

WILDERNESS COAST PUBLIC LIBRARIES

Microsoft PowerPoint 2007

(Level Two)

Deanna D. Ramsey, Technology Instructor

Wilderness Coast Public Libraries computer training & some equipment are made possible by a Library Services and Technology Act (LSTA) Grant administered by the State Library of Florida.

Microsoft Office Button

The Microsoft Office Button is in the top left corner of the window and provides access to open, save, and print documents.

- Click on the Microsoft Office Button and then click on the desired option.
- Menu options with an arrow have additional choices available in the area to the right.
- The PowerPoint Options button at the bottom of the window allows the user to make adjustments to PowerPoint such as color scheme, page display options, AutoCorrect options, spelling, and grammar.

Quick Access Toolbar

The Quick Access Toolbar is just to the right of the Microsoft Office Button.

- When the cursor is over a button, the name of the button is displayed.
- The options available when Microsoft Office 2007 is first installed include Save, Undo, and Redo.

Customizing the Quick Access Toolbar

To Add an Item:

- Click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and click on the desired item (options with a check mark in front of them are currently displayed on the Quick Access Toolbar).

To Remove a Item:

- Click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and click on the desired item. (This removes the checkmark from in front of the item.)

To add a Command button from the Ribbon:

- Right click on the desired command button and choose Add to Quick Access Toolbar.

To remove a Command button that has been added to the Quick Access Toolbar:

- Right click on the button on the Quick Access Toolbar and choose Remove from Quick Access Toolbar.

Changing the order of the Buttons on the Quick Access Toolbar:

- Click on the Customize Quick Access Toolbar drop down arrow at the end of the Quick Access Toolbar and choose More Commands...
- In the column on the right below Customize Quick Access Toolbar, click on the item to be moved.
- To move the item up, click on the up arrow at the right.
- To move the item down, click on the down arrow at the right.
- Click on OK.

Position of the Quick Access Toolbar

The Quick Access Toolbar is usually located to the right of the Microsoft Office Button.

To place the Quick Access Toolbar below the Ribbon:

- Click on the Customize Quick Access Toolbar drop down arrow and choose Show Below the Ribbon.

To place the Quick Access Toolbar back next to the Microsoft Office Button:

- Click on the Customize Quick Access Toolbar drop down arrow and choose Show Above the Ribbon.

The Ribbon

The Ribbon runs across the top of the window and consists of 3 types of items.

Tabs – This is the main level and includes Home, Insert, Page Layout, etc. (some tabs are only available when a particular item is selected. For example, the Picture Tools tab is only shown when a picture is clicked on).

- **Groups** – Each tab has several groups that show related items together.
- **Commands** – A command is a button in a group or an item in a list.

Using the Ribbon

- Click on the desired tab.
- The commands under each tab are grouped. The name of the group is at the bottom.
- Some groups have a Dialog Box Launcher button which opens the dialog box with more commands.

Minimizing/Restoring the Ribbon

To minimize the Ribbon:

- Click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (a checkmark is now displayed in front of Minimize the Ribbon)

OR

- Double click on the currently selected tab on the Ribbon.

To display the Ribbon:

- Click on the Customize Quick Access Toolbar drop down arrow and choose Minimize the Ribbon (the checkmark in front of Minimize the Ribbon is removed).

OR

- Double click on the currently selected tab on the Ribbon.

Help

- Click on the Microsoft Office PowerPoint Help button in the top right corner.
- Type the desired word in the search box and then press the Enter key.
- Choose the desired topic from the ones displayed.
- To research another topic, enter the desired word in the search box and then press the Enter key (an active Internet connection will find more results).

CAPTURING IMAGES FROM THE INTERNET

Just as clip art pictures and pictures stored on disk can be inserted into a presentation, an image from the Internet can also be used in a presentation. When using images captured from the Internet, you need to be careful of copyright laws. A good rule of thumb is “When in doubt, don’t do it.”

To Capture an Image from the Internet

1. Find the image you want to capture.
2. Right click in the middle of the image.
3. Click Save Picture As from the pop-up menu.
4. Your browser will take over asking you where to save the image and what to name it. (Please make note of the location where you are saving the image and the name.)
5. Click Save.

To insert the captured picture, follow the instructions for inserting a picture found on the Beginning PowerPoint handout.

BACKGROUND STYLES

Using an Image as a Background

1. Go to the slide you want to change.
2. Click Design Tab, select Background Styles
3. Click Format Background then select Fill in left pane.
4. Click Picture or Texture Fill radio button.
5. Click File button and find the location of your picture then click Insert.
6. Click Apply to All then Close.

SETTING CUSTOM ANIMATIONS

The Preset Animation options (discussed in the Beginning PowerPoint handout) are a quick way to set animations on text and other objects. There are more text and object animation options available under the Custom Animation command. In the Beginning PowerPoint handout, you were given a method to animate all objects on a slide in the same manner. The Customize Animation option will let you give different animation settings to different objects found on the same slide.

To Customize Animations

1. In Slide view or Normal view go to the slide to be changed.
2. Click Animations Tab on Ribbon then click Custom Animation group.
3. Select object to be animated by clicking on the object.
4. In the top of the Custom Animation task pane, Click the Add Effect (a listing of effects will appear).
5. For the Entrance animation, choose the animation effect by clicking on the selection. necessary, you can choose animation for the Emphasis and Exit Custom animations
6. Repeat steps 3-5 for each additional object you would like to animate on the slide.
7. To change animation order, click the Re-Order button.
8. In the Animation order list, if necessary, click the object that you wish to change the animation order for, then click either the Up or Down arrow.
9. Click Play to view a Preview of your settings.

ADDING SOUNDS FROM A FILE

It is possible to add sound files to a slide, and have them played at a special time during the slide's presentation.

To Add a Sound from a File

1. In Slide view or Normal view, go to the slide that you want to add sound to.
2. Click Insert Tab on Ribbon then click Sound icon. Click Sound from File from Media group.
3. Locate the sound file.
4. Click on a sound file, and click OK.
5. A dialog box will appear, click "when on "when clicked" play manually.
6. A sound icon has been placed in the middle of your slide. You can move or re-size it.
7. To hear a preview of the sound, double click on the icon.
8. When you run the slide show, you'll have to click on the icon to hear the sound.

To Animate the Sound

1. In Normal view go the slide that you want to modify the sound animation.
2. Click the Speaker icon to select it.
3. Click Animations Tab, and then click Custom Animation groups.
4. Click the Add Effect tab to animate the Entrance, Exit, Emphasis of the sound icon
5. If necessary, select the Start on Click mode under the Modify Play Settings.
6. If necessary, click the Re-Order button. In the Animation order list, if necessary, click the object that you wish to change the animation order for, then click either the Up or Down arrow.
7. Click Play to view a Preview of your settings.

EMBEDDED / LINKED OBJECTS

Many types of objects can be added to a slide show. Objects added to a slide can be referenced two different ways:

Embedded Object: An object can be embedded into the slide in which case the object in its current state is placed directly onto the slide. When we create a new object from the Insert Object dialog box, we are creating an embedded object. Practical examples here are a MS Word table or an Organizational Chart.

Linked Object: An object can also be linked to a slide in which simply a reference to the objects actual location is what is placed onto the slide, so that if the object changes, those changes will be seen when the object is selected from the slide show. When we choose Create from file in the Insert Object dialog box, we have the option to insert the object as linked. This feature is useful when we want to reference a MS Word or MS Excel file from a presentation. We don't want the file itself to be placed on the slide, instead we want to view that file in the program it was created by.

To Insert a Linked Object

1. In Normal view.
2. Click Insert Tab, then click Object from the text group on the Ribbon.
3. Click the Create from file radio button.
4. Click the Browse button to find the file you wish to reference.
5. Locate the file, select the file and click OK
6. To create a link, click on the Link box. Then click OK
7. You can now move the object or resize it on your slide.

To Embed an Organizational Chart

1. In Normal view.
2. Select blank layout slide by going back to Home Tab and select New Slide bu
3. Click Insert Tab on Ribbon then click SmartArt from Illustrations group.
4. Select Hierachy for the list, then select desired chart type, then click OK.
5. Enter text in the chart.
6. Add color scheme to chart by clicking desired colors from Change Color group.

CREATE HYPERLINKS

Hyperlinks can link to other objects such as Word documents, Excel spreadsheets, etc. In addition, Hyperlinks can link to websites and even to other slides in the same or a different presentation. Unlike embedded objects, objects accessed via a hyperlink will not be viewable from within the presentation. The originating program of the object will open. For instance, if you create a hyperlink to a Word document, Microsoft Word will open and display the document when the link is clicked during a presentation.

To Create a Hyperlink

Wilderness Coast Public Libraries computer training & some equipment are made possible by a Library Services and Technology Act (LSTA) Grant administered by the State Library of Florida.

1. Select the text or image you want to display as the hyperlink then click the Insert Hyperlink button from Insert Tab.
2. Insert Hyperlink button
3. Click the Existing File or Web page box, enter the URL of the website you wish to link to or click Browse to locate a file to link to.
4. To link to a specific slide in the presentation, click the Place in This Document icon on the left side of the dialog box. Select the title of the slide you wish to link to.
5. Click OK.

NOTE: You need to be in Slide show view to test out your link. And you need to have an active Internet connection to use links to websites during your presentation.

SLIDE MASTERS

Every presentation has slide masters that control the overall appearance and layout of each slide. The master slide contains all the formatting information that the template brings into the presentation. All changes made to the master slide will be reflected on each slide in your presentation. From a design aspect, it is best to change any text formatting from the Master Slide to maintain consistency throughout your presentation.

- Slide Master – Settings on the Slide Master change the looks of all the slides except the Title slide.
- Title Master – Settings on the Title Master change the looks of the Title slide only.
- Handout Master – Allows you to choose an outline or how many slides will print out onto each handout.
- Notes Master – Allows you to set up the notes page view so that outline and slides are visible.
- Formatting Text from the Slide Master

To Format Text using Slide Masters

1. Slide Masters
2. Different Sets of Masters
3. Click View Tab on the Ribbon, Click Slide Master, then click either Title Master or Slide Master.
4. Select the text to be formatted.
5. Click Home Tab, select desired formatting options.
6. Once your formatting is complete, return to the slide view by clicking View Tab then Normal.

Changing Bullet Styles for your Presentation

1. To Change the Bullet Style from the Master Slide Master, Click View Tab on Ribbon, then click Slide Master.
2. Click the line that you would like to change the bullet.
3. Click Home Tab on Ribbon , select Bullets or Numbering icon, then click arrow from drop down menu.
4. Click on a different bullet style. Once your formatting is complete, return to the slide view by clicking View Tab on Ribbon, then click Normal.
5. Additional Bullet Options

Note: To access more bullet styles, after step 3 click Bullets and Numbering then click Picture button.

Adding Images to the Master Slide

If you would like to have a particular image or logo appear on each slide of the presentation, you should add that image/logo using master slides.

To Add an Image to the Master Slide

1. Click View Tab on Ribbon, then click Slide Master. Select Slide Master or Title Master.
2. Select Insert Tab, then select Picture or Clip Art. If you picked ClipArt, type the ClipArt category then click the picture that you would like to insert or from the Pop-up menu click the arrow, this is the Insert button. If you picked Picture which is From File, Use the Look in drop down list to locate the picture. Click the name of the picture and click Insert.
3. Once your formatting is complete, return to the slide view by clicking View Tab on Ribbon then click Normal.