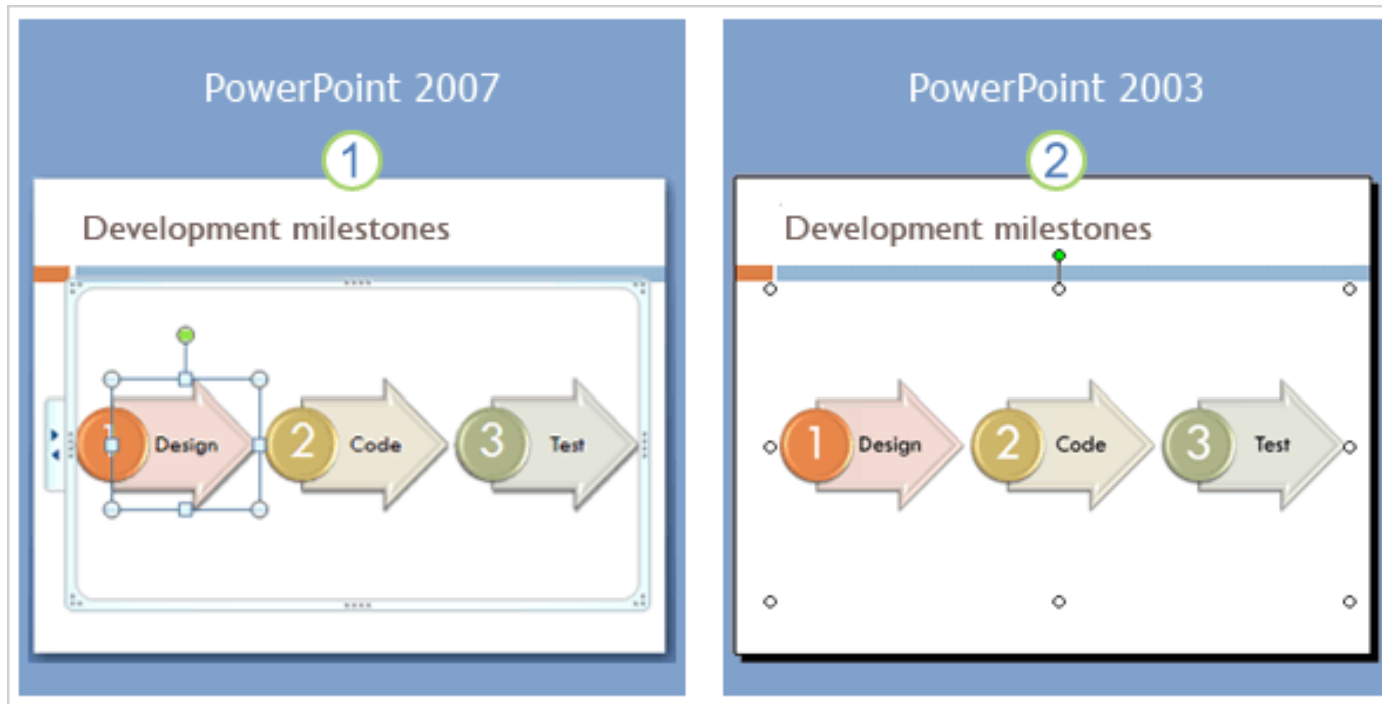


# PowerPoint 07

Rob Curnow

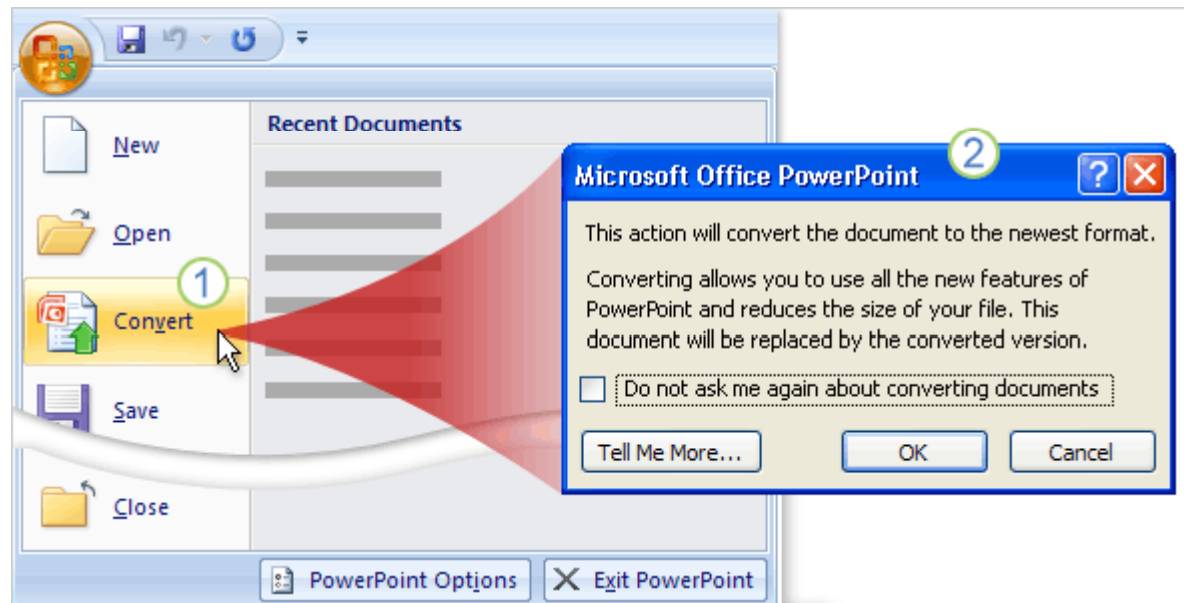
CVSD Technology Integration

# Saving in the old format



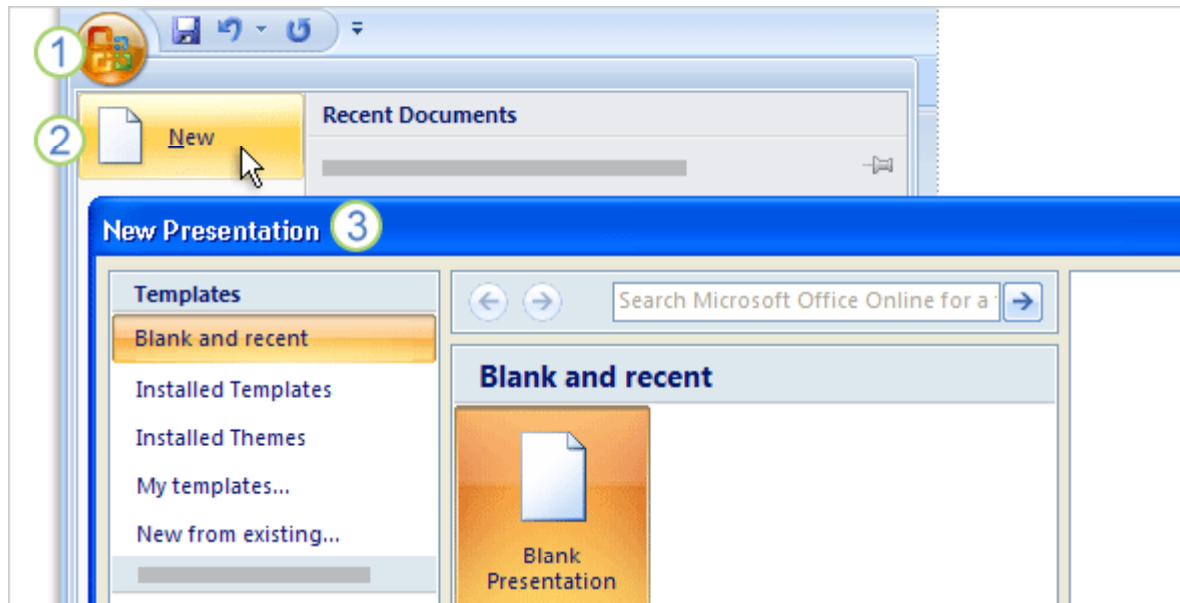
- 1 SmartArt graphic in PowerPoint 2007: Full editing capability means you can select individual shapes to change them and use all the SmartArt Tools.
- 2 SmartArt graphic saved to an earlier version: You can only select it as a whole and do things like add a backfill color or resize it. You may also lose the look of some effects, such as a glow or beveling.

# Converting old files



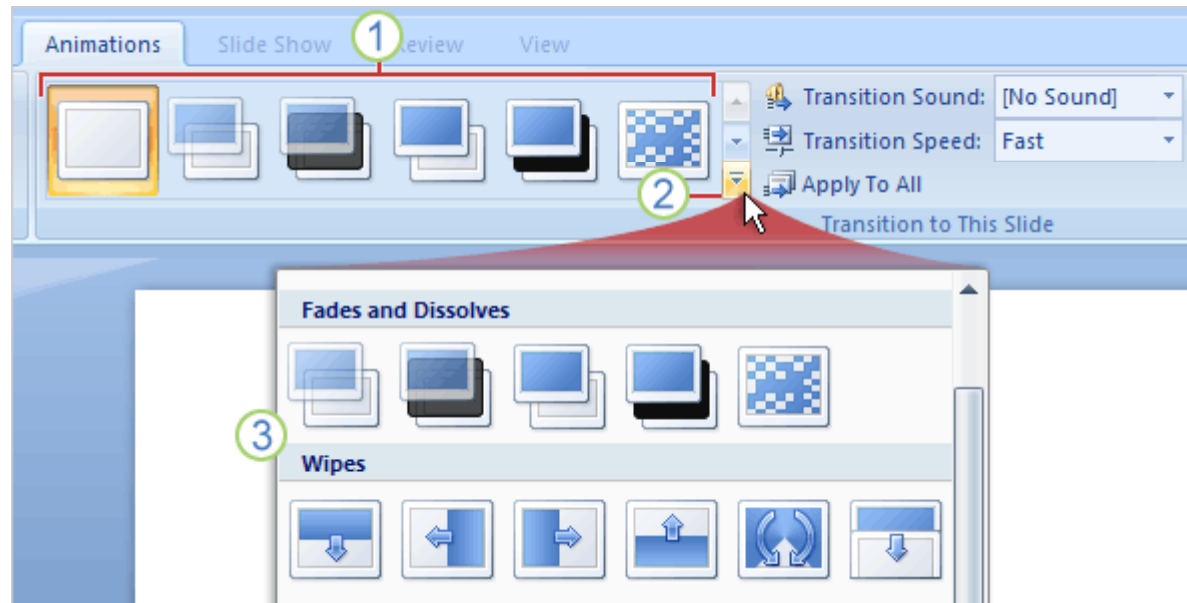
- 1 With the presentation open, click **Convert** to save it in the new file format.
- 2 A message is displayed that explains what the **Convert** command will do. Click **OK** to complete the command.

# Start a new presentation



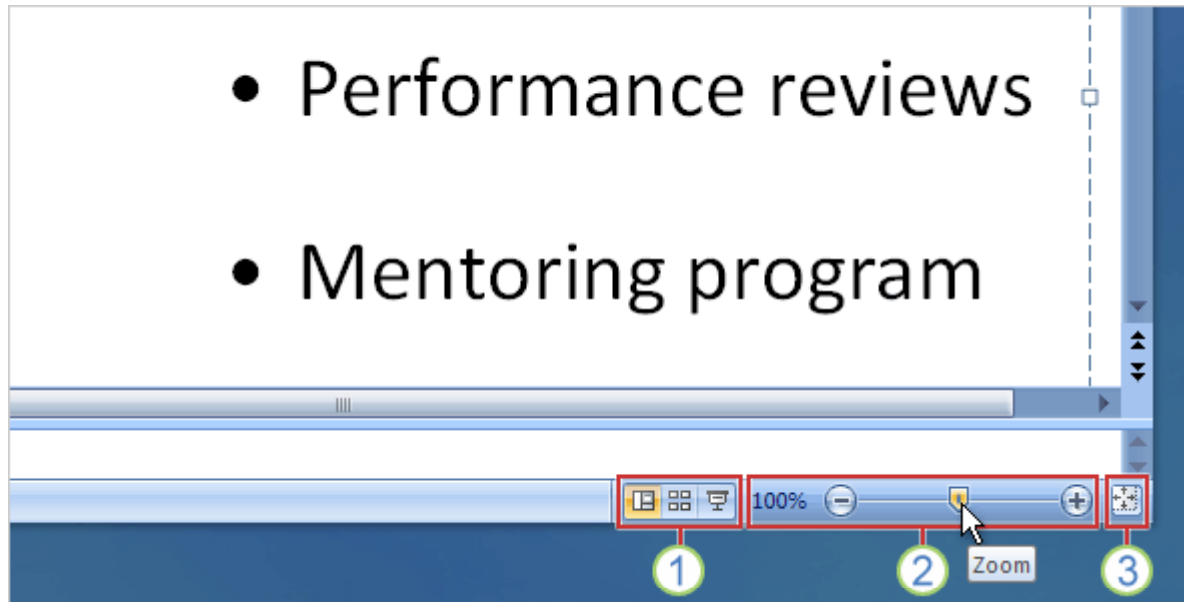
- 1 Click the **Microsoft Office Button**.
- 2 Click **New** on the menu that opens.
- 3 Choose an option in the **New Presentation** window (only a fragment of which is shown here).

# Display the galleries



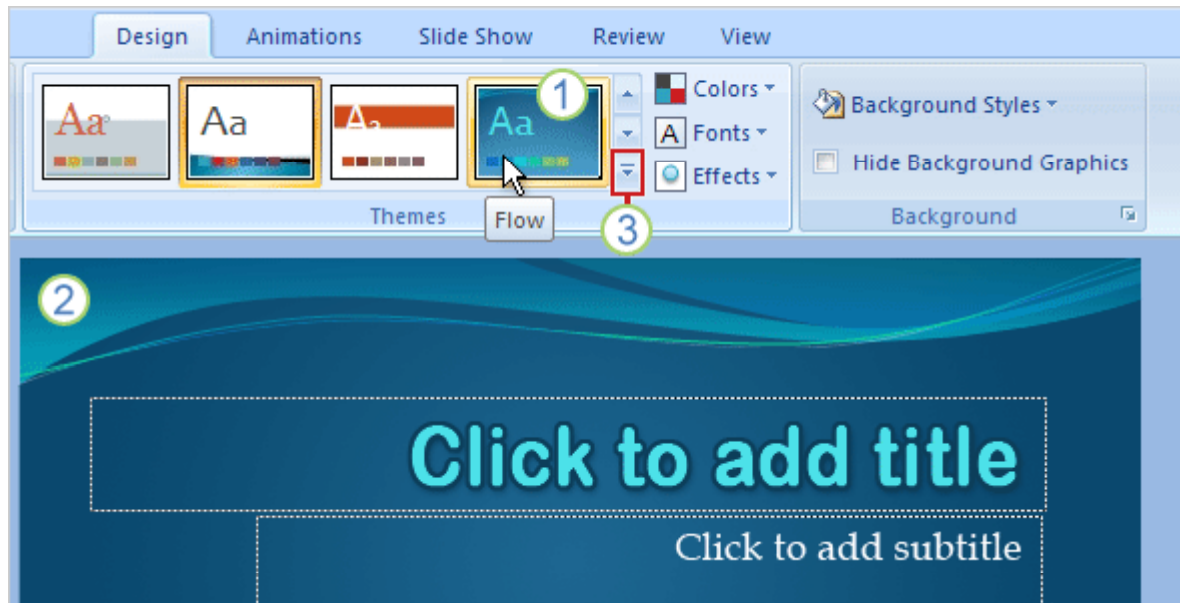
- 1 A few types of transition effects show on the Ribbon.
- 2 For more effects, click the **More** button.
- 3 The full gallery of transition effects is displayed. Point to any effect to see it previewed on the slide; click it to apply it.

# Changing views



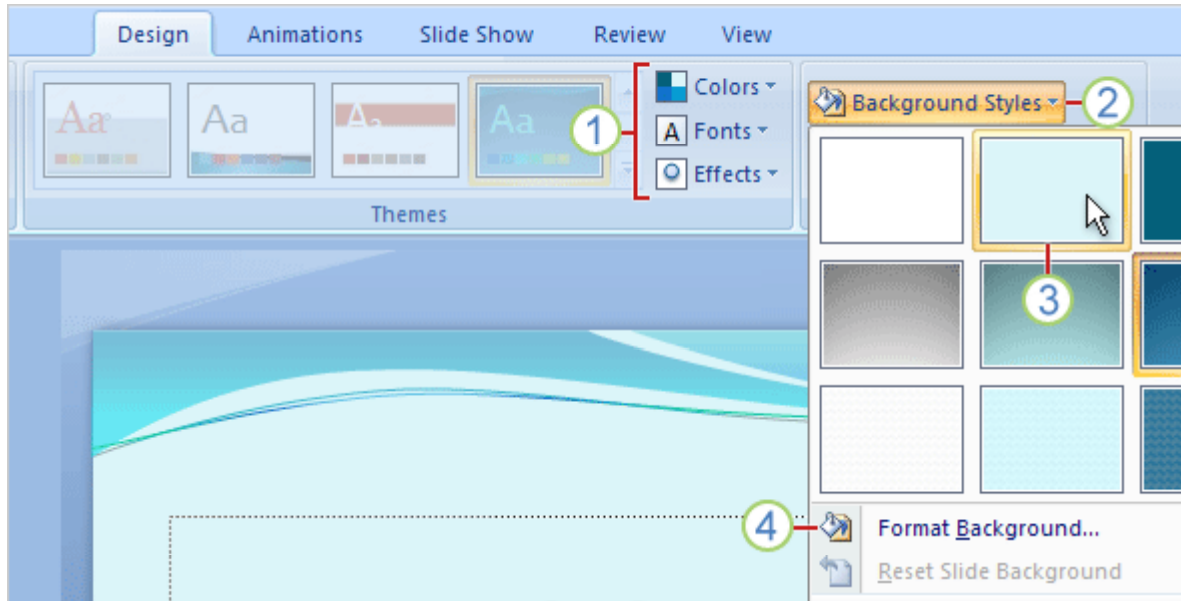
- 1 The view buttons are the same as before. They've just shifted position in the window.
- 2 Drag the zoom slider to enlarge or shrink your view of the slide. Clicking the minus (-) and plus (+) buttons does the same thing.
- 3 Click this button to refit the slide to the window after zooming.

# Choose a theme



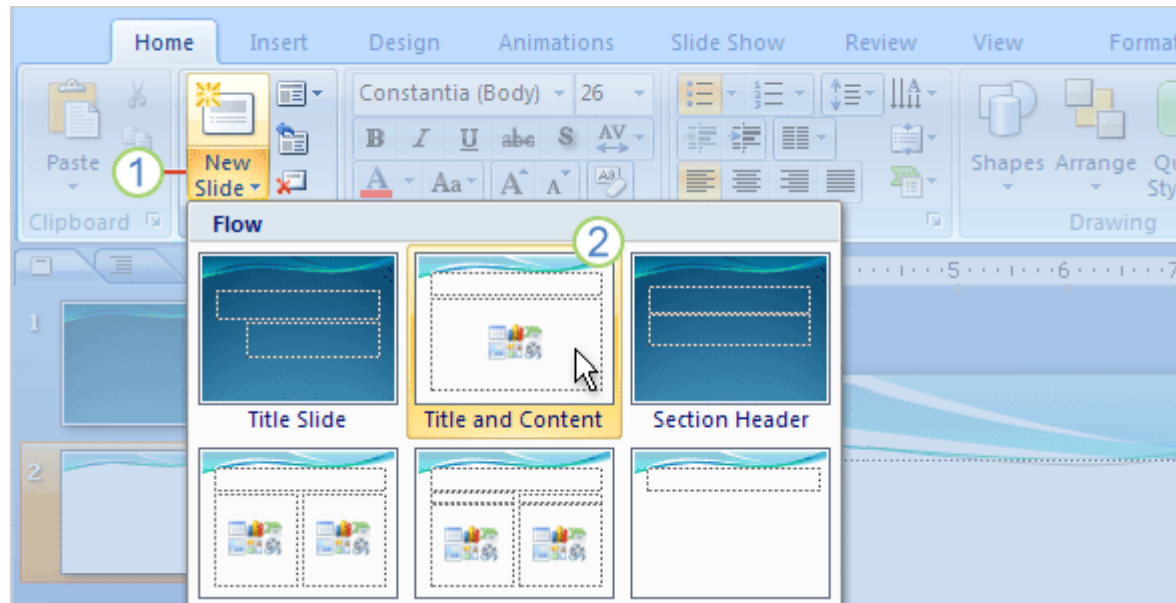
- 1 Rest the pointer over a theme thumbnail (the one shown is called **Flow**)...
- 2 ... and the preview appears on the slide.
- 3 Click the **More** arrow for a full theme gallery and links to online themes.

# Tailor the theme



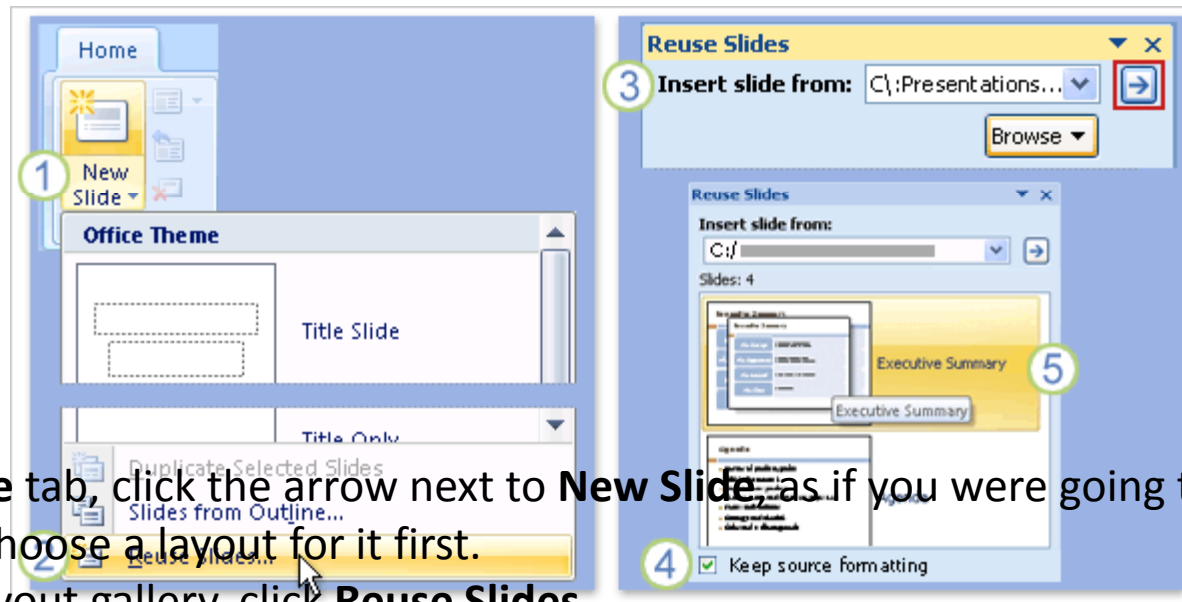
- 1 Use the **Colors**, **Fonts**, and **Effects** galleries, all on the **Design** tab.
- 2 Look at other **Background Styles**. The choices use theme colors.
- 3 Point to a thumbnail to get a preview of the alternative background.
- 4 To apply your own background, such as a photograph, click **Format Background**.

# Add slides, pick layouts



- 1 On the **Home** tab, click **New Slide**, below the slide icon.
- 2 Click a layout to insert a slide with that layout.

# Insert slides from another presentation



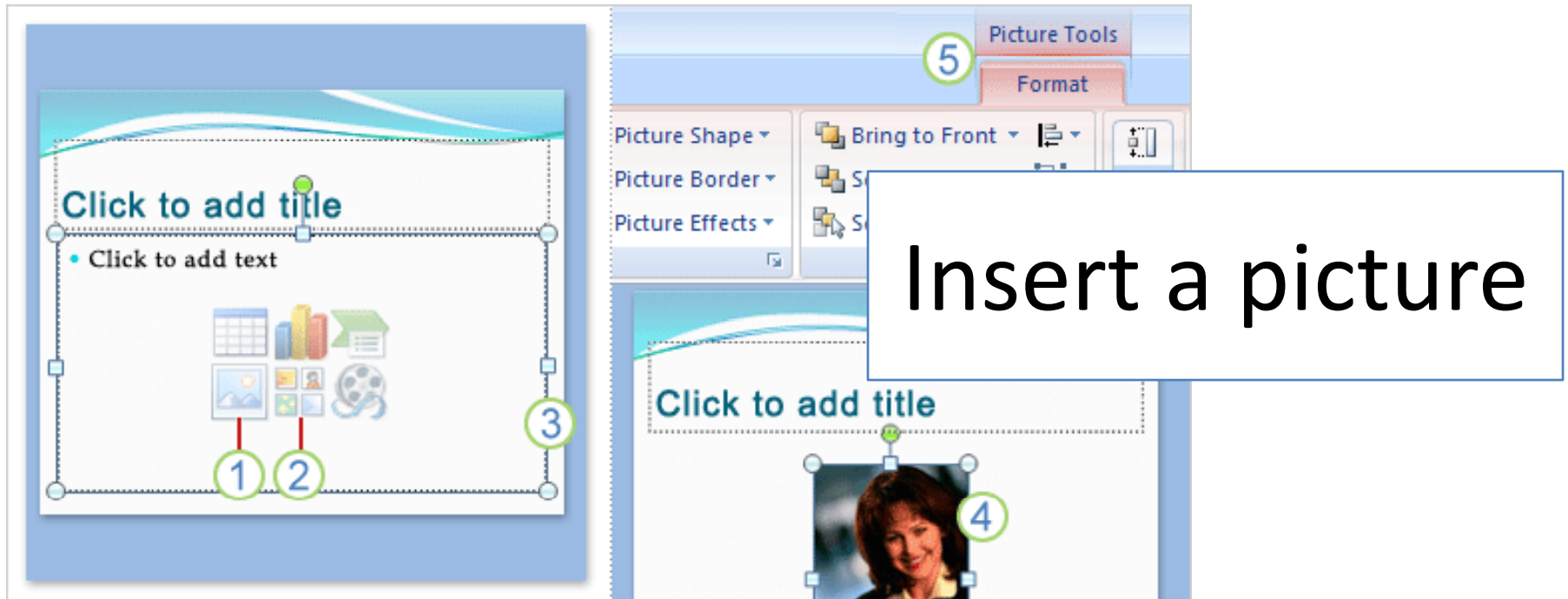
1 On the **Home** tab, click the arrow next to **New Slide**, as if you were going to insert a new slide and choose a layout for it first.

2 Below the layout gallery, click **Reuse Slides**.

3 In the **Reuse Slides** task pane, under **Insert slide from**, click **Browse** to find the presentation or slide library that has the slides you want. Then click the arrow to open those slides in the task pane.

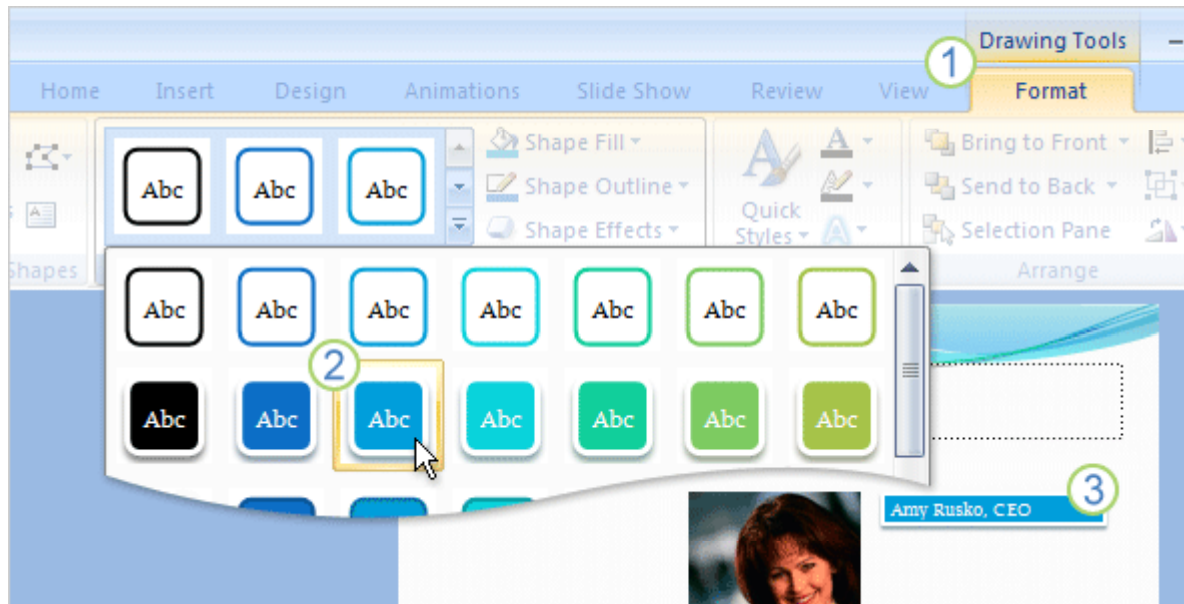
4 When you find the slide you want, take notice of the **Keep source formatting** check box, at the very bottom of the pane. If you want to retain the exact look of the slides you're inserting, be sure this check box is selected before you insert the slide.

5 Click each slide you want to insert. Each one is copied into the open presentation, below the currently selected slide or below your cursor, if you've positioned it beneath a slide thumbnail.



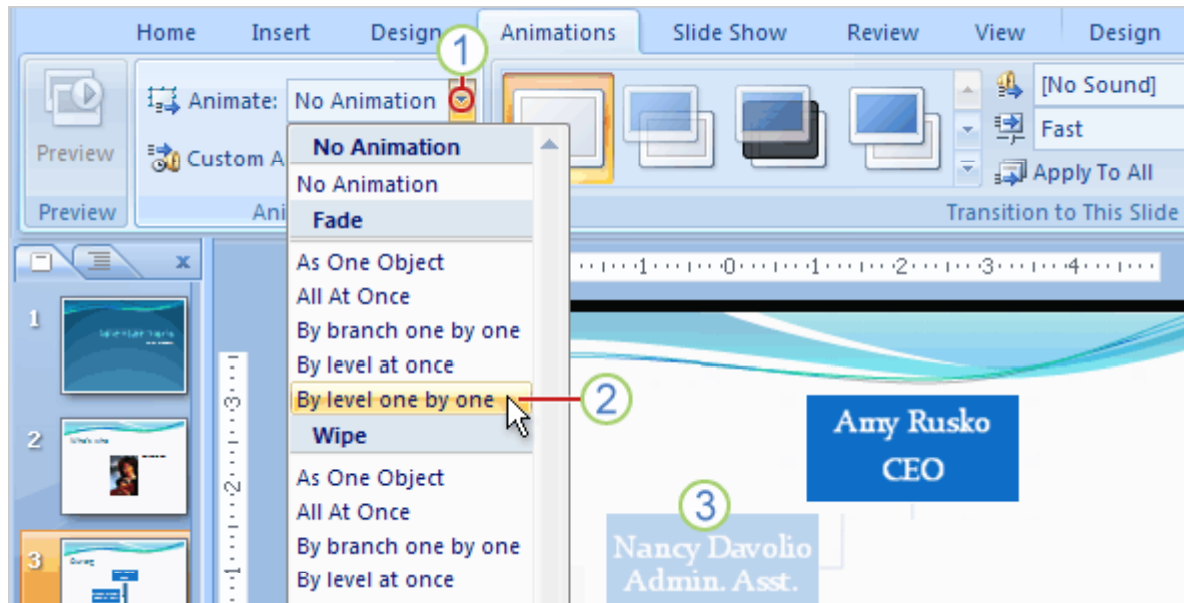
- 1 To insert a picture of your own, click the **Insert Picture from File** icon.
- 2 To insert a piece of clip art, click the **Clip Art** icon.
- 3 The picture will be positioned within the placeholder border.
- 4 Once your picture is inserted, what if you want to resize it or give it special effects? First, select the picture on the slide.
- 5 **Picture Tools** appear on the Ribbon. Click the **Format** tab, and use buttons and options there to work with the picture. You can give it square or curved edges; apply a shadow or glow; add a colored border; crop it or size it, and so on.

# Insert a text box caption



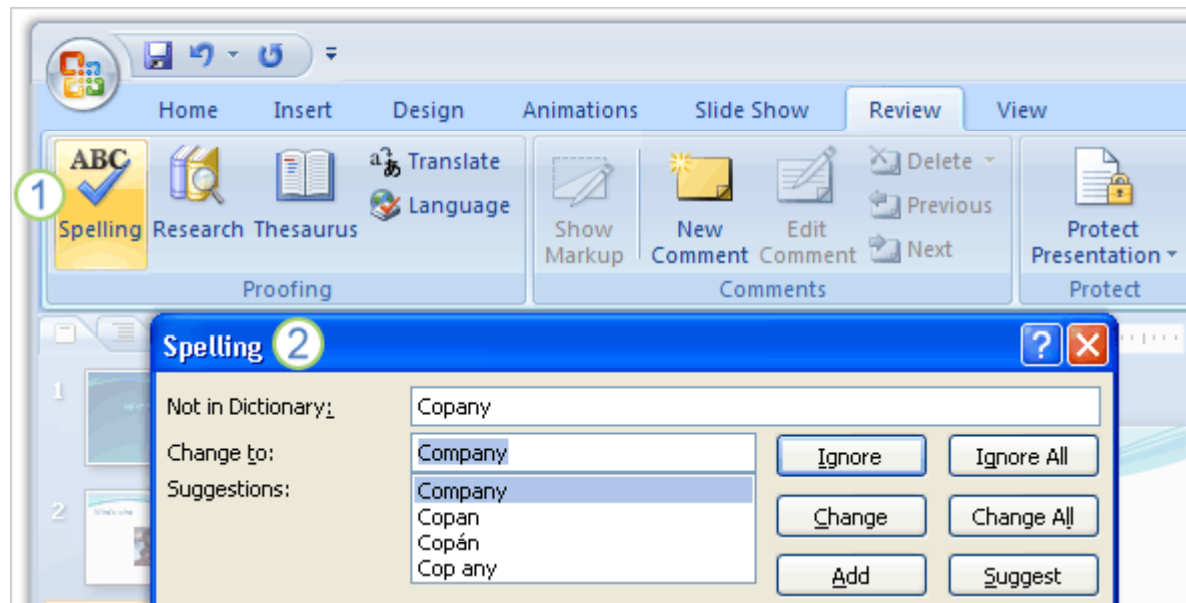
- 1 The **Format** tab in Drawing Tools has styles for text boxes and other shapes.
- 2 Display the shapes gallery, and point to any style.
- 3 You see a preview of the style on the slide, applied to the text box.

# Add animation to an object



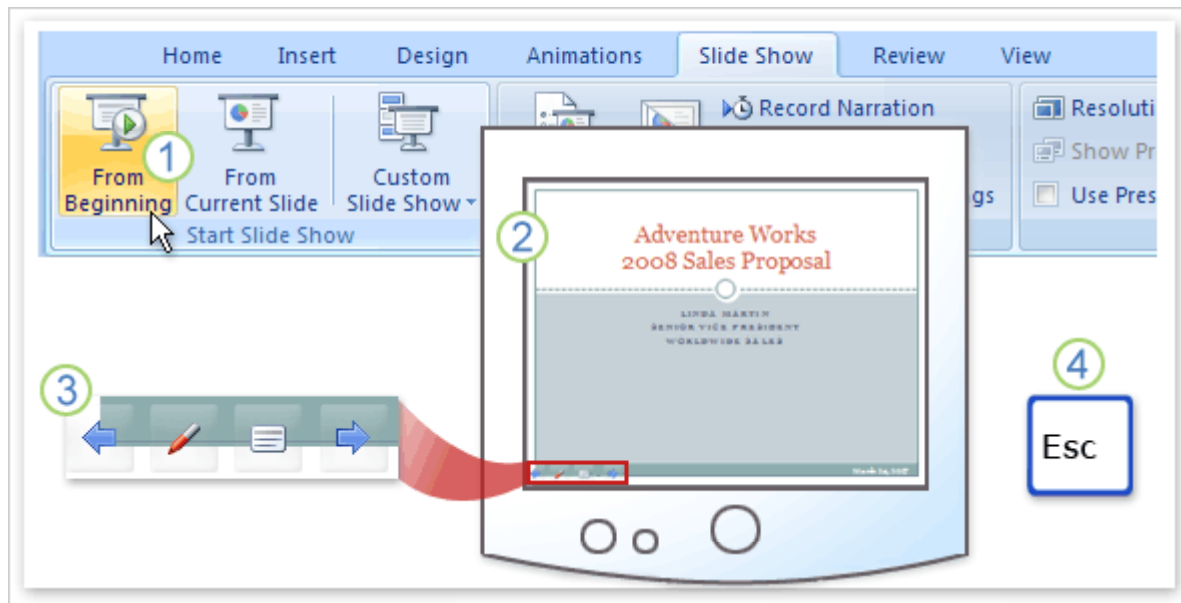
- 1 With the object selected, click the arrow next to the **Animate** box to get the list of effects, which include **Fade**, **Wipe**, and **Fly In**.
- 2 Select an option for making the org chart pieces appear on the slide. They can fade in all at one time, by each branch in the chart, by each level, or shape by shape.
- 3 As you point to an option, PowerPoint shows you a preview of the animation effect on the slide. The picture shown here captures a shape as it's fading in.

# Set up the show, check spelling, review



- 1 On the **Review** tab, click **Spelling**.
- 2 Select from the options you're used to.

# Setting up the slide show



TIP: Press F5 to start on the first slide

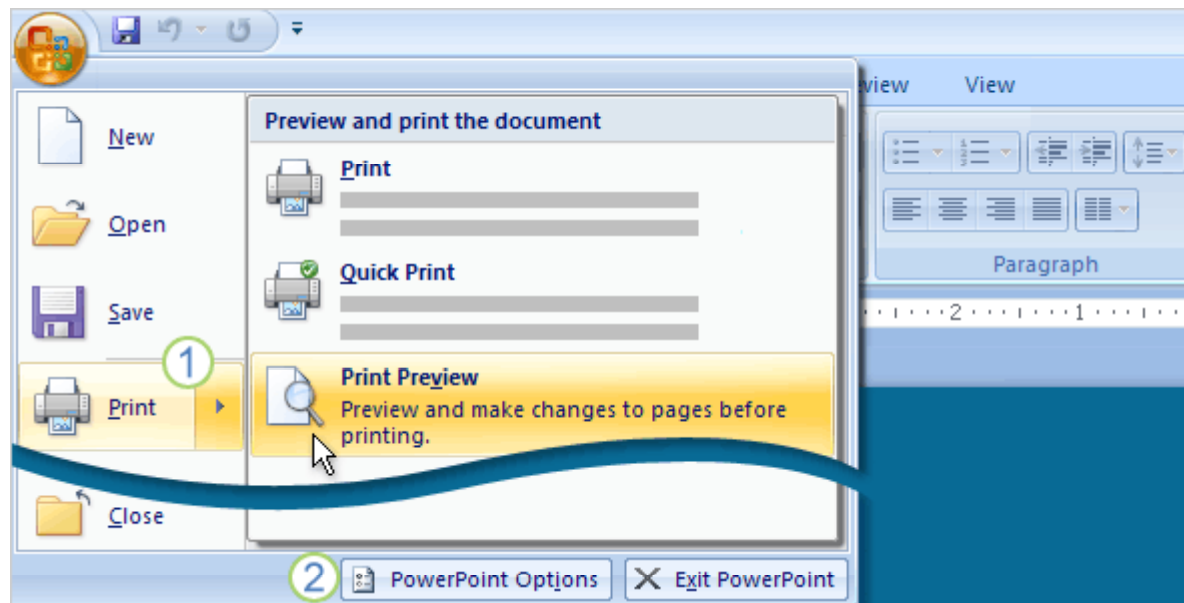
Press SHIFT+F5 to start on the current slide

Click the Slide Show button in the lower right corner.



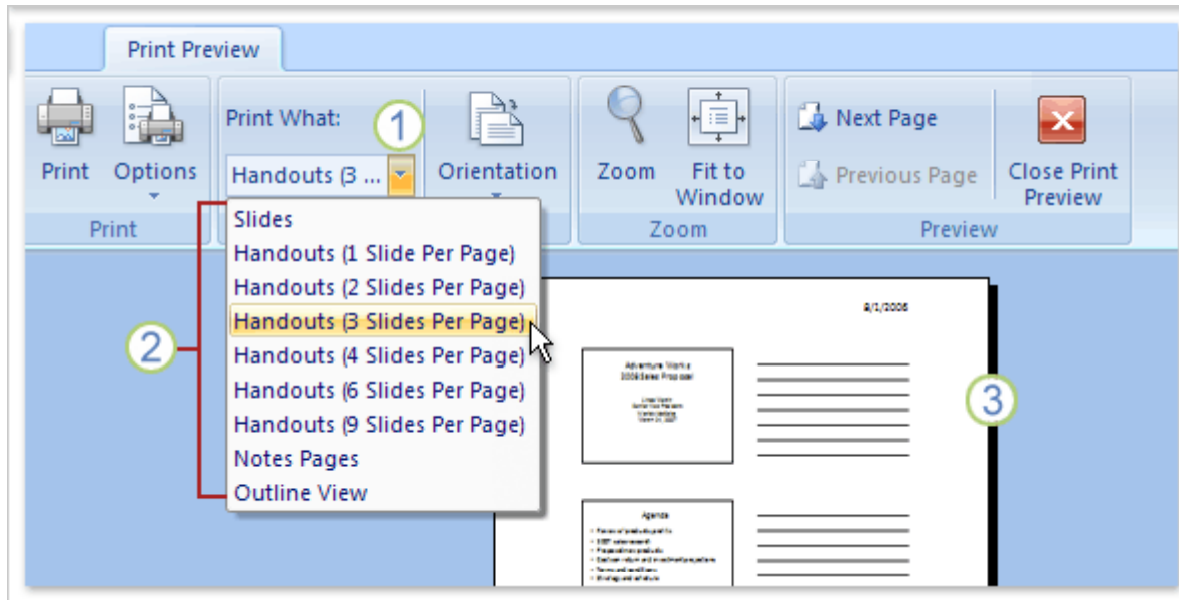
To open Slide Show view, click the **Slide Show** tab, and click a command in the **Start Slide Show** group — to start on the first slide or the current slide.

# Print, distribute, and set program options



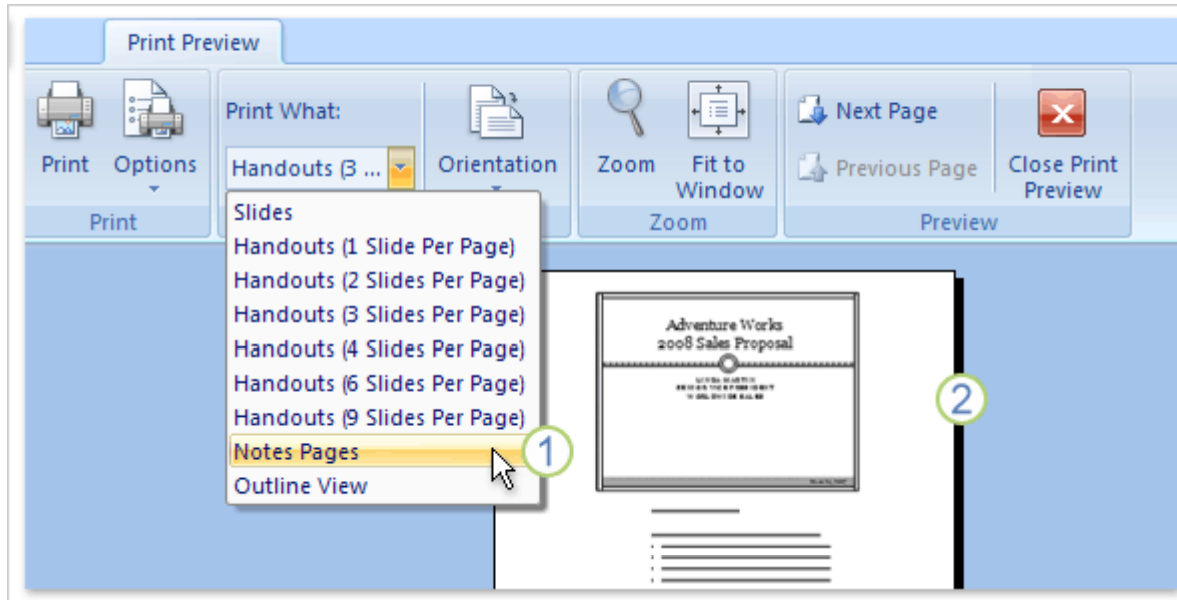
- 1 Point to **Print** to open **Print Preview**.
- 2 To change program-wide settings, click **PowerPoint Options**.

# Print handouts



- 1 In **Print Preview**, display the list in the **Print What** box by clicking the arrow.
- 2 Choose one of the handout types from the list.
- 3 When you click the handout type, you are shown a preview of how your slides will look when printed in this format. You can navigate through all the handout pages. The handout type that has three slides per page also includes lines for audience notes.

# Print speaker notes



- 1 To print your speaker notes, select **Notes Pages** in the **Print What** list.
- 2 Your notes pages are shown in the preview window, starting with the first slide (unless you specify otherwise).