

Powerpoint 2007

Introduction

JCL Staff Development

Powerpoint 2007 - Introduction

MODULE DESCRIPTION

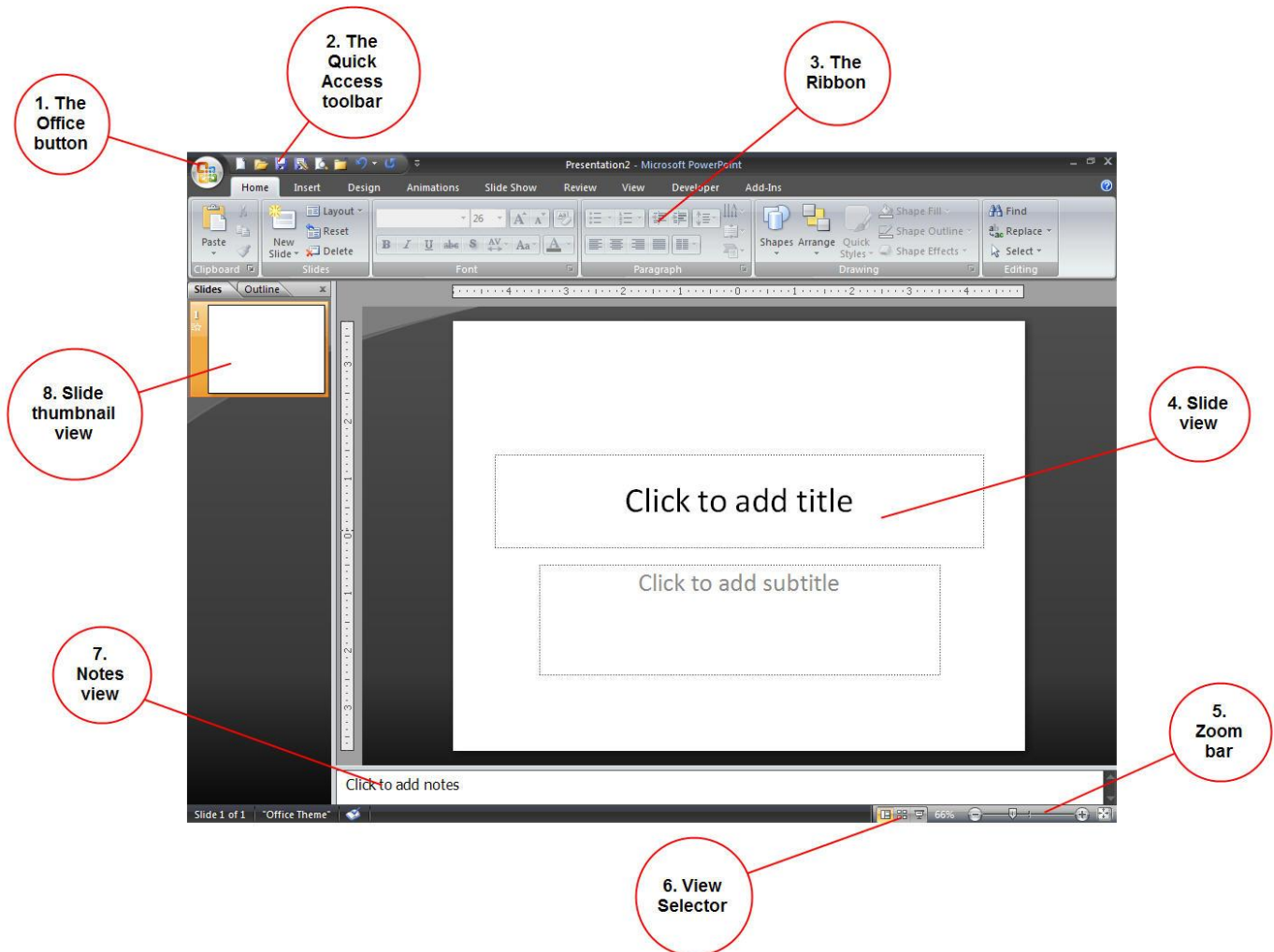
Powerpoint lets you develop computer-based presentations. Although there are many different presentation software applications available, Microsoft Powerpoint 2007 is one of the most popular and simplest to learn. Using PowerPoint you will be able to easily create computer-based presentations by editing text content using familiar word processing techniques. This module will guide you through the process of creating a presentation.

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I. GETTING STARTED WITH POWERPOINT

THE POWERPOINT SCREEN



EXERCISE #1: The Zoom Bar

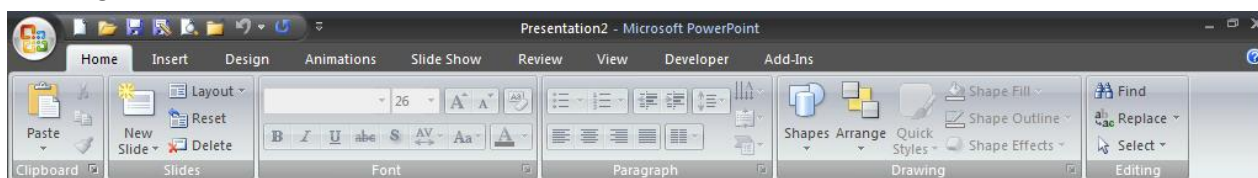
1. Navigate to the Zoom bar button and try zooming in and out.

THE RIBBON

The Ribbon is a graphical menu system containing icons of common commands. It replaces the Menu Bar and toolbars in previous versions of Microsoft Powerpoint. The Ribbon makes navigation in Powerpoint more intuitive, and the order of the tabs echoes the process of presentation creation.

Each Ribbon Tab contains grouped icons relating to that tab. There are seven default tabs, but as we move forward, you may notice contextual tabs that appear, based on what we're working on.

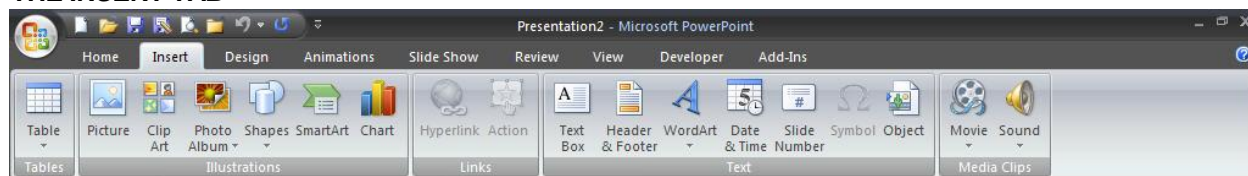
THE HOME TAB



Home gives standard formatting options-

- Cut/Copy/Paste
- New Slide and Slide layout options
- Font selection and formatting (bold, italics, size, colors)
- Text alignment and formatting (center, left-align, bulleted and numbered lists, text indent)
- Drawing and layering tools
- Document Searching (find/replace, select all)

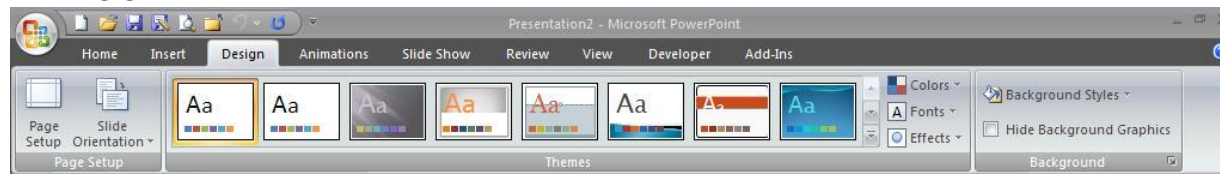
THE INSERT TAB



Insert lets you further modify your slides.

- Insert Tables (or convert existing text to tables)
- Slide enhancements (add photos, shapes, diagrams, and charts)
- Links (insert web links)
- Headers, Footers, and Page numbering (including new autoformats)
- Add media files, like video and sound

THE DESIGN TAB



The **Design** tab allows you further control over your presentation's final look.

- Page Setup (Formerly under the File menu. Allows the user to specify margins, paper size, and slide orientation)
- Themes (these give the user quick access to professional-looking slide formatting choices)
- Page Background (for borders and page colors)

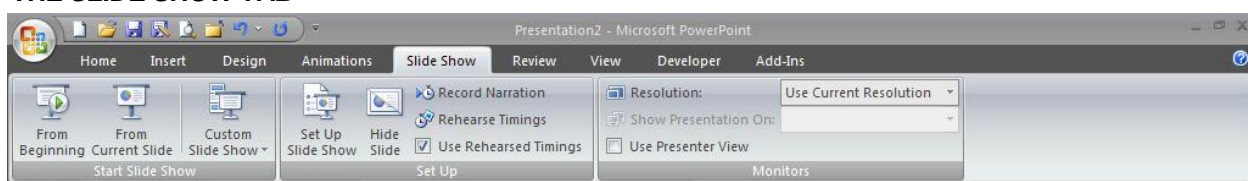
THE ANIMATIONS TAB



The **Animations** tab gives options for customizing slide transitions.

- Preview (once you apply an animation, you can preview it here)
- Custom Animations
- Pre-set Animations and transition options, including timing

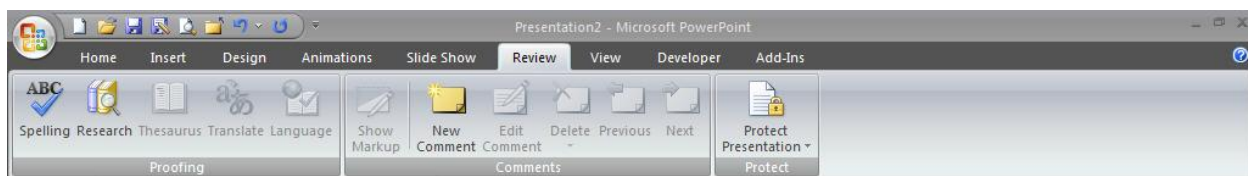
THE SLIDE SHOW TAB



The **SlideShow** tab gives general presentation viewing options.

- The Start Slide Show group lets you view your presentation from the beginning or from the current slide
- The Set Up group allows you to set timing, narration, and playback options
- You can also choose a target screen resolution for your presentation

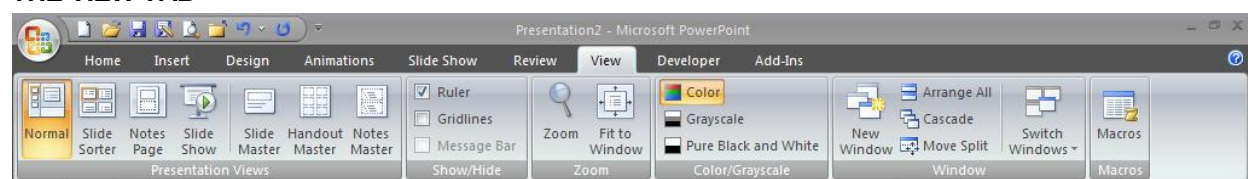
THE REVIEW TAB



The **Review** tab gives options for reviewing and collaborating on your presentation.

- Spelling and Thesaurus
- Commenting and document protection options

THE VIEW TAB



The **View** tab gives options for viewing presentation.

- Several different presentation views, including Normal, Slide Sorter, and Notes
- Ruler and Gridline options
- Zoom
- Color and B/W display modes

THE OFFICE BUTTON



Many of the tools have been moved from the menu bar (in previous versions) to the Ribbon. But there are still a few that we haven't discussed. What happened to Print, to Save As?

These options are still there, but they've been relocated to the Office Button (in the top left-hand corner of the screen).

The Office Button

New	This gives you options for opening Presentation Styles, as well as a variety of other pre-made templates
Open	As in previous versions
Save/Save As	When choosing Save As, a list of saving options will appear, including an option to save for older versions of Powerpoint
Print	Print and Print Preview
Prepare	This will let the user inspect a document for hidden/personal information, as well as run a compatibility checker for other versions of Powerpoint.
Send	By email. An Outlook account must be previously set up on the computer. Not possible for patron PCs or shared staff computers
Publish	Not an option from patron PCs or shared staff PCs
Close	As in previous versions

EXERCISE #2: The Office Button

1. Navigate to the Office button and click on it.
2. Look at the options available under the Office button. Most of these options were previously found in the Menu bar.

THE QUICK ACCESS TOOLBAR

Powerpoint 2007 includes a new feature, similar to custom toolbars in old versions of Powerpoint. The **Quick Access toolbar** is customizable and users can add favorite or often-used commands here. This toolbar is located just to the right of the Office button.

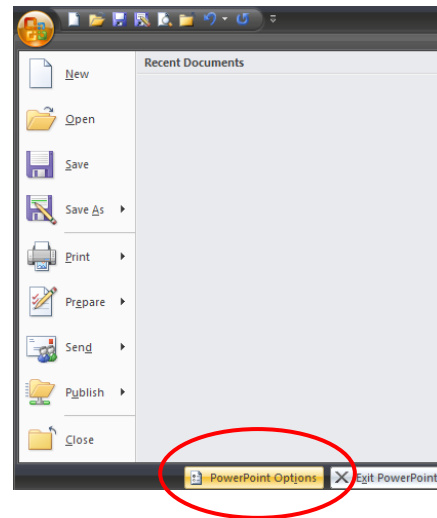


The default commands in the Quick Access toolbar are:

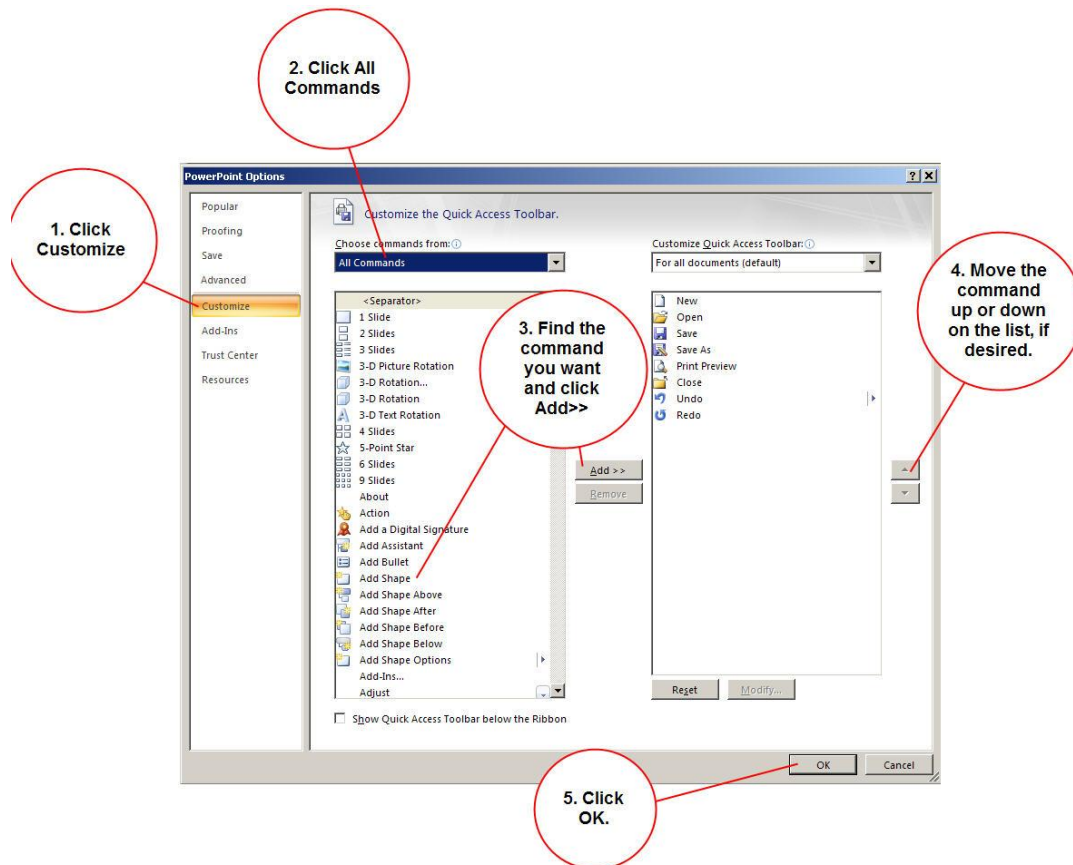
- New
- Open
- Print Preview
- Save
- Save As
- Close
- Undo
- Redo

To add commands to the Quick Access toolbar

1. Click on the **Office button**.
2. Click on **Powerpoint Options**.



On the next page, click **Customize**.



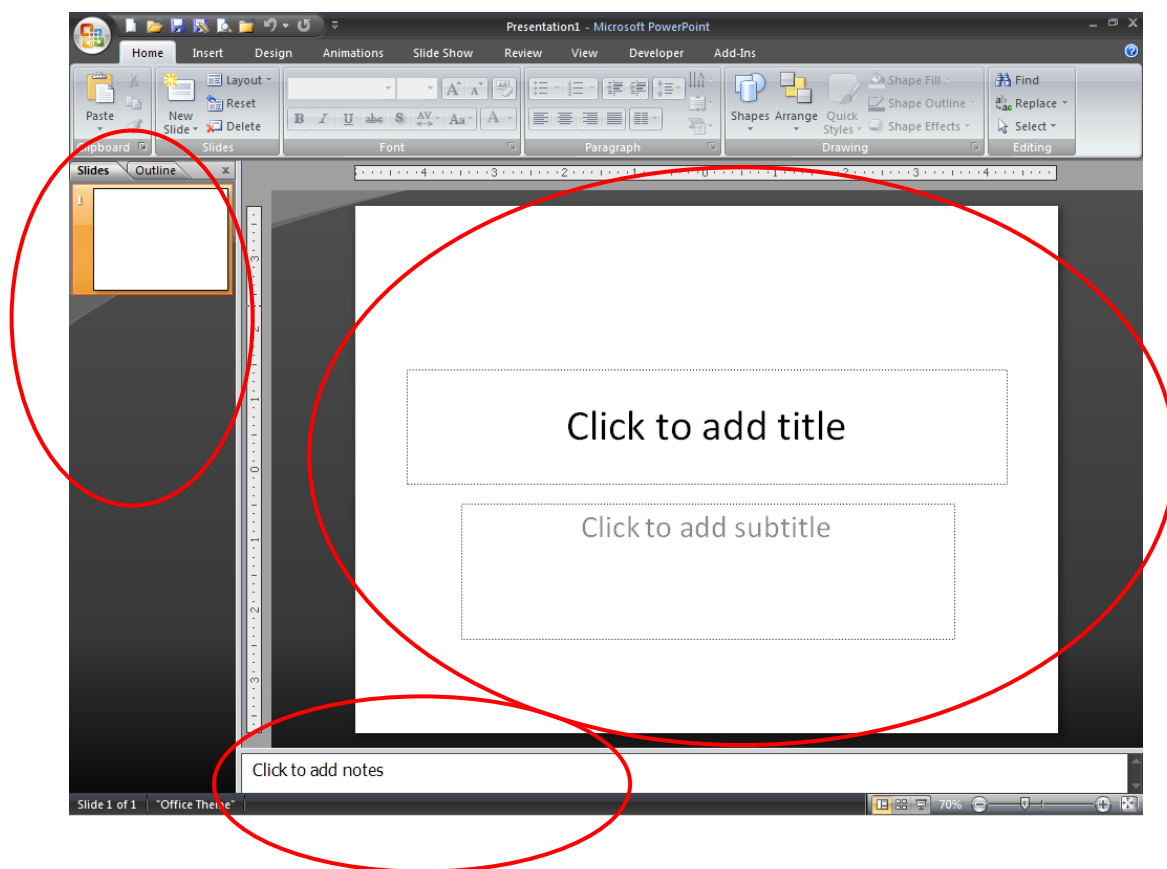
3. In the '**Choose commands from:**' box, click **All Commands**.
4. After you find the command you want to add, click **Add >>**.
5. Use the **up and down arrow icons** on the right to prioritize your commands.
6. Click **OK**.

NAVIGATING AND VIEWING A PRESENTATION

When working in Powerpoint, the ability to view and work with your slides in multiple ways will help you to organize and modify your information. You can choose the view that best aligns with how you work.

When you open Powerpoint, you begin in Normal view. Normal view displays three main areas:

1. The Slides and Outline pane
2. The Slide pane (the main window)
3. The Notes pane



THE SLIDES AND OUTLINE PANE

The **Slides tab** displays each slide in order, as a thumbnail. This allows you to quickly and easily navigate to the slide you want to edit or update. You can also arrange slides by dragging and dropping them in this tab, or by using other options in the right-click menu.

The **Outline tab** displays your slides in a text view, showing you the text that is contained on the slide. The text can be edited directly from the Outline tab or from the slide itself.

THE NOTES PANE

The Notes pane is useful to record talking points and more detailed information that relates to what is on the current slide. Notes can be printed out and referred to while showing the final Powerpoint presentation.

PRESENTATION AND DESIGN VIEWS

In addition to Normal view, the View tab gives you other options to work with your presentation:



Presentation Views

- Normal
- Slide Sorter. Displays all slides as small images. Slide Sorter view makes it very easy to arrange slides.
- Notes Page. Displays a single slide with the slide content and the Notes displayed. This enables you to edit notes while viewing the slide.
- Slide Show. Displays the presentation on-screen, as it would be presented to an audience.

Design Views

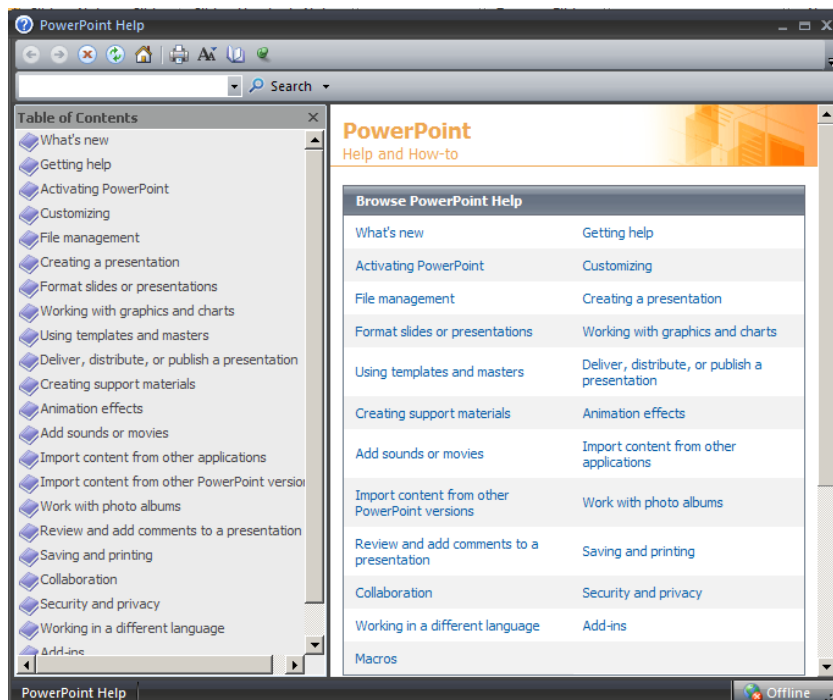
- Slide Master
- Handout Master
- Notes Master

These views are used to edit the look of the slides, handouts, and notes.

USING POWERPOINT HELP

The Powerpoint Help feature is a complete user manual on the functionality of the various features of Microsoft Office Powerpoint 2007. The Word Help window provides a quick and easy way to find answers to Word-related queries, online or offline. You can also search for information by browsing through the links that are already provided or by typing in a keyword.

To access Powerpoint Help, you can click on the blue question mark icon in the top right corner of Microsoft Powerpoint, or you can hit <F1> on the keyboard.



POWERPOINT HELP OPTIONS

Option	Description
Powerpoint Help toolbar	Provides access to navigational, print, and format commands.
Type Words to Search For text box	Allows you to type the keyword on which you need to search for information. Previously asked questions can be found in the Search Criteria drop-down list.
Search drop-down list	Provides options, based on criterion you have chosen, to search for Help information from online or offline content.
Table of Contents	Lists the topics available in Powerpoint Help as various categories. You can choose to either show or hide the Table of Contents pane.
Browse Powerpoint Help pane	Displays the topics available on Powerpoint Help in a tabular form. You can navigate to a topic by clicking it.

ENTERING TEXT

Slides in Powerpoint generally have placeholder areas. These placeholders are based on the type of slide you create, and can hold text or images.



When you click in the field, you can insert text or other media. The placeholder is movable and you can position it anywhere on your slide. A text placeholder can contain any amount of text, and will automatically word-wrap when there is too much text for one line. The size of the text can scale up or down depending on the amount of text entered.

CREATING TEXT BOXES

In addition to placeholders, the user can easily create extra text boxes, as well. Text boxes can be added by clicking on the **Insert tab > Text group > Text Box** button. They can be resized by pulling on the corner handles of the box.

EXERCISE #3: Entering text and adding a text box

1. Start a new blank presentation.
 - a. On the Title placeholder, enter `Library Services`
 - b. In the Subtitle area, type `Things you can do at the Library.`
2. Next, we'll add a text box on the bottom left corner of the slide.
 - a. Click the **Insert tab > Text group > Text Box** button.
 - b. Your cursor should change to a sword, or an upside down t.
 - c. Click on the slide and drag the mouse to the right and down. Let go when your text box is large enough.
 - d. Type `Johnson County Library` in the new text box.

SAVING FILES

As you've probably noticed, there's no familiar Menu bar in Powerpoint 2007. Many commands have been moved to the **Office button**, which is located in the upper-left corner of the screen.

In Microsoft Office 2007, the file formats have changed. You can still save as a .ppt, which is the old file extension for Powerpoint files. The new extension is .pptx. Computers with older versions of Microsoft Office will not be able to open files created with Microsoft Office 2007.

It's a very good idea to give a file a name and save it as you start. Powerpoint will **auto-save** every few minutes as long as the file has a name.

II. CREATING A PRESENTATION

We've already started our sample presentation, and now we'll add additional content and modifications to our slides.

EDITING TEXT

As you're working on a presentation, you'll probably be moving text and slides around so they flow the way you want them to. There are a few things that Powerpoint has built in to make these tasks easier.

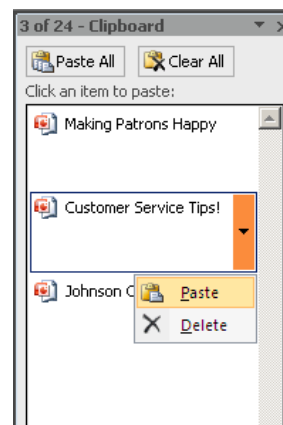
Text Selection

Double-click	Double-click before or after a character or word to select it.
Triple-click	Triple-click before or after a phrase or sentence to select the whole phrase or sentence.
Shift-click	Place the cursor at the beginning of the text you want to select, then press <Shift> and click again at the end of the text to select the entire sentence or paragraph.
Ctrl-click	Place the cursor at the beginning of the text you want to select. Hold down <Ctrl> and drag the mouse pointer to select the text. Holding down <Ctrl>, select text in other locations.

REPOSITIONING TEXT

You can Cut, Copy, and Paste in Powerpoint just like you can in Word, using either the right-click menu, or the keyboard shortcuts. There are also Cut, Copy, and Paste buttons on the Home tab in the Ribbon.

When you Cut or Copy something, it's stored on the Clipboard, a buffer in the computer's memory that remembers what you've cut. To access the Clipboard, you can click on the Home tab > Clipboard group's pop-out button. This will open the Clipboard Pane, allowing you to paste any of the last 24 items you've cut.



ADDING SLIDES

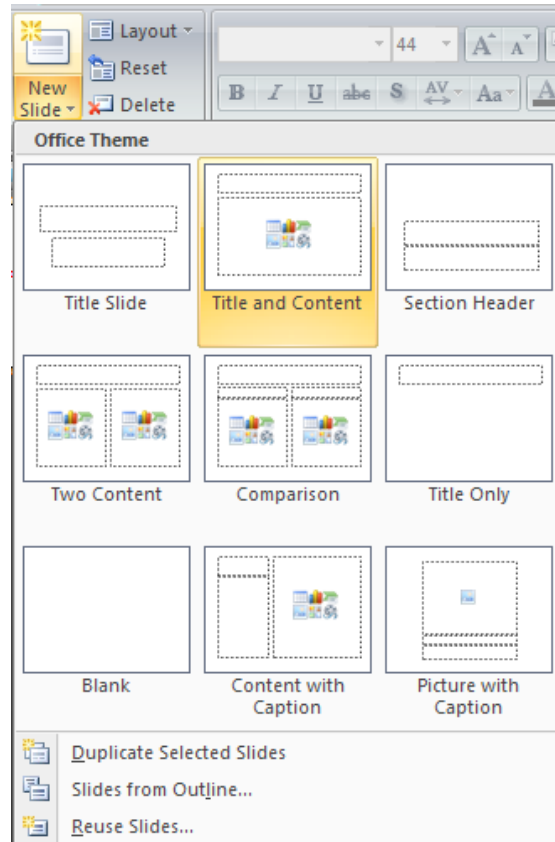
Like Word works with document pages, Powerpoint works with slides. Each slide can be customized similar to a page in a Word document.

INSERTING NEW SLIDES

New slides can be added to a presentation at any point. And you can change the slide layout when adding new slides. To add a new slide, click on the **Home tab > Slides group > New Slide**.

Powerpoint has different slide layouts built in. When you choose to add a new slide, you can also choose the type of slide you want to add. Some options include:

- Title slide
- Title and content
- Two content
- Blank



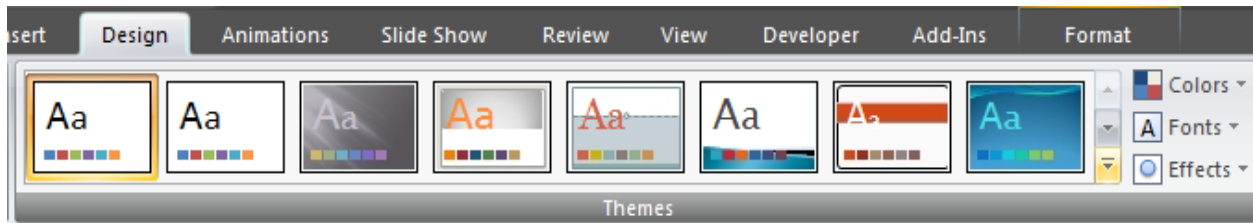
****TIP.** To change the layout of an existing slide, right click its thumbnail on the left. Then click Layout, and change the layout as needed.

EXERCISE #4: Adding a slide

1. Using the **Home tab > Slides group > New Slide** drop-down, add a **Title and Content** slide.
2. Title the slide `In the Library`.
3. Add the bullet points:
 - i. Check Out Books
 - ii. Check Out DVDS and Music
 - iii. Get help with research
 - iv. Use your laptop with wireless access
4. Save the file as **Customer Service Tips.pptx** and leave it open.

WORKING WITH THEMES

Powerpoint 2007 comes equipped with a number of Themes or background designs. Themes assist you with giving your presentations a polished, uniform look. When you select a Theme, you will find that this presents you with more than just a background. In fact, a Powerpoint Theme will control many different features of the slides, including the background image, text size, text location, and text color. Themes are located in the **Design tab > Themes group**.



EXERCISE #5: Adding a Theme

1. Click the Design tab > Themes group.
2. When you mouse-over a Theme, it will apply it to your presentation as a preview. To select your Theme, click on the Theme you want.
3. The Theme will be applied to all of the slides in your presentation.

To remove a theme, change your theme back to **Office**.

III. FORMATTING TEXT ON SLIDES

FORMATTING TEXT

Formatting text is done much the same way as in Microsoft Word. You can align text; specify font style, size, color as well as other options such as bolding, italicizing, underlining and adding bullets. You can also apply paragraph formats, format placeholders, and text boxes.

After highlighting the text you want to format, select text formatting options from the **Home tab > Font group**.

EXERCISE #6: Formatting text

1. First, we'll modify our fonts.
 - a. Change `Library Services` on the title slide to a different font.
 - b. Navigate to your second slide and make each bullet point's text a different color.

THE MINI TOOLBAR

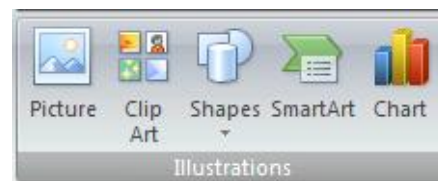
As in Microsoft Word, if you select text, the Mini Toolbar will float, semitransparently, near your text selection. The Mini Toolbar holds commonly used font and paragraph tools. As you move your mouse closer to the Mini Toolbar, it will grow more opaque.

IV. ADDING CLIPART AND PICTURES







By adding graphics, you can create a more engaging presentation. Graphic objects can help to illustrate difficult concepts or emphasize key points. By adding graphical elements, you can address more than one learning style.

CLIPART AND PICTURES

To add images to your slide, you can use the **Insert tab > Illustrations group**.



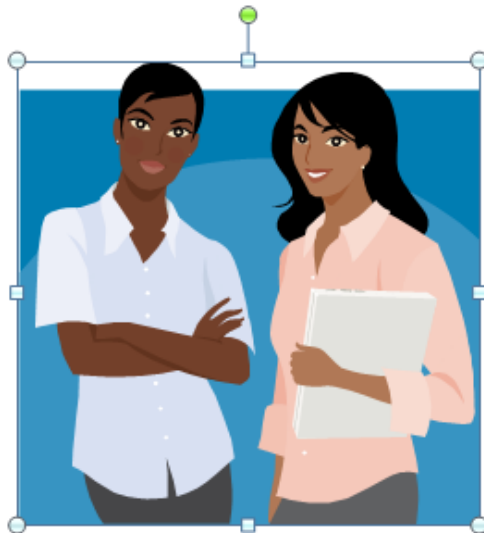
When you insert a new slide with the Content description, there are other options available besides just adding text.

-  • **Insert Table.** This will allow you to make a custom table.
-  • **Insert Chart.** You can add a chart to your spreadsheet. This tool will let you choose the chart type as well as customize what sort of information is contained in the chart.
-  • **Insert Smart Art.** This is a new feature in Powerpoint 2007. Smart Art allows you to create and complicated graphics without having to use a graphics program. Examples would be Organization Charts or Flowcharts.
-  • **Insert Picture.** This tool will let you insert a picture from an already existing picture files.
-  • **Insert Clip Art.** Microsoft Office 2007 includes a huge amount of clip art that you can add to your presentation.
-  • **Insert Media Clip.** This tool will let you embed video or sound clips in your slides. These files must already exist.

MANIPULATING AN IMAGE

When you insert a picture or clipart, you are then able to edit the image. A bounding box appears around your image when you click it. The handles of the box can be dragged around to affect the image. You can make the image larger or smaller, or rotate it.

If you click on the image itself, you can move it around by dragging it, or use the arrow keys to move it.



****TIP.** If you use the corner handles, the picture will stay in proportion. Also, if you hold down <Ctrl> while you're resizing the image, it will stay centered on your slide.

EXERCISE #9: Adding ClipArt

1. Add a new slide after Slide 2.
2. Make sure the new slide uses the **Two Content** layout.
 - a. Title Slide 3 From Home
 - b. In the left content placeholder, add the following bullet points
 - i. Use Databases to do research
 - ii. Download audiobooks
 - c. In the right content placeholder, click on the ClipArt icon. This will bring up the ClipArt pane, on the right side of the screen.
 - d. Type `research` in the **Search for** box.
 - e. Click **Go**.
 - f. Choose a piece of ClipArt and click it. The ClipArt will be added to your slide.
 - g. Resize your ClipArt, if you like.

Adding images works very similarly, except you'll find the image file on your computer.

V. PREPARING TO DELIVER A PRESENTATION

When you're done creating and editing your presentation, you still need to add a few elements before you can deliver the presentation effectively. Some elements that you can add include:

- Reviewing Content
- Adding Transitions
- Creating Notes
- Printing a Presentation

REVIEWING CONTENT

Like Microsoft Word, you can use Powerpoint to check the spelling in a document. Powerpoint also has a Thesaurus built in that you can use to switch up your vocabulary, if necessary.

SPELL CHECK

The Spell Check option can be found in the **Review tab > Proofing group > Spelling**.

Microsoft Powerpoint's proofreading utilities don't match the analysis and reasoning powers of your brain, but they generally do pretty well. Words that are misspelled or are not in Microsoft Powerpoint's dictionary are marked with a **red squiggle**. You can run the Spell Check at any time to work through the document and correct any mistakes.

Johnson County Library
A spelling mistake

NOTE: The Spell check isn't perfect, so always proofread your documents.

ADDING TRANSITIONS

After double-checking your content, you can add visual effects to your presentation, to create fun transitions between slides. It's tempting to use a different transition for each slide, but this can distract from the content of the presentation, so put some thought into choosing your slide transitions.

Transitions also allow control over the speed at which your slides change.

Transitions can be found in the **Animations tab > Transition to this Slide group**.

EXERCISE #13: Adding Transitions

1. Click on the first slide.
2. Click on the **Animations tab > Transitions to this Slide group**.
3. Click on a transition that you like. Remember that mousing-over a transition will cause Powerpoint to Live Preview it.
4. Use a different transition for slides 2-3.
5. Click on the **Slide Show tab > Start Slide Show group > From Beginning** button to preview your transitions.

- a. You can use the spacebar, mouse click, or arrow keys to control the presentation.

6. Save the file as **Customer Service Tips.pptx** and leave it open.

To remove transitions, click on the slide that you want to remove the transition for, then click on the **Animations tab > Transitions to this Slide group > More** button, and choose **No Transition**.

CREATING NOTES

Notes are created so the speaker knows what they are supposed to cover in a certain slide. They could be talking points or an elaboration of a point contained in the slide. The notes will not display when you are presenting a presentation in Slide Show mode.

There is a Notes window on the bottom of each slide view. These notes can be printed out as reference for the speaker later on. They can be formatted with Bold, Italics, and other common formatting styles.

EXERCISE #14: Adding Notes

1. Click on Slide 2.
2. Click on the Notes area at the bottom of the screen.

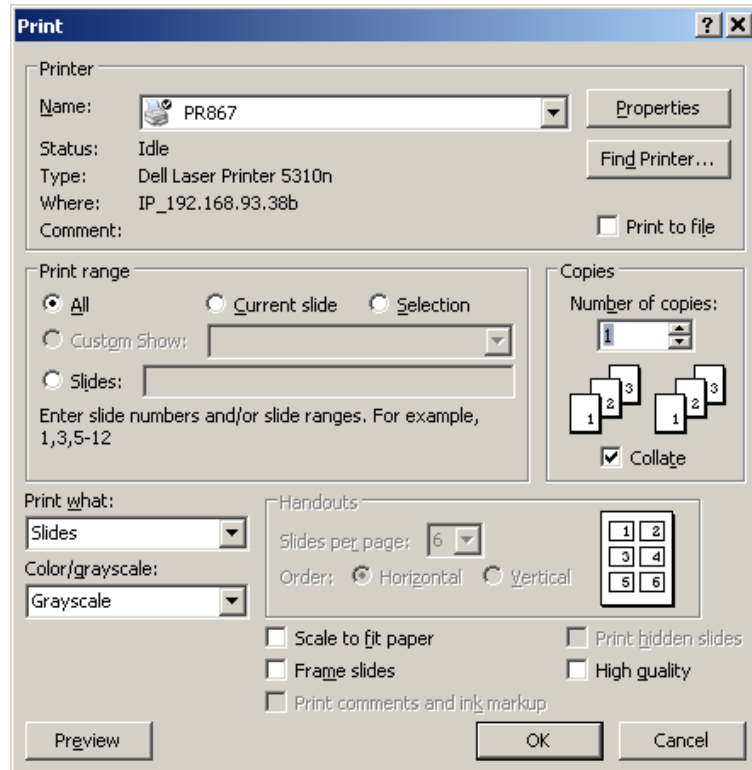
- a. Type the following text into the notes pane.

- i. Other talking points: printing documents, using computers, finding magazines and newspapers.

PRINTING YOUR PRESENTATION

When you are ready to make hard copies of your presentation, you will need to select from several available options.

- The **Print What** field will let you print **Slides**, **Handouts**, **Notes** pages, or an **Outline View**.
- If you choose **Handouts**, you can choose how many slides to print per page.
- To print certain pages, select **Slides** and enter the beginning and ending page numbers



VI. TEN TIPS FOR GOOD POWERPOINTING

1. The maximum number of lines on a single slide should be six or less.
2. The maximum number of letters on a line should not exceed 30.
3. Keep in mind that the focus of your presentation is to deliver a message – too many bells and whistles will cloud the message.
4. Be consistent. Don't change color, bullet style, font style, etc. on every screen.
5. One idea per slide.
6. Include no more than two fonts on the same slide. If emphasis is required, use bold, or italics.
7. Choose graphics carefully.
8. Don't let animations dominate the content/information.
9. Always test your presentation before your official showing.
10. Don't read your slides. Your slides can be used as a reference for you while you present, but don't read your slides word for word.