
Introduction to PowerPoint 2007

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Course Description

Microsoft PowerPoint is a program for creating slide presentations. A presentation is a graphical document composed of a number of connected slides. Each slide should support your presentation topic, help you stay focused as a presenter, and help your audience retain key points. PowerPoint makes creating a presentation easy.

The two OIT PowerPoint workshops are:

- *Introduction to PowerPoint:*
Orientation, presentation theory, and building basics.
- *Intermediate PowerPoint:*
Expanding your options.

Related OIT workshops of interest:

- *Transitioning to Office 2007*
Learn tips for surviving the switch to the new interface
- *Introduction to Photoshop*
Learn to use a tool designed for editing images
- *Introduction to Adobe Acrobat Professional*
Adobe Acrobat is used to create PDF files – converting a PowerPoint presentation or handout to PDF is handy for web distribution

Thank you for attending today's workshop.

Online Resources for Learning More about PowerPoint

Roadmap to PowerPoint 2007 Training (free online tutorials):

office.microsoft.com/en-us/training/HA102184981033.aspx

List of PowerPoint 2007 Courses (free online tutorials):

office.microsoft.com/en-us/training/CR100654571033.aspx

The PowerPoint FAQ: Frequently Asked Questions about PowerPoint:

www.pptfaq.com

Creating an Effective PowerPoint Presentation

mason.gmu.edu/~montecin/powerpoint.html

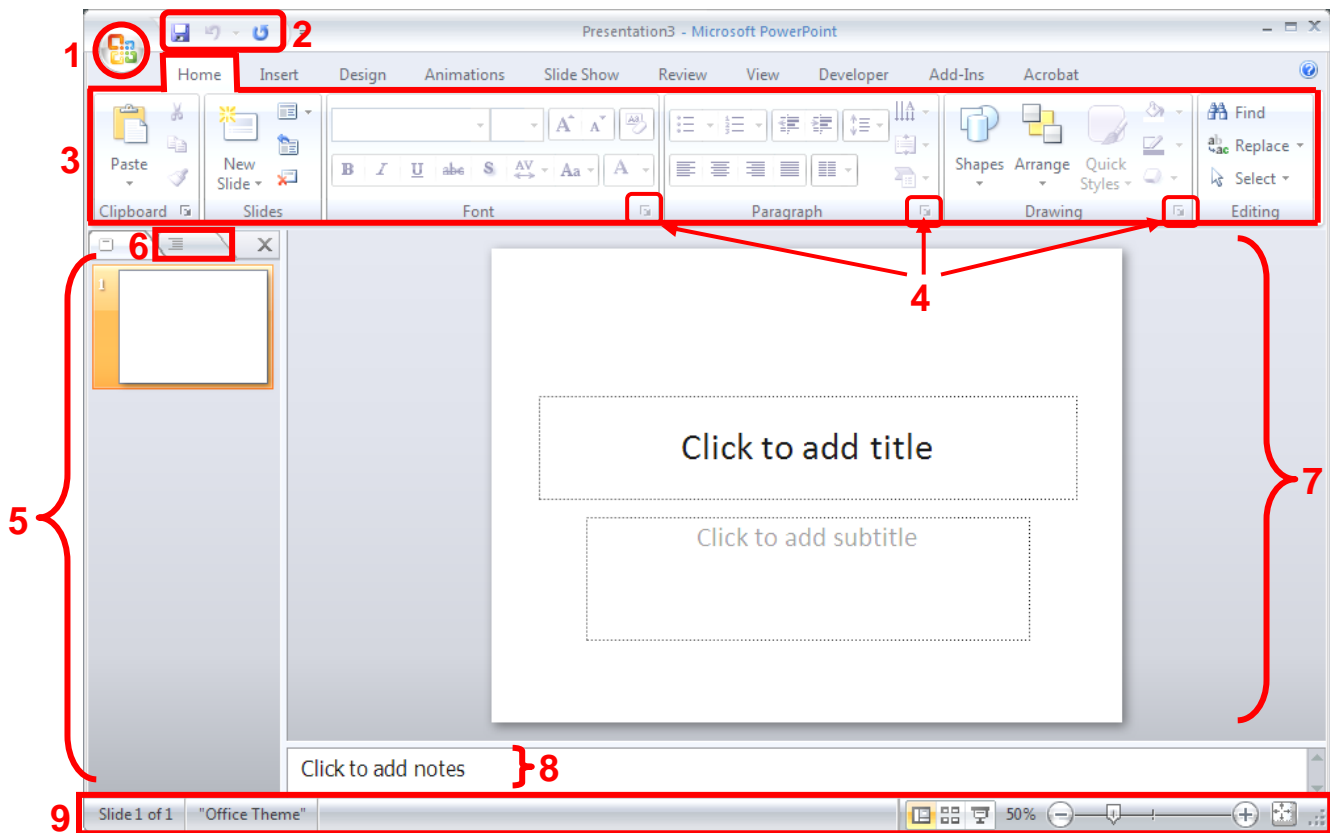
video: **How NOT To Use PowerPoint** by comedian Don McMillan

www.youtube.com/watch?v=HLpjrHzgSRM

Say **Hello** to PowerPoint 2007!

When PowerPoint opens, it defaults to this window.

The most important areas of your PowerPoint environment are labeled below:



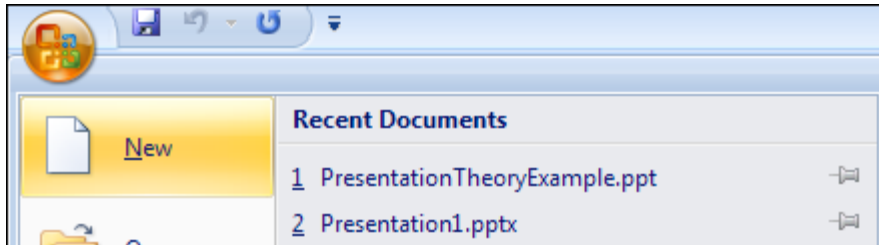
- 1. Office Button.** Replaces the old File Menu. Save, Open, Close, Print, Options, Exit
- 2. Quick Access Toolbar.** If you're used to previous versions of Office, this can become your best friend. It's a customizable toolbar reserved solely for you.
- 3. Ribbon.** Familiar menus and toolbars are replaced by this new 'Fluent User Interface'. Each tab will display a different collection of commands.
- 4. Dialog Box Launcher.** Some groups have a dialog box launcher button in the lower right corner that will display a traditional settings dialog window for that group.
- 5. Navigation Pane.** By default, thumbnails of your slides are shown here allowing for: quick access of a slide, rearranging order of slides, and inserting/deleting slides.
- 6. Outline View Tab.** Switch to Outline View on the left instead of slide thumbnails
- 7. Slide Pane.** This is our main area. It shows the current slide we are working on.
- 8. Notes Pane.** Write presentation notes for yourself in this area.
- 9. Status Bar.** Displays which slide number you're working on, which viewing mode you're using, and allows you to adjust zoom magnification.

Getting Started

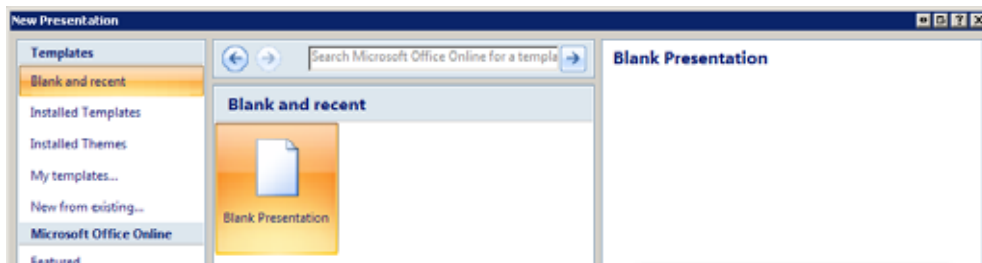
PowerPoint 2007 differs dramatically from previous versions. Don't be alarmed. It's not as confusing as it might look.

For our first exercise, we'll use the default starting slide, but there are many more options available to you!

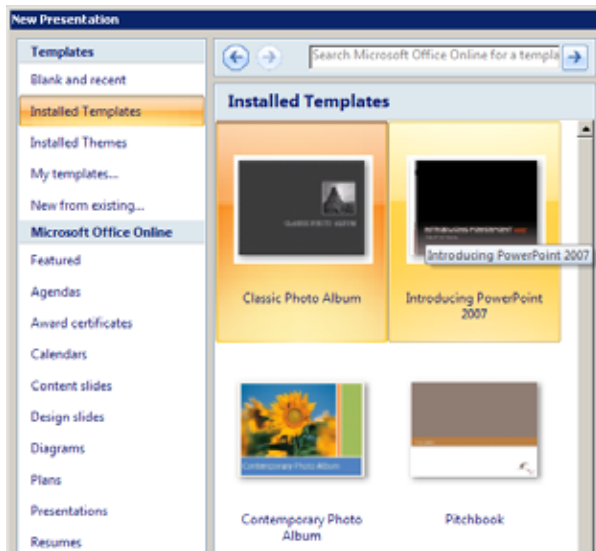
When you open the program, it is ready to go. However, if you want more options when you start a new presentation, click the Office button and select New:



You can choose to create a new blank presentation:



You can choose to begin from a template:

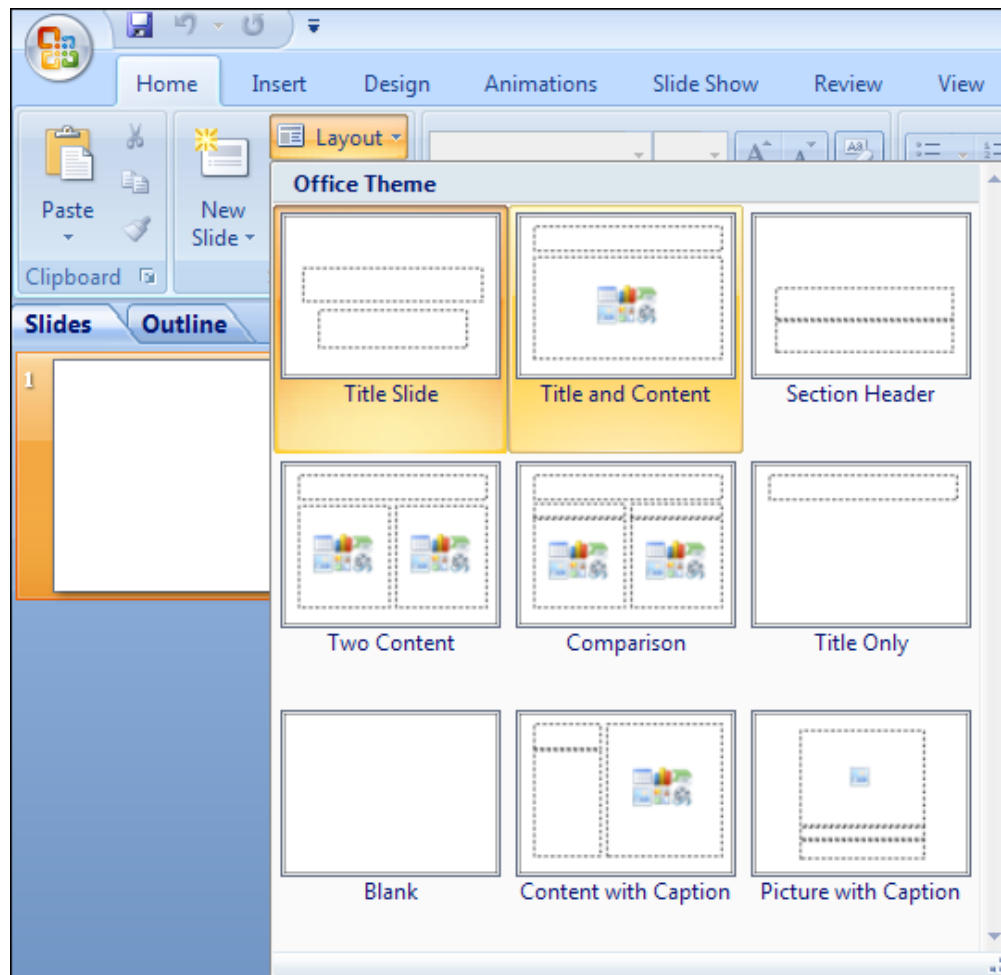


Or, you can even download and save PowerPoint goodies such as templates, presentations, slide designs, etc. from Microsoft Office Online (Internet connection required).

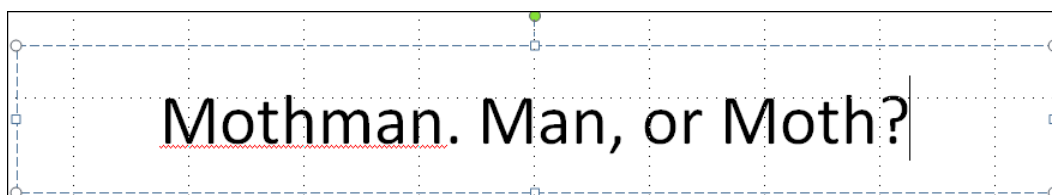
Title Slide

Your first slide should be your title slide. As a general rule, create one that gives your audience some information while they wait for the show to begin.

Your beginning slide is, by default, a title slide. You can change the layout of this, or any other slide. Under the Home tab in the Slides section, click Layout. For this exercise, choose the Title and Content option:

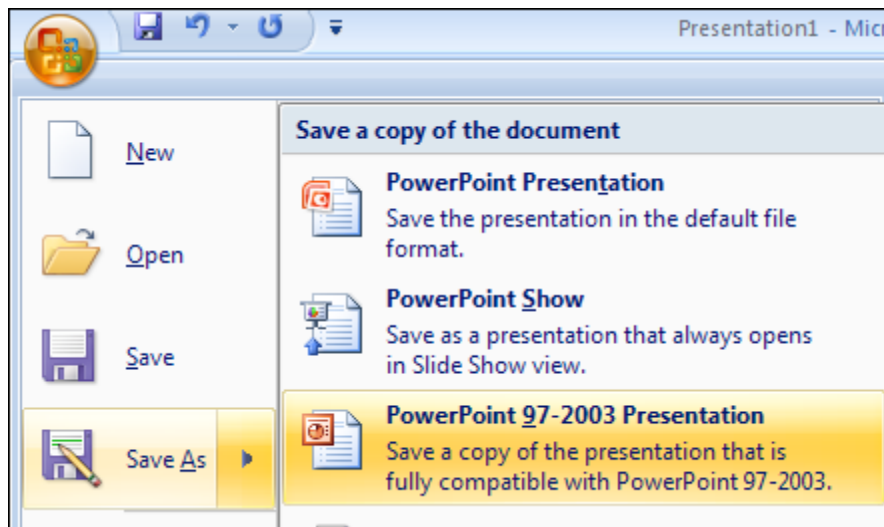


Once you've changed the title slide, adding text is as simple as clicking in the smaller text box and typing. Try it. Name your presentation:



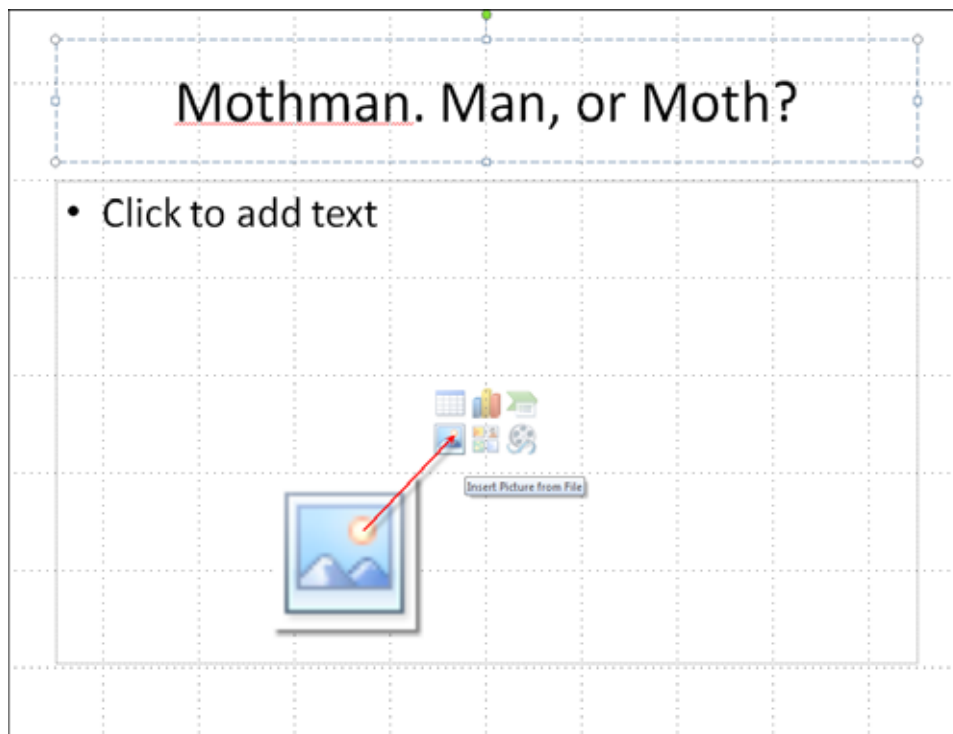
Save Your File

It's good practice to save your work as you progress. Let's click the Office button, move down to Save As, and choose PowerPoint 97-2003 Presentation:



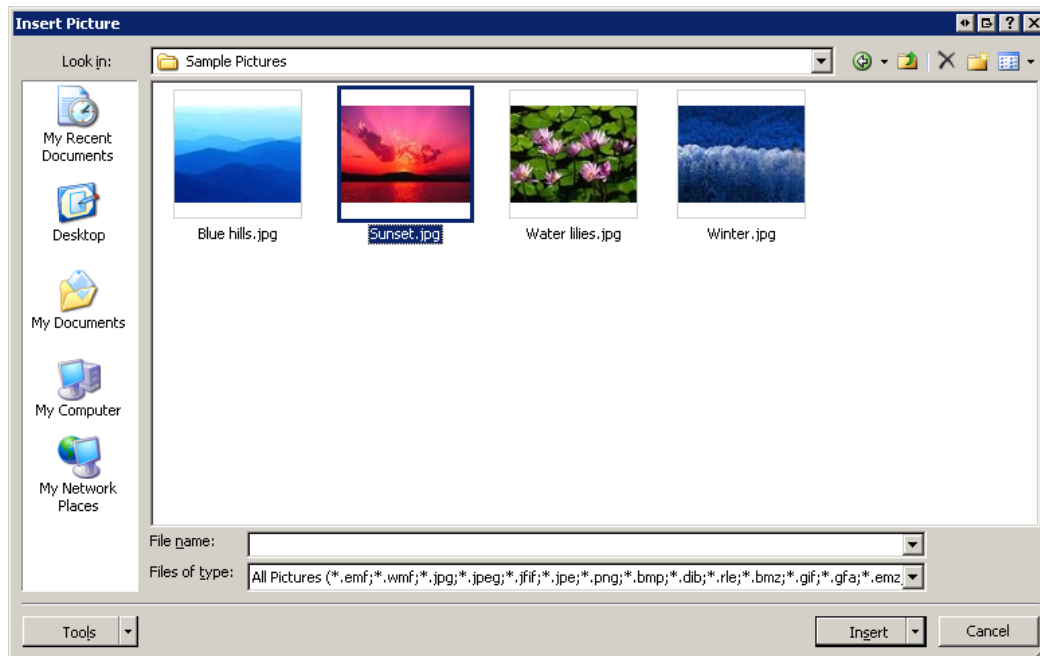
Add an Image to Your Slide

Now that we've got a title, let's move to the larger text box and click on the Insert Picture from File icon:

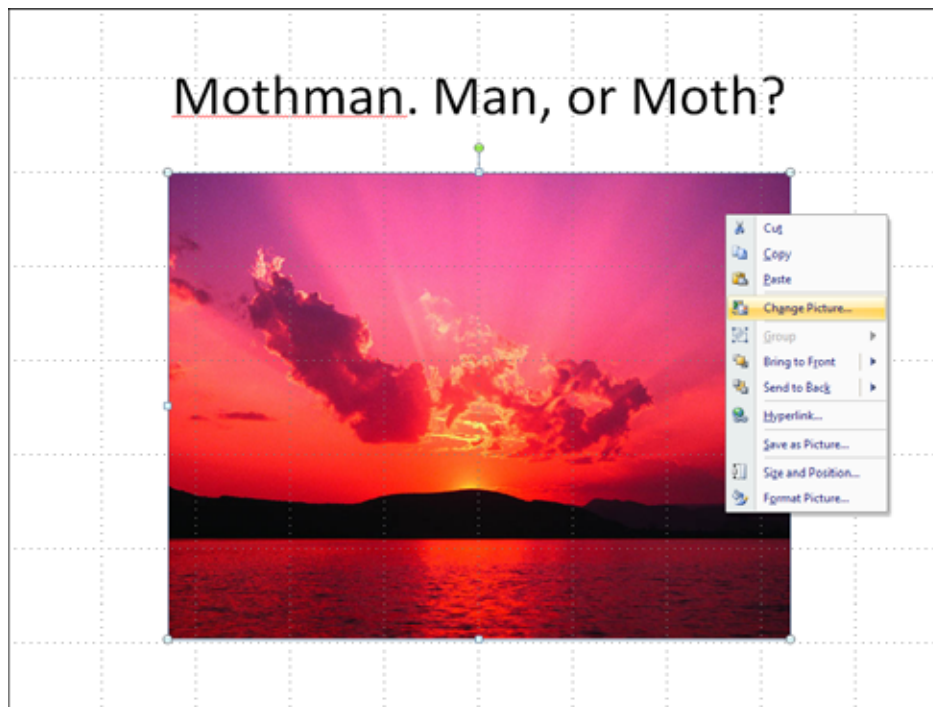


We're going to use the Sample Pictures folder that should be on everyone's machine in My Documents\My Pictures.

Choose an image to have on your title slide and click **Insert**:



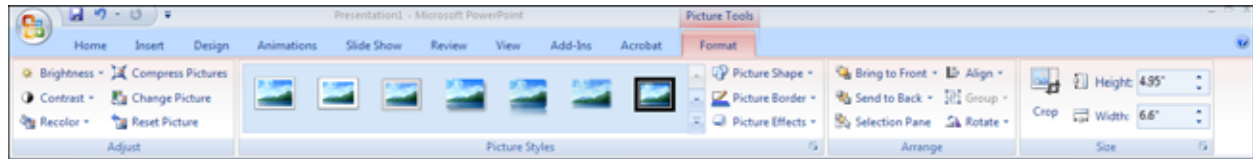
If you're unhappy with your selection, and you'd like to try another image for this slide, right-click on the image. Choose Change Picture from the shortcut menu to access the Insert Image window again:



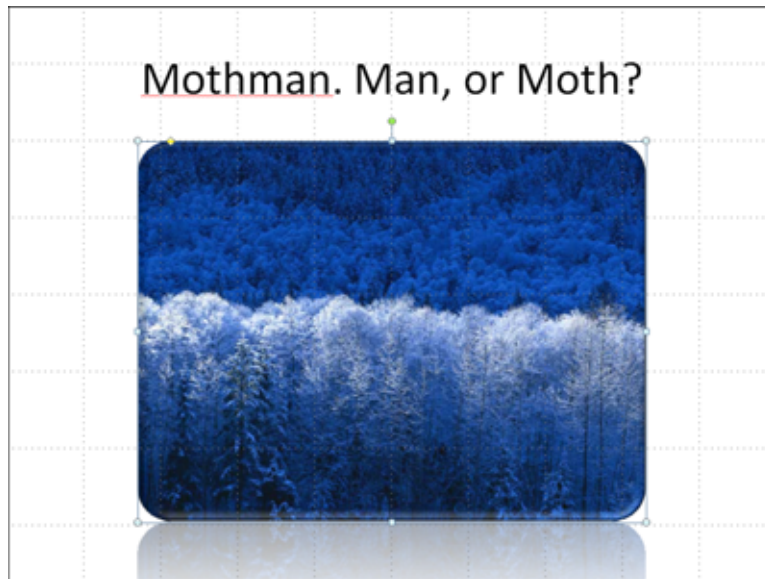
Choose a different image and see if you like it.

You may have noticed when you inserted your image, a new tab appeared in the ribbon.

The Picture Tools Format tab automatically appears when you've done something with an image. This tab allows you to manipulate an image to your heart's content:



Play with the options and see what you come up with:



This example has a Reflected Rounded Rectangle effect and a mild bevel applied.

If you want to undo everything you've done, clicking on the **Undo** button (or Ctrl Z) may not take you back to the image's original state.

Under the Picture Tools Format tab, click on **Reset Picture**.

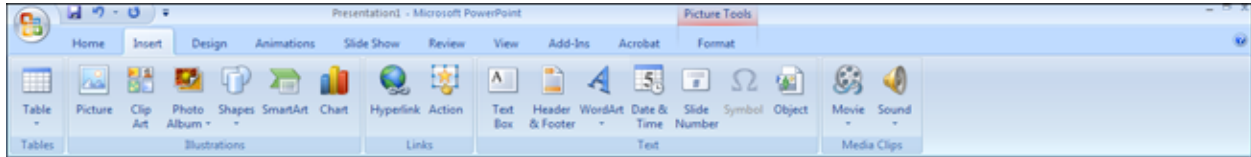
In a worst case scenario, you may need to right click, choose Change Picture, and reload the original.

No problem! The goal is to get you familiar with the program, and you will make mistakes. We all do! Have fun and play around.

Insert a New Slide

Now we need to insert another slide.

If you're a logical person, you might immediately click on the Insert tab:



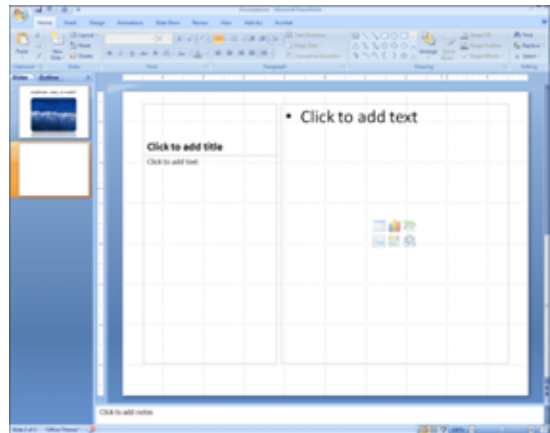
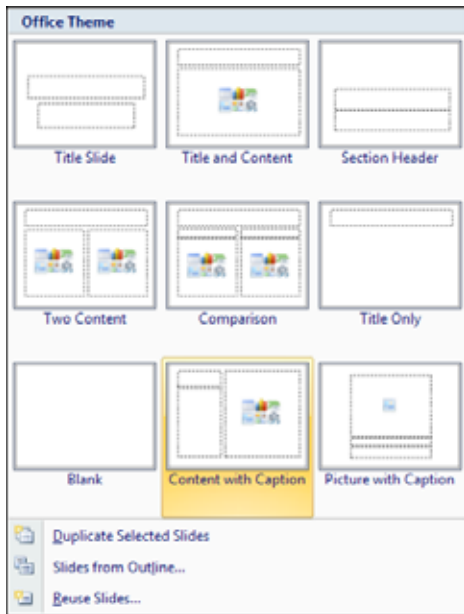
You'd be wrong. ☹️



One of Office 2007's quirks is some things are not where you might expect them to be. In this case, New Slide is under the Home tab in the Slides section:

Click on the top half to get a new slide in the default format (Title & Content or your most recent choice).

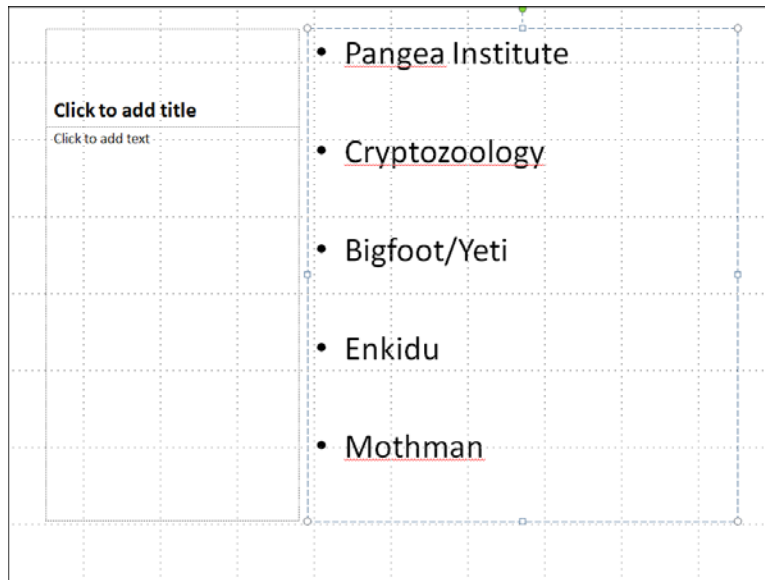
Click on the bottom half where it says “New Slide” to choose a slide layout for your new slide. We'll use Content with Caption for this example:



Our new slide shows up underneath the title slide in the Navigation Pane, blank and ready to use.

The main text box on this slide defaults to a bulleted list. Very handy!

Type out five items, or points you want to make. Keep in mind, you don't want to put all your information on your slides. They are guides to help your audience follow and understand you more effectively:



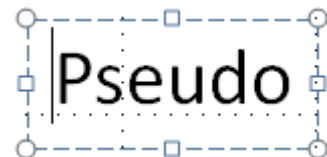
One rule of thumb:

no more than 7 items (bullet lines, images, title), no more than 7 words per bullet

Modifying Text Boxes

Select the text box

Click once on top of any text. A text box (made of dotted lines) will appear.



Edit the text content

Click in the selected text box. Select unwanted text and delete it. Or insert text.

Move the text box

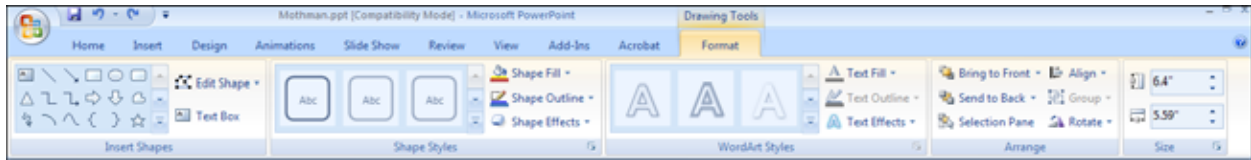
Click and hold the dotted lines outlining the text box to select, then drag and drop it to a new location.

Resize the text box

Click on the dotted lines outlining the text box to select. Click and drag one of the 8 'anchors' (4 square, 4 round) to resize. Release the mouse button when the text box is the desired size.

Change the alignment of the text box

Select the text in the box. You should see a new tab in the ribbon called Drawing Tools Format:



In the Arrange group, click on **Align**:

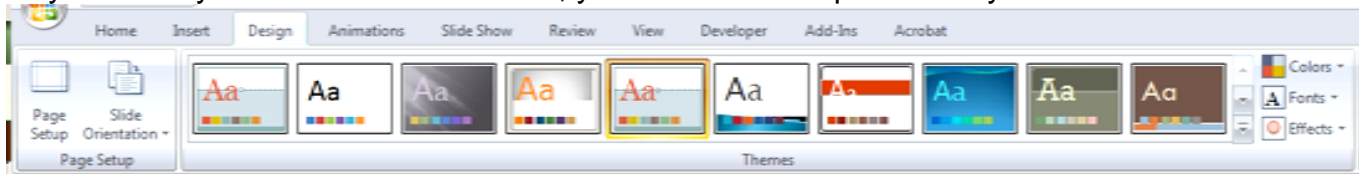


You can align your text in whatever way best suits your slide. Experiment and find an alignment you think best suits your slide.

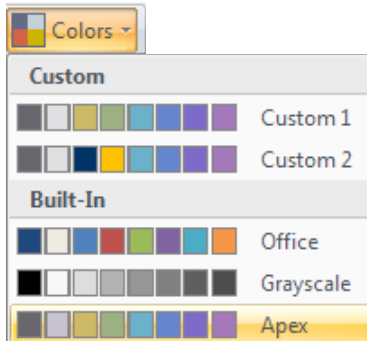
You can always go back and change the layout, so don't be afraid to try different things.

Modify Your Presentation using the Design Tab

1. You can click on the Design tab and choose a different Theme. As you move your mouse over a theme, you will see a live preview in your slide below.



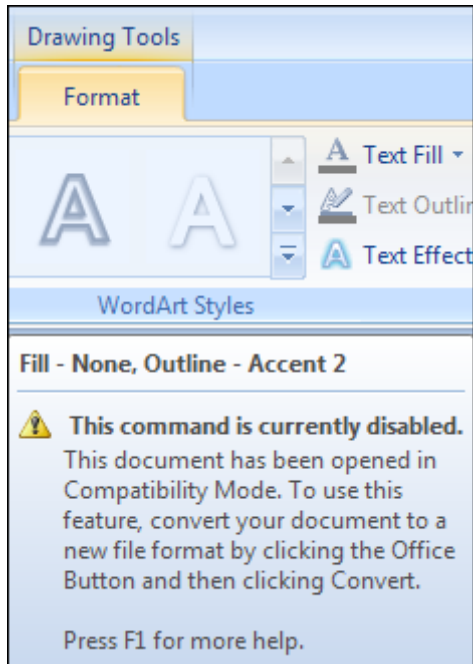
2. You can also choose a different font collection: click on the **Fonts** command next to themes and choose a font set from the list.
3. You can change the color scheme by clicking on the **Colors** command:



Choose a Built-In color scheme from the list or click on Create New Theme Colors

Alter that Text! Try Your Hand at WordArt...

Select the text in your text box on the second slide. Under the Drawing Tools Format tab, let your mouse hover over one of the WordArt Styles. You should see a message about the command being disabled. You are also unable to choose a Text Effect.



Welcome to a limitation of saving your presentation in Compatibility Mode!

In order to use many of the new-fangled extras in PowerPoint 2007, the presentation must be saved in the new format.

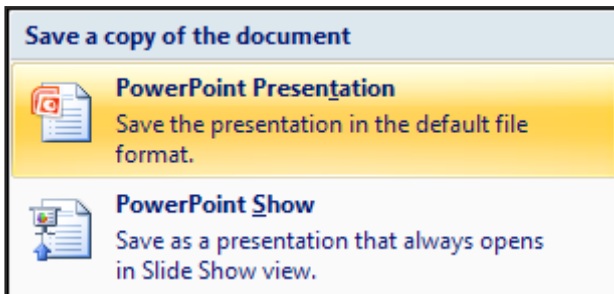
What does this mean? If someone is using Office 2003, and hasn't installed the 2007 compatibility patch, they won't be able to open your document. If you create the presentation using the 2007 file format, and then save it as a 2003 compatible file, some of the effects you worked hard on may not show up as intended.

So, what's the solution?

If you are creating the presentation for yourself, we recommend using the new file format so you have access to all the cool features. If you know you're

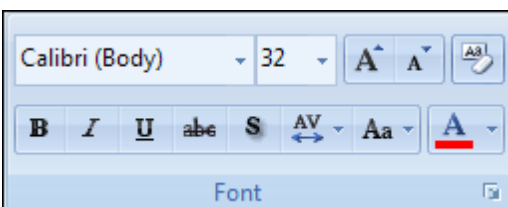
going to be sharing the file with people using older versions of PowerPoint, use Compatibility Mode.

Go ahead and re-save this presentation as a PowerPoint Presentation. Click on the Office Button and choose Save As > PowerPoint Presentation from the top of the list.



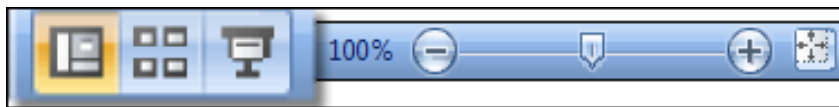
This saves it as a .pptx file, and enables all the new editing features:

Of course, when using Compatibility Mode, you can still access basic text formatting tools for color, basic style, etc. Just go to the Font section under the Home tab, or use your right mouse button, or use the mini-toolbar when it appears after selecting text.



PowerPoint Views

There are 3 main views in PowerPoint, and the buttons for them are located at the bottom right of your PowerPoint window:

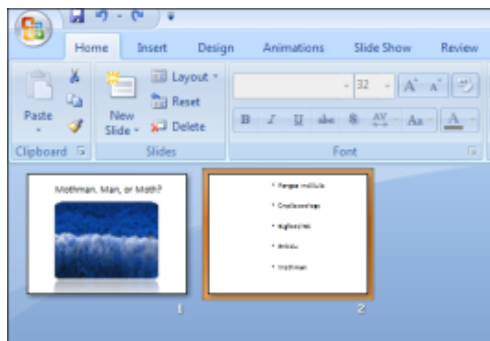


Normal

The default single slide editing view we've been working in.

Slide Sorter

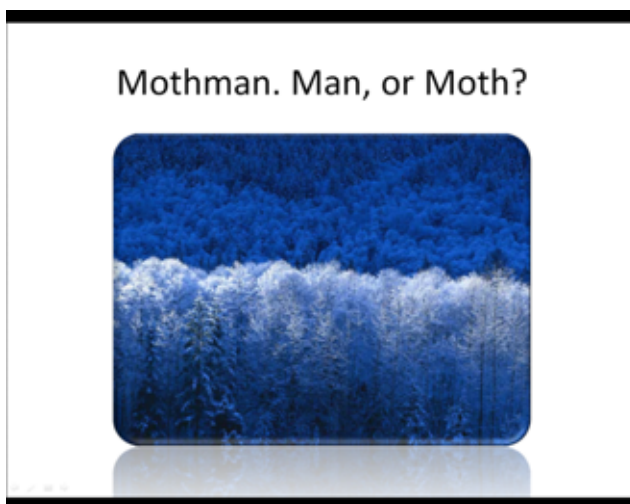
A storyboard-style screen for seeing the big picture:



You can delete slides or rearrange their order.

Slide Show

A preview of your project as it currently stands:



Keyboard Shortcuts while presenting:

- PageDown, Spacebar, or Enter to advance
- PageUp or Backspace to go back one
- B to black out the screen
- W to white out the screen
- E to erase annotations

Presentation Suggestions

Organize your thoughts on paper before working with PowerPoint.

Use the Outline View for preparing the text part of your presentation.

Spell check your content.

Use only appropriate graphs, charts and images that closely follow or complement the concept expressed in each slide.

Divide topics in one or more slides and keep text to a minimum on each slide. Limit your points on a slide to 3 to 6 (bullet) points.

Keep a certain consistency in titles, backgrounds, colors and slide transitions.

Use opening and closing slides so that the audience won't see PowerPoint before and after the presentation. For example an introduction slide and a summary slide.

Save your work frequently (Ctrl+S).

Back up your work frequently (any time you make a major change, if possible).

Use appropriate fonts: big and clear (sans-serif). If possible, test your slides: run the slide show and see if you can read your slides from the last row of the room where you will be presenting, with the lighting set as it will be for your presentation.

Use appropriate colors: not too bright, high contrast, consistent. Remember that what looks good on your monitor does not necessarily look good on the big screen.

Create contrast using font size & colors: Remember that not everybody has your vision. When you design your slides, keep in mind that your audience might include people with partial sight and color deficiencies.

Limit the number of slides. Presenters who constantly "flip" to the next slide are likely to lose their audience. A good rule of thumb is one slide per minute.

Learn to navigate your presentation in a non-linear fashion. PowerPoint allows the presenter to jump ahead or back without having to page through all the interim slides. Practice moving forward AND backward within your presentation. Audiences often ask to see the previous screen again.

Distribute a Handout: Print out your PowerPoint presentation on paper (in "handout" format, three slides per page). Make copies for everyone in your audience. They will appreciate being able to follow along with your presentation and being able to take notes in the margins. Once you print out your presentation, though, you can't keep editing it, so make sure it's correct and final, well in advance.

Plan Ahead: Consider all the variables. Carry an extra copy of your presentation on a USB drive (CD or floppy if you don't have one). Make sure everything you need is in place. Test the equipment. Ask for a technical contact who can help you if hardware issues come up.

Practice, Practice, Practice: Test your presentation and your PowerPoint skills in advance. Use a real projector and a real screen in a real conference room, with the lights on. Make sure your presentation is readable and looks right on the screen. Get comfortable with running the slide show. Check colors, contrasts, and font sizes. Walk to the back of the room and try to read your presentation.

Presentation Preparation Warnings

Don't work on the visuals at the expense of everything else.

Don't overwhelm audience with too many images and not enough text.

Don't put everything on your slides. Remember that slides are just a visual aid. If you overload them, the audience will end up trying to read the slides and not pay attention to you. Crowded slides obscure your main points.

Don't use different colors or fonts indiscriminately. Keep your slides consistent.

Don't use bright background colors that will strain your audience's eyes.

Don't use too many animation effects: They are VERY distracting for the audience and make you look like a show-off. Use animation only to make a point and not to make your presentation more interesting (use content to do that!). Stick with the same backgrounds, styles and transition effects throughout your presentation.

Don't run experiments at the last minute.

A Note on Presentation Theory

One of the most important things to remember when learning presentation software is to put your audience first. Ahead of ego and what you want, think about what the audience wants. If you start off with this mindset, you're on your way to creating engaging and informative presentations.

Above all else, a presentation should be an informative companion to what you have to say. It shouldn't be a script you read from, nor display the bulk of the information you want to get out. The best presentations don't overwhelm. They let the presenter speak for them.