

PowerPoint 2007: Intermediate

1. Arranging Objects (text boxes & graphics; layering one on top of the other)

- When an object is under another object (i.e., a clipart is under a textbox), click on the clipart to highlight it
- Click on the **Picture Tools, Format** tab
- Click down arrow next to **Bring to Front**
- Select **Bring Forward** to bring the clipart in front (i.e., in front of one of the textboxes, but behind the other textbox)
- Select **Bring to Front** to bring the clipart on top of all other objects or textboxes (i.e., in front of both textboxes)



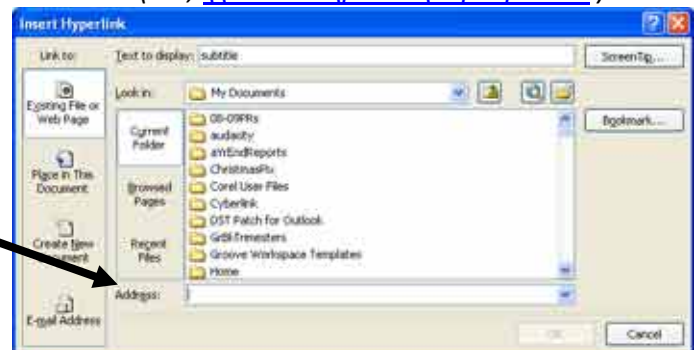
Tip: Use down arrow by **Send to Back**, select **Send Backward** to send highlighted object behind one object; or select **Send Back** to send object behind all other objects)

2. Hyperlinking (creating hyperlinks to documents, slides, websites & other PowerPoint presentations)

- Enter a hyperlink as text:
 - Enter the URL for a website; either enter full URL or one beginning with www followed by a space (i.e., <http://google.com>, or www.google.com)
 - Enter the path to a document, using backslashes (i.e., <\\esc-msc\public\Laptop.html>)

- Making text or object a hyperlink to a URL or a document (i.e., another PowerPoint)

- Highlight the text or object
- Click on **Insert** tab, and then on **Hyperlink**
- Enter path in **Address** box; Click **OK**



- Making text or object a hyperlink to a slide within the current document

- Highlight the text or object
- Click on **Place in This Document**
- Click on the desired slide
- Click **OK**



- Using a Shape as a hyperlink
 - Click on **Insert** tab, and then on **Shapes**
 - Select desired shape
 - On slide, click and drag diagonally to create this shape to desired size
 - Click on **Drawing Tools Format** tab to alter fill color, outline, etc.
 - With shape highlighted, click **Insert** tab and **Hyperlink**
 - Enter either URL, document path, or select **Place in This Document** and click on desired slide; click **OK**

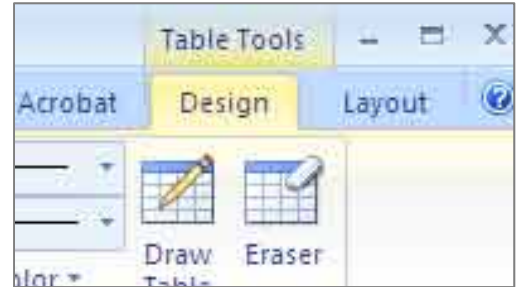


3. Adding Slides

- a. On the **Home** tab, click on the down-arrow on **New Slide**
 - i. Select a new slide with a desired configuration (*or Office Theme*)
 1. Slides with Content allow choices of a: Table, Chart, SmartArt, Picture, Clipart and Media; along with different configurations
 - ii. Select **Reuse Slides** to add a slide(s) from another PowerPoint Presentation
 1. On **Reuse Slides** window, click **Browse** and navigate to desired Presentation; slides from that Presentation will appear
 2. Double click on a slide and it will be copied on to the current Presentation
- b. To duplicate slides, click on desired slide on slide list (along left side), right-click and select Duplicate Slide

4. Table Tools tab

- a. Click on **Insert** tab; click on **Table**; drag to identify rows and columns
- b. **Table Tools** tab appears, with **Design** and **Layout** tabs; use tools to adjust **Styles**, fonts, **Borders**, **Rows & Columns**, **Merge** and **Alignment**



5. Inserting: Text Box

- a. Click on **Insert** tab, and click on **Text Box**
- b. Click and drag on a slide, and a text box will appear; click inside and enter text
- c. Click on **Drawing Tools Format** tab and alter shape, style, and arrange box as desired
- d. Alter box size, rotate and/or click on text box outline and move to desired area

6. Inserting: Video

- a. Click on **Insert** tab; In **Media Clips** group, click on the down arrow by **Movie**
- b. Select **Movie from File** (for video files from local computer or server), or **Movie from Clip Organizer** (*i.e., video from Microsoft*)
- c. Select video file; it will appear on the slide; click and move to desired location on slide
- d. Click on **Movie Tools Options** tab to: preview, adjust volume, adjust **Movie Options**, and arrange the video image as desired

TIP 1: some video files will begin automatically, and some will allow choice of automatic or by clicking

TIP 2: right-click on video picture and select **Change Picture** to display a different picture speaker or CD

7. Inserting: Sounds

- a. Click on **Insert** tab; in **Media Clips** group, click on down-arrow next to **Sound**
- b. Select **Sound from File** (for video files from local computer or server), or **Sound from Clip Organizer** (*i.e., sound from Microsoft*)
 - i. A speaker icon will appear on slide; click and drag to desired location on slide
 - ii. When in presentation mode, click on speaker icon to activate
- c. Select **Play CD Audio Track** to play sound that is on a CD
 - i. Insert an audio CD in CD drive
 - ii. In Insert CD Audio window, select **Start at Track #** and seconds, and **End at Track #** and seconds; select **Play Options**; click **OK**
 - iii. Select if sound is to start **Automatically**, or **When Clicked**
 - iv. When in presentation mode, click on CD icon to activate if **When Clicked** was chosen

TIP: CD *must* be in CD drive for sound to play

d. Select **Record Sound** to record a sound or voice (*i.e., narration*)

i. On **Record Sound** window, enter desired **Name** of this recording

ii. Click on round **Red** button to start recording (*make sure that a microphone, either internal or external, is connected to computer*)

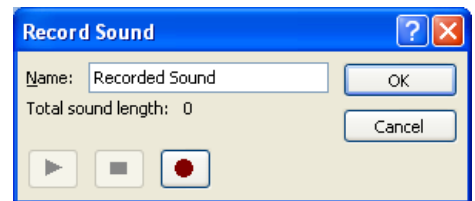
iii. Click the square button when recording is finished

iv. Click the arrow button to replay the recording; a yellow speaker appears on the slide; click and drag to desired location

v. Click on **Sound Tools Options** tab to: preview, adjust volume, adjust **Sound Options**, and arrange the speaker image as desired

vi. When in presentation mode, click on yellow speaker icon to activate

TIP: Right-click on yellow speaker or CD icon and select **Change Picture** to display a different picture instead of the speaker or CD



8. Inserting: SmartArt

a. Click on **Insert** tab; in **Illustrations** group, click on **SmartArt**

b. Scroll or click on desired category

c. Click on desired graphic; click **OK**

d. Click on **[Text]** and enter desired text

e. Click on double line border and drag to desired location

f. Click on border handles, drag to resize the graphic

g. Click on individual pieces to resize & reposition them



h. Click on **SmartArt** and the **Design** and **Format** tabs to **Create Graphics**, alter **Layouts**, and **Styles**, add **Shapes** and **Styles**, **WordArt** and **Arrange** the graphics

9. Inserting: Charts

a. Click on **Insert** tab; in **Illustrations** group, click on **Chart**

b. Scroll or click on desired category; click on desired chart; click **OK**

c. Chart appears on slide; **Excel** opens with default data entered

d. In **Excel**, alter the title first column, and top row; revise data appropriately

e. In **Excel**, click and drag the bottom left corner of blue box around the data to expand the data ranges



f. In **PowerPoint**, click on double line border, drag to desired location

g. In **PowerPoint**, click on border handles, drag to resize the graphic

h. In **PowerPoint**, click on **Chart Tools** and **Design** tab; alter **Type**, **Data**, **Layout** and **Styles**

i. In **PowerPoint**, click on **Chart Tools** and **Layout** tab; alter Selection, Insert, Label, Axes, Background and Analysis

j. In **PowerPoint**, click on **Chart Tools & Format** tab; alter **Selection**, **Shape Styles**, **WordArt**, **Arrange**

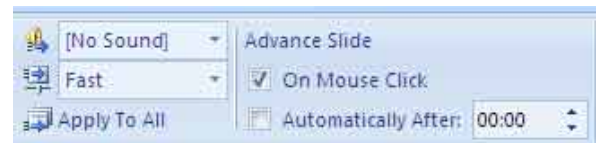
10. Inserting: Header & Footer

- a. Click on **Insert** tab; in **Text** group, click on **Header & Footer**
- b. In **Header and Footer** window click on **Slide** tab:
 - i. Click **Date and time**, then indicate if date style, and if date is to **Updated automatically** or **Fixed**
 - ii. Indicate if **Slide number** or **Footer** should appear
 - iii. Indicate if info should NOT appear on first slide
 - iv. Indicate if info should appear on all slides or only on current slide
- c. In **Header and Footer** window click on **Notes and Handouts** tab:
 - i. Click **Date and time**, then indicate if date style, and if date is to **Updated automatically** or **Fixed**
 - ii. Indicate if **Header**, **Page number** or **Footer** should appear
 - iii. Click **Apply to All**; this info will appear when printing the Notes or Handouts

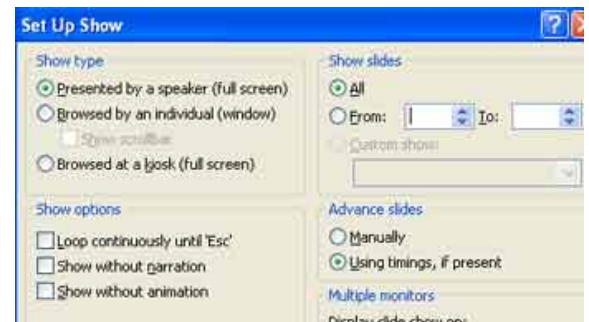


11. Auto Advance (*kiosk-like; setting slides to show automatically at preset timing*)

- a. Click on **Animations** tab; in **Transitions** group, click in box by **Automatically After**
- b. Click up arrow to set number of seconds for each slide to show; timing only active on current slide
- c. Click **Apply To All** to set this timing for every slide
TIP: Keeping checkmark on both **On Mouse Click** and on **Automatically After** can be a good backup when running the show



- d. Click on **Slide Show** tab; in **Set Up** click on **Set Up Slide Show** icon
- e. Indicate **Show type**
- f. Indicate if **Loop continuously** is desired
- g. Indicate what slides to show
- h. Indicate if slides are to be advanced using timings
- i. Click **OK**; run show to view show with these settings
- j. Click **Slide Sorter** view to see timing for each slide, bottom left of slide



12. Rehearse Timings (*while rehearsing the presentation, this sets timing for each slide*)

- a. Click on **Slide Show** tab; be ready to rehearse the presentation!
- b. In **Set Up** group, click on **Rehearse Timings**; presentation will begin
- c. Note **Rehearsal** window with clock in upper left corner
- d. Time in middle is for current slice; time at far right is total time for all slides
- e. Click right arrow to advance to the next slide
- f. Click **Pause** button to pause the presentation timings
- g. Click **Redo** button (*to right of current slide timing*) to restart timing for current slide
- h. Click **X** to quit the Rehearsal; window appears to either save those settings or not
- i. Click on **Use Rehearse Timings** to activate these timings
- j. Play presentation to be sure that timings are as desired
- k. Click **Slide Sorter** view to see timing for each slide, bottom left of slide

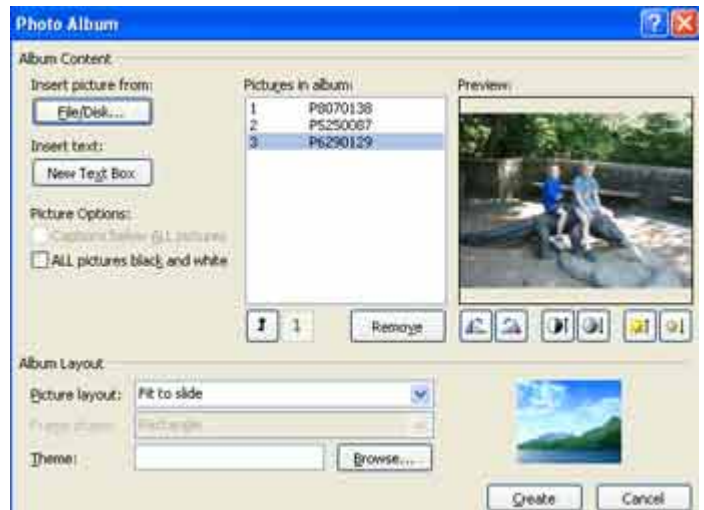


13. Record Narration (*record the narration of one or more slides*)

- a. Click on **Slide Show** tab; click on Record Narration
- b. Click **OK** for general use of this feature, and be ready to record;
 - i. If showing first slide, narration will begin immediately, and can extend for just this slide or advance to additional slides
 - ii. If showing slide other than the first one, option will be given to start recording on the current slide or on the first slide
 - iii. Once started, recording will continue until presentation is stopped; saving option is given
 - iv. Prior to clicking **OK** options are available for changing input level, quality and better performance when there is substantial narration

14. Photo Album (*a slick way to create a slide show with a group of pictures*)

- a. Click **Insert** tab; click Photo Album
- b. Click **File/Disk**; navigate to desired pictures
- c. Select pictures; click **Insert**; picture file names and pictures appear
- d. Click on picture file name to:
 - i. Reorder the pictures, using up and down arrows
 - ii. Remove pictures
 - iii. Rotate pictures
 - iv. Change contrast and brightness
- e. Click **New Text Box** to insert a slide with Text Box



- f. Click **Fit to Slide** to select more than 1 picture per slide, or pictures with Title (*text box at top*)
- g. Click Rectangle and select a frame
- h. By Theme, click Browse to select a theme for first slide and additional slides
- i. Click Create; new PowerPoint will be created with a title page and all pictures

TIP: *All slides can be edited as in any other presentation*