

PowerPoint 2007: Introduction



1. Open PowerPoint

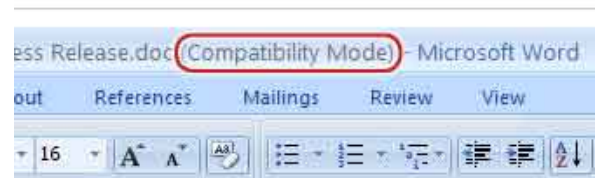
- The **Microsoft Office Button** provides access to opening new and previous documents, saving, printing, and PowerPoint options
- The **Home** tab provides the most used commands
- The **Insert** tab provides access to inserting a picture, clip art, table, hyperlink, and etc.
- The **Design** tab provides access to slide themes, and etc.
- The **Animations** tab provides access to Custom Animations options
- The **Slide Show** tab provides access to options for starting and setting up the show
- The **Get Started** tab provides several online resources for learning to use PowerPoint 2007

2. Saving a PowerPoint Document

- Click on **Microsoft Office Button**; select **Save**
- A document created in PowerPoint 2007 will be saved with **.pptx** as the extension (*older version documents are saved with .ppt as the extension*)

3. Opening Documents from Previous Versions:

- PowerPoint 2007 will open documents from all previous versions of PowerPoint, i.e., a **.ppt** document
- Documents will open in **Compatibility Mode**
- When editing these documents, many new 2007 features will not be available
- Doing a Save will not change the document to the new file format: **.pptx**



4. Converting Older Documents to Version 2007: i.e., .pptx

- Open a PowerPoint document from a previous version, i.e., **.ppt** ; it will open in **Compatibility Mode**
- Click on the **Microsoft Office Button**
- Select **Convert**; a message will appear explaining the conversion issues
- Click **OK**; document will be converted to PowerPoint 2007 document, i.e., **.pptx**



5. Sharing PowerPoint 2007 Documents

- k. When a person without PowerPoint 2007 opens a .pptx document, a message will appear
- l. If the person has Office 2000 or 2003, they can click **Yes** and a converter will be downloaded and the document can be viewed and edited, though it may appear a little different
- m. The older version of Office needs to be updated with the latest patches in order for converter to work.



6. Saving a PowerPoint 2007 Document as a Previous Version

- n. With the PowerPoint 2007 document open, click on the **Microsoft Office Button**
- o. Click on the down-arrow next to **Save As...**
- p. Select the **PowerPoint 97—2003 Document** option
- q. The document will be saved as a .ppt document that
 - i. A warning may appear saying that any new features of Word used in the document will be seen but cannot be edited
 - ii. Click **OK** and document will be saved as .ppt and can be opened by anyone with a previous version of PowerPoint



7. Get Started

- r. Click **Get Started** tab
- s. Click **Interactive Guide**, **Start the Guide** to show where commands in PowerPoint 2003 are located in PowerPoint 2007; this can be very helpful to find tool locations; click **Start the Guide**
- t. Click **Up to Speed with PowerPoint 2007**, go through series of audio/visual lessons; get instruction on basics of PowerPoint 2007; can be very helpful in getting an overview of main features of PowerPoint 2007
- u. Click **PowerPoint 2007 Overview** or **Get up to Speed with PowerPoint 2007** to view videos; these use a business context for using PowerPoint; click **Play Demo**
- v. Click **Discuss PowerPoint 2007** to read questions and responses by others using PowerPoint 2007, and other online resources
- w. Click **Training**; under **2007 Office System Courses**, click on **PowerPoint 2007** to access the many feature-specific courses; these can be very helpful to learn specific Word skills
- x. Click **Video Demos**; click **2007 Office System** tab; click **PowerPoint 2007** to access feature-specific videos; these are more business related; may relate to other Office applications
- y. Click **PowerPoint 2007** to access the **Help Table of Contents** for a variety of general problems



TIP: When in doubt about how to do something, try right-clicking and see if a menu of options appears

TIP: Click on the ? in upper right hand corner of the PowerPoint window; use key-word search or click on topic

Beginning a PowerPoint Presentation:

1. Initial steps:

- Open **PowerPoint**; a blank slide appears
- Click **Save** icon in **Quick Access Toolbar**, and complete saving process
- Click on **Design** tab; in **Themes** group, click on down arrow to view available themes
- Roll cursor over themes to preview them; click on desired theme



- Click on **Click to add title**, enter text; **Click to add subtitle** and enter desired text
 - Highlight text to edit
 - Click **Home** tab; click on font name; roll cursor over font names to preview; click on desired font
 - Click big **A** to increase font size; click on little **A** to reduce font size to desired size
 - Select desired font style; select desired font color
- To move title and/or subtitle, click on desired text; place cursor over dotted outline (*four-arrow cursor will appear*); click and drag to desired place on slide

2. Add new slide – bulleted list

- On **Home** tab, click **New Slide** icon
- Click on **New Slide**; a new slide appears
- To change the layout, click the down-arrow in lower right corner of **New Slide** button to view options
- Select desired layout
- Click on **Click to add title** and enter desired text; highlight text and change font, style, size and color, using the mini toolbar, and/or the Font group on Home tab
- Click on **Click to add text** and enter text for the bullet



Tip: Use **WordArt Styles** to invigorate text; click in textbox, click on **Drawing Tools Format** tab, click on **Quick Styles** (or down-arrow by right above **WordArt Styles**), move cursor over **As** to preview font styles; click on desired font style

- Press **Return** and enter text for the second bullet; continue to add additional bullets and text
- Highlight text to change:
 - Bullets; press down arrow by **Bullet** icon; select **Bullets and Numbering**; choose from ones displayed (*alter bullet size and color*), or click on **Picture** or **Customize** to find more bullets
 - Font, style, size and color

3. Add new slide – Insert Picture

- On **Home** tab, click **New Slide** icon
- Click on **New Slide**; a new slide appears
- Click **Insert Picture** icon (or **Clip Art**) icon
- Navigate to desired picture; click **Insert** (*Another way is to click on **Insert** tab and click on **Picture** or **Clip Art***)
- Picture Tools** and **Format** tabs appear to provide options to work with picture

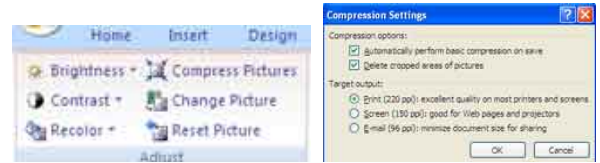


- i. Use **Adjust** commands to alter pictures/clip art
- ii. Use **Picture Styles** commands to add and alter frames
- iii. Use **Arrange** commands for layering pictures
- iv. Use **Size** commands to crop the picture
- f. Click and hold on picture to move it
- g. Click and drag a corner handle to resize picture
- h. Click and drag the top green circle to rotate picture



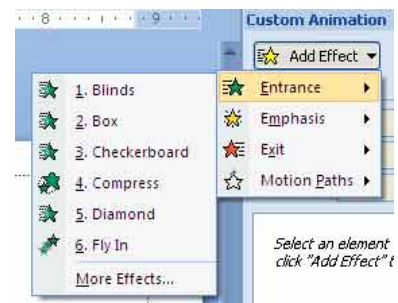
4. Compress Pictures

- a. Click on a picture; **Picture Tools Format** tab will appear; click **Compress Pictures**
- b. Click **Options** button
 - i. Under **Compression options**:
 - 1. Check **Automatically perform basic compression on save** if other pictures will be added to presentation
 - 2. Check **Delete cropped area** if pictures are cropped
 - ii. Under **Target output** select **E-mail** if presentation will be used on normal computer and projector
 - iii. Click **OK**; click **OK**



5. Custom Animation

- i. Click on **Animations** tab
- j. Click on **Custom Animation** button to use the **Custom Animation** menu on right side of window
- a. Click on what is to be animated (*i.e., text, graphic, etc.*)
- b. Click **Add Effect** (*top of Custom Animation window*)
- c. Select desired category (*i.e., how text/graphic is to enter the slide*)
- d. Select desired action; observe:
 - i. Resulting action on current slide
 - ii. The order of actions is denoted by numbering
 - iii. **Custom Animation** menu displays options
- e. Under **Modify: Box** adjust desired modifications
 - i. **Start**: set when animation will start (*click down arrow to view options*)
 - ii. **Direction**: set direction of the animation
 - iii. **Speed**: set animation speed
- f. Click down-arrow to right of animation
 - i. Click on **Effect Options....**; click on **Effect** tab; Under **Enhancements**:
 - a. Click **No Sound** and select desired sound when each animation begins
 - b. Click **Don't Dim** and select color or effect on previous when next animation begins
 - c. Click on **All at once** and select what text will be animated



- ii. Click on **Timing** tab
 - a. **Delay**: enter how many seconds delay before animation
 - b. **Speed**: click down arrow and select the desired speed for the animation
 - c. **Repeat**: select any desired repeating of the animation
 - d. Click **OK**
- g. Click **Play** at bottom of **Custom Animation** menu to play the animations on that slide; alter the animation as needed

6. Slide Transitions

- a. Click on **Animations** tab
- b. Click *down-arrow* in **Transitions** scroll bar
- c. Move cursor over different transitions to view the different transitions
- d. Click on the desired transition
- e. Click on **No Sound** to select desired sound
- f. Click on **Fast** to select the desired **Transition Speed**
- g. Click on **Apply to All** if desired



7. Modify Design Color Scheme

- a. Click on **Design** tab
- b. In **Theme** group, click on **Colors**
 - i. Select desired color scheme for the current design (*roll over each color scheme and wait; notice the subsequent change on the design*)
 - ii. Click on desired color scheme
- c. Click on **Fonts**
 - i. Select desired fonts for the current design (*roll over each font and wait; notice the subsequent change on the design*)
 - ii. Click on desired font
- d. In **Background** group, click on **Background Styles**
 - i. Select desired background style for the current design (*roll over each background style and wait; notice the subsequent change on the design*)
 - ii. Click on desired background style
 - iii. Click **Format Background** (*at bottom of Background Styles window*) to modify the background fill (*select solids, gradients, picture, textures, etc.*); click **Reset Background** for current slide design, or **Apply to All** for all slides
 - 1. For background pictures, click **Pictures** option to **Recolor** and adjust the picture

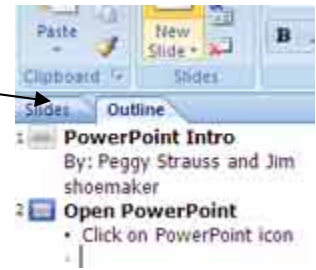
8. Capturing an Image from Internet Explorer for use in PowerPoint

- a. In I.E. locate a picture:
 - i. Right click on the desired image
 - ii. Select **Save Picture as...**
 - iii. A **Save Image as** window appears; rename the image (*It is good practice to leave gif or jpg at the end*)
 - iv. Save the image to a disk, server or the hard drive.
- b. Back to PowerPoint:
 - i. Click on **Insert** tab; click on **Picture**
 - ii. Navigate to saved image; click **Insert**

9. Views

a. Outline

- i. Click on **Outline** tab on PowerPoint window
- ii. View the outline of content on PowerPoint slides
- iii. Edit and add text to the outline, which will be viewable on outline and on appropriate slides
- iv. Click **Slides** to again view all slides



b. Notes

- i. Click in **Click to add notes** below PowerPoint edit window
- ii. Enter desired notes relevant to the slide (*notes do not show in Presentation mode*)
- iii. Place cursor just above **Click to add notes** to see parallel lines with arrows; click and drag up to increase notes area



c. Slide Sorter

- i. At bottom-right of PowerPoint edit window, click on middle icon to view the slide sorter window
- ii. Click and drag slides to desired order
- iii. Note the markings under each slide denoting animation, transition and timing
- iv. To return to edit mode, click first icon

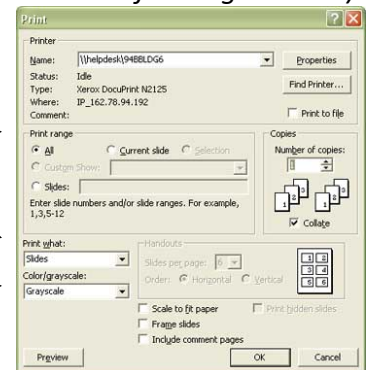


d. Presentation

- i. Click on the third icon to view the current slide in Presentation mode
- ii. To view the presentation mode from the first slide, click **Slide Show** tab, then click **From Beginning** command (*far left icon on Ribbon*)
- iii. To quit presentation mode, press **Esc** key (*or middle icon on SMART Board floating tool bar*)

10. Printing

- a. Click on **Microsoft Office Button**, go to **Print**; click **Print**
- b. Select appropriate **Print range**: All, Current, 1-4, etc,
- c. **Print what**: select **Slides, Handouts, Notes, Outline** (*If Handouts is selected, look to the right, select how many slides per page*)
- d. **Color**: **Grayscale** is a good choice
- e. Clicking **Preview** button to see what will be printed
- f. Click **OK**



11. Saving as a Show (*this allows the file to be brought up ONLY in presentation mode; no editing is permitted; this is great for sharing a show*)

- a. Save the file as a regular PowerPoint file; this is important so that the file can be edited in the future
- b. Click on **Microsoft Office Button**; move cursor over **Save As...**; click on **PowerPoint Show**
- c. Name file and identify location; click **Save**

12. Create a Handout in Word

- a. Click on **Office Button** to **Publish**
- b. Select **Create handouts in Microsoft Word**
- c. Modify as needed in Word