



Microsoft
PowerPoint
XP

General Introduction

Welcome to your Oxford Open Learning **Microsoft PowerPoint XP** course! This course is designed to introduce you to the key skills in PowerPoint, whether you use the program on its own or as part of the Microsoft Office collection.

Although the course is geared to the XP version of Microsoft's popular program, nearly all of the techniques are the same as for other versions of PowerPoint and relevant to other computerized presentation tools.

Microsoft Office Specialist (MOS) and ECDL Examinations

This course will be of practical benefit to anyone who has to use PowerPoint (or indeed any similar program) on a regular basis but it is also designed to prepare students for two very similar examinations, the Microsoft Office Specialist (MOS) exams and the European Computer Driving Licence ((ECDL) exams. These exams can be taken all over the world and it is a hands-on simulation designed to show that you possess the necessary skills in PowerPoint.

When you complete the OOL course, you will be in a position to take and pass these exams. If you do so, you will gain a certificate (Microsoft Office User Specialist: Microsoft PowerPoint or ECDL: Module 6: Presentation) which is recognised the world over. You would be well advised to visit the MOS (or ECDL) website and obtain an up-to-date copy of the exam requirements as well as details of where and how to take the examination.

Please also note that this course goes a little beyond the requirements of the MOS/ECDL syllabus in certain areas but it does *not* cover *all* the skills that are possible in PowerPoint. Nor does this course deal with all the requirements of the MOS Expert exam which is designed for specialist users of PowerPoint.



Contents of the Course

The course is divided into 27 separate lessons, as follows:

1. Introduction to Microsoft PowerPoint XP
2. Starting Microsoft PowerPoint XP
3. Getting Around in PowerPoint
4. PowerPoint Views
5. Entering and Editing Slide Text
6. Organising your Presentations
7. Inserting, Selecting, Moving, Copying and Deleting Slides in a Presentation
8. Working with Slide View
9. Working with Outline View
10. Formatting Text
11. Formatting Paragraphs
12. Drawing Objects on a Slide
13. Positioning Objects
14. Changing the Appearance of Objects
15. Copying and Moving Items
16. Adding and Editing Pictures
17. Aligning and Arranging Objects
18. Inserting Tables
19. Inserting Organisation Charts
20. Inserting Charts
21. Design Templates and Slide Masters
22. Working with Header and Footer Text
23. Making Notes Pages and Handouts
24. Designing Slide Shows
25. Running and Controlling a Slide Show
26. Printing a Presentation
27. MS-PowerPoint XP Final Revision Exercise

How to Proceed

The lessons vary in length but most are designed to be covered in a single sitting. Depending on your experience of the Windows operating environment, other Microsoft Office applications and presentations, you may find that the early lessons cover topics which are already second nature to you. If so, please go on to the more advanced lessons later in the course.

The first page of each lesson states the aims of the lesson and places it within the context of the course as a whole. The Aims section looks like this:



Aims

The aims of this Introduction are to enable you to:

- understand how to proceed with the course

The Context links each lesson with the rest of the course:

Context

You should keep this Introduction close to hand as you work through the course.

Each lesson introduces you to the topic at hand very carefully and tries to explain why particular skills are needed, what benefits there are, etc. The aim is that you should *understand*, not simply be able to follow a series of numbered steps - although those are given as well!

Wherever possible, the description of each technique is enhanced by a **screen shot** or two. A screen shot is a picture of what you should actually see on the screen at an intermediate stage in your work. This will enable you to work out exactly where you are going wrong (if you do) and look at the previous stage more carefully.

At the end of the lesson, there is normally a **quick quiz** which is a series of simple questions covering the content of the lesson. You can answer them out loud or jot the answers down in your notebook for future reference. If there are any that you find hard, it is a sure sign that you should go back over the content of the lesson.

Finally, most lessons conclude with one or more **revision exercises** and/or a **Tutor-marked Assignment**. These are practical exercises which ask you to go through a series of instructions on screen, preparing or editing a document. This practice will certainly help you if you go on to take the MOUS examination.

Answers to revision exercises are to be found on an accompanying CD-ROM. As soon as you have finished the exercise, open the corresponding file in the CD-ROM's Excel folder and compare your work with the model answer given. Answers to the TMAs are not to be found on the CD-ROM but will be available to you after you have submitted your assignment for marking. Good luck with your course!

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Other Examinations

MOS and ECDL standards are also tested by a number of other examination bodies. You may find it makes more sense to take the test set by a different body.

In particular, this course will prepare you for the **BTEC Intermediate Certificate in IT Desktop Skills**. BTEC is a division of Edexcel, one of the UK's three main examination bodies. To gain a BTEC Certificate, candidates must choose and pass *three* out of these five units:

- Using Word Processing for Business
- Using Spreadsheets for Business
- Using Databases for Business
- Using Presentations and Graphics for Business
- Using E-mail and the Internet for Business

Working through the OOL modules in Word[®], Excel[®] and PowerPoint[®] would give you the necessary skills to gain the Certificate. You can either take three BTEC units or ask for the MOS (or ECDL) equivalents to be credited instead.

For further information about the BTEC Certificate, write to Edexcel Publications, Adamsway, Mansfield, Notts NG18 4FN or contact Edexcel by e-mail: (enquiries@edexcel.org.uk).

The European Computer Driving Licence (ECDL)

The **European Computer Driving Licence** (ECDL) is one of the most popular ways of having your skills recognised. To gain an ECDL, applicants must pass *one* theoretical and *six* practical tests, as follows:

1. Concepts of Information Technology (theoretical test)
2. Using the computer and managing files
3. Word Processing
4. Spreadsheets
5. Database
6. Presentation
7. Information and Communication

Again, study of this OOL module will give you the skills to tackle the relevant practical test. You can work your way through the list, registering each success on your European Computer Skills Card (ECSC), recognised around Europe and beyond.



For further information about the ECDL, contact ECDL Foundation, 107, The Windmill, Sir John Rogersons Quay, Dublin 2, Ireland (e-mail: info@ecd.com).

Module 6 - Presentation

The following is the Syllabus for Module 6, Presentation, which provides the basis for the practice-based test in this module domain. Module 6 Presentation, requires the candidate to demonstrate competence in using presentation tools on a computer. The candidate shall be able to accomplish tasks such as creating, formatting, modifying and preparing presentations using different slide layouts for display and printed distribution. He or she shall also be able to duplicate and move text, pictures, images and charts within the presentation and between presentations. The candidate shall demonstrate the ability to accomplish common operations with images, charts and drawn objects and to use various slide show effects.

6.1 Using the Application

6.1.1 First Steps with Presentations

- 6.1.1.1 Open (and close) a presentation application.
- 6.1.1.2 Open one, several presentations.
- 6.1.1.3 Create a new presentation (default template).
- 6.1.1.4 Save a presentation to a location on a drive.
- 6.1.1.5 Save a presentation under another name.
- 6.1.1.6 Save a presentation in another file type such as: Rich Text Format, template, image file format, software specific file extension, version number.
- 6.1.1.7 Switch between open presentations.
- 6.1.1.8 Use available Help functions.
- 6.1.1.9 Close a presentation.

6.1.2 Adjust Settings

- 6.1.2.1 Use magnification/zoom tools.
- 6.1.2.2 Display, hide built-in toolbars.
- 6.1.2.3 Modify basic options/preferences in the application: user name, default directory/folder to open, save presentations.

6.2 Developing a Presentation

6.2.1 Presentation Views

- 6.2.1.1 Understand the uses of different presentation view modes.
- 6.2.1.2 Change between presentation view modes.

6.2.2 Slides

- 6.2.2.1 Add a new slide with a specific slide layout such as: title slide, chart and text, bulleted list, table.
- 6.2.2.2 Change between built-in slide layouts.
- 6.2.2.3 Change background colour on specific slide(s), all slides.



6.2.3 Using Design Templates

- 6.2.3.1 Apply an available design template to a presentation.
- 6.2.3.2 Change between available design templates.

6.2.4 Master Slide

- 6.2.4.1 Insert a picture image, drawn object into a master slide. Remove a picture, image, drawn object from a master slide.
- 6.2.4.2 Add text into Footer of specific slides, all slides in a presentation.
- 6.2.4.3 Apply automatic slide numbering, automatically updated date, non-updating date into Footer of specific slides, all slides in a presentation.

6.3 Text and Images

6.3.1 Text Input, Formatting

- 6.3.1.1 Add text into a presentation in standard, outline view.
- 6.3.1.2 Edit slide content, notes pages content by inserting new characters, words.
- 6.3.1.3 Change text appearance: font sizes, font types.
- 6.3.1.4 Apply text formatting such as: bold, italic, underline.
- 6.3.1.5 Apply case changes to text.
- 6.3.1.6 Apply different colours to text.
- 6.3.1.7 Apply shadow to text.
- 6.3.1.8 Align text: left, centre, right in a slide.
- 6.3.1.9 Adjust line spacing before and after bulleted, numbered points.
- 6.3.1.10 Change between the style of bullets, numbers in a list from built-in standard options.
- 6.3.1.11 Use the undo, redo command.

6.3.2 Pictures, Images

- 6.3.2.1 Insert a picture into a slide.
- 6.3.2.2 Insert an image into a slide.

6.3.3 Duplicate, Move, Delete

- 6.3.3.1 "Duplicate" text, pictures, images within the presentation, between open presentations.
- 6.3.3.2 "Move" text, pictures, images within the presentation, between open presentations.
- 6.3.3.3 Resize pictures, images in a presentation.
- 6.3.3.4 Delete text, pictures, images in a slide.

6.4 Charts/ Graphs/ Drawn Objects

6.4.1 Using Charts/ Graphs

- 6.4.1.1 Input data to create, modify different kinds of built-in charts/graphs in a slide: column, bar, line, pie.
- 6.4.1.2 Change the background colour in the chart/ graph.
- 6.4.1.3 Change the column, bar, line, pie slice colours in the chart/graph.
- 6.4.1.4 Change the chart/graph type.

6.4.2 Organisation Charts

- 6.4.2.1 Create an organisation chart with a labelled hierarchy. (Use a built-in organisation chart feature).
- 6.4.2.2 Change the hierarchical structure of an organisation chart.
- 6.4.2.3 Add, remove managers, co-workers, sub ordinates in an organisation chart.



6.4.3 Drawn Objects

- 6.4.3.1 Add different types of drawn object to a slide: line, free drawn line, arrow, rectangle, square, circle, text box, other available shapes.
- 6.4.3.2 Change drawn object background colour, line colour, line weight, line style.
- 6.4.3.3 Change arrow start style, arrow finish style.
- 6.4.3.4 Apply a shadow to a drawn object.
- 6.4.3.5 Rotate, flip a drawn object.
- 6.4.3.6 Align a drawn object: left, centre, right, top, bottom of a slide.
- 6.4.3.7 Resize drawn object, chart within the presentation.
- 6.4.3.8 Bring an object to the front, back.

6.4.4 Duplicate, Move, Delete

- 6.4.4.1 Duplicate a chart/graph, drawn object within the presentation, between open presentations.
- 6.4.4.2 Move a chart/graph, drawn object within the presentation, between open presentations.
- 6.4.4.3 Delete a chart/graph, drawn object.

6.5 Slide Show Effects

6.5.1 Preset Animation

- 6.5.1.1 Add preset text, image animation effects to slides. Change preset animation effects on text, images.

6.5.2 Transitions

- 6.5.2.1 Add transition effects between slides. Change slide transition effects between slides.

6.6 Prepare Outputs

6.6.1 Preparation

- 6.6.1.1 Select appropriate output format for slide presentation such as: overhead, handout, 35 mm slides, on-screen show.
- 6.6.1.2 Spell-check a presentation and make changes such as: correcting spelling errors, deleting repeated words.
- 6.6.1.3 Add notes for the presenter to slides.
- 6.6.1.4 Change slide setup, slide orientation to portrait, landscape. Change paper size.
- 6.6.1.5 Duplicate, move slides within the presentation, between open presentations.
- 6.6.1.6 Delete a slide, slides.

6.6.2 Printing

- 6.6.2.1 Print entire presentation, specific slides, handouts, notes pages, outline view of slides, number of copies of a presentation.

6.6.3 Deliver a Presentation

- 6.6.3.1 Hide, show slides.
- 6.6.3.2 Start a slide show, start a slide show on any slide.

ECDL is *not* software-specific. In theory, you do not *have* to use PowerPoint to demonstrate the required skills although, in practice, virtually every candidate does. The ECDL modules match the Microsoft Office Specialist (MOS) exams set by Microsoft themselves.



Virtually the same skills are covered to the same depth. Of course, with MOS, you have to use the Microsoft software but you will be doing that anyway! Some students will find the MOS exam more convenient; some the ECDL.

Microsoft Office Specialist Certification

To earn the Microsoft Office Specialist certification, you must pass one or more certification exams. Office Specialist exams provide a valid and reliable measure of technical proficiency and expertise by evaluating your overall comprehension of Office programs, your ability to use their advanced features, and your ability to integrate the Office programs with other software programs.

Office Specialist exams are developed and validated by industry experts and the exam development process is accredited by the Buros Institute for Assessment Consultation and Outreach. Office Specialist exams are administered at Authorized Testing Centres worldwide.

Office Specialist certification exams are not written exams. Instead, the exams are performance-based, which means each is conducted within a “live” Microsoft Office program. Using the actual program, exam candidates are asked to perform a series of tasks to clearly demonstrate their skills. For example, a Microsoft Word exam might ask a user to balance newspaper column lengths or keep text together in columns.

A typical Office Specialist exam takes one hour or less. Examinees are measured on both knowledge and efficiency.

All exams are administered at your nearest iQcenter. Questions about exam schedules should be directed to the iQcenter where you will take the exam. Most iQcenters require pre-registration. To register, contact the centre directly.

For general information about testing centres, contact Office Specialist Customer Services by e-mail at services@certiport.com.

Exam skill standards are categories of examination tasks, identified by subject-matter experts, that certify an ability to productively use Microsoft Office programs. These categories are organized into skill sets representing the more basic functions of each Office program.

Exam skill standards for the Microsoft PowerPoint 2000 Exam are provided below to assist in your exam preparation.

Here is a checklist of the skills required for MOS (PowerPoint 2000):



Creating a Presentation

- Delete slides
- Create a specified type of slide
- Create a presentation from a template or a wizard
- Navigate among different views (slide, outline, sorter, and tri-pane)
- Create a new presentation from existing slides
- Copy a slide from one presentation into another
- Insert headers and footers
- Create a blank presentation
- Create a presentation using the AutoContent Wizard
- Send a presentation via e-mail

Modifying a Presentation

- Change the order of slides using Slide Sorter view
- Find and replace text
- Change the layout for one or more slides
- Modify the Slide Master
- Modify slide sequence in the outline pane
- Apply a design template

Working with Text

- Check spelling
- Change and replace text fonts (individual slide and entire presentation)
- Enter text in tri-pane view
- Import text from Microsoft Word
- Change the text alignment
- Create a text box for entering text
- Use the Wrap text in TextBox feature
- Use the Office Clipboard
- Use the Format Painter
- Promote and Demote text in slide and outline panes

Working with Visual Elements

- Add a picture from the Clip Art Gallery
- Add and group shapes using WordArt or the Drawing Toolbar
- Apply formatting
- Add text to a graphic object using a text box
- Scale and size an object including clip art
- Create tables within PowerPoint
- Rotate and fill an object

Customizing a Presentation

- Add AutoNumber bullets
- Add speaker notes
- Add graphical bullets

- Add slide transitions
- Animate text and objects

Creating Output

- Preview presentation in black and white
- Print slides in a variety of formats
- Print audience handouts
- Print speaker notes in a specified format

Delivering a Presentation

- Start a slide show on any slide
- Use on screen navigation tools
- Print a slide as an overhead transparency
- Use the pen during a presentation

Managing Files

- Save changes to a presentation
- Save as a new presentation
- Publish a presentation to the Web
- Use the Microsoft Office Assistant
- Insert hyperlink

Differences between the MOS Syllabuses for 2000 and XP Versions of PowerPoint

With each new edition of its software programs, Microsoft has added a range of new features. The XP version of PowerPoint is a significant advance on the 2000 and other previous versions. Because this is an introductory course, we concentrate here on techniques which are possible (with small variations) in *all* versions of PowerPoint, *not* on those which are introduced in the XP version.

If you take the XP version of the MOS exam, you may be asked to demonstrate some of these additional skills, particularly in the following areas (not covered in this course):

Working with Data from Other Sources

- Import Excel charts into slides
- Add sound and video to slides
- Insert Word tables on slides
- Export a presentation as an outline

Managing and Delivering Presentations

- Set up slide shows
 - Deliver presentations
 - Manage files and folders for presentations
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- Work with embedded fonts
- Publish presentations to the Web
- Use Pack and Go

Workgroup Collaboration

- Set up a review cycle
- Review presentation comments
- Schedule and deliver presentation broadcasts

Thus it may well be more appropriate (and easier!) to take the 2000 version of the MOS examination, rather than the XP version. Alternatively, the PowerPoint Help function gives full guidance on all these new areas. Good luck!

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