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Introduction to
Microsoft PowerPoint 2007

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INTRODUCTION TO POWERPOINT 2007

Microsoft Office PowerPoint 2007 enables users to quickly and easily create high-impact, vibrant slide presentations. PowerPoint 2007 has powerful graphics capabilities and great formatting features that enable even the novice to create professional looking presentations. The user interface has been redesigned with the intent of making the tools you need easier to find and help you give your presentation a professional and consistent look throughout.

This document will provide you with step-by-step instructions on how to use some of the new tools and how to find some of the old tools that you grew to know.

WHAT'S NEW IN MICROSOFT POWERPOINT 2007?

You will notice some obvious changes immediately after starting the program. For starters, the top bar has a completely new look, consisting of new features, buttons and naming conventions. Don't be alarmed, PowerPoint (along with most Microsoft Office Applications) has been redesigned with a fresh new look that offers a more efficient and straight forward approach. What's new in PowerPoint 2007 is outlined below.

HELP AND HOW TO IN POWERPOINT 2007

PowerPoint 2007 looks very different from the previous versions of PowerPoint, and many of the common features have been re-categorized. Therefore, it is strongly suggested that you use the Help Files within PowerPoint if challenges arise.

The Help Files are accessible by clicking the question mark in the blue circle at the end of the Ribbon. The blue question mark replaces the help menu or the Office Assistant in previous versions. Microsoft Office also offers screentips. ScreenTips are small windows that display

information about the command's function when you rest the pointer on a command. Diagrams and pictures may also appear if they apply.
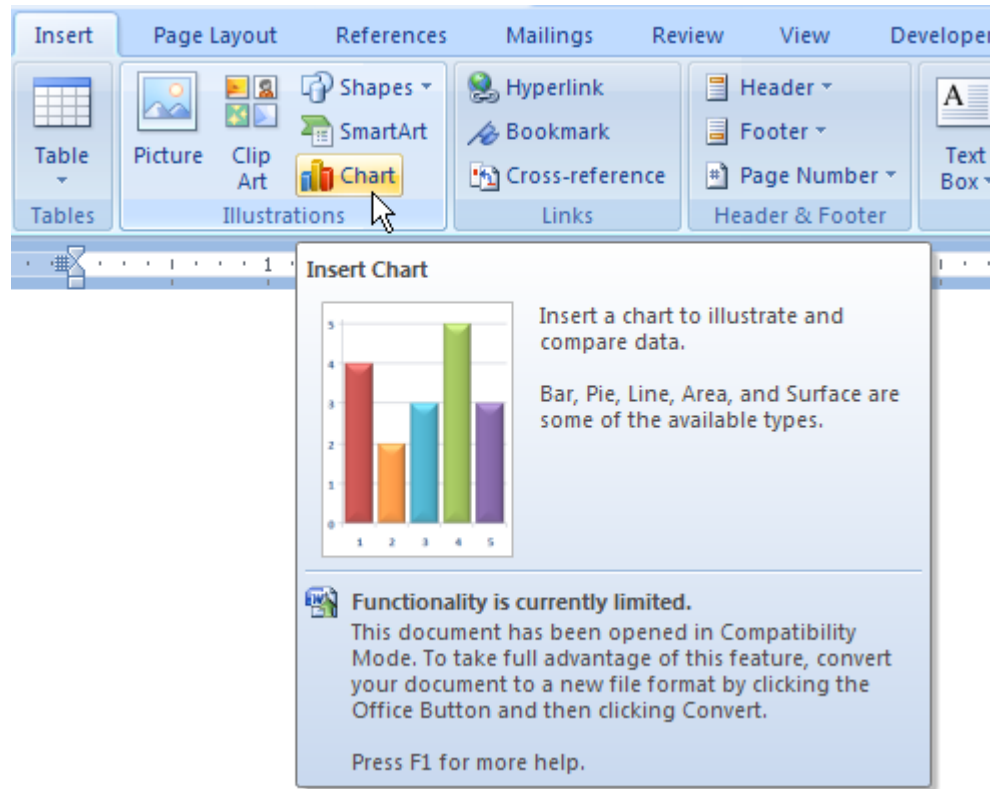
Example of a screentip when the mouse pointer is set on top of the Chart command

Remember, becoming familiar with PowerPoint 2007 should be a painless process, so take your time, and don't be afraid to use the Help File when needed.

If you are unable to find your question in the Help Files, search the Microsoft Knowledge Base at www.support.microsoft.com or contact your department's Help Desk.

EXPLORING POWERPOINT 2007

STARTING UP POWERPOINT 2007

1. Click on the **Start** button, located in the lower left corner of the Windows task bar.
2. Point to **All programs**, click **Microsoft Office.**
3. Select **Microsoft Office PowerPoint** 2007.
4. **PowerPoint 2007** will open displaying a blank slide.

THE NEW POWERPOINT ENVIRONMENT

The new **PowerPoint** environment has been designed so that its powerful features are easier to find when you need them. This design reflects the way in which people generally work within the program. In previous versions, commands were primarily located in a Menu list. In PowerPoint 2007 the commands are displayed on the **Ribbon** for easy access. **Commands** are represented as **Buttons** on a toolbar. The term **Buttons** replace the term Icon in previous versions.

- **Commands** are arranged on tabs, grouped according to the task you want to accomplish. Commands are arranged on background tabs that become visible only when they are needed.
- **Tabs** are designed to be task-oriented.
- **Groups** within each tab break a task into subtasks.
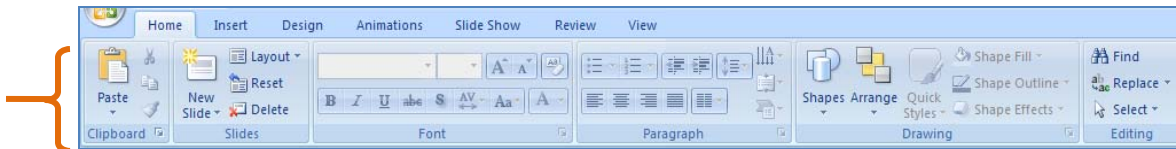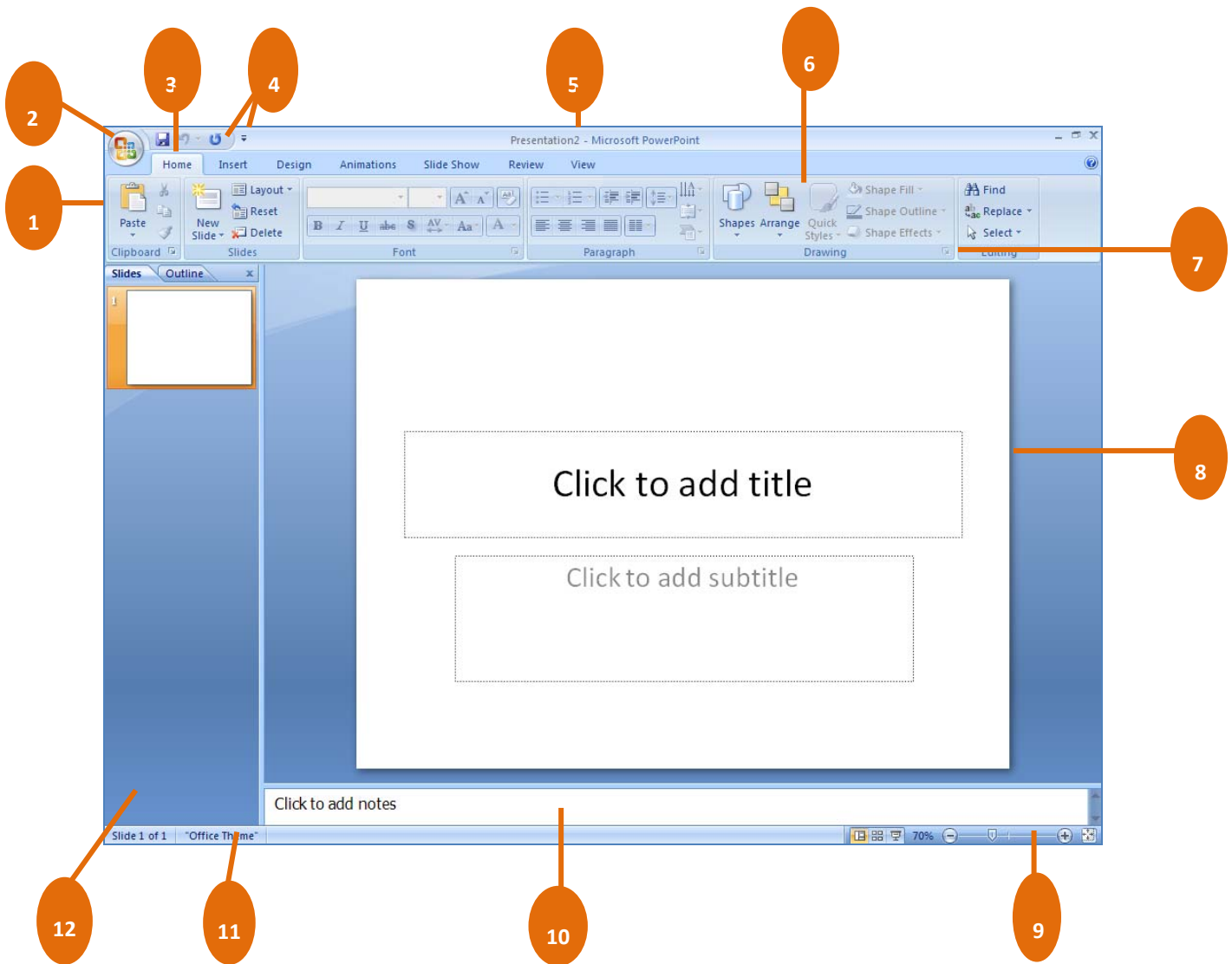
1

Ribbon: An area across the top of the screen that makes almost all the capabilities of PowerPoint available in a single area. The Ribbon replaces the menus and toolbars in previous versions. The Ribbon exposes most of the feature that use to be hidden in menus. The Ribbon makes it easier to see and find commands to format your document.

NOTE: The **Ribbon** can be reduced to a single line of tabs by pressing CTRL + F1.

2 **Microsoft Office Button:** A button that provides access to menu commands in PowerPoint.

The **Microsoft Office Button** is located in the upper-left corner of the window. This button manages the following **PowerPoint** commands: Open, Save, Print, Recent Documents, and replaces the **File** button in previous versions. At the bottom of the menu are buttons for changing **PowerPoint Options** and **Exiting PowerPoint**. Many of the options available in the **PowerPoint Options** menu are located in the **Tools** menu in previous versions.
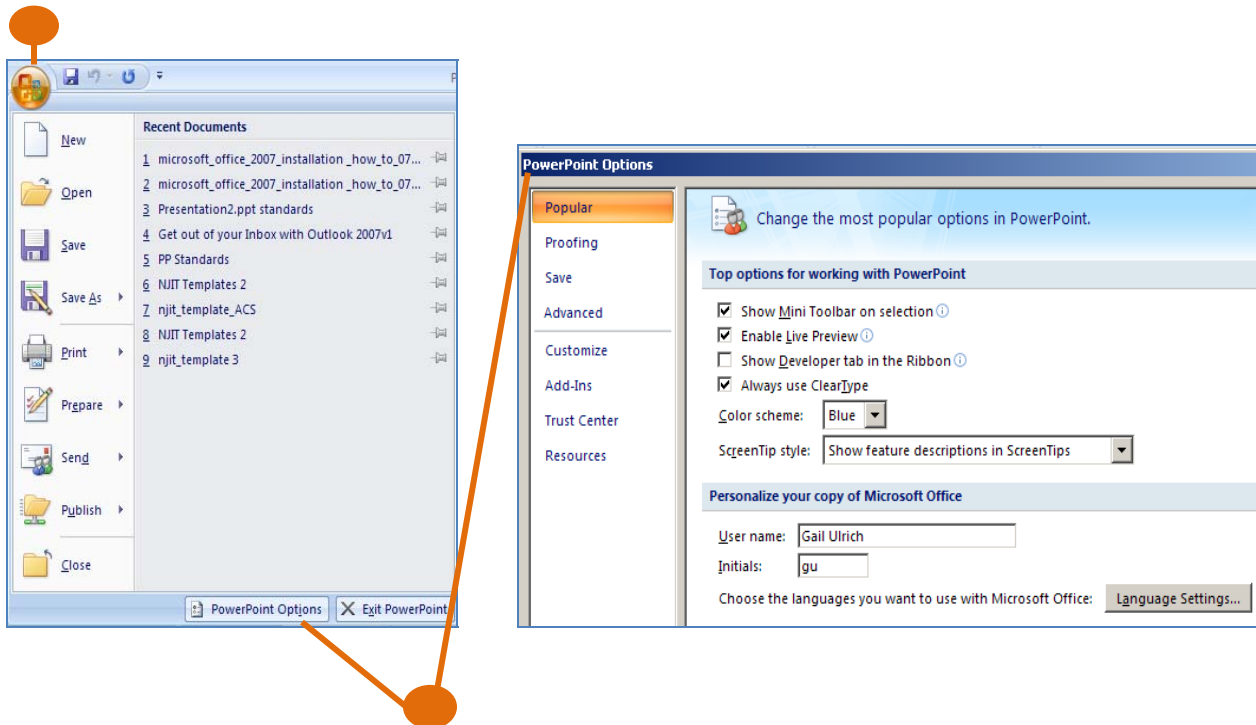
Tip: Press the **ESC** key or click away from menu to close.

3 **Tab:** An area on the Ribbon that contains buttons organized in groups. The default tabs are Home, Insert, Design, Animations, Slide Show, Review and View.

4

Quick Access Tool Bar: A customizable toolbar at the top of an active document. By default the Quick Access Tool Bar displays the Save, Undo, and Repeat buttons and is used for easy access to frequently used commands.

The **Quick Access Toolbar** is located to the right of the **Microsoft Office Button** and was designed for easy access to frequently used commands. The **Quick Access Toolbar** can be customized to add such commands as **Print** and **Spell Check**.

5

Title Bar: A horizontal bar at the top of an active document. This bar displays the name of the presentation and application. At the right end of the Title Bar, as in previous versions is the **Minimize, Restore** and **Close buttons.**

6

Groups Categories: A Group of buttons on a tab that are exposed and easily accessible. These buttons were formally embedded in menus on the Menu Bar in the previous versions.

a) The **Home** tab is organized in <u>Seven groups</u> mainly related to slide layout and formatting: Clipboard, Slides, Font, Paragraph, Drawing, and Editing. For example, the **Home** tab will allow you to quickly create a new slide, choose a layout, add and format text and shapes.

b) The **Insert** tab is organized in <u>Five groups</u>: Tables, Illustrations, Links, Text, and Media Clips. Here you find all objects you would include with your slides, such as tables, pictures, diagrams, charts, text boxes, sounds, hyperlinks, headers and footers.
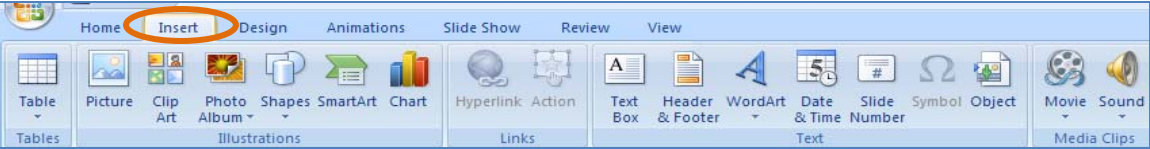
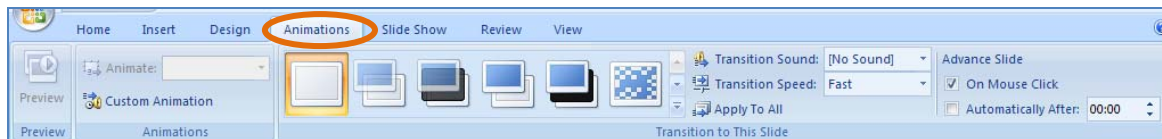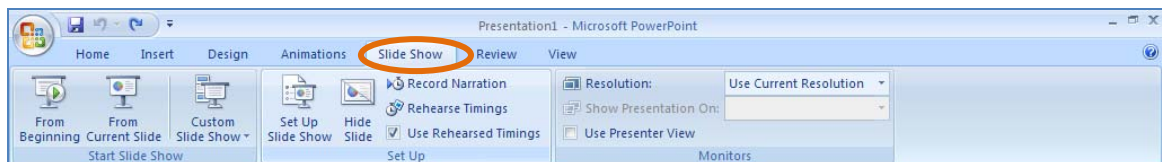c) The **Design** tab is organized in <u>Three groups</u>: Page Setup, Themes, and Background. The Themes group command allows you to completely change the look of your presentation. This includes the colors, background and fonts.
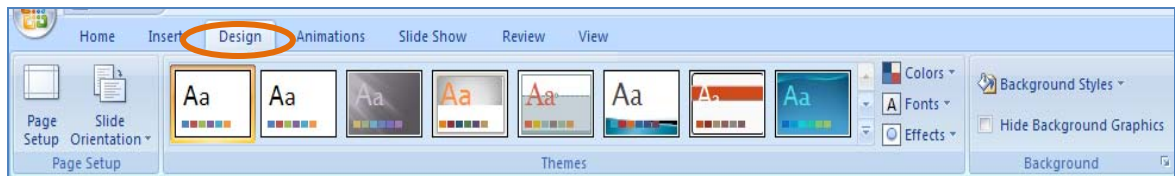
d) The **Animations** tab is organized in <u>Three groups</u>: Preview, Animations, and Transition to this Slide. Here is where you find the tools to set the animating effects to your presentations and slide transitions.

e) The **Slide Show** tab is organized in <u>Three groups</u>: Start Slide Show, Setup, and Monitors. Here is where you prepare you presentation, add narration, choose which slide to start with and set up the view when multiple monitors are involved.

f) The **Review** tab is organized in <u>Three groups</u>: Proofing, Comments, and Protect. Here is where you will find your spelling and grammar checker, in addition to this when you have someone review your presentation this is where comments can be added and addressed.
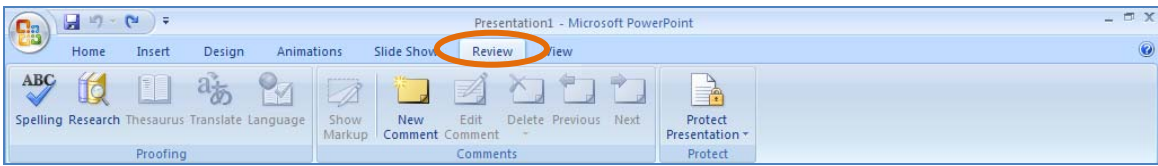
g) The **View** tab is organized into <u>Six groups</u>: Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros. Here you can change the display of your presentations, make a quick switch to Notes Page view, turn on gridlines, or arrange all your open presentations in the window.
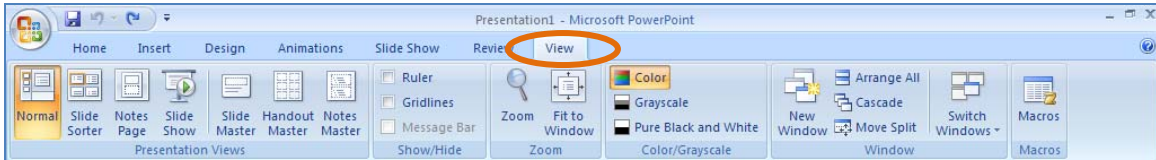
7 **Dialog Box Launcher:** A button that launches a dialog box containing options for refining a command.

8 **Slide Pane:** Workspace to create, edit or format, slides.

9 **View Toolbar:** A toolbar found at the bottom right of the PowerPoint window that enables, adjusts, and displays different views of a presentation's content.
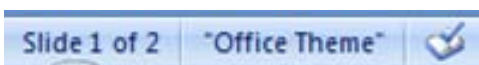

10 **Notes Pane:** Where you type you presentation notes that apply to the slide. You can print your notes and refer to them when you give your presentation or handout to your audience.

11 **Status Bar:** A horizontal bar at the bottom left of the PowerPoint window that gives details about the active presentation.

12 **Slides and Outline Tab Pane: Slide tab** allows you to view slides thumbnail-sized making it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here. **Outline tab** is where you can start writing content. Capture ideas, plan how to present them, and move slides and text around. The Outline tab shows your slide text in outline form.

Tip   To make sure your ideas are crystal clear, write the content of your presentation in Outline view (see figure on the left) before you focus on the design elements (which can be distracting because they're so much fun). Make your main points your slide titles, important key points in bulleted or numbered list, and end the presentation with a quick review of what's been discussed.

CREATING A NEW PRESENTATION

1. **Click** Microsoft Office Button
2. **Click New,** New presentation screen appears
3. **Double-Click** on **Blank Presentation**
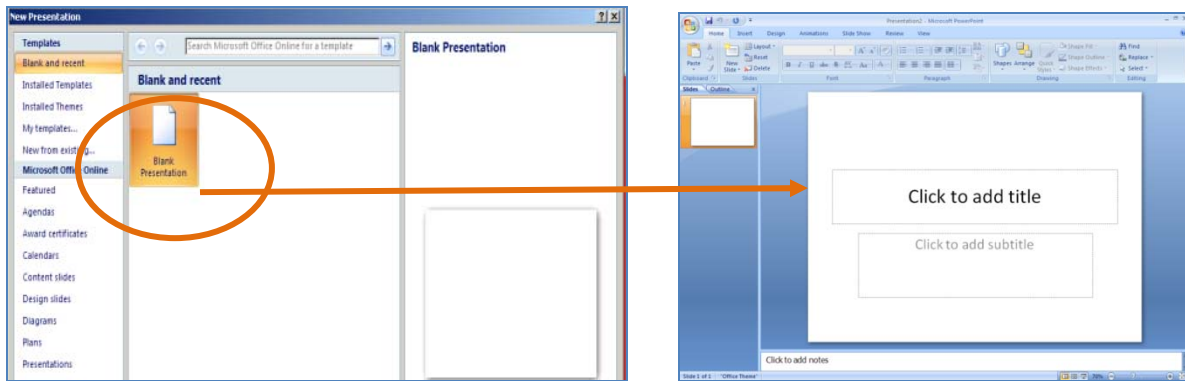
OPENING AN EXISTING PRESENTATION

1. **Click** the **Microsoft Office Button**.
2. **Click Open**.
3. In the **Open dialogue box**, **navigate to** the **folder** that contains the file you want to open, and then **double-click the file.**

CREATING A NEW SLIDE

There are three ways to add a slide in PowerPoint.

- On the **Home tab,** in the **Slides group**, **click New Slide**.
- **Right-click** on the **slide** from the **slides tab** and select **New Slide** on the pop-up menu.
- **Click on a slide** from the slides tab and hit the **enter** key.

DELETING A SLIDE

1. **Right-click** the **slide** that you want **to delete**.
2. **Click Delete Slide**.

CHANGING THE ORDER OF THE SLIDES

1. In the **Outline and Slides tab Pane**, **click** the **Slides tab**.

2. **Click** on the **slide thumbnail** that you want to move, and then **drag** them **to** their new **location**.

Tip   To select multiple sequential slides, click the first slide, and then hold down SHIFT while you click the last slide that you want to select. To select multiple non-sequential slides, hold down CTRL while you click each slide that you want to select.

ADDING TEXT TO A SLIDE

Slide layouts contain **placeholders**. The dotted border represents placeholders; just click inside the border and you can add text or insert objects. The slide's layout will determine the position and size of placeholders.
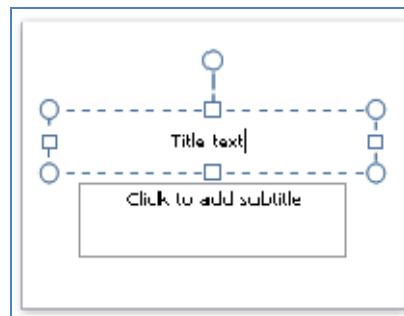
1. **Click inside** a text **placeholder.**
2. **Type** or **Paste** the **Text.**

Note - If your text exceeds the size of the placeholder, PowerPoint reduces the font size and line spacing incrementally as you type, to make the text fit.

FORMATTING TEXT

Mini Toolbar is activated when you select text to be formatted. This toolbar is miniature and semi-transparent to help you work with fonts, font styles, font sizing, alignment, text color, indent levels, and bullet features.
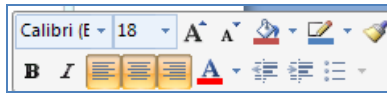
Live Preview temporarily applies formatting on select text or objects whenever a formatting command is hovered. This allows you to quickly see how the formatting options will look in place before they are made.

CHOOSING A LAYOUT FOR A NEW SLIDE

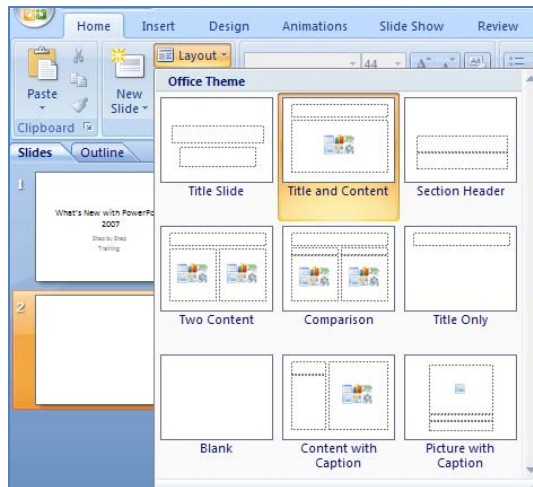1. From the **Outline and Slides tab Pane**, **Click** on the **slide** you are selecting a **new layout**.
2. On the **Home tab**, in the **Slides group**, **click Layout**.
3. **Click Layout Style** of your choice.

SELECTING A THEME FOR YOUR PRESENTATION

On the **Design tab**, in the **Themes group**, **click** the **document theme** that **you want**, or click **more** to see **all** available document themes.
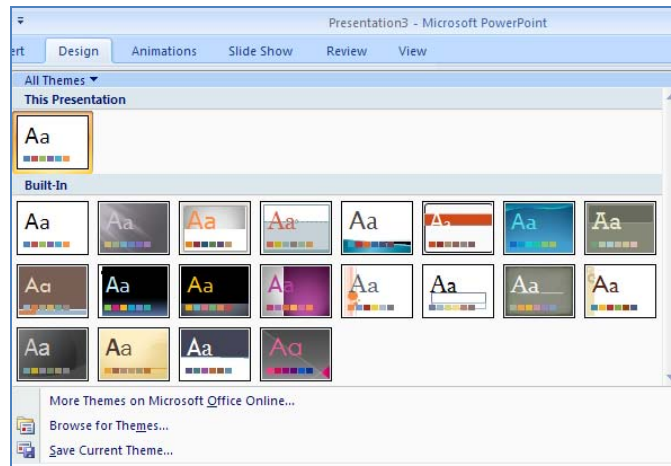
TIP - You can apply a theme to all slides, to selected slides only, or to the master slide. Just right-click the document theme and then click the option that you want.

INSERTING PICTURES INTO YOUR PRESENTATION

1. From **Insert Tab**, in **Illustrations Group**, **click Picture**.

2. **Double-Click Folder** where **picture is** stored

3. **Double-Click** on **picture** you want **to insert**

INSERTING CLIP ART INTO YOUR PRESENTATION

1. From **Insert Tab**, in **Illustrations Group**, click **Clip Art**.

2. **Search field** will appear. Enter **keyword** in Search for field.

3. Click **Go**.
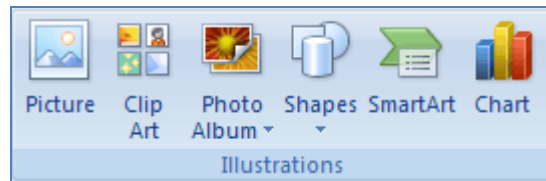
4. Results appear, click on image you choose then drag image into your open slide.

Note - Once **Picture or Clip Art** is inserted, if you want to resize it or give it special effects. Click on the image and the Picture Tools appear on the Ribbon. Click the Format tab, and use buttons and options there to work with the picture.
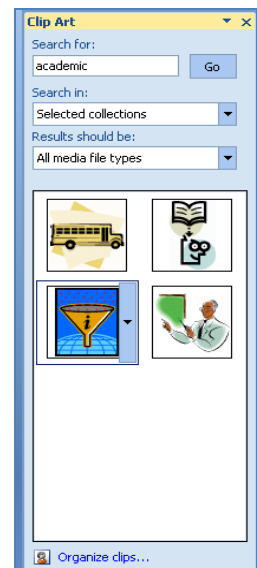
INSERTING SHAPES INTO YOUR PRESENTATION

1. **Home** tab, in the **Drawing** group, click **Shapes**.

Note - Once your shape is inserted, if you want to resize it or give it special effects. Click on the shape and the **Drawing Tools** appear on the Ribbon. Click the **Format** tab, and use buttons and options there to work with the shape.

INSERTING CHARTS INTO YOUR PRESENTATION

Inserting Charts created in Excel

If you already have created a chart in Excel from an existing spreadsheet...

1. **In Excel**, **select** the **chart** by clicking its border.

2. From the **Home Tab Clipboard group**, **click Cut.**

3. In **PowerPoint**, **click** in the **placeholder** on the slide or notes page that you want **to insert** the chart.

4. On the **Home tab**, in the **Clipboard group**, **click Paste**.

Inserting a Chart from within PowerPoint

1. In **PowerPoint**, **click slide** that you will insert chart.

2. On the **Insert tab**, in the **Illustrations group**, **click Chart**.

3. In the **Insert Chart** dialog box, **click chart**, then **click OK.**

Office Excel 2007 opens in a split window and displays sample data on a worksheet
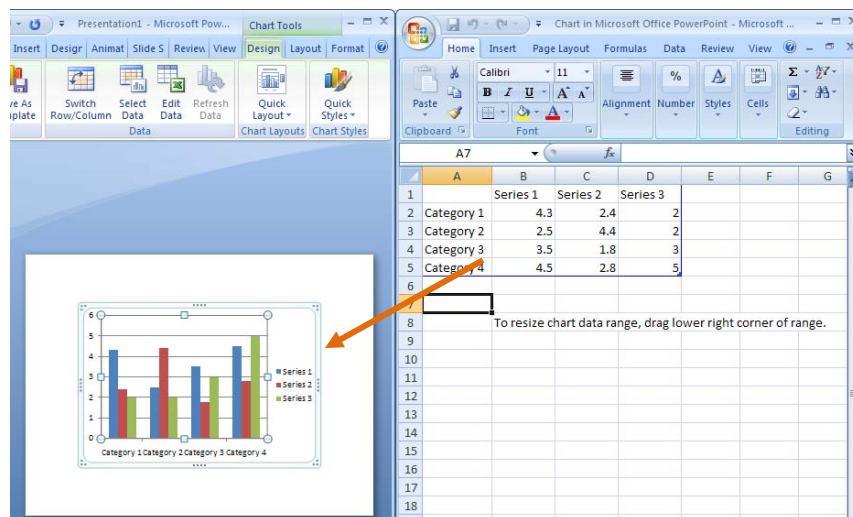
4. **In Excel**, to **replace the sample data**, **click a cell** on the worksheet.

5. **Type** your **data** that you want.

Note - After you update the worksheet, the chart in PowerPoint will be updated automatically with the new data.

6. In **Excel**, **click** the **Microsoft Office Button**, and then **click Save As**.

7. In the **File name** box, type a new name for the file.

8. **Click Save**.

9. In **Excel**, on the **File** menu, click **Close**.

Inserting SmartArt Graphics

On the **Insert** tab, in the **Illustrations** group, click **SmartArt**.

1. In the Choose a **SmartArt Graphic dialog bo**x, **click** the **type** and **layout** that you want.

2. **Enter** your **text** by **doing one** of the following:

    a.   **Click** in a **shape** in your **SmartArt graphic**, and then **type** your text.

    b.   **Click Text** in the **Text pane** and then **type or paste your text**.

    c.   **Copy text** from another program, **click Text**, and then **paste into** the **Text pane.**

A SmartArt graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.
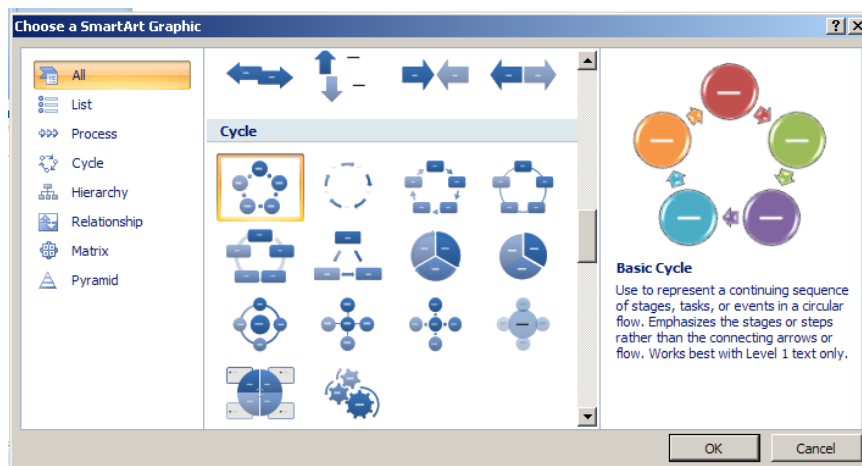
Overview of creating a SmartArt graphic

When you create a SmartArt graphic, you are prompted to choose a type of SmartArt graphic, such as Process, Hierarchy, Cycle, or Relationship. A type is similar to a category of SmartArt graphic, and each type contains several different layouts.

Before you create your SmartArt graphic, visualize what type and layout will work best for displaying your data. Your graphic should be clear and easy to follow. The table is intended to help you get started; this is not a complete list.

Purpose of Graphics	Type
Non-Sequence Information	List
Steps or Timeline	Process
Continuous Process	Cycle
Decision Tree	Heirarchy
Organization Chart	Heirarchy
Illustrate Connections	Relationship
Show How Parts Relate to the Whole	Matrix
Proportional Relationships	Pyramid

From the Animation Tab PowerPoint 2007 enables you to easily apply animation effects to make your presentation more appealing. You can choose to have your slides fade-in or dissolve. In addition to this, you can control the timing of the transition from slide to slide and how the transitions will occur. Just go to the Animation tab, click on the slide you wish to add the animation and select an option.
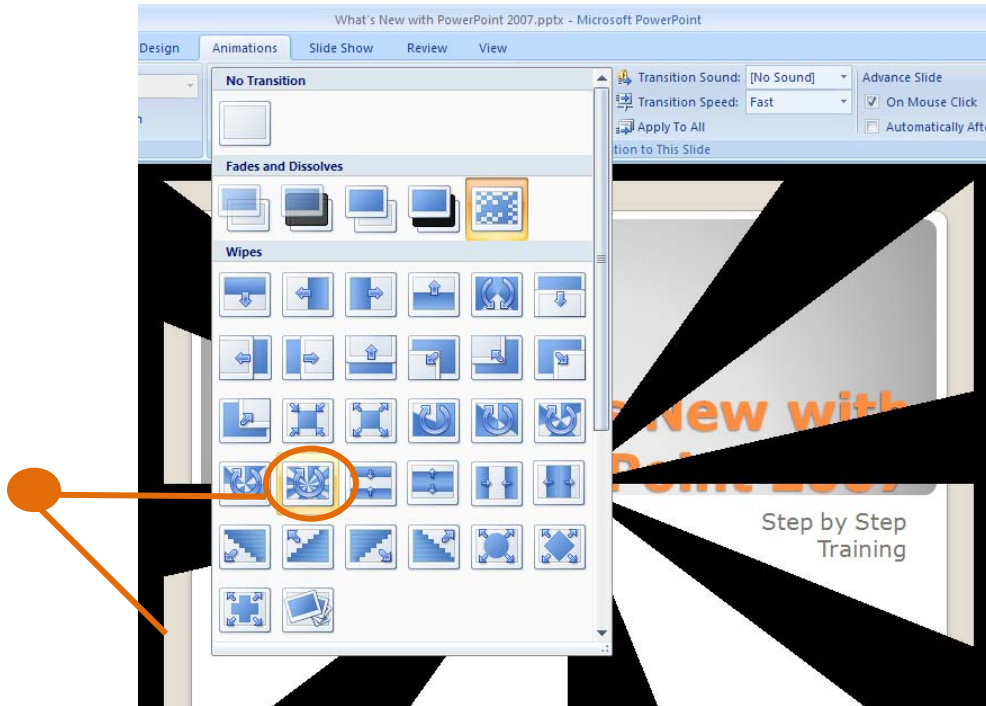
The finishing tasks for creating your presentation are located on the Slide Show and Review Tabs. Use the Slide Show tab to create narration, set-up views, and multiple monitors. The Review tab is for spell check and reviewing comments.

CHECK THE SPELLING IN YOUR PRESENTATION

Even though the spelling checker is turned on automatically in Office PowerPoint 2007, it is still a good idea to check spelling again after you finish working on your presentation:

1. Through the slides tab, navigate to the beginning of your presentation by clicking on your first slide.

2. On the Review tab, in the Proofing group, click Spelling.

If Office PowerPoint 2007 finds spelling mistakes, it displays a dialog box, and the first misspelled word found by the spelling checker is selected. You indicate how you want to resolve each error that the program finds. After you resolve each misspelled word, the program selects the next one, and so forth.

PREVIEW YOUR PRESENTATION AS A SLIDE SHOW

To view your presentation on your computer screen exactly the way that it will look to your audience when you are presenting, do the following:

1. On the **Slide Show** tab, in the **Start Slide Show** group, do one of the following:

- To start with the first slide in the presentation, click **From Beginning**.

- To start with the slide that currently appears in the Slide pane, click **From Current Slide**.

2. The presentation opens in Slide Show view.

3. Click to advance to the next slide.

 Tip   To return to Normal view at any time, press **ESC**.

Of course, you can also preview your presentation at any time while you are creating it.

To move the insertion point	Press….
Start a presentation from the beginning.	F5
Perform the next animation or advance to the next slide.	N, Enter, Page Down, Right Arrow, Down Arrow, Or Spacebar
Perform the previous animation or return to the previous slide.	P, Page Up, Left Arrow, Up Arrow, Or Backspace
Go to slide number.	Number+Enter
Display a blank black slide, or return to the presentation from a blank black slide.	B Or Period
Display a blank white slide, or return to the presentation from a blank white slide.	W Or Comma
Stop or restart an automatic presentation.	S
End a presentation.	Escape Or Hyphen
Erase on-screen annotations.	E
Go to the next slide, if the next slide is hidden.	H
Set new timings while rehearsing.	T
Use original timings while rehearsing.	O
Use mouse-click to advance while rehearsing.	M
Return to the first slide.	1+Enter
Redisplay hidden pointer and/or change the pointer to a pen.	Control+P
Redisplay hidden pointer and/or change the pointer to an arrow.	Control+A
Hide the pointer and navigation button immediately.	Control+H
Hide the pointer and navigation button in 15 seconds.	Control+U
Display the shortcut menu.	Shift+F10
Go to the first or next hyperlink on a slide.	Tab
Go to the last or previous hyperlink on a slide.	Shift+Tab
Perform the "mouse click" behavior of the selected hyperlink.	Enter while a hyperlink is selected

SAVING AND CONVERTING

SAVING A NEW PRESENTATION

1. **Click** on **Microsoft Office Button**.
2. **Click Save**-**As**.
3. **In** the **File name type** the **name** of the presentation**.**
4. **Click Save**.

Note - If you need to save in a different location click the down arrow on the right end of the save in box and then choose your location.

CONVERTING A PRESENTATION

To work with presentations created in earlier versions and convert them to the newer version.

1. **Open** the **Presentation**
2. **Save** it by using **Save As**.
3. **Click** on the **PowerPoint Presentation format**.

COMPATIBILITY

PowerPoint 2007 also gives you an opportunity to run a file through Compatibility Checker before you save a presentation to an older format.

1. **Click** the **Microsoft Office Button**.
2. **Click Prepare**.
3. **Click Run Compatibility Checker**.

PRINTING HANDOUTS AND NOTES PAGES

You can print your notes pages with a slide thumbnail to help you prepare for your presentation and you can print handouts for your audience.

 Note   You can print only one slide thumbnail with notes per page when printing Notes Pages.

1. Click the **Microsoft Office Button**, click the arrow next to **Print**, and then click **Print Preview**.

2. In the **Page Setup** group, click the arrow under the **Print What** box, and then click **Notes Page**s to print notes and select **Handouts** to print handouts.

3. To specify the page orientation, click the arrow under **Orientation**, and then click **Portrait** or **Landscape**.

4. Click **Print**.

Note   If you want to print your notes and slide thumbnails in color, select a color printer. Click the Microsoft Office Button, click the arrow next to Print, and then click Print Preview. Under Print, click Options, point to **Color/Grayscale**, and then click Color.