Microsoft Powerpoint 2007

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.

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,
Smart Art 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 6 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 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 non sequential 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 non-sequential 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**.

**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:

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.

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**.

**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**.
- 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**.

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