

Microsoft PowerPoint

1 Introduction

For this lab, you will do 3 online tutorials supplied by Microsoft. These tutorials show you something about presentations.

To find these tutorials, go to

<http://office.microsoft.com/en-us/powerpoint-help/CH010224780.aspx>

These require Microsoft Excel PowerPoint, and a browser that runs ActiveX (which, for all practical purposes, means Internet Explorer).

Note each page has an audio component. That simply reads the text on the page. So you can disable the sound if you find it annoying, or listen rather than read if you prefer.

2 Create Your First Presentation

To do this tutorial, go to the tutorial called “Create your first presentation” (it’s the 4th on the list) and click on it. This tutorial has 3 practice sessions. As you finish each session, save the file. Use the following names:

First practice session: create-1

Second practice session: create-2

Third practice session: create-3, create-3p

In the second practice session, please do the bonus exercise (“add an animation effect”). In the third practice session, please print the presentation to a file. To do this, when you get to step 7 of Exercise 6, click “Print to file” and then click **OK**. Instead of sending the presentation to the printer, a dialogue box will appear. Call your file “create-3p” and save it somewhere you can get to it.

The actual file names for “create-1”, “create-2”, and “create-3” will have “.pptx” on the end, and the file name for “create-3p” will have something like “.prn” or “.pdf” on the end. You don’t have to type these; PowerPoint adds them automatically. Don’t worry if you can’t see them.

3 Add Slide Numbers and Other Footers to Slides

To do this tutorial, go to the tutorial called “Add slide numbers and other footers to slides” (it’s the second on the list) and click on it. This tutorial has 1 practice session. When you finish the session, save the file as “footer-1”. The actual file name will have “.pptx” on the end. You don’t have to type it; PowerPoint adds it automatically. Don’t worry if you can’t see it.

4 Put Your Photos into PowerPoint

To do this tutorial, go to the tutorial called “Put your photos into PowerPoint” (it’s the 10th on the list) and click on it. This tutorial has 1 practice session. Save the album (file) you change in Exercise 5 as “photos-1”, and the album (file) you work on for Exercises 6–8 as “photo-2”. (You need not do the bonus exercise this time.) The actual file names will have “.pptx” on the end. You don’t have to type it; PowerPoint adds it automatically. Don’t worry if you can’t see it.

Also, the file sizes may differ from those in the exercises. For example, mine were 560KB for the presentation with uncompressed pictures and 409KB for the presentation with compressed pictures, rather than the 811KB and 654KB, respectively, that the exercises say.

5 What to Turn In

Please turn in all 7 files to SmartSite. Then you are done. Please remember to use the Start button to log out from the lab computers!