



# Introduction to MS Powerpoint 2007

**Compiled by: Bruno Oluka**

# Introduction to Presentations

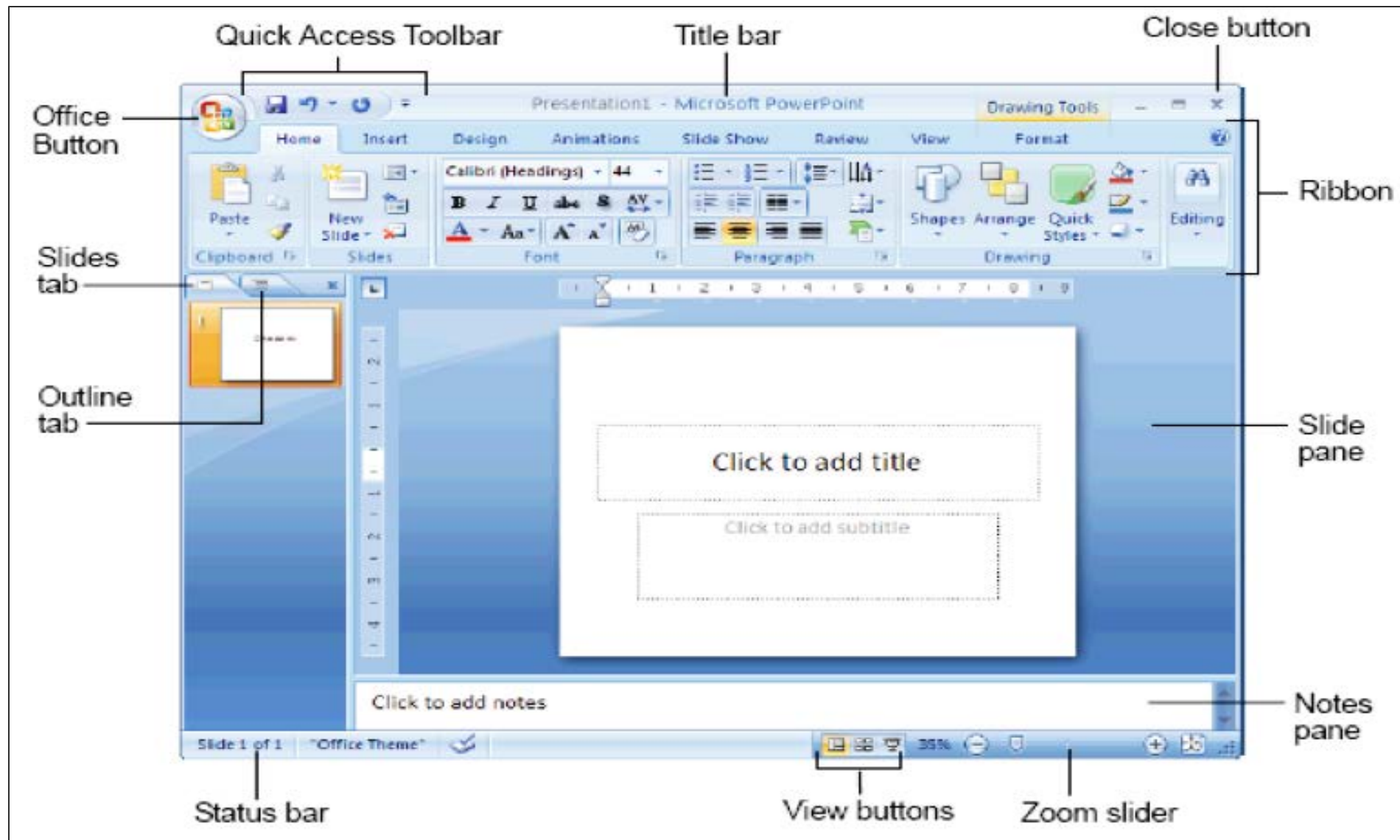
*A presentation consists of a collection of slides that are shown to an audience in sequence. The presenter can control the movement through the slides or the presentation can perform the navigation automatically.*

*Each slide contains information that the presenter wants the audience to see and this information can take the form of text, images or even animation.*

# ***Objectives of this Study***

- Upon completion of this module, you should be able to:
- *1. Start and Quit Microsoft Office PowerPoint 2007;*
- *2. Describe the new PowerPoint 2007 Environment;*
- *3. Locate and use the Microsoft Office Button;*
- *4. Locate and Customize the Quick Access Toolbar (QAT);*
- *5. Locate and use Tabs, Groups, and Commands in the Ribbon U.I.;*
- *6. Experiment with Live Preview;*
- *7. Browse and Select a Design theme;*
- *8. Create a Title Slide and Content Slide;*
- *9. Duplicate a slide*
- *10. Format text (style, size, color, effects, alignment)*
- *11. Save and Close a presentation.*
- *12. Change Document Properties;*
- *13. Open an existing presentation;*
- *14. Change the layout of a slide;*
- *15. Rearrange slides in a presentation;*
- *16. Display different views of a presentation;*
- *17. Publish a presentation as a handout in Microsoft Word format;*
- *18. Preview, Print and Close a presentation.*

# The New PowerPoint Environment & Features

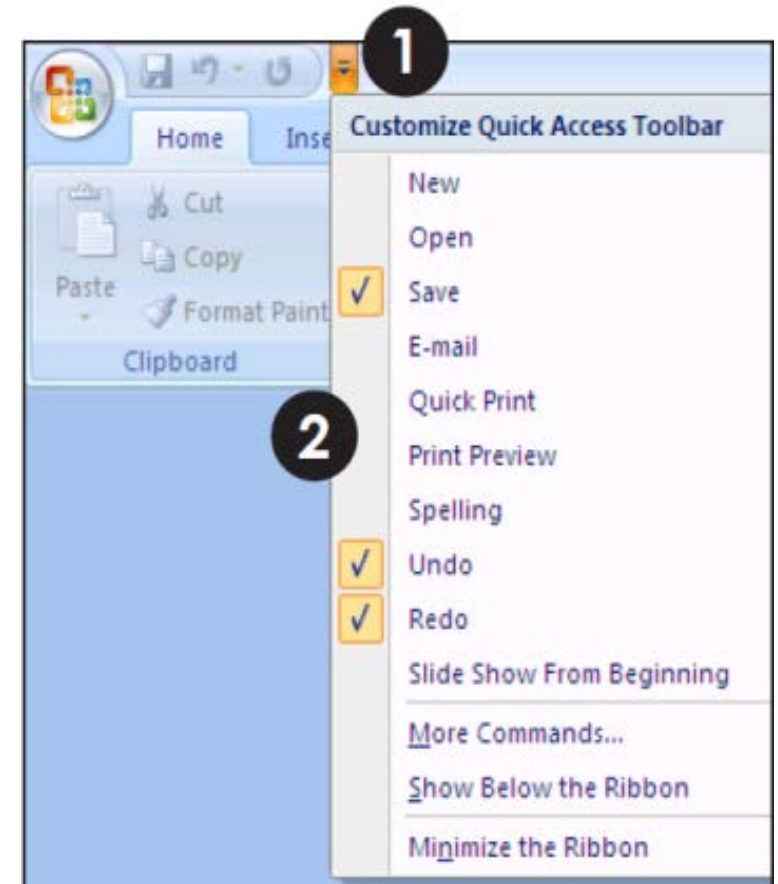


# MS PowerPoint 2007 Features

*The **Quick Access Toolbar** (QAT), located to the right of the Microsoft Office Button, can be customized to include buttons representing common commands, frequently used. By default, the QAT displays the Save, Undo, and Redo commands.*

**Note:** To Customize Quick Access Toolbar;

- Click on the small **dialogue box launcher** icon.
- Select or de-select the command of your choice to include or remove.



# MS PowerPoint 2007 Features

## The Ribbon

*Like the other programs in the Office 2007 suite, PowerPoint 2007 has a **ribbon** User Interface, located below the Title Bar, Groups similar Commands on a set of Tabs that make up the Ribbon.*

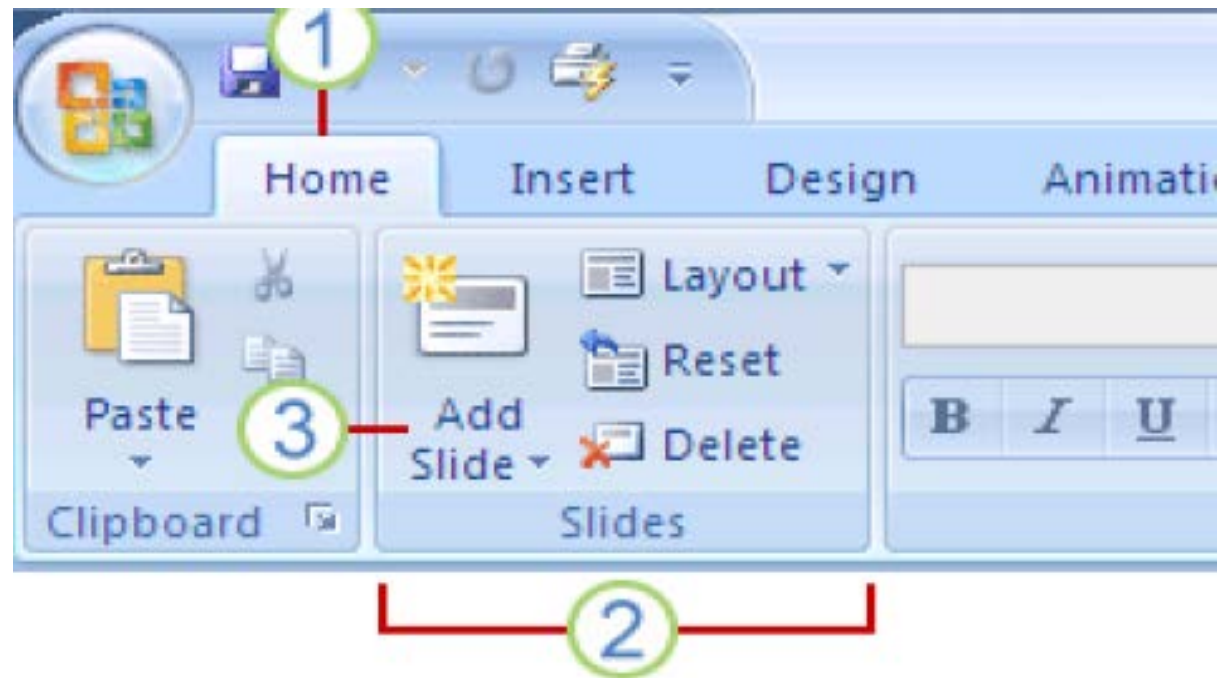


**Tabs** are designed to be task oriented. **(1)**

**Groups** are found within each tab and break a task into subtasks. **(2)**

- **Commands** in each group carry out a task or display a menu of commands or tools. **(3)**

**Note:** *There are **eight** standard Tabs on the Ribbon whenever you start PowerPoint 2007*



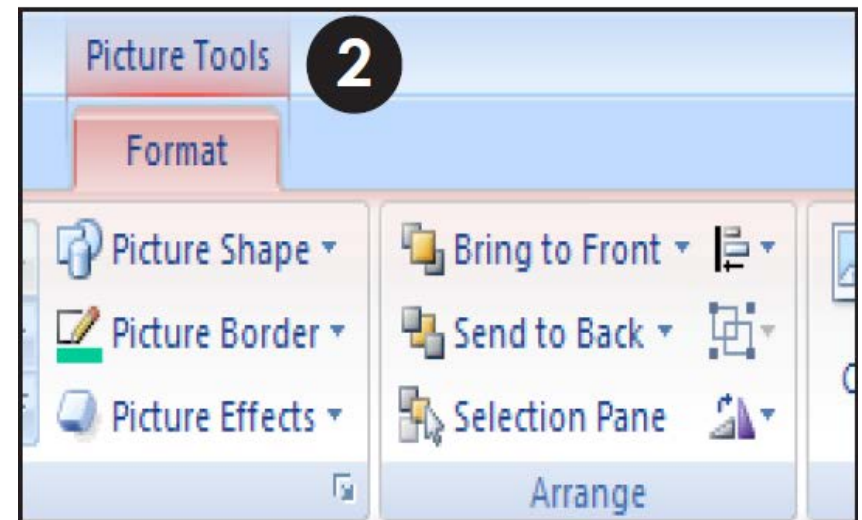
# **MS PowerPoint Tabs**

- 1. Home tab** - groups items related to creating slide content.
- 2. Insert tab** - organizes all items that you can insert into slides.
- 3. Design tab** - organizes items related to the appearance of your presentation.
- 4. Animations tab** - organizes items related to slide animation.
- 5. Slide Show tab** - organizes items related to displaying your presentation.
- 6. Review tab** - groups items related to comments, changes and editorial tools.
- 7. View tab** - groups items related to changing the view or display of the presentation.
- 8. Add-Ins tab** - groups programs added-in (downloaded) to extend the functionality of PowerPoint 2007.



## Contextual Tools

- *Other than the standard Tabs, Contextual Tools are Tabs that appear in the Ribbon only when they are needed.*
- *Contextual tools enable you to work with an object that you select on the page, such as a table, picture, or drawing.*
- *When you click and select an object the pertinent set of Contextual Tabs appear in an accent color next to the standard tabs.*



# Home Tab

*MS Office 2007 default tab, also known as the Primary tab and contains the more frequently used commands, organized into six task Groups; i.e Clipboard, Slides, Font, paragraph, drawing and editing sub groups.*



## ***Clipboard group***

*Contains cut, copy, paste, and format painter commands*

## ***Slides group***

- *Contains commands to add a slide, change a slide-layout, reset a slide and delete a slide.*

## ***Font group***

- *Contains the font editing features including type, size, color, style, and effects*

## ***Paragraph group***

- *Holds formatting features including text alignment, line height, text highlighting, borders, numbering and bulleting, sorting and fill tools or commands.*

## ***Drawing group;***

- *Contains commands to work with shapes*

## ***Clipboard group;***

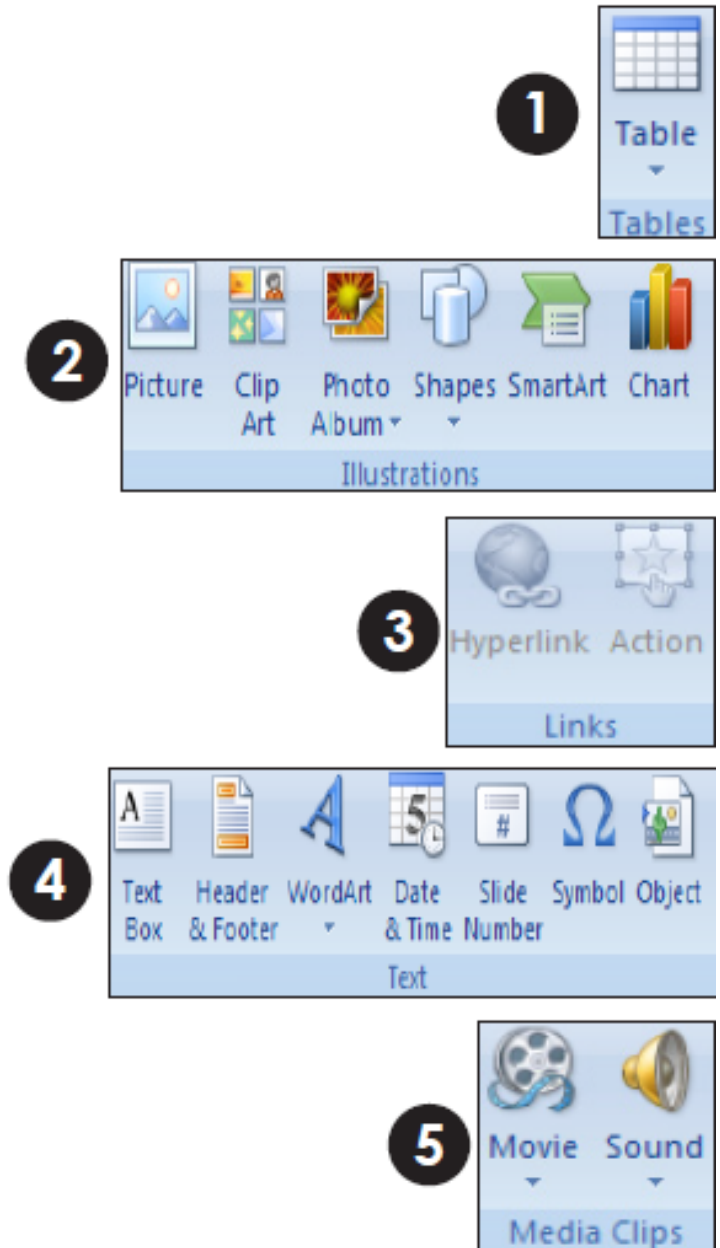
- *Contains cut, copy, paste, and format painter commands*

# Insert Tab

*This tab groups all tasks related to items you may want to put on a slide, organized in five*

## **Groups:**

- (i) Tables
- (ii) Illustrations
- (iii) Links
- (iv) Text
- (v) Media Clips



- **Table;** *this insertion tool makes it simple to highlight the number of columns and rows that you want your table to contain, and to add an Excel Spreadsheet that can easily be formatted.*
- **Illustrations group** *contains commands to insert Pictures, Clipart (drawings, movies, sound and photography), “ready-made” Shapes, SmartArt Graphics, and Charts.*
- **Links group** *allows you to insert action links that can be set up to open another presentation, files, programs, URLs, or to reference another slide within the current presentation.*

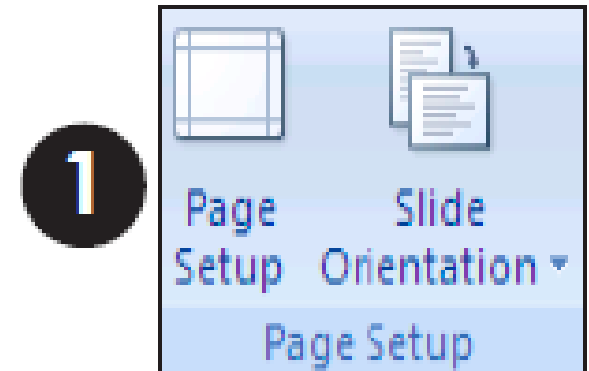
- **Media Clips group** contains commands that allow you to insert Movies and Sound from a file or clip organizer; play CD audio track and record sound.
- **Text group** contains commands for inserting Text Box, Header/Footer, WordArt, Date and Time, Special Characters, and Linkable Objects.
- **Media Clips group** contains commands that allow you to insert Movies and Sound from a file or clip organizer; play CD audio track and record sound.

# Design Tab

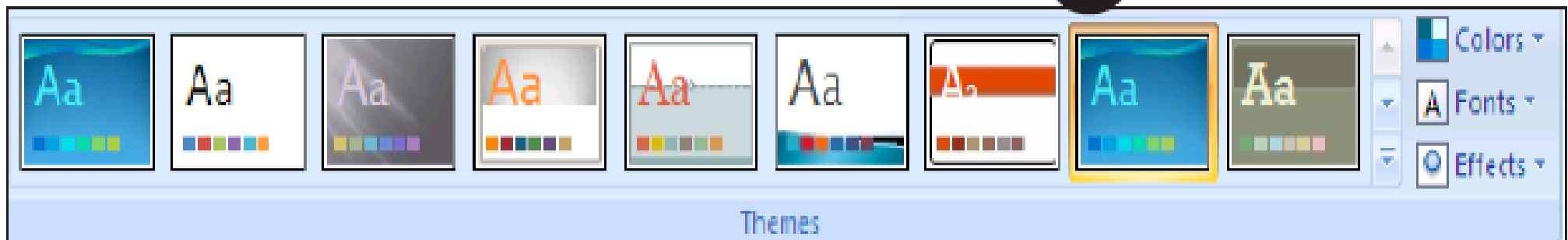
This tab groups tasks related to the appearance of your presentation and are organized on the Design tab, in three Groups:

**Page Setup group** contains a command to launch the Page Setup Dialogue Box where you can change the slide sizes and a command to select the Orientation of your presentation slides.

**Themes group** contains commands that enable you to change the design of your presentation with just one click. A Gallery (with **Live Preview**) of formatting styles provides choices that ensure a consistent and professional presentation.



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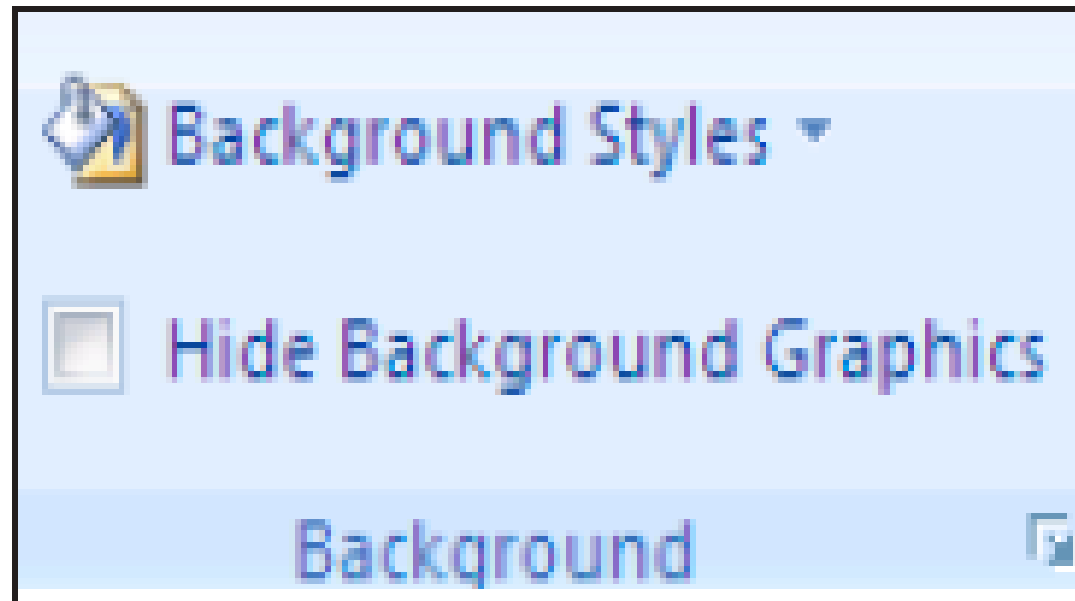




## ***Background group:***

*Contains commands that allow you to select Background Styles, launch the Background Dialog Box, and hide background graphics of a theme you have selected*

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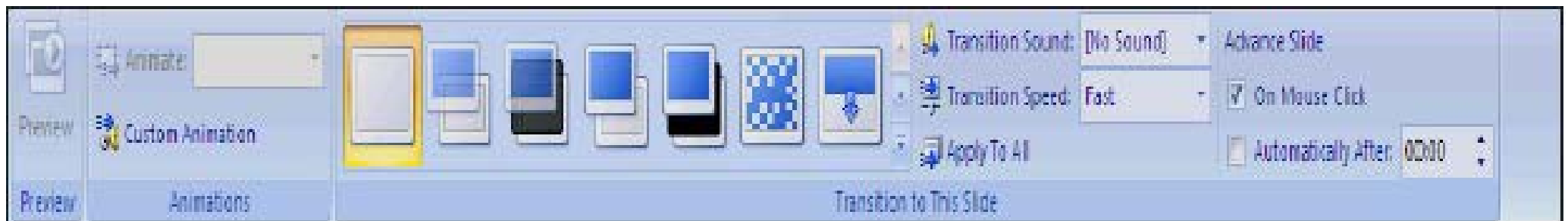


# Animations Tab

*This tab groups tasks related to the appearance of your presentation and are organized on the Design tab, in three Groups:*

**Page Setup group** contains a command to launch the Page Setup Dialogue Box where you can change the slide sizes and a command to select the Orientation of your presentation slides.

**Themes group** contains commands that enable you to change the design of your presentation with just one click. A Gallery (with **Live Preview**) of formatting styles provides choices that ensure a consistent and professional presentation.

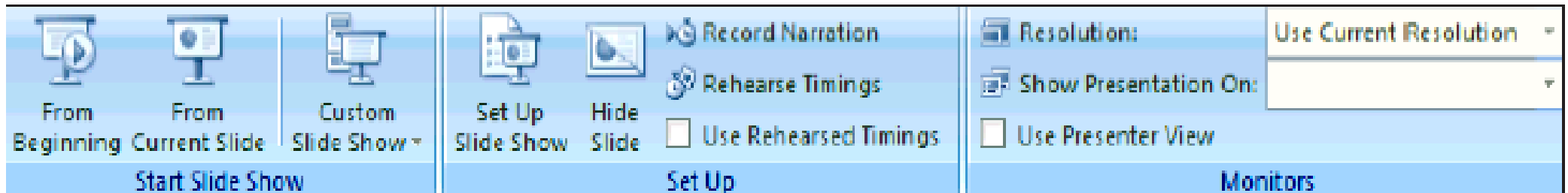


# Slideshow Tab

This tab groups commands related to setting up and starting slide shows in presentation mode, and are organized in three Groups:

1. *Start Slide Show*
2. *Set Up*
3. *Monitors*

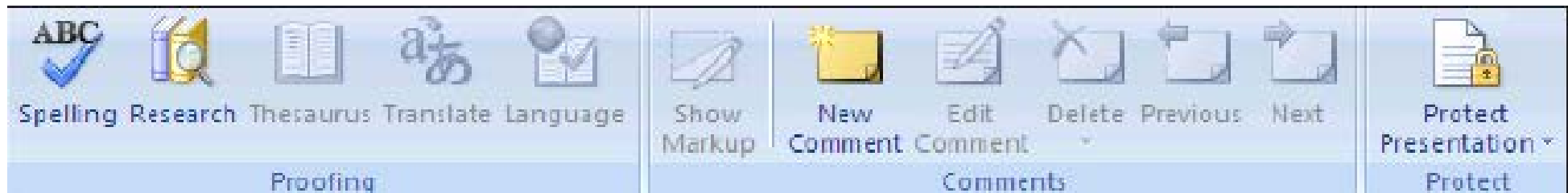
**Note:** *Powerpoint 2007 has a feature in the monitors group for presenter view which enables the presenter to project a full screen view of the presentation on a another monitor while he/she views the special presenter view.*



# Review Tab

*Review tab groups commands related to comments, changes, and editorial tools, organized in three **Groups**:*

1. *Proofing*
2. *Comments*
3. *Protect*



# View Tab

This tab groups commands related to changing the view or the display of the presentation, and consists of six Groups:

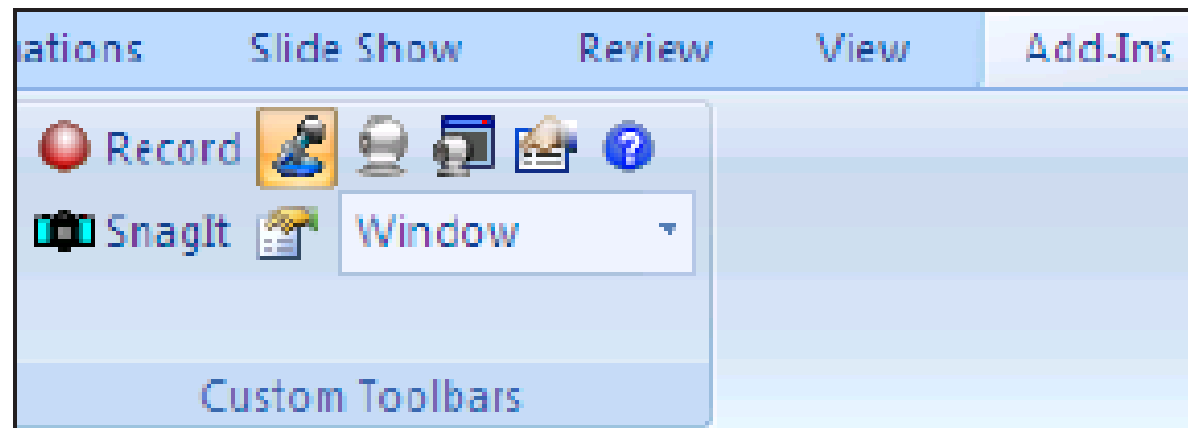
- i. *Presentation Views*
- ii. *Show/Hide*
- iii. *Zoom*
- iv. *Color/Grayscale*
- v. *Window*
- vi. *Macros lists*



# Add-Ins Tab

An **Add-In** extends functionality, such as smart tags, to Microsoft Office programs. An **Add-In** can add buttons and custom commands to the Ribbon.

When you download and install an **Add-In**, it appears on the **Add-Ins Tab** of an Office program according to its functionality and includes a Special Screen Tip that identifies the developer.



**Thank You!**