1.) PowerPoint 2007: Basic Look and Feel

In Office 2007 toolbars are no longer used. Functions and utilities are organized by Ribbons:

Click on a **Ribbon Tab** to open a **Ribbon**. Each Ribbon is organized in **Groups**. In the picture above the **Home** tab has been selected and the **Home Ribbon** is displayed. The **Groups** in the Home Ribbon are Clipboard, Slides, Font, Paragraph, Drawing and Editing. Some Groups have a same arrow in the lower left corner. Clicking on this arrow will open additional options.

In the upper left corner is the **Office Button**. This takes the place of the **File** menu selection found in previous versions of PowerPoint.

Next to the Office Button is the **Quick Access Toolbar (QAT)**

**To Add Icons to the QAT:**

- Click on the dropdown arrow to the right of the QAT
- Right-click on the QAT and select **Customize Quick Access Toolbar…**
- Right-click on any icon on any ribbon and select **Add to Quick Access Toolbar**

**To Remove Icons:**

- Right-click on any icon the QAT and select **Remove from Quick Access Toolbar**
- Right-click on the QAT and select **Customize Quick Access Toolbar…**
**Getting Your Bearings in PowerPoint 2007**

Where do you go to:

<table>
<thead>
<tr>
<th></th>
<th>Ribbon</th>
<th>Group</th>
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<tbody>
<tr>
<td>1. Insert a picture</td>
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<tr>
<td>2. Edit the Slide Master</td>
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<tr>
<td>3. Add a Custom Animation</td>
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<tr>
<td>4. Change the Slide Layout</td>
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<tr>
<td>5. Apply a Design Theme</td>
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<tr>
<td>6. Insert Slide Numbers</td>
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<tr>
<td>7. Change the Bullet Style</td>
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<tr>
<td>8. Add a Slide Transition</td>
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<tr>
<td>9. Setup a Handout Master</td>
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<tr>
<td>10. Insert a Movie</td>
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<tr>
<td>11. Change the Font Size</td>
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<tr>
<td>12. Change the Slide Orientation</td>
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<tr>
<td>13. Create a Custom Slide Show</td>
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<td>14. Create a Photo Album</td>
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<td>15. <strong>Add Speaker Notes</strong></td>
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</table>
2.) **Slide Show View**

Slide Show View is the presentation view. There is a separate ribbon (**Slide Show**) for making final adjustments to the show:

Clicking on **From Beginning** (or pressing **F5**) will begin the slide show from the first slide, regardless of the slide currently active in the edit screen.

Clicking on **From Current Slide** will begin the show from the slide currently active in the edit screen. **(OR click on found on the right end of the Status Bar.)**

While in **Slide Show View**, right-clicking the mouse will open this menu:
Ways to View the Presentation

The **View** ribbon makes it possible to view and edit the presentation from different perspectives.

**Slide Master**

Changes made to the Slide Masters will appear on every slide in the presentation.

Down the left side of the Slide Masters view are masters for each type of slide layout.

Date, time and slide number can be added to each slide by opening the **Insert Ribbon:**

**Insert Tab → Insert Ribbon → Text Group**
Ways to View the Presentation cont.

Normal View

Normal View is actually a composite of 4 different views:

**Slides:** On the left, shows thumbnails of all the slides in the presentation

**Outline:** Also on the left, shows text slides in an outline format.

**Notes:** Along the bottom of the screen. Speaker notes for each slide can be entered here. These can also be printed and used as the text to read from during the presentation.

**Edit:** The largest section of Normal View. Most of the slide creation and editing occurs here.
Ways to View the Presentation cont.

Slide Sorter View

1. **Training Presentation**
   - Nailing efficiency and accuracy

2. **Introduction**
   - Define the subject matter
   - State what the audience will learn
   - Mind out in audience members take note with backgrounds or interests

3. **Agenda**
   - List the topics to be covered
   - List the times allotted for each topic

4. **Overview**
   - Give the big picture of the subject
   - Explain how the individual topics fit together

5. **Vocabulary**
   - List of new terms
   - Define the terms as used in the training

6. **Topic One**
   - Define objective
   - Give an example
   - Conduct exercises to reinforce learning

7. **Topic Two**
   - Define objective
   - Give an example
   - Conduct exercises to reinforce learning

8. **Summary**
   - Briefly review what was presented
   - Identify ways to apply training
   - Request feedback on training session

9. **More Information**
   - List other training sessions
   - List basic, similar, external resources
   - List networking seminars, other sources
Making Design Changes

Using the **Design** Ribbon it is possible to create a custom look and feel for a presentation.

Review and Comment

The **Review** Ribbon provides tools for communicating with co-workers on collaborative projects. Also available on this ribbon are a number of proofing tools.
Inserting Pictures, Movies, and Sounds

Click on the Insert tab to open the Insert Ribbon.

**PICTURES:** In the Illustrations Group select the appropriate picture type: Picture, Clip Art, Shapes, Smart Art. When any one of these 4 picture types is inserted into a slide, a new formatting ribbon becomes available. Below is the Drawing Tools Formatting Ribbon which will appear when a drawing object is selected.

**PHOTO ALBUM:** By clicking on Photo Album you can import an entire folder of pictures and create a photo presentation in a few easy steps.
MOVIES: Click on **Movie** in the **Media Clips** Group. PowerPoint can play a wide variety of movies:

- Movie Files (*.asf; *.asx; *.wpl; *.wm; *.wmx; *.wmv; *.wmd; *.wm); (*.avi; *.dvr-ms; *.mpeg; *.mpg; *.mov)
- Windows Media file (asf) (*.asf; *.asx; *.wpl; *.wm; *.wmx; *.wm; *.wmd; *.wm)
- Windows video file (avi) (*.avi)
- Microsoft Recorded TV Show (dvr-ms) (*.dvr-ms)
- Movie file (mpeg) (*.mpeg; *.mpg; *.mpe; *.mv; *.m2v; *.mod; *.mp2; *.mpv2; *.mp2v; *.mpa)

After inserting a movie file, PowerPoint gives you options for playing the movie:

![Microsoft Office PowerPoint](image)

MOVIES: Click on **Sound** in the **Media Clips** Group. The sound files that can be used:

- AIFF audio file (aiff) (*.aif; *.aiff)
- AU audio file (au) (*.au; *.snd)
- MIDI file (midi) (*.mid; *.rmi)
- MP3 audio file (mp3) (*.mp3; *.m3u)
- Windows audio file (wav) (*.wav)
- Windows Media Audio file (wma) (*.wma; *.wax)

Other options for playing movies and sounds can be found here:

**Animations Ribbon ➔ Custom Animation**
Animations

One of the most famous (or infamous) features of PowerPoint is animations:

There are essentially 2 broad categories of animations: animations of individual objects on a slide and animations (or transitions) of the slide itself.

Animations of Individual Objects

Click on Custom Animations in the Animations Group and this box will open:

Clicking on Add Effect will display the 4 categories of animations:

- Entrance
- Emphasis
- Exit
- Motion Paths

There are literally thousands of ways that these effects can be combined and applied to any given object on a slide.
Animations cont.

Animations (or transitions) of the Slide Itself

The **Transitions to This Slide** Group contains various options for animating the slide:

It is also possible to add a transition sound or a sound track that plays through a series of slide changes, to modify the speed of the transition, and to set the slide show to run automatically.
Click on the **Office Button**. Select **Print** from the menu, then select **Print Preview** in the **Preview and print document** box:

Using **Options** and **Print What**: it is possible to print the presentation in many different configurations: