Microsoft Office PowerPoint 2007 Workshop

Navigation Menu on 2007

Office Button   Quick Access Toolbar   Tabs
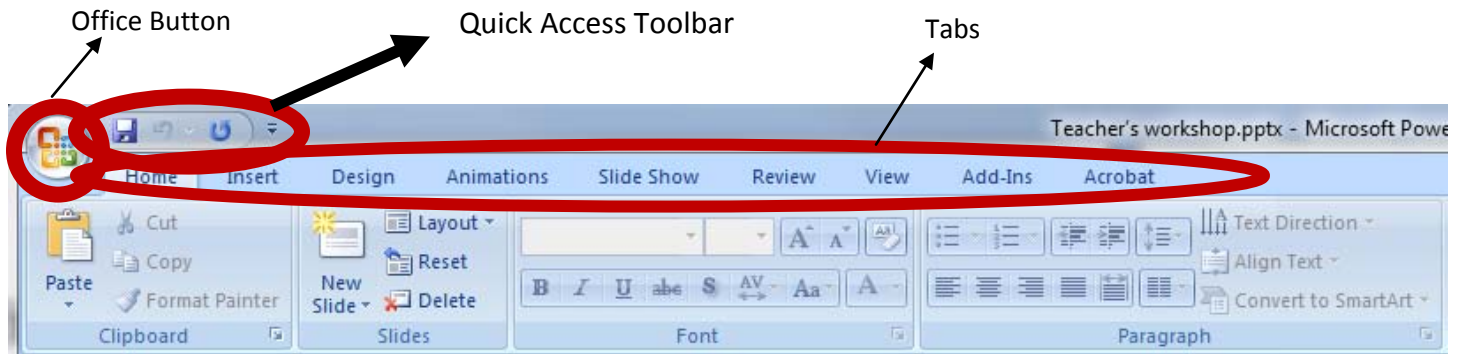
To customize the quick access toolbar, select **Office Button** and choose **PowerPoint option button** and go to **Customize** tab.   Select any menu you want to add to the quick access toolbar and press **Add** button.
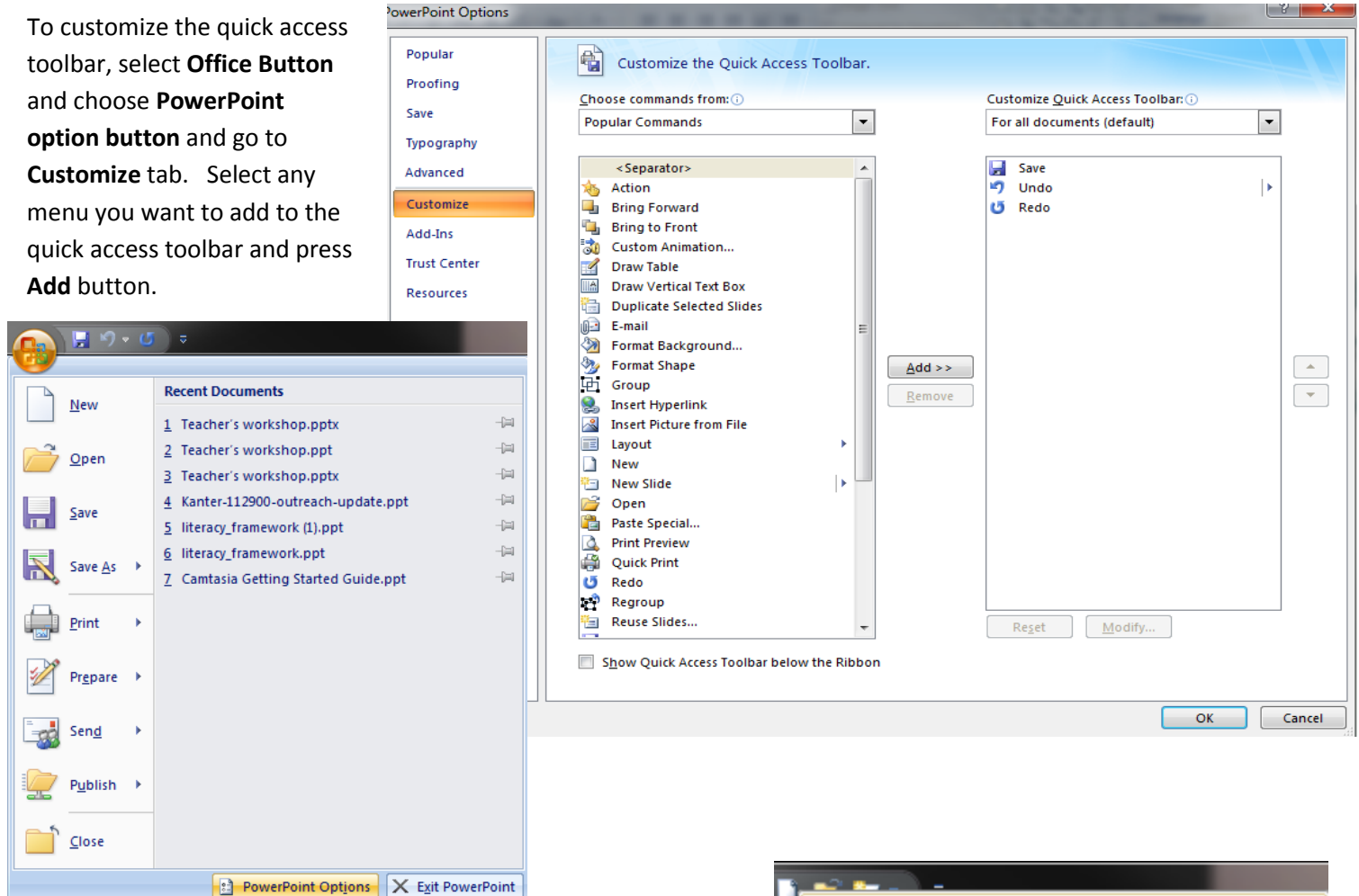

To remove it from the toolbar**, right click** on the icon you want to remove from the toolbar and select **Remove from Quick Access Toolba**r.
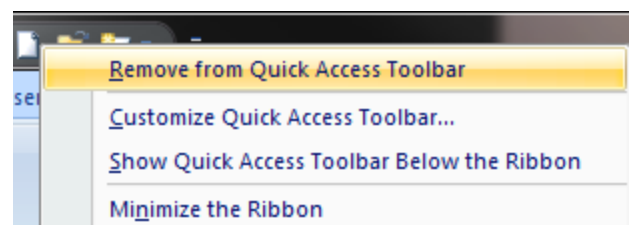
Building a New Presentation

Using Design Templates

1. From the **Office** button, select **New**.
2. Choose a Template from the list and select **Create**. (For the **Microsoft Office online templates**, select the template, select **Download**.)
3. To change the slide theme, go to the **Design tab**, and select different themes.
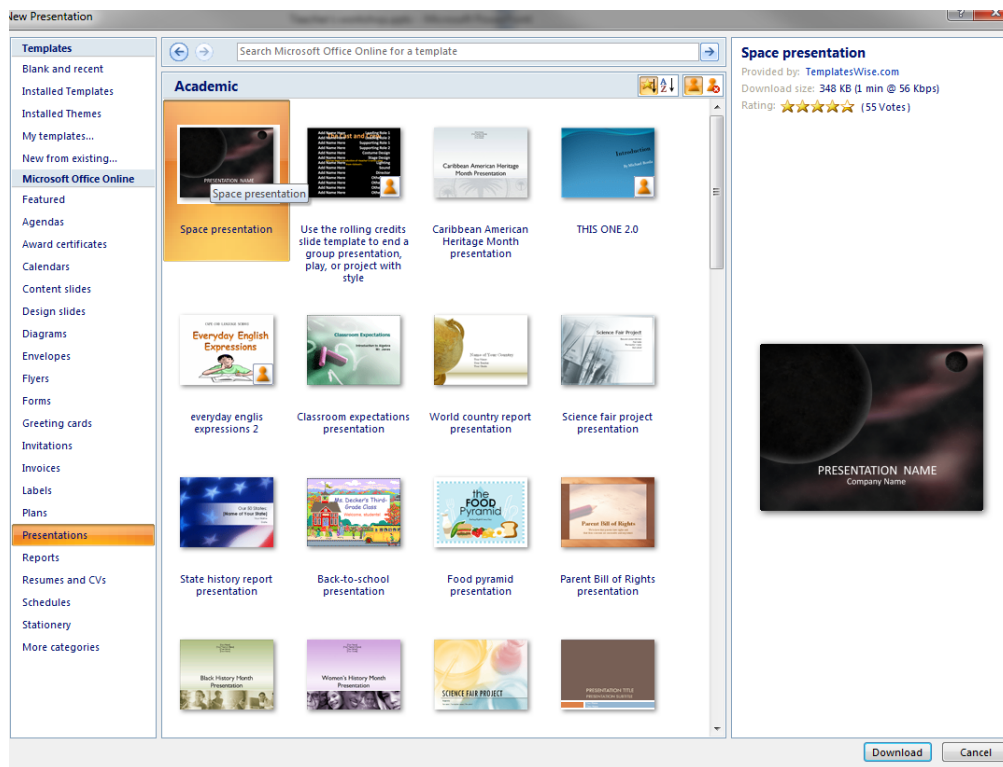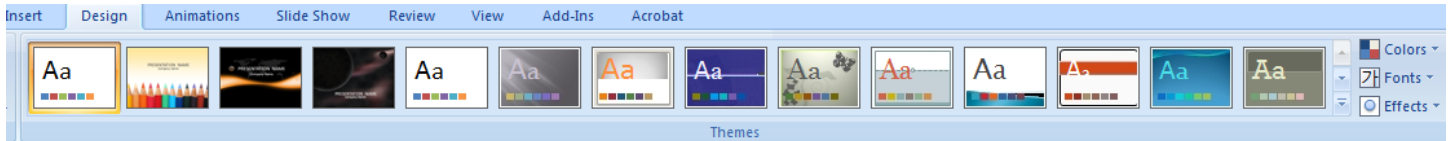
Adding, Removing, and Rearranging Slides

1. To add a new slide, select **New Slide** Icon from the **Home** tab or press **CTRL+M.**
2. To remove a slide, select the slide you want to remove and hit **Delete** or **Backspace** Key.
3. To arrange the slides, go to the **slide sorter view** in **View tab, Presentation Views group**. You can rearrange your slides and drag-and-drop methods. (shortcut: Slide shorter view right bottom corner)
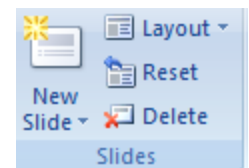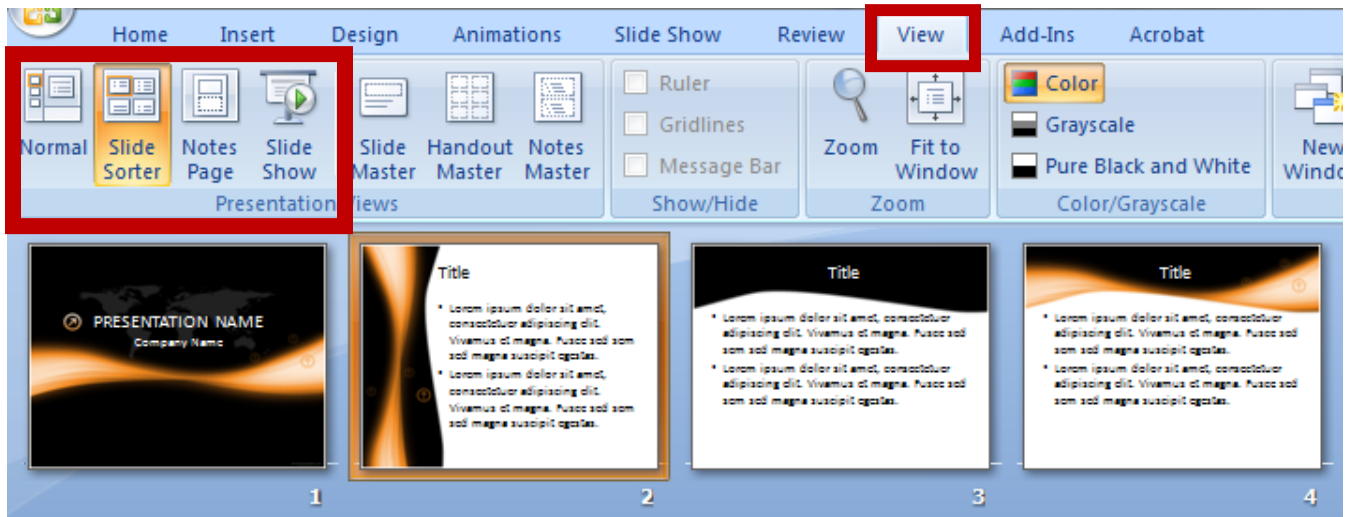
Designing Presentation

1. You can change the orientation of the slide by select **Slide orientation** menu under **Design tab** or any other pages setups in **Page Setup** menu.

2. To apply different themes to your presentation, go to **Design tab** and hover over different themes provided by Microsoft to see the live preview. When you found the theme you like, simply click the theme to apply it to all your slides.   You can also select **More Themes on Microsoft Office Online** option to download more themes from the Microsoft official website.
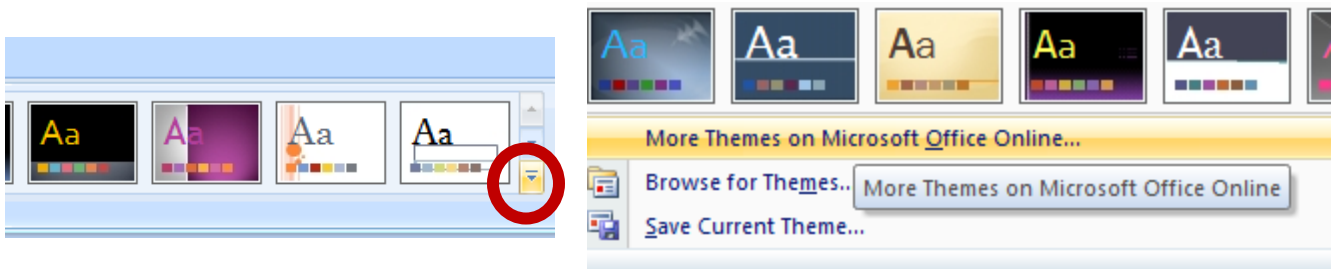

3. You can change the background style of your Theme. From the **Background** group in **Design tab**, try out the different background styles.

4. To change the Color schemes of your current theme, just click on **Colors** pull-down menu to try different color scheme. (Hover over for live preview)
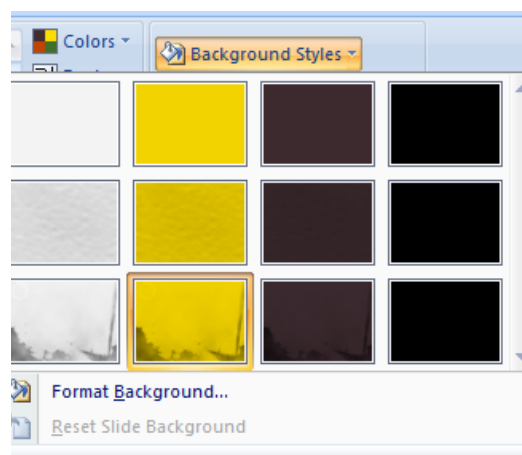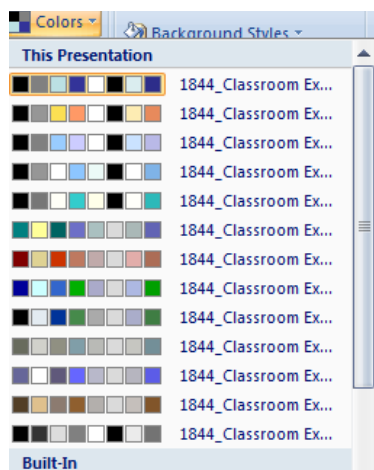
Changing the Slide Layout

To change the layout of a slide, select the slide, then go to the **Home** tab. Select **layout** from the pull-down menu under **Slides** groups.
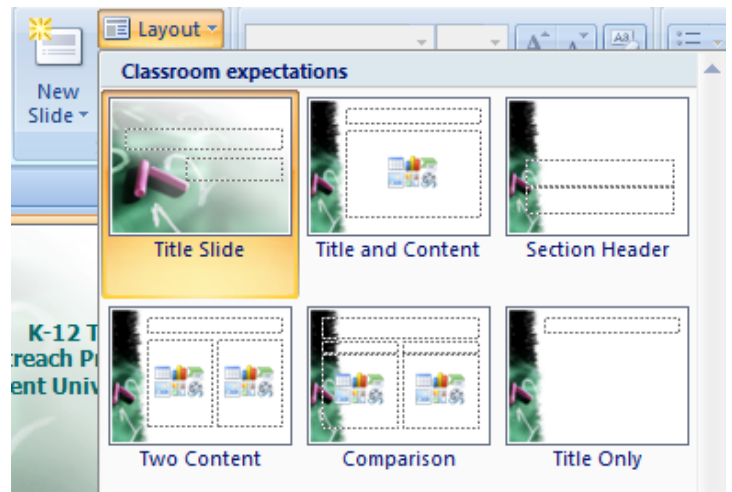
Creating a Chart Slides

1. Choose a new slide from the **Home tab** or **CTRL+ M.**
2. Click the **Insert Chart icon** on the Content placeholder.
3. Choose the appropriate chart type and click **OK**.
4. Enter your data when an Excel file shows then close the excel file.
5. When you create a chart, new tab will appear for your chart. To select different chart color and layouts, go to the **Design Tab.**

New menu for your chart
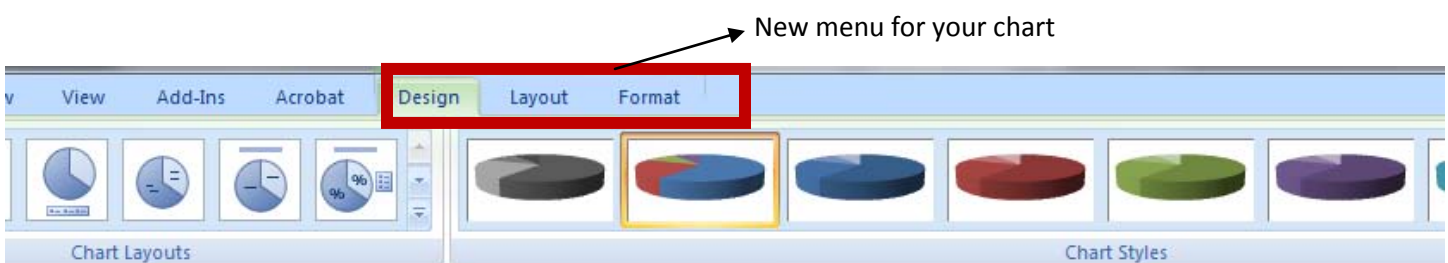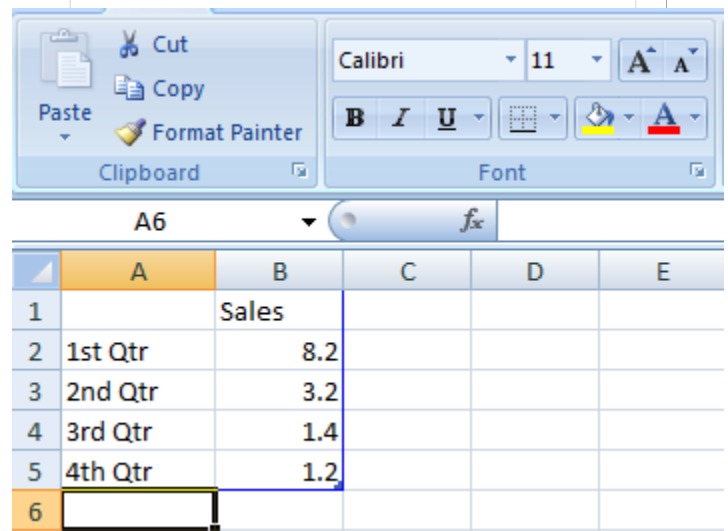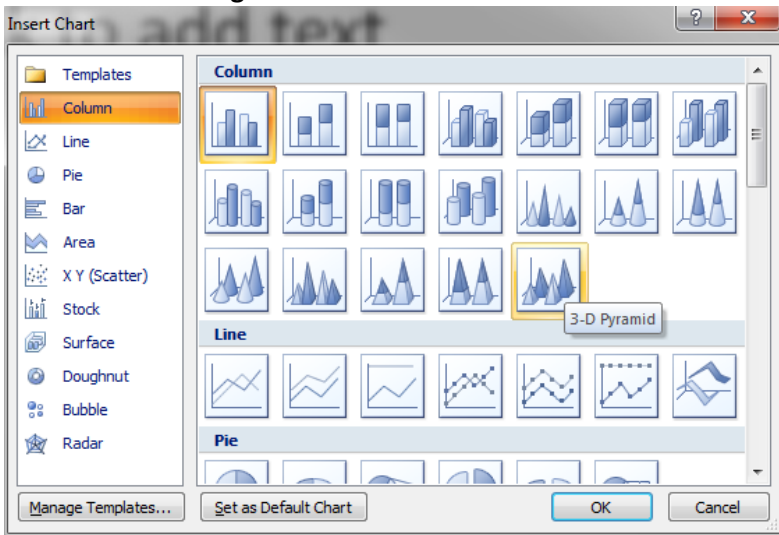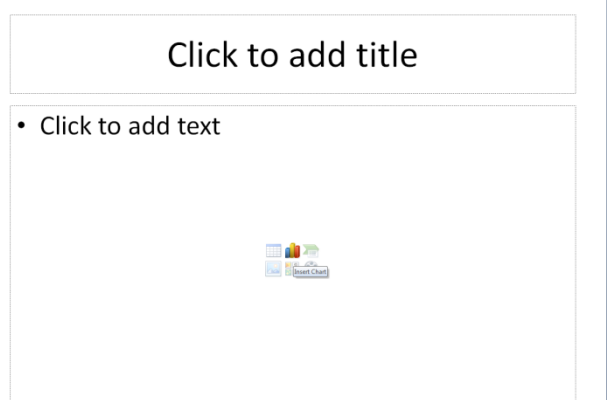
Creating Org Charts

1. Create a **New Slide** and select **insert a SmartArt** Graphics icon.
    2. Choose the right type of SmartArt Graphics, for organization chart, you can choose a style from Hierarchy section.
3. You can directly enter a text inside the box, or you can do it in organization chart index. (Text size will be automatically adjusted to fit the box).

4. To add more shapes, Go to the **Chart Design Tab**, and select an option from the **Add Shape** pull down menu or simply select a box, right-click and select the **add shape** option.
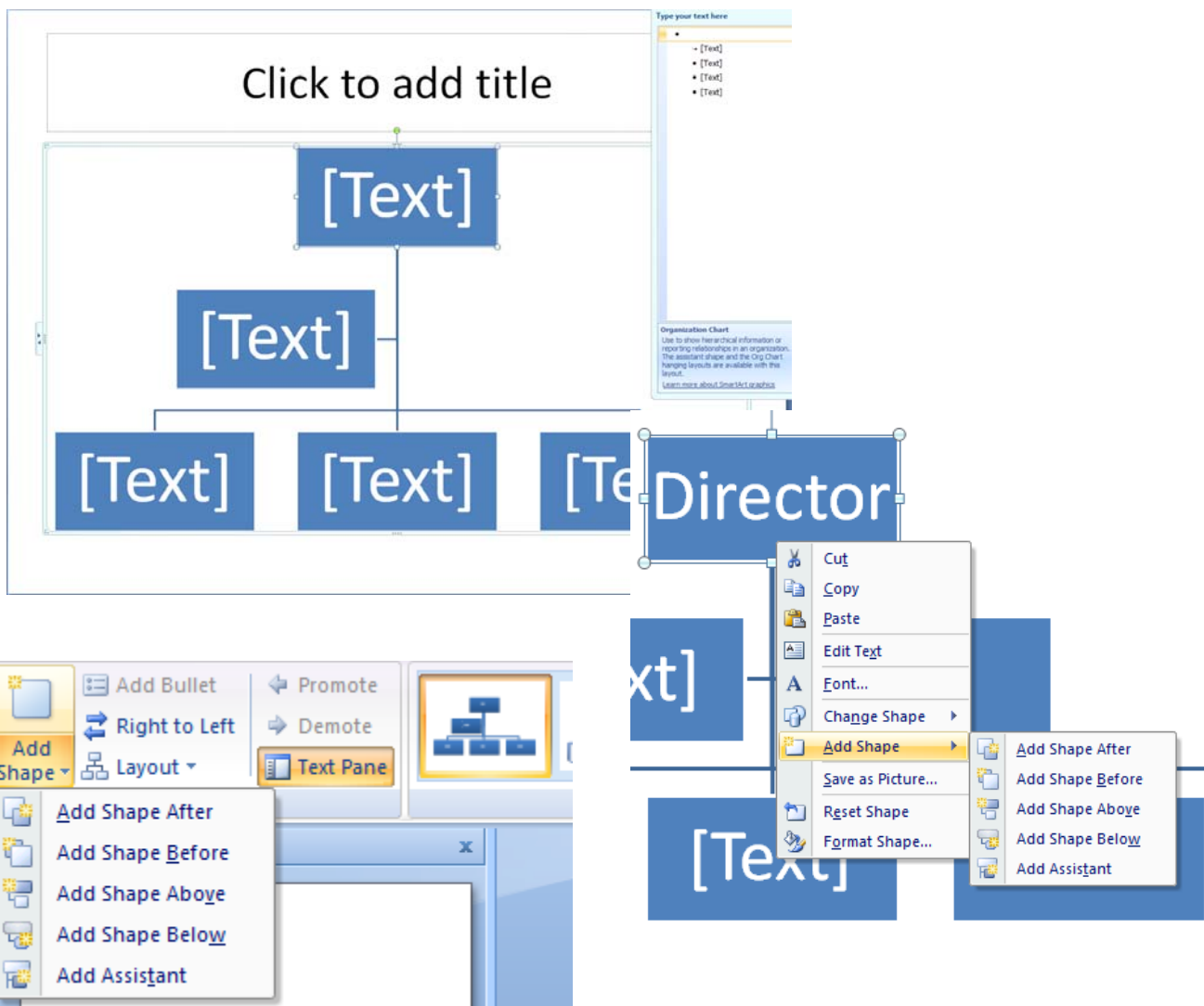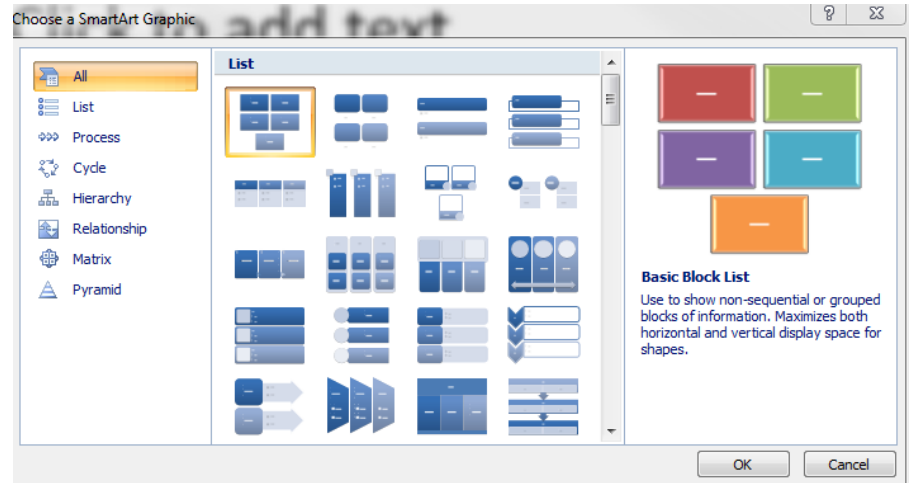
Drawing Objects

1. Create a New Slide and choose **Insert Tab** > **Shapes** from **Illustration group**.
2. Select a shape and drag your mouse to draw the shape.
3. To change the shape color, shape outline colors, choose **Format (Drawing Tools Tab)** > **Shapes Styles group** and choose different colors for the shape.


Working with Slide Master View

A Slide master view displays the elements common to all slides of a particular design, as well as a title slide master for that design. You can set the background and text elements and add graphical elements in master view to format for all slides types.

1. From the **View Tab**, select **Slide Master** under **Presentations View** group.
2. Select the text in the Title area or any of the text levels in the Object Area of the slide master.
3. In the Font dialog box, make the formatting changes.
4. To switch to another view, click Close **Master View.**
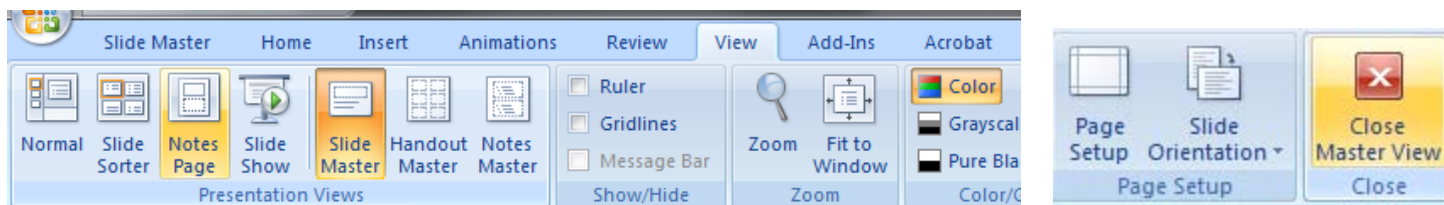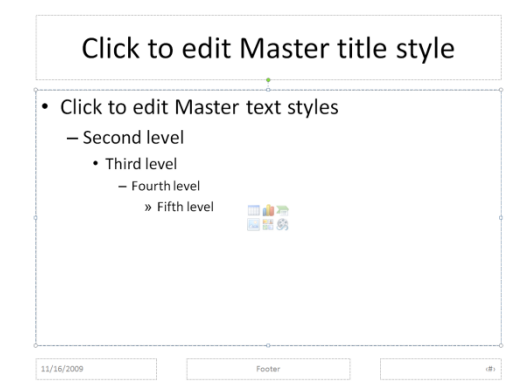
Adding a Logo to the Background

1. **In Slide Master View**, from the **Insert Tab**, choose **Clip Art**, or **Picture** from the Illustrations group.
2. Select a graphic and position the logo on the slide master.

Saving as a Custom Design

1. Make any formatting and design changes to your presentation.
2. From **Office** button, choose **Save AS**.
3. From the **Save as type** pull-down menu, choose Design Template.
4. Enter the name of your template and choose the location where you want to save the file and click **Save**.
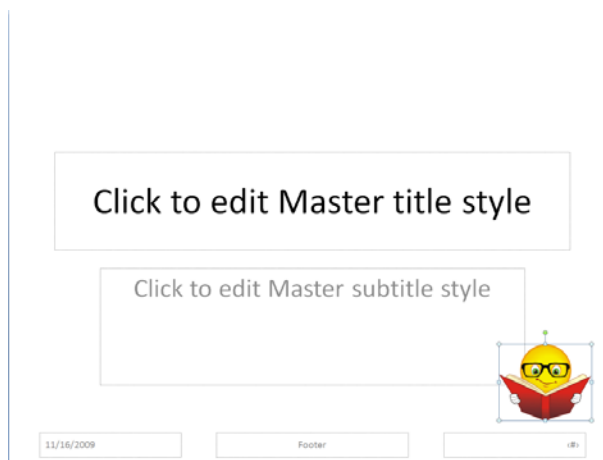
Add Movie or Animated GIF to a slide

1. Create a new slide.
2. From the **Insert Tab**, select **Movie** from the **Media group.**
3. Locate the file and double-click on the file to insert it into your slide.
4. When a message is displayed, do one of the following.
   a. To play the movie automatically when you go to the slide, click Automatically
   b. To play movie only when you click it, click When Clicked.

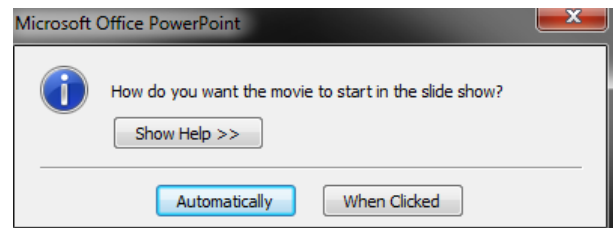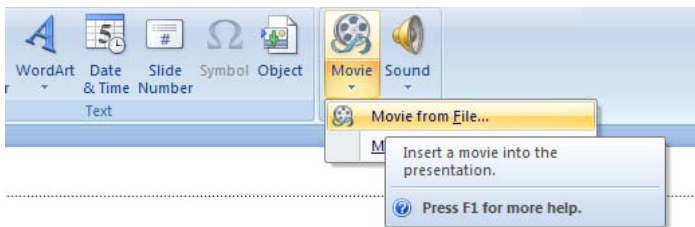5. If you insert additional movies on the same slide, PowerPoint automatically arranges them in a layout for up to four movies. Any movies you insert after that will be plopped in the middle of the slide for you to position. The movie will play in the order of their insertion.
6. To change the movie options, go to **Options tab** (movie formatting option tab) and choose different options to meet your need.

Adding Transitions Effect

1. Click the slide for which you want to add a transition effect.
2. From the **Animations tab**, hover the mouse pointer to transition to this Slide group to have a live preview of your transitions and select a transition of your choice.
3. You can change the transition speed from the **Transition Speed** pull-down menu.

Adding Custom Animations

1. Display the slide that requires custom animation and select an element on the slide.
2. From the **Animation tab,** choose **Custom Animation**.
3. In the **Custom Animation task pane**, select an effect from the **Add Effect** pull down list. The effect is identified by a number on the slide.
4. Click **Play** to see the effect.
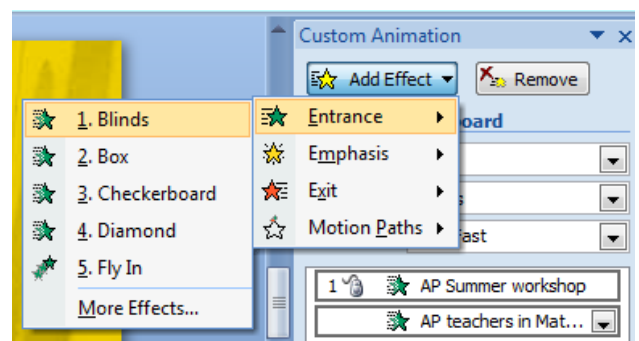
Insert Headers and footers

1. To insert Headers or Footers, **select Header and Footer** option from the **Insert tab**, **Text group**.
2. **Slide tab**
   a. Date and Time option –Update automatically or Fixed
   b. Slide Number box – Check to see slide numbers which is usually placed as a footer
   c. Footer – to put as text as footer.
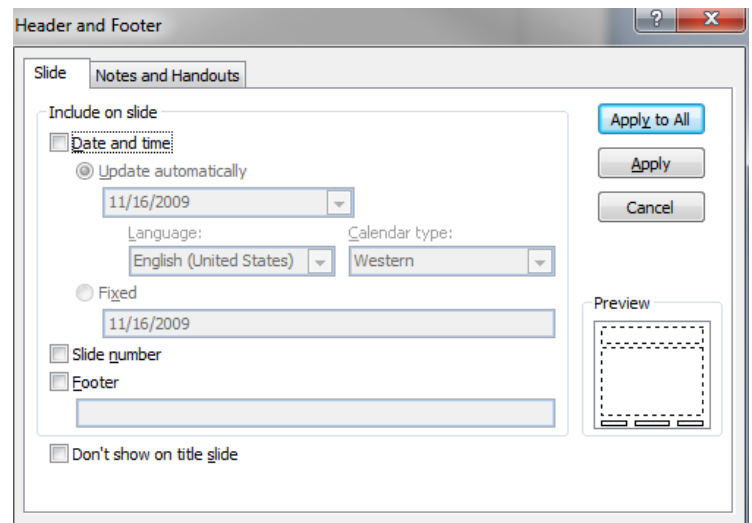3. **Notes and Handouts Tab**
   a. Date and Time – Update automatically or Fixed
   b. Header box-Some text for your header
   c. Page number – Pages numbers for your Notes and Handouts
   d. Footer – any text for your footer.

Creating a hyperlink

1. Highlight the text or select an object to insert a hyperlink.
2. Go to **Insert Tab** and select **Hyperlink** from the Links group (or simple right-click and select hyperlink).
3. Under Link to: select different options
   a. **Existing File or Web page** – insert a website address in **Address box.**
   b. **Place in this Document** – to create a hyperlink to a specific place within the same presentation
   c. **Email Address** – to insert an email address
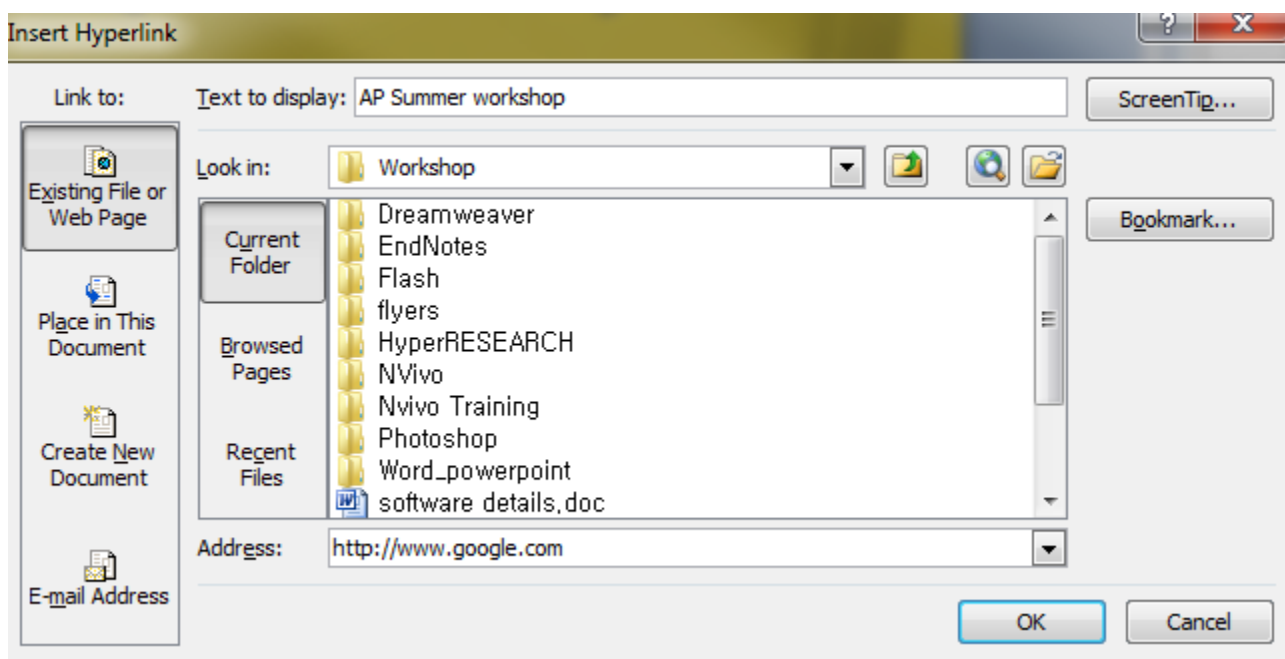
Copying slides from different presentations

1. Open all your presentations.
2. Go to **View tab** and change your presentation view to **Slide Sorter** (do this for all your presentations) and then select **Arrange All** from Window group.
3. To copy your slides, simply drag and drop different slides to your destination presentation.
4. As soon as you moved your slides, a **paste icon** will appear. Select it to choose your formatting option (keep the original formatting or use the destination theme).
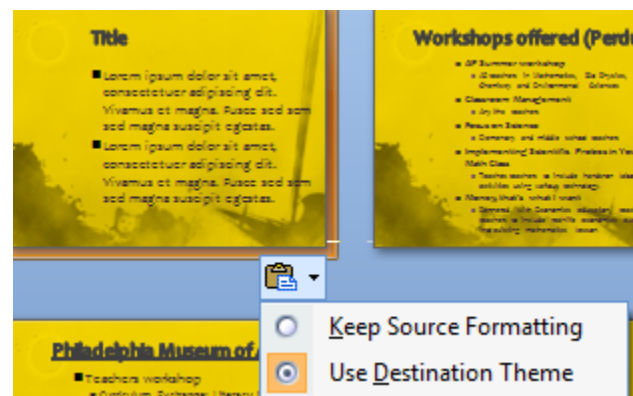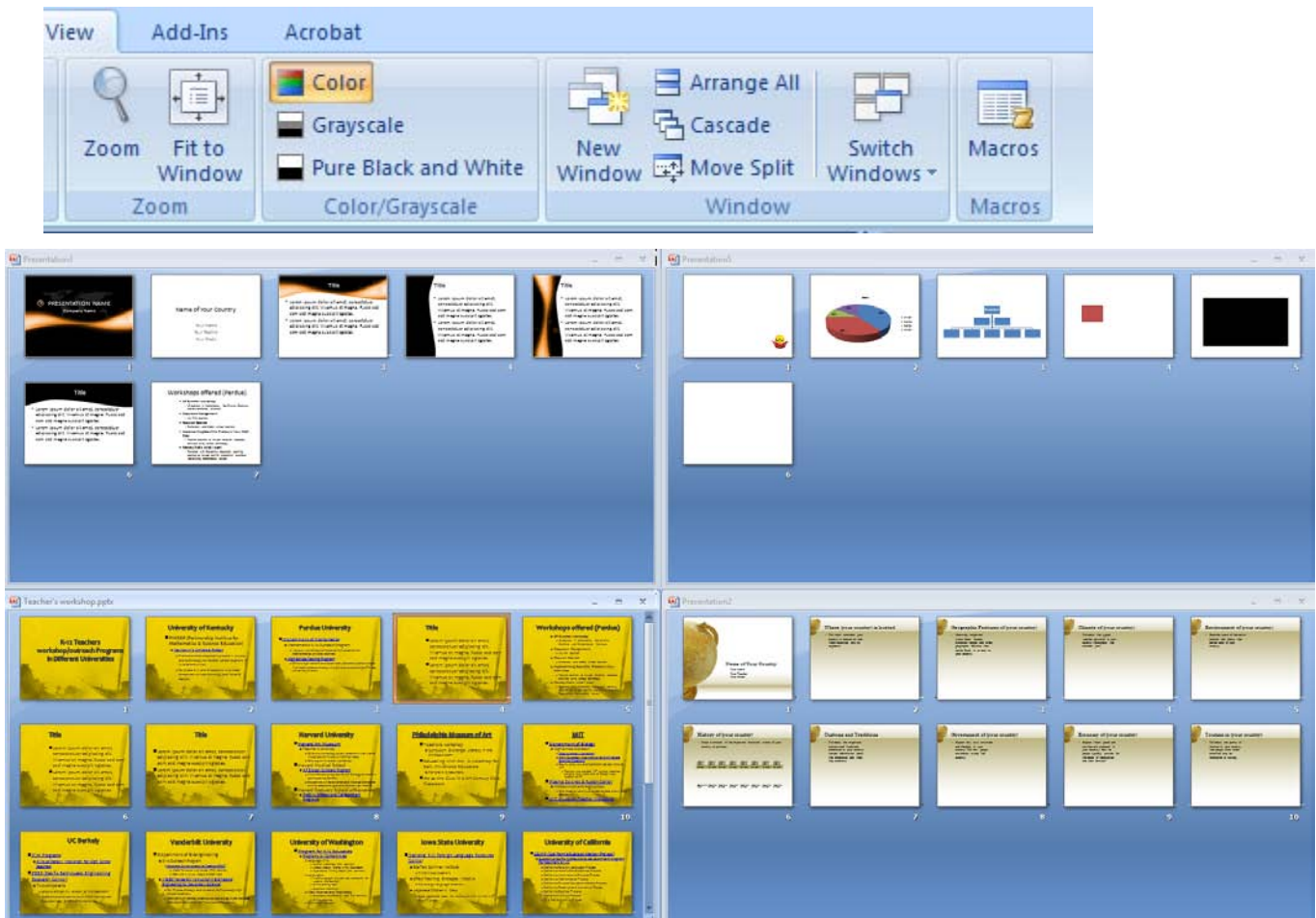
Printing Presentations

PowerPoint provides several options for printing your slides

1. For Print preview, Choose **Office button → print → Print preview.**
2. In the **Print Preview window**, select the drop-down menu below **Print What** from the **Page setup group.**
3. There are several options: **Slides** (one per page), **Handouts** (multiple slides**), Note Pages** (one slide and the slide notes on each page), or the **Outline view** (just the text, no graphics or formatting)
4. You also have an option to send it to Microsoft office word and print by selecting **Publish** from the **Office button** then choose **create Handouts in Microsoft Office Word**.
   a. Notes next to slides: print speaker notes with multiple slides per page
   b. Blank lines next to slides: handout mode so audience can take notes
   c. Notes below slides: Speaker notes below a slide
   d. Blank lines below slides: Blank lines below a slide
   e. Outline only: No graphics or formatting just texts from the slides.
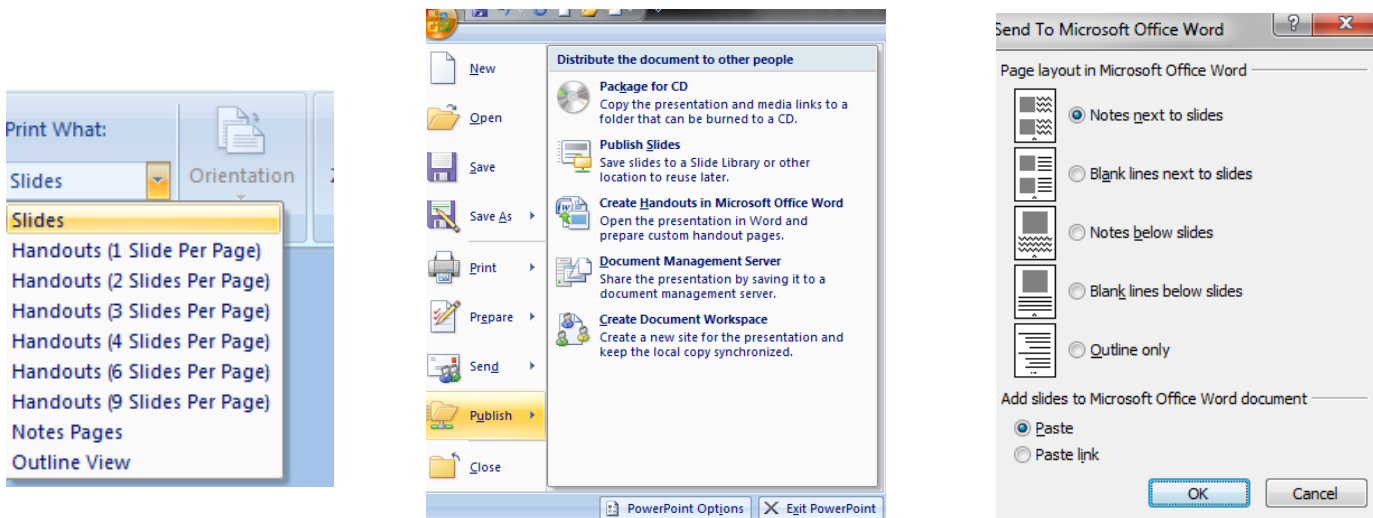
Viewing Presentation

1. To start a slide show, go to Slide show tab, and select from Beginning option or From Current Slide option or simply press **F5**.
2. To pause a presentation then press letter **B** to black out the screen and press **B** again to resume the presentation.

Saving a presentation As PowerPoint Presentation

If you save your presentation as PowerPoint presentation (.ppsx) you can launch a slide show without opening the PowerPoint program.

1. Select **Save As** from the **Office button**
2. In the Save As dialog Box, select **PowerPoint Show** as file type.
3. Name your presentation and choose a location to save the file, then press **Save**.
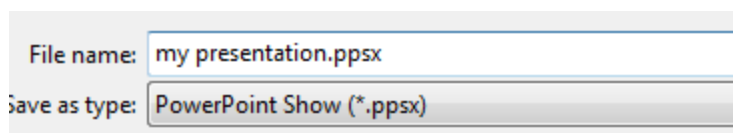
PowerPoint Presentation Tips

Text:

- Limit to Six lines per slide and 6-8 words per line.
- Heading should be no more than 5 Words.
- Font size should be at least 20 points.
- Avoid italicized font styles since they are difficult to read.
- Use dark text on light background and light text on dark background.
- Don't use all caps except for the heading.
- Don't use complete sentence. Just hit the key points.

Graphics, Design, and Color

- Keep the background color consistent
- When using charges or graphs, use only enough text to clearly label the graphic.
- Keep design clean and simple. Leave empty space around the text and graphics.
- Try to use same style graphics throughout the presentation.
- Limit the number of transitions used between slides.
- Limit the number of graphics used in each slide.
- Make sure the check the graphics/sounds/videos before the presentation.
- Use no more than four colors on one chart
- Make sure to check colors on a projection screen since it may project differently than your computer monitor.

General

- Check the spelling and grammar.
- Do not read from your presentation. Use your presentation as a guideline.
- Use an effect for your bulleted points to show one at a time for more effective presentation.
- If the contents are complex, print out your slides as handout so audience can take notes.
- Use consistent punctuation.
- Know your presentation room.
- Try to do a practice run in the room.

Adapted From: Mentor Training, INC. PowerPoint 2007 Tips & Timesavers
Bankerd, Kathy. "How to Optimize Projection Technology: Using Fonts, Graphics, and Color to Maximize the Effectiveness of Your Presentation". Syllabus. November/December 1997.
Bird, Linda. "Avoid the Mistakes of PowerPoint Rookies." Smart Computing. January 2001.
Brown, David G. "PowerPoint-Induced Sleep." Syllabus. January 2001.

Keyboard Shortcuts

Working with Slides and Presentation Files

New Presentation	CTRL+N
Open a Presentation	CTRL+O, CTRL+F12
Save	CTRL+S, F12
Save As	F12
Print	CTRL+P
Find	CTRL+F
Replace	CTRL+H
New Presentation	CTRL+N
New Slide (menu)	CTRL+M
New Slide like last one, no menu	Shift+CTRL+M
Exit/Quit	CTRL+Q or ALT F4
Move from Title to Text	CTRL+Enter
Move from Body text to Title of Next Slide	CTRL+Enter

Deleting and Copying

Delete Character Left	Backspace
Delete Word Left	CTRL+Backspace
Delete Character Right	Delete
Delete Word Right	CTRL+Delete
Cut	CTRL+X
Copy	CTRL+C
Paste	CTRL+V
Undo	CTRL+Z
Create a copy of the text	CTRL+Drag

**Please don't forget to take the end-of-workshop evaluation survey.