

# PowerPoint 2 (Office 2007)

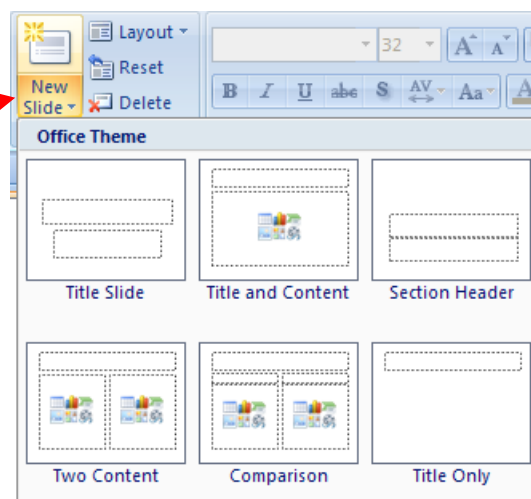
In this class, we will continue to work with PowerPoint and explore more advanced features through a class exercise.

This handout covers the latest Microsoft PowerPoint 2007. The class provides an introduction to the using PowerPoint to create a simple multimedia presentation.



## Insert a New Slide

- Click on the **Home** tab
- Select **New Slide**
- Select and click on an **Office Theme** to add the slide



## View Your Presentation

- Click on the **Slide Show** tab
- Select **From Beginning**

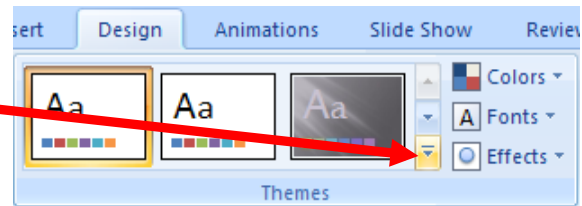
Note: The shortcut key is **F5**

- Click on the **Space** bar or **Enter** key, or use the arrow keys on the keyboard to navigate through the slide show



## Apply a Theme to the Presentation

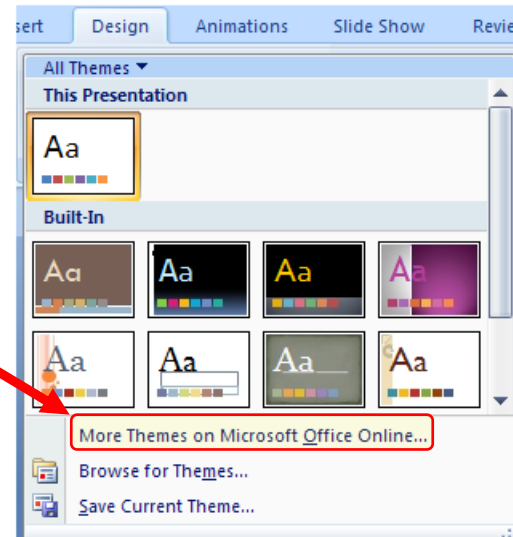
- Click on the **Design** tab
- Click on the bottom arrow next to the themes



- On the task pane, click on a theme to apply it to all slides

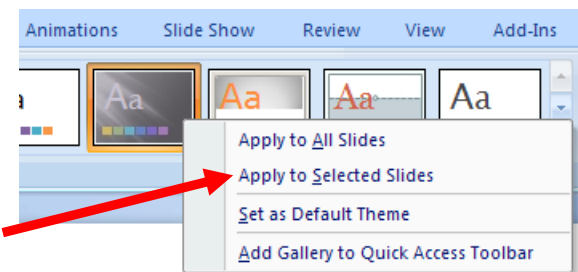
- For more, click on **More Themes on Microsoft Office Online**

Note: Before you are able use a theme from Microsoft Office Online, you must first download the theme.



- Additional hints:

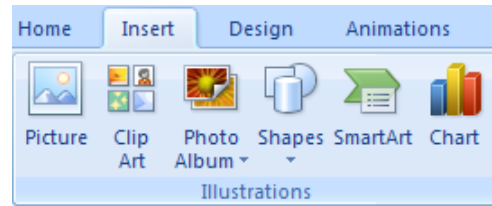
- To change an existing theme, go back and select another theme
- To apply a selected theme to one or more slides, but not the entire slide show:
  - highlight the slides to apply the theme to
  - right-click over the theme
  - select **Apply to Selected Slides**



## Inserting Images

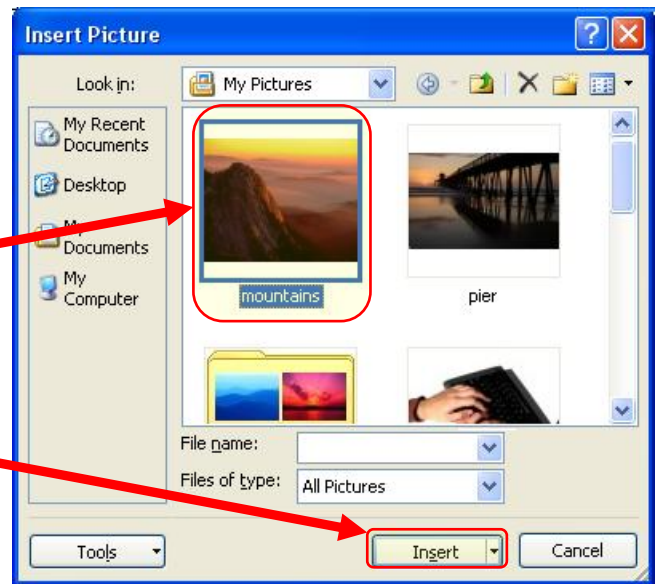
### **Picture** versus **Clip Art**

- **Picture** – for images that are on your computer
- **Clip Art** – for images built-in to Microsoft's image gallery



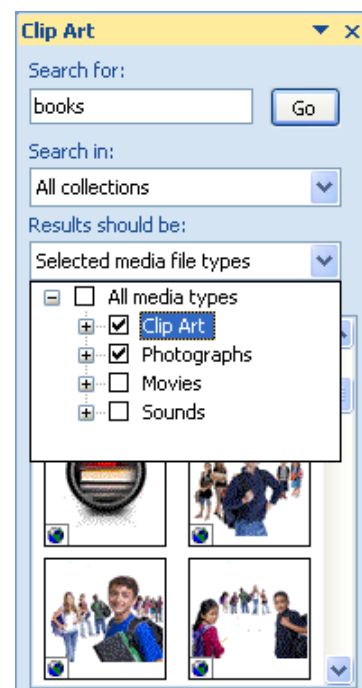
### Insert an image stored on the PC

- Click on the **Insert** tab
- Select **Picture**
- Find and then click on the image you wish to insert
- Click on **Insert** to insert the image into the slide



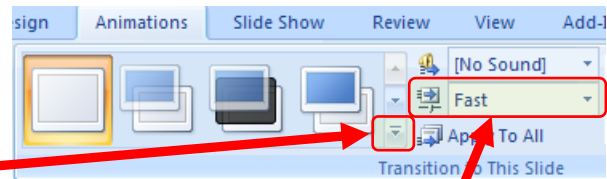
### Insert an image from **Clip Art**

- Click the **Insert** tab
- Select **Clip Art**
- Type your search term in the box under **Search for:**
- Limit your search to only the file types you're looking for (i.e., Clip Art and Photographs)
- Click on **Go**
- Browse the search results
- Left-click once on the desired image to insert it to the slide



## Slide Transitions

- Select **Animations**
- Click on lower down arrow to view available slide transitions

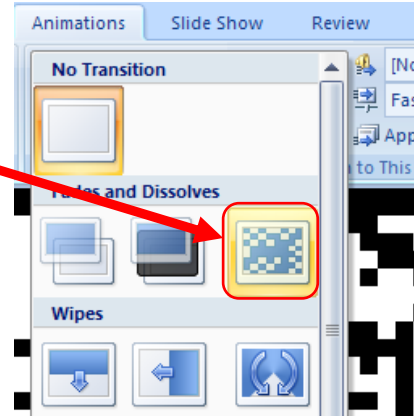


Hint: Change the speed of the transition to **Slow** to better see the previews

- Click on a slide transition to view and apply to the current slide

To change a slide's transition to another one, simply click on the new transition (**or No Transition**)

- To apply the selected transition to all slides in your presentation, click on **Apply to All**

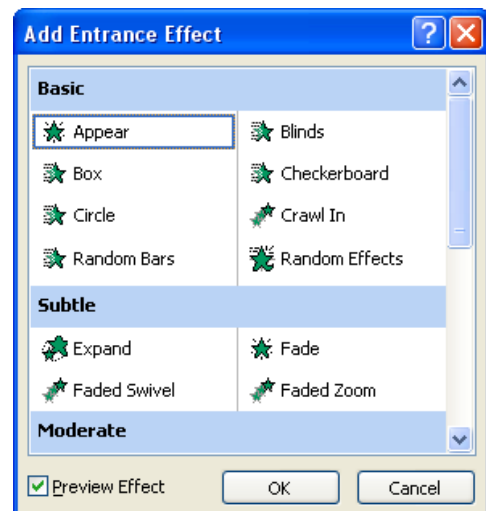
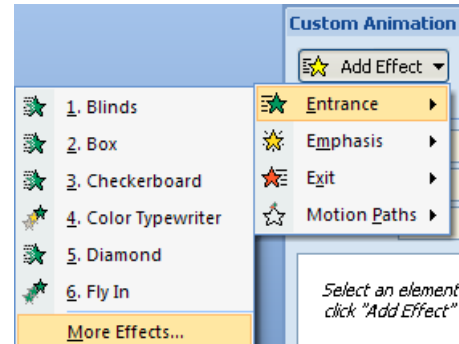


## Custom Animations

Custom animations are applied to specific objects on a slide, such as text boxes, images, etc.

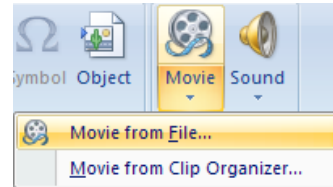
Before you can apply a custom animation, you must first highlight an object on the slide.

- Click on **Animation**
- Select **Custom Animation**
- Click on **Add Effect**
- Select **Entrance** (or another)
- Click on **More effects...**
- Click on an effect to preview it
- Click on **OK** to apply the effect

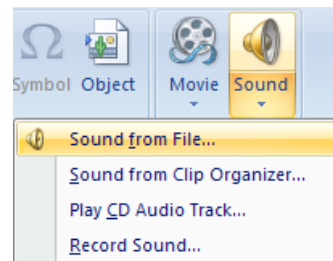


## Adding Sound and Video

- Click on the **Insert** tab
- To insert a video file
  - Click on **Movie**
  - Select **Movie from File...**
  - Browse to the video file
  - Click **OK** to finish

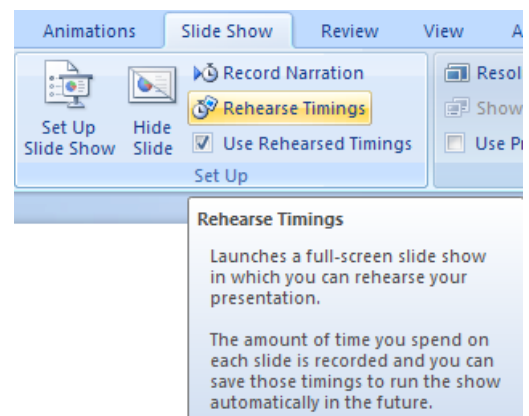


- To insert a sound file
  - Click on **Sound**
  - Select **Sound from File...**
  - Browse to the sound file
  - Click **OK** to finish



## Rehearse Timings

- Click on the **Slide Show** tab
- Select **Rehearse Timings**
- The slide show will begin
  - when the desired time has passed for a slide, hit the **Enter** key (or click the mouse)
  - do this for each slide in the show
- Accept the timings by clicking on **Yes**, otherwise click **No**



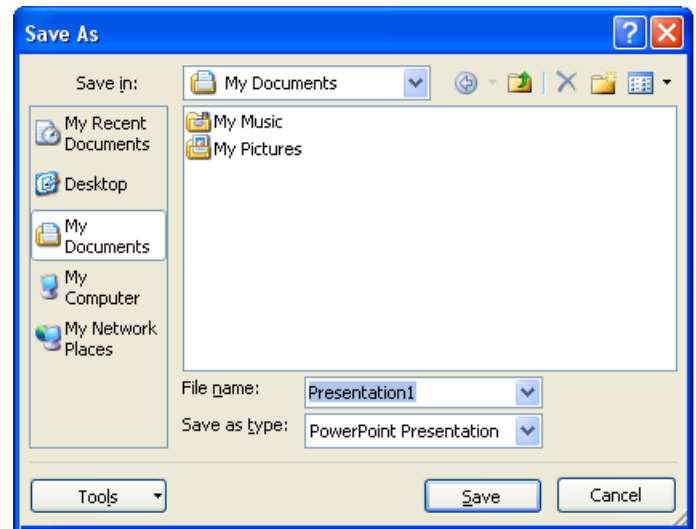
## Saving & Package for CD

### Save your Presentation

- Click on the **Office button**
- If you are saving for the first time, select **Save As...**

To save changes to an existing file, click on **Save**; changes made to the file will be saved

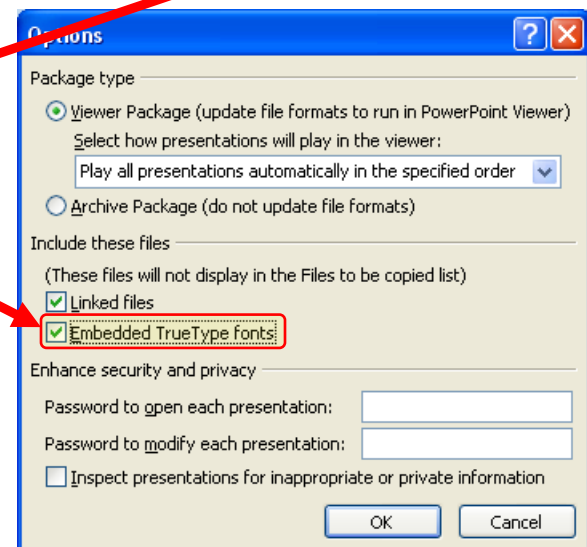
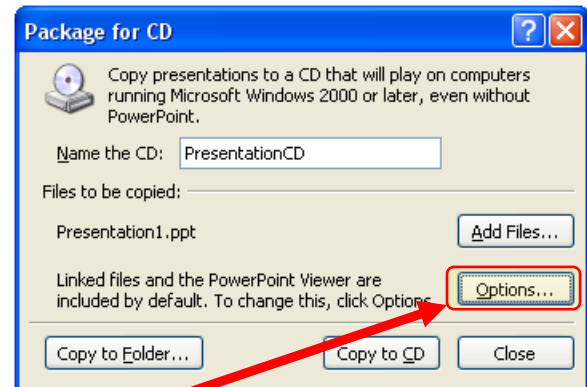
- If you selected **Save As:**
  - select the location to save the file (such as the **Desktop** or **My Documents**)
  - type in the name of the file
  - click on **Save** to finish



### Package for CD

Use **Package for CD** if you plan to show your presentation on a different computer. This preserves the font type, and can package a copy of the **PowerPoint Viewer**

- Click on the **Office button**
- Click on **Publish**
- Select **Package for CD**
- Name the CD (optional)
- Click on **Options...**
- Check the box next to **Embedded TrueType fonts**
- Click on **OK**
- Select the appropriate option:
  - **Copy to Folder...**
  - **Copy to CD**



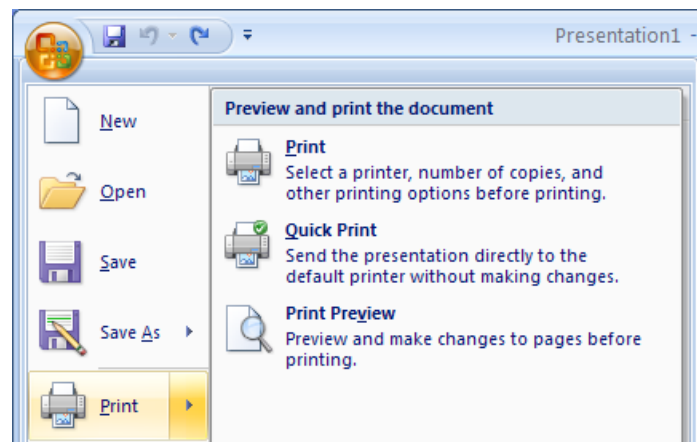
## Print Options

- Click on the **Office** button

- Select **Print**

This will bring up the **Print** window.

Note: The options available from the Print window will vary depending on the printer attached to the computer.



- Popular options include:

- Printer **Name**

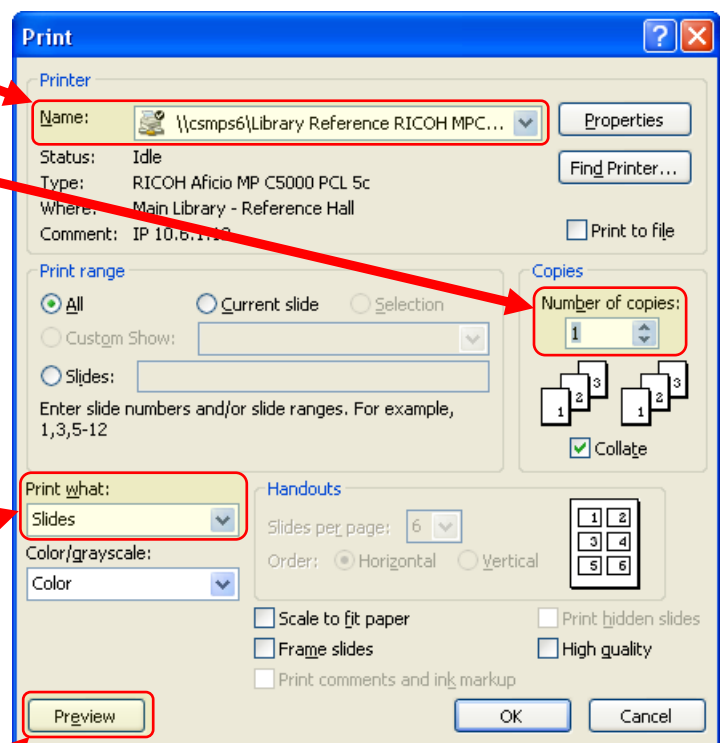
- Number of copies** – change the number of copies to print using the up/down arrows

- Print Range**

- **All** slides (default)
- **Current slide**
- **Slides** – type in slide numbers or a range

- Print what**

- Slides
- Handouts
- Notes Pages
- Outline View



Important: You may **Preview** the print job before printing; this is highly recommended!

- When the print settings are set as desired, click **OK** to print