

Lesson 7 – Enjoy PPS (PowerPoint Slideshow)

Create a PPS Folder:

- 1) Double click on **Computer** icon on the desktop.
- 2) Click on **Documents** located at the left upper corner. You will see right part of the window changes to the contents under Documents.
- 3) Move curser to this area and point at blank spot.
- 4) Right click. You will see a Menu Box. Look for New and point to it. You will see another Menu Box which is called Sub Menu Box.
- 5) Click on **Folder**. You will see a box with highlighted **New Folder** in it. Key in “PPS”. You will see the New **Folder name** is replaced by **PPS**.
- 6) Now, you have created a folder called PPS under Documents. This new folder can be used to store PPS files you receive or even you create in the future.
- 7) Leave this window alone for now.

Download PPS File:

- 1) Go to your Gmail webpage. Click on Inbox.
- 2) Look for and open the mail I forwarded to you named “賞音.閱詩.聽花語”.
- 3) Look for the attachment named 賞音.閱詩.聽花語.pps. There are two options for you: **View** or **Download**.
- 4) If you choose to view it, the file will be opened with Internet Explorer. You may not see or hear anything. If this is true, close this window.
- 5) Choose **Download** by clicking on it. A File Download window is opened. Click on **Save** button.

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- 6) You will see a window that indicates where this file will be saved. Make sure that this file will be saved into **PPS** folder under **Documents**.
- 7) Click on **Save**. After the Save is completed, click on **Close**.
- 8) Double click on the 賞音.閱詩.聽花語.pps to see if you can play this PPS Show. If you cannot open it or even if you can open it, you cannot hear music, it means you need to install “PowerPoint Slideshow Viewer”.

Download free PowerPoint Slideshow Viewer 2007:

- 1) Open a **New Tab** in the Internet Explorer.
- 2) Go to this Microsoft website by clicking on the link or using copy and paste:
<http://www.microsoft.com/downloads/details.aspx?familyid=048DC840-14E1-467D-8DCA-19D2A8FD7485&displaylang=en>
From this page, you can download PowerPoint Viewer 2007.
- 3) Look for **Download** radio button and click on it.
- 4) In the next box, click on **Run** button. You will see a small window indicating the progress.
- 5) Right before download is done, an internet security warning may pop up. Click on **Run**.
- 6) Then, User Account Control pops up. Click on **Continue**.
- 7) Microsoft License Terms pops up. Check in the small box to accept. Then, click on **Continue**.
- 8) The installation is complete. Click on **OK**.
- 9) Click on Start, All Programs to find **PowerPoint Slideshow Viewer 2007**.
- 10) Set up a shortcut on the desktop for this PPS Viewer 2007.

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Run PPS Viewer 2007:

- 1) Double click on the PPS Viewer 2007 shortcut on the desktop.
- 2) Find the PPS file 賞音.閱詩.聽花語.pps and click on it. Click **Open**.
The file should be located in **Documents**, **PPS** folder.
- 3) At this time the PPS Show starts. You should be able to see pictures and to hear the music as well. Using in-ear headset to listen to the music is strongly suggested for not interfering other people and much better acoustic result.
- 4) Enjoy the show!
- 5) For early terminating the slid show at any moment, right click at the display area and click on **End Show**.