



# Appendix A

To complete this course, you will need to:

- have Windows and PowerPoint 2000 installed on your system
- have to hand a copy of the course exercise files

## Installing PowerPoint 2000

Within PowerPoint, the **Tools, Options** command is used to customise the way PowerPoint looks and operates. This course has been written with the assumption that these options have not been changed since the initial installation.

Depending on the sections of the course you choose to complete, you may be asked to install additional elements such as for Organisation Charts.

## Installing the Exercise Files

The exercise files you need to complete the course are held in a folder called **PowerPoint 2000 Intro Exercises**. This folder may have been supplied to you on floppy disk or may already be set up on your computer. See your courseware supplier for more information.

If you have been given these files on floppy disk and wish to copy them to your hard disk, follow the instructions below.

### To Copy the Exercise Files to Your Hard Disk

1. Switch on your computer system so that the Windows desktop is displayed.
2. Insert the disk containing the exercise files.
3. Open **Explorer** then click on **3½ Floppy (A:)** in the left pane.
4. Click on the **PowerPoint 2000 Intro Exercises** folder in the right pane then drag it onto **C:** in the left and release the mouse button.

The folder and its contents will be copied to the hard disk.






# Appendix B

## Section 1 Answers

1. A file that contains a particular background pattern that is applied to all slides in a presentation.
2. The Slide pane
3. The [TAB] key.
4. Selecting **View, Slide Show** will start the presentation from the beginning. Clicking on the **Slide Show** button will start the slide show from the current slide.
5. Right click on the slide, and then choose the **Pen** option. Press [CTRL] P.
6. The **File, Save As** menu option.



## Section 2 Answers

1. The AutoContent Wizard will help you with the layout and content of your presentation by offering you choices of templates styles and content subjects, which you can then edit with your specific presentation content.
2. Normal View, Outline View, Slide, View, Slide Sorter View and Slide Show View.
3. Press [ENTER] at the end of the last piece of text on the last slide or use the **Insert, New Slide** command.
4. You can add clipart to slides by double clicking on a clipart placeholder; by using the **Insert, Picture, Clipart** command or by clicking on the  **Clipart** button shown on the **Drawing** toolbar.
5. The **Format, Bullets and Numbering** command.
6. In the Notes pane.
7. Audience Handouts can be printed using the **File, Print** command.



# Appendix B

## Section 3 Answers

1. The  **Recolour Picture** button.
2. Right click on the object and select **Add Text** from the Shortcut menu.
3. Right click on the edge of the shape and choose the **Format AutoShape** command. Select the **Text Box** tab and choose the **Text wrap text in Autoshape** tick box.
4. You are asked if you want to convert it to a drawing. Once you reply Yes you can edit the image using the options on the Drawing toolbar.
5. The  **Format Painter** button.
6. The **View, Header and Footer** command.
7. Select the **Slide Show, Set up Show** command and enter From **6 To 10**.

## Section 4 Answers

1. Select its name from the bottom of the **File** menu.
2. The **Insert, Slides from Files** command.
3. You can insert a Word document using the **Insert, Slides from Outline** command or you can use **Edit, Copy** and **Edit, Paste** to copy the text across the clipboard.
4. Right click on the word and select the correct spelling from the shortcut menu. If the correct spelling is not displayed you can retype the word to correct it, or choose to **Add** the word to your dictionary or **Ignore** the word.
5. Using the **Format, Replace Fonts** command.
6. Press the [TAB] key in the last cell of the table.
7. Select the column and then choose **Delete Columns** from the **Table** drop-down menu.

## Section 5 Answers

1. The **Insert, Object** menu option.
2. Yes
3. Select **All** from the **Edit, Select** cascading menu, select the **Text, Font** menu option, select **Bold** from the **Font** style list then click on **OK**.
4. Select the chart or part of the chart then choose a style from the **Style** menu.



# Appendix B

## Section 6 Answers

1. Yes
2. Select the chart, select the **Format, Chart Type** menu option, select the **Line** option then click on **OK**.
3. A Pie Chart.
4. Yes
5. Right click on the **Legend**, and then choose the **Clear** option or press [**DELETE**].
7. A Chart title, a Y Axis title, an X Axis title and a Z Axis title.

## Section 7 Answers

1. Activate the **Omit background** graphics from master check box found in the **Background** dialogue box.
2. The **Slide Color Scheme** option
3. Yes
4. A Web page is a document that can be viewed through a Web browser programme such as Microsoft Internet Explorer or Netscape Navigator.
5. The **File, Save as Web Page** command.
6. The **File, Send to, Routing Recipient** command.

