

PowerPoint

Microsoft Office 2007

A Syosset Public Library Reference
Training Class

Introduction to PowerPoint 2007

- PowerPoint 2007 follows a similar layout to other Microsoft Office 2007 programs. (Word, Excel, etc).
- The office button in the top left has the functions **NEW**, **OPEN**, **SAVE**, **PRINT**, and **CLOSE**, which should already be familiar.
- For **HELP** click the blue question mark (?) in the upper right corner, and search or browse topics.

Introduction to PowerPoint 2007

- The tabs across the top each present different buttons and menus for easy access. They are grouped in sections according to what they do.
- The tab you are using will be highlighted lighter than the others.
- If you click a different heading, the buttons and options will change.
- This course will focus on the most simple and frequently used functions.

Introduction to PowerPoint 2007

- The **Home** tab includes the most frequently used functions.
 - The sections marked **Clipboard**, **Font**, **Paragraph**, **Drawing** and **Editing** are found in other MS (Microsoft) Office programs. We will not review those in this class.
- The **Slides** group is the most important set of functions in PowerPoint.

Introduction to PowerPoint 2007

- Each page in PowerPoint is called a “slide”.
- **New slide** will add a slide, immediately after the slide you last clicked or edited. (See the column at left).
- **Delete** will delete the slide you click on at the left.
- **Layout** lets you choose a different slide layout, affecting the appearance of the slide, pre-defined styles for headings, text, etc. Click the layout button to view these options.

Slide Layout

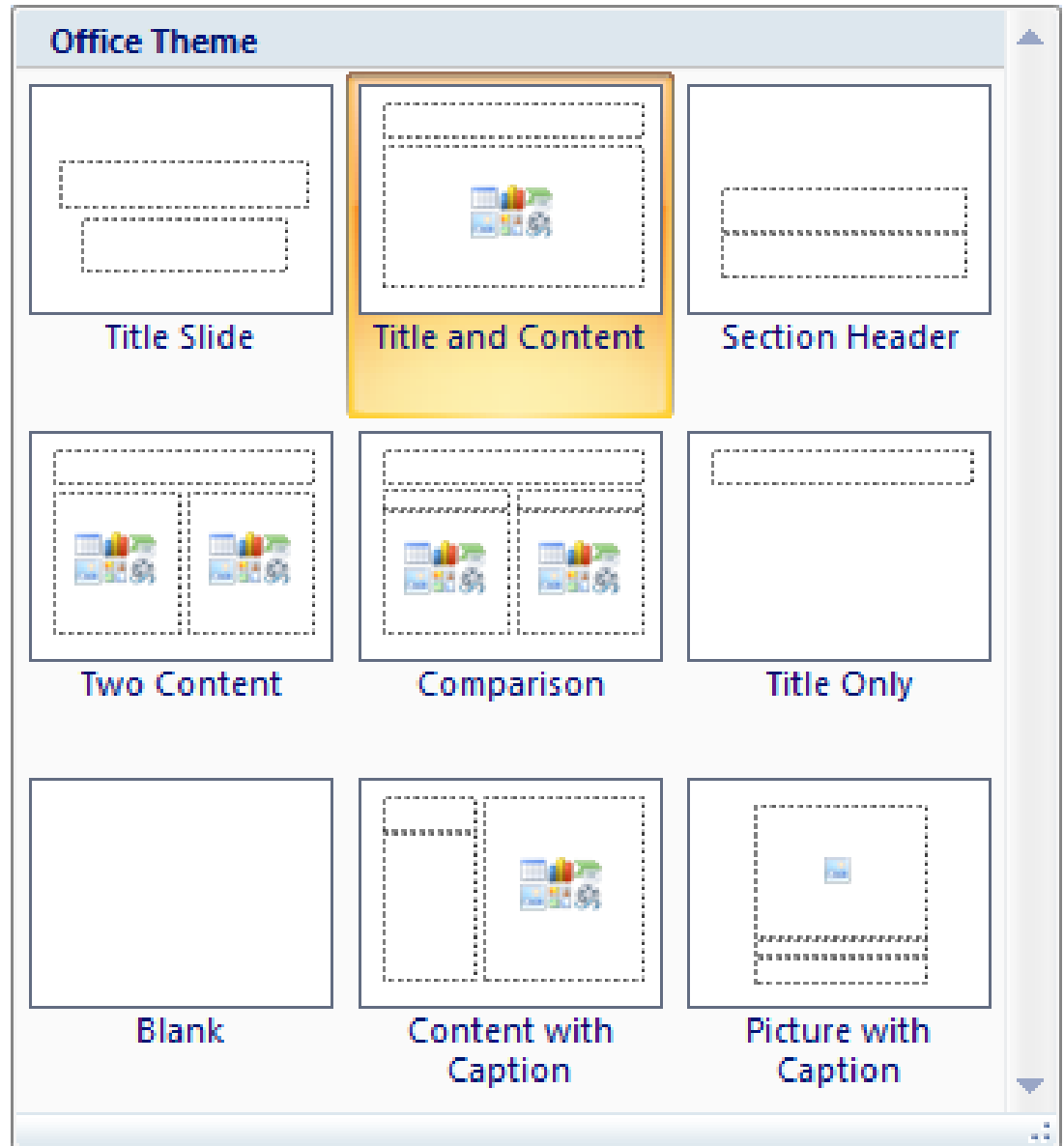
These are some predefined slide layouts.

The **default** is **Title and Content**.

THIS slide is **Content with Caption**.

There are others. Just explore and choose one you like.

Even though there are default settings for the text size, font, bullets, etc, you do not have to follow them. You can change them according to your own preferences.



Introduction to PowerPoint 2007

- **Insert Tab & Review tab**
 - These are very similar to most MS Office programs.
 - Insert lets you put pictures, charts and other items in you presentation
 - Review lets you spell check your document, among other things.
 - They are not covered in this class.

Introduction to PowerPoint 2007

- Arranging your slide order:
 - Viewing the slides at the left, you can rearrange the order, by clicking and dragging them.
 - You can insert a slide between two existing slides, by clicking the one before your new slide, and clicking **New Slide**.
 - On the View Tab there is a slide sorter.
(Click **View**; click **Slide Sorter**. To return to Normal view, click **View**, then click **Normal**.)

Introduction to PowerPoint 2007

- **View** tab will let you
 - Preview your slide show, the way your viewer will see it.
 - Switch to the view for the **Notes Pages** (one for each slide) for the speaker to follow
 - Design the **Slide Master**, including backgrounds, themes, fonts and bullets.
 - Use the **Slide Sorter** (or return to Normal View)

Introduction to PowerPoint 2007

- **Slide Show** tab
 - **From Beginning** lets you view your presentation as viewer sees it; or start **From Current Slide** if you prefer.
 - Other useful functions are on this tab, such as recording narration, but not covered in this class. See the **Help** button, or look for more information in a library book.

Introduction to PowerPoint 2007

- **Animations** tab
 - This tab lets you set up slide transitions, using special visual effects (dissolve, wipe, push, etc)
 - You can set the speed, and allow it to change automatically, or on mouse click. (This is checked as the default option; it is often the best choice).

Introduction to PowerPoint 2007

- **Design** tab
 - This lets you choose the background, and other style elements, such as font and color scheme.
 - You can also change the slides from landscape to portrait orientation.

Introduction to PowerPoint 2007

- Save your presentation as 97-2003 (compatible mode) if it needs to run on an older computer. Not all computers have Office 2007 yet.

Introduction to PowerPoint 2007

- To print handouts:
 - Go to **Office Button** and click **Print**.
 - (**Quick Print** prints full sized slides, one to a page).
 - In the bottom left, where it says, “Print What” click the pull down and choose **Handouts**.
 - To the right, the default number is 6 slides per page, and order is Horizontal. These are the most familiar, and best left unchanged.

Introduction to PowerPoint 2007

- To print handouts:
 - Click **Preview** to see how they will look.
 - Either **Close Print Preview** to edit the presentation, or
 - Click **Print** to print handouts.

Introduction to PowerPoint 2007

- Keep it simple
 - Few bullets. Few words.
 - Don't overdo the special effects, unless it is for that kind of program or audience.
 - Keep it visually simple, and easy to read, whether on a giant screen, a computer screen, or handouts.
 - Test your presentation out as in all the formats that you need (notes, handouts, etc)