



# Power Point 2007

## Manual



OIRE

Escuela de Profesiones de la Salud

Power Point 2007

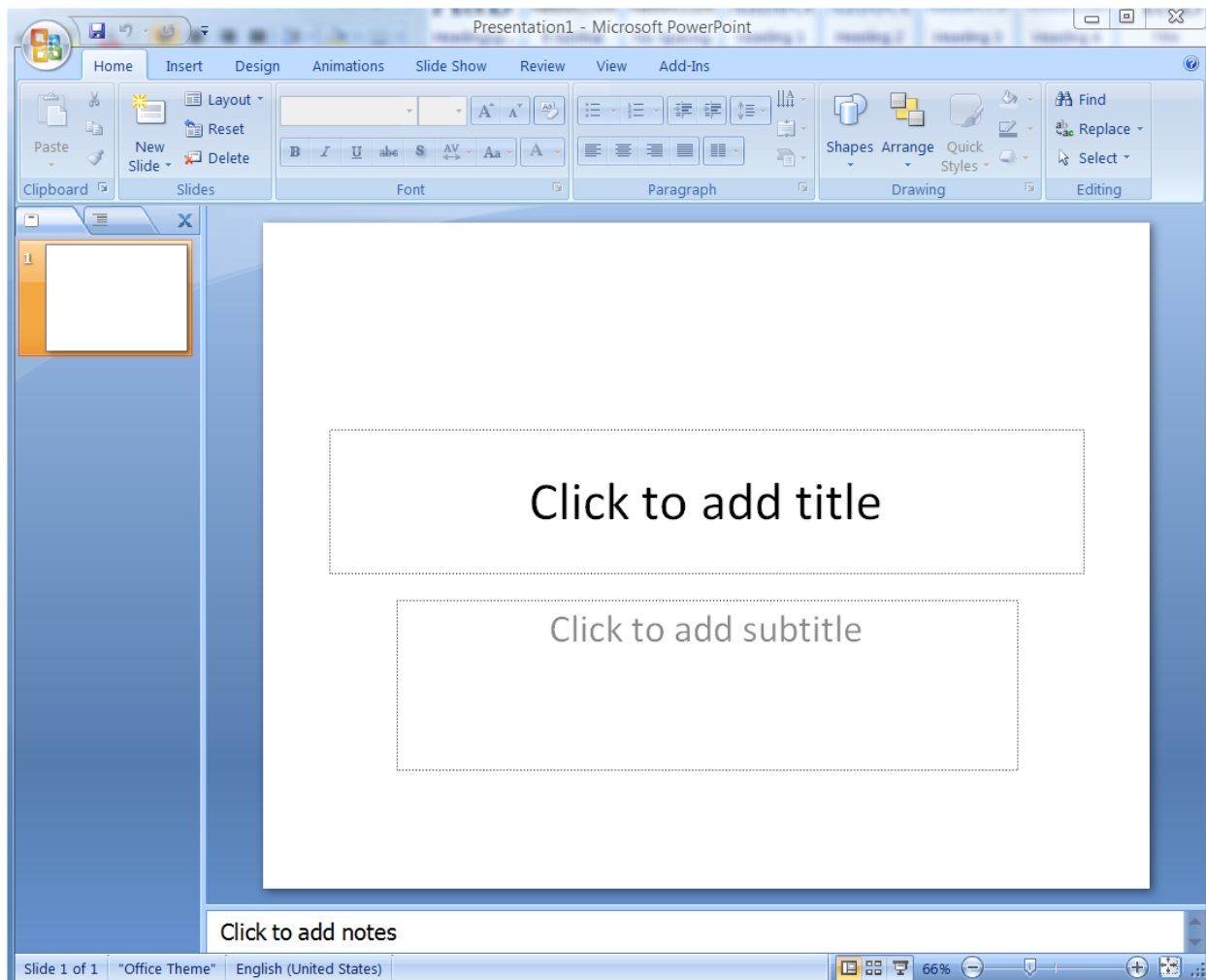
# The New Power Point Interface

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PowerPoint is currently the most common software used for making visual aids for presentations. It has been redesigned for the 2007 release with a much more user-friendly and intuitive layout than its predecessors.

This tutorial will teach you the basic tools for making a PowerPoint presentation and familiarize you with the new PowerPoint 2007 workspace.

Getting started with Power Point 2007 you will notice that there are many similar features to previous versions. You will also notice that there are many new features that you'll be able to utilize. There are three features that you should remember as you work within Power Point 2007: the Microsoft Office Button, the Quick Access Toolbar, and the Ribbon. The function of these features will be more fully explored below.



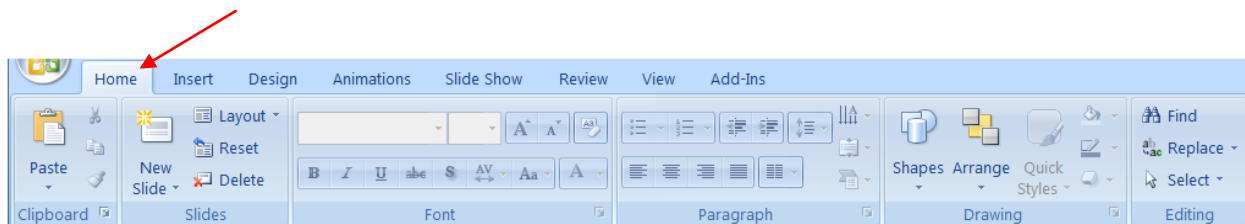
## Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of Power Point. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.

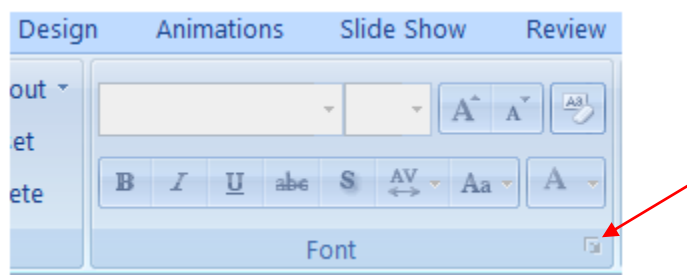


## Ribbon

The ribbon is the panel at the top portion of the document. It has eight tabs: Home, Insert, Design, Animations, Slide Show, Review, View and Add-ins. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your Power Point Presentation.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



**Home:** Clipboard, Slides, Fonts, Paragraph, Drawing, Editing

**Insert:** Tables, Illustrations, Links, Text, Media Clips

**Design:** Page Setup, Themes, Background

**Animations:** Preview, Animation, Transition to this slide

**Slide Show:** Start Slide Show, Setup, Monitor

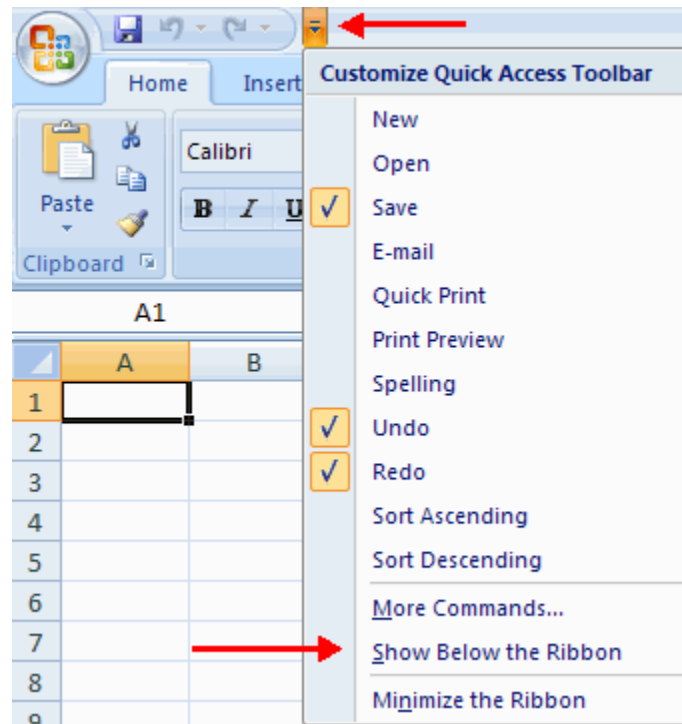
**Review:** Proofing, Comments, Protect

**View:** Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, Macros

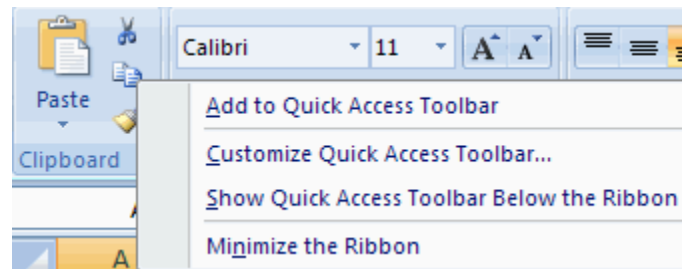
**Add-ins:** Menu Commands, Toolbar Commands, Custom Toolbars

## Quick Access Toolbar

The **quick access toolbar** is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon. To change the location of the quick access toolbar, click on the arrow at the end of the toolbar and click **Show Below the Ribbon**.





You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.



In PowerPoint 2007, you will find that tools with similar uses are organized so that they are usually found within the same Tool Group or at least within one Ribbon. If you do not find a tool in the Ribbon you think it should be in, try exploring the other Ribbon Tabs.

## Getting Started

<p>Create a new presentation</p>	<p><b>MS Office Button &gt;&gt; New</b> -- New Presentation window opens up</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The <b>MS Office Button</b> is located in the top left corner of the Word 2007 Window</li> </ul> <p>To start a new file from scratch:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Choose "<b>Blank Document</b>" and press "<b>Create</b>".</li> </ul> <p>There are templates available on the left panel for creating a presentation of a specific type (ie. photo album or calendar).</p>	
<p>Open an existing presentation</p>	<p><b>MS Office Button &gt;&gt; Open</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find your presentation in the "Open" window.</li> <li><input type="checkbox"/> PowerPoint 2007 will open files created with older versions of PowerPoint (*.ppt) as well as PowerPoint 2007 files (*.pptx)</li> </ul>	
<p>Open a file from a different version or format</p>	<p>PowerPoint 2007 will automatically convert a document from a compatible version of PowerPoint</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Your document will open in <b>Compatibility Mode</b></li> <li><input type="checkbox"/> This will prevent you from using certain tools in Office 2007 which are not compatible with Office 2000 or 2003</li> <li><input type="checkbox"/> When you finish editing a document, be <b>VERY CAREFUL</b> to save any converted documents in their original format</li> <li><input type="checkbox"/> Please read the <b>Important Notes</b> below regarding saving in Office 2007.</li> </ul>	
<p><b>IMPORTANT NOTES: Saving Documents in PowerPoint 2007</b></p>		
<ol style="list-style-type: none"> <li>1. In the Computing Facilities, files on the <b>Desktop</b> are <b>NOT SAVED</b> when you log off.             <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>ALWAYS</b> use <b>Save As...</b> to save your file to a USB Flash Drive, UVicTemp, or CD</li> <li><input type="checkbox"/> You can also save a file to the Desktop and then email it to yourself with the file as an attachment</li> </ul> </li> <li>2. If you are <b>NOT</b> running Office 2007 at home and you save a document as PowerPoint 2007 (*.pptx), <b>YOU WILL NOT BE ABLE TO OPEN IT AT HOME!</b> (see step 3 below)</li> <li>3. If you have <b>Office 2000 or 2003</b> or you use a <b>Mac</b> at home or in the Computing Facilities             <ul style="list-style-type: none"> <li><input type="checkbox"/> You will have to save your document as an older version</li> <li><input type="checkbox"/> Go to <b>MS Office Button &gt;&gt; Save As</b> <ul style="list-style-type: none"> <li>o At the bottom, there is a bar that asks you to "Save as Type:"</li> <li>o <b>Choose PowerPoint 97-2003 Document (*.ppt)</b></li> </ul> </li> <li><input type="checkbox"/> <b>DO NOT CHOOSE</b> "PowerPoint Document (*.pptx)"</li> </ul> </li> <li>4. If you are using a PC at home running <b>Office 2000 or 2003</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> You can download the <b>MS Office 2007 to Office 2003 Compatibility Pack</b> from Microsoft's website             <ul style="list-style-type: none"> <li>o <a href="http://www.microsoft.com/downloads/">http://www.microsoft.com/downloads/</a></li> <li>o Under <b>New Downloads</b>, choose "<b>Microsoft Office Compatibility Pack for Word...</b>"</li> </ul> </li> <li><input type="checkbox"/> Even with the Compatibility Pack, you might <b>lose data / formatting</b> when you save as an older version <input type="checkbox"/> There is no Compatibility Pack available for <b>Mac</b> yet.</li> </ul> </li> </ol>		
<p>Save the current document</p>	<p><b>MS Office Button &gt;&gt; Save</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Please read the <b>Important Notes</b> above regarding saving in Office 2007</li> </ul>	
<p>Save a document under a different name, version, or format</p>	<p><b>MS Office Button &gt;&gt; Save As...</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In the bars at the bottom of the <b>Save As...</b> sub window:             <ul style="list-style-type: none"> <li>o Give your document a new name in "<b>File Name:</b>"</li> <li>o Select the version and format from "<b>Save as type:</b>"</li> </ul> </li> <li><input type="checkbox"/> Please read the <b>Important Notes</b> above regarding saving in Office 2007</li> </ul>	

Add a new slide

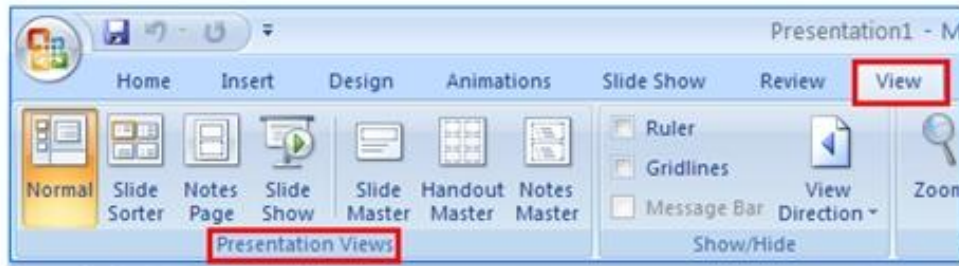


### Home Tab >> Slides >> New Slide

- Click on **New Slide** button. It adds a new slide in the default layout "Title and Content."
- Click on the **arrow** at the bottom corner of the **New Slide** button. You can select the slide layout from the Default Design pallet.
- Click **Layout** button. You can select and change the slide layout.  Click **Delete** button to delete the current slides.

## Viewing Slides in PowerPoint 2007 Workspace

### View Tab



Layout of frames in "Normal View"

When you first open a new presentation in PowerPoint the main window has three frames:

- The right biggest frame shows the **Current Slide**.
- The left frame has two tabs:
  - Slides tab** displays the slides as thumbnails
  - Outline tab** displays a written outline of each slide of your presentation.
- The bottom frame is for **Notes** to remind you of points for each slide.

The View tab

- Different views allow you to manage different aspects of your presentation.

### View Tab >> Presentation Views

**Normal View** - A window splits into Slide, Notes, and the left frame where you can choose either Slides Thumbnails or Slides Outline. Allows you to focus on a slide and see everything about the slide at once.

**Slide Sorter** - Gives thumbnails of all the slides in the presentation. Lets you see the big picture. Allows you to sort, move, add and delete slides easily. Useful near end of a project

**Notes Page** - Displays a page layout of the notes and the slide. Allows you to rearrange the notes and compare them to the content of your slide. **Slide Show**

- Plays the presentation from the beginning.

Turn on/off visual guides

### View Tab >> Show/Hide >> Ruler

### View Tab >> Show/Hide >> Gridlines

- Gridlines and rulers are used to measure and line up objects on a slide.

# Inserting and Formatting Text and Objects

## Insert Tab



Add text with text boxes

### Home Tab >> Drawing >> Text Box

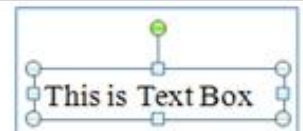
In PowerPoint all text is contained in **Text Boxes**.

- Click on **Text Box** button >> Click anywhere in the slide.
- Drag **circle corner points** or **square side points** of the text box to change its size.
- Click within the box to type text.



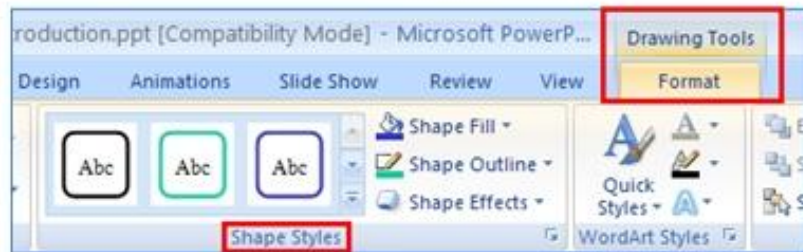
Move text box

- Bring the cursor over the text box borders.
- Cursor changes to the **move icon** (Cross with arrowheads). Hold on the mouse and move the text box.
- You can also **Nudge** a Text Box by selecting it and pressing the keyboard arrow keys.
- Rotate the text box:
  - o Bring the cursor over the green circle to rotate the text box.



**NOTE: You can move all the objects in a slide in the same way described above.**

Format text box



- Select the text box. The **Drawing Tools Tab** appears.
- Click on the **Format** tab. Format the selected text box in **Shape Styles**:
  - o Shape Fill -- Changes the fill color
  - o Shape Outline -- Changes the color, width, line style of outline
  - o Shape Effects -- Applies visual effects (shadow, bevel, etc.) to the text box

Format text in text box





- Select and highlight the text in the Text Box.
- Click on the **Home Tab**
- In the **Font Group** and Paragraph Group, you can format the Font, Size, colour, and style of the selected text.

Add WordArt -- fancy text

### Insert Tab >> Text >> WordArt

- Click on the **WordArt** button >> Select the style you like
- A WordArt Text Box appears in the slide. Type in.



Format WordArt	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select the WordArt in the slide.</li> <li><input type="checkbox"/> The <b>Drawing Tools Tab</b> will appear at the right end of the <b>Ribbon Tabs</b></li> <li><input type="checkbox"/> Click on the Format Tab.</li> <li><input type="checkbox"/> Format the selected WordArt in <b>WordArt Styles Group</b>.</li> </ul>	
Add shapes	<p><b>Insert Tab &gt;&gt; Illustration &gt;&gt; Shapes</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on the Shape button to see the list of available shapes. <input type="checkbox"/> Select the shape.</li> <li><input type="checkbox"/> Click on anywhere in the slide to insert the selected shape. <input type="checkbox"/></li> </ul>	
Format shapes	<p>Select the shape. <b>Drawing Tools Tab</b> appears</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Click on <b>Format</b> tab. Format the selected shape in <b>Shape Styles</b>: <ul style="list-style-type: none"> <li><input type="radio"/> Shape Fill -- Changes the fill color</li> <li><input type="radio"/> Shape Outline -- Changes the color, width, line style of outline</li> <li><input type="radio"/> Shape Effects -- Applies visual effects (shadow, bevel, etc.) to the shapes</li> </ul> </li> </ul> <p>NOTE: You can format the inserted shapes as you format "text box" using <b>Drawing Tools Tab</b>. See "Format text box" in the previous page.</p>	
Lay one shape over/under another	<ul style="list-style-type: none"> <li><input type="checkbox"/> Select the shape.</li> <li><input type="checkbox"/> The <b>Drawing Tools Tab</b> will appear</li> <li><input type="checkbox"/> Click on <b>Format</b> tab. Arrange the order in the <b>Arrange Group</b> : <ul style="list-style-type: none"> <li><input type="radio"/> <b>Bring to front</b></li> <li><input type="radio"/> <b>Send to back</b></li> </ul> </li> </ul>	
Group, Align and Rotate shapes	 <ul style="list-style-type: none"> <li><input type="checkbox"/> While holding the <b>shift</b> key, click on the objects you wish to group. <b>Drawing Tools</b> tab appears.</li> <li><input type="checkbox"/> Click on <b>Format</b> tab.</li> <li><input type="checkbox"/> To <b>group</b> the objects: Click on <b>Group</b> button in <b>Arrange Group</b></li> <li><input type="checkbox"/> To <b>align</b> the objects: Click on <b>Align</b> button in <b>Arrange Group</b></li> <li><input type="checkbox"/> To <b>rotate</b> the objects: Click on <b>Rotate</b> button in <b>Arrange Group</b></li> </ul> <p>Shapes in a group may still be moved and edited individually, and will continue to correspond to their group after being changed.</p>	
Add an image from a file	<p><b>Insert Tab &gt;&gt; Illustrations &gt;&gt; Picture</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Find the picture file you want to insert in the browser window.</li> </ul>	
Add an image from Clip Art	<p><b>Insert Tab &gt;&gt; Illustrations &gt;&gt; Clip Art</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Search for ClipArt and other media in the right-hand search panel.</li> <li><input type="checkbox"/> Check in "<b>Everywhere</b>" box under "<b>Search in</b>" for more extensive results</li> </ul>	

Format an image and Clip Art

Formatting process is basically the same as formatting "text box," "WordArt," or "Shape."



- Select objects (image or clip art). **Picture Tool Tab** appears.
- Format objects using **Adjust Group**, **Picture Styles Group** and **Arrange Group**.
- Move** objects: See the instruction of "Move Text Box"

## Formatting Slide Design

### Design Tab



Change the background

**Design Tabs >> Background >> Background Styles**

- Click on the **Format Background** button at the bottom.  Format Background window appears.
  - You can set the color, solid or gradient, transparency or choose picture/texture fill
  - Click on **Close** button to apply changes only to the current slide
  - Click on **Apply to All** to apply changes to all the slide

Change the theme

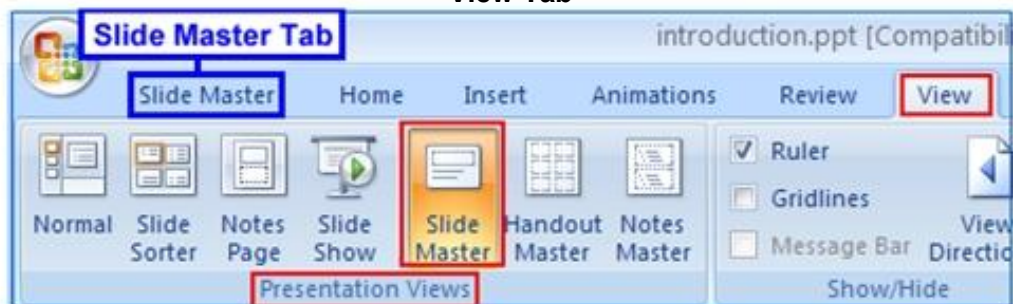
**Design Tabs >> Themes**

- Move the cursor over the theme buttons to preview different themes on your current slide.
- Click on any theme button to choose the theme, which will be applied to all the slides in your presentation.
- Colors** -- Changes the color scheme of the current theme
- Fonts** -- Changes the font of the current theme
- Effects** -- Changes the effects of the current theme

## Formatting Presentation in Slide Master

The Slide Master acts as a template for your entire presentation.  
Altering anything on the Slide Master will change it for all the slides in your presentation.


### View Tab



Open the Slide Master

**View Tab >> Presentation Views >> Slide Master**


- Slide Master Tab** appears on the left-hand side of Home Tab

<p>Edit the Slide Master</p>	<ul style="list-style-type: none"> <li>□ Click on <b>Slide Master Tab</b> provides a set of Slide Master formatting groups: <ul style="list-style-type: none"> <li>○ <b>Edit Master</b></li> <li>○ <b>Master Layout</b></li> <li>○ <b>Edit Theme</b></li> <li>○ <b>Background</b></li> <li>○ <b>Page Setup</b></li> <li>○ <b>Close</b> -- Click on <b>Close</b> button to go back to <b>Normal View</b>.</li> </ul> </li> </ul> 
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## Objects and Animation

### Animation Tab



<p>Create custom animation effects for objects</p>	<p><b>Animation Tab &gt;&gt; Animations &gt;&gt; Custom Animation</b></p> <ul style="list-style-type: none"> <li>□ <b>Custom Animation panel</b> appears on the right-hand side of the current slide.</li> <li>□ Select the object you wish to apply animation</li> <li>□ Click the <b>Add Effect</b> button and choose the animation style. <ul style="list-style-type: none"> <li>○ Frequently-used effects are found in "<b>Entrance</b>" styles in the menu</li> </ul> </li> <li>□ Click the <b>Play</b> button to preview the animation.</li> </ul> 
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<p>Modify Animation effects and order of animated objects</p>	<ul style="list-style-type: none"> <li>□ Customize animation effects under <b>Modify</b> in <b>Custom Animation panel</b>. <ul style="list-style-type: none"> <li>○ Start -- how to start the animation</li> <li>○ Direction -- direction of animation</li> <li>○ Speed -- speed of animation</li> </ul> </li> <li>□ Change orders of animated objects: <ul style="list-style-type: none"> <li>○ Select the object in the list under <b>Modify</b></li> <li>○ Hold on the mouse and bring up or down to change the order of objects</li> </ul> </li> </ul>
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<p>Create a slide transition</p>	<p>Slide transitions are animation effects that appear between slides. While they look fancy, these transitions can be distracting if overused. It is often good to keep this kind of animation to a minimum.</p> <p><b>Animation Tabs &gt;&gt; Animations &gt;&gt; Transition to This Slide</b></p> <ul style="list-style-type: none"> <li>□ Mover the cursor over the transition buttons to <u>preview</u> the effects.</li> <li>□ <u>Click on</u> the Transition effect button to <u>apply</u> the slide transition effect.</li> <li>□ Click on <b>Transition Sound</b> button to apply sound effect for transition.</li> <li>□ Click on <b>Transition Speed</b> button to adjust the speed.</li> <li>□ Click on <b>Apply to All</b> to apply the same transition effect to all the slides.</li> </ul>
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## Finishing Steps

Change the order of the slides	<ul style="list-style-type: none"><li><input type="checkbox"/> <b>View Tab &gt;&gt; Presentation Views &gt;&gt; Slide Sorter</b><ul style="list-style-type: none"><li>○ You can easily change the order, if you have a lot of slides. <input type="checkbox"/> Or, select <b>Slides tab</b> in the left frame in the <b>Normal View</b>. You can see thumbnails of the slides in your presentation.</li><li>○ Click on a slide thumbnail and drag up and down to change the order.</li></ul></li></ul>
Make notes	<p>Write your notes in the bottom frame in <b>Normal</b> view.</p> <p>To <b>Print</b> your notes:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> <b>Office Button &gt;&gt; Print &gt;&gt; Print What:</b></li><li><input type="checkbox"/> Select "<b>Note Pages</b>"</li></ul> <p><b>NOTE:</b> Notes are not visible during the slide show.</p>
Present the slide show	<p><b>Manual Presentation:</b> <b>View Tab &gt;&gt; Presentation Views &gt;&gt; Slide Show</b></p> <p>To move to the next slide in your presentation do one of the following:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Click the left mouse button</li><li><input type="checkbox"/> Hit the spacebar</li><li><input type="checkbox"/> Use the arrow keys on the keyboard. Up and left go back, right and down go forward.</li><li><input type="checkbox"/> Click on the Esc key on keyboard to go back to <b>Normal</b> view.</li></ul> <p><b>Automatic Presentation:</b> <b>Animations Tab&gt;&gt; Transition to this Slide &gt;&gt; Advance Slide</b> <input type="checkbox"/></p> <p>Click on the check box for "Automatically After."</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Set the time to automatically change to the next slide after a certain duration of time.</li><li><input type="checkbox"/> This feature is useful if you are under a time constraint or if you want to present in a more movie-like style.</li></ul>
Save a presentation	<p><b>MS Office Button &gt;&gt; Save As...</b></p> <p>In the lab, use <b>Save As...</b> to save your file to:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> USB drive</li><li><input type="checkbox"/> <b>UVicTemp (I:\ in My Computer)</b></li><li><input type="checkbox"/> You can also save the file to the desktop and attach it to an e-mail.</li></ul> <p style="text-align: center;">Please read the <b>Important Notes</b> on page 3 regarding <b>saving in Office 2007</b></p> <p style="text-align: center;"><b>Be sure to remember that any files saved to the desktop will be automatically deleted after you log off!</b></p>

Thank you for attending our Microsoft Power Point Training

If you need further assistance with your presentation visit or contact OIRE

