

Microsoft® PowerPoint 2007 Introduction

A Workshop for San Diego State University Faculty and Staff



NOTE:

This handout was not designed to be a standalone tool to teach the reader to do the task. It was designed as a review for the individual that has previously taken the applicable BATS workshop.

© 2007. San Diego State University. All Rights Reserved
Sponsored by Academic Affairs

Where to Find Help When You Need It

Help from your Division/College's Computer Consultant

Some divisions and colleges have computer consultants assigned to them. You can contact these consultants when you need help. To determine if you have a consultant assigned to your division or college, look to:

<http://rohan.sdsu.edu/~facstaff>

Help from the BATS Web Page

BATS (Baseline Access, Training and Support) is a California State University initiative to provide all students, faculty, and staff with "baseline" access to information resources via networks, training in the uses of baseline hardware and software systems, and ongoing professional and technical support for utilization of computer resources at San Diego State University.

You can access the BATS Web Page by pointing your browser to: <http://its.sdsu.edu/~bats/>

Help in the San Diego State University, Faculty Room

The Faculty Room is staffed Monday through Friday with computing consultants who will try to answer your questions.

Location: Adams Humanities, 1109

Phone Number: x45727

Semester Hours: 7:30am – 6:00pm Monday -Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Faculty Computing Help Line

Phone Number: x41348 **E-mail:** helpline@mail.sdsu.edu

Semester Hours: 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

Help from the Staff Computing Help Line

Phone Number: x40824 **E-mail:** staffhelp@sdsu.edu

Semester Hours: 7:30am – 6:00pm Monday – Thursday

7:30am – 4:30pm Friday

Semester Intersession: 7:30am – 4:30pm Monday – Friday

TABLE OF CONTENTS

WHAT IS MICROSOFT POWERPOINT?	1
DESIGN CONSIDERATIONS.....	1
Purpose	1
Audience.....	1
Goals.....	1
Content	1
WORKING WITH VIEWS	2
CHOOSING LAYOUTS	3
Categories of Layouts	3
AUTOFIT	3
EDITING THE PRESENTATION	4
Editing Text	4
Formatting Fonts	4
Aligning Characters or Text	5
Font Type and Size	4
ADDING A NEW SLIDE	5
CHANGING THE ORDER OF SLIDES	5
THEMES	5
ANIMATIONS	6
ADDING SPECIAL EFFECTS	6
Clip Art	6
Transitions	6
RUNNING THE SLIDE SHOW.....	7
SPEAKER'S NOTES.....	7
PRINTING	7
QUITTING POWERPOINT	8

Microsoft PowerPoint: Introduction

WHAT IS MICROSOFT POWERPOINT?

Microsoft PowerPoint is a full-featured presentation program that allows you to create presentations using slides displayed by a computer, slides in 35mm format, transparencies or paper. You can also create printed handouts for the audience and notes that you can use as you give the presentation.

DESIGN CONSIDERATIONS

To create an effective presentation, use the following preparation steps as a guide:

Purpose

Identify the purpose of the presentation. Is it a sales presentation, a report or project meeting? Whatever the purpose, your goal is to capture the attention of the audience and to explain the data or concept in a manner that is quickly and easily understood. Presentation graphics help people *see* what they *hear*. People remember:

- 10% of what they *read*
- 20% of what they *hear*
- 30% of what they *see*
- 70% of what they *see* and *hear*

Audience

Identify the audience. How many people will attend the presentation? Is this an informal presentation to your peers or is this a formal presentation to management or to a client? The characteristics of the audience determine which presentation media to use.

Goals

Identify the goals you expect to achieve. If you are selling a product, your presentation must focus on why this product is best for this audience. If you are reporting the results of a study, make sure you actually give the results of the study, not just the history of how you conducted the study.

Content

Analyze the content. Keep to one concept per slide. Highlight the subject instead of presenting a page of text. Limit your slide to five to seven words per line and five to seven lines per slide. Don't clutter; use empty space effectively.

Microsoft PowerPoint: Introduction

WORKING WITH VIEWS

PowerPoint provides you with four separate views of your presentation. Three views are used for creating/modifying your presentation and one view is for presenting.

At the bottom of the presentation window, three buttons allow you to change the views.



Slide View



This is the default view. With the slide view, you can see how the slide will look with text, graphics, color and formatting on a slide by slide basis.

Slide Sorter View



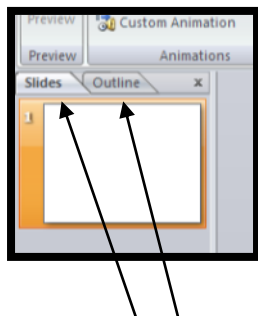
You can see your entire presentation in this view. You can re-arrange the order of slides, and you can add and delete slides. You can use the toolbar to set timings and select transitions for moving from slide to slide.

Slide Show View



When you click this button, you run the slide show. The entire computer screen fills with the slide's contents.

In addition to these three buttons, there are two tabs that appear to the left of the main slide window. One of the tabs allows you to get into Slide View and the other tab puts you into "Outline View".



Slide View

In Slide View you see small thumbnail images representing each slide in your presentation

Outline View

This view allows you to reorder headings and text by moving them up or down, and you can promote or demote headings or text. In order to see the document's structure in this view, the document must be formatted with one of the built-in heading styles.

Microsoft PowerPoint: Introduction

CHOOSING LAYOUTS

As you develop the presentation you will most likely use different slide layout options. Each slide layout option enables you to add specific types of content to the slides.

To select a layout, select **Slide Layout** from the Task Pane on the right side of the screen.

Categories of Layouts There are nine types of layouts available in PowerPoint:

Title Slide – Provides placeholders for a title and a subtitle.

Title and Content –Provides placeholders for a title and one content item (table, chart, clip art, graphic or movie).

Section Header - Provides placeholders for a title and text. This is used in a presentation that contains multiple sections.

Two Content - Provides placeholders for a title and two content items.

Comparison - Provides placeholders for a title, two content items and text that functions as titles for the content items.

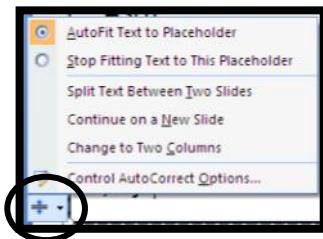
Title Only - Provides a placeholder for a title.

Blank – No placeholders.

Content With Caption - Provides placeholders for a title and text on the left side of the slide and a content item on the right side of the slide.

Picture With Caption - Provides placeholders for a photo with a title and text below the photo.

AUTOFIT



If you have more text than will fit into a placeholder you can activate AutoFit and PowerPoint will resize the font so that all the text fits in the placeholder.

To activate (or deactivate) AutoFit:

1. When the AutoFit button displays, click on the **button**.
2. To activate AutoFit, choose **AutoFit Text To Placeholder**
3. To de-activate AutoFit, choose **Stop Fitting Text To This Placeholder**.

Microsoft PowerPoint: Introduction

You can also tell PowerPoint to create another slide to hold the overflow text. To do this, choose **Split Text Between Two Slides**. Half of the text will be moved to the new slide.

An additional option is to choose **Continue on a New Slide**. Using this option will cause a new slide to be created so you can continue typing your text.

You can also use this tool to create two columns in the placeholder.

EDITING THE PRESENTATION

Editing Text

Editing an existing presentation can be done in the Slide View or in the Outline View. Most people find it easier editing in the Slide View.

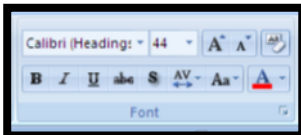
To edit text, all you have to do is move the insertion point where you want it and then type your text. Use the **Del** key to delete characters to the right of the insertion point or the **Backspace** key to delete characters to the left.

To select text that is to have formatting applied, hold down the mouse button and drag the mouse pointer over the desired text. Once highlighted, text can be formatted, deleted or moved to another location (drag and drop).

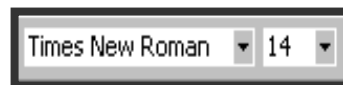
Formatting Fonts

You can format characters, words and paragraphs easily by clicking on the **Home** tab and choosing a formatting tool from the Fonts group.

To format text, highlight the text and click on the following buttons as desired:

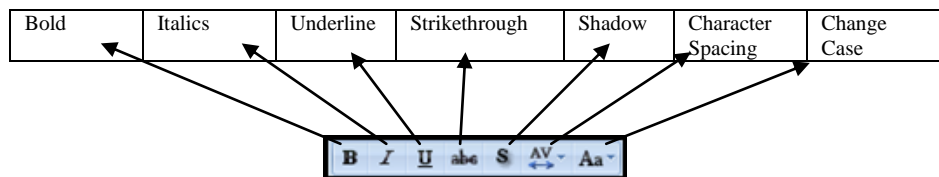


Font Type and Size



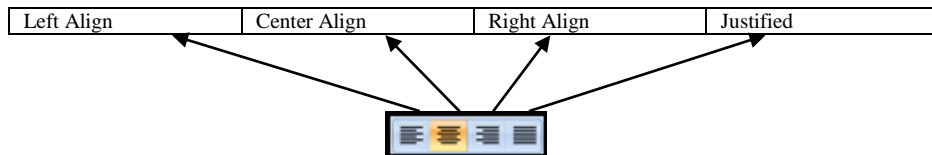
You can select the style of font to be used along with the desired size font size. Click on the drop down arrow to see the various font types and sizes that are available.

You can also use the following buttons to create a special effect with the font.



Microsoft PowerPoint: Introduction

Aligning Characters or Text You can align text in the slide view. Specify how you want the text alignment by highlighting the text and then clicking one of the following buttons:



ADDING A NEW SLIDE

Often you will find that you need to add a slide or multiple slides to your presentation. You can add slides using any view: Outline, Slides or Slide Sorter.

To add a new slide select the slide that appears just before the place where you want to insert the new slide. Click on the **Home** tab and then select **New Slide** from the Slides group.

You will select the layout for the slide that you are inserting. Each layout shows a slide with different symbols. The symbols indicate the type of information that is going on the slide. Once the selection is made, click on the **OK** button and the new slide will be inserted after the current slide.

CHANGING THE ORDER OF SLIDES

If you find that you want to re-organize the presentation, you can easily change the order of the slides in the presentation. You can change the order of slides in the Outline and Slide Sorter Views. Reorganizing in the Slide Sorter View is the easiest.

To rearrange a slide, select the slide to be moved. Hold down the mouse button and drag the mouse pointer to the location where the slide is to be moved. A line will appear showing where you are moving the slide. Release the mouse button and the slide will be inserted in the new location.

THEMES

Themes allow you to customize the look of your presentation. Each theme consists of specific Fonts, Colors and Graphic Effects.

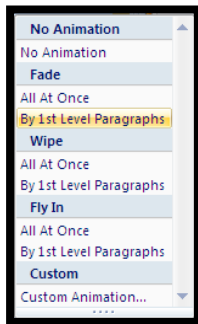
To apply a theme click on the **Design** tab and choose one of the themes in the Themes group. You can click on the **theme** and it will be applied to all the slides in your presentation. If you right click and choose **Apply to Selected Slides**, the theme will only be applied to the slides you have selected.

Microsoft PowerPoint: Introduction

You have the ability to modify each or all of the elements of a theme, and you can create your own custom themes.

To modify a theme simply click on the **Design** tab and then click on the **Fonts**, **Colors** or the **Effects** button in the Themes group. Make your selection and it is automatically applied to your slides.

ANIMATIONS



You can add movement to text and images on your slides by selecting from a list of animations.

To animate bullet points, select the **bullet points** and then click on the **Animations** tab and then click on the **Animate** button in the Animations group to choose an animation.

You can apply the animations so that each bullet point appears in the slide individually, or you can have all the bullets appear at the same time.

ADDING SPECIAL EFFECTS

To add emphasis to your presentation you will want to add Clip Art and Transitions to your slides.

Clip Art PowerPoint provides you with a variety of clip art images for your use in presentations.

To insert a clip art image onto a slide, display the slide to receive the image in Slide View. Click on the **Insert** tab and then click on **Clip Art** in the Illustrations group.

Select one of the categories under the Clip Art tab, and once the category is selected, click on the desired image. Click on the **Insert** button and the image will be copied to your slide. Place the mouse pointer over the Clip Art object, hold down the mouse button, and drag the object to the desired position.

To resize the object, click on one of the selection handles (the small squares around the image), and drag the image to the correct size.

Transitions You have the ability to use special effects to introduce slides during the presentation. For instance, you can have PowerPoint fade to black between slides. There are a variety of special effects available.

To add transitions to slides, click on the **Animations** tab and choose one of the transitions that appears in the **Transition to This Slide** group.

Microsoft PowerPoint: Introduction

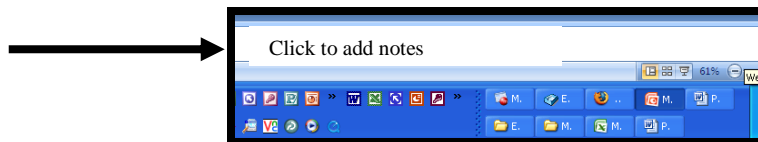
Select the speed by choosing Slow, Medium or Fast. If you want to apply the transition effect to all the slides in the presentation, click on the **Apply to All Slides** icon.

RUNNING THE SLIDE SHOW

Once your presentation is ready, you can run it by clicking on the **Slide Show** button. To advance from slide to slide, click your mouse pointer on the screen or press the <ENTER> key. To quit the presentation, press the **esc** key.

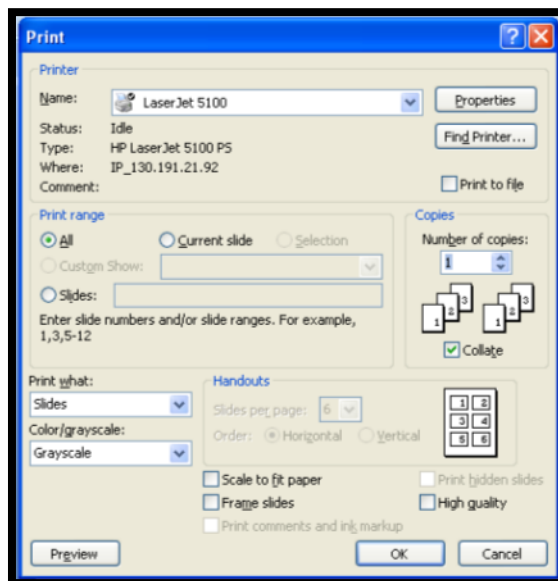
SPEAKER'S NOTES

While in Normal View you can create your speaker's notes in the small window beneath the slide you are working on. Simply click into that window and type the notes you want to have access to as you are giving the presentation.



PRINTING

When you are ready to print your presentation, click on the **Microsoft Office button** and select the **Print** option. The following screen will appear:



In the “Print What” area, select the items to be printed. The “Print Range” should reflect “Slides”. Enter the number of copies desired and click on **OK**.

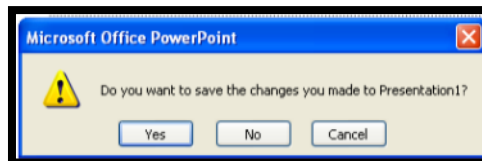
Microsoft PowerPoint: Introduction

QUITTING POWERPOINT

When you are ready to quit PowerPoint, click on the **Microsoft Office button** and choose **Exit PowerPoint**. If you have not made any changes to your presentation since you last saved it, PowerPoint will close your presentation and the PowerPoint application will close.

If you have made changes to your presentation since it was last saved, PowerPoint will ask you if you really want to exit the program (without saving your changes) or if you want a chance to save your changes.

You will see the following screen:



If you do not want to save the changes, select **No** and your presentation will be closed (all changes will be discarded) and PowerPoint will close.

If you want to save your changes, select **Yes** and if your presentation had been saved previously, PowerPoint will save the presentation with the changes and then it will close the presentation and the PowerPoint program.

If you have not previously saved your presentation, and you want to save the work you have done on the presentation, PowerPoint will display the "Save As" window. You will be asked to provide a name for the presentation and a location for the presentation to be saved.