

Introduction to PowerPoint

Presented by Trinfo Café

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Part 1: Introduction

A) What is PowerPoint?

- PowerPoint is a presentation program that is part of Microsoft Office.
- It allows you to create presentations where you can demonstrate or show projects, reports, etc that you have learned to an audience.
- Visual Aid

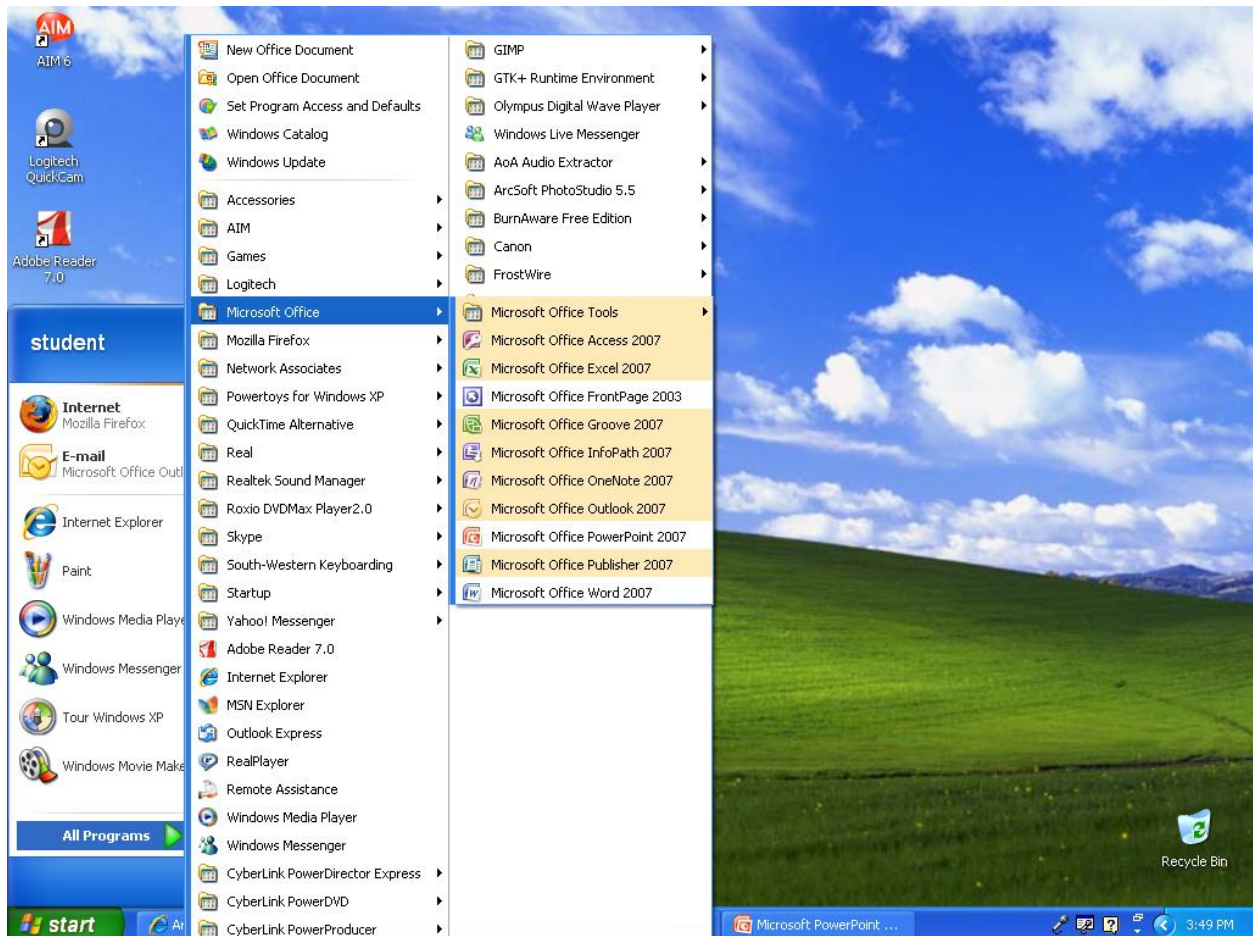
B) Launching PowerPoint

From the **Start** menu click on

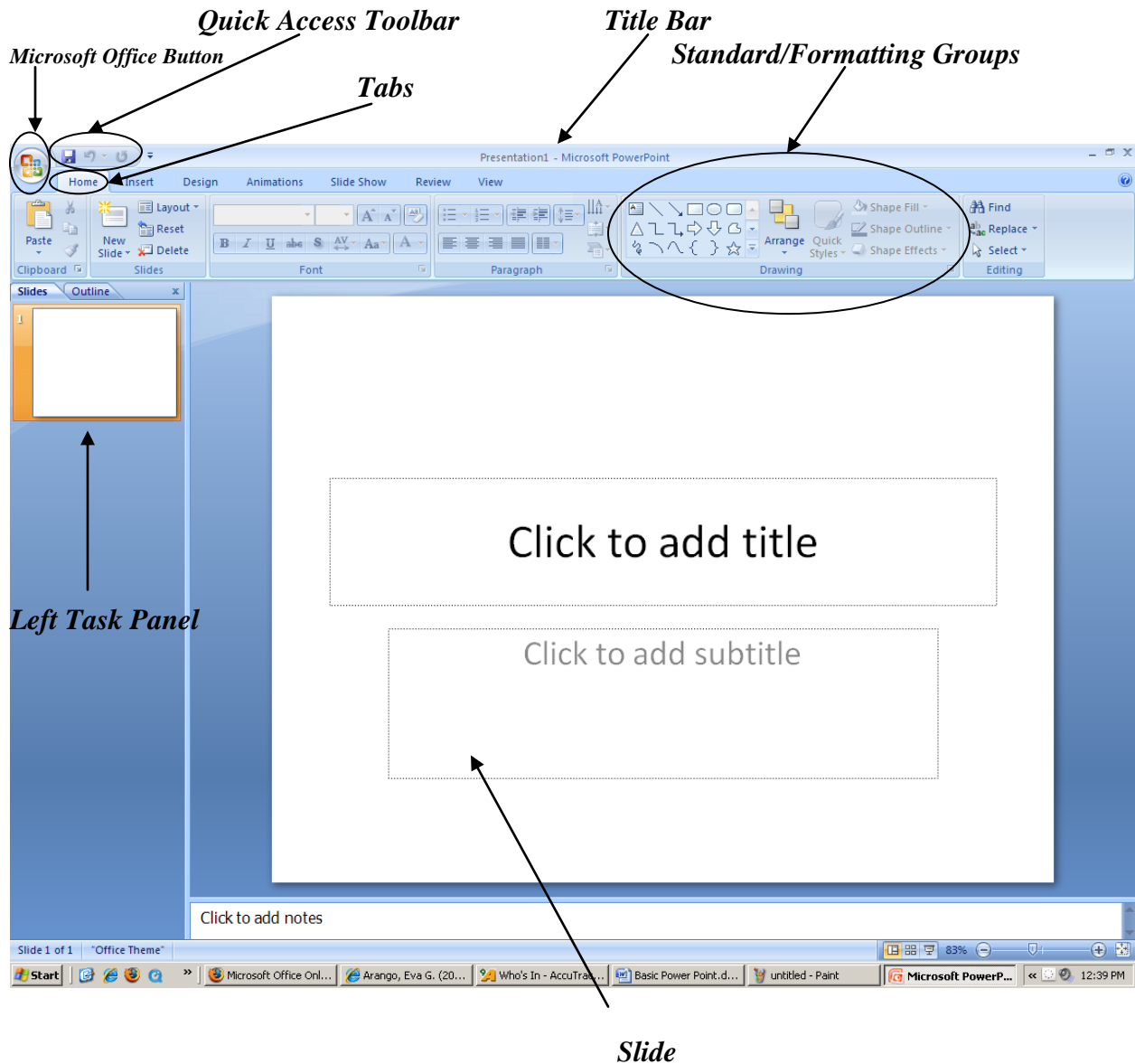
> **All Programs**


> **Microsoft Office**

> **Microsoft Office PowerPoint 2007**



C) Familiarization with the PowerPoint Window



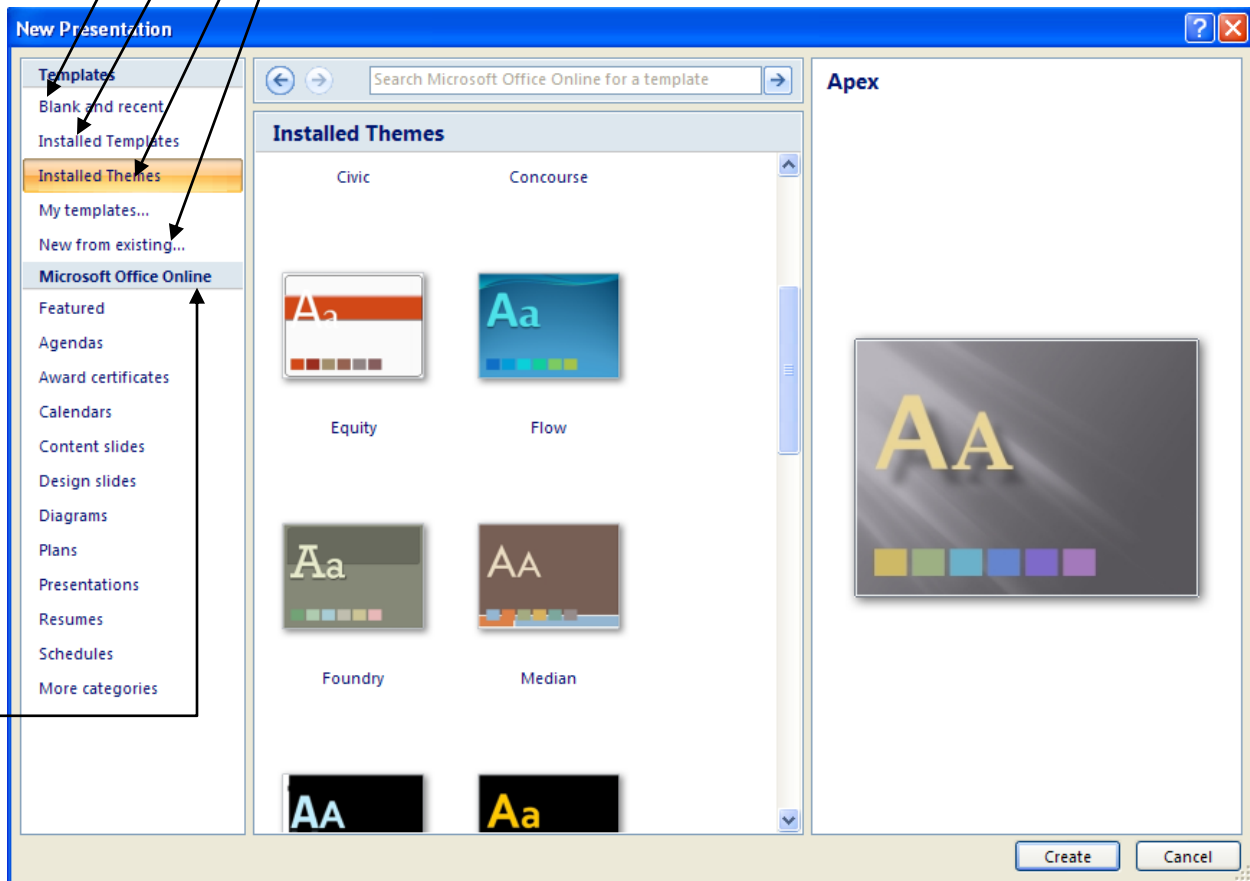
If you click on the **Microsoft Office Button**, located in the top left corner , there are several options displayed. The most important ones are:

- **New** – allows you to create a new presentation from scratch.
- **Open...** – allows you to open a presentation that has previously been saved.

- **Save** – allows you to save a presentation your computer in order to view or modify it later.

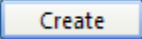
Part 2: New Presentation

- When clicking on ‘New’ to create a new presentation from scratch, a window titled ‘New Presentation’ appears’.
 - Under ‘Template’, there are several options that you can choose from.
 - **Blank and recent** – lets you choose a blank presentation which you can modify in your own way, and shows the most recent presentations that you’ve worked on.
 - **Installed Templates** – Gives access to different preset templates that you might use depending on the kind of presentation you are creating, such as a classic photo album, a quiz show, widescreen presentation, etc.
 - **Installed Themes** – Gives access to different present themes that you might use and these include the font used, color, color schemes, slide designs, etc.
 - **New from Existing** – allows you to use an existing presentation in order to begin a new one.



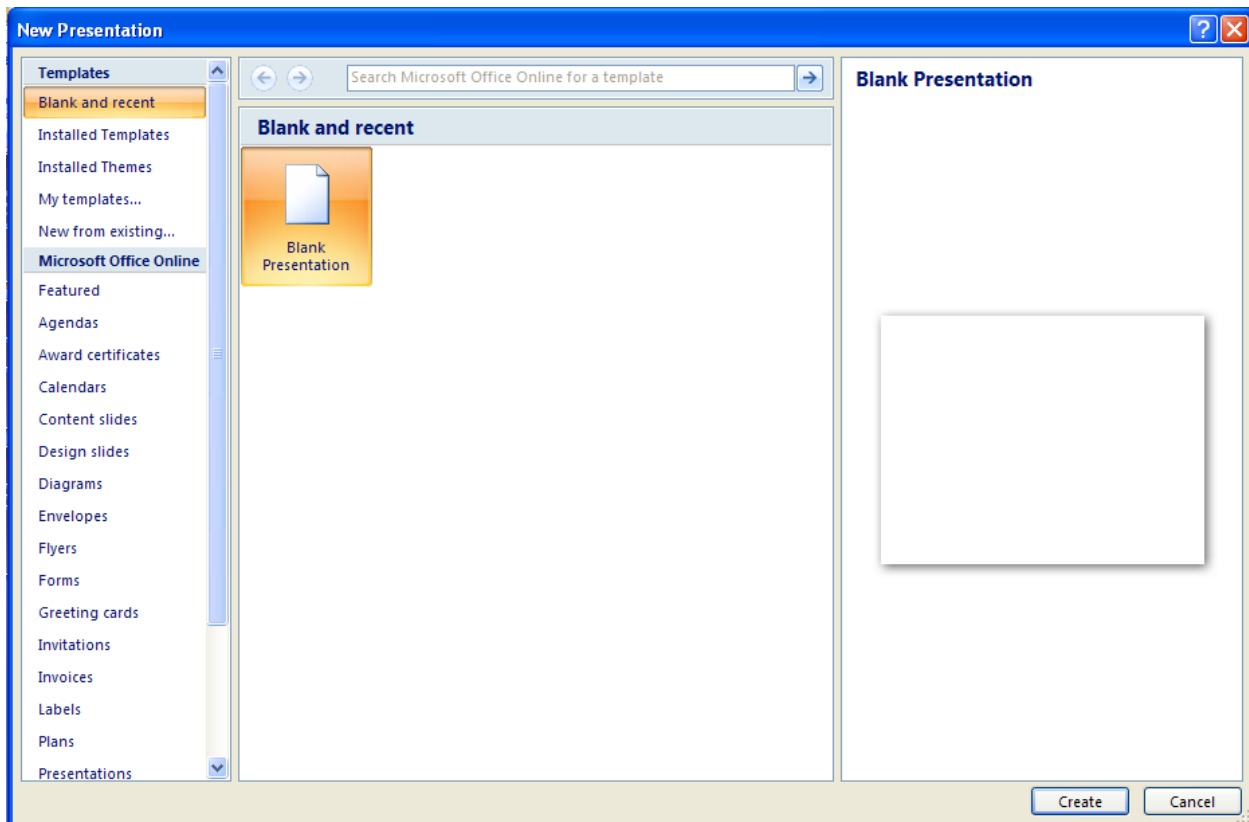
If you have access to the Internet, you can also check out the sections under **Microsoft Office Online** to get access to more designs, colors, and preset presentations.

A) Installed Themes

To apply an installed theme to a new presentation, simply go to the **‘Installed Themes’** section that is found under **Templates**, and select the theme of your choice. This theme includes a selection of font, font color, background color, as well as slide design. You can click on any one theme and preview it in the right side of the screen. Once you have chosen a specific theme that you’d like to use, simply click on the **‘Create’** button in the lower right corner and it will be applied to your presentation. 

B) Blank Presentations

To create your own presentation from scratch, simply follow the same steps as to apply an installed theme, but this time instead of going to the Installed Themes section, we’re going to go to **Blank and recent**, select the blank presentation, and then click on **Create**.



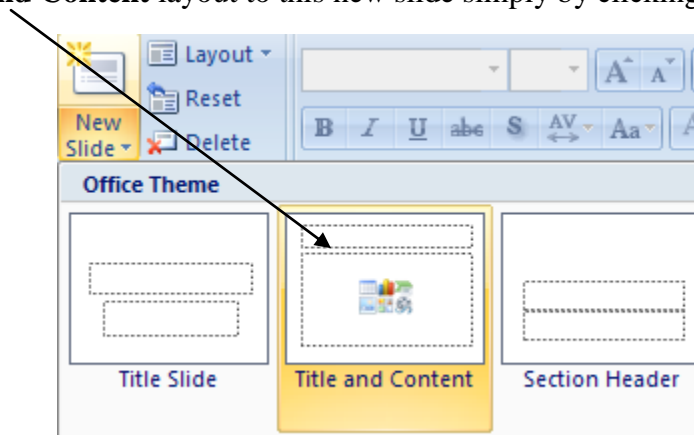
1. The slide that appears is the **title** slide.
2. Click on **Click to add title** and type in *PowerPoint 2007 Basics*. In the **Click to add subtitle** area click and type *your whole name and today's date*.
3. In order to choose a layout for this new slide, we will do the following: On the *Home* tab, under the *Slides* group, click on **Layout**.



4. Scroll through looking at the different options for your slide layout. Click on the layout called **Title and Content** to apply it to your slide. Once your layout has been applied, click on the content box and type the following (a bulleted list is inserted by default):

- Text Layout (press enter)
- Content Layout (press enter)
- Text and Content Layout (press enter)
- Other Layouts

5. Now we're going to add a new slide after the one we just finished typing. To do this, click on **New Slide** in the Slides group under the Home tab, and once again we'll choose the **Title and Content** layout to this new slide simply by clicking on it.



- a. Click in the **Click to add title** area at the top of the slide and type **What is PowerPoint?**

- b. Click in the **Click to add text** area to create a bulleted list.

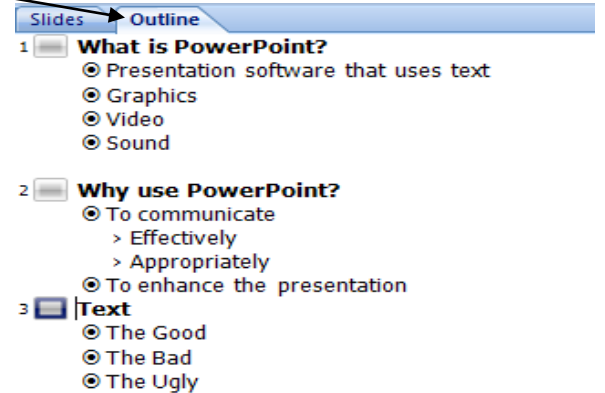
Write:

- **Presentation software that uses text** (press Enter)
- **Graphics** (press Enter)
- **Video** (press Enter)
- **Sound**

6. Add a third Title and Content slide following the same steps that we just went over.

7. In the *Left task panel*, we can see that there are two tabs called **Slides** and **Outline**. By default, we are in the Slides view. Click on the **Outline** view to see your presentation in a more organized way using bulleted lists.

- a. Title: **Why use PowerPoint?**
- b. Bulleted point: **To communicate** (press enter)
- c. Subpoint: press the **Tab** key: **Effectively** (press enter)
- d. Second subpoint: **Appropriately** (press enter)
- e. To return to a bulleted point hold down the **Shift** key and press the **Tab** key.
- f. Bulleted point: **To enhance the presentation**



8. Create a new slide with the same layout from the **Home** tab, under the **Slides** group – or press **CTRL-M** (a shortcut for creating a new slide). Use the Slides or Outline view to type in the following – your choice.

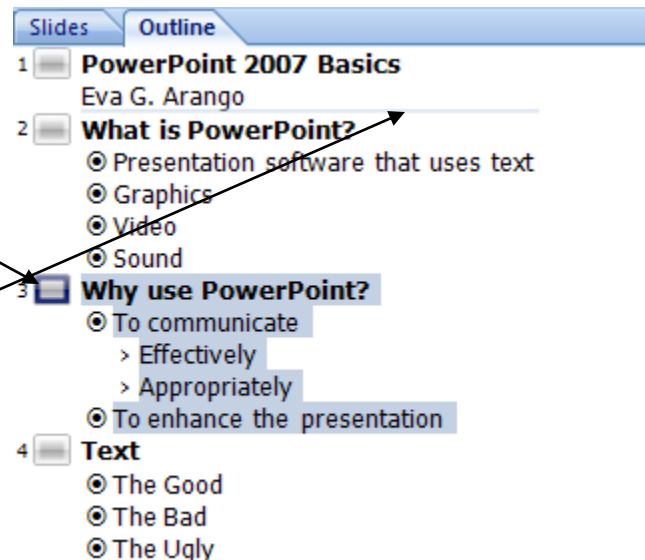
- a. Title: **Text**
- b. Bulleted points:
 - **The Good**
 - **The Bad**
 - **The Ugly**

9. Changing Slide Order

PowerPoint allows you to change the order of slides in your presentation quickly and easily. The easiest ways to view and change the order of slides are in the **Outline View**, **Slide View**, and **Slide Sorter View**.

*To change the order of slides in either the **Outline** or **Slides View**:*

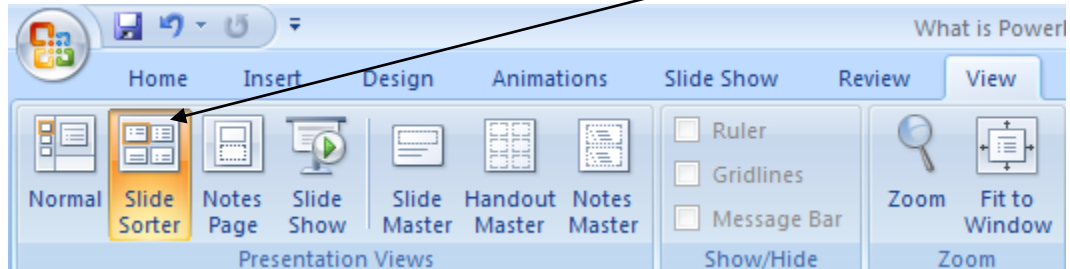
- Click and hold on the slide icon of the slide that you would like to move.
- Move the mouse pointer to the new location of the slide. As you move the pointer, a soft blue line will appear that shows you the new position for the slide. In this case, we're bringing the third slide up to the second position.



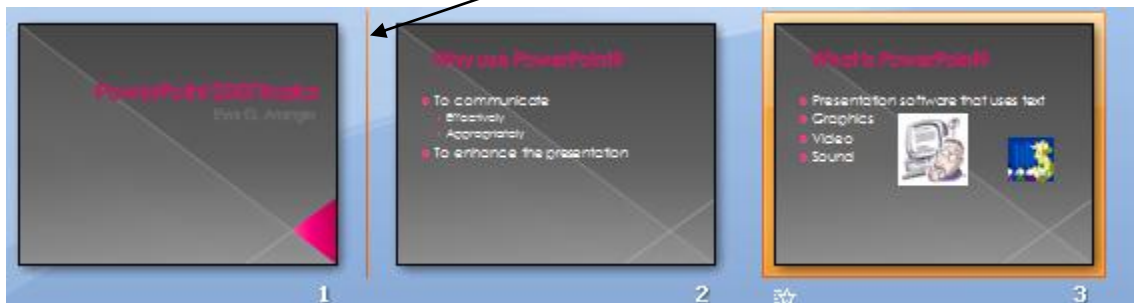
- Release the mouse button to change the order of the slide selected.

To change the order of the slides in *Slide Sorter View* under the *View* tab:

- Click on the **‘View’** tab at the top of the page and click on **Slide Sorter** under the **Presentation Views** menu.



- Click on the slide that you would like to move and hold the mouse button down. You will see that your selected slide is outlined by an orange border.
- Move the pointer to the space between the two slides where you would like the selected slide to be inserted. A line will appear.



- Release the mouse button.

Original Slide Order




Changed Slide Order



10. Deleting Slides

There are several ways to delete slides.

*To delete slides in the **Outline View**:*

- Place pointer over slide icon  until it changes to a four sided arrow.
- Click once to select slide icon.
- Press the delete key on the keyboard.

*To delete slides in the **Slides View**:*

- Click once on the slide that you wish to delete. This creates an orange border around the selected slide.
- Press the delete key on the keyboard.

*To delete slides in the **Slide Sorter View**:*

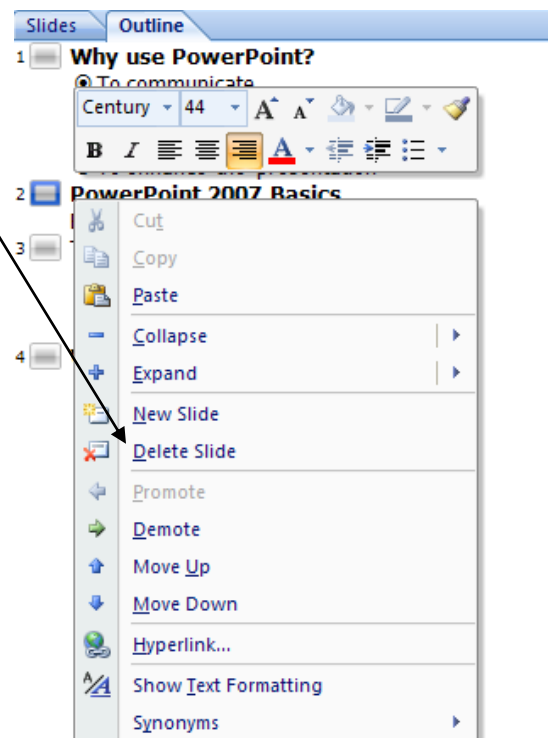
- Click once to select slide you wish to delete.
- Press the delete key on the keyboard.

*To delete slides using either the **Slides View**, **Outline View** or the **Slide Sorter View***

- Select slide to be deleted by clicking on it on any of the three views.
- Once slide is highlighted, go to the **Home** tab and then to the **Slides** group. Click on **Delete** in order to delete the slide selected.

or

- Right-click on the slide that you wish to delete (while in any of the 3 views)
- From the drop-down menu, click on **Delete Slide**. This will get rid of the slide that you right-clicked on.



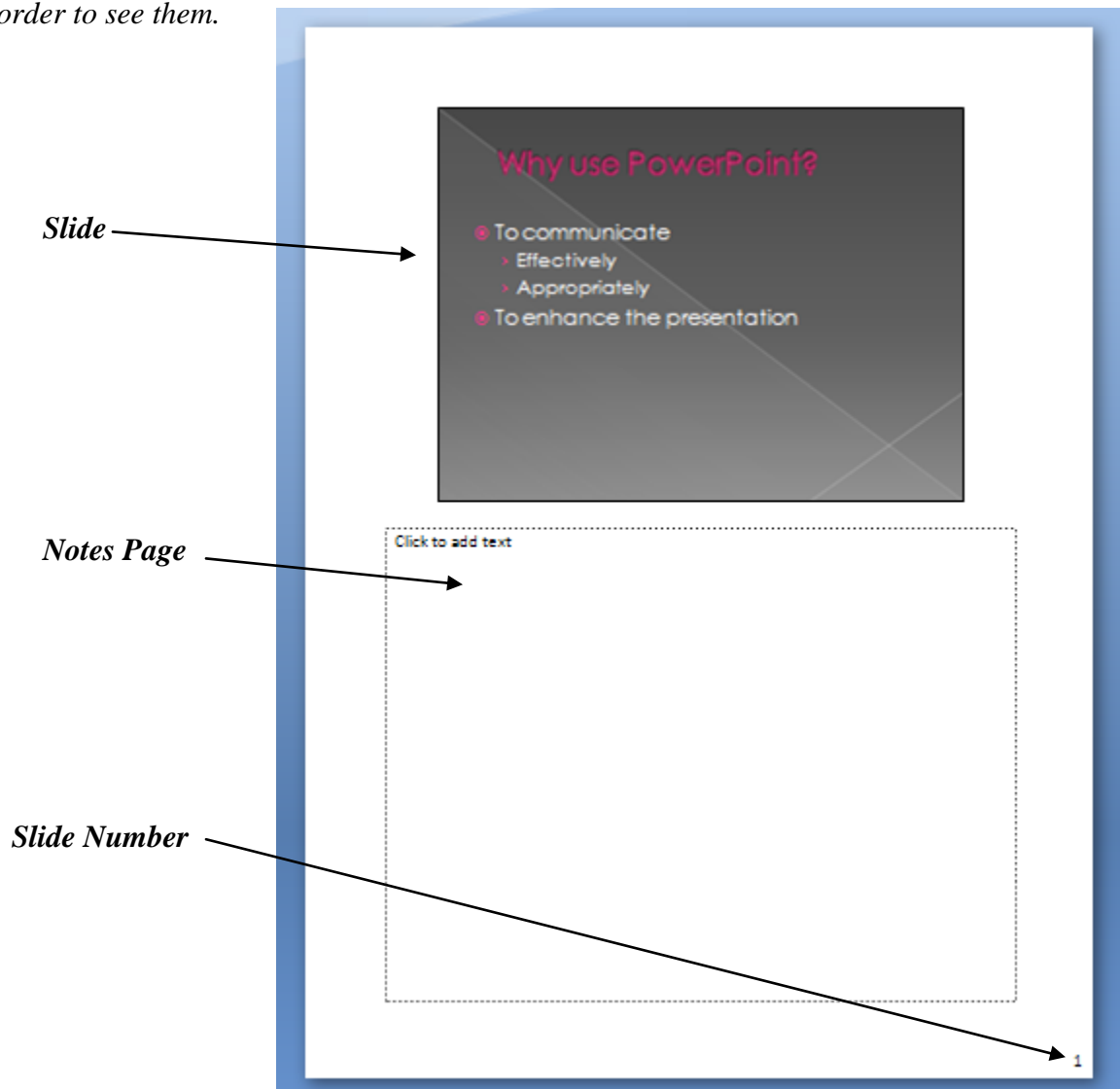
11. Creating a Notes Page

A presenter has two jobs when developing a presentation. One is to create slides that contain concise messages which clearly communicate the presenter's information. The second is to communicate verbally, putting each slide's message in perspective. By creating notes pages, the presenter has an organized way of keeping up with the slide order and notes about the slide.

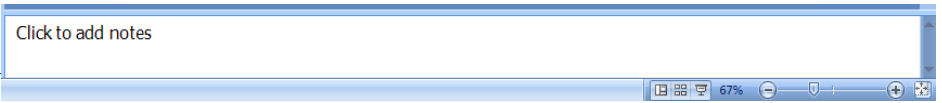
To create Notes Pages:

- Select the slide for which you wish to create a Notes Page.
- From the **View Tab**, select **Notes Page**.
- The slide image will appear in the top half of the page and a text area will appear in the bottom half of the page.
- Click in the bottom half of the Notes Page and type your notes.

** Notes do not appear when presenting the slide show. They must be printed out in order to see them.*



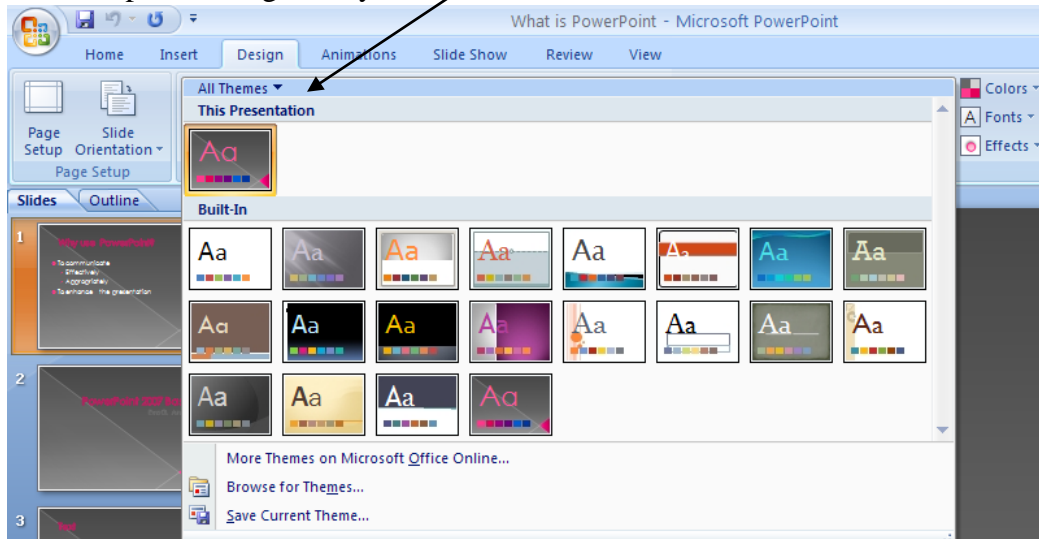
This is another way to add notes to your presentation slides in the Normal view



(found at the bottom of every slide). You can just click inside the box and start typing your notes.

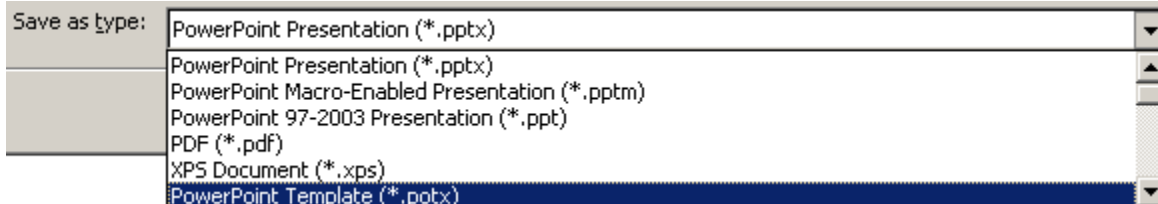
Part 3: Apply a Design Theme to the Slide Presentations

1. Click on the **Design** tab and take a look at the **Themes** group.
 - a. All themes include a background design and color, color scheme, font style/sizes/colors, etc. Keep in mind that you **can** modify the theme, you just need to pick a design that you like.



- b. As you place your mouse over these themes, you can get a preview of what they would look like in your presentation. Just look at the slide that you currently have maximized, and you will see the theme being applied.
 - c. When you find a theme that you like, simply click on it and it will be applied to all the slides in your presentation.
2. Once you have selected a theme, you have the option to modify the way it looks. On the right side of the **Themes** Group there are three buttons:
 - a. **Colors**
 - b. **Fonts**
 - c. **Effects.**
3. You can click on any of them in order to change the theme you're currently using. If you find any other colors, fonts, or effects that you'd rather have, just click on them and they will be applied to all slides automatically.

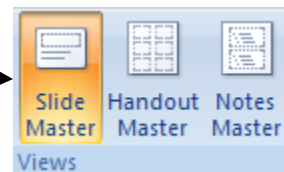
You can choose to save the template that you have modified, in case you want to use it in the future. To do this, simply click on the **Save As** button from the drop-down menu in the **Office Button** on the upper left part of the screen, and on the dialog box that comes up, click on the down arrow next to **Save As Type** and click on **PowerPoint Template (*.pptx)**.



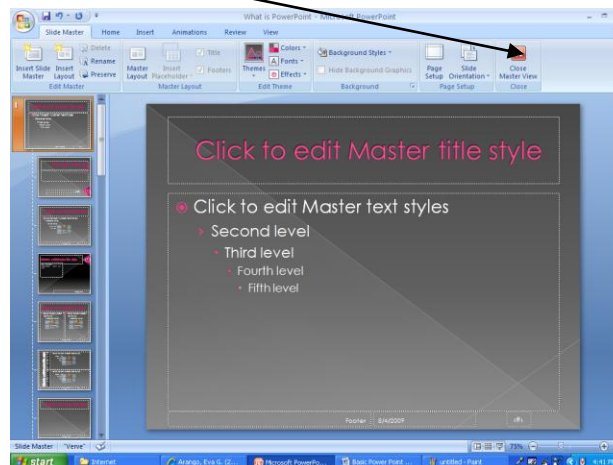
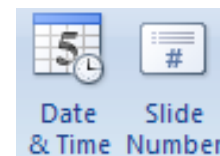
Part 4: Using Slide Master

One of the most useful tools in PowerPoint is the **Slide Master**. A slide master contains instructions on the background design, the background color, text color, font, and font size. This allows you to give your presentation a consistent appearance throughout. There are four masters available: Slide, Title, Handout, and Notes Pages.

- From the **View** tab, on the **Presentation Views** group, choose **Slide Master**.



- A master slide for the presentation will appear. It contains a position box for the title and a position box for the body text. These positions boxes can be placed where you wish, and will appear in these locations on all slides.
- To insert a date, click in the text area first. Go to the **Insert** tab and under the **Text** Group click on **Date & Time**. Select the kind of format in which you want to insert the date.
- To insert a page number, click in the text area. Go to the **Insert** tab and under the **Text** Group click on **slide number**.
- Text boxes will appear which may be dragged to any position in the text area. The date and page numbers will now be placed on all slides.
- When completing your work in the **Slide Master**, change back to an appropriate view by clicking on the **Close Master View** in the right side of the screen under the **Slide Master** tab.

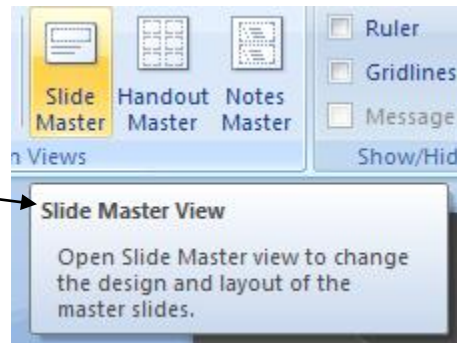


Part 5: Getting Help

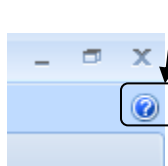
PowerPoint offers **Help** at two levels.

For a quick explanation of a button, you can just place your mouse over that button, **without clicking on it**, and a quick explanation will come up.

Example: Here's a quick explanation of what the **Slide Master View** is for. The mouse was simply placed over the Slide Master Button for a few seconds, without clicking on it.



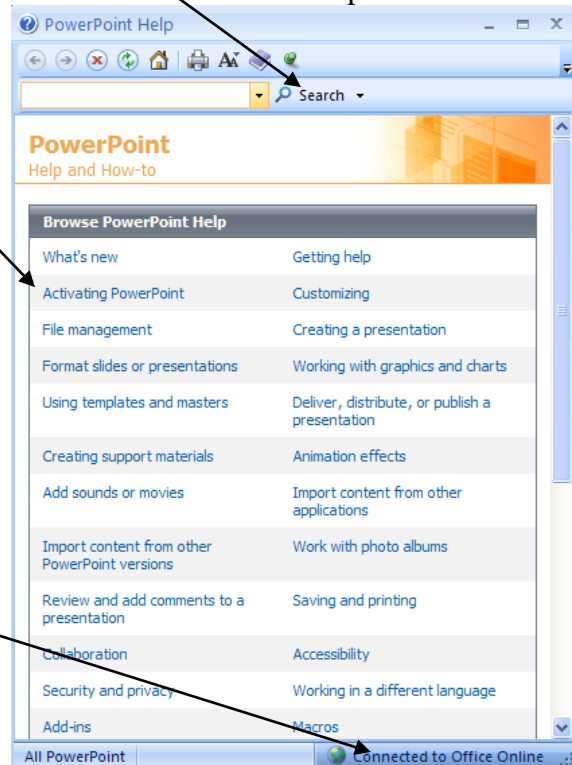
For more detailed help, click on the **blue question mark** located in the top right corner of the screen.



You can then just type in a keyboard that will let PowerPoint Help know what you're having trouble with. Once you're finished typing, just hit **Search** and PowerPoint Help will come up with a list of links that will take you to possible solutions to your problem and with more information. There are even instructional videos available with PowerPoint Help.

If you are unsure of what to look for, you can also browse PowerPoint Help and click on any of the links (blue phrases) in order to get you started.

Also, you will be able to get more information if your computer is connected to the Internet. Some help features will be disabled if your computer has no internet connection. You can check whether your computer has an existing internet connection by looking at the lower right corner of the Help window.



Part 6: Refining Your Slides

Using WordArt

1. From the **Insert** tab, under the **Text** group, click on **WordArt**, which is represented by



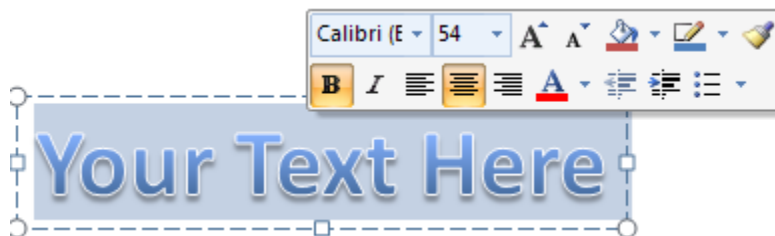
the letter A.

2. To choose any of the different WordArt styles available, simply click on the one that you would like to use.
3. A Text Box similar to the one below will appear in your slide. You may then type anything inside the box, and edit the font now or later. Click anywhere outside of the box when you are finished.



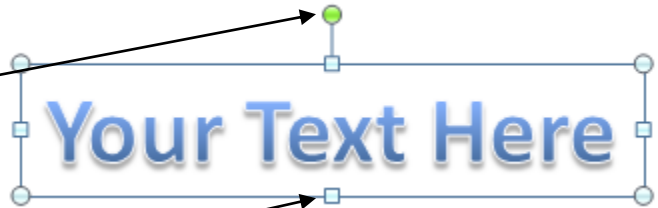
Editing WordArt

1. If you would like to change the font size of your text, simply highlight it by **triple-clicking** any of the words inside the text box. If you move your mouse a little above your text, you will see that an editing bar will come up.

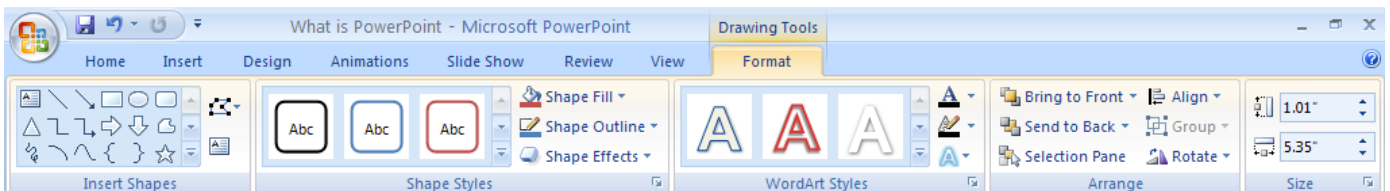


2. With this bar, you can do all the basic editing that you need for your text. You can change the font style by selecting any of the other fonts from the drop down menu, you can also change the font size by clicking on any other number other than the standard (pt. 54), you can also make the text bold or italic, change its color and borders, etc. Try working with these options and see how your text changes.
3. Try out different visual effects to find one that you like

- The green dot at the top of your highlighted WordArt allows you to rotate the image by clicking on it and dragging your arrow.
- White dots and squares on the corners and sides allow you to resize the image by clicking on them and dragging them inward or outward.

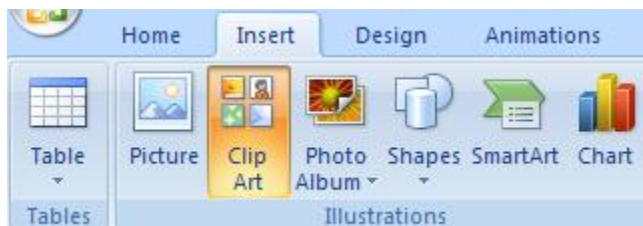


- Also, once you have inserted a WordArt into your slide, a new tab will be activated. This is the **Format** tab under **Drawing Tools**. Here you can format the style of your WordArt, the Text (Text Fill, Text Outline and Text Effects), Shape Styles (the box that contains the text – add background colors, outline, effect, etc.). You can also insert shapes, arrange the box and change its size (which you can also do by dragging the squares and dots on the box inward or outward, as we previously mentioned).



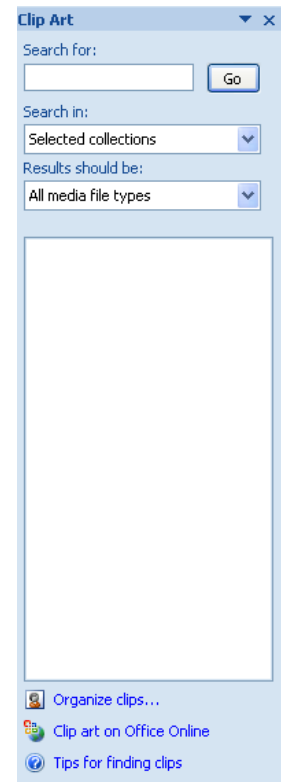
Inserting Clip Art

- From the **Insert** tab, under the **Illustrations** group, click on **Clip Art**.



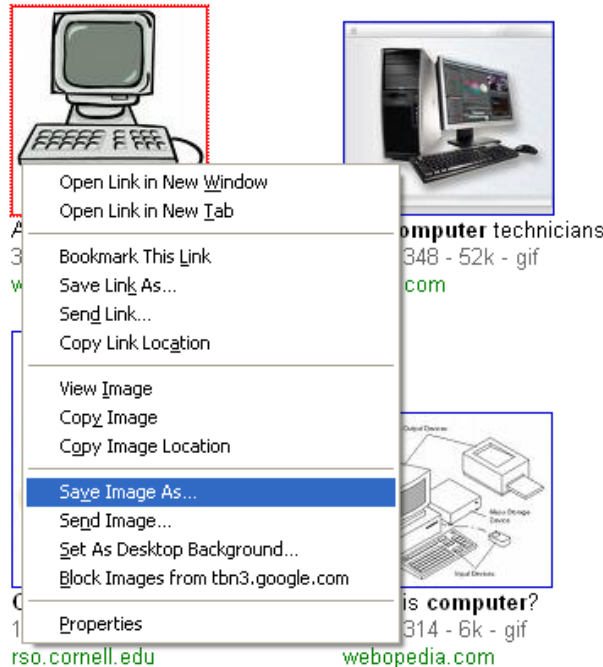
- You will now see that a Clip Art Menu will come up in the right side of the screen.
- In the **Search for:** box type in the “art” you want and click the **Go** button. Explore the options.
- Try searching for birds, cats, and computers to see what you find.
- Click once on the clip art item you wish to add it to your slide.
- Practice moving and resizing the Clip Art. Click once on the item to select it, then drag the “handles” (boxes at corners and sides) to resize the object.
- To take away the menu on the right-hand side, simply click once again on the **Clip Art** button that you originally pressed.

Practice: Search for a picture of a computer and put it on your 1st slide.

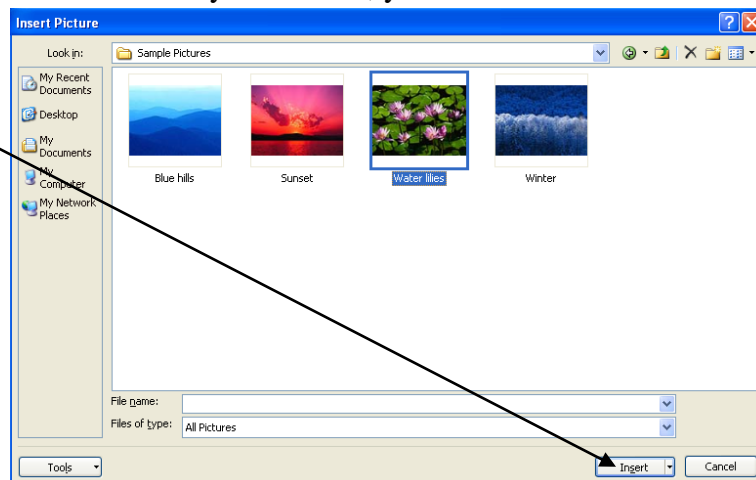
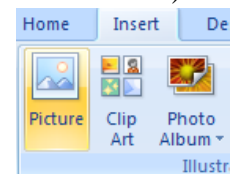


Add an external photograph or picture to your slide

1. Minimize PowerPoint. (Click on the little dash button in the upper right corner.)
2. Open the Web browser (Internet Explorer)
3. Surf the net to find a picture you like. (You can go to <http://images.google.com>)
4. Once you locate a picture you like, move the cursor over the image and click the right button of the mouse until the pop-up menu appears. Click on **Save Picture As...** and save the picture to the desktop. Remember where you saved it and what you named it!



5. Return to PowerPoint. (Click on the Microsoft PowerPoint button on the TaskBar).
6. Go to the slide where you wish to add the picture.
7. From the **Insert** tab, under the **Illustrations** group, click on **Picture**.
8. A new window will come up prompting you to locate the picture that you want to use in your folders. Once you locate it, you can click on it once and then click on **Insert** at the lower right corner of the window, or just double click on the picture and it will insert itself onto your slide.
9. Resize the image as necessary.

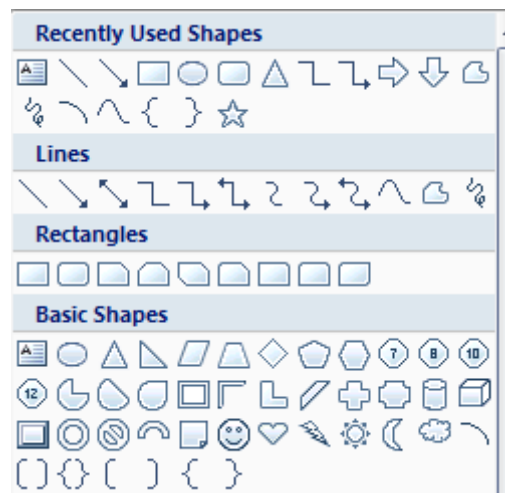


Add a shape using the PowerPoint graphics tools.

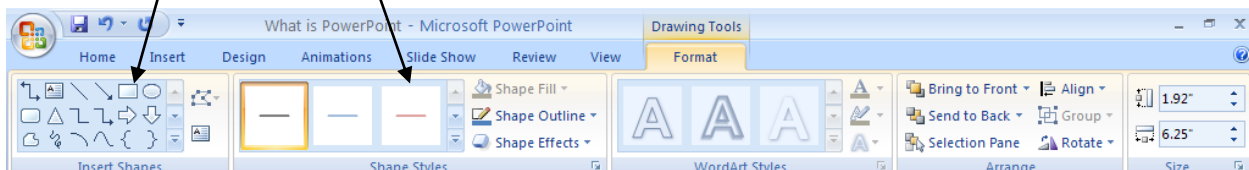
1. From the **Insert** tab, under the **Illustrations** group, click on **Shapes**.



2. A drop-down menu will come up, with all kinds of subcategories to choose from (lines, rectangles, basic shapes, block arrows, etc.). To use any of them, simply click on the one that you would like to use and it will be placed in the slide you are currently viewing. Use the mouse to drag the shape to the size you like.



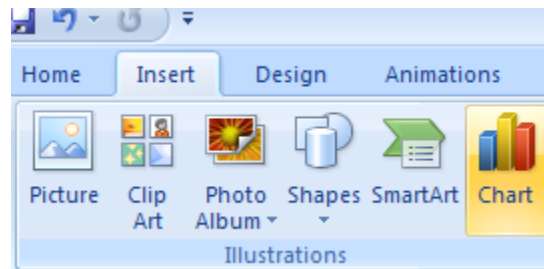
3. Once you select a shape, a new menu will appear in the upper side of the screen, called **Format**. Here you can change the color of your shape, the shape outline, its position in the slide and its effects. You can also insert other shapes without having to go back to the Insert tab.



***To delete your shape, just select it by clicking once on it and then hit the Delete button on the keyboard.**

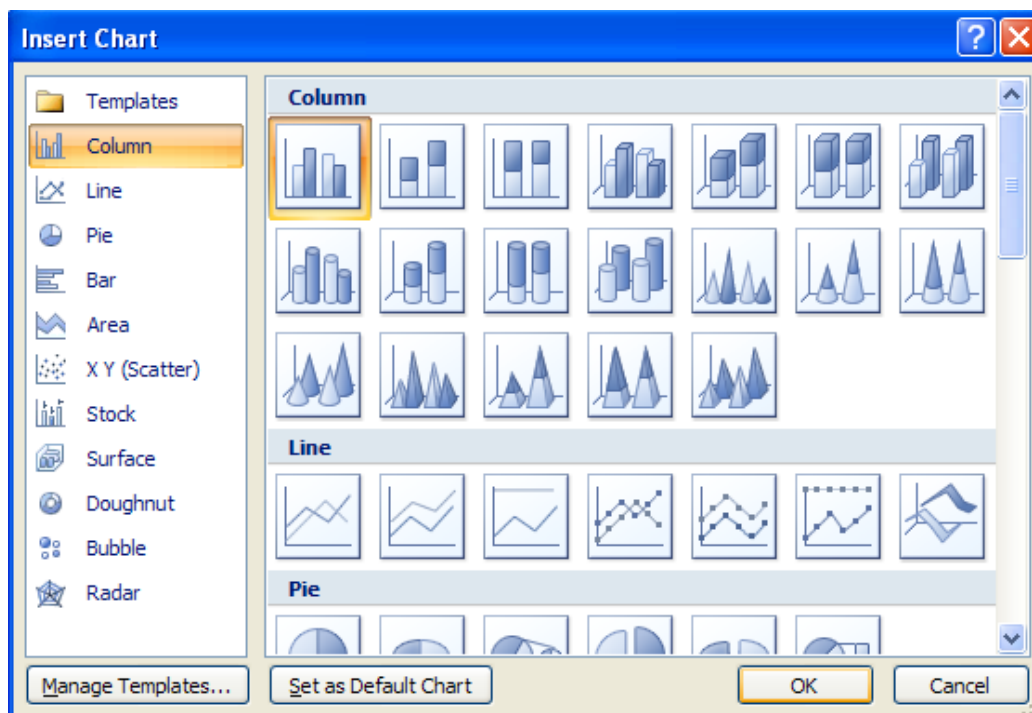
Adding Charts and Graphics to your Presentation

There are many different ways to present information in PowerPoint. If you have any sort of data that you would like to add to your presentation, you can insert many different charts and graphs available in PowerPoint 2007 in any of your slides. In order to do this, click on the **Insert** tab.

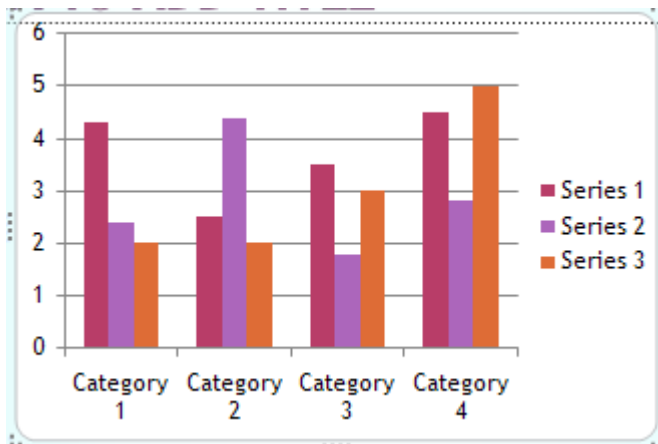


Under the **Illustrations** group, click on **Chart**.

Once you do this, a window will come up asking you to choose the kind of graph that will best represent your data. There are many formats available – column graphs, pie charts, line graphs, etc. Once you have found the format that will best suit your information, click on it and then click on **OK** in order to insert it in your slide. Don't worry about the actual data – you will be able to modify the graph's contents once you insert the chart.



Once you insert your chart, a Microsoft Excel spreadsheet will come up on the right side, splitting the screen with your PowerPoint presentation. This is because you can now edit the data in your chart by changing the numbers in the Excel spreadsheet. Take a look at the different numbers and titles in the spreadsheet, and to their corresponding color, axis and columns in the PowerPoint chart.



| | A | B | C | D |
|---|------------|----------|----------|----------|
| 1 | | Series 1 | Series 2 | Series 3 |
| 2 | Category 1 | 4.3 | 2.4 | 2 |
| 3 | Category 2 | 2.5 | 4.4 | 2 |
| 4 | Category 3 | 3.5 | 1.8 | 3 |
| 5 | Category 4 | 4.5 | 2.8 | 5 |

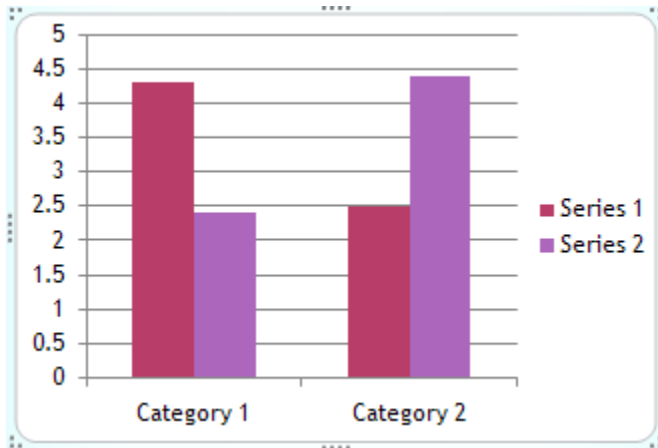
If you want to have a chart with fewer ‘Categories’ or fewer ‘Series’, you simply have to go to the excel spreadsheet and drag the lower right corner of the table until only the categories you want to keep are inside the gray margins. For example, if we are getting rid of Series 3 (column D), and Categories 3 and 4 (rows 4 and 5), our table will look similar to the one below:

| | A | B | C | D |
|---|------------|----------|----------|---|
| 1 | | Series 1 | Series 2 | |
| 2 | Category 1 | 4.3 | 2.4 | |
| 3 | Category 2 | 2.5 | 4.4 | |
| 4 | Category 3 | 3.5 | 1.8 | |
| 5 | Category 4 | 4.5 | 2.8 | |

Taking away Column D

Taking away Rows 4 and 5

Once you get rid of these columns and rows, you will notice that your new table in Excel now has a new bright blue border around it, and your graph in the PowerPoint presentation is automatically adjusted to fit the new data from the spreadsheet.

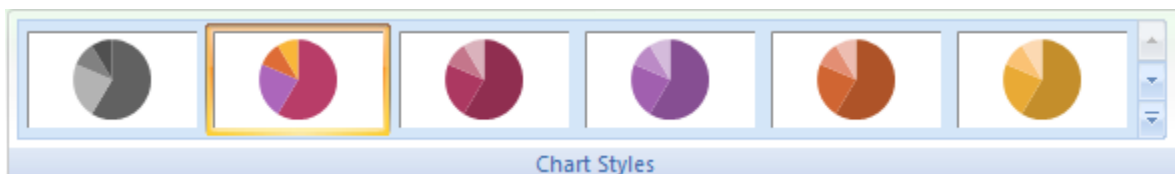


| | A | B | C | D |
|---|------------|----------|----------|----------|
| 1 | | Series 1 | Series 2 | Series 3 |
| 2 | Category 1 | 4.3 | 2.4 | 2 |
| 3 | Category 2 | 2.5 | 4.4 | 2 |
| 4 | Category 3 | 3.5 | 1.8 | 3 |
| 5 | Category 4 | 4.5 | 2.8 | 5 |

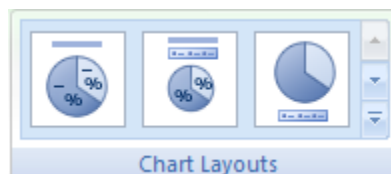
If you would like to change the titles in your graph, simply edit the data in the spreadsheet and it will automatically be changed in your presentation. These same concepts apply when editing other graphs such as line graphs, pie charts, etc.

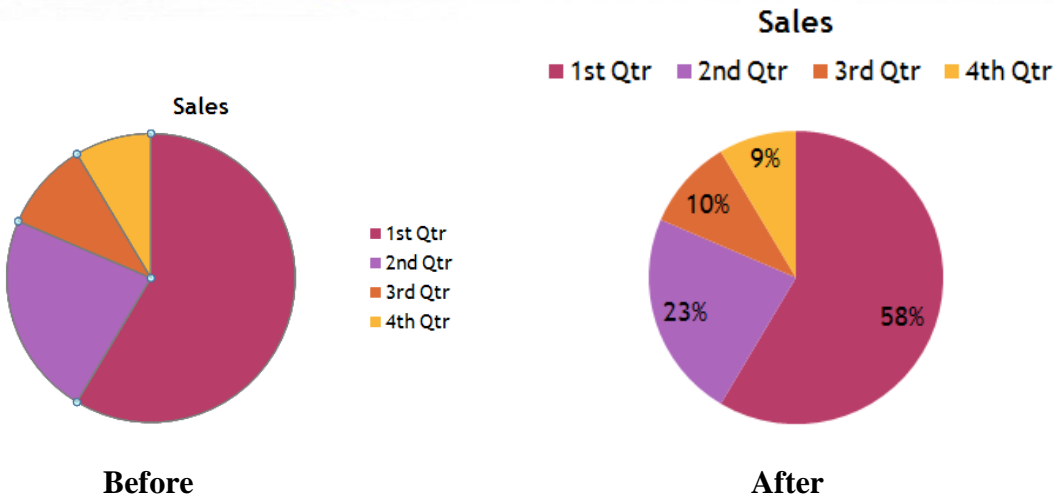
Also, you can change the design of your graph (including colors, borders, style, and graph type) using the **Chart Tools** shown at the top of your screen once you have inserted your chart. There are three tabs available, called **Design**, **Layout**, and **Format**. We will go over each one of these briefly.

- i. **Design** – With the Design tab you can change the overall appearance of your chart. If you take a look at the **Chart Styles** group, you will see that there are many different sets of colors that you can choose. Just click on any of them in order to apply it to your chart:

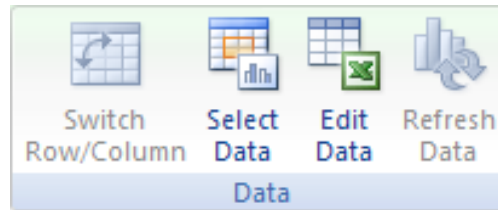


You also have **Chart Layouts**, which allow you to change the layout of your graph (in this case, we'll change the layout of a pie chart). By default, the pie chart is created with no labels on its four segments, but you can choose to change this simply by clicking on any other layout available:

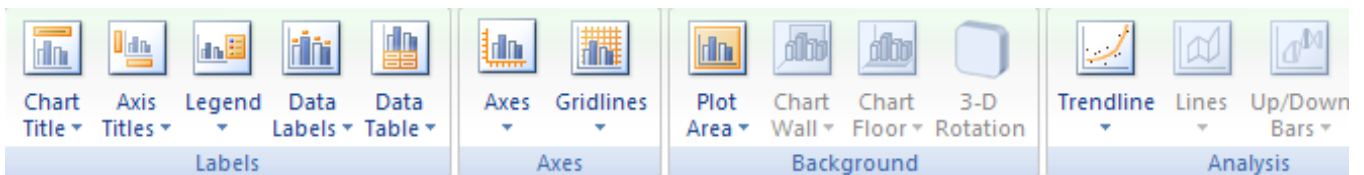




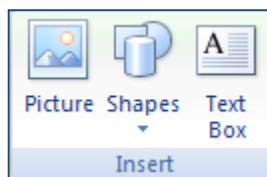
You can also change the data in your graph by making use of the buttons under the group **Data**. Remember that this can also be done by simply editing the data in the Excel spreadsheet that appears when you first insert your graph.



- ii. **Layout** – Within this tab, you will find even more options to edit the data being displayed in your graph. You can add/modify all sorts of axis, titles in your graph and different options with these tools. Take a look at all of them and try applying a couple to your chart.



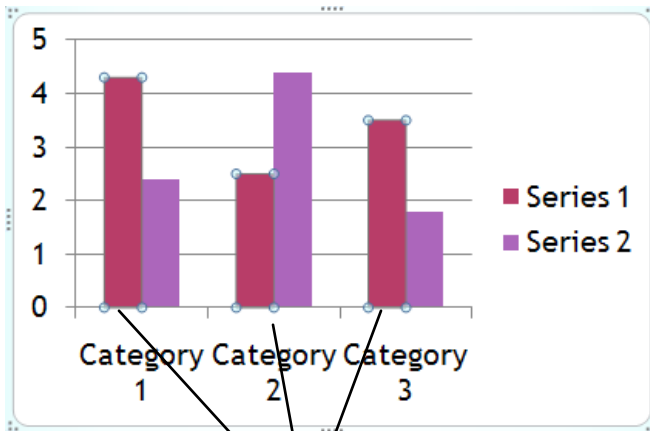
You can also insert different graphs including **Shapes**, **Pictures** and **Text Boxes** by using the **Insert** group on the left side of the Layout tab.



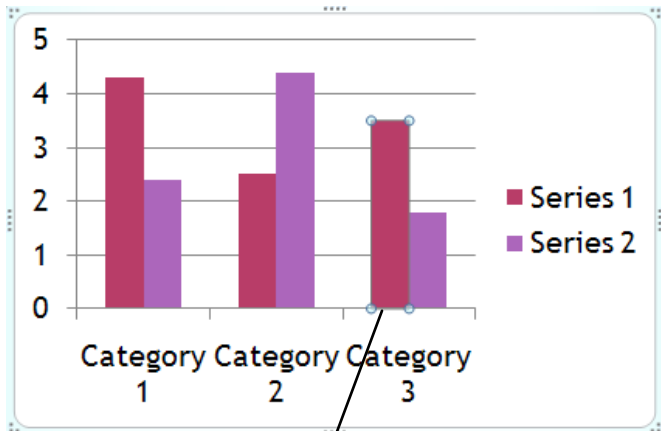
- iii. **Format** – With this tab, you can format the graph that you have entered. You have options such as the **Shape Styles** group, which lets you give different styles to your

graph. For example, if we insert a chart, you will see that it has a predetermined color. You can choose to change this by doing the following:

- a. First, select the part of the chart that you would like to change. In this case, we will select the group of purple bars in the bar graph simply by clicking on one of the purple bars. (If we wanted to just select one of the bars then we just have to click not once, but twice on the specific bar).



All three bars selected

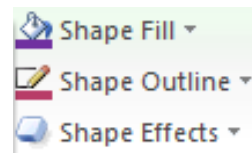


Only one bar selected

Once you have selected the bars that you want to modify, simply click to expand the choices under the **Shape Styles** group, and you will see all the different color schemes that you have available for use in the graph:



Click on any of them, and you will see how the color of the bar(s) you selected changes. Try this with different colors! If you want to try a color that is not being offered here, you can always make up your own fill color, your own outline, and even give 3-D effects to your shape by using the 3 other formatting buttons under the Shape Styles group:



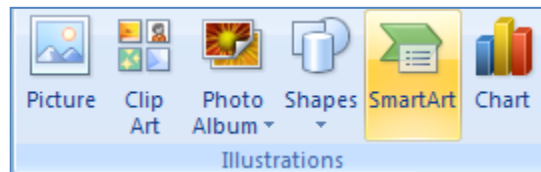
Try playing around with these buttons and add more life to your graphs!

Adding SmartArt Graphics to your presentation

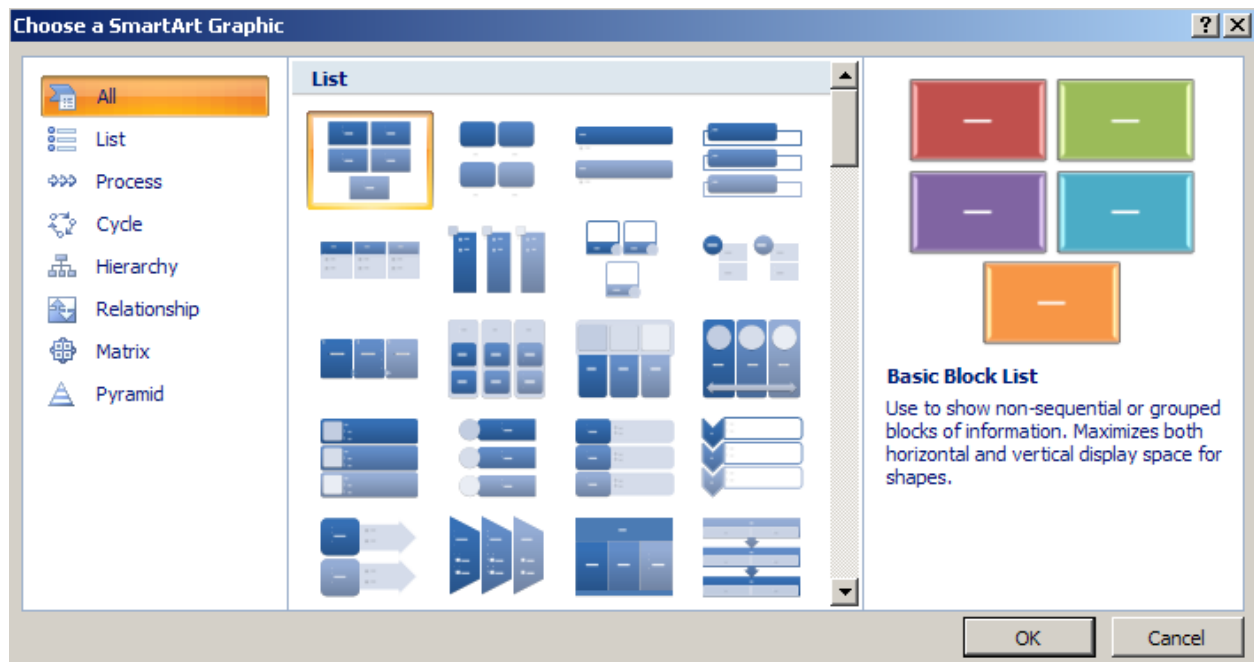
With PowerPoint 2007, you are not limited to adding one-dimensional text boxes or plain directional arrows in a graph. Now there are SmartArt graphics, which can have many effects, shapes, among others. You can also add WordArt, charts, shading, reflections, glows, and more.

To add a SmartArt Graphic:

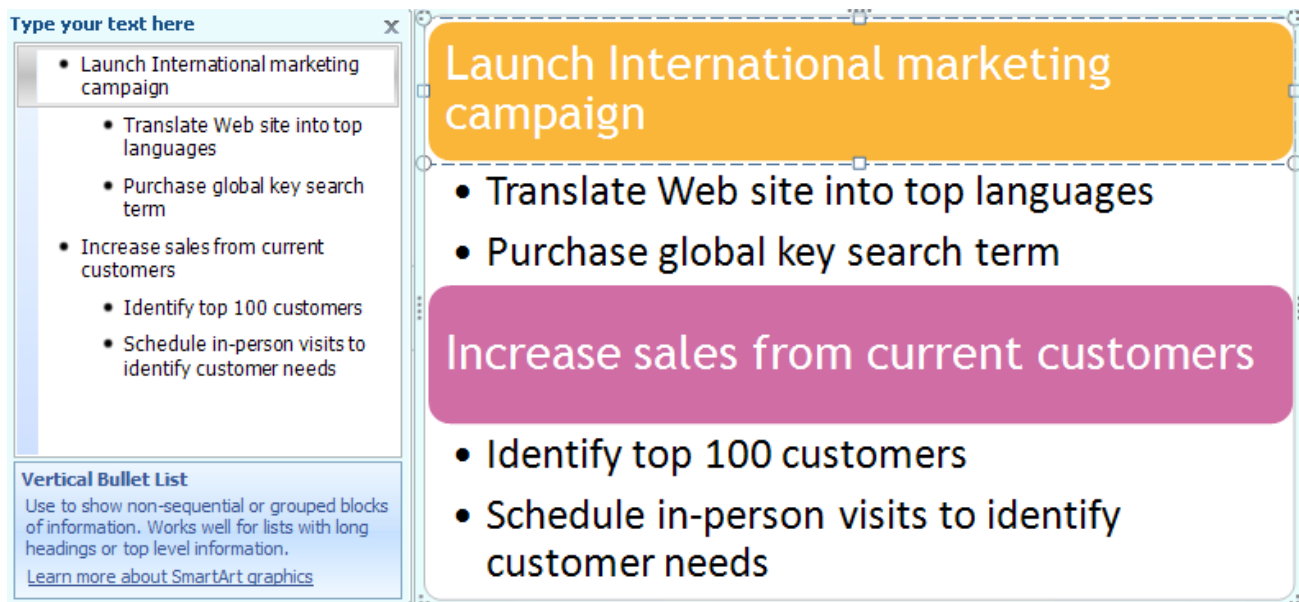
1. Click on the **Insert** tab. Under the **Illustrations** group, click on **Smart Art**:



2. A new screen will pop up, asking you to choose the kind of SmartArt that you would like to use. There are many different categories to choose from. Click on any SmartArt and you can see a quick description + what it looks like on the right panel of the window. Once you find one that best fits the information you want to display, simply click on it once and then click on **OK** in the bottom right corner.

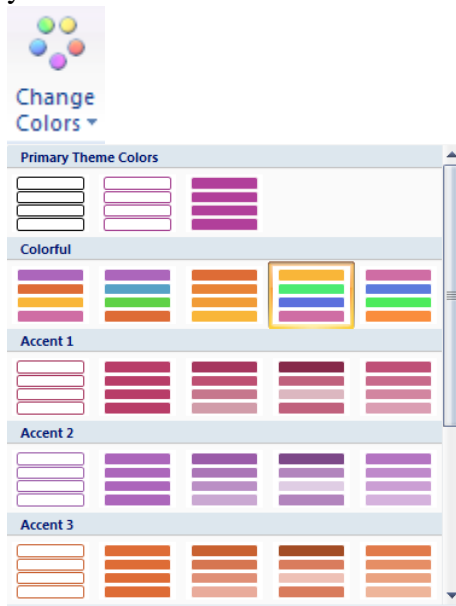


Once you have inserted your SmartArt, you can start typing in your information. On the left side of the SmartArt, a text box will appear. You can either type into the text box or directly into the slide. The textbox is simply a preview method, and it lets you jump from titles to subtitles easily.



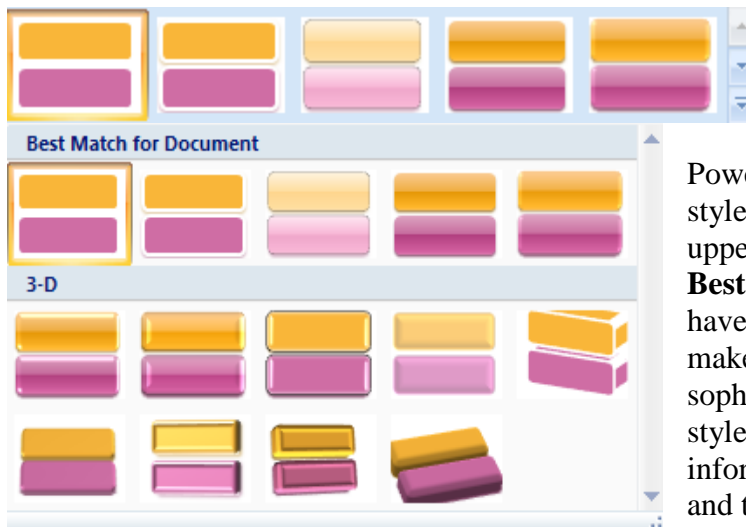
Once you are done typing in your information, you can choose to edit your SmartArt by changing the colors, adding different effects, etc.

In order to change the colors, simply select your SmartArt by clicking on the thick light blue border around it. Then click on the **Design** tab, and under the **SmartArt Styles** tab, you will see a button called **Change Colors**. Click on it in order to change the colors of the SmartArt you have selected:



You can now choose from a list of preset colors available, under different groups. Click on any one set of colors in order to change the SmartArt that you have selected.

Finally, you can also add different effects to your SmartArt. Next to the **Change Colors** button, there are different **SmartArt Styles** that will add emphasis and give your presentation a more professional look. To view more styles, simply click on the down arrow and more options will be available. In order to preview any of these, just bring your mouse over the style you want to preview, and the SmartArt in your slide will automatically change. Try this with all effects available, so that you can make the best decision and choose the style that best fits the information you're presenting.

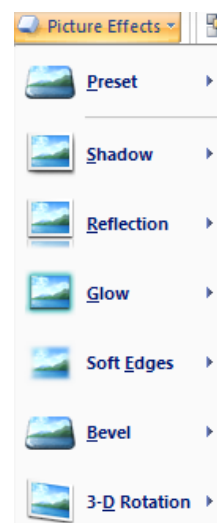


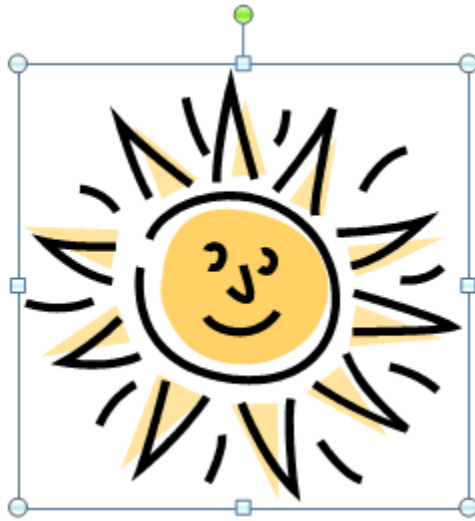
PowerPoint will offer you the best styles that match your document on the upper part of the window pane, under **Best Match for Document**. You also have more options under **3-D** that will make your information look more sophisticated. Once you have found the style (or styles) that best fit your information, simply click on it once, and the style will be applied to your SmartArt.

To add effects to your graphs, charts, pictures, or videos:

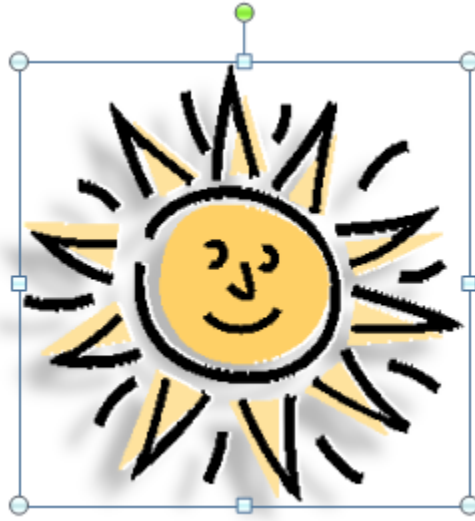
You can add effects like shadow, reflection, glow, soft edges, warp, bevel, and 3-D rotation to shapes, SmartArt graphics, tables, text, and WordArt in your Office PowerPoint 2007 presentations. This adds a more professional look to your presentations, and you can give more emphasis to certain points by adding specific effects to it.

- a. You will first need to select the object to which you want to add an effect. To do this, simply click once on it – whether it's a chart, a picture, a graph, etc. – and then click on the **Format** tab that will appear once you select your object.
- b. Once you do this, you can now click on **Picture** (or chart, video, etc., depending on the object selected) **Effects**:
- c. Now you will see a drop down menu with all sorts of effects that you can add to the object you have selected. Once you find an effect that you like, click on it once and it will be applied to the object you selected.





Picture with no effects



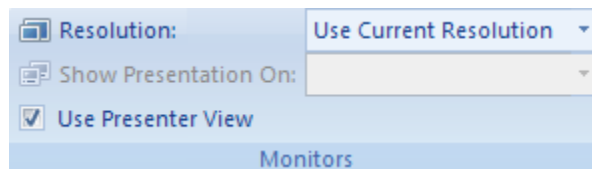
Picture with effects

Part 7: Presenter View

By using two monitors, you can run your Office PowerPoint 2007 presentation from one monitor (at a podium, for example) while your audience views it on the second monitor. Presenter view offers the following tools to make it easier for you to present information.

In order to access presenter view, you need to make sure that you have 2 monitors connected. Presenter View will not function if you don't have two monitors connected. Once you do this,

- a. Click on the **Slide Show** tab
- b. Check the box next to **Presenter view**, under the **Monitors** group.



- You can use thumbnails to select slides out of sequence and create a customized presentation for your audience.
- Preview text shows you what your next click will add to the screen, such as a new slide or the next bullet in a list.
- Speaker's notes are shown in large, clear type so that you can use them as a script for your presentation.

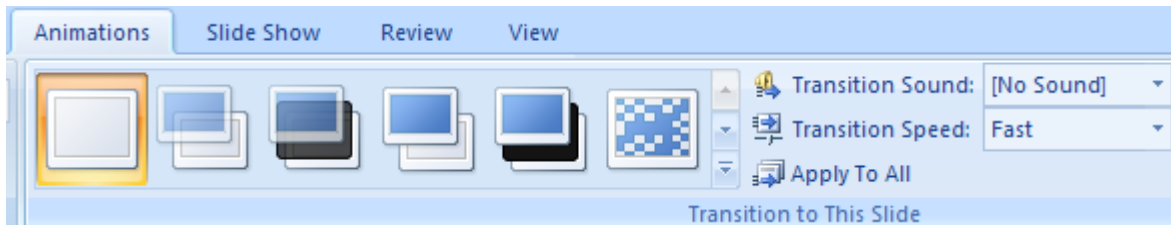
- You can black out the screen during your presentation and then resume where you left off. For example, you might not want to display the slide content during a break or a question and answer period.

Part 8: Creating a Slide Show with Transitions


(**Transitions** = how you move from slide to slide)

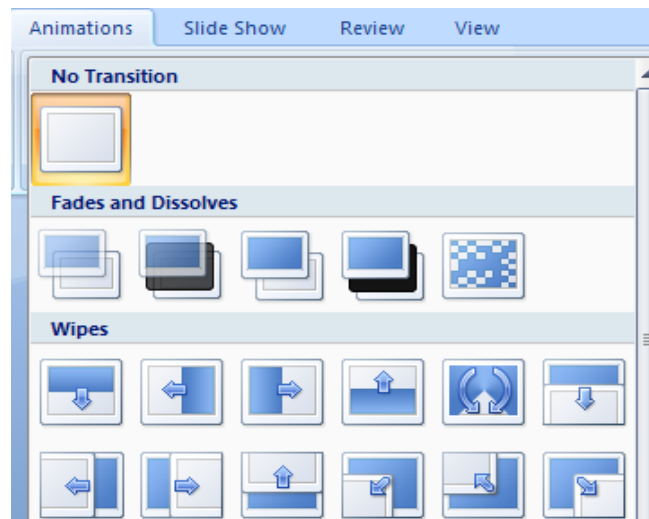
Transitions

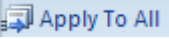
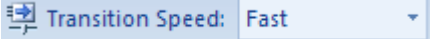
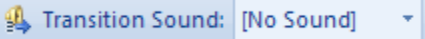
1. You first need to select the slide that you want to add the transition to by clicking once on it. This can be done in either the **Slides** view, the **Outline** view, or the **Slide Sorter** view.
2. Now go to the **Animations** tab, and look at the group called **Transition to this Slide**.

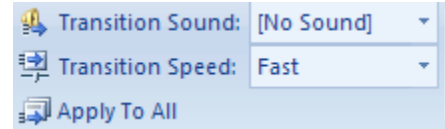


3. You can then bring your mouse over any of the transitions available, and a quick preview of what it looks like and what its effects are will apply to your slide. This is very useful because you don't have to click on anything in order to preview it, you can simply bring your mouse over a transition that you're interested in. There are more transitions

available, simply click on the down arrow  and a menu will appear with all the transitions that are available for use. To apply any of these transitions to your slide, simply click once on the transition you've chosen.



4. To the right of the transitions, there are three buttons:
5. You can choose to apply this transition only to the slide that you're working on or to all slides. If you want to add this transition to all the slides with just one click, simply click on the  button.
6. If you want to modify how fast this transition happens, you can choose either fast, Slow, or Medium from the  button.
7. You can also add sounds to your transitions, simply by choosing an option other than No Sound from the  button.
8. While in the Slides View and the Slide Sorter View, a small transition icon (a star) appears beneath each slide that has a transition applied.



9. To run the Slide Show
 - a. You can either run it from the slide that you're currently on, or from the beginning of the presentation (first slide).
 - b. Click on the Slide Show tab, under the Start Slide Show group; and click on either From Beginning, or From Current Slide.**



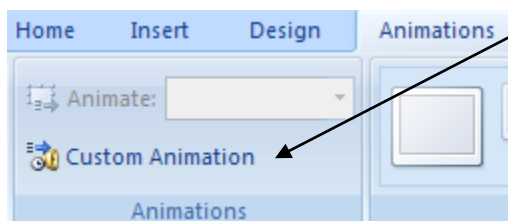
- c. Click on the left mouse button, space bar, enter key, etc. to advance one slide when viewing the presentation.
 - d. Press ESC to exit slide show.

Part 9 – Custom Animation

When designing a slide show, remember that your content should remain the center of your presentation. You want any of the tools you use in your presentation, such as builds and transitions, to emphasize your points rather than drawing your audience’s attention to special effects. Builds allow you to design your text so that bulleted points and objects appear one at a time. For example, since your audience is used to reading from left to right, design your “build” slides so that text files in from the right. Only have text fly in from the left when you want to emphasize a point.

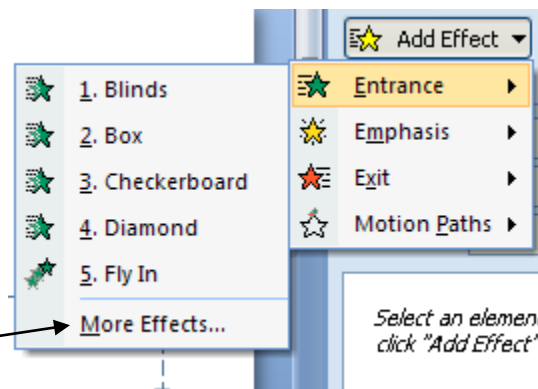
To apply a build to a **specific slide** to be animated:

1. Select slide and the text area or graphic (this means that whatever it is that you are selecting has to have a box around it with ‘handles’ – the white dots and squares).
2. Click on the **Animations** tab. Under the **Animations** group, click on **Custom Animation**.



3. A **Custom Animation** menu will come up on the right-hand side of the screen. To add an effect to the selected text or graphic, simply click on **Add Effect**, and choose one of the four effects available:

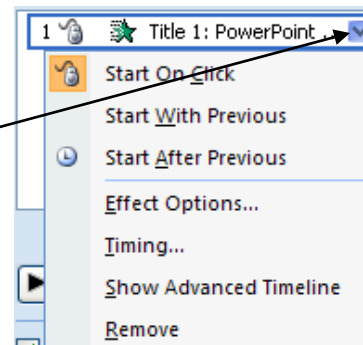
- Entrance
- Emphasizes
- Exit
- Motion Path



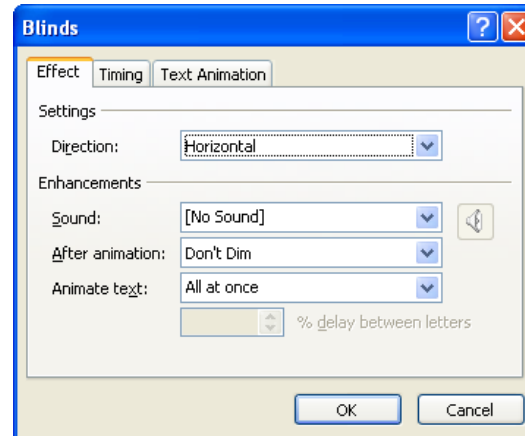
4. Click on the animation that you would like to apply to the selected text or graphic.
 - a. If you would like to preview the animations, simply click on **More Effects** and once the new window pops up, you can click on any of the animations available and preview it in the slide that you’re working on.

Practice: Select Entrance > Blinds

- You will see that the title of the animation appears on a box on the right hand side of the screen. Click on the down arrow next to this title in order to access the drop-down menu.
- Select **Effect Options**



- In the **Appear** window, under the **Effect** tab enhancements
 - **Direction**
 - **Sound** (none or what kind)
 - After animation, whether you **don't dim** or select color to dim
 - Animate text, referring to how you want the **text** to appear (all at once, by word or by letter)
 - Take a look at the **Timing** tab
 - Take a look at the **Text Animation** tab

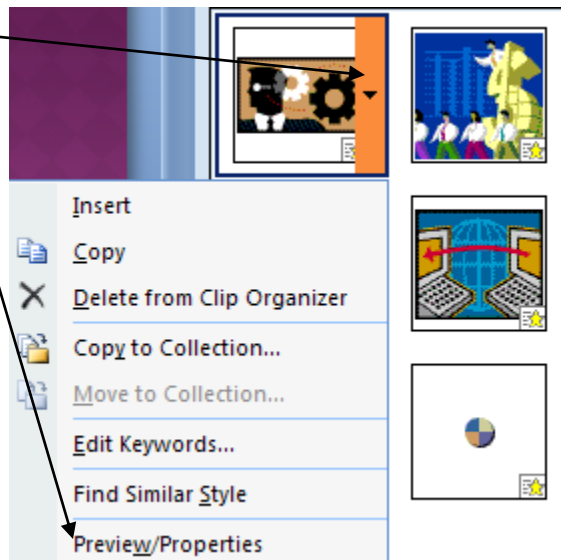
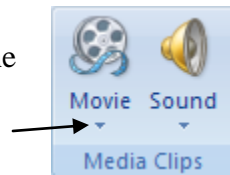


When you're done editing your animation effects, just click on the **OK** button at the bottom of the window.

Part 10: Video

Inserting and Animating Video

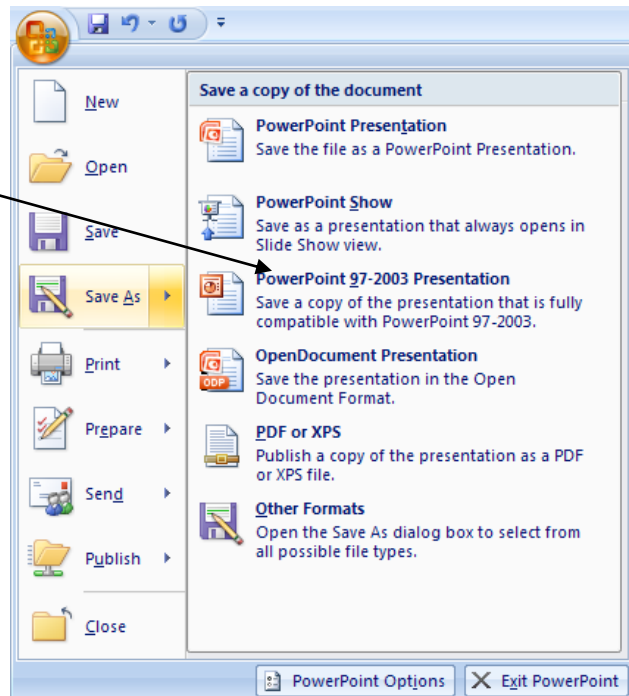
1. Go to the **Insert** tab, under the **Media Clips** group; and click on the down arrow under the **Movie** button.
2. Click on the second option, **Movie from Clip Organizer**.
 - a. PowerPoint will now give you the option to search for movies not just in the software, but on the internet as well. If you have an internet connection, you should check the **'Yes'** button so that all future results of your search will also consider movies from Microsoft Office Online.
3. After making a search, you're able to preview the clip in order to decide which one you want to add to your slides. To do this, simply click on the down arrow next to the clip you would like to preview and click on **Preview/Properties**.
4. If you decide you want to add this video to your slide, simply click on it once.
5. If you would like to animate your video (add an entrance effect, etc.) you can do so by simply selecting your video on the slide (one click) and then going to the **Animations** tab, and clicking on **Custom Animation**.



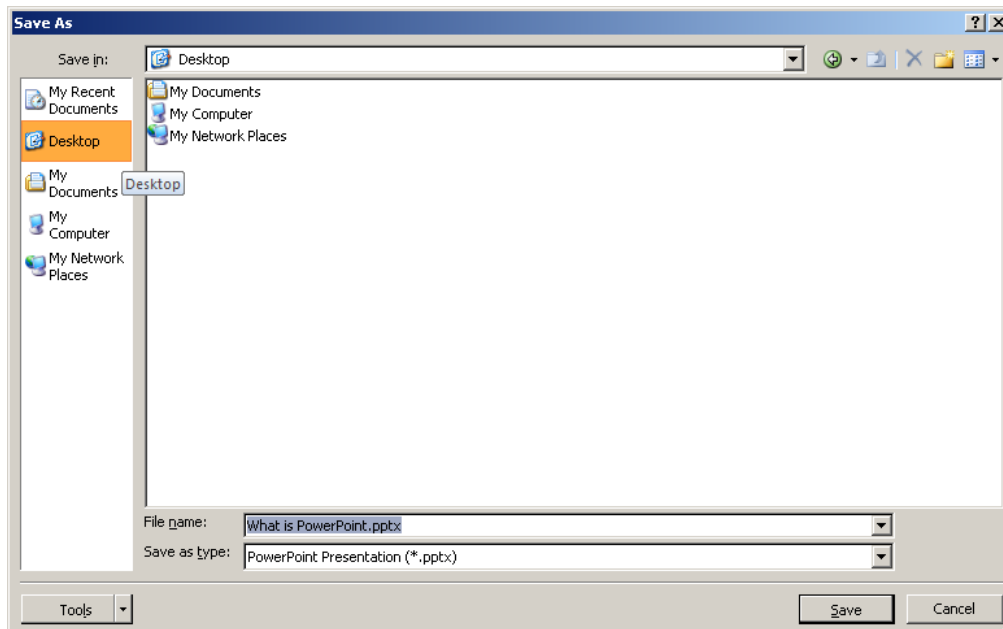
Part 11: Saving and Printing Your Presentation


1. Don't forget to save your presentation several times as you work on it
2. Go to the Office Button on the upper left corner and then click on **Save** to start the save feature or click on the save diskette icon to save it automatically under the same name in which you opened it.

- a. If you would like to save your PowerPoint2007 presentation to a format that is compatible with PowerPoint 2003, simply go to **Save As** and choose the option **'PowerPoint 97-2003 Presentation.'**



3. Choose where you want to save the presentation, give your presentation a name on the **File Name** bar, and then click on **Save** in the lower right corner. Remember that PowerPoint presentations do take up a lot of space.



- a. PowerPoint 2007 automatically saves your presentations every 5-10 minutes. You can also quickly access the **Save** button  from the Quick Access toolbar located in the upper left corner of the screen.
4. You can also save your presentation so that it can be viewed but no one would be able to modify it. To do this, you should choose the fifth option from the top on the **Save** menu, called **PDF or XPS**. Remember where you're saving it!
5. If you would like to print your presentation, you can do so by simply clicking on the Office Button in the upper left corner, and then selecting **Print** from the menu. On the **Print** menu, we have different choices. You can read the description under each one for basic understanding.

- a. If you select the **Print** option, you can change the way the presentation will be printed. You can change the number of copies of your presentation under the option **Number of copies**. You can also choose to print your presentation as a handout (several slides per page), as notes pages (slides with notes in the lower half of the page) or as an outline (in the same way the presentation is viewed in the Outline View). Simply click on the down arrow to open the drop-down menu and click on the option that you prefer.

- b. Once you're done with the printing settings, just click on the **OK** button to print.

