MS Office PowerPoint 2007

A Book For Expert In PowerPoint

Master In PowerPoint

HaCkEr InDiA

Special Credit:- WEBEL GOTAN

MS Office Power Point 2007

- MS Office Power Point file extension = .pptx

1. What is MS Power Point ?

=>> MS Power Point 2007 is an application software that offers different ways to create a new presentation. You can choose from any of the following method depending on your needs.

A. Blank Presentation:— To create a customized presentation, First Click On Office Button→Select New To Open A New Presentation Dialogue Box→Click On Blank Presentation Option→Click On Create Button

B. Installed templates:— To create a presentation using contents and design suggested by PowerPoint.

Let's create a presentation on the topic "COMPUTER" click on the title place holder and type the word "COMPUTER" inside the text box→Next click on the subtitle place holder and type your name with a heading "Created
By...."→Now click outside the text box to remove the place holder your
first slide is ready now. If you want to use some other slide layouts for your slides then click layout box installed themes it is used to create presentation using a design templates.

Click new option MS Office (Button Menu)→Click On Installed theme in the upper left corner→Double click on a template that you would like to apply→Ok

2. How to create a presentation ?

=>> Step 1:— Office Button→New→Blank Presentation→Click On Create Add Title Or Subtitle (You can also add a pic here)→Animation Menu→Choose Animation Styles From "Transition to this slide tab".

Or, Choose Custom Animation From Animations Menu→Click On An Object→Add Effect From Animations Box→Start (After Previous)→Click On Play To Preview The Slide

3. How to change the theme of an individual slide or entire presentation ?

=>> Step:— (Open the presentation and select the slide whoes theme is to be changed)→Click On Design Tab→Select A Theme For Your Presentation From The Themes Group→The Selected Theme Will Appear On Your Presentation

★ To apply new theme on all the presentation slides, Right click on the selected theme and choose the option "Apply to all slides".

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