Microsoft Power Point 2007: The Basics

Creating a presentation in Microsoft PowerPoint involves starting with a basic design; adding new slides and content, choosing layouts; modifying slide design; and creating effects such as animated slide transitions.

The information in this tutorial focuses on the option available to you when you begin the process of creating a presentation.

To start PowerPoint

⇒ Click on the Windows Start menu.
⇒ Place you mouse on Programs, and select Microsoft PowerPoint from the fly-out menu.
   Start / Programs / Microsoft PowerPoint.

⇒ The PowerPoint workspace will appear.

The program automatically starts with a default slide of “title” and “subtitle”
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To Start a New Presentation

Demo

Click on the Windows symbol in the upper left hand corner then click “New”

Templates

⇒ Blank and Recent - is what the program automatically starts with.
⇒ Installed Templates — has various options that PowerPoint comes installed with.
⇒ Installed Themes — these have a background and color scheme applied to them.
⇒ My templates – are templates that you have created
⇒ New from existing – uses a template or presentation that has already been created.
⇒ Microsoft Office Online – allows you to go online to download various templates.
Presentation Choices

For a new user of PowerPoint, it may be easiest to choose the From Design Template option, which will provide you with a wide array of templates. These template designs are a standard feature with this program; however, older versions of PowerPoint tend to have fewer template designs included, and newer versions of the software tend to have more.

Blank Presentation

When you choose this option, you will get a blank workspace, like that pictured below.

This allows you the flexibility to choose your slide layout, color scheme, images, etc. You can use the different toolbars to format your slides.

PowerPoint 2007 offers a new layout. Let’s take a moment to look at the different toolbars.

Home
Clipboard – has paste, cut, copy and Format Painter
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Slides – used to insert new slide and control the layout of the slides
Font – used to style font
Paragraph – used to control the layout of text
Drawing – used to create lines and shapes
Editing – used to quickly edit text

Insert
Table – used to insert tables of various sizes
Illustrations – used to insert pictures, shapes, charts
Links – used to create hyperlinks
Text – used to insert text boxes, WordArt, and different styles of text
Media Clips – used to insert movie or audio clips

Design
Page setup – used to specify the size of the slides
Themes – used to quickly create color and background schemes to your slides
Background – used to format the background color and style.

Animations
Preview – used to view your presentation as end-users will view it.
Animations – used to create a custom animation
Transition to This Slide – used to add an already made transition to each slide

Slide Show
Used to customize your slide show.

Review
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Used for spell checking, adding comments, and editing the text of the presentation.

View
Used to change the view of the presentation, show ruler or guidelines, zoom, and add Macros.

Add-Ins
Used to program Toolbars, and create toolbars of your own.

Acrobat
Used to create a PDF document from your presentation.
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Create a Presentation from Design Template

Basic Presentation View Demo
Theme Presentation View Demo
To begin our presentation using a template, click on the Design toolbar to start.

Scroll through the various designs to find the one that suits your needs. If you want
to preview a design, left-click it once. You can always change it by clicking another
design.

Once you have typed in a Title and/or subtitle. You can add a new
slide.
Add a Slide

⇒ To insert a new slide, click on the Home tab and select New
Slide.

⇒ If the layouts provided do not suit your needs, you may
select the Blank layout, which will provide you with an
empty slide.
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⇒ The slide layout will appear in the Slide Pane area, where you can click and add text or other presentation objects such as clip art, a picture from file, a chart and so on.

We’ll choose Picture with caption.

To add a picture, click the icon. It will automatically open your “My Pictures” folder, select a picture and click insert. It will automatically size your image to fit. If you decide you don’t want that picture just click on it and hit the delete button.

Add/Modify Text

Select the slide on which you want to insert text. If there is already a text box on the slide, click in the text box area and begin typing.

⇒ If you want to insert a new text box, click on the Insert tab, and select Text Box.

⇒ When you move your cursor over the slide it appears as a narrow cross-hare as seen below on the left. Click where you want to place your text box and drag. Release your mouse when the box is the desired size.

⇒ Enter your text. Familiar word processing tools for modifying text (color, style, font, alignment, etc.) are provided.
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Note:
If you are using a template, it will already have set fonts. You can change font just like you can in MS Word.

Add/Modify Background Color

Though most people choose to use templates to save time, which come with a set background design or color, they can be changed. If you are designing a presentation from scratch, however, a background color will make the presentation more readable for your audience than a plain white background.

To add/modify background color:

⇒ Go to the **Design** tab and select Background Styles.

⇒ Click on Format Background

⇒ You select solid, gradient, or a picture fill. If you want to go back to the background, click Reset Background. If you are satisfied, click **Apply to All**, which will change all slides in a presentation.

Add a Graphic

There are various ways to add pictures to your slides, including: inserting Clip Art, importing a picture from an image file, creating WordArt, inserting diagrams and charts, and using PowerPoint's drawing tools.

These same tools are available from the main menu if you select **Insert**.

⇒ As you’ll notice, there are many options:

**Clip Art**

- Comes in a variety of formats (.jpg, .wmf, etc.). Some graphics come standard with the program.
- If you have an Internet connection, you can also search Microsoft’s site for more clip art, which you can download to your clip art file.

**From File**
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If you’ve saved a graphic or picture to a file, you can open that file and insert it into your presentation. When you select this option, your dialog window shows you that PowerPoint recognizes graphics with certain file extensions. For the purpose of a slide presentation, your graphics will likely have .gif extension, and your pictures a .jpg extension. While the program recognizes several other file extensions, these tend to translate best into the program.

From Scanner or Camera –
If the selected device is a scanner, click Web Quality (if you are going to show your picture on screen) or Print Quality (if you plan to print your presentation as well).

Click Insert to scan your picture.

If the selected device is not a scanner or you want customize any setting before you scan the picture, click Custom Insert. Follow the instructions that come with the device you are using.¹

A few recommendations about graphics:

⇒ Less is more. Use graphics sparingly to communicate, not just to make your slide more “interesting.”

⇒ When you insert a digital image, like the one pictured below, it is important to remember that if you stretch it beyond its original size, it will begin to look fuzzy and pixilated as shown below. Since the image will be projected on a large screen, consider its appearance in context.

Modify Graphics

¹ Microsoft PowerPoint Help “Add a Picture.”
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- If you need basic graphics editing solutions, PowerPoint offers some functionality that can save you time.
- Select the graphic or picture that you want to modify. This should enable your picture toolbar.

**Crop**

Use this feature to trim unneeded portions of a graphic. Select the button, and black handles will appear around the graphic.

- To crop one side, drag the center handle on the side inward.
- To crop equally on two sides at once, hold down the CTRL key as you drag the center handle on either side inward.
- To crop equally on all four sides at once, hold down the CTRL key as you drop a corner handle inward.\(^2\)

**Compress**

Use this feature to make your graphic or picture smaller. Select the button, and this window will open.

The main reason to compress a photo or graphic is to use up less space on your drive or decrease download time (Web). Using this feature can compromise the quality of the photo or graphic.

**Format**

Use this feature to change the dimensions of your graphic.

You can change the height or width, and the program will change the other dimensions automatically to retain the proportions of the original.

**Save and Save As**

As you work on your presentation, be sure to save your work frequently to ensure that you will not lose your latest changes or additions.

- To save and name a presentation, click on the window icon and select **Save As** from the drop-down menu.
- When you click **Save As** there will be many options to choose from:
  - PowerPoint Presentation is the default, but remember only people with PowerPoint 2007 will be able to open and view this presentation.
  - PowerPoint Show is if you want to save it as the final show, it’s no longer editable.

\(^2\) Microsoft PowerPoint Help “Crop a Picture.”

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- PowerPoint 97-2003 Presentation will allow older versions of PowerPoint to open and view this file. Some changes may be discarded if options are only available in PowerPoint 2007.
- Adobe PDF is used to create a PDF of your document, and it will no longer be editable.

Note:
If you are working in a TEC lab, it is best to save to your network account or to a removable drive such as a ZIP drive or a USB flash drive (A.K.A. “thumb” drive).