

Microsoft PowerPoint 2000

Product Overview

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Introduction

Microsoft® PowerPoint® 2000 presentation graphics program was created to be the easiest tool for creating presentations and for presenting to audiences, whether for face-to-face meetings, meetings conducted in remote locations or for the Web.

Traditionally, presenters have had to travel to reach audiences in different parts of the country, or the world. With today's new technologies, this is no longer necessary. Presenters can now easily and inexpensively collaborate on presentations and present to remote audiences without leaving their offices.

PowerPoint 2000 combines new ease-of-use features that speed users through presentation development and facilitate the creation of Web-based presentations and presentations to remote audiences. PowerPoint 2000 allows presenters to use the familiar presentation tools they already know in PowerPoint to present and collaborate over the intranet.

Design Goals

Design and development goals for PowerPoint 2000 can be divided into four main areas.

Enable Web-centered information sharing

As more and more organizations move to doing business in a Web-based environment, users can now work entirely in HTML file format or in the PowerPoint 2000 binary file format, which is compatible with PowerPoint 97.

PowerPoint 2000 will be the best tool for business users to author and share presentations on the Internet. PowerPoint 2000 will exploit the Internet for scenarios beyond the basic viewing of presentations. For example, PowerPoint will allow users to collaborate in the creation of a large presentation over the Internet, and to broadcast presentations with high rendering quality to a large Internet audience.

PowerPoint 2000 will make it easier to gather content and author presentations. It will also make saving presentations in Web formats intuitive and make it possible to enable multi-user editing and presenting in a simple manner.

Facilitate real-time collaboration

Employees in organizations need to collaborate, to create documents and share their ideas and knowledge. One of the most efficient ways to accomplish this is through the Web. Today users of PowerPoint share their presentations as attachments in e-mail messages or by saving them out to file servers. Furthermore, Web servers are generally used as a one-way, read-only means of distributing information. Web servers are capable of providing two-way, real-time interaction, and PowerPoint 2000 helps enable a two-way Web. PowerPoint 2000 integrates two Microsoft technologies, NetShow and NetMeeting, to enable users to collaborate over the network in real-time.

Presentation Broadcast

PowerPoint 2000 uses Microsoft NetShow technology to enable broadcasting of presentations to a wide audience over an intranet. NetShow uses streaming multicast technology to distribute a live or recorded audio and/or video broadcast over an intranet. PowerPoint 2000 adds ease of use to NetShow technology to allow broadcasting presentations directly from within PowerPoint.

Broadcast Schedule

A presenter can schedule a broadcast using the familiar meeting scheduling user interface in Outlook 2000. Invitations are sent to all participants when the meeting is scheduled. Meeting reminders pop up on the audience machines at the specified time. A button on the reminder takes the audience directly to the Lobby page.

Event Web Page

This page is automatically generated when the presentation broadcast is scheduled. It provides a starting point when the audience is ready to tune in to watch a broadcast. PowerPoint 2000 provides recording of the presentation as it is given live, which allows anyone who missed it to see and hear it later, just as the presenter gave it.

Online Meetings

PowerPoint 2000 adds NetMeeting integration for presentations. This integration provides a consistent, standards-based real-time collaboration solution. As a result, PowerPoint 2000 provides an "Online Collaboration: Meet Now" command on the Tools menu, enabling users to automatically start NetMeeting in the background and share the current document with one or more people. This provides a simple way for PowerPoint 2000 users to collaborate with others. It automatically provides round-trip verification for commands that are communicated to remote users.

These meetings can also be scheduled ahead of time using Outlook 2000 and specifying the document to be shared. When the meeting reminder pops up, meeting attendees need only click "Join Meeting" in their calendar to see and edit the document. Everyone in the conference sees all changes to the document, and chat and whiteboard windows are also supported for easy communication outside of the document itself.

Take ease of use to the next level

Improvements and advancements in PowerPoint 2000 have been made in direct response to customers' productivity needs. New tools and wizards have been introduced to help users to create presentations more easily, and to make common tasks simpler and more automated. Built-in intelligence has been extended to make it easy for users to work with presentations in HTML format for delivery over the Web.

PowerPoint 2000 makes great strides in enhancing end-user productivity and conforming to user habits and preferences. New features such as Tri-pane view, tables, AutoFit text and AutoFormat as you Type enable users to get more done with noticeably less effort. Assistance is provided for the most common obstacles uncovered in usability tests and support calls. In certain instances these obstacles are automatically detected and fixed; at other times advice is given to assist users in completing tasks efficiently.

Support for International users

PowerPoint 2000 provides one single code base for all worldwide users, making it as easy to use multiple languages in PowerPoint 2000 as it is to use one.

Deploying PowerPoint 2000 across the world is much easier than with previous versions because it uses a single worldwide executable in every version except the Thai, Vietnamese, and Indic language versions. This means that the same product can be rolled out everywhere and will meet the needs of all users. For administrators, this significantly reduces the complexity of supporting PowerPoint in multiple languages, while for users, it also improves multilingual support within documents. Users can switch user interface languages as well as edit in different languages.

PowerPoint 2000 will support one AutoCorrect list for each language, rather than one list shared for all languages, eliminating the problems that arose from a list for one language breaking correctly typed text in another language. For

example, the English AutoCorrect list capitalizes all cases of the single letter "i," but in Swedish this is a correct preposition. A user typing Swedish on an English system would previously have had all of the "i's" capitalized in error.

Support for Far East Users

PowerPoint 2000 also provides a number of improvements for Far East users, including additional Far East date formats for use in headers, footers, and inline text; improved word breaking for Japanese, Korean, and simplified and traditional Chinese; and support for Far East HTML tags.

Benefits and Features

Web-Enabled Collaboration and Information Sharing

PowerPoint 2000 offers a new Web productivity work style that integrates core productivity tools with the Web to streamline the process of sharing information and working with others.

HTML Document Creation and Publishing

- Round-tripping of HTML
- Save to the Web
- Graphics optimization
- Dual HTML output options for viewing in all v3/v4 browsers
- Fit to window
- Frames
- Navigation bar

Real-Time Collaboration

- Presentation Broadcast
- Presentations on Demand
- NetMeeting Integration
- Broadcast Schedule
- Event Web Page
- Online Meetings

Powerful Software Designed to Help You Be Efficient

PowerPoint 2000 makes it easier for you to communicate your thoughts by making tasks simpler, more automated and more intuitive.

Ease Of Use

- AutoFit text
- Tri-pane view
- Tables
- Graphical bullets
- Auto numbered bullets
- Laptop integration
- Animated GIFs
- Auto format as you type
- More auto shapes
- Projection wizard
- Presentation assistant
- ClipArt Gallery improvements

Resilience, Manageability and Assistance

- Self-repairing Applications
- Detect and Repair
- Automatic Recovery
- Install on Demand
- Interactive Help

Software That Can Be Used and Understood Around the World

PowerPoint 2000 delivers the ability and the tools you need to utilize PowerPoint as your global presentation application.

Multilingual Support

- Multilingual AutoCorrect
- Worldwide Executable
- Global Interface

Conclusion

PowerPoint 2000 was specifically designed to offer improved Web-enabled information sharing, real-time collaboration, ease of use and international usage. As a part of the Office 2000 application suite, it also shares a number of other features that open the new realm of functionality enabled by Office 2000.

For more information: <http://www.microsoft.com/office/>



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