

AGENDA



1. MS Power Point
2. Creating Slide
3. Graphics in PowerPoint

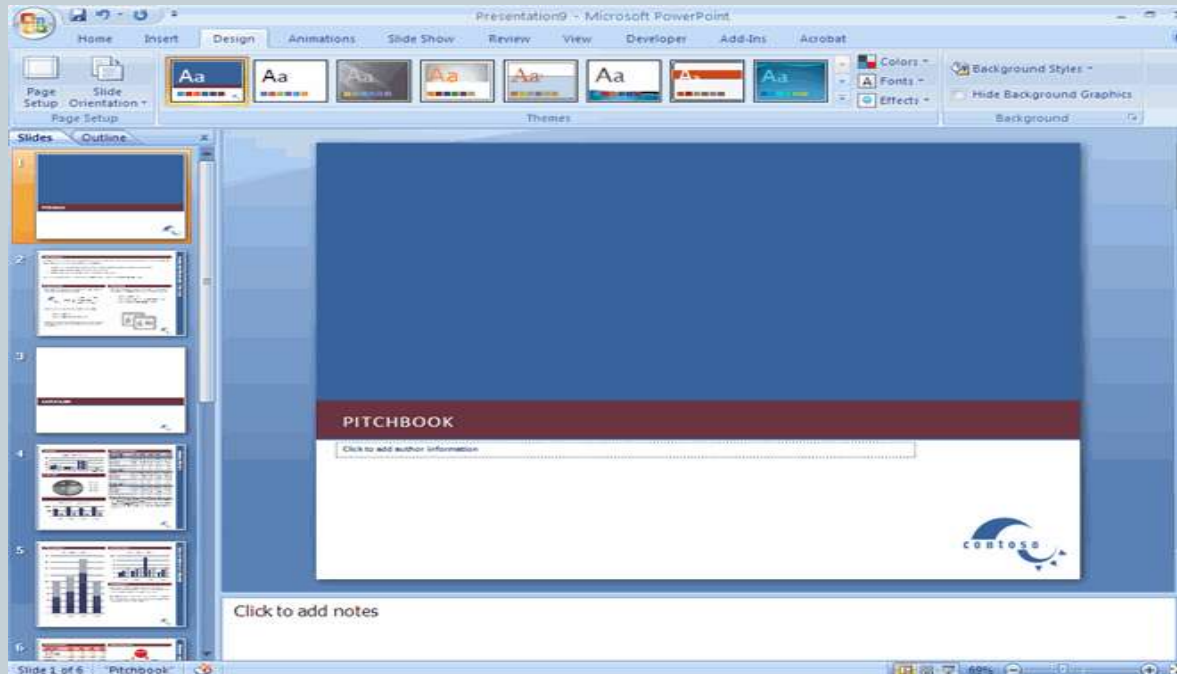


MS Power Point



Presentations

- A presentation is a collection of data and information that is to be delivered to a specific audience.
- A PowerPoint presentation is a collection of electronic slides that can have text, pictures, graphics, tables, sound and video. This collection can run automatically or can be controlled by a presenter.

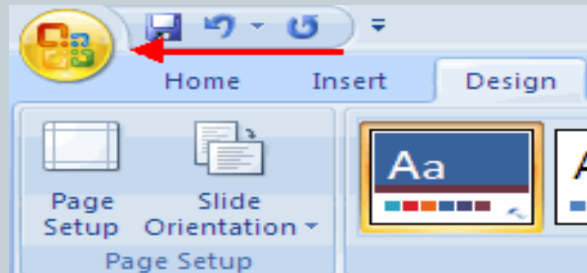


MS Power Point



Microsoft Office Button

The Microsoft Office Button performs many of the functions that were located in the File menu of older versions of PowerPoint. This button allows you to create a new presentation, Open an existing presentation, save and save as, print, send, or close.



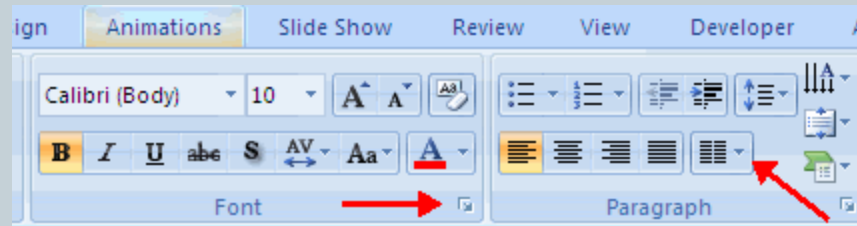
MS Power Point

Ribbon

- The ribbon is the panel at the top portion of the document. It has seven tabs: Home, Insert, Design, Animations, Slide Show, Review and View.
- Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



Commonly utilized features are displayed on the Ribbon. To view additional features within each group, click the arrow at the bottom right corner of each group.



MS Power Point



- **Home:** Clipboard, Slides, Font, Paragraph, Drawing, and Editing
- **Insert:** Tables, Illustrations, Links, Text, and Media Clips
- **Design:** Page Setup, Themes, Background
- **Animations:** Preview, Animations, Transition to this Slide
- **Slide Show:** Start Slide Show, Set Up, Monitors Review: Proofing, Comments, Protect
- **View:** Presentation Views, Show/Hide, Zoom, Window, Macros

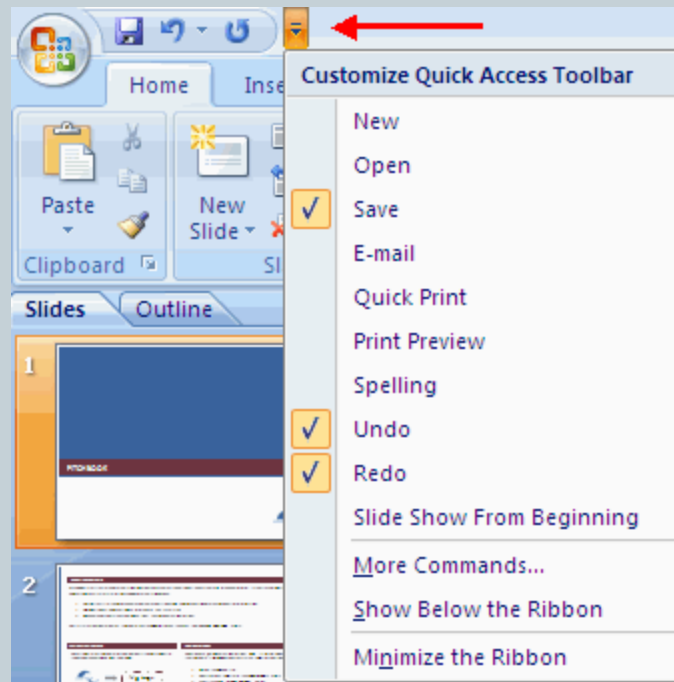


MS Power Point



Quick Access Toolbar

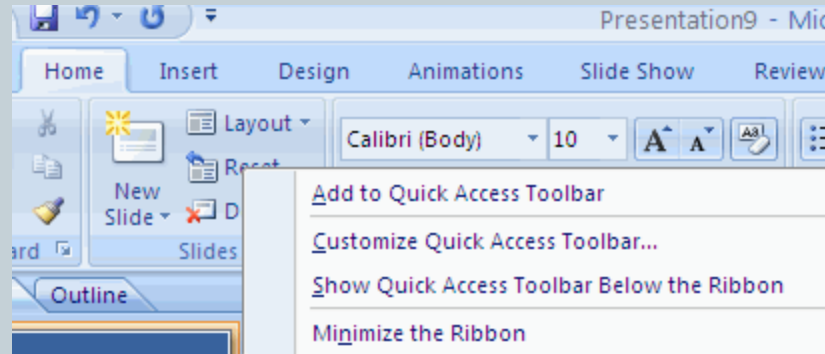
- The quick access toolbar is a customizable toolbar that contains commands that you may want to use. You can place the quick access toolbar above or below the ribbon.
- To change the location of the quick access toolbar - click Show Below the Ribbon.



MS Power Point



You can also add items to the quick access toolbar. Right click on any item in the Office Button or the Ribbon and click Add to Quick Access Toolbar and a shortcut will be added.

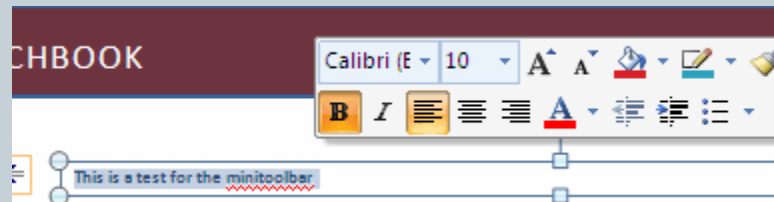


MS Power Point



Mini Toolbar

A new feature in Office 2007 is the Mini Toolbar. This is a floating toolbar that is displayed when you select text or right-click text. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.

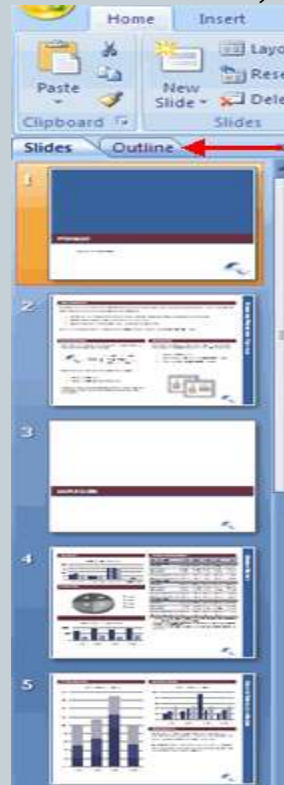


MS Power Point



Navigation

Navigation through the slides can be accomplished through the Slide Navigation menu on the left side of the screen. Also, an outline appears from materials that have been entered in the presentation. To access the outline, click the outline tab.



MS Power Point



Slide Views

Presentations can be viewed in a variety of manners. On the View tab, the Presentation Views group allows you to view the slides as Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.

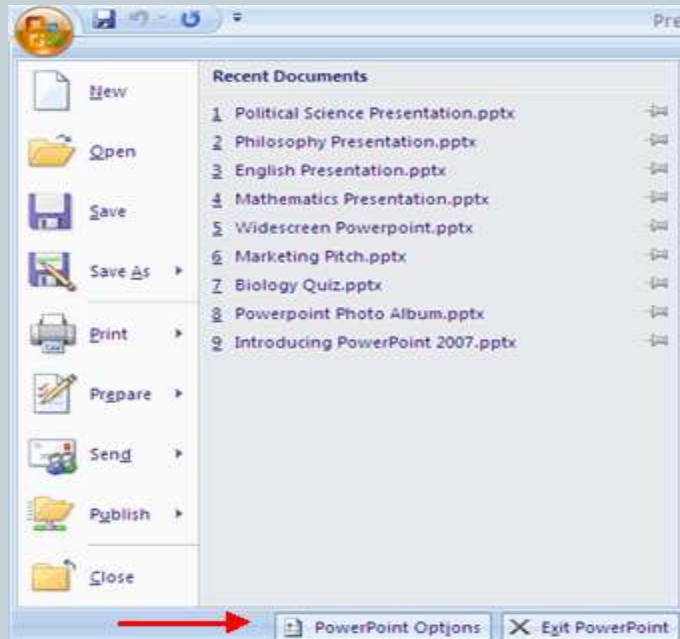


MS Power Point



Customize PowerPoint

- PowerPoint 2007 offers a wide range of customizable options that allow you to make PowerPoint work the best for you. To access these customizable options:
- Click the **Office Button**
- Click **PowerPoint Options** include picture of OB menu.

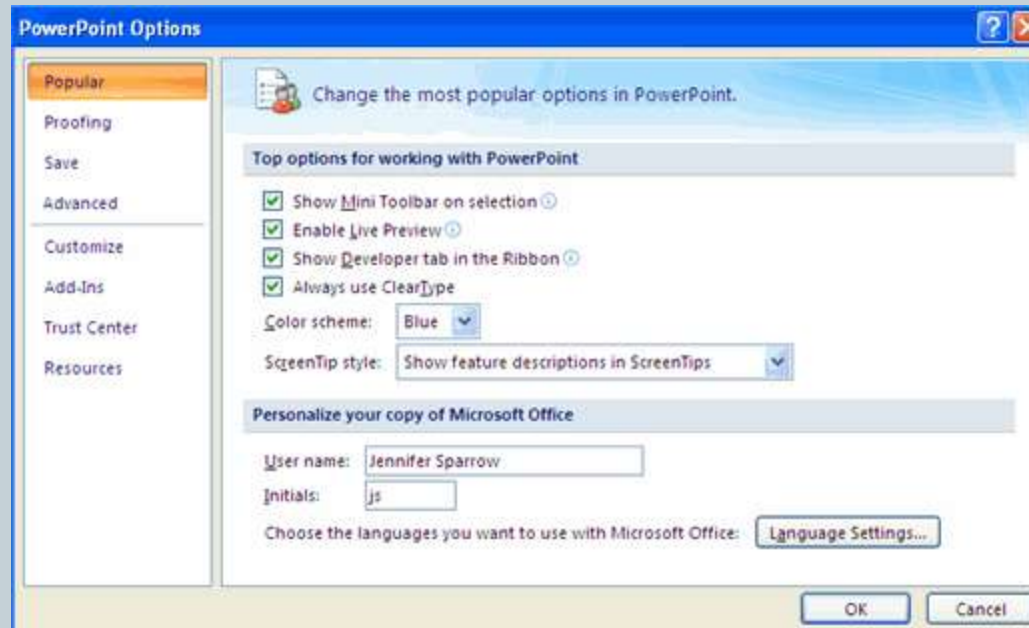


MS Power Point



Popular

- These features allow you to personalize your work environment with the mini toolbar, color schemes, personalize your user name and allow you to access the Live Preview feature.
- The Live Preview feature allows you to preview the results of applying design and formatting changes without actually applying it.

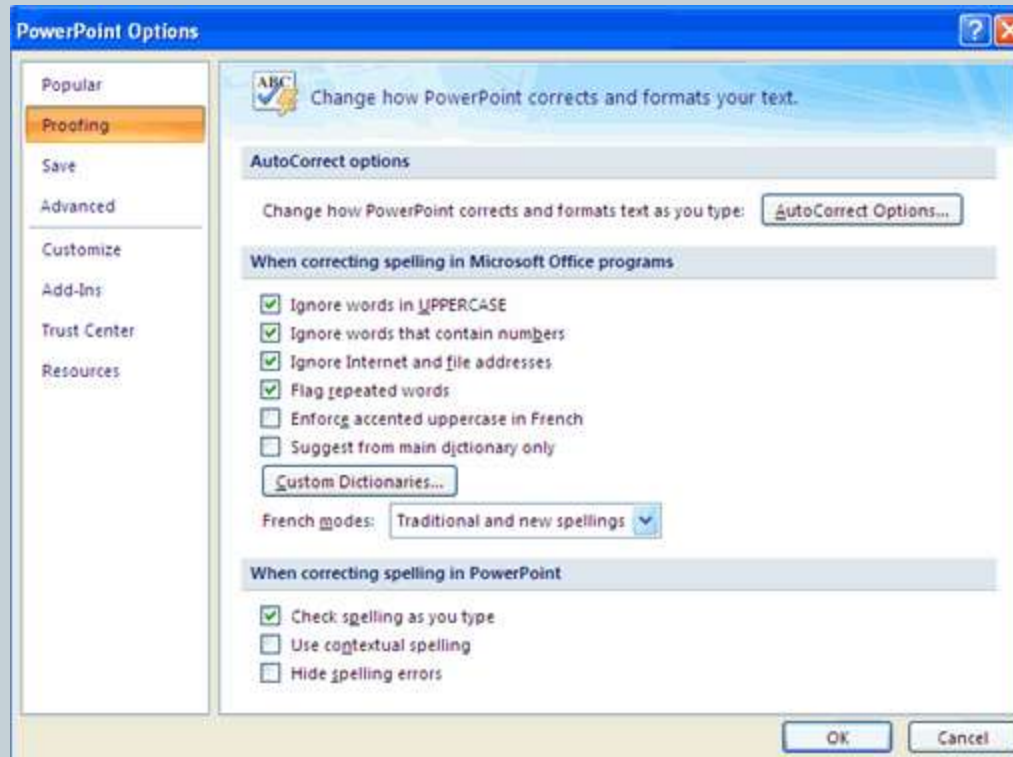


MS Power Point



Proofing

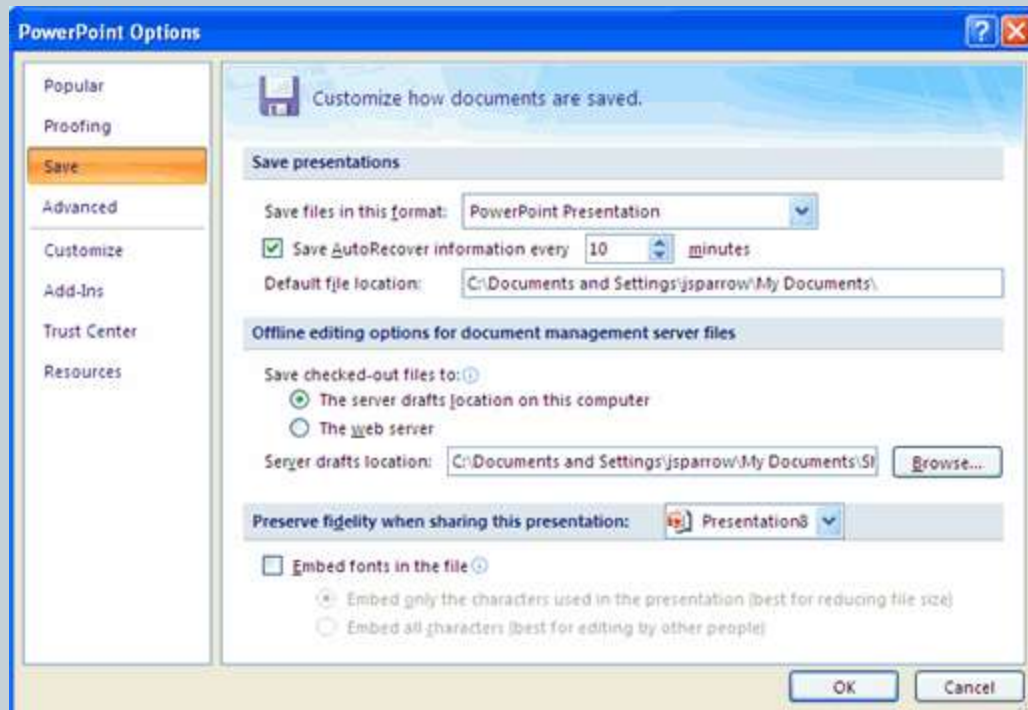
This feature allows you to personalize how Word corrects your text. You can customize auto correction settings and have Word ignore certain words or errors in a document through the Custom Dictionaries.



MS Power Point

Save

This feature allows you to personalize how your workbook is saved. You can specify how often you want auto save to run and where you want the workbooks saved.

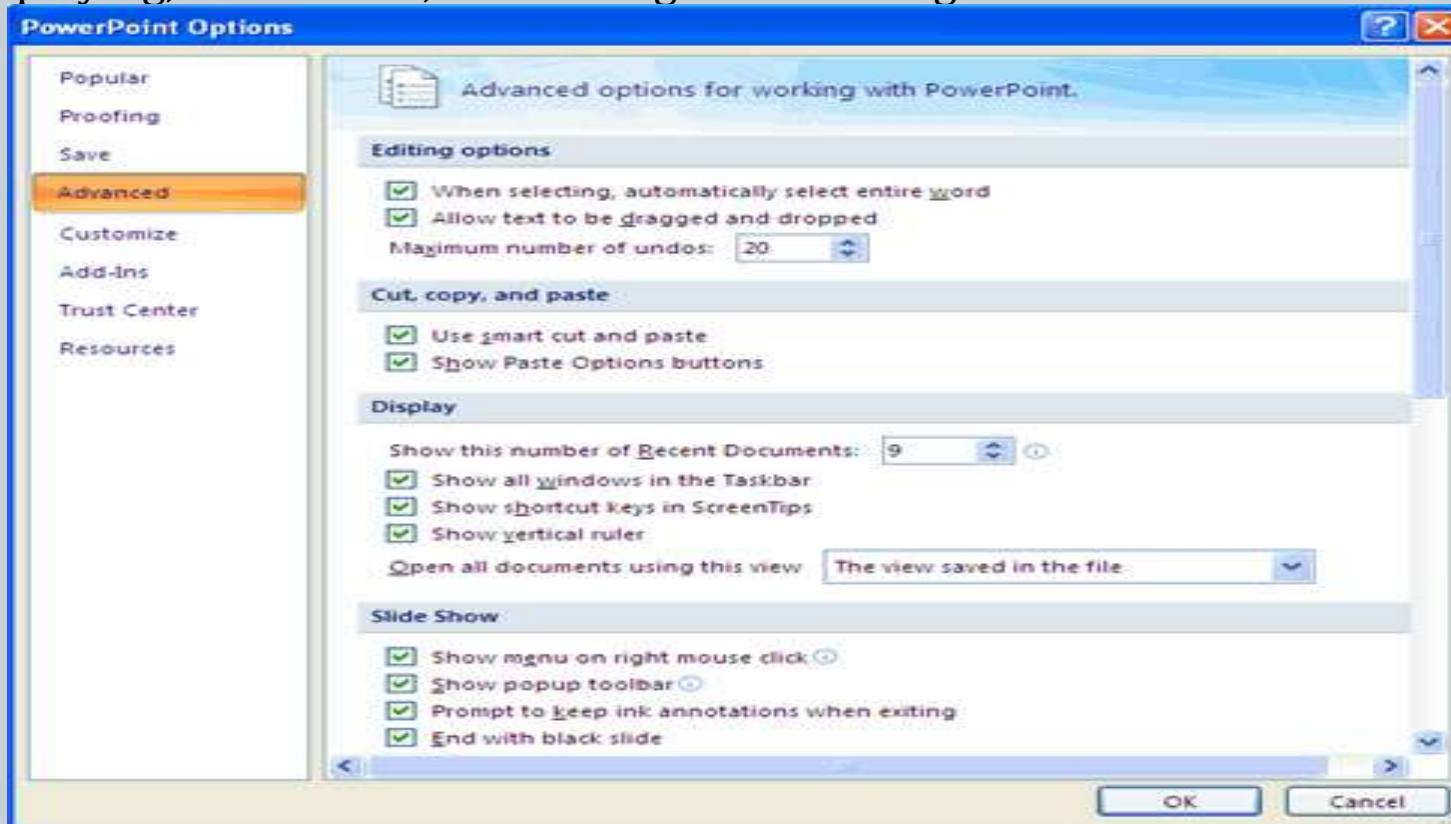


MS Power Point



Advanced

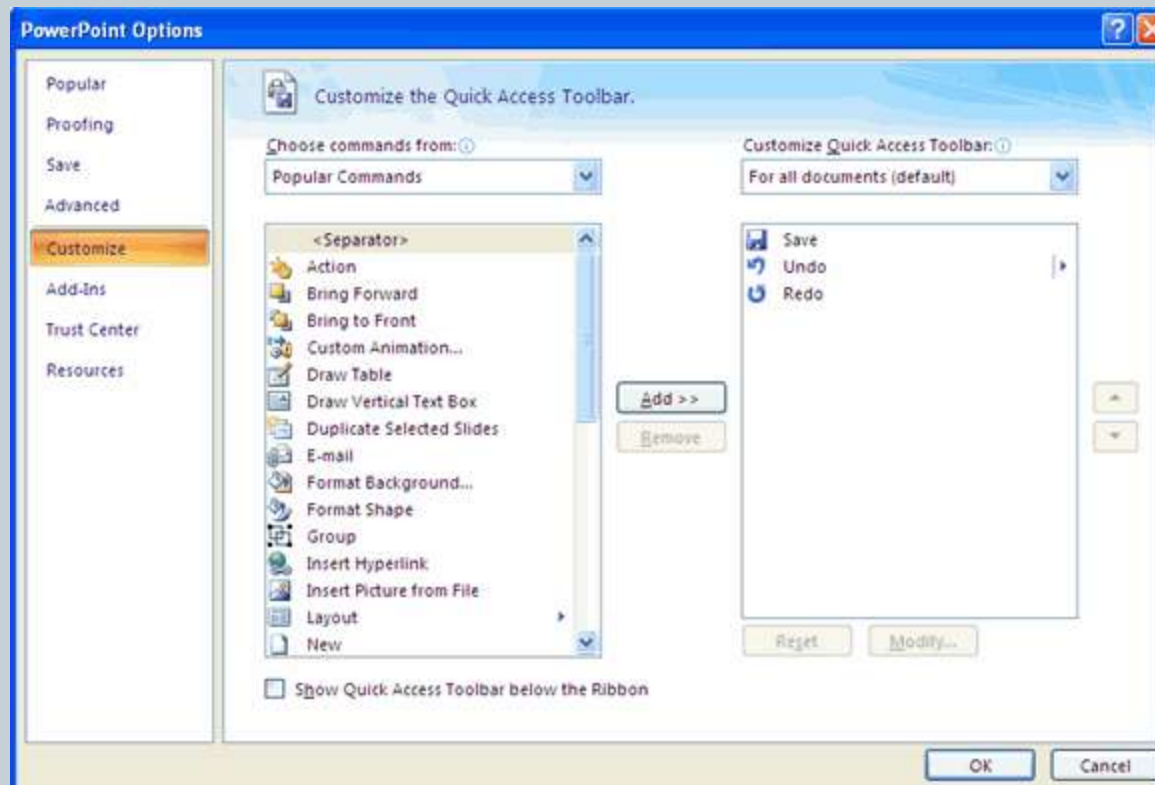
This feature allows you to specify options for editing, copying, pasting, printing, displaying, slide shows, and other general settings.



MS Power Point

Customize

Customize allows you to add features to the Quick Access Toolbar. If there are tools that you are utilizing frequently, you may want to add these to the Quick Access Toolbar.



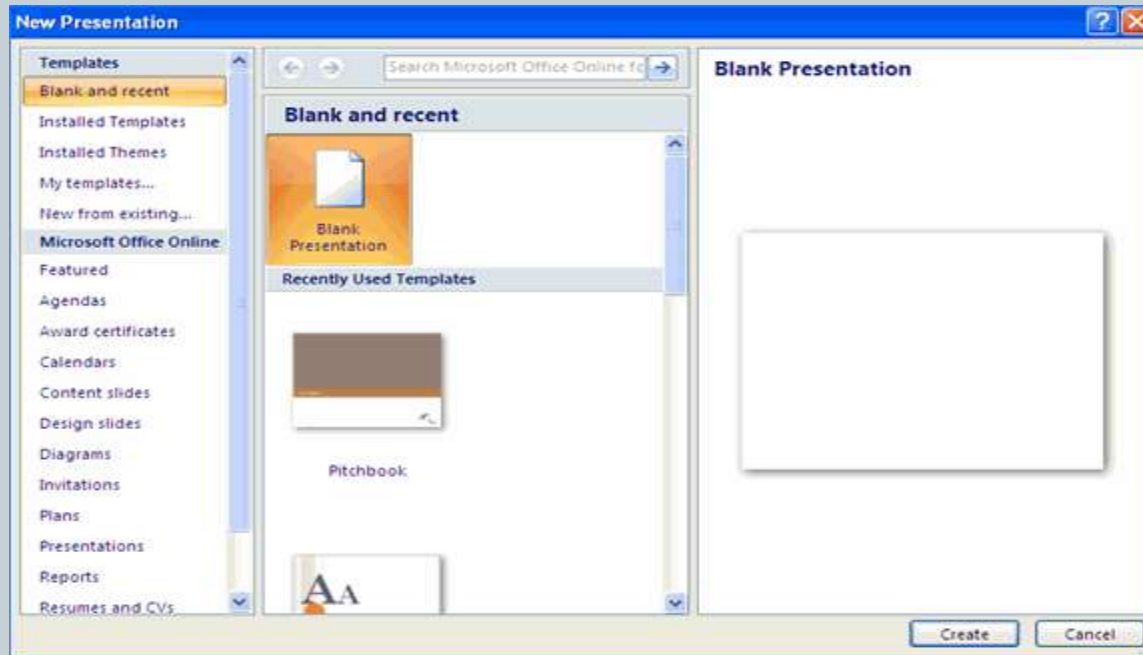
Creating Slides



New Presentation

You can start a new presentation from a blank slide, a template, existing presentations, or a Word outline. To create a new presentation from a blank slide:

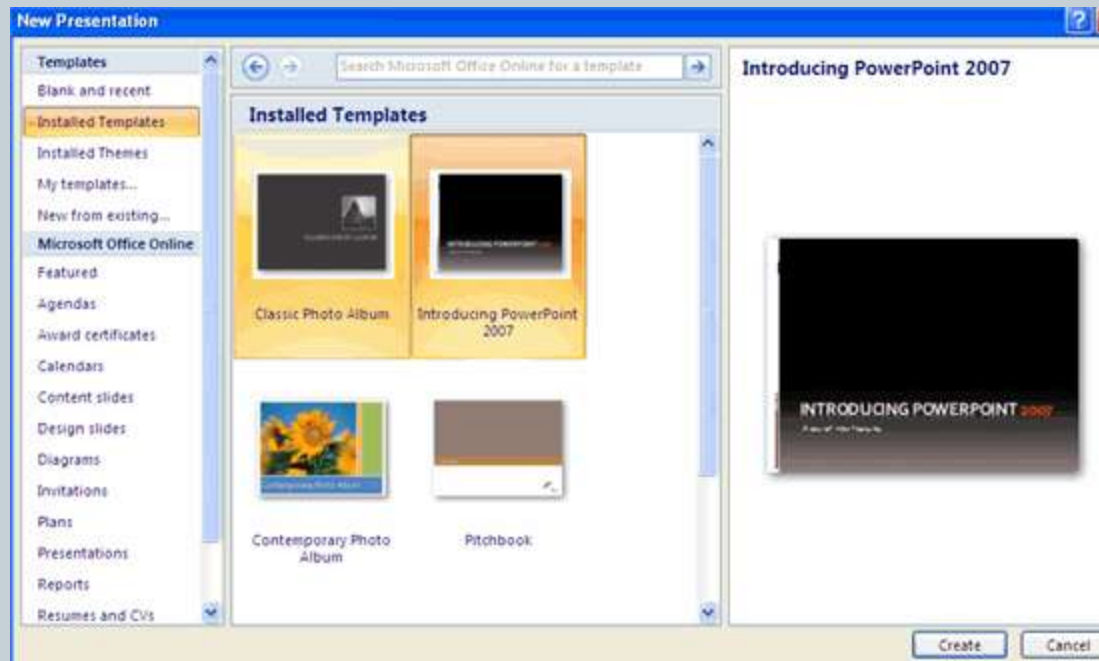
- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



Creating Slides

To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose

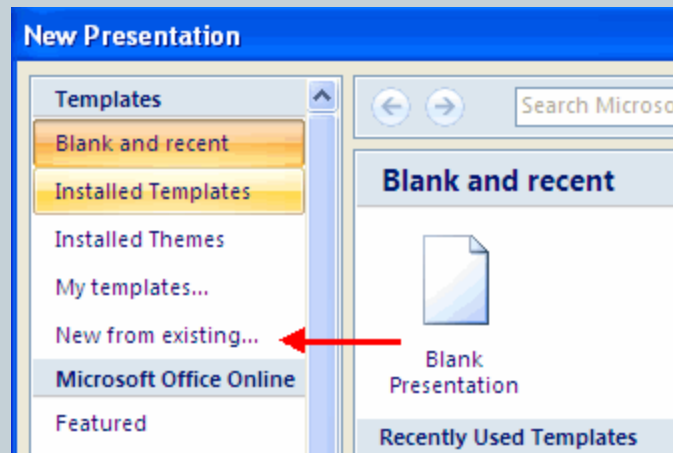


Creating Slides



To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation

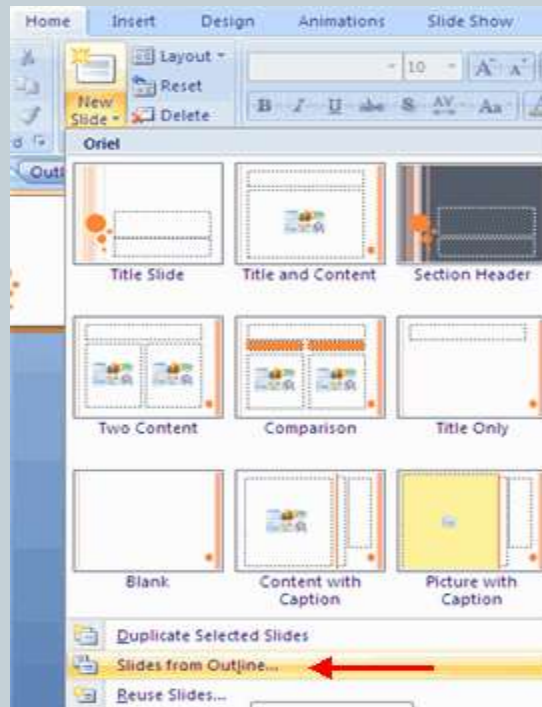


Creating Slides



To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin
- Click **New Slide on the Home tab**
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



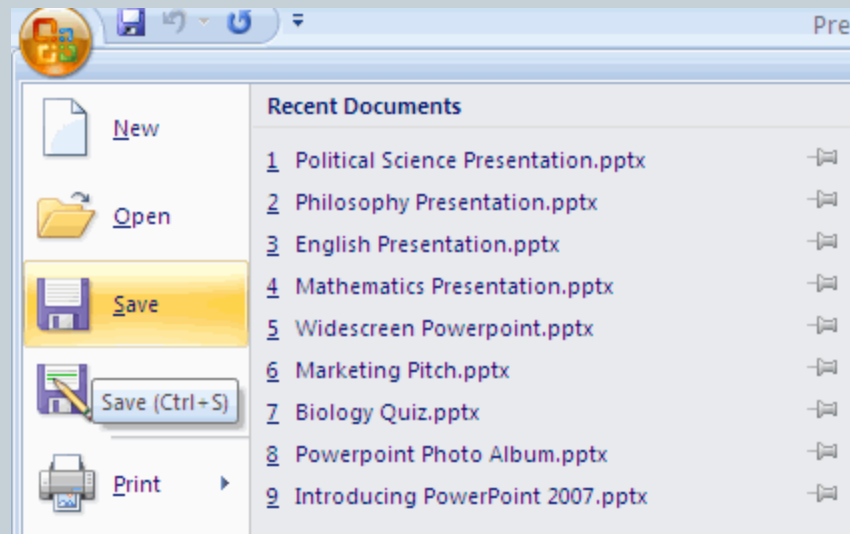
Creating Slides



Save a Presentation

When you save a presentation, you have two choices: Save or Save As. To save a document:

- Click the **Microsoft Office Button**
- Click **Save**

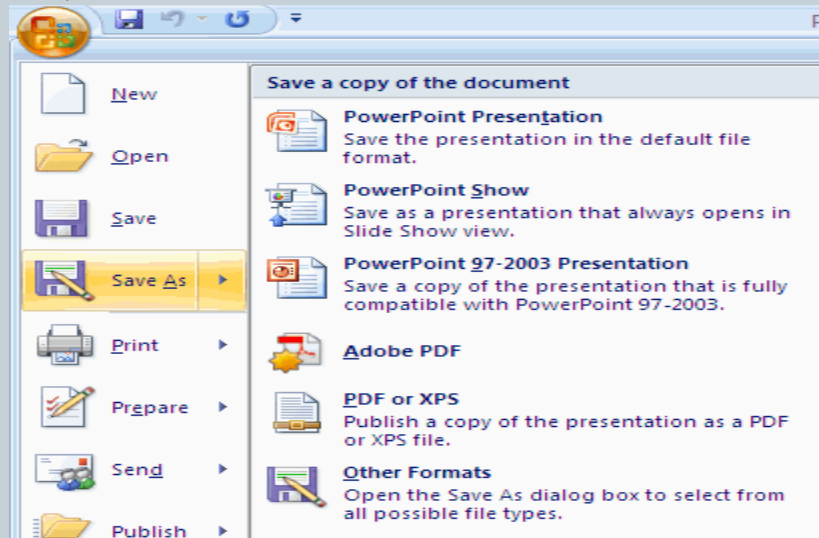


Creating Slides



You may need to use the **Save As** feature when you need to save a presentation under a different name or to save it for earlier versions of PowerPoint. Remember that older versions of PowerPoint will not be able to open PowerPoint 2007 presentation unless you save it as a PowerPoint 97-2003 Format. To use the Save As feature:

- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**



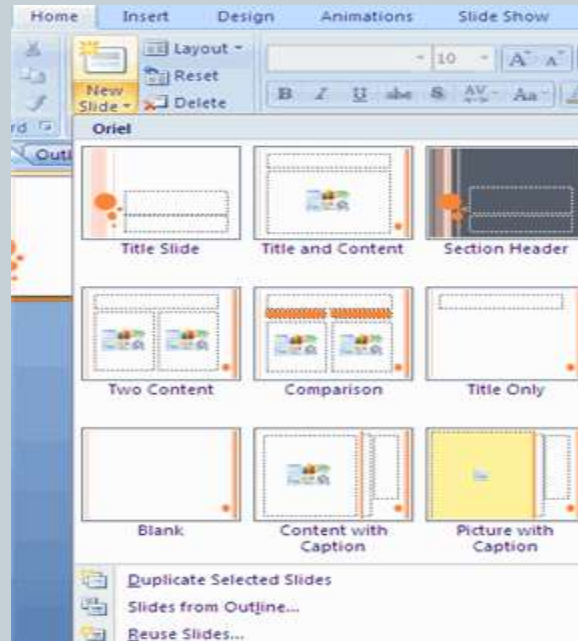
Creating Slides



Add Slides

There are several choices when you want to add a new slide to the presentation: Office Themes, Duplicate Selected Slide, or Reuse Slides. To create a new slide from Office Themes:

- Select the slide immediately **BEFORE where you want the new slide**
- Click the **New Slide button on the Home tab**
- Click the slide choice that fits your material

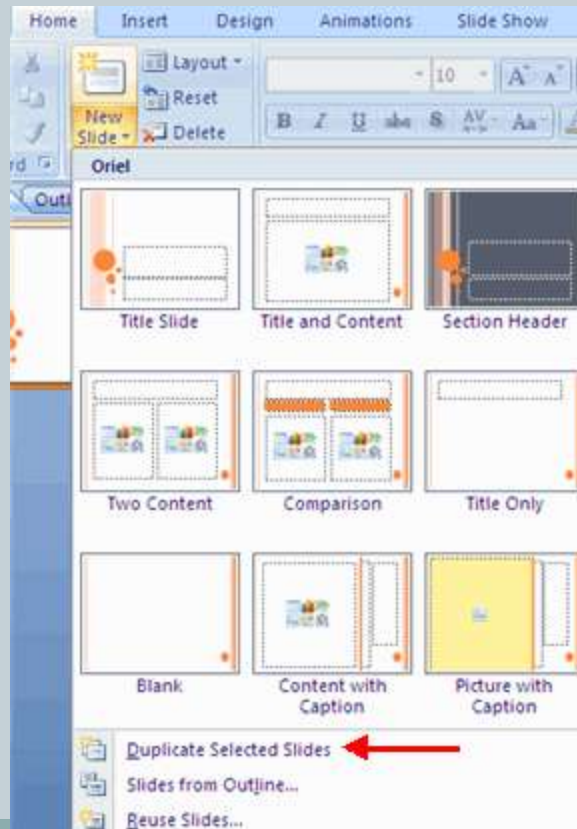


Creating Slides



To create a slide as a duplicate of a slide in the presentation:

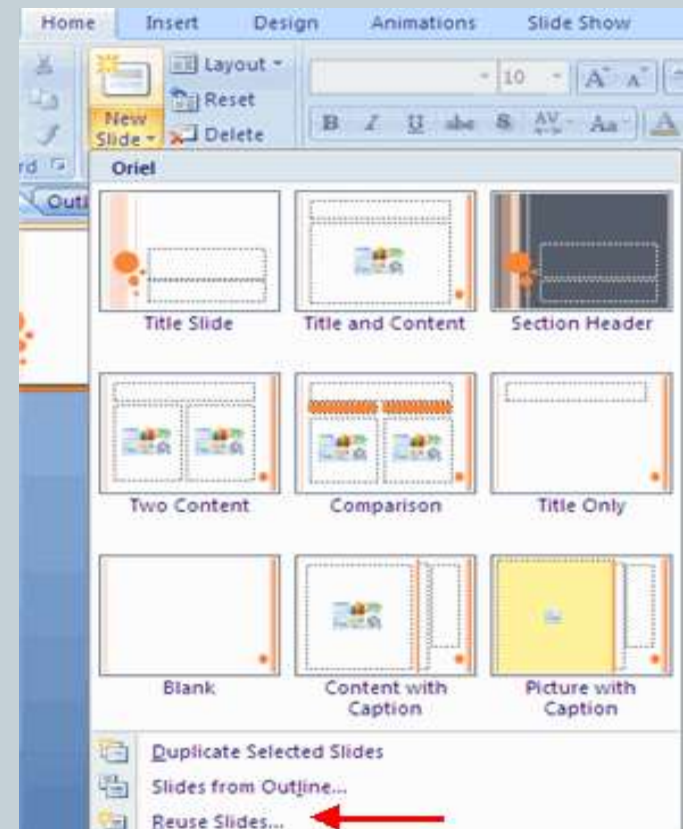
- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



Creating Slides

To create a new slide from another presentation:

- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



Creating Slides



Themes

Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

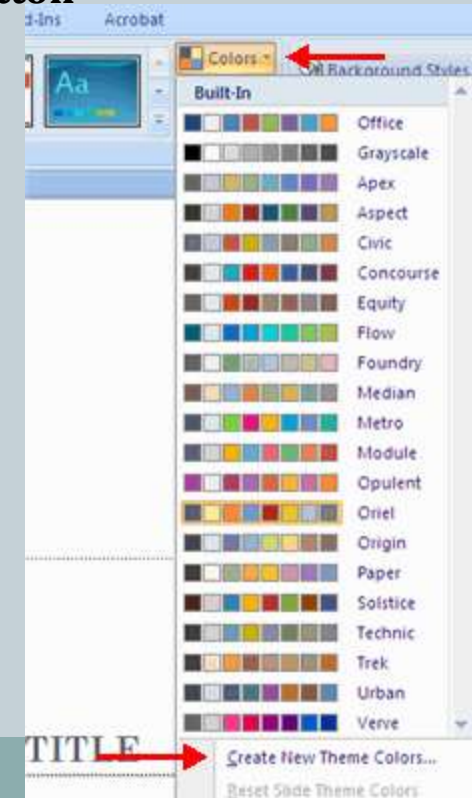
- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



To apply new colors to a theme:

Click the **Colors** drop down arrow

Choose a color set or click **Create New Theme Colors**

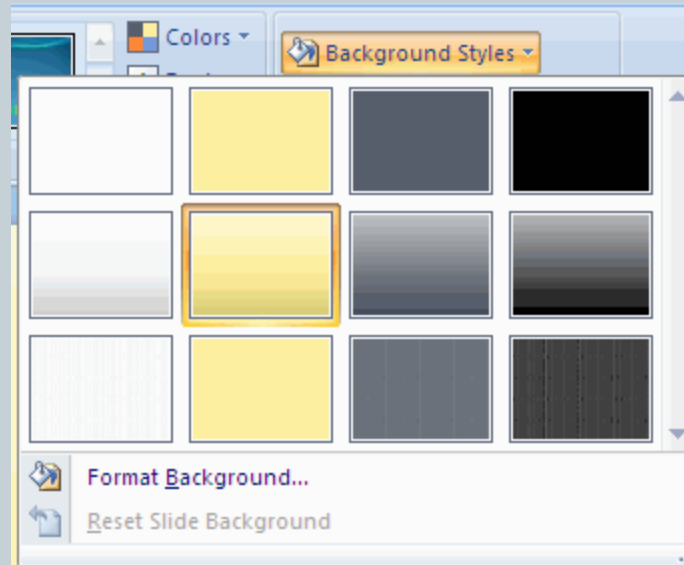


Creating Slides



To change the background style of a theme

- Click the **Background Styles** button on the **Design** tab



Creating Slides

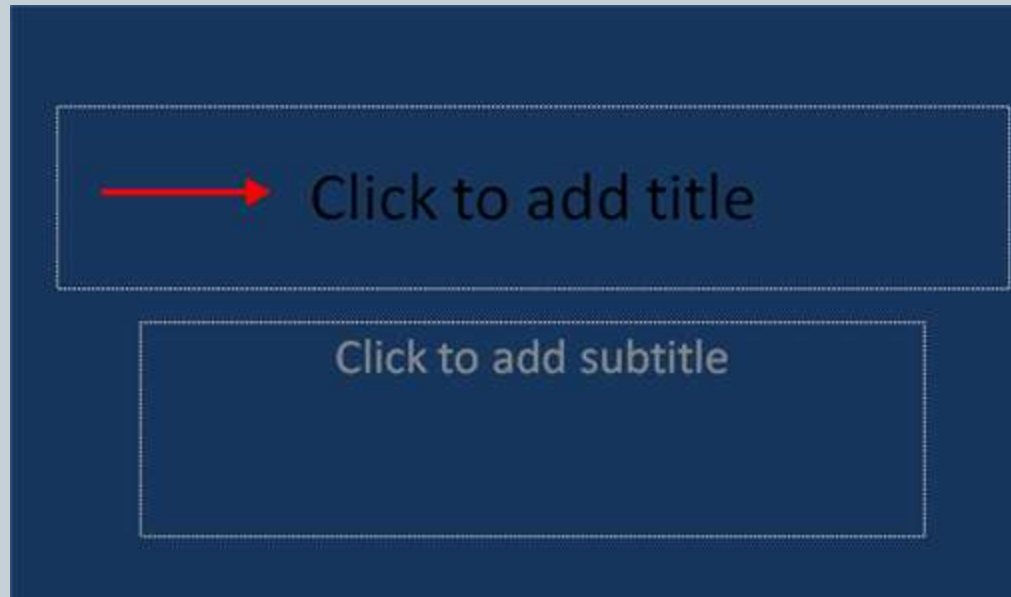


Working with Content

Enter Text

To enter text:

- Select the **slide** where you want the text
- Click in a **Textbox** to add text



Creating Slides



To add a text box:

- Select the **slide where you want to place the text box**
- On the **Insert tab**, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



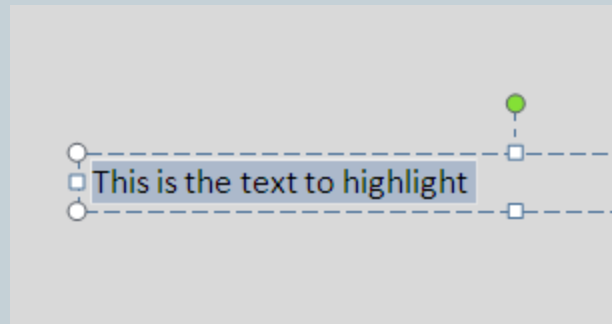
Creating Slides



Select Text

To select the text:

- Highlight the text



Creating Slides



Copy and Paste

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group of the Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group of the Home Tab**, click **Paste**



Creating Slides



Cut and Paste

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group of the Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group of the Home Tab**, click **Paste**



Creating Slides



Undo and Redo

To undo or redo your most recent actions:

- On the **Quick Access Toolbar**
- Click **Undo or Redo**



Creating Slides

Spell Check

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button

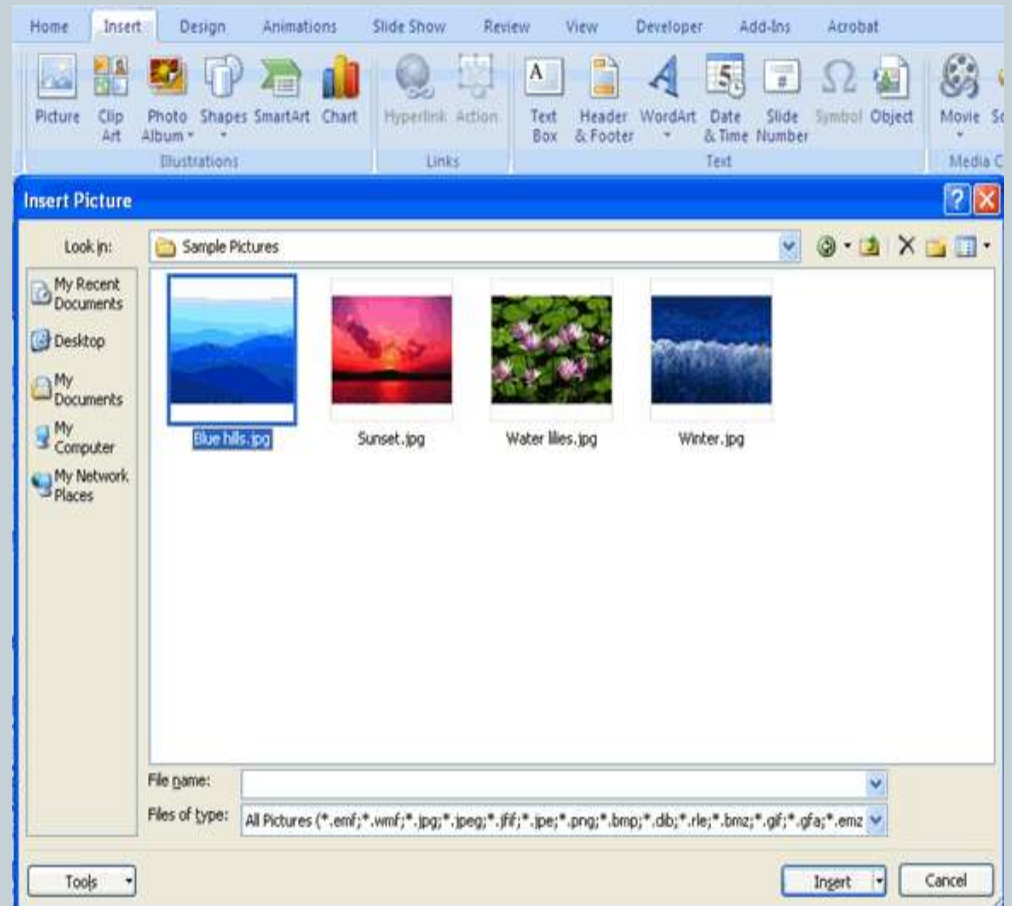


Graphics in Powerpoint

Adding Picture

To add a picture:

- Click the **Insert Tab**
- Click the **Picture Button**
- Browse to the picture from your files
- Click the **name of the picture**
- Click **insert**
- To move the graphic, click it and drag it to where you want it

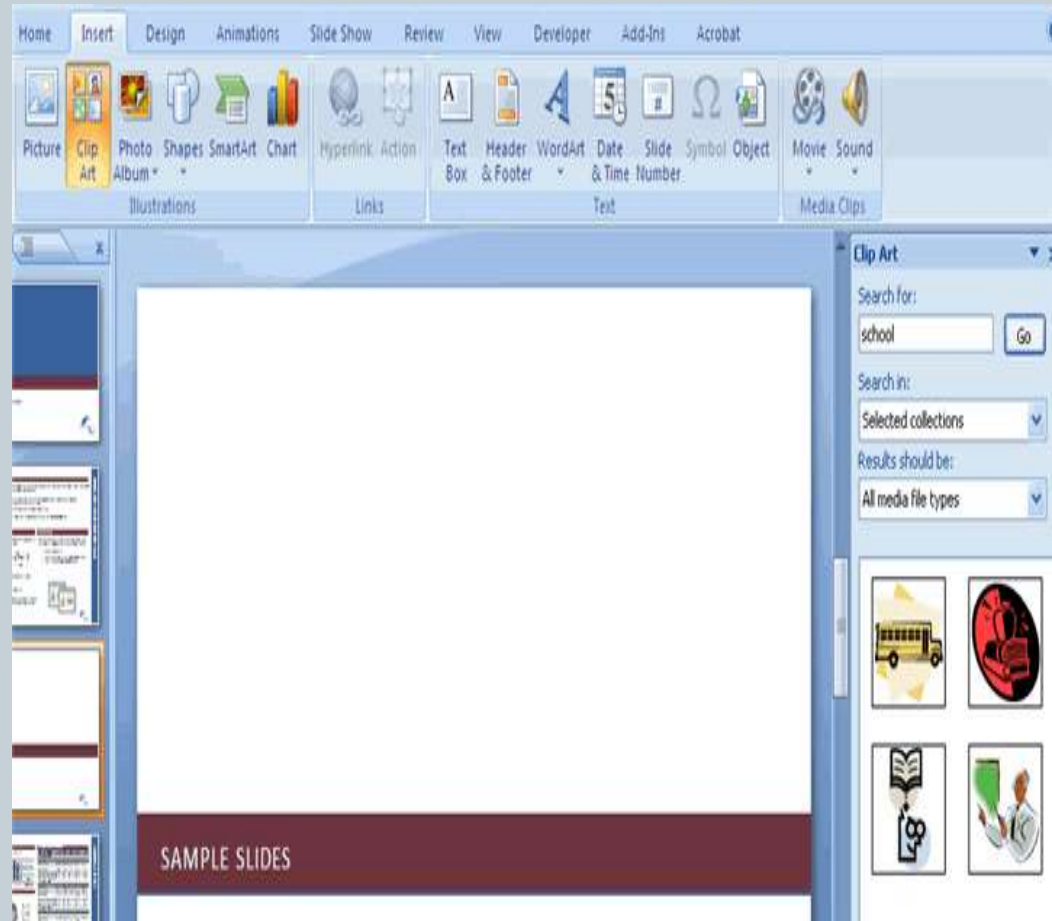


Graphics in Powerpoint

Adding Clip Art

To add Clip Art:

- Click the **Insert Tab**
- Click the **Clip Art Button**
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it

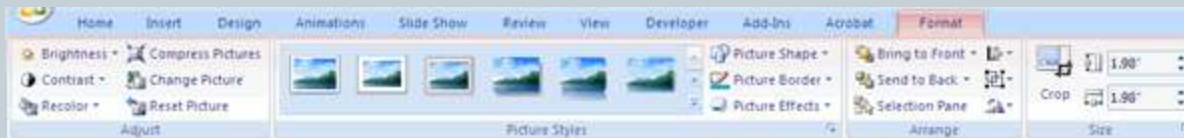


Graphics in Powerpoint

Editing Pictures and Clip Art

When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

- **Adjust:** Controls the picture brightness, contrast, and colors
- **Picture Style:** Allows you to place a frame or border around the picture and add effects
- **Arrange:** Controls the alignment and rotation of the picture
- **Size:** Cropping and size of graphic



Graphics in Powerpoint

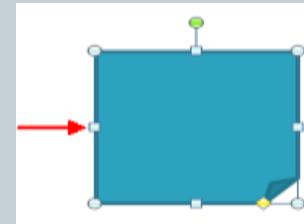
Adding a Shape

To add Shapes:

- Click the **Insert Tab**
- Click the **Shapes Button**
- Click the shape you choose



- Click the **Slide**
- Drag the **cursor to expand the Shape**



To format the shapes:

- Click the **Shape**
- Click the **Format tab**



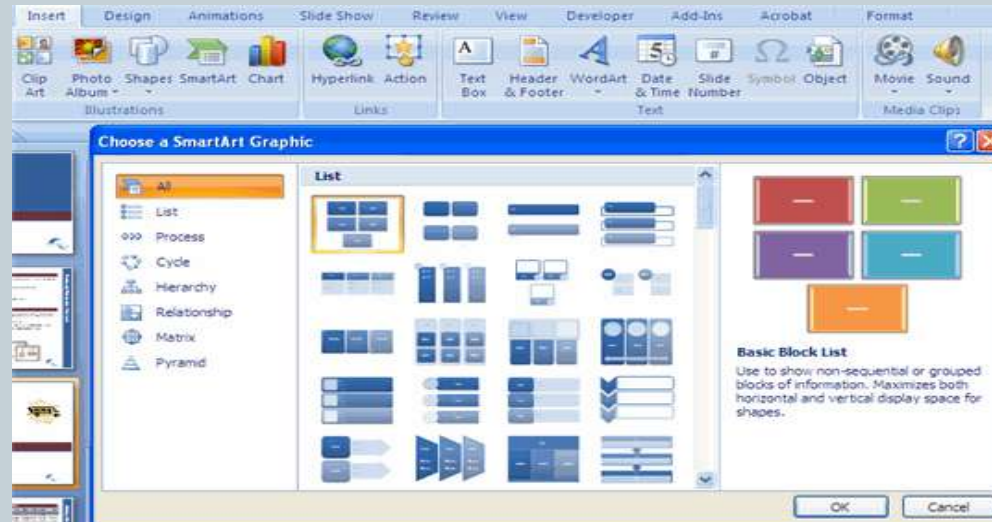
Graphics in Powerpoint

Adding SmartArt

SmartArt is a feature in Office 2007 that allows you to choose from a variety of graphics, including flow charts, lists, cycles, and processes.

To add SmartArt:

- Click the **Insert Tab**
- Click the **SmartArt Button**
- Click the **SmartArt you choose**
- Click the **SmartArt**
- Drag it to the desired location in the slide



Graphics in Powerpoint

To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures.



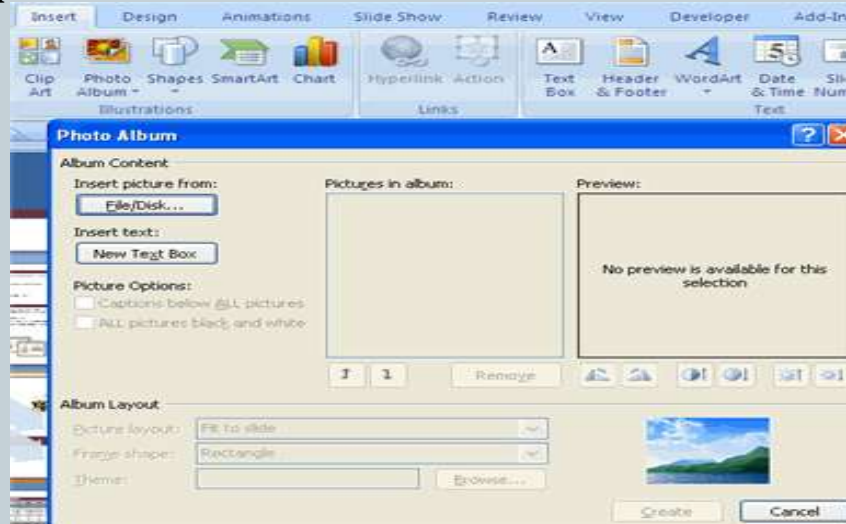
Graphics in Powerpoint

Adding a Photo Album

The photo album feature is new in PowerPoint 2007 and allows you to easily create a photo album to share pictures.

To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows



Graphics in Powerpoint

Tables:

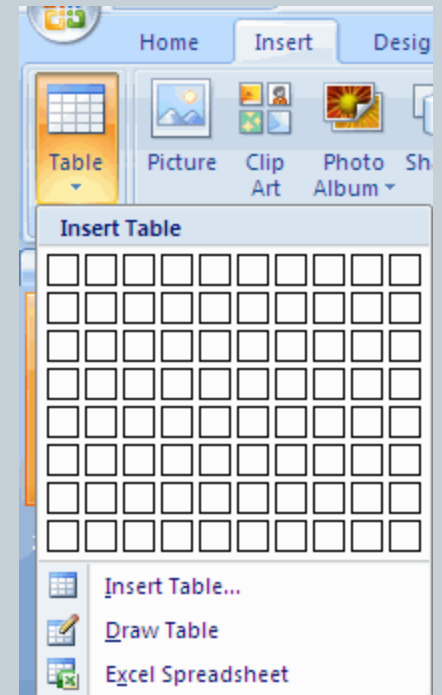
Tables are used to display data in a table format.

Create a Table To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert Tab of the Ribbon**
- Click the **Tables Button on the Tables Group.**

You can create a table one of four ways:

- Highlight the number of row and columns
- Click **Insert Table and enter the number of rows and columns**
- Click the **Draw Table**, create your table by clicking and entering the rows and columns
- Click **Excel Spreadsheet and enter data**



Graphics in Powerpoint



Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.

A screenshot of a table with three columns and three rows. The top row has a teal header. The first cell of the second row contains the text "Cell 1 Data" with a cursor at the end. The table is shown within a window-like frame with a blue background.

Cell 1 Data		

Graphics in Powerpoint

Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

- **Table Style Options**
- **Table Styles**
- **Draw Borders**



Graphics in Powerpoint



To format a table, click the table and then click the **Layout Tab** on the **Ribbon**. This Layout tab allows you to:

- **View Gridlines and Properties (from the Table Group)**
- **Insert Rows and Columns (from the Rows & Columns Group)**
- **Delete the Table, Rows and/or Columns (from the Rows & Columns Group)**
- **Merge or Split Cells (from the Merge Group)**
- **Increase and decrease cell size (Cell Size Group)**
- **Align text within the cells and change text directions (Alignment Group)**



Graphics in Powerpoint



Insert a Table from Word or Excel

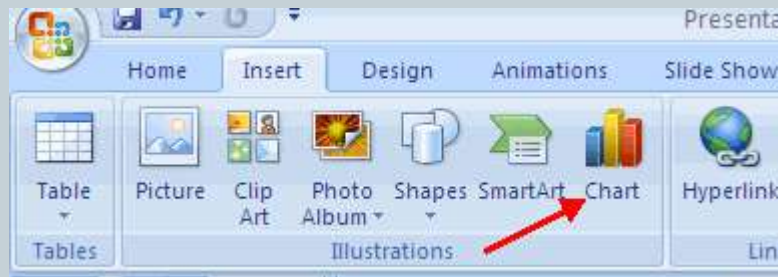
- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



Graphics in Powerpoint



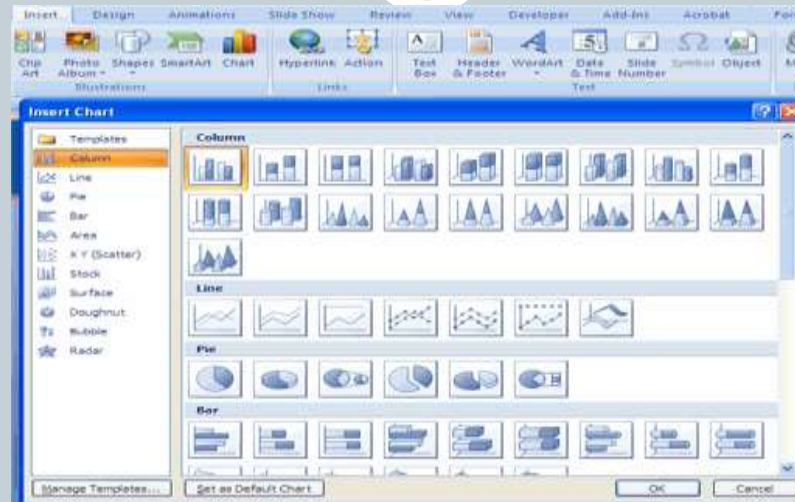
Charts allow you to present information contained in the worksheet in a graphic format. PowerPoint offers many types of charts including: Column, Line, Pie, Bar, Area, Scatter and more. To view the charts available click the Insert Tab on the Ribbon.



Create a Chart To create a chart:

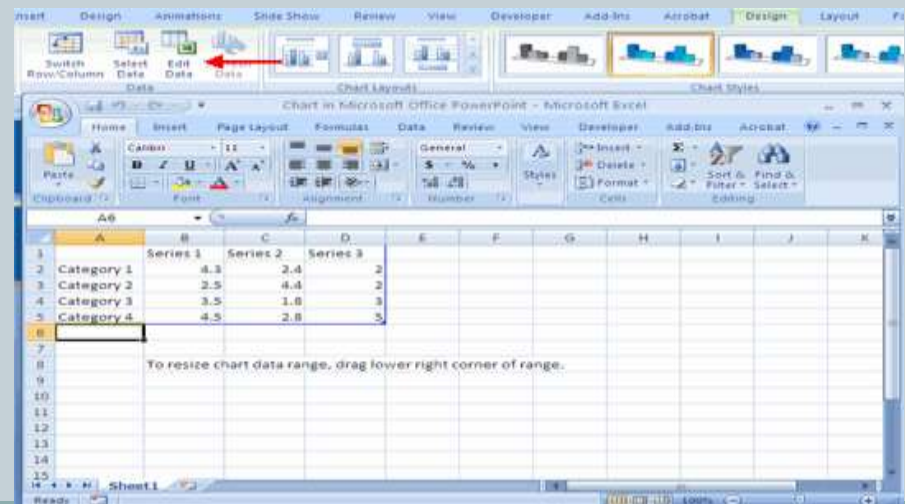
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data and Labels**

Graphics in Powerpoint



Edit Chart Data To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



Graphics in Powerpoint



Modify a Chart

Once you have created a chart you can do several things to modify the chart.

To move the chart:

- Click the **Chart** and **Drag it** another location on the same slide, or
- **Copy it to another slide**
- Choose the desired location and click **Paste**



To modify the chart size:

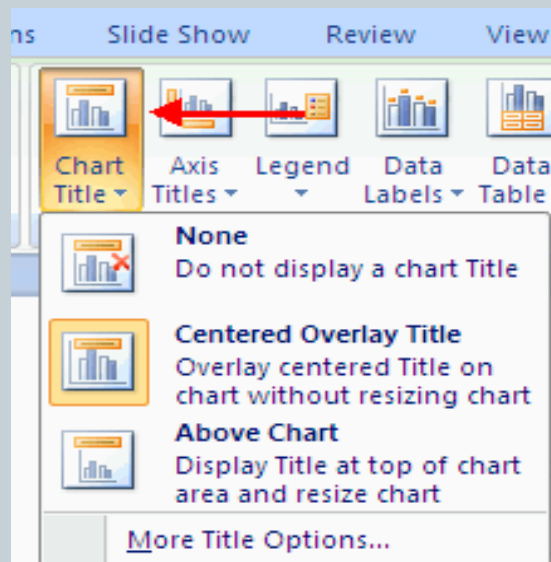
- Click the **Chart**
- Click on any of the corners and drop and drag to resize



Graphics in Powerpoint

To modify the labels and titles:

- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change



Graphics in Powerpoint

Chart Tools

The Chart Tools appear on the Ribbon when you click on the chart. The tools are located on three tabs: Design, Layout, and Format.

Within the **Design tab** you can control the chart type, layout, styles, and location.



Within the **Layout tab** you can control the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.



Within the **Format tab** you can adjust the Fill Colors and Word Styles.



Graphics in Powerpoint

Paste a Chart from Excel

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab



Graphics in Powerpoint

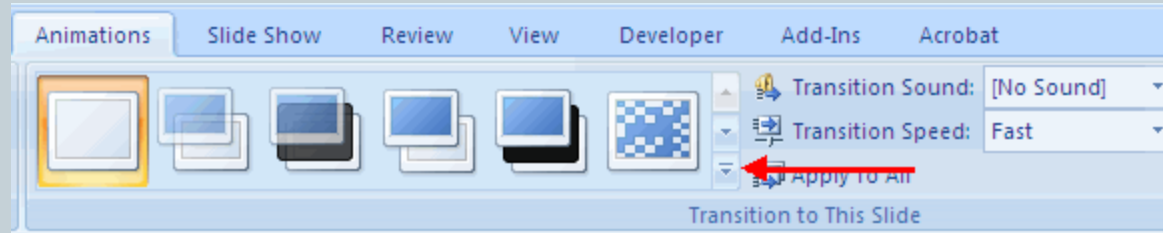


Slide Effects

Slide Transitions

Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box.



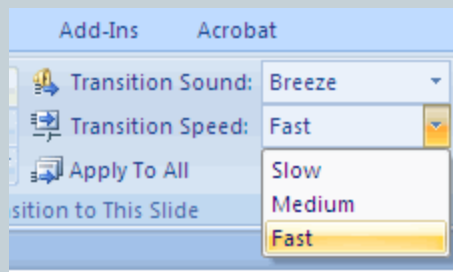
Graphics in Powerpoint

To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**



- Modify the transition speed by clicking the arrow next to **Transition Speed**



Graphics in Powerpoint

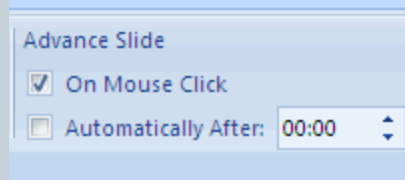
To apply the transition to all slides:

- Click the **Apply to All** button on the Animations tab



To select how to **advance a slide**:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds

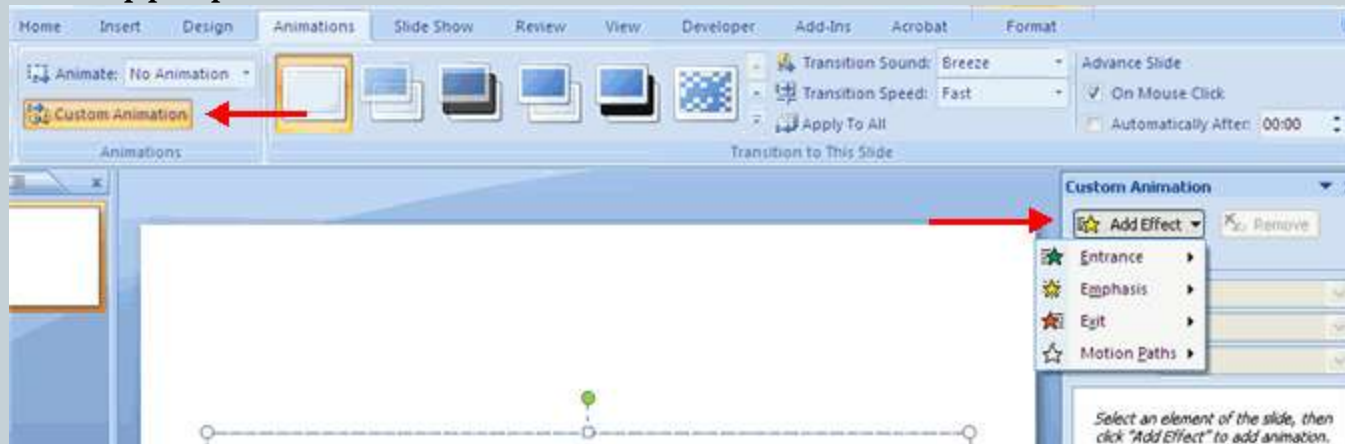


Graphics in Powerpoint

Slide Animation

Slide animation effects are predefined special effects that you can add to objects on a slide. To apply an animation effect:

- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect

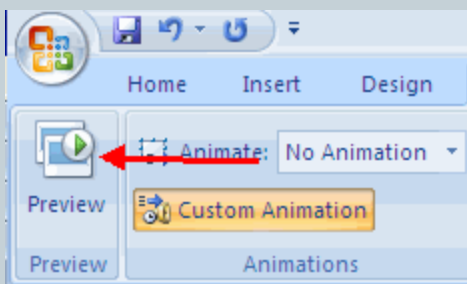


Graphics in Powerpoint

Animation Preview

To preview the animation on a slide:

- Click the **Preview button on the Animations tab**



Graphics in Powerpoint



Slide Show Options

The Slide Show tab of the ribbon contains many options for the slide show. These options include:

- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



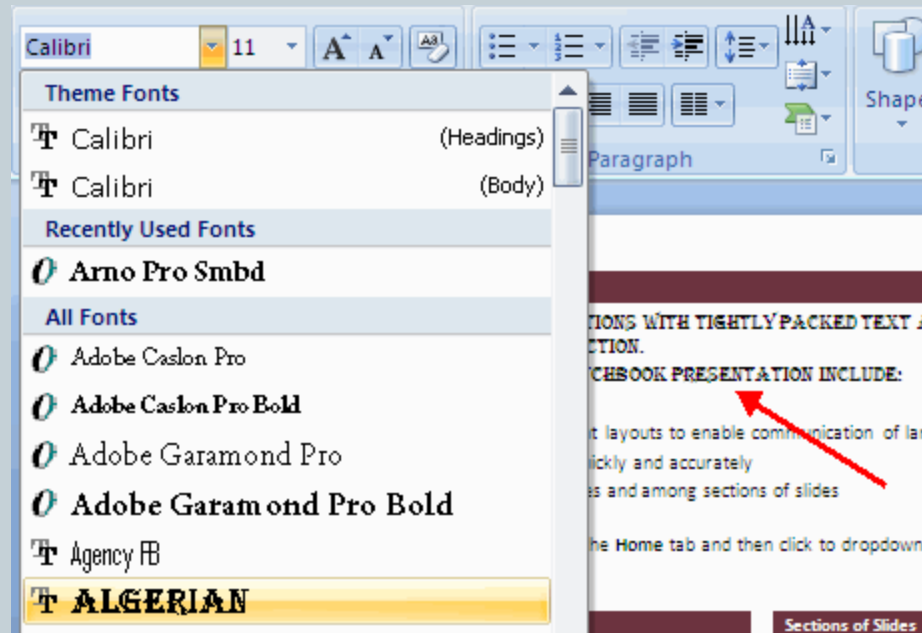
Graphics in Powerpoint

Formatting Text

Change Font Typeface and Size

To change the font typeface:

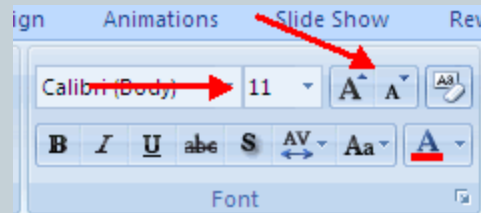
- Click the **arrow next to the font name** and **choose a font**.
- Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



Graphics in Powerpoint

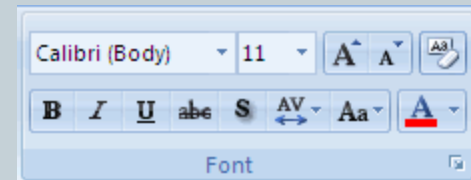
To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



Font Styles and Effects

Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:



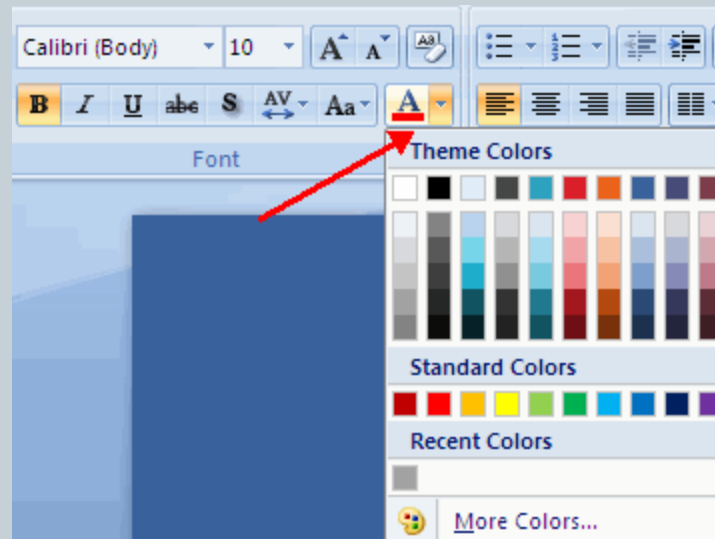
- Select the text and click the **Font Styles included on the Font group of the Home tab** or
- Select the text and right click to display the font tools

Graphics in Powerpoint

Change Text Color

To change the text color:

- Select the text and click the **Colors** button included on the **Font Group** of the **Ribbon**, or
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.



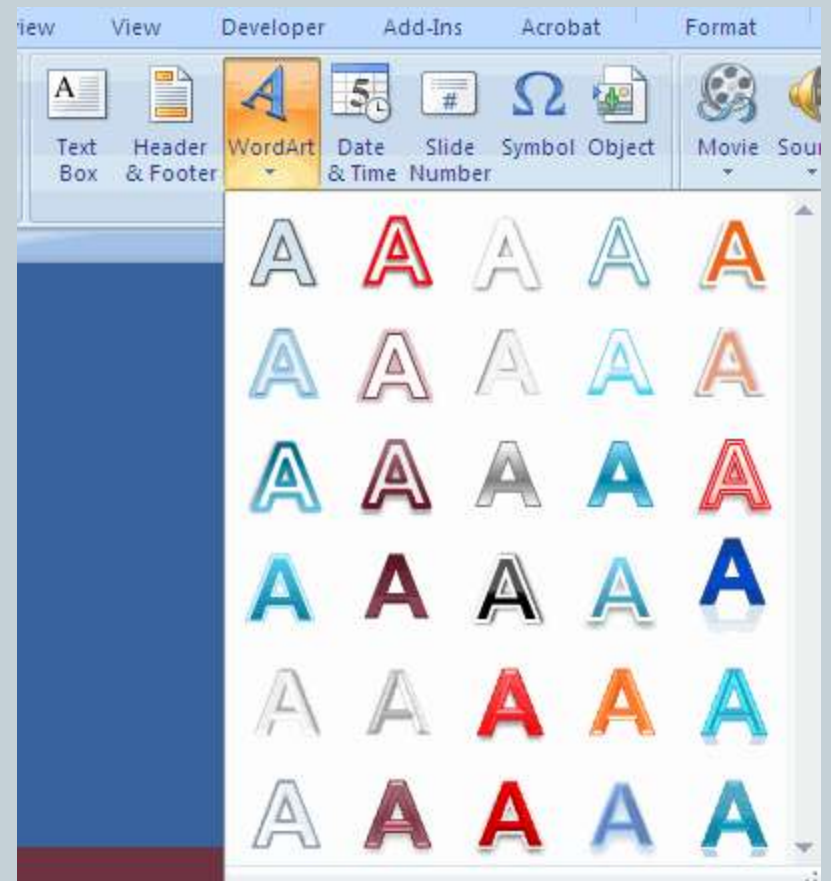
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WordArt

WordArt are styles that can be applied to text to create a visual effect.

To apply WordArt:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**

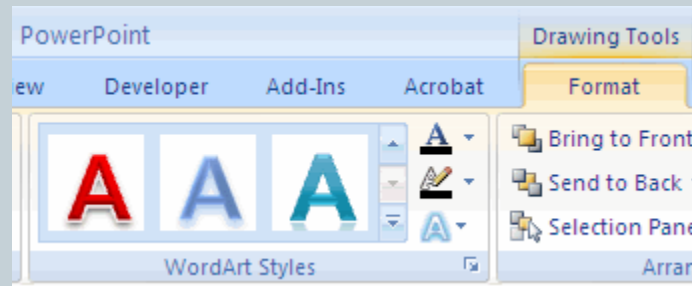


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To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button



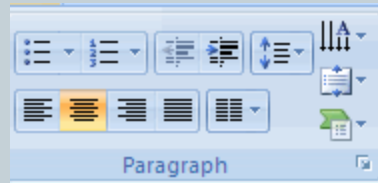
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Change Paragraph Alignment

The paragraph alignment allows you to set how you want text to appear. To change the alignment:

- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** the text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



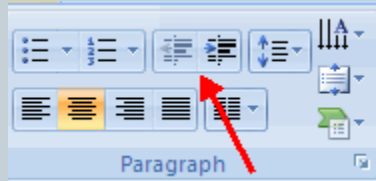
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Indent Paragraphs

To indent paragraphs, you can do the following:

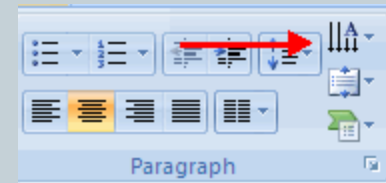
- Click the **Indent** buttons to control the indent.
- Click the **Indent** button repeated times to increase the size of the indent.



Text Direction

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



Graphics in Powerpoint

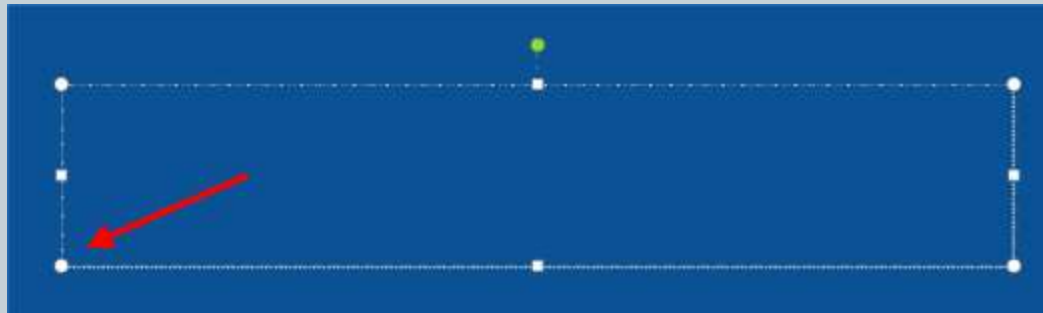


Adding Content

Resize a Textbox

To resize a textbox:

- Click on the **textbox**
- Click the corner of the box and drag the cursor to the desired size



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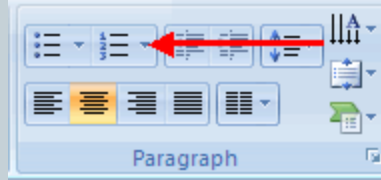


Bulleted and Numbered Lists

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered** Lists button



To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

Graphics in Powerpoint

Adding Video

Video clips can be added to the presentation.

To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**



Adding Audio

Audio clips can be added to the presentation.

To add an audio clip:

- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



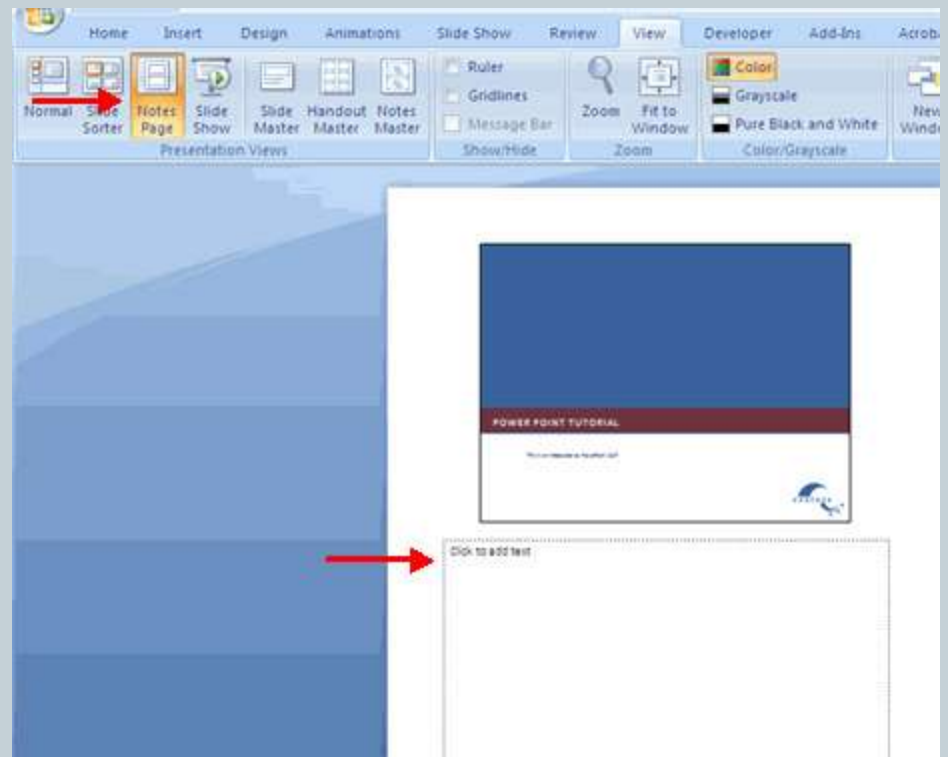
Graphics in Powerpoint

Printing

Create Speaker Notes

Speaker Notes can be added to allow you to create notes for each slide. To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



Graphics in Powerpoint



Print a Presentation

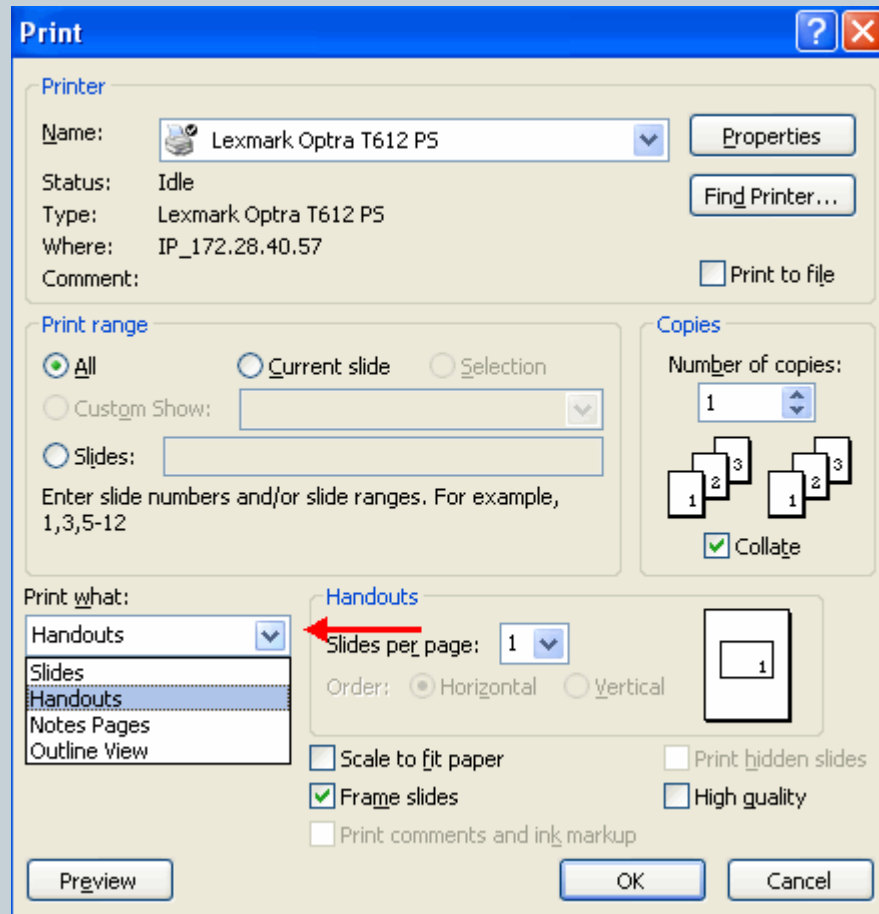
There are many options for printing a presentation. They are:

- Slides: These are slides that you would see if you were showing the presentation, one slide per page
- Handouts: 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- Notes Page: This includes the slides and the speaker notes
- Outline View: This will print the outline of the presentation

To access the print options:

- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow next to Print what**
- Choose the format and click **OK to print**

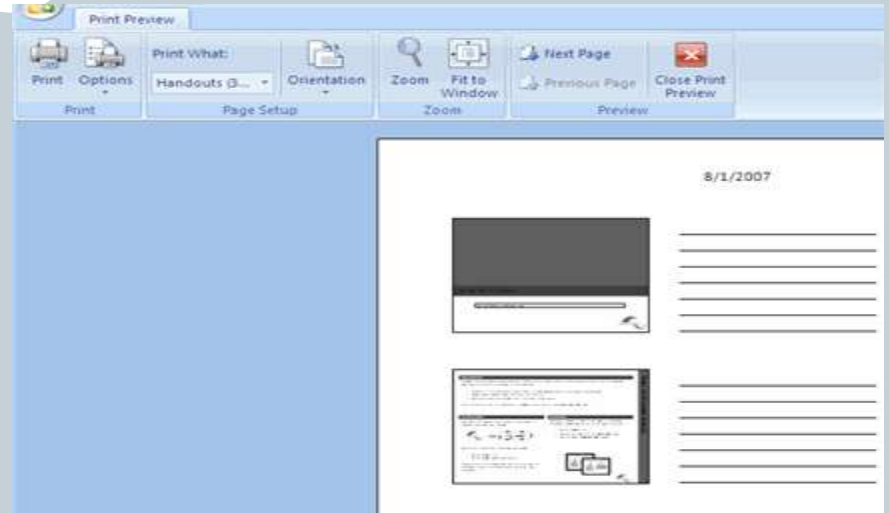
Graphics in Powerpoint



Graphics in Powerpoint

To print preview:

- Click the **Microsoft Office Button**
 - Place the cursor over **Print**
 - Click **Print Preview**
 - Click the arrow next to **Print**
- What to change print options**
- To print from Print Preview, click **Print**



To Exit Print Preview:

Click the **Close Print Preview** button



Graphics in Powerpoint

Package a Presentation

There are times when you want to package a presentation with all of the additional files attached as well. To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD or Copy to Folder**



Graphics in Powerpoint



Design Tips

- Slides should be of a consistent design throughout the presentation
- Use graphics and pictures when possible
- Remove unnecessary information and graphics
- Use contrasting background and text colors
- Keep the number of fonts used in the presentation to 3
- Keep the fonts consistent throughout the presentation

Graphics in Powerpoint



Presentation Tips

- Identify the critical information for your presentation
- Use no more than 6 bullets per page
- Bullets should be short ideas, not complete sentences (these should be your talking points)
- To start the Slide Show, Click **Slide Show on the Presentation Views group on the View tab**
- Use the arrow keys to move forward or backward in a presentation
- Press the **Escape (Esc) key to end the slide show**
- A pen tool is available for drawing on the screen with the mouse. Press **CTRL+P** or **click the right mouse button at any time and a popup window will appear. Choose Pen and the pointer will change to a pen that allows you to draw freehand on the screen using the mouse. Press the E key to erase all pen strokes. Press CTRL+A to disable the pen feature and revert the pen back to a pointer arrow.**

Graphics in Powerpoint



- If you would like to use the pen to draw on a blank screen during a presentation, press the **B** or **W** keys, or select **Screen/Black Screen** from the popup menu and the screen will turn black. Press **B** or **W** again or choose **Next** from the popup menu to return to the presentation when you are finished drawing.
- To hide the pointer and button from the screen press the **A** key.
- Be sure to preview the slide show using a projector if one will be used during the presentation. Words or graphics that are close to the edge of the screen may be cut off by the projector.

Graphics in Powerpoint

Spell Check

To check the spelling throughout a presentation:

- Click the **Spelling button in the Proofing group on the Review tab**





Thank
you