



Technology Training Services

Introduction to PowerPoint 2007



**MARICOPA
COMMUNITY
COLLEGES**

Introduction to Microsoft PowerPoint 2007

Written by

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Technology Training Services

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Maricopa County Community College District

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Thank you to Pamela Williams for her contribution to this manual regarding the introduction to the new features of PowerPoint 2007. Also thank you to Laura Ballard for her 2002 version of this training guide, and Julie Magadan for her 2004 version of this training guide.

The PowerPoint Help was extensively used to research and learn the new features of PowerPoint 2007. Modules throughout this manual contain instructions and information straight from the PowerPoint Help.

Additional resources include Microsoft Online at:
<http://office.microsoft.com/en-us/powerpoint/default.aspx> and PPT Tools
FAQ's at: <http://www.pptfaq.com/index.html#ListOfLinks>.

Technology Training Services Vision & Mission

Vision Technology Training Services improves employee job performance at all levels by exceeding expectations in the areas of technology training, instructional design, and customer support.

Mission Technology Training Services (TTS) provides leadership and support to the Maricopa Community College District as we implement new technologies that address challenging administrative needs and educational standards. We design, develop, and deliver the highest quality in-service technology training, materials, and support to all of the employees of the Maricopa Community Colleges.

To fulfill this mission we:

- Provide responsive and accessible technology training on a variety of administrative systems and desktop applications.
 - Design and develop comprehensive training and reference materials.
 - Provide technology training support in a variety of ways including telephone helplines, one-on-one assistance, online help, troubleshooting, consultation, and referral services.
 - Support the colleges' technology training efforts by delivering on-site technology training, delivering Train-the-Trainer sessions, and providing training materials.
 - Provide leadership and support to the teams implementing new technologies and administrative systems within the organization.
 - Cultivate positive partnerships with our colleges to meet and exceed their training needs and expectations.
 - Collaborate with organizational teams to develop strategies to meet future technology training needs.
 - Chair and host the Regional Training Committee (RTC) to collaboratively develop training strategies, maintain technology training consistency, and overcome the challenging technology training needs throughout the District.
 - Expand and update our knowledge and skills in the areas of technology, training, and instructional design.
-

Table of Contents

Plan a Presentation	2
PowerPoint 2007 – The New Look.....	4
The Ribbon and Tabs	6
Apply Themes and Quick Styles.....	8
Insert Text	10
Add Slides	12
Add Duplicate Slides	14
Delete Slides	16
Change Slide Layout.....	18
Slide Views	22
SmartArt, WordArt, and Shapes	24
Examples of SmartArt, WordArt, and Shapes	25
Images and File Formats	34
Insert Images	35
Photo Editing	38
Insert Clip Art	44
Digital Video.....	48
Digital Audio (Sound).....	52
Insert a Table.....	58
Charts	66
Ways to Insert Charts.....	67
Edit and Format Charts	72
Import Slides from Another Presentation	74
Slide Show View.....	78
Use the Slide Master	80
Omit/Change the Background of a Slide	84
Rearrange Slides	86
Insert a Hyperlink	88
Add and Customize Text Animation	94
Add and Customize Slide Transitions.....	100

Table of Contents Continued

Check Spelling.....	104
Add a Header and Footer	106
Print Options	108
Print Preview.....	109
Set Up a Continuous Presentation.....	112
Save Your Presentation.....	116

PowerPoint Training Objectives

This workshop has been designed to present the following competencies:

1. Plan a presentation.
2. Describe the new Fluent User Interface of PowerPoint.
3. Create a new presentation.
4. Apply a Theme and Quick Styles for a professional, consistent presentation.
5. Insert and format text.
6. Add, edit, duplicate and delete slides.
7. Work with different slide layouts and views: Normal, Slide Sorter, Notes, Slide Show.
8. Insert SmartArt graphics, WordArt, and Shapes.
9. Insert and format images.
10. Insert sound.
11. Insert digital video.
12. Insert and format a table.
13. Insert an Excel chart.
14. Use and edit the Slide Master.
15. Omit or change the slide background.
16. Import Slides from another Presentation.
17. Navigate in Slide Show View.
18. Rearrange the slide order in Slide Sorter View.
19. Insert hyperlinks: To files, slides, and web pages.
20. Add and customize text animation.
21. Add and customize slide transitions.
22. Use the Spell Check.
23. Insert headers and footers for slides and handouts.
24. Describe and view the options for printing handouts.
25. Set up a continuous presentation.
26. Describe the different save options.

Plan a Presentation

PowerPoint	PowerPoint is a robust presentation software used to create professional looking electronic presentations, paper-based handouts, and note taking options for the presenter and audience.
First Step – Planning!	Before you begin working on your presentation in PowerPoint, it is important to go through some planning steps first. “ <i>Planning</i> is probably the most important step in creating a successful presentation of any kind” says Wendy Russell of About.com. Following is some information from “ <i>The Key to Creating an Effective Presentation: Planning is the First Step to a Successful Presentation.</i> ” http://presentationsoft.about.com/od/powerpointtips/qt/planningppt.htm
Purpose	Determine the purpose of the presentation. • Is your presentation meant to inform, persuade, motivate to action, sell, teach or train? • What do you want your audience to walk away with? • What outcome do you want from your audience?
Audience	Know your audience. • Who are they? What do they bring to the table? How can you relate to them?
Content!	Your content is the most important part of your presentation! • Keep your content straightforward and concise. • Use <i>relevant</i> graphics, photos, charts, and audio whenever possible. • Learn as much about your topic as possible.
Delivery	Determine how your presentation will be delivered. • Will it be delivered by a “stand up” presenter? Is it a self-running presentation delivered via a Kiosk? On a CD?
Presentation	Be consistent in background colors, fonts, transitions, and animations.
Preparation and Practice	Effective prep and practice result in confidence and excellent delivery! • Establish a positive and confident mind-set. Know everything you can about your topic, <i>and</i> don’t be afraid <i>not</i> to know everything. • Review your information and visuals for clarity, <u>relevancy</u>, eye-appeal, visibility, quality, and importance.
Do a Dry Run!	• Practice the presentation before someone. Receive feedback on your opening, key points, sequence, clarity, distracting mannerisms, etc. <u>Act on the feedback</u> – improve your presentation and delivery.

Exercise - Plan a Presentation

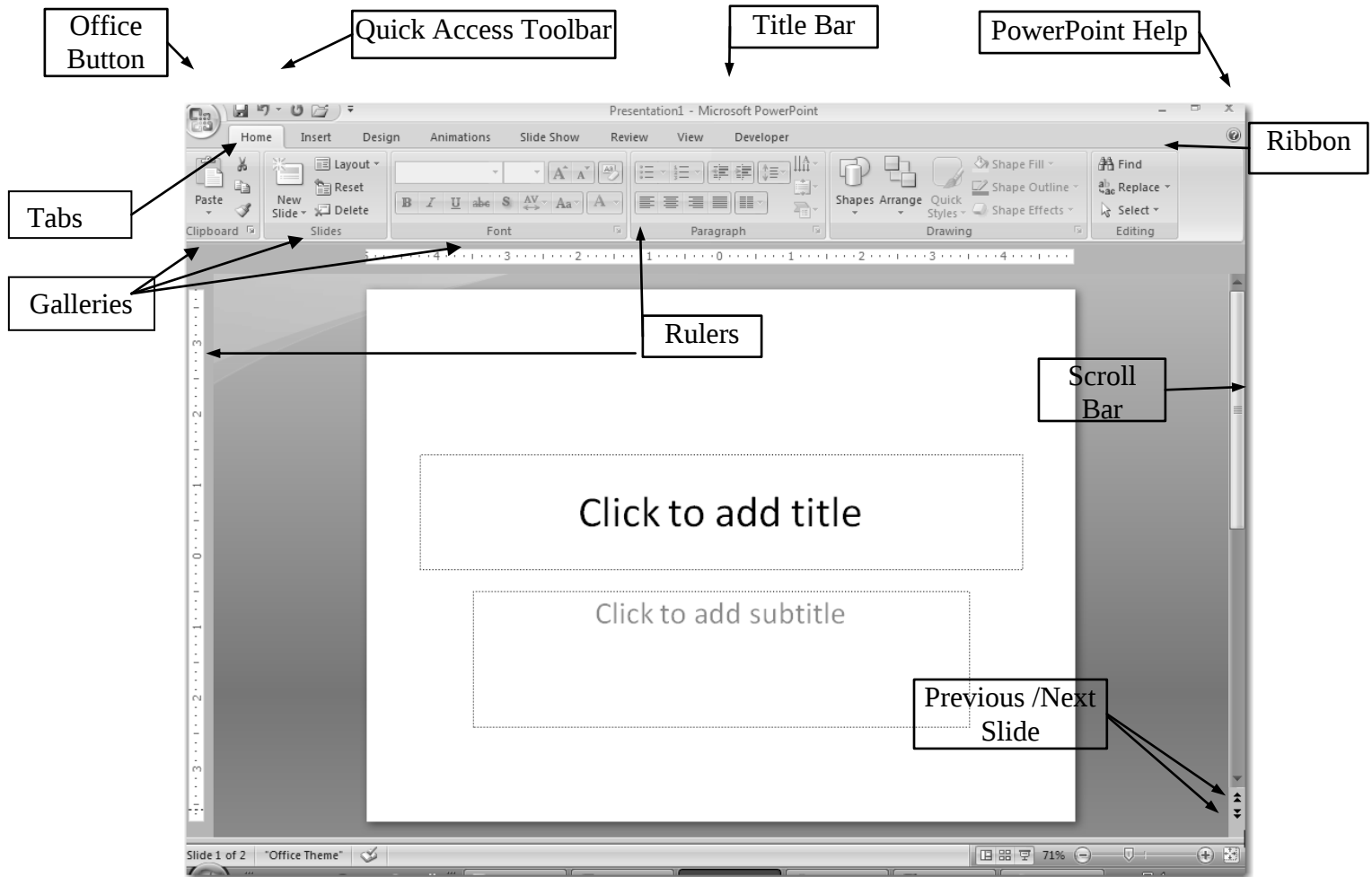
Use this table as a guideline to help you plan your presentation.

Step	Notes
Purpose	
Audience	
Information	You may want to plan your information on index cards to simulate slides. You can get a visual of how to set up your presentation.
Delivery	
Prep & Practice	

PowerPoint 2007 – The New Look

The New Look!	Microsoft PowerPoint 2007 has a new look which is called a Fluent User Interface. The new interface includes the Ribbon with its Tabs and Galleries, the Office Button, and the Quick Access Toolbar.
Ribbon	The Ribbon is the largest new component of the Fluent User interface. It provides a graphical representation of tools and replaces the traditional menus and toolbars in earlier versions. The Ribbon is task-oriented and groups like-functions in Tabs.
Tabs	The Tabs group like-functions together and replace the menus found in previous versions. Some tabs, such as Table Tools and Picture Tools, only display when a table or picture is selected. These are “contextual” tabs; they display only when needed – <i>in context</i> .
Galleries	The Galleries are groups of like-commands within each Tab. Some galleries include a down-arrow button with additional options.
Office Button	The Office Button provides a central location for common commands and includes additional PPT options. It also lists your most Recent Documents for easy access. It replaced the File Menu of earlier versions.
	
PowerPoint Options	Additional PowerPoint Options found in the Office Button allow you to manage your preferences for a number of functions including PPT options, proofing, viewing, editing, printing, and saving.
Quick Access Toolbar	The Quick Access Toolbar keeps a customized set of common commands handy. It always displays, regardless of what tab is selected on the Ribbon, and even when the Ribbon is minimized.
Title Bar	The Title Bar displays the name you give a document after you save it.
Screen Tips	As you position your mouse over each button on the toolbars and hold your mouse still , a Screen Tip (previously known as a Tool Tip) displays the name and description of the button.
Ruler	The Ruler is used to change indents and set tabs within a document. The View Ruler command is in the View tab.
Status Bar	The Status Bar is the blue bar displayed at the bottom of the PowerPoint screen that displays the current slide number and the total number of slides in the presentation. It now includes shortcut buttons for the presentation views and a handy Zoom Slider to adjust the on-screen size of your slides.
Scroll Bars	Horizontal (bottom of window) and Vertical (right side of window) Scroll Bars may be used to scroll through the presentation.
Previous/Next Slide	Use the double arrows (lower right) to page up or down.
PowerPoint Help	PowerPoint Help contains information and demos on the PowerPoint features and functions. It's a great resource! It also includes links to a multitude of online help topics. There's a variety of search options, too.
	

Exercise - Identify PowerPoint 2007 Screen Components



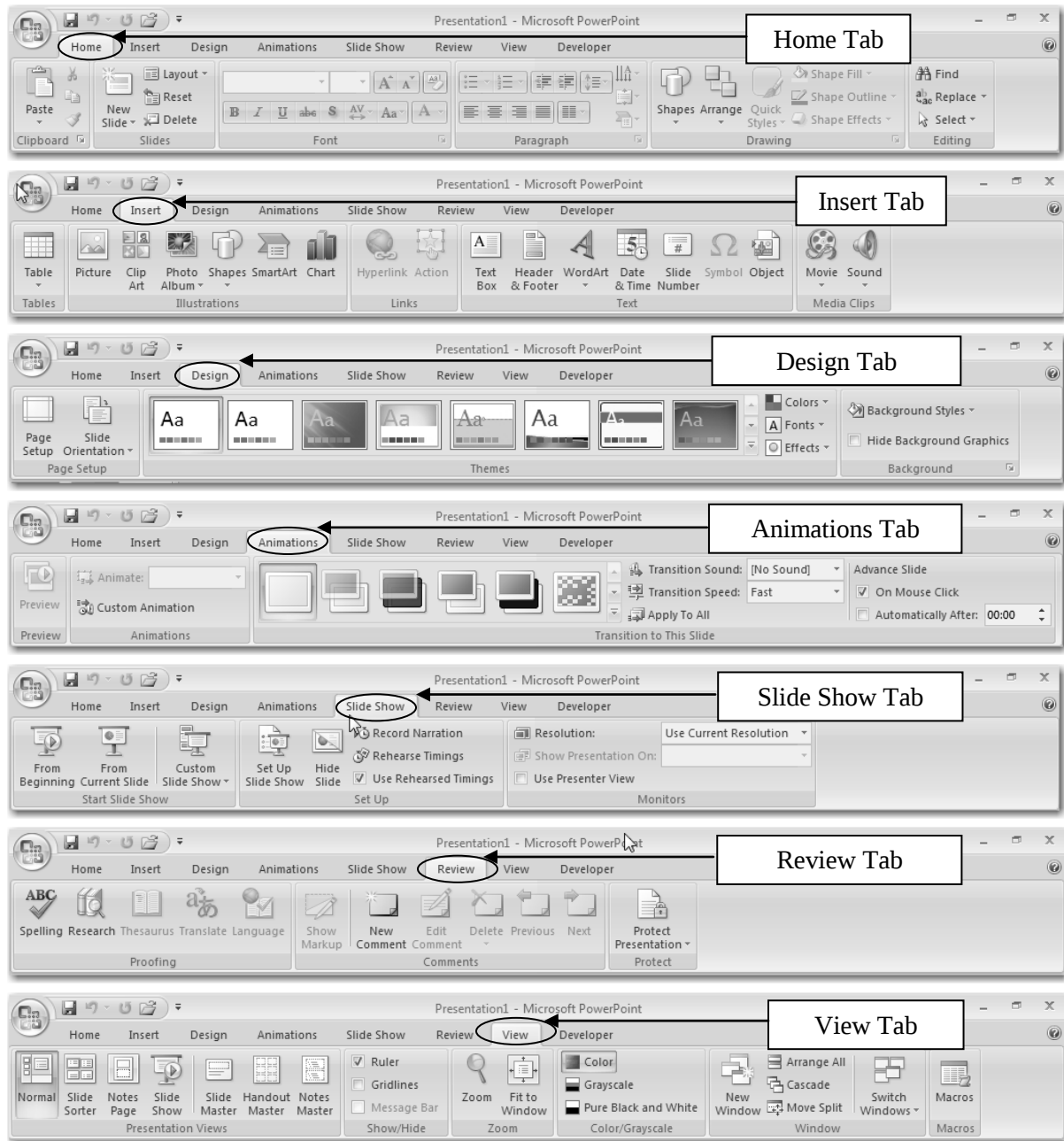
Open PowerPoint and move your mouse around, resting on different components to see screen tips that identify that component.

1. From the Start menu, select PowerPoint.
 - A new presentation is automatically created when PowerPoint is opened.
 - If PowerPoint is already open, create a new presentation by clicking the Office Button, selecting New and then Blank Presentation.
2. For a Screen Tip, place the mouse over the Office Button and pause.
3. Select PowerPoint Help.
4. Close the PowerPoint Help window.
5. Let's take a look at the specific tabs on the Ribbon next.

The Ribbon and Tabs

Ribbon	The Ribbon replaces the traditional menus and toolbars found in earlier versions of Office. The Ribbon is task-oriented. Tabs are used instead of menus. Commands are put in groups called galleries. Several galleries include a down-arrow button for additional options.
Minimize the Ribbon	The default display of the Ribbon includes all commands on all tabs being visible at all times. You can minimize the ribbon by double-clicking any tab to hide the commands. To restore the Ribbon, double-click any tab.
Tabs	The tabs are task categories on the ribbon which are organized into related groups called galleries. Click on a tab to view all its features. The tabs in PowerPoint 2007 include the Home, Insert, Design, Animations, Slide Show, Review, View, and Developer tabs.
Home Tab	The Home tab is displayed by default when a new or existing document is opened. It includes clipboard commands such as cut, copy, and paste; text formatting commands such as font size, color, type; paragraph formatting commands such as text alignment, line spacing, borders and shading; styles such as titles, subtitles, and headings; and editing commands such as find and replace.
Insert Tab	The Insert tab includes commands for various items that are inserted into documents such as, tables, charts, shapes, pictures, links, objects, symbols, headers and footers, etc.
Design Tab	The Design tab includes commands associated with the page setup, slide design themes, and the page background.
Animations Tab	The Animations tab includes commands associated with the transitions between slides and custom animations for individual objects on the slide.
Slide Show Tab	The Slide Show tab includes the commands associated with slide show setup, display, and monitor resolution.
Review Tab	The Review tab includes the proofing commands associated with spelling and grammar tools, thesaurus, language tools, etc.; comments, tracking changes and comparing documents.
View Tab	The View tab includes commands associated with multiple ways of viewing your document, showing and hiding the ruler and other tools; switching windows and viewing and recording macros.
Developer Tab	The Developer tab includes commands associated with creating and designing forms, macros and document security.
Contextual Tabs	Contextual tabs are tabs that display for a <i>specific</i> purpose. They are used “in context”. For example, a Picture Tools Tab displays when you insert a picture. A Drawing Tools Tab displays when you insert and draw a shape.

Exercise – Access and View the Different PowerPoint Tabs



Access and View the different tabs on the Ribbon. Also minimize and restore the Ribbon.

1. Select each tab on the Ribbon, and view the different galleries.
2. Double-click on any tab to minimize the Ribbon.
3. Double-click any tab to restore the Ribbon.

Apply Themes and Quick Styles

Themes Design Tab

A theme is a set of preformatted choices for your presentation that includes theme colors, fonts, and effects, as well as background style and text placement. Themes are used to quickly and easily format an entire presentation at one time. Themes give your presentations a professional, modern, and consistent look. You can apply a theme to your presentation at any time. Themes are found under the Design Tab in the Themes gallery. (Themes replace Design Templates.)

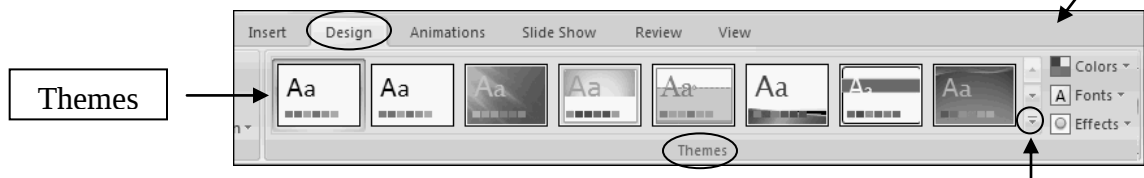
Live Preview

Live Preview is a new feature in Office 2007 that shows you how formatting options will look in your presentation before you actually apply them. Roll your mouse over different themes to see how they will look in your presentation.

Apply a Theme

1. On the Design Tab, in the Theme gallery, select a theme.

Quick
Styles



More themes are available under the more button.

Your theme is applied throughout your presentation.

Customize Your Own Theme

You can create your own custom theme by making and saving changes to any theme colors, fonts, effects, or background. Once saved, you can apply your custom theme to other presentations.

1. On the Design Tab, in the Themes gallery, make your changes.
2. In the Themes Gallery, click the More button.
3. Select Save Current Theme.
4. Name your theme, select a Save location, click Save.

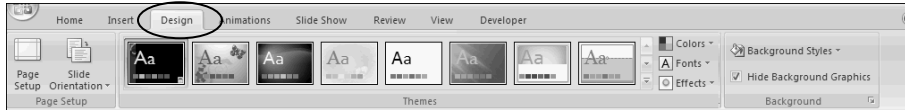
Quick Styles

Quick Styles change how the different colors, fonts, and effects are combined in a theme and which one is dominant. When you place your mouse pointer on a Quick Style thumbnail you can see how the new style will affect your presentation, or graphic, or shape.

Exercise – Apply a Theme

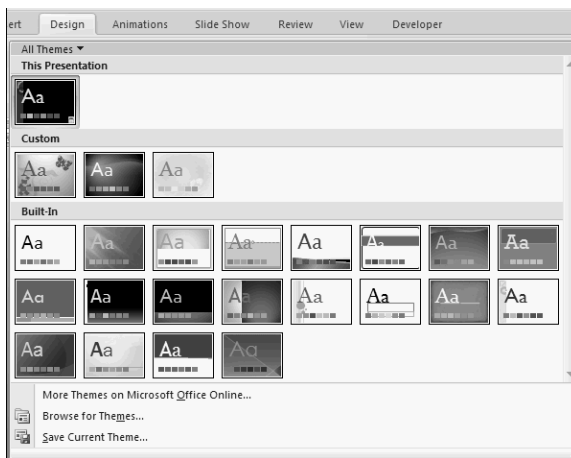
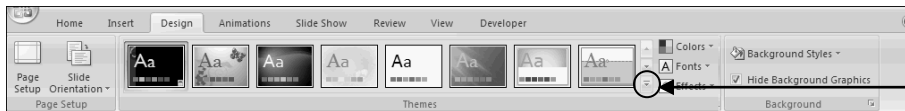
Apply a theme that will give your presentation a consistent look.

1. On the Ribbon, click the Design Tab.

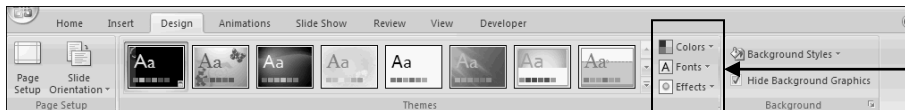


2. To display additional themes, select the more button  in the Themes Gallery.

- The more button is located in the lower right corner of the Themes Gallery.



3. Roll-over several themes to see their different color schemes and formatting options.
4. Select a theme of your choice by clicking on it. I'll select Solstice.
5. To view and select different Quick Styles, click the down arrows next to the Colors, Fonts, or Effects Quick Styles.

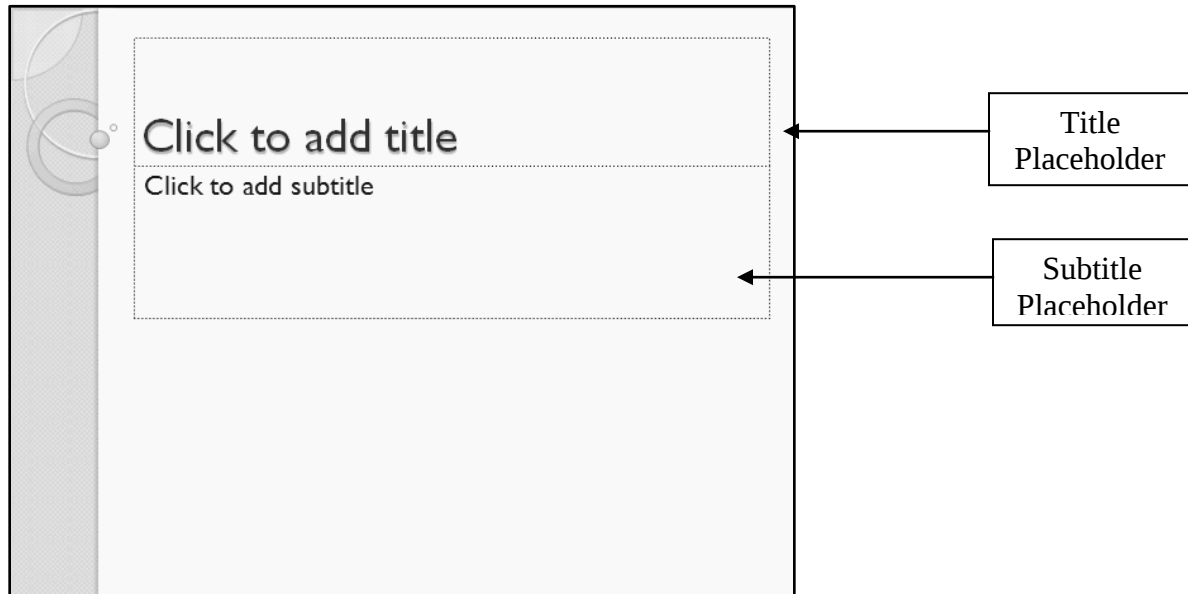


6. From the Quick Access Toolbar, select the Save icon.
 7. In the left portion of the Save As window, click on the My Documents button.
 8. Double-click the PowerPoint 2007 folder.
 9. In the File name field, type: [Your name] Presentation.
 10. Click Save.
- Every slide created is going to be saved under one file as one presentation. Save often!

Insert Text

The Question	The question is not <i>how</i> to add text, but <i>should</i> you add text? Keep in mind that people learn best with visual cues. Images, charts, clip art, photos, and video are much better ways of communicating your information than text and bullet points.
Ways to Add Text	When text is needed, you can add text to a slide in several ways: using placeholders, text boxes, shapes, Smart Art Graphics, and WordArt. In this section, we will focus on using placeholders.
Text vs Graphics	Text added in a placeholder can be seen on the Outline tab while other text cannot. This is because the text entered in placeholders is “real” text while text entered using graphic options is actually a graphic.
Placeholders Click to Add	Entering and formatting text in placeholders works in the same way as entering text does in Word. By default, prompts within placeholders tell you to: Click to add title/subtitle/content. Most slides will contain a title in the upper portion and bulleted explanatory text or additional content in the lower portion of the slide. When you click in the placeholder and enter text, the original prompt words disappear.
Themes Auto Format	When using a Theme, your text is automatically formatted with the theme’s color, font, and style. Although a Theme’s format is already set, you can still change it using Quick Styles or customizing it.
Text Tips	• One topic per slide. Keep it simple! Present in bite size chunks. • Use different slide layouts, or SmartArt or WordArt, to display and highlight information. Not everything is a bullet point! • Use a san-serif font such as: Verdana, Arial, Tahoma, or Trebuchet MS. These font styles are more readable in a presentation format than serif fonts such as Times New Roman. • Avoid using too many different font styles or formatting. • Avoid using all uppercase letters. They are difficult to read on the projection screen and are often construed as shouting. • Avoid italics; they’re hard to read.
Important!	Keep in mind that the most important thing in your presentation is your content! You don’t want to detract from your message’s importance by overusing formatting effects or being too wordy. Again, use a visual, or other media, whenever possible.

Exercise – Insert Text



Enter the text for your Title slide. Your title slide may look different than mine depending on the Theme you applied.

1. Click in the “Click to add Title” placeholder and enter: Technology Training Services.
2. Click in the “Click to add subtitle” placeholder and enter Maricopa Community Colleges.
3. Press Enter and type District Office.
4. Press Enter and type Your Name
5. Press Enter and type 2008-2009.



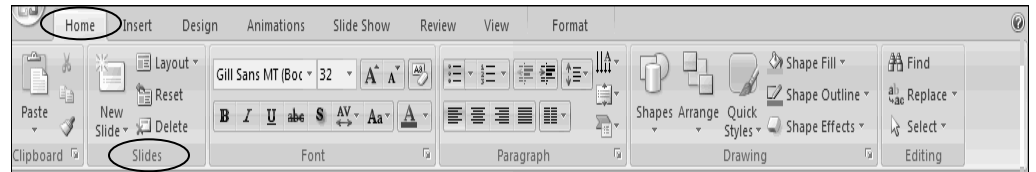
Add Slides

What is a Slide?

A PowerPoint presentation is comprised of individual slides. Each slide should deliver one main idea. Your information may consist of content and media. Slides can be added, deleted, re-sequenced, and reformatted.

Home Tab Slides Gallery

The Slides Gallery is on the Home Tab.



Add a New Slide

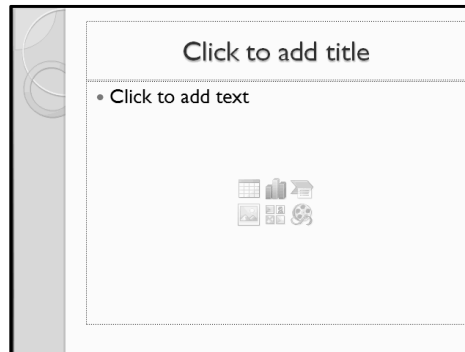


There are various ways to add new slides to your presentation:

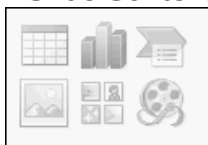
- On the Home Tab, in the Slides Gallery, click New Slide.
- On the Slide tab, in the thumbnail pane on the left of the screen, select the slide that the new slide will follow, and press Enter.
- Press Control + M on the keyboard.

Note: A new slide follows the current slide.

New Slide



Slide Content



The Content Slides contain icons for the different types of content you can add. To insert content to your slide, click on the respective content icon. Once you do that, you'll need to locate and insert your information.



Table



Chart



SmartArt Graphic



Picture



ClipArt

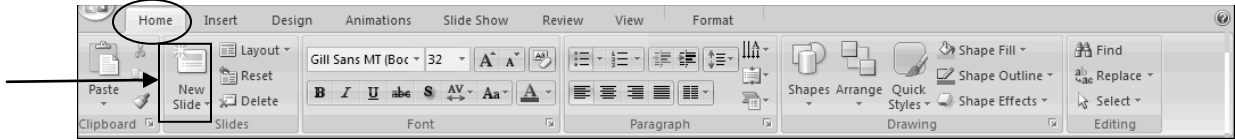


Media Clip

Exercise – Add a New Slide

Add a new slide to your presentation with bullet text items.

1. On the Home tab, in the Slides Gallery, click the New Slide button. Or press Ctrl+M.



- A slide with the Title and Content layout is inserted.



2. Click in the “Click to add title” placeholder and type: Training Services Mission.
3. Click in the “Click to add text” content placeholder, and type the following text:

Deliver technology training. (Press Enter twice.)

Develop end-user materials. (Press Enter twice.)

Provide post-training help and support.

- Your slide should look like something like this:



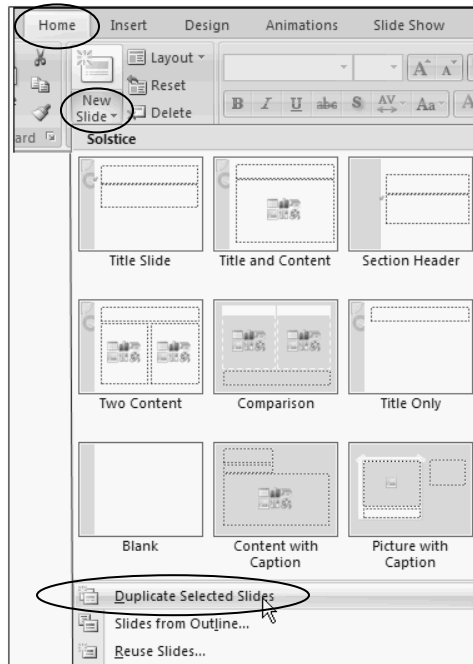
4. Click the Save icon in the Quick Access toolbar.

Add Duplicate Slides

Duplicate Slides

There may be times when it is easier and more time efficient to duplicate slides rather than inserting blank new ones.

1. In the Slides pane on the left, select one or more slides to duplicate.
2. On the Home tab, in the Slides Gallery, click and hold on New Slide.
3. Select Duplicate Selected Slides.

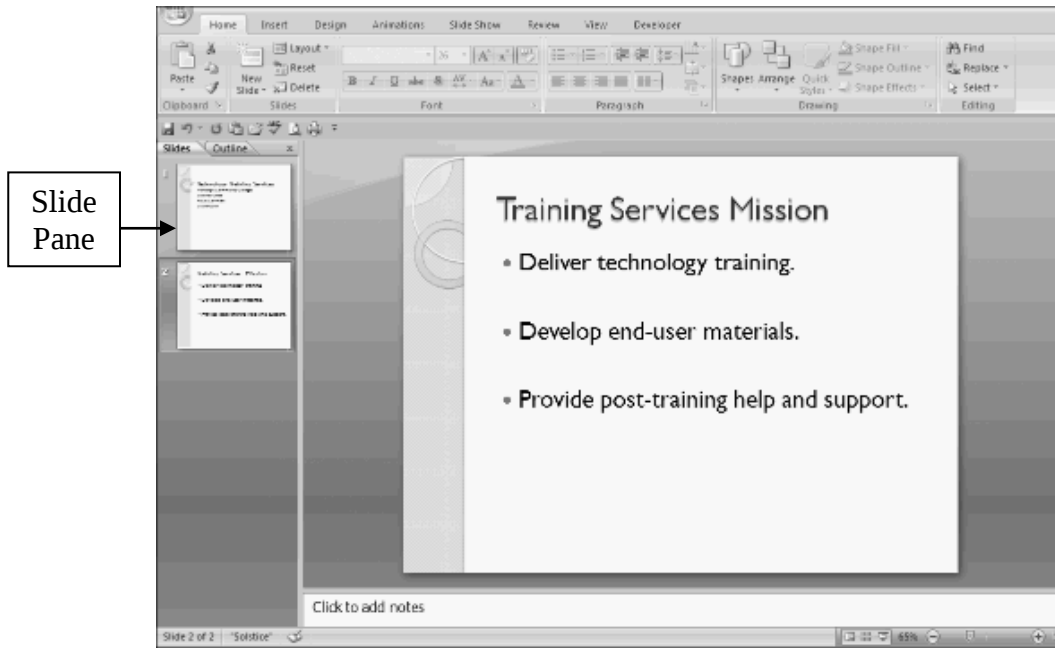


- The new, duplicate slides are entered into your presentation behind the original slides.
4. Save your presentation.

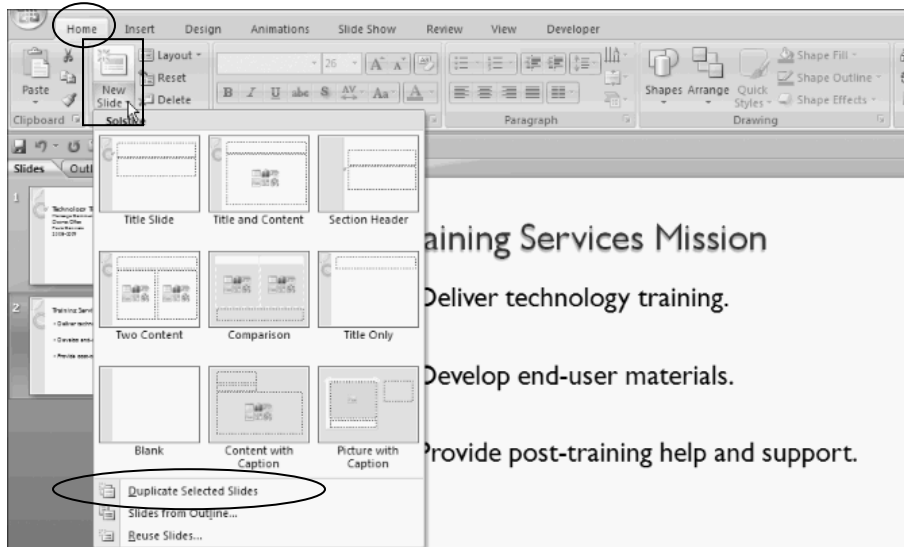
Exercise – Add Duplicate Slides

Duplicate the two slides you have so far.

1. In the Slides pane on the left, select one or more slides to duplicate.
 - Shift+Click to select multiple slides.



2. On the Home tab, in the Slides Gallery, click and hold on New Slide, and select Duplicate Selected Slides.



- The new, duplicated slides are entered into your presentation behind the original slides.
3. Save your presentation.

Delete Slides

Delete Slides

There are a few ways to delete a slide from your presentation.

Keep in mind that the current slide is the slide that is deleted.

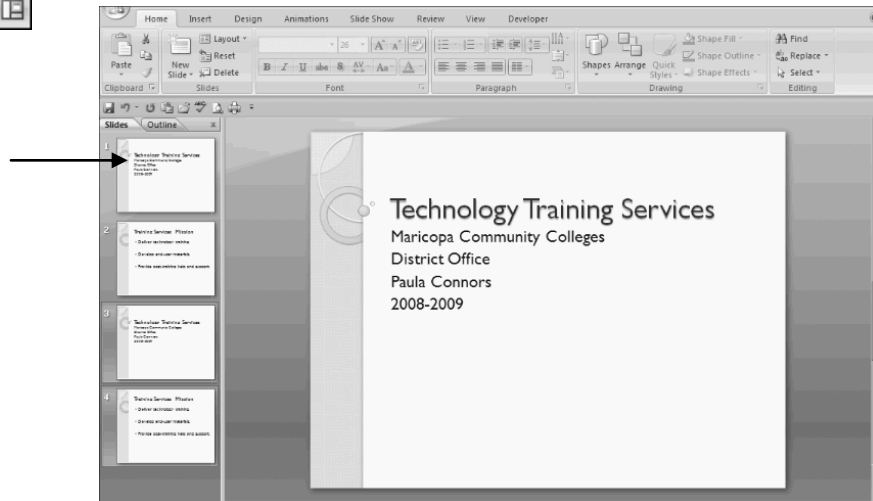
Select Slide First!

Always select your slide first.

Normal View



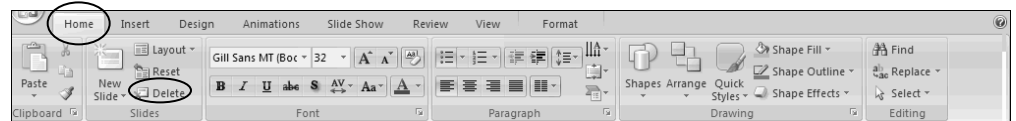
In Normal View, in the Slide pane, select the slide, and press Delete.



Home Tab

On the Home tab, in the Slides Gallery, click the Delete button.

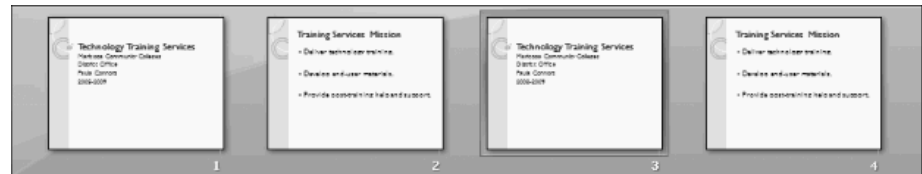
Be aware of the selected slide. That's the one that will be deleted.



Slide Sorter View



In Slide Sorter View, select the slide, and press the Delete key.



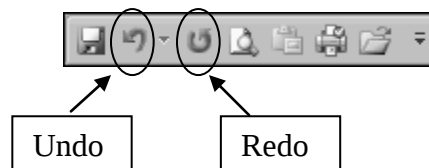
Caution!

When deleting slides, PowerPoint does not give you any warnings!

The slide is simply gone! However, IF you haven't saved, you can undo.

Undo/Redo

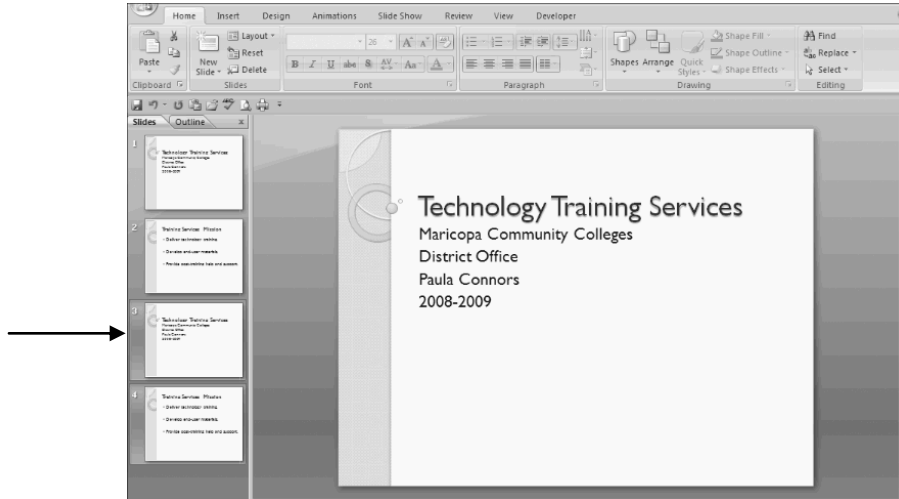
You can use the Undo/Redo buttons to get rid of, or repeat, a previous action before you save the presentation.



Exercise – Delete Slides

Delete the slides you duplicated.

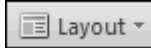
1. In the Slide pane on the left, select the slides, and press Delete.



2. Click the Save icon in the Quick Access Toolbar.

Change Slide Layout

Slide Layout

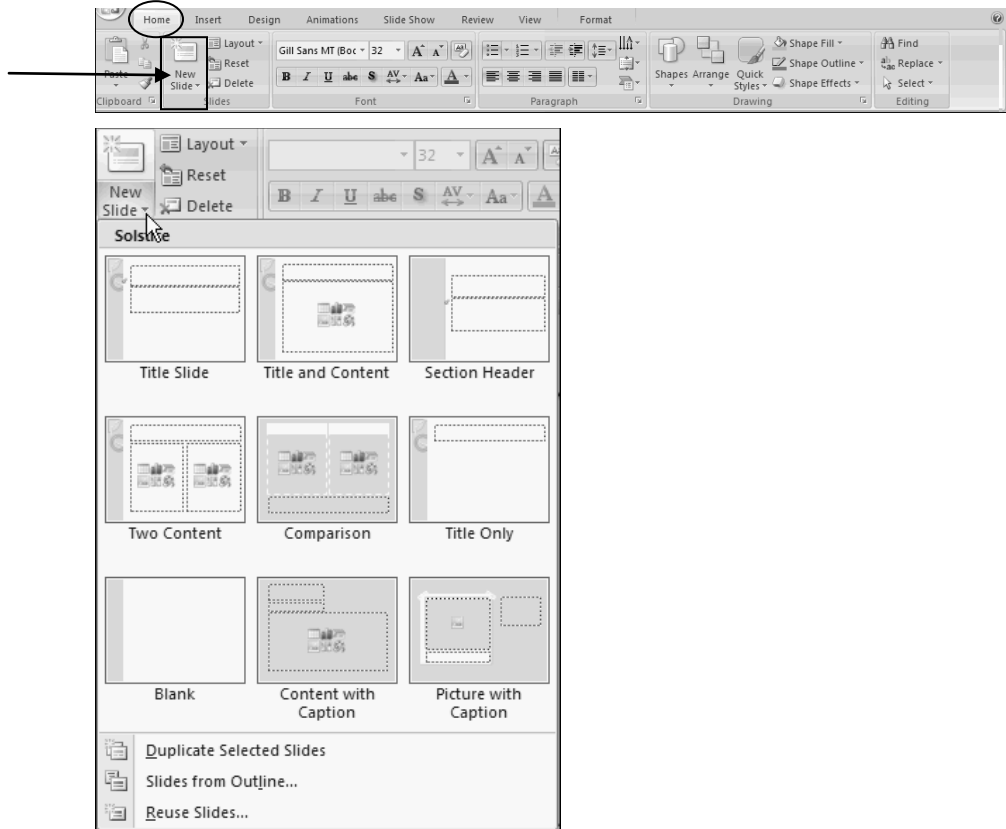


The slide layout is the structure of the slide. The layout determines the type of content the slide can contain and how the content is viewed. When you add a new slide, the layout is the same as the previous slide. The default slide after a Title slide is Title and Content.

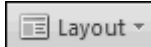
When adding a new slide, you can select its layout. You can also change a slide layout at any time.

Home Tab – Slide Gallery

If you're adding a New Slide using the Home tab, click and hold the New Slide button and select a slide layout.



Layout Button



To change the slide layout at any time:

1. Select the slide.
2. On the Home Tab, in the Slides Gallery, click the Layout button, and select a different slide layout.

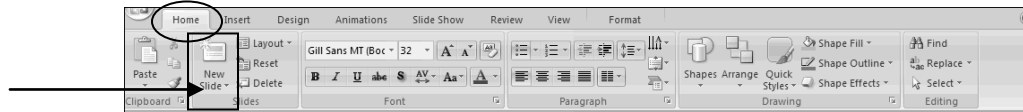
You'll see the same layouts as you do in the New Slide button.

Exercise – Change the Slide Layout

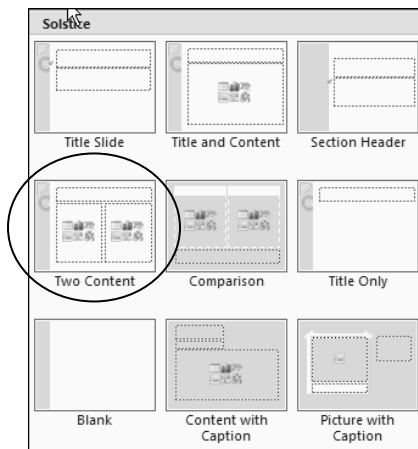
Add a new slide like the one below. The new slide will have a different layout – a two column content layout. Add the text in its respective column.



1. On the Home tab, in the Slides gallery, click and hold the New Slide button.

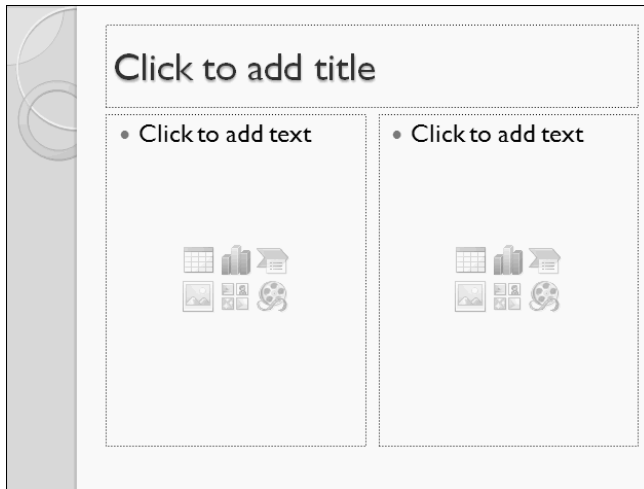


2. For the Slide Layout, select Two Content:



The new slide displays.

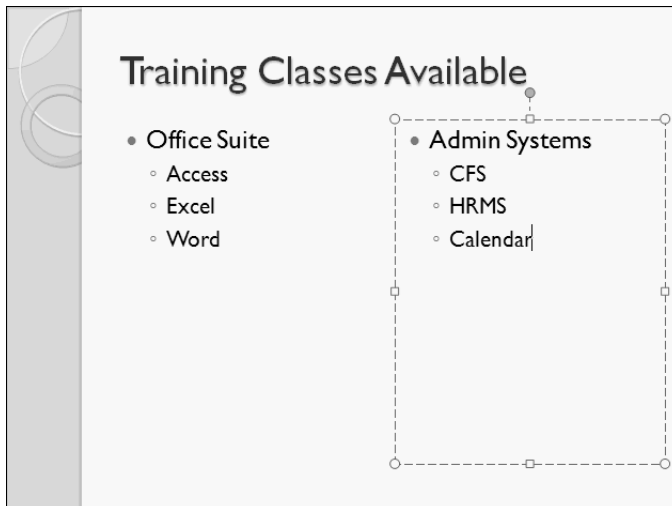
Exercise – Slide Layout Continued



3. Click in the title placeholder and enter: Training Classes Available.
4. Click in the respective columns, and type in the following text:

Office Suite	Admin Systems
(Tab) Access	(Tab) CFS
Excel	HRMS
Word	Calendar

- Your end result should look close to this:



5. Click the Save icon on the Quick Access Toolbar.

Notes Page

Slide Views

Slide Views

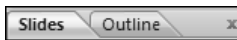
You can work in PowerPoint in different views. The view you choose depends on your purpose and preference. The viewing options include Normal View, Slide Sorter View, Slide Show View, and Note Page View.

Normal View



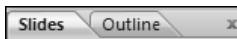
By default, PowerPoint opens in Normal View. Normal View is also known as the “Slide” view. On the left is the task pane that contains the Slides tab and the Outline tab. To the right of the task pane is the slide working area. At the bottom of the slide is the notes thumbnail pane which is used for typing presentation notes.

Slides Tab



In the task pane on the left, the Slide tab displays thumbnails of each slide. Use the Slide tab to select, add, delete, and rearrange slides. Included in this view is the option to toggle to the Outline tab.

Outline Tab



In the task pane on the left, the Outline tab displays the editable text (not the graphical text) of each slide. The Outline tab is a text-based view where you can work on your presentation in outline form. Use the Outline tab to move content, insert and format text, and move slides. Included in this view is the option to toggle to the Slide tab.

Slide Sorter View



Slide Sorter View displays your entire presentation in slide miniatures. In this view, you can rearrange the slide order or edit the transitions between slides. Transitions are discussed in more detail later.

Slide Show View



Slide Show View is your “presentation” view. It shows the slides full-screen on your computer. This feature is also used to preview and test your presentation. In this view, you can advance slides by clicking the left-mouse button or pressing any key on the keyboard. You can exit the slide show by pressing the Escape key.

Notes Page View



Notes Page View displays your slide and presentation notes in a print layout. You can add, edit, and view notes for any or all of your slides. Use the Zoom feature on the View tab to enlarge your notes area. You cannot work on slides in Notes View – only on your notes. The Notes View is not available from the Views Toolbar.

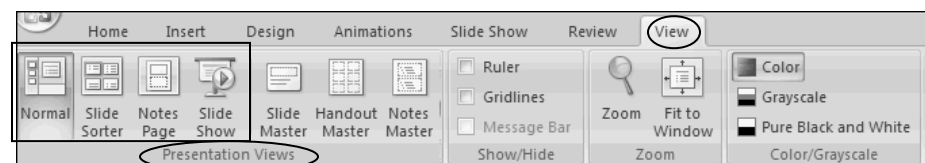
Views Toolbar



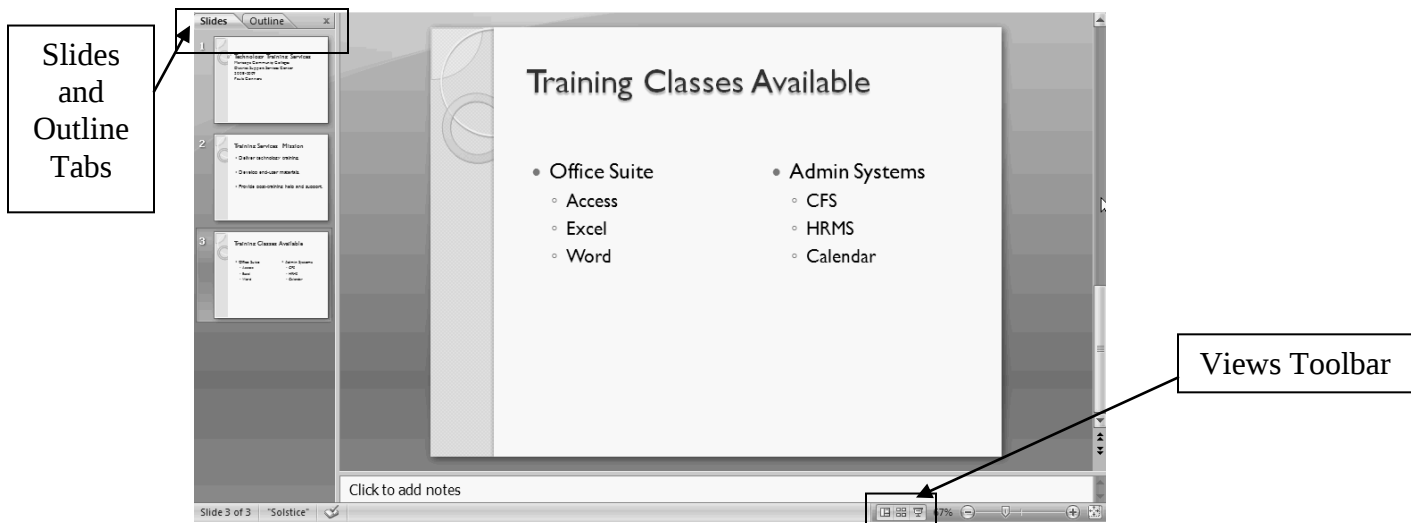
You can change views by clicking on the corresponding button in the Views toolbar  in the bottom right of the screen.

View Tab

All the views are in the View Tab, in the Presentation Views gallery.



Exercise – View Different Slide Views



So far, you have been working in Normal View. Try different slide views.

1. In the task pane on the left of the screen, click on the Outline tab .
2. In the task pane on the left of the screen, click on the Slides tab .
3. On the Views toolbar, in the bottom right of the screen, click the Slide Sorter View .
4. On the Views toolbar, in the bottom right of the screen, click the Slide Show View .
5. Click the mouse, or press the down arrow, until you get to your last slide.
 - You are back in Normal View .
6. Make sure you are on your last slide.

SmartArt, WordArt, and Shapes

SmartArt



SmartArt Graphics let you visually represent a variety of concepts and ideas – whether it's to better represent your concept or to add some visual appeal to your content.

1. Add new slide: Home Tab > Slide Gallery > New Slide > Blank or Title.
2. Insert Tab > Illustrations Gallery > SmartArt.
3. Select a Category. (Select All to see all the SmartArt graphics.)
4. Select a SmartArt graphic and read its description.
5. Click OK to insert it.
6. Add text to your graphic.

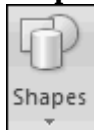
WordArt



WordArt is used to insert decorative text.

1. Add a new slide: Home Tab > Slide Gallery > New Slide > Blank.
2. Insert Tab > Text Gallery > WordArt.
3. Select a text format.
4. Enter your text.
5. To make formatting changes, select the text and on the Home tab, apply options from the Font gallery.

Shapes



Shapes can be added to emphasize certain aspects of your content. Shapes include rectangles, circles, arrows lines, flowchart shapes, stars, equation symbols, action buttons, and callouts.

1. Insert Tab > Illustrations Gallery > Shapes.
2. Select a shape. (Your mouse is now a drawing tool.)
3. Press, drag, and release your mouse to draw the shape.
4. To add text, right-click on the graphic and select Edit Text.
5. Enter your text.
6. Format your shape with the options on the contextual Drawing Tools tab.

Graphics not Text

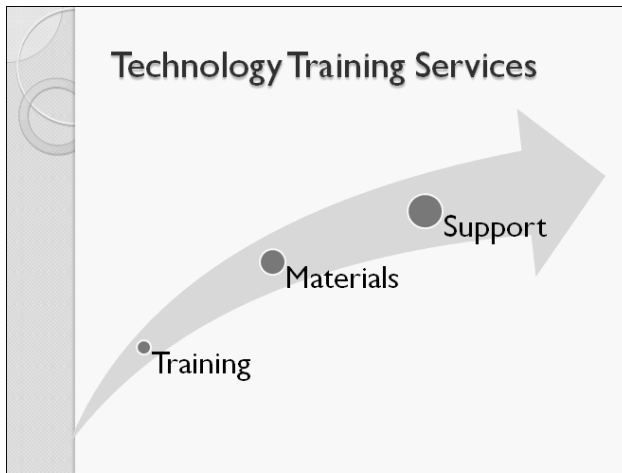
When text is inserted in a WordArt or in a shape, it is considered a graphic and not text. The text will not show up in the Outline tab.

Important!

Keep in mind that your content and your message are the most important aspects of your presentation. Any graphics or images should *enhance* your message – not take away from it!

Examples of SmartArt, WordArt, and Shapes

SmartArt:



WordArt:



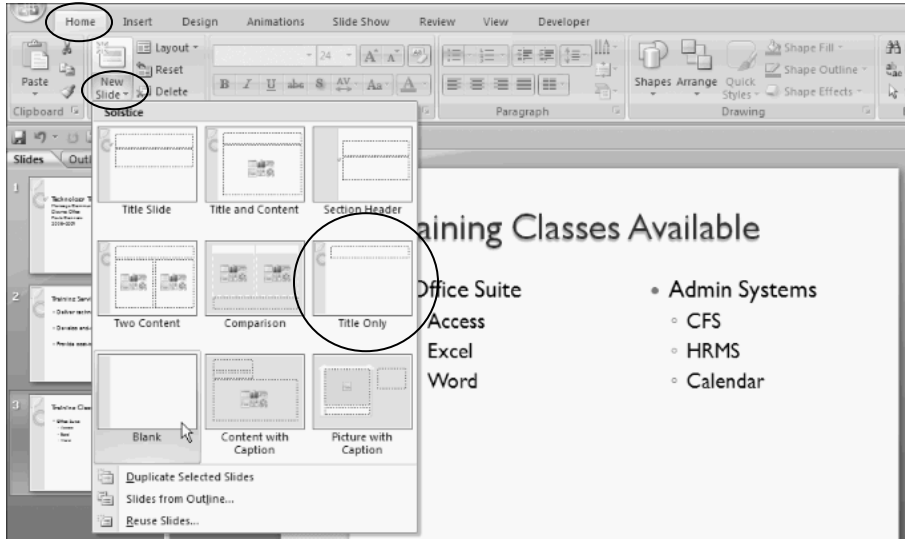
Shape:



Exercise – Insert a SmartArt Graphic with Text

Insert a SmartArt graphic to replace our current “Mission” slide. **Bullets are boring!**

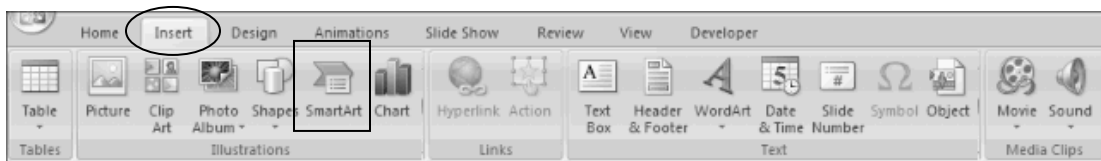
1. Add a new slide: Home Tab > Slide Gallery > New Slide (hold it a bit) > Title Only.



The new Title Only slide displays:

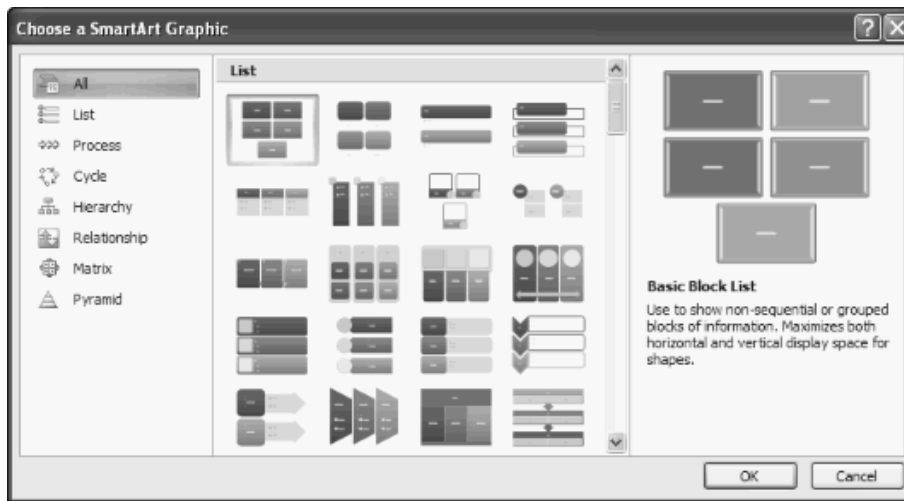


2. Insert Tab > Illustrations Gallery > SmartArt :



The SmartArt Graphic window displays.

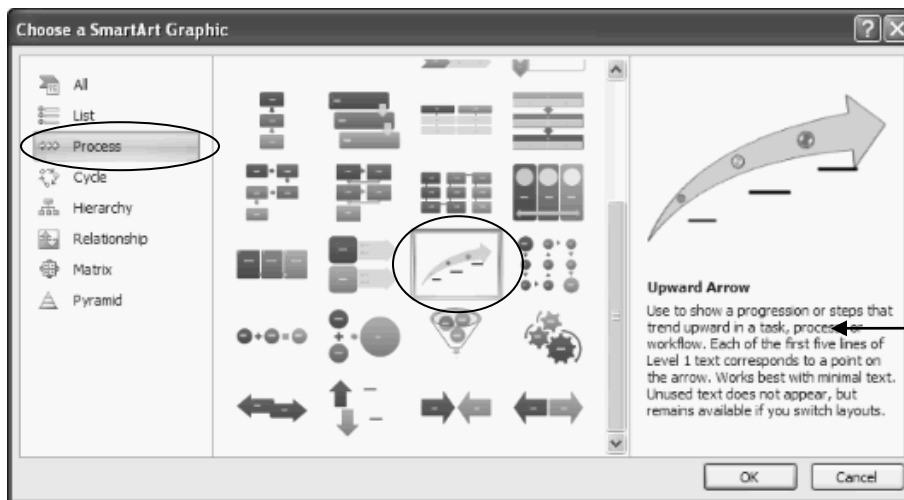
Exercise – SmartArt Graphic Continued



3. In the left pane, click on the Process category.



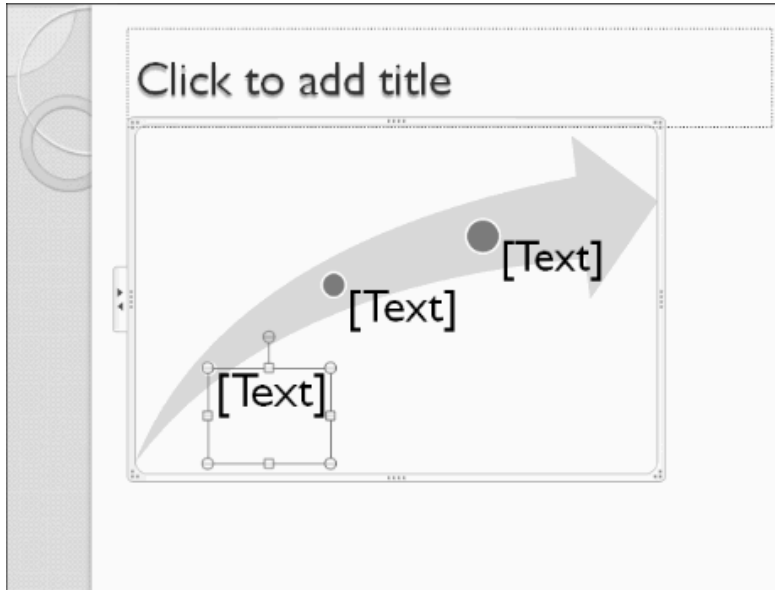
4. Scroll down a bit and select the upward arrow and read its description.



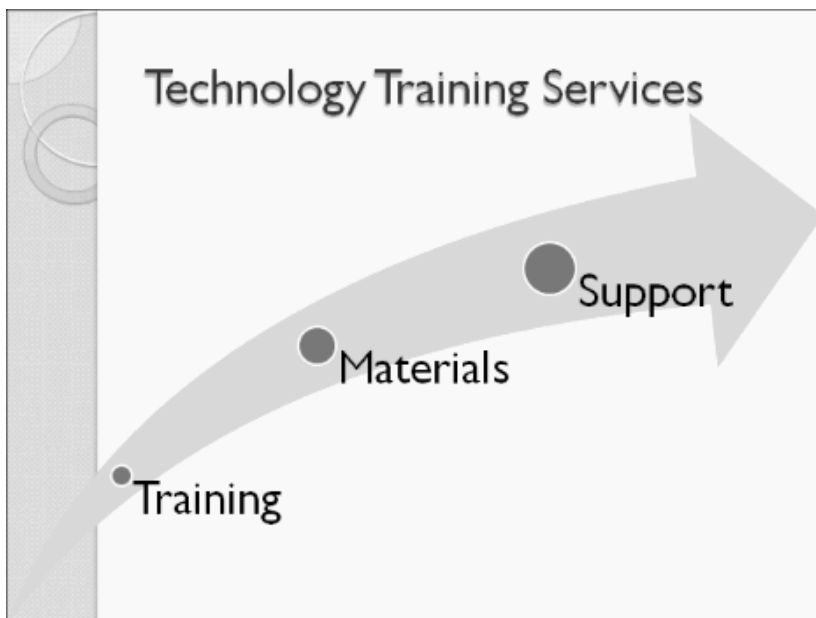
Description

5. Click OK to insert it.

Exercise – SmartArt Continued



6. In the Title placeholder, enter Technology Training Services.
7. In the SmartArt graphic, in the first text box (the bottom one), enter Training.
8. In the second text box (the middle one), enter Materials.
9. In the third text box (the top one), enter Support.
10. Enlarge the graphic to cover your entire slide by clicking and dragging its lower right corner downward and to the right.



11. Save your presentation.

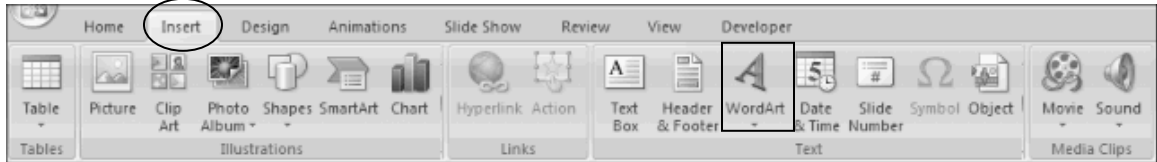
Exercise – Insert WordArt

Add a new “Questions and Answer” slide with WordArt

1. Add a new slide: Home Tab > Slide Gallery > New Slide (hold it a bit) > Blank.



2. Insert Tab > Text Gallery > WordArt



The WordArt options display:

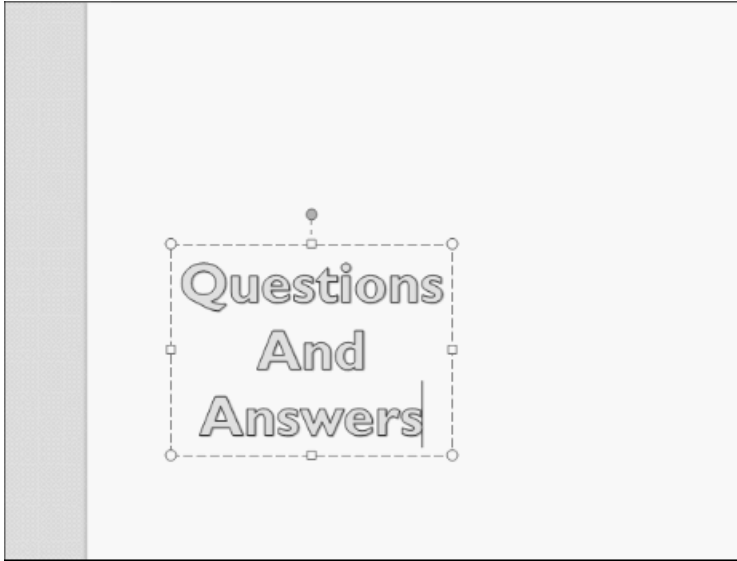


3. Select a text format. It's inserted into your slide:



Exercise – WordArt Continued

4. Enter the text “Questions and Answers”.



5. Make any formatting changes. First, select the text.
Home Tab > Font Gallery > Font Size. (I picked 96.)
6. Click in the middle of your WordArt and reposition it on the slide.



7. Save your presentation.

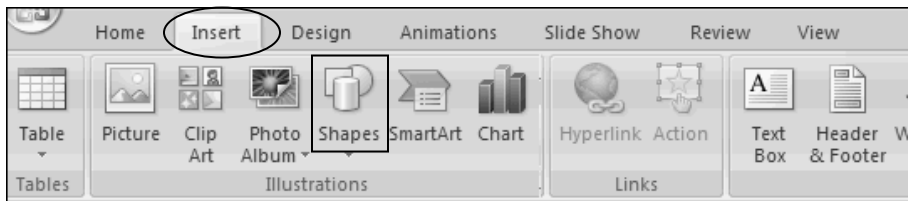
Exercise – Insert a Shape with Text

Insert a Shape, then add text and color to it.

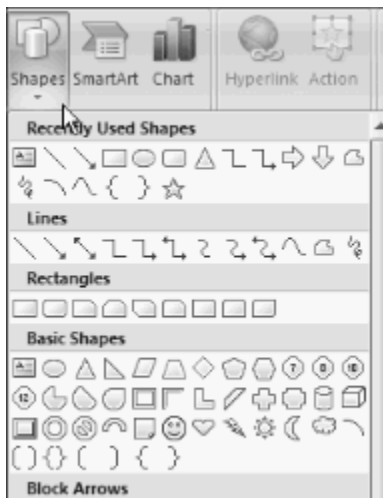
1. On the task pane, click on Slide 3 – Training Classes Available.



2. Insert Tab > Illustrations Gallery > Shapes.



The shapes display:



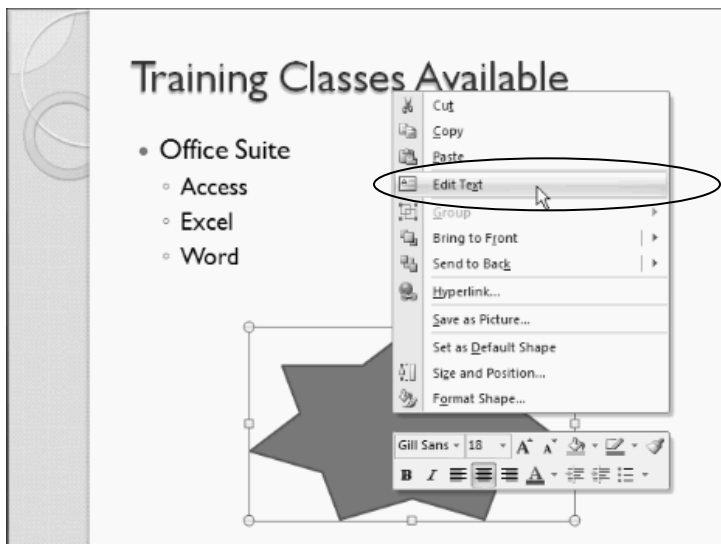
3. Select a shape.
 - Your mouse is now a drawing tool.

Exercise – Shape Continued

4. To draw the shape, press and drag in a downward-right stroke, and release your mouse.



5. To add text, right-click on the graphic and select Edit Text.



6. Enter "Free to all employees!"
7. Format your shape with the options on the *contextual* Drawing Tools tab.



8. Save your presentation.

Notes Page

Images and File Formats

Pictures vs Text

Relevant pictures, images, and clip art are a great way to enhance your content. People are naturally drawn to images. When a picture conveys your message better than words, use it!

Digital Pictures



A digital picture can be an image you have on a digital camera or on a cell phone, or an image you have scanned and saved on your computer or a flash drive, or an image you have downloaded from the Internet. Digital images are usually saved in a JPG format and are larger file sizes than clip art and drawings.

Copyright©

When downloading images from the Internet, or obtaining them from another source, be mindful of copyright compliance.

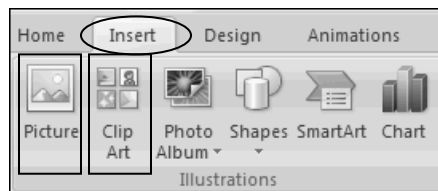
File Formats

When importing images, artwork or other visuals, make sure PowerPoint supports the file format. These formats are supported:

File Extension	File Format
.jpg	Joint Photographic Experts Group
.gif	Graphics Interchange Format
.png	Portable Network Graphics
.bmp, .dip, .rle	Windows Bitmap
.emf	Enhanced Metafile
.wmf	Windows Metafile Graphics
.cgm	Computer Graphics Metafile
.pct	Macintosh PICT
.tif	Tagged Image File Format
.vml	Vector Markup Language

Insert Options

Images and Clip Art are inserted from the Insert tab or straight from the content placeholder on a content slide. Your slide layout must be a Content slide.



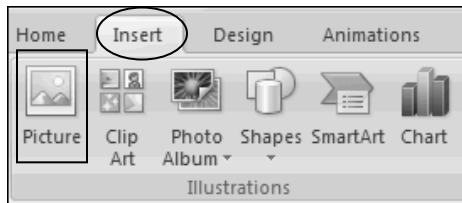
Insert Images

Insert Image

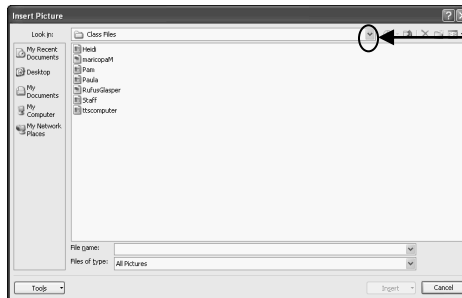
1. New slide: Home Tab > Slides Gallery > New Slide > Content.
2. Click on the Picture icon in the content placeholder.



Or: Insert Tab > Illustrations Gallery > Picture.



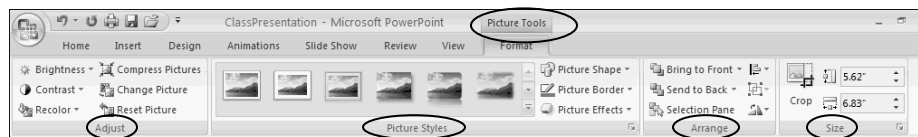
3. In the Look In field, click the down arrow to locate your picture.



4. Double-click your picture to insert it.
5. Save your presentation.

Picture Tools Contextual Tab

When you insert a picture, the Picture Tools contextual tab displays. This tab contains features and editing options specifically for pictures. This tab only displays when you have a picture selected.



Picture Galleries

The Picture Tools Galleries include:

- **Adjust:** includes several photo editing options.
- **Picture Styles:** includes frames, borders, and effects.
- **Arrange:** includes options for the order of your pictures.
- **Size:** includes cropping and sizing options.

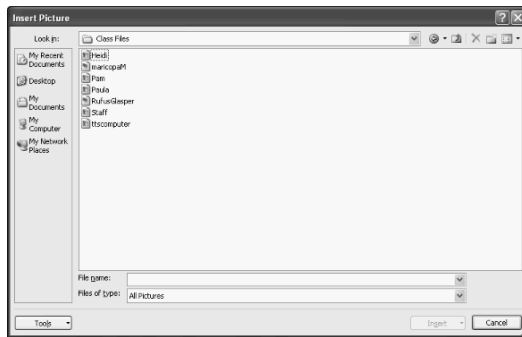
Exercise – Insert a Picture

Insert a new “Meet the Trainers” slide and insert a staff picture.

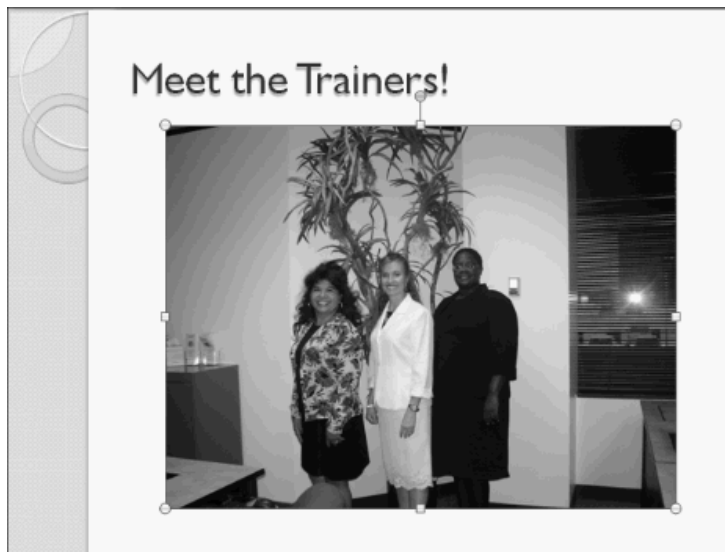
1. On your slide pane on the left, click on your last slide (Questions & Answers).
2. Add a new slide: Home Tab > Slides Gallery > New Slide > Title and Content.
3. Click in the Title placeholder and enter “Meet the Trainers!”
4. Click in the Content placeholder and click on the Insert Picture icon.



The Insert Picture window displays. You have to locate and select your picture.



5. In the Look In pane on the left, click My Documents.
6. On the right side, double-click on the PowerPoint folder.
7. Double-click on the Staff photo.



8. Save your presentation.

Notes Page

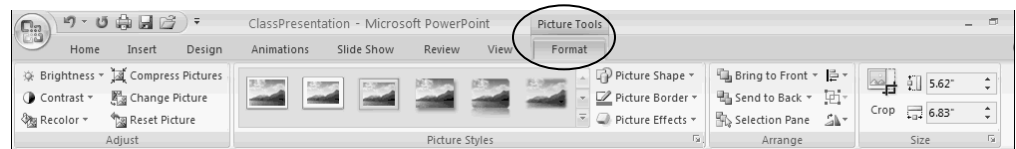
Images – Photo Editing

Photo Editing PowerPoint 2007 includes some limited photo editing features for the most common photo edits. Having these options available in PowerPoint makes it so much easier and convenient to work on your images right in your presentation without having to work in a different photo application!

Select First! Before you can work on your image, it needs to be selected!

Picture Tools Contextual Format Tab The picture commands, including the editing options, are all found in the contextual Format tab.

Note: You must click the Picture Tools tab to access the contextual Format tab that contains the photo editing options.



Galleries The Galleries include: Adjust, Picture Styles, Arrange, and Size.

Editing Features The editing features found in these galleries include crop, resize, order, brightness, contrast, recolor, compression, borders, effects and shapes.

Picture Options Some options in the Adjust Gallery make working with pictures easy!

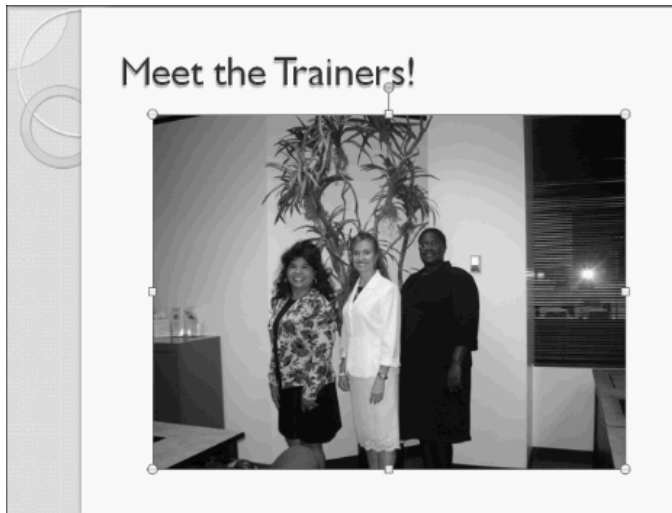
- Compress Picture – reduces a picture's size without changing it.
- Change Picture – changes or replaces the current picture with a different picture while keeping the formatting and size of the current picture.
- Reset Picture – discards any formatting changes that have been applied and restores your original picture.

Picture Styles Live Preview Live Preview shows you how picture styles (frames) will look in your presentation before you actually apply them. Roll your mouse over different picture styles to see how they will look in your presentation.

Exercise – Edit a Digital Image

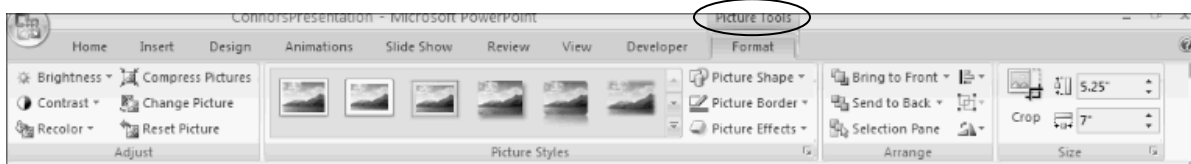
Make some changes to your staff picture and add a color picture frame.

1. Select the “Meet the Trainers” slide.



2. Click on the staff picture.

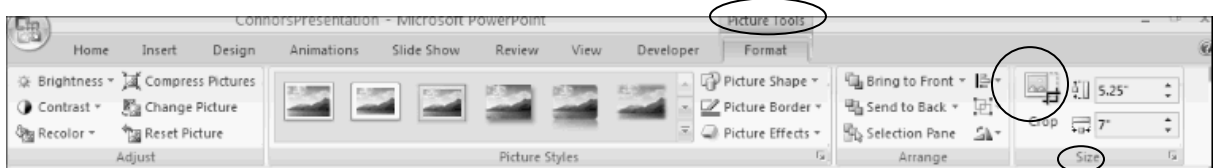
- The contextual Picture Tools tab displays above the contextual Format Tab.



3. Click the Picture Tools tab to display the picture editing options.

- Crop the excess “stuff” out of the picture.

4. On the Picture Tools Format tab, in the Size Gallery, click the Crop tool.



5. Using the dark crop handles on the picture, drag the picture borders in to crop off what you don't want.

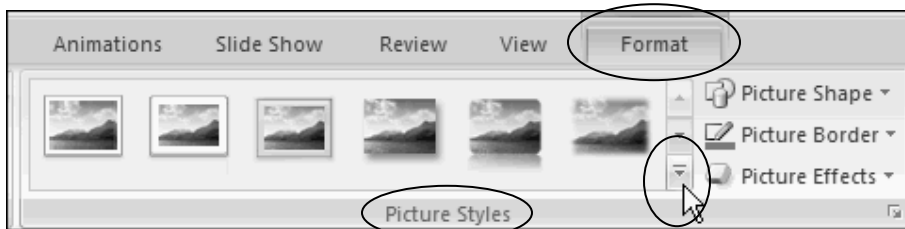
Exercise – Edit a Digital Image



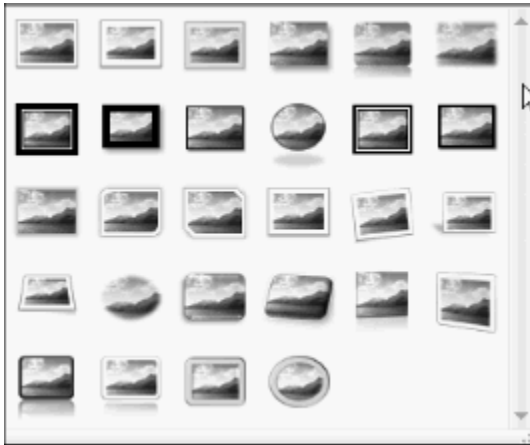
6. To get rid of the crop tool, click anywhere outside the picture.
 - Enlarge the new version of the picture to fill most of the slide.
7. Click on the picture. Press and drag the corner handles to enlarge it.
8. Move the picture: Click in the middle of the picture and drag it to the middle of the slide.



9. Add a picture frame: Picture Tools Format Tab > Picture Styles > More Button.



Exercise – Edit Image Continued

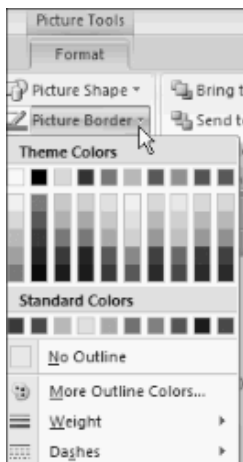


10. Roll-over different Picture Styles to preview them. Click on one to apply it.



- Select a color for your border.

11. Picture Tools Format Tab > Styles Gallery > Picture Border.

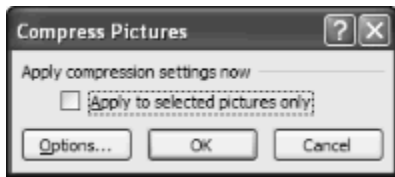
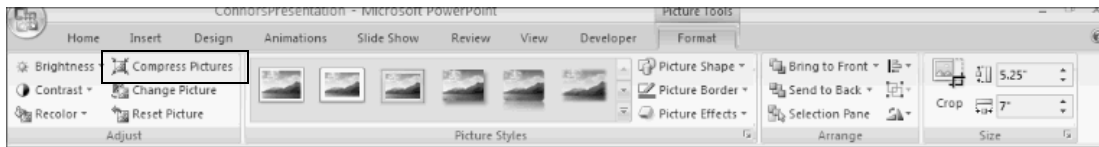


Exercise – Edit Image Continued

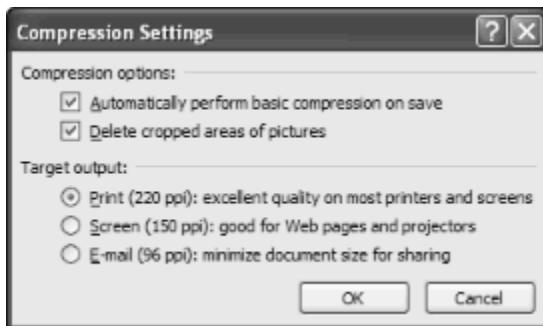
- Compress your picture.

12. Make sure your picture is still selected.

13. Picture Tools Format Tab > Adjust Gallery > Compress Pictures.



14. In the dialog box, click options and view your choices.



15. Keep the default options by clicking OK, then click OK again.



16. Click the Save icon in the Quick Access Toolbar.

Notes Page

Insert Clip Art

Insert Clip Art

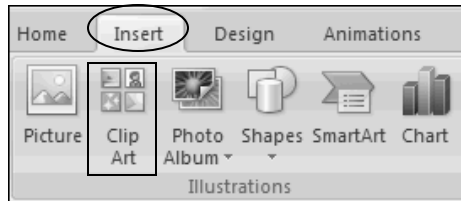


Clip Art is another way of providing visual cues of your topic to your audience. Clip Art consists of drawings that don't take up a lot of file space. Microsoft has lots of free Clip Art in the Clip Art Organizer.

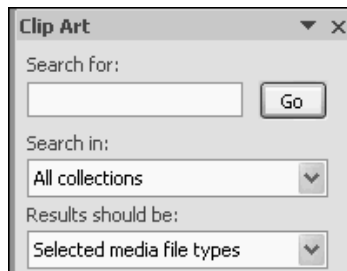
1. Insert a new slide: Home Tab > Slides Gallery > New Slide.
2. Click on the Clip Art icon in the content placeholder:



3. Or: Insert Tab > Illustrations Gallery > Clip Art.



- The Clip Art pane displays on the right.



4. In the Search For field, enter your search criteria and press Enter.
- All the found ClipArt displays.
5. Click on a drawing to insert it into your presentation.
6. To move the clip art, press and drag it to the new location.
7. To resize clip art, click on it, press and drag a selection handle in or out.
8. Close the ClipArt pane.
9. Save your presentation.

Exercise – Insert ClipArt

Insert Clip Art on an existing slide.

1. In the Slide pane on the left, click the Questions and Answers slide.



2. Insert Tab > Illustrations Gallery > Clip Art.

- The Clip Art pane displays on the right:



3. In the Search For field, type “question mark” and press Enter.
 - All the found clip art displays.
4. Click on a question mark drawing to insert it into your slide.
5. To resize the clip art, click on it, and press and drag a selection handle in or out.
6. To move the question mark clip art, press and drag it to the new location.
7. Close the ClipArt pane.
8. Save your presentation.

Exercise – Insert ClipArt

Add clip art to the “Training Classes Available” slide. The clip art will help distinguish between the two types of training classes offered: Office Suite (Desktop Productivity) and our Maricopa Administrative Systems. See slide below:



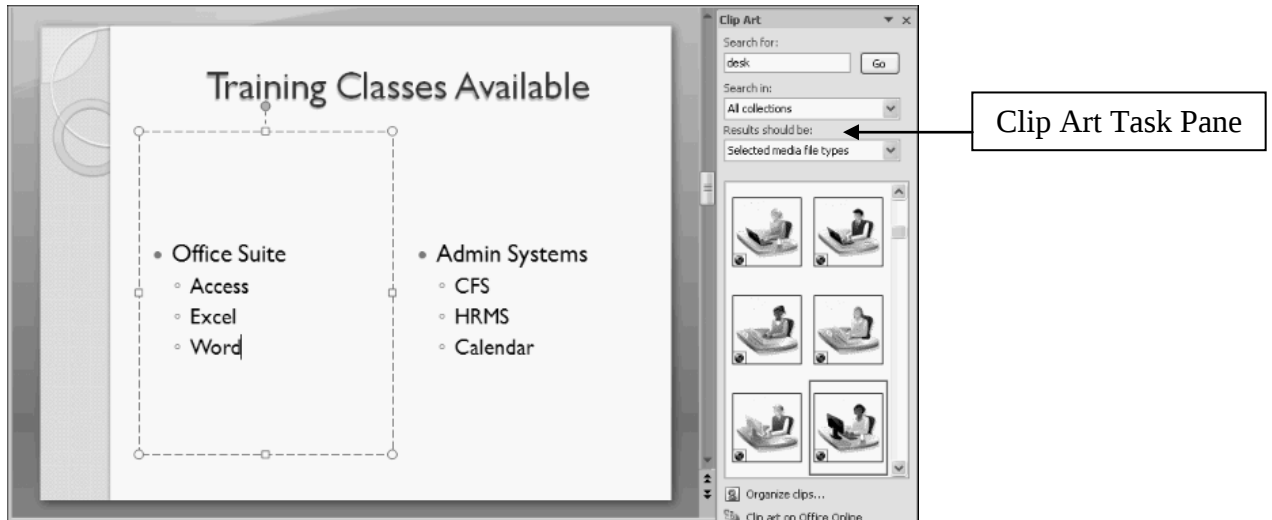
1. In the Slide pane on the left, select the Training Classes Available slide.



2. Delete the “Free to all employees” shape: Click on it and press Delete.
3. Click in front of Office Suite and press Enter 3 times.
4. Click in front of Administrative Systems and press Enter 3 times.
5. Click in column one again – Office Suite.

Exercise – ClipArt Continued

6. Insert Tab > Illustrations Gallery > Clip Art.



7. In the Clip Art Pane on the right, in the Search for field, erase question mark and type desk.
8. Scroll down a bit to see people working at their desks. Click on a graphic to insert it.
9. Resize and move the desk graphic above Office Suite.



10. Now enter a Maricopa MCCC logo for the Administrative Systems.
11. Insert Tab > Illustrations Gallery > Picture > My Documents > PowerPoint 2007 > MCCClogo.
12. Press and drag the MCCC logo to the top of Admin Systems.
13. Close the Clip Art pane.
14. Save your presentation.

Digital Video

Very Effective!

Video is a great way to bring people into your presentation! A video allows your audience to see expressions, hear tone, laughter, sincerity, and passion. The video makes everything more real and personal. It connects your audience to your topic.

For example, a video of your college president discussing the attributes of the college is much more effective than quotes on a slide.

File Formats

The compatible video file formats for PowerPoint include: asf, avi, mpg, mpeg, wmv. If you do not use one of these formats, your video will not play. You will have to convert it to one of these formats using add-ins or applications like the resources listed below. Conversion applies to Flash videos as well since Flash videos do not play in PowerPoint.

Codecs

Sometimes getting a video to play is as simple as having the right codecs. A codec is software used to compress or decompress a digital media file. When you play a digital media file, Windows Media Player uses a codec to decompress the file. Codecs are used to create and play nearly all music or video files on your computer or on Web sites. Microsoft has free codecs for download on their site.

Can I play a video DVD?

No. It is not possible to play a digital clip from a video DVD in a PowerPoint presentation. However, some third-party applications or add-ins give you the ability to do this. You may want to check out some of these resources to further research this: PPT Tools: <http://www.pptools.com/index.html>; Uberdownloads: <http://www.uberdownloads.com/14585/details-mediacoder-universal-media-transcoder.html>; and PFCPro: <http://www.playsforcertain.com/>

Video Increases File Size

When inserting video, be aware that the larger the video file, the longer it will take to load, and the bigger your presentation will be.

Go for it!

Don't let the size of your presentation limit media in your presentation! Whenever possible, use images, videos, music, and sounds to relay your information to your audience. Media makes your presentation so much more interesting! Optimizing solves the size problem.

Optimize

Optimizing is the process of compressing your presentation. It makes your presentation smaller without changing any data or sacrificing quality. Optimizing removes the "dead weight" from your presentation. It reduces high resolution images down to size, and it converts space-hogging pasted graphics and data to PowerPoint native images. Be sure to optimize media-rich presentations - especially if you're going to distribute them or run them on the Internet.

Video Continued

Optimize Resources

Some free optimize resources can be found at:

<http://www.uberdownloads.com/list.php?match=Exact&search=Title&active=1&string=optimize>

Computer Considerations

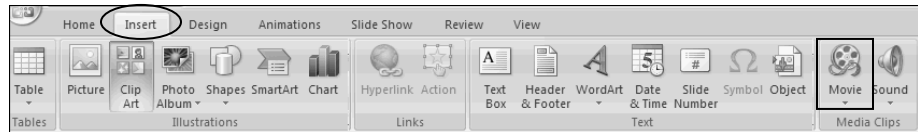
Keep in mind that whenever you insert a video file into your presentation, the file must always accompany the presentation in order for it to play in your presentation. **Save the video file in the same folder as your presentation.**

Content Layout

Video must be inserted into a Content Layout.

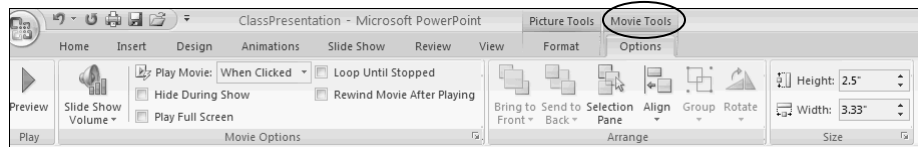
Insert Tab

Video is inserted from the Insert Tab, on the Media Clips gallery.



Movie Tools Toolbar

When you insert a video, a contextual Movie Tools toolbar displays. This toolbar contains options for working with your video.



Insert a Video

1. Add a new slide: Home Tab > Slides Gallery > New Slide > Content.
2. Insert Tab > Media Clips Gallery > Movie > Movie from File.
3. Locate your digital file on your computer.
 - Your video file must be saved in the same folder as your presentation.
4. Select the file and click OK.
5. Select the play option that works best for you in this presentation.
 - Automatically – video will play as soon as the slide displays.
 - When clicked – video won't play until you click the video box on the slide.
6. Preview the video in Normal View by double-clicking on the video box.
7. Be sure to also test the video in Slide Show view. Remember to click on the video box in Slide Show view if you chose "When clicked."
8. Press the Esc key to exit the presentation and return to Normal View.
9. Save your presentation.

Exercise – Insert a Video

Add a slide and insert a video of one of our students promoting the Maricopa Colleges. The video of our student impacts your audience like a slide with text can't.

1. On the Slide pane on the left, click on your last slide (Meet the Trainers).

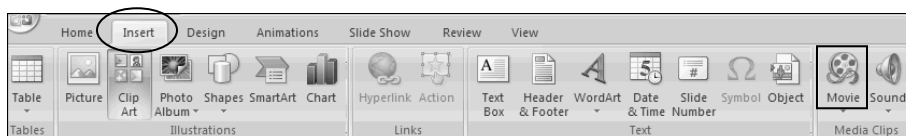


2. The first thing to do is add a new slide for the video:

Home Tab > Slides Gallery > New Slide > Title and Content Layout.

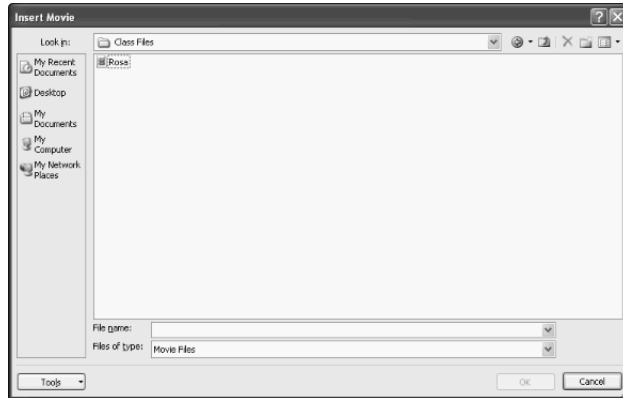


3. Delete the Title placeholder: Click on its border and press delete.
4. Insert Tab > Media Clips Gallery > Movie > Movie from File.

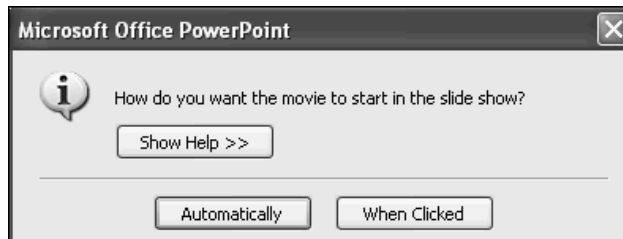


Exercise – Insert a Video Continued

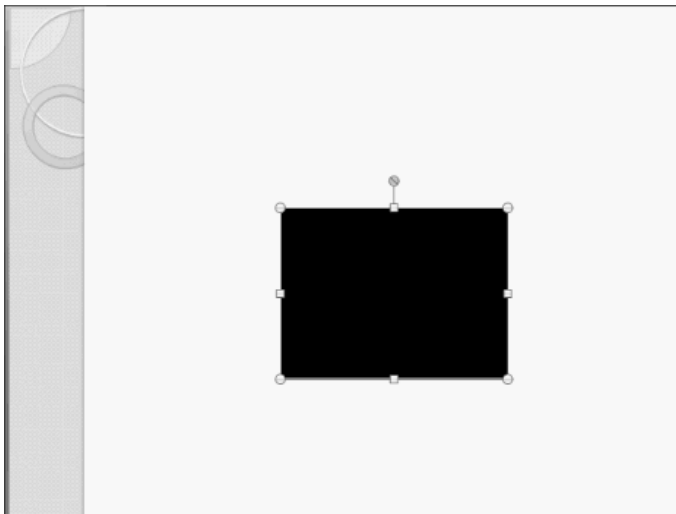
5. In the My Documents, in the PowerPoint folder, double-click the “Rosa” file.



- Before the video is inserted, you have to select Start options.



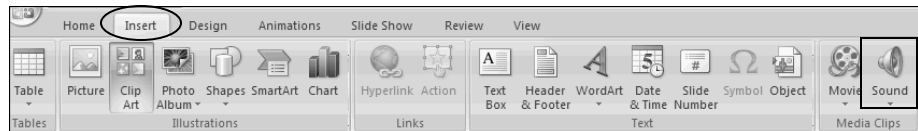
6. For the Start option, select Automatically so the video starts to play when this slide is displayed.



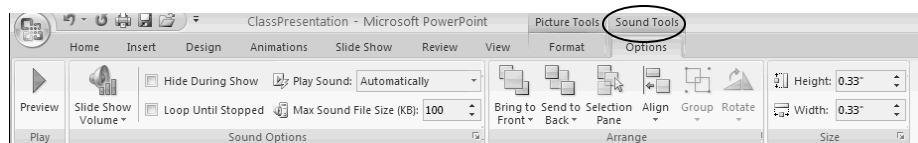
7. Resize the black video box to fit most of the slide.
8. To preview the video, double-click on it.
9. Test your video in Slide Show view: Click the Slide Show View  in the lower right corner.
10. Press the Esc key when finished to return to Normal View.
11. Click Save in the Quick Access Toolbar.

Digital Audio (Sound)

Audio	Adding sound to your presentation can help convey your message more effectively. You can add someone's voice, music, special effects sounds, and other types of audio to your presentation. Audio can be added to one slide, to multiple slides, or to your entire presentation.
File Formats	Compatible audio formats: aiff, au, mid, midi, mp3, wav, and wma.
Embedded vs Linked	Only wav sound files that are less than 100 KB can be embedded into your presentation — all other file types, and wav files bigger than 100 KB, are linked to your presentation. Once embedded, the .wav file becomes part of your presentation.
Linked Audio Files	Linked audio files are files located somewhere on your computer that are inserted into your presentation, while maintaining a connection between the audio file and your presentation.
Keep Files in Same Folder	When you insert a linked sound file, PowerPoint creates a link to the sound file's current location. If you later move the sound file to a different location, PowerPoint cannot find it when you want the file to play. It is a good practice to copy the sounds into the same folder as your presentation before you insert the sounds. PowerPoint creates a link to the sound file and can find the sound file as long as you keep it in the presentation folder, even if you move or copy the folder to another computer.
Insert Tab	Video is inserted from the Insert Tab, on the Media Clips gallery.



Sound Tools Toolbar	When an audio file is inserted, PowerPoint displays a contextual Sound Tools toolbar. This toolbar contains options for working with your audio.
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Sound Continued

Insert Sound

1. If necessary, add a new slide, or select the slide to contain sound.
2. Insert Tab > Media Clips Gallery > Sound > Sound from File.
3. Locate your digital file on your computer.
 - Your audio file must be saved in the same folder as your presentation.
4. Select the file and click OK.
5. Select the play option that works best for you in this presentation.
 - Automatically – the sound will play as soon as the slide displays.
 - When clicked – the sound won't play until you click on the sound icon on the slide.
6. To preview the sound in Normal View, double-click on the sound icon on the slide.
7. Be sure to also test the sound in Slide Show view. Remember to click on the sound icon in Slide Show view if you chose “When clicked.”
8. Press the Esc key to exit the presentation and return to Normal View.
9. Save your presentation.

Audio Button

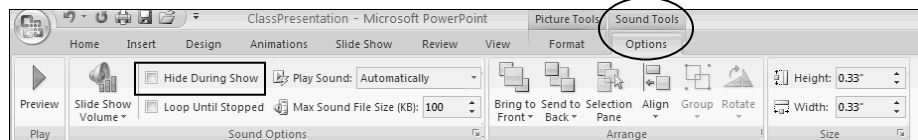


When you insert an audio file, a sound icon displays on your slide. This icon is always displayed in Normal View. You can hide the sound icon in Slide Show View so that your audience doesn't see it.

Hide Audio Button

Hide your sound icon only if you have set the sound to play automatically. If the sound is set to play “when clicked”, and you delete the sound icon, there won't be a play trigger to play the sound!

1. Select the sound icon .
2. On the Sounds Tools toolbar, click the Options tab.
3. In the Sounds Options gallery, click the Hide During Show checkbox.



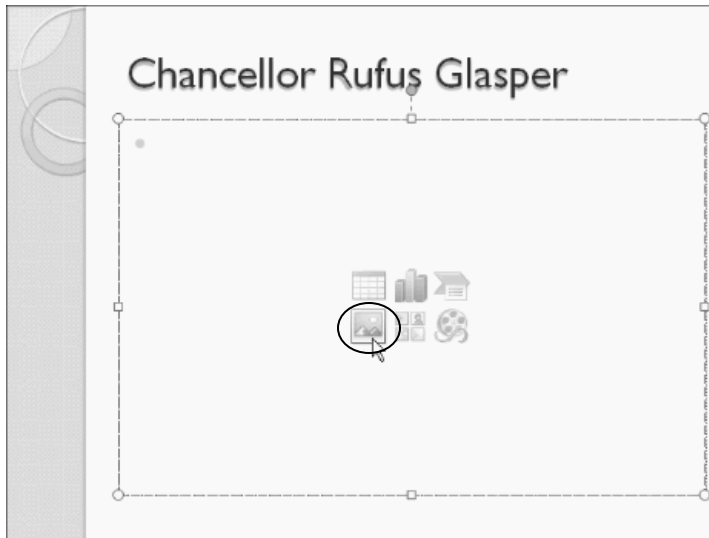
Exercise – Insert a Picture and a Sound File

Add a slide and insert a picture of our Chancellor. Then insert an audio file to accompany the picture. The audio file is the Chancellor’s Welcome to Maricopa translated into Spanish.

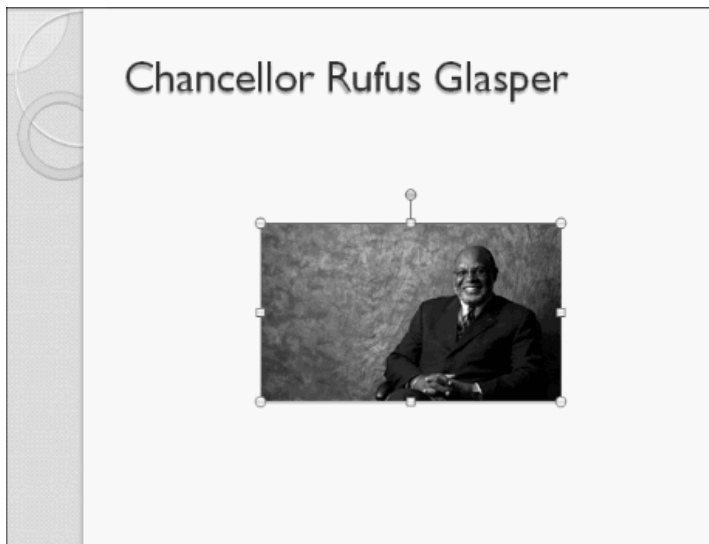
1. The first thing to do is add a new slide for the picture and audio file:

Home Tab > Slides Gallery > New Slide > Title and Content Layout.

2. Click in the Title placeholder and enter “Chancellor Rufus Glasper”.
3. Click in the Content placeholder and click on the Insert Picture icon

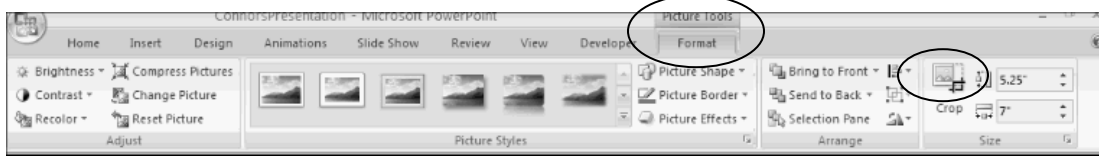


4. Locate the picture: My Documents > PowerPoint Folder > RufusGlasper



Exercise – Insert Picture Continued

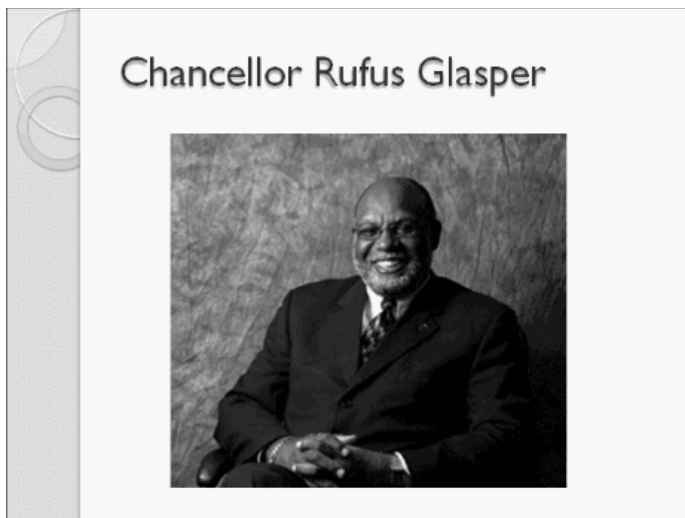
5. Crop and resize the picture: Picture Tools Tab > Size Gallery > Crop.



6. Drag the left, middle handle to the right to crop off the excess orange space in the picture.



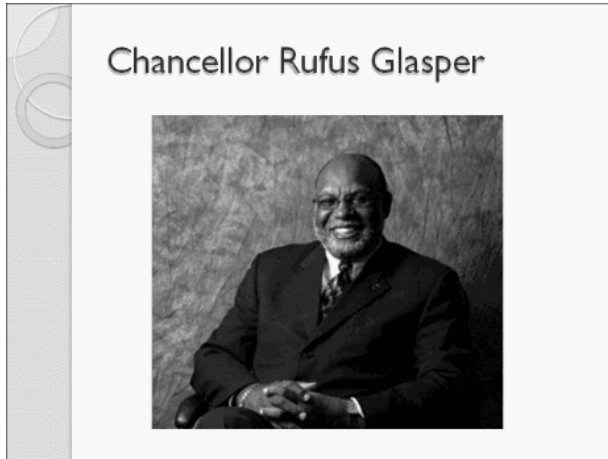
7. Click outside the picture to deselect the Crop option.
8. Resize the picture and move it to the center of the slide.



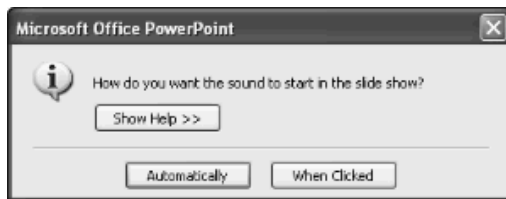
9. Compress the Picture: Click the picture: Picture Tools Tab > Adjust Gallery > Compress Picture.

Exercise – Insert a Sound File

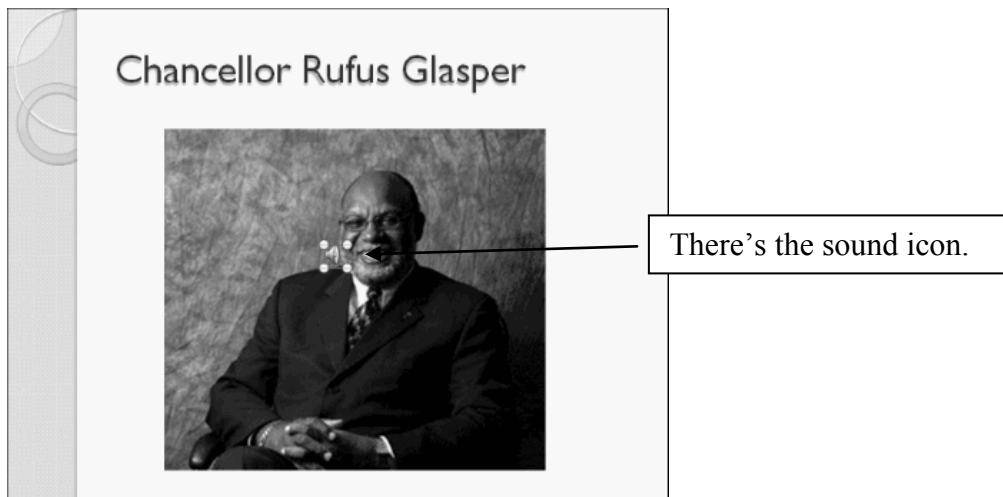
Now that the picture has been inserted, we'll continue with inserting the sound file.



1. Insert Tab > Media Clips Gallery > Sound > Sound From File.
2. Locate the sound file: My Documents > PowerPoint Folder > ChancellorWelcomeSpanish.



3. Select Automatically so the audio starts to play when this slide is displayed.



4. To preview the sound, double-click on the sound icon.
5. Test the audio in Slide Show View.
6. Press the Esc key when finished to return to Normal View.
7. Click on the Save icon in the Quick Access Toolbar.

Notes Page

Insert a Table

Table Tables are used to organize and align information. They're great for presenting a mix of information in an organized fashion. Tables are made up of cells in which vertical columns and horizontal rows meet.

Media Whenever possible, add relevant media such as images, movies, sound, WordArt, or SmartArt in your tables.

For example, the following table describing flowers includes Clip Art, WordArt, and bulleted text:

Row		Column 	• Fragrant • Classic • Fall
			• Favorite • Gorgeous • Summer
			• Sweet • Beautiful • Spring

Table Tools When a table is inserted, a contextual Table Tools toolbar displays. The Table Tools include many table options having to do with the structure, design, layout, and format of your table.

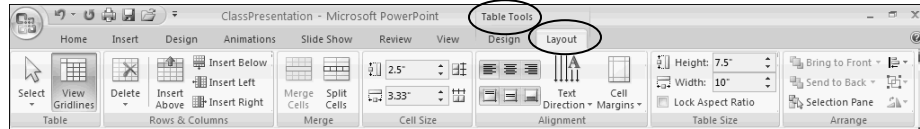


Design On the Table Toolbar, on the Design tab, in the Table Styles gallery, there are several different styles you can apply to your table. If you roll-over the different styles, Live Preview shows you their effects.

Tables Continued

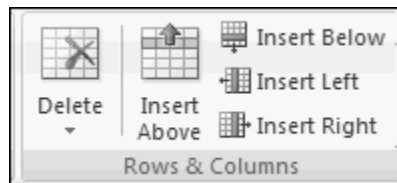
Layout Tab

The Layout tab contains galleries that have to do with the table columns, rows, and cells plus the cell text and table size.



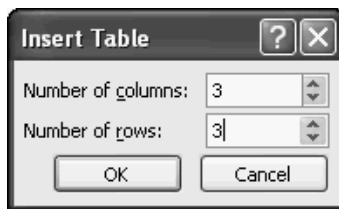
Columns and Rows Gallery

There are many table options on the Table Tools Layout tab. Among them are the options for working with the table columns and rows found in the Columns and Rows gallery. These options include: inserting and deleting rows and columns and deleting the entire table.



Insert a Table

1. Add a new slide: Home Tab > Slides Gallery > New Slide > Blank.
2. Insert Tab > Tables Gallery > Table > Insert Table.



3. Enter the number of table columns and rows, press Enter or click OK.
4. Enlarge the table by clicking on its selection handles and pressing and dragging outward.
5. If you want a different style, click the Design tab, and from the Tables Styles gallery, select a style.
 - If you don't want a style at all, select the No Style Table Grid .
6. Enter your information.
 - You can insert images, media, text, WordArt, etc. into your table.
7. Click the Save icon in the Quick Access Toolbar.

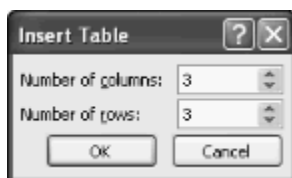
Exercise - Insert a Table

Insert a “Help Lines” slide. Instead of simply having a slide with bullet items listing names and numbers, we’ll add a table that includes pictures of the trainers, their training expertise, and their names and numbers. The end result will look like this:

	Access	Pamela Williams 18284
	Excel	
	Dreamweaver	
	HRMS	Heidi Little 18304
	Word	
	<u>PhotoShop</u>	
	CFS	Paula Connors 18289
	Calendar	
	PowerPoint	

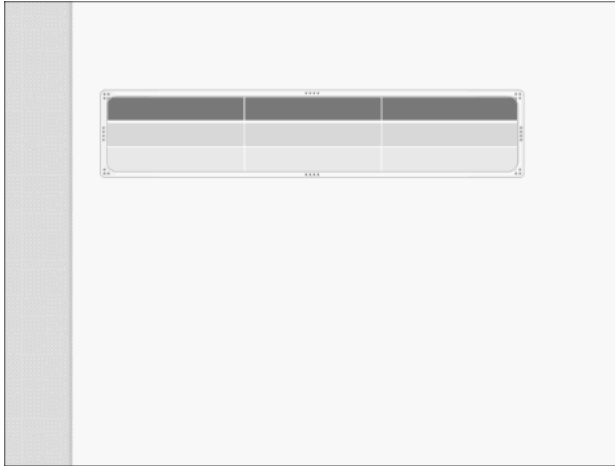
A combination of elements was used on this slide: a table, images with a border added, and WordArt with the names in a different color for emphasis. This table connects with your audience way better than a text slide with bullets! Now your audience can put a face to a name! They’ll “see” this trainer when they call for help. They will feel a connection to the trainer even before they attend class!

1. Add a new slide: Home Tab > Slides Gallery > New Slide > Blank.
2. Insert the table: Insert Tab > Tables Gallery > Click Table > Insert Table.



3. Enter 3 columns and 3 rows, and press Enter.

Exercise - Insert a Table Continued



4. Enlarge and move the table to cover the entire slide:
5. If you want a different table style: Design tab > Tables Styles Gallery.

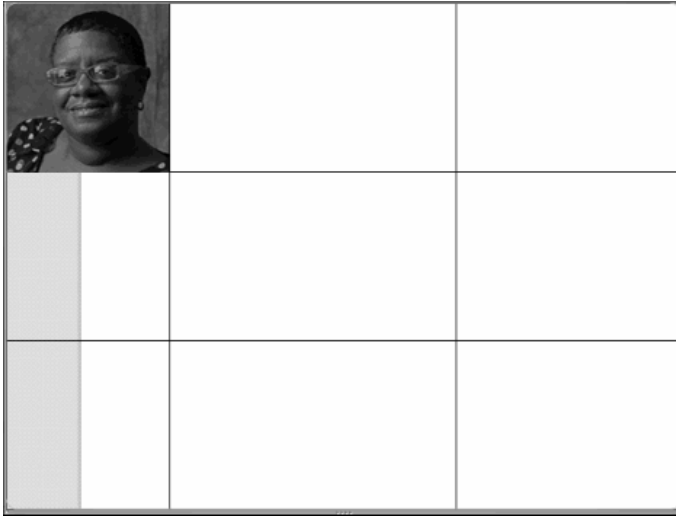


6. If you don't want a style at all, select the No Style Table Grid .
7. Enter Pam's picture: Insert Tab > Picture > My Documents > PowerPoint 2007 > Pam.



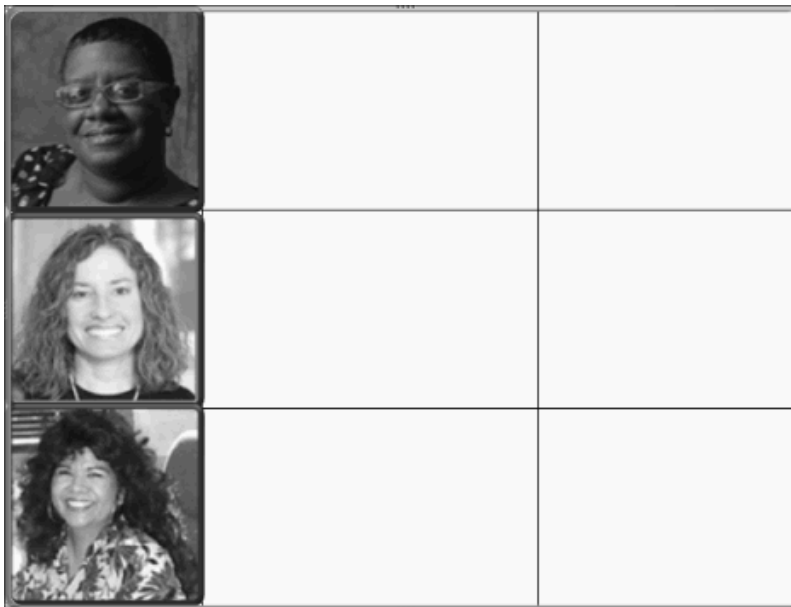
- The picture is inserted in the middle of the table.
8. Click on the picture and press and drag it to the first cell in the table.
 9. Resize the picture to fill most of the first cell. (Do not resize too much or it will get distorted!)
 10. To make column one thinner, click on the column line and press and drag it left.

Exercise - Insert a Table Continued



- Notice the first column is now thinner and the middle column is wider.
 - Follow the same steps for Heidi's picture.
11. Insert Tab > Picture > My Documents > PowerPoint 2007 > Heidi.
 12. Move and resize Heidi's picture to the second cell in column one.
 - Follow the same steps for Paula's picture.
 13. Insert Tab > Picture > My Documents > PowerPoint 2007 > Paula.
 14. Add a border to each picture: Click on a picture: Picture Toolbar > Picture Styles Gallery.



Exercise - Insert a Table Continued

15. Enter their training expertise in the second column and their names and phone numbers in column 3, as pictured below.

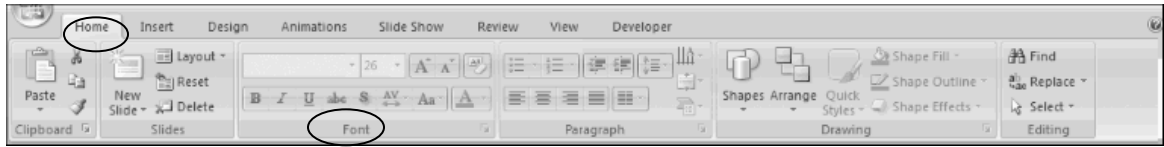
	Access	Pamela Williams
	Excel	
	Dreamweaver	18284
	HRMS	Heidi Little
	Word	
	<u>PhotoShop</u>	18304
	CFS	Paula Connors
	Calendar	
	PowerPoint	18289

- When you enter the text, it will be quite small and it will be right up against the column lines. It will look like this:

	Access	Pamela Williams
	Excel	18284
	Dreamweaver	
	HRMS	Heidi Little
	Word	18304
	<u>PhotoShop</u>	
	CFS	Paula Connors
	Calendar	18289
	PowerPoint	

Exercise - Table Continued

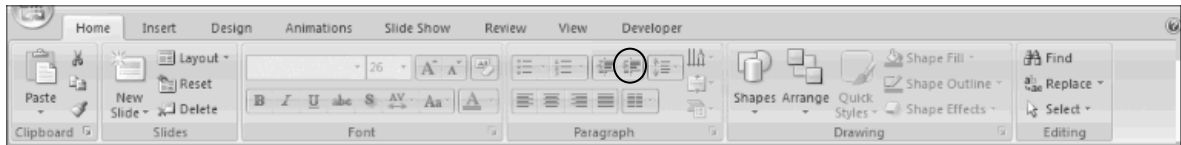
16. After entering the text, select it, and apply formatting options from the Home tab.



17. In the Font Gallery, select a large font.



18. To fix the “crowded issue” of the text being right up against the column lines, click in front of your text, and from the Paragraph Gallery, click the Indent Tab icon.



	Access	Pamela Williams
	Excel	18284
	Dreamweaver	
	HRMS	Heidi Little
	Word	18304
	PhotoShop	
	CFS	Paula Connors
	Calendar	18289
	PowerPoint	

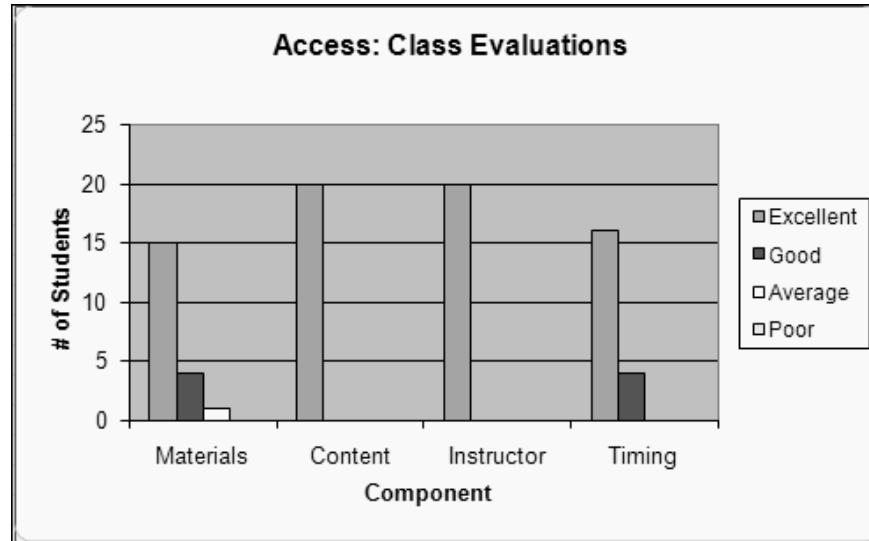
19. Click the Save icon in the Quick Access Toolbar.

Notes Page

Charts

Charts Charts are used to display data in an easy-to-read graphical format. Charts make it easier to understand large quantities of data and the relationship between different series of data.

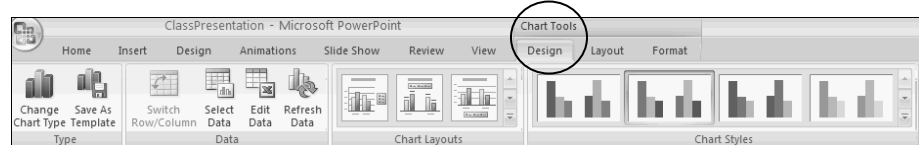
Chart Example



Although PowerPoint does have charting capabilities, it's much easier, and more efficient, to insert or link to charts that have been created in Excel. Excel is a spreadsheet application used for numerical calculations and the analysis of data.

Chart Tools Toolbar – Design Tab

Whenever you insert, or select, a chart, PowerPoint displays a contextual Chart Tools toolbar and Design Tab. This Design tab contains the Type, Data, Chart Layouts, and Chart Styles galleries.



Insert Methods

There are 3 main ways in which to insert charts into PowerPoint:

- Linking the chart in PowerPoint to the Excel worksheet.
- Embedding the Excel chart in PowerPoint.
- Pasting a static graphic of the Excel chart in PowerPoint.

Best Way?

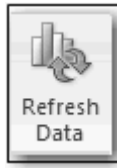
Which is the best method? It depends on your needs. Each of the methods has its pros and cons – depending on how you see it!

Ways to Insert Charts

Linking

Linking is having a hyperlink in your PowerPoint presentation to the Excel workbook that contains the chart. The Excel information (the source file) is used to display the chart in PowerPoint (the destination file). This is useful when:

- You want to have your presentation automatically update when ever you change the data or charts in the Excel worksheet.
 - Every time you open the PowerPoint presentation, you'll be asked if you want to update your links.
 - You can also update information any time you are currently in your presentation by clicking the Refresh Data icon in the Charts Design Tab.
- You want to resize your data once it's in PowerPoint. (Embedded data doesn't scale as well as linked data.)
- You don't mind ensuring that the linked Excel files travel with your PowerPoint presentation when you use another computer.
- You want to give people a copy of the PowerPoint presentation, but don't want them to see or have access to the Excel worksheet.



Embedding

Embedding is copying and pasting the Excel data into your PowerPoint presentation. The entire Excel workbook, not just the chart data, is now part of your presentation. This is useful when:

- You want the PowerPoint presentation to be a self-contained package that includes your Excel data.
- You don't want to worry about file management issues - making sure your Excel files travel with your PowerPoint presentation.
- You want to be sure that anyone who opens your presentation can edit the Excel data you've included in the PowerPoint presentation.
- You don't mind the added file size or the fact that anyone who opens the PowerPoint presentation will have complete access to the original Excel worksheet data as well.

Pasting

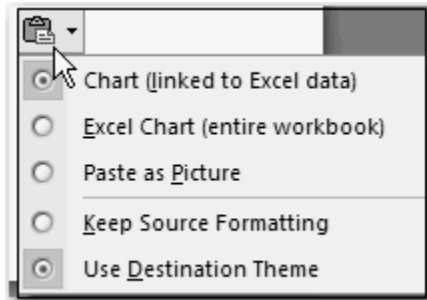
Pasting is pasting the Excel chart into your PowerPoint presentation as a static Microsoft Office Graphic Object. The chart is now treated as any other graphic. This is useful when:

- You don't want to bother with the Excel data at all.
- You don't need the chart data to be updated.

Inserting Charts Continued

Insert a Chart

1. Add a new slide: Home Tab > Slides Gallery > New Slide > Blank:
2. In Excel, open the workbook that contains the chart.
3. Select the worksheet with the chart.
4. Save the workbook: Click the save icon in the Quick Access Toolbar, or from the Office Button, select Save.
5. Select the Chart.
6. Copy the chart: Home Tab > Clipboard Gallery > Copy.
7. Exit Excel: Office Button > Exit Excel in the lower-right corner.
8. In PowerPoint, on your new blank slide, insert the chart: Home Tab > Clipboard Gallery > Paste.
- The chart is inserted with a Paste Special icon in the lower-right corner.
9. Click the Paste Special icon.

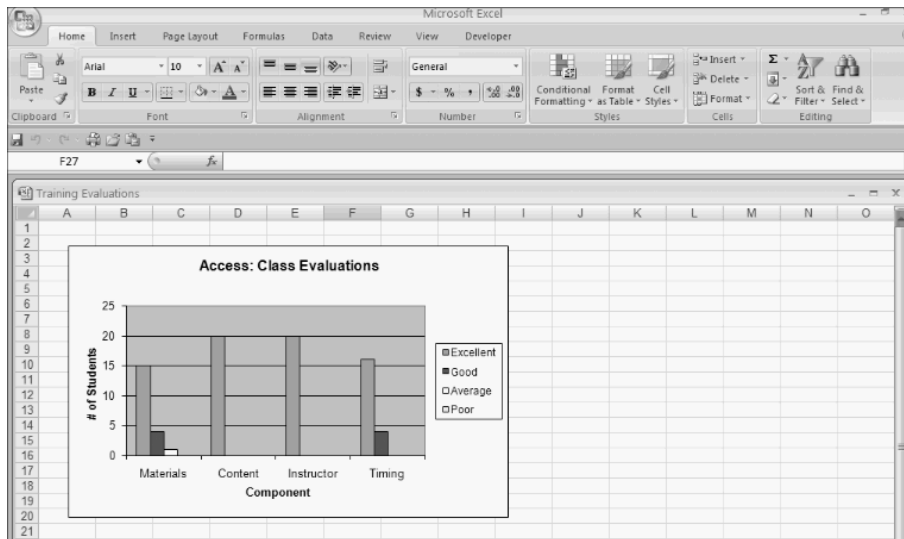


10. Select the method in which you would like your chart inserted.
 - Chart (linked to Excel data) = Linking
 - Excel Chart (entire workbook) = Embedding
 - Paste as Picture = Static Picture
11. Save your presentation.

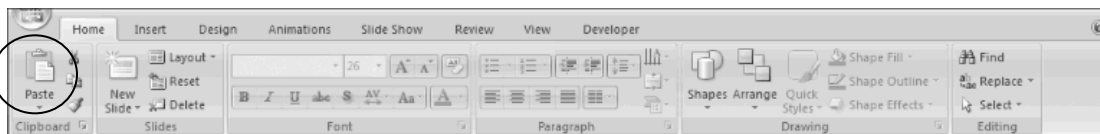
Exercise - Insert an Excel Chart

Insert a chart displaying the feedback regarding your Access training. A chart is a much better way of conveying participant feedback than a slide filled with numbers!

1. Add a new slide: Home Tab > Slides Gallery > New Slide > Blank.
 - In Excel, open the workbook that contains the chart.
2. From the Start menu, select Excel.
3. From the Office Button, select Open.
4. Locate the Excel Chart: My Documents > PowerPoint 2007.
5. Double-click Training Evaluations.

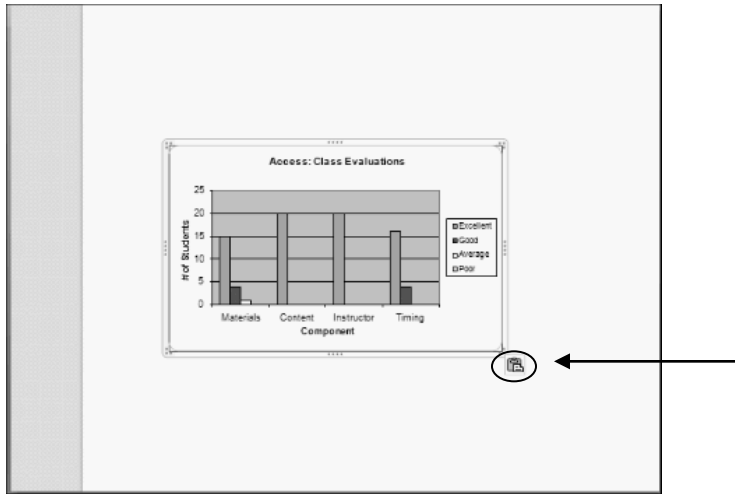


6. Save the workbook: Click the save icon in the Quick Access Toolbar.
7. Click on it to select the Chart.
8. Copy the chart: Home Tab > Clipboard Gallery > Copy.
9. Exit Excel: From the Office Button, click Exit Excel in the lower-right corner.
10. In PowerPoint, on your new blank slide, insert the chart:
Home Tab > Clipboard Gallery > Paste.

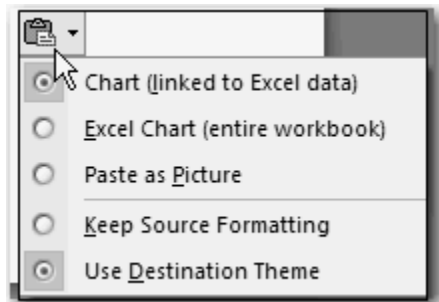


Exercise - Excel Chart Continued

- The chart is inserted with a Paste Special icon in the lower-right corner.



11. Click the Paste Special icon.



12. Select Paste as Picture.
13. Save your presentation.

Notes Page

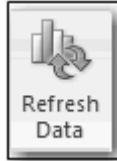
Edit and Format Charts

Chart Data Edits

The way you change your chart data depends on the way you inserted it.

Linked or Embedded Data

If you linked, or embedded, your chart, you must make the changes in the Excel worksheet. Any changes made to the Excel worksheet will display in your PowerPoint chart – after you update your links.



1. Open Excel.
2. Make your changes.
3. Save the Excel workbook.
4. In your PowerPoint presentation, select the chart.
5. From the Chart Tools Design tab, click Refresh Data.

Static Picture

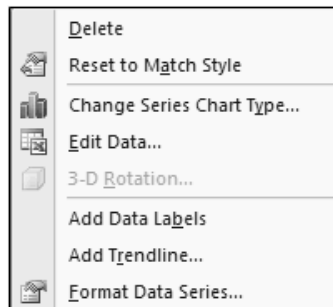
If you pasted a static graphic, you can't make data changes to it. You have to start over with it.

1. In PowerPoint, delete your chart.
2. Open Excel; make the data changes; and save the workbook.
3. Select and copy the chart; then exit Excel.
4. Paste the static Chart graphic in PowerPoint. (See previous pages.)

Format Changes

Formatting your chart is easily done in PowerPoint.

1. Right-click on your chart.



2. Select the appropriate option.
 3. You may also use the options found on the Chart Tools Design tab.
- Note: The chart options are not available for the “picture” chart.

Text Formats

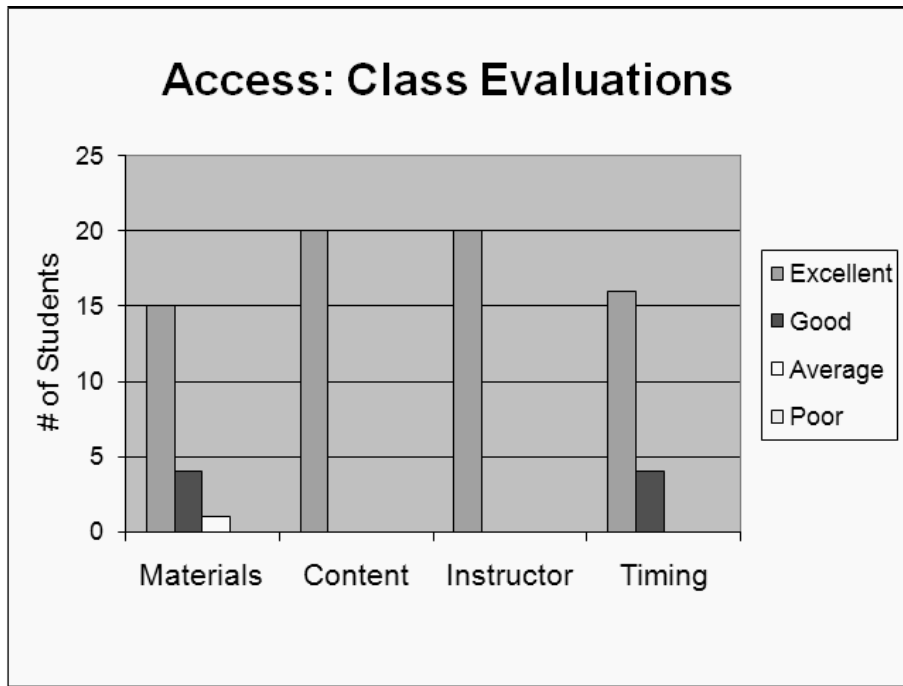
You may have to format the chart text to make it more readable.

1. On the chart, select a text box.
2. From the Home tab, on the Font gallery, select appropriate options.

Exercise - Format a Chart

Move and resize your chart to fill the entire slide.

1. Click on the middle of the chart and drag it to the upper-left corner of the slide.
2. Click the selection handle in the lower-right corner of the chart, and press and drag to the lower-right corner of the slide.
3. Click the bottom middle selection handle, and press and drag down to the bottom of the slide.



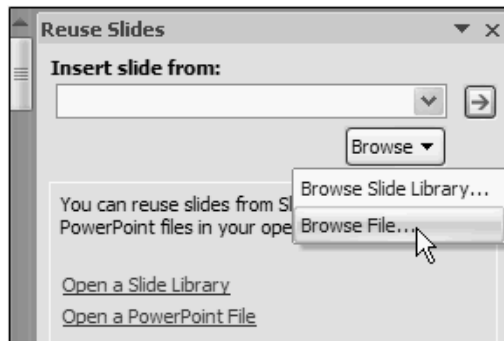
4. Save your presentation.

Import Slides from Another Presentation

Import Slides

There may be times when you need to bring in information that is already included in another presentation. Rather than re-doing things like re-typing text, or re-inserting images, video, etc., you can simply import those slides into your current presentation.

1. In your current presentation, on the left pane, click the Slides tab.
2. Click where you want to insert a slide from the other presentation.
 - Click in between your slides. You'll see a horizontal line where the "new" slides will be inserted.
3. On the Home tab, in the Slides group, click (and hold your click for a bit) on New Slide, and then click Reuse Slides.
4. In the Reuse Slides pane on the right, below the Insert Slide From field, click the Browse button, then click Browse File.

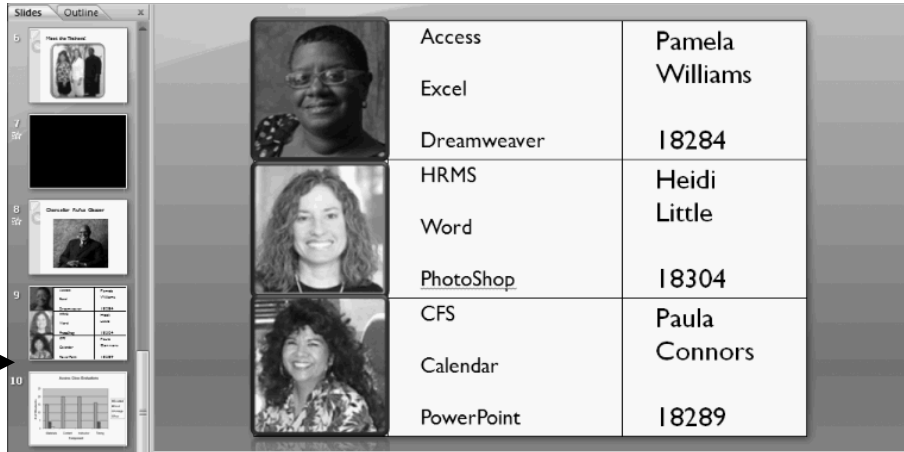


5. In the Browse dialog box, locate and double-click the presentation that contains the slide(s) you want to insert.
 - In the Reuse Slides pane, the presentation slide thumbnails display.
6. Rest the pointer on a thumbnail to see a larger version of it.
 - If you want the inserted slide to maintain the formatting of its original presentation, check Keep Source Formatting (at the bottom of the pane) before you add the slide to your current presentation.
 - If you want the inserted slide to adapt the formatting of your current presentation, do not check Keep Source Formatting.
7. To add a single slide, click the slide.
8. To add all the slides, right-click on a slide, and click Insert All Slides.
9. Save your presentation.
10. Close the Reuse Slides Pane.

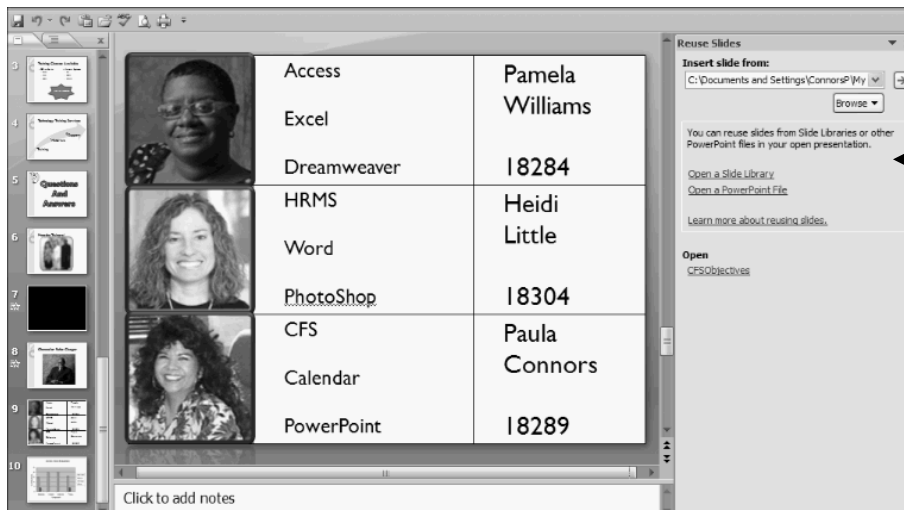
Exercise - Import Slides from Another Presentation

Import the CFS Resources slide from the CFS Objectives presentation into your current presentation.

1. In your current presentation, on the left pane, click the Slides tab.
2. Click in between the Help Lines and Chart slides. (Slides 9 & 10.)
 - You'll see a horizontal line where the new slides will be inserted.

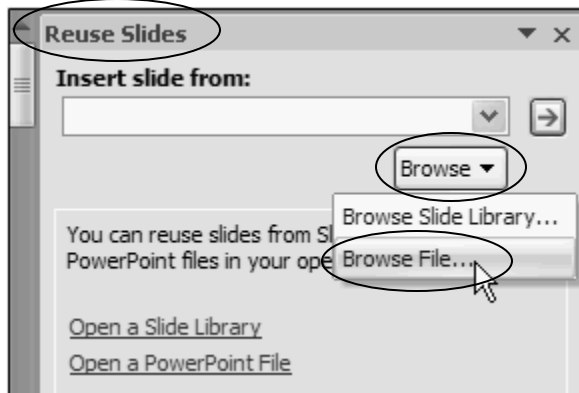


3. On the Home tab, in the Slides group, click (and hold the click for just a bit) on New Slide, and then click Reuse Slides.
 - This option is the last option in the New Slide gallery.
 - The Reuse Slides Pane displays on the right.

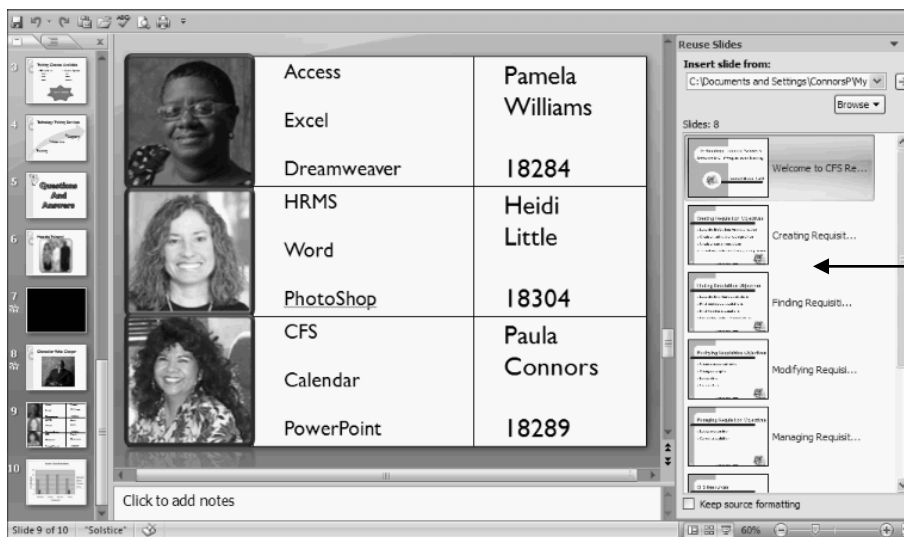


Exercise - Importing Slides Continued

4. In the Reuse Slides pane on the right, below the Insert Slide From field, click the Browse button, then click Browse File:



5. In the Browse dialog box, follow this path: My Documents > PowerPoint 2007.
6. Double-click CFS Objectives.
 - In the Reuse Slides pane, the presentation slide thumbnails display.



7. Rest the pointer on a thumbnail to see a larger version of the slide.
8. Click the “CFS Resources” slide to insert it.
 - You may have to make adjustments to the new slide.
9. Change the title text from CFS to PowerPoint.
10. Save your presentation.
11. Close the Reuse Slides Pane.

Notes Page

Slide Show View

Slide Show View



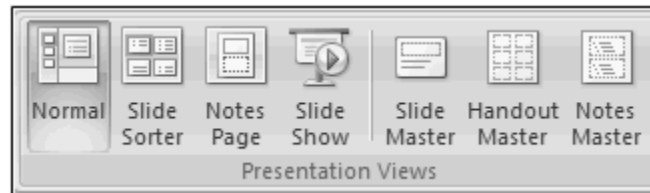
Slide Show View is used to view, preview, and test the presentation. This view is also referred to as Presentation View. This view displays your slides full-screen.

You can access Slide Show view from the Views toolbar in the bottom right of the screen or from the View Tab, in the Presentation Views Gallery.

View Toolbar



View Tab – Presentation Views Gallery



Home Key

Any time you go into Slide Show View, the current slide will display first. To see the presentation from the first slide, press the Home key. The Home Key will get you to the first slide in any of the views.

Navigate in Slide Show View

There are several ways to advance to the next slide during a Slide Show:

- Press Enter/Return on the keyboard.
- Click the left mouse button once.
- Press the Space Bar.
- Press the Page Down key.
- Press the Right or Down Arrow.

To return to a previous slide during a Slide Show:

- Press the Page Up key.
- Press the Back or Up Arrow.

End Slide Show

To end the slide show, press the Escape Key.

Testing, Testing

Many of your presentation options like hyperlinks, text animations, and slide transitions must be tested in Slide Show View. You apply these options in one of the other Views, but they have to be tested in the presentation view.

Slide Show View



1. Save your presentation.
2. Press the Home Key.
3. Select the Slide Show View on the Views toolbar.
4. Advance through the slides using one of the methods above.
5. Press the Escape Key (esc) to exit the presentation.

Exercise - Navigate in Slide Show View



Run through your presentation and see what it looks like. Are there any changes you'd like to make? Are the video and sound working correctly? Do the images look right?

1. Press the Home key. This takes you to slide one in your presentation.
2. Click on the Slide Show View  button at the bottom left of the screen.
 - This puts your presentation in full-screen.
3. Press the enter key to advance to the next slide.
4. Press the down arrow to advance to the next slide.
5. Press the page up to go to the previous slide.
6. Continue viewing the rest of your slides.
7. Press the Escape button on the keyboard to end the show.
8. Make any necessary corrections to your presentation.
9. Save your presentation.

Use the Slide Master

What is the Slide Master?

The Slide Master is used to make changes on all the slides in your presentation at one time. For example, if you want a company logo, a footer, or graphics to appear on all of your slides, you insert that graphic or text on the slide master.

You can also define format and position of text for slides in the presentation. For example, if you want to center all the titles of your slides. You can do it once on the slide master and all of your titles will be centered. The Slide Master saves you lots of time and it ensures consistency throughout your presentation.

More than one Master

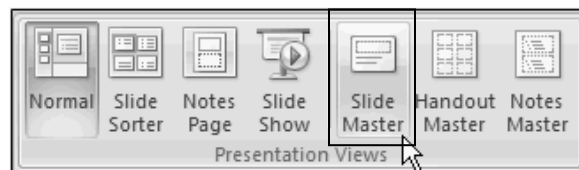
Something that's new with the Slide Master in PowerPoint 2007 is that there's more than one. In previous versions, there was one Slide Master per presentation. Now, you have a Slide Master for each different slide layout that you're using in your presentation. Roll-over each slide master for a screen tip regarding the slides that are affected by that particular Slide Master.

THE Slide Master

The very first Slide Master displayed, is THE Slide Master for the presentation. It affects all of your slides in your presentation.

View Tab – Presentation Views Gallery

The Slide Master is on the View Tab, in the Presentation Views Gallery.



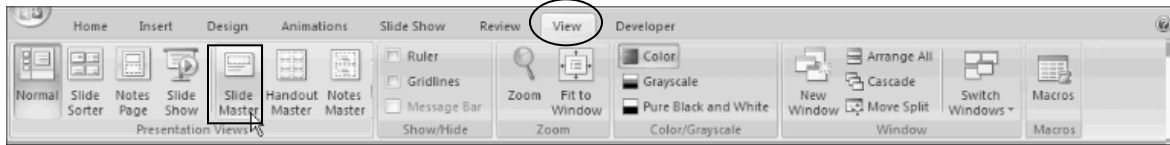
Use the Slide Masters

1. On the View tab, in the Presentation Views Gallery, select Slide Master.
2. Roll-over the different masters to see which slides they affect.
3. Click on a Slide Master to select it.
 - Select the very first Slide Master for changes to affect all of your slides in your presentation.
 - Select separate Slide Masters for different slides.
4. Make any formatting changes you want applied to those slides: Select the text, then on the Home Tab, select formatting options.
5. Insert any images or graphics using the Insert Tab. You will probably have to move it and resize it.
6. Click Normal View in the View toolbar to return to your presentation.
7. Check your changes. You may have to make more changes!

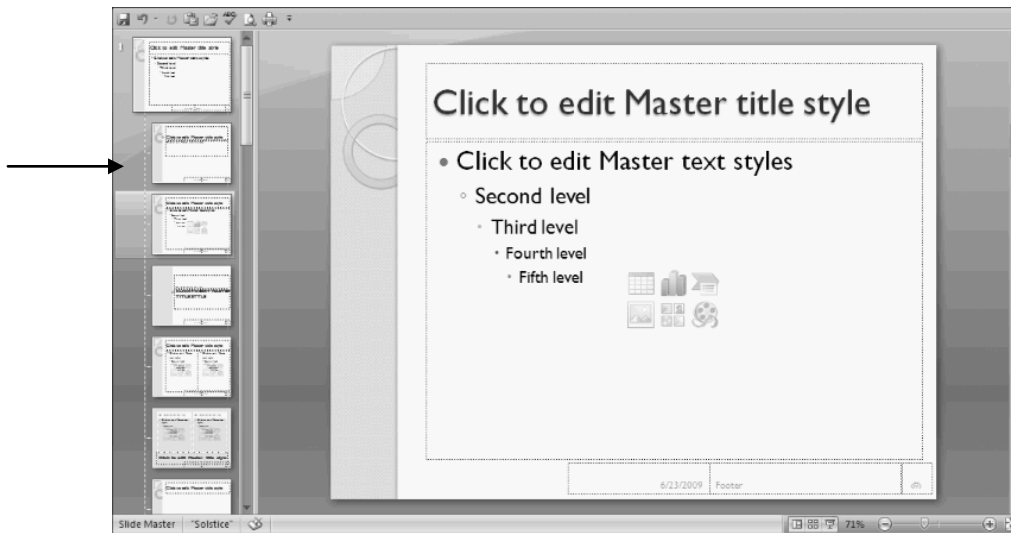
Exercise - Use the Slide Master

Use the Slide Master to center the titles on your slides and to enter a logo on all of your slides all at one time.

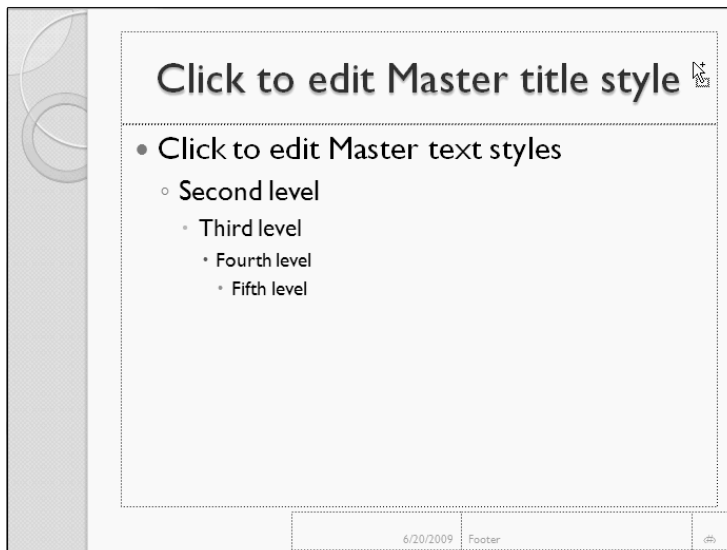
1. View Tab > Presentations Views Gallery > Slide Master.



- All of the Slide Masters display in the left pane.

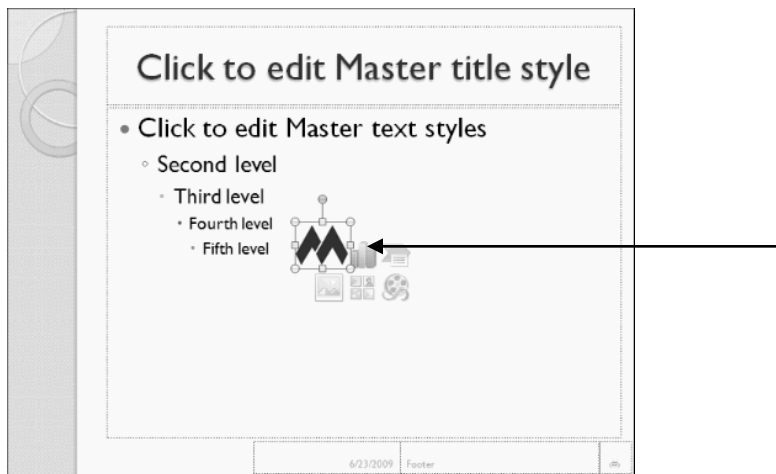


2. Roll-over the different masters to see which slides they affect.
 3. Click on the first Slide Master to select it.
- Any changes made to this slide affect your entire presentation.

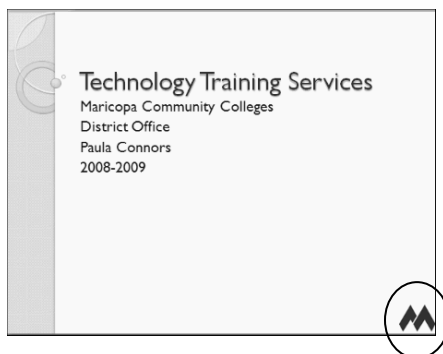


Exercise - Slide Master Continued

- Center the title text on all of your slides.
- 4. In the left pane, select the very first Slide Master.
- 5. Click in the title placeholder.
- 6. Home Tab > Paragraph Gallery > Center Alignment .
- Add a logo to your slides.
- 7. Insert Tab > Illustrations Gallery > Picture.
- 8. Locate and insert the Maricopa M logo: My Documents > PowerPoint 2007 > In the Files of Type field, click the DownArrow, and select All Files > MaricopaM.
- The logo is inserted in the middle of the Slide Master.



- 9. Click in the middle of the logo and drag it to the lower-right corner of the slide.
- 10. Return to Normal View. Click Normal View in the Views toolbar in the lower-right corner.



- Notice that the M logo is now on all of your slides. If you don't want it on certain slides, you'll have to delete the logo from the first Slide Master and add it individually to the Slide Master(s) you do want it on. Some of the slides don't show the logo because we covered the entire slide when we resized certain items.
- 12. Click the Save icon in the Quick Access Toolbar.

Notes Page

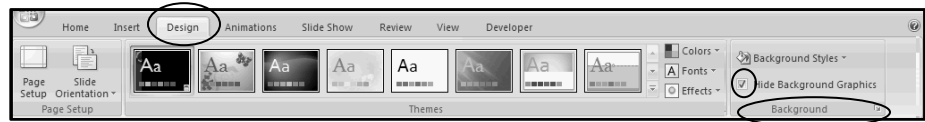
Omit/Change the Background of a Slide

Omit the Slide Background

Sometimes slides can become too “busy” cluttered with information and graphics. Sometimes a slide may look much better if the design template were omitted. You can omit the background from select slides so the information can be more easily viewed, and retain the design template on the remaining slides.

For example, you may not be able to read a chart very well with the original design template graphics in the background. Remove the background, and the chart information is more visible and readable.

Design Tab – Background Gallery



Background Colors and Effects

After omitting the slide graphics, you can add a solid color background to the slide to replace the default white background. You can also add multiple colors/gradients, patterns, and textures. When adding these changes, be careful not to take away from your information. You don't want to have too many distracting elements.

Steps to Omit or Change the Background

1. Omit the background graphics for one slide:
 - Select the slide whose background you want to omit.
 - Design Tab > Background Gallery > Hide Background Graphics.
2. Change the background color for one slide:
 - Design Tab > Background Gallery > Background Styles > Format Background.
 - Choose a color. Select a theme color to stay consistent with your presentation.
 - Click Close.
4. Change/format the background fill:
 - Design Tab > Background Gallery > Background Styles > Format Background.
 - Choose a color, gradient or texture. Customize as necessary.
5. Click Close to apply to the selected slide.
6. Save your presentation.

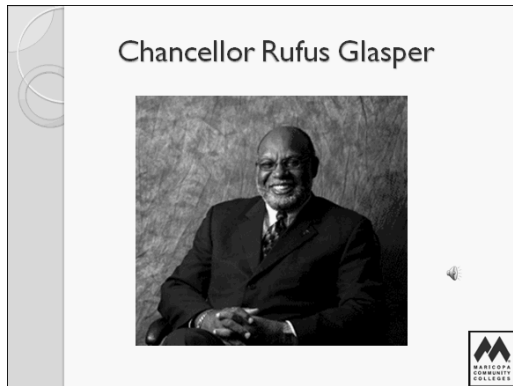
Caution:

If you click *Apply to All*, your formatting selections will be applied to all the slides in your presentation, not just the selected slide.

Exercise – Omit and Change the Background of a Slide

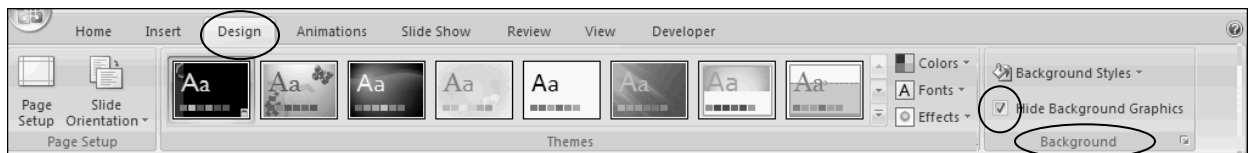
Remove the background and add a solid color to the slide with Dr. Rufus Glasper on it.

1. Select the slide that has Dr. Glasper on it.



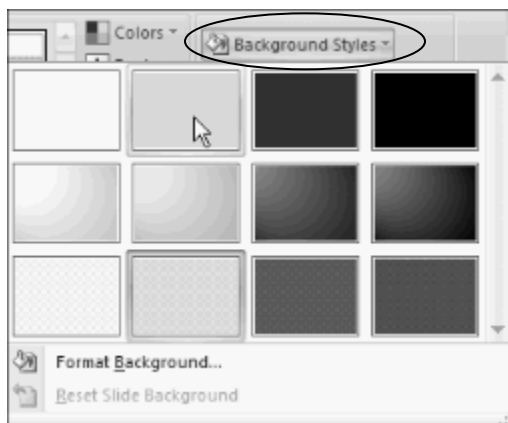
- Notice that the background graphics, the side scroll panel and the M logo, distract from his picture. So, let's remove them. (The sound graphic will always be visible in Normal view. It does not display in Slide Show View.) We'll also add a solid color background to this slide to make it more visually appealing.

2. Design Tab > Background Gallery > Hide Background Graphics Checkbox.



3. If you want to change the background color – for only this slide:

Design Tab > Background Gallery > Background Styles.



4. Select a color. (These are theme colors so your presentation stays consistent.)
5. If your title isn't very visible, you may have to change the font color. Select the title first, Home Tab > Font Gallery > Font Color.
6. Click the Save icon on the Quick Access Toolbar.

Rearrange Slides

Moving Slides

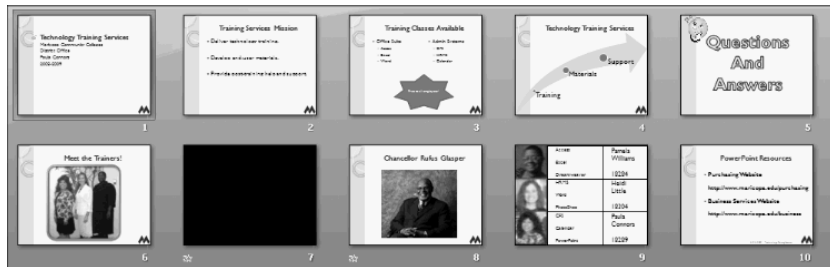
While creating or viewing your presentation, you may decide to change the order of the slides to better sequence your information. To rearrange slides, you must be in Slide Sorter or Normal View.

Slide Sorter View



1. Click the Slide Sorter View button located in the Views toolbar at the bottom right of the screen.

- In Slide Sorter View, all of the slides are shown as thumbnails.



2. Click and press and drag the slide to the desired location.
3. When the *vertical* insertion line displays in the space where you want to move the slide, release the mouse button.

Normal View



In Normal View, you change slide locations in the Slides pane.

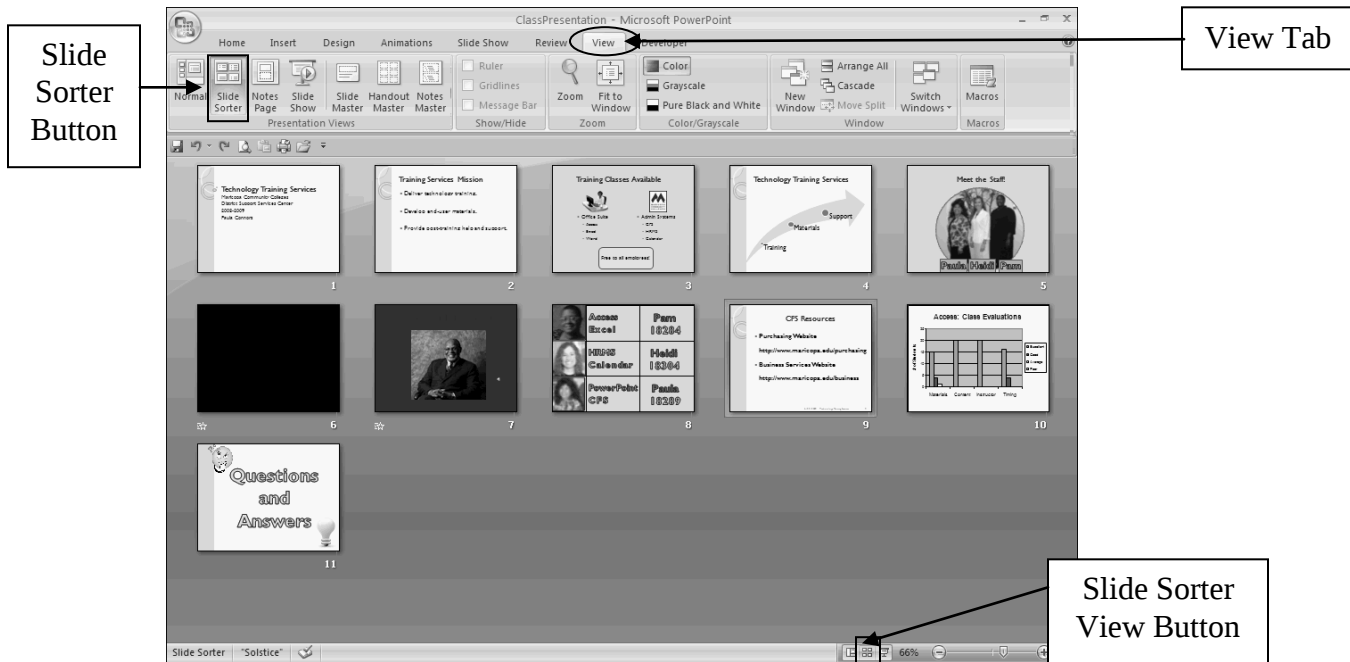
1. Click the Normal View button located in the Views toolbar at the bottom right of the screen.
2. On the left Slides pane, click and press and drag the slide to the desired location.

Slide Pane



3. When the *horizontal* insertion line displays in the space where you want to move the slide, release the mouse button.

Exercise - Rearrange Slides



Rearrange some of your slides. Move the Questions and Answers slide to be last. Move the Help Lines slide to be the second to last slide in your presentation. Move the “Meet the Trainers” slide to be the third slide after “Training Services Mission”.

1. Click Slide Sorter View  in the Views toolbar in the bottom right corner .
2. Click the Questions and Answers slide and press and drag it to the end of your slides.
3. When you see the vertical line display (indicating the insertion point), release the mouse button. The Question and Answer slide is now last.
4. Click the Help Lines slide (the one with the table with the trainer pictures), and press and drag the slide to the second to the last slide of the presentation.
5. When you see the vertical line display (indicating the insertion point), release the mouse button. The Help Lines slide is moved to its new position.
6. Click the Meet the Trainers slide, and press and drag it after slide two (Training Services Mission).
7. Click the Save icon in the Quick Access Toolbar.
8. Check out your presentation in Slide Show View: Click the Slide Show button in the View Toolbar in the bottom right corner .

Insert a Hyperlink

Types of Hyperlinks

Another way of presenting information is by adding Hyperlinks that link to a variety of items when clicked. There are four types of Hyperlinks:

Existing Files or Web Page: links to existing files, such as Word documents, Excel spreadsheets, PowerPoint presentations, pdf documents, or a web page.

Place in this Document: links to slides within the presentation.

Create New Document: links to a file that you will create either at the same time as the presentation or at a later date.

Email Address: links to an email address, and opens the user's default email system, so users can send a message.

Respective Information

For each of these types, you will have to enter the respective information to which this hyperlink will link. For example, if you want to insert a link to the Training Services website, you will select Existing Files or Web Page, and then enter the entire url and the hyperlink text to display.

Hyperlink Object

You can make any text or graphic a hyperlink; or you can insert the site's url into a blank slide. The slide layout must be a Content layout for a url.

Test Hyperlinks

Always test your hyperlinks in Slide Show View.

Hyperlink Text or Object



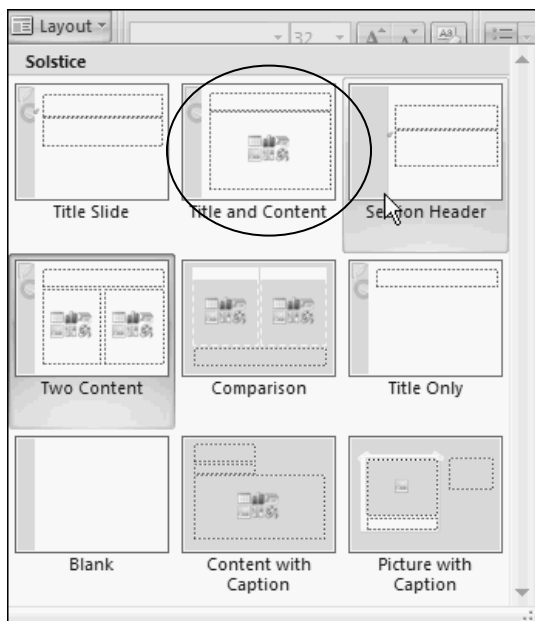
1. Select the text or object that will represent the link.
2. Or in the case of linking to a website, if you would like the url of the website to display on your slide (rather than an image or text), you need to make sure your cursor is in the content section of the slide. PowerPoint will automatically enter the url into your slide.
3. On the Insert tab, in the Links Gallery, select the Hyperlink button.
4. In the Insert Hyperlink window, select your hyperlink type:
 - Existing File or Web Page
 - Place in This Document
 - Create New Document
 - Email Address.
5. Enter the respective information for that particular link type.
6. Click on OK.
7. Test your link in Slide Show View.
8. Save your presentation.

Exercise – Insert a Web Page Hyperlink

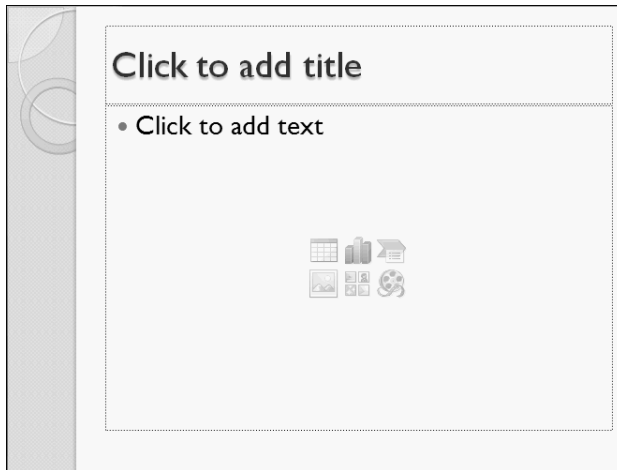


Insert a new slide with a link to the Training Services website.

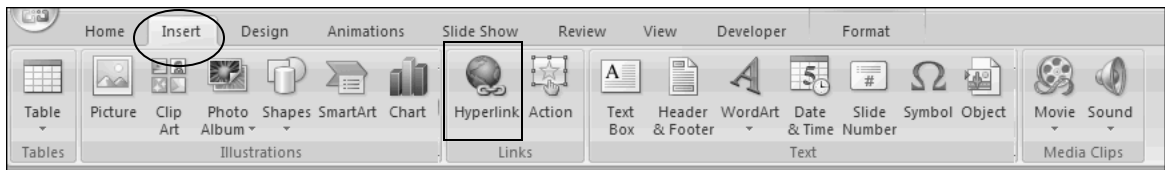
1. Add a new slide: Home Tab > Slides Gallery > New Slide > Title and Content.



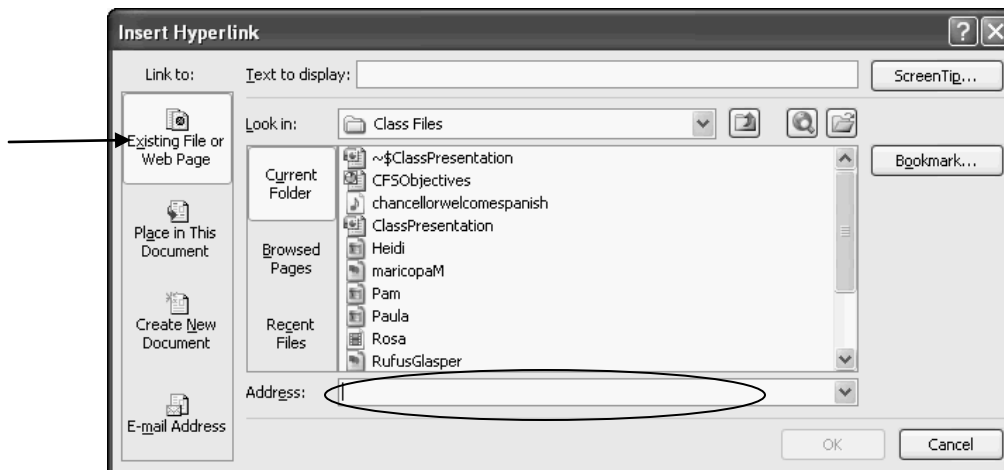
Exercise – Web Page Hyperlink Continued



2. Click in the title placeholder and type: “Visit Us Online!”
3. Click in the content area.
4. From the Insert Menu, select Hyperlink.



5. On the left pane, select Existing File or Web Page.

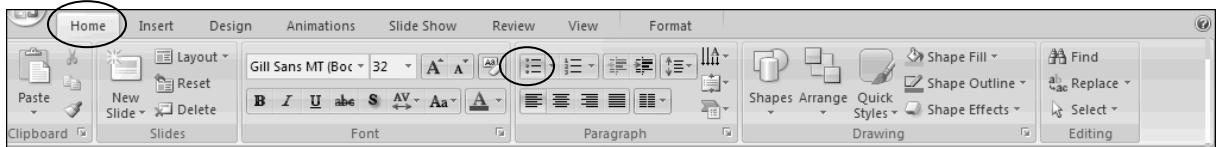


6. In the Address field, type in the entire address (the url) for the website:
<http://www.maricopa.edu/training>
 - Always start url's with http://
7. Click OK.

Exercise – Web Hyperlink Continued



8. To remove the bullet, click the Home tab, in the Paragraph Gallery, click the Bullet List icon.



9. To test the link, click the Slide Show View button in the Views Toolbar .

10. Click on the hyperlink.

- The web page opens in a separate window.

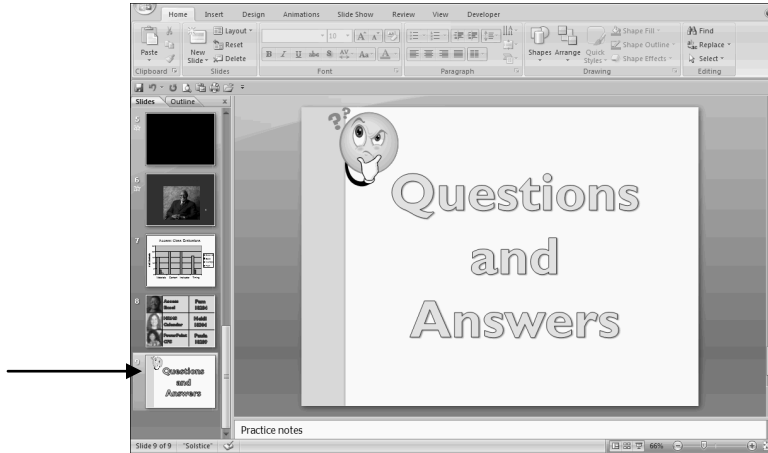


11. Close the web page to return to your presentation.
12. Press the Escape key on the keyboard to end the show and return to Normal View.
13. Select Save from the Quick Access Toolbar.

Exercise – Insert a File Hyperlink

Add a hyperlink to a pdf document. The hyperlink will be an object on your slide.

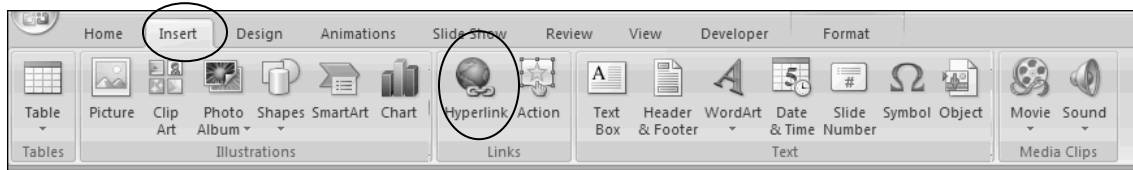
1. In Normal View, on the left Slide pane, click on the Questions and Answers slide.



2. Select your Question Mark graphic.

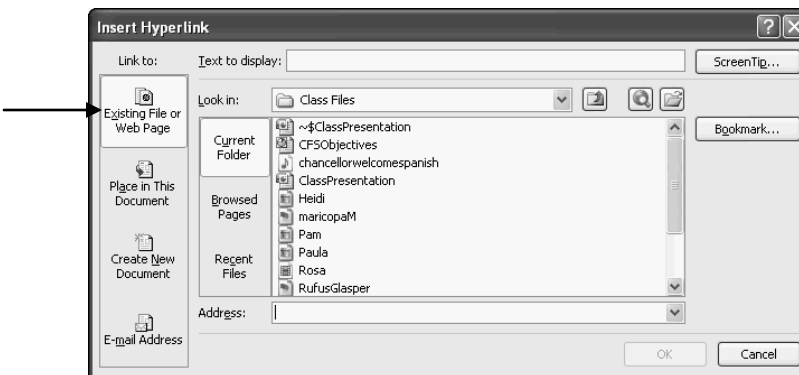


3. On the Insert tab, in the Links Gallery, select the Hyperlink button.

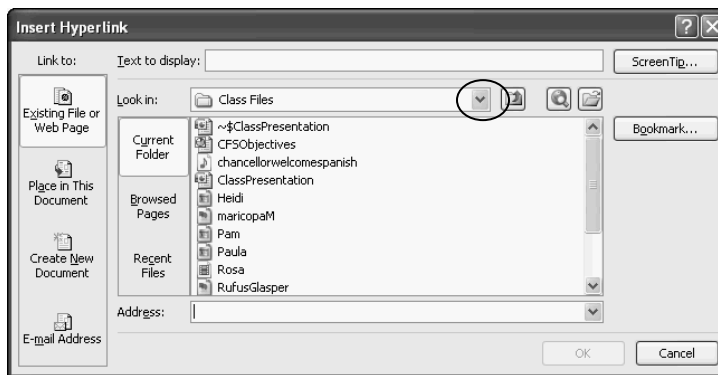


Exercise – File Hyperlink Continued

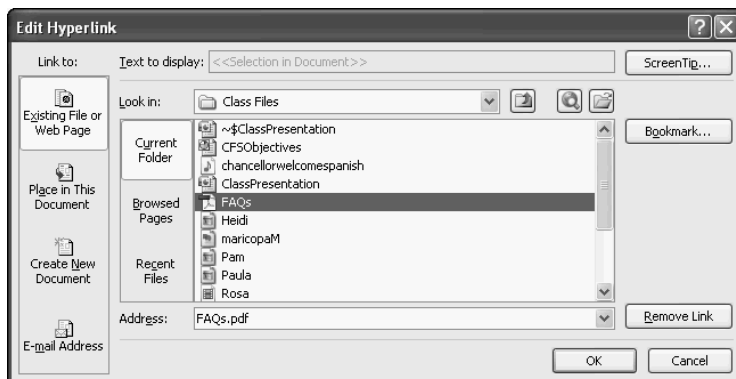
- On the left pane, select Existing File or Web Page.



- In the Look in: field, click the down arrow.



- Navigate to the PowerPoint 2007 folder.
- Double-click on the FAQs document.



- Deselect the Question Mark graphic.
- To test the link, click Slide Show  in the Views Toolbar.
- Close the pdf document.
- Press the Escape key to end the show and return to Normal View.
- Click the Save icon in the Quick Access Toolbar.

Add and Customize Text Animation

What is Text Animation?

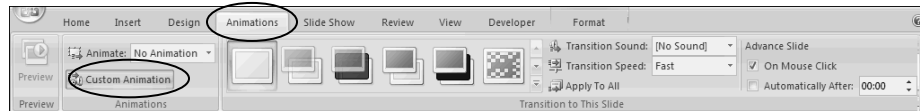
Animation refers to the way text or objects move onto or off of a slide. Animation can be applied to select slides, all slides, or the slide master. This feature can be used to show a sequence of information or to show motion in a dynamic concept.

Normal View

Animation can be added in either Normal View or Slide Sorter View.

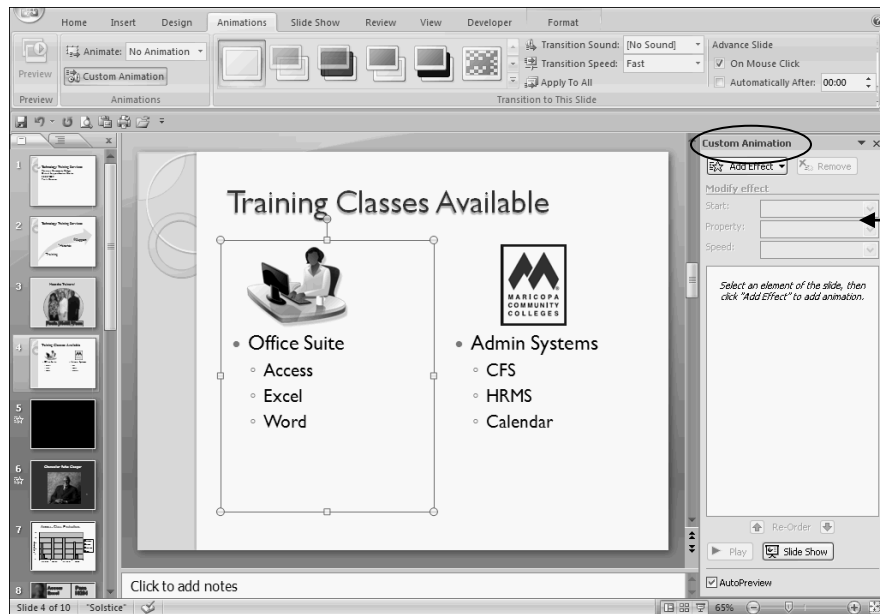
Animations Tab

To apply animations, select your text or object first, then on the Animations tab, in the Animations Gallery, click Custom Animation.



Custom Animations Task Pane

The Custom Animations Task Pane displays on the right.



Animation Options

Animation options include:

- Select the text or objects on a slide that are to be animated.
- Select the animation effect.
- Determine the order of the animation effects.
- Select the start method of the animation.
- Set the direction of the animation.
- Determine the animation speed.
- Remove or change the animation.

Animation and Effects Continued

Animation Effects

Animation Effects include:

- Entrance: add an effect to content as it enters the slide.
- Emphasis: add an effect to content currently on a slide.
- Exit: add an effect as content leaves the slide.
- Motion paths: add an effect that makes content move in a pattern.

Preview



Click the Play button at the bottom of the Customize Animation Pane to see a preview of your animation.

Change Animations

To change animations, you must delete the original animation before applying another one, or you'll end up with both animations.

Remove Animation

To remove animation, select the text or object with the animation, in the Custom Animation Task Pane, click the Remove button.

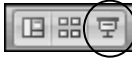
Always Test!

Always test your animations in Slide Show View.

Don't go overboard!

Only add animation if it makes sense! Keep in mind that animations should enhance your presentation, not detract from it. Your content is the most important part of your presentation – not your special effects!

Add Text Animation and Effects

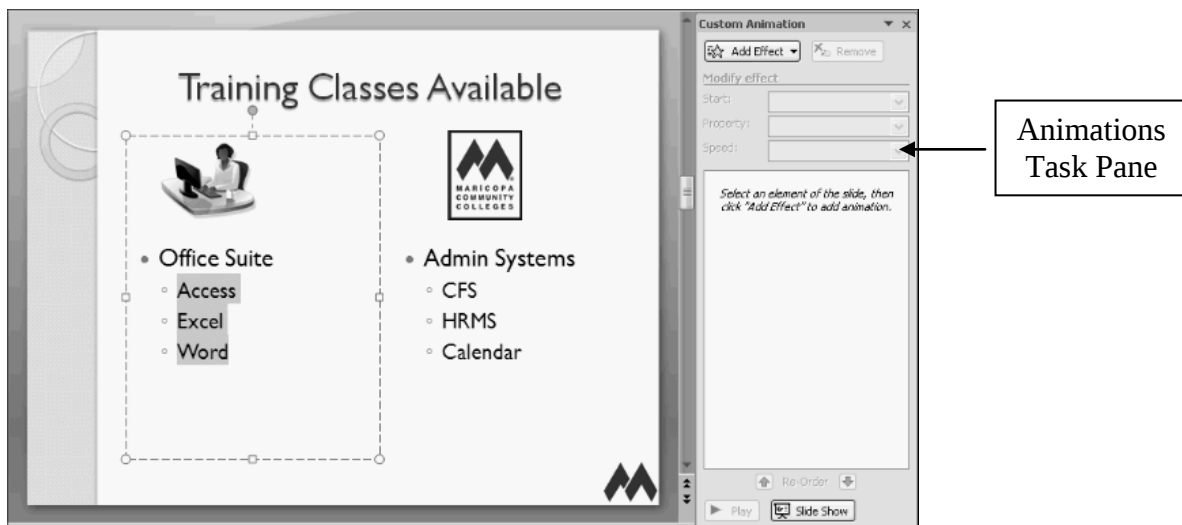
1. Select Normal View .
2. Select the slide to which you want to apply an animation.
3. Select the text or object to be animated.
4. Animations Tab > Animations Gallery > Custom Animations.
5. On the Customize Animations Task Pane, click the Add Effect button.
6. Select an effect; then select the specific animation effect.
7. In the Customize Animation Task Pane, click the down arrow on each text or object and customize the start, direction, speed, and order.
8. Click the Play button  at the bottom of the Customize Animation pane to see a preview of the animation.
9. Test your animation in Slide Show View. 
10. Press the Escape key to exit your presentation.
11. Close the Animation pane.
12. Save your presentation.

Exercise - Add Text Animation

Add text animation to the Training Classes Available slide. Set the animation so the text comes in from the bottom one at a time.

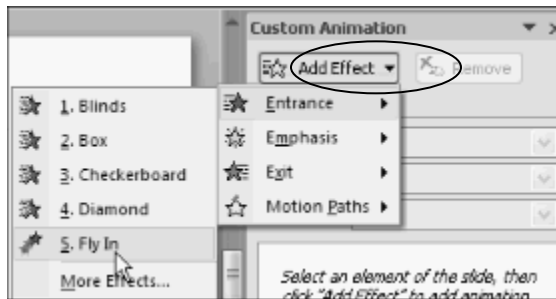


1. In Normal View, in the Slides pan, select the “Training Classes Available” slide.
2. Select the classes in column one – Access, Excel, and Word. Do not include Office Suite.
3. Animations Tab > Animations Gallery > Custom Animations.

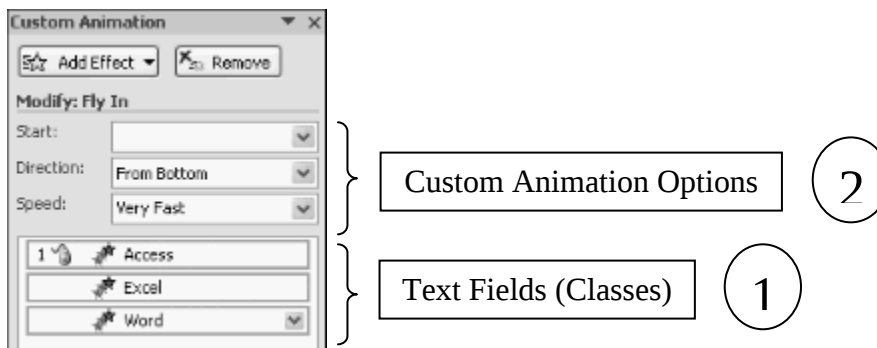


Exercise - Add Text Animation Continued

- On the Customize Animations Task Pane, click the Add Effect button.

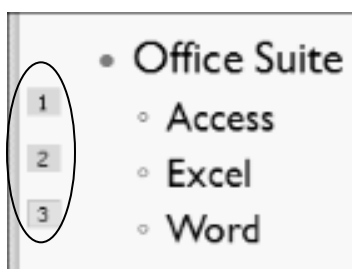


- Select Entrance; then select Fly In.
- Click the Play button  at the bottom of the Customize Animation pane to see a preview of the animation.
 - Notice that all the classes come in at one time. Change that so that each class comes in on a separate click.
- In the Customize Animation Task Pane, click in each class field. Then customize the start, direction, and speed of the animation using the options right above the text fields.

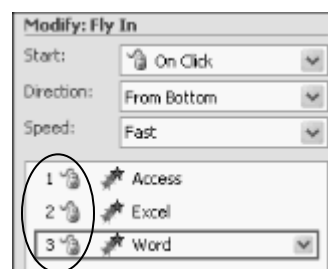


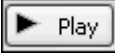
- Notice the way the text is now numbered on your slide and in the Animation pane:

Slide



Animation Pane



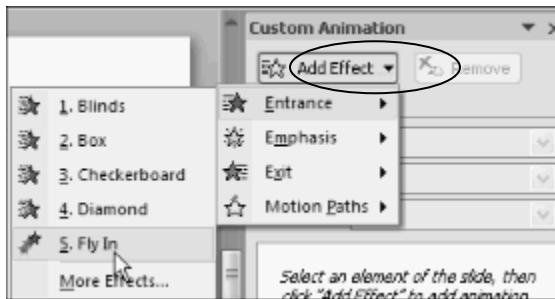
- Click the Play button  at the bottom of the Customize Animation pane to see a preview of the animation.

Exercise - Text Animation Continued

- Apply the same animation to the classes in the second column.
9. Select the classes in column two – CFS, HRMS, and Calendar. Do not include Admin Systems.



10. On the Customize Animations Task Pane, click the Add Effect button.

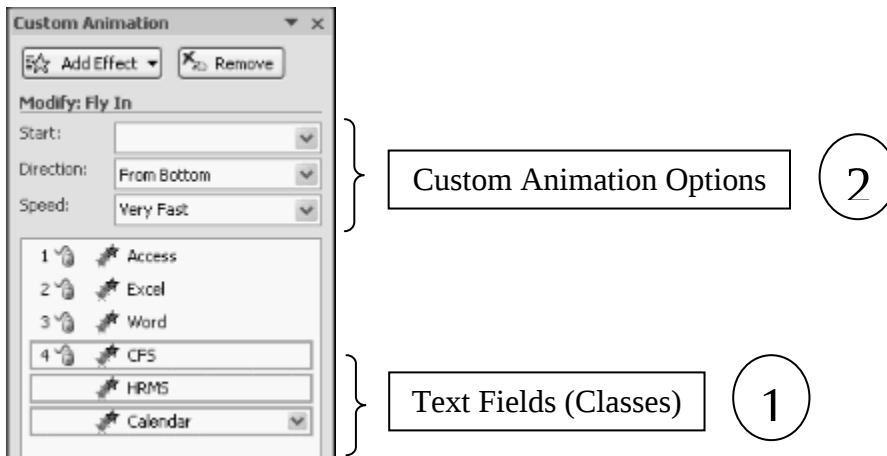


11. Select Entrance; then select Fly In.

12. Click the Play button  at the bottom of the Customize Animation pane to see a preview of the animation.

- Notice that the Office Suite classes come in one at a time. Change the Admin Systems classes so that each one comes in one at one time, too.

13. In the Customize Animation Task Pane, click in each class field. Then customize the start, direction, and speed of the animation using the options right above the text fields.



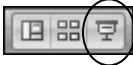
Exercise - Text Animation Continued

- The text on your slide should look like this:



- The numbers to the left indicate the display order.
- The animation pane should look like this:



- Click the Play button  at the bottom of the Customize Animation pane to see a preview of the animation
- Test your animation in Slide Show View. 
- Press the Escape key to exit your presentation.
- Close the Animations pane.
- Save your presentation.

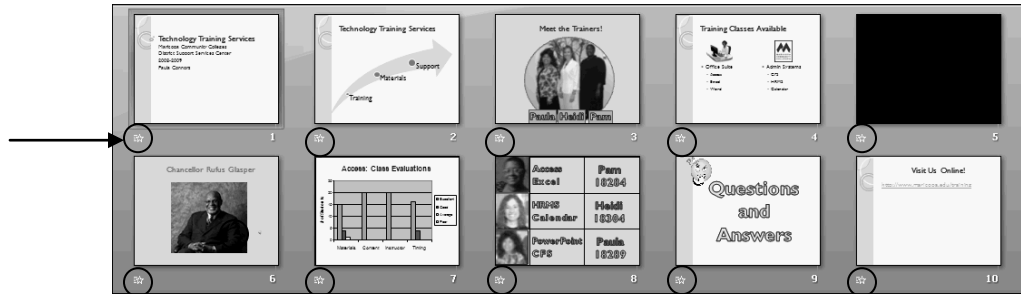
Add and Customize Slide Transitions

What are Slide Transitions?

Slide transitions are the way one slide moves to the next. Transitions can include movement and sound. Transitions add professionalism to your presentations.

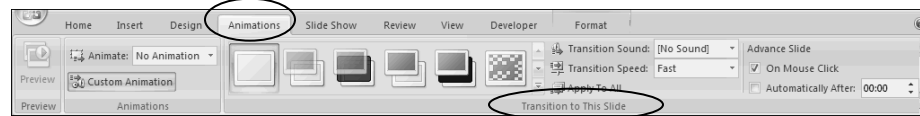
Slide Sorter View

It is best to be in Slide Sorter View when applying transitions to slides. When you add slide transitions in Slide Sorter View, a small icon representing the transitions displays in the lower left corner of the slides.



Animations Tab

Slide Transition options are found in the Animations tab, in the Transition to this Slide Gallery.



Click the more button in the transition types for more options.

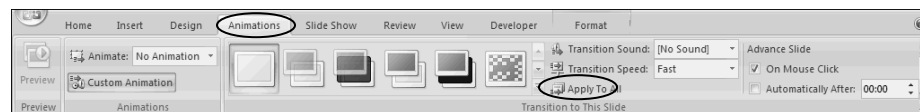
Slide Transition Options

The options to apply and customize the slide transitions include:

- Select a slide that is to have the transition.
- Select the transition style.
- Select and apply a sound to the transition.
- Select the advance method of the transition – on a mouse click or automatically after a certain amount of time.
- Determine the transition speed. (slow, medium, fast, very fast)
- Remove or change the transition.

Consistency Apply to All

It is good design to use one transition style throughout your presentation. This maintains professionalism and the transitions won't detract from the message. After applying a slide transition: Animations Tab > Transition to this Slide Gallery > Apply to All.



Slide Transitions Continued

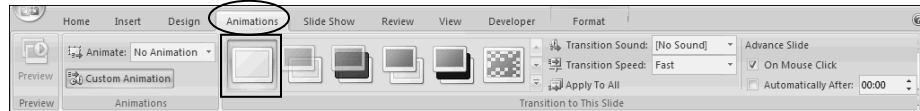
Change Transition

To change a slide transition, select the slide, then choose another transition style from: Animation Tab > Transition to this Slide Gallery.

Remove Transitions



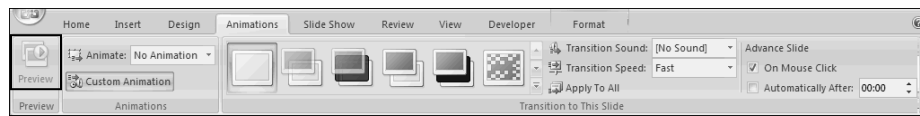
To remove a slide transition, select the slide, then: Animations Tab > Transition to this Slide Gallery > No Transition



Preview Slide Transitions



To preview the transition in Slide Sorter view: Animations Tab > Preview



You can also preview the slide transition by clicking on the transition icon in the lower-left corner of the slide thumbnail in Slide Sorter view.



Test Transitions

Always test your slide transitions in Slide Show View.

Don't go overboard!

Keep in mind that transitions should enhance your presentation, not detract from it. Your content is the most important part of your presentation – not your special effects!

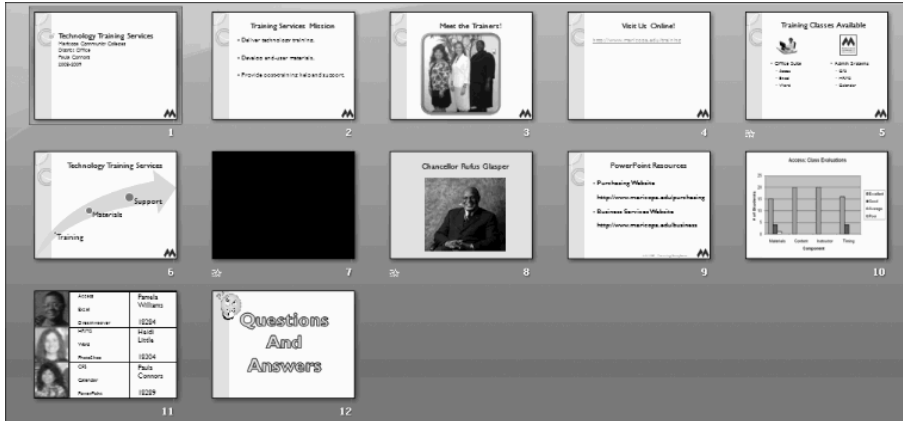
Add Slide Transitions

1. Select Slide Sorter View.
2. Click on the first slide – or press the Home key.
3. Animations Tab > Transition to this Slide Gallery > More button.
4. Select a transition style.
5. On the Animations Tab, in the Transitions Gallery, select transition options for sound, speed, and advancement.
6. Animations Tab > Transitions Gallery > Apply to All.
7. On the Animations tab, click the Preview button.
8. Test in Slide Show View.
9. Press Escape to exit the show.
10. Save your presentation.

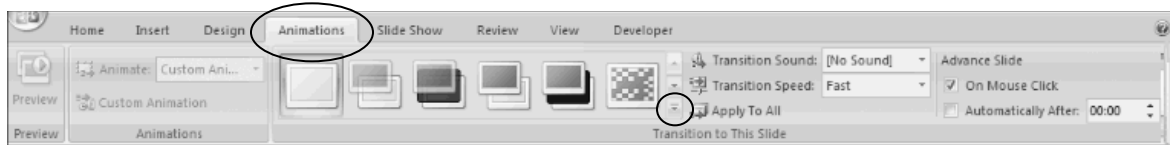
Exercise – Add A Slide Transition

Add a slide transition that will advance your slides in a consistent, professional manner.

1. Click the Slide Sorter View icon  in the lower-right corner of the screen.



2. Click on the first slide – or press the Home key.
3. Animations Tab > Transition to this Slide Gallery > More button.



The transition options display:

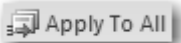


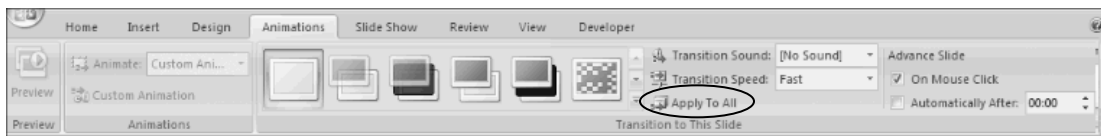
4. Select a Transition.

Exercise - Slide Transitions Continued

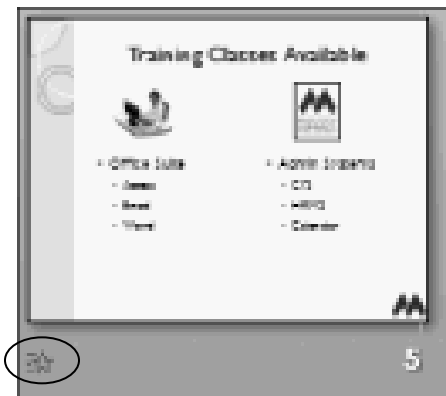
5. To see a preview of this transition, click the animation icon below slide one. It looks like a little star.



6. Click the Apply to All button  in the Transition to This Slide gallery.



7. Click the animation icon below the "Training Classes Available" slide.



- You'll see a preview of the slide transition along with a preview of the text animation.
8. Select Slide Show View to test your Transitions.
 - When finished, you are back in Slide Sorter View.
 9. Select Normal View.
 10. Click on the Save icon in the Quick Access Toolbar.

Check Spelling

Spell Check

Spell Check is used to correct typos, identify misspelled words, and offer suggestions for corrections. Spell Check can reduce the amount of time needed for proofing. PowerPoint identifies misspelled words with a red, wavy underline.

Normal View

The Spell Check works in Normal View.

Use Spell Check

1. Select the Spell Check icon  from the Quick Access Toolbar.
 - If the icon is not showing in the Quick Access Toolbar, click the Down Arrow in the Quick Access Toolbar and select Spelling.
 - The first incorrect spelling or unrecognized word will show in the Spelling window in the Not in Dictionary field.
 - Suggestions will display any recommended changes for the word.
 - **To change the word**, select a replacement word from the Suggestions list and click Change or Change All.
 - **To edit the word yourself**, click on the word in the Change to field, edit the word, and click Change.
 - **To ignore the word and continue**, click Ignore All.
 - **To add the word to the Custom Dictionary**, click Add.
 - **To add the word to a list of words and phrases that are corrected automatically as you type**, click AutoCorrect.
 - **To stop the Spell Check**, click Close.
1. When PowerPoint has finished checking the entire document, it displays the prompt, "The spelling check is complete."
2. Click on OK.

Spell Check is usually a default setting in Microsoft. However, if your PowerPoint does not activate the Spelling icon, set it up in options.

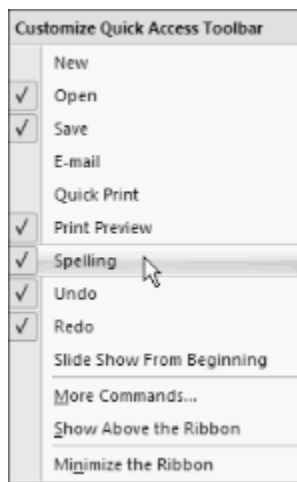
Set Spell Check in PowerPoint

1. Click the Office Button .
2. Click the PowerPoint Options button in the lower-right corner.
3. Select Proofing in the left task pane.
4. Place a checkmark in the Check spelling as you type box.
5. Click OK.

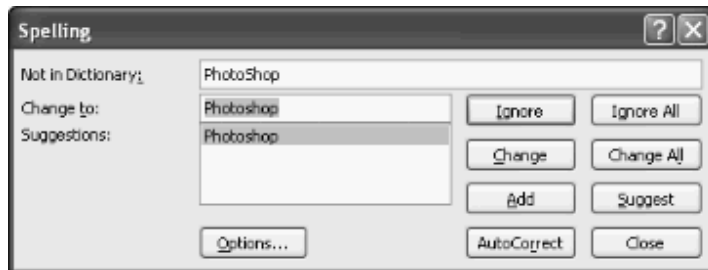
Exercise - Check Spelling

Check the spelling of text in your presentation. Keep in mind that the Spell Check will not check graphic text – like Word Art. It will check text in SmartArt graphics and text inserted into shapes.

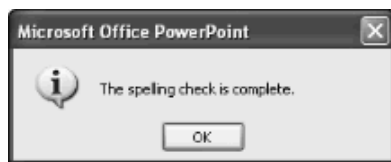
1. Select Normal View.
2. In the Slide pane, click the first slide, or press the Home key.
3. Select the Spell Check icon  from the Quick Access Toolbar.
 - If the icon is not showing in the Quick Access Toolbar, click the Down Arrow in the Quick Access Toolbar and select Spelling.



- The first unrecognized word the Spell Checker finds is “Photoshop.”



4. Click Ignore All.
 - When the Spell Checker is finished, a “complete” message displays.



5. Click OK.
6. Save your presentation

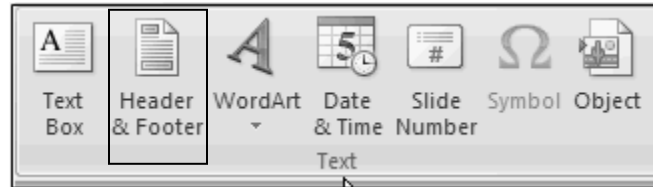
Add a Header and Footer

Headers & Footers

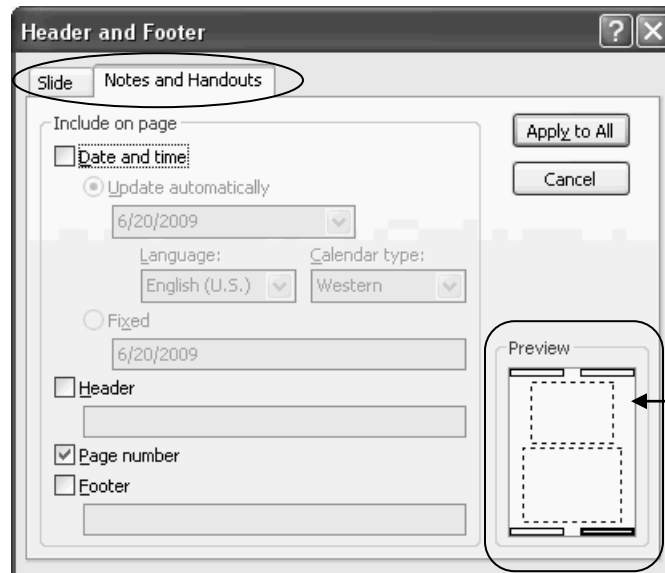
Headers and Footers refer to the text located at the top and bottom of PowerPoint slides and/or handouts. A header may consist of the name of the presentation or presenter. The footer may consist of the title, date, and slide number of a presentation. You can include footers on the slides and headers and footers in the handouts.

Insert Tab – Text Gallery

Headers and footers are found on the Insert Tab, in the Text Gallery.



Slide and Handout Options



The Preview box displays where the information will be placed.

Header & Footer Slide Options

Slide options include date and time, slide number, footer text, and the option to exclude these slide footer options from the title slide. You decide whether to apply the slide footer information to all of your slides or just to the current slide.

Handouts Options

Handout options include date and time, header text, page number, and footer text. The text can be anything you want.

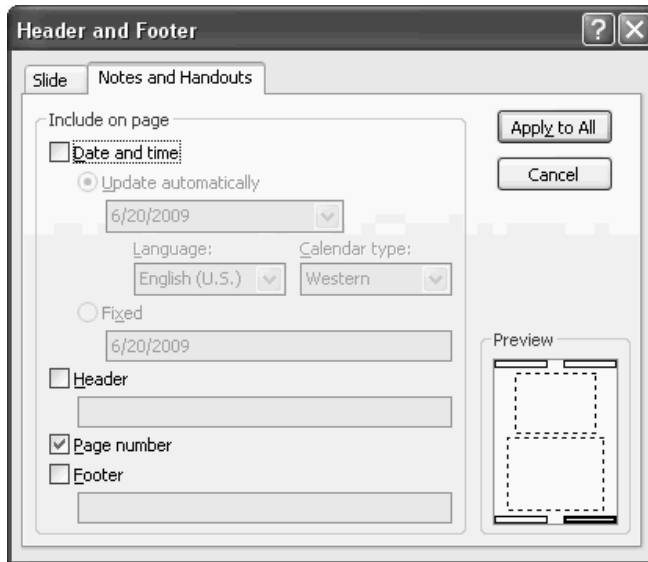
Add a Header and Footer

1. Insert Tab > Text Gallery > Header & Footer.
2. Click the Slide or Notes and Handouts tab.
3. Select the desired options, entering any necessary text.
4. Apply the header/footer to all or some of the slides or handouts.

Exercise - Add a Header & Footer to Handouts

Add a header and a footer to the handouts for this presentation.

1. On the Insert tab, in the Text gallery, click the Header and Footer button.
2. Select the Notes and Handouts tab.



3. Select Date and Time, then select Fixed and enter July 15, 2009 as your fixed, presentation date.
4. Select Header, and enter your name, Maricopa Community Colleges.
5. Select Page number and Footer.
6. In the Footer field enter: Summer Training Week, District Office.
7. Click the Apply to All button.
8. Click the Save icon in the Quick Access Toolbar.

Print Options

Presentation Handouts

Handouts can be an integral part of an effective presentation. They serve as a platform for note taking and expansion on the presentation. Handouts also allow the audience members to take materials with them to share with their co-workers.

Printing Handouts

There are several printing options available in PowerPoint; one of the most flexible is Handouts. The Handouts option allows you to select the number of miniature slides that display on a page of a handout. You can print 1, 2, 3, 4, 6, or 9 slides per page. I have found that 2 slides per page work best for readability.

Printing Slides

The Printing Slides option allows you to print a full landscape version of each slide in the presentation. You may want to print the slides if you are using them as a static presentation to be posted on display or if you are printing onto transparencies to show on an overhead projector.

Printing the Notes Pages

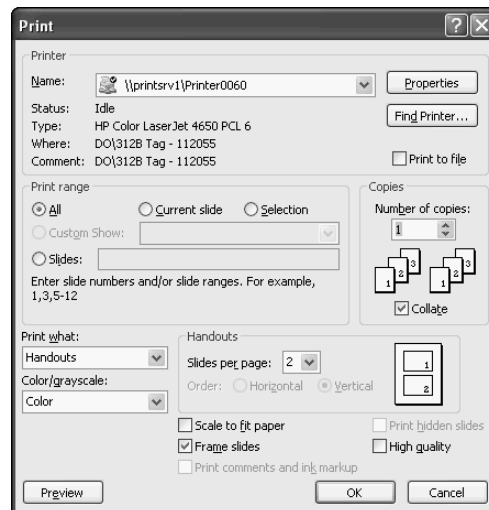
The Printing Notes pages option allows you to print a miniature version of each slide with notes from the Notes Page beneath it. It may be a good idea to print a Notes Page version of your presentation to assist you with concepts or ideas you want to cover more extensively than the notes included on the PowerPoint slides.

Printing the Outline

The Printing Outline option prints only the text included in the Outline tab of the presentation. Note: No graphics print in this format.

Printing Options

Regardless of the type of handouts you print, these are other printing options available: Color, Grayscale, Pure Black and White and Scale to fit paper, Frame slides, Include comment and ink markup, and Print hidden slides (if any).



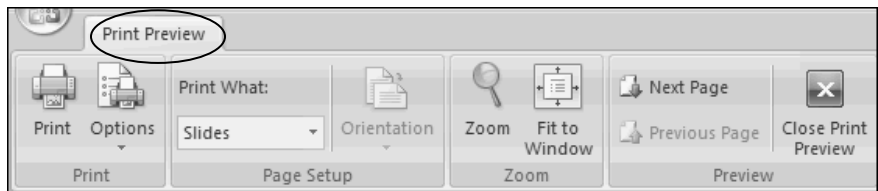
Print Preview

Print Preview

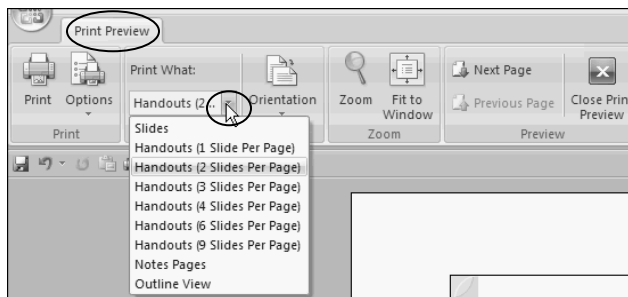
Print Preview shows you a preview of the handouts before you print. Print preview is *always* a good idea before printing! 😊

Preview then Print

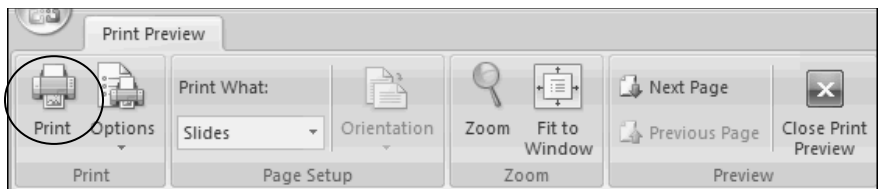
1. In Normal or Slide Show View, click Print Preview in the Quick Access Toolbar.
2. If Print Preview is not showing on the Quick Access Toolbar, click the Down Arrow in the toolbar and select Print Preview.
2. The Print Preview Tab displays.



3. In the Print What field, click the Down Arrow and select an option:



4. Once you decide on your handout, click the Print Button in the Print Preview Tab.

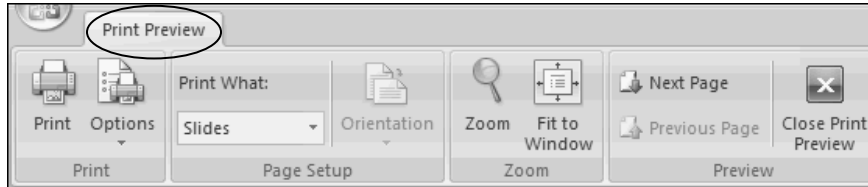


5. In the Print window, make your print selections. (Your Print Preview selections should already be entered.)
6. Click OK.

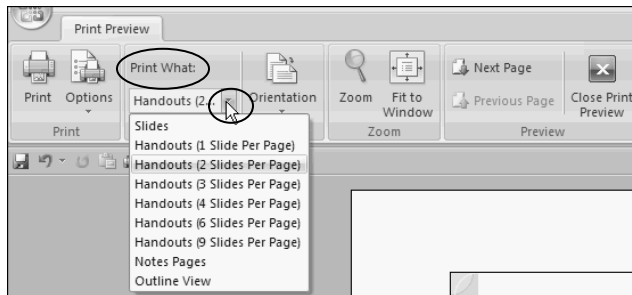
Exercise – Preview Your Handouts

Preview the different printing options.

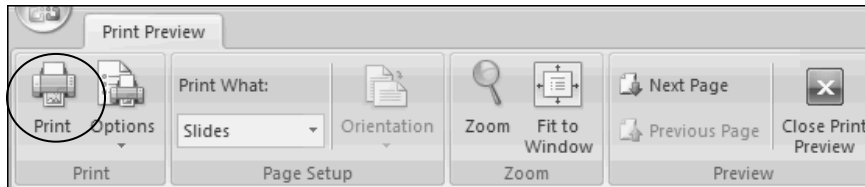
1. In Normal or Slide Show View, click Print Preview  in the Quick Access Toolbar.
2. If Print Preview is not showing on the Quick Access Toolbar, click the Down Arrow in the Quick Access Toolbar and select Print Preview.
3. The Print Preview Tab displays.



4. In the Print What field, click the Down Arrow and select different options to view.



5. Once you decide on your handout, click the Print Button in the Print Preview Tab.



6. In the Print window, make your print selections. (Your Print Preview selections should already be entered.)
7. Click Cancel; we won't print in class.

Notes Page

Set Up a Continuous Presentation

Looping for Display Purposes

You can set up a presentation to automatically run in a continuous loop. Once the presentation reaches the last slide, it will loop back to the first slide and play again. This feature is perfect for Display and Information Tables at conventions or kiosks and other types of “information shows.” To set up a loop for the last slide, go to the Slide Show tab and select Set Up Slide Show.

Media Considerations

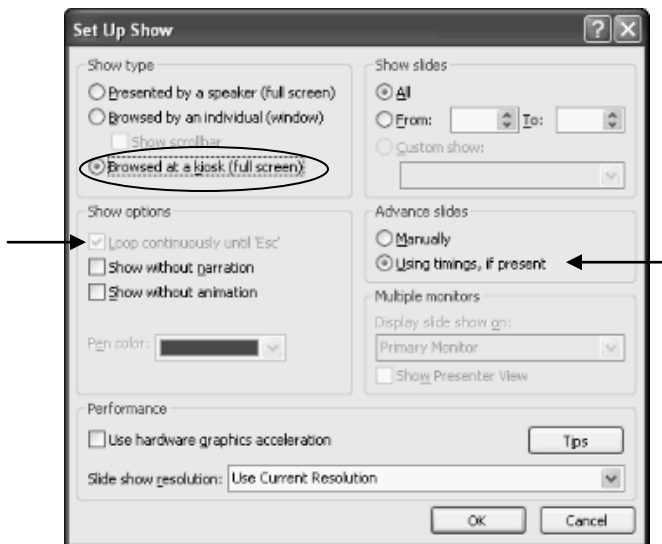
If your presentation contains videos and sound, make sure they are set to “automatically start” rather than “start on click.” All of your media will run completely before the timing starts to go to the next slide.

Test!

Always test your continuous presentation in Slide Show View.

Set Up A Continuous Presentation

1. Select Slide Sorter View, and select the first slide.
2. Set timings for your slides: In the Animations Tab, in the Transition to this Slide Gallery, in Advance Slide, deselect On Mouse Click and click “Automatically After”, and enter the amount of time to wait before the next slide displays.
3. In the Transitions Gallery, click Apply to All.
4. Slide Show Tab > Set Up Gallery > Set Up Slide Show.
5. In the Show Type, select Browsed at Kiosk.

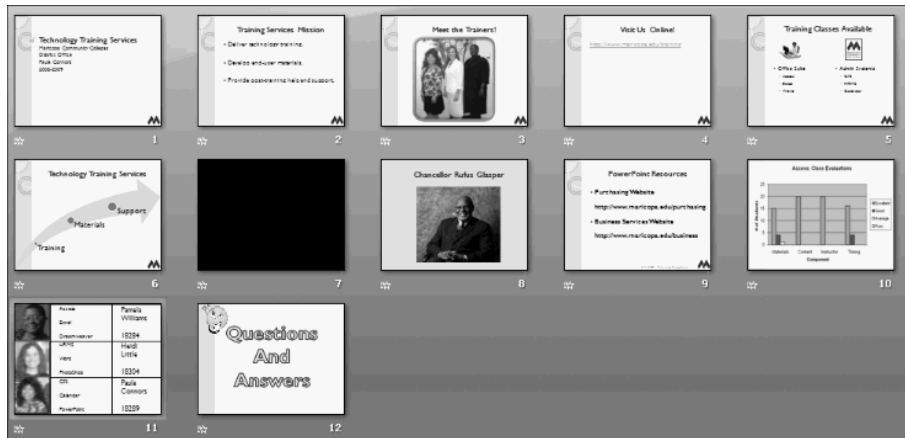


3. Some options are auto-selected with the Kiosk option
6. Click OK and Save.
7. Test your presentation in Slide Show View.

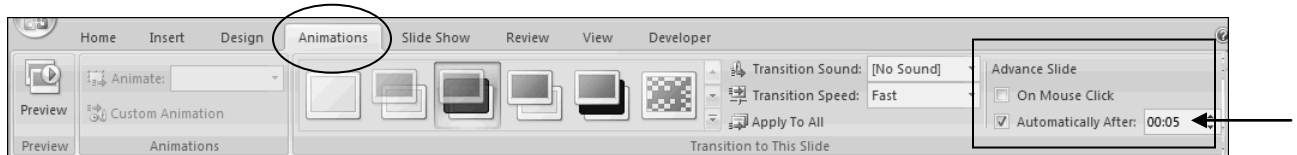
Exercise – Set Up Your Presentation in a Continuous Loop

Set up your presentation to run in a continuous loop.

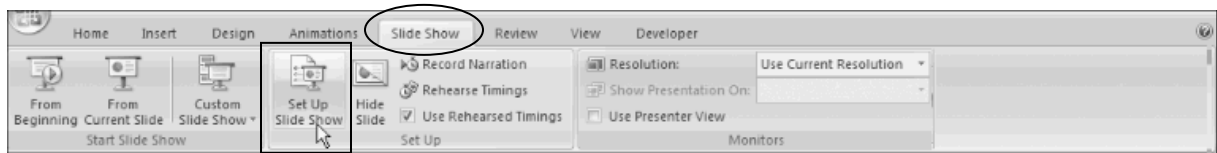
1. Select Slide Sorter View, and select the first slide.



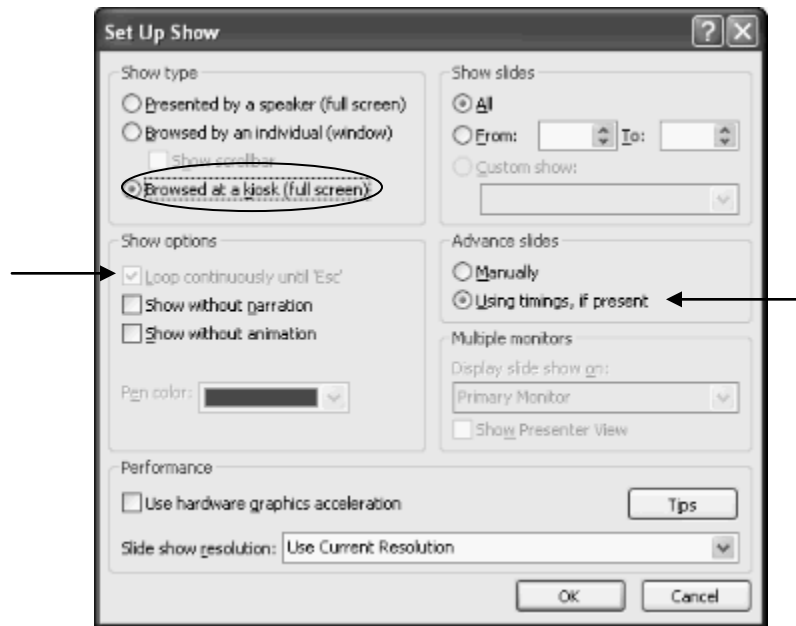
2. Set timings for your slides: Animations Tab > Transition to this Slide Gallery > Advance Slide: deselect On Mouse Click, click “Automatically After”, and enter 5 seconds for the amount of time to wait before the next slide displays.



3. In the Transitions Gallery, click Apply to All.
4. Slide Show Tab > Set Up Gallery > Set Up Slide Show.



Exercise – Continuous Loop Continued



5. Under the Show Type, select Browsed at Kiosk.
4. When Browsed to Kiosk is selected, the “Loop continuously” option under Show Options and the “Use timings if present” option under Advance Slides are automatically selected.
6. Click OK.
7. Test your presentation in Slide Show View.
 5. Notice that the entire video and sound files will play before PowerPoint starts counting the time to advance to the next slide.
8. Save your presentation.

Notes Page

Save Your Presentation

Why Save Differently?

You will need to save your presentation differently based on how your presentation will be viewed and used.

Package for CD

If you will be showing your presentation on a computer that doesn't have PowerPoint 2007, save using the Package for CD feature. The Package for CD feature will package your presentation and media links for burning to CD. This feature has replaced the Pack and Go feature in previous versions.

As a Show

If you are going to share your presentation with other people for viewing purposes, save your presentation as a Show. You need PowerPoint or the PowerPoint Viewer to view Shows. If someone opens the Show within the PowerPoint application, s/he can make changes to the presentation.

As a PDF Document

If you want to share your presentation for viewing and printing purposes, but you don't want the presentation to be modified, save your presentation as a pdf document.

Microsoft PDF Add-In

You will need to download the pdf-add in from Microsoft at:
<http://www.microsoft.com/downloads/details.aspx?FamilyId=4D951911-3E7E-4AE6-B059-A2E79ED87041&displaylang=en>

Previous Version

If your presentation will be opened or modified using an earlier version of PowerPoint, save your presentation down to that version. Be aware that the 2007 features will not work in previous versions.

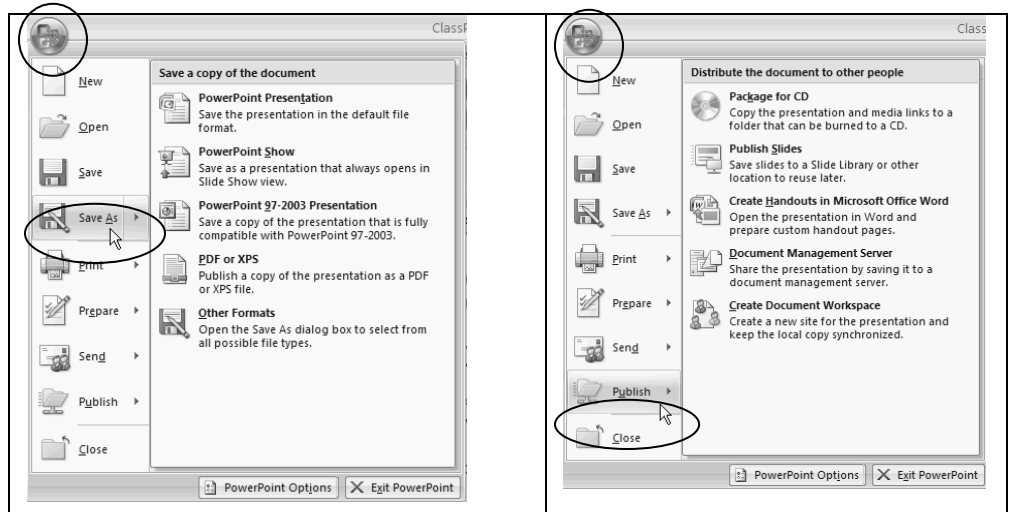
Web Page

If you're going to be showing your presentation over the Internet, save it as a web page or a pdf document.

Office Button



All of the save options are in the Office Button under Save As or Publish.



Saving Continued

Package for CD	1. From the Office Button, select Publish, then select Pack and Go. 2. Follow the instructions.
Save as a Show	1. From the Office Button, select Save As. 2. Select PowerPoint Show. 3. Navigate to the appropriate folder on the computer. 4. Provide a file name and click on the Save button.
Save to an Earlier Version of PowerPoint	1. From the Office Button, select Save As. 2. Select PowerPoint 97– 2003 Presentation. 3. Navigate to the appropriate folder on the computer. 4. Provide a file name and click on the Save button.
Save for Web Viewing	1. From the Office Button, select Save As. 2. Select Other Formats. 3. Navigate to the appropriate folder on the computer. 4. Provide a file name. 5. Select Save as type: Web Page 6. Click on the Save button.
Save as a PDF Document	1. From the Office Button, select Save As. 2. Select PDF or XPS. 3. Navigate to the appropriate folder on the computer. 4. Provide a file name and click on the Save button.
Close Presentation	To exit your current presentation, click on the close button  .
Exit PowerPoint	If you have more than one presentation open, you will have to click the close button  for each presentation. Or, from the Office Button, select Exit PowerPoint.

Exercise - Save as a PowerPoint Show

Save your presentation as a Show, then view it.

1. From the Office Button, select Save As, and select PowerPoint Show.



2. Navigate to the PowerPoint 2007 folder.
3. In the File name, enter Show after your file name.
 6. PowerPoint Show is already entered as the file type.
4. Click on the Save button.
5. From the Office Button, select Exit PowerPoint.
 7. View the PowerPoint Show.
6. On your Desktop, navigate to your show: My Documents > PowerPoint 2007 > Show.
7. Double-click on it.
 - The show will display full-screen and your slides will automatically advance.
 - Keep in mind that if someone opens the PowerPoint application first, then opens the Show, the presentation will open in “edit” mode, not in “show” mode. Changes can then be made and saved to the presentation.
8. Press the Escape key to exit the show.

INDEX

Index

Add a Header and Footer	106
Add and Customize Slide Transitions.....	100
Add and Customize Text Animation	94
Add Duplicate Slides	14
Add Slides.....	12
Animation	94\
Apply Themes and Quick Styles.....	8
Audio (Sound).....	52
Background of a Slide.....	84
Change Slide Layout.....	18
Charts	66
Charts	67
Check Spelling.....	104
Clip Art	44
Continuous Presentation	112
Delete Slides	16
Digital Audio (Sound).....	52
Digital Video.....	48
Duplicate Slides	14
Edit and Format Charts	72
Examples of SmartArt, WordArt, and Shapes	25
Footer	106
Header and Footer.....	106
Hyperlink	88
Images and File Formats	34
Images	35
Import Slides from Another Presentation	74
Insert a Hyperlink	88
Insert a Table.....	58

Index Continued

Insert Charts	67
Insert Clip Art	44
Insert Images	35
Insert Text	10
Layout	18
Loop a Continuous Presentation	112
Omit/Change the Background of a Slide	84
Photo Editing	38
Plan a Presentation	2
PowerPoint 2007 – The New Look.....	4
Print Options	108
Print Preview	109
Quick Styles	8
Rearrange Slides	86
Ribbon and Tabs	6
Save Your Presentation	116
Set Up a Continuous Presentation.....	112
Shapes	25
Show View	78
Slide Background.....	84
Slide Layout	18
Slide Master	80
Slide Show View.....	78
Slide Transitions	100
Slide Views	22
Slides.....	12
SmartArt.....	25
SmartArt, WordArt, and Shapes	24
Sound	52

Index Continued

Spelling	104
Table	58
Text Animation	94
Text	10
Themes and Quick Styles.....	8
Transitions.....	100
Video.....	48
WordArt	25