

# PowerPoint 2007

There are a lot of new changes to Office 2007. This handout will provide a few examples on how to do basic formatting. If at any point you get stuck, remember that Office has a feature that allows you to hover over a button to determine what it does.

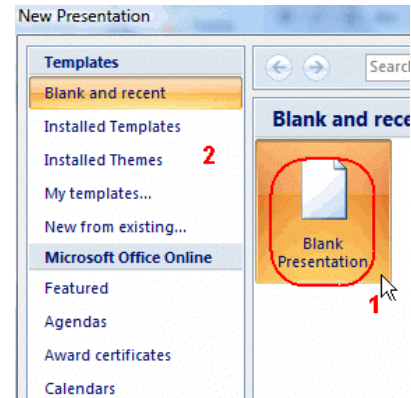
## Opening, Saving, and Themes

The major change in Word is the ribbon toolbar. The 'File' menu has been replaced with a button.



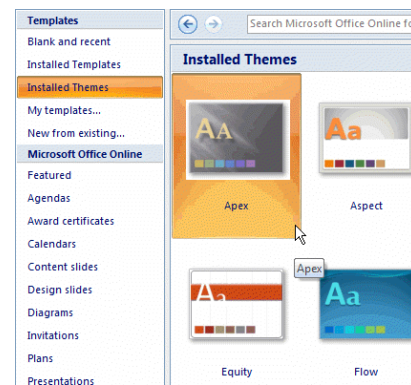
To create a **new** document: Click the button and select 'New'.

Choose "Blank Presentation" to start with a blank slate, or choose "Installed Themes" to pick from one of PowerPoint's themes.



To **Save**: Click the button and choose 'Save'.

**Note:** This will save it as a PowerPoint 2007 file (.pptx). If you do not have PowerPoint 2007 at home, you should choose 'Save As' to save your document as a Word 2003 file. See below.



## Saving Files as a PowerPoint 2003 (.doc)

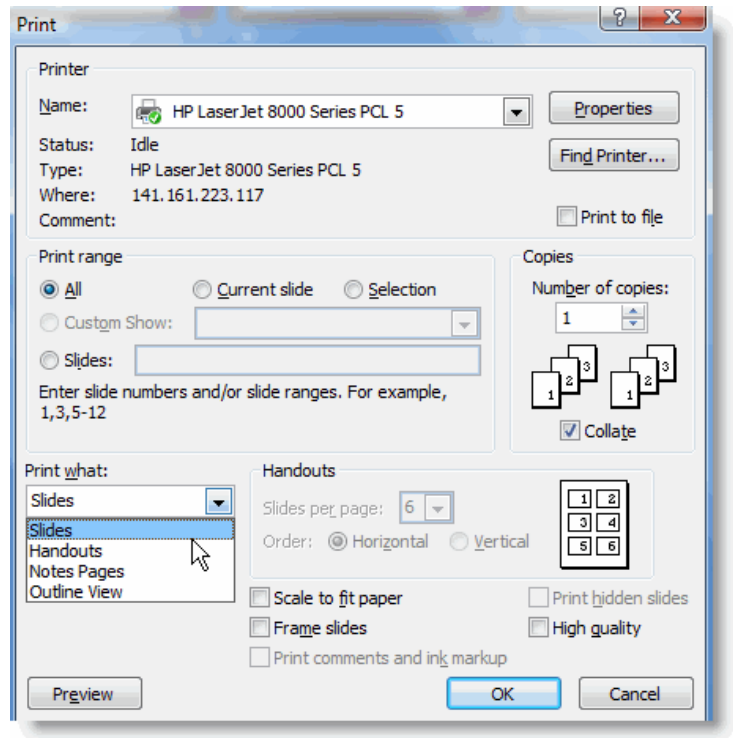
This will prevent compatibility issues with other users who are using an older version of PowerPoint. This version is not compatible with any other version.

**Note:** If you do not have Microsoft Office 2007 at home, or if you are not sure, it is safest to save as a PowerPoint 2003 .ppt

## Printing your PowerPoint Presentation

You have many different printing options available when you click on the Start Circle and choose to print. These options can be selected under the "Print What" heading. You can print your entire slide show or a particular slide from the presentation. You can also print out your notes pages, or the outline view of the slide show. Additionally, you may also print handouts from your presentation. You can determine the number of slides (between 1 and 9) printed on each handout page, as well as if you would like the slides ordered vertically or horizontally, where appropriate.

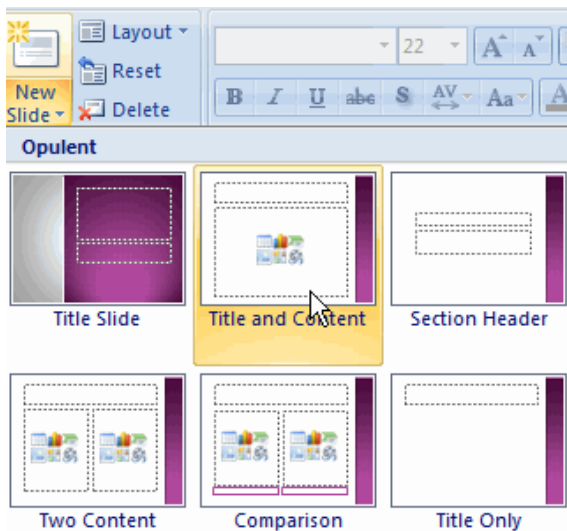
**Note:** Library policy asks that you print multiple slides per page when printing at the library.



## Starting the Presentation

In this example, we decided to use one of the Installed Themes. Once you have picked a theme, you can decide the format of your slide. The default starting slide is 'Title Slide'. Fill in the boxes as appropriate.

## Adding a New Slide



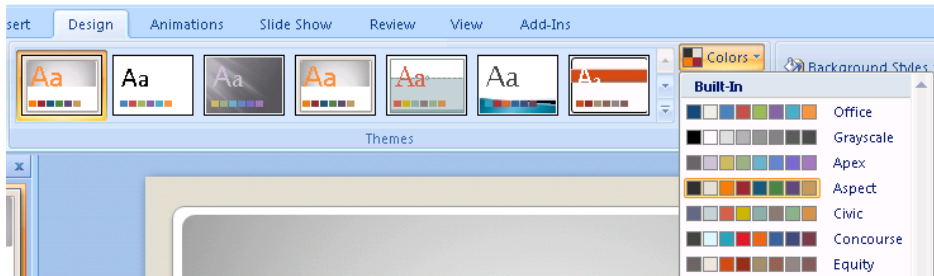
Go back to the Home Ribbon, click on **New Slide**, and choose your format. Generally, you will want 'Title and Content'. Each of the slides are described once you put your mouse on a specific slide you are interested in using. Left click on the option that you want to insert.

## Editing Text in a Slide

When you click inside a text box, PowerPoint is ready to receive your typing information. To resize a text box, place your cursor on one of the white boxes on the edge of the text box, they will turn into directional arrows. You now have the ability to resize and reshape your text boxes or objects. If you need to move your object, move by placing your mouse on the lines between the white boxes. You should have a four-directional arrow. If you need to resize, take your cursor to the boxes. Now you will see a two-directional arrow.

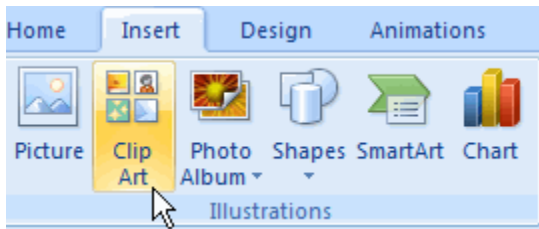
## Format Your Slide

You can change the formatting on your slide, or overall theme. The text-formatting is the same as in Microsoft Word. To change the colors of your theme, go to the Design tab, and choose 'Colors'.



## Add Other Elements

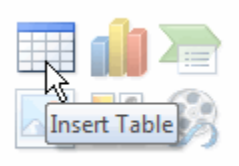
### Pictures and Clipart



Click on the Insert ribbon, then picture. You have the option to insert a picture from a file, clip art, or a photo album.

### Tables

Click on the option to insert a new slide. The new slide will include a group of objects that you can choose from. Choosing to insert a table will prompt you to determine how many rows and columns your table requires. Once that design is made, your table will appear. Instead of looking for the tables and borders menu, the Table Tools portion of the design ribbon appears. You will have various options to work with.



### Charts

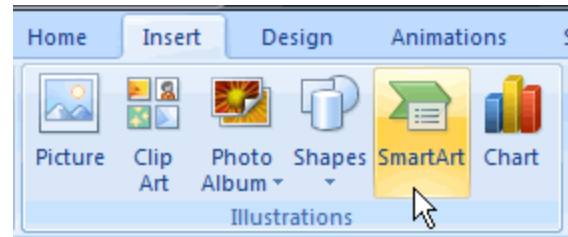


Click on the option to insert a new slide. The new slide will open a group of objects that you can choose from. Choosing to insert a chart will prompt you to determine which chart is best for your presentation. Once that

decision is made, your chart will appear with a new design ribbon. You now have the option to change styles, data information and chart types.

**Organization charts** are completely different from the past version. In order to insert these into a slide you need to choose the Insert ribbon. Within the illustrations section, choose Smart Art.

The smart art section will offer various types of charts (including an organization chart). A text box appears offering the ability to add information to all levels.



## Viewing your Presentation

There are 3 different views that are useful in PowerPoint 2007. You can switch via the buttons on the bottom left hand side.

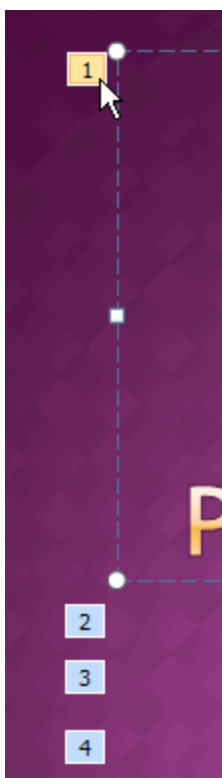


The first view on the left is the Normal View. The Normal View has a slide in the middle, and small thumbnail views of the slide on the left. There is also another tab behind the slides tab on the left for an outline view.

The icon in the middle is the Slide Sorter view. This is the view that makes switching the order of slides easier. Simply click and drag a slide to a new position.

The final view is the Slide Show. It is important to remember that clicking the slide show view will make the slide presentation begin at the slide that is active.

## Creating Animations



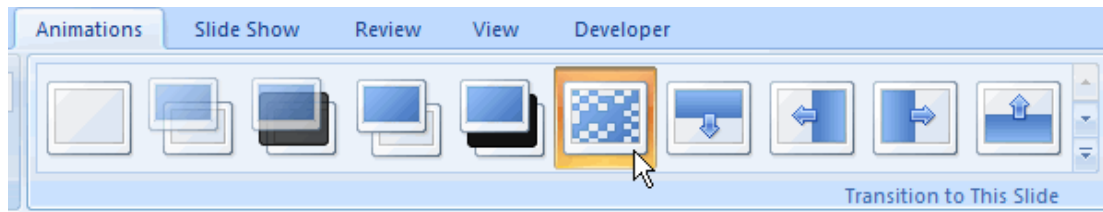
To begin creating your animation, go to the Animations ribbon, and click on Custom Animation. This will open the Custom Animation Task Pane on the right. It is important to select the time you are going to add the action to. Let's begin by selecting your title. Once the selection is made, the Add Effect button is active. Click on that button. There are 4 options for your animation. When you click on each item (entrance, emphasis, exit or motion paths) a listing of effects will open. Make the appropriate selection.



As you create each animation, a number will appear beside the item. The example below has two types of animation attached to the title.

When you have completed the animation for each slide, go to your Slide Sorter view and select all of your slides. There should be a box around each slide. Within

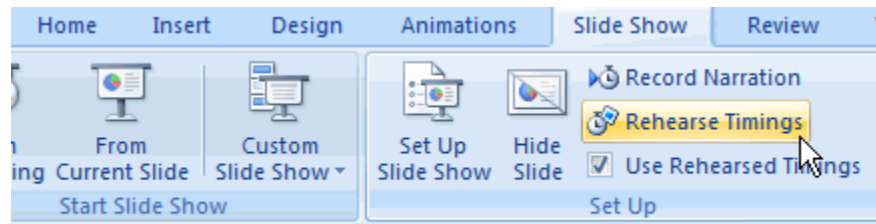
the Animations Ribbon, there are listings of slide to slide transitions. Choose the transition that best fits your presentation.



You also have the option to modify the transition speed, apply sound to the slide, and determine how you want the slide to advance (automatically or by clicking your mouse). Be sure to save your presentation.

## Rehearse Timings

In order to set amounts of time that each slide is automatically displayed during the slide show, go to the Slide Show ribbon, and click on Rehearse Timings.



Your presentation will begin, with a Rehearsal toolbar displayed in the foreground. When the appropriate amount of time has passed for viewing the first slide, click on the "next" arrow to proceed to the next slide. You may click on the "pause" button to pause the timing period, or on the "repeat" button to restart the timing of a particular slide. When you have completed this process and set durations for each slide, your total presentation time will be displayed and you will be asked if you would like to save your new timing settings. Select "Yes."

## Further Resources

Davis School District Word 2007 Beginners (PDF)  
<http://www.davis.k12.ut.us/district/etc/paul/files/FEF0FC0099314F5AA1BF63E2EEE31D79.pdf>

Davis School District Word 2007 Intermediate (PDF)  
<http://www.davis.k12.ut.us/district/etc/paul/files/2E25F61989484D08B3257EC3BF9AB9D2.pdf>

Georgetown University Powerpoint 2007 -  
<http://uis.georgetown.edu/training/handouts/powerpoint2007.html>

\* Special thanks to Georgetown University's handout – many of the screenshots and explanations in this document were taken and adapted from there.