

## PowerPoint 2007 Basics

Use PowerPoint to build, print, and give presentations. PowerPoint can be used to display brief phrases that illustrate the most important points of what you will be discussing. Once you have developed your PowerPoint presentation you can present it in number of ways, such as printing the slides, printing notes pages, or delivering on-screen presentations.

This handout is meant as a short guide to get you started. If the information you need is not covered here, or you need more detail consult the help function in PowerPoint or check out a PowerPoint instruction book from the library.

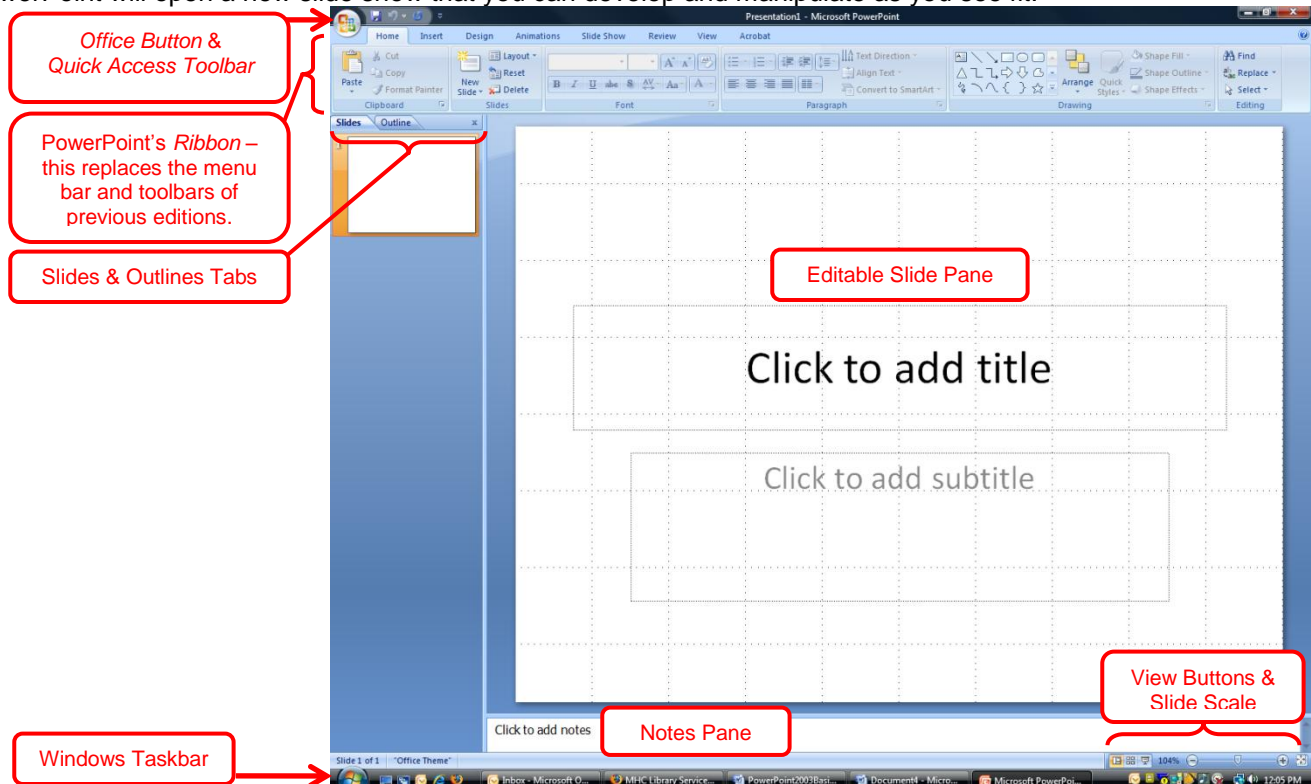
### BEFORE YOU START

Before you begin developing your PowerPoint presentation, consider these tips for a more effective presentation:

- ~ Outline the development of your presentation.
- ~ How do you want it to look? Browse the templates/themes for an appropriate style for the target audience.
- ~ Use crisp/clear fonts that stand out from the background.
- ~ Keep your points simple – PowerPoint is meant to outline your presentation, not document it.
- ~ Be sure that graphics contribute to the presentation – too many useless elements can be a distraction.
- ~ Employ animations and sounds carefully – they can be a distraction and unprofessional, especially if they are not cued properly.
- ~ Test your slide show on the computer you will be using for your presentation. It might be flawless on the computer you created it on, but different generations of hardware and software might be incompatible.
- ~ Consistency is important – use the same fonts and theme throughout the slide show.

### STARTING POWERPOINT

Click on: *Start button (Task Bar) > All Programs > Microsoft Office > Microsoft Office PowerPoint 2007.* PowerPoint will open a new slide show that you can develop and manipulate as you see fit.




## INTERFACE ELEMENTS

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**The Ribbon.** This series of tabs replaces the menu bar and toolbars that were features in the previous versions of PowerPoint. Each tab collects a series of features that will allow you to format your text, insert/format objects, modify the design, control animations, etc.

**Office Button.** This interface element contains a number of features that allow you to create new PowerPoint presentations, save, open, print, etc.

**Quick Access Toolbar.** This toolbar can contain common functions like the toolbars in previous editions. A user can customize its contents by selecting the *Customize Quick Access Toolbar* button (  ) icon at the end of the toolbar.

**Outline and Slides Tabs.** These tabs allow you to glimpse your presentation in its entirety in a quick and easy manner. The *Outline* tab presents the text content of your slide show, while the *Slides* tab presents thumbnails (miniature pictures) of the slides. In either tab, you can drag and drop the slides into different orders as your presentation develops.

**View Buttons.** The different *View Buttons* allow you to view the slide show in different ways. You can view the slide show at any time in a different view.



**Normal View:** This view is most common while developing slide shows. It offers the easiest and most access to tools. This view is the default view when opening PowerPoint.

**Show View:** This button allows you to view the slide show from whatever slide you are currently viewing.

**Fit Slide:** This button will scale the slide so that each will properly to PowerPoint's editable area.



**Slide Sorter:** This view displays large thumbnails of the order of the slides. In this view, you can easily rearrange the slides.

**Size Scale:** This slider adjusts the size of the editable slide displayed in PowerPoint.

**Editable Slide Pane.** This area allows you to see and edit the slide that you are currently working on; from here you will customize your slide's content, format, and layout. You can customize its content and theme individually from the other slides or format all slides to match it.

## ADDING/MOVING A SLIDE

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To add a slide (in the *Normal* or *Slide Sorter* views): click on the *New Slide* button (  ) in the *Slides* panel of the *Home* tab. If you select the lower half of the button, you can select your new slide's layout. You do have the ability to alter the slide's layout at any time if you desire to do so via the *Layout* button (  ) – it is also located in the *Slides* panel of the *Home* tab.

You can also rearrange each slide's order by highlighting the slide (with a single click) in the *Outline* or *Slides* tabs, or *Slide Sorter* view, and then dragging-and-dropping each slide to your desired order in the show.

## THE CONCEPT OF OBJECTS

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As you work with PowerPoint you will notice that all text is housed within a *text box* and that any images you add become a separate component on the slide. The text boxes, images, and even sound or video files (if they are added) are all known as *objects*.

**Selecting objects.** Use your mouse cursor to select objects. For example, to change the dimensions of a piece of clip art, click on the clip art. Circular points appearing around the edges that surround the object indicate that the object has been selected. Clicking and holding one of the boxes allows the edge to be *dragged* to resize the object. This *drag* mode of resizing (also use to move objects) is found in many computer applications.

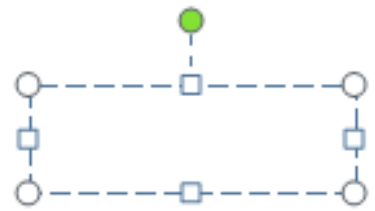
**Text Boxes.** All the text entered into a PowerPoint presentation is housed within a text box. Use the mouse pointer to highlight the text box that surrounds the text, or to enter into the text box to edit the text itself. A text box and the text within it can be sized and move as any other object.

## ADD OR MODIFY TEXT

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Select the slide that you want to modify. If there is already a text box in the slide, click on it and start typing.

To add a text box: select the *Insert* tab (*Ribbon*) > *Text Box* (in the *Text* panel). Then, when you put your cursor over the slide (in the *Editable Slide* pane), the cursor will change to a down-arrow. Click, hold, drag and release the mouse to form a rectangle on the screen. Click in the box and begin to type. You can format or resize the box as necessary.



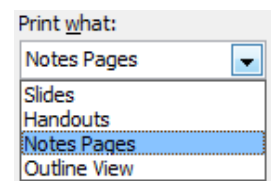
## SPEAKER'S NOTES

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Speaker notes are notes that you make to yourself to help remember key points during the presentation. These notes will not appear in your slide show.

To add speaker notes, you must be in the *Normal* view. Directly below the *Editable Slide Pane* is the *Notes Pane*. It is the *Notes Pane* that you can add your presentation notes.

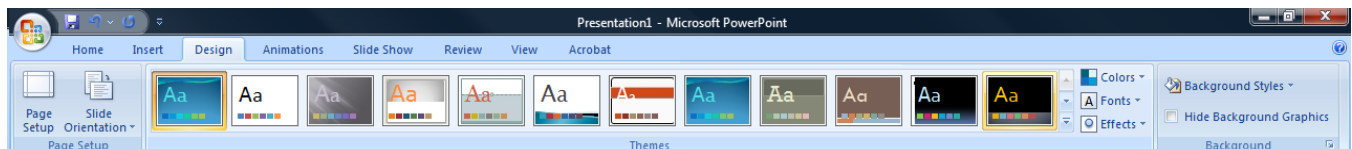
To print the notes: select the *Office Button* > *Print* In the *Print* window, select *Notes Pages* under the *Print what:* heading's drop box. This will print each individual slide and its accompanying notes on a single page.




## APPLYING THEMES AND COLOUR SCHEMES

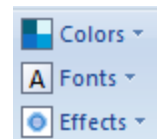
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Themes contain preset designs, fonts, and layouts that will create a unified look for your presentation. To access the themes, go to: *Design* tab (*Ribbon*) > *Themes* panel.

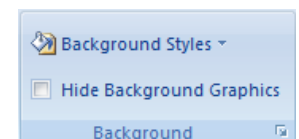


Choose one of the themes that appear or select a template from *Microsoft Office Online*. To access *Microsoft Office Online*, select the *More* button (  ); in the bottom right corner of the *Themes* panel) for additional themes and options.

You can modify any theme's colour and font as well. By selecting the available options in the *Themes* panel, you can easily and quickly alter the appearance of the entire presentation – giving it a more customized appearance.



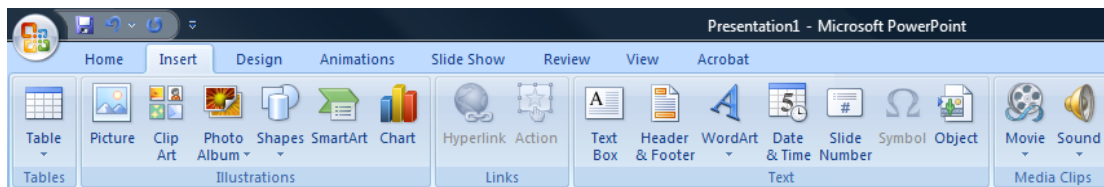
You can also change the background colour and pattern of your slide. For available background options, browse the *Background* panel located in the *Design* tab – by default your selection will alter all slides. Choose the *Show the Format Background dialog box* (  ) in the *Background* panel for additional options – you can control whether the changes affect a single slide or the entire presentation.



## ADDING VISUAL ELEMENTS

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To add a visual element (e.g., graphics or additional text boxes, etc.) to your presentation, select the *Insert* tab on the *Ribbon*. The *Illustrations* panel will allow you to insert a variety of visual elements such as pictures, clip art, shapes, charts, etc.




From the same tab, you can add additional text boxes or WordArt. These options are available in the *Text* panel.

Descriptions of a few of the more popular types of graphics are listed below.

- ~ *Clip Art* – consists of a series of images that are built into the PowerPoint application or are available to download from Microsoft Office Online. When you select the *Clip Art* button, a new pane will open in PowerPoint, which allows you to search the Clip Art library.
- ~ *Shapes* – a set of different shapes including lines, circles, squares, stars and arrows that you can alter to suit your individual presentation.
- ~ *WordArt* – allows you to insert text in a variety of colours and designs (this option is in the *Text* panel).
- ~ To add your own images select the *Picture* button and browse to find and select your file.

*Modifying the visual element.* By clicking on a visual element that you added, a new tab will appear. In the case of

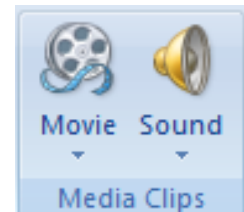
clip art/pictures, a *Format* tab (  ) will appear. This tab will offer a number of options that will allow you to customize the visual element. Options include: image cropping, stylization, and alignment, etc.

## INSERTING AUDIO AND VIDEO TRACKS


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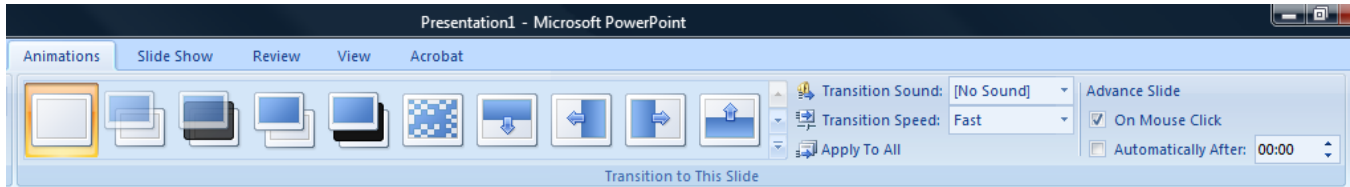
There are several types of audio tracks you can insert into your presentation including a narration that you can record yourself, pre-recorded sounds in the PowerPoint gallery and tracks from an audio CD. Video tracks can be inserted from the PowerPoint gallery or from your own file.

To insert an audio or video track from the PowerPoint gallery, go to: *Insert* tab (*Ribbon*) > select either: *Movie* or *Sound*. From the submenu, select your desired option and navigate to the audio or visual file that you want to add.



## SLIDE TRANSITIONS

In the *Normal* or *Slide Sorter* view modes, you can add slide transitions to control how each slide will appear/transition during your slide show. To select your desired slide transition, go to: *Animations (Ribbon) > Transitions to This Slide* panel. The *More* button (  ) will give you additional transition options.



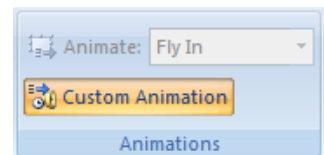
You can choose to apply a transition to a single slide or all of the slides. Options such as: speed, sound effects, *On Mouse Click*, or automated advancement can also be set in this panel.

*NOTE:* If you are making a formal presentation, it is advisable to use the same transitions for consistency.

## OBJECT ANIMATIONS

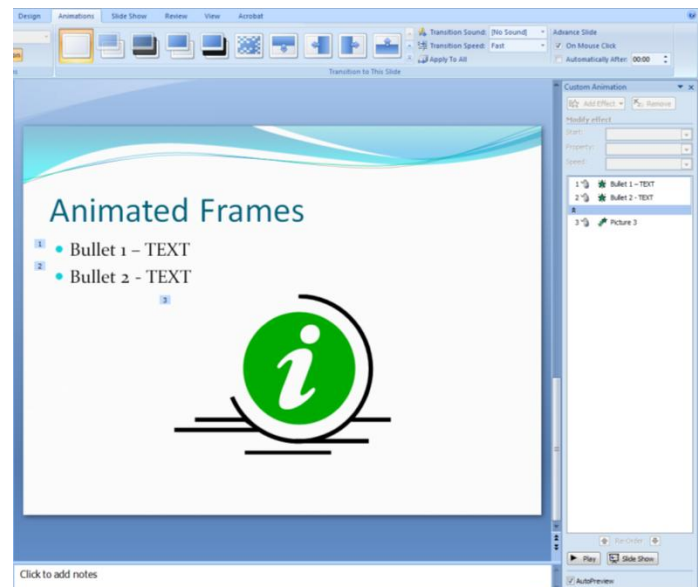
Object animations lets you choose how individual objects appear on the slides. For instance let each object in your slide can appear one at a time, or be set to appear individually with or without sound effects.

To set the animation for an object on a slide, you should select the object on the slide you want to animate. Then select: *Animations tab (Ribbon) > Custom Animation (Animations panel)*. The *Custom Animation* pane will open in PowerPoint and give you a variety of option to animate the object.



To create an animation: (a) select one or more objects; and (b) select: *Add Effect* drop box and desired path (i.e., *Entrance, Exit*, etc.) and style (i.e., *Fly In, Blinds*, etc.) from submenus. Once the initial transition is applied, you can modify the animation's activation (i.e., mouse click, etc.), direction, and speed under the *Modify: <Effect Name>* heading.

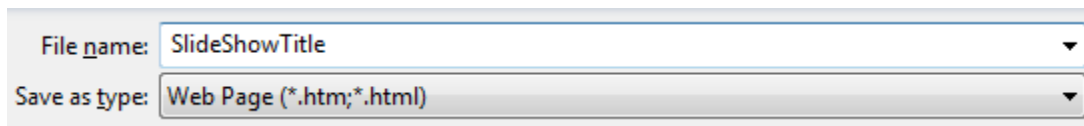
To preview the animation select the *Play* button.



## SAVING A PRESENTATION AS WEB PAGE

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Any PowerPoint presentation can be converted into a series of web pages (one web page for each slide in the presentation). To save the presentation as web page/site: select the *Office Button* > *Save As* > *Other Formats*. In the *Save As* window, select *Web Page* from the *Save as Type* drop box.



The result of this process will be a new folder (its name is based on the name given to your presentation) that holds all of the HTML and the image files, along with a single HTML file (named the same as your presentation) that is the starting point of the presentation. Web pages are saved as a series of files in a folder, moving a file from one location to another requires you to move the entire folder that hosts the files. Moving or removing any one file in relation to the others will *break* some part of the presentation.

Sound files and animations that you have incorporated into the presentation might be lost when the presentation is converted into a web page. Those effects are not always supported by HTML (a standard web programming language). Also be aware that how the pages appear might vary from web browser to web browser. Though the pages might render well in *Internet Explorer 7*, they might not function in other web browsers (e.g., *Firefox*, *Internet Explorer 6*, *Safari*, etc.)

## ADDITIONAL RESOURCES

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This document discusses the use of the *Ribbon* for performing most of PowerPoint's tasks. Like any computer application, there is more than one way to perform any given task. The *Quick Access Toolbar* or keyboard shortcuts can also be used – it is a matter of personal experience and preference.

For more resources in the library that provide insight into PowerPoint, go to the library's online catalogue at: <http://darius.uleth.ca/search~S2>, and select *Basic Keyword Search*. Perform a search using the term: "powerpoint 2007" (without quotation marks). You will get numerous hits in the library's collection that discuss PowerPoint's features – from the basics to the advanced.

## PURCHASING

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To get the best possible price on any computer software, see the *Campus Store*.