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Introduction to POWERPOINT 2007

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Objectives:

In this document, you'll find information on how to:

- Familiarize yourself with the workspace
- Name and save your presentation
- Add, rearrange, and delete slides
- Apply a new layout to a slide
- Entering text on a slide
- Adding Transition to the slides
- Use background (themes)
- Add clip art
- Preview your presentation
- Print slides

Microsoft Office PowerPoint

"PowerPoint" refers to Microsoft PowerPoint, a program that enables the user to design a presentation that consists of multiple slides. These slides may contain images, text, video clips, and related types of information.

● Getting started

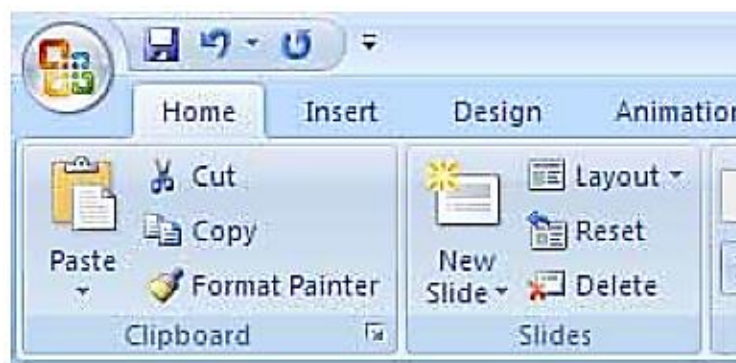
- Select the **Start** menu button towards the bottom left of the screen.

All Programs> Microsoft Office > Microsoft PowerPoint 2007.

- Within a few moments, Microsoft PowerPoint will open.

● Starting a new presentation

- When you first open PowerPoint, a new presentation will automatically appear.
- If at any time you wish to start a new presentation, select the **Home tab** and click **New Slide**



● Opening a recent or existing presentation

Click the **Microsoft Office Button**

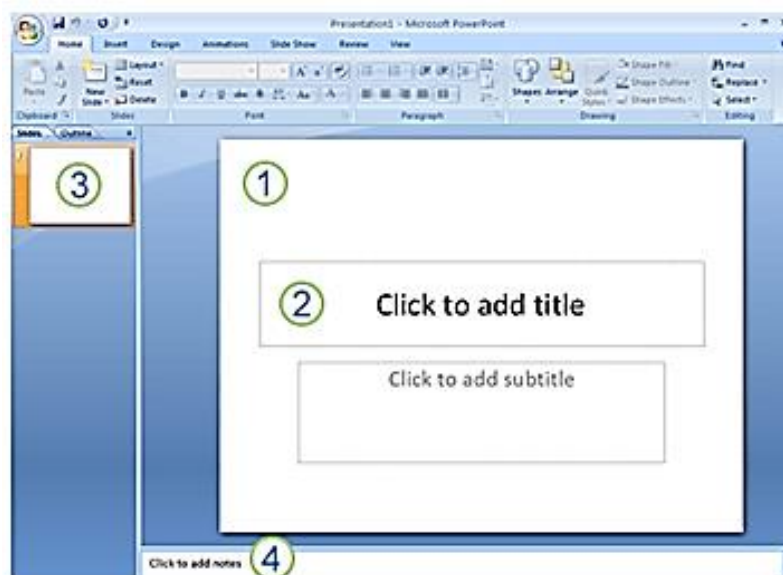


Then select the open icon to select the PowerPoint presentation you wish to work on or if it's a recently accessed PowerPoint presentation, select the presentation from the **recent documents** listed on the right-hand side of the dialog box as seen below



Familiarizing Yourself with the Workspace

- When you start PowerPoint, it opens in Normal view, where you create and work on slides.

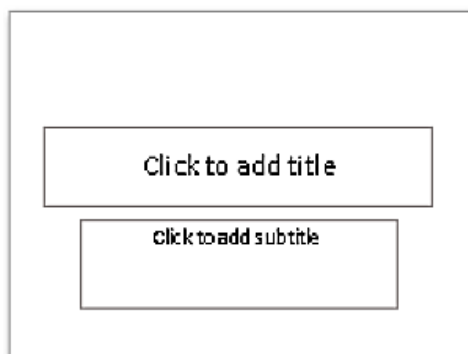


1. In the **Slide** pane, you can work directly on individual slides.

2. Dotted borders identify, where you can type text or insert pictures, charts, and other objects.
3. The **Slides** tab shows a smallest version of each full-size slide shown in the **Slide** pane.
4. In the **Notes** pane at the bottom, you can type notes about the current slide.

● **Standard layouts**

When you open a blank presentation in PowerPoint, the default layout called **Title Slide** appears, but there are other standard layouts that you can apply and use.



The default PowerPoint standard layout: Title Slide

● **Apply a layout**

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- Click the slide that you want to apply a layout to.
- On the **Home** tab, in the **Slides** group, click **Layout**, and then click a layout.

● **Slide Sorter View**

Slide Sorter view is a view of your slides in thumbnail form.



● Slide Show view

Slide Show view takes up the full computer screen, like an actual presentation. In this view, you see your presentation the way your audience will. You can see how your graphics, timings, movies, animated

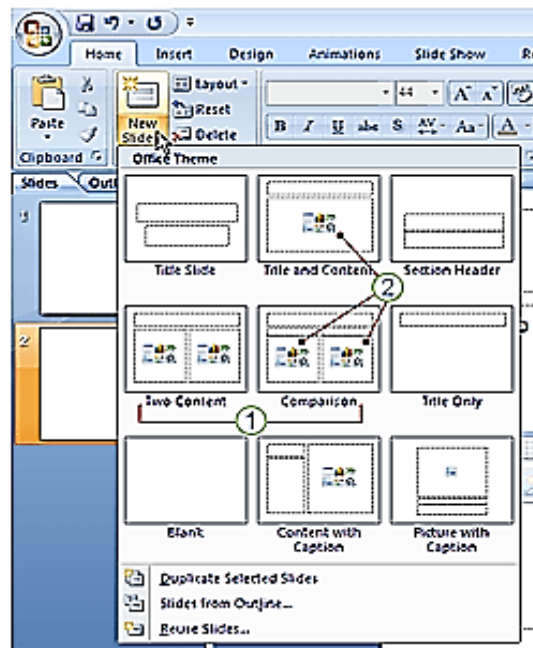
Adding, Rearranging, and Deleting Slides

The default New Presentation provides a single slide with two placeholders: the **top for a title**; the **bottom for subtitles**. The arrangement of placeholders on a slide is called a layout. PowerPoint 2007 also provides other types of layouts, such as those for including pictures and SmartArt graphics.

- When adding a slide to your presentation, you can do the following to choose a layout for the new slide at the same time:
 - On the **Slides** tab, click just below the single slide that already appears there.
 - On the **Home** tab, in the **Slides** group, click the arrow next to **New Slide**.



- A gallery appears, showing thumbnails of the various slide layouts that are available.



● Change the order of your slides

When you create a presentation, you may want to change the order of your slides.

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, select the slide thumbnails that you want to move, and then drag them to their new location

● Delete a slide

To delete a slide from a presentation, do the following:

Right-click the slide that you want to delete it, and then click **Delete Slide**.

TIP To select multiple sequential slides, click the first slide, and then hold down SHIFT while you click the last slide that you want to select. To select multiple nonsequential slides, hold down CTRL while you click each slide that you want to select.

Add a background (theme) to your presentation

Click the slide or slides that you want to add a background style to.

To select multiple slides, click the first slide, and then press and hold CTRL while you click the other slides.

- On the **Design** tab, in the **Background** group, click the arrow next to **Background Styles**.



Right-click the background style that you want, and then do one of the following:

- To apply the background style to the selected slides, click **Apply to Selected Slides**.
- To apply the background style to all of the slides in your presentation, click **Apply to All Slides**.

TIP To add the background styles gallery to the Quick Access Toolbar, right-click a thumbnail, and then click **Add Gallery to Quick Access Toolbar**.

Entering a Text on a Slide

Enter Text on a Slide Using Placeholders

1. Click on the **Title**, **Subtitle**, or **Text** placeholder.
2. Type the text you want.
3. If necessary, press **[Enter]** to move to a new line.
4. Click anywhere on the slide outside of the placeholder to deselect it.

Adding Clip Art to a Slide

Effective visuals emphasize the key content points in a presentation. PowerPoint provides a selection of professionally designed pictures, or clip art, that you can use in your presentations. These clip art images include many different themes such as animals, people, buildings, food, holidays, business, and more.

● How to Insert a Clip Art Image

1. Move to the slide on which you want to place clip art.
2. Apply a Slide Layout that includes content or clip art placeholder.
3. Open the Select a Picture dialog box by:
 - Clicking on the Clip Art button on the content placeholder OR
 - Double-clicking on the clip art placeholder
1. In the **Search** box, type a word or phrase that describes the clip you want.
2. Click **Search**. PowerPoint displays the search results in the Select Picture List.
3. Click on the clip art image you want and click **OK**.

Add transitions between slides

Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next. You can control the speed of each slide transition effect, and you can also add sound.

Microsoft Office PowerPoint 2007 includes many different types of slide transitions, including (but not limited to) the following:



1. No transition

2. Blinds Horizontal
3. Blinds Vertical
4. Box In
5. Box Out
6. Checkerboard Across
7. Checkerboard Down
8. Comb Horizontal
9. Comb Vertical

To see more transition effects, in the Quick Styles list, click the **More** button, as shown in the diagram above.

● **Adding Transitions to a Slide Show**


In **Slide Sorter** view, you can select one slide, two or more slides that are next to each other, or two or more slides that are not next to each other.

● **How to Set Transition Effects**

For each slide in a presentation, you can set a different transition effect and determine how fast the transition will happen. To set transition effects:

1. Move to **Slide Sorter** view.
2. Select the slides to which you want to assign a transition.
3. Choose **Slide Show/Slide Transition** or click the **Transition** button on the **Slide Sorter** toolbar to open the **Slide Transition** task pane.
4. From the **Apply to Selected Slides** list box, select the transition effect you want to apply. PowerPoint previews the effect on the selected slides and displays a **Preview Animation** button beneath each selected slide.
5. In the **Modify Transition** section, select a speed (Slow, Medium, or Fast) for the transition effect. Once again, PowerPoint previews the effect on the selected slides.
6. To preview the effect again, click the **Animation Preview** button beneath the slide on the left side.
7. Close the **Slide Transition** pane.

- **Add the same slide transition to all of the slides in your presentation**

- In the pane that contains the Outline and Slides tabs, click the **Slides** tab.
- On the **Home** tab, click a slide thumbnail.
- On the **Animations** tab, in the **Transition To This Slide** group, click a slide transition effect.
- To see more transition effects, in the Quick Styles list, click the **More** button .
- To set the slide transition speed, in the **Transition To This Slide** group, click the arrow next to **Transition Speed**, and then select the speed that you want.
- In the **Transition To This Slide** group, click **Apply to All**.

Previewing Your Presentation


- To view your presentation on your computer screen exactly the way that it will look to your audience when you are presenting, do the following:
- On the **Slide Show** tab, in the **Start Slide Show** group, do one of the following:
 - 1) To start with the first slide in the presentation, click **From Beginning**
 - 2) To start with the slide that currently appears in the **Slide** pane, click **from Current Slide**.
- Click to advance to the next slide.
- To return to Normal view at any time, press ESC.

Save a file

- Click the **Microsoft Office Button** , and then click **Save**.
- On the **File** menu, click **Save**.

NOTE If you are saving the file for the first time, you are asked to give it a name.

- **Save a copy of a file**

- Click the **Microsoft Office Button** , and then click **Save As**.
- On the **File** menu, click **Save As**.
- In the **Save in** list, click the folder or drive to which you want to save.

TIP To save the copy in a different folder, click a different drive in the **Save in** list or a different folder in the folder list. To save the copy in a new folder,

click **Create New Folder** .

- In the **File name** box, enter a new name for the file.
- Click **Save**.

Printing Slides

PowerPoint enables you to easily print handouts, slides, and your own speaker notes that you can reference while giving a presentation.

Print Options

There are many options for printing your presentation. You can print the current slide, or select a range of slides to print. You can also select other print options. To print various things from PowerPoint:

1. Choose **File > Print** to display the **Print** dialog box.
2. Under the **Print What** heading, select the type of printout.
3. Select any other options you want.
4. Click **OK**.

Thanks for you're following it

Have a good luck