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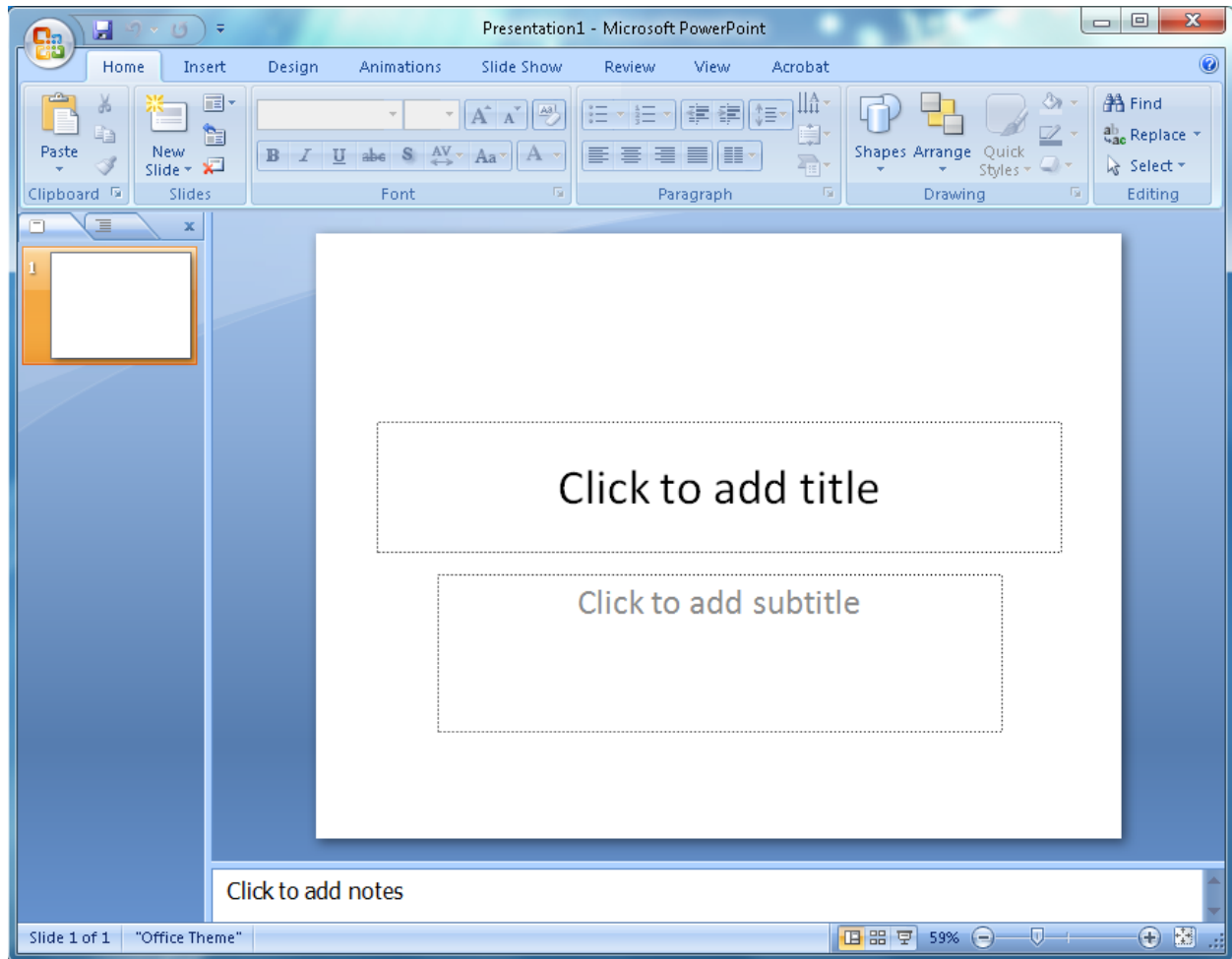
INTRODUCTION TO POWERPOINT 2007

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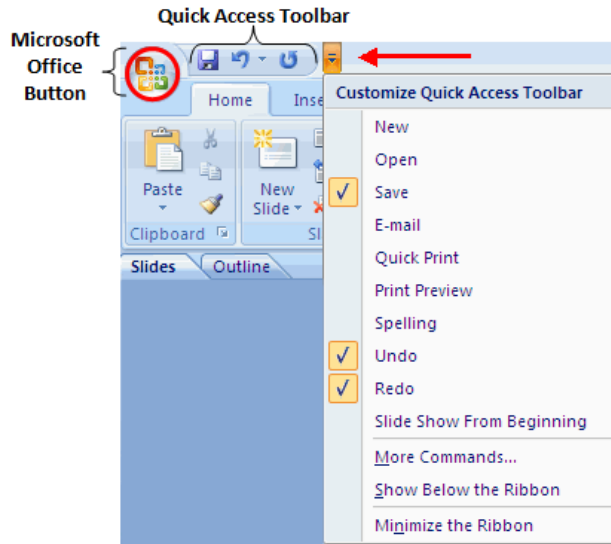
Introduction to PowerPoint 2007

PowerPoint is a presentation software package. PowerPoint presentation consists of a number of individual pages or “slides.” Slides may contain text, graphics, tables, movies, etc. The presentation can be printed, displayed on a computer, and can be projected using a video projector. PowerPoint can add animation to your texts, graphics, tables, movies, and other objects through Custom Animations. You can also add transition (movement) between your slides.



PowerPoint 2007 has a new, intuitive user interface called the Microsoft Office Fluent User Interface, which helps you create better presentations quicker. Additionally, PowerPoint 2007 offers new and improved effects, themes, and layouts.

Microsoft Office Button & Quick Access Toolbar



Microsoft Office Button



Quick Access Toolbar

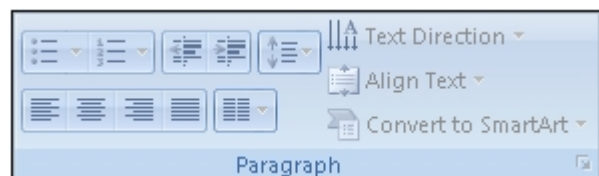
In the upper-left corner is the Microsoft Office button. When you click the button, a menu appears. You can use the menu to create a new file, open your existing file, save a file, and print a file.

Next to the Microsoft Office button is the Quick Access toolbar. The quick access toolbar is a customizable toolbar that contains commands

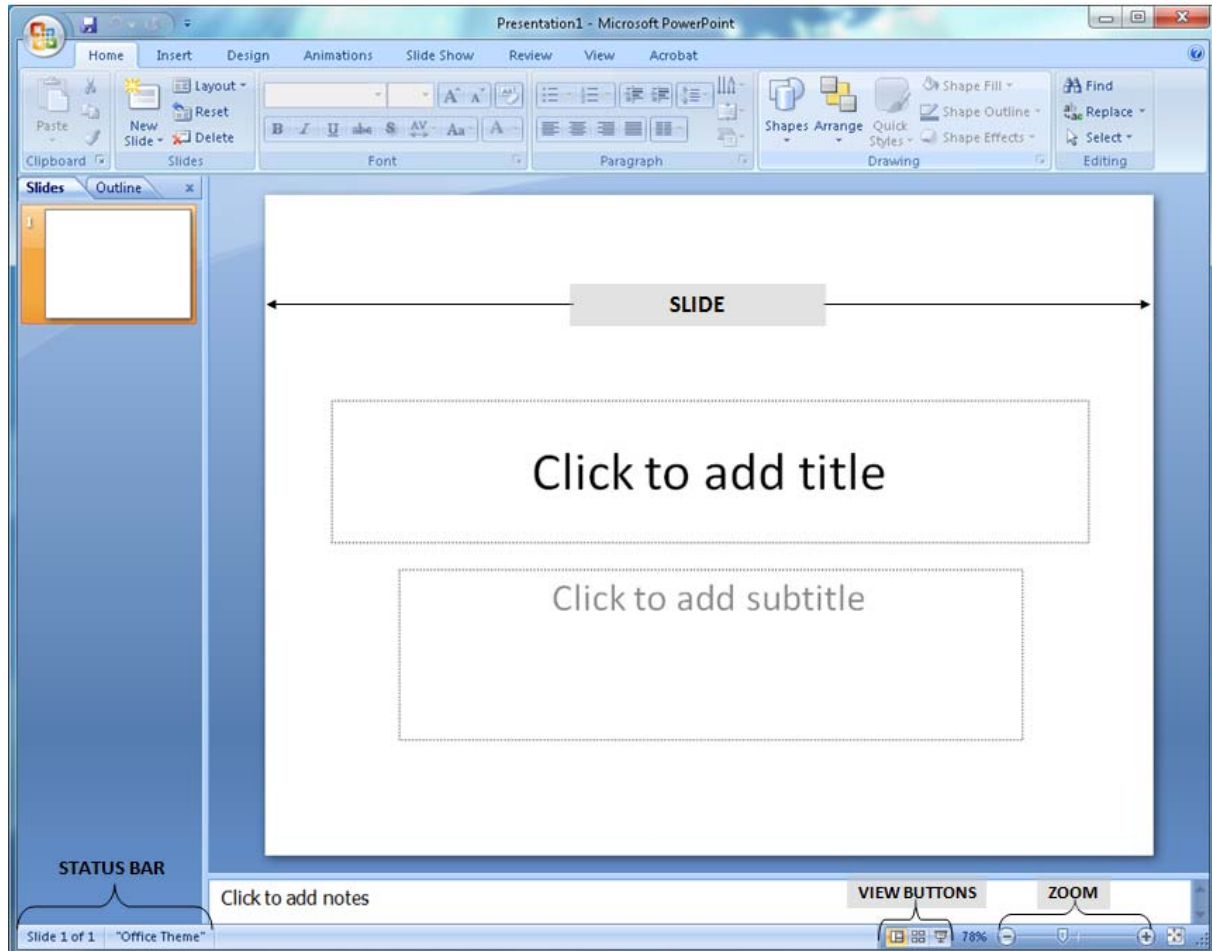
The Ribbon



You can use the commands to tell PowerPoint what to do. The Ribbon is located at the top of the Powerpoint Window. At the top of the Ribbon there are several tables; clicking a table displaces several related group commands. You can click on the command buttons to issue commands or to access menus.



PowerPoint Window



STATUS BAR

Appears at the bottom of the window. The status bar displays the slide number that is currently displayed and also the total number of slides.

OUTLINE/SLIDES TABS

Displays the text contained in your presentation. The slides tab displays a thumbnail of all your slides.



NORMAL VIEW

Splits your screen into three major sections: slides/outline tabs, the slide pane, and the note area. The outline and slides tab are on your left side of your window. They allow you to shift between different ways of viewing your slides.



SLIDE SORTER VIEW

This view shows you the thumbnails of all your slides and allows you to easily add, delete, or change the order of your slides.



SLIDE SHOW

Use the slide show view when you want to view your slides as they will look in your final presentation.

Saving Your Work

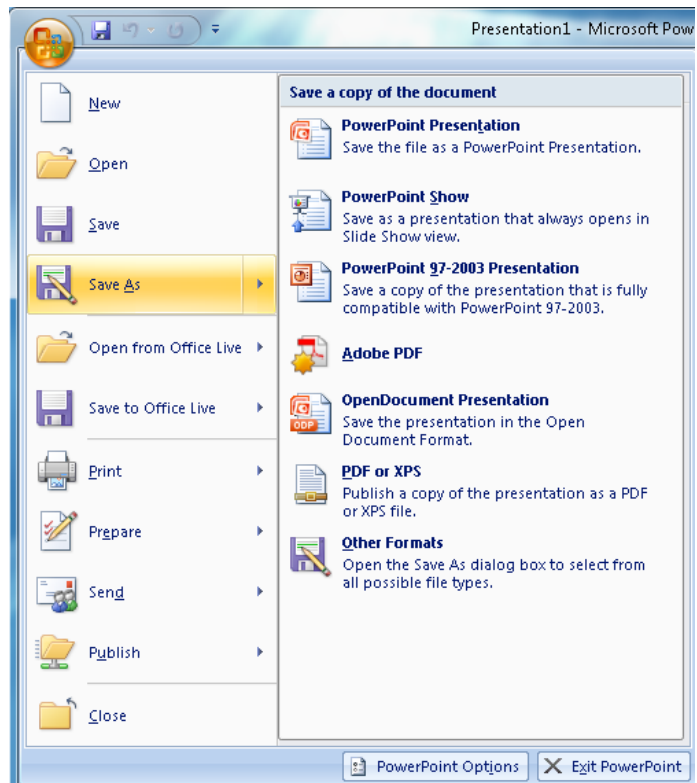
Saving for the First Time

(Save your work frequently by saving it to a flash drive, e-mail it to yourself, or use FTP to save a copy of your PowerPoint Presentation).

- Click **Microsoft Office Button**
- Click **Save**

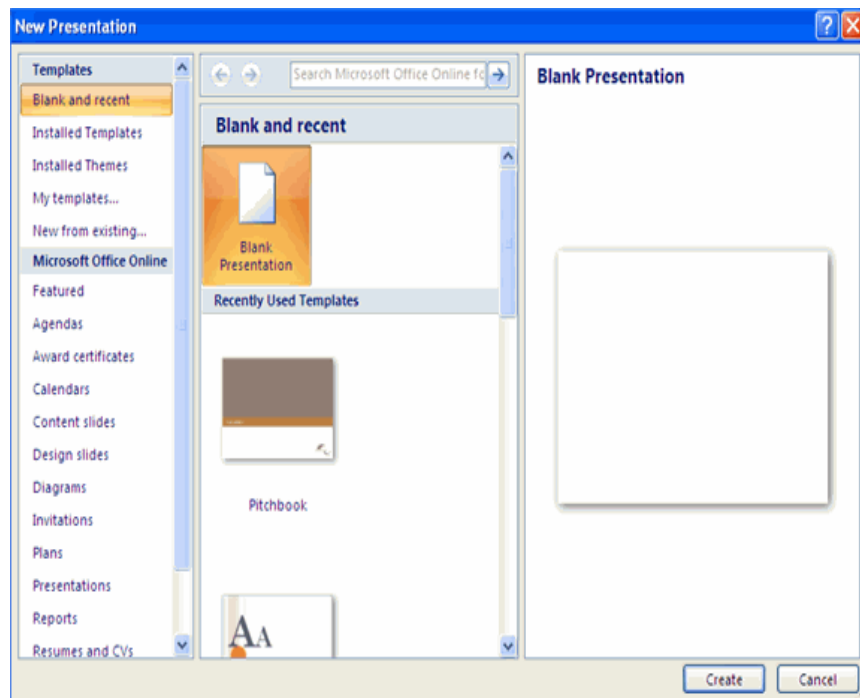
Renaming and Saving as an Earlier Version of PowerPoint

- Click **Microsoft Office Button**
- Click **Save As**
- Type in a Name for your presentation
- In the **Save as Type** box, choose PowerPoint 97-2003.



Blank Presentation

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



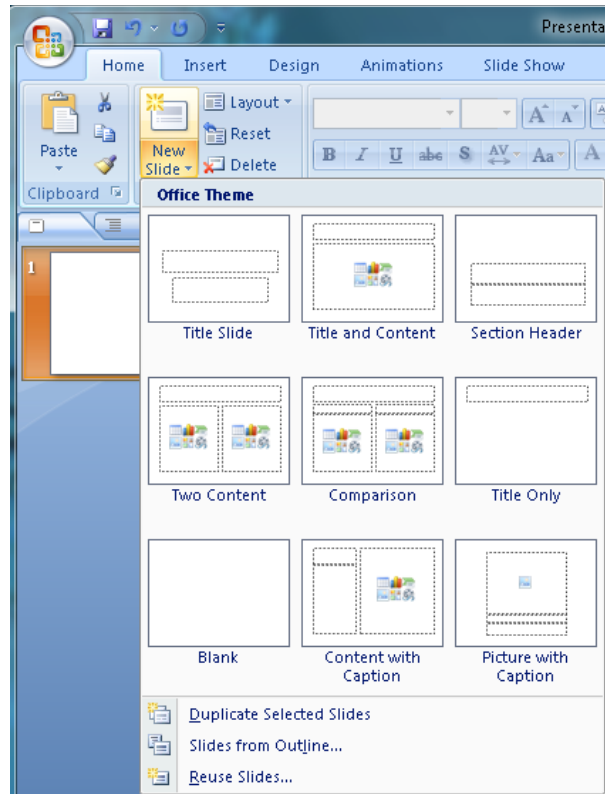
Add Slides

Office Themes

- Select the slide immediately before where you want the new slide.
- Click the **New Slide** button on the **Home** tab.
- Click the slide choice that fits your material.

Duplicate Selected Slides

- Select the slide to duplicate.
- Click the **New Slide** button on the **Home** tab.
- Click **Duplicate Selected Slides**.



Theme

Themes are designed that can be applied to an entire presentation that allows for consistency throughout the presentation. You can also apply new colors to a theme.

Themes

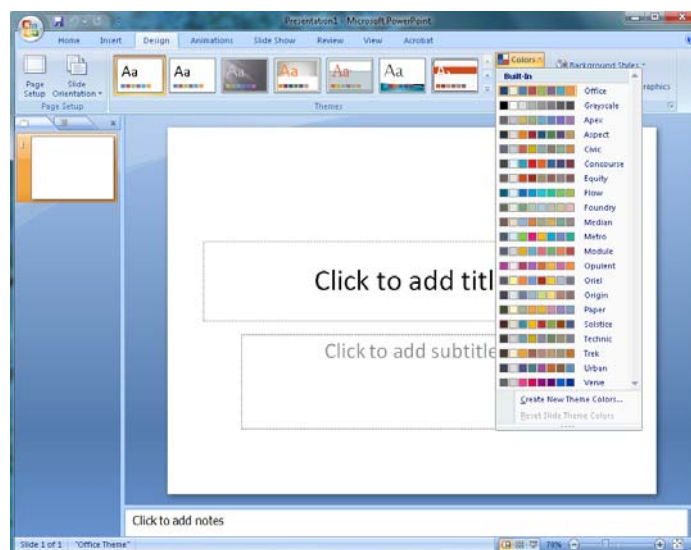
- Click the **Design** tab.
- Choose one of the displayed **Themes**.

Apply Colors Themes

- Click the Colors drop down arrow.
- Choose a color set or click Create New Theme Color.

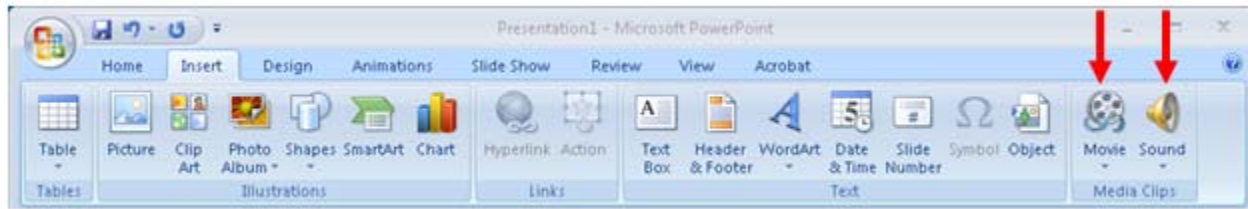
Background Theme

- Click the **Background Styles** button on the



Design tab.

Adding Video and Audio



Adding video clips

- Click the **Movies** button on the **Insert** tab.
- Choose **Movies from File** or **Movie from Clip Organizer**.

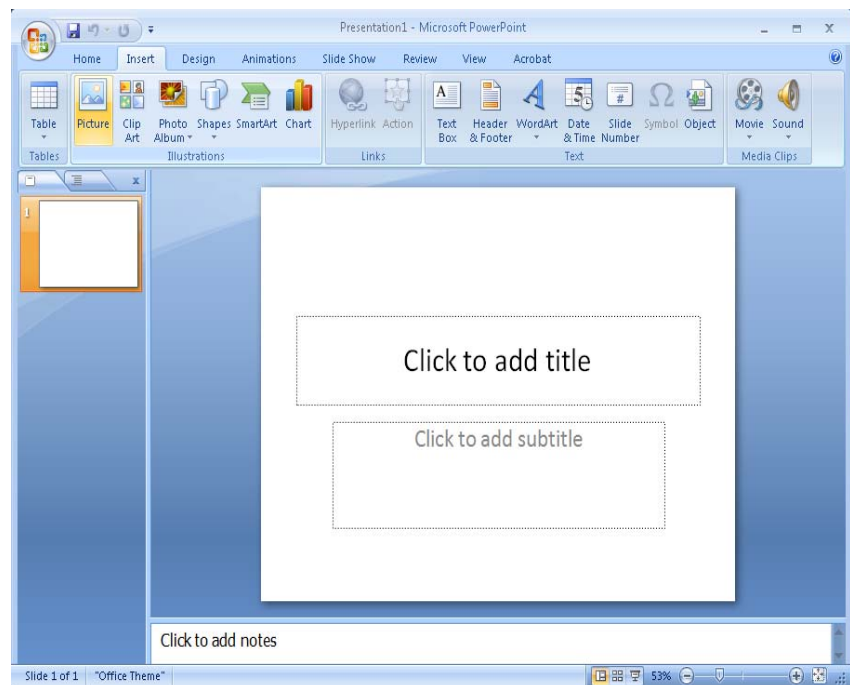
Adding Audio

- Click the **Audio** button on the **Insert** tab.
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Tract**, or **Record Sound**.

Adding Pictures

To add a picture:

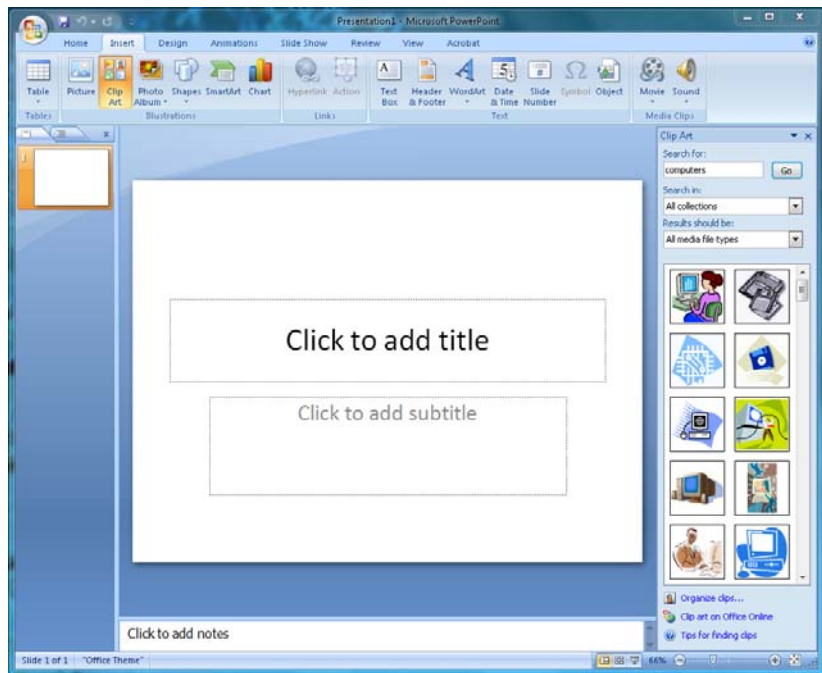
- Click on the **Insert** tab.
- Click on the **Picture** button.
- Browse to the picture from your files
- Select the picture you want to insert in PowerPoint
- Click **Insert**.
-



Add Clip Art

To add clip art:

- Click the **Insert** Tab.
- Click the **Clip Art** button.
- Search for the clip art using the search Clips Art dialog box.
- Select the graphic you would like to add.
- To move the graphic, click it and drag it to where you want it.



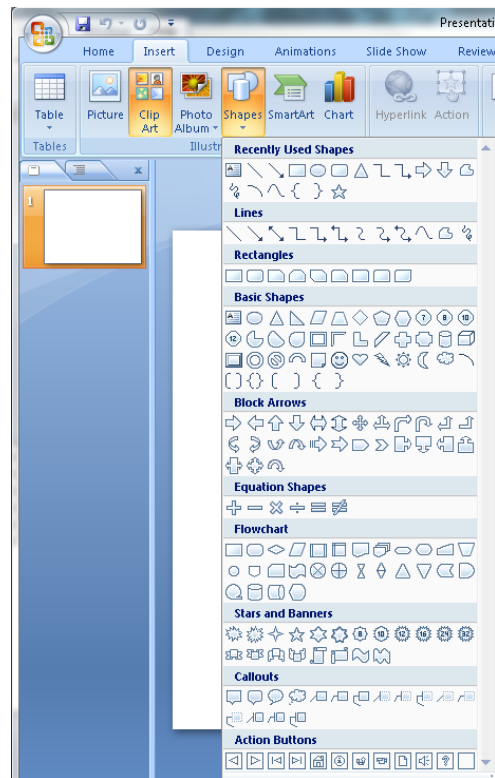
Add Shape

To add Shapes:

- Click the **Insert** tab.
- Click the **Shapes** button.
- Click the shape you choose.

How to Format the Shapes:

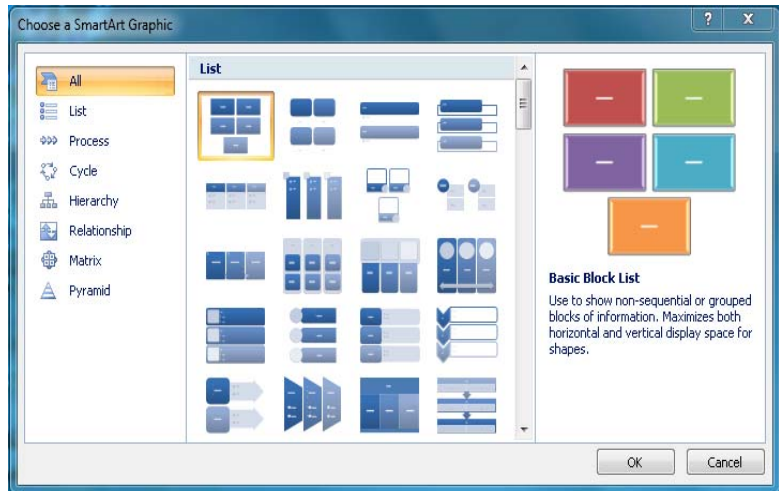
- Click on your shape (object).
- Click the **Format** tab.



Add SmartArt

To add SmartArt:

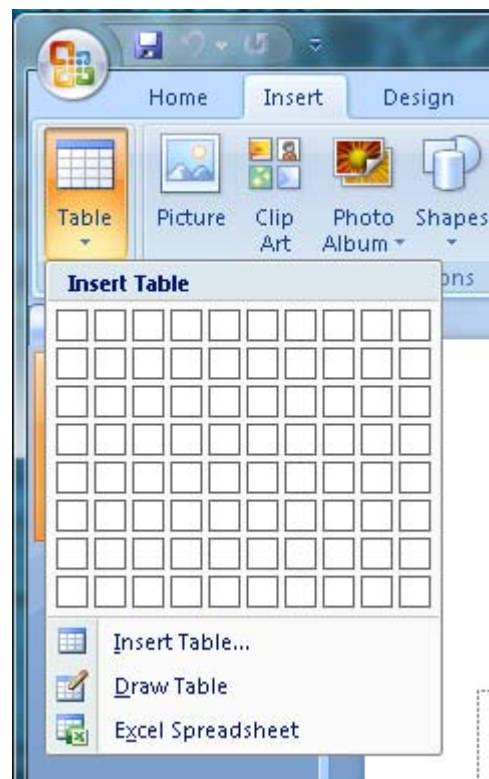
- Click The **Insert** tab.
- Click the **SmartArt** button.
- Click the **StartArt** you choose.
- Drag it to the desired location in the slide



Create a Table

To create a table:

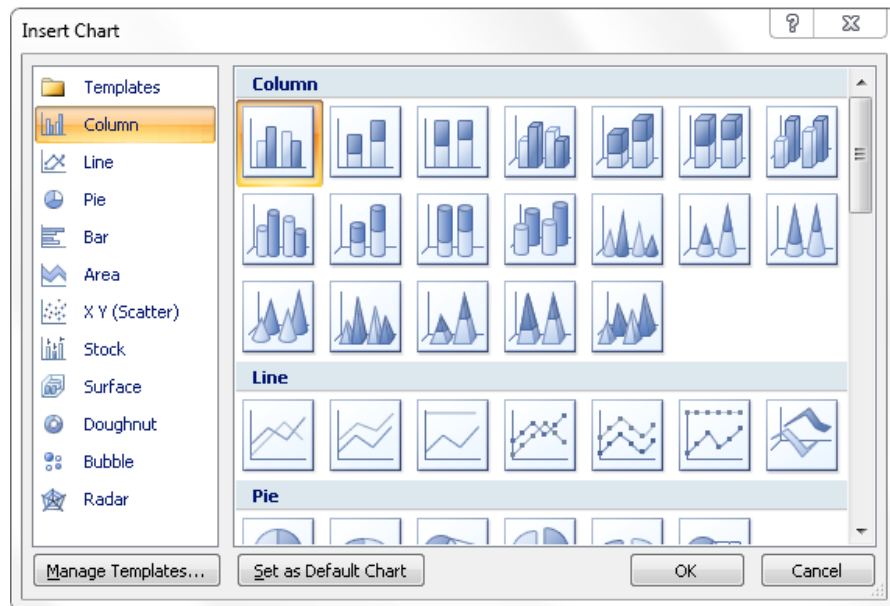
- Place the cursor on the page where you want the new table.
- Click on the **Insert** tab of the ribbon.
- Click on **Tables**, and enter the number of rows and columns.
- Place the cursor in the cell where you wish to enter information and begin typing.
- Click on your table and then the **Design** tab to customize your tables.



Create a Chart

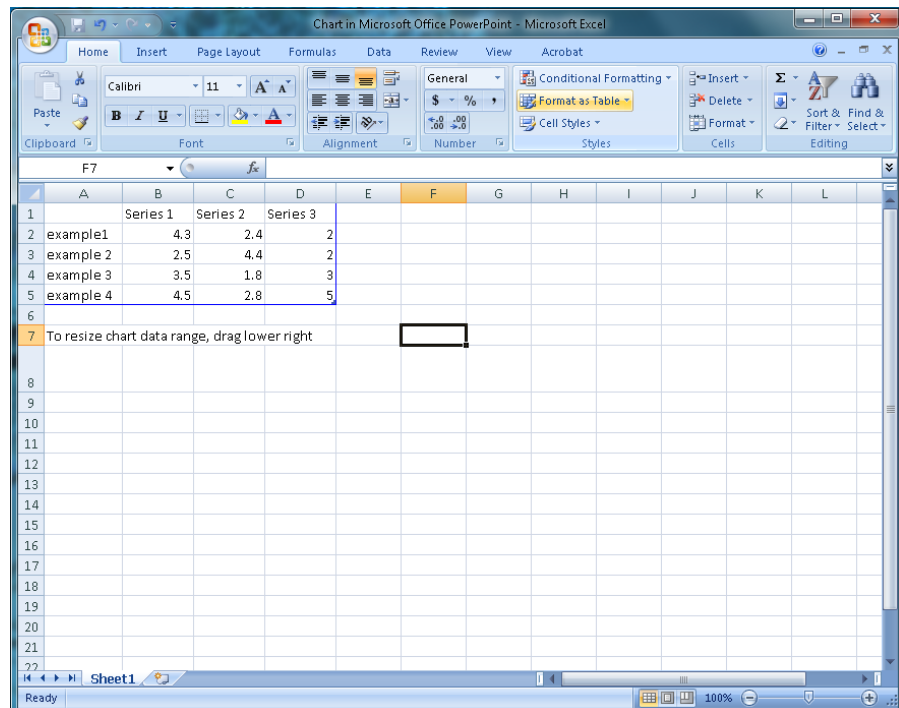
To insert a chart:

- Click the **Insert** tab.
- Click the type of **Chart** you want to create.
- Insert the **Data** and **Labels**.



Edit Chart Data:

- Click on the chart
- Click **Edit Data** on the Design tab.
- Edit data in the spreadsheet.



SLIDE TRANSITION

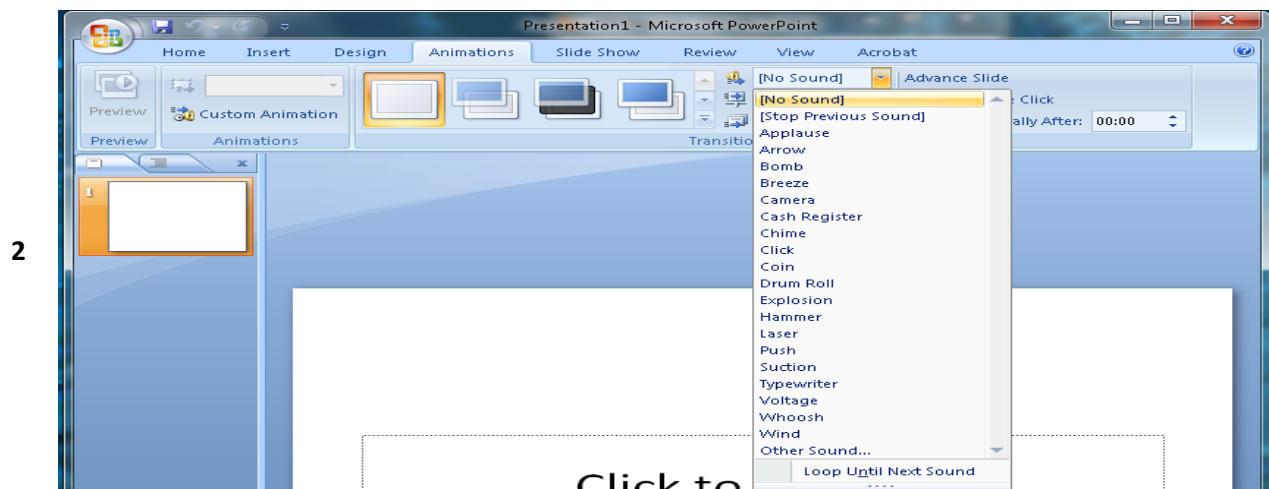
Slide Transitions are effects that are in place when you switch from one slide to the next.



To add slide transitions:

- Select the slide that you want to transition.
- Click the **Animations** tab.

Choose the appropriate animation or click **Transition** dialog box.



To add Transition Sound:

Add sound by clicking the arrow next to **Transition Sound**.



To modify transition speed:

Modify the transition speed by clicking the arrow next to **Transition Speed**.

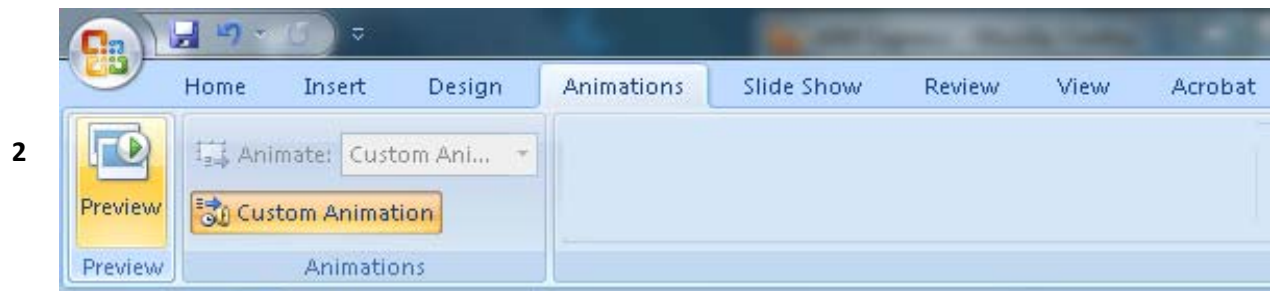
SLIDE ANIMATION

Slide animations are special effects that you can add to objects on a slide.



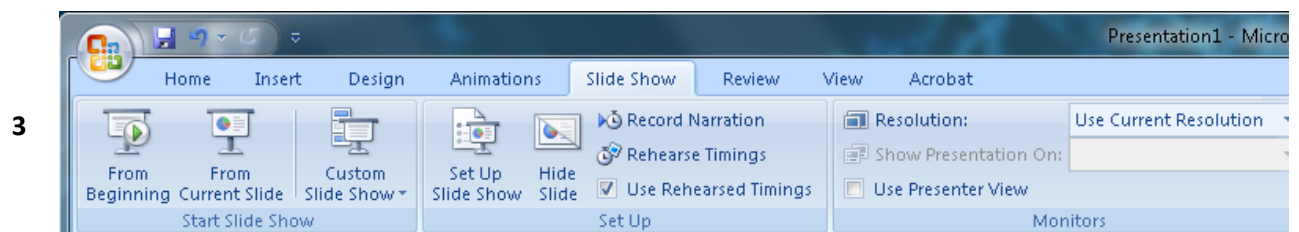
To apply animation effects:

- Select the object you want to animate.
- Click the **Animation** tab on the Ribbon.
- Click **Add Effect**.
- Choose the effect you want on your object.



To preview the animation on a slide:

- Click the **Preview** button on the **Animation** tab.



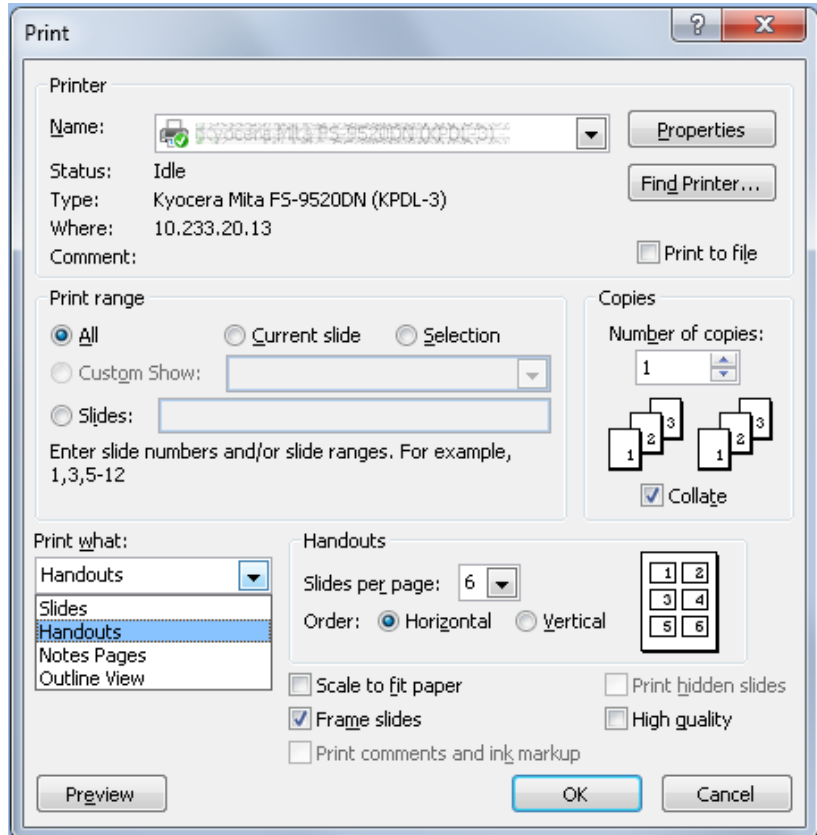
Slide Show Options:

- Preview the slide show from the beginning.
- Preview the slide show from current slide.
- Set up slide show.

PRINTING

To print:

- Click **Microsoft Office Button**.
- Click **Print**



Slides:

These are slides that you would see if you were showing the presentation, one slide per page.



Handouts:

This option allows for more slides per page (2, 3, 4, 6, or 9).



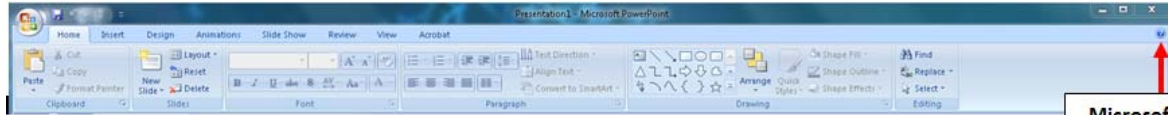
Notes Page:

This includes the slides and the speaker's notes.

Outline View:

This will print out the outline of the presentation.

FOR MORE HELP



Microsoft Office
PowerPoint Help

For More Help:

- Click on the **Microsoft Office PowerPoint Help button**.
- A new window will appear.
 - You can ask a question then click on search or choose one of the topics from the Browse PowerPoint Help window.

For Addition Help Online Visit:

- <http://office.microsoft.com/en-us/powerpoint/FX100648951033.aspx?CT=96&Origin=CL100626991033>

