

# Proicere, Inc.

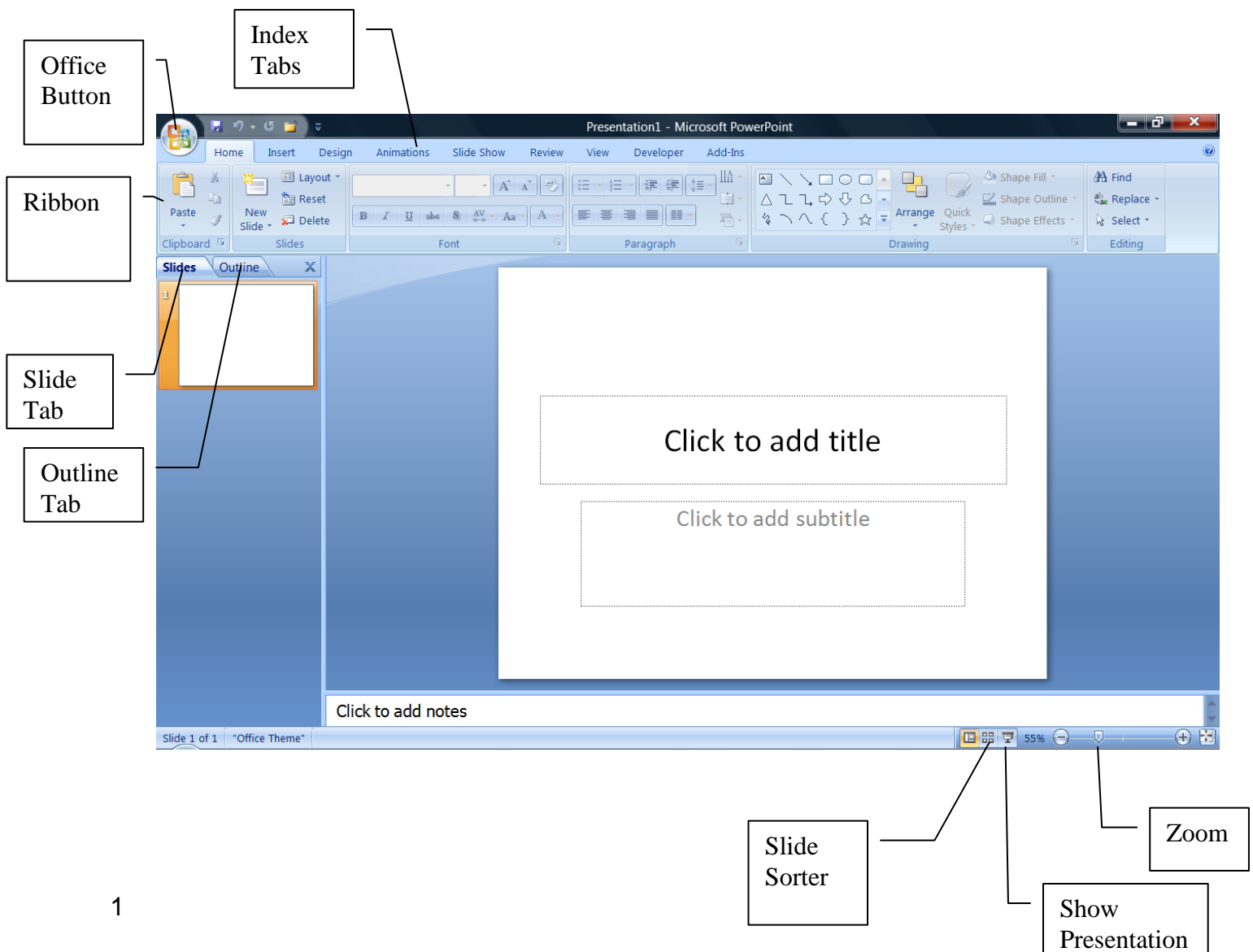
## MS PowerPoint 2007: Creating a Presentation

Lesson Notes

Author: Pamela Schmidt

### Overview of PowerPoint Vocabulary

PowerPoint is a program used to create presentations.

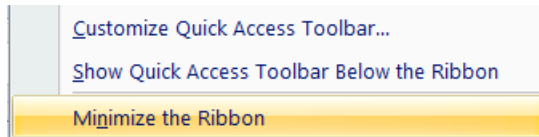


## Ribbons

The Ribbon is broken up into groups of related items with tabs. Individual items are called Commands.

The Ribbons can be displayed all the time or they can be minimized and only displayed when the tab is selected.

To minimize the Ribbon, right click on the tabs and choose “Minimize the Ribbon.”

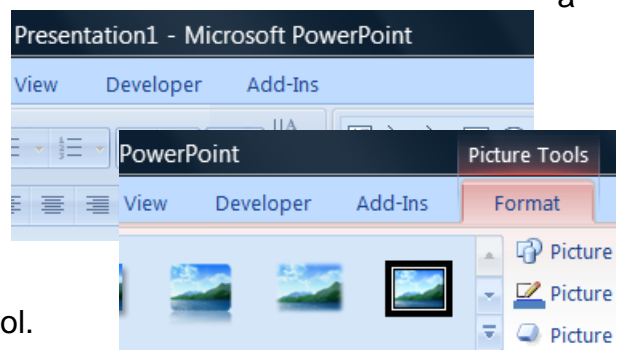


Click on the “dialog box launcher” (little arrows at the bottom of each Ribbon section) to open the dialog boxes similar to the older MS Office systems.



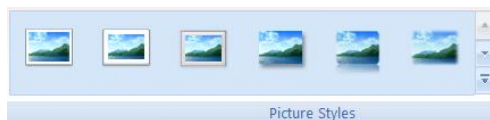
## Contextual tabs

There are features that do not appear until needed. The tools for working with pictures will not appear until a picture is selected. When picture is selected, the Contextual Tab “Picture Tools – Format” will appear as a tab.



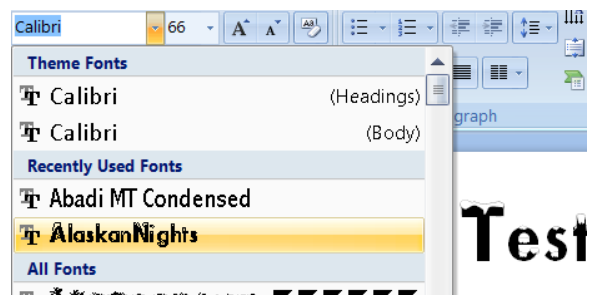
## Galleries

To make the tools intuitive, Microsoft created Galleries displaying the possible results of a tool.



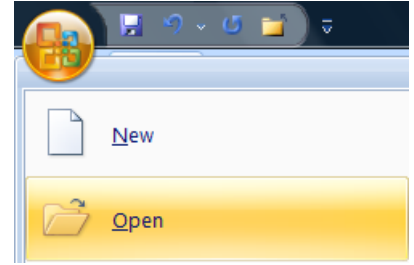
## Live Preview

As a user takes the mouse over an option/selection, the document will change to reflect how the changes will effect the document. The changes are not set until the user clicks on the option/selection.



## Opening an Existing Presentation

Use the Office Button to access the menu containing “Open” tool, or CTR+O on the keyboard.



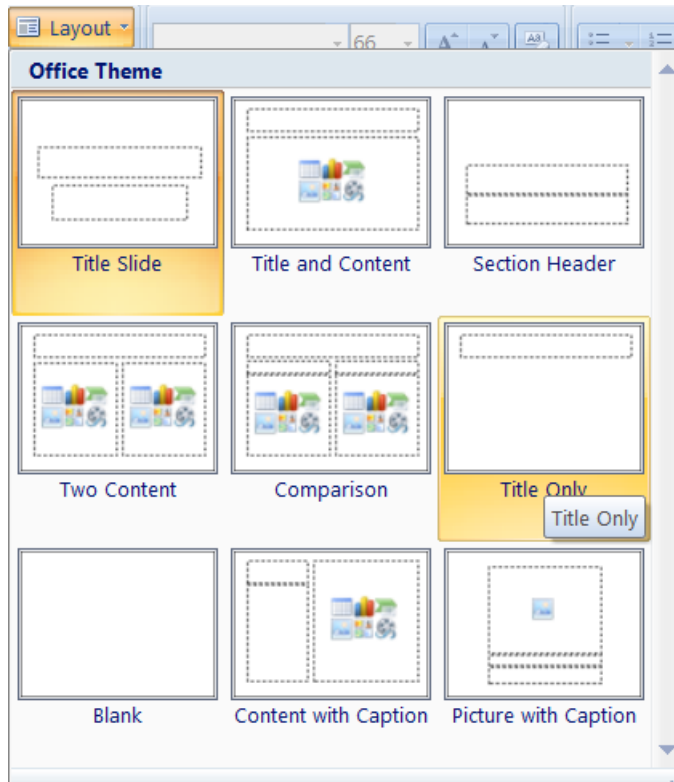
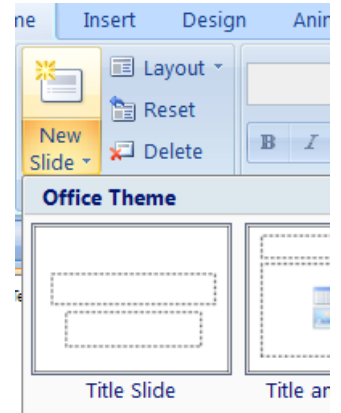
## Saving a Presentation

To save a presentation use Save or Save As from the Office Button menu, choose the save button on the Quick Access toolbar., or CTRL+S on the keyboard.

## New Slides

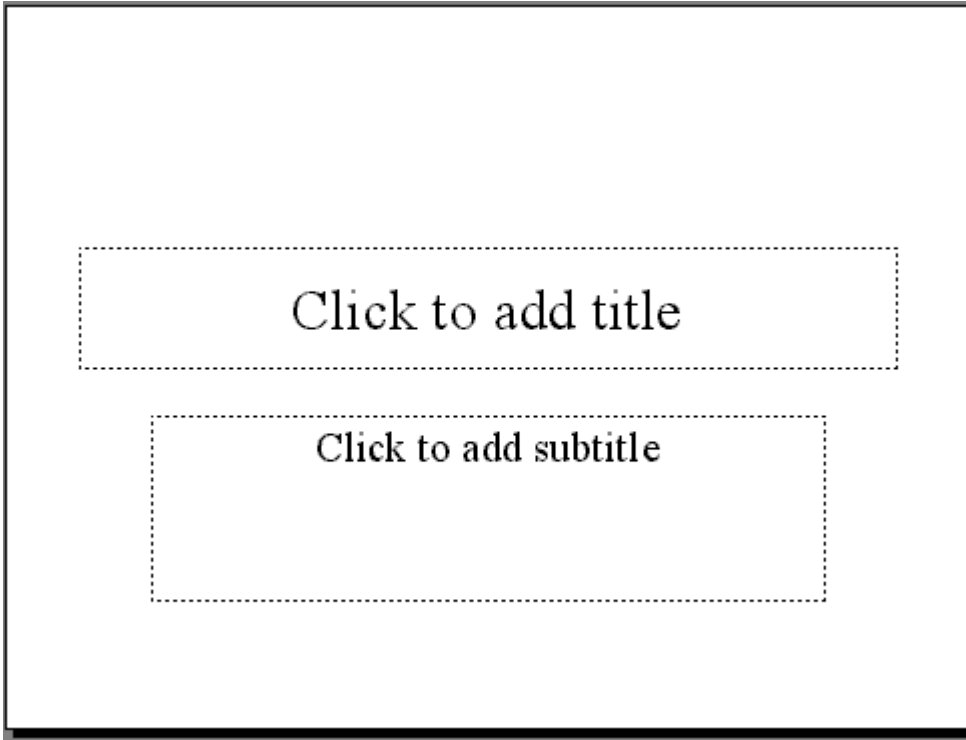
Use the New Slide tool on the Home ribbon. If the arrow at the bottom of the button is used, the layout can be chosen at the time of creation.

After the slide is created, the Layout tool can be used to change the layout.



## **Title Slide**

The title slide has two preset areas for typing.



Click in the text box to enter the desired text.

### Insertion Point Movement

Keys	Movement
Arrows	one character at a time
Control Arrows	one word at a time
Home	to the beginning of the line
Control Home	to the beginning of the text box
End	to the end of the line
Control End	to the end of the text box
Page Up	up one screen
Page Down	down one screen

### Selecting Individual Text

#### Mouse

Click at the beginning of the desired text and while holding down the left mouse button, drag across the text.

Click at the beginning of the desired text then hold down the shift key and click at the end of the text to be selected.

Double clicking on a word will select the word.

Triple clicking on a word will select the paragraph.

#### Keyboard

Place the cursor at the beginning of the desired text and hold down the shift key while using the arrow keys to move over the area to be selected.

### Undo

To undo the previous actions, select the Undo button on the Quick Access toolbar.



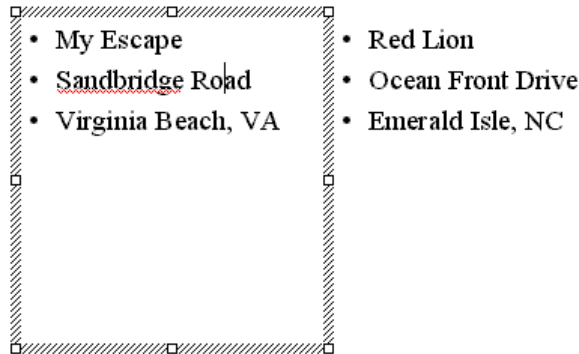
### Move/Copy/Delete Text

Select items to be moved, copied, or deleted, then use the menu, keyboard shortcuts, or toolbar to activate the desired command.

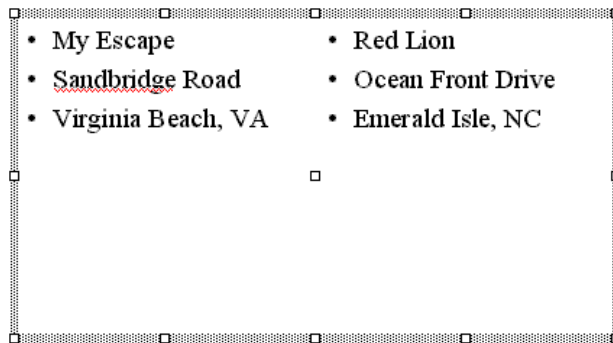
Command	Ribbon	Menu	Keyboard	
Move		Edit Cut	Ctrl X	Go to destination and choose Paste
Copy		Edit Copy	Ctrl C	Go to destination and choose Paste
Paste		Edit Paste	Ctrl V	
Delete	none	Edit Delete	Delete Key	

## Selecting Items

Click once on an item to select the item.



To select several items, click on the first item the hold down the shift key to select subsequent items.



## Resizing Items

Items, including text boxes, can be resized by taking the mouse over the handles of the selected item. The mouse pointer will turn into an arrow. Drag the arrow to resize the item.

## Moving Items

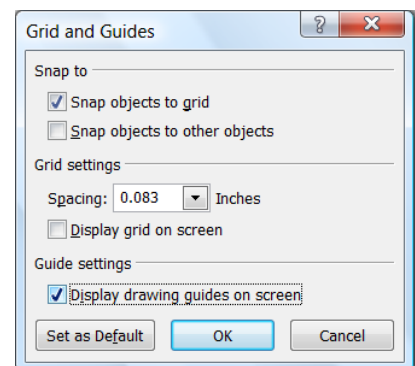
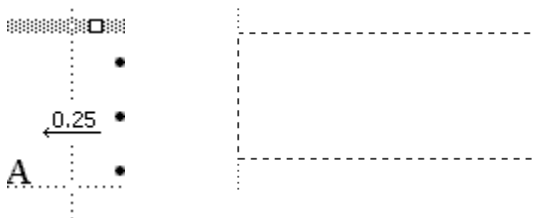
Text boxes can be moved by grabbing the frame and dragging.

Other objects can be moved by clicking in the middle of the item and dragging.

## Guides

Guides are used as a help to placing items at a specific location. The guides can be moved in small increments to locate an exact location on a slide. Items, including text boxes, will jump to the guide.

Home Ribbon, Arrange tool, Align, Grid Settings

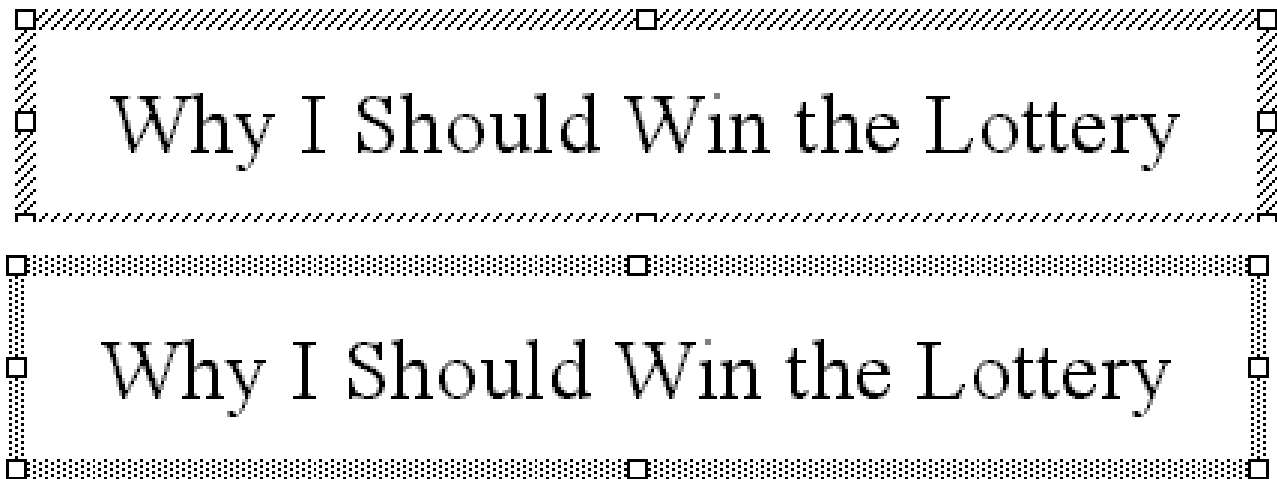


## Fonts

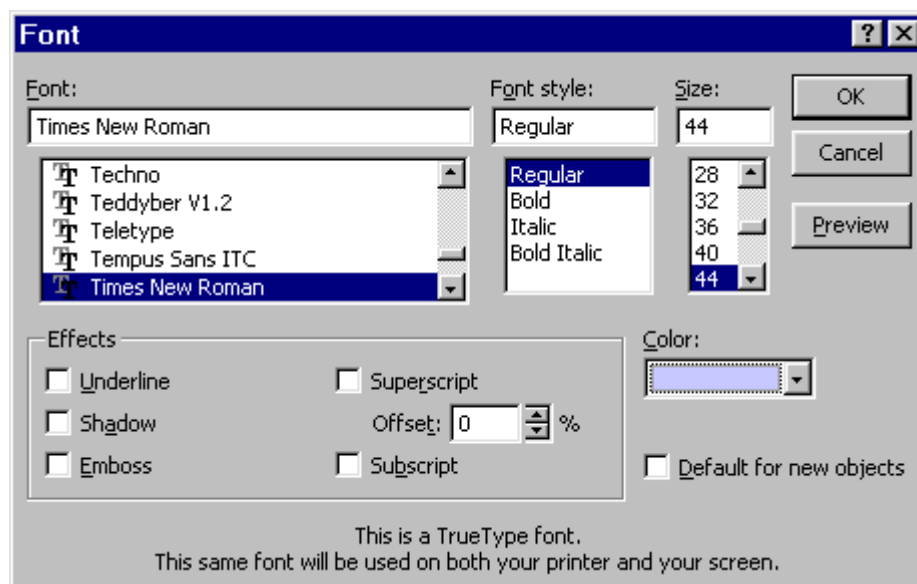
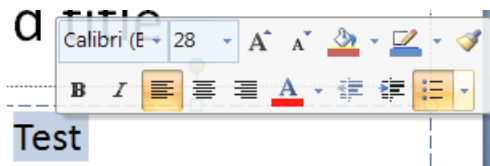
Click on a word to change the word.

Block desired items to be changed.

Click on the frame to change everything in the frame. (The frame will turn from stripes to dots.)



The fonts can be changed by using the Home Ribbon or the .

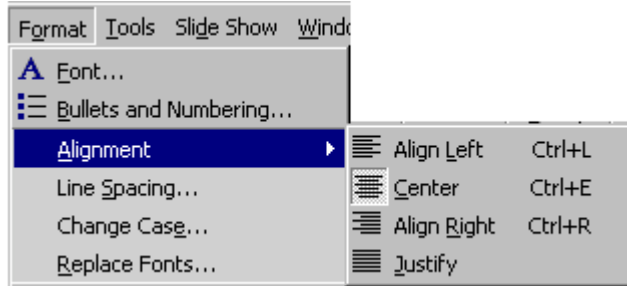


Decrease buttons to change the font size proportionately.

Use the Increase and

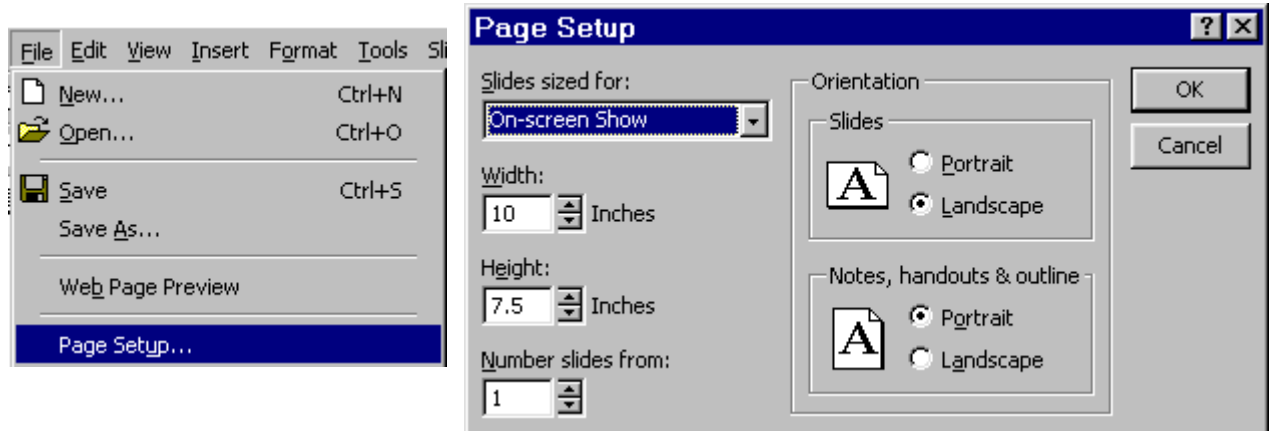
## Paragraph Justification

Justification for a paragraph can be changed by selecting Alignment from the Format menu, or choosing an Alignment button from the toolbar.

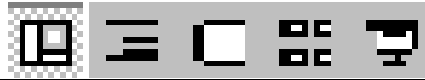








## Paper Size and Orientation

To change the paper size or orientation, select Page Setup from the File menu.



## Change View



	<b>Normal</b> – shows slide, outline, and notes on one screen
	<b>Outline</b> – used to see the presentation in an outline mode
	<b>Slide</b> – Shows individual slides
	<b>Slide Sorter</b> – shows all the slides on one screen
	<b>Slide Show</b> – shows the slide presentation on the screen
	<b>Notes Page</b> - displays the notes page; shows slide on top with note area underneath Note: This must be accessed from the View Menu.

### Normal

MS PowerPoint 2000 default normal view shows the outline in a window to the left of the slide and the notes at the bottom of the screen.

### Outline

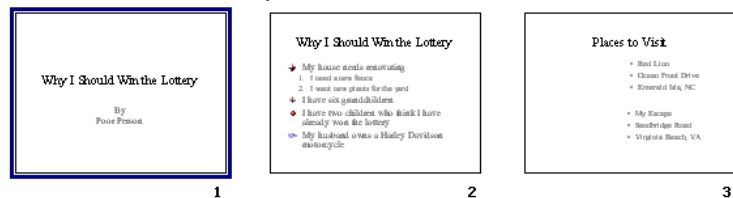
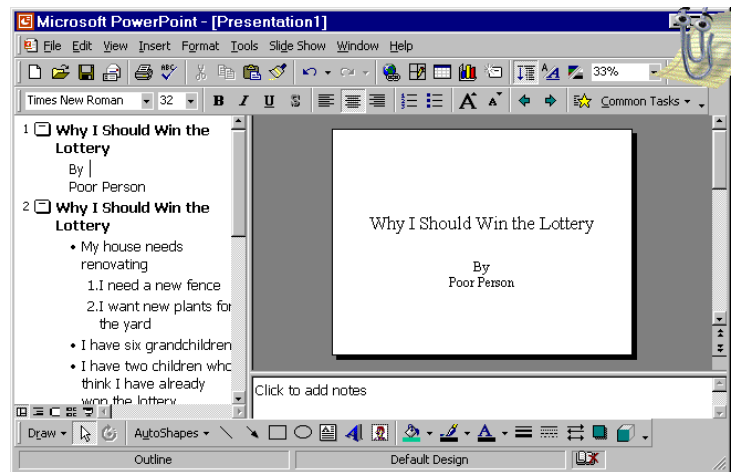
The outline view will show the presentation as an outline. Changes and additions can be done in the outline mode

### Slide

Shows individual slides.

### Slide Sorter

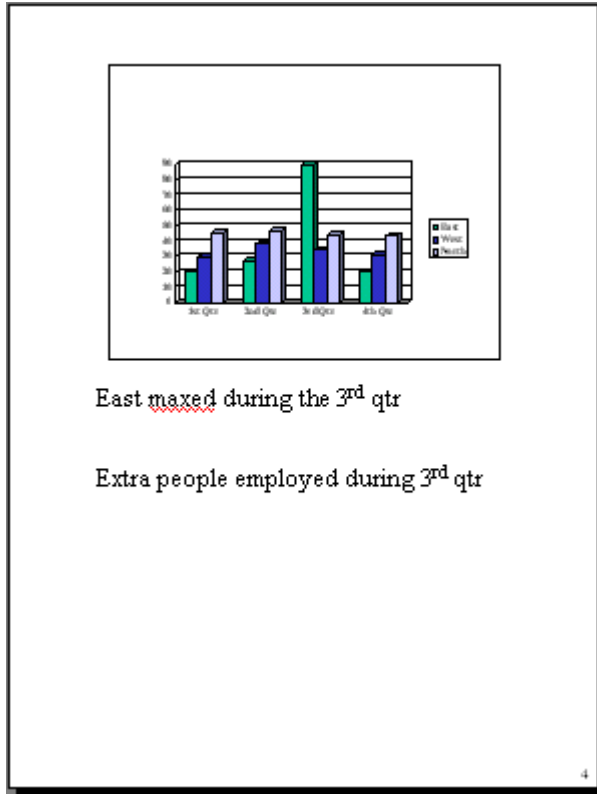
The Slide Sorter shows a thumbnail of all the slides in the presentation. The slides can be rearranged by dragging the slide to the desired position.



**Notes**

Note pages have the slide and a note area on each page.

Notes can be printed, but are not viewed on screen during a presentation.



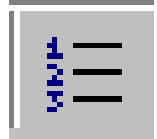
*Hint: if the notes are to be used during a presentation, use a font large enough to be read in low light.*

## Lists

### Numbered Lists

#### *Creating a Numbered List*

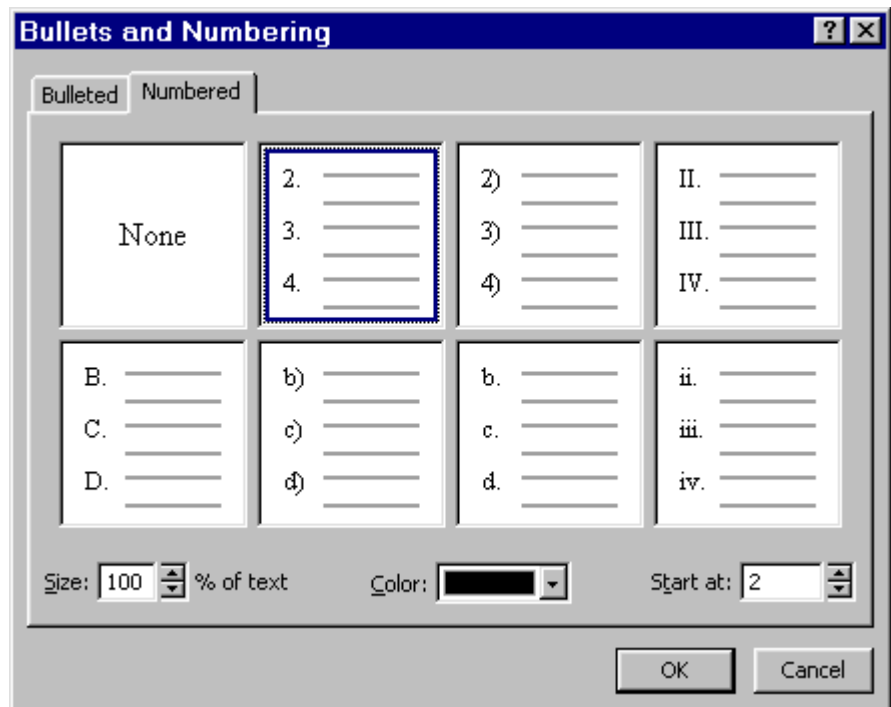
To create a Numbered List, click in the paragraph to be numbered, then click on the Numbered List tool on the toolbar. (The Numbered Lists is new to MS PowerPoint 2000.)



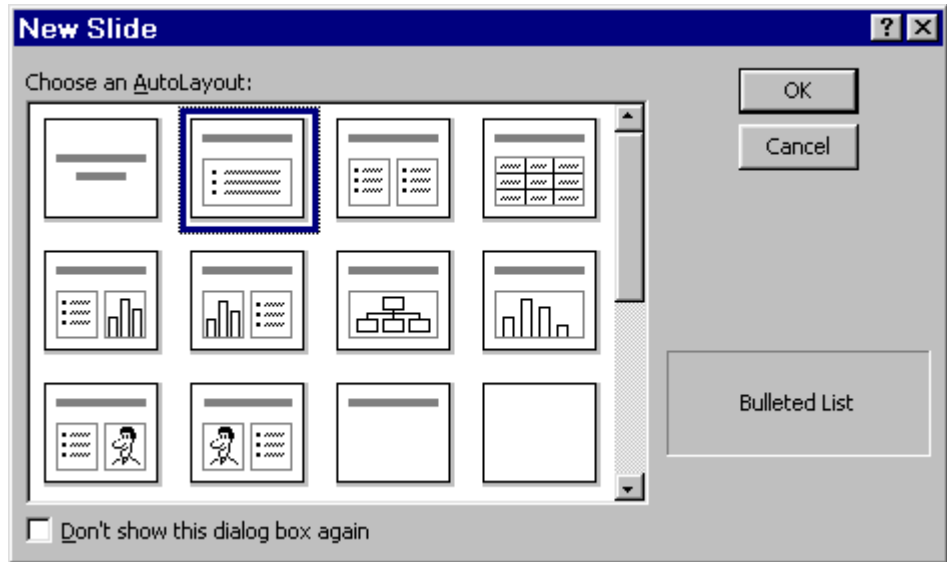
#### *Changing a Numbered Lists*

To change a numbering style, click in the paragraph, then choose Bullets and Numbering from the Format menu. Choose the Numbered tab, then choose the desired style.

The starting number can be changed by using the Start at: box.



## Bulleted List

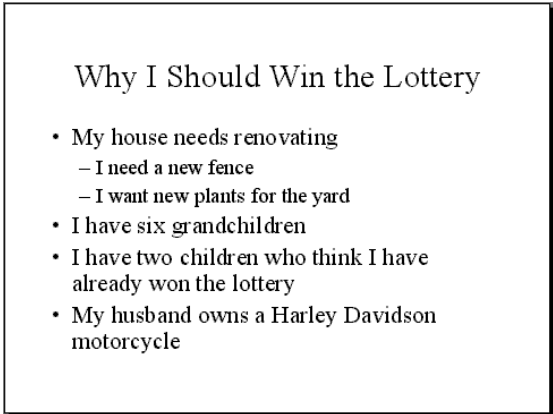


When entering bulleted lists, hit enter after each bullet to create the next bullet.

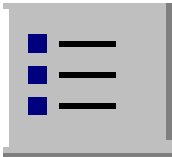
### Changing Bullet Levels

Use the tab key to indent the bullet a level.

Use the Shift Tab to bring the bullet back a level.

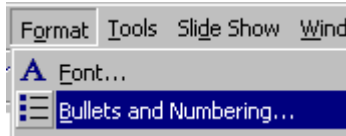


Any text box can be changed to having bullets by using the bullet button on the toolbar.

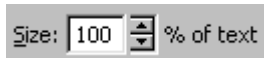


### Changing Bullets

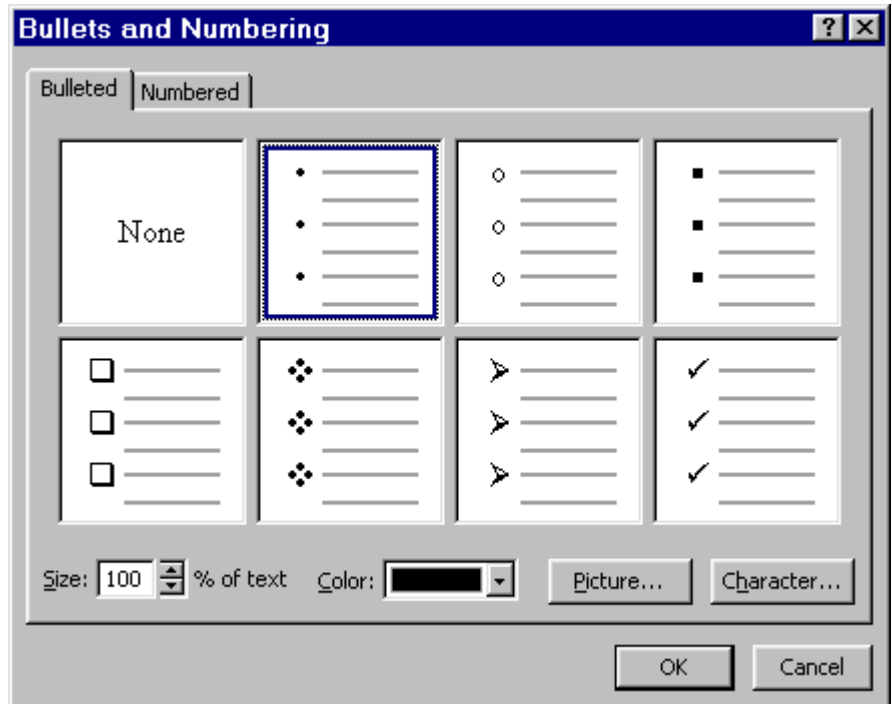
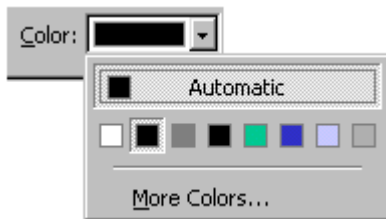
To change a bullet, click in the paragraph, then choose Bullets and Numbering from the Format menu.



The Size box will change the size of the bullet.

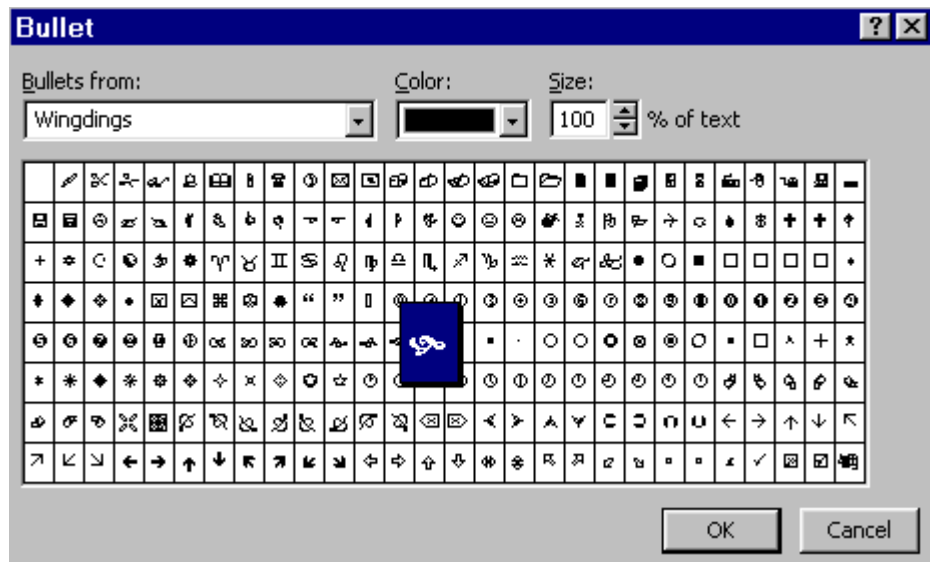


The Color combo box changes the color of the bullet.



Choose the Character button to change the character of the bullet. A dialog box will appear. Use the Bullets from: combo box to change the font used for the bullets.

Character...

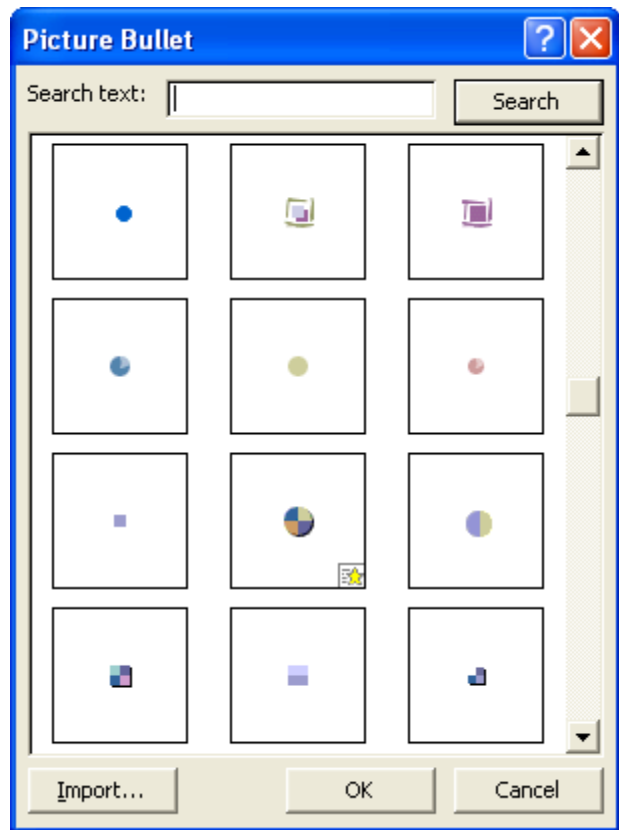
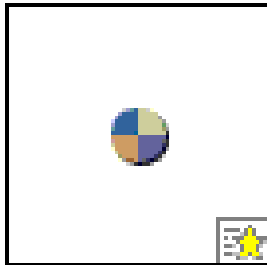


## Picture Bullet

Choose the Picture button to change the bullet from a character to a picture. (New to MS PowerPoint 2000). A dialog box will appear. Choose the picture to be used as the bullet.



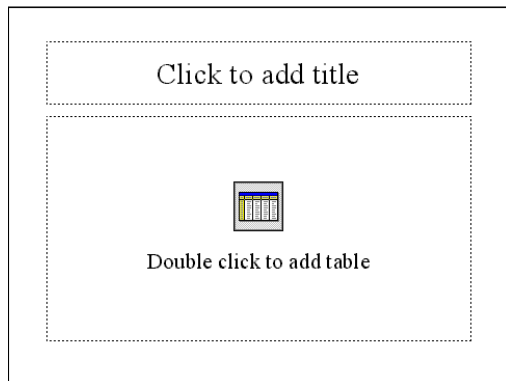
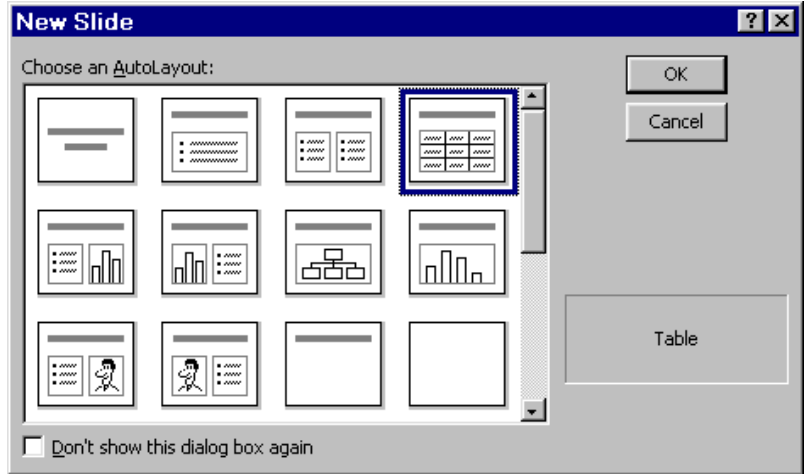
A star in the bottom right corner of the picture thumbnail indicates animation.



## Tables

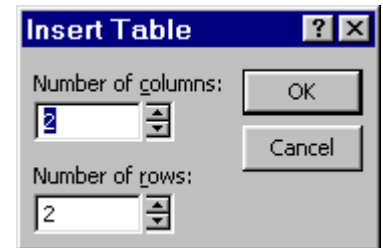
A table is an object that is embedded into a slide.

In the New Slide dialog box, choose the table slide.



In the center of the slide that appears, double click on the table icon.

A dialog box will appear where the number of columns and rows can be chosen.



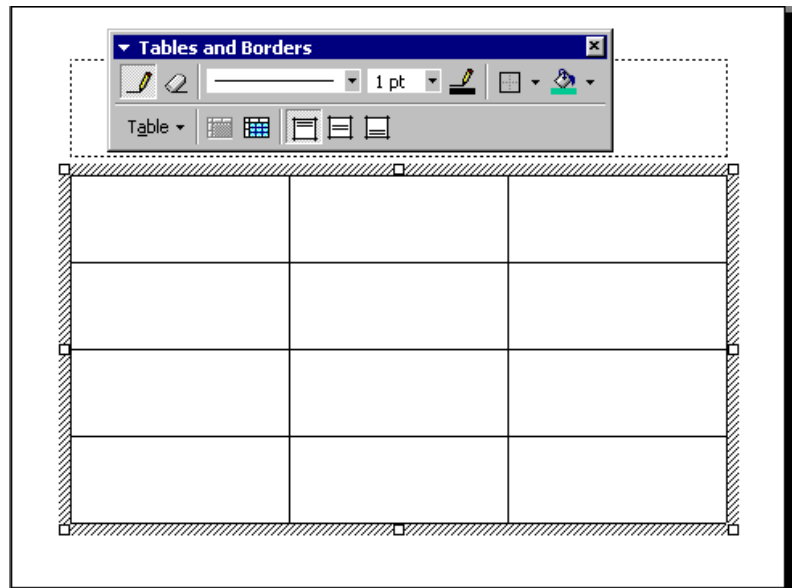
The table will be inserted in the activated mode. A Table and Borders toolbar should appear.

Data can be entered into the cells.

Use the tab key to move from one cell to the next. Shift tab will move in the opposite direction.

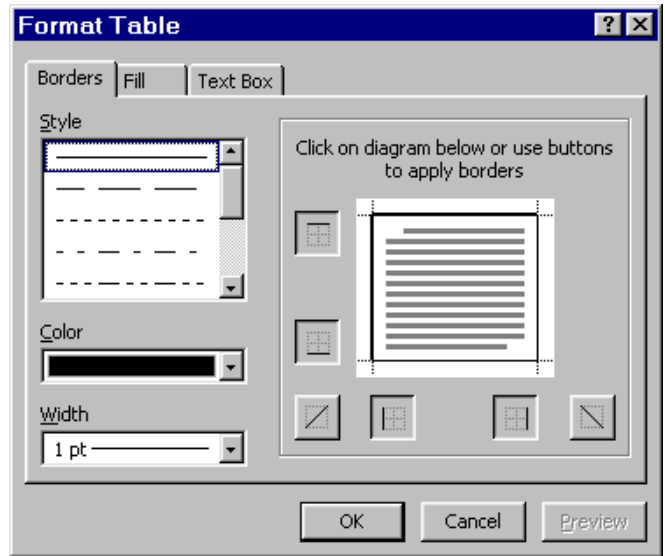
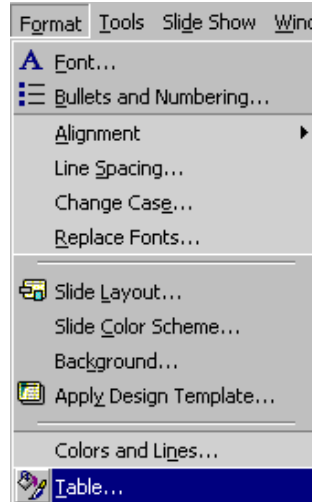
Note: if tab is use in the last cell of the table, it will create a new row. Adding a row at this time can cause one of the rows to disappear from view. The size of the table will have to be adjusted.

To leave the table, click anywhere else on the slide.



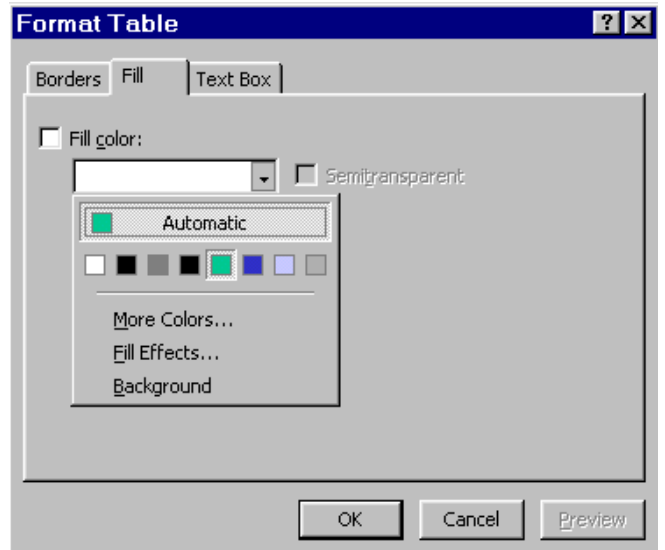
### Table Formatting

To change the borders or shading in the table, choose Table from the Format menu. (In MS PowerPoint 97 choose Borders and Shading from the Format menu.)



### Table/Cell Borders

When the Format Table dialog box appears, choose the Borders tab. Pick the style and color of the borders, then choose the border side for the selected cells.

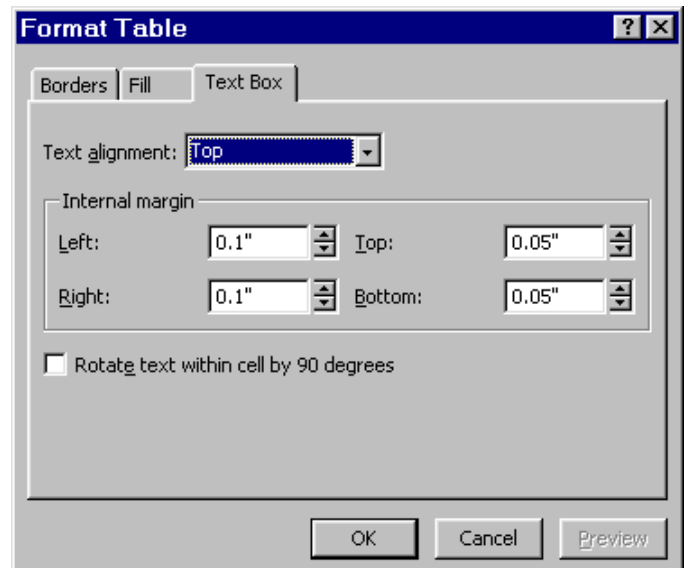


### Cell Shading

When the Format Table dialog box appears, choose the Fill tab, then select the color or fill effect for the selected cells.

### Cell Alignment

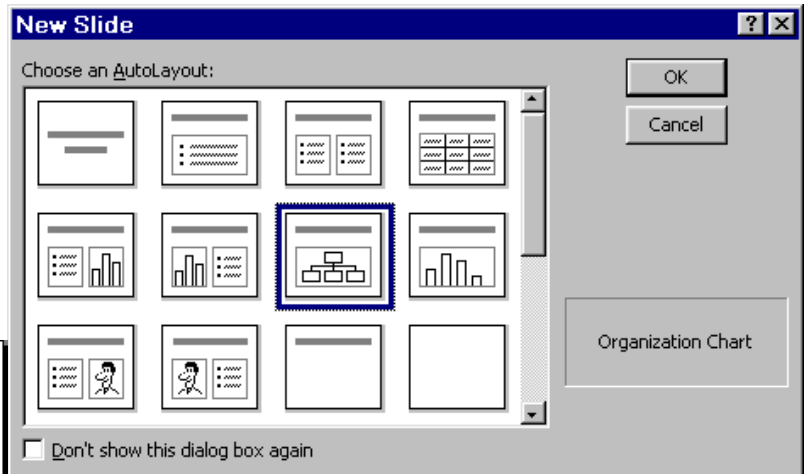
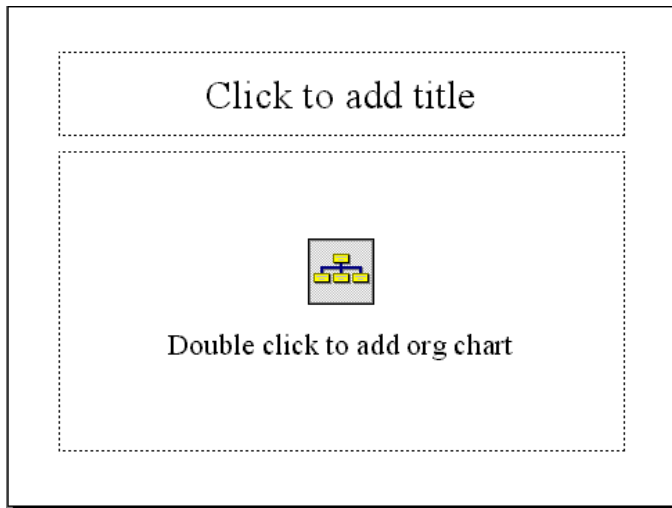
When the Format Table dialog box appears, choose the Text Box tab, then select the Text alignment for the selected cells.



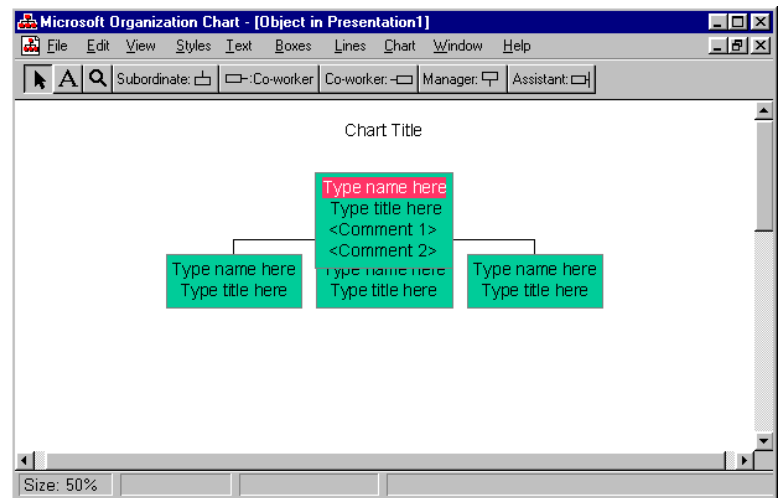
## Organization Chart (Version 97)

To add an Organization Chart, choose the Organizational Chart from the New Slide dialog box.

Double click in the center of the new slide to activate the Organization Chart.



To add a block below another block, use the subordinate button. Click the subordinate button, then click on the box that will be above the box being created. (Click on the parent to make the child)

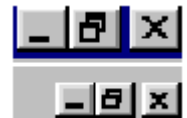


**Styles** - To change the layout of the chart, select items to be effected, then choose Styles from the menu.

**Boxes** – to change the color and borders of the selected box, choose Boxes from the menu.

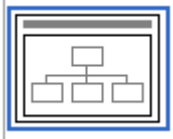
**Text** – to change the font, select the box, then choose Text from the menu.

To exit the organizational chart, close the organization window. The close button (x) in the upper right hand corner can be used.

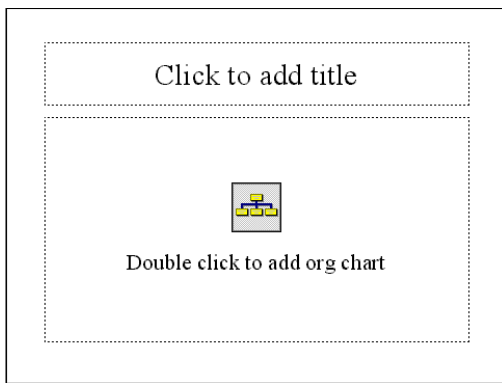


## Organization Chart (Version XP)

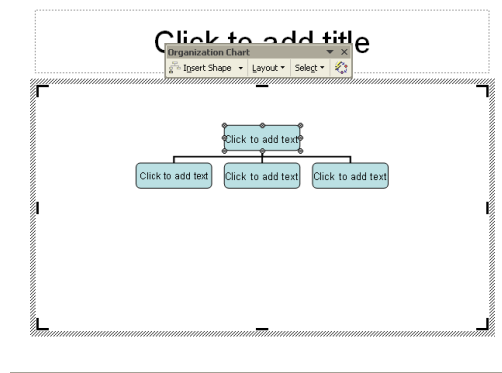
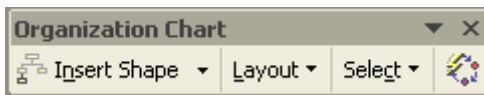
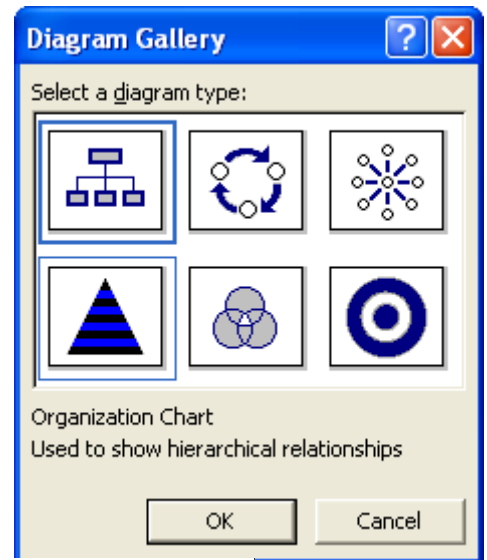
To add an Organization Chart, choose the Organizational Chart from the New Slide dialog box.



Double click in the center of the new slide to activate the Organization Chart.



Choose one of the diagrams from the Diagram Gallery

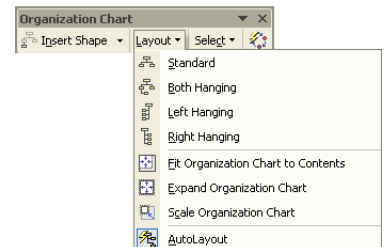
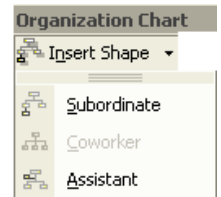


**Adding Blocks** - To add a block below another block, click on the parent block then choose Insert Shape off the Organization Chart Toolbar.

**Layout** - To change the layout of the chart, select items to be effected, then choose Styles from the menu.

**Formatting Boxes** – to change the color and borders of the selected box, right click on the box and choose Format Auto Shape from the menu.

**Text** – to change the font, select the frame of the box, then choose Format, then Font from the menu.

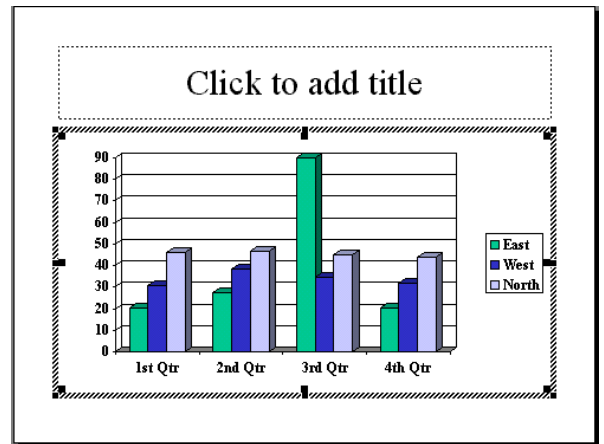
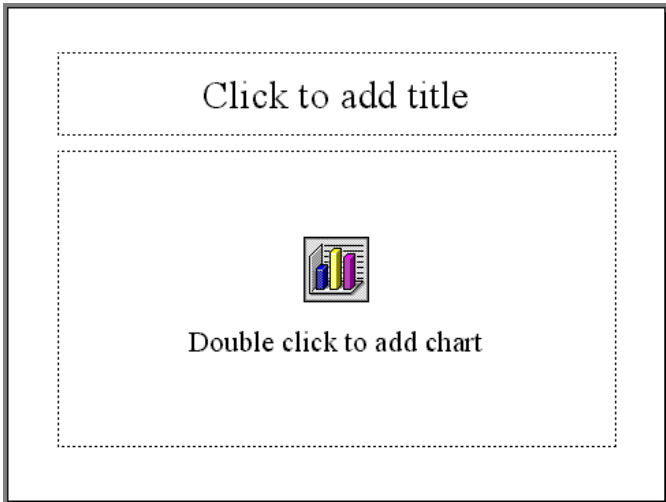
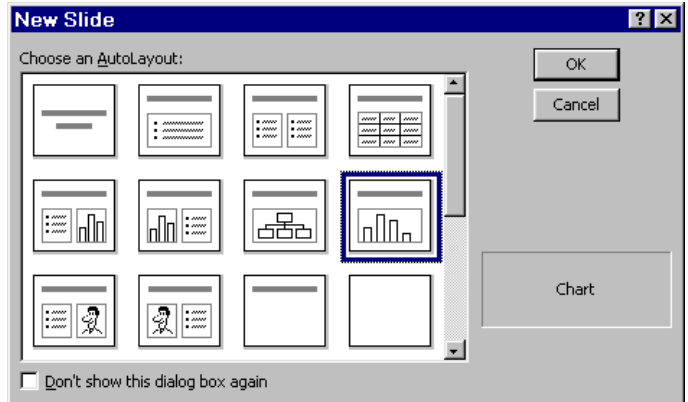


# Charts

A chart is an object imbedded into a slide.

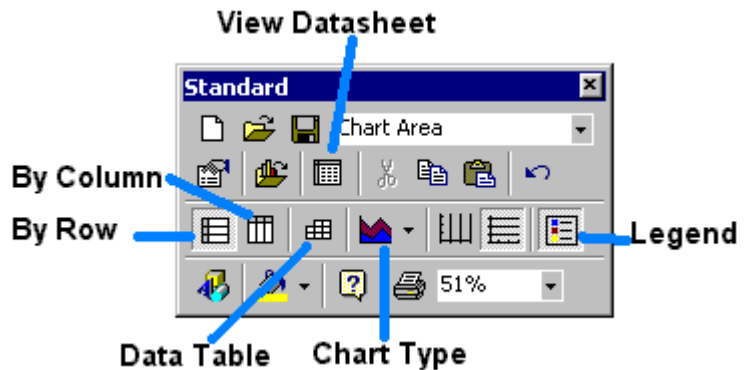
From the New Slide dialog box, choose the chart slide.

Double click on the chart icon to activate the chart.



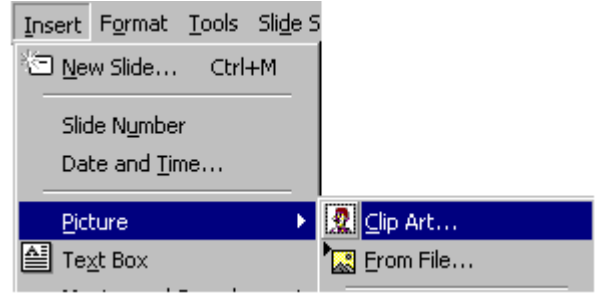
		A	B	C	D	E
		1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	
1	East	20.4	27.4	90	20.4	
2	West	30.6	38.6	34.6	31.6	
3	North	45.9	46.9	45	43.9	
4						

When the chart is active, the chart toolbar will display.



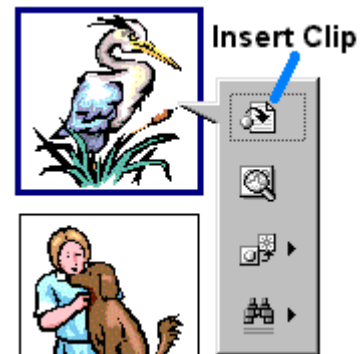
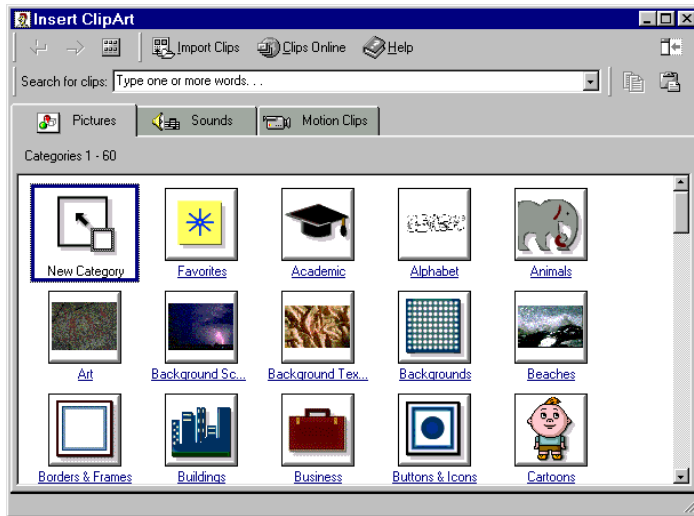
## Graphics

To insert graphics on any slide, choose Picture from the Insert menu, then choose the desired method of inserting the picture.



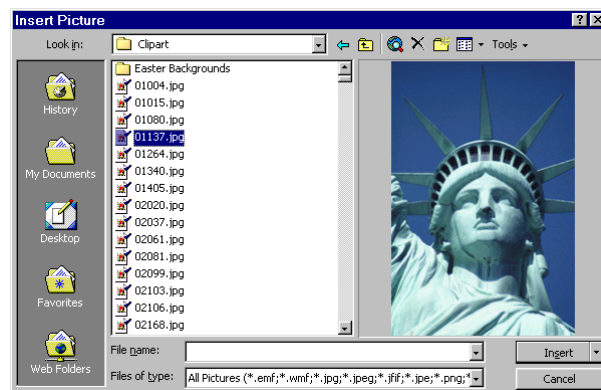
### Clip Art

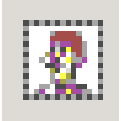
Choosing Clip Art will bring up the MS Clip Art gallery. Additional Clip Art can be found on the MS Office 2000 cd or on line at <http://dgl.microsoft.com>.



### From File

Choosing File will bring up a dialog box to choose a file to insert.








## Clip Art (MS PowerPoint XP)

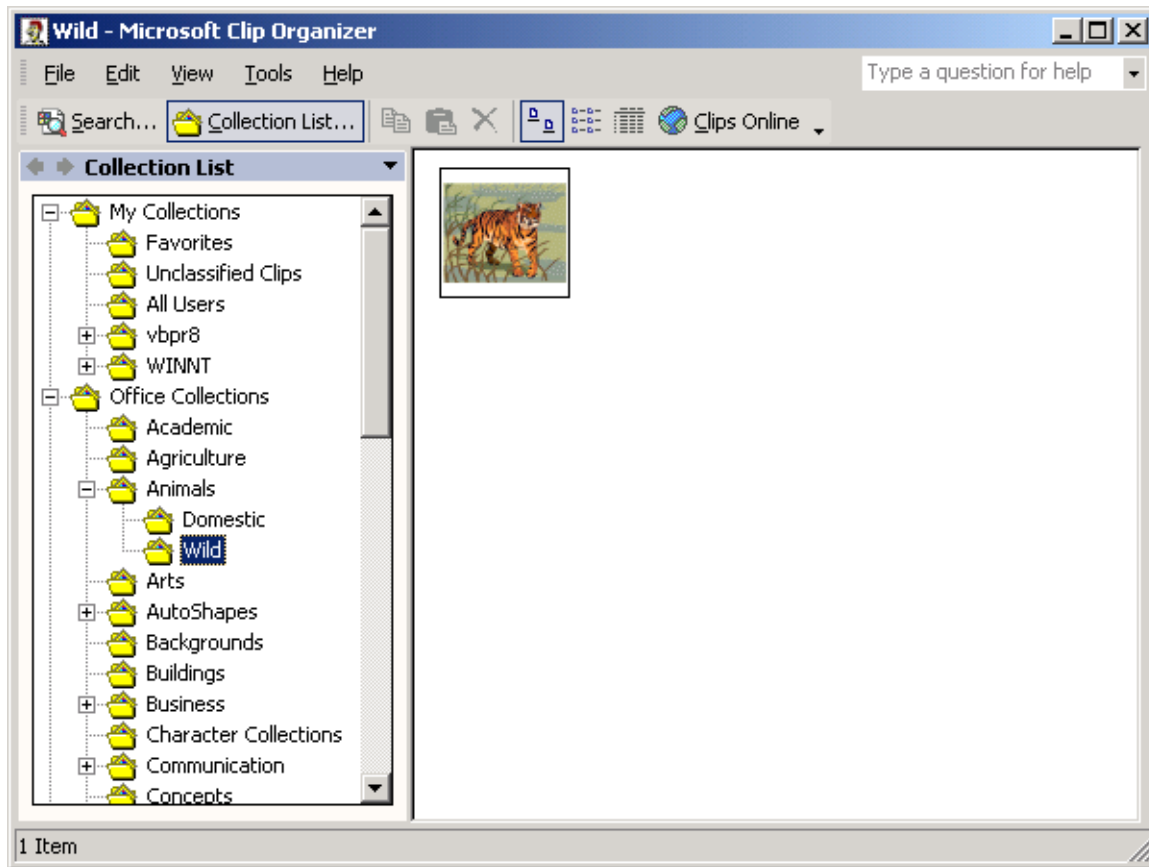
When the ClipArt tool is selected, the Insert Clip Art area will appear on the right.

At the bottom of the area a See Also menu will appear.

### See also

-  [Clip Organizer...](#)
-  [Clips Online](#)
-  [Tips for Finding Clips](#)

When Clip Organizer is selected, the Microsoft clip Organizer dialog box appears.



### Slide Show

To run the slide show, use the Slide Show button on the bottom left of the screen. Click with the left mouse button to progress through the presentation. The right mouse button will bring up a menu allowing the previous slide to be displayed.

Hit the ESC key to terminate the presentation prematurely.



### Rehearse Times

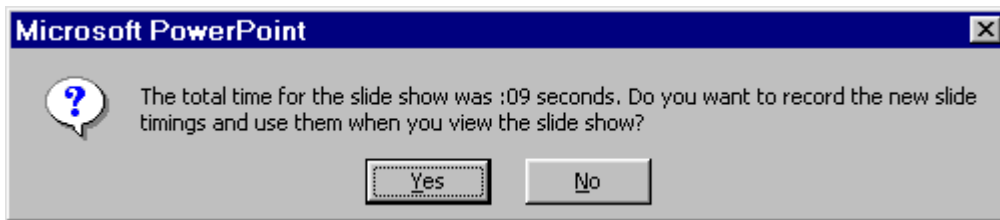
To rehearse and record the presentation times for each slide, choose

Rehearse times from the Slide Show menu.

The slide show will start and a counter will appear timing the slide.

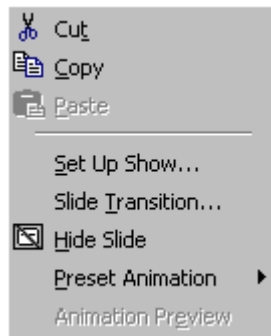
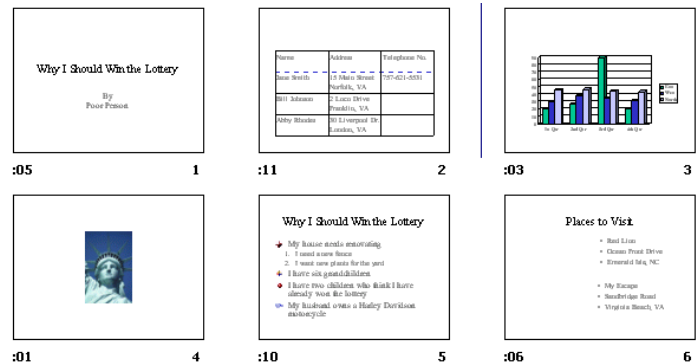


When the presentation has completed, a dialog box will display. Click Yes to save the recorded times.



The recorded times can be viewed and changed in the Slide Sorter.

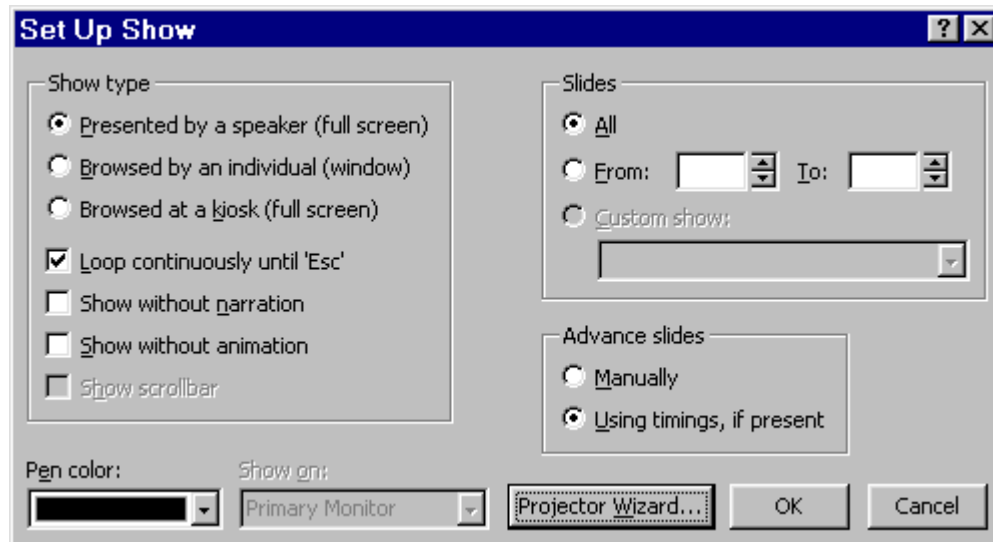
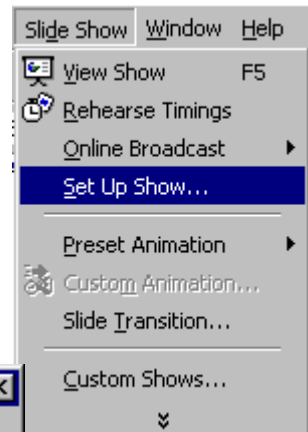
To change the time, right click on the slide. Choose Slide Transition from the menu that appears.



## Set Up Slide Show

Use the Set Up Slide Show feature to make the show run continuously for use in a Kosk.

To access the Set Up Show dialog box, use Set Up Show from the Slide Show menu.



The Loop continuously until 'Esc' will allow the presentation to run continuously using the times set on each slide.

To discontinue a running show, use the ESC key.

## Printing

The print dialog box allows the changing of the printer properties and the selection of what should be printed.

**Properties** – allows changes to be made to the printer properties. Ink jet printers can be changed to print on transparencies.

**Print what:** - displays the choice of what can be printed.

**Handouts** – allows several slides to be printed on one sheet of paper to be used as handouts.

