

# INTRODUCTION TO MICROSOFT POWERPOINT 2007

## **WHAT IS MICROSOFT POWERPOINT?**

PowerPoint is a complete presentation graphics package. It gives you everything you need to produce a professional looking presentation. Microsoft PowerPoint offers word processing, outlining, drawing, graphing, and presentation management tools all designed to be easy to use and learn.

### **Presentations**

A presentation is a collection of data and information you have collected that you want to deliver to a specific audience.

A Microsoft PowerPoint presentation is a collection of slides shown electronically that can have a number of information in from text, to graphics, to pictures, sound, video and tables. The presentation can run automatically or can be controlled by a presenter with a remote control.

## **STARTING A NEW PRESENTATION:**

Option 1:

1. Double click on the PowerPoint icon on the desktop
2. When Microsoft PowerPoint 2007 opens, a blank *Title* slide will appear
3. You can select from a variety of themes and templates by looking under Installed Themes and Templates.

Option 2:

1. Left click on the start button, Left click on Programs
2. Left click on Microsoft PowerPoint 2007
3. Microsoft PowerPoint 2007 opens, a blank *Title* slide will appear
4. You can select from a variety of themes and templates
5. Left click on Design tab

## **PowerPoint Already Open**

### **Option 1:**

1. Click on the Office Button in the upper left hand corner of the screen
2. Click on New
3. Microsoft PowerPoint 2007 opens with a blank Title Slide
4. You can select from a variety of themes and templates

### **Option 2:**

1. Using the keyboard hold down the control key and the letter "N"
2. Microsoft PowerPoint 2007 opens, a blank *Title* slide will appear
3. When the new presentation window appears, you can select from a variety of themes and templates
4. Left click on Design tab

## **INSERTING SLIDES**

### **Option 1:**

1. Left click on Ribbon
2. Left click on the Home Tab in the slide group, Left click on new slide
3. A blank slide will appear after the active slide

### **Option 2**

1. Using the keyboard
2. Holding down the Control Key press the letter "M"

## **CHANGING LAYOUT**

### **Option 1:**

1. Right click on the slide you want to change the layout on
2. A window will appear
3. Left click on layout
4. A selection of different layouts will come up
  - a. Title Slide
  - b. Title Slide and Content
  - c. Section Header
  - d. Two Content
  - e. Comparison
  - f. Title Only
  - g. Blank
  - h. Content with Caption
  - i. Picture with Caption
5. Left click on the layout you want to use

### **Option 2:**

1. Left click on the layout button in the Home Tab
2. A window will appear
3. Left click on layout
4. A selection of different layouts will come up
  - a. Title Slide
  - b. Title Slide and Content
  - c. Section Header
  - d. Two Content
  - e. Comparison
  - f. Title Only
  - g. Blank
  - h. Content with Caption
  - i. Picture with Caption

## **INSERTING TEXT:**

### **Option 1:**

1. Left click in the text box already displayed on the screen
2. Start typing

### **Option 2:**

1. Create a text box on a blank slide, Start typing

## **TO SAVE A PRESENTATION FOR THE FIRST TIME:**

### **Option 1:**

1. Left click on the Microsoft Office Button
2. Left click on the save as
3. A window will appear
4. Choose the location in which you want to save your presentation
5. Under file name give file a name
6. Under "Save as Type" choose PowerPoint 97-2003 Presentation
7. Left click Save

### **Option 2:**

1. Left click on the floppy disk on the quick access button
2. A window will appear
3. Choose the location in which you want to save your presentation
4. Under file name give file a name
5. Under "Save as Type" choose PowerPoint 97-2003 Presentation
6. Left click Save

### **Option 3:**

1. Using the keyboard
2. Hold down the control key and the letter "S"
3. A window will appear
4. Choose the location in which you want to save your presentation
5. Under "file name" give file a name
6. Under "Save as Type" choose PowerPoint 97-2003 Presentation
7. Left click Save

## **MANY WAYS YOU CAN VIEW YOUR PRESENTATION:**

### **Normal**

This view gives you a view of the entire slide as well as mini previews of each slide in the area to the left of the slide.

### **Slide Sorter View**

This view gives you small images of each slide. In this view you can drag the slides to different locations in your presentation.

### **Slide Show View**

This view gives you the slide show.

## **INSERT CLIP ART**

1. Left click on the Insert Tab, left click on the clip art button
2. Type in the subject you are looking for
3. Example "cat"
4. Find a picture you want to use
5. Double click on the picture you want

## **INSERT PICTURE**

1. Left click on the Insert Tab, left click on the Picture Button
2. A insert box will come up
3. Left click on the drop down arrow next to my pictures
4. Find the location you saved
5. Locate your picture you
6. Double click on the picture

## **SOUND**

1. Left click on "Insert Tab"
2. Left click on Sound (located on the right hand side)
3. Choose from (Sound from File, Sound from Clip organizer, Play CD or Record Sound)
4. Choose Sound from File
  - a. A window will appear
  - b. Need to find the sound clip you download
  - c. Click on the sound clip
5. Choose Sound from Clip organizer
  - a. Left click on Sound from Clip organizer
  - b. Clip Organizer will appear on the right hand slide
  - c. Locate a sound clip you want to use
  - d. Double click on the sound clip
  - e. You should see a symbol on your slide showing you that you have a sound byte on the slide
6. Play CD
  - a. Left click on Play CD
  - b. Insert a CD
  - c. Tell the program what track you want to start with and what track you want to finish with
  - d. Or you can tell the program to keep looping the CD
7. Record Sound
  - a. Left click on Record sound
  - b. A window will appear you click on play button and start speaking (you can only use this feature if you a microphone attached to your computer)

## **BACKGROUNDS**

1. Left click on Design Tab on the Ribbon
2. On the right side of the window you will see the words “Background Styles”
3. Left Click on Background Styles
4. Left Click on Format Background
5. Several choices of different backgrounds you can choose from (Solid fill, Gradient fill, and Picture or texture fill)
  - a. **Solid fill**
    - i. Click on the down arrow to the right of the word “Color”
    - ii. A drop menu will appear with choices of different colors
    - iii. Once you find the color you want left click on that color
    - iv. You will notice the color of slide has changed. This only happened the slide you currently had open
    - v. To change all of the slides left click on apply to all slides
  - b. **Gradient fill**
    - i. Left click on gradient choice
    - ii. You can choose Preset Colors or you can choose your own
    - iii. Choose Type (Liner, Radial, Rectangular, Path, Shade from Title)
    - iv. Choose Direction
  - c. **Texture fill**
    - i. Left click on Picture or texture fill choice
    - ii. Texture Fill
      1. Left click on arrow next to the word “texture”
      2. Look at your choices
      3. Click on the texture you want (this will change the background only on the slide that is active)
      4. To put the texture on the entire slide show left click on apply to all slides

## **ADD ANIMATION**

1. Left Click on “Slide Show Tab”
2. Left click on Custom Animation
3. On the right side of the screen
4. Make sure you have a blank slide with a layout
5. Left click on add effect
6. A drop down menu will appear with four choices of animation (Entrance, Emphasis, Exit or Motion Path)
7. Left click on one of the choices
8. Then you will get other choices
9. Once you make your choice left click on the choice
10. Then you need to choose how you want it to start (click on mouse or automatically)
11. Then you need to choose direction (horizontal or vertical)
12. Then you need to choose speed (very slow, slow, medium, fast or very fast)

## **ANIMATING TEXT**

1. Left click on Animation Tab
2. Highlight the text you want animation to be added to
3. Left click on the down arrow to the right of the animate
4. The program will give you choices or you can go to custom animate
5. Left click on add effect
6. A drop down menu will appear with four choices of animation (Entrance, Emphasis, Exit or Motion Path)
7. Left click on one of the choices
8. Then you will get other choices
9. Once you make your choice left click on the choice
10. Then you need to choose how you want it to start (click on mouse or automatically)
11. Then you need to choose direction (horizontal or vertical)
12. Then you need to choose speed (very slow, slow, medium, fast or very fast)

## **SET UP PRESENTATION**

1. Animation Transition
  - a. Left click on Animation Tab
  - b. Animation Ribbon will appear
  - c. Notice “a group of different slides with the words ‘transition to this slide’”
  - d. Transitions are neat, visual actions
  - e. There is a scroll bar so you can see more choices of different transitions
  - f. Choose the transition you want to use
  - g. You can add sound to the transition (located to the right of the transition options you will see Transition sound
    - i. Left click on the down arrow
    - ii. The program will give you choices to choose from
    - iii. Left click on one of the choices
  - h. You can change the speed of the transition
    - i. The choice given by the manufacturer is very fast
    - ii. Left click on the down arrow
    - iii. The program will give you choices to choose from
    - iv. Left click on one of the choices
  - i. To apply the transition to all the slides, click on apply to all
2. Set Timings (Only do this when your presentation is completely done)
  - a. Left click on Slide Show
  - b. Left click on rehearsal time
  - c. Your slide show will start (a timer will be in the upper left hand corner)
  - d. Choose how long you want the slide to wait to advance
  - e. Left click on pause
  - f. Advance to the next slide
  - g. Timer will appear again
  - h. Repeat the steps until you have gone through your presentation
  - i. At the end the program will show you how all your presentation will be

## **PRINTING PRESENTATION**

1. Left click on the Microsoft Office Button
2. Left click on Print
3. A window will appear
4. You can print each slide on its own paper, two slides on a piece of paper so on
5. One slide per page
  - a. Default setting is to print each slide individually, so if you want to do this
  - b. Left click on print
6. Two or more slides per page
  - a. Located Print what on the print screen
  - b. Left click on Handouts
  - c. To the right of the handouts you will be able to choose how many slides per page