

# Microsoft PowerPoint Tutorial



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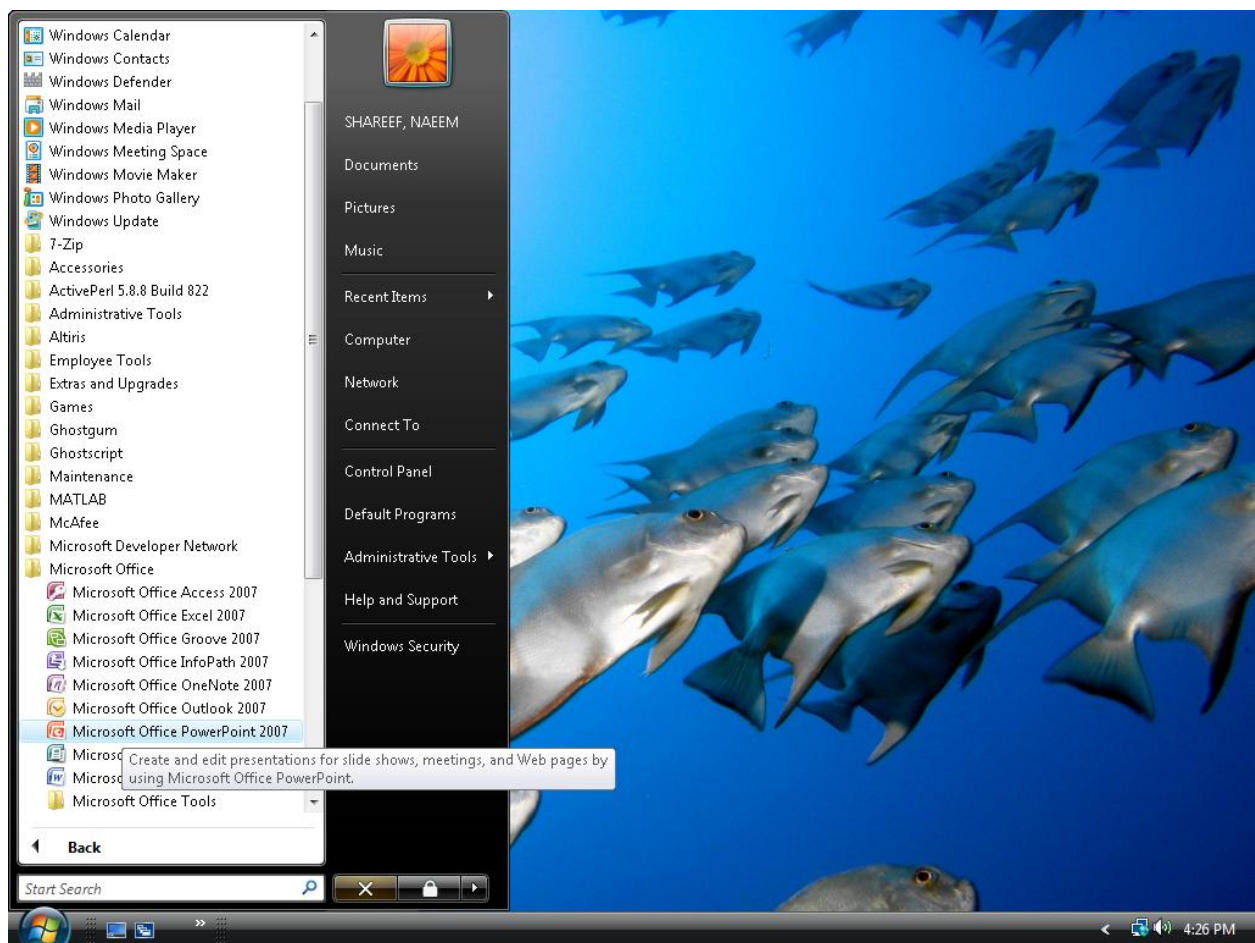
# Microsoft PowerPoint 2007™

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Microsoft PowerPoint 2007™ is a presentation program which allows users to create engaging presentations for slide shows, meetings, and web pages. The program allows the user to quickly and easily create professional looking presentations that include pre-defined designs and the ability to create animations. This tutorial covers the basic functionality of the software.

## Starting MS PowerPoint

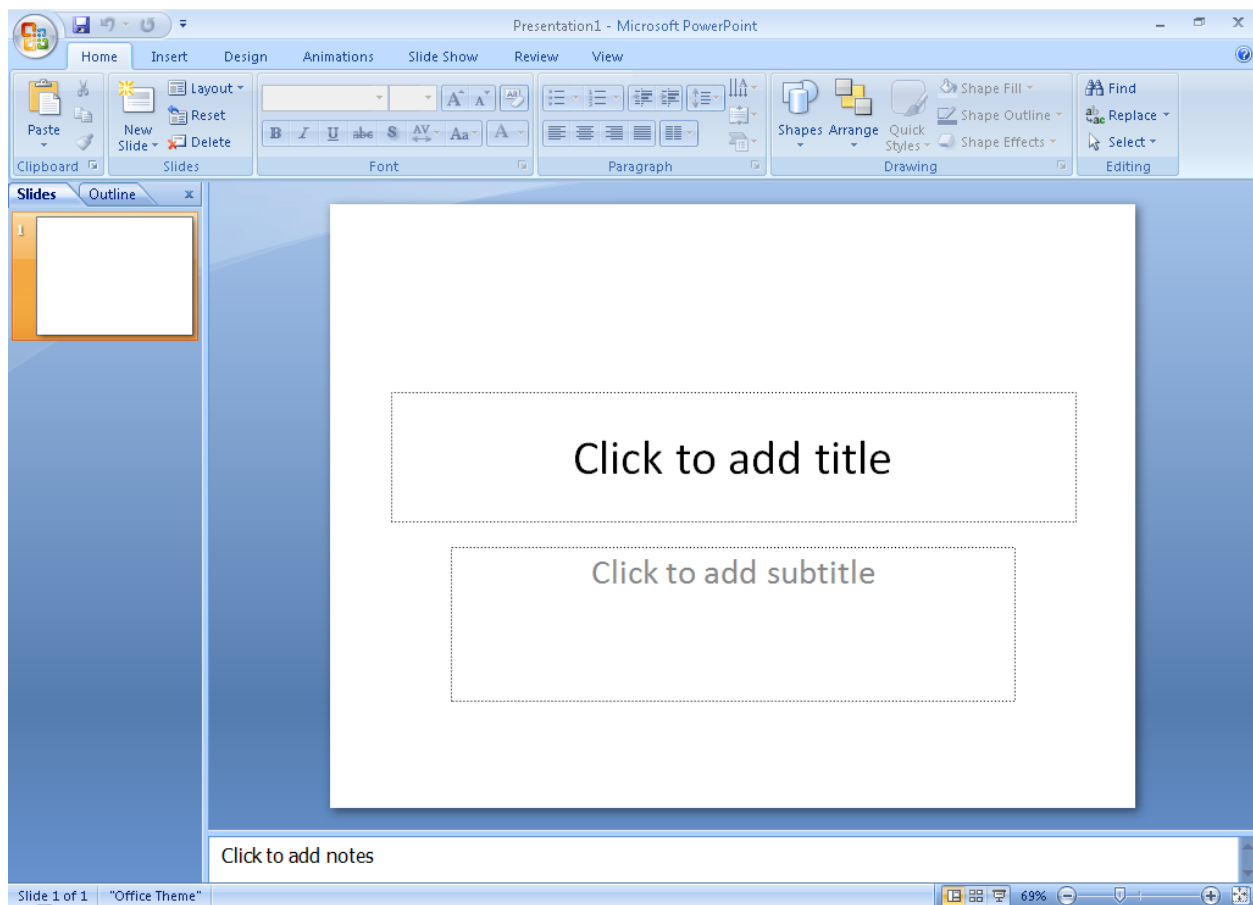
To start MS PowerPoint click on the Start Menu on the bottom left corner of your desktop and select **Start** → **All Programs** → **Microsoft Office** → **Microsoft Office 2007**.



## The MS PowerPoint Window

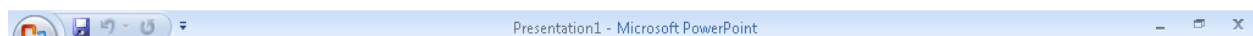
The MS PowerPoint 2007 interface brings out all the functionality of the software using tabs rather than drop-down menus. You should get acquainted with the different parts of the main window:

- **Slide:** A content holder for text and images. To insert additional slides click **New Slide** under the **Slides** section of the Home tab. The slide below is called the **Title slide** where you should enter the title of your presentation and information related to you, your organization, and colleagues.
- **Text box:** A box outlined by dotted lines is where you enter your textual content.
- **Slides tab:** A tab located in the left pane named Slides shows mini-versions of your slides and allows you to view many slides at once.
- **Outline tab:** A tab located in the left pane name Outline that shows mini-versions of your slides but only the text.
- **Notes section:** The section below the slide where you can write notes relating to the slide. This can be used by the presenter for practicing the presentation or handed out to the audience.



### Title Bar

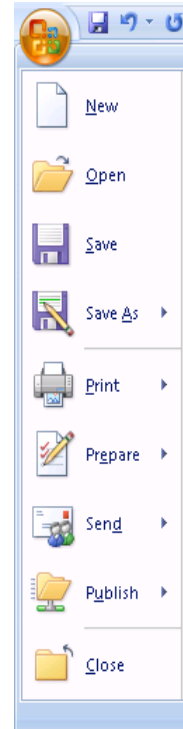
The title bar contains (left to right) the *Office Button*, *Quick Access Toolbar*, the filename of your document (middle), and *minimize*, *restore down*, and *close* buttons (right).



## Office Button



The *Office button* (located at the top left of the MS PowerPoint Window) is a drop-down menu of commands (see figure on the right) that you can use on MS PowerPoint files. It includes creating a new file, opening an existing file, saving, and printing. A menu choice with a right pointing arrow expands to another menu of command choices.



## Saving Your Work

### For the first time

To save your document for the first time, select the **Save As** → **PowerPoint Presentation** command. Fill in the entries for the **Save As** pop-up window and click the **Save** button when you are done:

### Save in

Choose the location to place your file, i.e. to your desktop, a folder on the hard disk, flash drive, etc.

### File name

Choose a name for your file. Note, do not include a file extension.

### Save as type

Make sure 'PowerPoint Presentation' appears here. Otherwise, select it in the drop down menu.

### While you work

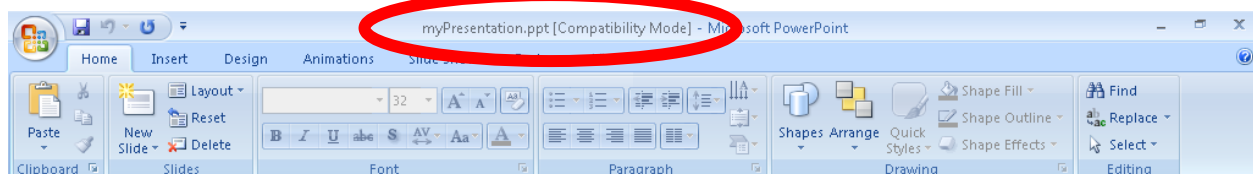
After saving for the first time, you will only need to select the **Save** menu choice for subsequent saves. An even faster way to do this is to use the hot button provided on the Quick Access Toolbar. Remember to save your document frequently.

### Backing up your work

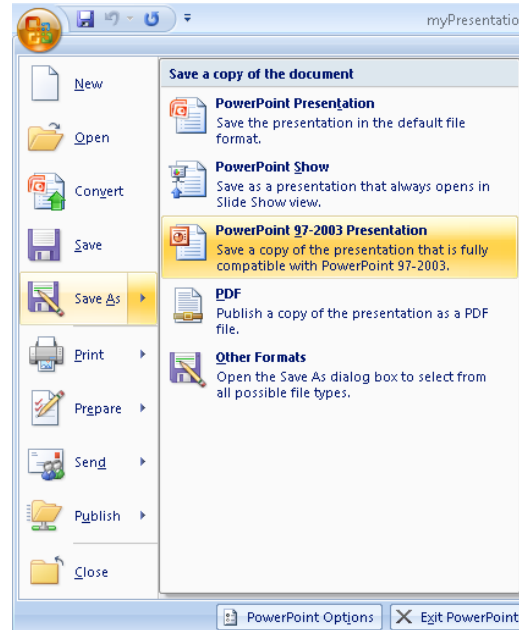
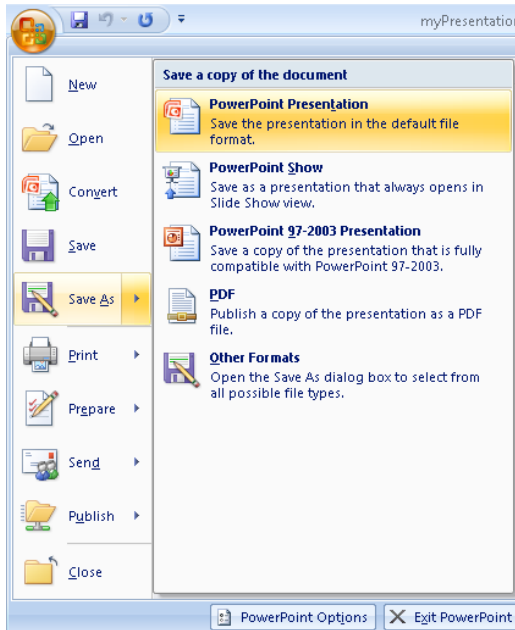
You can also save your document a second time in a different place. This is called “backing up your files”. Follow the directions under **Saving Your Work: For the first time** to create a second copy of your file. Although not necessary, it is suggested just in case you lose your first copy. Save to this backup copy every so often as a version to fall back to.

## MS PowerPoint 1997-2003 File Format Compatibility

MS PowerPoint 2007 is *backwards compatible* because you are able to edit and save your MS PowerPoint 1997-2003 document files. When an MS PowerPoint 1997-2003 document is opened for editing using the MS PowerPoint 2007 software, the window's title bar will indicate this by displaying [Compatibility Mode] next to the file name (see figure below). The document will be saved using the MS PowerPoint 1997-2003 file format when you use the **Save** command.



You can save an MS PowerPoint 1997-2003 document to the new MS PowerPoint 2007 file format using the **Save As**→**PowerPoint Presentation** command (see figure on the left). Note, you can save an MS PowerPoint 2007 document to the older MS PowerPoint 1997-2003 file format using the **Save As**→**PowerPoint 97-2003 Presentation** command (see figure on the right).



## Printing

When you are ready to print your document on paper (called a *hard copy*) choose the command **Print** from the Office Button. Fill in the entries to the **Print** pop-up window and click the **OK** button when you are done:

### Name

Choose the title of the printer you are sending your document to.

### Page range

Lets you choose if you want to print your entire document or just a particular page or pages. For example, to print pages 1 through 5 of your 13 page document, you can type **1-5** in the **Pages** tab.

### Copies

The **Number of copies** tab allows you to select how many duplicates of your document you want to print.




You can view your document conveniently on the screen as it will appear on paper before you send it to the printer using **Print**→**Print Preview**. It is a good idea to get in the habit of using this feature before you decide to create a hard copy.

## Quick Access Bar

The commonly used commands **Save**, **Undo**, and **Redo** can be found at the top left of the MS PowerPoint window as *hot buttons* (see below from left to right). You can customize this toolbar using the down arrow drop down menu (rightmost).




## Status Bar

The *Status bar* is located at the bottom of the MS PowerPoint window. It displays the current slide (see 1). You may view your document in different ways using the hot buttons to the right of the status bar (see 2): Normal , Slide Sorter , and Slide Show . You can find a description of each of these views in the discussion on the View ribbon. A slider allows you to zoom in or out of your document (see 3).

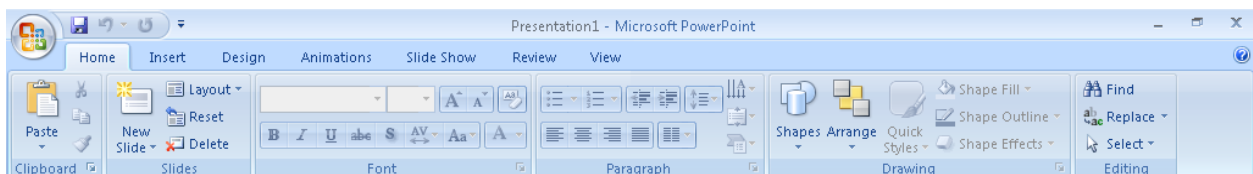


## Ribbons

All MS PowerPoint commands that allow editing of the content of your document are organized into groups of related commands called *ribbons*. Each ribbon is displayed by clicking its tab found below the title bar. Each collection of commands found in a ribbon is further grouped into sections. A command is invoked by clicking on its hot button. The settings for a command are chosen by either using a drop-down menu or clicking on the Dialog Box launcher button  of a section, which appears at the bottom right of the section. A dialog box may have additional settings that do not appear on the ribbon.

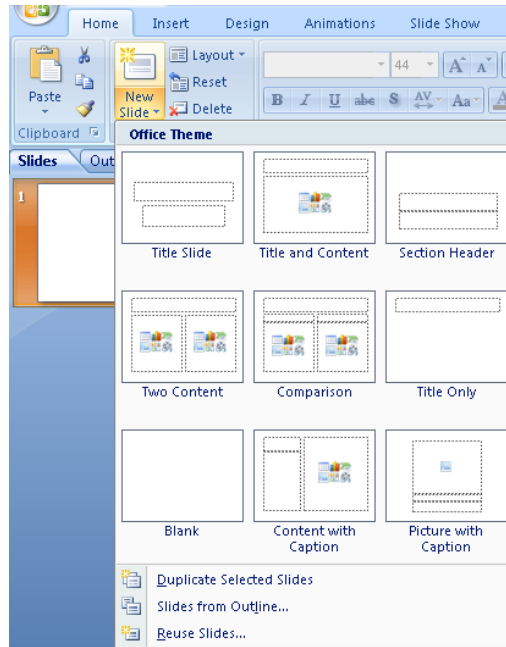
## Home Ribbon

The Home ribbon is the first place to start working on your slide because it contains commands related to editing text, paragraphs, and the clipboard.



## Slides

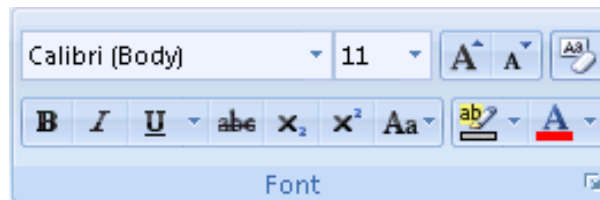
Use the drop-down menu under New Slide to choose a format for your slide.



### Text and Paragraph Formatting

The font associated with any text is the way your words look when typed. You can format your text with alignment, indentation, and line spacing.

#### Font Section



#### Paragraph Section

The top row (left to right): Bulleting, numbering, decrease indent level, increase indent level, and line spacing (e.g. single or double spacing). The bottom row (left to right): Alignment (left, center, right, and justify), and number of columns.



Bulleted breaks the flow of your content. You can use them for listing and prioritizing items in your document. For example,



## School Supply List

- Books
- Pens
- Paper

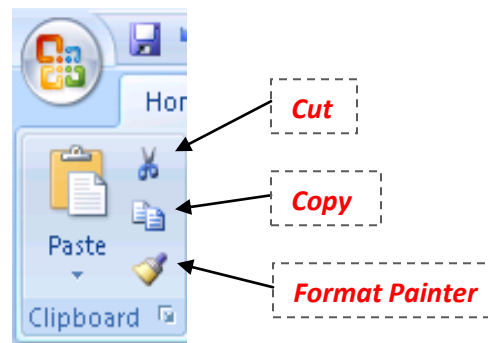
Numbering is used for creating outlines, instructions, to do lists, etc. For example,


## Opening Microsoft Word

1. Select **Start**
2. Select **All Programs**
3. Select **Microsoft Office**
4. Select **Microsoft Word**

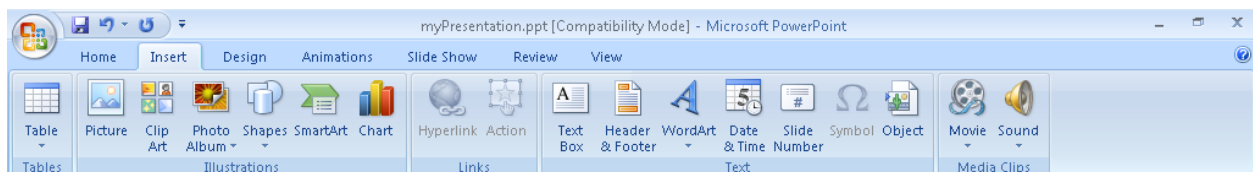
## Clipboard Section

The clipboard temporarily holds text, shapes, pictures, etc., previously cut or copied from your document. The *Clipboard* section contains commands to *cut* or *copy* content from your document to the clipboard and *paste* content from the clipboard back to your document. The paste command will insert at the insertion point the most recent item that was cut or copied to the clipboard.



In fact the clipboard maintains up to 24 items in the order they were previously cut or copied. Click on the Dialog box launcher button  to view the entire contents of the clipboard.

## Insert Ribbon



## Illustrations

The commands in the Illustrations section allow you to insert pictures, drawings, and charts into your presentation.

- To place the illustration in your presentation, click on it somewhere in the middle with your left mouse button and then drag it to the desired location in the presentation.
- Resize the illustration by dragging a side or corner of its bounding box.

- Use the Format ribbon to change attributes about the picture.

### Picture

Use the *Picture* command to insert pictures that you downloaded from a digital camera or from the internet.

### Clip Art

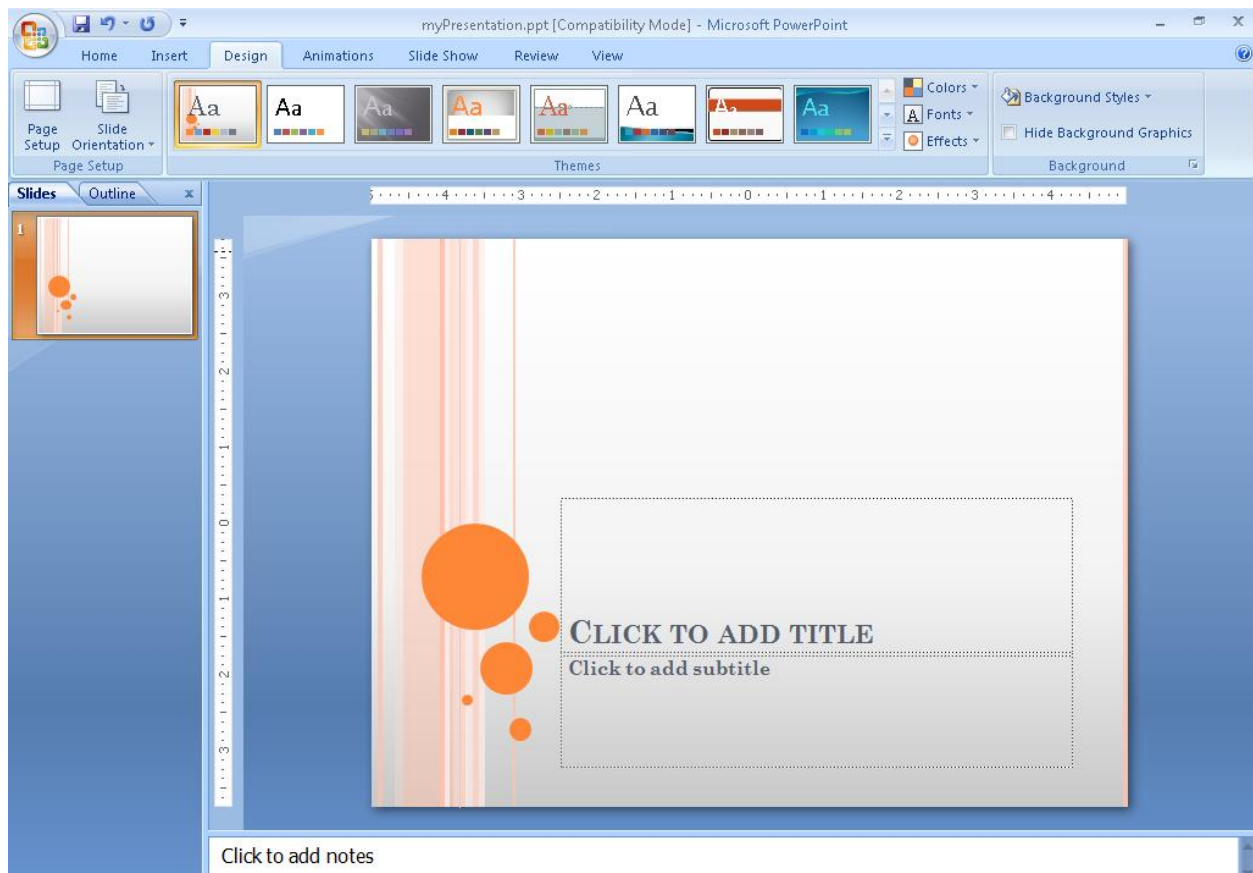
If you don't have a picture of your own, you can find a picture to use in your document using the *Clip Art* command. A task pane will appear on the right. When you can type a search key in the 'Search For:' field you will see a gallery of pictures that are similar to your key. Double click on the picture you like and it will be inserted into your document. The following clip art was inserted into the document using the search key "Elephant". The border was set using the *Picture Styles* section.

### Drawings

Create drawings using geometric shapes with the Shapes drop down menu.

### Design Ribbon

You can quickly choose a design for your slides from a collection of pre-defined slide designs in the **Themes section**. Using the three drop-down menus on the right of the section you can choose color schemes for the designs and fonts. You can choose a background design in the **Background section**.



## Animations Ribbon

The **Transition to This Slide** section allows you to define a variety of ways to transition between slides during the presentation. The **Animations** section allows you to animate text, illustrations, tables, etc. on a slide.

