
PowerPoint Basics, Office 2007

Smith College Technology Training

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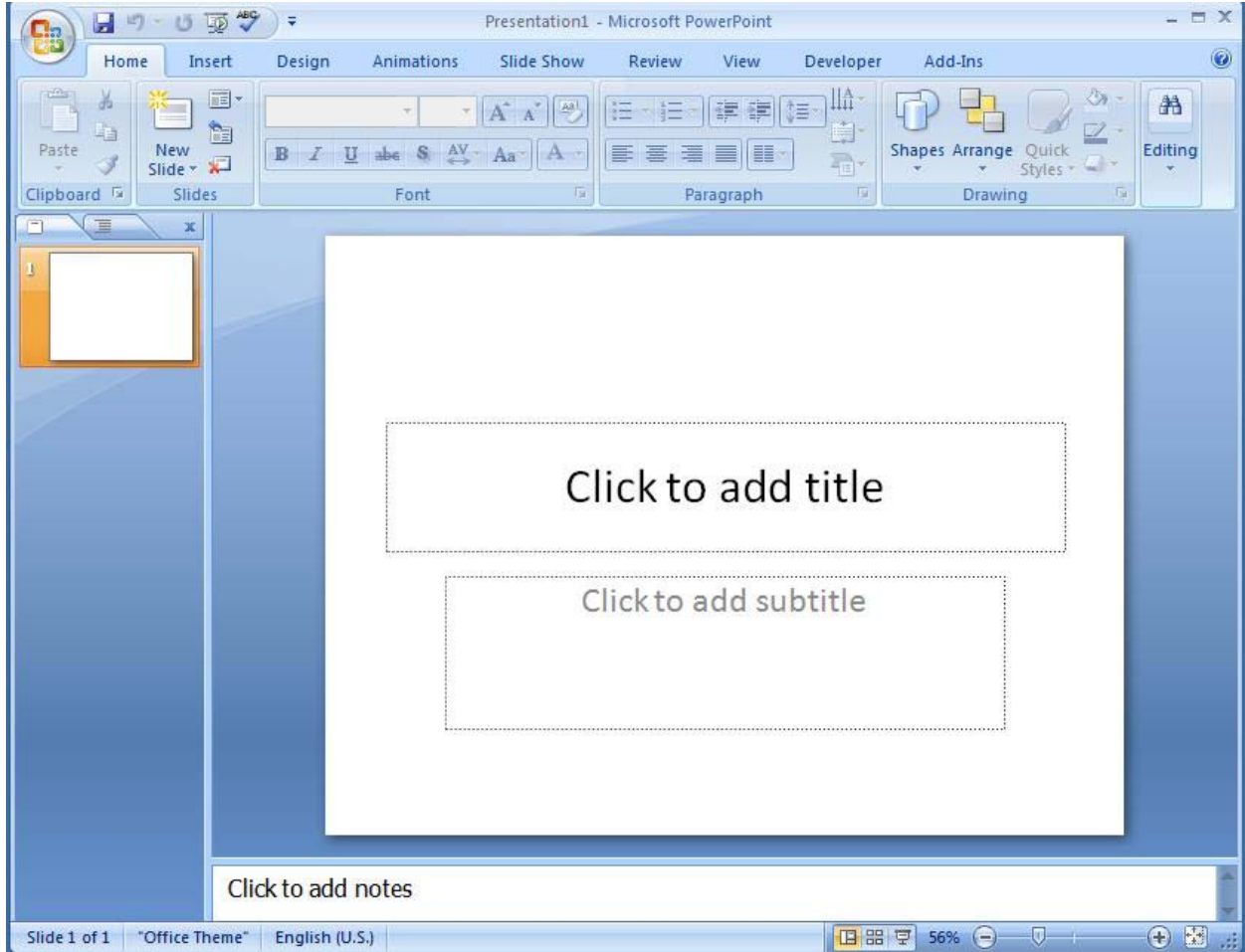
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PowerPoint Basics: Overview

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 - Note pages: one slide per page, with notes in note boxes
 - Outline: prints an outline of your presentation (no notes)

PowerPoint Basic Activities Office 2007

Orientation to the Screen



1.	Office 2007 Ribbon	Office 2007 now uses the Ribbon tabs to display what used to be in the dropdown menus and toolbars
2.	Outline/Slide tabs pane	Located on the left of the screen. This pane lets you view either thumbnails or your slides or an outline of the text on your slides. This pane lets you quickly switch which slide you're editing or change your slide order (drop & drag)
3.	Slide Pane	This is the central portion of your window where you can view the slide you're currently working on.
4.	Notes Pane	Located at the bottom of the screen. This area is for writing notes to accompany your presentation.
5.	Status Bar/Buttons	Located at the bottom of the screen. Use the three tiny button on the right to switch among Normal, Slide Sorter and Presentation views.

PowerPoint Dos and Don'ts

1.	Do use PowerPoint as a visual aid. Don't put your whole speech on the screen!	Reading from the screen is boring, and your audience is trying to read and listen at the same time
2.	Keep it simple! No more than 3 to 5 points per slide	
3.	Don't use more than three slides with just text in a row. Break it up a little!	
4.	Use different kinds of content.	PowerPoint has many different 'content' options. Don't just use pictures – use graphs, charts, etc to mix it up.
5.	Organize your thoughts before starting	

Slide Layout

1.	Slide Layout	The Slide Layout is located on the Home Ribbon in the Slides group. Click the Slide or Layout drop-down to select one of 9 layouts for the new slide.
2.	Different types of layouts	Text: Text boxes in various configurations; Content: Content boxes; with and without text Text and Content: in various configurations.
3.	Modifying or creating custom Slide Layouts	Start with an existing layout or a blank slide. Select unwanted boxes by clicking their borders, then pressing delete. Text boxes can be added using the Home Ribbon, drawing group, Text boxes. To insert other content like pictures, clip art or shapes go to the Insert Ribbon, Illustrations .
4.	Gridlines	To position items on slides, use Gridlines. To display Gridlines, go to View Ribbon, Show/Hide group and place a check in Guidelines

Working with Text

1.	Editing text	Edit text in the box as you would in Word. Use the Home Ribbon and font group to bold, italicize, etc.
2.	Changing text attributes	Use the Font group on the Home Ribbon to change attributes like font color, shadowing and character spacing.
3.	Creating your own text boxes	To add a text box to a slide, use either the Home Ribbon Drawing group or the Insert Ribbon Text group. They both contain the Text Box tool. Draw the text box on the slide, then type in your text. Note: If you click outside the text box before typing in it, it will disappear and you will need to recreate it.
4.	Inserting and manipulating Word Art	To add WordArt to a slide, click the Insert Ribbon Text group "A" button. Once created, you can move and resize Word Art like you would a text box.

Inserting Photos

1.	What to check before inserting a picture	<p>First, check your file size and resolution!</p> <p>For on-screen displays, resolution should be as small as possible 72 pixels per inch or 150 dpi.</p> <p>Browse to the folder and hover your mouse cursor over the file to display the file size. Big files will make your PowerPoint presentation file very large. If you are posting it online, this will make for a slow download. To decrease file size, insert the picture and then use the Compress Picture button on the Picture Tools Format (contextual) Ribbon, Adjust group.</p>
2.	How to insert a picture onto a slide	If you already have a content box on your screen, click the Mountain icon to browse for a picture.
3.	Inserting additional pictures onto a slide	If you do not have a content box on the screen, you can add one by clicking the Picture button on the Insert Ribbon Illustrations group.
4.	Resizing pictures	To resize, click and drag any of the circles (also called handles) around the edge of the photo.
5.	Cropping pictures	To crop, use the Crop tool on the Picture Tools Format (contextual) Ribbon, Size group. (two overlapping right-angles). This will change the handles from circles to black bars. Click and drag any bar to crop.

Creating Graphics and Content

1.	Types of content available	If you are starting with a new slide, click the icon for the type of content you want: Table, Chart, Smart Art, Picture, Clip Art, Media Clip. You can also use the Insert Ribbon selections.
2.	Tables	Tables in PowerPoint act like tables in Word. Type text into each cell. Click and drag any line to change row, column, or table size.
3.	Charts	Charts in PowerPoint act like charts in Excel. Use the spreadsheet that appears to input your data and see it reflected in the chart onscreen. Click outside the chart to return to slide editing mode. Note: remember to save the Excel sheet.
4.	Clip Art	Clip Art functionality is the same in all Microsoft Office programs. Browse for Clip Art using search terms.
5.	Diagram or Organizational Chart	This allows you to create many different types of diagrams. Explore the different options on your own.
6.	Media Clip	This allows you to insert an audio or video clip into your slide. This will not be covered in this workshop, but do experiment on your own!

Lines and Shapes

1.	When to use lines and shapes	To emphasize elements of your slide.
2.	How to create lines and shapes	Use the line, arrow, oval, and rectangle buttons on the Drawing group on the Home Ribbon to create shapes on your slide.
3.	Moving and resizing	To move, click the shape to select it (you will see handles appear), then click and drag it into position. To resize, click the shape to select it, then using the round handles drag to change its shape or size.
4.	Changing attributes	Use the Drawing Tools Format Ribbon, Shape Styles group to change the Fill Color (paint bucket), Line Color, and Line Styles feature.

Slide Design

1.	Design Ribbon	<p>From the Design Ribbon a list of built-in Themes will be displayed. Click one to apply it to the entire slideshow.</p> <p>To apply a theme to only a select number of slides, you must first select those slides using the CTRL key click just those slides to design. Then click on the theme you want to apply.</p>
2.	Slide Master	<p>From the View Ribbon, Presentation Views group, Slide Masters. This will display the master slide design template for the design you've chosen. Note that for most designs there is both a title slide design and a child slide design.</p> <p>Any edits made to the Slide Master will be applied throughout your slideshow. You can also use the Slide Master to save your own design templates for later use.</p>

Using Different Views

1.	View buttons	The three view buttons are located in the bottom-right of the screen. To see which is which, hover your mouse over each until a text label appears.
2.	Normal View	Use this button to get back to your regular slide editing view.
3.	Slide Sorter View	This view displays all of your slides as small thumbnails in the Slide Pane. This allows you to easily change your slide order.
4.	Slide Show View	<p>Pressing this button switches you to presentation view from the current slide. This is different from going to Slide Show Ribbon, Start Slide Show group which launches the show from the beginning.</p> <p>You can also use keyboard shortcuts for these: F5: Launches slide show from beginning Shift-F5: Launches slide show from current slide</p>

Saving your Presentation

1.	Standard Format	The PowerPoint 2007 default format is (.PPTX). This allows them to be opened, edited in PowerPoint 2007 for Windows or PowerPoint 2008 for the Mac easy.
2.	Other Available Formats	<p>You can also save a PowerPoint slide show as an older version of PowerPoint 97-2003. (PPT) This will ensure more user can open and edit the Presentation.</p> <p>You can also save a PowerPoint slide show as a webpage or a graphic file. You might want to do this for easy viewing on the internet or for use on a computer that does not have PowerPoint installed.</p> <p>Save in these format by going to the PowerPoint Office button then choosing Save As PowerPoint 97-2003 or PowerPoint Show or Other Formats.. There are also many other formats that you can explore, like Web page (HTM or HTML) or, for a graphic, JPEG, File Interchange Format.</p>
3.	Please Note	In general, all supporting files (except video clips) are saved with your presentation! You don't need to worry about the location of your photos, clip art, etc – PowerPoint saves a copy into the presentation. This makes your slide show easily transferable to a CD or USB drive, or via email.

Printing Options

1.	Available configuration	You can print your slide show in a variety of ways: One slide per page, handouts, notes pages, or outline.
2.	Handouts	Handouts allow you to print multiple slides on a single page. This saves paper and means less to carry around.
3.	Notes pages	This allows you to print one slide per page along with any notes you typed into the Notes Pane.
4.	Outline	This prints an outline view of your slide show. Outline view includes only text, no pictures, and does not include your notes. You can preview Outline view by clicking the Outline tab at the top of the Slides/Outline pane on the left side of the screen.