KALINGA COMPUTER EDUCATION, ATHGARH, CUTTACK

MS POWERPOINT NOTE

MICROSOFT POWER POINT 2007

WHAT IS POWER POINT PRESENTATION?

PowerPoint is a presentation software program that is part of the Microsoft Office package.

PowerPoint uses a graphical approach to presentations in the form of slide shows that accompany the oral delivery of the topic. This program is widely used in business and classrooms and is an effective tool when used for training purposes.

PowerPoint is one of the simplest computer programs to learn. It is the easy and good program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional.

It is easy to customize presentations with your company logo and to dazzle your audience by using one of the many design templates that come with the programs. Many more free templates are available online from Microsoft and a host of other websites.

In addition to an on screen slide show, PowerPoint has printing options that allow the presenter to provide handouts and outlines for the audience as well as notes pages for the speaker to refer to during the presentation.

WHAT IS PRESENTATION?

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.

GETTING START

To start MS Power Point click on the Start Menu on the bottom left corner of your desktop and select ***Start→ All Programs→ Microsoft Office →Microsoft Office Power Point 2007.***
Or
Open RUN then type "powerpnt" and press Enter key

SCREEN LAYOUT

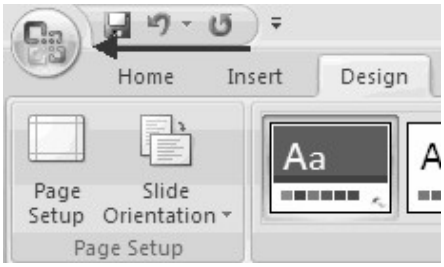
Getting started with PowerPoint 2007 will notice that there are many features that you'll be able to utilize for presentation. There are three features that you should remember as you work within PowerPoint 2007:

1. The Microsoft Office Button,
2. The Quick Access Toolbar,
3. The Ribbon.

The function of these features will be more fully explored below.

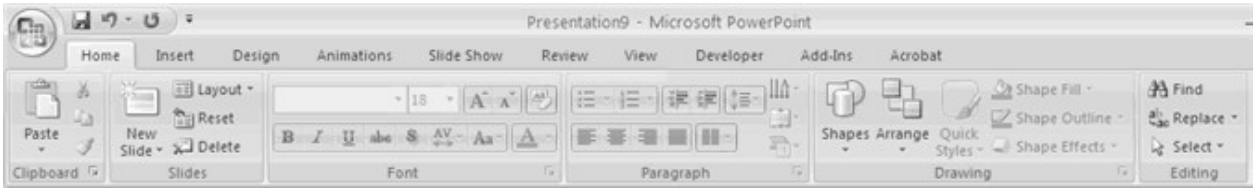
MICROSOFT OFFICE BUTTON

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.



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 used features are displayed on the Ribbon, to view additional features within each group, click on the arrow at the bottom right of each group.

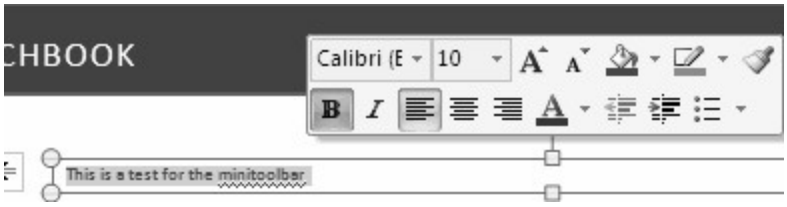
HOME:	Clipboard, Slides, Font, Paragraph, Drawing, and Editing
INSERT:	Tables, Illustrations, Links, Text, and Media Clips.
DESIGN:	Page Setup, Themes, Background.
ANIMATIONS:	Preview, Animations, Transition to this Slide
SLIDE SHOW:	Start Slide Show, Set Up, Monitors.
REVIEW:	Proofing, Comments, Protect.
VIEW:	Presentation Views, Show/Hide, Zoom, Window, Macros

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 on the arrow at the end of the toolbar and click **Show Below the Ribbon**.

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.



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.

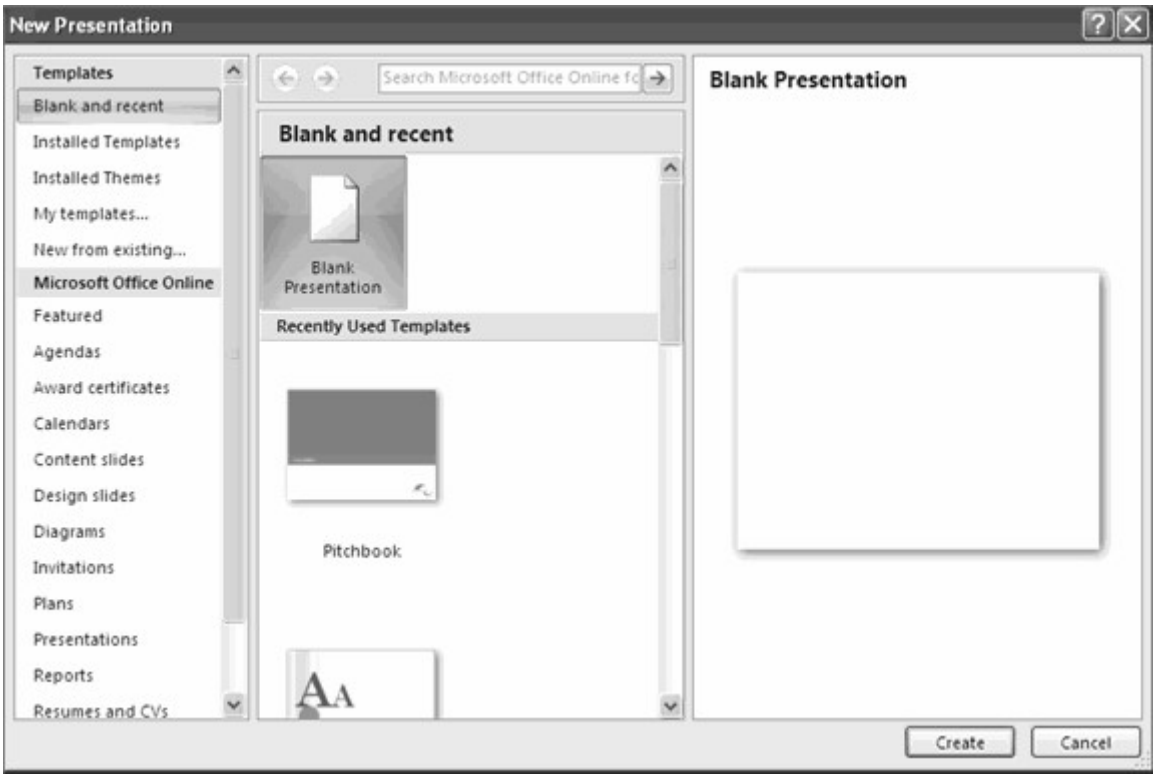
SLIDE VIEWS

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.

HOW TO MAKE 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:

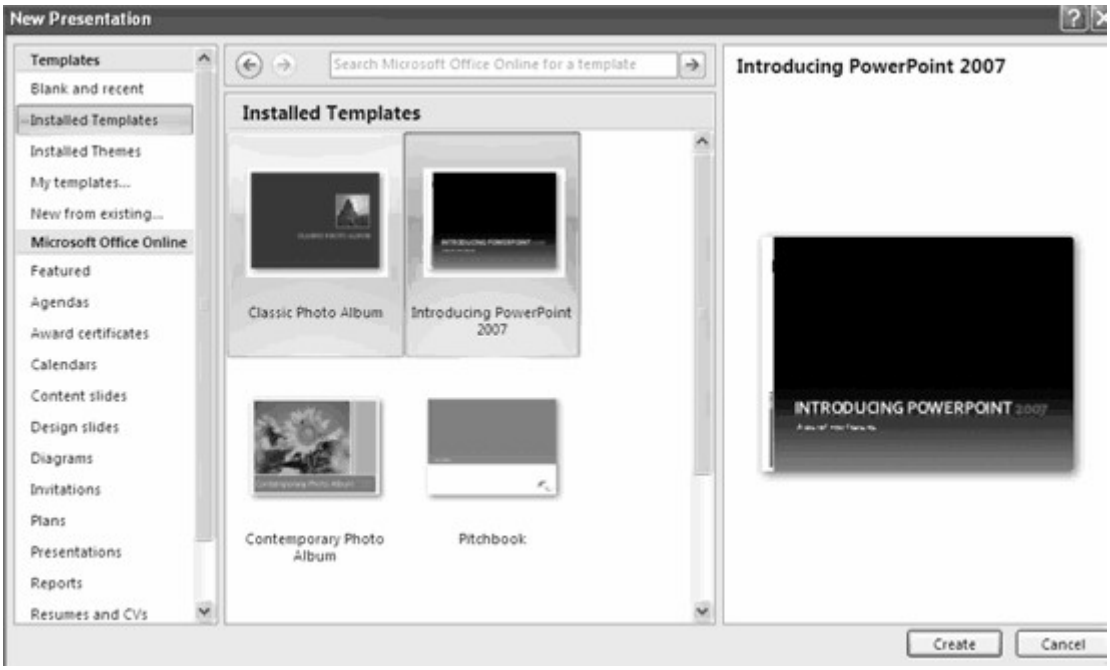
- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**



To create a new presentation from a template:

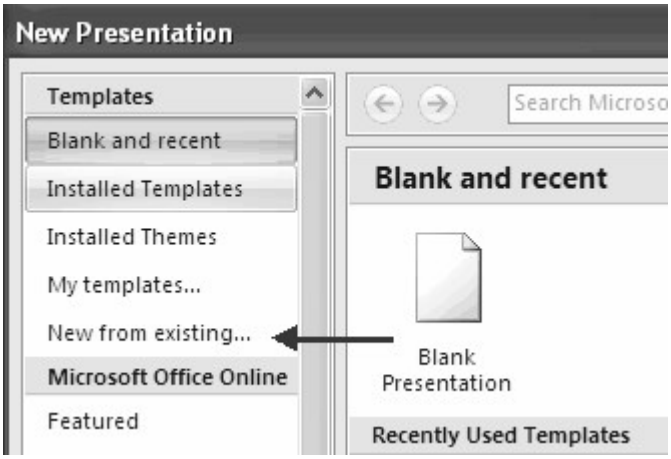
- Click the **Microsoft Office Button**
- Click **New**

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



To create a new presentation from an existing presentation:

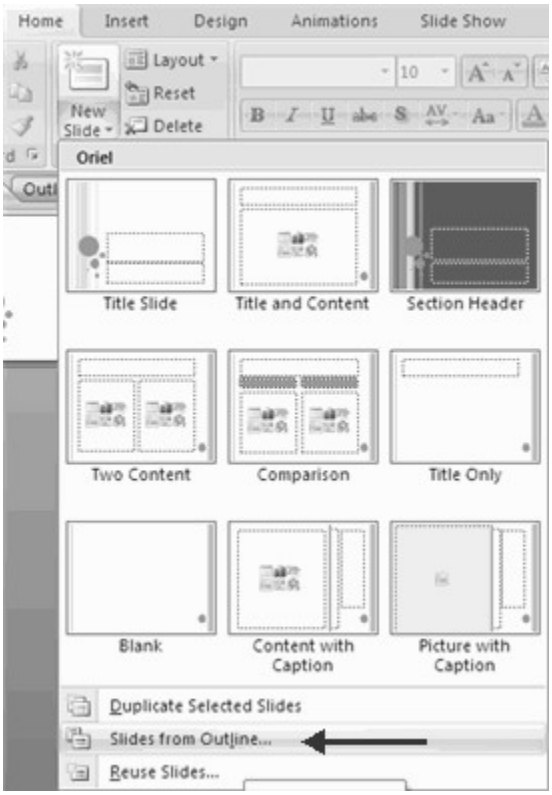
- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

- Click the slide where you would like the outline to begin

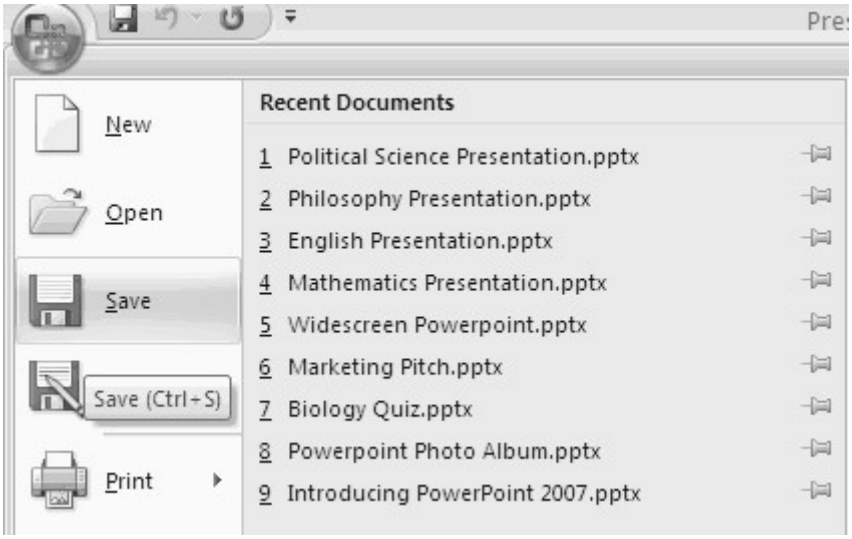
- Click **New Slide** on the **Home** tab
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



SAVE A PRESENTATION

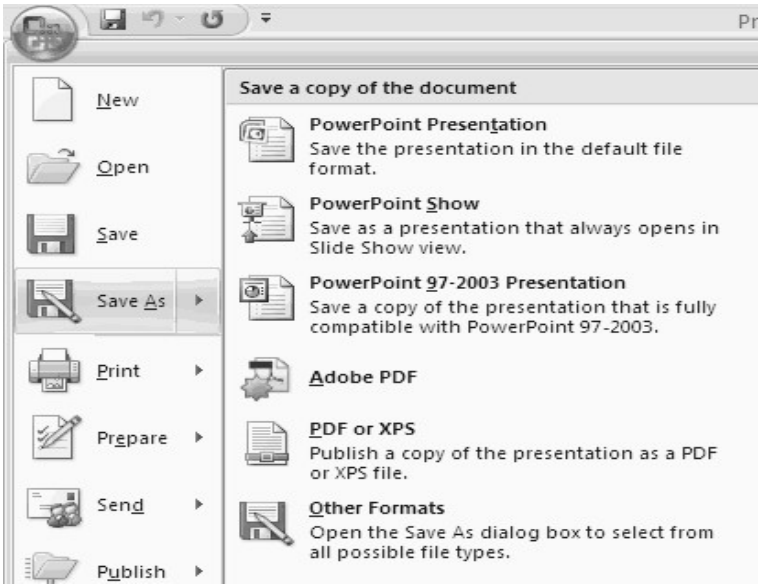
When you save a presentation, you have two choices: **Save** or **Save As**. To save a document:

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



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**

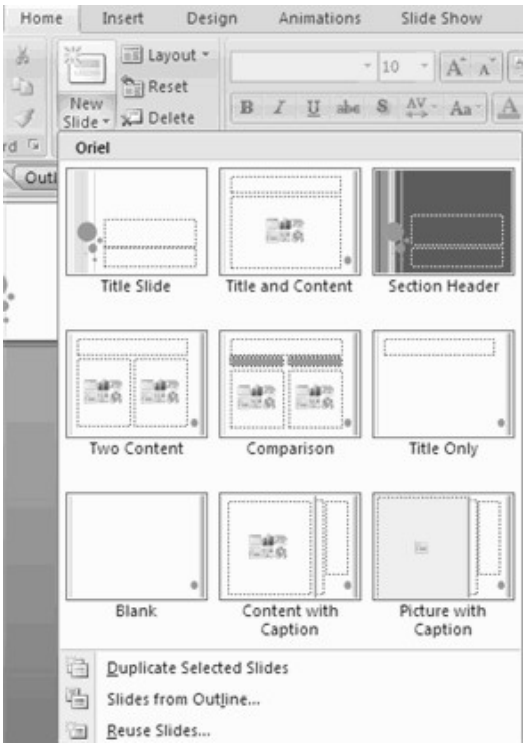


ADD SLIDES

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

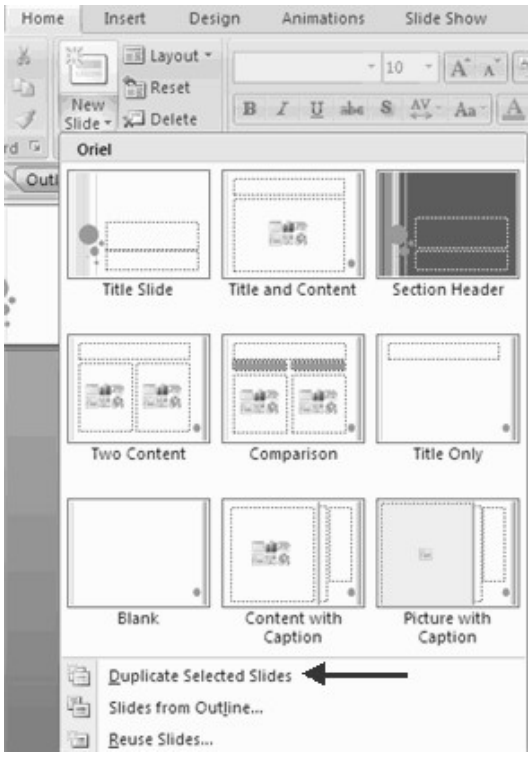
To create a new slide from Office Themes:

- 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



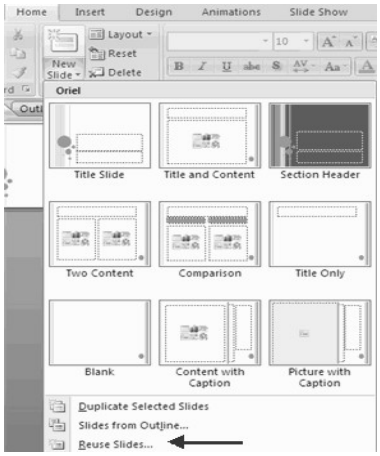
To create a slide as a duplicate of a slide in the presentation:

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



To create a new slide from another presentation:

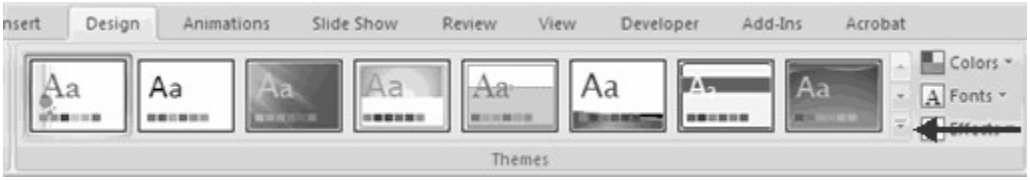
- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



THEMES

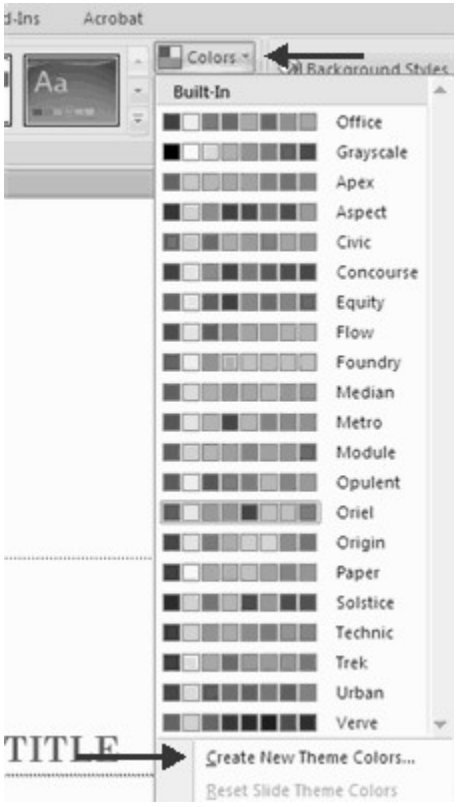
Themes are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation. To add a theme to a presentation:

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



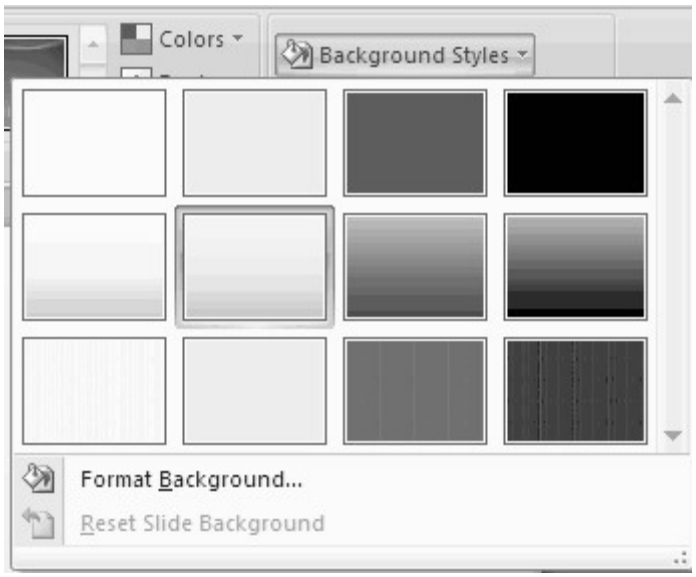
To apply new colors to a theme:

- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



To change the background style of a theme

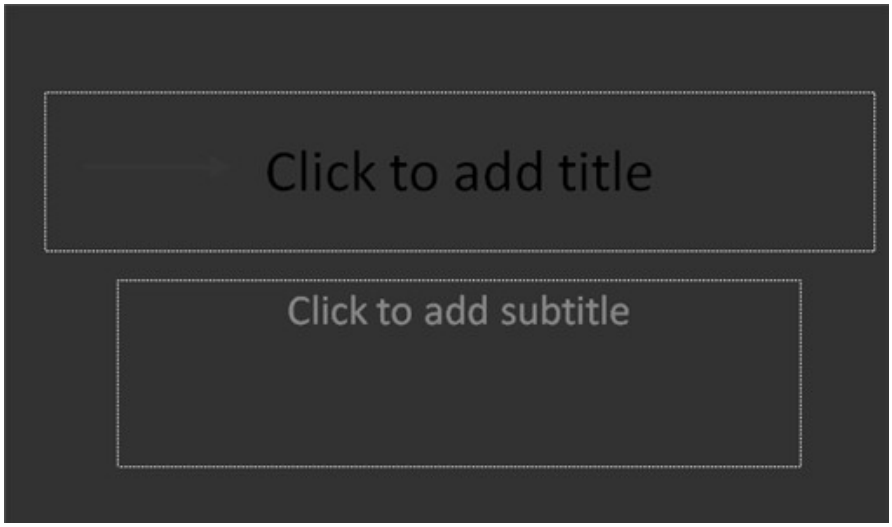
- Click the **Background Styles** button on the **Design** tab



ENTER TEXT

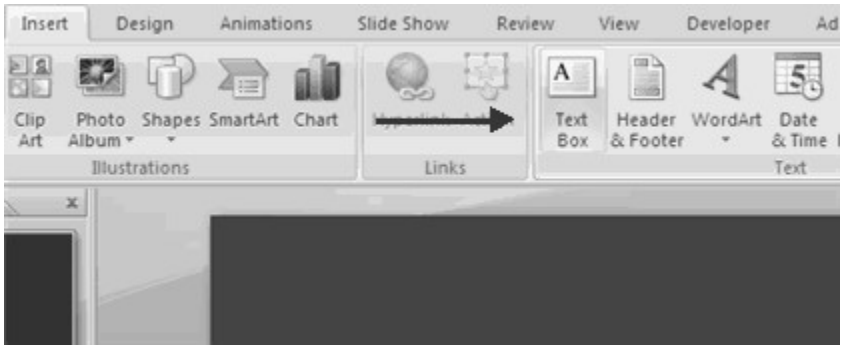
To enter text:

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



To add a text box:

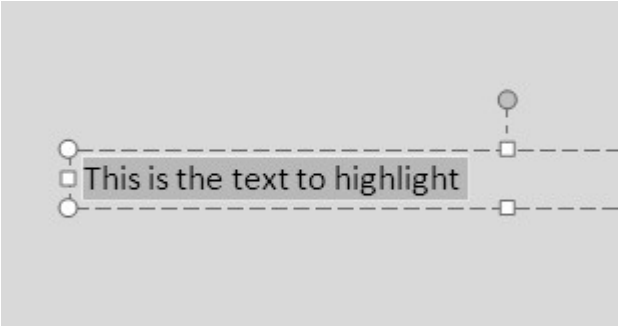
- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text



SELECT TEXT

To select the text:

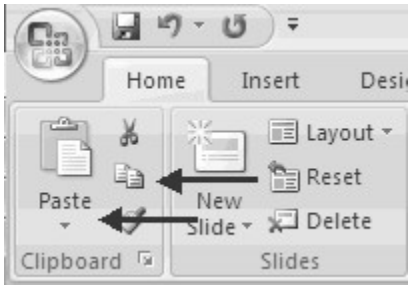
- Highlight the text



COPY AND PASTE

To copy and paste data:

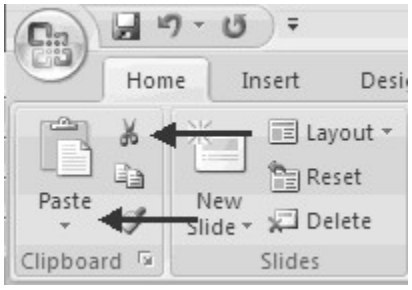
- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



CUT AND PASTE

To cut and paste data:

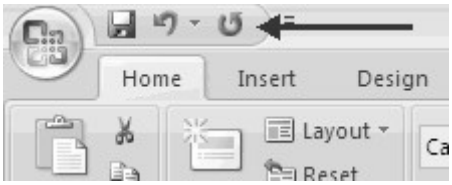
- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**
- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



UNDO AND REDO

To undo or redo your most recent actions:

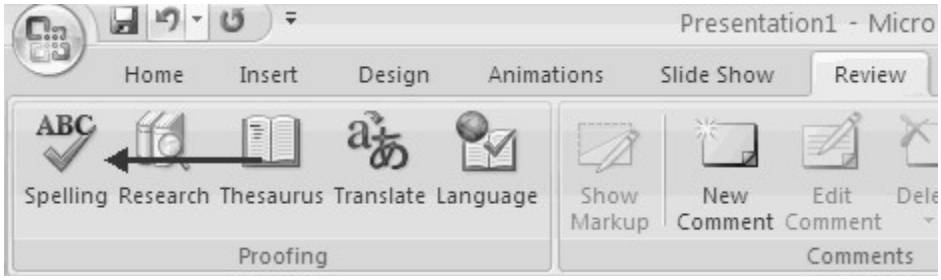
- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



SPELL CHECK

To check the spelling in a presentation:

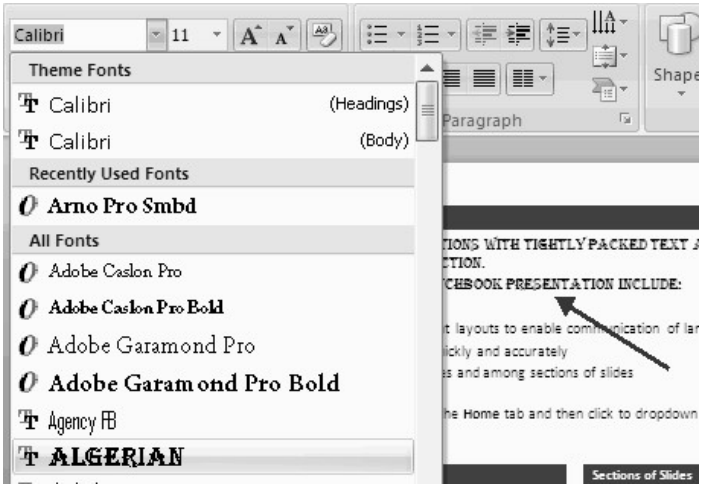
- Click the **Review** tab
- Click the **Spelling** button



CHANGE FONT TYPEFACE AND SIZE

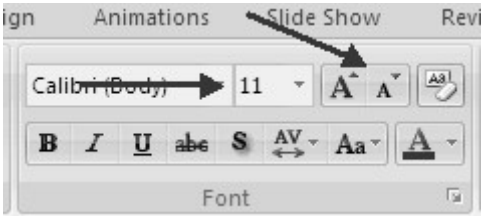
To change the font typeface:

- 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.



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

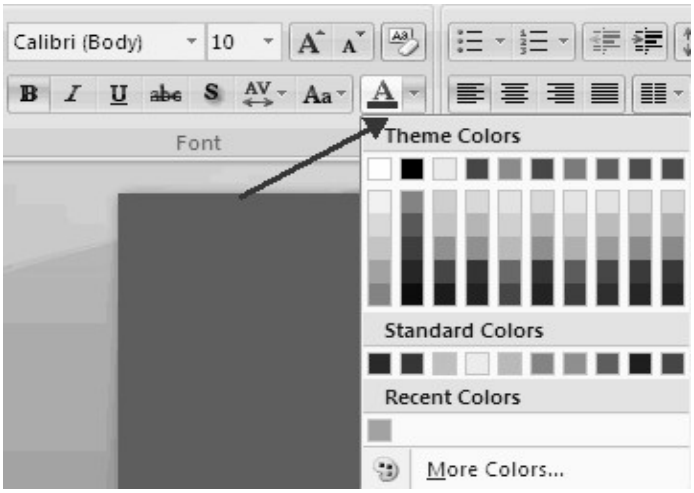
Font styles are predefined formatting options that are used to emphasize text. They include: Bold, Italic, and Underline. To add these to text:

- 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

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.



WORDART

WordArt are styles that can be applied to text to create a visual effect. To apply Word Art:

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

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

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.

INDENT PARAGRAPHS

To indent paragraphs, you can do the following:

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

TEXT DIRECTION

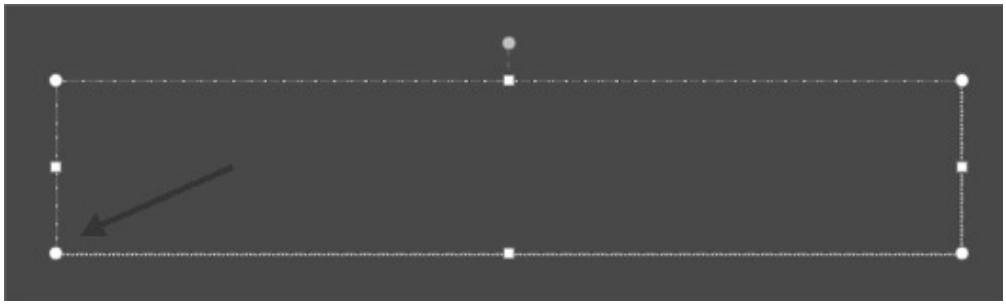
To change the text direction:

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

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



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

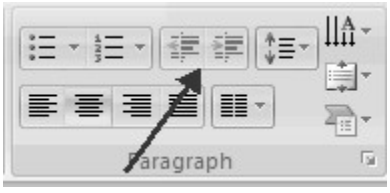
To create a new list:

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

NESTED LISTS

A nested list is list with several levels of indented text. To create a nested list:

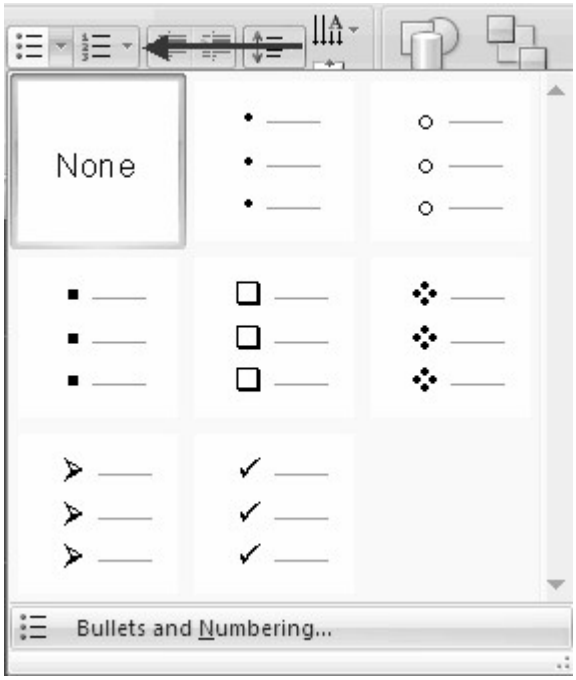
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



FORMATTING LISTS

The bullet image and numbering format can be changed by using the **Bullets or Numbering** dialog box.

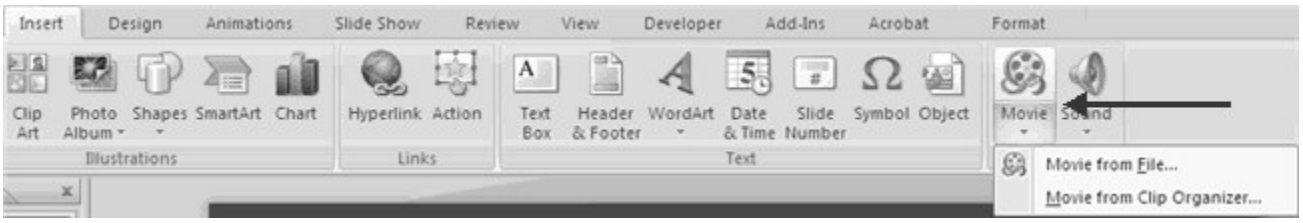
- Select the entire list to change all the bullets or numbers, or
  Place the cursor on one line within the list to change a single bullet.
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style.



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**



To edit the video options:

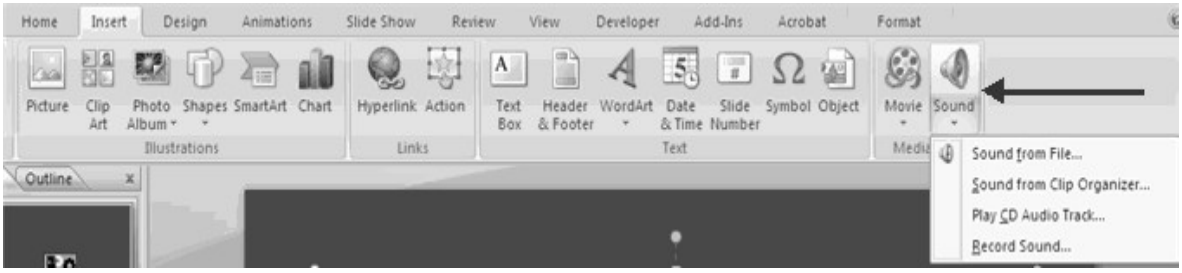
- Click the movie icon

- Click the **Format** tab

ADDING AUDIO

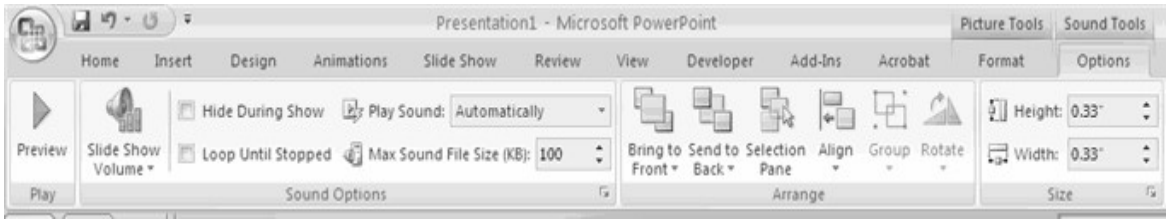
Audio clips can be added to the presentation. To add an audio clip:

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



To edit the audio options:

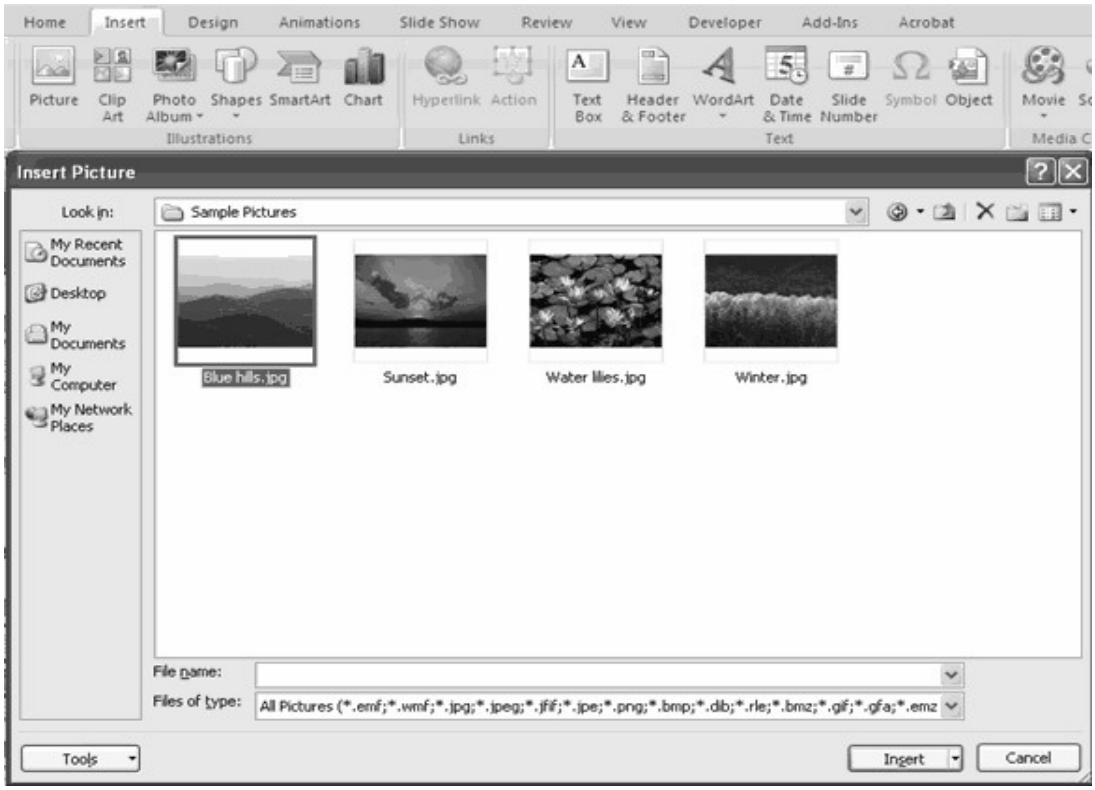
- Click the audio icon
- Click the **Format** tab



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**

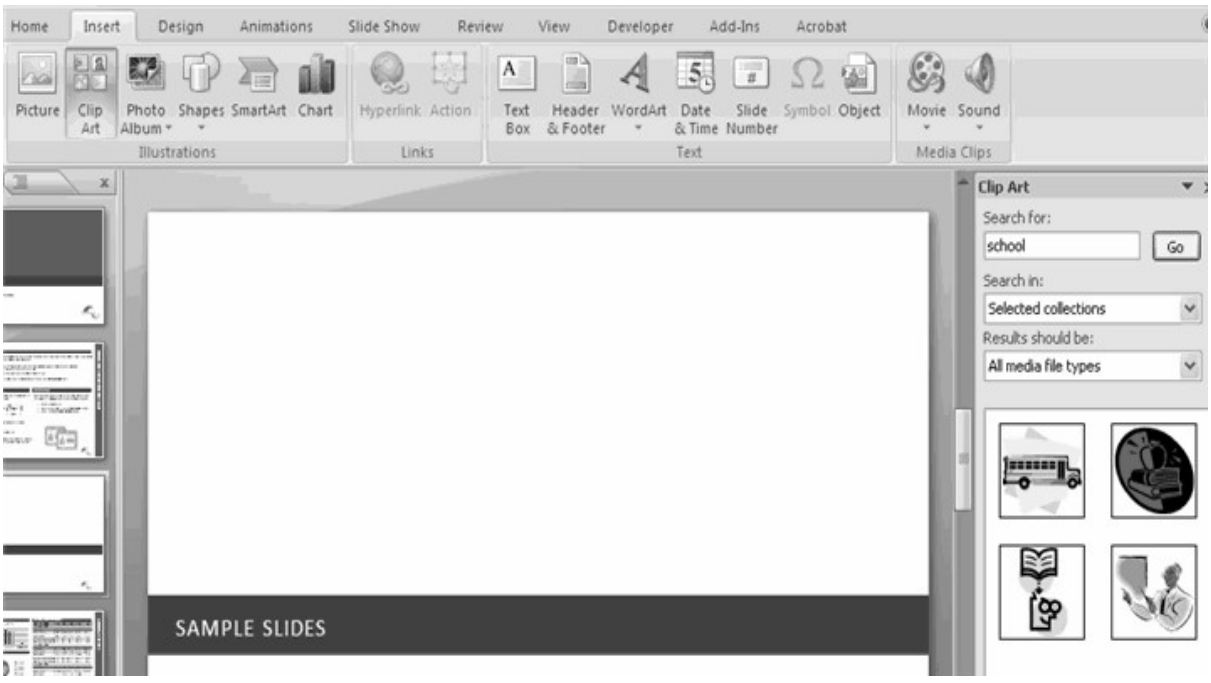


- To move the graphic, click it and drag it to where you want it

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

EDITING PICTURES AND CLIP ART

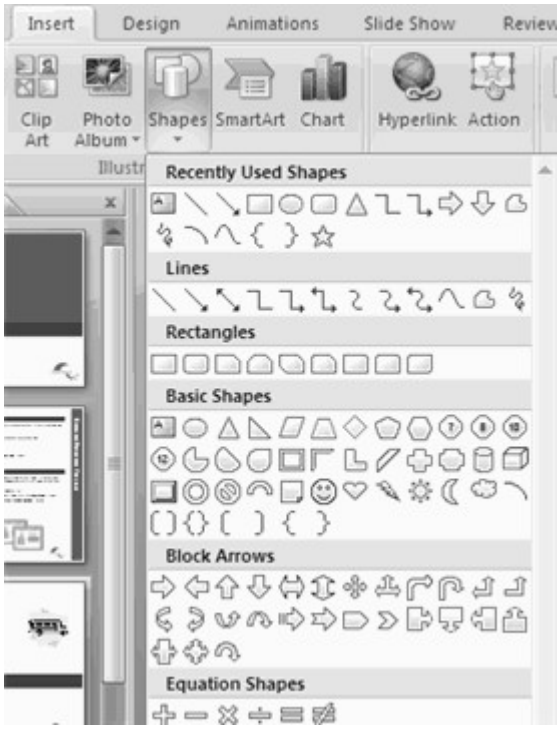
When you add a graphic to the presentation, an additional Tab appears on the Ribbon. The Format Tab allows you to format the pictures and graphics. This tab has four groups:

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

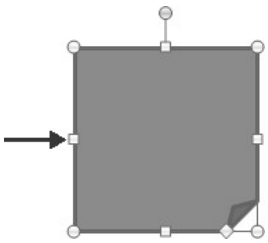
ADDING A SHAPE

To add Shapes:

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



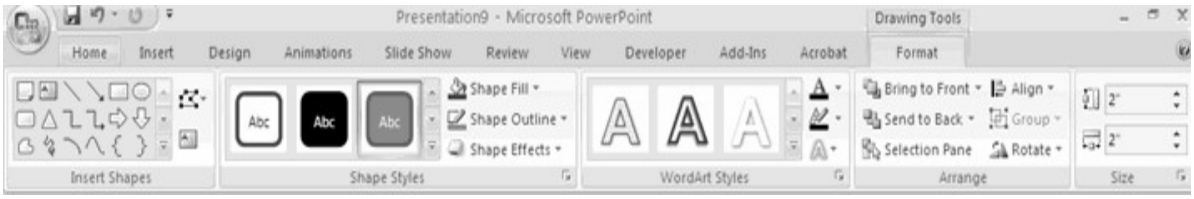
- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

- Click the **Shape**

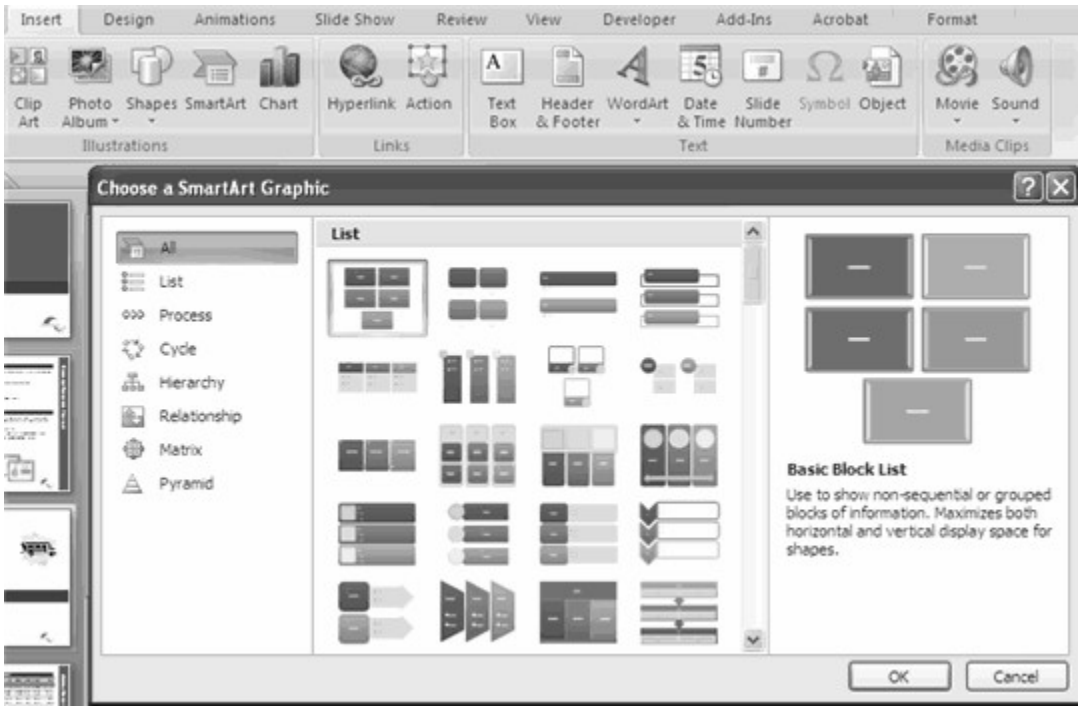
- Click the **Format** tab



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

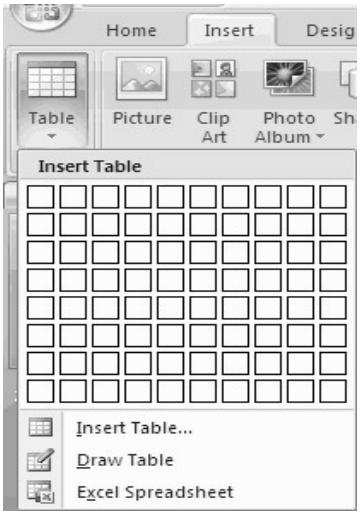


- Click the **SmartArt**
- Drag it to the desired location in the slide

CREATE A TABLE

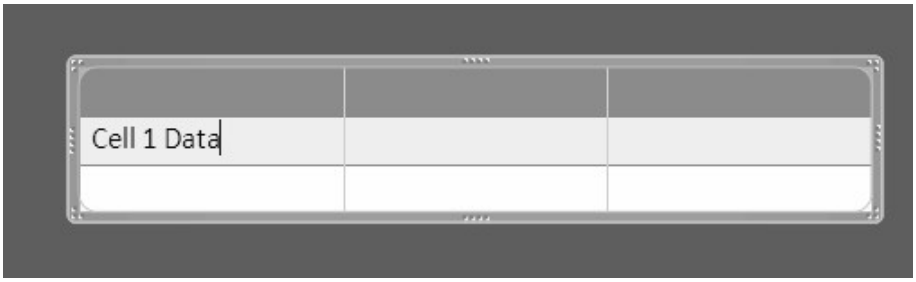
To create a table:

- 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



ENTER DATA IN A TABLE

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



MODIFY THE TABLE STRUCTURE AND FORMAT A TABLE

To modify the structure of a table:

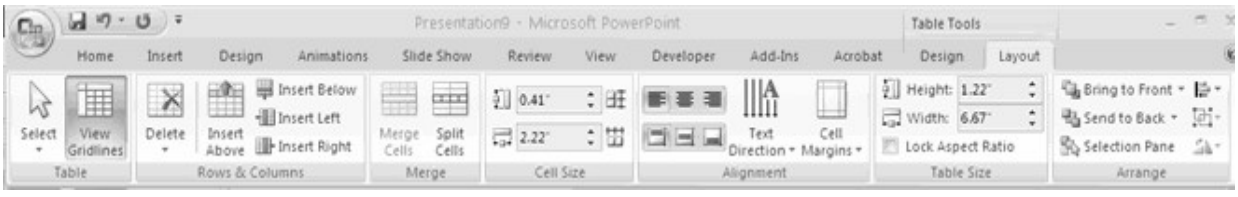
- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.

On the Design Tab, you can choose:

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

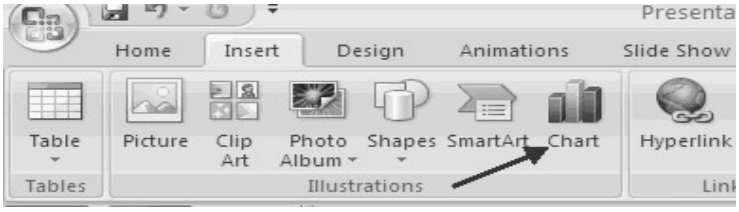
To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **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)



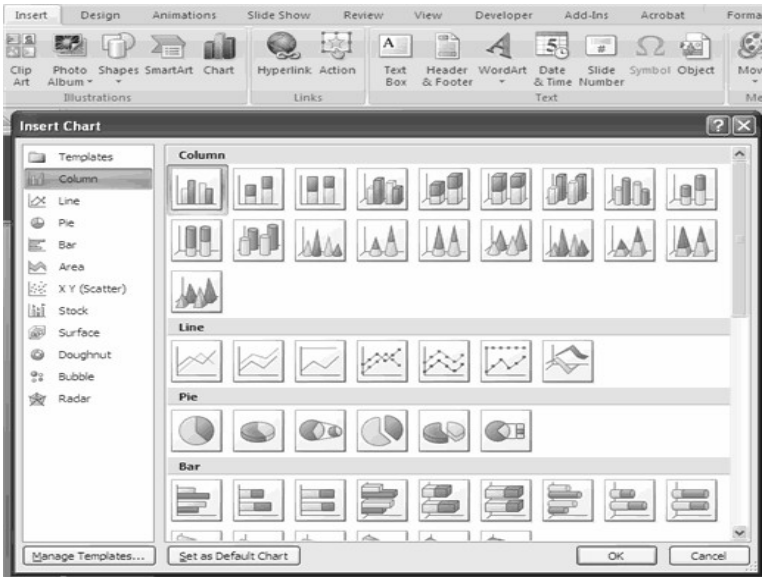
HOW TO CREATE CHARTS?

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.



To create a chart:

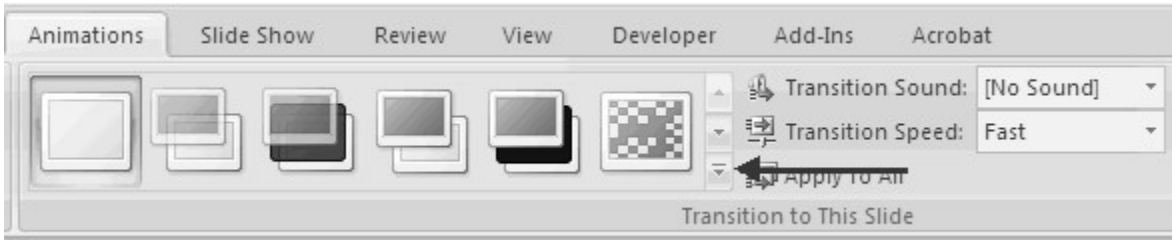
- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



SLIDE TRANSITIONS

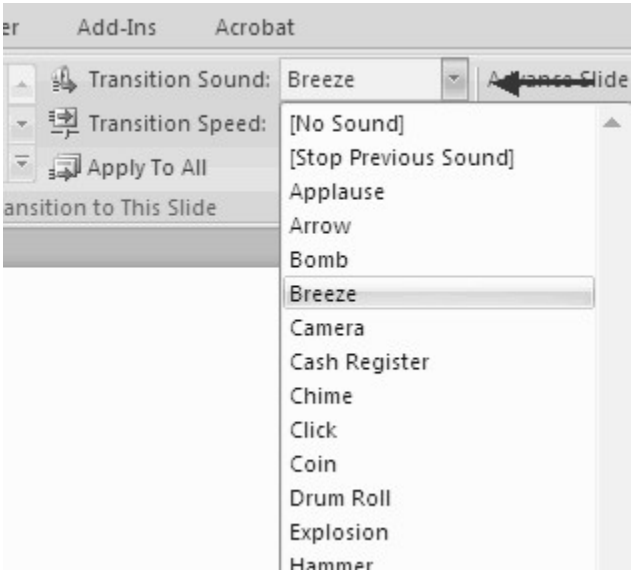
Transitions are effects that are in place when you switch from one slide to the next. To add slide transitions:

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



To adjust slide transitions:

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



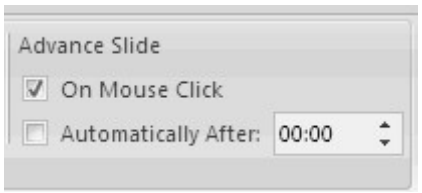
- Modify the transition speed by clicking the arrow next to **Transition Speed**

To apply the transition to all slides:

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

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

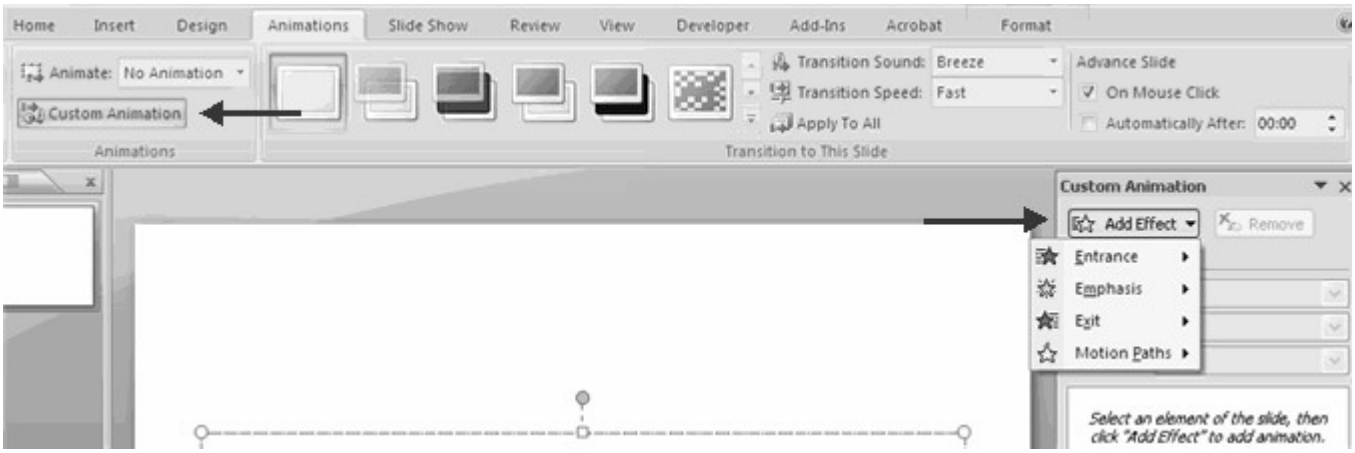
- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



SLIDE ANIMATION

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

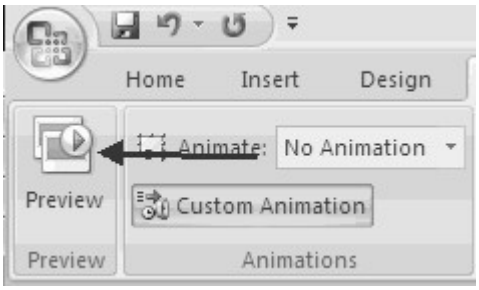
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



ANIMATION PREVIEW

To preview the animation on a slide:

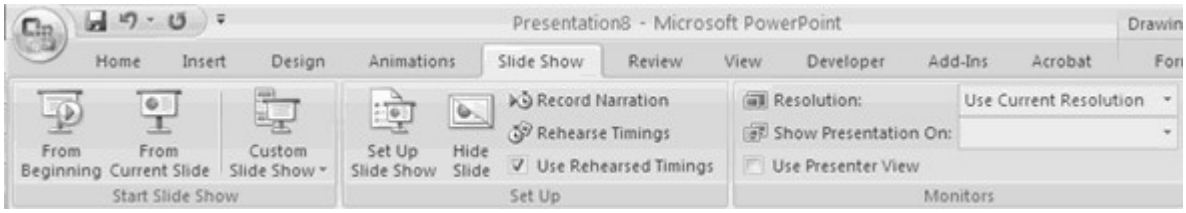
- Click the **Preview** button on the **Animations** tab



SLIDE SHOW OPTIONS

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

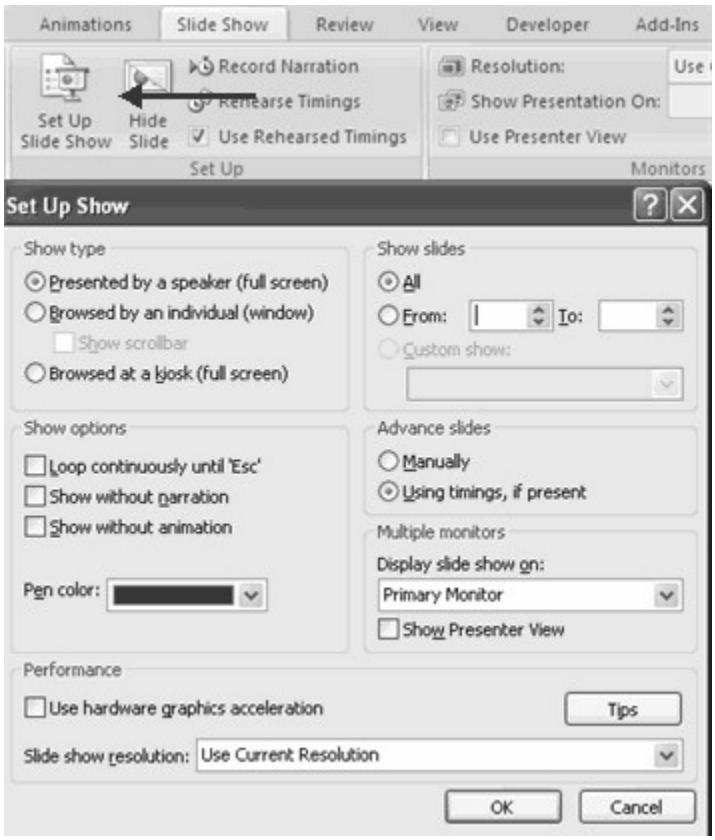
- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show



SET UP SLIDE SHOW

This option allows you to set preferences for how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions



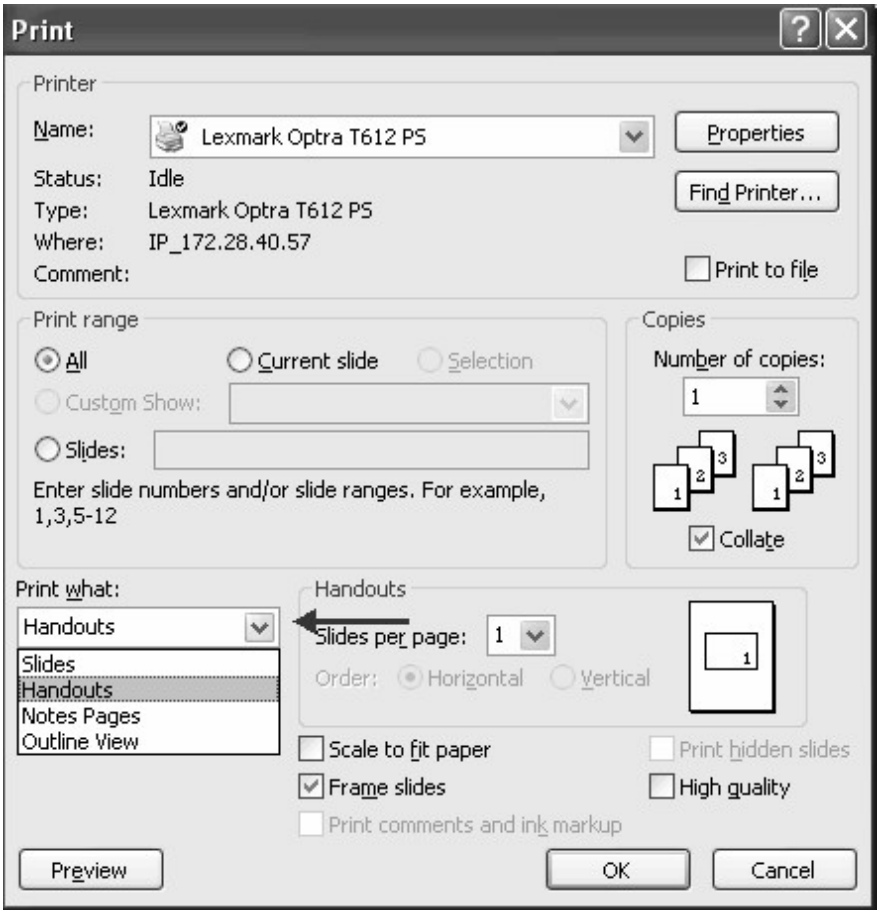
PRINT A PRESENTATION

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

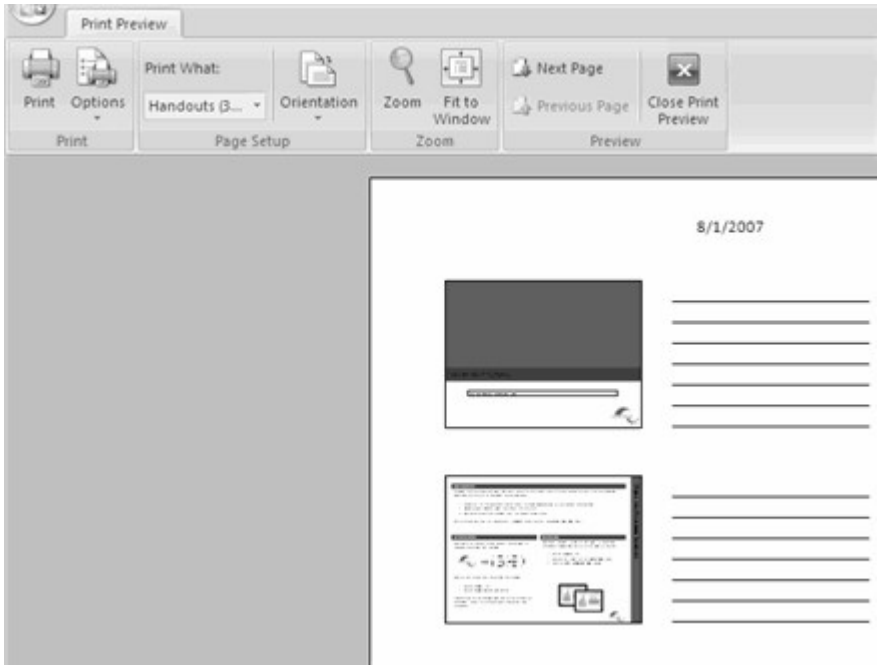
To access the print options:

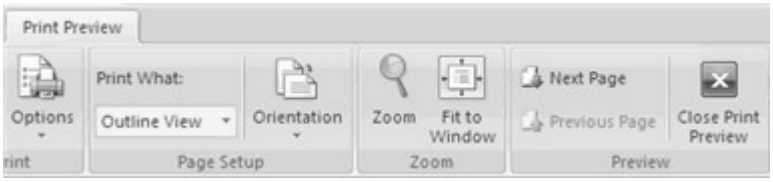
- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print



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