



INTRODUCTION TO POWERPOINT 2007

Objectives:

- Examine the opening screen
- Create a New Presentation
 - Using a Title Page slide
 - Using a Bulleted slide
 - Using a Bulleted slide with clip art
 - Apply clip art to a slide.
- Add animation to the slides
- Add a transition to the slides
- Add a design template to the slides.
- Use the Slide Sorter
- Run a slide show

Microsoft PowerPoint is a powerful and easy-to-use program that helps you prepare high-quality presentations. A presentation is a group of slides that you create. The slides are stored together in a file. Each slide illustrates a point that contributes to the overall subject of the presentation.



Title Bar	The title bar is the area at the top of a window that contains the name of the application and the active file.
Ribbon Bar	The ribbon bar has tabs across the top of the screen that may be opened to reveal additional toolbars related to the tab.
Quick Access Toolbar	The Quick Access toolbar is located on the left side of the title bar and contains buttons that provide quick access to commonly used tools and options for the application.
Office Button	Is located on the left side of the screen below the Title Bar and has commands formally under the file menu, such as, New, Open, Save, Print.

Open an Existing Presentation	The Office Button option allows you to open a presentation that already has been created and saved.
Blank Presentation	The Blank Presentation option opens PowerPoint's default presentation. You can design or save any presentation as the default so that presentation will open every time you select the blank Presentation option.
Design Template	A template is a slide or presentation that provides a predefined format and color scheme that can be applied to another presentation

Choose *Creating a new presentation*:

Open the PowerPoint program.

In the opening window, Click in the space where it says to Click to add Title, and type your first name and then Movie House.

Click in the box below, and type Movie Rentals and then press the enter key and type DVD's and Blue Rays.

From the Home tab on the Ribbon, select New Slide. From the new slide options, choose the slide Title and Content.

In the Click to add title box, type Children's.

Click in the Click to add text box, type a name of a movie, press the enter key twice, and repeat for two more movie names.

From the Home tab on the Ribbon, select new slide. From the new slide options, choose the slide Title and Content.

In the Click to add title box, type Adventure.

In the Click to add text box, type a name of a movie, press the enter key and then the tab key and type in the star's name. Press the enter key twice and then Shift Tab to return to the first level of the indents. Enter two more movies and stars' names.

From the Home tab on the Ribbon, select new slide. From the new slide options, choose the slide Title and Two Content.

In the Click to add title box, type Comedy.

In the Click to add text box, type a name of a movie, press the enter key and repeat for two more movie names.

Double click on the Clip Art icon, when the select picture dialogue box comes up, type in a subject, i.e. car, plane, flowers, Christmas etc. and click on Go. Click on the picture you want. Resize the clip art to fit the slide – if needed.

Click on the Title slide. Click on Insert on the Ribbon bar. Click on Clip Art, in the search box, type comedy, choose the double masks. Resize the masks and move to one of the corners.

Run the Slide Show: Click on the slide show button in the lower right corner. Move through the slides by clicking the left mouse button.

Adding a Transition: A transition is the effect you want when moving from one slide to the next. PowerPoint's default is to have no transition when you move from one slide to the next.

- ◆ Select the Title slide
- ◆ Select the Animations tab on the Ribbon Bar
- ◆ Select a transition of your liking
- ◆ On the toolbar, change the transition speed to slow
- ◆ Change sound to applause.
- ◆ Under advance slide, take the check mark out of on mouse click and choose automatically after: & type: 03 seconds.
- ◆ Click apply to all slides.
- ◆ Click on Play.

Adding Animation: Animation is a special effect that is added to a slide. It can be a visual or sound effect. PowerPoint provides several built-in animations, or you can create a custom animation to suit your needs.

- ◆ Select the Title Slide.
- ◆ Click on the Animations tab on the Ribbon.
- ◆ In the Animations group, click on the drop-down list next to the word Animate. Select an animation.
- ◆ The animation is automatically previewed as you run your mouse over your choice.
- ◆ If necessary, run the presentation to view the animation you set.

- ◆ Select the Children's Slide.
- ◆ Click on the Animation tab on the Ribbon.
- ◆ Click on the title. Text box will appear.
- ◆ Click on Custom Animation.
- ◆ Click on Add Effects.
- ◆ Choose an animation of your liking.
- ◆ Click on the bulleted list – text box will appear.
- ◆ Choose an animation of your liking.
- ◆ Click on the play button on the bottom of the panel. This is a preview of the animation.

- ◆ Select the Adventure Slide
- ◆ Select the Animations tab on the ribbon.
- ◆ In the Animations group, select an animation from the Animate drop-down list.
- ◆ The animation is automatically previewed as you run your mouse over your choice.
- ◆ If necessary, run the presentation to view the animation you set.

- ◆ Select the Comedy Slide
- ◆ Selection an animation of your choice, following the steps outlined above.

Adding a Design: A design is a predefined format that includes, color, size and font style, placeholders, bullet style. Etc.

- ◆ Select the Design tab on the Ribbon
- ◆ Choose a template of your liking.
- ◆ When you select a design, right click on the design and choose either applies to all, or apply to selected slides.
- ◆ On the bottom right hand corner of the screen click on the Slide Show button. Be sure you are on the first slide.

Using the Slide Sorter: The slide sorter allows you to change the order of the slides. Once you are in slide sorter view, you can move, copy, delete and add new slides.

- ◆ To display the slide sorter view, click on the Slide Sorter View button at the bottom right of your screen. It looks like four little boxes.

Moving Slides:

- ◆ Click on the slide you want to move.
- ◆ Hold the left mouse button down.
- ◆ Drag the slide to the position you want.
- ◆ Release the mouse button.
- ◆ PowerPoint inserts the slide in the new position.

Copy a slide

- ◆ Click on the slide to copy.
- ◆ Hold the control key down.
- ◆ Hold the left mouse button down.
- ◆ Drag the slide to the position you want the copy to appear.
- ◆ Release the control key and the left mouse button.
- ◆ Or right click on the slide to copy.

- ◆ Click on copy.
- ◆ Move to where you want the new slide to appear.
- ◆ Press the right mouse button and click on paste.
- ◆ Or select the slide to copy, hold the Ctrl key down and press the letter D.
- ◆ This will duplicate the slide, move slide to the position you want.

Adding a new slide

- ◆ Click in the space at which you want to add a new slide.
- ◆ PowerPoint displays a line to indicate the slide's position.
- ◆ Click on the Home tab.
- ◆ Click on the New Slide button.
- ◆ Choose the slide layout of your choice and click.

To work with the new slide you must return to Normal View. Click on the new slide and then click on the Normal View button at the bottom of the screen. It is next to the Slide Sorter button. Or double click on the slide.

Deleting a Slide

- ◆ Click on the slide to delete.
- ◆ Press the delete key

Recolor Clip art: (If time permits)

- ◆ Right click on the Clip Art object you want to recolor.
- ◆ Click on format picture.
- ◆ Under the word picture click on Recolor.

Add animation to Clip Art: (If time permits)

- ◆ Click on the picture you want to add animation to.
- ◆ Click on Animations on the Ribbon bar.
- ◆ Click on Custom Animation.
- ◆ Click on Add effects
- ◆ Click on Motion Paths.
- ◆ Choose the direction you want to move the object.