PowerPoint 2007 Basics

Step by Step Guide

Camosun College AudioVisual Services, Summer 2008

Follow these steps to create a basic slide show with images, design, animations and transitions, and print it in various formats.

A. Computer log-on

B. Start Microsoft PowerPoint 2007
- The Office Button and the Quick Access Toolbar
- The Ribbon: menus and groups of command buttons
- Live Preview

C. Explore PowerPoint views
- Create a title slide (Slide 1)
- Save your presentation

D. Add a new slide
- Create a bulleted list (Slide 2)

E. Images
- Image guidelines (Slide 3)
- Insert a picture (Slide 4)
- Resize and reposition the picture

G. Insert a picture from the internet (Slide 5)

H. Slide design

I. Slide transitions

J. Animation effects

K. Print handouts and notes pages

L. View your slide show

A. Computer log-on

Computer log-on procedure in Camosun GP Labs:

Log-on: Log on using you Camosun ID number as your username (example: C0123456)
Password: Use the password you created for you Camosun account. (For first-time log-on, use
              your birth date (mmddyy) as password. You will be prompted to create a new
   password.)
You should now see the Windows desktop.

Note: Remember to log-off when you when you are finished on your computer.

B. Start Microsoft PowerPoint 2007

To open PowerPoint, click on the **Start** menu, select **Programs**, select **Microsoft Office**, and select
Microsoft Office PowerPoint 2007.
Or, click on the **PowerPoint 2007** icon in the taskbar or on the desktop.

When you open PowerPoint, it starts with the title slide of a blank presentation.
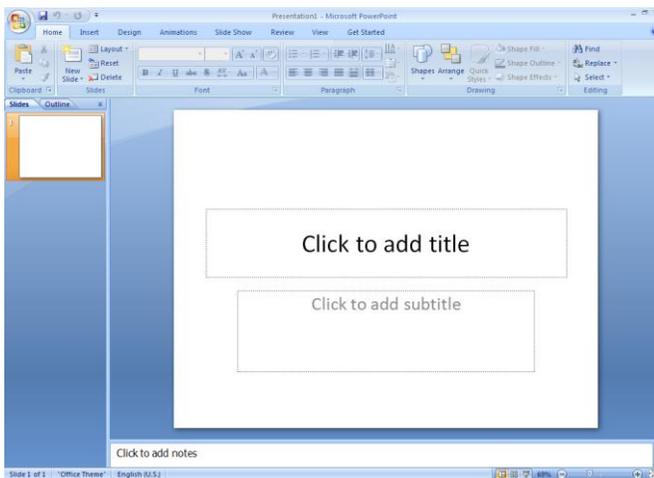
- **The Office Button and the Quick Access Toolbar**

The circular button in the top, left-hand corner of the screen
is the Office Button. This is where you can open, save and
print your presentation.

The Quick Access Toolbar is beside the Office Button, and
allows you to save your presentation or undo the last
changes you made.

The Office Button

Quick Access Toolbar
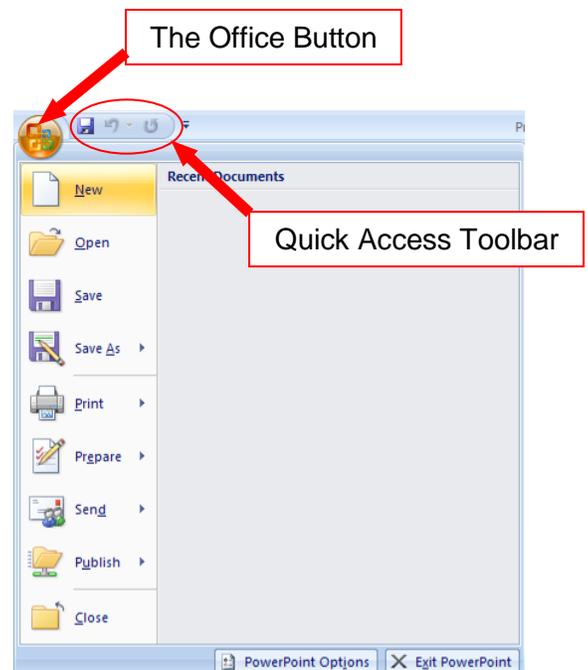
- ### The Ribbon

The Ribbon is the area at the top of screen that contains menu tabs that in turn contain groups of command buttons. The menu tabs, groups and command buttons may change depending on what you have selected on the slide in your presentation.


- ### Live Preview

Live Preview shows you what the various design choices look like on your slide before you actually select them from the list of choices in the ribbon. When you hold your mouse pointer over a preset style, that style is displayed on your slide exactly how it would look if you were to select it.

C. Explore PowerPoint Views

The Normal View of PowerPoint is made up of the Office Button, Quick Access Toolbar and Ribbon at the top, with the Slide View Pane down the left hand side, the Notes Pane at the bottom, and the Slide in the middle of the screen.
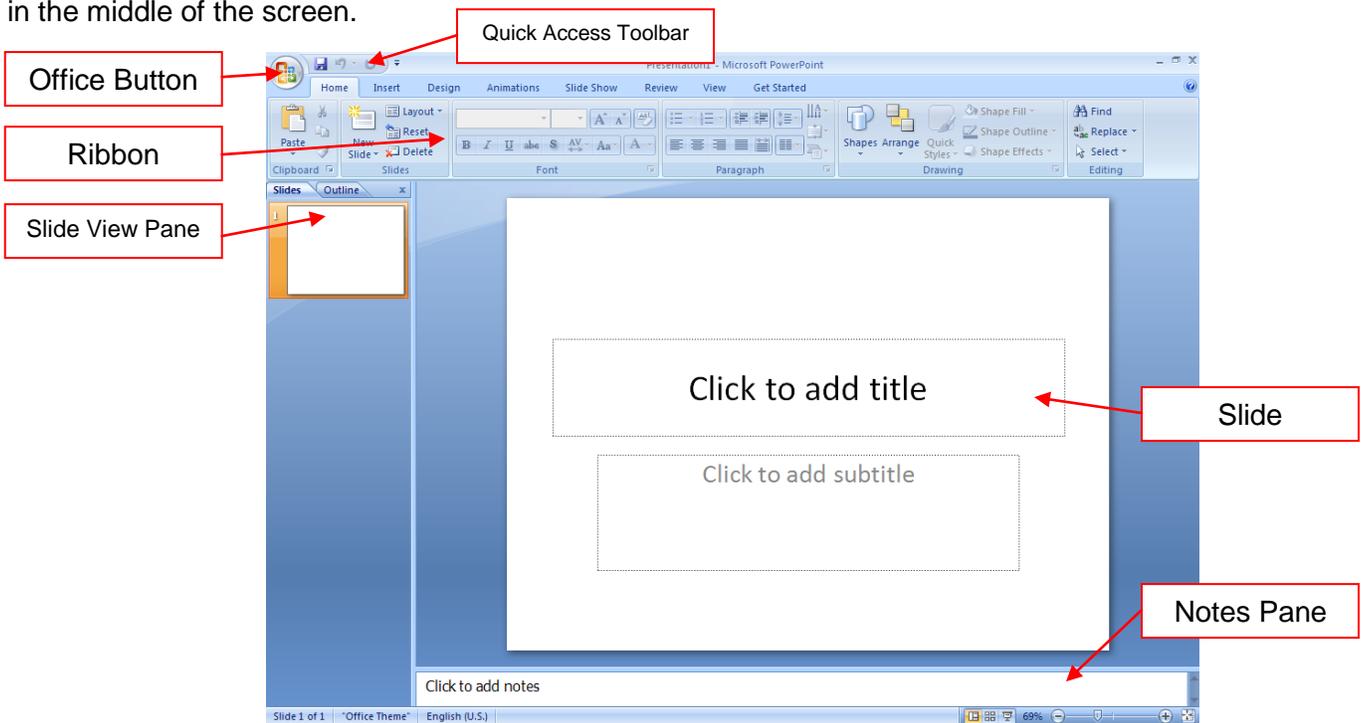
- **<u>Create the title slide (Slide 1)</u>**

To create a title slide, click in the placeholder or *text box* and type in your title text:
My presentation

Click in the subtitle text box to add your subtitle text:
By (Your Name)
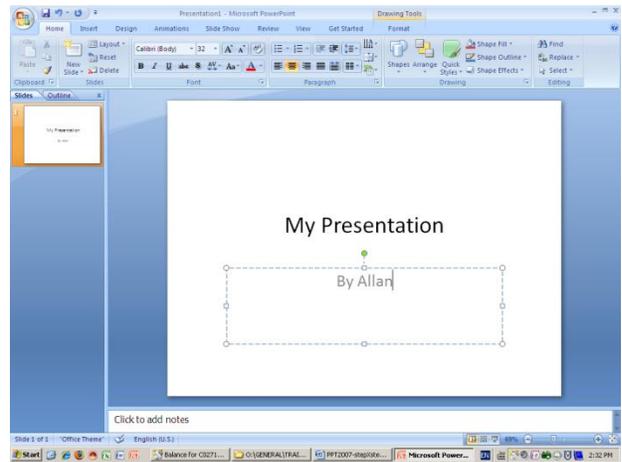
- **<u>Save your presentation</u>**

To save a new presentation, or save a different version of an existing presentation, click on the **Office Button** and select **Save As**. You can save your presentation as a PowerPoint 2007 Presentation (.pptx), a PowerPoint Show (.ppsx), or as a Windows 97-2003 Presentation (.ppt). Remember to save your presentation after adding each new slide and whenever you make changes.
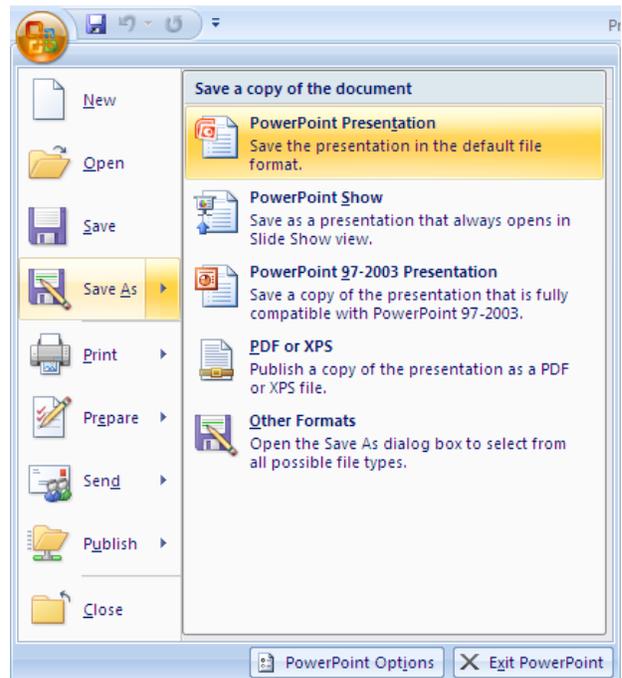
The different view options can be accessed by clicking on the <u>View</u> tab in the ribbon.

The <u>Slide Sorter View</u> shows the slides in your presentation in numerical order and allows you to change the order of your slides and add transition effects.

The <u>Slide Show View</u> shows you presentation on the full screen, either from the current slide, or from the first slide (F5). The Escape (ESC) key gets you back to your previous view from the full screen slide show.

The <u>Notes Page View</u> shows a preview of your printed notes page for each slide. Each notes page will have a graphic representation of the slide with the notes area below it. The text of your notes can also be added on the Notes Page View.

The <u>Master View</u> provides access to the design template for each preset slide layout, handout layout, and notes page. Changes made to the text formatting, background, and placeholders in the Master View will affect all of the slides, handouts and notes pages in the presentation.

D. Add a new slide

To add a new slide to your presentation, open the **Home** tab in the ribbon and click on the **New Slide** button in the Slides group. You can select from a list of new slide layout choices by clicking on the New Slide drop-down list. PowerPoint will add a *Title and Content* preset slide when you click on the New Slide button.

- **Add a new slide to your presentation. (Slide 2)**

In the title textbox, enter the text:
PowerPoint Tips

In the content placeholder, enter the following bulleted list:
- **Use key words**
- **Limit text per slide**
- **Keep it simple**

To select the text for formatting, click inside the text box to make the placeholder visible and then click on the outline of the placeholder. The outline will change from a dotted line to a solid line. When the placeholder is a solid line it means the textbox is selected and its contents are ready for editing. You can also click and drag the cursor over the text to select the text for editing.

When your text is selected, you can change the font, color, and format of the text.

To create sub-text, create a new line after "Limit text per slide" and type in:
- **3-5 words per line**
- **6 lines per page**

Select the two new lines and click on the Increase Indent button in the Paragraph group in the Home menu. The indent will increase and the bullet style will change.
- o **3-5 words per line**
- o **6 lines per page**


PowerPoint Tips

- Use key words
- Limit text per slide
  - 3-5 words per line
  - 6 lines per page
- Keep it simple
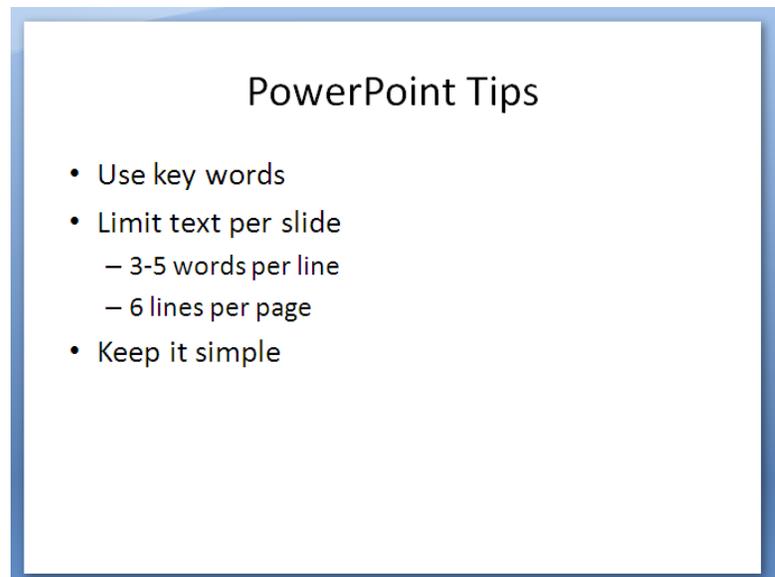
E. Images

PowerPoint enables you to insert shapes, charts, SmartArt, clip-art, and digital photos into your presentation. Shapes and SmartArt are made in PowerPoint, charts and graphs can be made in PowerPoint or imported from Microsoft Excel, and clip-art or digital photos can be inserted into PowerPoint from your computer, network drive, or the internet.
Clip-art files will usually be .wmf or .gif files and digital photos will usually be .jpg files. Digital photos may also be .tiff or .bmp files.

It's important to be aware of the size of a digital photo, both the size of the digital file, measured in bytes, and the size of the image measured in pixels. The size of the image will be measured in the number of pixels in width by the number of pixels in height. The image size of a standard computer screen is 1024 pixels wide by 768 pixels high, so if you have a digital photo that is 1024 by 768, it will fill up a PowerPoint slide without resizing it. A photo that is 600 by 400 will take up about ¼ of the slide without resizing. Photos that are larger or smaller than 1024 by 768 can be resized to fit in a slide, but photos that are very small will be poor quality if they are resized larger by a large amount.
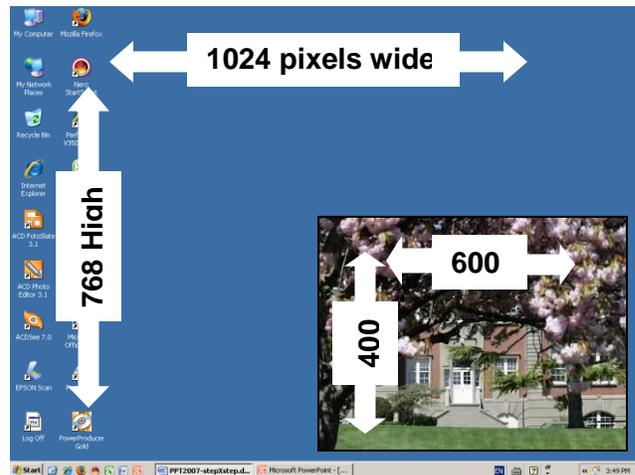
- **Add another new slide to your presentation (Slide 3)**

In the Title text-box, enter the text:
- **Image Guidelines**

In the content placeholder, enter the following bulleted list:
- **Restrict final file size**
- **Use compressed files - .jpg, .gif, .wmf**
- **Don't enlarge small images by much**
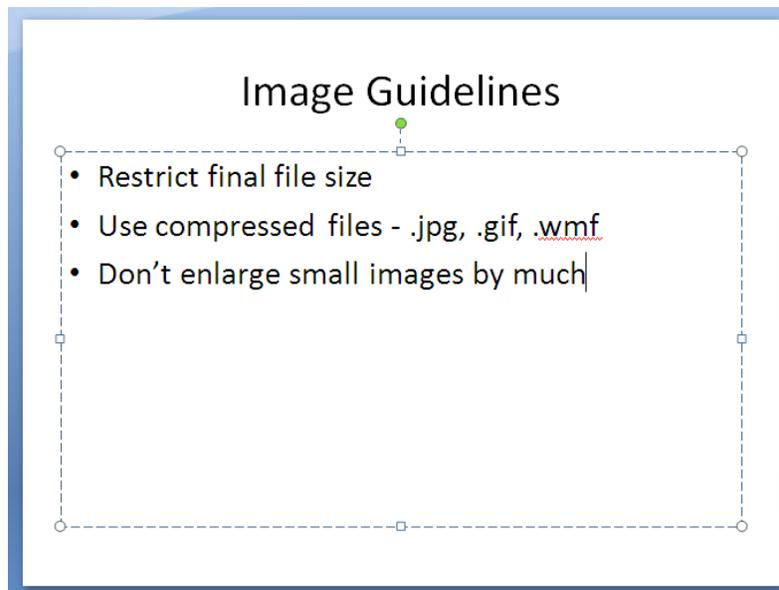
- **Add another new slide to your presentation (Slide 4)**

From the **Insert** tab on the ribbon, select **Picture** from the **Illustration** group.
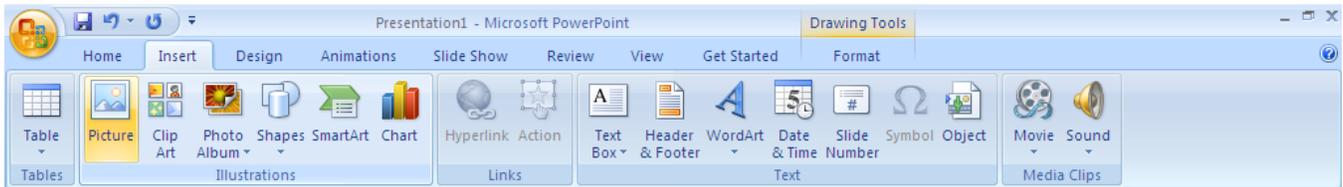
The Insert Picture dialog box will open.

Select the location on your hard drive or network drive that contains the image you want to insert.

Select the image file and click the Insert button.
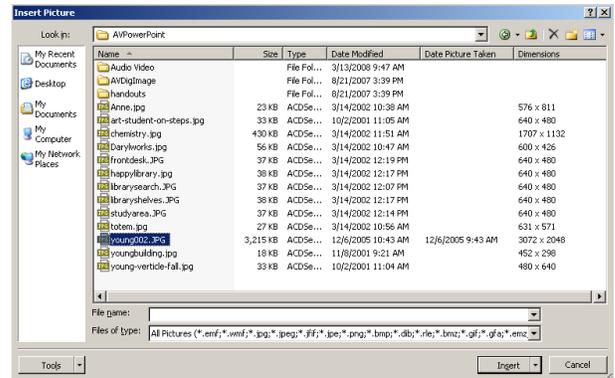
- **Resize and position the photo**

Click on the image to select the picture. The ribbon will change to show the Picture Tools, *Format* tab, and *handles* will appear on the corners and edges of the picture.

To resize the picture, click and hold the mouse pointer on a handle on the corner of the picture. Drag the handle diagonally toward or away from the center of the picture to resize it smaller or bigger. Release the mouse button to let go of the handle.

To move the picture, click and hold the mouse pointer anywhere on the picture. Drag the picture to where you want it on the slide, and release the mouse button to place the picture in its new location.

G. Insert a picture from the internet

Using Internet Explorer, go to http://www.google.ca/ and select Images in the top left corner. Select a topic for an image search and search images. The images will be displayed with their name, dimensions, file size, file type and web address.

Click on a .jpg image that is several hundred pixels wide. This will open the web page that contains the image. Click on the phrase; See full size image to see the full size image. This will bring up the full size image in a window. This is the version of the image that you want to copy to your computer and insert into your presentation.

To copy the image to your computer, *right click* on the image, select Save Picture As, and select a location on your computer to save the image. Once the image is saved on your computer, you can insert it into your presentation as you did with slide 4.

If you use an image from a web site you must credit the source by displaying the web address the image is from in your presentation. This is done by copying the web address from the Internet Explorer address bar and pasting it in a textbox on the slide with the image. Ask a librarian if you have questions about copyright permissions and how to cite your sources properly.

H. Slide Design
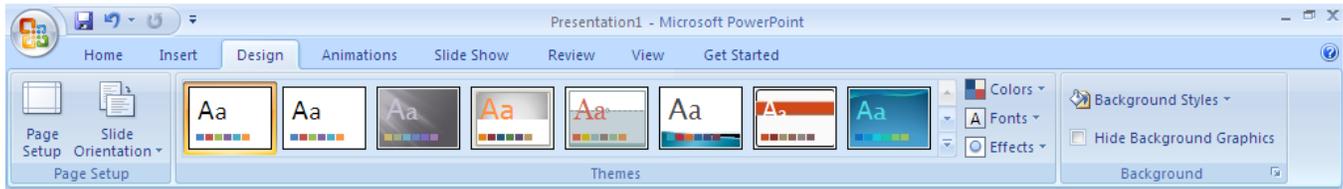
Changes to the design of you presentation can be made by opening the **Design** tab on the ribbon. This gives you access to a variety of preset themes, color combinations, fonts and effects. Use the drop-down menus to see all the possible choices and holding the mouse pointer over the example to preview the selection. Each theme can be modified with an assortment of color combinations, fonts and effects. Use a slide design that is appropriate for your topic and has enough contrast between the text and background to make it easy to read from the back of the room.

I. Slide Transitions

Transitions are the effects between slides and are located in the **Animations** tab in the ribbon. The transitions can be previewed by holding the mouse pointer over the transition icon in the drop-down list of transitions. The transition can be applied to the selected slide or to all slides in the presentation. It's best to use simple transitions, like a fade or wipe, as more complicated transitions can distract your audience from your message.


J. Custom Animation

Custom Animations are movements that can be applied to text, objects or pictures on an individual slide. The Custom Animations button in the Animations tab of the ribbon will open a task pane on the right side of the screen that gives you access to Entrance effects, Emphasis effects, Exit effects and Motion Paths. To animate an object, select the text box, shape or picture, then select an effect from the Add Effect drop-down list. Animation effects can start on a mouse click, with the previous mouse click, or after a specified amount of time. The speed and direction of the effect can also be modified.
As with transitions, it's best to use simple animations so you don't distract your audience from your message.

K. Printing Slides, Handouts or Speaker Notes

The Print dialog box can be opened by clicking on the **Office Button** and selecting the **Print** option. Select what you want to print from the *Print what:* drop-down menu. You have a choice of printing your slides, handout pages, notes pages or the outline view of your slides. When printing handouts, you have a choice of how many slides on each page.
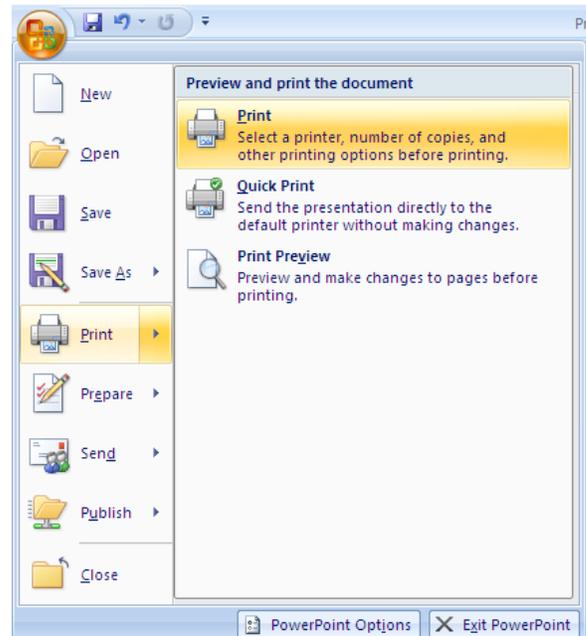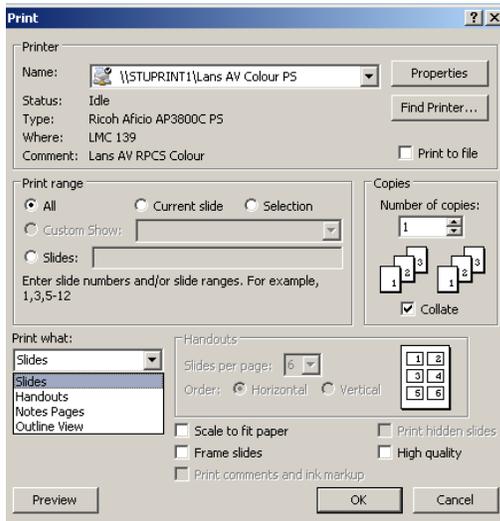
L. View Your Slide Show

To view your slide show, open the **Slide Show** tab in the ribbon and select **From Beginning** or **From Current Slide**. The keyboard shortcut to view your slide show from the beginning is the F5 key.
To advance to the next slide:
- Left mouse click
- Space bar
- Page up/down
- Arrow up/down, foreword/back
- N key = next
- P key = previous
- Type a slide number and press enter to go to that slide
- The B key will black out the screen and the W key will white out the screen.

The escape key (Esc) will close the full screen slide show.