Microsoft PowerPoint 2007

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Basic PowerPoint Tasks

PowerPoint is a powerful and versatile program for creating presentations. This document will show you how to complete some of the basic tasks involved in creating presentations, including starting a new presentation, inserting new slides and preparing to print.

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Opening PowerPoint

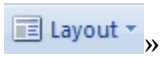
NOTE: The procedure for opening PowerPoint may vary depending on the setup of your computer.

1. From the ***Start*** menu, select ***All Programs » Microsoft Office » Microsoft Office PowerPoint 2007***
   PowerPoint 2007 opens.

Starting a New Presentation

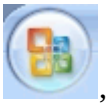
When PowerPoint is opened, a blank ***Title*** slide appears by default as the first slide in your new presentation. You can start a new presentation when you first open PowerPoint or after PowerPoint is already open.

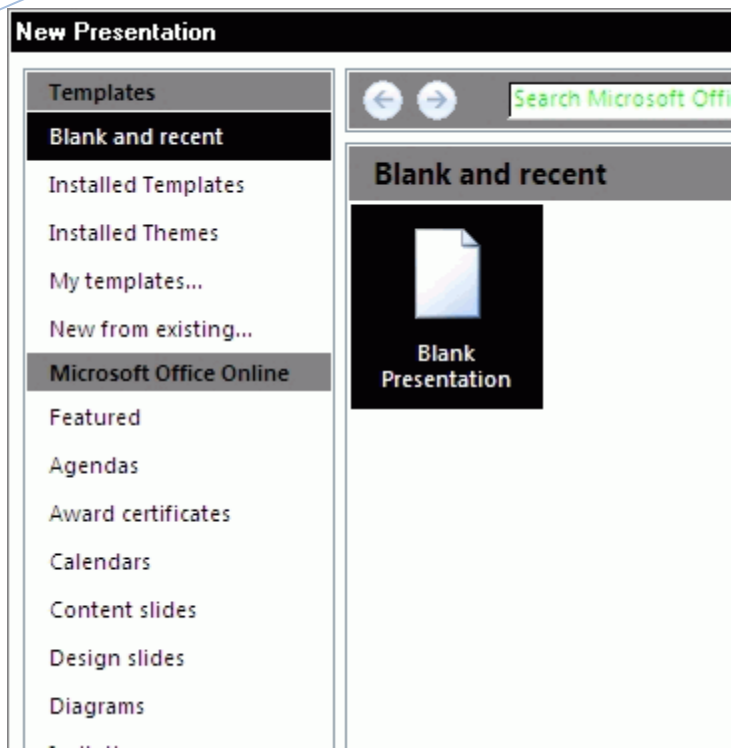
Starting a New Presentation: Opening PowerPoint

1. Open PowerPoint
   A blank ***Title*** slide appears as the first slide in your presentation.
2. To choose a slide layout, from the ***Home*** command tab, in the ***Slides*** group, select ***Layout*** 

   » the desired layout
3. To choose a design theme, from the ***Design*** command tab, in the ***Themes*** group, select the desired theme
   NOTE: Moving the mouse cursor over themes allows them to be previewed.
   .

Starting a New Presentation: PowerPoint Already Open

1. From the ***Office*** button menu  , select ***New***
   The ***New Presentation*** dialog box appears.

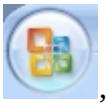


2. To work without a design template, from the ***Templates*** section, select ***Blank and recent*** **OR**
   To work with a design theme,
   a. From the ***Templates*** section, select ***Installed Themes***
      The ***Installed Themes*** task pane appears.
   b. Select the desired theme
3. Click **CREATE**
   The selected theme is applied to your presentation.

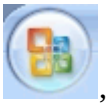
Saving a Presentation

PowerPoint presentations are saved just as any other Office document.

Saving a Presentation: First Time

1. From the ***Office*** button menu  , select ***Save As...*** » the desired file format
   The ***Save As*** dialog box appears.
2. Using the ***Save in*** pull-down list, navigate to the desired save location
3. In the ***File name*** text box, type a file name
4. Click **SAVE**
   Your presentation is saved.

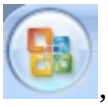
Saving a Presentation: Subsequent Times

1. From the ***Office*** button menu  , select ***Save***
   OR
   From the ***Quick Access*** toolbar, click **SAVE**
   OR
   Press [**Ctrl**] + [**S**]
   Your presentation is saved.

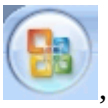
Opening a Presentation

The ***Office*** button menu allows you to open presentations and conveniently displays a list of recently accessed documents.

Opening a Presentation: Office Button Menu Option

1. From the ***Office*** button menu  , select ***Open***
   OR
   Press [**Ctrl**] + [**O**]
   The ***Open*** dialog box appears.
2. Using the ***Look in*** pull-down list, navigate to and select the desired presentation
3. Click **OPEN**
   Your presentation is opened.

To open recently-accessed presentations:

1. From the ***Office*** button menu  , under ***Recent Documents,*** select the desired presentation
   NOTE: If the desired presentation is not listed, refer to Opening a Presentation: Office button Menu Option.
   Your presentation is opened.

Inserting New Slides

PowerPoint offers you several quick ways to add new slides to your presentation. By default, the new slide's layout and theme will be the same as the preceding slide.

Inserting New Slides: Quick Menu Option

1. In the ***Slides*** tab, right click the slide after which you want a new slide inserted » select ***New Slide***
   The new slide is inserted in your presentation.
2. To change the slide layout, in the ***Slides*** tab, right click the new slide » select ***Layout*** » the desired theme
   The selected layout is applied to the slide.

Inserting New Slides: Ribbon Option

1. From the ***Home*** tab, in the ***Slides*** group, click **NEW SLIDE**
   The new slide is inserted in your presentation.
2. To insert a new slide as well as change the slide layout, click the ▾on NEW SLIDE » the desired theme
   The new slide and selected layout is inserted in your presentation.

Preparing to Print

Before you print your slides, you must prepare them by accessing the ***Page Setup*** dialog box. This dialog box provides options for you to identify your output medium (e.g., paper, on-screen slide show, 35mm slides) and the orientation (portrait or landscape) of slides, notes, handouts, and outlines.

Exploring Printing Options

With PowerPoint, you can produce a variety of presentation media. The simplest way, requiring no special equipment other than your printer, is to print your slides on paper. You can also print your outline, speaker's notes, and audience handouts.

Another option is to create transparencies. If you have a laser or inkjet printer, you can load it with transparencies that are specially made for laser printers. The results are high-quality transparencies you can project by using an overhead projector. Black and White is the recommended choice when printing slides for overhead transparencies or handouts.

Before you print your slides, you need to prepare them. You can prepare your slides by using the ***Page Setup*** option from the ***Design*** command tab.

Grayscale vs. Pure Black and White

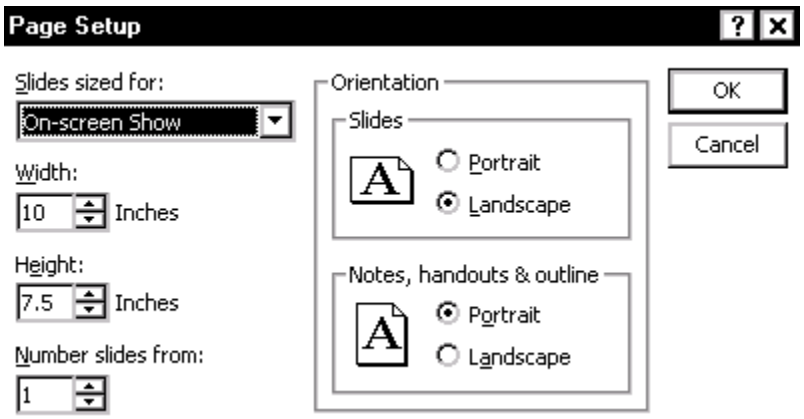
You can print your slides quickly by using one of the black and white options. ***Grayscale*** allows you to print your slides quickly by displaying your text in black and white, and your images in shades of gray. ***Pure Black and White*** allows for rapid printing and may help your images to become clearer. Colors do not always translate well into grayscale, so the ***Pure Black and White***

option will display them, and all other components of your slides, in only black and white**.** Both ***Grayscale*** and ***Pure Black and White*** can be selected within the print dialog box. After you have made your selection, the presentation slides change appearance to reflect your choices.

Setting Up Slides to Print

Before you print your slides, you need to set them up. You can identify your output medium (e.g., ***A4 Paper***, ***On-screen Slide***, ***35mm Slides***) as well as the orientation (e.g., ***Portrait***, ***Landscape***) of slides, notes, handouts, and outlines.

1. Open the presentation you want to set up
2. From the ***Design*** command tab, in the ***Page Setup*** group, **»** select ***Page Setup***
   The ***Page Setup*** dialog box appears.



3. From the ***Slides sized for*** pull-down list, select the output medium you plan to use
   Each choice comes with a default width, height, and orientation.
4. If necessary, change the orientation
   HINTS:
   In ***Landscape*** orientation, the printout will be wider than it is tall. In ***Portrait*** orientation, the printout will be taller than it is wide.
   Notice that you can choose one orientation for slides and another for notes, handouts, and outlines. The default settings—***Landscape*** for slides and ***Portrait*** for notes, handouts, and outlines—are good choices, with one exception: overhead transparencies. For transparencies, select ***Letter*** or ***A4 Paper*** and ***Landscape*** orientation.
5. To change the width and height, in the ***Width*** and ***Height*** text boxes, type a specific number, or use the nudge buttons to select a number
   HINT: If you make a change here, the ***Slides sized for*** text box automatically changes to the ***Custom*** option.
6. To start slide numbering with a number other than 1, in the ***Number slides from*** text box, type a specific number, or use the arrow buttons to select a number
7. Click **OK**
   The ***Page Setup*** dialog box closes.

Printing Your Presentation

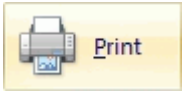
When printing with PowerPoint, you can choose the format of your printed page. PowerPoint allows you to print slides, outlines, notes, and handouts ranging from one to nine slides per page.

Setting a Default Printer

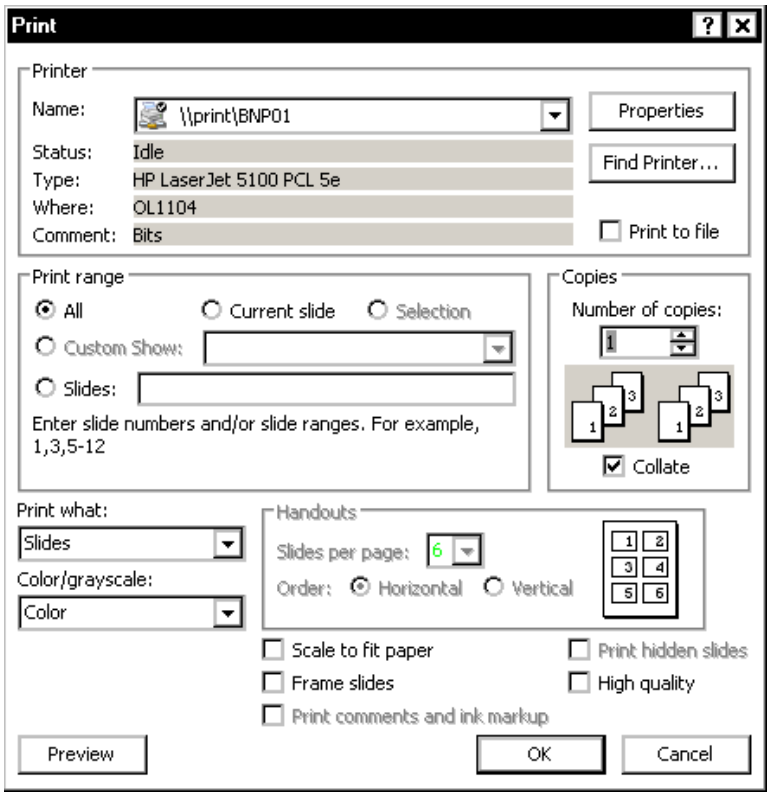
Before you begin printing in PowerPoint, it is often best to set a default printer in Windows so that your presentation will automatically be sent to the printer you want.

1. From the ***Start*** menu, select ***Printers and Faxes***
   The ***Printers and Faxes*** dialog box appears.
2. Select the printer you wish to set as your default printer
3. From the ***File*** menu, select ***Set As Default Printer***
   The selected printer is now the default printer.
4. From the ***File*** menu, select ***Close***

Printing Slides, Outlines, Notes, or Handouts

1. Open your presentation
2. From the ***Office*** button, click **PRINT** 

   The ***Print*** dialog box appears.



3. To print more than one copy, in the ***Number of copies*** text box, type the number of copies
4. From the ***Print what*** pull-down list, select the presentation format you want to print
   HINT: If you are printing handouts, three slides per page is often the best choice; slides are printed large enough to be easily read, and there is space on one side of the page for your audience to take notes.
5. From the ***Color/grayscale*** pull-down list, select the the presentation color option you want to print
6. To print a specific slide(s),
   a. Select the ***Slides*** option

b. In the ***Slides*** text box, type the slide number(s)

HINTS:
To print a range of slides, type the beginning number, a hyphen, and the ending number (e.g., to print pages seven through twelve, type **7-12**).
To print non-consecutive slides, type the numbers of the slides separated by commas (e.g., to print pages seven and twelve, type **7,12**).

Click **OK**

The desired information prints.

Using Sounds and Video

After you have learned the basics of PowerPoint 2007, you can add a little zip to your presentation. To increase its attractiveness, try adding sounds, music, videos, and narration. Having some of these effects in your presentation can capture and focus the audience's attention and enhance the overall effectiveness.

About Inserting Sounds and Video

PowerPoint 2007 includes a variety of sounds and videos in the ***Clip Gallery*** that are free to use. However, you can also use sound files from other sources, (e.g., the Web, CD-ROMs of sound clips, and sound clips that you create).

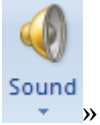
When you insert sounds or videos, you will be inserting them one slide at a time. In order to insert the sound or video, make sure you are viewing the appropriate slide in the ***Normal*** view.

NOTE: After inserting the selected sound or video, an icon appears on the slide. If you do not choose to let PowerPoint automatically start the sound or video, clicking on the icon will play the clip.

Inserting Sounds

Sounds can make your presentation more interesting and surprising. If you decide to insert sounds, make sure they are appropriate and do not distract from your presentation content.

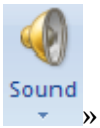
Inserting Sounds: From the Clip Organizer

1. View the appropriate slide
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below SOUND 

» select ***Sound from Clip Organizer...***
   The ***Clip Art*** task pane appears with all choices displayed.
3. To search for clips by keyword,
   a. In the ***Search for*** text box, type the desired search criteria
   b. Under ***Results should be***, ensure that only *Sounds* is selected
   c. Click **GO**
      Matching results appear.
4. Hover your mouse over the appropriate sound
   The menu arrow appears.
5. Click the ▾ for the sound » select ***Insert***
   An alert box appears asking how you want your sound to start.
6. To play this sound automatically, click **AUTOMATICALLY**
   OR
   To start your sound by clicking the mouse, click **WHEN CLICKED**

   A sound icon appears on your slide .

Inserting Sounds: From a File

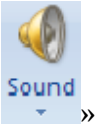
1. View the appropriate slide in ***Normal*** view
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below SOUND 

» select *Sound from File...*
   The ***Insert Sound*** dialog box appears.
3. From the ***Look in*** pull-down list, navigate to and select the desired sound
4. Click **OK**
   An alert box appears asking how you want your sound to start.
5. To play the sound automatically, click **AUTOMATICALLY**
   OR
   To start your sound by clicking the mouse, click **WHEN CLICKED**

   A sound icon appears on your slide .

Inserting Sounds: Recording Sounds

NOTE: This option will work only if you have a microphone on your computer.

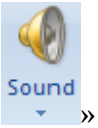
1. View the appropriate slide in ***Normal*** view
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below SOUND 

» select ***Record Sound...***
   The ***Record Sound*** dialog box appears.
3. In the ***Name*** text box, type an appropriate name
4. Click **RECORD** ● and record the sound
5. When finished recording, click **STOP** ■
6. To hear your recording, click **PLAY** ▶
7. Click **OK**

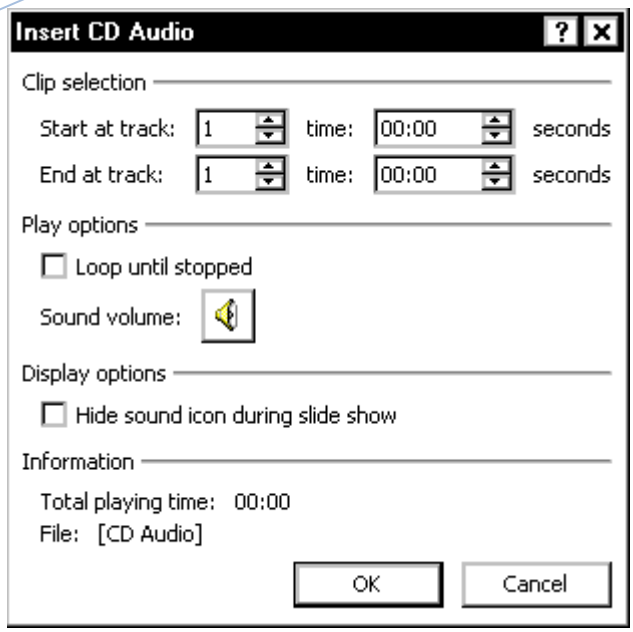
   A sound icon appears on the slide .

Inserting Music

While presenting, PowerPoint allows you to play music from a CD. After choosing which slide(s) you want to add music to, you can choose to have the music play automatically or by clicking the mouse. You can also set the track number and specify the length you want the track to play.

1. View the appropriate slide in ***Normal*** view
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below SOUND 

» select *Play CD Audio Track...*
   The ***Insert CD Audio*** dialog box appears.



3. To start music at a specific track, in the ***Clip selection*** section, in the ***Start at track*** text box, type the appropriate track number
   OR
   Use the nudge buttons to select the appropriate track number
4. To start at a specific time within the starting track, in the ***time...seconds*** text box, type the time you want the track to start
   OR
   Use the nudge buttons to select the appropriate time
5. To stop music at a specific track, in the ***Clip selection*** section, in the ***End at track*** text box, type the appropriate track number
   OR
   Use the nudge buttons to select the appropriate track number
6. To end at a specific time within the ending track, in the ***time...seconds*** text box, type the appropriate time you want the track to end
   OR
   Use the nudge buttons to select the appropriate time
7. To have your clip selection play repeatedly from beginning to end, in the ***Play Options*** section, select *Loop until stopped*
8. To adjust the volume at which the music will play, click **SOUND VOLUME** » use the slider bar to select the appropriate volume
9. When you are done setting the sound options, click **OK**
   An alert box appears asking how you want your sound to start.
10. If you want your sound to play automatically, click **AUTOMATICALLY**
    OR
    If you want to start your sound by clicking the mouse, click **WHEN CLICKED**

    A CD audio icon appears in your presentation .

NOTE: For the CD to play during your presentation, it must be in the CD-ROM drive of the computer you are presenting on.

Inserting Videos

When inserting movies into your presentation, you have two choices. You can choose a movie from your own file, or you can insert a movie or motion clip from the ***Clip Gallery***. PowerPoint automatically has motion clips in the ***Clip Gallery***. Motion clips are like clip art except the images include animation. This animation can be seen when you run the slide show.

Inserting Movies: From the Clip Organizer

1. View the appropriate slide in ***Normal*** view
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below MOVIE

» select *Movie from Clip Organizer...*
   The ***Clip Art*** task pane appears with all choices displayed.
3. To search for clips by keyword,
   a. In the ***Search for*** text box, type the desired search criteria
   b. Under ***Results should be***, ensure that only *Movies* is selected
   c. Click **GO**
      Matching results appear.
4. Select the appropriate movie
   The movie appears on your slide.

Inserting Movies: From File

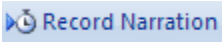
1. View the appropriate slide in ***Normal*** view
2. From the ***Insert*** tab, in the ***Media Clips*** group, click the ▾ below MOVIE

» select *Movie from File...*
   The ***Insert Movie*** dialog box appears.
3. From ***Look in*** pull-down list, navigate to and select the desired movie
4. Click **OK**
   The movie appears on your slide.

Inserting Narration

You can record your own narration and select the slide to which you want the narration applied.

NOTE: In order to record narration, you must have a microphone.

1. View the appropriate slide in ***Normal*** view
2. From the ***Slide Show*** tab, in the ***Set Up*** group, click **RECORD NARRATION**
   

   The ***Record Narration*** dialog box appears.
3. If this is the first time you are recording narration, click **SET MICROPHONE LEVEL...**
   The ***Microphone Check*** dialog box appears.
4. Follow the directions on the ***Microphone Check*** dialog box and click **OK**
5. To begin recording, from the ***Record Narration*** dialog box, click **OK**
   A slide selection dialog box appears.
6. To have the recording start on the current slide, click **CURRENT SLIDE**
   OR
   To have the recording start at the first slide, click **FIRST SLIDE**
   The slide show automatically starts at the selected slide.
7. Add appropriate narration
8. To advance to the next slide, click the mouse
9. Repeat steps 7-8 until all narration is complete
   At the end of the show an alert box appears asking if you want to save slide timings.
10. To save the slide timings, click **SAVE**
    OR
    To save only the narration, click **DON'T SAVE**

Audio file formats

File format	Extension	More information
AIFF Audio file	.aiff	**Audio Interchange File Format** This sound format originally was used on Apple and Silicon Graphics (SGI) computers. Waveform files are stored in an 8-bit monaural (mono or one channel) format, which is not compressed and can result in large files.
AU Audio file	.au	**UNIX Audio** This file format typically is used to create sound files for UNIX computers or the Web.
MIDI file	.mid or .midi	**Musical Instrument Digital Interface** This is a standard format for the interchange of musical information between musical instruments, synthesizers, and computers.
MP3 Audio file	.mp3	**MPEG Audio Layer 3** This is a sound file that has been compressed by using the MPEG Audio Layer 3 codec (codec: An abbreviation for compressor/decompressor. Software or hardware used to compress and decompress digital media.), which was developed by the Fraunhofer Institute.
Windows Audio file	.wav	**Wave Form** This audio file format stores sounds as waveforms. Depending on various factors, one minute of sound can occupy as little as 644 kilobytes or as much as 27 megabytes of storage.

Windows Media Audio file	.wma	**Windows Media Audio** This is a sound file that has been compressed by using the Microsoft Windows Media Audio codec (codec: An abbreviation for compressor/decompressor. Software or hardware used to compress and decompress digital media.), a digital audio coding scheme developed by Microsoft that is used to distribute recorded music, usually over the Internet.

Video file formats

File format	Extension	More information
Windows Media file	.asf	**Advanced Streaming Format** This file format stores synchronized multimedia data and can be used to stream audio and video content, images, and script commands over a network.
Windows Video file	.avi	**Audio Video Interleave** This is a multimedia file format for storing sound and moving pictures in Microsoft Resource Interchange File Format (RIFF) format. It is one of the most common formats because audio or video content that is compressed with a wide variety of codecs (codec: An abbreviation for compressor/decompressor. Software or hardware used to compress and decompress digital media.) can be stored in an .avi file.
Movie file	.mpg or .mpeg	**Moving Picture Experts Group** This is an evolving set of standards for video and audio compression developed by the Moving Picture Experts Group. This file format was designed specifically for use with Video-CD and CD-i media.
Windows Media Video file	.wmv	**Windows Media Video** This file format compresses audio and video by using the Windows Media Video codec (codec: An abbreviation for compressor/decompressor. Software or hardware used to compress and decompress digital media.), a tightly compressed format that requires a minimal amount of storage space on your computer's hard disk.