**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

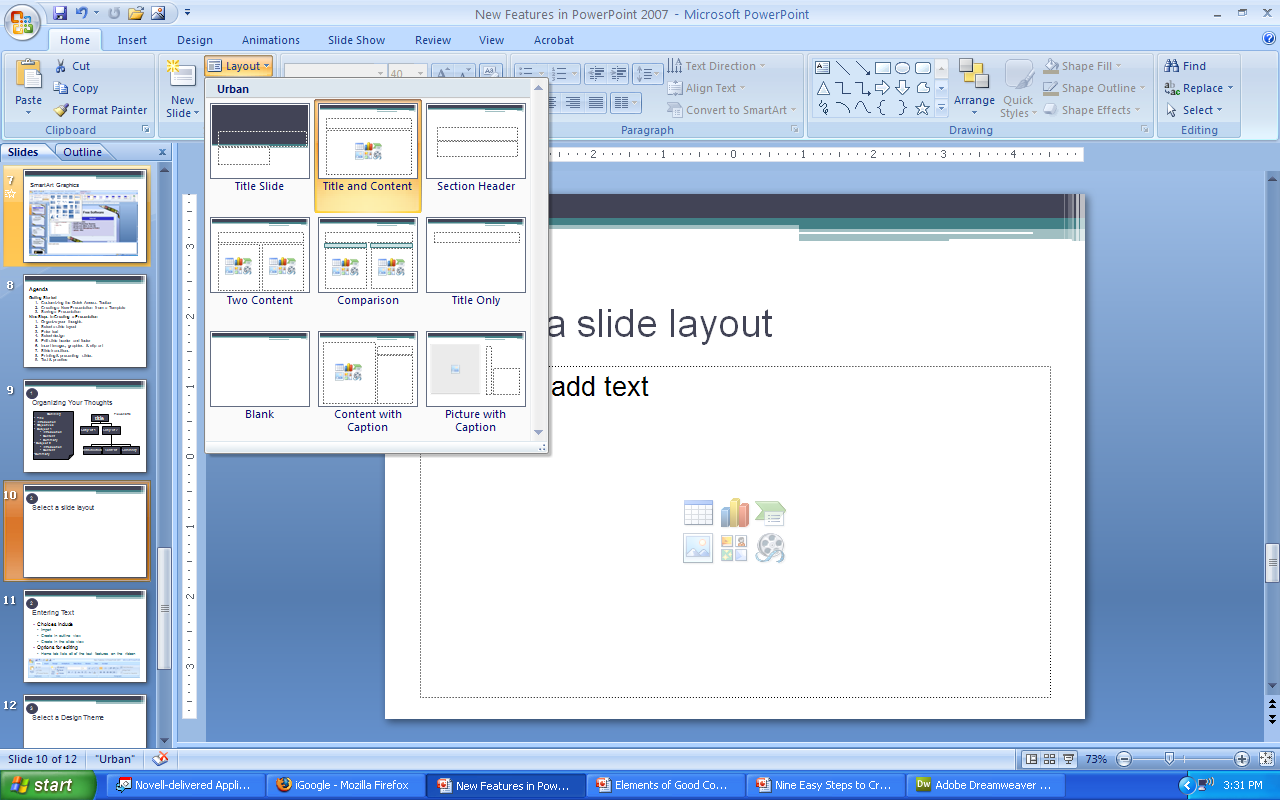
**New Features**

**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

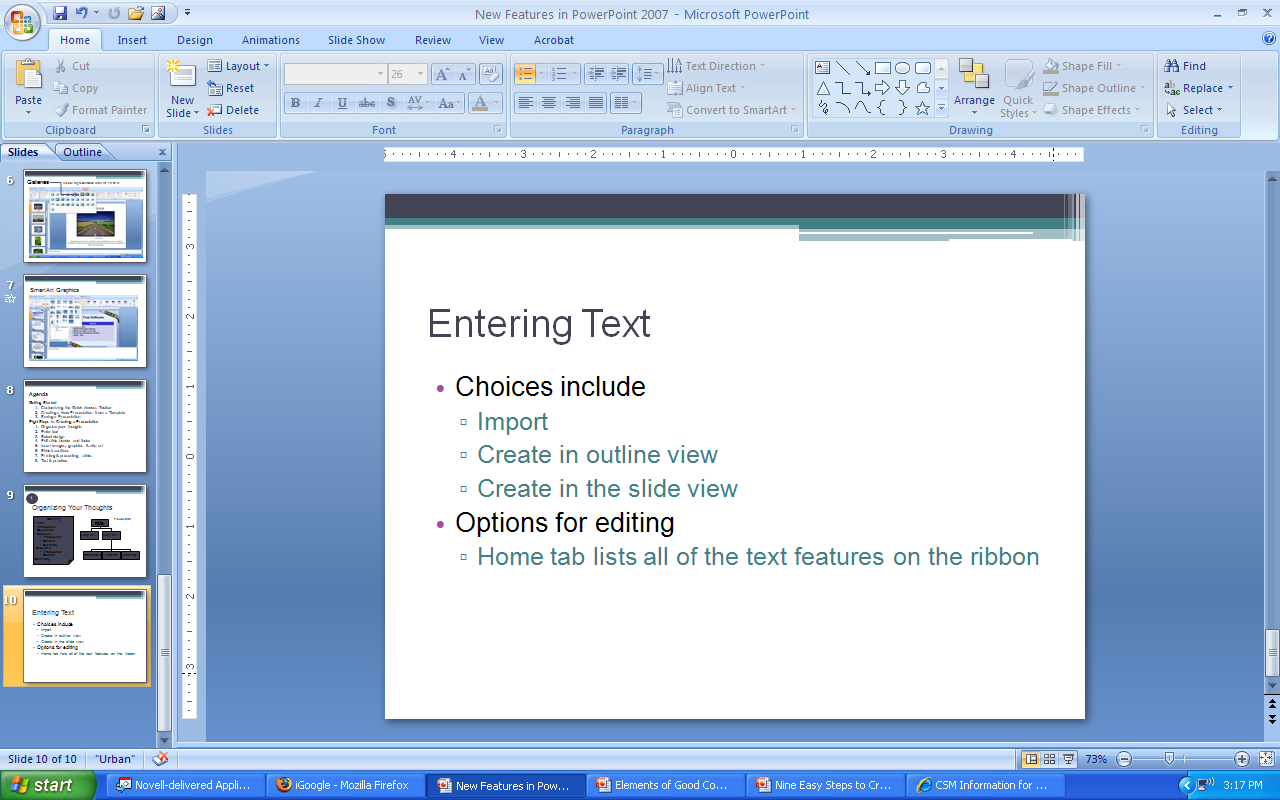
**Nine Steps in Creating a PowerPoint Presentation**

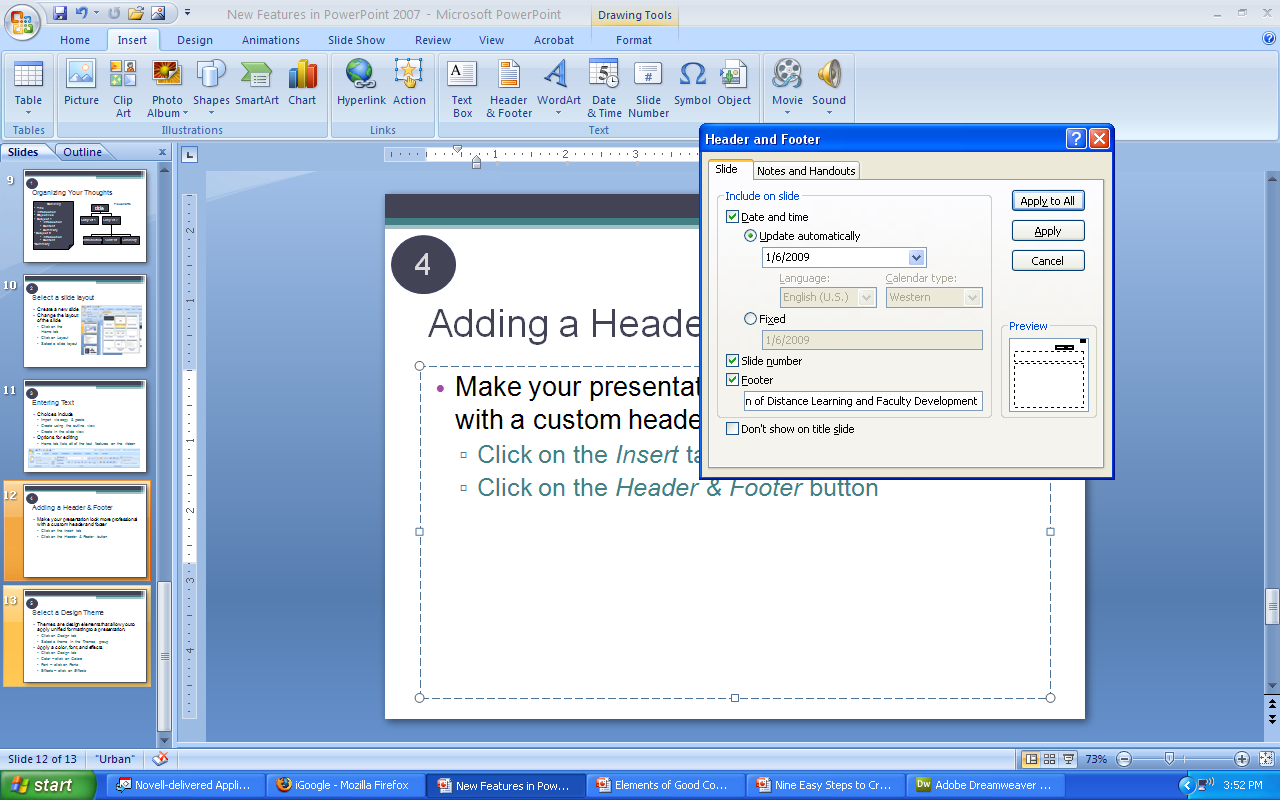
**Organizing Your Thoughts**

** Select a slide layout**

**Entering Text**

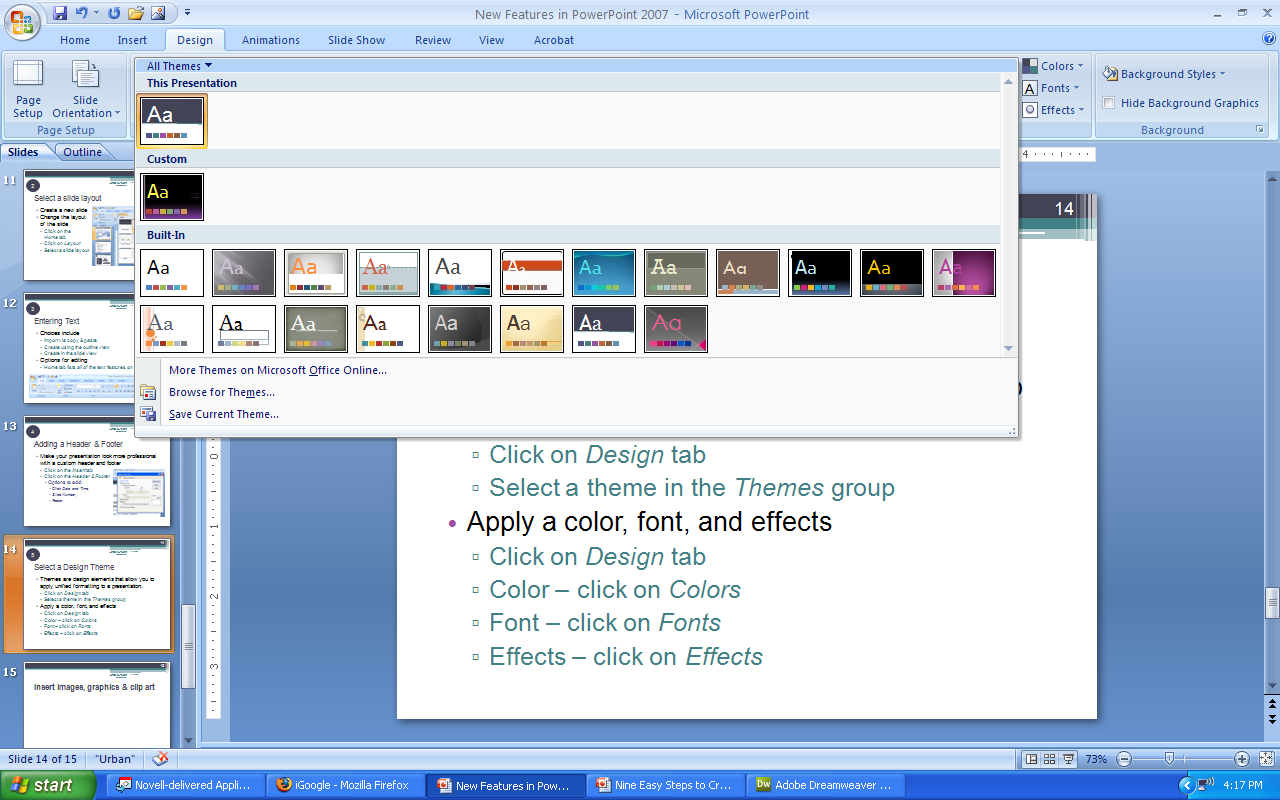
* Choices include
  + Import via copy & paste
  + Create using the outline view
  + Create in the slide view
* Options for editing
  + Home tab lists all of the text features on the ribbon



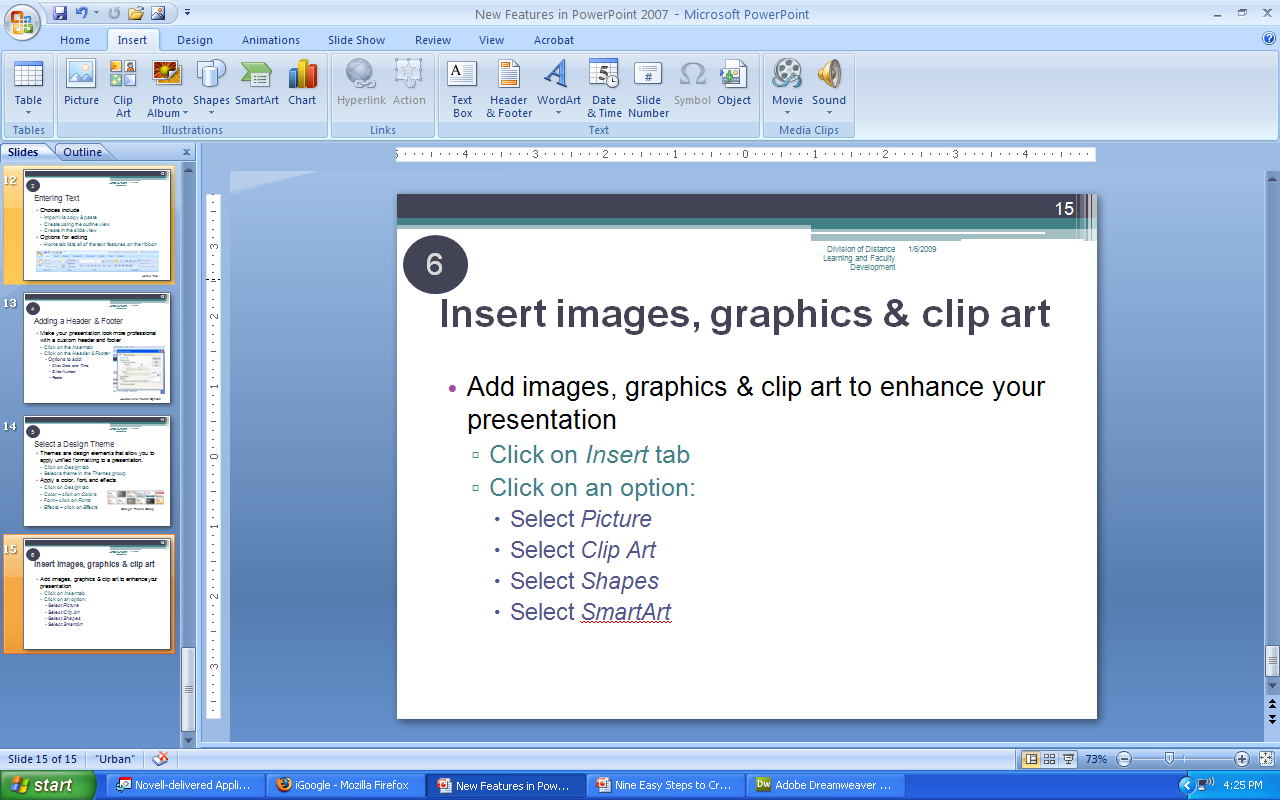
**Adding a Header & Footer**

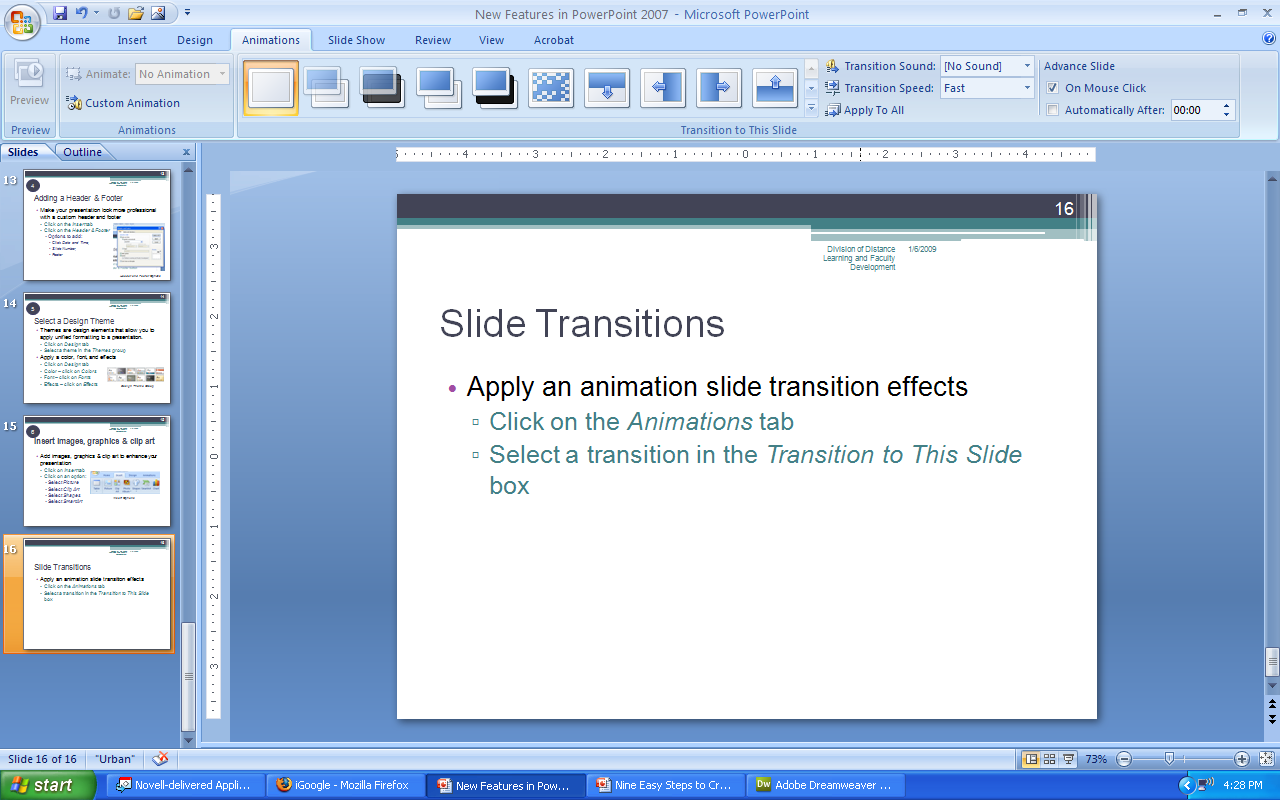
* Make your presentation look more professional with a custom header and footer
  + Click on the *Insert* tab
  + Click on the *Header & Footer*
    - Options to add:
      * Click *Data and Time,*
      * *Slide Number,*
      * *Footer*

**Select a Design Theme**

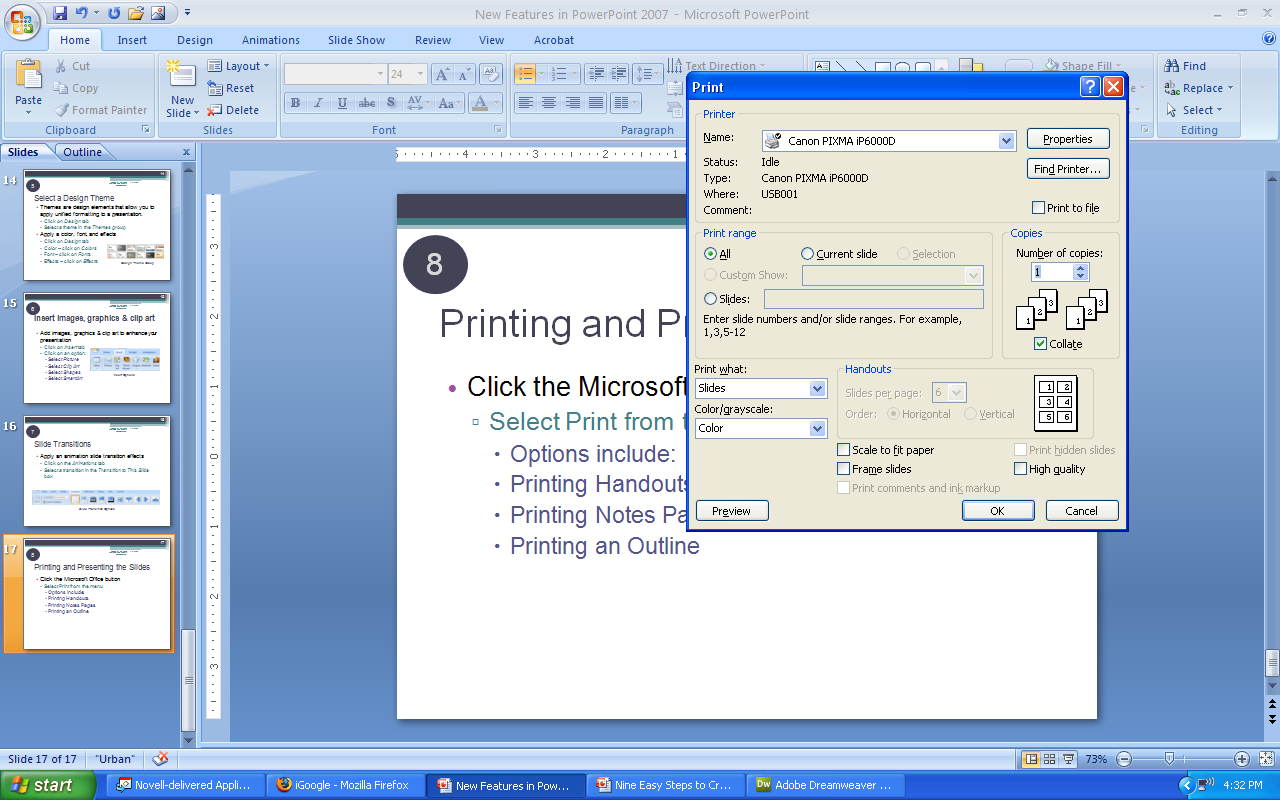
* Themes are design elements that allow you to apply unified formatting to a presentation.
  + Click on *Design* tab
  + Select a theme in the *Themes* group
* Apply a color, font, and effects
  + Click on *Design* tab
  + Color – click on *Colors*
  + Font – click on *Fonts*
  + Effects – click on *Effects*

**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*

**Slide Transitions**

* Apply an animation slide transition effects
  + Click on the *Animations* tab
  + Select a transition in the *Transition to This Slide* box

**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*

**Test and Practice**

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