

Using Microsoft Power Point



**Using the Menus in both the English and
Japanese Versions**

Toolbars

Shortcuts

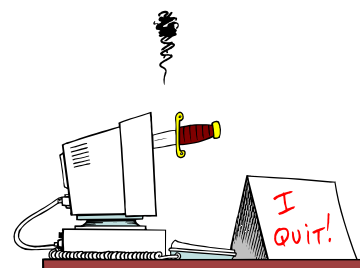
Resources on the Web

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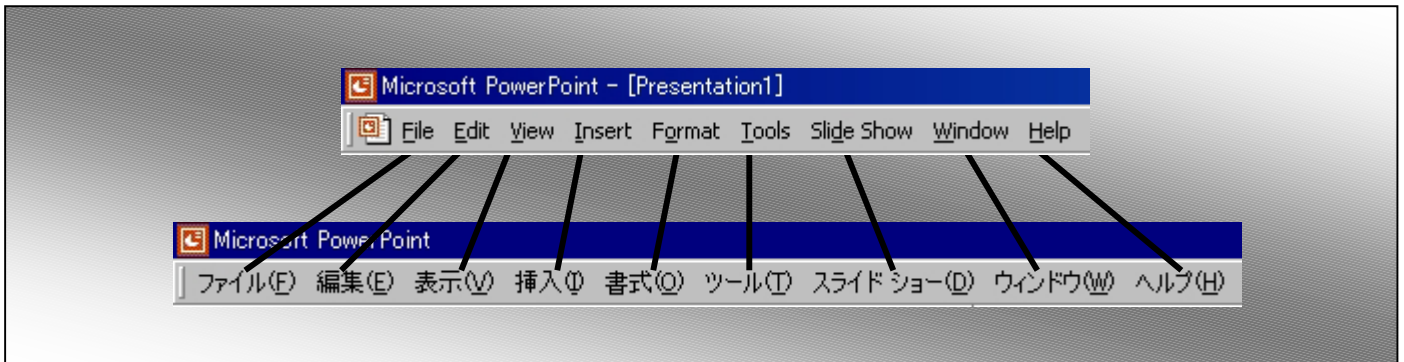
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Main Menu



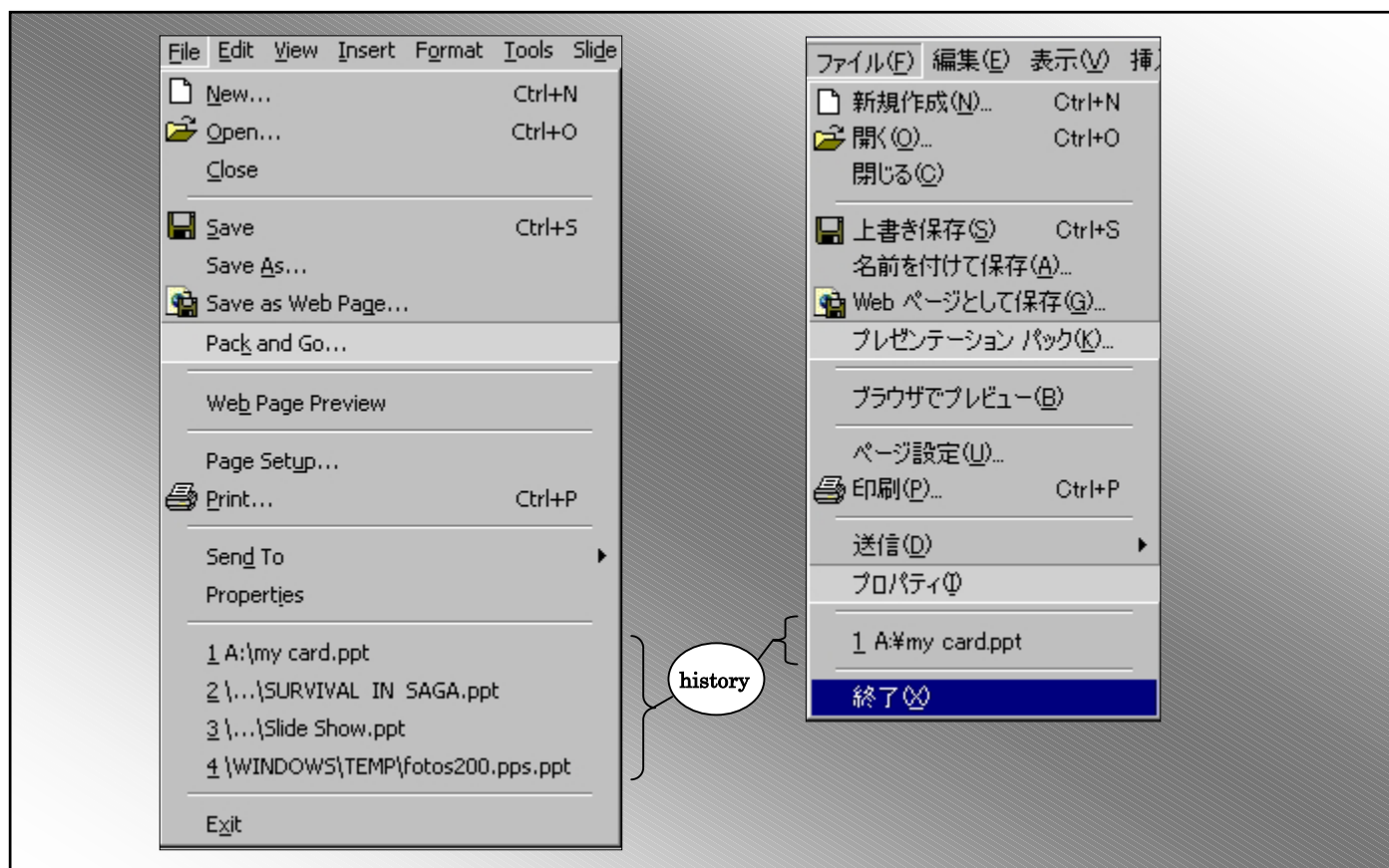
Menus are the same on both English and Japanese versions of Power Point with the same shortcut keys.

Menu Shortcuts


Menu Name	Shortcut Keys
File Menu:	ALT+F
Edit Menu:	ALT+E
View Menu:	ALT+V
Insert Menu:	ALT+I
Format Menu:	ALT+O
Tools Menu:	ALT+T
Slide Show Menu:	ALT+D
Window Menu:	ALT+W
Help Menu:	ALT+H



File Menu



The **File Menu** is used for opening new files, saving your file, printing your file etc. The section just above “**Exit**” down the bottom is the **history** where all of the recently opened Power Point files are displayed, so that will be different each time you use the program, but the other commands are all in exactly the same location in the Japanese and English versions of Power Point, which makes it fantastically easy to use if you have a nice comparative layout picture like the one above.

The little **icons** that you can see on the left of some of the commands correspond to icons on the **toolbars** (we’ll get to that later). Pressing an icon on a toolbar that is the same as an icon for one of the commands in the menus will activate that command. For example, pressing the icon that looks like this () will activate the **Open** command.

Commands you need to know:

Command	Shortcut Keys	Description
New	CTRL+N	Begins a new Power Point file
Open	CTRL+O	Opens an existing Power Point file
Save	CTRL+S	Saves your file
Print	CTRL+P	Prints your file

Edit Menu



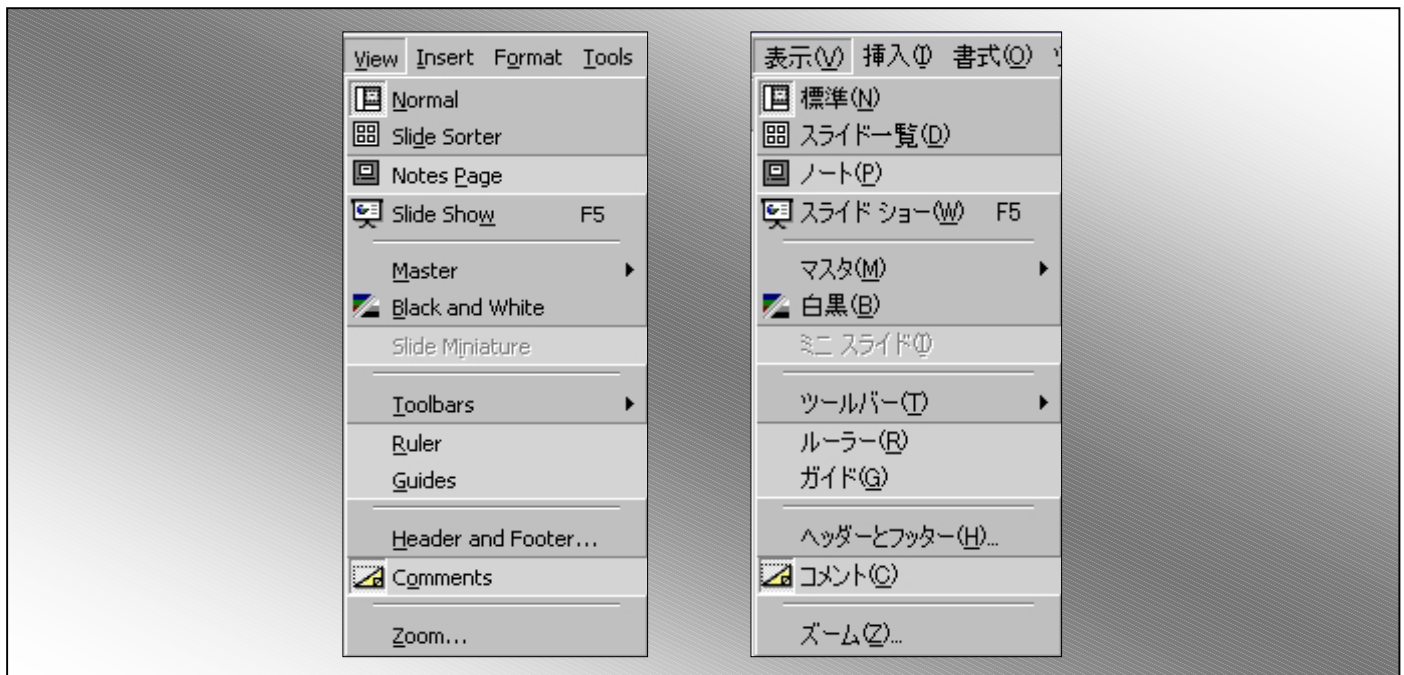
Here you can see that the **Edit Menu** is laid out the same in both versions of Power Point as well. This means that, for all commands, all you need to do is learn the shortcut keys to do what you want and you never need to worry about trying to read annoying kanji, hooray!

The Edit Menu is used to do general editing of your document.

Commands you need to know:

Command	Shortcut Keys	Description
Undo	CTRL+Z	Undoes the last thing you did
Redo	CTRL+Y	Redoes the last thing you undid
Cut	CTRL+X	Removes whatever you have selected from the screen and places it on the clipboard (so you can <i>paste</i> it back in where you want later)
Copy	CTRL+C	Copies whatever you have selected on the screen and places it on the clipboard without (same as cut, but the thing(s) you have selected are not deleted from the screen)
Paste	CTRL+V	Puts whatever you have in the clipboard onto the screen
Select All	CTRL+A	Selects everything on the screen

View Menu



The **View Menu** is used for changing the way you view your document and the layout of Power Point itself.

Commands you need to know:

Command	Shortcut Keys	Description
Normal		The normal (obviously) view for editing slides
Slide Sorter		Used for rearranging the order of your slides
Slide Show	F5	Runs your slide show from the beginning
Toolbars		Turns on and off the toolbars

Insert Menu

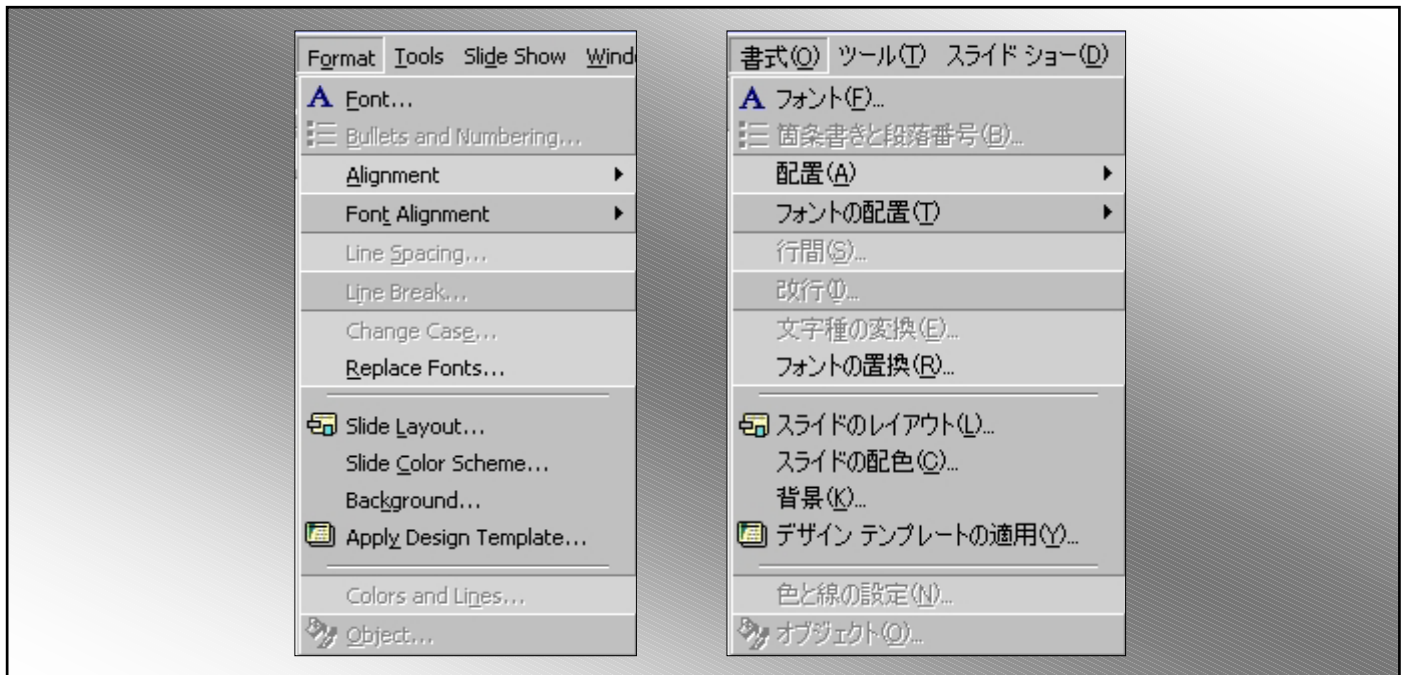


The **Insert Menu** is used to add slides and pictures etc. to your presentation.

Commands you need to know:

Command	Shortcut Keys	Description
New Slide	CTRL+M	Adds a new slide to your presentation
Duplicate Slide		Makes a copy of the current slide and adds it into your presentation as the next slide
Slide Show	F5	Runs your slide show from the beginning
Toolbars		Turns on and off the toolbars

Format Menu



The **Format Menu** is used to manipulate text and slide layout and design.

Commands you need to know:

Command	Shortcut Keys	Description
Font		Opens up the font dialogue box where you can change things about the font of whatever you have selected, such as size and type etc.
Alignment		Opens a little sub-menu where you can align text to the left (CTRL+L) center (CTRL+E) and right (CTRL+R). It is easier to use the Formatting Toolbar to do this though.
Slide Layout		Allows you to select a new layout for your slide
Slide Color Scheme		Allows you to select a new set of colors for your slide (you can make all the text one color, all of the objects another etc.)
Background		Changes the background color of your slide(s)
Apply Design Template		Lets you select a funky design for your slides

Tools Menu



The **Tools Menu** allows you to change the settings for various aspects of Power Point such as the default language being used, spell checking and general setup options.

Commands you need to know:

Command	Shortcut Keys	Description
Spelling	F7	Performs a spell check
Language		Sets the default language for the spell check



Slide Show Menu

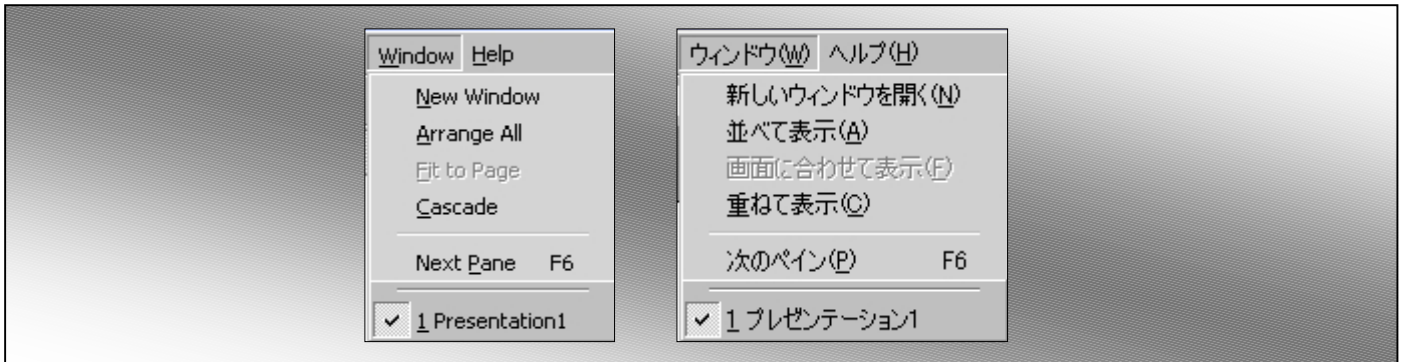


The **Slide Show Menu** is used for setting up your slide show presentation and also for animating objects on your slides and creating interesting transitions between your slides.

Commands you need to know:

Command	Shortcut Keys	Description
View Show	F5	Runs your slide show from the start
Set Up Show		Options for how you want to present your show, such as on the computer or with a projector etc.
Custom Animation		Opens a dialogue box where you can set up animation for objects on the current slide for when you run the slide show (animations will not actually be shown in the edit view, they only happen when you run the show)
Slide Transition		Sets up how the current slide will appear on the screen when the slide show is run (eg. moves in from the right, spirals onto the screen etc.)

Window Menu



The **Window Menu** is used to switch between presentations that you have open and for arranging those open presentations within the Power Point view. You probably won't need to use this menu unless you are going to be working with more than one presentation at a time.

You can switch between presentations at the bottom of this menu where all of the open presentations are listed (in the above example, "Presentation1" is the only open presentation).

Commands you need to know:

Command	Shortcut Keys	Description
Arrange All		Arranges all of the open presentations as windows within the current view so you can see them all at once
Next Pane	F6	Switches to the next open presentation

Help Menu



This is the **Help Menu**. If you are using the Japanese version then you probably won't be using this unless you can read Japanese. It is basically access to a variety of sources of help if you are having trouble with some aspect of the Power Point program.

Commands you need to know:

Command	Shortcut Keys	Description
Microsoft PowerPoint Help	F1	Opens the general help panel
Show the Office Assistant		Brings up one of those annoying Microsoft characters like the paper clip with eyes. They are supposed to help, but most people find them to be more of a hindrance. Candy for the eyes.
What's This?	Shift+F1	Turns your pointer into a tool where you can click on buttons and things and it will bring up a box to tell you about what you clicked on

Toolbars












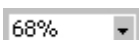
Toolbars are used to provide visual shortcuts to common commands. You can add toolbars onto the screen and take them off by accessing the **Toolbars Submenu** in the **View Menu**. Another way to do this is to click the right mouse button on the area of the screen where the toolbars appear; a list of possible toolbars will appear on the screen, from which you can select which ones you want to see.

If you are using a Japanese version of Power Point then toolbars are your friend. If you learn what the buttons do then you can do most stuff without ever having to look at any Japanese. There are four main toolbars that we will be looking at: the **Standard** Toolbar, the **Formatting** Toolbar, the **Drawing** Toolbar and the **Animation** Toolbar.

Standard Toolbar



The standard toolbar provides access to most of the commonly used commands in Power Point. Here is a rundown of what the main ones are:

Icon	Command	Shortcut Keys	Description
	New	CTRL+N	Creates a new presentation
	Open	CTRL+O	Opens an existing presentation
	Save	CTRL+S	Saves the current presentation
	Print	CTRL+P	Prints the current presentation
	Spell Check	F7	Performs a spell check on the current presentation
	Cut	CTRL+X	Removes the currently-selected object from the screen and places it in the clipboard for later use
	Copy	CTRL+C	Copies the currently-selected object from the screen and places it in the clipboard for later use (does not delete object from screen)
	Paste	CTRL+V	Pastes whatever is in the clipboard onto the current slide
	Undo	CTRL+Z	Undoes the last thing you did
	Redo	CTRL+Y	Redoes the last thing you did
	New Slide	CTRL+M	Inserts a new slide into your presentation
	Zoom		Allows you to zoom in and out

Formatting Toolbar:



The Formatting Toolbar allows you to manipulate text. You generally need to have some text selected before you can click on these buttons, so when you want to use one, first highlight some text and then click on the button in the toolbar that will change the text in the way you want it changed. Here is a rundown of what the buttons are for:

Icon	Command	Shortcut Keys	Description
	Font Type		Changes the type of font you are using
	Font Size		Changes the size of the font
	Bold	CTRL+B	Makes the font bold
	Italic	CTRL+I	Makes the font <i>italic</i>
	Underline	CTRL+U	Makes the font <u>underlined</u>
	Shadow		Makes the text shadowed
	Left Align	CTRL+L	Aligns text to the left
	Centre Align	CTRL+E	Aligns text to the centre
	Right Align	CTRL+R	Aligns text to the right
	Distribute		Distributes text across area
	Change Text Direction		Switches text direction between horizontal and vertical
	Numbering		Adds numbered list
	Bullets		Adds bulleted list
	Animation		Turns the Animation Toolbar on and off

Animation Toolbar





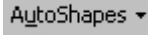









The Animation Toolbar is used to set animation effects for objects within your presentation. It is an easy way to set up animation without having to go through the menu and dialogue box system. It doesn't give you as many options as using the settings from the **Custom Animation** dialogue box in the **Slide Show Menu**, but it will probably provide you with as many as you need. It is again especially good if you are using a Japanese system because you don't have to deal with any of the Japanese.

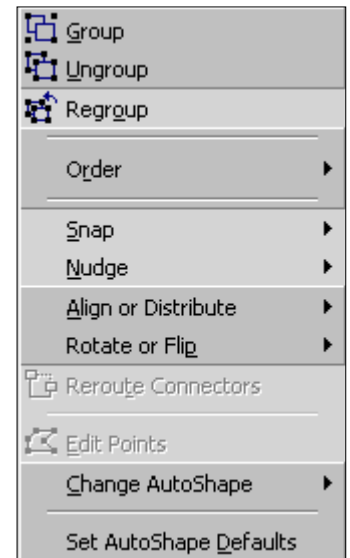
Icon	Command	Description
	Animate Title	You can toggle this button on and off to select whether or not you want the objects that are designated as "title" objects on the current slide animated
	Animate Slide Text	Like the above option, but with regard to all of the other text on the slide
	Drive-in Effect	Makes an object fly in from the right hand side of the screen
	Flying Effect	Makes an object fly in from the left side of the screen
	Camera Effect	Makes an object appear from the centre outwards
	Flash Once	Makes an object flash onto the screen once and then disappear, never to appear ever again, like that guy from Jabberwocky
	Laser Text Effect	Makes all of the letters of the text fly in quickly from the top-left corner of the screen one-by-one
	Typewriter Text Effect	Makes letters appear on the screen one-by-one as if being typed
	Reverse Text Order Effect	Makes text appear from the bottom up
	Drop-in Text Effect	Makes text drop onto the screen all at once
	Animation Order	Sets the order in which the objects will be animated, so "1" will be first to appear, "2" second etc.
	Custom Animation	Opens the Custom Animation dialogue box
	Animation Preview	Opens a little box where you can see what the slide will look like when animated

Drawing Toolbar



The drawing toolbar is used for inserting, drawing and manipulating objects such as text boxes, pictures, clipart, shapes and lines. It provides a good way to add things to your slides without having to resort to confusing menus. It's just a matter of learning what all of the little pictures mean, so here we go:

Icon	Command	Description
	Draw Menu	This opens up the draw menu (displayed on the right), which you can use to group selected objects together as one object, ungroup grouped objects, change the layer order of objects (i.e. bring an object that is behind another object into the foreground etc.), align objects and rotate objects.
	Select Objects	You depress this button if you want to select multiple objects. When it is depressed, you can draw a box around a group of objects to select them all at once, and then you can perform operations on them as a group.
	Autoshapes Menu	Brings up a menu where you can choose from a variety of pre-built shapes, such as boxes and arrows etc. to insert into your presentation.
	Line	Allows you to draw a line (click where you want it to start and drag to where you want it to end)
	Arrow	Allows you to draw an arrow in the same method as with the line
	Rectangle	Allows you to draw a box
	Oval	Allows you to draw an oval
	Text Box	Draws a box in which you can write horizontal text
	Vertical Text Box	Draws a box in which you can write vertical text
	Insert Word Art	Allows you to write text on the screen using crazy fonts
	Insert Clip Art	Brings up the clip art dialogue box where you can select clip art to insert into your presentation
	Fill Color	Click on the button to fill the currently-selected object with the color you see below the paint can in the icon. Click on the arrow next to the icon to select a new color.





Line Color

Click on the button to change the color of the lines in the currently-selected object. For something like a box, this will be the line surrounding the box. For lines, it will be the line itself. Again, you can select a new color by clicking on the arrow next to the icon.



Text Color

Click on the button to change the color of the currently-selected text



Line Style

Clicking on this will bring up a menu where you can select from different line styles to change the style of the lines of the object you have selected



Dash Style

You can use this button to change a solid line into one of a variety of different styles of dashed lines



Arrow Style

Use this to change a line into an arrow, or to change direction of arrows etc.



Shadow

Use this to create shadow around objects



3-D

Use this to make an object three dimensional (only works with certain kinds of objects)



Resources on the Web

PowerPoint in the classroom:

<http://www.actden.com/pp>

<http://www.electricteacher.com/powerpoint.htm>

<http://www.west.asu.edu/achristie/powerpoint>

<http://www.teach-nology.com/tutorials/powerpoint>

<http://www.esu5.org/techteacher/powerpoint.htm>

Jeopardy, Who Wants to be a Millionaire, Hollywood Squares and The Weakest Link pre-made PowerPoint presentations for use in ESL:

<http://www.teachnet.com/lesson/misc/winnergame022500.html>

Microsoft PowerPoint Homepage:

<http://www.microsoft.com/office/powerpoint/default.asp>

PowerPoint resources:

<http://www.midgefrazel.net/powerpoint.html>

Online PowerPoint help / tutorials:

<http://www.uwec.edu/help/ppoint00.htm>

<http://oregonstate.edu/instruct/ed596/ppoint/pphome.htm>

<http://thorup.com/MTSU/powerpoint.html>

http://www.wcu.edu/ccenter_inf/CatOnline/MSPP

<http://www.education.umd.edu/blt/tcp/powerpoint.html>

PowerPoint resources:

<http://www.bitbetter.com/powerlinks.htm>

<http://www.websitestates.com/links.html>

<http://www.lttechno.com/links/powerpoint.html>