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## PowerPoint 2007



### The New Microsoft Office

When you first open any of the programs in Microsoft Office 2007, you'll notice right off the new look. The old menu system has been redesigned and is now called the Ribbon.

### Making Commands Easy to Find

All the commands are now available from the Ribbon in its three areas: the Tabs, Groups and Commands. This rich set of buttons along the top of the window, replaces all the hidden toolbars with the commands buried in drop down menus or side panes.

### Showing You Just the Commands You Use

The other goal of the Microsoft Office redesign was to reduce the number of commands offered into a primary or core set of commands narrowed down to the most often used. These are commands that used over and over. For instance, the Paste command which is used the most along with Cut and Copy. They are now grouped together within easy reach. Microsoft's features have now been arranged according to how much they are used.

### Benefits of Office XML

- Compact files: files are automatically compressed and can be up to 75% smaller in some cases.
- Improved damaged-file recovery: files can be opened even if a component within the file is damaged or corrupted.
- Better privacy and more control over personal information: documents can be shared confidentially.
- Better integration and interoperability of business data: documents, worksheets, presentations and forms can be saved in an XML file format that is freely available and royalty free.

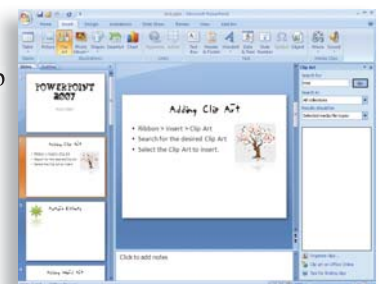
### Tips For A Well Organized Presentation

- Use the Outline tab in the left pane to organize your presentation before dealing with the aesthetics.
- Design your presentations to gain the group's attention.
- Be sure to inform your audience of the purpose of the presentation.
- Divide large amounts of information for improved visual clarity and learning.
- Maintain a frame-to-frame design consistency or the illusion of consistency.

### The Main Screen

When Powerpoint first opens, it defaults to new blank presentation which has four different areas or panes. Also, note the new Ribbon menu system at the top.

- **The Left Pane:** has the Slides Tab which has a thumbnail view of the slides you are working on and can be used to navigate through your slides. And the Outline Tab, which is the area to be used for organization and the bulk of the text writing.
- **The Slide Pane:** which defaults as a title slide. Here you type directly on the slide with the placeholder. This is a box with a dashed border where your text resides. Placeholders are also used for titles, lists or regular paragraphs and other content such as pictures or charts.
- **The Notes Pane:** this is the area to type any of your speaker notes or other information you want to keep about the presentation.
- **The Right Task Pane:** this menu will open when you insert and search for clip art to add to your presentation.



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## Building Your Presentation In The Outline Tab

- From the Left Pane, select the Outline Tab.
- Place the cursor to the right of the slide icon.
- Type in a title for your presentation and hit Enter. Note a new slide appears.
- To put in a sub-title, hit the Tab key. Type in your text and hit Enter.
- Note the position of the cursor, it is still in the sub-title position. Type in another sub-title.
- You can have five levels of sub-titles. Just be aware as you indent further, the smaller the text. It's best to only indent three levels.
- To decrease your indent, use Shift + Tab. This can be used to back out from any level of indentation, all the way to a new slide.
- Practice the Tab and Shift + Tab commands to move easily through organizing your presentation.

- 1 sub-title
  - 2 sub-title
    - 3 sub-title
      - 4 sub-title
        - » 5 sub-title

## Organizing Slides in the Outline Tab

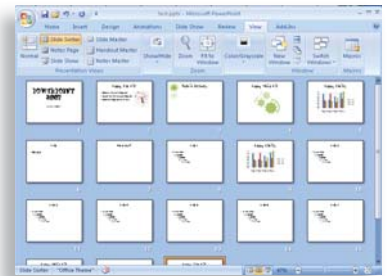
Having typed in your outline, you may wish to re-organize the order of slides, including title and sub-titles. This can be done in the Outline Tab as long as your presentation is not too large (under 20 slides).

- Place the cursor over the slide icon of the slide you wish to move.
- Press and hold the left mouse button.
- Notice that all parts of the slide become highlighted (titles and sub-titles).
- While still holding the mouse button, drag and drop the slide to the new position. A faint line appears to represent the slide as you move it around.
- Release the mouse button once you decide on the new location.
- You can also manipulate the indentation levels: hold and drag a slide to the right or left. Once again the line appears that represents the slide but is now vertical. By moving to the left or right, you can change the indents and even change a sub-title into a title on another slide.



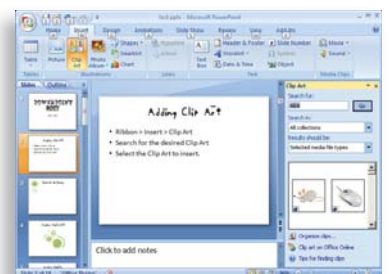
## Using the Slide Sorter

- Use the slide sorter when sorting a presentation that has more than twenty slides.
- Select the View tab in the Ribbon.
- From the Presentation Views group select Slide Sorter.
- Use the zoom slider in the bottom right corner to desired percentage. The lower the percentage, the more slides are visible but they are smaller.
- **To move an individual slide:** click and hold the desired slide and drag it to the new position. Release the mouse button once you've placed the slide in its new position. Note the vertical line that represents the slide.
- **To move a series of slides:** carefully drag your mouse over the slides to be moved or click the first slide then hold down the Shift key and click the last in the series. Let go of the mouse or Shift key, then grab the highlighted slides and drag & drop to new position.
- **To move out of sequence slides:** click a slide, hold down the Ctrl key while selecting any other slides. Release the Ctrl key, then click any of the highlighted slides and drag & drop to new position. Note the slides stay in their original sequence.



## Inserting Clip Art

- Place the cursor on the slide you wish to insert clip art.
- Click the Insert tab in the Ribbon.
- Select Clip Art and the Right Task Pane opens.
- In the 'Search for' box, type the desired clip art, for example; computer. Click Go. You will see a selection of different clip art.
- Click the image you want and it will insert on the selected slide.



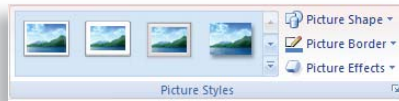
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## Editing Clip Art

- **To resize the clip art:** grab one of the corner handles and drag to the desired size.
- **To rotate the clip art:** grab the green dot, your cursor changes to a curved arrow, now drag around to rotate.
- **To delete clip art:** select the clip art and use the Delete button.
- **Preset Picture Styles:** there are 28 preset pictures styles that include picture shapes, borders and effects. Using the 'More' button on the picture style gallery, select the desired effect.
- **Picture Shape:** alter the shape of your clip art by selecting a shape from the gallery.
- **Picture Border:** change the border of your clip art by changing the color, line thickness and type of line.
- **Picture Effects:** choose from several effects; preset, shadow, reflection, glow, soft edges, bevel, 3-D rotation or any combination.



## Inserting Images From a File

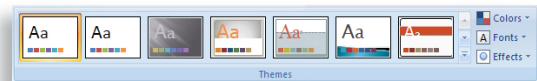
- From the Ribbon, select the Insert Tab.
- Select Picture in the Illustrations group.
- The Insert Picture dialog box opens.
- Browse to the location of the image you wish to insert and select it.
- Click Insert.
- Edit your image as you would a piece of clip art.

## Using PowerPoint Themes

PowerPoint 2007 can still use the older Design Templates but have been replaced by Themes to give you a sharper and cleaner look. Themes are composed of design choices, such as colors, fonts and effects. Themes are more subtle than lots of graphics and backgrounds.

- Select the Design tab on the Ribbon.
- From the Themes group select the down arrow with the slash above to view the gallery of themes. The recent used themes are visible without opening the gallery.

- Move your mouse over the different themes to see the effects and then click the theme to select.

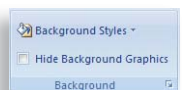
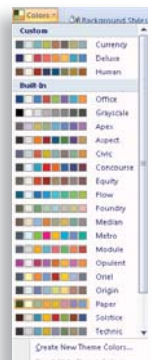


- When a theme is applied, be aware that the fonts, colors, styles and effects will change. Check all your slides to make sure nothing got lost or moved out of place.
- Themes can be changed as many times as you desire and at any time. They can also be customized.

## Customizing a Theme

You can use the same basic theme but change the colors, fonts and effects to get a slightly different presentation.

- Choose a theme from the Theme gallery.
- Check your slides to make sure everything is placed correctly.
- **To Change the Colors:** from the Theme group select Colors and choose from a preset selection or customize even further by choosing 'Create new theme colors'.
- **To Change the Fonts:** select Fonts from the Theme group and make your selection. This will change the text in the body of the slide.
- **To Change the Effects:** choose a slide with a graphic, table or chart on it. Then select Effects in the Theme group. Place your mouse over each effect to see the changes.
- **To Change the Background Styles:** another design element that can be changed is the Background Style. On the Design Tab, select Background Styles from the Background group. Use the drop down arrow to view the gallery.





## The Notes Pane

You can use the Notes Pane to write notes to yourself, speaker notes or any other message you need for each slide. These are not visible to a viewer unless you print the Notes Pages and give them out to the audience.

- For each slide type your notes in the Notes pane at the bottom of the window. Be aware that if you keep writing in the Notes pane and you fill the page, you will not see this from the Pane view.

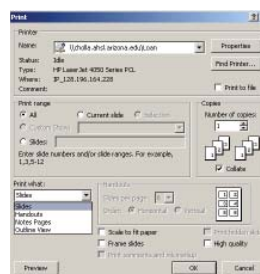
## Create the Notes Pages

- To view the Notes Pages select the View tab from the Ribbon. Click on Notes Master in the Presentation Views group.
- Each Notes page as a image of a slide, along with any of the notes that go with that slide. You can embellish your notes with charts, pictures, tables or other illustrations.
- You can change the size of the slide image, so you can have more area for notes by simply dragging one of the corner handles inward to make the slide smaller. Then move it to the location you wish.
- You can add an image, such as a company logo by adding it to the Notes Master by inserting the image.
- To go back to the normal view, select the View tab and then Normal from the Presentation Views group.



## Print the Notes Pages

- Open the presentation.
- Click the Office Button in the upper left corner and select Print.
- The Print Dialog opens.
- Click the down arrow under the 'Print What' box.
- Select Notes Pages and click OK.



## Saving Your Presentation

- Click on the Office Button in the upper right corner.
- There are several options when saving your presentation.
- Save as a PowerPoint Presentation, which is the default and assigns the .pptx extension.
- Save as a PowerPoint Show. This can only be viewed, not edited.
- Save as a PowerPoint 97-2003 Presentation. Use this if the presentation will be used on older versions of Office.
- Save as a PDF or XPS.
- Or use Save as Other Formats to open the 'Save As' dialog box to see all possible formats available.
- **Note:** Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats will allow older versions of Office to open the new 2007 version. It is available at [www.Microsoft.com/office](http://www.Microsoft.com/office) in their download area under Converters.
- Note: You will also need to download the patch to save as PDF or XPS in the same area listed under Add-Ins.

