

# MSoOffice 2007 PowerPoint Creating a Presentation



Produce professional-looking on-screen presentations and handouts using PowerPoint. This reference guide explains the fundamentals of using PowerPoint to create a presentation quickly and easily using built-in design templates, drawing tools, animation, and sound.

## 1. GETTING STARTED IN POWERPOINT

To open PowerPoint in any computer:

1. Click on the **Start** menu.
2. Click on **Programs**.
3. Click on **Microsoft Office**.
4. Click on **Microsoft Office PowerPoint 2007**.

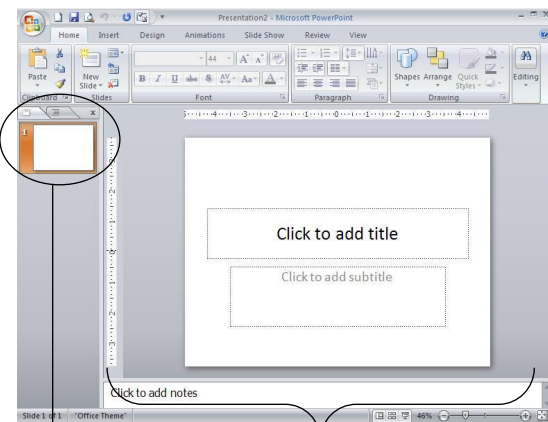
OR

Double-click the PowerPoint icon on the desktop or the task bar (if an icon appears there).



A new, blank presentation will appear. The Normal View in PowerPoint (the default setting) contains two main work areas: the Outline and Slides Tabs on the left side, and the Slide Pane on the right side.

### Normal View in PowerPoint



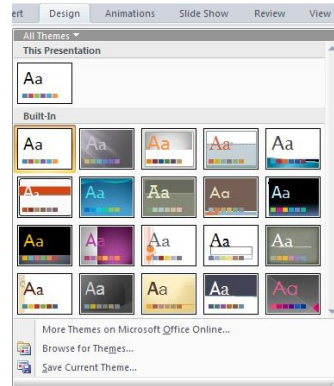
Outline and  
Slides Tabs

Slide Pane

## 2. SLIDE DESIGN

To use a background template for a presentation:

1. Click on the **Design** tab, **Themes** group and click on the preferred background.



## 3. SLIDE LAYOUT

There are many slide layouts to choose from. By default, the first slide of a presentation has a Title Slide layout. This means the slide has one text box for the title of a presentation, with another text box underneath it for other information (name, date, course name and number, etc.) For more on slide layouts, see **Adding a New Slide**, in this brochure.

## 4. ENTERING TEXT

Text is typed directly onto a slide by using what is called a Placeholder or Text Box. (On a Title Slide, the text box on top says "Click to add title" and the lower box says "Click to add subtitle." Other text boxes may say "Click to add text.") To enter text in the Slide Pane, click on the text box to select it and then enter text. Note that when a box is selected, the dotted line changes to a dashed border with handles.

### To change the text appearance:

1. Select/Click the text box border containing the text to be changed.
2. Click the **Home** tab and select the feature(s) to be changed from the various groups.

## 5. ADDING A NEW SLIDE

**Home** tab, **Slides** group and select **New Slide**. By default, the new slide has a Title and Content layout with a text box for the title of the slide and another text box for a bulleted list or the ability to insert a chart, graph, SmartArt Graphic, picture, clip art or media clip. (When typing a bulleted list, it's easy to create subordinate text – i.e., text that is indented further than the text above it – by simply pressing the **Tab** key.)

If a different layout is preferred, click the **Home** tab, **Slides** group, **Layout** button which will display a variety of slide layouts. To select a different slide layout for the current slide, click on one of the thumbnails.

## 6. ADDING GRAPHICS

The ClipArt feature in PowerPoint contains sounds, videos, and images that can be included into the presentation. More downloads are available from the Microsoft Clip Art and Media Home Page at <http://office.microsoft.com/clipart/>. Finally, personal pictures and sounds can be added to the presentation, either from a file or, for images, by copying and pasting from the Internet.



### To insert a ClipArt graphic:

1. **Insert** tab, **Illustrations** group and select **Clip Art** OR click on the Clip Art placeholder.
2. In the **Search for:** box, type in a keyword for the preferred graphic, such as *recycle*, *computer* or *children*.
3. Click the down arrow next to **Results should be:** and select **Clip Art**.
4. Click **Go**.
5. Click on the desired clip art image to insert it onto the current slide.

After a graphic is added, it can be resized and repositioned on the slide, as explained next.

### To resize a graphic:

1. Click on the center of the graphic to select it.
2. Move the pointer over one of the corners of the graphic until the pointer turns into a double-headed arrow.
3. Hold down the mouse button until the double-headed arrow turns into a plus sign.

Smaller = move toward the opposite corner of the graphic  
Larger = move away from the graphic.

### To move a graphic:

1. Click on the center of the graphic to select it. The mouse button changes to a four-headed arrow and a solid line appears around the graphic.
2. Hold down the mouse and move it to reposition the graphic, and then release the mouse button to set the location. OR selected the graphic and use the keyboard arrow keys.

### To insert an image from a file:

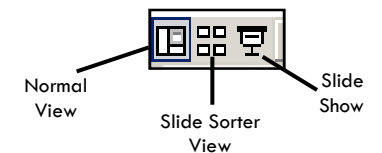
**Insert** tab, **Illustrations** group, select **Picture**. A dialog box opens; locate the picture and then double click it.

### To insert an image from the Internet:

1. Right-click the image from a chosen website and choose **Copy**.
2. Go to the slide of the PowerPoint presentation where the image will be.
3. Right-click and select **Paste**.
4. Move/resize the image as needed.

## 7. VIEWING A SLIDE

PowerPoint consists of three views to use to create, organize, and look at slides: Normal View, Slide Sorter View, and Slide Show. Each view gives a different way of looking at the presentation and offers different capabilities. To change the view of a presentation, click on the **View** tab and select a view, or click on the appropriate icon on the View toolbar at the lower-left side of the window:



After text and a graphic has been added to a slide, it's easy to check and see how the slide will look in the presentation. To view a slide, click on the **Slide Show** button. Then, to return to the previous window, press the **Esc** key.

## 8. SAVING A PRESENTATION

MS Office button, select **Save (As)**, select the location where the file will be saved and, in the **File name** box, type the filename for this file; then, click on **Save**.

## 9. REORGANIZING A PRESENTATION

Once created, or while still working the presentation, it may be necessary to reorganize a presentation by deleting/moving bullets and rearranging the order of the slides.

### To delete text or an entire slide:

To delete a bullet or slide, click on the bullet icon or slide icon in the Outline tab and press the **Delete** key. Note that if a bullet with subordinate bullets is deleted, the subordinate text will also be deleted.

### To move text:

In Normal View . . .

1. Click the slide to be edited.
2. Highlight the text to move.
3. Hold down the mouse button and drag the dotted to the new position and then release the mouse button.

### To move a textbox:

In Normal View . . .

1. Click the slide to be edited.
2. Move the pointer over the border until a four-headed arrow appears and the textbox outline becomes a solid line. Be careful not to point to a handle or the size of the text box could accidentally change.
3. Hold down the mouse button and drag the textbox to the new position and then release the mouse button.

### To move a bullet:

To move a bullet, position the cursor over the bullet until the cursor changes to a four-headed arrow, and then click and drag the bullet to the new location.

### To move slides:

When a slide is moved, all items on the slide move with it. To move a slide:

1. Using the Slides Tab, position the cursor over the miniature version of the slide to be moved. Press and hold down the mouse button and then drag the pointer. While dragging the pointer, a line will appear indicating the current position of the slide.
2. When the line is positioned directly **above** the icon of the slide that to be replaced, release the mouse button. The slide is repositioned and all the slides are renumbered accordingly.

Note that slides can also be moved in the Slide Sorter View. The Slide Sorter displays miniature versions of slides – but not the Slide Pane – in order to see them all in order and rearrange them.

### To use the slide sorter:

1. From the **View** toolbar, select **Slide Sorter**, which shows small versions of the slides.
2. Click on the slide to be moved and hold down the mouse button.
3. Drag the slide to the new position. Note that a solid line will appear next to the slide indicating where the slide will be placed. Then, release the mouse button to reposition the slide.



## 10. SLIDE TRANSITIONS

Transitions are visual special effects when moving from one slide to the next in an on-screen slide show.

### To set slide transitions:

1. Click on the slide that will use the transition.
2. Click the **Animations** tab and the down arrow in the **Transition to This Slide** group to see the available choices. Note the preview of the selected slide transition when the mouse is over it. (The More button will show more choices but it won't be able to see the complete transition on the slide.)

3. Next to the transition choices are sound and speed options; choose whatever is preferred.
4. Click the selection of the transition to use with the choices made. Click **Apply To All** to use this on all slides, if wanted.

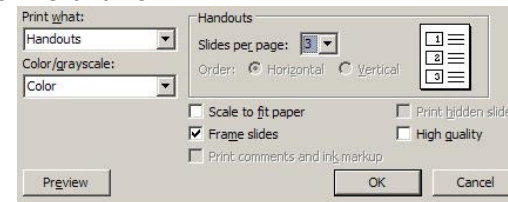


## 11. PRINTING A PRESENTATION

Both the presentation and audience handouts can be printed. Audience handouts contain small reproductions of the slides for later review.

### To print a presentation:

1. From the MS Office button, select **Print**. The Print dialog box will appear.
2. Under *Print what*, click on the down arrow and then choose **Slides, Handouts, Notes Pages, or Outline View**. Note that the Handouts selection contains miniatures of slides and you can select to print 2, 3, 4, 6, or 9 slides on each page.
3. Click on **OK**.



## 12. SHOWING A PRESENTATION

1. Click the **Slide Show** tab and in the **Start Slide Show** group, choose **From Beginning** (or **From Current Slide** or **Custom Slide Show**).
2. Click the mouse button once or press the right arrow key to proceed with each new slide. To go back a slide, press the left arrow key. Another option is to click the right mouse button on a slide to make menu selections for **Next, Previous, Go** (to go to a particular slide number) and other options.
3. To stop a presentation, press the **Esc** key.

## 13. CLOSING A PRESENTATION

### To close a presentation:

1. From the **MS Office Button**, select **Close**.
2. At the prompt, click on **Yes** to save the changes (name it & give the location where to save it), or click on **No** to not save the presentation.
3. To exit PowerPoint, From the **MS Office Button**, select **Exit PowerPoint**.

## 14. RETRIEVING A PRESENTATION

### To open an existing presentation:

1. Open PowerPoint 2007.
2. From the **MS Office Button**, select **Open**.
3. In the *Open* dialog box, choose the appropriate drive to locate the file.
4. When the file has been located, click on the name of the file, and then click **Open**.

## 15. POWERPOINT TIPS


### PowerPoint design tip:

When creating a presentation, it's important **not** overuse multimedia effects. Too much sound, animation, or video can be distracting and look unprofessional. Instead, make sure to emphasize key points, not draw the audience's attention to special effects.

### Other tips:

- To undo the last action in PowerPoint (or any other MSOffice application), click the **Undo** icon on the Quick Access Toolbar:



- To access Microsoft Office PowerPoint Help, click the  or simply press the [F1] key on the keyboard.
- Marygrove's Educational Technology Services offers a series of workshops on using PowerPoint 2007. These seminars are free to all Marygrove students and alumni.