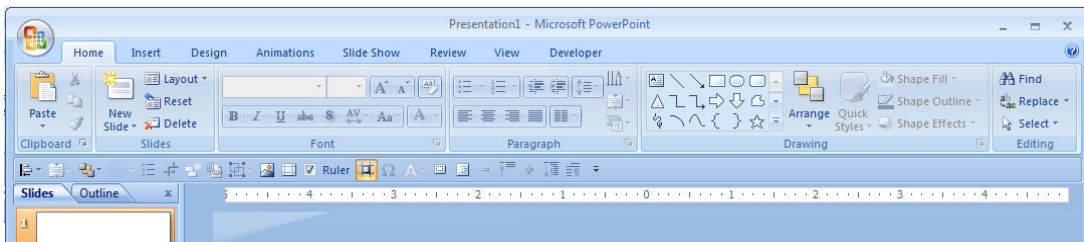


## Parent Help Sheet for CompuChild PowerPoint Shows

Congratulations! Your child has completed a first slideshow in Microsoft® PowerPoint, and wants to share it with you. Not all families have MS PowerPoint at home, so this help sheet can offer some suggestions to allow you to enjoy your child's work.

Some things first:

- ◆ In January, we started using Windows Vista and Microsoft® Office 2007 instead of Windows XP and Office 2003. In case you haven't yet seen Office 2007, Microsoft® made big changes in their user interface for the latest version. As you can see in this image, PowerPoint 2007 no longer has the menu bar, menus and toolbars that PowerPoint 2003 had; this is also true for Word and Excel. Instead, now there are tabs and ribbons. Most of the tools on the ribbons are the same as or similar to the tools on the older toolbars, but it does take a little getting used-to. Most of the commands that used to be on the File Menu are now available to users after clicking on the Office Button in the upper left corner of the window:



So, if you have PowerPoint 2003 at home, your child may need a little time to poke around to find the things he or she needs. If you use OpenOffice Impress, it closely resembles PowerPoint 2003. In fact, Impress does best opening PowerPoint files saved in the 2003 format. Before posting, I have resaved all of their files in the 2003 format for that reason.

- ◆ Most of the work on this slideshow was done by the children. They started with a template file that was created for them. This template contained a master slide applied to the entire slide show, but the children performed the following tasks:
  - typed their names on the title page
  - inserted their own slides
  - moved slides around in the presentation
  - assigned a slide layout to each slide they made
  - typed their slide titles
  - inserted their pictures
  - resized their pictures (if necessary)
  - moved their pictures to where they wanted to see them
  - assigned the slide transition they liked best
  - assigned the sound they wanted to use for each of their transitions
  - ran the slide show to try it out and test their transitions
- ◆ The words on these slides are right out of the mouths of the children. I confess that I typed the bullets on the slides, but the text is what they dictated, exactly as they said it, as they answered questions including "Why do you like this bug?"

There are two ways that you can view your child's creation if you don't have PowerPoint on your computer.

1. The first is a free download-able viewer from Microsoft®; while this viewer used to be available for both Mac and PC, apparently it is no longer available for Mac. The directions for this option are included below.
2. The second is a free business suite that has the ability to open MS PowerPoint files. Your child has limited experience with this program, and it's the perfect opportunity to work together to identify the function buttons that resemble the ones he or she already knows.

The instructions for both options are included below.

## **MS PowerPoint Viewer**

Microsoft® offers many free downloads that are available to anyone. Some of these downloads must be acquired using Internet Explorer, such as free templates to be used with MS Word or Excel, but some (including PowerPoint viewers) can be acquired using any browser program such as Internet Explorer or Firefox.

To access the free viewer downloads, follow these steps:

- 1) Using your browser, go to <http://office.Microsoft®.com>
- 2) Once the page is displayed in your browser, you'll see a menu that includes Products, Help and How-to, Downloads, Clip Art, Templates and so on. Click once on "Downloads" on that menu.
- 3) The page will refresh, and you'll see a search area visible on the upper left side of the page. Type the word "viewer", and click the search button to the right of the search area.
- 4) When the search results appear, you are likely to see the PowerPoint Viewer 2007 at the top of the list. Our slideshow was created using MS Office 2007, so the PowerPoint Viewer 2007 is perfect.
- 5) Click on the link for the viewer, and follow the directions to download and install that viewer. This viewer program will allow your copy of Windows to identify a PowerPoint file, open a slideshow, and play it.

## **OpenOffice**

OpenOffice is a free office suite available for download. It is a product of the OpenSource community, and is available for multiple types of computers, including both Windows-based computers and Macintosh, among others. The programs comprising the OpenOffice suite are compatible with the programs in MS Office, and while some things are done a little bit differently, there are many similarities. Files created using OpenOffice can be saved in an Office format and opened using MS Office. The OpenOffice components include the following:

- ◆ Writer (similar to Word)
- ◆ Impress (similar to PowerPoint)
- ◆ Math (a mathematical equation editor)
- ◆ Draw (similar to Visio)
- ◆ Calc (similar to Excel)
- ◆ Base (similar to Access)

Using your browser program, go to <http://www.openoffice.org/>. Click on the download button, click on the next download button, find the link appropriate to your machine, and follow the directions to download and install the software.

Your child knows many Microsoft® function buttons and quite a few menu commands from our work in MS Word, Paint, and PowerPoint, and many of the menus and function buttons in OpenOffice closely

resemble them. However, please remember that we used Office 2007 which uses a very different user interface from the older Office 2003; Office 2003's interface uses menus and toolbars just like OpenOffice, but Office 2007 uses tabs and ribbons instead. Your child has learned a lot of things but may need to be coached or given time to explore to find what he or she learned using the new interface. This suite is a good alternative for many families seeking to control what they spend on computer software.

## ***Now That You Can See It***

If you already have PowerPoint available to you, open your child's presentation to the title slide, and run it. This is accomplished in one of several ways:

- ◆ Click on the slide show button in the lower left corner of the window
- ◆ Click the F5 button
- ◆ Select the "Slide Show" command on the View menu or Click the Slide Show function button on the toolbar in Office 2003
- ◆ Go to the Slide Show ribbon in Office 2007 and click the From the Beginning button on the ribbon

If you are using the viewer or OpenOffice, you will find that there are similar methods to view the show. Generally, the Escape key will end the show if you press it, or you can run the show to the end.

Now that you know it will open and run properly, I encourage you to close it, and ask your child to present to you. You might need to coach a little, but I think you'll be pleased with your child's accomplishment.

## ***Questions?***

I realize that, for some parents, downloading and installing software is a scary process. Please feel free to call or email with any questions you may have about these applications.