

Microsoft PowerPoint 2007



PowerPoint is currently the most common software used for making visual aids for presentations. It has been redesigned for the 2007 release with a much more user-friendly and intuitive layout than its predecessors.

This tutorial will teach you the basic tools for making a PowerPoint presentation and familiarize you with the new PowerPoint 2007 workspace.

Basic Tips

- It is best to **outline your entire presentation** before working too much on the style and layout of your presentation. When left to the end it is much less time consuming to work on the style and format of your slides. Keep in mind the content of your presentation is the most important part of it!
- **Keep your points short** and straightforward. Points should be complimentary to your oral presentation.
- PowerPoint allows you to add a lot of distracting sounds and excessive animations to your presentation. It is best to **keep all animation as simple as possible** and only use sounds if absolutely necessary.
- **Stay away from unusual fonts.** If you are presenting on an unfamiliar computer, the font you have chosen may not work. Arial and Times New Roman are common fonts.
- **Think of contrast.** If you use a dark background, use light-coloured text and vice versa. Refrain from using backgrounds that will obscure your text colour.

Microsoft Interactive Online Demos

Microsoft has developed a series of online demo programs to assist people with the transition to Office 2007.

- **Start the Guide** for a program by clicking on that phrase on the webpages listed below
- A new window will open in your web browser showing Office 2003
- Use the familiar Toolbar from Office 2003 to find a Tool
- A second window will appear to show you how to use the same Tool in Office 2007

The web address for the PowerPoint Guide is:

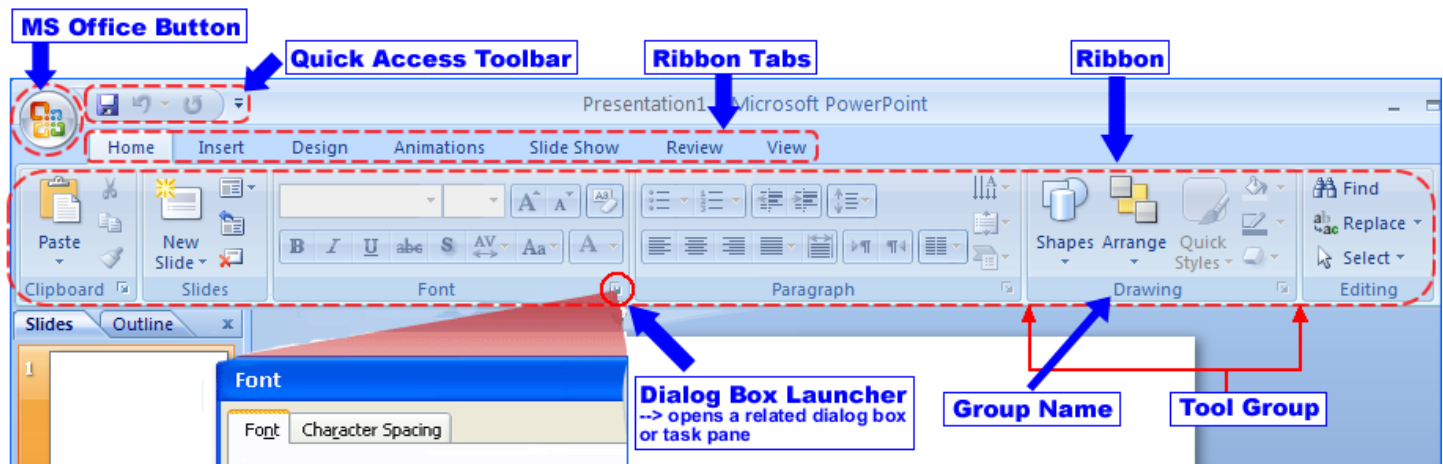
- <http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx>

MS PowerPoint 2007 New Interface

When you open PowerPoint 2007, you will notice that it looks quite different from PowerPoint 2000 and PowerPoint 2003. The same tools are all there, but they are arranged very differently and new features have been added.

If you are already familiar with PowerPoint 2000 or 2003, it may take you a while to adjust to this new arrangement of tools. This tutorial uses PowerPoint 2007 and you can use it as a quick reference guide for most of the common tools.

Arrangement of Tools in PowerPoint 2007



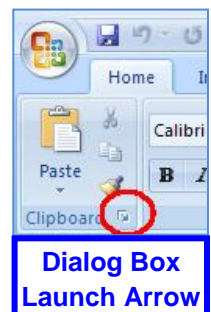
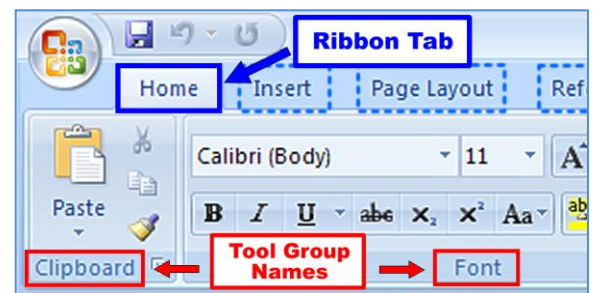
MS OFFICE BUTTON contains the main **File Functions**:

- New, Open, Save, Save as, Print, Print Preview, etc.

QUICK ACCESS TOOLBAR contains shortcuts to **Save, Undo, and Repeat**



RIBBON TABS - Each **Ribbon Tab** displays a **Ribbon** that provides a set of **Tool Groups**. The **Ribbon Tab** and the **Tool Groups** correspond to the **Menu and Toolbar** in previous versions of Excel.

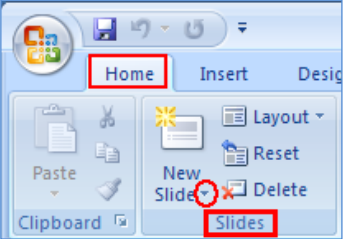
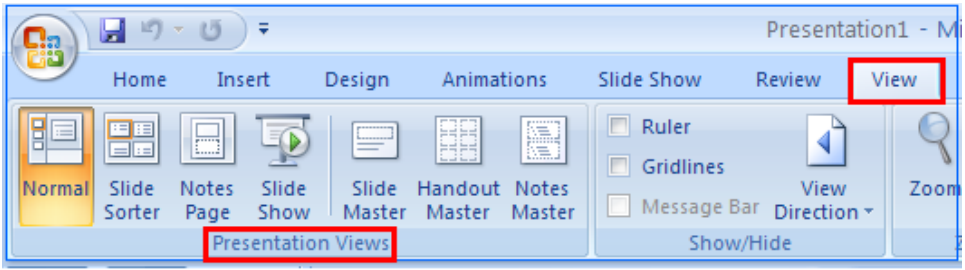
- **Tool Groups** - Each **Tool Group's** name is shown at the bottom of the Group
 - **Example - Home Tab**
 - Both the **Clipboard** and **Font Tool Groups** display their names at the bottom of their Group (see image at right)
- **To Change Tool Groups** click on the appropriate **Ribbon Tab** in the **Ribbon**
 - **Examples**
 - **Home Tab - Tool Groups** for ClipBoard, Font, Alignment, and Cell Formatting
 - **Insert Tab - Tool Groups** for inserting Images, Charts, and Text Boxes
- **Dialog Box Launch Arrow**
 - Some **Tool Groups** have a **small arrow in the bottom right-hand corner**
 - Clicking on this arrow will open a **Dialog Box** which offers more options and settings related to that **Tool Group**



In PowerPoint 2007, you will find that tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon. If you do not find a tool in the Ribbon you think it should be in, try exploring the other Ribbon Tabs.

Getting Started

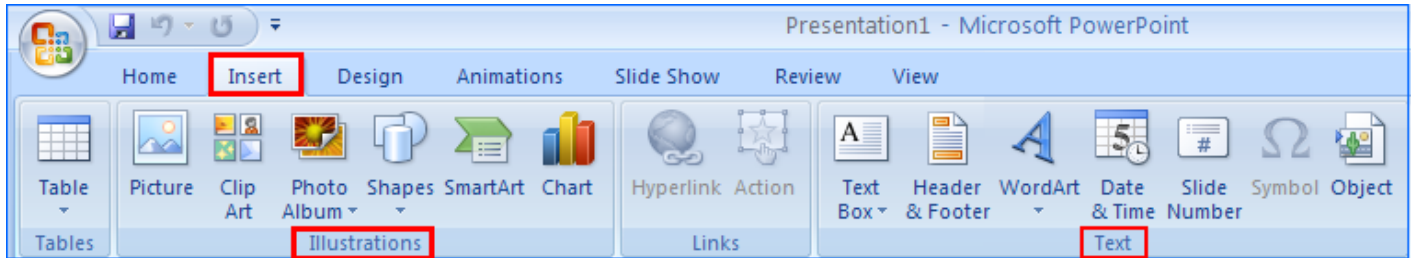
<p>Create a new presentation</p>	<p>MS Office Button >> New A new Presentation window opens up</p> <ul style="list-style-type: none"> The MS Office Button is located in the top left corner of the Word 2007 Window <p>To start a new file from scratch:</p> <ul style="list-style-type: none"> Choose “Blank Document” and press “Create”. <p>There are templates available on the left panel for creating a presentation of a specific type (i.e. photo album or calendar).</p>	
<p>Open an existing presentation</p>	<p>MS Office Button >> Open</p> <ul style="list-style-type: none"> Find your presentation in the “Open” window. PowerPoint 2007 will open files created with older versions of PowerPoint (.ppt) as well as PowerPoint 2007 files (.pptx) 	
<p>Open a file from a different version or format</p>	<p>PowerPoint 2007 will automatically convert a document from a compatible version of PowerPoint</p> <ul style="list-style-type: none"> Your document will open in Compatibility Mode This will prevent you from using certain tools in Office 2007 which are not compatible with Office 2000 or 2003 When you finish editing a document, be VERY CAREFUL to save any converted documents in their original format Please read the Important Notes below regarding saving in Office 2007. 	
<p>IMPORTANT NOTES: Saving Documents in PowerPoint 2007</p> <ol style="list-style-type: none"> In the Computing Facilities, files on the Desktop are NOT SAVED when you log off. <ul style="list-style-type: none"> ALWAYS use MS Office Button >> Save As... to save your file to a storage device or server You can also save a file to the Desktop and then email it to yourself with the file as an attachment If you are NOT running Office 2007 at home and you save a document as PowerPoint 2007 (*.pptx), YOU WILL NOT BE ABLE TO OPEN IT AT HOME! (see step 3 below) If you have Office 2000 or 2003 or you use a Mac at home or in the Computing Facilities <ul style="list-style-type: none"> You will have to save your document as an older version Go to MS Office Button >> Save As... <ul style="list-style-type: none"> At the bottom, there is a bar that asks you to “Save as Type:” Choose PowerPoint 97-2003 Document (*.ppt) DO NOT CHOOSE “PowerPoint Document (*.pptx)” If you are using a PC at home running Office 2000 or 2003 <ul style="list-style-type: none"> You can download the MS Office 2007 to Office 2003 Compatibility Pack from Microsoft's website <ul style="list-style-type: none"> http://www.microsoft.com/downloads/ Under New Downloads, choose "Microsoft Office Compatibility Pack for Word..." Even with the Compatibility Pack, you might lose data / formatting when you save as an older version There is no Compatibility Pack available for Mac yet. 		
<p>Save the current document</p>	<p>MS Office Button >> Save</p> <ul style="list-style-type: none"> Please read the Important Notes above regarding saving in Office 2007 	
<p>Save a document under a different name, version, or format</p>	<p>MS Office Button >> Save As...</p> <ul style="list-style-type: none"> In the bars at the bottom of the Save As... Dialog Box: <ul style="list-style-type: none"> Give your document a new name in “File Name:” Select the version and format from “Save as type:” 	

<p>Add a new slide</p> 	<p>Home Tab >> Slides Group >> New Slide</p> <ul style="list-style-type: none"> • Click on the New Slide Tool. It adds a new slide in the default layout "Title and Content." • Click on the arrow at the bottom corner of the New Slide Tool. You can select the layout for the new slide from the . • Click the Layout button. You can select and change the slide layout. • Click the Delete button to delete the current slides.
<p>Viewing Slides in PowerPoint 2007 Workspace</p> <p>View Tab</p> 	
<p>Layout of frames in "Normal View"</p>	<p>When you first open a new presentation in PowerPoint the main window is in Normal View and should show three frames:</p> <ul style="list-style-type: none"> • The larger frame on the right shows the Current Slide. • The left frame has two tabs: <ul style="list-style-type: none"> ○ Slides tab - displays the slides as thumbnails ○ Outline tab - displays a written outline for each slide of your presentation. • The bottom frame is for Notes to remind you of points for each slide.
<p>The View tab</p> <ul style="list-style-type: none"> • Different views allow you to manage different aspects of your presentation. 	<p>View Tab >> Presentation Views Group</p> <p>Normal View - Splits the window into <u>Slide Frame</u>, <u>Notes</u>, and the left frame where you can choose either <u>Slides Thumbnails</u> or <u>Outline</u>. This allows you to focus on a slide and see everything about the slide at once.</p> <p>Slide Sorter - Gives thumbnails of all the slides in the presentation. This lets you see the big picture. Allows you to sort, move, add and delete slides easily. Useful near the end of a project</p> <p>Notes Page - Displays a page layout of the notes and the slide. Allows you to rearrange the notes and compare them to the content of your slide.</p> <p>Slide Show - Plays the presentation from the beginning with animation.</p>
<p>Turn on/off visual guides</p>	<p>View Tab >> Show/Hide Group >> Ruler View Tab >> Show/Hide Group >> Gridlines</p> <ul style="list-style-type: none"> • Gridlines and rulers are used to measure and line up objects on a slide.

We will return to the **View Tab** later in this tutorial to explain the uses of the **Slide Master View**.

Inserting and Formatting Text and Objects

Insert Tab



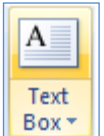
Add text with Text Boxes

NOTE

In PowerPoint **ALL TEXT** is contained in Text Boxes!

Home Tab >> Drawing >> Text Box OR Insert Tab >> Text >> Text Box

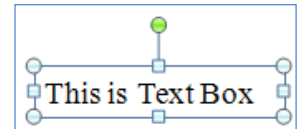
- Click on the **Text Box** button - Choose Horizontal Text Box
- In the slide, click-and-drag the mouse to draw a Text Box
- Drag **circle corner points** or **square side points** of the text box to change its size.
- Click within the Text Box to type text.



Move a Text Box

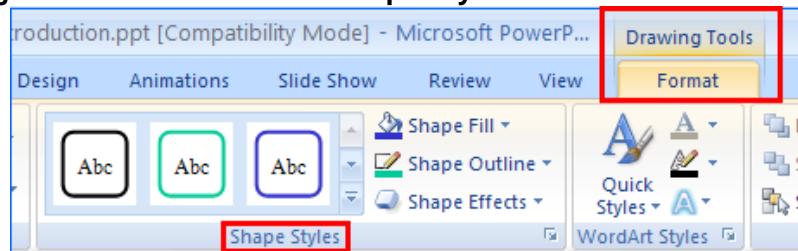
NOTE: You can **move or rotate any object** in PowerPoint using the methods described here.

- Select a Text Box by clicking on it
- Bring the cursor over the **Border** of the Text Box
- The cursor will change to the **move icon** (2 crossed arrows).
- Click-and-drag with the mouse to move the text box.
- You can also **Nudge** a Text Box by Selecting it and hitting the arrow keys on the keyboard. This method offers greater precision in placing an object.
- **Rotate** the Text Box:
 - Select the Text Box. Notice the green circle directly above the box.
 - Bring the cursor over the green circle. It will change to a **rotate icon**
 - Click-and-drag to **rotate** the Text Box.



Format a Text Box

Drawing Tools Tab - Format >> Shape Styles



- Select the Text Box. The **Drawing Tools Tab** appears.
- Click on the **Format Tab**. Format the selected Text Box in **Shape Styles**:
 - **Shape Fill** - Changes the fill color
 - **Shape Outline** - Changes the color, width, line style of outline
 - **Shape Effects** - Applies visual effects (shadow, bevel, etc.)

Format text in a Text Box

Home Tab >> Font Group

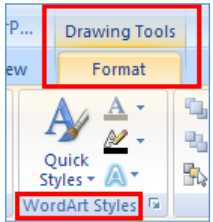
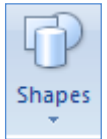
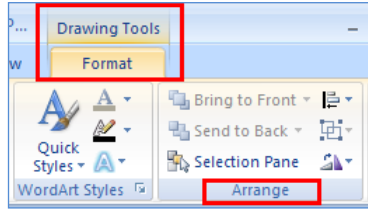
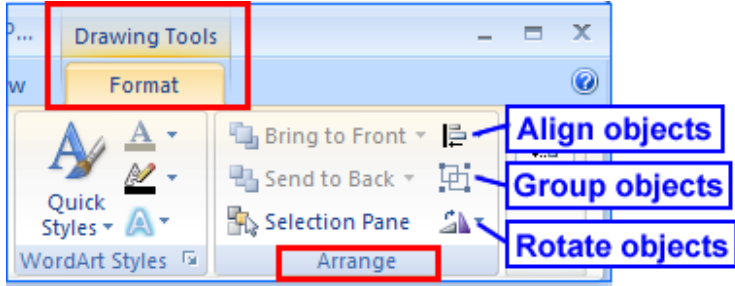
- Select and highlight the text in the Text Box.
- Click on the **Home Tab**
- In the **Font Group** and Paragraph Group, you can format the Font, Size, colour, and style of the selected text.

Add WordArt - fancy text

Insert Tab >> Text >> WordArt

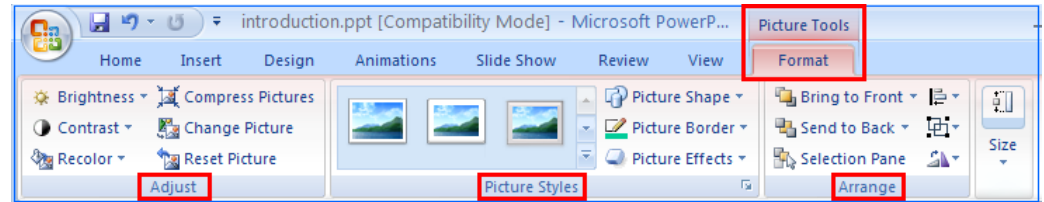
- Click on the **WordArt** button >> Select the style you like
- A WordArt Text Box appears in the slide. Type in.



<p>Format WordArt</p>	<p>Drawing Tools Tab - Format >> WordArt Styles</p> <ul style="list-style-type: none"> • Select the WordArt in the slide. • The Drawing Tools Tab will appear at the right end of the Ribbon Tabs • Click on the Format Tab. • Format the selected WordArt in WordArt Styles Group. 
<p>Add shapes</p>	<p>Insert Tab >> Illustration >> Shapes</p> <ul style="list-style-type: none"> • Click on the Shape button to see the list of available shapes. • Select the shape. • Click on anywhere in the slide to insert the selected shape. 
<p>Format shapes</p> <p>NOTE: You can format a Shape as you format a Text Box using Drawing Tools Tab. See "Format a Text Box" on the previous page.</p>	<p>Drawing Tools Tab - Format >> Shape Styles</p> <ul style="list-style-type: none"> • Select the Shape. The Drawing Tools Tab appears • Click on Format tab. Format the selected shape in Shape Styles: <ul style="list-style-type: none"> ○ Shape Fill - Changes the fill color ○ Shape Outline - Changes the color, width, line style of outline ○ Shape Effects - Applies visual effects (shadow, bevel, etc.) to the shapes
<p>Lay one shape over/under another</p>	<p>Drawing Tools Tab - Format >> Arrange</p> <ul style="list-style-type: none"> • Select the shape. • The Drawing Tools Tab will appear • Click on Format tab. Arrange the order in the Arrange Group : <ul style="list-style-type: none"> ○ Bring to front ○ Send to back 
<p>Group, Align and Rotate shapes</p>	 <ul style="list-style-type: none"> • While holding the shift key, click on the objects you wish to group. Drawing Tools tab appears. • Click on Format tab. • To group the objects: Click on Group button in Arrange Group • To align the objects: Click on Align button in Arrange Group • To rotate the objects: Click on Rotate button in Arrange Group <p>Shapes in a group may still be moved and edited individually, and will continue to correspond to their group after being changed.</p>
<p>Add an image from a file</p>	<p>Insert Tab >> Illustrations >> Picture</p> <ul style="list-style-type: none"> • Find the picture file you want to insert in the browser window.
<p>Add an image from Clip Art</p>	<p>Insert Tab >> Illustrations >> Clip Art</p> <ul style="list-style-type: none"> • Search for ClipArt and other media in the right-hand search panel. • Check in "Everywhere" box under "Search in" for more extensive results

Format an Image and Clip Art

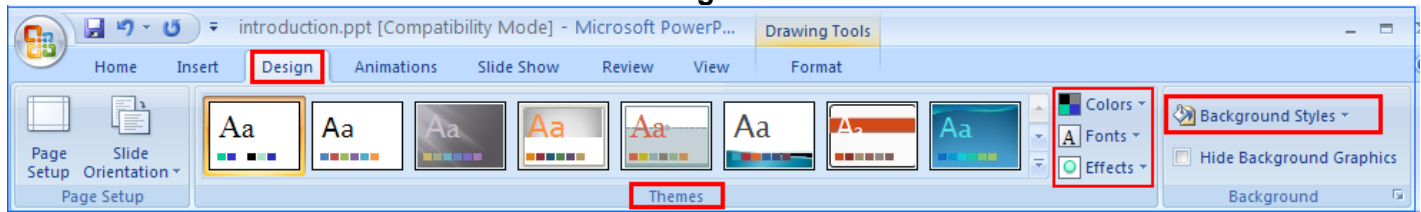
Formatting process is basically the same as formatting a Text Box, WordArt, or a Shape.



- Select an object (Image or Clip Art). The **Picture Tool Tab** appears.
- Format objects using **Adjust Group**, **Picture Styles Group** and **Arrange Group**.
- **Move** objects: See the instructions for "Move a Text Box" above.

Formatting Slide Design

Design Tab



Change the Background

Design Tabs >> Background >> Background Styles

- Click on the **Format Background** button at the bottom.
- The **Format Background** dialog box will appear.
 - You can set the color, solid or gradient, transparency or choose picture/texture fill
 - Click the **Close** button to apply changes only to the current slide
 - Click on **Apply to All** to apply changes to all the slides

Change the Theme

Design Tabs >> Themes

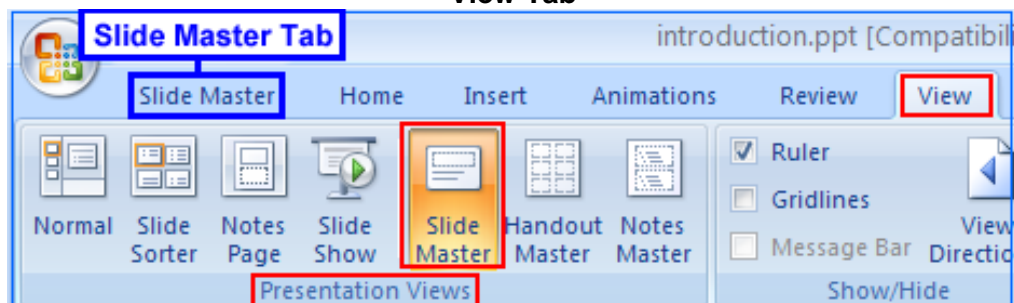
- Move the cursor over the theme buttons to **Preview** different themes on your current slide.
- To choose a theme - Click on any theme button
 - The theme will then be applied to all the slides in your presentation
- **Colors** -- Changes the color scheme of the current theme
- **Fonts** -- Changes the font of the current theme
- **Effects** -- Changes the effects of the current theme

Formatting Presentation Using the Slide Master

The **Slide Master** acts as a template for your entire presentation.

Altering anything on the Slide Master will change the formatting of all the slides in your presentation.

View Tab



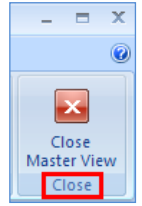
Open the Slide Master

View Tab >> Presentation Views >> Slide Master

- The **Slide Master Tab** appears on the left-hand side of Home Tab

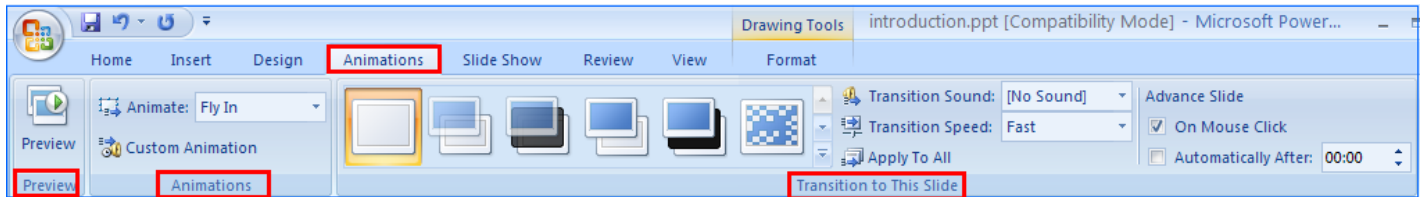
Edit the Slide Master

- Clicking on the **Slide Master Tab** provides a set of Slide Master Formatting Groups:
 - **Edit Master**
 - **Master Layout**
 - **Edit Theme**
 - **Background** - set the background for all the slides
 - **Page Setup**
 - **Close** -- Click on **Close** button to go back to **Normal View**.
- Choose the top Slide Master Slide in the left panel
- You can edit the Background, Bullet styles, Slide Titles, and Title animations here.



Objects and Animation

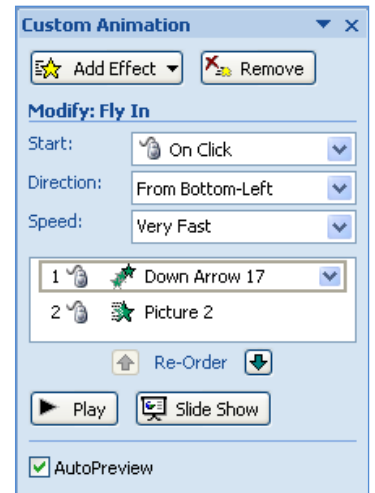
Animation Tab



Create custom animation effects for objects

Animation Tab >> Animations >> Custom Animation

- When you choose the **Custom Animation Tool**, the **Custom Animation panel** appears on the right-hand side of the current slide.
- Select the object to which you want to apply animation
- Click the **Add Effect** button and choose an animation style.
 - Frequently-used effects are found in "**Entrance**" styles in the menu
- Click the **Play** button to preview the animation.



Modify Animation effects and order of animated objects

- Customize animation effects under **Modify** in **Custom Animation panel**.
 - **Start** - how to start the animation
 - **Direction** - direction of animation
 - **Speed** - speed of animation
- Change the order in which the animated objects play:
 - Select the object in the list under **Modify**
 - Hold the mouse on that item in the list and drag it up or down to change the order of objects

Create a Slide Transition	<p>Slide transitions are animation effects that appear between slides. While they look fancy, these transitions can be distracting if overused. It is often good to keep this kind of animation to a minimum.</p> <p>Animation Tabs >> Animations >> Transition to This Slide</p> <ul style="list-style-type: none"> • Mover the cursor over the transition buttons to <u>preview</u> the effects. • <u>Click on</u> the Transition effect button to <u>apply</u> the slide transition effect. • Click on Transition Sound button to apply sound effect for transition. • Click on Transition Speed button to adjust the speed. • Click on Apply to All to apply the same transition effect to all the slides.
Finishing Steps	
Change the order of the slides	<ul style="list-style-type: none"> • View Tab >> Presentation Views >> Slide Sorter <ul style="list-style-type: none"> ○ This view is used to change the order, if you have a lot of slides. • Or, select Slides tab in the left frame in the Normal View. You can see thumbnails of the slides in your presentation. <ul style="list-style-type: none"> ○ Click on a slide thumbnail and drag up and down to change the order.
Make notes	<p>Write your notes in the bottom frame in Normal view.</p> <p>To Print your notes:</p> <ul style="list-style-type: none"> • Office Button >> Print >> Print What: • Select "Note Pages" <p>NOTE: Notes are not visible during the slide show.</p>
Present the Slide Show	<p>Manual Presentation: View Tab >> Presentation Views >> Slide Show To move to the next slide in your presentation do one of the following:</p> <ul style="list-style-type: none"> • Click the left mouse button • Hit the spacebar • Use the arrow keys on the keyboard. Up and left go back, right and down go forward. • Click on the Esc key on keyboard to go back to Normal view. <p>Automatic Presentation: Animations Tab>> Transition to this Slide >> Advance Slide</p> <ul style="list-style-type: none"> • Click on the check box for "Automatically After." • Set the time to automatically change to the next slide after a certain duration of time. • This feature is useful if you are under a time constraint or if you want to present in a more movie-like style.
Save a presentation	<p>MS Office Button >> Save As...</p> <p>In the lab, use Save As... to save your file to:</p> <ul style="list-style-type: none"> • USB drive • UVicTemp (I:\ in My Computer) • You can also save the file to the desktop and attach it to an e-mail. <p style="text-align: center;">Please read the Important Notes on page 3 regarding saving in Office 2007</p> <p style="text-align: center;">Be sure to remember that any files saved to the desktop will be automatically deleted after you log off!</p>

Additional notes

If you require technical help with getting your presentation ready (i.e. hooking up a laptop to the video data projectors found in most classrooms) give **Audio/Visual services** a call (721-8292) and ask for a demo. If you are giving a presentation in the computing facilities, you can test your presentation in one of the classrooms in the facility. Confirming ahead of time that the equipment works with your laptop or CD and is ready to go relieves a lot of stress on the day of your presentation.

To avoid confusing technical problems it is recommended to keep large sounds, pictures and video files in the same folder as your presentation file. PowerPoint will look in the same folder as the presentation file or the **exact** folder the file was originally kept for any files linked to the presentation (this includes drive letter).

Thank you for attending our Microsoft Office tutorial series.

This tutorial was written by staff in the Clearihue Computing Facility.

Feel free to contact us at 721-7684 or stop by the Facility at Clearihue A112 for further assistance.