

PowerPoint 2007 Basics

Create a new blank presentation: Click on the **Office Button** (in the upper left corner of the window) and choose **New**. Select **Blank Presentation** and click the **Create** button.

Add a new slide: On the **Home** Tab in the **Slides** Group, click on the **New Slide** icon. A new slide will be added after the currently selected slide. To choose the layout of the new slide you are adding, click on the bottom half of the **New Slide** icon, and a drop down menu will let you choose your slide layout.

Delete a slide: On the **Home** Tab in the **Slides** Group, click on the **Delete Slide** icon.

Entering text into a placeholder: Most slide layouts contain one or more textboxes, called placeholders. Click within these place holders and begin typing to enter the text that you want to appear on the slide. The most commonly used slide layout has one place holder for the title of the slide, and one placeholder for text, usually formatted as a bulleted list.

Formatting a placeholder: When you click within a place holder, notice the dotted-line border that appears around its edges. If you click on this dotted-line border, it becomes a solid line border. The solid line border tells you that you have the whole place holder selected for formatting. Formatting changes that you make when you have the place holder selected like this are applied to all of the text within the placeholder at once.

Changing the layout of a slide: On the **Home** Tab in the **Slides** Group, click on the **Layout** icon. Choose from the preset layouts that appear on the drop down.

Changing the theme of the presentation: On the **Design** Tab, in the **Themes** Group, click on one of thumbnail images of the preset presentation themes. Notice the scroll controls and drop down arrow at the right of the row of themes—these controls allow you to view the rest of the available themes.

Formatting Tip: It is often a good idea to choose the theme early on, before you begin tweaking and fine-tuning slide layouts and font sizes, etc. The fine-tuning that you do to make things look right on a slide formatted with one theme may not be necessary, or may not look right, when the slide is formatted with a different theme because the fonts change and the placeholders are sized differently.

Modifying a theme: If you find a theme you like pretty well, but the colors aren't quite right, or you would like a different font, you can modify the theme to your liking. On the **Design** Tab, in the **Themes** Group, click on the **Colors** icon and choose from one of the preset color schemes listed there. Just below the **Colors** icon there is an icon for **Fonts** that lets you choose between the font sets to be used in the presentation. There is also an icon for **Effects**, that allow you to modify the graphical effects used in the presentation.

Applying Slide Transition Animation: On the **Animations** Tab, in the **Transitions to This Slide** Group, click on one of the thumbnail icons for a slide transition. The transition you choose is applied to the currently selected slide only. To apply the same transition to all slides, click the **Apply to All Slides** button on the **Animations** Tab in the **Transitions to This Slide** Group.

Inserting a graphical item within a placeholder: A blank placeholder on a slide has six graphical icons in the center of it for inserting tables, charts, SmartArt graphics, pictures, clip art, or media clips. Simply click on one of these icons, and a dialogue box with options for inserting the item will appear.

Inserting Clip Art into a slide: On the **Insert** Tab, in the **Illustrations** Group, click on the **Clip Art** icon. The Clip Art pane will appear at the right side of the screen. Fill in the search fields and hit the **Go** button. Click on the image you want to insert into the presentation. **Note:** if you have an empty placeholder on the slide layout, you can click on the clipart icon in the placeholder, instead of going to the insert tab to click on the clip art icon.

Formatting ClipArt: When you click on a image within your presentation, a new **Format** Tab appears under the heading **Picture Tools**. Controls for formatting the picture, like adding a border or 3D special effect, can be found on this tab.

Resizing ClipArt: Click on the image you wish to resize. **Resize handles** (dots) will appear on the corners and at the sides of the image. **Click and drag** these handles to resize the image. **Formatting Tip:** Use the resize handles on the corners to keeps the picture in the proper ratio.

Moving ClipArt: **Click and drag** the image to reposition it on the slide. Release the mouse button when you have the image positioned as you like. **Formatting Tip:** If you click on an image to select it, you can move the image a small amount at a time using the arrow keys.

Changing the order of slides: On the **View** Tab, in the **Presentation Views** Group, click on **Slide Sorter** view. **Click and drag** the slide you wish to move; point at the location you wish to move the slide to, and release the mouse button. You can select and move multiple slides at the same time. Click on the first slide in a series of slides you wish to move to select it, hold down the **shift key** and click on the last slide in the series. Those two slides, and all slides in between will be selected. Click and drag to move all of the selected slides. (To return to normal view, click on the **Normal** icon on the **View** tab.)

Formatting all slides at once using the slide master: The default formatting of all slides is controlled by a master slide template. You can make changes in one place, the slide master, and the change will occur on every slide in the presentation. So if you want to insert a company logo on every slide, insert it on the slide master, and it will appear on every slide. Or if you want to change the way the bullet points are formatted on every slide, format the bullet points on the slide master. To access the slide master: On the **View** Tab, in the **Presentation Views** Group, click on the Slide Master icon. In Master view, there is a Master slide for the theme, which controls every slide in the presentation formatted with that theme, and there is also a slide master for each individual slide layout. To exit slide master view, click on the **Slide Master** tab, and click on the **Close Master View** icon.

Run the PowerPoint presentation from the beginning: On the **View** Tab, in the **Presentation Views** Group click on the **Slide Show** icon.

Run the PowerPoint presentation from the currently selected slide: There are icons for switching views at the bottom of the window, on the status bar, to the left of the zoom slider. The **Slide Show** icon on the status bar will start the presentation from the currently selected slide.