

Lesson 6
Ex. 41-50

Internet: A network of computers that stretches around the world.

Server: A computer that provides information and a connection to the Internet.

World Wide Web: A network of computers on the Internet that provides pages of information in HTML format created by businesses, government agencies, individuals, and others.

Web pages: A sheet of information.

Web site: A collection of related Web pages.

Search engine: A program on an Internet server that enables you to search for specific topics, keywords, and concepts by entering a word or phrase in a search text box.

URL (Uniform Resource Locator): An Internet address.

Download: A method by which you can obtain files from the Internet by copying the files to your hard drive.

Copyright: A symbol that represents exclusive ownership of text, images, or other materials.

Hyperlink: A feature you can add to a presentation that includes a pointer to another presentation, file, or Website.

Action buttons: Buttons you can add to a presentation that the viewer uses to navigate the slide show.

Publish: Set options to make the presentation more suitable for viewing on the Web by specific browsers.

HTML (Hypertext Markup Language): A formatting language used to create Web pages.

Internet Service Provider (ISP): A company that provides connection to the Internet, typically for a monthly fee.

Home page: A Web page that is your site's base.

Use PowerPoint to Access the Internet

1. View
2. Toolbars
3. Web
4. In PowerPoint click the Search the Web button

Get Clip Art from the Web

1. Locate the clip or other file.
2. Control-click the picture or file.
3. Choose Copy
or
•Save Picture As
•Choose a location to save the file, type a file name, and click Save
4. Switch to the slide in a presentation in PowerPoint
5. Control-click in the desired location
6. Choose Paste
or
•Click Insert

- Click Picture
- Click From File
- Locate the saved file and click Insert (be careful not to violate copyright laws)

Search the Web

1. Click the Search the Web button in PowerPoint.
2. Select a search engine.
3. Enter a word or phrase in the Search text box.
4. Click the Search, Seek, or Go button appropriate to the search engine.
5. Click hyperlinks to view related pages.

Use an URL

1. Connect to the Internet.
2. In PowerPoint, click Go on the Web toolbar.
3. Click Open Hyperlink
4. Enter the URL in the Address text box
5. Click OK

Other Method of Searching the Web

•In the Internet Explorer address text box, type topic ? and press Enter. For example, type clip art ?

or

Type in the URL to a search engine. For example:

- www.yahoo.com
- www.altavista.com
- www.lycos.com
- www.excite.com
- www.Infoseek.com

Save an address to Favorites

1. In PowerPoint, click the Favorites button on the Web toolbar.
2. Click Add to Favorites
3. Enter a name or accept the default name in the File name text box
4. Select the folder you want to save the favorite to.
5. Click OK

Work with the Microsoft Design Gallery

1. Click Insert
2. Click Picture
3. Click Clip Art
4. Click Online link
5. Locate the clips you want to download by doing one of the following:
 - Enter a keyword in the Search for text box and click Go
 - Select a category if desired.
 - Choose the type of results you want.
 - Change the order by which clips are displayed.

6. Choose multiple clips by clicking the check box for each clip you want to download.
7. Click << or >> to see more clips.
8. When you're done choosing clips, click Selection Basket to view all clips.
9. Click Download Now!
Or
Click the Download button below a clip to download that clip.
10. Close the Web browser and return to PowerPoint.

Get Text from the Web

1. Select the text to be copied.
2. Press Open-Apple + C
3. Switch to PowerPoint and position the insertion point.
4. Press Open-Apple + V

Create a Hyperlink to Another File (Open-Apple + K)

1. In a PowerPoint slide, select the text or object to link.
2. Click Insert
3. Click Hyperlink
or
•Click the Insert Hyperlink button on the Standard toolbar.
4. Click Document
5. Select
6. Click the File you want to link

Create a Hyperlink to Another Slide (Open-Apple + K)

1. In a PowerPoint slide, select the text or object to link.
2. Click Insert
3. Click Hyperlink
or
•Click the Insert Hyperlink button on the Standard toolbar.
4. Click Document
5. Click Locate
6. Select an existing place in the document
7. Click OK

Create a Hyperlink to a Web Site (Open-Apple + K)

1. In a PowerPoint slide, select the text or object to link.
2. Click Insert
3. Click Hyperlink
or
•Click the Insert Hyperlink button on the Standard toolbar.
4. Click Web Page
5. Click Launch Web Browser
6. Browse to the page you want to hyperlink.
7. Copy Address

8. Paste in Link To

Add Action Buttons

1. Click AutoShapes on the Drawing toolbar
2. Click Action Buttons
3. Click a button
4. The mouse pointer changes to a cross hair
5. Draw the box for the button.
6. Choose desired options.
7. Click OK

Preview a Presentation as a Web Page

1. Click file
2. Click Web Page Preview
3. Close Internet Explorer to return to PowerPoint.

Save a Presentation as a Web Page

1. Open or create the presentation.
2. Click the Full Screen Slide Show button near the bottom of the screen.
3. Advance the presentation as you would in PowerPoint.

Publish a Web Page

1. Open or create the presentation.
2. Click File
3. Click Save as Web Page
4. Click the Publish button
5. Click any options you want as described in the previous table.
6. Click the Web Options button
7. Click desired options.
8. Click the Files tab.
9. Click any options you want.
10. Click the Pictures tab.
11. Click any options you want.
12. Click OK
13. Click the Publish button

Copy a Presentation File to a Server on the Web

√ In order to perform the following steps, you must save the file as a Web page.

In Windows Explorer:

1. Create a new folder and name it for your presentation.
2. Copy the presentation's htm file plus the folder of files with the same name as the htm file to the new folder you created.

From the Windows taskbar:

1. Click Start

2. Click Programs
3. Click Accessories
4. Click Internet Tools
5. Click Web Publishing Wizard
6. In the first Wizard dialog box, click the Next button
7. In the second Wizard dialog box, enter the name and path to the folder you created in step 1.
8. Click Next
9. In the third Wizard dialog box, enter a name for your Web site.
10. Click Next
11. In the fourth Wizard dialog box, enter the URL of your Web server from your ISP.
12. In the Local directory text box, enter the name of the folder you created in step 1, if it is not already entered.
13. Click Next
14. Type the URL of the Web server and add the directory name of your personal Web pages.
15. Click Next
16. Click one of the following:
 - Use Local Area Network
 - Use Dial-up Networking
17. Click Next
18. Click Finish

View the Presentation on the Web

1. Open your browser and connect to the Web.
2. Enter the URL of your Web server and presentation name.

Navigate the Presentation on the Web

1. Open the presentation on the Web.
2. Click the slide in the Navigation pane to view that slide.
3. Click the button on the presentation toolbar to hide or display items on screen.