Using PowerPoint 2007

I. Getting Started
   A. Getting started.
      1. Open up PowerPoint. On the top left of your screen, go to the “Office Button” and pull down to “New.”
      2. Click on “Blank Presentation” in the middle of your screen.
      3. You’re ready to start typing your presentation.

II. Different Views and Editing Text. - There are different views for your presentation. You can easily move
    from one view to another by clicking on the three icons in the lower right of the screen. The three views are
    1. Normal View (or slide view) – useful for seeing everything at once.
    A. On the far left window, you can see the Outline View - use this to organize your presentation (i.e. Start
       writing your speech here!) Take some time and edit the text from this viewpoint. (Use the “Tab” key to
       promote an item, use the “Shift” key and “Tab” key simultaneously to demote an item.
    B. In the middle window, you can see the Slide View – which is good for editing individual slides.
    2. Slide Sorter View - Useful for rearranging slides and applying special effects for all slides.
    3. Slide Show View - Shows the final product. (After a slideshow starts, click your left mouse button to move
       to the next slide or hit the escape key on your keyboard to end it.)

III. Adding a Theme (Themes contain families of colors, fonts and formatting.)
    1. Go to the “Design” Ribbon.
    2. Click on a design that you like and it will automatically be applied to your slides. Note – you may
       wish to avoid dark colors. Also, colors on your monitor may not be the same when projected.
    3. Edit a theme by choosing a new color family which will change the background, fonts and template
       features to reflect this new color grouping. Global effects, such as line types, can be quickly applied
       to all objects in the presentation.

IV. Inserting Clip Art (and/or Pictures, Sounds and Videos).
    1. Select the slide where you will add the clip art.
    2. Go to “Insert” ribbon.
    3. Click on “Clip Art”
    4. The “Clip Art” window pane will appear on the right of your screen.
    5. Search for clip art that would be appropriate for your speech. For example, do a search for the word “dogs”
    6. The clip art should appear. Find clip art that you like and click on it. It will be added the center of the slide.
    7. You can find thousands of more samples of clip art by clicking on “Clip Art on Office Online” on the lower
       right of the “Clip Art” reading pane.
    8. This same process can be used to import photos, sounds, and videos.

V. Moving/Resizing Clip Art (and Photos).
    1. To move the clip art (or photo), left click on the center of it and drag it to where you want it to go.
    2. To resize the image, left-click on the picture once. You'll see eight tiny circles appear around the picture.
       Click on one of the little circles in one of the four corners and drag it in or out. Note- if you don’t select it by
       clicking on a corner, the image will become distorted.

VI. Adding pictures from the Internet
    1. Open Internet Explorer (You don’t need to close PowerPoint), and find a picture that you like.
    2. Right click on the picture. A pop-up menu will appear, click on “copy.”
    3. Go back to the slide that where you want to place the picture, right click again and click on “paste.”
    4. You can move and resize the image just like clip-art. (See V. above).
    5. Note: If you enlarge a photo, it may become pixilated (distorted).
VII. Adding a Screen Shot. (a picture of your current screen – used to take pictures of websites or programs.)
1. Take the picture of your screen by pressing the “Print Screen” button on your keyboard.
2. Go to your slide and paste the image.

VIII. Adding Transitions (Special effects between each slide in a slide show)
1. Click on the “Slide Sorter View” (from II. 2. above).
2. Go to the “Animations” ribbon menu, then you will see lots of options for transitions.
3. For example click on “Fade through Black” option (it looks like 3 rectangles), then click on “Apply to All”.
4. Be sure to scroll down to see other transitions that you like. You can also change the transition speed.

IX. Adding Animation. (Like making things fly across the screen).
1. Make sure you’re in the “Normal View” (Step II. 1. from above.)
2. Go on the “Animations” Ribbon. Click on "Custom animation…” This will open the “Custom Animation” Window Pane on the right of your screen.
3. Click the object (either text or graphics) that you want to animate.
4. Click on “Add Effect” in the “Custom Animation” Window Pane.
5. Choose the effect that you like. For example, Click on “Entrance” and then click on “Fly in”.
6. You can modify animations by changing the speed, the direction, order, etc.

X. Adding Videos
1. Go to http://video.google.com and search for a video that you like.
2. Copy and paste its hyperlink to a PowerPoint slide. Make sure that you press enter after you paste the link so it turns blue (activates that hyperlink.)
3. Note: A video shouldn’t be more than 15% of your total speech time.

XI. Printing - Go to the “Office Button” (top left of screen) and pull down to “Print.” A window will pop up. One option is found under “Print what:” in the lower left. Printing “Handouts” with 6 slides per page can save paper.

XII. Presenting the Speech.
1. Click on the “Slide Show.” (II. 3. from above).
2. Left click on the mouse (or use the right arrow key) to advance a slide. If you click too far, use the left arrow key to go back. Use the “B” key to turn the screen black. Use “W” to turn it white. You can use “ALT” and “Tab” simultaneously to move from PowerPoint to another program (i.e. when you want to show a web site during a presentation.) Press “ESC” to end the presentation. (A remote may also be available.)

XIII. Hints
1. Don’t write out too much on one slide. It shrinks the font too much, making it difficult to read and diverts attention away from what the speaker is saying.
2. Don’t add so many special effects that the audience doesn’t listen to the real message.
3. Don’t put anything on the bottom 4th of the slide. A podium or people sitting in the front row may block the line of sight for others.
4. Don’t pick a theme (or background) that makes the text difficult to see.
5. Spell check and make sure you don’t have grammar errors.
6. ALWAYS test sounds and videos on the computer that will be used to deliver the presentation. From my experience about 25% of students have preventable video and sound problems during their presentation.
7. Practice giving the PowerPoint presentation.
8. Whenever you plan on giving a PowerPoint Presentation, be prepared to give your presentation without PowerPoint working (computer failure, power outages, projector failure, wrong version of PowerPoint, etc.). Back-up plans include: 1) print out your slides as transparencies; 2) make handouts of the presentation for the audience, 3) save your presentation in multiple ways (i.e. a thumb drive, a CD-Rom, and/or e-mail it to yourself.
9. Remember that the audience is there to listen to you, not to watch your PowerPoint presentation.