



A Guide to *PowerPoint 2007*

by

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This guide assumes the reader to have basic knowledge of text editing and formatting using a Wordprocessor. Familiarity with Office 2007's general interface is also assumed.

The exact appearance of certain screenshots vary depending upon the version of Windows you are using. Windows Vista is used throughout, although for the purpose and scope of this guide the differences between versions of Windows are largely cosmetic.

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SECTION 1

INTRODUCTION

Make a Good Impression

PowerPoint allows you to put together a high quality presentation that combines words, pictures, charts, tables and even audio and video material. When familiar with PowerPoint you will be able to communicate your ideas quickly and effectively to people. Using PowerPoint you will be able to create professional slides and handouts to accompany speeches and presentations you make – it will also enable you to use your computer as a presentational aid by combining it with a projector.

What You Need?

Before creating a PowerPoint presentation you need to consider what other materials you are drawing on and whether you have them to hand. The slides you show in your presentation should complement your speech. They are not simply decorative. If you are talking about sales figures you have the option to show people those figures, or to create a chart from them.

So the first part of creating a presentation is deciding what you want to say and researching the information you need. You do not need to have drafted the presentation in full as PowerPoint helps you to organise your material and visualise its impact, but you should have an idea of the overall structure and purpose of the presentation.

Finally, before you start, think about how and where you are going to give the presentation. Who is it for? What type of room are you going to give it in? What facilities are available? An important consideration in all presentations is what format you will actually present it in. PowerPoint enables you to produce 35mm slides, transparencies for overhead projectors or perhaps you prefer a computer-based presentation. So you need to know which of these is available.

What is the Best Type of Presentation?

Many businesses and institutions have standard formats for presentations and so you should ensure you adhere to these where they are insisted upon. But where there is no standard format for your presentation the most important thing is to think through what you want the presentation for before you start to create it. If you just want something to help your colleagues to follow a brief informal presentation you are giving, it is probably not worth spending hours creating charts, animating pictures and formatting your text. If, however, your presentation is being used as part of an interview, exam or to pitch for business it is probably worth spending longer creating it.

SECTION 2

GETTING STARTED WITH POWERPOINT

This guide assumes that you will have some text and other material ready for the presentation. It shows you how to create slides using this material and then how to apply one of the ready made themes to give your slides a consistent professional touch. With experience you will find that developing your presentation by using an outline and master slides is preferable, see Sections 5.2 and 5.3.

So:

- Collect text and graphics etc. for your slides.
- Create and organise your slides, Sections 2.3 and 3.0.
- Apply a Theme to your presentation (Section 5.3) to give it presentational polish, or edit the Slide Master to inject your own personality (Section 5.4).
- Prepare handouts, rehearse and give the presentation, Section 9.0.

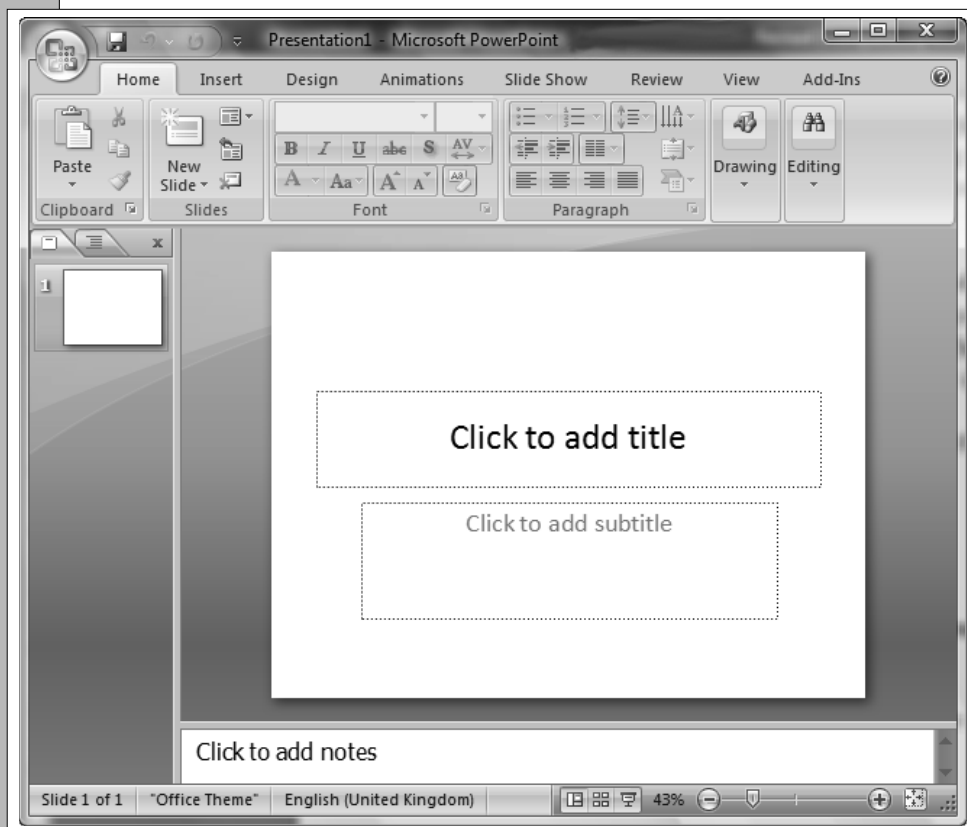
2.1

Starting PowerPoint

Windows Vista

Click on the **Start** button, choose **All Programs** and from the **Microsoft Office** sub-menu choose **Microsoft Office PowerPoint 2007**.

PowerPoint will open and display a blank title slide.







Windows XP

Starting PowerPoint 2007 from Windows XP is slightly different.

From the **Start** menu, choose **All Programs** and from the **Microsoft Office** sub-menu choose **Microsoft Office PowerPoint 2007**.

2.2

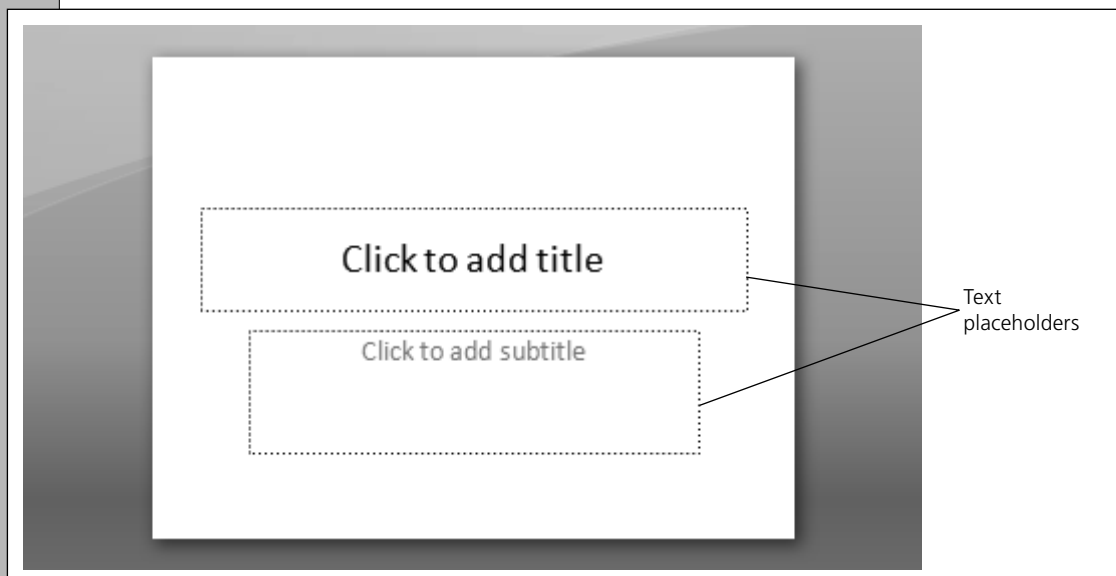
Help Using PowerPoint

If you have problems with PowerPoint click on the  button on the top right corner of the window. To find help on a particular topic, just enter the topic and click on **Search**. Usually a selection of possible answers is returned, and for further details just click on the most appropriate answer. The **Forward**  and **Back**  buttons at the top of the **PowerPoint Help** window allow you to move between answers. To hide PowerPoint Help click on the help window **Close Box** .

2.3

Creating Slides

One of the main features of using PowerPoint to create your presentation is that much of the design of the slides is done for you, so that this design is consistent across the presentation.

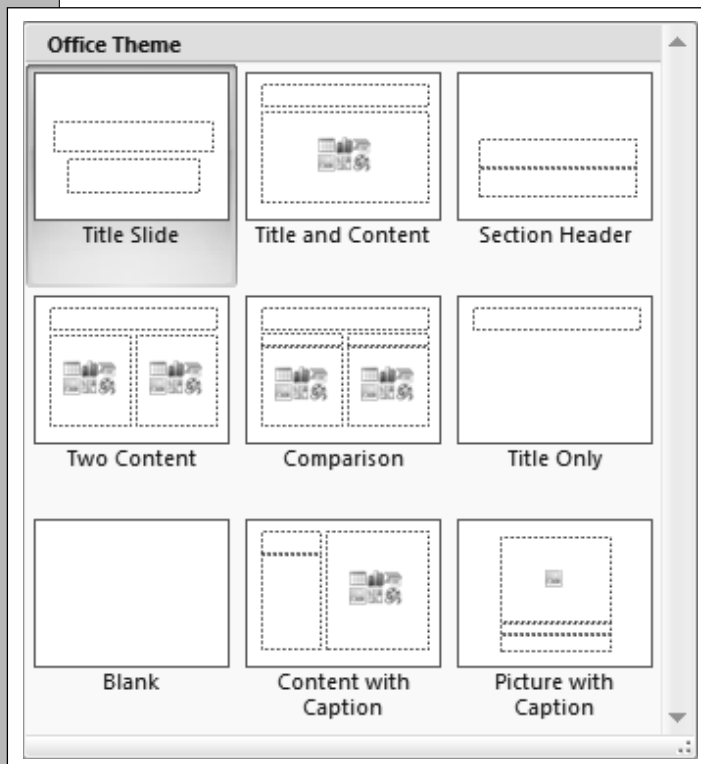
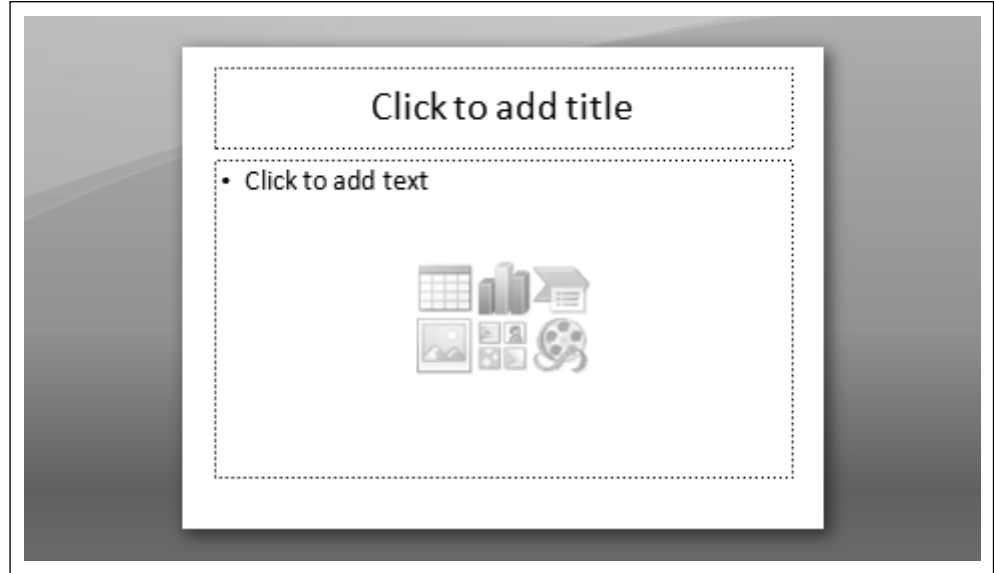


PowerPoint opens a new presentation with a title slide. You will notice that the slide displays two rectangles, known as placeholders. The purpose of the placeholders varies depending upon the layout of the type of slide being used. In the case of the title slide these correspond to text for the title and sub-title of the presentation, but with other slides these could represent lists, graphics, tables etc.

To enter text into a text placeholder, such as the presentation title, simply click on the placeholder and type. You can edit this text in the same way you would using a wordprocessor.

Creating a New Slide

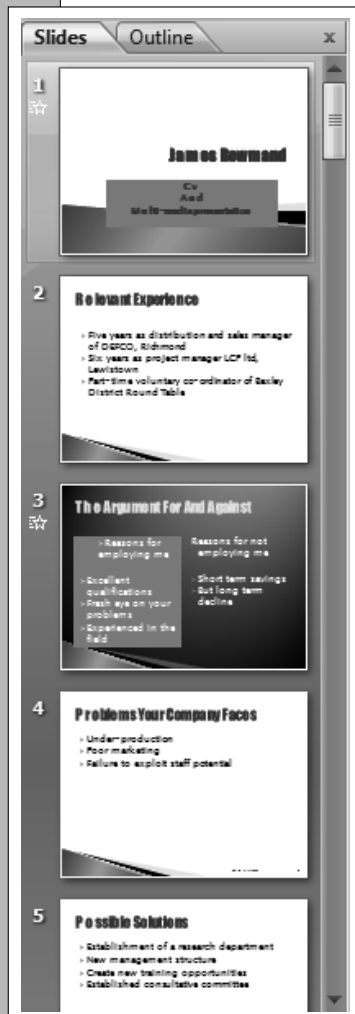
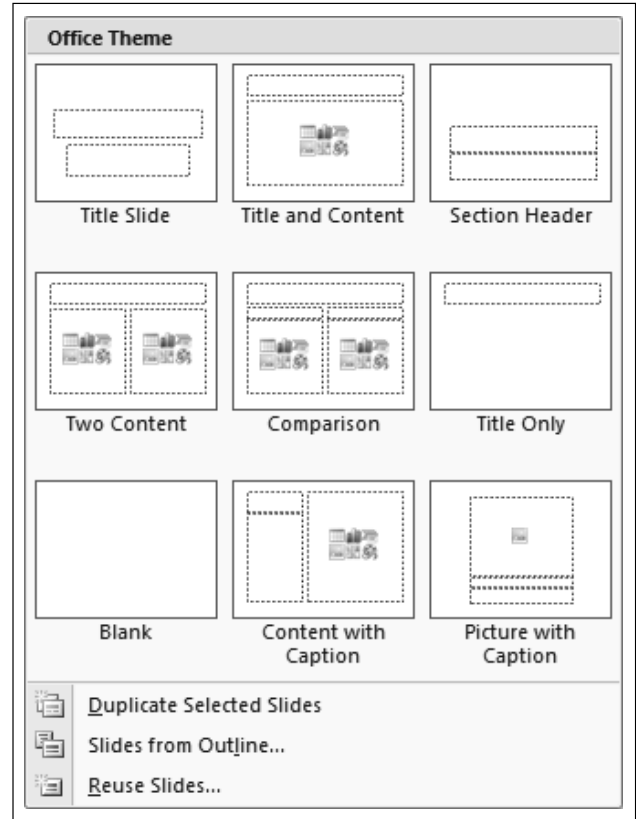
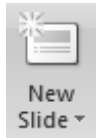
By default the first slide that PowerPoint uses in a presentation is a title slide and the next and subsequent slides are title and content slides.



Slide layouts aren't restricted to just these two types; PowerPoint provides a range of slides layouts for you to choose from.

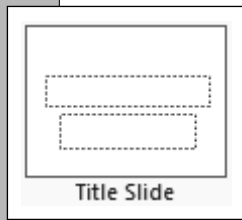
To create a new slide:

- From the **Home** tab, click on the arrow to the base of the **New Slide** button and a pop-up menu will display a range of slide types from which you can choose. Click on the appropriate type and the new slide will be added to your presentation.



- As slides are created they are displayed in miniature on the pane to the left of the window. A scroll bar is provided when there are more slides than can be displayed together.

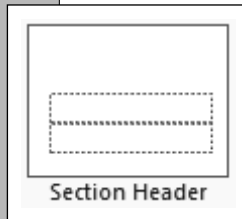
There are many types of slide layout:



Title Slide

Title Slides

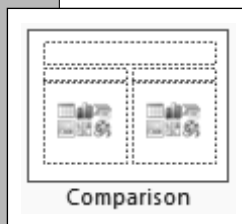
Usually the first slide in a presentation.



Section Header

Section Header

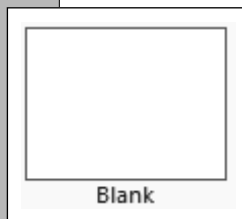
Useful if the presentation is broken into sections.



Comparison

Comparison

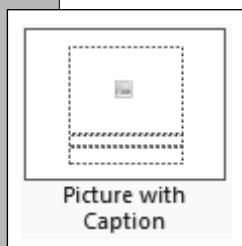
Similar to the above but each column has its own title.



Blank

Blank

A slide that includes no placeholders.



Picture with Caption

Picture with Caption

As above but using a picture placeholder.

Title and Content

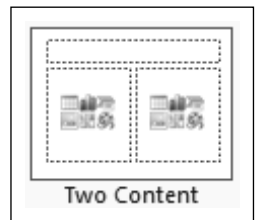
The default slide type which includes a slide title and a bulleted list.



Title and Content

Two Content

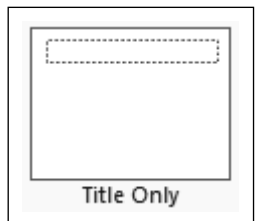
Where the content is shown in two bulleted columns.



Two Content

Title Only

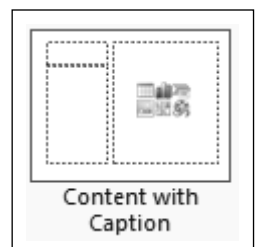
A slide with only a title placeholder.



Title Only

Content with Caption

A more designed style of title and content slide.



Content with Caption

If you want to change the type of slide, click on the **Home** tab and from the **Layout** button choose your preferred slide layout.

2.4

Adding Text and Graphics to Your Slides

Text is added to a slide simply by clicking on a placeholder and typing. The exact size, alignment and positioning of the text depends upon the placeholder you are typing the text into, eg. text in a title placeholder is larger than text in a bulleted content list, content lists are bulleted and left aligned, whereas titles are centred. For more about formatting lists see Section 5.1.

Generally the font, font size, style, positioning and other formatting characteristics of placeholder text are established across the presentation as a whole (see Section 5). However the formatting of text in individual slides and placeholders can be changed if required, though this needs to be done with care so as to not introduce inconsistencies in the overall design of the presentation or affect the readability of your slides.

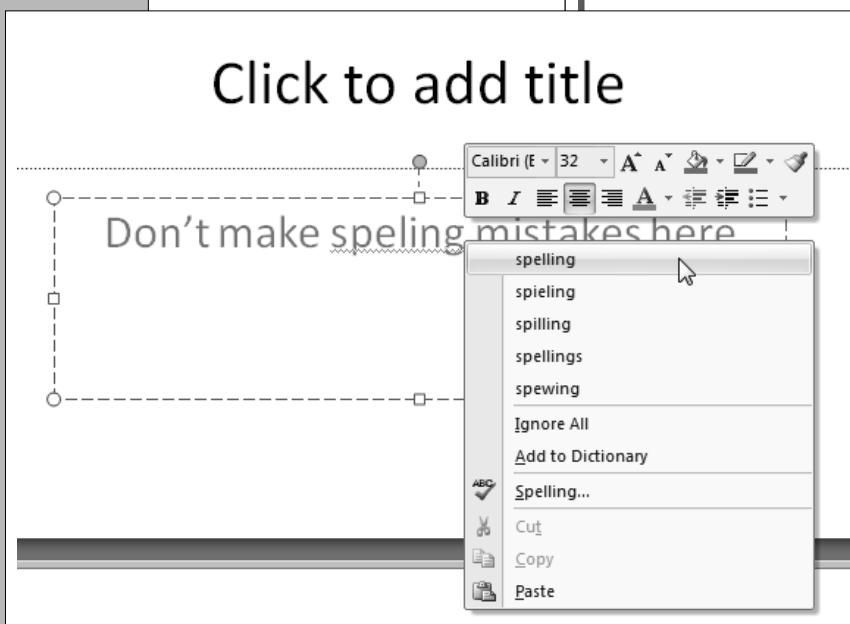
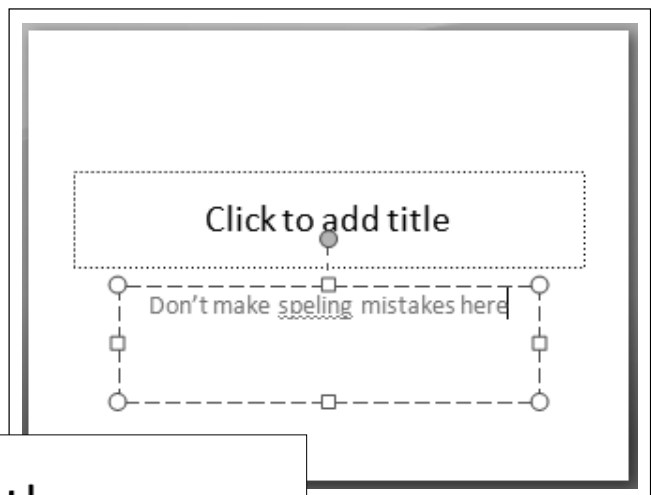
Appropriate graphics enliven a presentation and charts and tables of data can make the presentation more informative. These aspects of PowerPoint are dealt with in special sections of this guide: Graphics, see Section 6.0; Charts, see Section 7.2, Tables, see Section 7.1.

2.5

Spell Checking

The Spell Checking feature in PowerPoint underlines any spelling errors with a wavy red line.

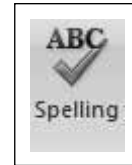
With spelling errors, you can either choose to correct the error as you type, or ignore the spelling error and undertake a full spell check on the presentation at a later stage (see below).



To correct the spelling of a single word, click on the word with the RIGHT mouse button. A pop-up menu will be presented showing a list of alternative spellings and other commands explained below. Choosing one of the alternative spellings with the LEFT mouse button replaces the original on your slide.

2.6

To check the spelling of a complete presentation, or some selected text, click on the **Review** tab and then on the **Spelling** button and the spell check will begin. If the spell checker interprets a word as spelled incorrectly a dialogue box will be displayed listing the sentence containing the word it thinks is spelled incorrectly. This will allow you to make corrections.



Moving Text and Graphics

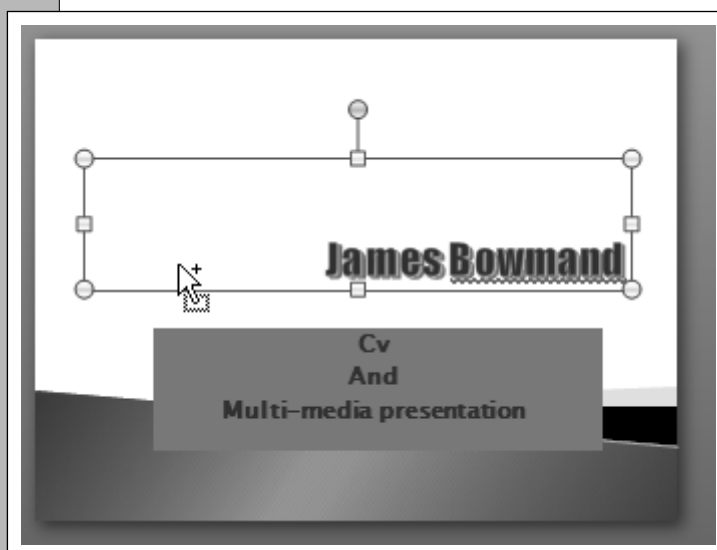
At some stage you will want to move text from one location on a slide to another. PowerPoint provides you with two techniques for doing this, and these techniques apply not just to text but to pictures or tables or indeed anything you use on a slide:

- Drag and Drop
- Cut, Copy and Paste

Drag and Drop

Drag and Drop is most useful for moving text or other objects around a slide.

- Select the text that you wish to move and release the mouse button.
- Move the pointer onto the top of the text and click and drag the selection to its new position on the slide.





To copy a piece of text leaving the original intact, hold down the **Ctrl** key while dragging. Note that a + sign is shown alongside the pointer.

Cut, Copy and Paste

It is best to use Cut, Copy and Paste when moving text or other objects between slides.

To move text, deleting the original:

- Select the text to be moved.
- From the **Home** tab, click on the **Cut** button .
- Move the insertion point to the position on the slide where you wish to place the text and click on the **Paste** button .