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 your 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

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.
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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
- Slides – used to insert new slide and control the layout of the slides
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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

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

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.

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

Used to customize your slide show.

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