

# Microsoft PowerPoint 2007 Tutorial: The Basics

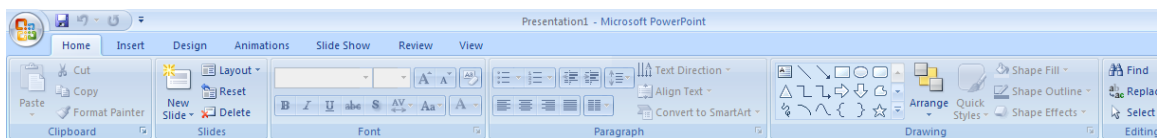


## Part 1: Creating a Series of Slides

### 1. Start PowerPoint

From the Start menu click on  
> Programs > Microsoft Office >  
> Microsoft PowerPoint PowerPoint 2007

2. Note the **Ribbon** at the top of the page. The Ribbon provided all commands for using PowerPoint. Each tab provides a different suite of features.

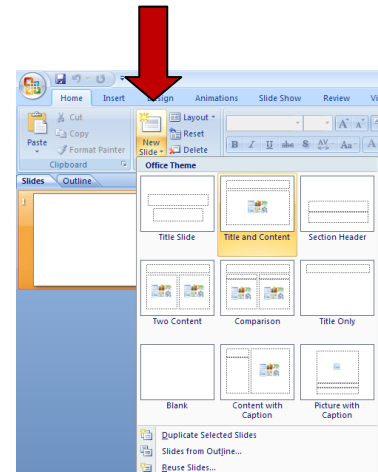


3. The initial slide in the **Slide pane** is a **Title Slide**. Click on **Click to add title**.

- Type *PowerPoint 2007 Basics*
- Click in the **Click to add subtitle** area and type *your name, title and email address*

4. Use the **New Slide** pull down menu to add a new slide

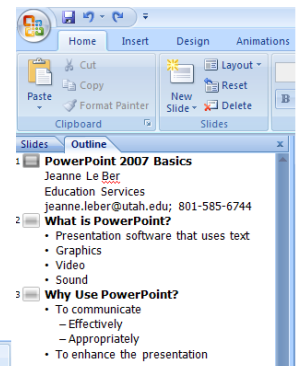
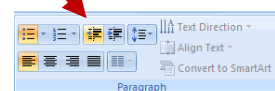
- Select **Title and Content** office theme
- Click in the **Click to add title** area and type *What is PowerPoint?*
- Click in the **Click to add text area** to create a bulleted list—type
  - *Presentation software that uses text* (Press the Enter key)
  - *Graphics* (Press the Enter key)
  - *Video* (Press the Enter key)
  - *Sound*



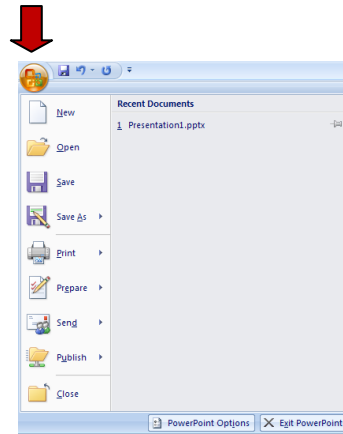
5. Add a new bulleted list slide (Use **New Slide** pull down menu)

6. From the **Overview pane** (to left) select **Outline**; enter your next slide using the outline view. This slide is a bulleted list with sub-points.

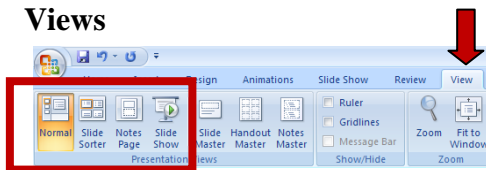
- Title: *Why use PowerPoint?* (press Enter)
- Tab to type bulleted point: *To communicate* (press Enter)
- Tab to type sub-point: *Effectively* (press Enter)
- Type second sub-point: *Appropriately* (press Enter)
- Hold down the **Shift** key and press the **Tab** key to return to a bulleted point (OR use the **Decrease List Level** icon)
- Bulleted point: *To enhance the presentation*



7. Create a new slide
  - Title: *Text*
  - Bulleted points:
    - The Good* (press Enter)
    - The Bad* (press the Enter)
    - The Ugly* (Do NOT press Enter)
8. **Save** presentation
  - Click on the **Office Button**
  - Select **Save** or **Save As**
  - Name presentation and save to the Desktop
9. Create three more slides
10. Use the **Notes pane** to add additional text related to the selected slide. These notes might relate to the slide content and can be referred to when delivering the presentation.
11. Save and review your work



## Views



**Normal**– the working view

**Slide Sorter View** – view entire presentation with thumbnails

**Note Page** – to see slide with notes

**Slide Show** – to start slide show

Press **ESC** key to end slide show

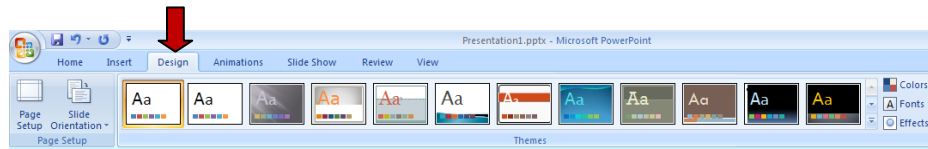
## Spell Check Your Work

The dictionary in PowerPoint does not include many of the scientific and technical terms used in the health sciences. There is a free medical spell checker available online at

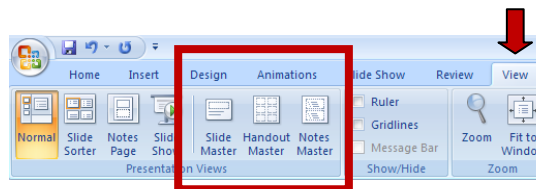
<http://www.medical-spell-checker.com/>

## Part 2: Apply a Design Template to the Slide Presentation

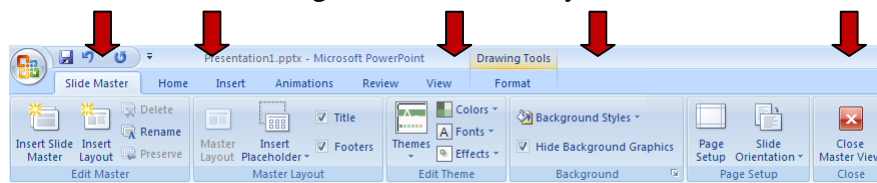
1. Start in **Normal** view; from the **Ribbon** select **Design**



2. Mouse over a slide design **Themes** thumbnail to preview how it looks for your slides
3. Click on the design thumbnail to apply it to your slides
4. Options are available to change Colors, Fonts and Effects
5. **Slide Master** is used to make a global change to features of the slide; in the Ribbon select **View** and then **Slide Master**.



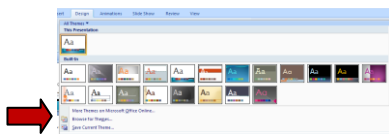
6. In the **Slide Master** you can change font type, style, size and color; you can change the background color and fill effect; you can change bullets and sub-bullets.
  - a. Use **Font** pull down menu to make choices
  - b. Use **Background Styles** pull down menu to make choices
  - c. In the Slide Master click anywhere in the *Click to edit Master text styles* line; in **Paragraph** group use the **Bullets** pull down menu select *Bullets and Numbering > Customize*; use Windings or Weddings to select an icon; change color and size if you want



**Note:** You can mix and match slide templates within the same presentation. Right click on the slide thumbnail and select *Apply to All Slides* or *Apply to Selected Slides*

### Additional PowerPoint Templates Online:

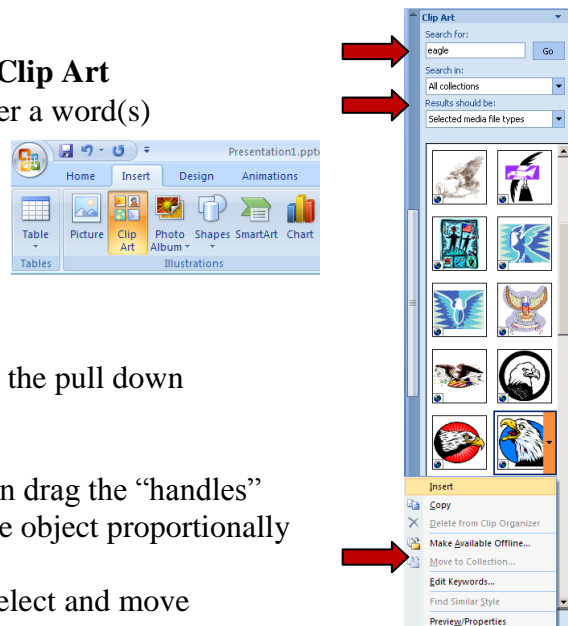
Use the **Themes** pull down menu and select *More themes on Microsoft Office Online*



## Part 3: Insert Images and Draw

### 1. **Clip Art:** From the Ribbon select **Insert > Clip Art**

- From the **Clip Art** pane on the right enter a word(s) in the **Search for:** text box
- **Search in** – use the pull down menu to make choices
- **Results should be** – use the pull down menu
- Click **Go** to activate the search
- Click on the desired clip art item; or use the pull down menu and select **Insert**
- Practice moving and resizing the image
  - Click once on the item to select it, then drag the “handles” (boxes at corners and sides); to resize the object proportionally use the corner handles.
  - Click and hold cursor over image to select and move

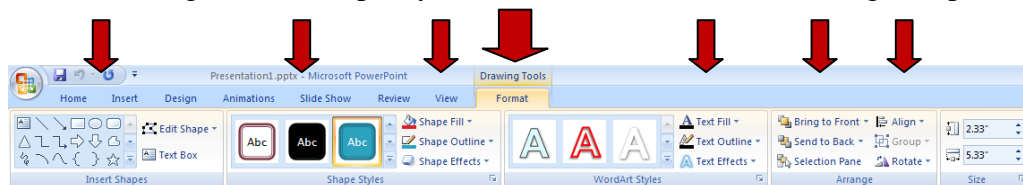


### 2. **Picture or image:** From the Ribbon select **Insert > Picture**

- To locate a picture -- open a web browser (Internet Explorer or Firefox)
- Surf the web to find a picture (For example, find a Pathology slide at <http://library.med.utah.edu/WebPath/webpath.html> or use <http://www.healcentral.org/> or <http://images.google.com> or <http://www.photostock.com/> (may incur a cost)
- Move cursor over the image and hold down the right mouse button until the pop-up menu appears.
- Select **Save Image As...** from the pop-up menu. Save to the desktop.
- Return to PowerPoint. (Click on Microsoft PowerPoint button in TaskBar.)
- Go to the slide where you wish to add the picture.
- From the Ribbon select **Insert > Picture** > navigate to the picture file; highlight the picture and select **Insert**
- Resize and move the image as necessary

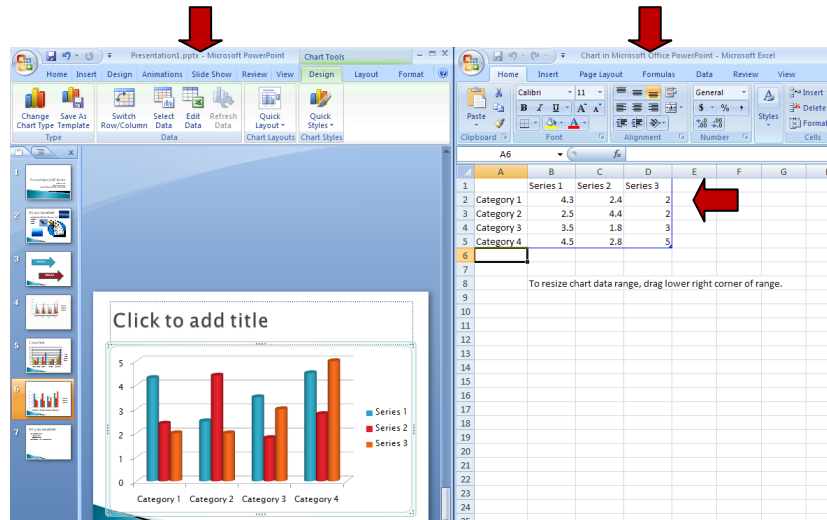
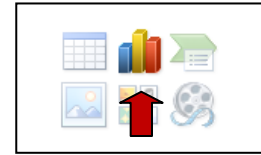
### 3. **Line drawing:** From the Ribbon select **Insert > Shapes**

- The menu of shapes includes lines, basic shapes, block arrows, stars and banners, callouts, action buttons and more
- Select a shape; then click hold and drag to create the shape on the slide
  - Click on the shape to select it; click in the shape to add text
  - The Ribbon offers a **Drawing Tools Format** tab; use this tab to make changes to the shape style--fill, outline; and to order or align shapes



## Part 4: Adding Charts to Your Presentation

- When you create a chart in PowerPoint, you use an Excel worksheet to enter the information you want to plot
  - From the **Ribbon** select **Home > New Slide > Title and Content**
  - Click on the **Insert Chart** icon in the center of the slide
  - Select chart style (Column, Line, Pie, Bar, etc) then click **OK**
- The screen is split in half
- Left screen displays what the chart looks like and **Chart Tools**
  - Right screen displays a sample datasheet; replace the sample data with your own data; add or delete rows or columns

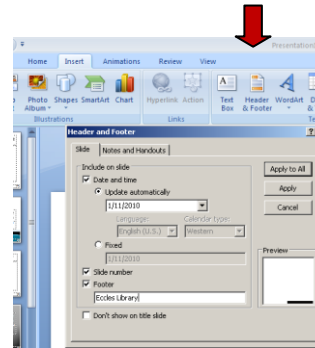


- When done entering your data, close the Excel spreadsheet (the right screen)
- Once you close the datasheet, the chart expands to take up the full screen and **Chart Tools** are available for use
  - **Design** tab includes Type, Data, Chart Layout and Chart Style
  - **Layout** tab includes Labels, Axes, Background, Analysis
  - **Format** tab includes Shape Styles, WordArt Styles, Arrange, Size

## Part 5: Miscellaneous

### Adding a Header and Footer

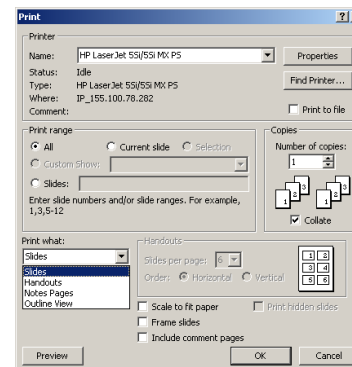
- Use the **Header and Footer** to add consistent identifying information at the bottom of every slide; this includes a footer, date and slide number
- From the **Ribbon** select **Insert > Header and Footer**
- Check the box labeled **Date and time**; select **Updated automatically** if desired
- Check the box labeled **Slide Number**
- Check the box labeled **Footer** and add text
- Click **Apply to All**
- Review your slides to see that they are now dated and numbered



### Printing Your Slides

Click the **Office Button** select **Print > Print**

- From the **Print** window use the **Print what:** pull down menu to select
  - **Slides** – one slide per page
  - **Handouts** - 1, 2, 3, 6 or 9 slides per page; slides can be ordered vertically or horizontally
  - **Note Pages** – one slide per page, with additional notes
  - **Outline View** –the text of slides in outline format



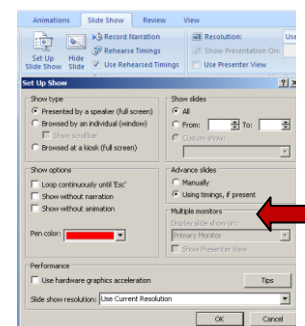
### Running Your Slide Show

Click the **Slide Show** tab

- Select **From Beginning** or **From Current Slide**
- Use the space bar, Enter key or mouse click to move forward through slides
- Use the backspace key to view a previous slide
- Use the right click button to bring up a menu that allows you to select the specific slide you want to navigate to. Select **Go** then **Slide Navigator** or **By Title**
- While in Slide Show, pressing the **B** key will cause the screen to go **black**; pressing the **W** key will cause the screen to go **white**

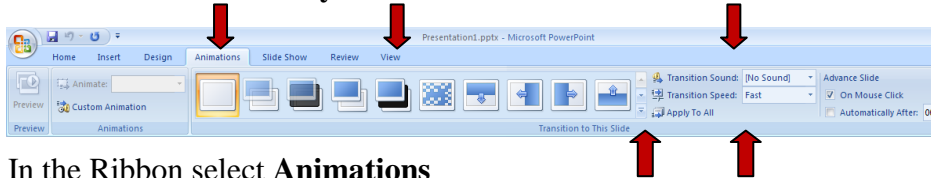
### Using Two Monitors

If your computer can support two monitors, or if you will be presenting a slide show from your computer through an overhead projector, you might want to check **Presenter View**. In Presenter View you can control the slide show on one monitor while the audience sees the presentation in Slide Show view on the other monitor or the projector screen. **Slide Show > Set Up > Set Up Slide Show > Multiple Monitors > select Show Presenter View > OK**



## Part 6: Creating a Slide Show with Transitions and Builds

**Transitions control the way successive slides move into view.**

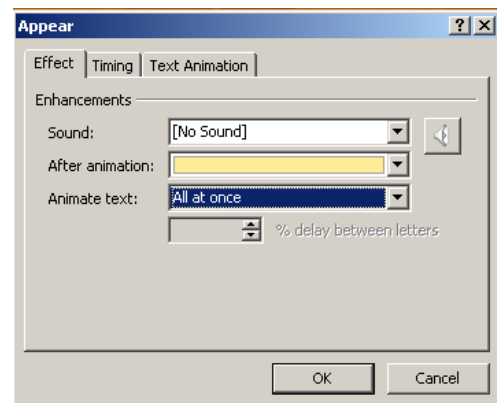
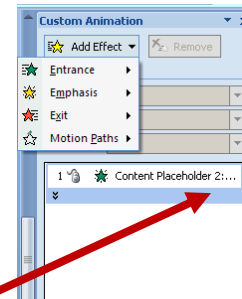


1. In the Ribbon select **Animations**
2. Scroll cursor over the **Transition to This Slide** thumbnails for a preview of how the transition looks (to see additional transitions choices use the **More** pull down menu); click on thumbnail to select it; click **Apply to All** to apply the transition to all slides
3. Use the **Transition Sound** and/or **Transition Speed** for additional options

**Builds control the way text appears on a slide one bullet point, word or letter at a time; you can also animate objects, shapes, pictures and graphics**

1. In the Ribbon select **Animations** tab and then **Custom Animation**

- Select slide and the text area or graphic to be animated
- From the **Custom Animation** pane on the right select
- **Add Effect**; then select one of four options:
  - Entrance
  - Emphasis
  - Exit
  - Motion Paths
- Then select an effect
- For our example, select **Entrance** then **Appear**
- Use the pull down menu for the animation
  - Select **Effect Options**
  - In the **Appear** window, under the **Effect** tab – **Enhancements** include:
    - **Sound** (none or what kind)
    - **After animation**, whether you Don't Dim or select a color to dim to
    - **Animate text** (all at once, by work or by letter)
  - Take a look at the **Timing** tab
  - Take a look at the **Text Animation** tab



**The PowerPoint Tutorials and handouts are available online.**

From the Library home page (<http://library.med.utah.edu/>), under Services, click on Handouts (bottom right)