

Platform: Windows® PC
Ref no: ins
Date: June 2007
Version: 1
Authors: C.Douglas

Introduction to *Microsoft PowerPoint* *2007*®

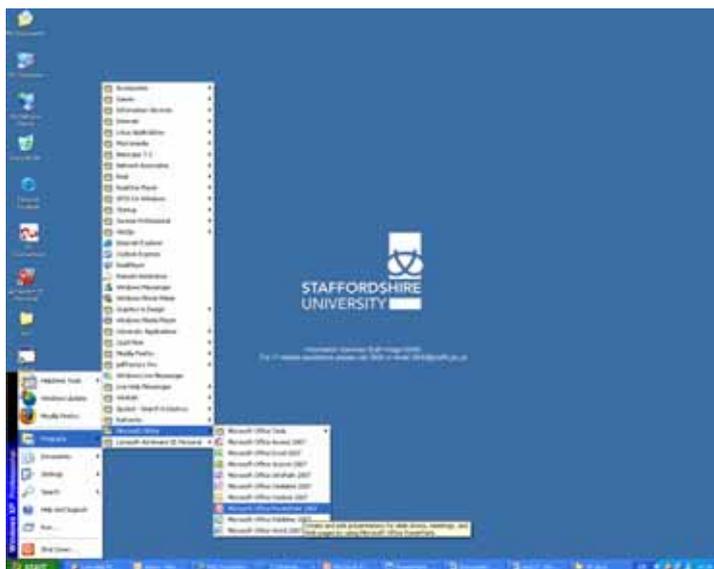
This document will show you the basics of *PowerPoint 2007*® from creating a presentation to formatting.

Getting started

- Select the **Start** button towards the bottom left of the screen.



- Select each of the following: **Programs; Microsoft Office® > Microsoft Powerpoint 2007®**.
- Within a few moments, *Microsoft PowerPoint®* will open.



Starting a new presentation

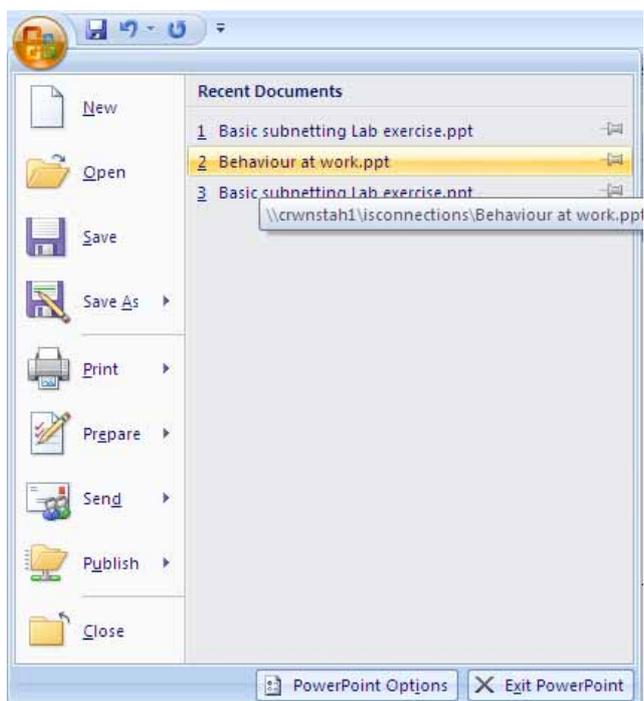
- When you first open *PowerPoint®*, a new presentation will automatically appear.
- If at any time you wish to start a new presentation, select the **Home tab** and click **New Slide**



Opening a recent or existing presentation

Click the **Microsoft Office Button** 

Then select the open icon to select the powerpoint presentation you wish to work on or if it's a recently accessed powerpoint presentation, select the presentation from the **recent documents** listed on the right hand side of the dialog box as seen below



Add a new slide

- On the **Home** tab, in the **Slides** group, click **New Slide**.



- Select a slide thumbnail from the layout gallery.

Standard layouts

The standard layouts available in Office PowerPoint 2007 are similar to the ones available in PowerPoint 2003 and earlier versions.

When you open a blank presentation in PowerPoint, the default layout called **Title Slide** appears, but there are other standard layouts that you can apply and use.



The default PowerPoint standard layout: Title Slide

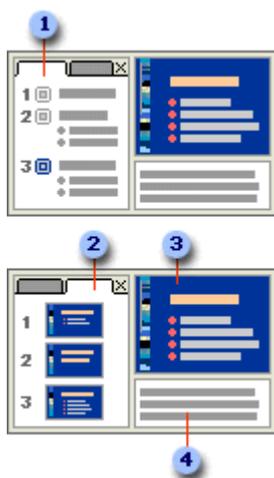
Apply a layout

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- Click the slide that you want to apply a layout to.
- On the **Home** tab, in the **Slides** group, click **Layout**, and then click a layout.

PowerPoint views

Normal view

Normal view is the main editing view, where you write and design your presentation. This view has four working areas:



- **Outline tab** This is a great place to start writing your content — to capture your ideas, plan how you want to present them, and move slides and text around. The Outline tab shows your slide text in outline form.

- **Slides tab** This is a great place to view the slides in your presentation as thumbnail-sized images while you edit. The thumbnails make it easy for you to navigate through your presentation and to see the effects of any design changes. You can also easily rearrange, add, or delete slides here.
- **Slide pane** In the upper-right section of the PowerPoint window, the Slide pane displays a large view of the current slide. With the current slide shown in this view, you can add text and insert pictures (picture: A file (such as a metafile) that you can ungroup and manipulate as two or more objects, or a file that stays as a single object (such as bitmaps).), tables, SmartArt graphics, charts, drawing objects, text boxes, movies, sounds, hyperlinks, and animations.
- **Notes pane** In the Notes pane below the Slide pane, you can type notes that apply to the current slide. Later, you can print your notes and refer to them when you give your presentation. You can also print notes to hand out to your audience or include the notes in a presentation that you send to the audience or post on a Web page.

You can switch between the Slides and Outline tabs. The Slides and Outline tabs change to display symbols if the pane becomes too narrow. To change the display of the Outline tab or Slides tab.

Slide Sorter view

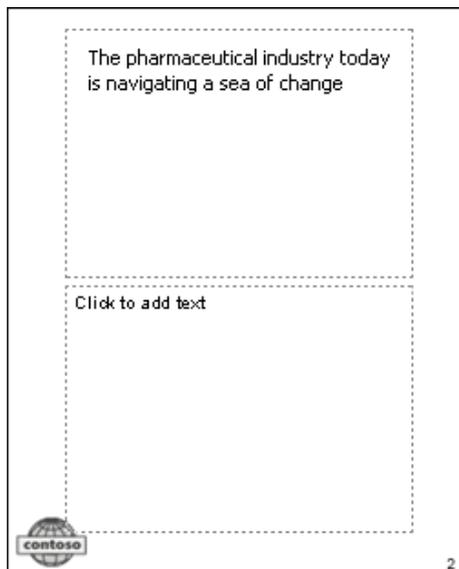
Slide Sorter view is a view of your slides in thumbnail form.



Notes Page view

You can type your notes in the Notes pane, which is located just below the Slide pane in Normal view. However, if you want to view and work with your notes in full

page format, on the **View** tab, in the **Presentation Views** group, click **Notes Page**.



Slide Show view

Slide Show view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated (animate: To add a special visual or sound effect to text or an object. For example, you can have your text bullet points fly in from the left, one word at a time, or hear the sound of applause when a picture is uncovered.) effects, and transition effects will look during the actual presentation.

Change the order of your slides

When you create a presentation, you may want to change the order of your slides.

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, select the slide thumbnails that you want to move, and then drag them to their new location.

TIP To select multiple sequential slides, click the first slide, and then hold down SHIFT while you click the last slide that you want to select. To select multiple nonsequential slides, hold down CTRL while you click each slide that you want to select.

Delete a slide

To delete a slide from a presentation, do the following:

Right-click the slide that you want to delete, and then click **Delete Slide**.

TIP To select multiple sequential slides, click the first slide, and then hold down SHIFT while you click the last slide that you want to select. To select multiple nonsequential slides, hold down CTRL while you click each slide that you want to select.

Add a background to your presentation

- Click the slide or slides that you want to add a background style to.

To select multiple slides, click the first slide, and then press and hold CTRL while you click the other slides.

- On the **Design** tab, in the **Background** group, click the arrow next to **Background Styles**.



- Right-click the background style that you want, and then do one of the following:
- To apply the background style to the selected slides, click **Apply to Selected Slides**.
- To apply the background style to all of the slides in your presentation, click **Apply to All Slides**.

- To replace the background style for the selected slides and any other slides in the presentation that use the same slide master (slide master: The slide that stores information about the design template applied, including font styles, placeholder sizes and positions, background design, and color schemes.), click **Apply to Matching Slides**. This option is available only when your presentation contains multiple slide masters.

TIP To add the background styles gallery to the Quick Access Toolbar, right-click a thumbnail, and then click **Add Gallery to Quick Access Toolbar**.

Customize a background style for your presentation

- Click the slide or slides that you want to add a background style to.

To select multiple slides, click the first slide, and then press and hold CTRL while you click the other slides.

- On the **Design** tab, in the **Background** group, click the arrow next to **Background Styles**.



- Click **Format Background**, and then choose the options that you want.

Add transitions between slides

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.

Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:



1. No transition
2. Blinds Horizontal
3. Blinds Vertical
4. Box In
5. Box Out
6. Checkerboard Across
7. Checkerboard Down
8. Comb Horizontal
9. Comb Vertical

To see more transition effects, in the Quick Styles list, click the **More** button , as shown in the diagram above.

Add the same slide transition to all of the slides in your presentation

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.
- On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.
- To see more transition effects, in the Quick Styles list, click the **More** button .
- To set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
- In the **Transition To This Slide** group, click **Apply to All**.

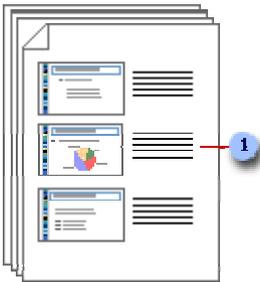
Add different slide transitions to the slides in your presentation

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.

- On the **Animations** tab, in the **Transition To This Slide** group, click the slide transition effect that you want for that slide.
- To see more transition effects in the Quick Styles list, click the **More** button .
- To set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
- To add a different slide transition to another slide in your presentation, repeat steps 2 through 4.

Create and print handouts

You can print your presentation in the form of handouts — with one, two, three, four, six, or nine slides on a page — that your audience can use to follow along as you give your presentation or keep for future reference.



- The three-slides-per-page handout includes lined space for note taking by the audience.

You can select a layout for your handouts in print preview (print preview: A view of a document as it will appear when you print it.).

Print the handouts

- Open the presentation for which you want to print handouts.

- Click the **Microsoft Office Button** , click the arrow next to **Print**, and then click **Print Preview**.
- In the **Page Setup** group, click the arrow under **Print What**, and then select the handout layout option that you want from the list.
- **TIP** The **Handouts (3 Slides Per Page)** format provides lines for the audience to take notes.
- To specify the page orientation, click the arrow under **Orientation**, and then click **Landscape** or **Portrait**.
- Click **Print**.

NOTE If you want to print handouts in color, select a color printer. Click the **Microsoft Office Button** , click the arrow next to **Print**, and then click **Print Preview**. Under **Print**, click **Options**, point to **Color/Grayscale**, and then click **Color**.

Save a file

- Click the **Microsoft Office Button** , and then click **Save**.
- On the **File** menu, click **Save**.

NOTE If you are saving the file for the first time, you are asked to give it a name.

Save a copy of a file

- Click the **Microsoft Office Button** , and then click **Save As**.
- On the **File** menu, click **Save As**.
- In the **Save in** list, click the folder or drive to which you want to save.

TIP To save the copy in a different folder, click a different drive in the **Save in** list or a different folder in the folder list. To save the copy in a new folder, click **Create New Folder** .

- In the **File name** box, enter a new name for the file.
- Click **Save**.

Save a file to another format

- Click the **Microsoft Office Button** , and then click **Save As**.
- On the **File** menu, click **Save As**.
- In the **File name** box, enter a new name for the file.
- In the **Save as type** list, click the file format that you want to save the file in.
- Click **Save**.

Where to go for more help or information

You can get further help from the Information Services Help Desks at:

Thompson Library: 01782 294771

Brindley IT Centre: 01782 294135

Octagon IT Centre: 01785 353339

Online: www.staffs.ac.uk/ishelp

Email: libraryhelpdesk@staffs.ac.uk (for all IT and Library queries)

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