



Microsoft PowerPoint 2007 Level One



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Microsoft PowerPoint 2007

C o n t e n t s

Course Objectives	1
Getting Started	1
PowerPoint Views	1
Reordering & Deleting Slides	2
Running a Slide Show	3
Choosing a Design Theme	4
Slide Layout	5
Adding New Slides	5
About Slide Layout	5
About Placeholders	5
Working with Text	6
Adding Text in Normal View	6
Adding Text from the Outline Tab	6
Formatting & Editing Text	6
Working with Bulleted Lists	7
Modify a Bullet's Size, Color & Appearance	7
Modify a Bullet's Line Spacing	7
Saving a Presentation	8
Save as Type: 2007 vs. 97-2003	8
Compatibility Mode	8
Images, Shapes & WordArt	9
Inserting Pictures & Clip Art	9
Adding Shapes	10
Adding Text Boxes	11
Adding WordArt	11
Slide Design Themes	12
Change Design Theme for All Slides	12
Change Design Theme for a Single Slide	12
Changing the Color Scheme	12
Changing the Slide Background	13
Tables, Charts & SmartArt	13
Adding Tables	13
Adding Charts	14
SmartArt	15
Importing Slides or Text	16
Importing Slides From Other Presentations	16
Importing Text	16
Animations & Transitions	17
Applying Slide Transitions	17
Animating Text & Objects	18
Advanced Text Formatting	18
Font Schemes	18
Replacing Fonts Throughout a Presentation	19
Change Line Spacing	19
Embedding Fonts	19
Inserting Media Clips	20
Printing a Presentation	21
Inserting Headers and Footers	21
Creating Speaker Notes	22
Printing a Presentation	22
Advanced Slide Show Setup	22
Hiding a Slide	22
Set Up Slide Show	22
Carnegie Tips for Presenters	23
Getting Help	24

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Course Objectives

This class introduces users to Microsoft PowerPoint and its many features. In this class, users will:

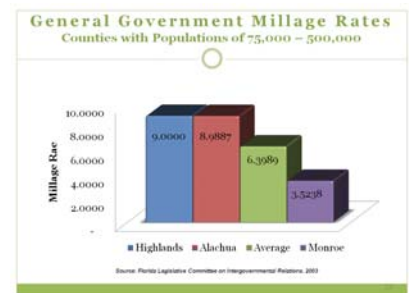
- Understand basic PowerPoint terminology and features
- Open, close, create, and save a presentation
- Format fonts and objects
- Insert images, such as clip art, pictures and WordArt
- Insert and format charts and tables
- Modify the slide layout, design, background, and masters
- Apply slide transitions and animations
- Insert slides from other PowerPoint and Word files
- Print slides and handouts

Getting Started

When communicating ideas to a co-worker or a large audience, the message is more effective when it is accompanied by visual elements. Microsoft PowerPoint combines text, graphics, audio and video to create presentations that express ideas clearly and professionally.

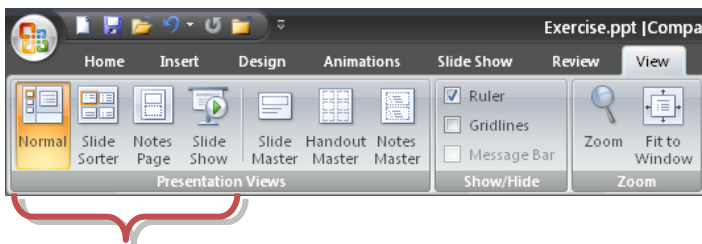
Starting PowerPoint

To start the program, double-click the Microsoft PowerPoint icon on the desktop. If an icon is not on the desktop, click **START > ALL PROGRAMS > MICROSOFT OFFICE > MICROSOFT OFFICE POWERPOINT 2007**.



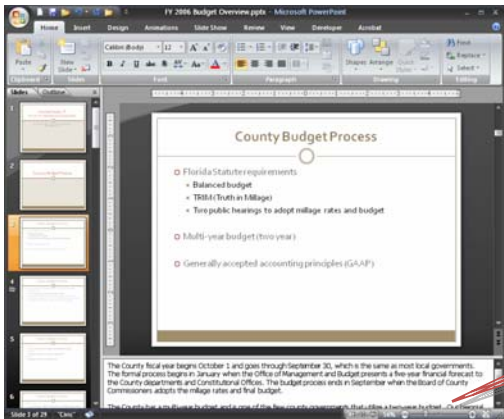
PowerPoint Views

PowerPoint presentations can be viewed in several different ways. To see the different view options, click on the **VIEW** tab on the ribbon or use the **TASKBAR** (bottom right). A description of the four view options are listed below.

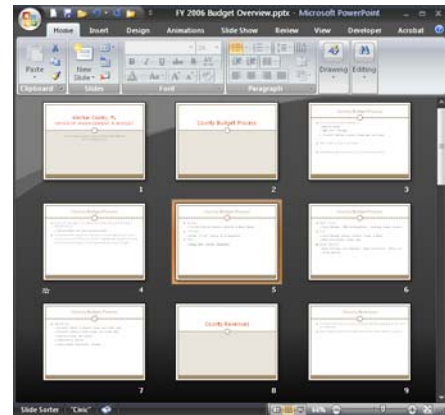


1. **NORMAL:** Primary working view. Best used for working with one slide at a time. This view displays a large image of an individual slide. It also includes the **Outline** tab, the **Slides** tab, and the **Notes** pane.
2. **SLIDE SORTER:** Displays thumbnail images of all slides in a presentation. From this view, slides can be added, deleted or rearranged. Also, transitions, animations and timings can be applied.
3. **NOTES PAGE:** Displays the notes page for the selected slide, from which speaker notes can be added to each slide.
4. **SLIDE SHOW:** Runs the slide show in full screen mode. The button on the **VIEW** tab starts the slide show from slide 1. The button on the **TASKBAR** starts the slide show from the currently selected slide.

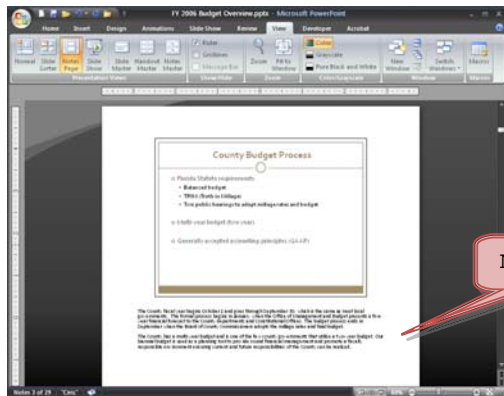
NORMAL



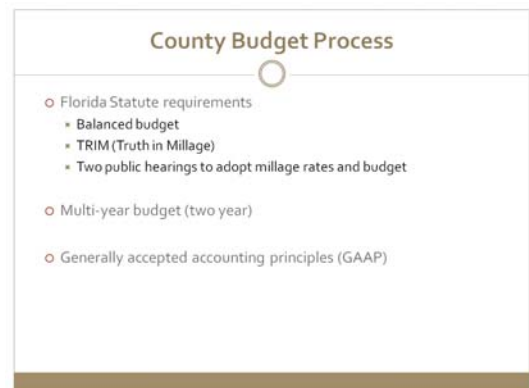
SLIDE SORTER



NOTES



SLIDE SHOW



Reordering & Deleting Slides

You can quickly **reorder slides** by clicking and dragging them to the new desired location:

- **Normal view:** On the **SLIDES** tab, select a slide thumbnail and drag the selection to a new location
- **Slide Sorter view:** select a slide thumbnail and drag the thumbnail to a new location

To **delete slides** from either slide sorter or normal views:

- **Normal view:** Here you have three options...
 - On the **SLIDES** tab, select a slide thumbnail and press delete on the keyboard
 - On the **SLIDES** tab, right click a slide and select **DELETE**
 - Click the **DELETE** button on the **HOME** tab in the **SLIDES** group
- **Slide Sorter view:**
 - Select a slide thumbnail and press delete on the keyboard or right click and select delete
 - Click the **DELETE** button on the **HOME** tab in the **SLIDES** group



You can select multiple slides in a row by pressing **SHIFT** while clicking the slide icon. You can also select slides that are not next to each other by pressing **CTRL** while clicking. You can then reorder, cut, copy, or delete the selected slides simultaneously.

Running a Slide Show

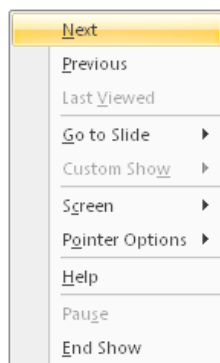
A great way to illustrate what PowerPoint can do is to see a completed presentation in **SLIDE SHOW** view. Below are some key terms to take note of and keyboard shortcuts used to control the slide show.

- 📖 **SLIDE:** Each "page" in PowerPoint is called a "slide". The default slide orientation is landscape.
- 📖 **DESIGN THEME:** To make your presentations more visually appealing, PowerPoint provides you with many choices of slide themes. These themes include different font formatting, background colors and accent shapes.
- 📖 **TRANSITION:** A special effect which occurs when PowerPoint moves from one slide to another.
- 📖 **ANIMATION:** A special effect which is applied to text or objects within a slide.

S L I D E S H O W C O N T R O L S	
<i>Keyboard Shortcut</i>	<i>Action</i>
SPACEBAR, N, ENTER, PAGEDOWN, RIGHT ARROW, DOWN ARROW, or MOUSE CLICK	Advance to next slide or perform next animation
PAGEUP, BACKSPACE, P, LEFT ARROW, UP ARROW	Return to the previous slide or perform the previous animation
<number>, then press ENTER	Go to slide <number>
B or PERIOD	Display a black screen, or Return to the slide show from a black screen
W or COMMA	Display a white screen, or Return to the slide show from a white screen
S or PLUS SIGN	Stop or restart an automatic slide show
ESC	End a slide show
HOME	Return to the first slide
CTRL + P	Change the pointer to a pen
ESC	Change the pointer to an arrow

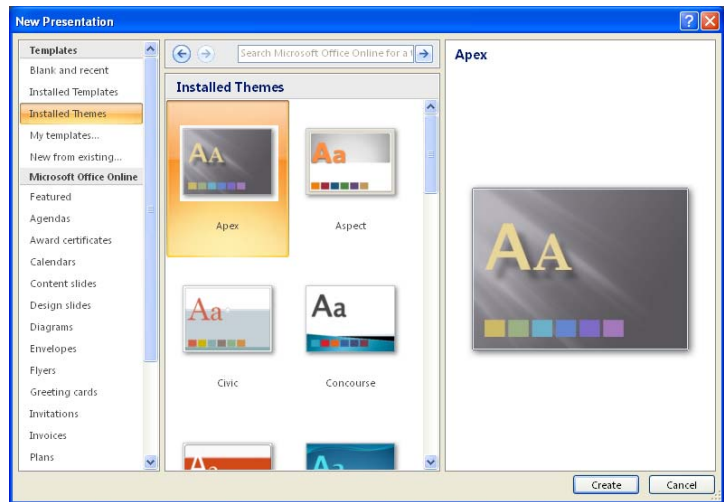
Right Click During the Slide Show

You can also right click while viewing your slide show to navigate between slides, exit the slide show, and other options.



Choosing a Design Theme

The first step in creating a PowerPoint presentation is choosing a basic design theme. The theme provides a color scheme and background. Once the theme is chosen, new slides and content can be added, along with different slide layouts. Later, animations and slide transitions can be applied. To begin the process of selecting a theme, click the **OFFICE BUTTON** > **NEW**. In the **NEW PRESENTATION** task pane, select from the following options listed below:



Blank and Recent

Creates a blank, black and white presentation. This is the default presentation which appears after PowerPoint is opened. You can always apply a colorful design theme later to any blank theme.

Installed Templates

These templates offer presentations with existing content and/or guides to creating effective presentations.

Installed Themes

Colorful design templates which contain pre-set color schemes, graphics, custom formatting and fonts.

Microsoft Office Online

Templates available for download from Microsoft. Some templates include suggested text and graphs based on the topic area chosen. With these, simply type over the suggested text with your own custom text. This method of creating a presentation is appropriate if you are unsure of what to say or how to organize your presentation.

Applying a New Design Theme

At any time you can change the design theme from the **DESIGN** tab. The themes are displayed as thumbnails, but more can be found by clicking on the arrow at the end of the listing. [Further details on themes later]



More
Themes

Slide Layout

Adding New Slides

Each new presentation template begins with one slide. Adding more text to the first slide will not automatically "wrap" to a new slide as in Microsoft Word. Additional slides must be added manually. To insert a new slide...

1. Go to the **HOME** tab and locate the **NEW SLIDE** button
2. The **NEW SLIDE** button is broken out into two parts: top & bottom
 - **Top:** Clicking the top portion of the button will add the **TITLE AND CONTENT** slide layout
 - **Bottom:** Clicking the bottom portion of the button allows you to choose a **SLIDE LAYOUT**

About Slide Layout

When adding new slides to a presentation, there are multiple slide arrangement styles or "slide layouts" to choose from. These different layouts contain reserved spaces, or **placeholders**, for different kinds of text or graphics. For example, a title area at the top and two content areas below.

In PowerPoint, **content** refers to:

- Bulleted List
- Table
- Chart
- SmartArt Graphic
- Picture
- Clip Art
- Media Clip (Movie)

Once the layout is chosen, simply type over the "Click to add title" and "Click to add text" to add your own custom text. list, and click on a link in the picture area to browse for the desired picture to insert it. Slide layouts apply a consistent look to a presentation by arranging text and visual elements in similar locations from slide to slide.

About Placeholders

Text and objects on slides are located in placeholders. Placeholders are the boxes with dotted or hatch-marked borders that are part of most slide layouts. In essence, they are simply text boxes which divide the slide and await user input in the form of text or other objects. You can format, move, and resize the placeholders as needed. In general, however, if you want to keep a consistent look from slide to slide, it's best to refrain from modifying the size of the placeholders.

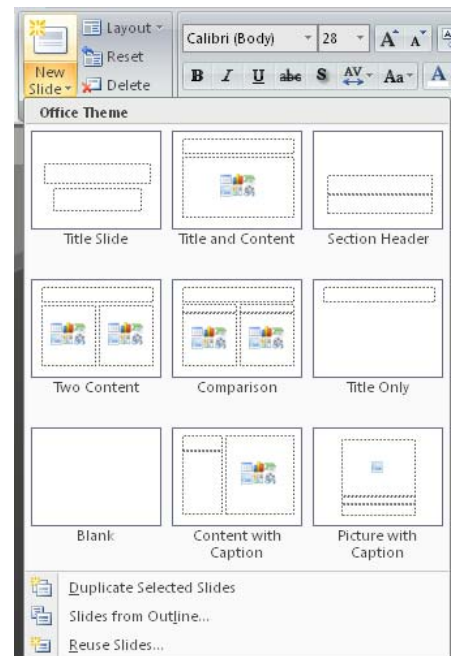
Move a Placeholder: Point to the border of the placeholder until you see a four-headed arrow, then click and drag to the desired location

Re-Sizing a Placeholder: You can modify the size of the placeholder by click and dragging on the sizing handles in each corner and each side

Modifying Existing Slide Layout

A slide's layout can be changed even if it already has text or other objects on it. The following buttons are found on the **HOME** tab in the **SLIDES** group:

- **Layout:** To modify an existing slide's layout
- **Reset:** To restore the default location and sizing of placeholders
- **Delete:** Removes the currently selected slide



Working with Text

Adding Text in Normal View

To add text to the Slide, click in a text placeholder on the slide and start typing. If you have a few extra lines of text that do not fit in the placeholder, PowerPoint automatically tries to fit the text within the placeholder using the **AutoFit** feature. If you prefer, you can turn off this feature

Turn Off Text AutoFit

1. Go to the **OFFICE BUTTON** (big circle at top-left) and select **POWERPOINT OPTIONS**
2. Select the **PROOFING** category then click **AUTOCORRECT OPTIONS**
3. Click the **AUTOFORMAT AS YOU TYPE** tab.
4. Under **APPLY AS YOU TYPE**, clear the **AUTOFIT TITLE TEXT TO PLACEHOLDER** and **AUTOFIT BODY TEXT TO PLACEHOLDER** check boxes.

Adding Text from the Outline Tab

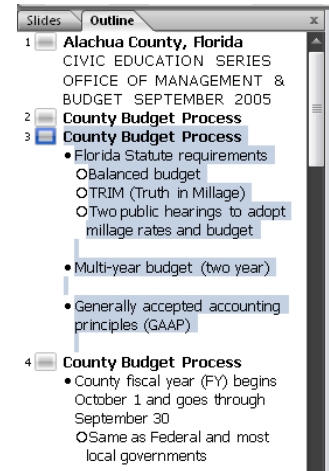
If you prefer to work with the overall text of a presentation in view, you can work in outline format. This format is most useful when adding text to a slide.

1. To add text using the Outline tab, click the **OUTLINE** tab.
2. Click next to the slide icon for the new slide, and type the slide's title.
3. Press **ENTER**. A new slide is inserted rather than creating a bulleted list on the previous slide. To correct this, press the **TAB** key. This demotes the new slide to the first bulleted item on the previous slide. Now you can continue adding text to the slide as you did to the previous slide.
4. To create a new slide, you can press **ENTER**.

Selecting Text From the Outline Tab

Even if you don't use the Outline tab to enter text, it does have benefits. It is handy if you need to copy the contents of a single slide or all the text in an entire presentation.

- **Select All Text on a Single Slide:** Click the slide icon in the Outline pane
- **Select All Text in Entire Presentation:** Press **CTRL + A** in the Outline pane



Formatting & Editing Text

An effective presentation must be both accurate and visually engaging. Using Microsoft PowerPoint, you can enhance a presentation's appearance by modifying the text formatting. You can also find and replace fonts, change capitalization, and check for spelling errors, helping to ensure your presentation is accurate down to the details.

✦ Tips for Using Fonts

- By selecting a placeholder (click on its border) any changes made from the ribbon (e.g. in the **FONT** group) will apply to everything within the placeholder.
- Limit fonts to no more than 4 different types in a presentation to ensure a consistent visual message.
- Contrast font colors sharply with the background to ensure readability.
- Use bold and italic for emphasis only — heavy use diminishes their effectiveness.

Copy, Paste and The Office Clipboard

The standard Microsoft Office features of cut, copy & paste also apply in PowerPoint for moving text or graphics around your presentation. Also, The Office Clipboard can hold up to 24 separate items, (text or graphics) which you can paste individually or all at once.



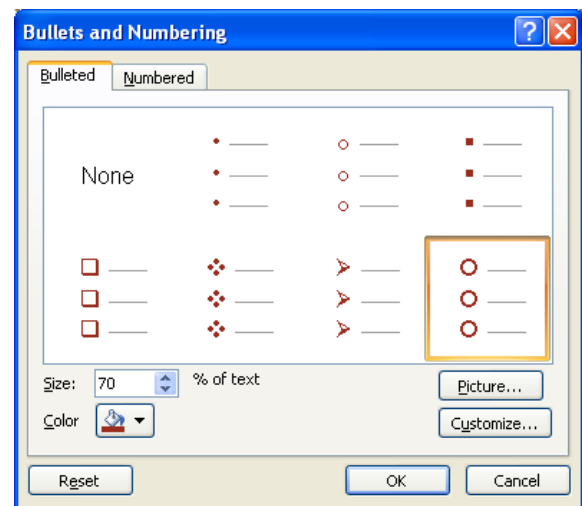
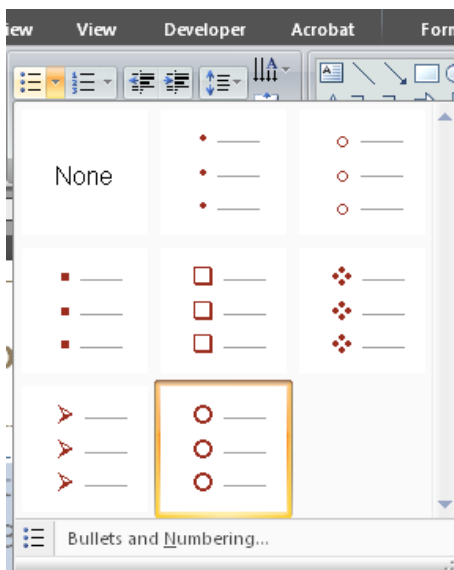
Working with Bulleted Lists

By default, text on PowerPoint slides are formatted as bullets. But you can remove the bullets, change the bullet style or switch to numbered style. Whether you are creating a bulleted or a numbered list, the steps are the same as below – just substitute "bullets" for "numbering" in the steps.

Modify a Bullet's Size, Color & Appearance

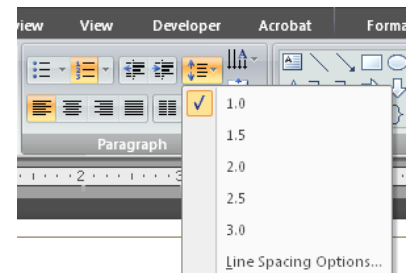
Bullets appear automatically when you choose many of the layouts. To modify the bullet character:

1. Select bullets you want to change
2. On the **HOME** tab, locate the **PARAGRAPH** group and click the down arrow next to the **BULLETS** icon
3. Select the desired bullet style (or select **NONE** to remove bullets/numbering)
4. For other options, click the **BULLETS AND NUMBERING** link at the bottom
 - **BULLET/NUMBER SIZE:** enter a percentage in the **SIZE** box
 - **BULLET/NUMBER COLOR:** select the desired **COLOR** from the paint bucket
 - **BULLET/NUMBER SYMBOL:** click **CUSTOMIZE**, then choose the desired symbol
5. Click **OK**



Modify a Bullet's Line Spacing

If you want to add space between your bulleted or numbered list, go to the **PARAGRAPH** group and use the **LINE SPACING** button.



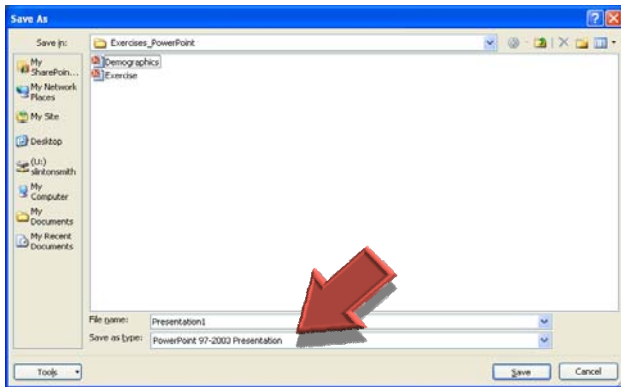
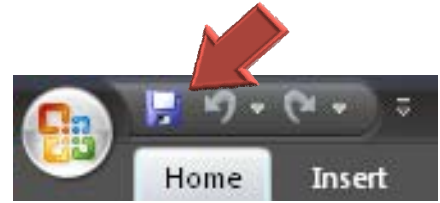
✦ Tips for Bullets & Numbering

- Press **TAB** to increase the indent of a bulleted item and **SHIFT + TAB** to decrease the indent
- To start a new line in the same paragraph, press **SHIFT + ENTER**

Saving a Presentation

Save your presentation often to avoid the potential loss of data should the power go out or your computer fail. To ensure a back-up is regularly made, save your file to a network location. To save the presentation:

1. Click the **SAVE** button on the **QUICK ACCESS TOOLBAR**
2. Specify a file location by clicking the **SAVE IN** drop-down arrow
3. In the **FILE NAME** field, remove **PRESENTATION1** and type in your desired file name
4. In the **SAVE AS TYPE** field, you can choose between **POWERPOINT PRESENTATION** or **POWERPOINT 97-2003 PRESENTATION** (The former is the new PowerPoint 2007 format. See below for more information.)
5. Click **SAVE**
6. After you have saved the file with a name and location, you can re-save the file by clicking the save button on the **QUICK ACCESS TOOLBAR**



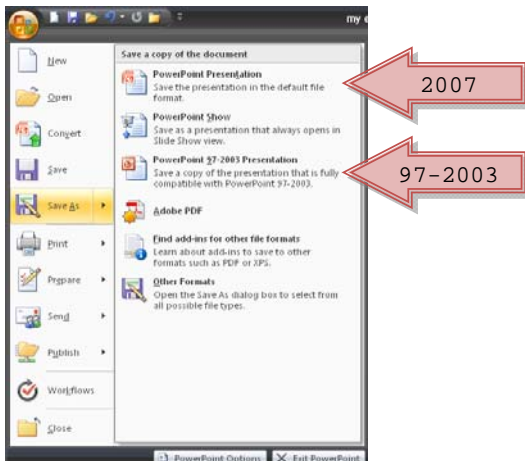
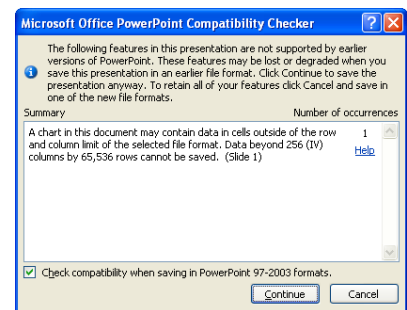
Save as Type: 2007 vs. 97-2003

PowerPoint 2007 comes with many new and improved features. To take advantage of many of these features, PowerPoint must be saved in the new file format. In the **SAVE AS TYPE** field of the **SAVE AS** dialog box, the new format is simply identified as **POWERPOINT PRESENTATION**. However, PowerPoint 2007 is still **backward compatible** – meaning you can open, edit & save files in the older format (97-2003). This is also important because those who do not have PowerPoint 2007 cannot read files in the new format, therefore saving files in the older format is a good idea.

Compatibility Mode

PowerPoint 2007 runs in **COMPATIBILITY MODE** when an older format (PowerPoint 97-2003) file is open. The **TITLE BAR** across the top will display the name of the file followed by **[COMPATIBILITY MODE]**. You can continue using these files in the old format with PowerPoint 2007.

When you save the file, the **COMPATIBILITY CHECKER** will scan the file for any new features that the old format does not support. From the description, you can then decide if you want to **CONTINUE**.



At any time you can take an existing PowerPoint file and save it "up" to the 2007 format or "down" to the 97-2003 format. These options are located on the **OFFICE BUTTON** in the **SAVE AS** group.

Images, Shapes & WordArt

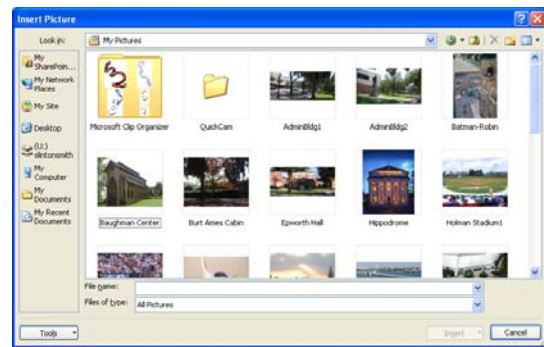
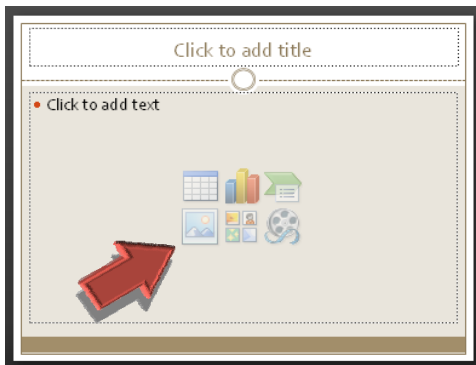
Like a well-designed magazine advertisement, a presentation will more easily grab an audience's attention if it includes visually appealing elements to illustrate concepts. Using PowerPoint, you can add a variety of images and stylized text that you can customize to fit your needs.

Inserting Pictures & Clip Art

When you create a presentation, consider adding pictures to improve its appearance and effectiveness. You can use pictures saved on your computer (e.g. **.jpg** or **.gif** file format) or images in the Clip Art Gallery.

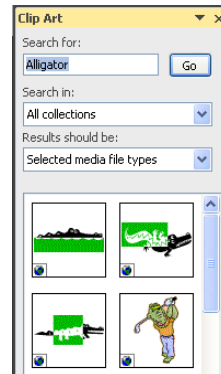
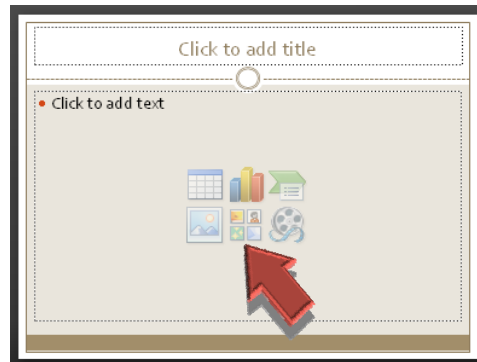
Insert a Picture

To insert a picture, click the **INSERT PICTURE** icon on the content selector in the center of a new slide. (If you don't see the content selector, modify the slide layout). Then browse for & double click on the desired image.



Insert Clip Art

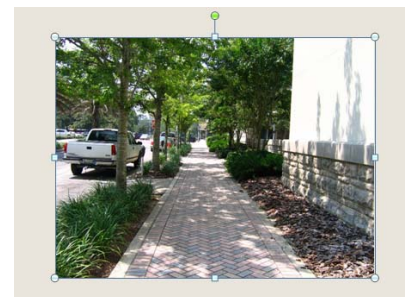
To insert ClipArt, click the **CLIP ART** icon on the content selector in the center of a new slide. A task pane will appear on the right. Type your desired clip art image in the **SEARCH FOR** field and click **GO**. From the available options, click on the clip art image you like best to add it to the slide.

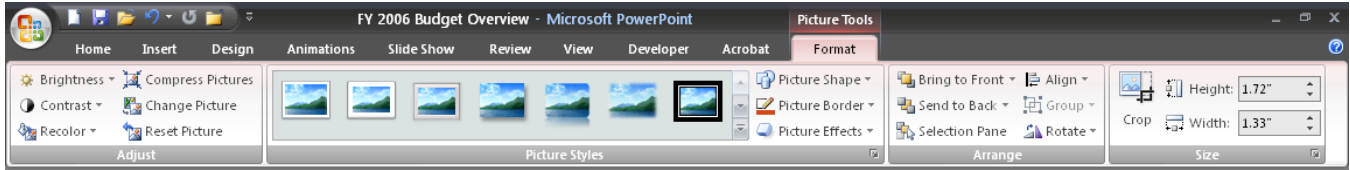


Format Pictures & Clip Art

Pictures and Clip Art can be easily re-sized or moved after they are added to a new slide.

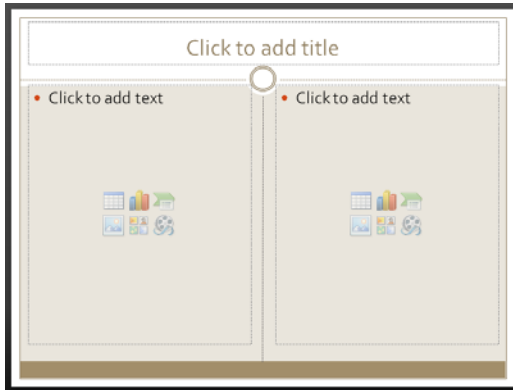
- **Move:** click and drag it with your mouse to its new location
- **Resize:** click and drag one of the sizing handles in the four corners
- **Rotate:** locate the green circle and click and drag left or right
- **Styles/Effects:** Use any of the numerous options on the **FORMAT** tab (this tab only appears when the shape is selected)





Adding Additional Pictures or ClipArt

If you need to add 2 images, PowerPoint offers other slide layouts to accommodate you. However, if you need to add more than 2, you'll have to add them from the **INSERT** tab.



Adding Shapes

When you need to illustrate information in a presentation, you can do so efficiently by using the ready-made shapes available in PowerPoint. Shapes are organized by types, such as lines, arrows, and flowchart elements. You can insert, format, and arrange the shapes to suit your needs.

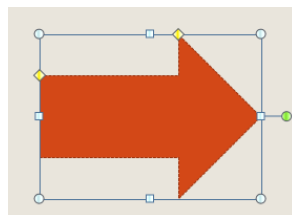
Insert a Shape

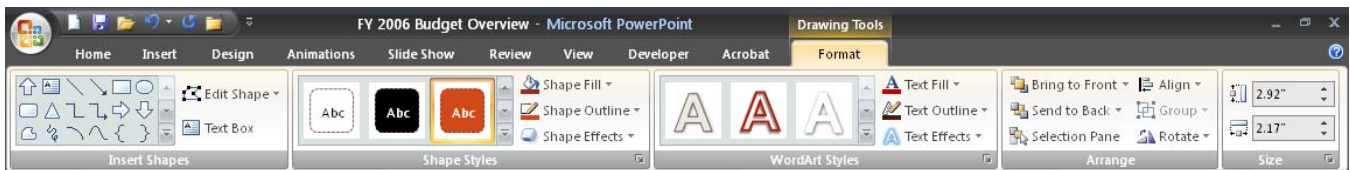
Go to the **INSERT** tab and select your desired shape from the drop down listing.

Format/Modify a Shape

Once a shape inserted onto a slide you can customize it from size, shape, color, etc.

1. **Resize:** Click and drag on any **white** resizing handle
2. **Reshape:** If the shape has **yellow** adjustment handles, it can be reshaped by clicking and dragging on the yellow diamonds
3. **Rotate:** Click and drag left or right on the **green** rotate handle
4. **Color/Effects:** Use any of the numerous options on the **FORMAT** tab (this tab only appears when the shape is selected)





Adding Text Boxes

If you want to add text to a slide in a location that doesn't have a placeholder, you can add a text box. A text box is a moveable, resizable container that you create for text or graphics. To insert a text box...

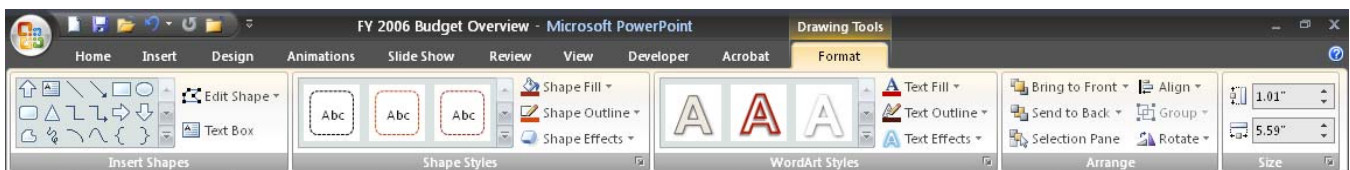
1. Go to the **INSERT** tab and click **TEXT BOX**
2. Click where you want the text to appear and start typing
3. You can resize and/or move the text box around at any time



Adding WordArt

If you want to enhance a presentation with text that captures the audience's attention, you can insert stylized text objects called WordArt. To insert WordArt...

1. Go to the **INSERT** tab and click **WORDART**
2. Select a style from the gallery (this can always be changed later)
3. Enter your desired text in the resulting text box which reads **YOUR TEXT HERE**
4. Use any of the numerous options on the **FORMAT** tab to alter its appearance (this tab only appears when the shape is selected)

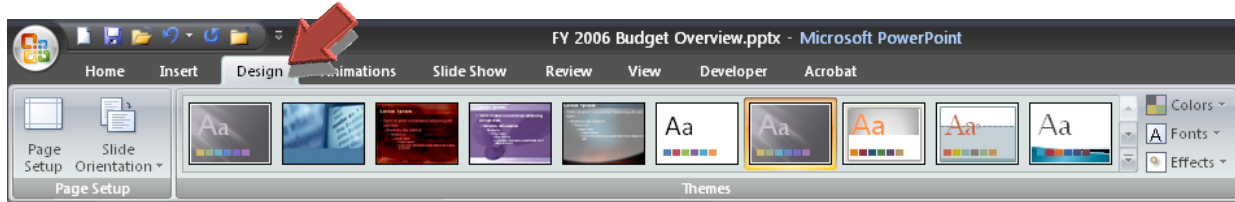


Slide Design Themes

After a design theme is chosen and the content is added to the presentation, further enhancements can be made to the colors and designs.

Change Design Theme for All Slides

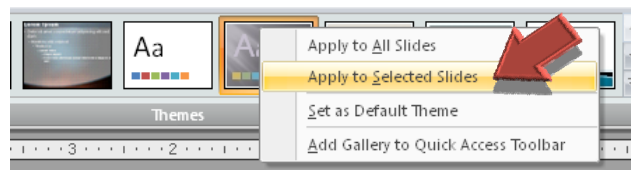
The theme for a presentation can be changed at any time. From the **DESIGN** tab, simply click on any **THEME** to apply it to all slides. Notice hovering over the theme thumbnail will preview that theme on the selected slide.



Change Design Theme for a Single Slide

If you wish, you can change the design theme for a single slide.

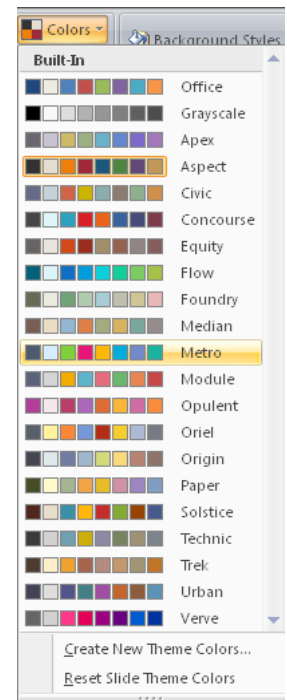
1. Select the slide you want to change the design theme for
2. On the **DESIGN** tab, right click on the desired theme thumbnail and select **APPLY TO SELECTED SLIDES**
 - To apply to more than one slide, change the **VIEW** to **SLIDE SORTER** and hold down **CTRL** to select the desired slides then follow the same process as above
 - Keep in mind that when you change the design theme for a few slides within a presentation, those slides will be excluded from any theme changes you make to the other slides



Changing the Color Scheme

Most design themes have a default color scheme for text, bullets and other elements. However, you can change the color scheme to something more suited to your tastes. To change the color scheme...

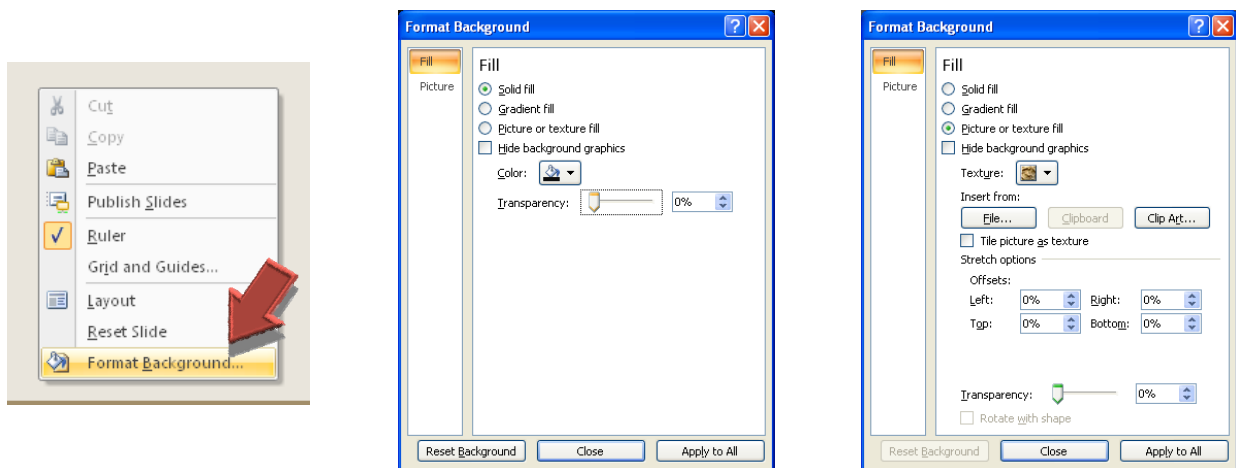
1. On the **DESIGN** tab, click **COLORS** to expand the list of available color schemes
2. Select the desired color scheme
 - To change the colors on single slide, right click the color scheme and select **APPLY TO SELECTED SLIDES**
 - To reset the colors on all slides, click **RESET SLIDE THEME COLORS**
 - To create your own theme, **CLICK CREATE NEW THEME COLORS**



Changing the Slide Background

You can change the background color or background design on slides. Changing the background is useful if you just want a simple shade or texture for a slide background and not all the other design elements in a design theme. Or, you might want to change the background to emphasize sections of a presentation. Besides changing the color, you can add shading, a pattern, a texture, or a picture.

1. Select the slides that you want to modify
2. Right click on a blank area of the slide (the bottom corners work well) and select **FORMAT BACKGROUND**
3. There are numerous options to choose from.
 - A **SOLID FILL** in black works well if you only want to display a picture and nothing else.
 - Adding **GRADIENT FILL** can add flair with a solid color fade or two colors
 - With **PICTURE OR TEXTURE FILL** you can add a background picture and then reduce its prominence with the **TRANSPARENCY** control
4. Click **CLOSE** to apply the new background to the current slide only, - or - **APPLY TO ALL** to apply the new background to all slides



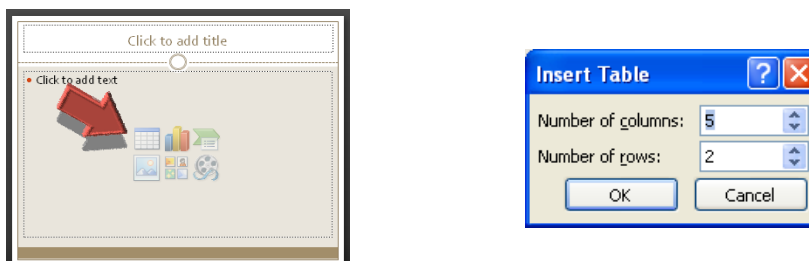
Tables, Charts & SmartArt

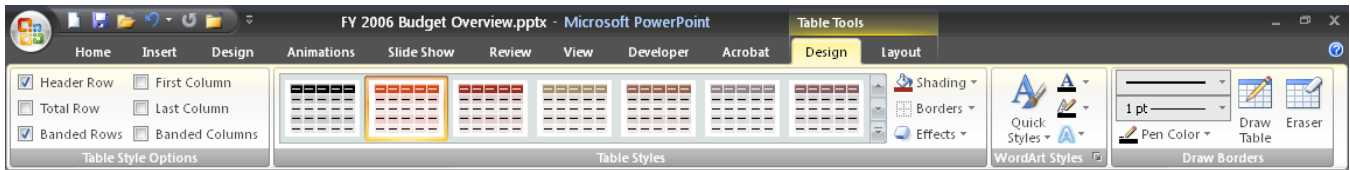
When preparing a presentation, you can help the audience better understand your message by using tables, charts, and graphs to illustrate and organize your data. With PowerPoint, you can enter or import data as you create a variety of graphical elements that will help viewers follow along.

Adding Tables

Some information is better displayed in a table. Aside from being easier to read from the audience perspective it also is better organized. You can create a simple table from within PowerPoint by...

1. On a new slide, use the content selector and click the **INSERT TABLE** button
2. Specify the number of columns and rows needed, and then click **OK**
3. Add text to the table and then you can format it from the **TABLE TOOLS - DESIGN** tab (this tab only appears when you are working inside the table)

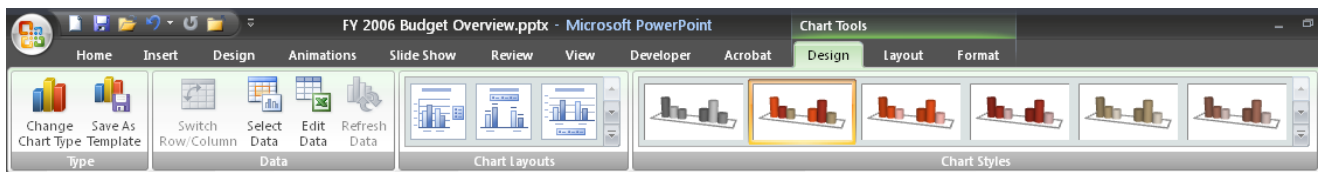
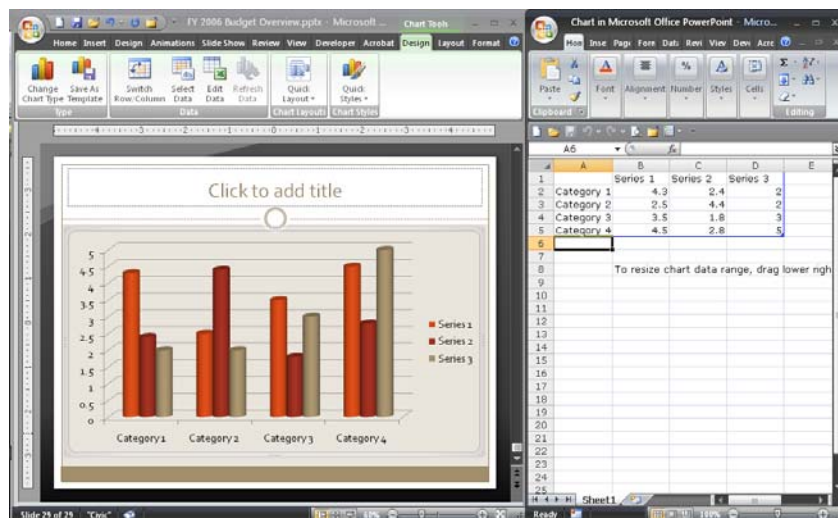
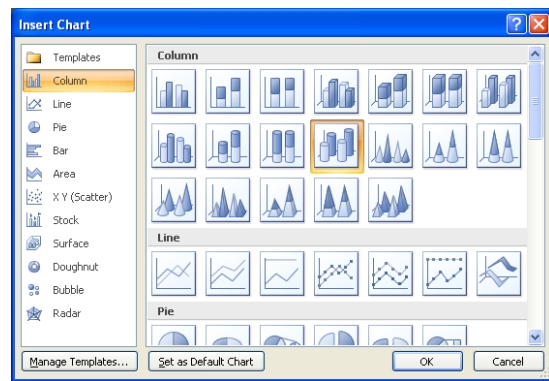
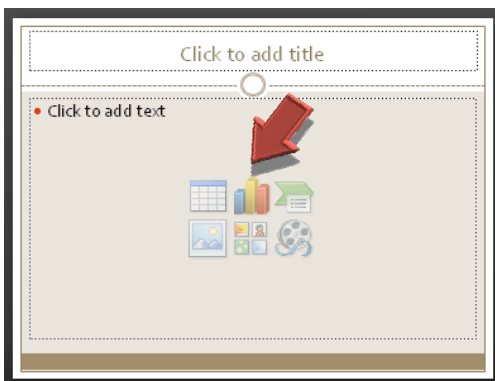




Adding Charts

A picture is worth a thousand words. Likewise, a chart is a dramatic way of letting your data "tell the story" graphically. To insert a new chart...

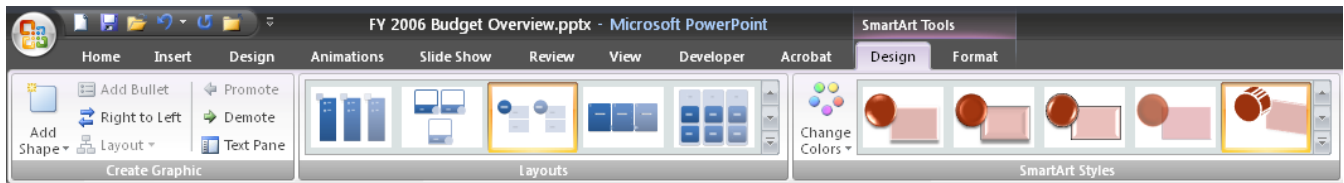
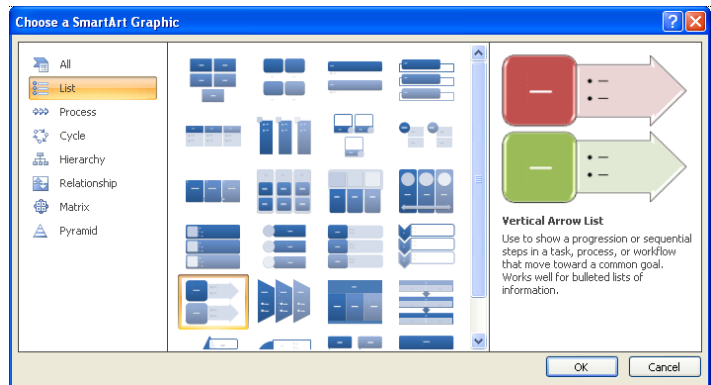
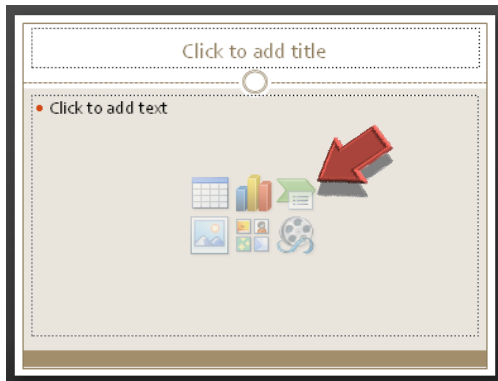
1. On a new slide, use the content selector and click the **INSERT CHART** button
2. Select your desired chart type (column, line, pie, etc.) the click **OK**
3. A default chart will appear while also opening **EXCEL** to enter your custom data (you can copy & paste data from other Excel spreadsheets into the chart's spreadsheet)
4. When you are finished entering the data, close Excel
5. To format the chart, use the **CHART TOOLS** tabs (see the layout tab for adding **DATA LABELS**)



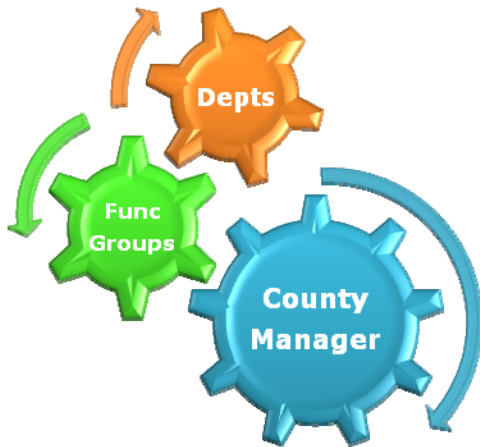
SmartArt

This feature is new in Microsoft Office 2007 and offers highly formatted shapes & diagrams. Most SmartArt graphics are designed to contain text. The objects can be further formatted in many styles, including **INTENSE**, **SUBTLE**, **3-D METALLIC** and many more). SmartArt is available in **WORD 2007**, **EXCEL 2007** and **POWERPOINT 2007**. To insert a SmartArt Graphic...

1. On a new slide, use the content selector and click the **INSERT SMARTART GRAPHIC** button
2. Select your desired graphic type (list, process, cycle, etc.) the click **OK**
3. Enter your custom text wherever you see **[TEXT]**
4. To format the object, use the **SMARTART TOOLS** tabs
 - Key tools on the **DESIGN** tab include **LAYOUTS**, **CHANGE COLORS** & **SMARTART STYLES**
 - Key tools on the **FORMAT** tab include **SHAPE FILL** and **SHAPE EFFECTS**



SmartArt Example 1



SmartArt Example 2

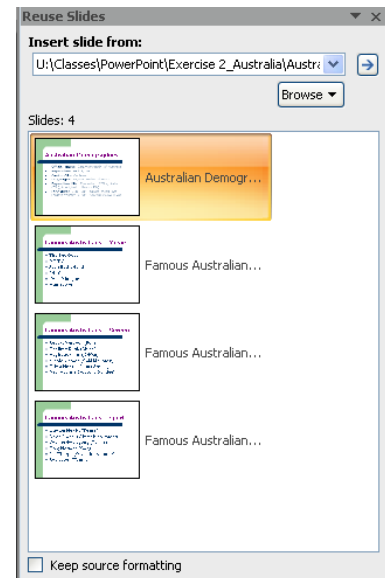
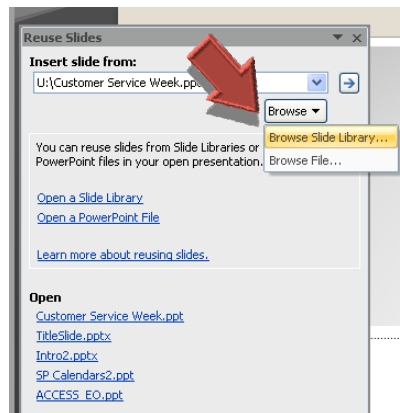
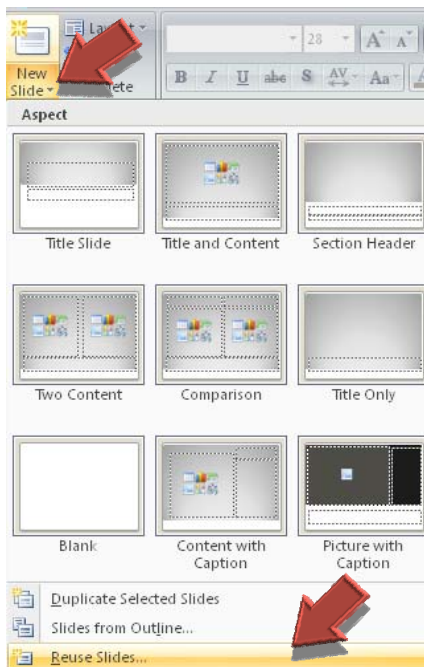


Importing Slides or Text

Importing Slides From Other Presentations

To save time, you can import slides from existing presentations. This is especially useful if you need to create a presentation by merging together several previously created presentations. You can even keep the source formatting of each slide you insert. To import slides from an existing presentation...

1. Go to the **HOME** tab and click on the bottom portion of the **NEW SLIDE** button and click **REUSE SLIDES**
2. Click **BROWSE > BROWSE FILE**
3. Browse for then double click on the desired file to import
4. Click once on each slide you wish to import (place a check next to **KEEP SOURCE FORMATTING** if such an
5. Click the "x" to close the reuse slides dialog box



Importing Text

If you have text stored in a Microsoft Word (.doc), Rich Text (.rtf), or plain text (.txt) document you can import the text if it is **setup in outline format**.

Insert a Word or Rich Text File

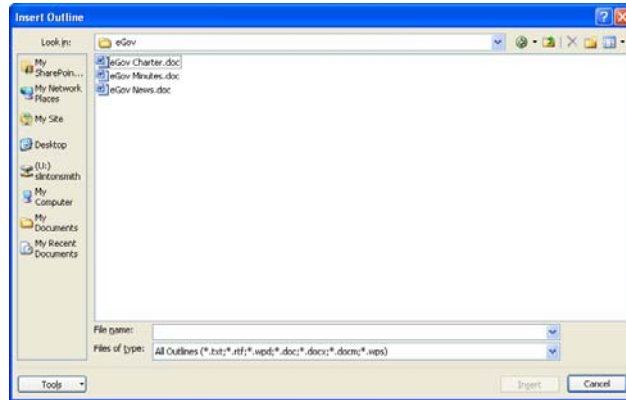
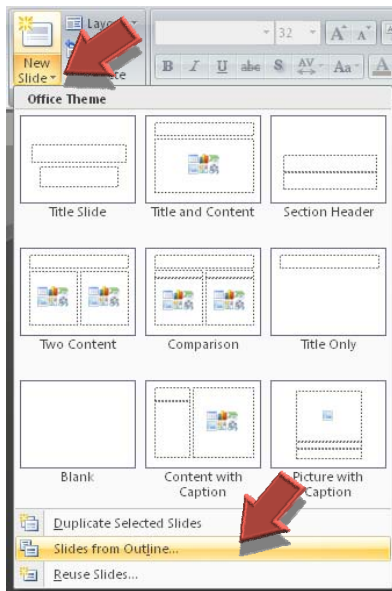
When importing DOC or RTF files, PowerPoint recognizes an outline structure based on heading styles in the document. A **Heading 1** style in your source document becomes a **slide title** in PowerPoint; a **Heading 2** becomes the **first level of body text** on the slide, a **Heading 3** the **second level of text** on the slide, and so on. If the original document contains no heading styles, PowerPoint creates an outline based on paragraphs.

Insert a Plain Text File

In a TXT file, tabs at the beginning of paragraphs define the outline structure. So, text with no tab becomes a slide title; text with one tab indent becomes first-level body text on your slide; text with two tabs becomes second-level body text, and so on.

Import Text from an Existing Outline

1. From the **HOME** tab, click the **bottom** portion of the **NEW SLIDE** button and click **SLIDES FROM OUTLINE**
2. Browse for then double click on the desired file to import



Animations & Transitions

Moderation is the key when adding special effects to your presentation. You want the effects you use — such as animations and transitions — to emphasize your points, not draw the audience's attention to the effects themselves.

Applying Slide Transitions

Transitions are special effects between slides in a slide show. You can choose from a variety of transitions, vary their speed, and change the transition effect to indicate a new section of a presentation or to emphasize a certain slide. To apply transitions to slides...

1. Select the slide(s) you want to apply a transition to (from either **NORMAL** or **SLIDE SORTER** view)
2. Click the **ANIMATIONS** tab and select from the transition thumbnails
3. Options include
 - **TRANSITION SPEED:** fast, slow, medium
 - **TRANSITION SOUND**
 - **APPLY TO ALL:** apply the same transition to all slides
 - **AUTOMATICALLY AFTER:** timing to advance the slide

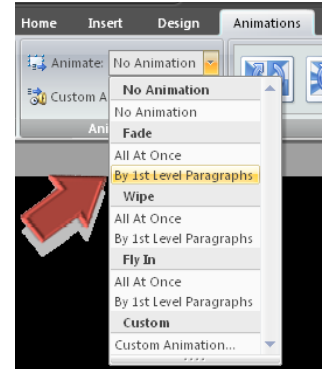


Animating Text & Objects

Animations are special visual effects that you can add to text or other objects on a slide, such as bullets, a chart, or a picture. You can apply an animation scheme to all slides in a presentation, or create custom animation.

Apply Standard Animations

1. Select the slide you wish to animate
2. From the **ANIMATIONS** tab choose an animation style from the **ANIMATIONS** group
 - **ALL AT ONCE**: text entries and objects appear at the same time
 - **BY 1ST LEVEL PARAGRAPH**: text entries and objects appear one after the other



Create Custom Animation

If you need to apply more detailed animation options or would like more animation effects, use **CUSTOM ANIMATION**. To apply custom animations...

1. Display a slide and select the text or object that you want to animate
2. From the **ANIMATIONS** tab click **CUSTOM ANIMATION**
3. On the task pane, click the **ADD EFFECT** button, point to either **ENTRANCE** or **EXIT**, and then select an animation
4. Modify start, direction, and speed options in the task pane
5. To set the timing, click the object in the Custom Animation list, click the arrow that appears next to the object, and then click either **START ON CLICK**, **START WITH PREVIOUS**, or **START AFTER PREVIOUS**
6. To change the order of animation, select the object in the Custom Animation list, and click one of the **RE-ORDER** arrows to move the object up or down
7. To preview animations, click **PLAY**
 - Animated items are noted on a slide by numbered tags correlating to the effects.

Advanced Text Formatting

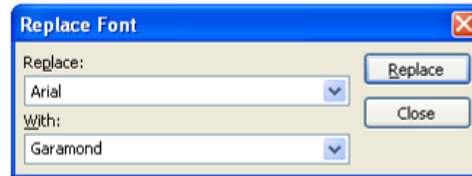
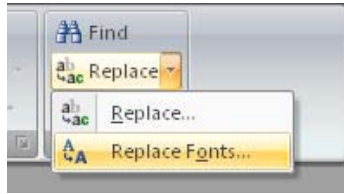
Font Schemes

From the **DESIGN** tab you can choose from many different **FONT** schemes. Each scheme includes a font style for the slide title and different font (usually) for the slide's body text. You can also **CREATE NEW THEME FONTS**.



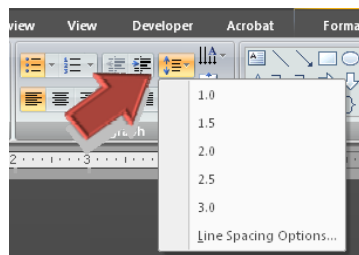
Replacing Fonts Throughout a Presentation

1. Click **FORMAT > REPLACE FONTS**
2. In the Replace box, select the font you want to replace
3. In the With box, select the font you want to use as the replacement
4. Click **REPLACE**, and then click **CLOSE**



Change Line Spacing

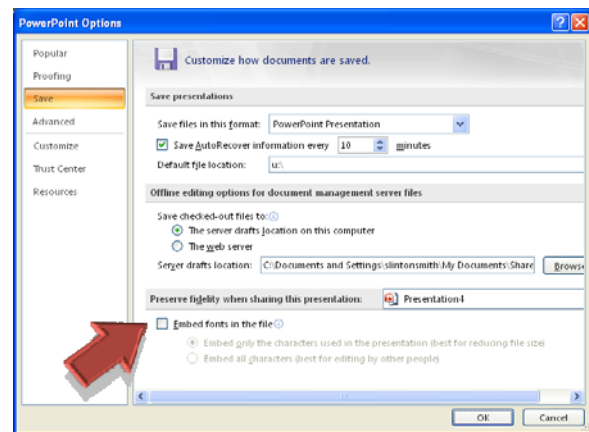
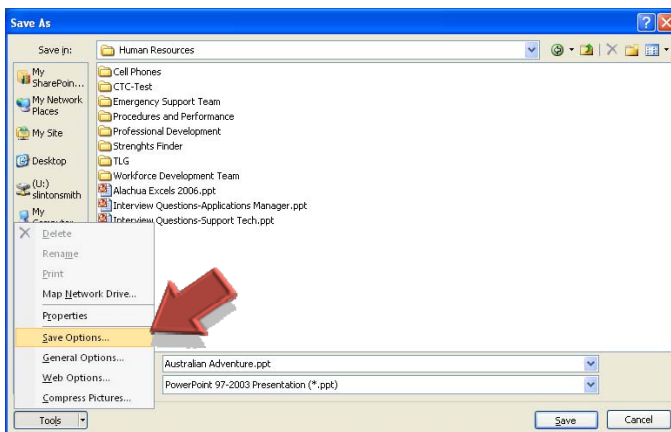
You can modify the spacing between lines or bulleted text from the **HOME** tab in the **PARAGRAPH** group.



Embedding Fonts

When you create a presentation on a computer that uses one set of fonts, it might not look the same on another computer that has different fonts. To solve this problem, you can save the fonts, or embed them, in the presentation. To do that:

1. Click the **OFFICE BUTTON > SAVE AS**
2. In the Save As box, click **TOOLS > SAVE OPTIONS > EMBED TRUETYPE FONTS**
3. Keep in mind that saving a presentation with embedded fonts increases the file size of your presentation

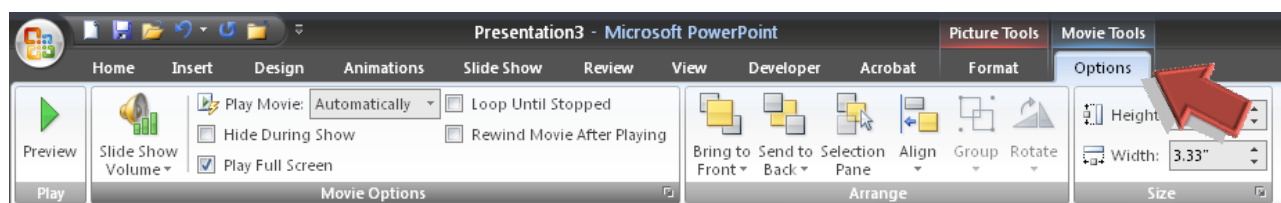
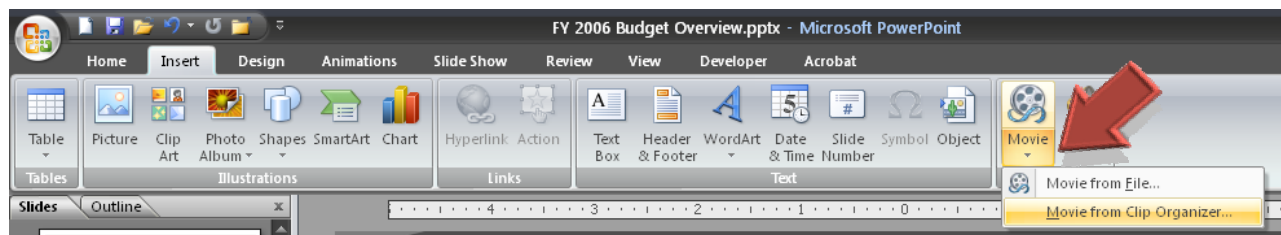
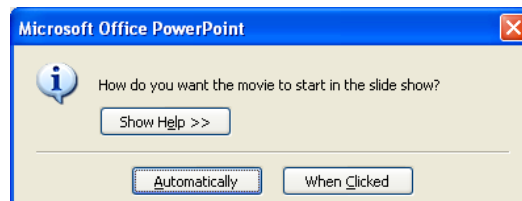
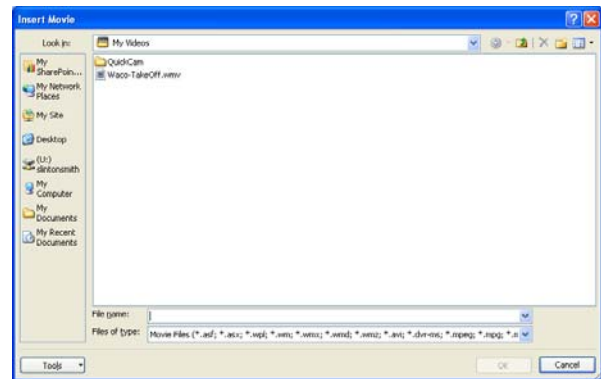
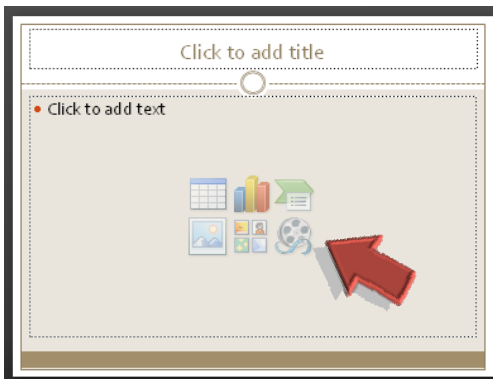


Inserting Media Clips

Inserting a Movie File

Movie or video files can be added to played while running the slide show. These files can come from your own source of files or from the **CLIP ORGANIZER**. To add a movie file...

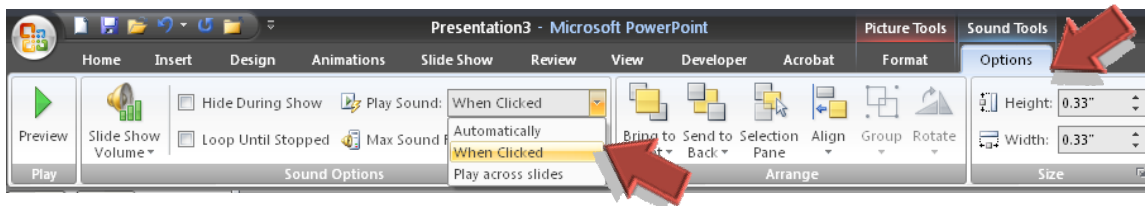
1. On a new slide, use the content selector and click the **INSERT MEDIA CLIP** button
2. Browse on your computer to find the desired movie file and double click it
3. Make a selection regarding how you want the movie to start: **AUTOMATICALLY** (when the slide appears) or **WHEN CLICKED** (you'll have to click the thumbnail of the movie to start it)
 - **Movie Options:** After the movie is inserted, select its thumbnail and use the **MOVIE TOOLS – OPTIONS** tab to customize how it will play from **AUTOMATICALLY** to **FULL SCREEN** options.
 - **Adding Movies Without the Selector:** You don't need the content selector to insert a media clip, you can also use the **INSERT** tab. From there you can also insert a movie from the **CLIP ORGANIZER**



Insert a Sound File

When you insert music or sounds on a slide, a sound icon (🔊) that represents the sound file appears. To play the music or sound, you can set it to start **AUTOMATICALLY** when the slide displays, when the object is **CLICKED**, as part of an **ANIMATION SEQUENCE** or **TIME DELAY**.

1. Display the slide in which you want to insert a sound or music file
2. Go to the **INSERT** tab and click **SOUND**. Make the desired selection from the list
 - **Sound from File:** you'll need to browse to locate the file and then decide if you want it to begin playing
 - **Sound from Clip Organizer:** you can insert any of the files available with the Clip Organizer that comes with Microsoft Office
 - **Play CD Audio Track:** you'll need to ensure the CD is in the CD-ROM drive, and you must specify which track to play
3. After the file is inserted, select the sound icon (🔊) and use the **SOUND TOOLS – OPTIONS** tab to customize how it will play: **AUTOMATICALLY**, **WHEN CLICKED** or **PLAY ACROSS SLIDES**.



IMPORTANT !!

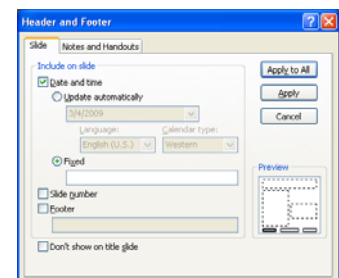
IF YOU HAVE INSERTED MOVIE OR SOUND FILES AND ARE PLANNING TO DELIVER YOUR PRESENTATION ON A COMPUTER OTHER THAN THE ONE IT WAS CREATED ON, YOUR MEDIA CLIPS WILL NOT PLAY. THEREFORE, BE SURE TO BRING YOUR PRESENTATION, MOVIE FILES AND SOUNDS FILES WITH YOU.

Printing a Presentation

Providing handouts to your audience is a good way to ensure the information is available to them after the presentation is over. You can also print slides for you to use during your presentation.

Inserting Headers and Footers

1. Go to the **INSERT** tab and click **HEADER AND FOOTER**
2. Select either the **SLIDE** tab or the **NOTES AND HANDOUTS** tab
3. Type the text you want for the available options
4. Click **APPLY TO ALL**

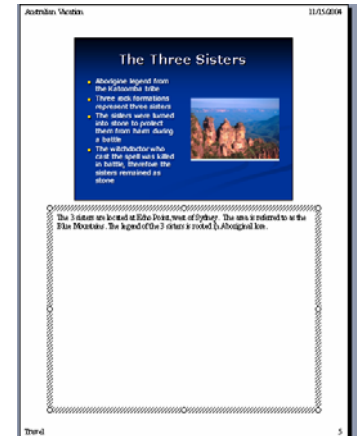


Creating Speaker Notes

Speaker notes can be added to each slide in the **NOTES** pane while in **NORMAL** view or in **NOTES PAGE** view.

Printing a Presentation

1. Click **OFFICE BUTTON > PRINT**
2. In the **PRINT RANGE** area, specify which slides to print
3. In the **PRINT WHAT** box, there are several printed page arrangements to choose from:
 - **Slides:** prints one slide per page
 - **Handouts:** can select the number of slides per page (1-9), and specify the print order
 - **Notes Page:** prints one slide per page with speaker notes below each slide
 - **Outline:** prints only the text from each slide. To print just the slide titles click the **EXPAND ALL** button on the toolbar to collapse or expand the outline tab contents
4. Select the **PREVIEW** button in the bottom-right corner of the print dialog box to see. Select any other options you want, and then click **OK**



Advanced Slide Show Setup

Hiding a Slide

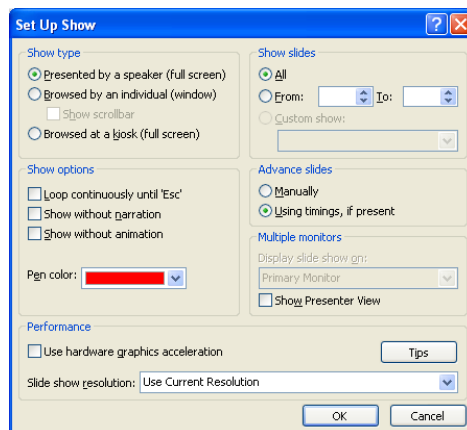
You can hide slides you choose not to show using either of the following methods:

1. Right click on the slide to be hidden and select **HIDE SLIDE**
2. Hidden slides will display a "null" sign (⊘) over the slide number. The null sign can be seen from **SLIDE SORTER** or **NORMAL** (slide tab) views
3. To unhide the slide, select the slide then click **SLIDE SHOW > HIDE SLIDE**
4. When you run the slide show, hidden slides will not display

Set Up Slide Show

Through the **SET UP SLIDE SHOW** dialog box, you can take advantage even more slide show options, including:

- **SHOW SLIDES:** This is one way to hide a contiguous range of slides. For example, you could choose to show only slides 12 through 36
- **LOOP CONTINUOUSLY:** This is used for to run a slide show on its own and when it gets to the last slide it will start over again at slide one.
- **PRESENTER VIEW:** This option requires greater setup, but you can choose to display the full slide for your audience while on the presenters monitor, you can see **NOTES** and upcoming slides.



Carnegie Tips for Presenters

Delivering your presentation effectively involves using the proven "4P" process: Plan, Prepare, Practice, and Present. The following is a summary of presentation guidelines from Dale Carnegie Training Center.

Plan

Describe your audience and define the purpose of your talk. Is your intention to inform? Persuade? Motivate? Teach? When you clarify your purpose, you will more easily hit your target.

Prepare

- Establish a positive mindset
- Structure your presentation by centering it on a message with key points that you can back up with evidence.
- Prepare an ending that relates to your opening.

Practice

Practice your presentation in front of a small audience or a colleague, and ask for feedback on the content and style of your presentation. Things to consider:

- Is your message clear?
- Does your evidence support your key points?
- Are your graphics and illustrations clear, appealing, and relevant to the topic?
- In your close, did you summarize or restate the message?
- Consider videotaping yourself rehearsing, and then review the videotape for distracting mannerisms and other signs of nervousness. Remember that the best cure for nervousness is confidence, and that confidence comes with practice.
- Rehearse the timing of your presentation to be sure that it falls within your time limits.

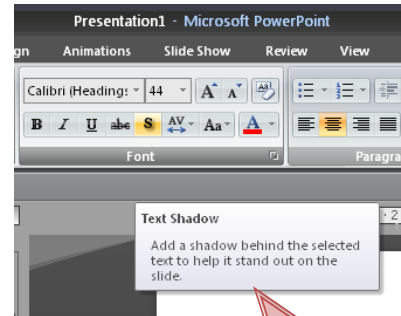
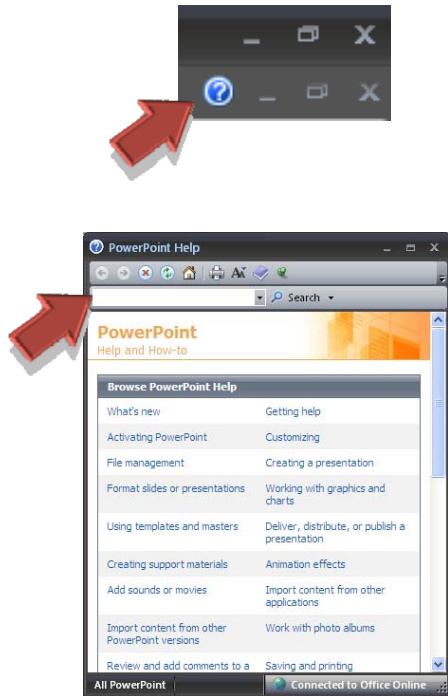
Present

When speaking, be natural. Speak in a heightened conversational tone. Slow down and emphasize important points, and pause before and after key points to set them apart.

☐ **Final Note:** Remember to always check your equipment and presentation file at least one day before giving a presentation to ensure everything is functioning properly.

Getting Help

When you have questions about PowerPoint, you can use the **HELP** button in the top right corner. From the resulting dialog box, type your question in the field at the top left and click **SEARCH**.



Screen Tips
ScreenTips show information about different elements on the screen so that you'll know what it does before clicking it