

PowerPoint 2007

Review

Creating a Slide:

- Go to **Start** → **All programs**. Within the **Microsoft Office** folder → **PowerPoint**.
- If the **create a new presentation** box appears, click on **blank presentation**.
- Familiarize yourself with the parts of the screen. See below:

Small screen view

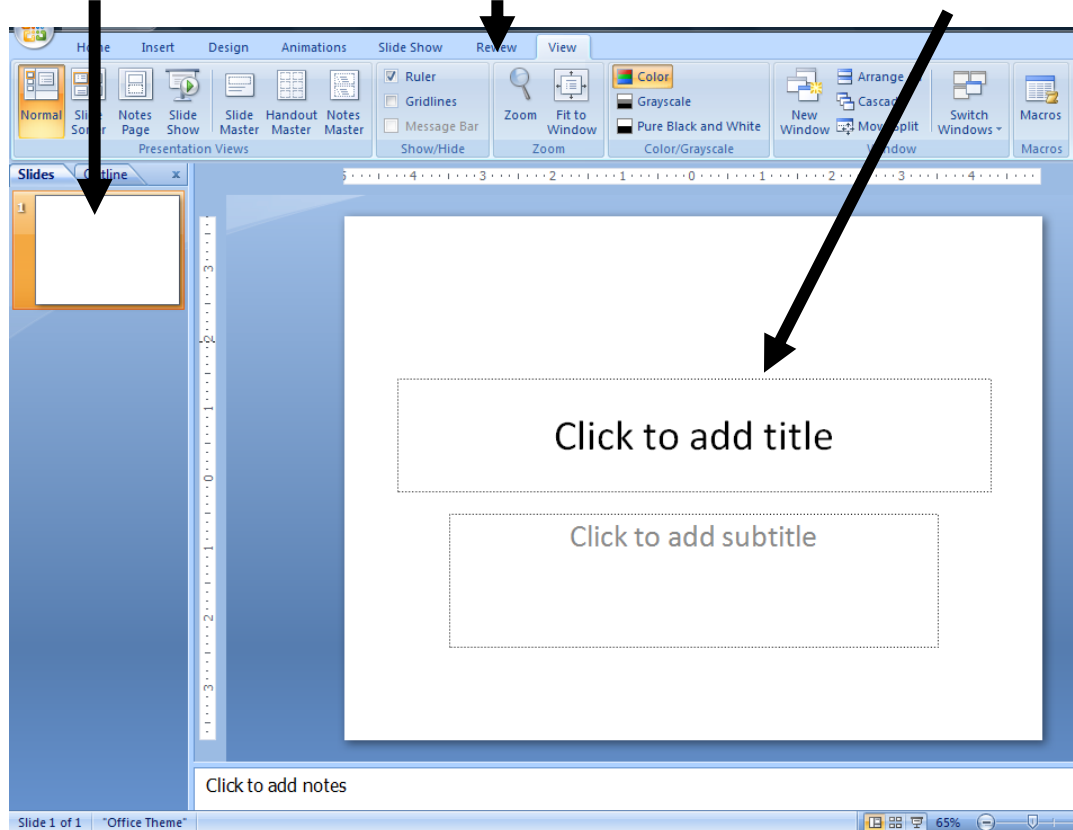
Shows accumulated slides

The Ribbon

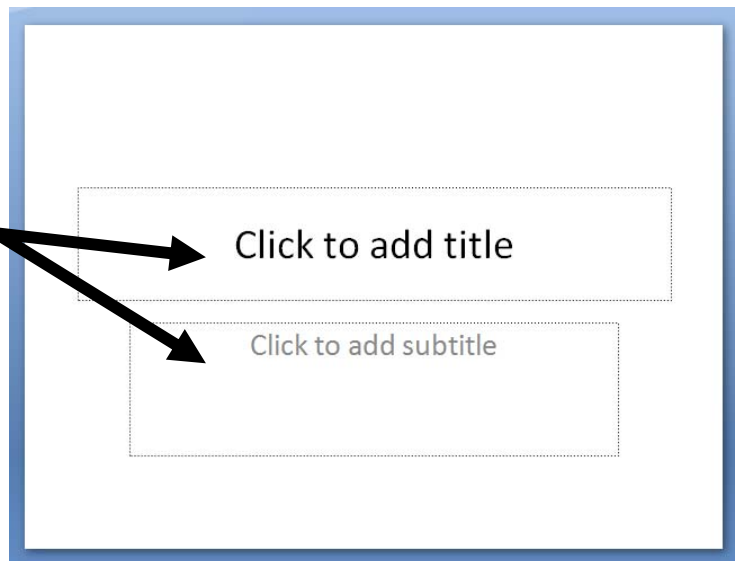
For options and choices while working

Single slide working area

"Canvas" where slides are created and edited

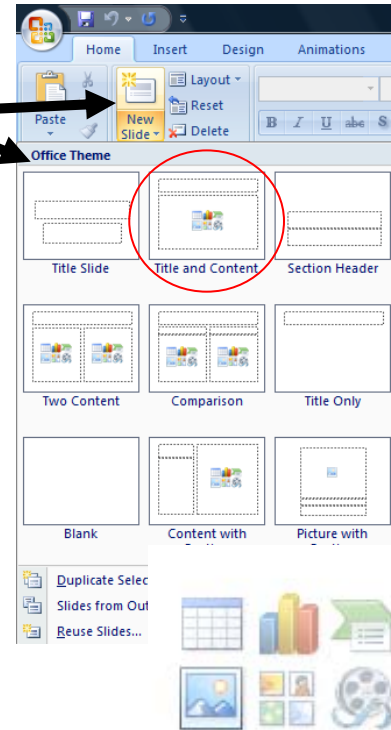


- This slide is called a **title slide**. It is most common to begin your presentation with this type of slide.
- To type the title and sub-title, **click in the box** and type your text.
- Click **outside of the text** box to make the outline of the box disappear.



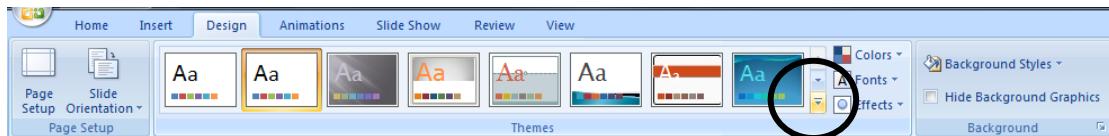
Add a New Slide:

- Locate the **New Slide** area on the **Home Ribbon**. Click the words “**New Slide**” with the arrow to see a variety of slide choices.
- It is best to continue the slideshow with a **title and content slide**. Click on it to add it to the work area.
- **Notice the change** in your working area. The canvas now displays slide #2. Slide #1 can still be seen in the small screen view on the left. We can **return to it at any time** by clicking on it.
- Click on the **textbox below** to add text. Hit enter after each point to receive a new bullet.
- Notice the other items that can be added (clip art, table, movies, graphics, etc.)



Apply a Theme:

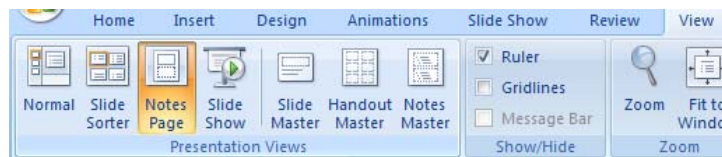
- Click on the **design tab** from the ribbon.
- You will now see **themes and slide options**.
- Use the drop down arrow on the left of the themes to see all themes.



- Allow your arrow to hover on a theme to preview it with your show. Click on a theme to select it.
- Notice the other choices under the Design Tab (Background Styles, colors, etc.)

1. Viewing your Slideshow:

- Click on the **View** Tab from the Ribbon. PowerPoint has several different ways to view your slides and information. Note the Slide master option, where **one change** affects your entire presentation (font, etc.)



At the bottom of the screen, there are **three buttons** that allow different views as well. They are:

Normal View

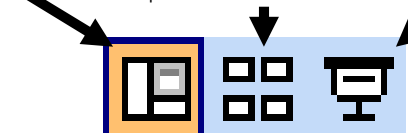
Work on one slide at a time

Slide Sorter view

Drag small slides to reposition them

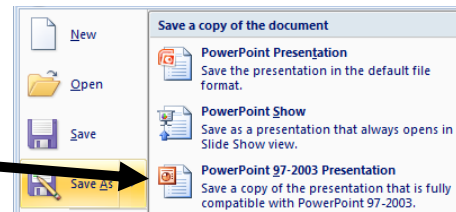
View Slideshow

Runs a slideshow starting with the current slide



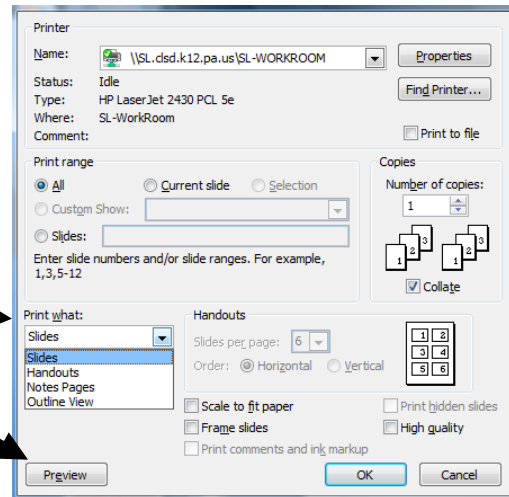
Saving your Presentation:

- Go to the **Office Button** and select **Save as**. Provide your presentation with a **filename** and location where you can access it later. (Choose version 97-2003 if sharing with others who do not have 2007).



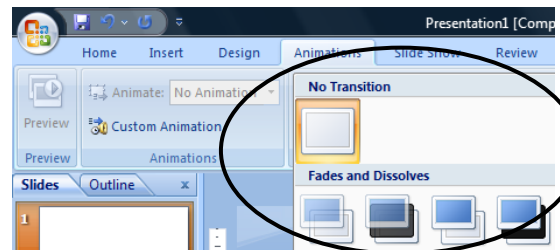
Printing your Presentation:

- Go to the **Office Button** and select **Print**. The print box will appear.
- At the bottom, locate the “**print what**” box and drop down menu of choices.
- Select** how you want the slideshow to be printed out (slides, handouts, or outline) and click **OK**.
- Preview your choice before printing.



Advanced Features: Custom Slide Transitions/Animations

- From the Ribbon, go to the **Animation** tab.
- Select from the shopping bag of choices.
- If you wish to take away the transition, click on the slide and select “no transition” from the top of the list.
- You can also customize the animation and preview using the other options on this page.

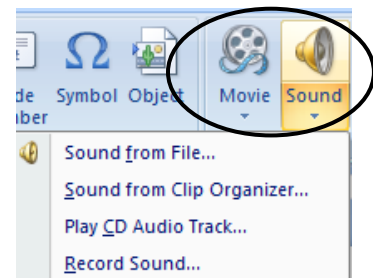


Inserting Sounds or Movies (audio clip, Discovery Streaming video, music, etc.)

*You can use the program **Audacity** to record your own voice, or the voice of your students!

- Create all slides for your show first. Display the slide to which you want to add music or movies.
- From the **Insert** tab on the ribbon, locate the **Movies and Sounds** section. Do one of the following:

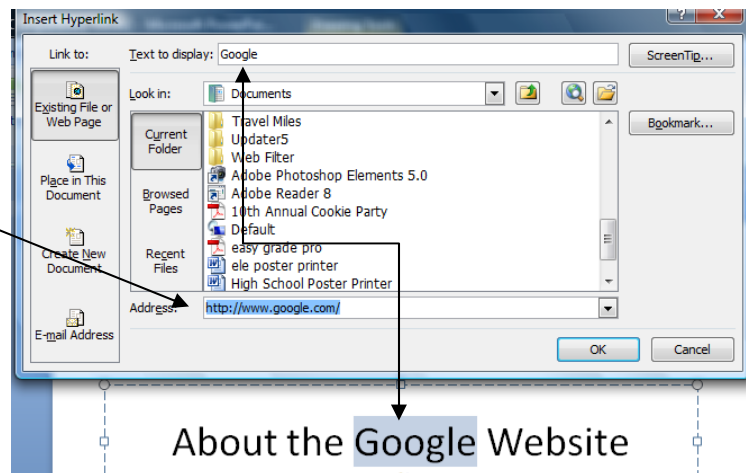
- Click **Sound or Movie from File**, locate the folder that contains the file that you want, and then double-click the file.



- Click **Sound or Movie from Clip Organizer**, scroll to find the clip that you want, and then click it to add it to the slide.
3. Double-click the sound/movie file that you want to insert. (Make sure it is compatible with your computer's player or it will not play).

Inserting a Hyperlink

1. If you wish to go to a website during your presentation, you can add the hyperlink within your slide of choice.
2. Highlight a piece of text, such as the website name or keyword.
3. From the Insert tab, click on Hyperlink.
4. Type the web address in the box and click ok.
5. You must be connected to the internet *AND* be in slideshow mode to use the hyperlink!



Templates

1. Go to the Microsoft button → New to browse ready to use PowerPoint templates!
2. There are loads of “ready-to-use” interactive templates for educators available online. I have included a few examples below:
 - <http://admin.clsd.k12.pa.us/it/Shared%20Documents/Forms> CLSD Tech Services
 - <http://www.educationusingpowerpoint.org.uk> Education Using PPT
 - <http://www.actden.com/pp/index.htm> PPT for Educators
 - <http://www.microsoft.com/education/default.aspx> Microsoft's Site for Educators

Final Thoughts

1. Use the **help button** (top, right-hand corner) or press the F1 key if you forget how to complete a task within this program.