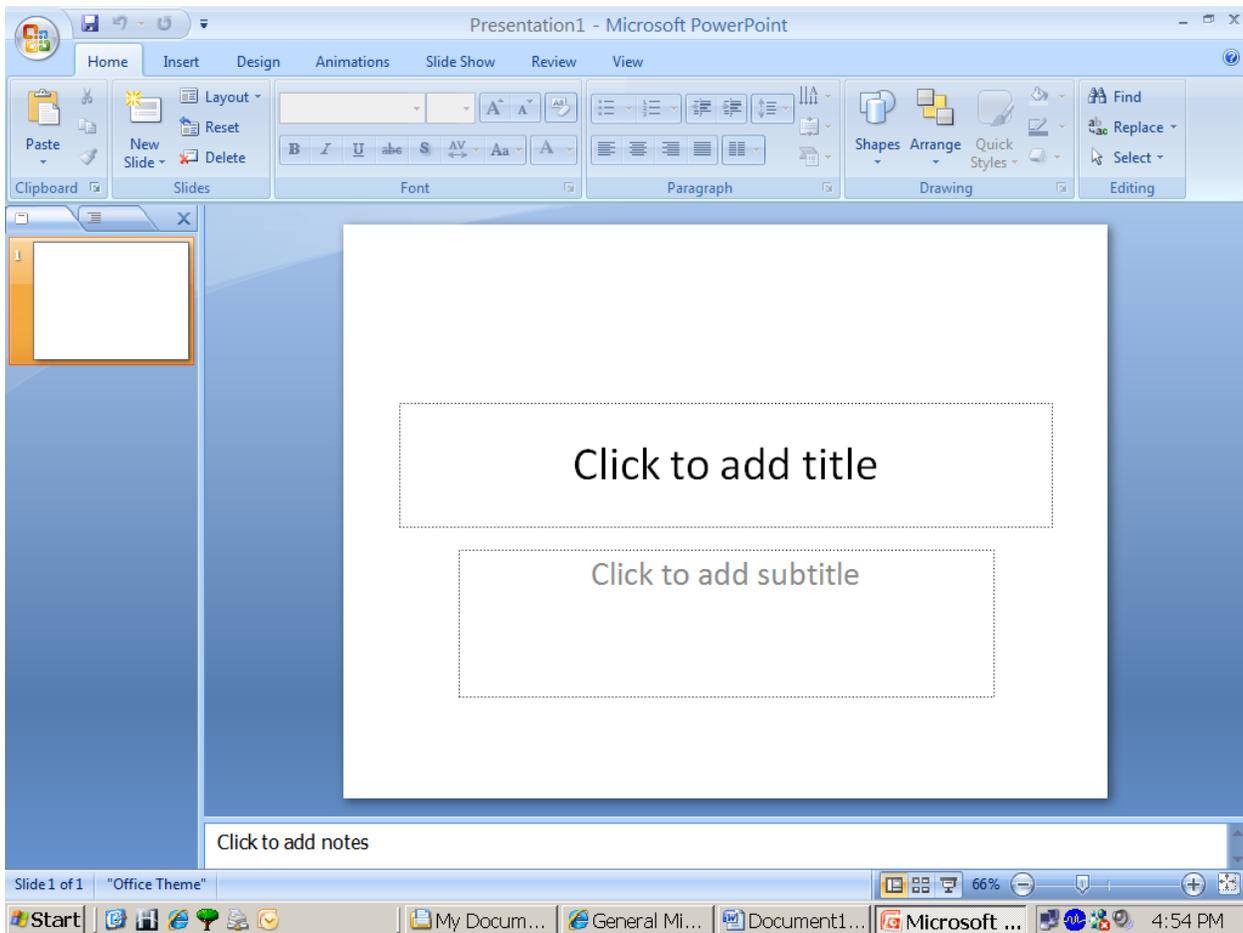


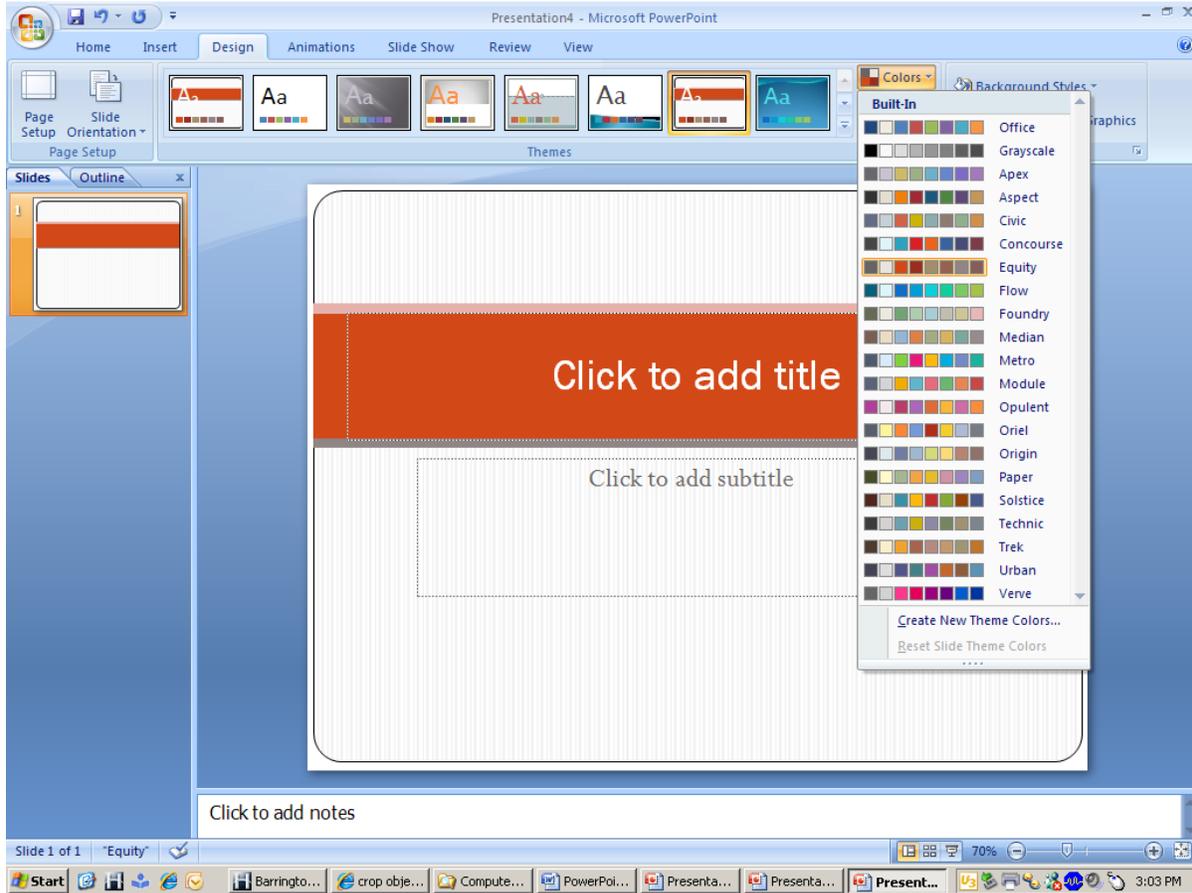
PowerPoint Presentation Graphics Program 2007 Basics



In addition to the usual features of Office 2007 software, the PowerPoint presentation graphics program screen includes a work area in the center where slides are created, slide and outline tabs on the left, and an area to create notes near the bottom.

Create a Presentation

- Starting with a blank slide
A blank title slide is provided when you open the program. Type title and subtitle (optional) in the placeholder boxes and click **New Slide** in the Home tab area of the ribbon.
- Starting with a theme
 1. Click the **Design** tab.
 2. In the Themes group, click the **More** button (to the left of the Effects button).
 3. From Built-in themes, select the theme called **Equity** (red bar across).
 4. In upper right corner of the Themes group click the down arrow next to the Colors tool. Put your mouse pointer over several of the color groups in the drop down menu to see how they could change the Equity theme.



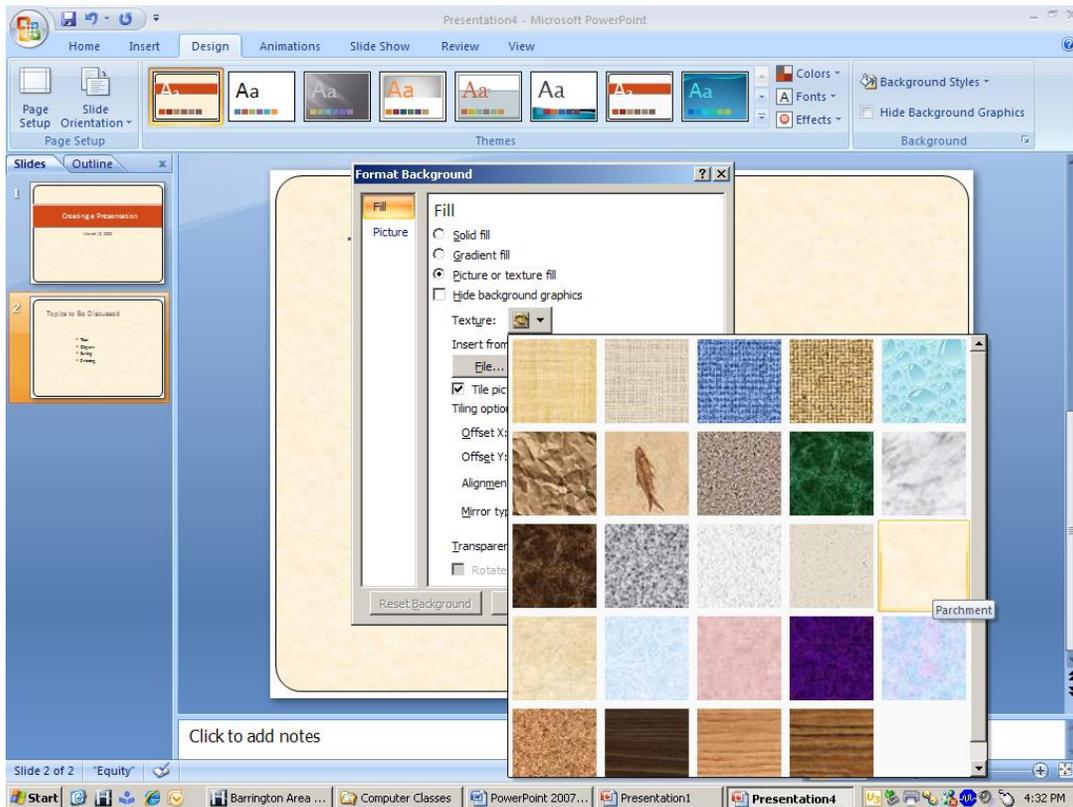
Title slide

1. Click in the title placeholder area of the slide.
2. Type **Creating a Presentation**.
3. Highlight the title words (triple-click) and click the large **Black A** in the Font Group of the Home tab to increase the size of the font.
4. Place your mouse pointer over the dotted line surrounding the title area and drag to move the title up or down.
5. Click outside the box to remove the dotted lines.
6. Click in the subtitle placeholder.
7. Type today's date.

Second slide

1. Your second slide might list topics that you plan to cover in your presentation.
2. In the Slides group click **New Slide**.
3. Click the Title and Content layout.
4. Click in the title placeholder and type **Topics to Be Discussed**.
5. Click in the content placeholder and type **Text**.
6. Push enter and type **Clip art**.

- Type **Saving** on the third line and **Printing** on the fourth line.
- Center the text on the slide by holding down your mouse arrow over the small white square on the left side of the placeholder and dragging to the right. Move the text lines down by dragging the white square at the top of the placeholder.
- Since this slide looks rather plain, let's change the background by clicking the **Design** tab, and then clicking the **launcher** in the lower right corner of the Background group.



- In the Format background dialog box select **Picture or texture fill**, and then click the down arrow next to Texture. Select **Parchment** from the drop down menu. You could also choose a solid color or gradient fill. Experiment with these other options.
- Click **Apply to All**, and then close the dialog box.

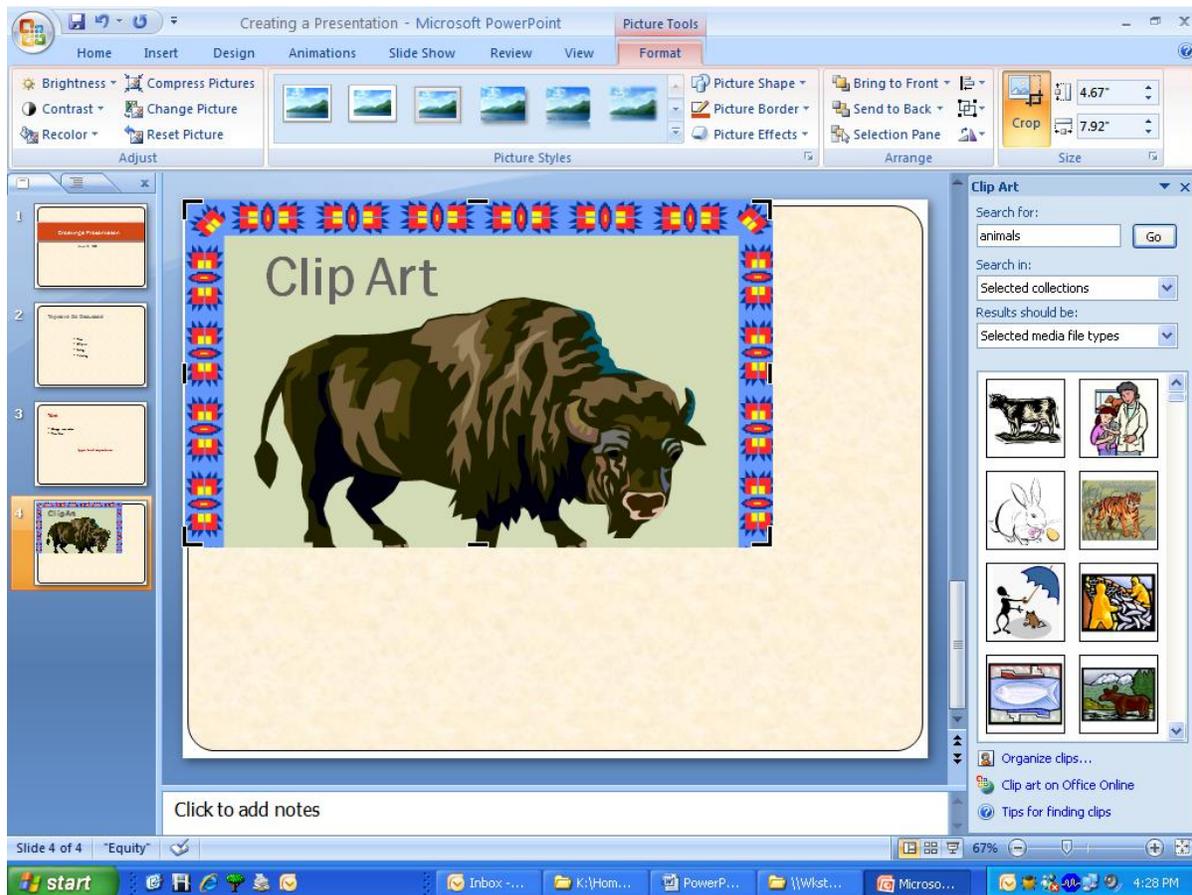
Third slide

- Create a new slide with the same layout as the previous slide.
- Type **Text** in the title placeholder.
- Highlight the title word. In the Home tab Font group, click the arrow next to the large A underlined in red. Choose a color from the Theme or Standard colors or click More Colors to see more choices.
- Type **Change text color** in the content placeholder.
- Press **Enter** and type **Text Box**.
- Click the **Insert** tab, and then in the Text group click the **Text Box** tool.
- Bring your mouse pointer onto your slide and click outside of the text box to create a small box to type in text.
- Type the words **type text anywhere**.

9. You can do the same things with words typed in a Text box as you can with any text. Highlight the words you just typed and try increasing their size, changing the color, and moving the Text box.

Fourth slide

1. Click the arrow next to the New Slide tool and then click the **Title Only** layout.
2. Type **Clip Art** in the title placeholder.
3. Click the **Insert** tab, and then in the Illustrations group select **Clip Art**.
4. In the Clip Art task pane, click the arrow next to the Selected media file types box to see the different types of media available. Select Clip Art and deselect all other options.
5. In the Search box at the top of the task pane, type **animals**, and then click **Go**. Select a picture that does not have a gold star in the lower right corner. These are animated clips that cannot be changed. Notice that the Picture Tools Format tab (a contextual tab) appears with tools useful when working with pictures.

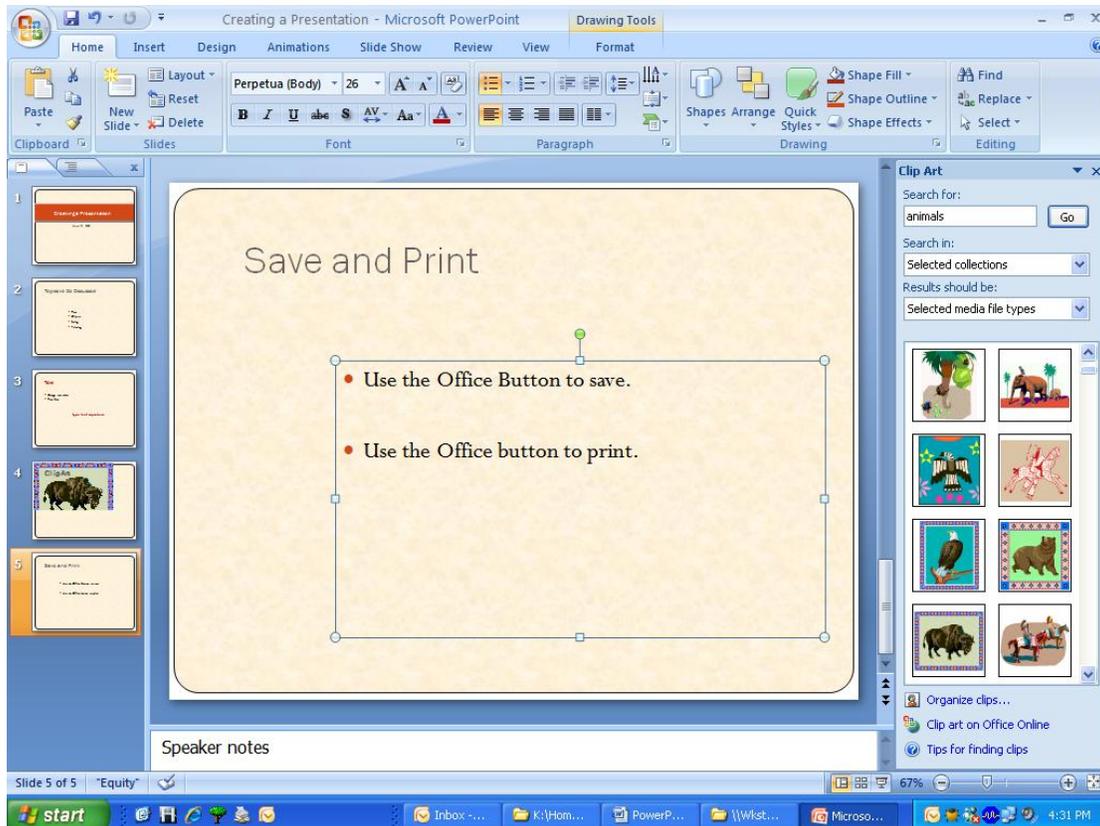


6. Place your pointer over one of the small circles at a corner of the picture until it becomes a double-sided arrow. Hold down your left mouse button and drag outward to increase the size of the picture.

7. Place your mouse pointer over the small green circle at the top of the picture until an arrow wraps around the circle. Hold down your left mouse button and drag the picture around at an angle.
8. Place your pointer on the picture and drag it up until it covers up part of the title.
9. In the Arrange group of the Picture Tools Format tab, click **Send to Back**. Your title should now be on top of the picture.
10. With the picture selected (circles around it), click the Word **Crop** in the Size group of the Picture Tools Format tab. The circles and squares around your picture should have become black lines. Put your pointer over one of the lines, push inward, and release. Part of the picture will disappear.
11. Click the **down arrow** next to Selected media file types in the task pane. Select **Sounds** only, and then click the down arrow again to close the drop down menu.
12. Click the **Go** button next to the keyword search box to bring up a list of animal sounds. Click a sound to place it on your slide. Select **When Clicked** when asked how you want the sound to start.
13. You should see a sound symbol on your slide. In Slide Show view you will hear the sound when you click the symbol.

Last slide

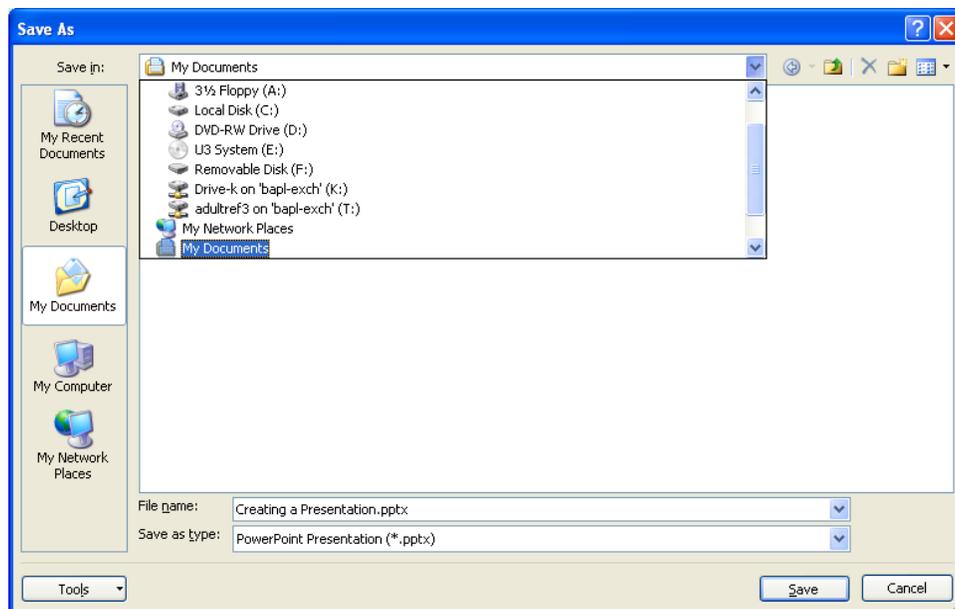
1. Create a new slide with the Title and Content layout (use the New Slide tool in the Home tab).
2. Type **Save and Print** in the Title placeholder.
3. Click in the text placeholder and type **Use the Office Button to save**.
4. Press the **Enter** key to go down a line and click the **Bullets** tool (in the Paragraph group of the Home tab) to remove the bullet.
5. Press the **Enter** key on your keyboard, click the **Bullets** tool to put a bullet on the line, and type **Use the Office Button to print**.
6. Drag the small squares on the top and left side of the placeholder box to center the text on the slide.
7. Click in the notes area below the slide and type **Speaker notes**.



Your slide show is now complete.

Saving

1. Click the **Office Button** and double-click **Save As**.



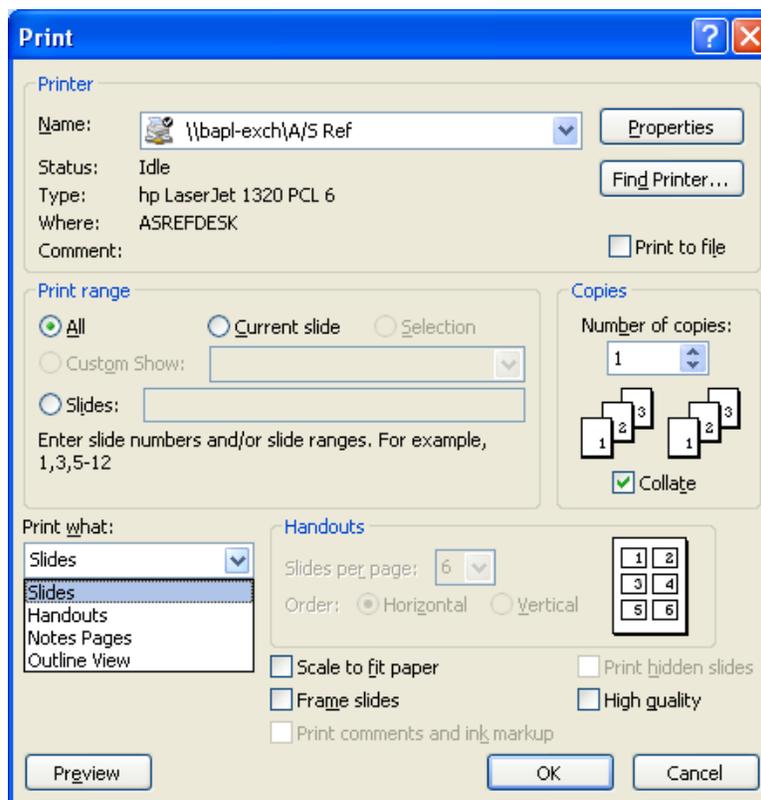
2. Click the down arrow next to the Save In box at the top of the Save As dialog box.
3. Select the drive and folder you want to save your presentation in.

4. At the bottom of the dialog box you may change the file name or save the presentation as a different format (such as an earlier version of PowerPoint). If you will be showing your presentation on a different computer, you should make sure that the software versions are compatible.
5. Click **Cancel**.

Printing

The classroom computers are not connected to a printer.

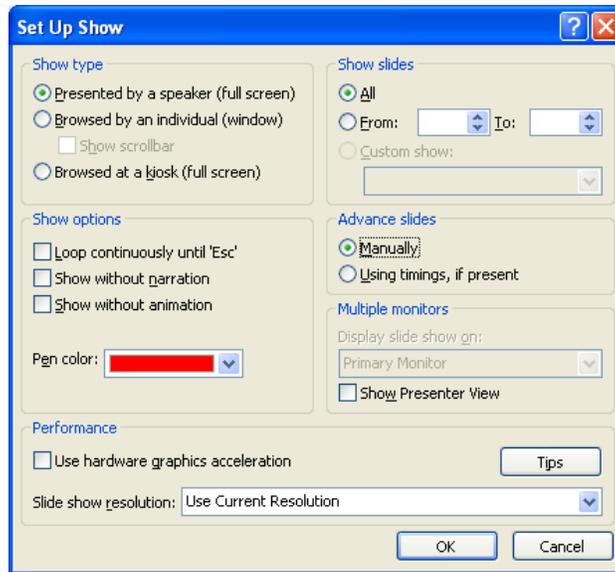
1. On your home computer you would click the **Office Button** and double-click **Print**.



2. Under Print what in the Print dialog box, notice the different kinds of print output available: Slides, handouts, speaker notes pages. When using the Office Button to print you also have the option of choosing black and white or color and specific slides to print.
3. Click **Cancel** to close the dialog box.

Showing your presentation

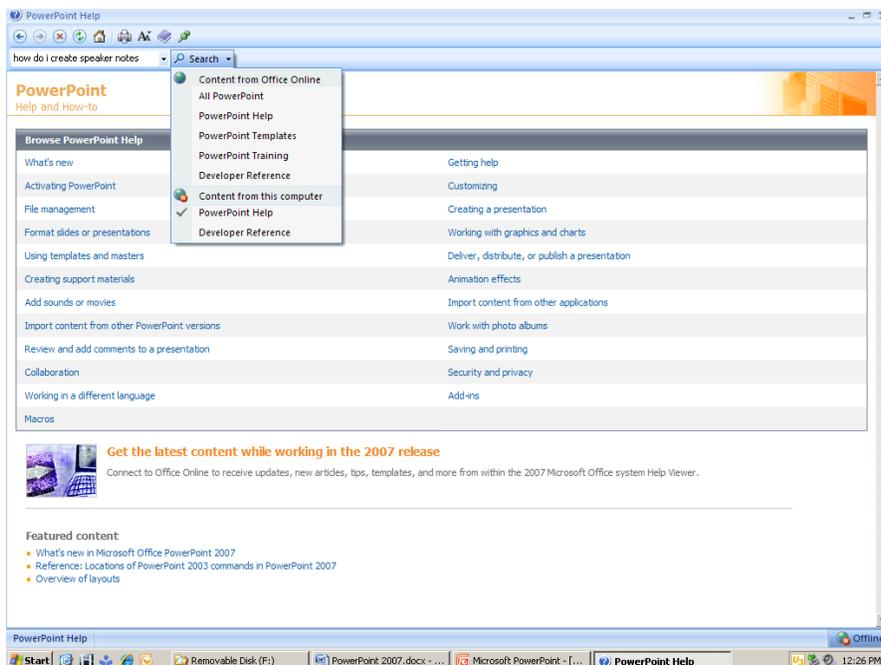
1. Click the **Slide Show** tab and then click **Set Up Slide Show** in the Set Up group.



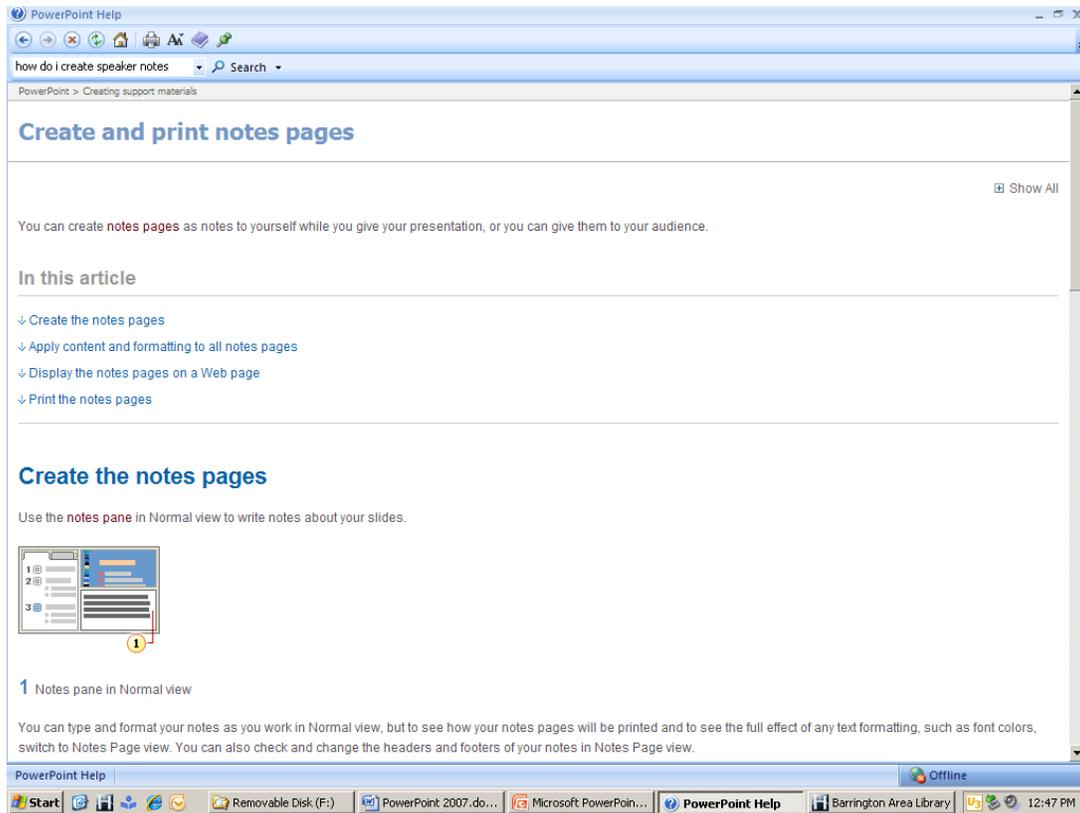
2. Select **Presented by a Speaker** under Show type, **All** under Slides, and **Manually** under Advance slides.
3. Click **OK**.
4. Return to your first slide. Click the **Slide Show** view button on the right side on the Status bar and watch your show by clicking your left mouse button (or your right arrow key on your keyboard) to advance the slides. Press the **Escape** key to exit the show at any time.

Getting Help

1. Click the small blue circle with a question mark in it on the right side of the tabs area.
2. Type ***how do I create speaker notes*** in the search box.



3. You may want to click the down arrow next to the search button and select **PowerPoint Help** under Content from this computer. This limits the results to the help information that comes with the software. If you have a constant Internet connection and you do not find what you need this way, you can try to retrieve additional information from Office Online.
4. Click the **Search** button and select **Create and print notes pages**.



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