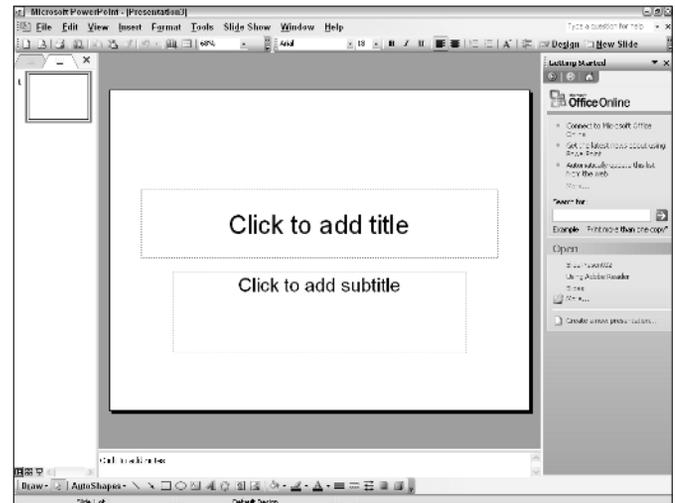


Figure 1-2: Click Microsoft PowerPoint 2003 on the Start menu or select Microsoft PowerPoint 2003 and press Enter to open the program

Open a Saved Presentation

1. Launch PowerPoint.
2. Choose File⇒Open and the Open dialog box appears (see Figure 1-3). Alternately, you can press Ctrl+O to open the Open dialog box.
3. Using the Look In drop-down menu, navigate to your hard drive and locate the folder where you have a saved presentation.
4. Choose List from the View drop-down menu to display slide presentations in a list.
5. Click a presentation to select it.



If you want to open multiple presentations, press the Ctrl key and click each presentation you want to open in the Open dialog box. Click Open and PowerPoint opens all the selected presentations.

6. Click Open and the presentation opens in PowerPoint.

Close a Presentation

1. Open a PowerPoint document in PowerPoint.
2. Click the X in the top-right corner of the PowerPoint Document window (see Figure 1-4). Be certain to click the X appearing in the top-right corner of the Document window. Another X appears at the top-right corner of the PowerPoint application window. If you click this X, the program quits.



Alternately, you can choose File⇒Close to close the document. After closing a file, PowerPoint remains open and ready for you to create a new presentation or open another presentation.

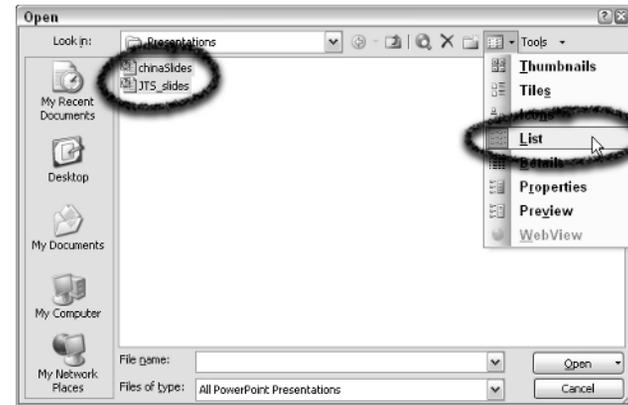


Figure 1-3: Select one or more presentation files in the Open dialog box and click Open

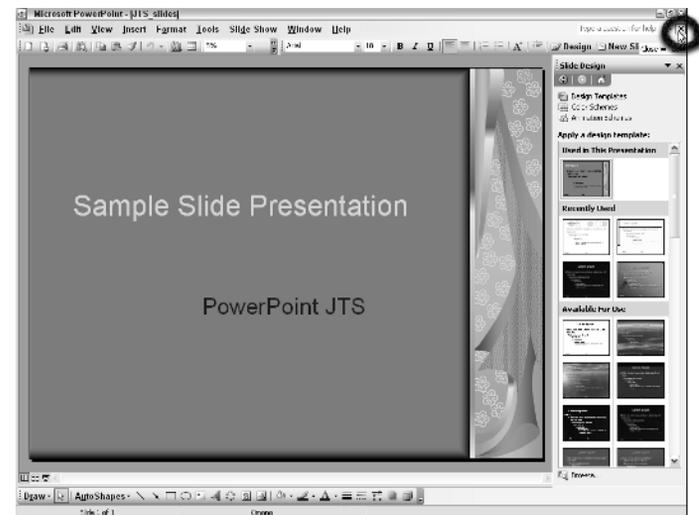


Figure 1-4: Click the X in the top-right corner of the Document window or choose File⇒Close to close the open document

Create a Blank Presentation

1. Open PowerPoint.
2. Click Getting Started in the Task pane to open a drop-down menu.



The Task pane at the right side of the PowerPoint window contains several panes with menus to assist you in creating and editing slide presentations. If the pane is not visible when you open PowerPoint or you accidentally lose the pane, choose View→Task Pane or press Ctrl+F1. If you need more room to view your slides, you can close the pane by clicking the X in the top-right corner of the pane.

3. Select New Presentation from the menu (see Figure 1-5).



By default, PowerPoint opens a new blank presentation document when you launch the program. If you want to begin working on a new presentation, you can start with the document appearing on program launch. You can also use any of these options to create a new blank document: click Getting Started and select New Presentation, choose File→New, click the New button on the toolbar, or press Ctrl+N. You can use any of these options to create a new blank document.

4. In the New Presentation task pane (see Figure 1-6), select one of the following options to create a presentation:

- **Blank Presentation:** Create a new blank presentation.
- **From Design Template:** Use one of the many design templates installed with PowerPoint.
- **From AutoContent Wizard:** The AutoContent Wizard helps you with presentation ideas.
- **From Existing Presentation:** Open an existing presentation you want to modify.
- **Photo Album:** Create a slideshow of pictures.

5. To create a blank presentation, click the Blank Presentation option in the New Presentation Task pane.

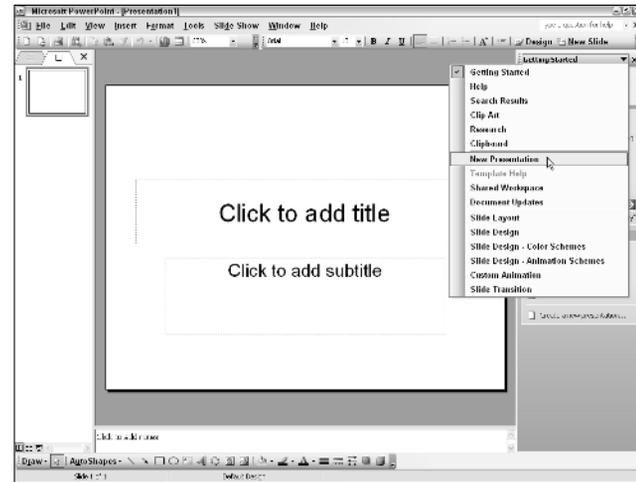


Figure 1-5: Select New Presentation from the Getting Started drop-down menu

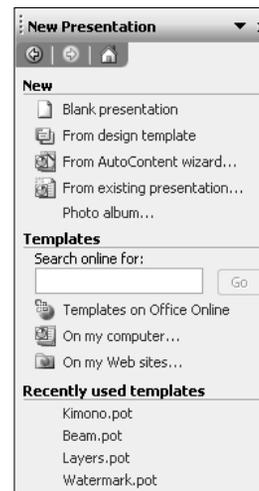


Figure 1-6: Click Blank Presentation in the New Presentation Task pane to create a new blank presentation

Create a Presentation Based on a Template

1. Open PowerPoint.
2. Click Getting Started in the Task pane to open the drop-down menu.
3. Select New Presentation.
4. Click From Design Template to open the Slide Design task pane (see Figure 1-7).
5. Scroll the Slide Design Task pane by dragging the slider on the right side of the pane up and down to view all templates. You have slides organized into three separate categories in the Slide Design pane. The categories include

Used in this Presentation: Any design templates used in the open PowerPoint document appear in this category.

Recently Used: Templates you have used in recent PowerPoint projects conveniently appear in this category.

Available for Use: This category contains all the design templates available to you for creating new presentations.

6. Select the template you want to use in a new presentation from the *Available for Use* category (as shown in Figure 1-8).



Note that the template you select in the Slide Design Task pane shows you a view of the opening slide called the *title slide*. The title slide design is usually different from the presentation slides. When you add additional slides to your presentation, the slide design used for the presentation slides is similar to the title slide but not identical.



Figure 1-7: Click From Design Template in the New Presentation Task pane to open the Slide Design Task pane

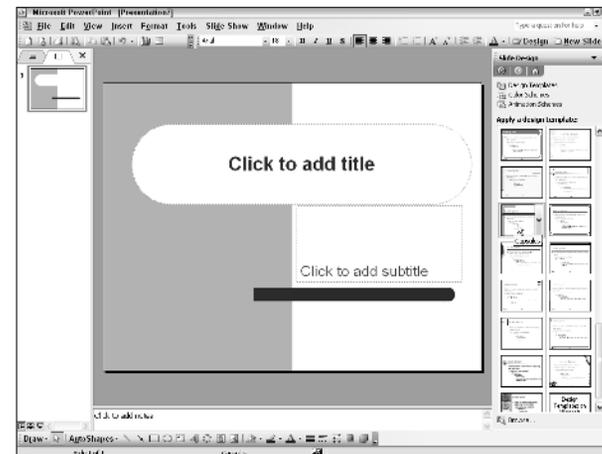


Figure 1-8: Click a slide template in the Slide Design Task pane

Create a Presentation Using the AutoContent Wizard

1. In PowerPoint, click Getting Started to open the drop-down menu.
2. Select New Presentation from the menu.
3. Click From AutoContent Wizard.
4. The AutoContent Wizard opens. In the opening pane, click Next and you arrive at the second pane (see Figure 1-9).
5. Click a category from one of the following:
 - **All:** Lists all slide presentations in all categories. You can scroll the window and select a slide presentation to create from the list.
 - **General:** Displays a list of general business topics.
 - **Corporate:** Displays a list of corporate topics such as business plans, financial reports, employee orientation, and so on.
 - **Projects:** Lists presentations that might be used in a planning process.
 - **Sales/Marketing:** Lists presentations suited for a marketing program.
6. Click a presentation from within a category and click Next to move to the next pane (see Figure 1-10).
7. Select an output option from one of the following:
 - **On-Screen Presentation:** Click this radio button to create a presentation that is intended to be shown on your computer or on a projector connected to your computer.



Figure 1-9: Open the AutoContent Wizard and click the Next button to arrive at the second pane

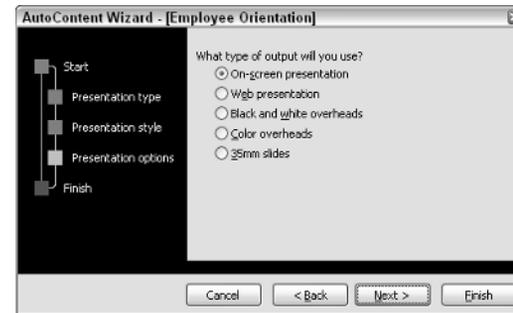


Figure 1-10: Click Next to move to the next pane in the wizard

- **Web Presentation:** Click this radio button for a slide presentation that you want to show on a Web site.
 - **Black and White Overheads:** Click this radio button if you want to print your slides on clear acetate on a black-and-white laser printer.
 - **Color Overheads:** Click this radio button if you want to print your slides on clear acetate on a color printer.
 - **35mm Slides:** Click this radio button if you want to print your slides on a commercial film recorder that outputs to 35mm slides.
8. Click Next to advance to the next pane (see Figure 1-11).
 9. Type a title for your presentation in the Presentation Title text box.
 10. Type a footer in the Footer text box if you want a footer to appear on your slides.



By default, the date of the last update and the slide numbers will appear on the new presentation. If you don't want such information to appear on the slides, uncheck the respective check box in the wizard.

11. Click Next in the wizard to advance to the last pane in the wizard.
12. Click Finish to complete the slide creation and open it in PowerPoint (see Figure 1-12).
13. Edit the presentation to customize it for your own needs.



The slide presentation opens in Normal view with the Outline tab in view. You can edit text in the Outline tab or directly on each slide to change text and customize the presentation for your own use.

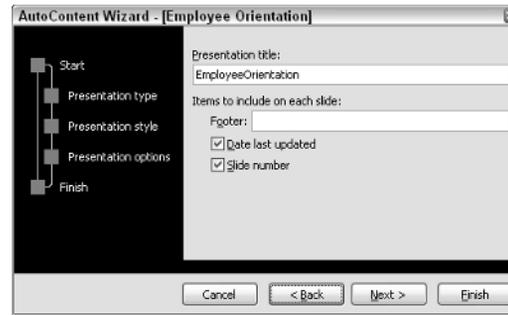


Figure 1-11: Click Next to open the next pane in the wizard, where you type a name for your presentation

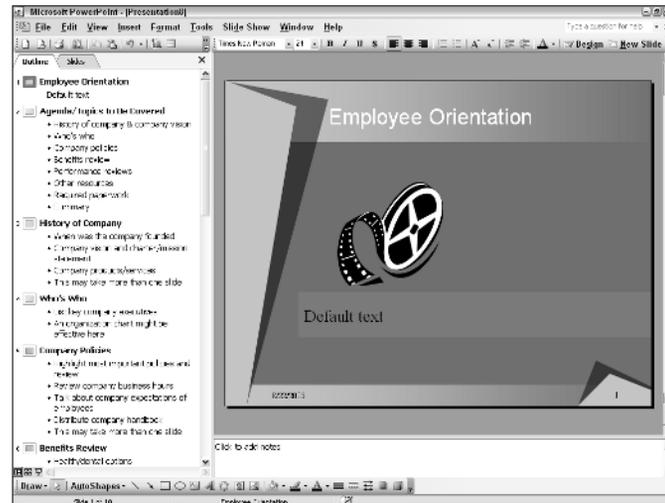


Figure 1-12: Click Finish in the wizard and the new presentation opens in PowerPoint

Change the Opening Default View

1. Open PowerPoint and choose Tools→Options.
2. Click the View tab in the Options dialog box (see Figure 1-13).
3. Uncheck the Startup Task Pane option.



When you remove the check mark for the Startup task pane, PowerPoint opens with the Task pane closed and provides you more viewing and editing room when working on slides. Press Ctrl+F1 to show the Task pane.

4. Review other options on the View tab. You can make choices for items to remain in view or toggle off the views for the Show and Slide Show options.
5. Select the option you want to see when you launch PowerPoint from the Default View drop-down menu. The default option is The View Saved in the File, which shows you the last view when you saved your file in PowerPoint.

Change Save Options

1. Open PowerPoint and choose Tools→Options.
2. Click the Save tab in the Options dialog box (see Figure 1-14).
3. Type a default directory path — pointing to the place where you want PowerPoint to save your presentation files — into the Default File Location text box. The default folder is My Documents.
4. Click OK in the Options dialog box.

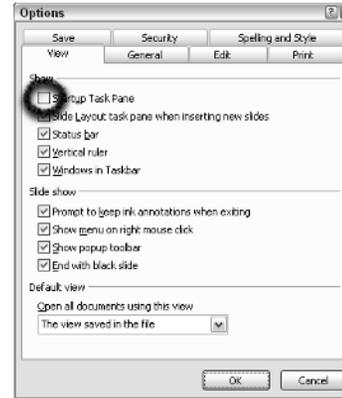


Figure 1-13: Remove the Startup task pane check mark to provide more viewing and editing room when working on slides

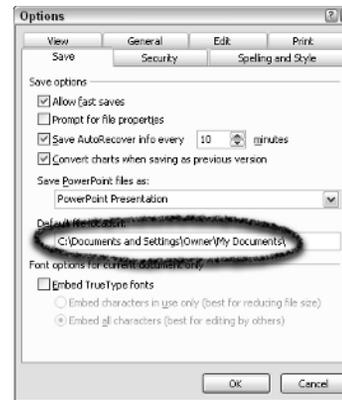


Figure 1-14: Typing in a new directory path for where you want to save your PowerPoint slides



Look over other options on the Save tab and adjust settings according to your personal needs. Click each tab in the Options dialog box and you can customize PowerPoint to suit your personal work habits. When you need information on given settings in the tabs, consult the PowerPoint Help document (choose Help→Microsoft Office PowerPoint Help).

Save a Presentation

1. Create a new blank presentation or a presentation from a design template.
2. Open the File menu and select one of the following:
 - **Save As:** Use this option or choose File→Save when saving for the first time to open the Save/Save As dialog box (see Figure 1-15).
 - **Save as Web Page:** Use this command to save the design you create in PowerPoint as a Web page.
3. Name your file by typing a name in the File Name text box and locate a folder where you want to save the file.
4. Click Save to save the file.

Exit PowerPoint

1. Click the Close box in an open presentation document.
2. If you haven't saved the file since your last edit, PowerPoint prompts you with a dialog box to save your changes before the file closes (see Figure 1-16).
3. Click Yes to save your last edits. Click No to exit PowerPoint if you want to quit without saving your changes.



Alternately, you can press Alt+F4 to exit PowerPoint.

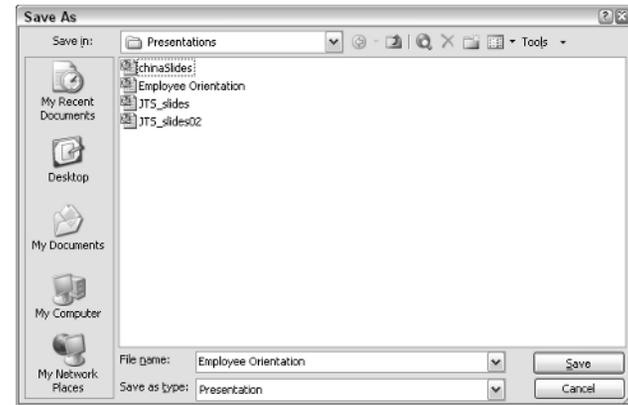


Figure 1-15: Choose File→Save As to save a PowerPoint presentation

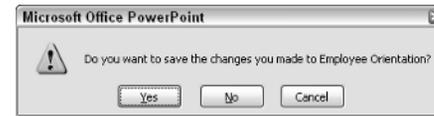


Figure 1-16: Click Yes to save your last edits before exiting PowerPoint or No to ignore edits made since the last save

