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# Running different versions of PowerPoint (PC)

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## Quick Guide

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Different schools/authorities/individuals may have different versions of PowerPoint installed. This can cause problems, as later versions have more features which will not run properly in earlier versions (for example, some of the fancy animations). Also, although later versions will run earlier versions, sometimes the effects (eg. animations again, often) behave unexpectedly.

Any presentations you make on your own computer with your own version of PowerPoint should run fine, but you may encounter problems if you try to transfer your presentations to others, or try to import into your computer resources made by others.

### What version do you have?

Many schools are stuck with PowerPoint 2000 but a lot of the best animated PowerPoints need version 2002 (and the latest version is actually 2003). To find out what version you have installed, open PowerPoint and go to the Help Menu (far right) and select **About Microsoft PowerPoint**. If you have 2002 or 2003 you should be OK. If you have 2000, you will find that some resources and techniques will not work properly. What to do?

- You can request an upgrade (worth a try - most authorities have a licence for at least Microsoft Office 2002).
- You can download<sup>1</sup> (free!) and use the Microsoft PowerPoint 2003 Viewer.  
<http://www.microsoft.com/downloads/details.aspx?FamilyID=428d5727-43ab-4f24-90b7-a94784af71a4&displaylang=en>  
(Or, easier - [www.microsoft.com](http://www.microsoft.com) and type 'powerpoint viewer 2003' into the search window, then open the first page on the list offered.)

To save you downloading, we have included this Viewer on the CALL CD accompanying this CALL Centre 'Fun with PowerPoint' course.

**File Name: ppviewer.exe    Version: 1.0    Date Published: 29/11/2004**

Double click on **ppviewer.exe** and follow instructions to install.

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<sup>1</sup> Download details: File Name: ppviewer.exe    Version: 1.0    Download Size: 1.9 MB    Date Published: 29/11/2004



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## **PowerPoint Viewer 2003**

PowerPoint Viewer 2003 lets you open and view full-featured presentations made in the latest version of PowerPoint even though you may have only an older version of PowerPoint on your computer (or no version at all). Also, regardless of what version you have installed, it will let you view PowerPoint presentations created in older versions (PowerPoint 97 onwards). It also lets you print out presentations.

**However, please note that you cannot edit presentations made in other versions, running in PowerPoint Viewer 2003.**

## **Using PowerPoint Viewer 2003**

It is not difficult to use the PowerPoint Viewer, but it can be a little confusing, so it is worth taking a moment to make sure you understand what is happening.

If you do not have any version of PowerPoint installed on the computer, then in some ways it is simpler. You just double click on the presentation and it should open using Viewer 2003. *This may be useful for some parents who do not have a full or up to date version of MS Office at home, but who would like their child to be able to use PowerPoint resources at home.*

If you have an older version of PowerPoint already installed on the computer, but you want to view a newer presentation, you **must** open PowerPoint Viewer **first**, and **then** open the presentation you wish to run. (If you don't do that, but just double click on the presentation, it will find your installed older version and run - imperfectly - in that.)

Go to the **Start Menu** then **All Programs**, and then open Microsoft Office PowerPoint Viewer 2003. Then browse through your files until you get to the presentation you wish to run.

It will run from Slide 1 to the end, with slides progressing however they are set to do so - eg mouse click, switch press, timed, or whatever. If you hit ESCAPE at any point, it will exit the presentation completely. That's all it does.

That's all very well, you may say, but how do I know whether I can run a presentation in my own older version, or whether I need the Viewer? Well, you don't easily!

It might help to keep things organized if you try and make sure that you either rename any newer version PowerPoints that you load into your computer with a '02' or '03' in the file name. And/or make sure that if you bring in any later version PowerPoints, store them all together in a folder within your PowerPoint folder that is clearly labeled something like 'UseViewerversions'.

However, even if you get this straight, it can be difficult if different members of staff in your room are at different stages of understanding about all this.

**Therefore it is best for you to request an upgrade to full version of 2002 or 2003, if possible, to avoid all of this!**