

## PowerPoint 2007 Layout Screen with home ribbon open

**Office Button** – From here you can Create New, Open, Save and Print documents.

Note: In the **Save As** menu you now have the option to save the file as a **PDF**.

**Quick Access Toolbar** – You can customize this toolbar by adding frequently used items. Use the **Office** button and click the **Powerpoint Options** button in the lower right corner. Click **Customize** on the left.

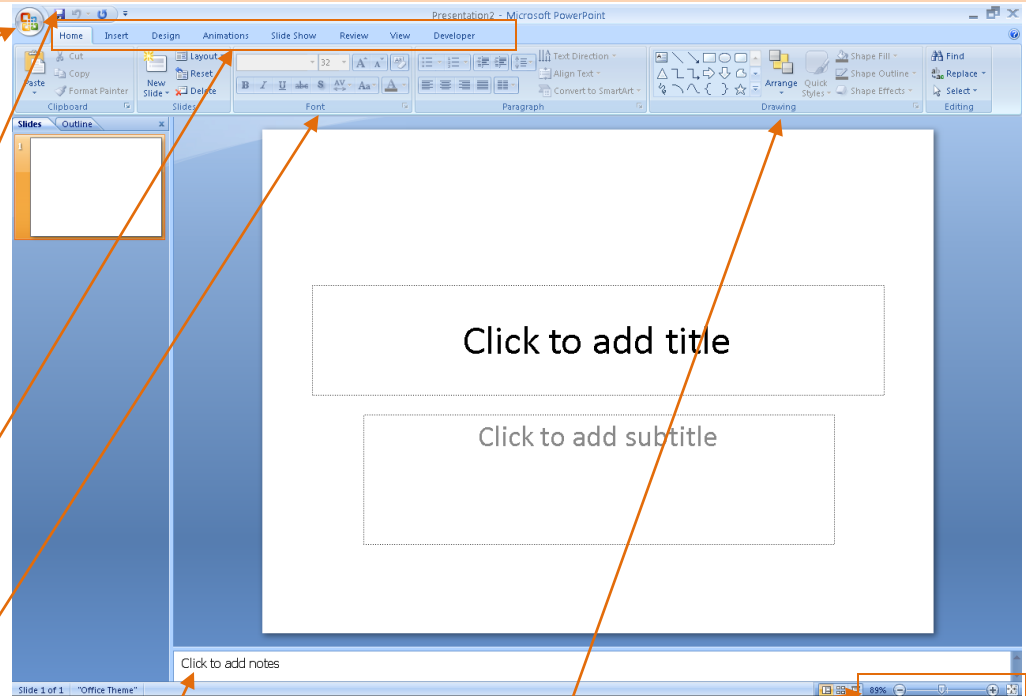
**Ribbon Selector** – Select the appropriate ribbon for the task you would like to accomplish.

**Font section** – Highlight text and use these tools to alter it. Clicking the small arrow in the lower right will load the traditional Font pop-up.

**Notes** – Notes typed here correspond to the currently selected slide and do not show when viewing the presentation.

**Drawing section** – Add shapes and use the **Arrange** option to control the order in which they appear. Shapes can also be added with the **Insert** ribbon.

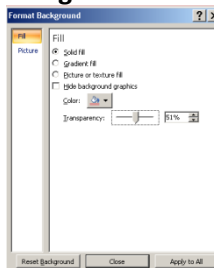
**Zoom View** – The 2007 interface has a slider in the lower right corner to zoom in or out on the slide/document.



### Adding a Background

**Right-click** on your slide in a blank spot. Choose **Format Background**.

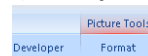
On the left you can toggle between **Fill** and **Picture** for the type of background. Click **Close** to apply to the current slide only or **Apply to All** to apply the background to all slides.



### Inserting & Manipulating Pictures

Click on the **Insert** ribbon and choose either **Picture** (if you have the file saved) or **Clip Art** (to use the Microsoft Gallery).

Once a picture has been inserted, when you click it, the **Picture Tools** ribbon opens on the top right. Use the options on this ribbon to compress the picture (a must when dealing with digital camera images), crop, recolor, add borders, adjust properties, align and rotate.



### Saving your Presentation

Click the **Office** button in the upper left corner and choose **Save**.



To save in other formats, click the arrow next to **Save As**. To save as PDF, choose **PDF or XPS**. To save each slide as its own image, choose **Other Formats** then scroll down and select .jpg or .gif in the **Save as type** menu.

### Placing Text on your Slide

On the **Insert Ribbon** click **Text Box**. Click on your slide, keeping the left mouse button held down and “draw” a text box. When you release the left mouse button, the cursor will be set and ready for you to type in the text box. To move a text box, click on the outside edge of the text box and drag to another location on the slide.

### Adding Additional Slides

Use the **Home** ribbon to select **New Slide** (or click **Ctrl+M**). Clicking the small arrow beneath the New Slide icon allows you to choose a preformatted layout. The new slide is added after the currently selected slide. A small, thumbnail version of every slide appears vertically on the left. Thumbnails can be dragged to rearrange.



### Viewing your Slide Show

Click on the **Slideshow Ribbon**. You may now select **From the beginning** or **From the current slide** to start your show.

The F5 key will still start your show from the beginning. Note you can now create a custom ordered show from your slides.

**PICTURE Ribbon**

**Recolor** –Tint the currently selected picture to match your color scheme.

**Compress**–Resample (compress) current picture or all pictures to a suitable resolution and drastically reduce the size of the file.

**Picture Style \*NEW\*** – Use this section to place borders around pictures or to cut them into shape and/or give them a 3-D bevel.

**Crop** – Remove part of an image so all that remains is the desired portion.

**VIEW Ribbon**

**Slide Sorter** -Use the slide sorter view to arrange your slides by dragging and dropping

**Notes Page** –your notes in the bottom half of the screen. Notes will only appear in two monitor

**Slide Master** – allows you to design templates that will not be changeable/moveable on the actual slide.

**Show/hide** – allows you to turn on grid and ruler tools to better align your content on the slides.

**INSERT Ribbon**

**Tables** –Create a table (max grid size 10x8). When you add a new table, ribbon will appear with table formatting tools.

**Photo Album** –Quickly add pictures (1 per page or other layout). Add captions if desired. If images come from a digital camera compress them using the **Picture** ribbon.

**Links/Action** –Make any selected object an interactive button (hyperlink or elicit a sound).

**Media Clips** –Insert movies or sounds. Source files are separate from the actual .pptx file. You must copy the extra files along with the presentation if you move it.

**Creating Custom Animations for Objects (ANIMATION Ribbon)**

Click and object then click custom Animation and follow the steps below.

Slide transitions control how you move from one slide to the next. Adding transition animations may make your presentation too busy. The advance slide section on the right controls how/when you move to the next slide.

- To animate any object in PowerPoint, right-click on that object and select **Custom Animation**.
  - Entrance** – Object enters slide with this effect. **Emphasis** – Object on screen will perform this animation.
  - Exit** – Object on slide leaves slide using this effect. **Motion Path** – Object will follow a path you specify.
- When the slide starts, this action must be taken before the animation will occur.
  - “On Click”** – waits for user to click mouse.
  - “With Previous”** – animates at same time as previous object in object list.
  - “After Previous”** – waits until previous animation is done before starting this one.
- Direction:** This allows you to set the direction that the animation will move to/from. There are 8 directions in which you can have the animation move.
- Speed:** You can adjust the speed at which the effect occurs. Options are: Very Fast, Fast, Medium, Slow, and Very Slow.
- Animation List:** This allows you to set the characteristics for each animated item. If you click on **Effect Options**, you can control the timing for effects that start automatically, as well as options for sound effects.
- Re-Order:** Select an object that is currently animated and move it up or down in the animation order.
- Auto-Preview:** Turning off the auto-preview picture when using a slower computer will speed up the process of setting animations.