



Introduction

What is PowerPoint?

PowerPoint 2007 is a tool to create presentations or slideshows. Used by students and professionals alike, these presentations upon creation can then be used either on a monitor, projected, printed or put on slides, as well as be uploaded to the internet. More than anything, it is a program that makes a presentation appear time-consuming in producing, but couldn't be easier.



New in 2007

In addition to the new user-friendly interface, PowerPoint 2007 has more theme and layout capabilities to create professional presentations quickly and without the need of additional graphic design programs. It has also included more effects to keep up with the changing times. The general function of the program, however, remains the same; slides to depict and organize content for a range of presentations.

Program Layout

The PowerPoint Screen consists of basically three areas: the **upper toolbars** on the screen are comprised of fundamental program options such as opening, saving and closing presentations. The tabs directly below contain the various tools and submenus you will be using throughout your work in PowerPoint. The frame cascading down the left-hand side of the window consists of the various views you may have of your presentation. This allows you to **navigate** through several slides without confusion. And lastly the main window is the blank presentation in **normal view**—the window in which you'll be working on the slides directly. There is also a status bar at the bottom that gives you more information on the slide you are currently working on.




Lower Status bar allows you to zoom and change your Views of the slide you're working on.

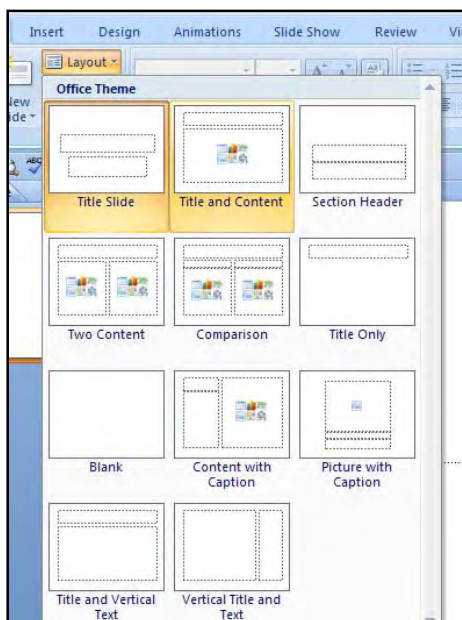
Creating a Presentation (the Home Ribbon)

When you open Power Point, you are automatically presented with a blank slide. This is how you begin from **scratch**—a blank canvas that you may do with as you wish. If you have a particular design in mind this may be your best bet. Especially if you prefer to abstain from conforming to generated themes.



Being that it's referred to as the **Home Ribbon**, you can imagine a majority of the things you will want to do in PowerPoint will be located here. Each button is fairly self-explanatory; if you've ever used Word you'll know how the clipboard works, the text formatting options, etc. While working you can create additional slides by clicking the New Slide button as pictured above.

If you are wary of your design capabilities, selecting a **theme** will be your best bet. A theme will give you predetermined background color, text font and color, as well as graphic effects that all coordinate together. To see themes, select the Design Ribbon For more options click the Microsoft Office icon  in the upper left corner. Select "new presentation" and you will be provided options for **templates** provided by Microsoft. The templates are pre-generated slides that are specific to certain projects you may be doing (example: photo album, work proposal, etc.). You may also download additional templates from the Microsoft site.

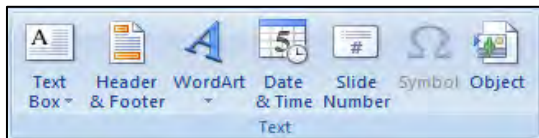


Formatting

The **Layout** button situated to the right of the New Slide button gives the options of various text-to-image layouts for an existing slide.

Formatting **Text** is exactly the same as it is in Word, complete with altering fonts, sizes, colors, paragraph alignment, etc. The **drawing** window in this ribbon mirrors the simple drawing objects you can create in Word.

Adding Content (the Insert Ribbon) Text



Before you can begin typing text, you must click within a preset text box or create your own text box. If you have chosen a pre-designed slide layout, a new slide will already appear with designated text boxes (designated by gray dotted or squiggly lines).

To create your own text box: Select the Insert tab and click on **Text Box**. Position your mouse where you want the text box to appear and then click and drag to insert the text box. Under text on the Insert ribbon you have other text-related options: these are virtually like the options you have in Word2007 and can use them accordingly.

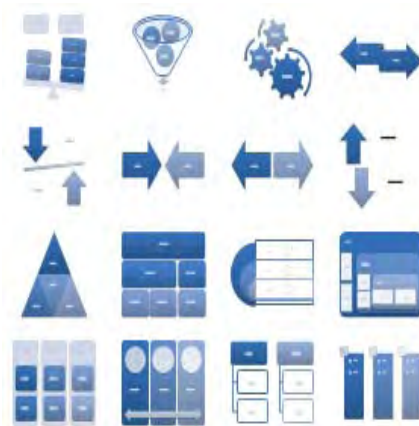
Illustrations



No presentation would be complete without a few visuals to drive your points home with viewers. The usual suspects are present: inserting a **picture** allows you to upload any image file from your computer, using **clip art** gives you images available from the Microsoft clipart gallery (more available online from the gallery site), and **shapes** includes an array basic line graphics for those who want simplistic visuals. The **Chart** option opens up a window that is similar to the Excel2007 chart wizard—you are given various modes of expressing data and can from there organize and make it visually pleasing.

New to 2007 are the **SmartArt** and **Photo Album** tools. With one click of the **SmartArt** button you have the ability to turn your bullet points of text into visuals. The wide range of options makes it possible for you to find just the right way to visually express the relationships of your ideas.

Photo Album makes the iterative process of uploading photo after photo less tedious. A wizard pops up that allows you to upload all photos in a single session and you may add text simultaneously.




A few of the options available with SmartArt.

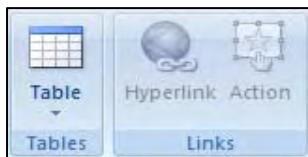
Media



Sometimes for a presentation you will need to add a short film clip or other kind of interactive media. The **movie** button gives you the choice of either uploading a movie file from your hard drive, or you may wish to use a movie from the clip organizer that is the equivalent of the clipart gallery.

Sound when used carefully in a presentation (very carefully!) can be what separates the good projects from the great projects. As with the movies you can either upload your own **sounds** or used included sounds from the clip organizer. Once you've selected a **sound** PowerPoint will ask if you wish for the **sound** to begin automatically or when clicked. If you are going to begin the **sound** clip, this little button  will appear on your slide. When you test your presentation, clicking it during the show will make your **sound** file begin to play.

Tables and Links



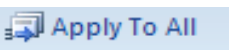
If you wish to insert a **table** such as one you may have generated in Excel, select the **table** button and you will be then prompted to choose the number of rows and columns you wish to have in your **table**. Press OK and Powerpoint has just generated a **table** for you with a snap-snap.

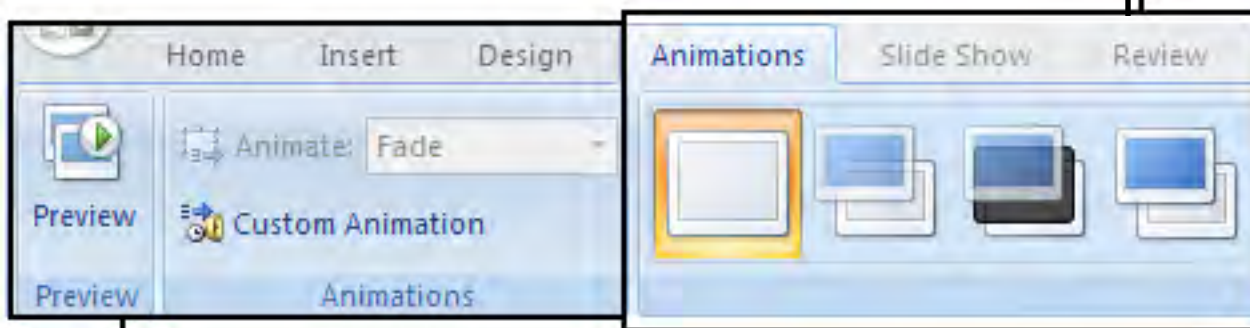
Inserting a **hyperlink** is no different from any of the other content we've added thus far. Select the **hyperlink** button and the window prompt will ask you to type in the url address. The hyperlink will then appear on the slide.

The **action** button is new to 2007, and gives you the ability to make either text or an image become a rollover button that when clicked will navigate to a specific page within the presentation. Click **action** and the prompted window will give more specific options.

Dynamic Presentations (the Animation Ribbon)

Transitions

Transitions are the animations that occur as your presentation goes from one slide to the next. The majority of the Animation ribbon is taken up by the gallery of available **transitions**. Click the arrow button to the right of the transitions to see an expanded view. Mousing over each selection will give you a preview of how the slide will behave. Click the desired **transition** to assign it to the current slide. If you wish for all of your slides to behave this way, in addition to clicking the **transition** select the  button to the right of the **transitions**.



Animations

Animations can be applied to any objects you have inserted onto your slide. As with most aspects of Powerpoint, you have the option of selecting pre-generated animations, or you may take the more time-consuming approach of making your own custom animations. The faded out "Animate: Fade" drop-down window in the image above is what you select to choose from the various animations to assign to your object. The custom animation gives a multitude of options, but keep in mind using too many different animations can turn your presentation from something exciting to just downright annoying! Less is more.

Finishing Touches

Running the Show



When you finally have your presentation looking the way you want, (be sure to use the **spellchecker** under the Review ribbon) you are ready to preview your slideshow. The two options “From beginning” and “From

current Slide” are what you click to begin the show.

Another useful tool in the final preparation is the **slide-timing** feature available. If your presentation must be a certain amount of time, assigning times for each slide can keep the presentation moving on schedule if you get caught up during your presentation.



There are some additional output options you may select, like the resolution of the monitor your presentations being projected from, but these are some advanced tasks that you may wish to explore on your own once you have the essentials down.

Saving

While located at the end of the tutorial, you should be saving your work frequently while using PowerPoint. Saving in PowerPoint is no different than with any other Windows program, but the one point to remember is that you should save your presentation as a .ppt file and NOT a .pptx file. This will make your presentation compatible with the majority of us who do not have Office2007 and you will be spared the horror of going to class with a PowerPoint presentation that can't run.

Printing

You have four options when printing out your project. After clicking print from the office2007 logo, the print dialog box will appear and under output you may select:

Slide: One slide per page. Not the eco-friendly choice.

Handouts: These are thumbnails of your slide with additional lines for your audience to take notes. How sweet of you!

Notes: One slide per page with the notes you wrote in PowerPoint on the lower-half of the page. These are pre-made note cards for you as you present.

Outline: This is a text-version of your presentation. None of your slides are printed.

Additional Resources

Microsoft provides extensive help on PowerPoint within the program itself. Right below the minimize/maximize/close buttons in the upper-right corner is a little bubbly question mark. Select this to open a window with assistance for all of your PowerPoint needs.

If you need more help, sometimes it is best simply to Google your question and see what turns up. There are so many people available online via message boards and tutorials to provide different insight on using PowerPoint2007.

Before Leaving, please take into account the following Aesthetic Commandments of PowerPoint:

1. Use dark-colored slides in a darkened room, light-colored in a lit room.
2. Make sure the slide background contrasts well with the text and other content. No baby blue text on a white background!
3. Do not write up your entire presentation onto the slides: Only the key points.
4. Use at most two different animations for your objects. More than that results in chaos.
5. Use one or two different transitions for your slides. The reasoning is the same as with animations.

Good luck with your presentations.