Microsoft PowerPoint 2007

Basics of Microsoft PowerPoint

Microsoft PowerPoint is a program that you can use to create presentations (slide shows) using all kinds of fun animations and design elements. You can also use PowerPoint to create posters of almost any size.

The Basic PowerPoint Screen

Click here to add a new slide. You can choose the layout depending on what you want to put on it.

This side-bar shows you thumbnail images of your slides. Click on one to edit it in the larger window on the right. You can also drag the slides around to change the order.

Click in the dotted boxes to add your own text or other content.
Building a Slide Show

1. Click on **New Slide** and select the layout of the slide you would like to add. This example features the “two content” slide layout.
2. You can either click where it says **Click to add text** to type your own content, or click on one of the little images to add another type of content (table, chart, “SmartArt,” picture, or media clip).
3. Once you are done with a slide, you can go through this process again to continue adding slides to your slideshow.

**TIP:** If you do not add your own content to a box, you will not see the placeholder text or images in your slideshow – it will just be a blank space.

Themes and Design

1. Click on **the Design ribbon.**
2. PowerPoint comes with a number of **themes** (color schemes and styles) that you can choose from. If you mouse-over one of the themes, your current slide will transform to preview that theme.
3. Click on the **theme** to apply it to your entire slideshow.
4. You can further customize your design by choosing different colors from the “**Colors**” drop-down, fonts from the “**Fonts**” drop-down, or other effects from the “**Effects**” drop-down.
Animations and Transitions

1. Click on the Animations ribbon.
2. Transition animations take place when you are moving from one slide to the next. If you mouse-over the different transition options, PowerPoint will automatically preview what it will look like when transitioning to your current slide.
3. Click on your chosen transition to apply it to your current slide. You can either select a different transition for each individual slide or click on Apply to All to use the same one between each slide.
4. You can also add a transition sound using the drop-down to the right. If you want the transition to happen more slowly or quickly, you can change the speed on the right as well.
5. On the far left, there is also a Custom Animation option. This allows you to create an animation for each block of text, image, or other object.

Viewing/Presenting a Slide Show

Once you are done creating your slides and adding your transitions, you can view the complete presentation, or slide show. This is also how you would present your slide show for a group of people.

1. Go to the Slide Show ribbon.
2. In the Start Slide Show chunk, you can either choose From Beginning or From Current Slide.
3. To change to the next slide, click your mouse. You can also press the left and right arrow keys to move backwards and forwards through your slides.
4. If you want to stop viewing the slide show, you can right-click and choose End Show from the menu that pops up.
5. If you move the mouse around, a few options appear in the bottom left-hand corner of the screen. You can click the blue arrows to move through your slides, use the pen to draw on the slides, or see the menu that allows you to end the show.
6. You can click on Rehearse Timings if you want to set times for your slide show to change slides on its own, but it is often easier to just click manually to move from one slide to another.

Creating a Poster

1. Open a new blank presentation.
2. Click on the Design ribbon.
3. In the Page Setup chunk, click on Page Setup.
4. Change the height and width to be the size you would like your poster to be. If you click on the Slides sized for drop-down menu, there are some options already available.
5. Once you have set the size, you can begin adding your text and images to the slide. They may appear small on the screen, but they will be as big as you intend them to be when the poster is actually printed.
6. Save your file onto a disk if you would like to print it at the Copy Center.