1. The PowerPoint Window

PowerPoint is a presentation software package. With PowerPoint, you can easily create slide shows. Trainers and other presenters use slide shows to illustrate their presentations.

This lesson introduces you to the PowerPoint window.

1.1. The Ribbon

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<tr>
<td>1</td>
<td>Tabs</td>
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<td>2</td>
<td>Command Group</td>
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<td>3</td>
<td>Command Buttons</td>
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You use commands to tell PowerPoint what to do. In PowerPoint 2007, you use the Ribbon to issue commands. The Ribbon is located near the top of the PowerPoint window, below the Quick Access toolbar. At the top of the Ribbon are several tabs; clicking a tab displays several related command groups. Within each group are related command buttons. You click buttons to issue commands or to access menus and dialog boxes. You may also find a dialog box launcher in the bottom-right corner of a group. When you click the dialog box launcher, a dialog box makes additional commands available.

1.2. Rulers

Rulers are vertical and horizontal guides. You use them to determine where you want to place an object. If the rulers do not display in your PowerPoint window:

1. Click the View tab.
2. Click Ruler in the Show/Hide group. The rulers appear.

1.3. Slides, Placeholders, and Notes

1. Slide
2. Placeholders
3. Notes
Slides appear in the center of the window. You create your presentation on slides.

Placeholders hold the objects in your slide. You can use placeholders to hold text, clip art, charts, and more.

You can use the notes area to creates notes to yourself. You can refer to these notes as you give your presentation.

1.4. Status Bar, Tabs, View Buttons, and More

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<tbody>
<tr>
<td>1</td>
<td>Status Bar</td>
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<tr>
<td>2</td>
<td>Outline Tab</td>
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<td>3</td>
<td>Slides Tab</td>
<td>8</td>
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<tr>
<td>4</td>
<td>View Buttons</td>
<td>9</td>
</tr>
<tr>
<td>5</td>
<td>Zoom</td>
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</tr>
</tbody>
</table>

The Status bar generally appears at the bottom of the window. The Status bar displays the number of the slide that is currently displayed, the total number of slides, and the name of the design template in use or the name of the background.
The Outline tab displays the text contained in your presentation. The Slides tab displays a thumbnail of all your slides. You click the thumbnail to view the slide in the Slide pane.

The View buttons appear near the bottom of the screen. You use the View buttons to change between Normal view, Slide Sorter view, and the Slide Show view.

Normal View Normal view splits your screen into three major sections: the Outline and Slides tabs, the Slide pane, and the Notes area. The Outline and Slides tabs are on the left side of your window. They enable you to shift between two different ways of viewing your slides. The Slides tab shows thumbnails of your slides. The Outline tab shows the text on your slides. The Slide pane is located in the center of your window. The Slide pane shows a large view of the slide on which you are currently working. The Notes area appears below the Slide pane. You can type notes to yourself on the Notes area.

Slide Sorter View Slide Sorter view shows thumbnails of all your slides. In Slide Sorter view, you can easily add, delete, or change their order of your slides.

Slide Show Use the Slide Show view when you want to view your slides, as they will look in your final presentation. When in Slide Show view:

- **Esc**  Returns you to the view you were using previously.

- **Left-clicking**  Moves you to the next slide or animation effect. When you reach the last slide, you automatically return to your previous view.

- **Right-clicking**  Opens a pop-up menu. You can use this menu to navigate the slides, add speaker notes, select a pointer, and mark your presentation.

Zoom allows you to zoom in and zoom out on the window. Zooming in makes the window larger so you focus in on an object. Zooming out makes the window smaller so you can see the entire window. You can click and drag the vertical and horizontal splitter bars to change the size of your panes.
2. Creating Your First PowerPoint Presentation

You create your PowerPoint presentation on slides. You use layouts to organize the content on each slide. PowerPoint has several slide layouts from which to choose.

Themes are sets of colors, fonts, and special effects. Backgrounds add a colored background to your slides. You can add themes and backgrounds to your slides. After you complete your slides, you can run your presentation.

2.1. Create a Title Slide

When you start PowerPoint, PowerPoint displays the title slide in the Slide pane. You can type the title of your presentation and a subtitle on this slide. To enter text:

- Click and type the title of your presentation in the "Click to add title" area.
- Click and type a subtitle in the "Click to add subtitle" area.

If you do not wish to use the title slide, click the Delete Slide button in the Slides group on the Home tab.

EXERCISE 1

Create a Title Slide

- Open PowerPoint. You are presented with a title slide.
Enter the information shown here. Type **College Scholarships and Financial Aid** in the Click to Add Title text box. Type **Paying for College** in the Click to Add Subtitle text box.

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**2.2. Create New Slides**

After completing your title slide, you can create additional slides. To create a new slide:
1. Choose the Home tab.

2. Click the New Slide button in the Slides group. The Office Theme dialog box appears and displays several layout templates.

3. Click the layout you want. The layout appears in the Slide pane of the PowerPoint window.

3. To add text, click inside the placeholder and type.

4. To add an additional slide to your presentation, do one of the following:

   Right-click the slide layout. A menu appears. Click Layout and then click the layout you want.

   Choose the Home tab, click the New Slide button, and then choose the slide layout you want.

**EXERCISE 2**

*Create New Slides*

1. Choose the Home tab.

2. Click the New Slide button in the Slides group. The Office Theme dialog box appears.

3. Click the Title and Content Layout. The slide appears on the Slides tab.
4. Enter the information shown here. Type **Here is what to do:** (including the colon) in the Click to Add Title text box. Type the bulleted text in the Content text box.

```
Here is what to do:

- Start saving early
- Apply for financial aid
```

### 2.3. Create an Outline

If you need to present the information in your slide in outline form, you can easily create an outline by using the Increase List Level button to create a hierarchy.

1. Choose the Home tab.
2. Click the New Slide button in the Slides group. The Office Theme dialog box appears.
3. Click the Title and Content layout.
4. Enter the information shown here. Click the Increase List Level button in the Paragraph group to indent the bullets for Stafford Loans and PLUS Loans. If you ever need to decrease an indent, use the Decrease List Level button in the Paragraph group.

![Where to Apply for Aid](image)

### 2.4. **Use Two-Column Text**

You can also place text in two separate columns.

1. Choose the Home tab.
2. Click the New Slide button in the Slides group. The Office Theme dialog box appears.
3. Click the Two Content layout.
4. Enter the information shown here.

![Other Forms of Aid](image)
2.5. Make Changes to Your Slides

After creating a slide, if you want to add text:

1. Place the mouse pointer at the point at which you would like to add text.
2. Type the information you want to add.

If you would like to change text:

1. Select the text you want to change.
2. Type the new text.

You can use the Backspace key to delete text. You can also delete text by highlighting the text and pressing the Delete key.

2.6. Apply a Theme

A theme is a set of colors, fonts, and special effects. Themes provide attractive backgrounds for your PowerPoint slides.

To apply a theme to all of the slides in your presentation:

1. Choose the Design tab.
2. Click the More button in the Themes group.
3. Click the design you want.

To apply a theme to selected slides:

1. Click the Slides tab, located on the left side of the window.
2. Hold down the Ctrl key and then click to select the slides to which you want to apply a theme.
3. Choose the Design tab.
4. Click the More button in the Themes group.
5. Right-click the theme you want to apply. A menu appears.
6. Click Apply to Selected Slides. Excel applies the theme to the slides you selected.

You can add a dramatic effect to your theme by applying a background.

1. Choose the Design tab.
2. Click the Background Styles button.
3. Click the background you want.
EXERCISE 3

Apply a Theme

1. Choose the Design tab.
2. Click the More button in the Themes group.
3. Click the theme you want. PowerPoint applies the theme to all of the slides in your presentation.

2.7. Add a Background

1. Choose the Design tab.
2. Click the Background Styles button.
3. Click the background you want. PowerPoint applies the background to your slides.
2.8. Run Your PowerPoint Slide Show

After you create your slides, you can run your slide show:

1. Do any one of the following:
   - Press F5.
   - Choose the Slide Show tab. Click the From Beginning button in the Start Slide Show group.
   - Click the Slide Show icon in the bottom-right corner of your screen.

Your slide show appears on your screen.

<table>
<thead>
<tr>
<th>Navigating the Slide Show</th>
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<tbody>
<tr>
<td><strong>Task</strong></td>
</tr>
<tr>
<td>Go to the next slide.</td>
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<tr>
<td>Go to the previous slide.</td>
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<td>End the slide show and</td>
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<td>return PowerPoint.</td>
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</table>
3. INSERTING PICTURES

Pictures and clip art can be inserted from the Ribbon and by using the commands that appear in certain placeholders. In both methods, the image is centered in the middle of any selected slide placeholders.

To Insert a Picture from the Ribbon:

- Select the Insert tab.
- Click the Insert Picture command in the Illustrations group. The Insert Picture dialog box will appear.
- Locate and select the picture you want to use.
- Click Insert and it will appear on the slide.
3.1 Modifying Images

PowerPoint provides you with several commands that allow you to modify pictures. When you select a picture, a Picture Tools Format tab appears on the Ribbon. This is an example of PowerPoint 2007 giving you the commands and features you need, when you need them.

To Apply a Picture Style:

- Select the picture.
- Select the Format tab.
- Click the More drop-down arrow to display all the picture styles.

Hover over each picture style to see a live preview of the style on the slide.

- Click a picture style to apply it to the image.

3.1.1. To Change the Shape of a Picture:

- Select the picture.
- Select the Format tab.
- Click the Picture Shape icon. A menu appears.
Click a shape to select it. The shape of the picture will change on the slide.

3.1.2 To Add a Border to a Picture:

- Select the picture.
- Select the Format tab.
- Click the Picture Border command and select a color.

Select Weight from the menu and choose a line weight to modify the width of the border line.
3.1.3 To Crop a Picture:

- Select the picture.
- Select the Format tab.
- Click the Crop command in the Size group. The black cropping handles appear.

- Click and move a handle to crop an image. Corner handles will crop the picture proportionally.

- Click the Crop command to deselect the crop tool.

You can crop the picture to a specific size using the Shape Height and Shape Width fields to the right of the Crop command in the Size group.

3.2. To Insert a Clip Art from the Ribbon:

- Select the Insert tab.
- Click the Clip Art command in the Illustrations group. The Clip Art task pane will appear on the right.
4. **Bulleted Lists**

4.1. **To Select an Alternate Bullet Style or Switch to a Bulleted List:**

- Select all the text in an existing list (if text has been entered).
- Click the drop-down arrow next to the Bullets command in the Paragraph group on the Home tab. A menu of bullet options will appear.

- Hover over each menu option to display a live preview of the bullet on the slide.
Click a bullet option to select it. The bullet will change on the slide.

4.2. **To Change the Bullet Color:**

- Select an existing bulleted list (if text has been entered).
- Click the drop-down arrow next to the **Bullets** command on the Home tab. A menu will appear.
- Select Bullets and Numbering from the menu. A dialog box will appear.
• Click the **Color** menu on the Bulleted tab.

• Select a color. The bullet options in the menu will change color.

• Click OK to apply the bullet color to the list in the slide.
4.3. Numbered Lists

To Change the Number Size:

- Select an existing numbered list (if text has been entered).
- Click the drop-down arrow next to the Numbering command on the Home tab. A menu will appear.
- Select Bullets and Numbering from the menu. A dialog box will appear.
- Set the bullet size using the Size field on the Numbered tab.

Click OK to apply the number size to the list in the slide.
5. **Animations, Transitions, Spell Check, Outline Tab, Slides Tab, Sorter View, and Printing**

Animations control how objects move onto, off of, and around your slides. Transitions control how your presentation moves from one slide to the next. This lesson teaches you how to create animations and transitions. It also teaches how to spell-check your document, how to use the Outline and Slides tabs, how to use Sorter view, and how to print.

### 5.1. **Add Animations**

You can animate the objects on your PowerPoint slides. PowerPoint provides four types of animations: Entrance, Emphasis, Exit, and Motion Paths.

1. **Entrance animation** determines the manner in which an object appears on a slide; for example, an object can move onto a slide.

2. **Emphasis animation** does something to draw attention to an object; for example, the object can become larger.

3. **Exit animation** determines the manner in which an object leaves a slide; for example, an object can move off a slide.

4. **Motion Paths animation** determines how an object moves around a slide; for example, an object can move from left to right.

After you add an animation, you can use the Custom Animation pane to modify it by choosing an effect. Choosing an effect enables you to define what starts the animation, its properties (such the direction from which an object moves onto the slide), and control the speed of the animation. In addition, you can have an animation start when you click the mouse, start along with the previous animation, or start at a specified time after the previous animation.

If the Auto Preview box is checked on the Custom Animation pane, PowerPoint provides you with preview of your animation after you create it and each time you modify it. You can also use the Play button on the Custom Animation pane to preview an animation.

#### 5.1.1. **To choose an effect:**

- Select the object you want to animate.
- Choose the Animations tab.
- Click the Custom Animation button. The Custom Animation pane appears.
- Click the Add Effect button. A menu appears.
- Choose the type of effect you want. A submenu appears.
- Click the effect you want. PowerPoint applies the effect.

5.1.2. To modify an effect:

- Click the down arrow next to the Start field on the Custom Animations pane and then select the start method you want.
- Click the down arrow next to the Property field on the Custom Animations pane and the select the property you want. The Property field might be labeled Direction, Size, or some other property.
- Click the down arrow next to the Speed field on the Custom Animations pane and then select the speed you want to apply to your animation.

To preview the animation, click the Play button on the Custom Animations pane.

**EXERCISE 1**

**Add an Animation to a Slide**

1. Click Slide 2 on the Slides tab.
2. Select "Start saving early."
3. Choose the Animations tab.

[Image of Microsoft PowerPoint interface with annotations for steps 1 to 7]
4. Click the Custom Animation button. The Custom Animation pane appears.
5. Click the Add Effect button. A menu appears.
7. Click Fly In. PowerPoint applies the effect. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation.

5.2. Modify the Effect

![Custom Animation pane](image)

1. Click the down arrow next to the Start field and then select After Previous.
2. Click the down arrow next to the Direction field and then select From Bottom.
3. Click the down arrow next to the Speed field and then select Medium.

5.2.1. Add Another Animation

![Animation settings](image)

1. Select "Apply for financial aid."
2. Click the Add Effect button. A menu appears.
3. Choose Entrance. A submenu appears.
4. Click Fly In. PowerPoint applies the effect. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation.
5.2.2. Modify the Animation

1. Click the down arrow next to the Start field and then select After Previous. The Apply for Financial Aid field appears in the center of the Custom Animation pane.

2. Click the down arrow next to the Apply for Financial Aid field and then click Timing. The Fly In dialog box appears.

3. Type 0.05 in the Delay text box.
4. Click OK.
5. Click the down arrow next to the Direction field and then select From Bottom.
6. Click the down arrow next to the Speed field and then select Medium. If the Auto preview box is checked, PowerPoint automatically provides you with a preview of the animation. You can click the Play button on the Custom Animation pane at anytime to preview an animation.

5.3. Add Transitions

Transitions determine how your presentations move from one slide to the next. For example, a slide can move up onto the screen and replace the previous slide. PowerPoint provides several transition methods. You can add sound to a transition and you can control its speed. You can apply a transition to selected slides or to all of the slides in your presentation.

A transition can occur when the presenter clicks the mouse or after the amount of time you specify.

5.3.1. To apply a transition to selected slides:

- On the Slides tab, hold down the Ctrl key and then click the slides to which you want to apply the transition.
- Choose the Animations tab.
- Click the More button in the Transition to this Slide group. A menu of transitions appears.
- Click the transition you want to apply. PowerPoint applies the transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

5.3.2. To apply a transition to all slides:

- Choose the Animations tab.
- Click the More button in the Transition to this Slide group. A menu of transitions appears.
Click the transition you want to apply. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

Click the Apply to All button in the Transition to This Slide group.

5.3.3. **To add a sound to a transition:**

- Choose the Animations tab.
- Click the down arrow next to the Transition Sound field and then click the sound you want. As you roll your pointer over each sound, PowerPoint plays the sound.

5.3.4. **To set the speed of a transition:**

- Choose the Animations tab.
- Click the down arrow next to the Transition Speed field and then click the speed you want.

If you want the transition to occur after the presenter clicks the mouse, check the On Mouse Click check box. If you want a transition to occur after a specified period of time, check the Automatically After check box and then specify the amount of time you want to elapse before the transition occurs. The On Mouse Click check box and the Automatically After check box are both located on the Animations tab in the Transition to This Slide group.

**EXERCISE 2**

**Add Transitions**

1. Choose the Animations tab.
2. Click the More button in the Transition to this Slide group. A menu of transitions appears.
3. Click the Push Up transition. As you roll your pointer over each transition, PowerPoint provides you with a live preview of the transition.

5.4. Add Sound and Set the Speed

1. Click the down arrow next to the Transition Sound field and then click Click.
2. Click the down arrow next to the Transition Speed field and then click Slow.

Advance Slide

1. Check the On Mouse Click check box.
2. Click the Automatically After check box.
3. Type 00:07 in the Automatically After text box.
4. Click the Apply to All button. PowerPoint applies all of your changes to all of the slides.
5. Click Slide 1 on the Slides tab.
6. Type 00:03 in the Automatically After text box. PowerPoint changes the timing for Slide 1.

5.5. Spell Check

PowerPoint checks your spelling as you type and displays errors with a red wavy line under the misspelled word. You can right-click and then select the correct spelling from the list of offerings on the menu that appears or select Spelling to open the Spelling dialog box. If you need to, you can initiate a spell check anytime you like. To start a spell check, do one of the following:

- Press F7.
- Choose the Review tab and then click the Spelling button.

**EXERCISE 3**

**Spell Check**

- Press F7
- Correct any spelling errors PowerPoint finds. If PowerPoint does not find any errors, the Spelling Check is Complete message box appears. Click OK.

5.6. Use the Outline and Slides Tabs

By default, the Outline and Slides tabs are located on the left side of your PowerPoint window. The Outline tab displays the text contained in your presentation. The Slides tab displays a thumbnail of all your slides. You click the thumbnail to view the slide in the Slide pane.
EXERCISE 4

Use the Outline and Slides Tabs

1. Choose the Slides tab to view thumbnails of your slides.
2. Choose the Outline tab to view the text of your presentation as an outline.

5.7. **Use Slide Sorter View**

After you have created your PowerPoint slides, you can move, cut, copy, paste, duplicate, navigate, and view them in Sorter view. To view the slides in Sorter view, do one of the following:

- Choose the View tab and then click the Slide Sorter button in the Presentation Views group.
- Click the Slide Sorter button in the bottom-right corner of the PowerPoint window.

<table>
<thead>
<tr>
<th>Slide Sorter View</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task</td>
<td>Procedure</td>
</tr>
<tr>
<td>Move to first slide.</td>
<td>Use Ctrl+Home.</td>
</tr>
<tr>
<td>Move to last slide.</td>
<td>Use Ctrl+End.</td>
</tr>
<tr>
<td>Move to next slide.</td>
<td>Use the right arrow.</td>
</tr>
<tr>
<td>Move to previous slide.</td>
<td>Use the left arrow.</td>
</tr>
<tr>
<td>Select a slide.</td>
<td>Single-click the slide.</td>
</tr>
<tr>
<td>Open a slide in Normal view.</td>
<td>Double-click the slide.</td>
</tr>
</tbody>
</table>
| Move a slide.        | 1. Select the slide (or slides) you want to move.  
                        | 2. Drag it to the new location.                |
| Duplicate a slide.   | 1. Select the slide (or slides) you want to duplicate. 
                        | 2. Press Ctrl+D.                              |
**EXERCISE 5**

**Use Slide Sorter View**

1. Choose the View tab.
2. Click Slide Sorter in the Presentation Views group.
3. Double-click a slide to view it in Normal view.

**5.8. Print**

PowerPoint provides you with many printing options. You can print a large view of your slides or you can print your slides as handouts with 1, 2, 3, 4, 6, or 9 slides per page. You can also print your Notes pages or the Outline view of your slides.

**5.8.1. To print:**

- Click the Microsoft Office button. A menu appears.
- Choose Print.
- Click Print Preview.
- Click the down arrow next to the Print What field in the Page Setup group and then select what you would like to print. A preview appears onscreen.
- Click the Print. The Print dialog box appears.
- Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.
- Click OK.
**EXERCISE 6**

*Print an Outline*

1. Click the Microsoft Office button. A menu appears.
2. Choose Print.
3. Click Print Preview. The Print Preview tab appears.
4. Click the down arrow next to the Print What field in the Page Setup group and then select Outline View.
5. Click the Print button 📅. The Print dialog box appears.

6. Click the down arrow next to the Color/Grayscale field to select whether you want your slides to print in color, grayscale, or black and white. If you are using a black and white printer, choose black and white. You will use less ink or toner.

7. Set the other print settings.

8. Click OK. Your outline prints.