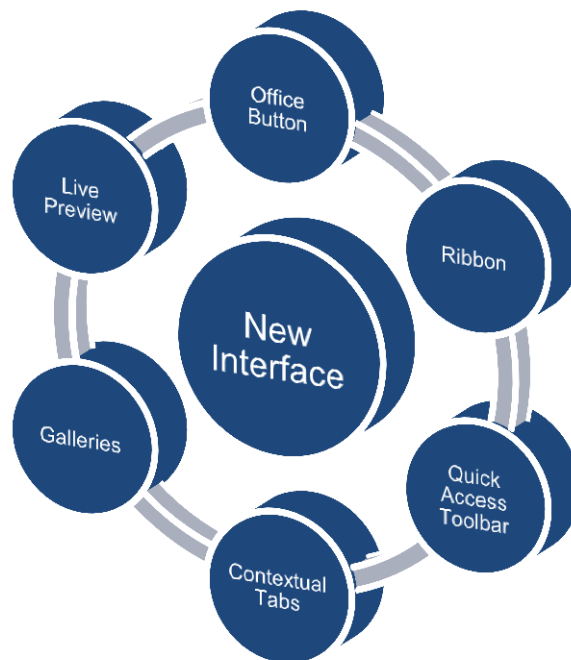# Microsoft PowerPoint 2007
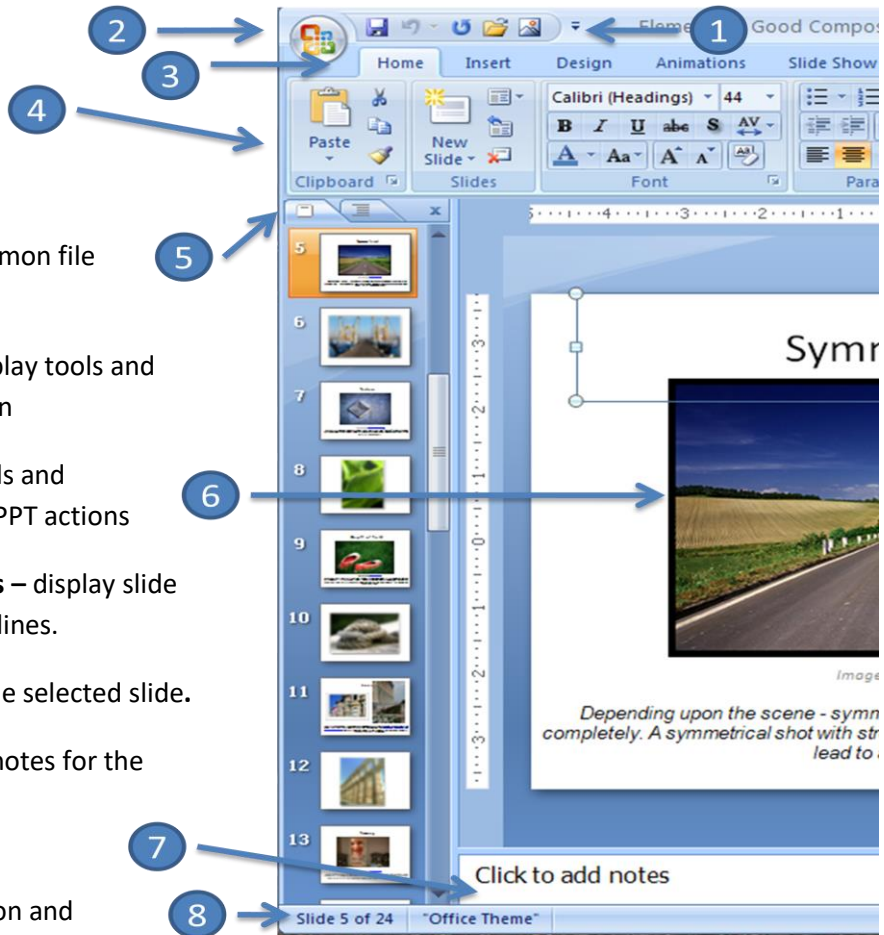
Features of Microsoft PowerPoint 2007

- Versatile presentation tool

- Predefined formats

- Varity of layouts and views

- Like MS Word

- Ability to edit and modify

- Incorporate clip art, images, audio & video
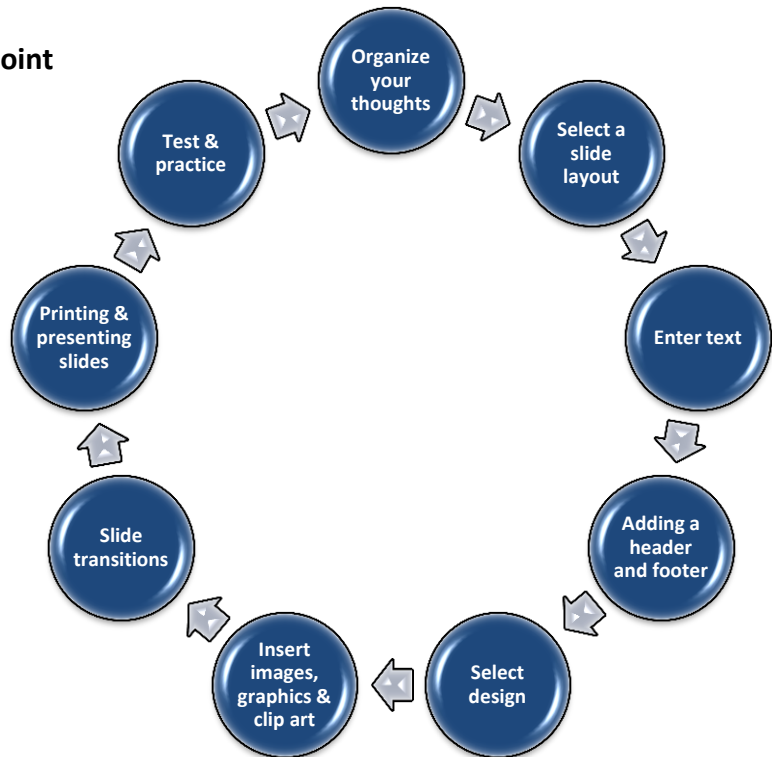
- Narrations and transitions

New Features

Getting Started

1. **Quick Access Toolbar –** contains shortcuts

2. **MS Office Button-** common file and system commands

3. **Tab Bar –** tabs that display tools and commands in the ribbon

4. **Ribbon –** groups of tools and shortcuts for standard PPT actions

5. **Slides and Outline Tabs –** display slide thumbnails or slide outlines.

6. **Slide Pane –** displays the selected slide**.**

7. **Notes Pane –** displays notes for the selected slide

8. **Status Bar –** contains presentation information and view shortcuts

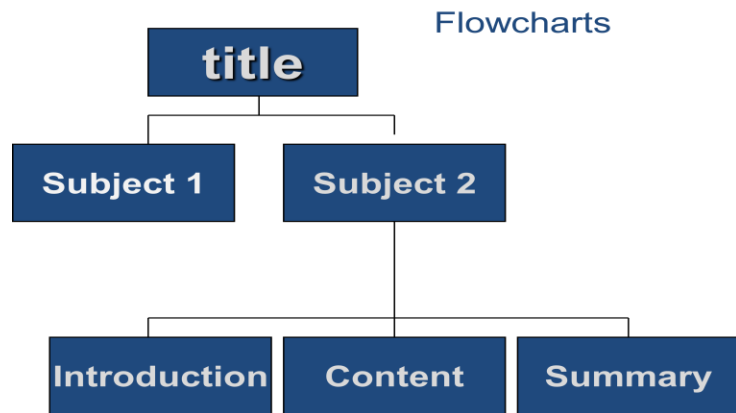## Nine Steps in Creating a PowerPoint Presentation
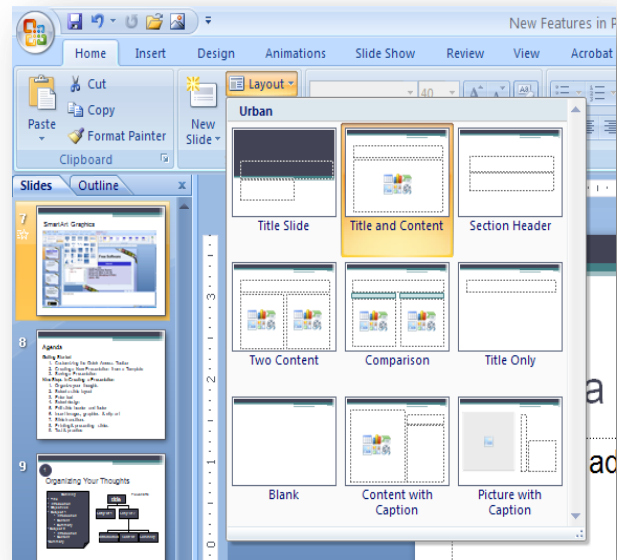
1 **Organizing Your Thoughts**

Outlining
- Title
- Introduction
- Objectives
- Subject 1
  - Introduction
  - Content
  - Summary
- Subject 2
  - Introduction
  - Content
- Summary

Flowcharts

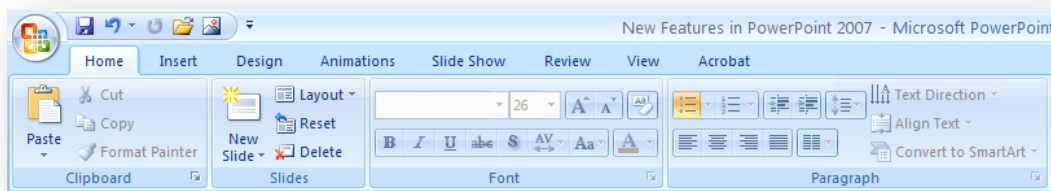**2** **Select a slide layout**

- Create a new slide
- Change the layout of the slide
  - Click on the *Home* tab
  - Click on *Layout*
  - Select a slide layout
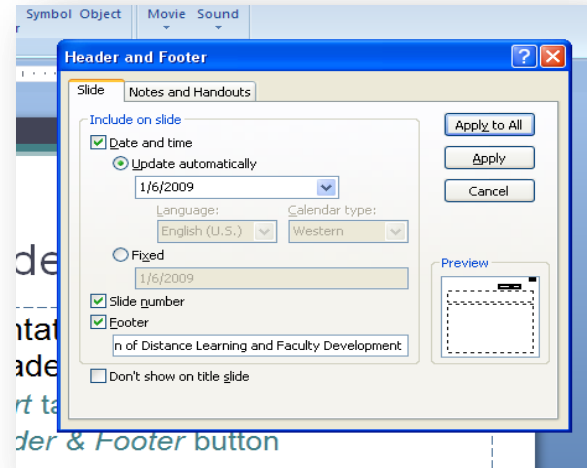

3 **Entering Text**

- Choices include
  - Import via copy & paste
  - Create using the outline view
  - Create in the slide view
- Options for editing
  - Home tab lists all of the text features on the ribbon

4

Adding a Header & Footer
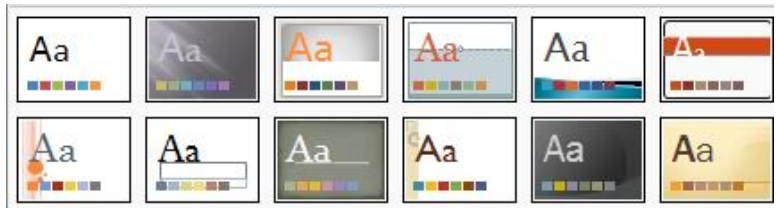
- Make your presentation look more professional with a custom header and footer
    - ▫ Click on the *Insert* tab
    - ▫ Click on the *Header & Footer*
        - · Options to add:
            - · Click *Data and Time,*
            - · *Slide Number,*
            - · *Footer*

5
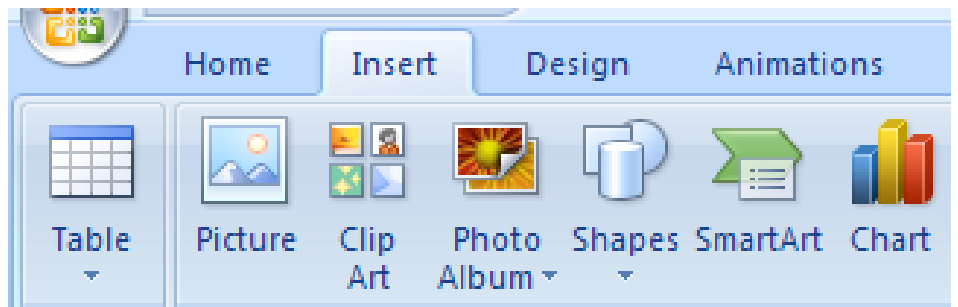
Select a Design Theme

- Themes are design elements that allow you to apply unified formatting to a presentation.
    - ▫ Click on *Design* tab
    - ▫ Select a theme in the *Themes* group
- Apply a color, font, and effects
    - ▫ Click on *Design* tab
    - ▫ Color – click on *Colors*
    - ▫ Font – click on *Fonts*
    - ▫ Effects – click on *Effects*

6

Insert images, graphics & clip art
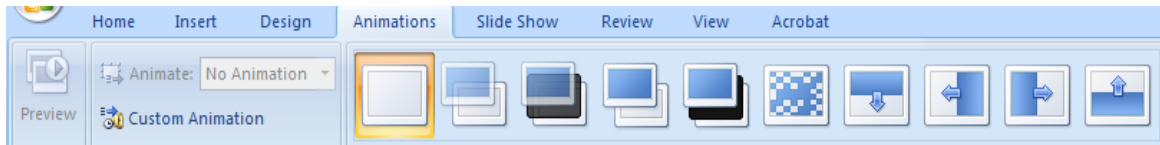
- Add images, graphics & clip art to enhance your presentation
    - ▫ Click on *Insert* tab
    - ▫ Click on an option:
        - · Select *Picture*
        - · Select *Clip Art*
        - · Select *Shapes*
        - · Select *SmartArt*

Insert Options

7

Slide Transitions

- Apply an animation slide transition effects

Slide Transition Options

  ▫ Click on the *Animations* tab

  ▫ Select a transition in the *Transition to This Slide* box

8

Printing and Presenting the Slides

Click the Microsoft Office button

▫ Select Print from the menu

  ✓ Options include:
  ✓ Printing Handouts
  ✓ Printing Notes Pages
  ✓ Printing an Outline

Presenting

▫ Select *Slide Show >> From Beginning*

9

Test and Practice

Run through the presentation several times to see if there are any modifications to be made.