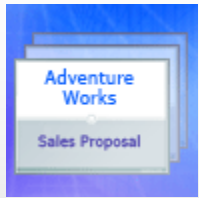


# Microsoft® Office PowerPoint® 2007

**With Neal**

# Overview: Get set with the basics



Have you been asked to put together a PowerPoint presentation, but you're not sure how to start?

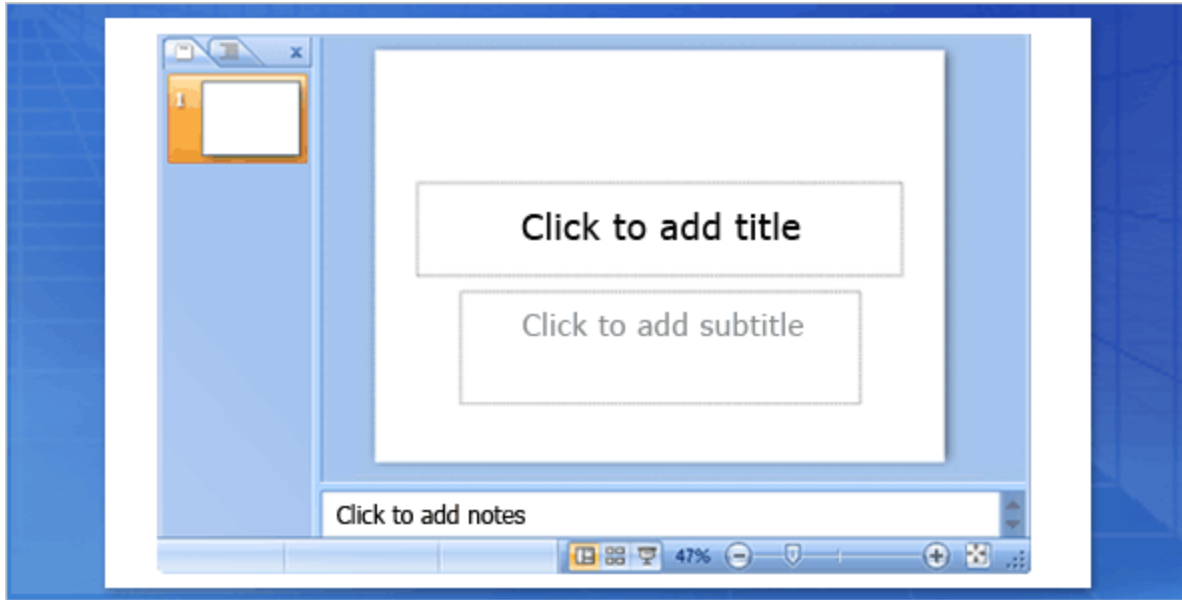
This course will teach you everything you need to know to create and deliver a presentation.

You'll find out how to create slides, put content on them, and make them look good.

# Lesson 1

Create your slides

# Create your slides



This is a glimpse of the PowerPoint window.

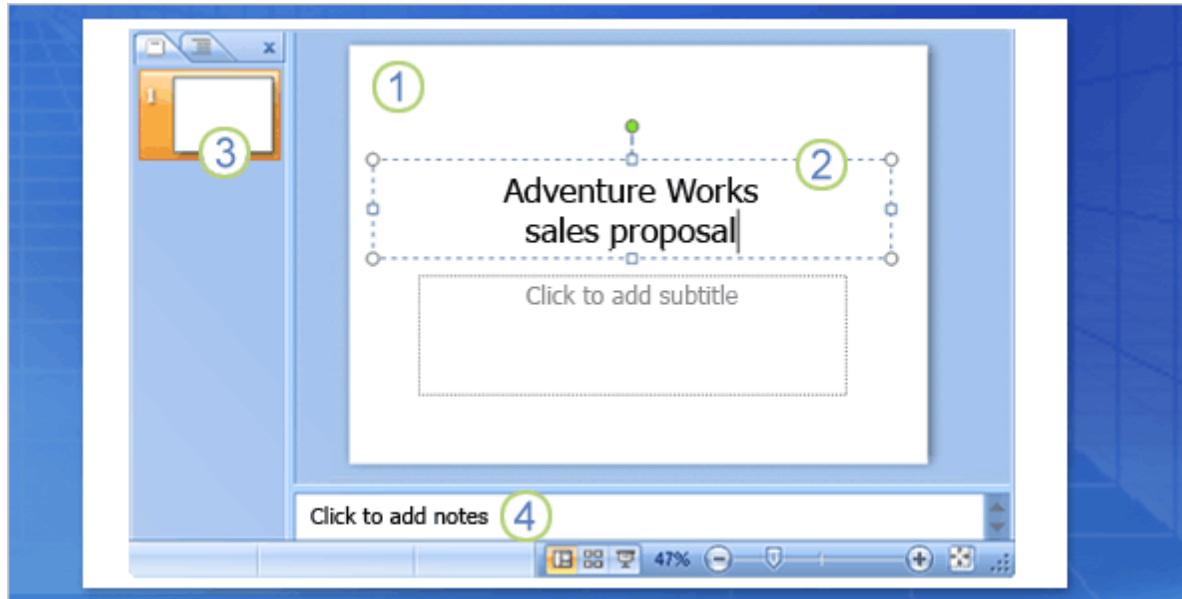
This lesson will give you an introduction to the window and help you feel comfortable working there.

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You'll also see how to add new slides, choose a layout for a slide, and add text as well as reuse slides from another presentation.

Finally, you'll find out how to prepare notes as you create the show, to refer to when you present.

# Get to know your workspace



This is the view that first opens in PowerPoint. It's called Normal view.

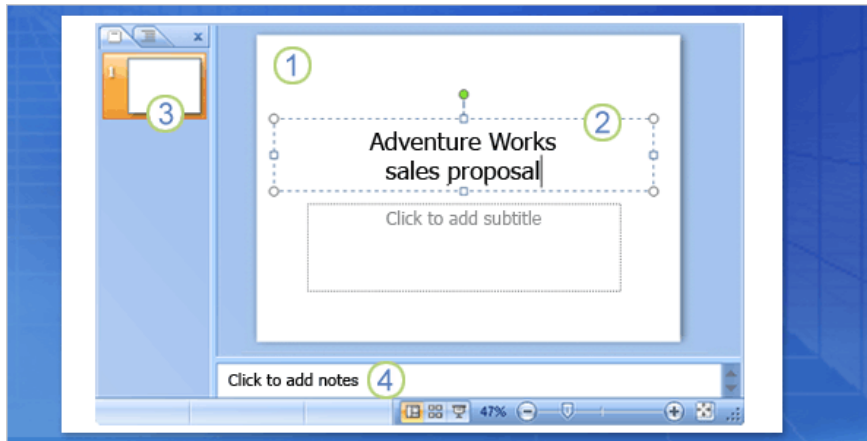
You work here to create slides.

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There are three main areas of Normal view.

- ① The slide pane is the big area in the middle. You work directly on the slide in this space.
- ② On the slide, the boxes with the dotted borders are called placeholders. Here's where you type your text, insert art, or add other content.

# Get to know your workspace



This is the view that first opens in PowerPoint. It's called Normal view.

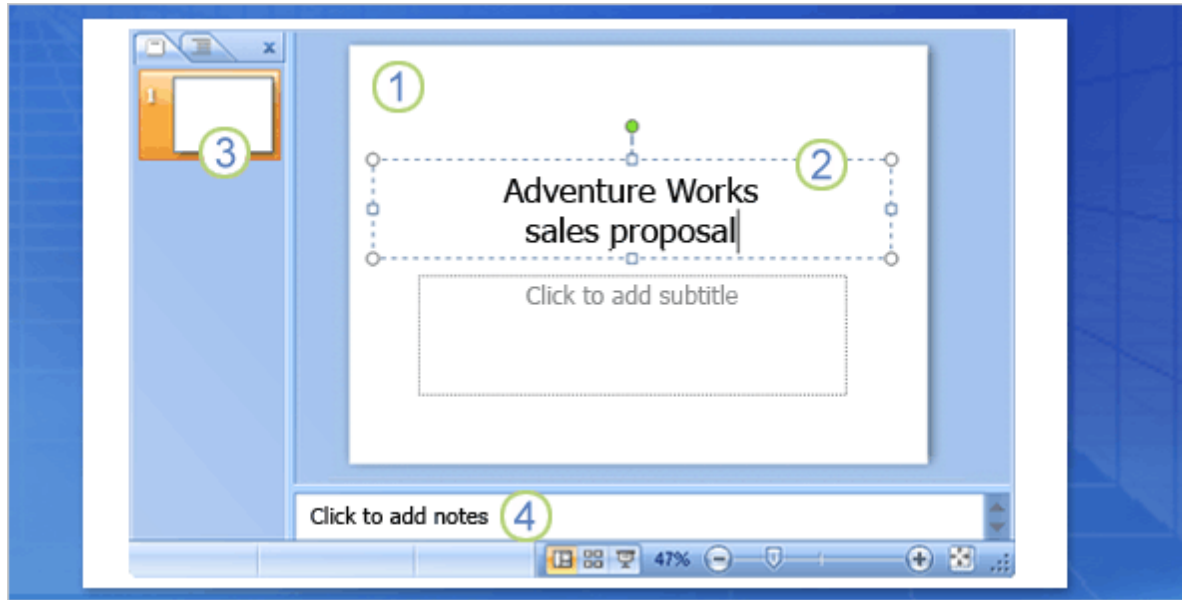
You work here to create slides.

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There are three main areas of Normal view.

- ③ On the left are small, or thumbnail, versions of the slides in your presentation, with the one you're working on highlighted. This area is the Slides tab.

# Get to know your workspace



This is the view that first opens in PowerPoint. It's called Normal view.

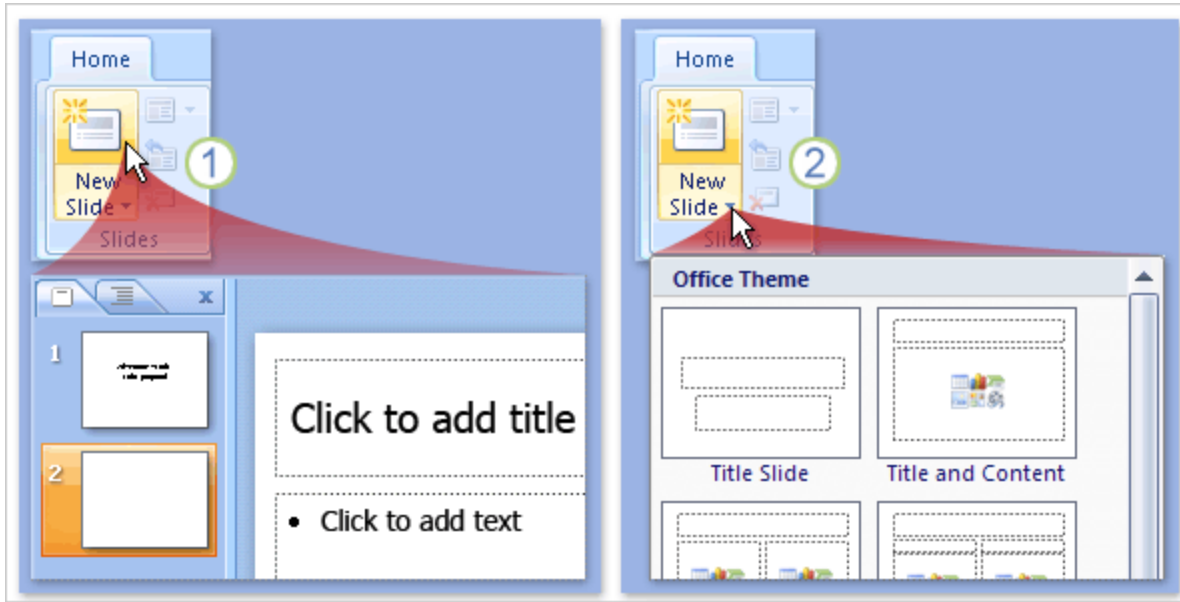
You work here to create slides.

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There are three main areas of Normal view.

- ④ In the bottom area is the notes pane, where you type the notes that you'll refer to while you present.

# Add new slides



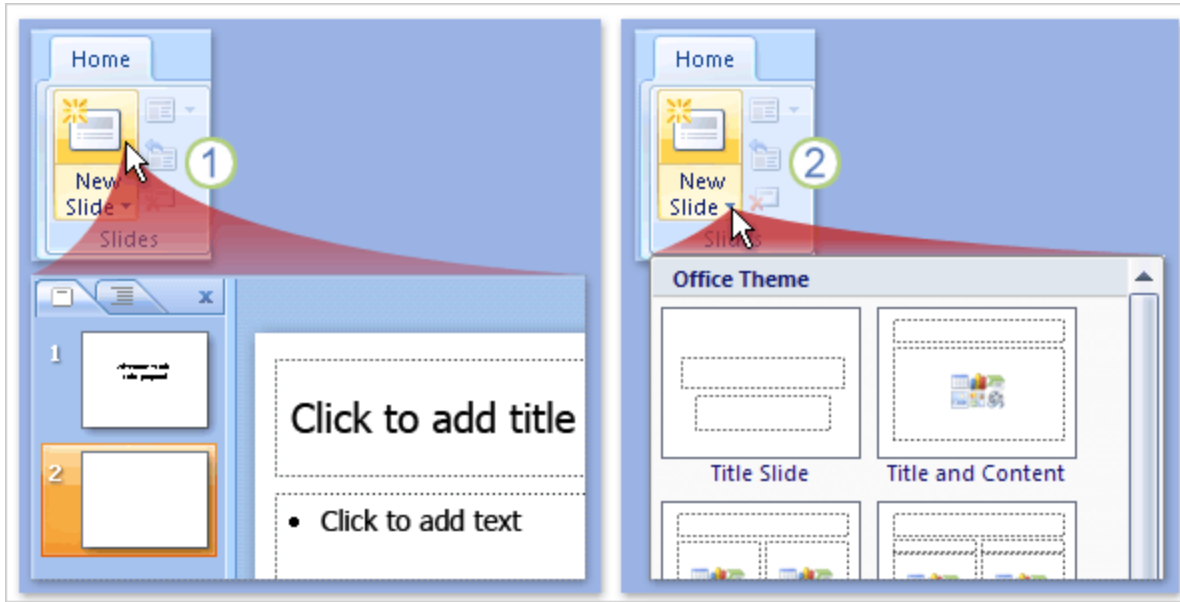
When PowerPoint opens, there's only one slide in the show.

You add the other slides.

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The most obvious way to add a new slide is by clicking New Slide on the Home tab, as the picture shows.

# Add new slides



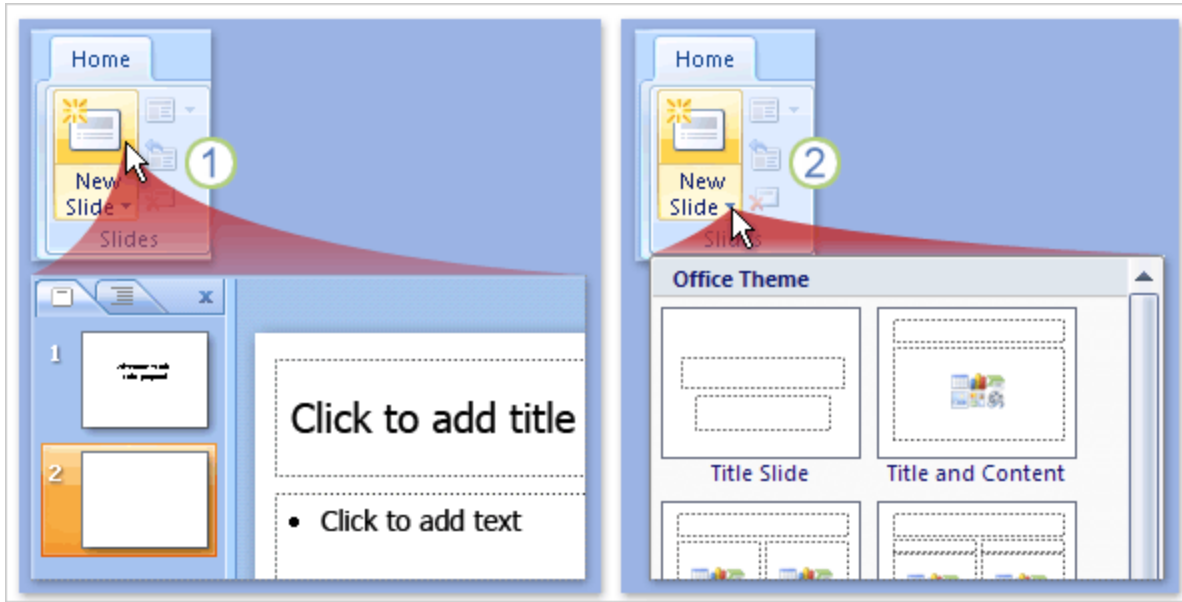
When PowerPoint opens, there's only one slide in the show.

You add the other slides.

There are two ways to use the New Slide button:

- ① If you click the top part of the button, where the slide icon is, a new slide is immediately added beneath the slide that's selected on the Slides tab.

# Add new slides



When PowerPoint opens, there's only one slide in the show.

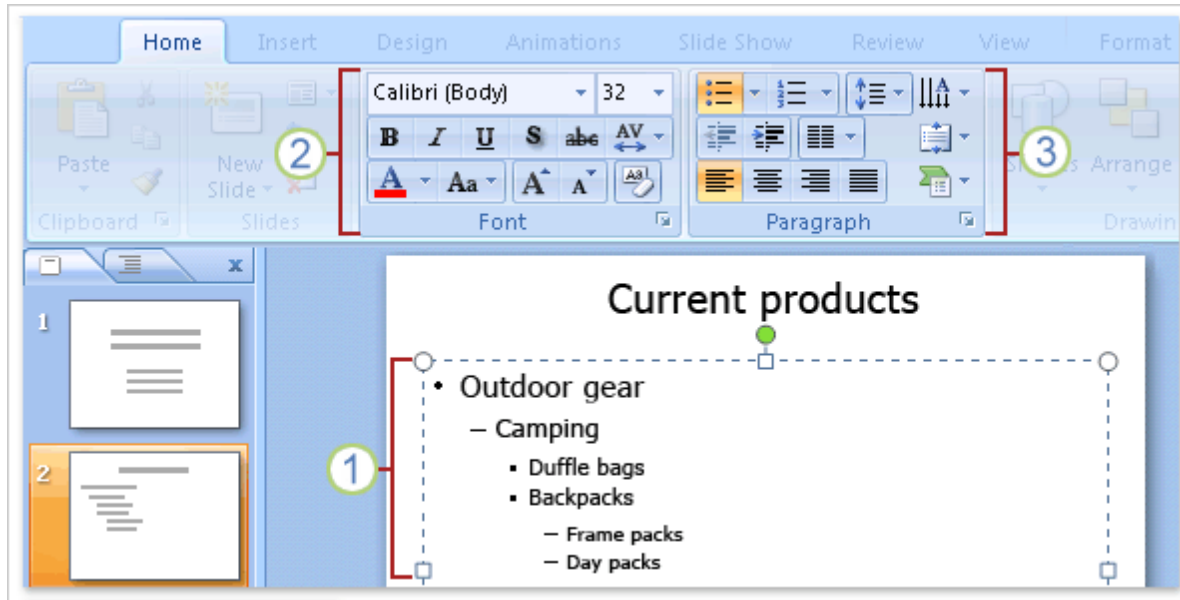
You add the other slides.

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There are two ways to use the New Slide button:

- ② If you click the bottom part of the button, you get a gallery of layouts for the slide. You choose a layout, and the slide is inserted with that layout.

# Type your text



In the all-purpose placeholder shown previously, you can add graphic elements or text.

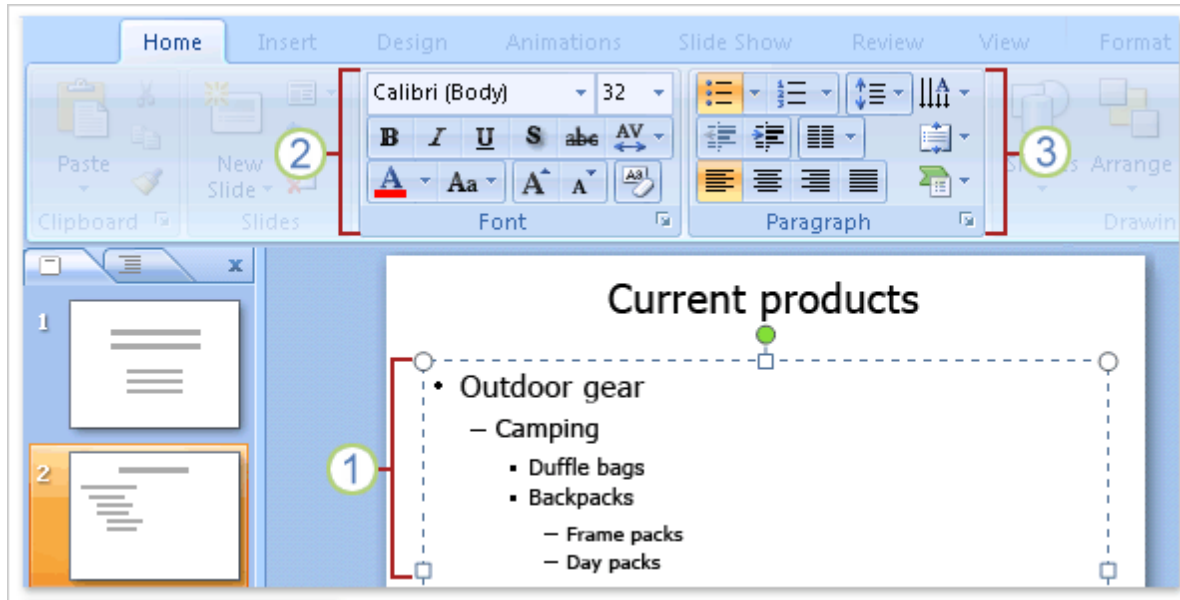
Let's talk about text.

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The default formatting for text is a bulleted list.

- ① You can use different levels of text within bulleted lists to make minor points under major points.
- ② On the Ribbon, use commands in the Font group to change character formatting, such as font color and size.

# Type your text



In the all-purpose placeholder shown previously, you can add graphic elements or text.

Let's talk about text.

The default formatting for text is a bulleted list.

- ③ Use commands in the Paragraph group to change paragraph formatting, such as list formatting, text indentation, and line spacing.

# Lesson 2

Choose a theme, add more  
content

# Choose a theme



Every new presentation starts out with the default theme, called Office Theme.

To find and apply another one, start by clicking the Design tab on the Ribbon.

- ① Theme samples, in the form of the small thumbnails you see here, will show in the Themes group.
- ② To see additional themes, click the More button on the right of the group.

# Choose a theme



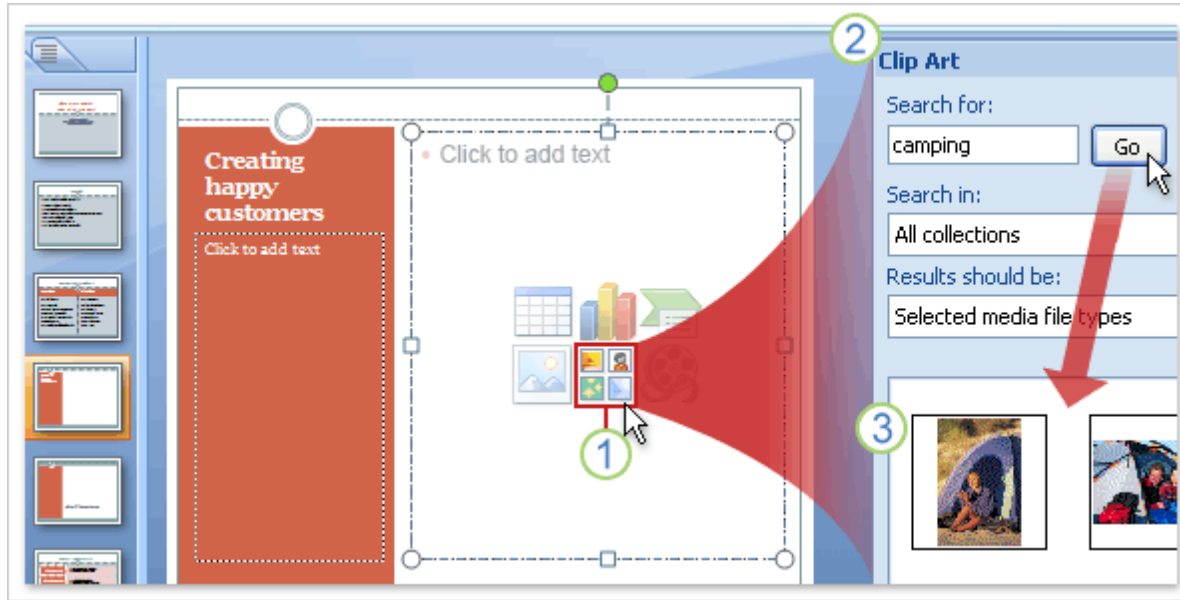
Every new presentation starts out with the default theme, called Office Theme.

To find and apply another one, start by clicking the Design tab on the Ribbon.

- ③ When you point to any theme thumbnail, a preview of it is shown on the slide.

Click a thumbnail to apply that theme to all your slides. You can also apply the theme only to the slides you have selected.

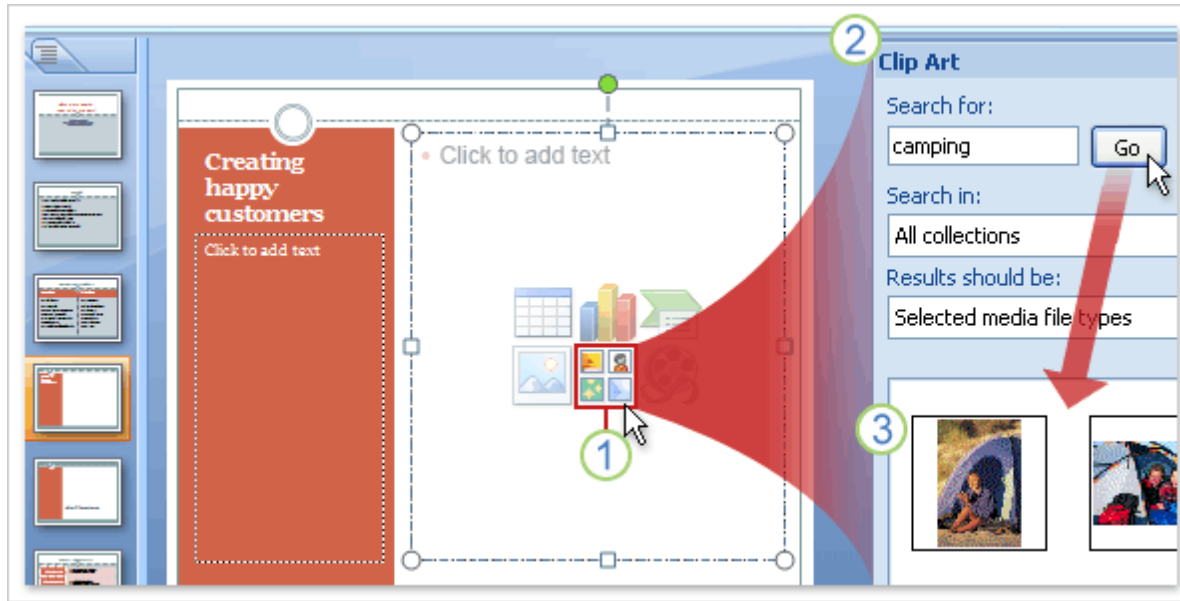
# Insert pictures and things, part 1



Now you'll learn two methods for inserting pictures and other non-text items into slides.

The first method is to click an icon in a placeholder, which you got a glimpse of in the first lesson.

# Insert pictures and things, part 1

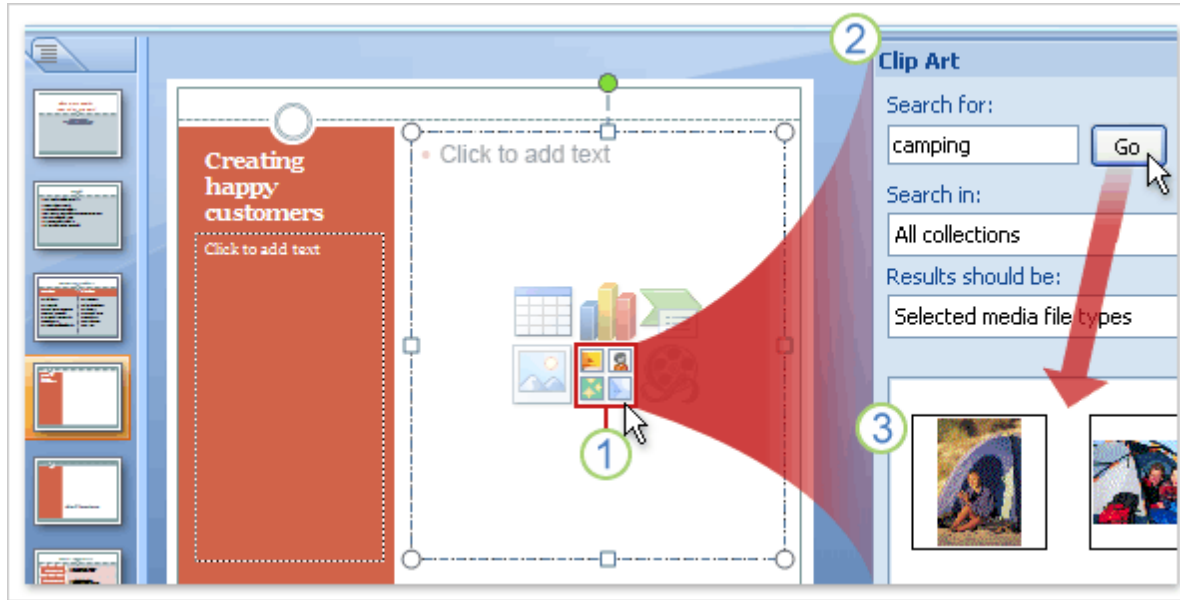


Now you'll learn two methods for inserting pictures and other non-text items into slides.

The picture illustrates how to insert a piece of clip art:

- ① Click the Clip Art icon in the placeholder.
- ② The Clip Art task pane opens. There, type a keyword in the Search for box that suggests the sort of clip you want. Then click Go.

# Insert pictures and things, part 1

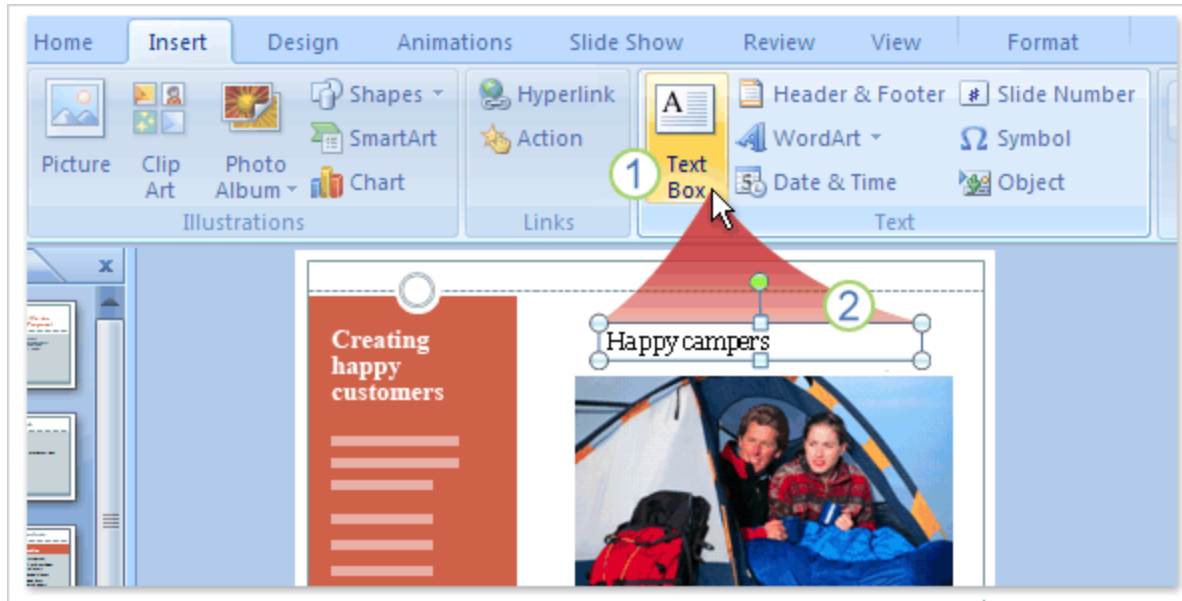


Now you'll learn two methods for inserting pictures and other non-text items into slides.

The picture illustrates how to insert a piece of clip art:

- Clips appear that fit the keyword. Click one of them to insert it into the slide. The picture is automatically sized and positioned within the placeholder.

# Insert pictures and things, part 2

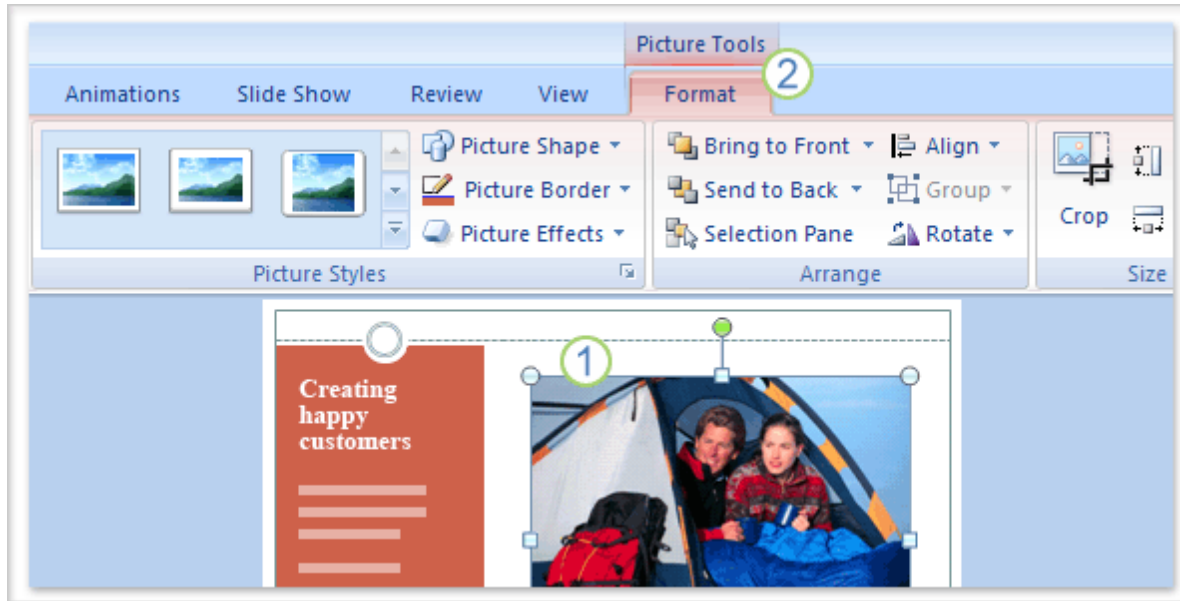


The picture shows the array of things available on the Insert tab.

A typical thing to insert is a text box, as shown.

- ① Text boxes are handy when you want to add text somewhere and need another placeholder for it, such as for a picture caption. On the Insert tab, click Text Box.
- ② Draw the box on the slide and type in it.

# Edit slide elements



After inserting a picture, you may want to make adjustments such as resizing, cropping, or changing the brightness.

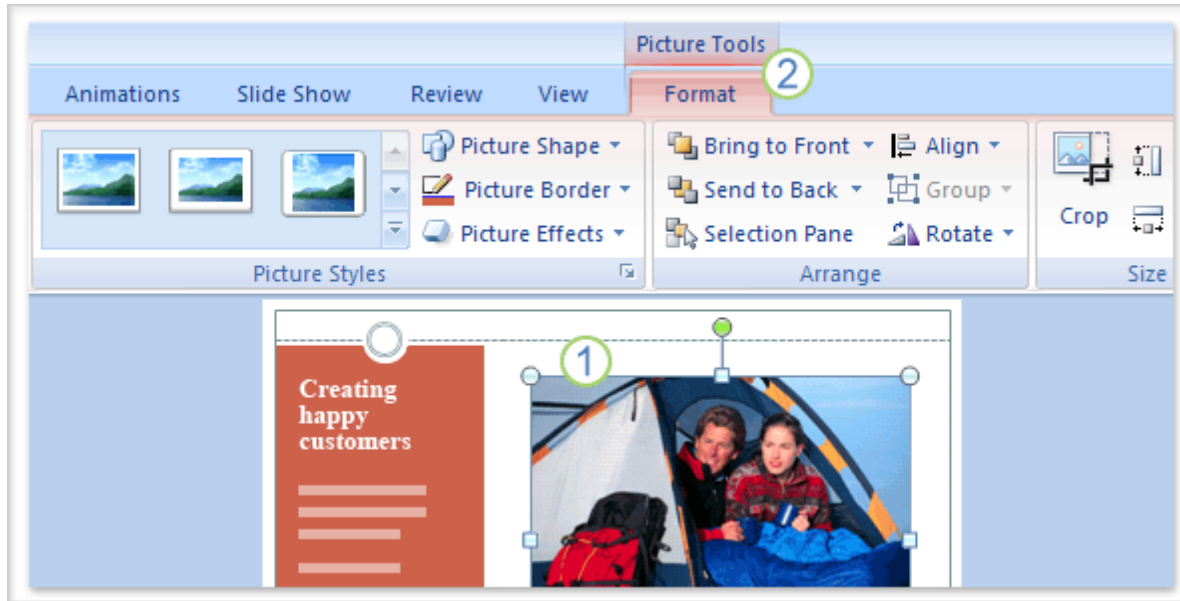
Use Picture Tools for this.

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Picture Tools are available when the picture is selected.

- ① So, select the picture.
- ② Picture Tools appear above the Ribbon. Use options on the Format tab to work with the picture.

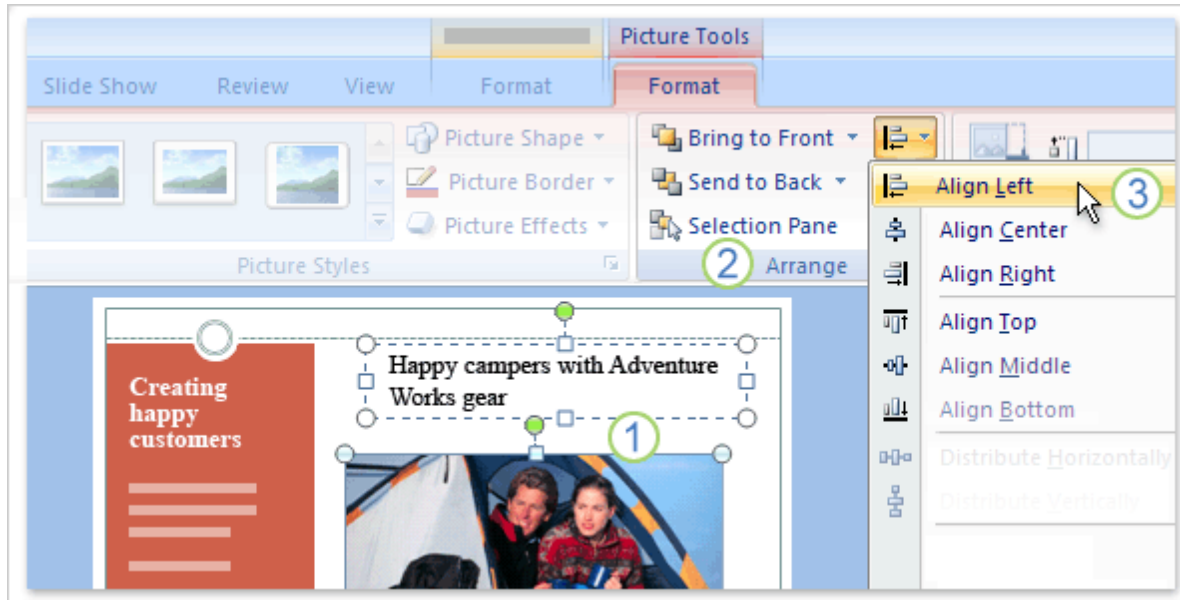
# Edit slide elements



There are tools for the range of things you can insert, from tables, charts, and SmartArt™ graphics to text boxes and shapes, sounds, and videos.

Just select the inserted item to see the relevant tab on the Ribbon.

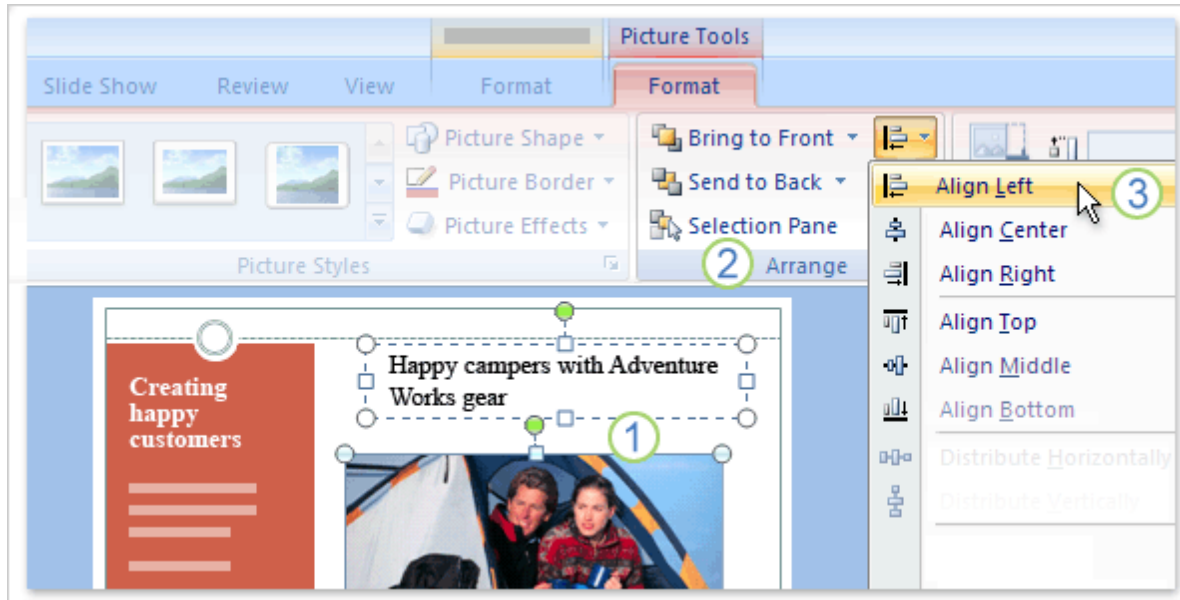
# Arrange slide elements



Once you've put all the things that you want on the slide, you need to align them so they look just right.

For example, in this picture, the text box with the caption will look best once it's aligned evenly with the picture—either flush left, or correctly centered.

# Arrange slide elements



You use the Arrange commands to align slide elements.

- ① To align the caption so it's flush left with the picture, first select both placeholders.
- ② In Picture Tools, find the Arrange group on the Format tab.
- ③ Click the Align button, and then click Align Left.