Microsoft PowerPoint 2007

Assoc. Prof. Pannipa Phaiboonnimit

Adapted for English Section by Kittipitch Kuptavanich

and Prakarn Unachak

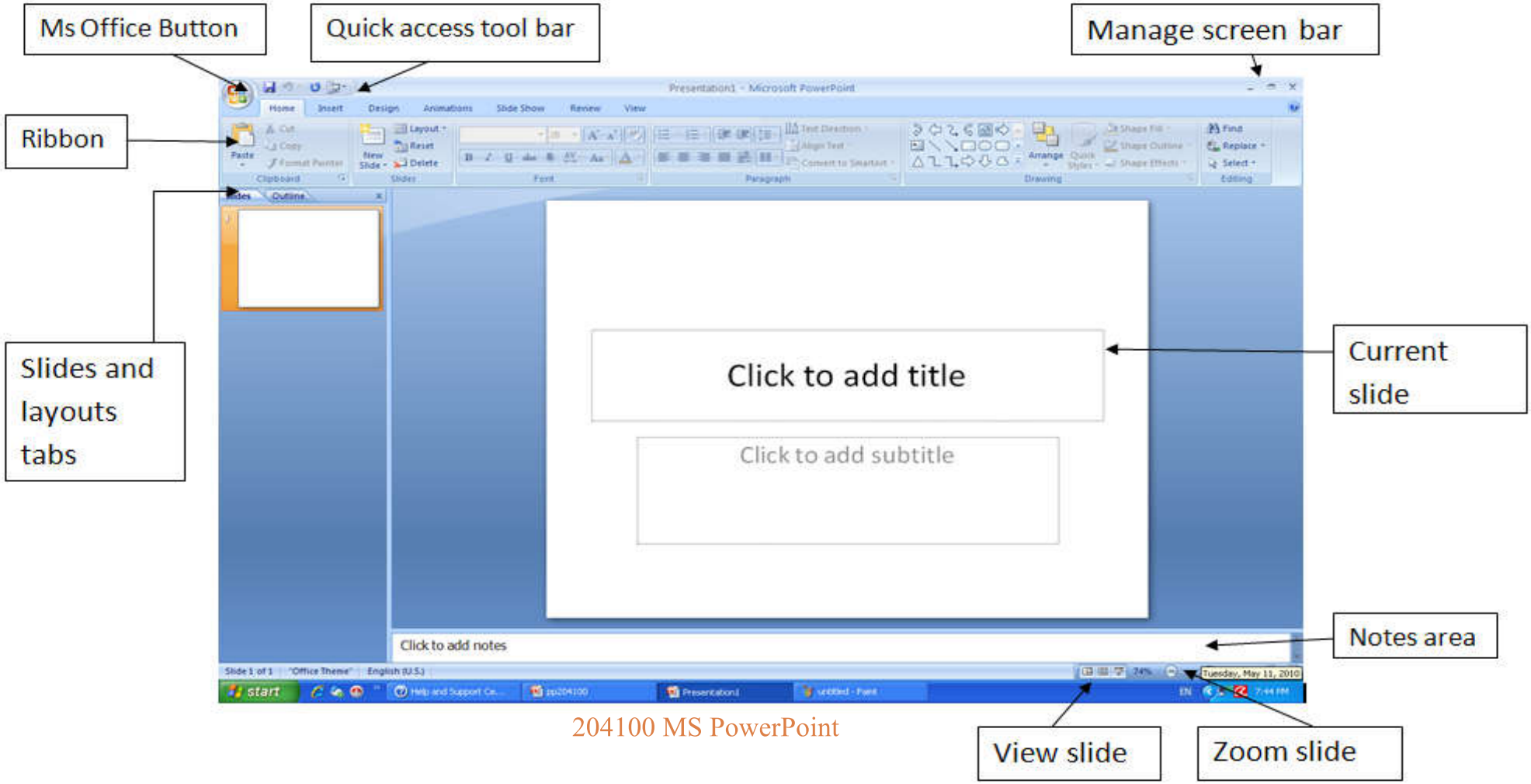
Outline

- Screen Layout
- Beginning with Home Tab
- Formatting Objects
- Inserting Objects
- Design
- Slide Show
- Animation
- Printing
- Tips on Creating a Presentation
- An Example

Microsoft PowerPoint

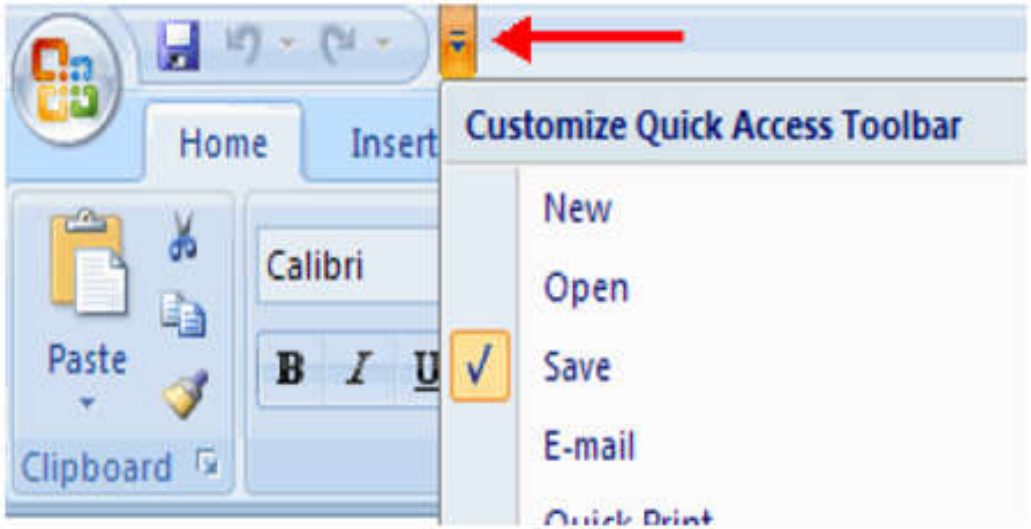
- MS PowerPoint is an application software for creating slide show presentation and related items
- MS PowerPoint can create/ build
  - Presentation Slides
  - Audience handout (handout document to audiences)
  - Speaker's Note (script for a speaker)
  - Outline page (a page of outline to be presented)

MS PowerPoint 2007: Screen Layout

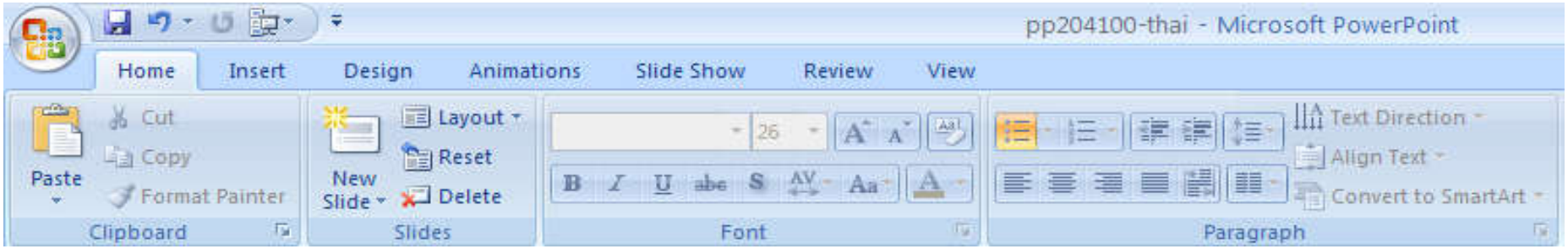


Screen Layout — Quick Access Toolbar

- Contains often-used commands.
  - You can press the downward arrow to customize the toolbar.



Screen Layout — The Ribbon (1)



Home: Clipboard, Slides, Fonts, Paragraph, Drawing, Editing
Insert: Tables, Illustrations, Links, Text, Media Clips
Design: Page Setup, Themes, Background
Animations: Preview, Animation, Transition to this slide
Slide Show: Start Slide Show, Setup, Monitor
Review: Proofing, Comments, Protect
View: Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, Macros

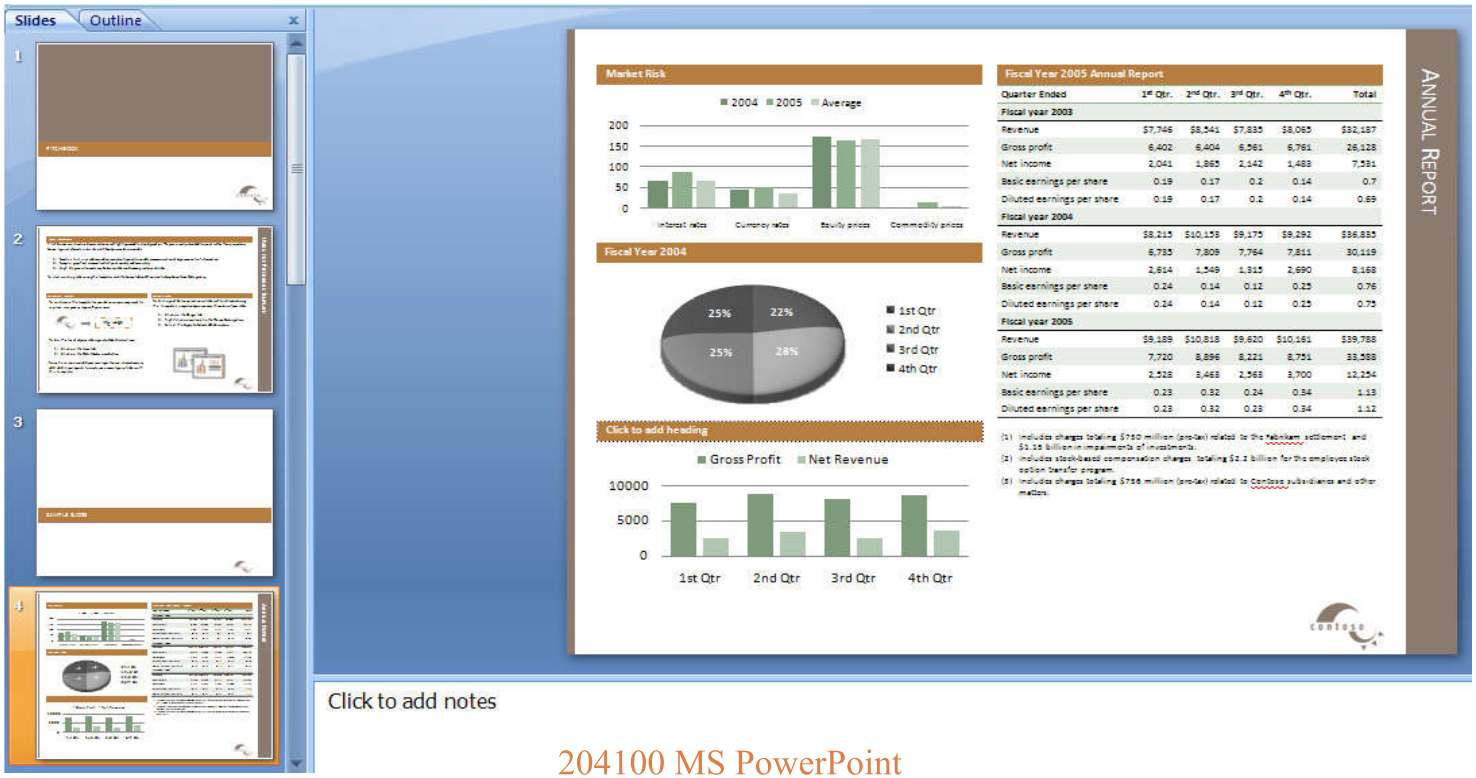
- Extra tabs can appear when you select an object

Screen Layout — MS Office Button

- For other version, it will be *File* menu instead.
- Open, Save, Print, Send
- New Presentation
  - You can start a new presentation from
    - Template
    - Themes
    - Blank Presentation

Templates

- A PowerPoint template is a pattern or blueprint of a slide or group of slides



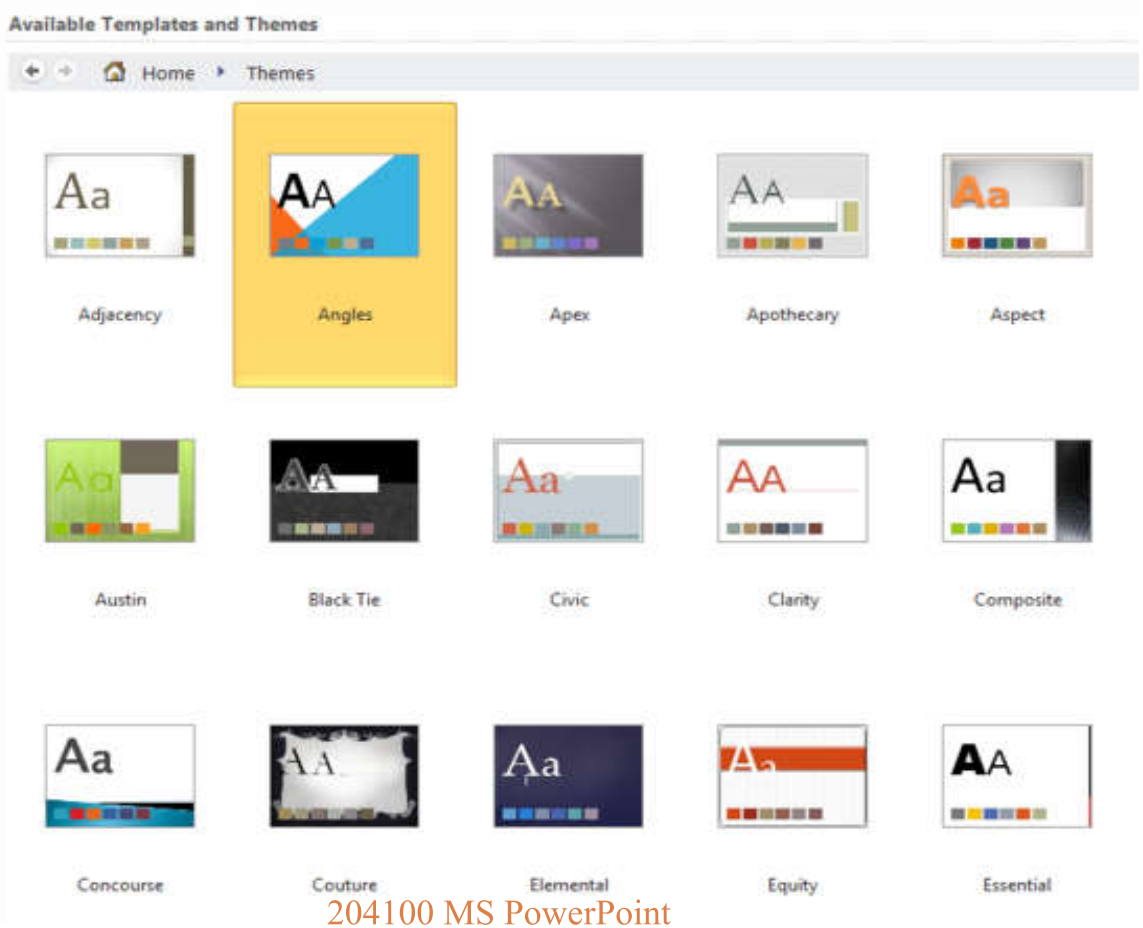
Templates: Examples

Agendas	Award certificates	Brochures
Budgets	Business cards	Calendars
Content slides	Contracts	Databases
Design slides	Diagrams	Envelopes
Expense reports	Fax sheets	Flyers
Forms	Gift certificates	Greeting cards
Inventories	Invitations	Invoices
Labels	Letters	Lists
Memos	Minutes	Newsletters
Plans	Planners	Postcards
Purchase orders	Receipts	Reports
Resumes	Schedules	Schedules
Statements	Stationary	Time sheets

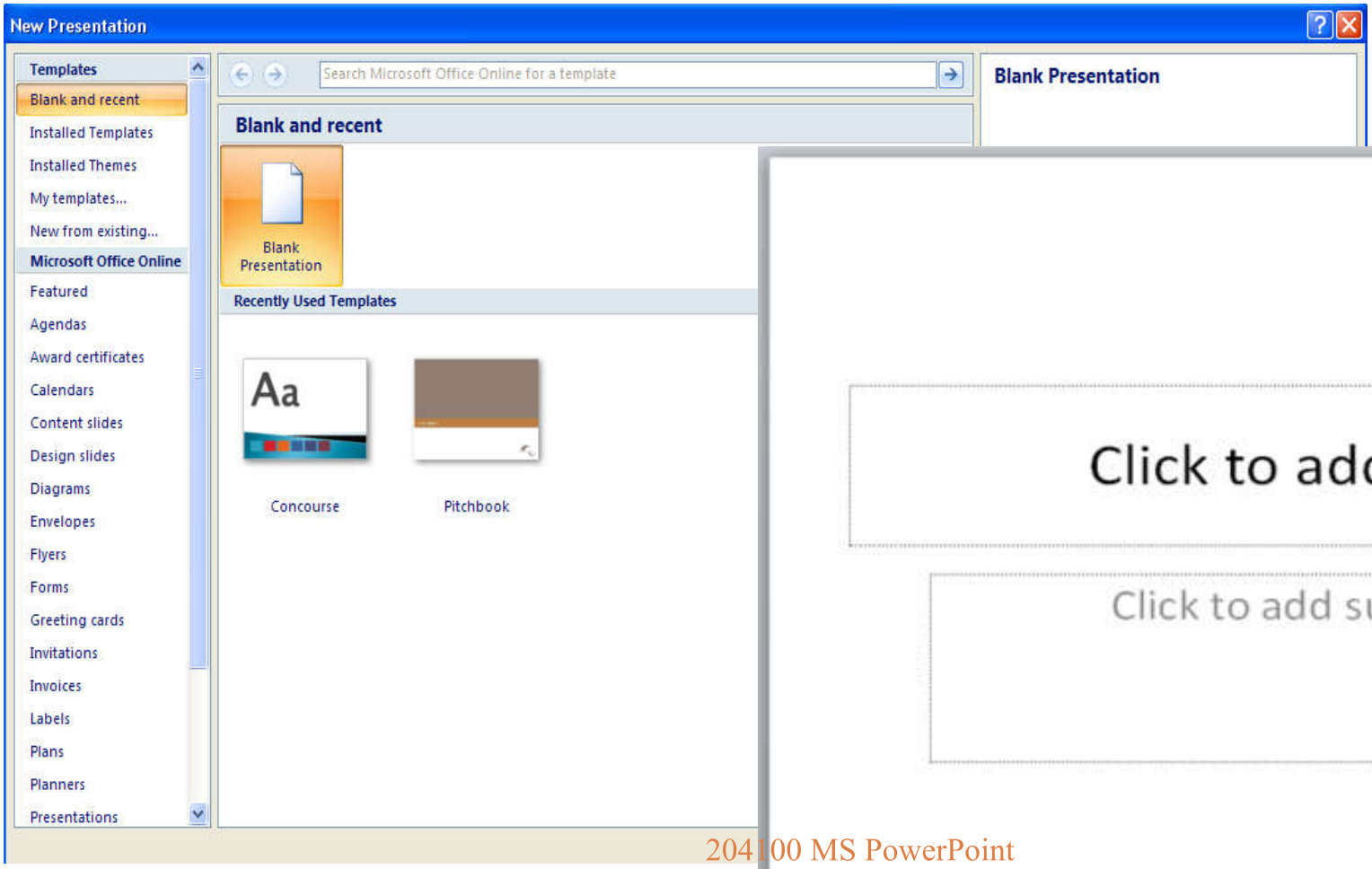
Themes

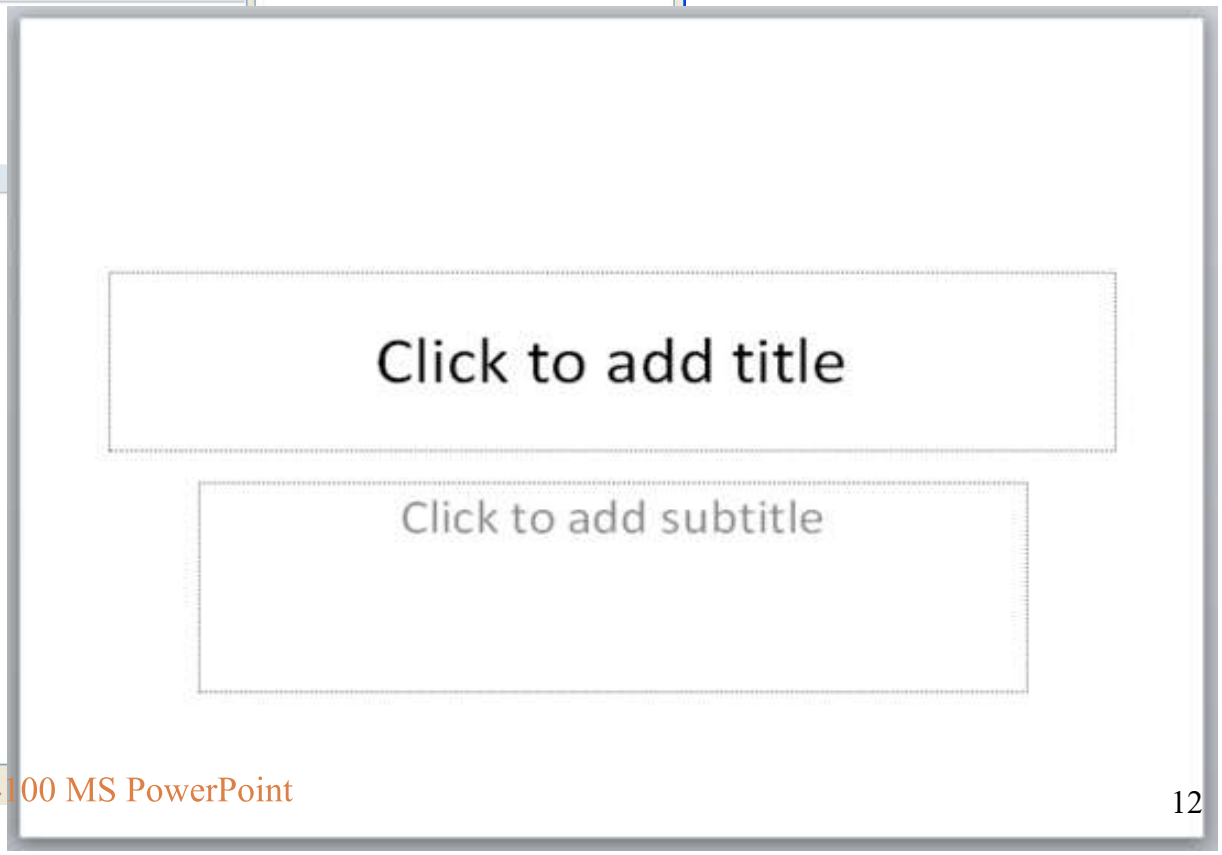
- To give your presentations a designer-quality look — a look that includes one or more slide layouts with coordinating colors, a matching background, fonts, and effects, you'll want to apply a theme.

Themes


Available Templates and Themes
Home
Themes
Adjacency
Angles
Apex
Apothecary
Aspect
Austin
Black Tie
Civic
Clarity
Composite
Concourse
Couture
Elemental
Equity
Essential

Blank Presentation





Open and save

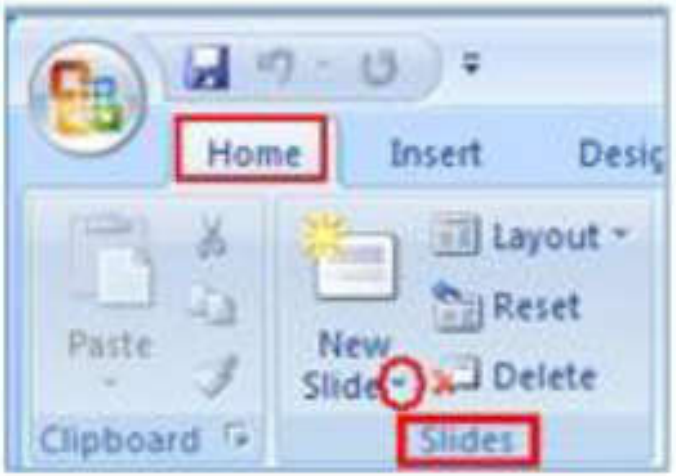
- Open
  - MS Office Button → Open → Select File
- Save
  - MS Office Button → Save as → เลือก version
    - Type in File Name → OK

Different views in PowerPoint

- Creating or editing
  - Normal view
  - Slide Sorter view
  - Notes Page view
  - Master views

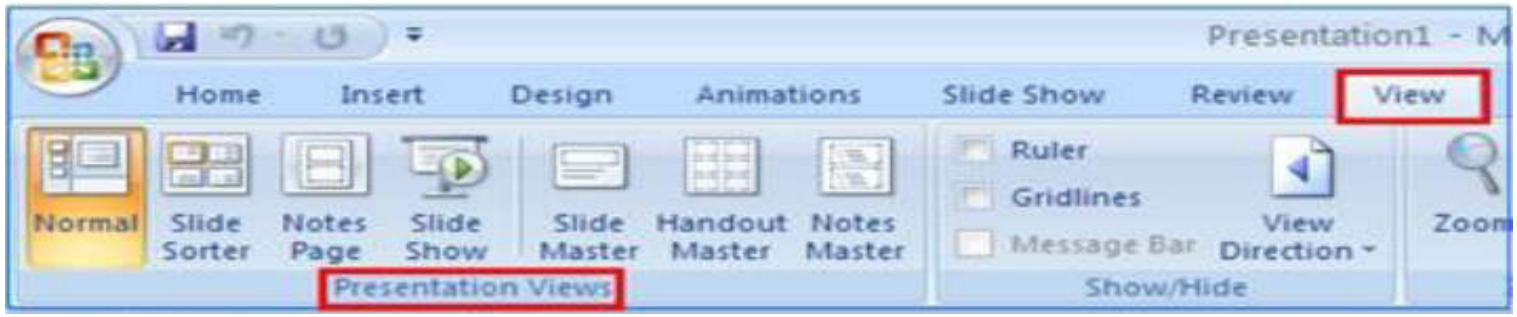
Adding New Slide

- Add new slide : Home tap → New slide

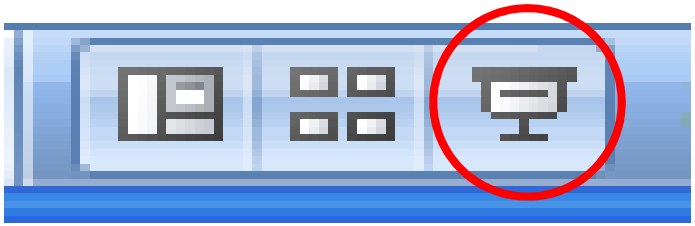


- Or Press Ctrl-M

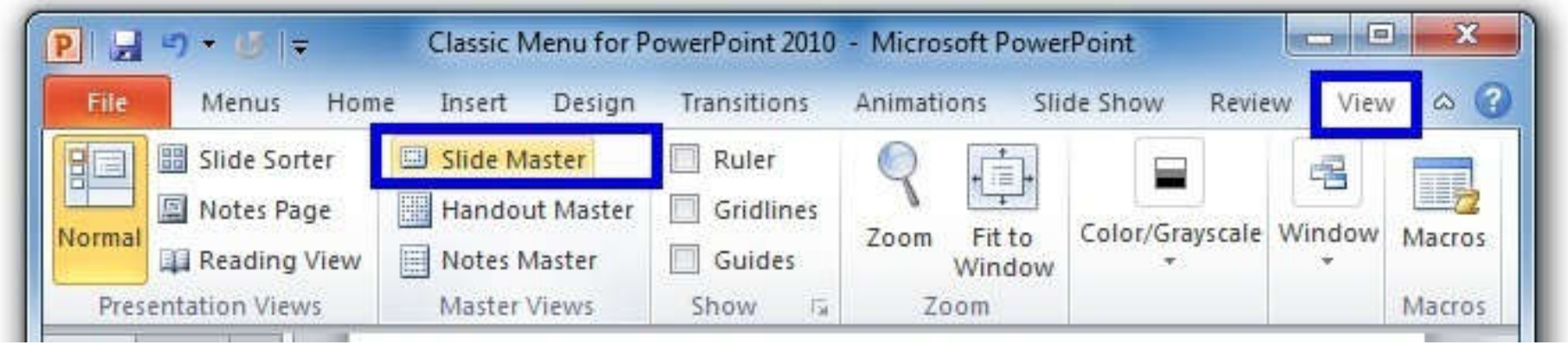
Different views in PowerPoint



- Normal
  - For editing and creating new slides
- Slide Sorter
  - See the ordering of slides
- Note Page
  - Add notes to the slides
- Slide Show
  - Show the presentation

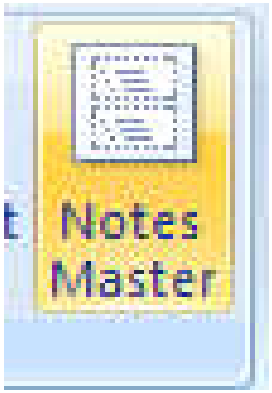


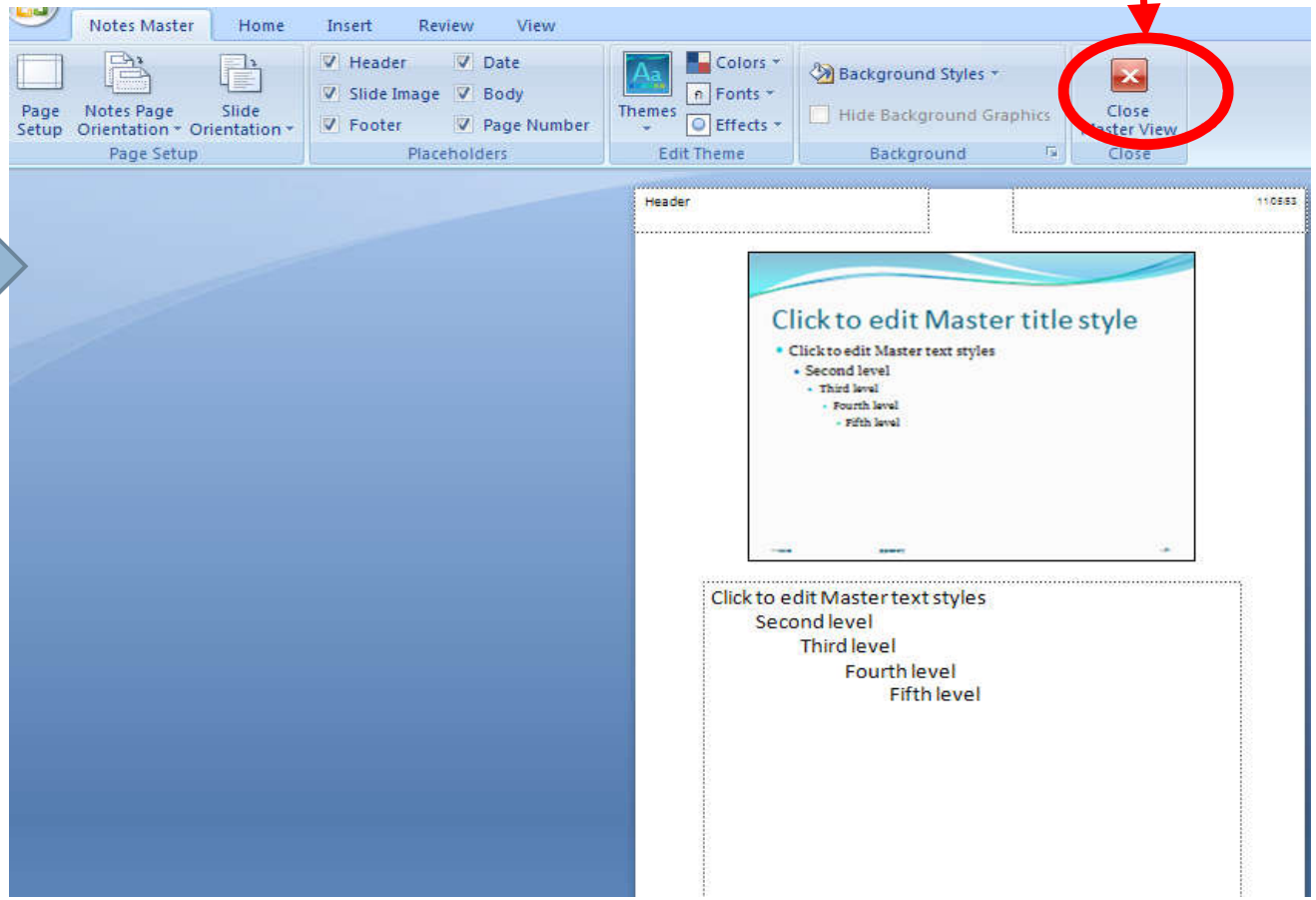
Slide Master



- Used for:
  - Make Changes to All Slides
  - Adding and Changing Layout

Note Master

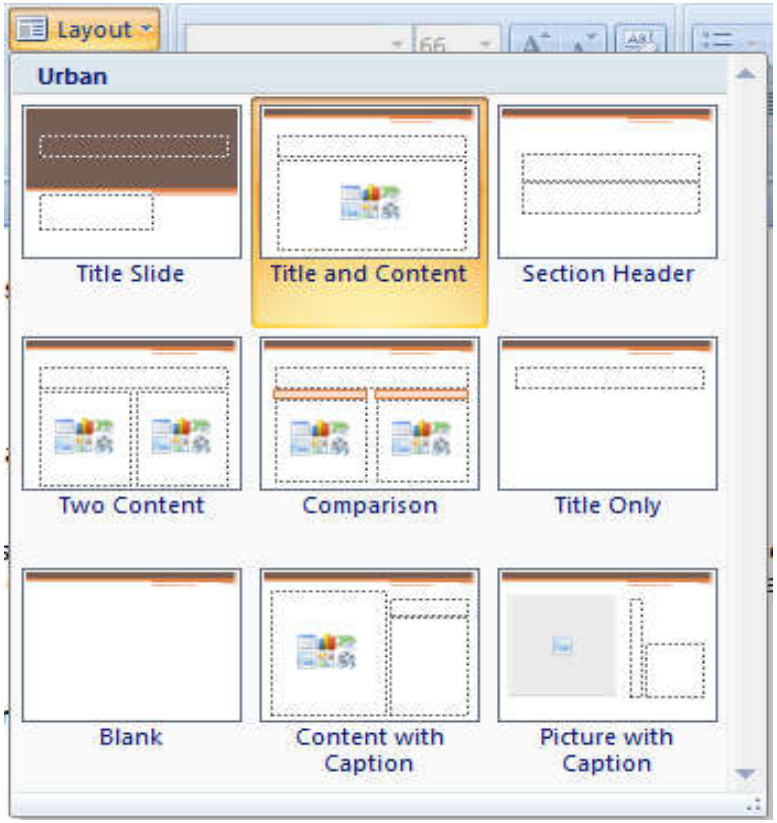

Notes
Master


To Close
Notes Master
Home
Insert
Review
View
Page Setup
Notes Page Orientation
Slide Orientation
Header
Slide Image
Footer
Date
Body
Page Number
Placeholders
Themes
Colors
Fonts
Effects
Edit Theme
Background Styles
Hide Background Graphics
Background
Close Master View
Close
Header
Click to edit Master title style
Click to edit Master text styles
Second level
Third level
Fourth level
Fifth level

Home Tab

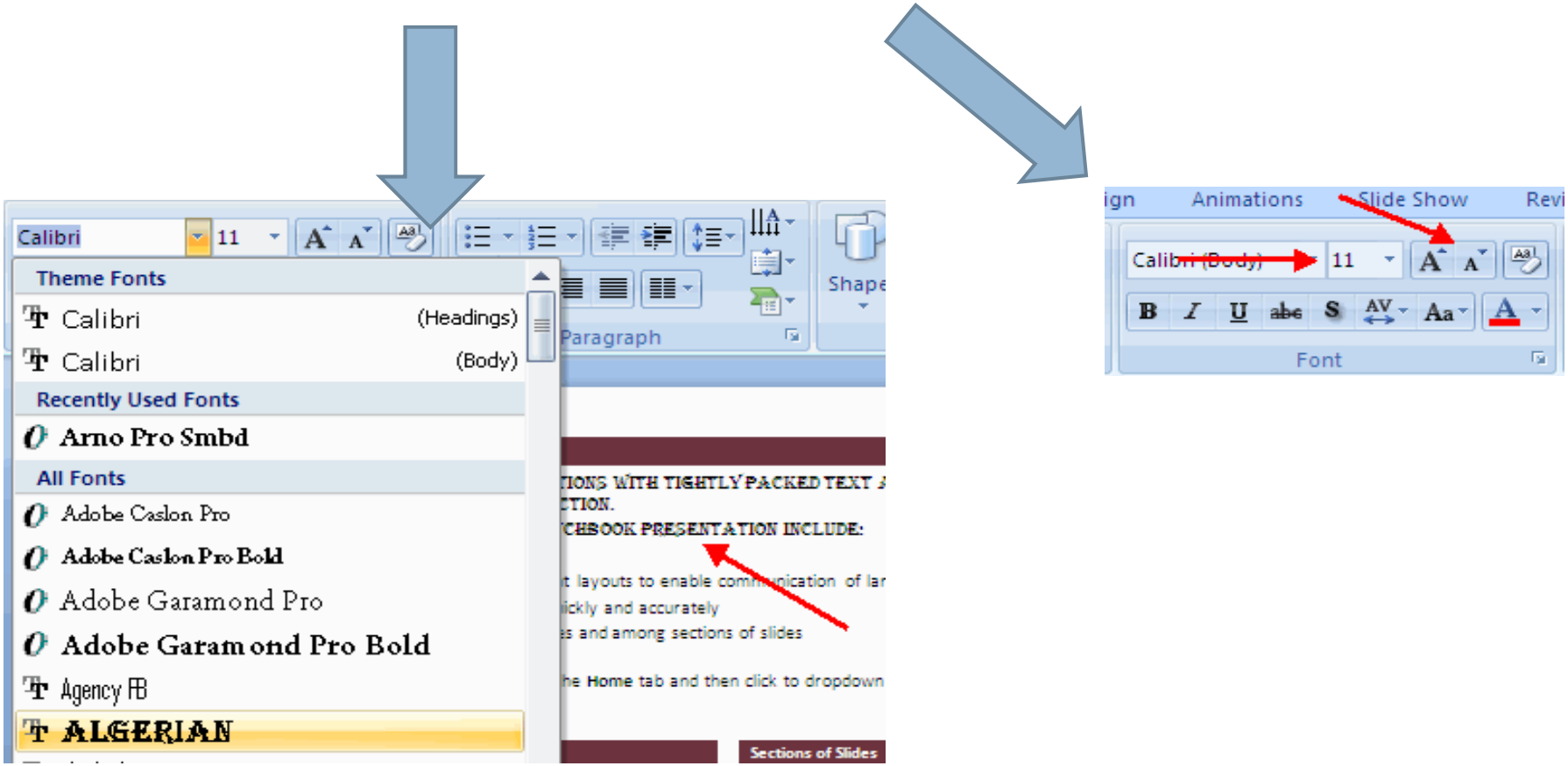
- Slide Layout
- Change Font Typeface and Size
- Alignment & Text Direction
- Drawing
- Editing

Slide Layout

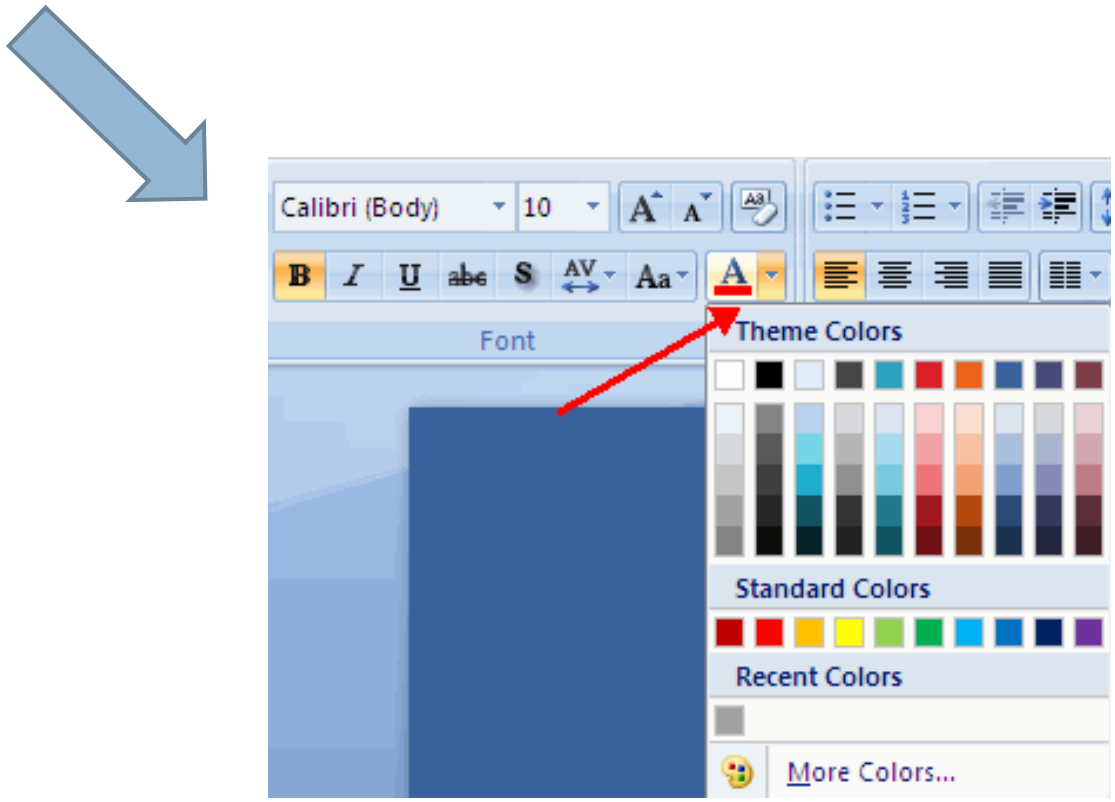


- On a slide, Define
  - Containers
  - Positioning
  - Format
- Can add your own on Slide Master

Change Font Typeface and Size



Change Text Color

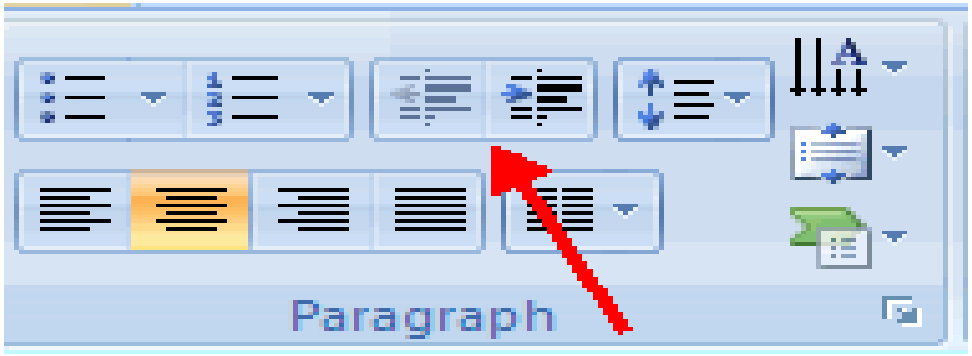


Alignment

- Home → alignment
  - Align Left
    - Center
      - Align Right
  - Justify

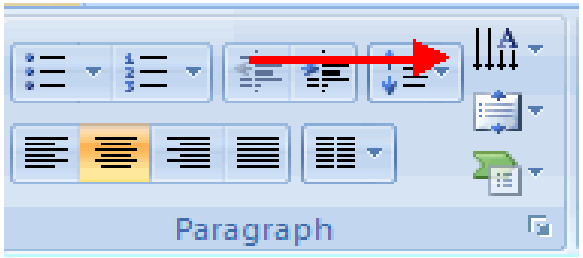
Indentation & Paragraphs

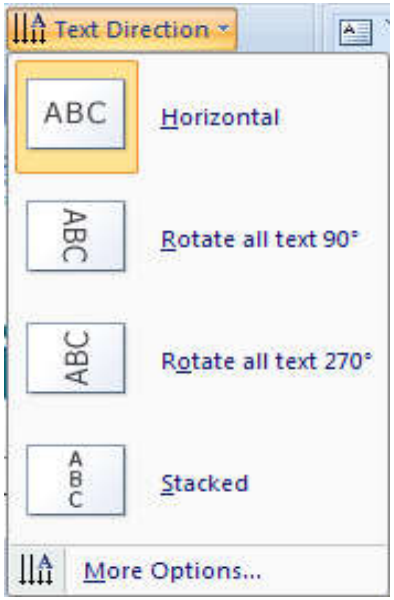
- Increase or Decrease Indentation to Lines of Text



Text Direction

- Change the direction of text
- Select the text, then go to Home Tab → Text Direction





Selecting Objects

- Click on the object you want to select
- Depending of type of objects, additional tabs will appear

Formatting Objects

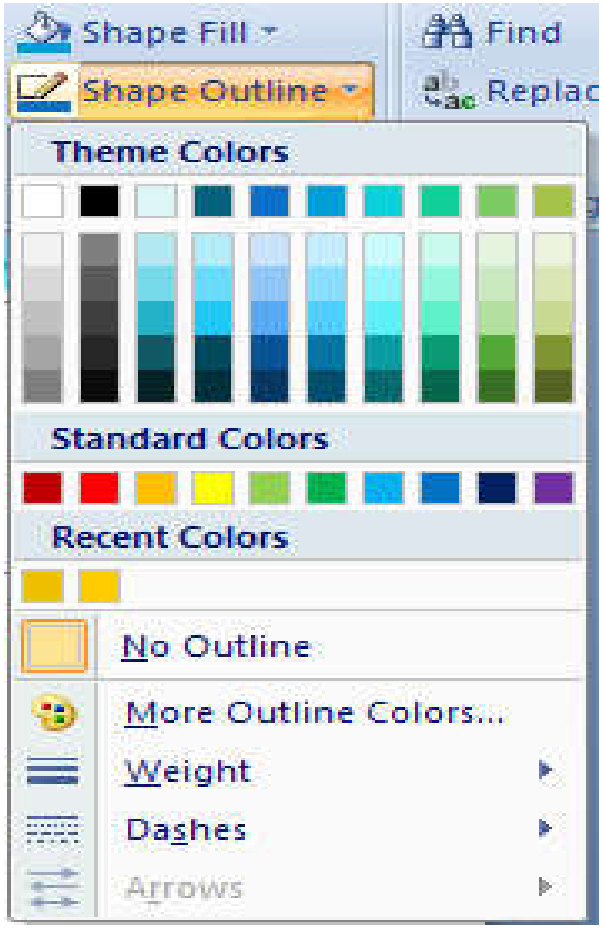
- Change the Appearance of Objects (text box, shapes, etc.)
- Can change:
  - Objects' Color (Shape Fill)
  - Objects' Outline
  - Adding Effects to Objects

Shape Fill

- Adding/Changing Fill Color of an Object
- Select the object, then go to
  - Home Tab → Shape Fill

Shape Outline

- Adding/Changing Outline of an Object
  - Type of line
  - Color
  - Weight (width)
- Select the object, then go to
  - Home Tab → Shape Outline

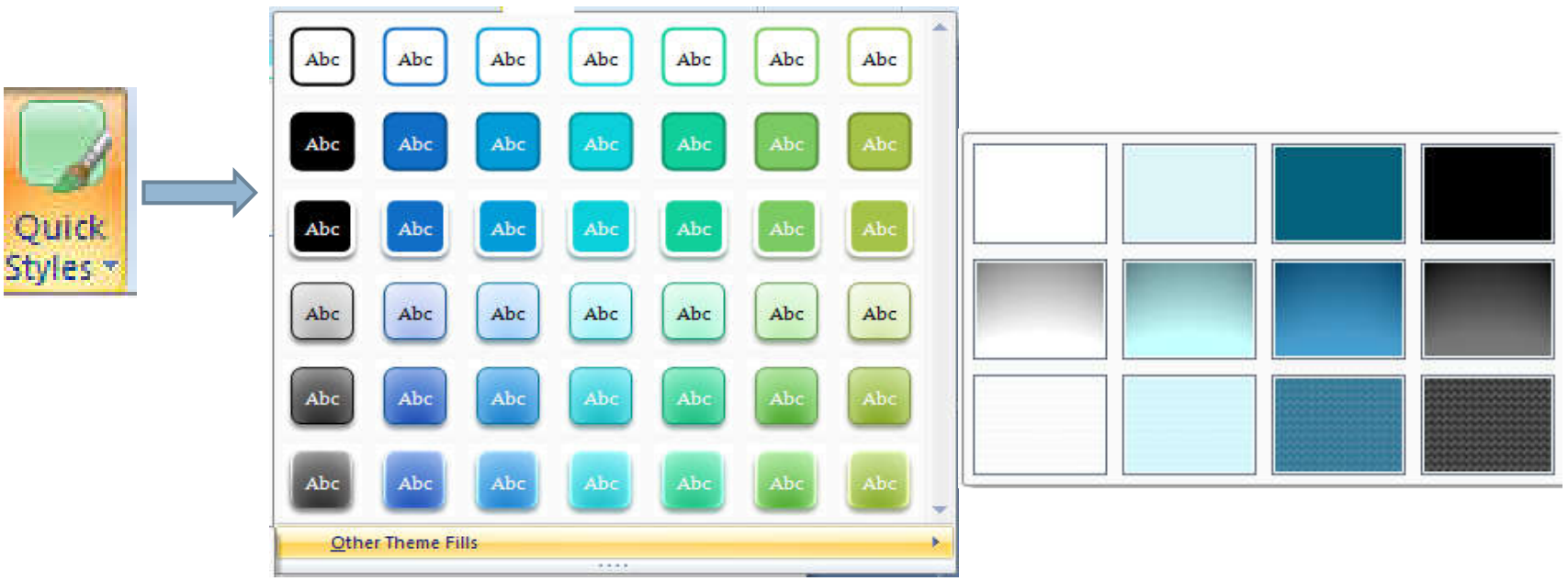


Shape Effect

- Adding/Changing Effects to an Object, such as:
  - Shadow
  - Glow
- Select the object, then go to
  - Home Tab → Shape Effects

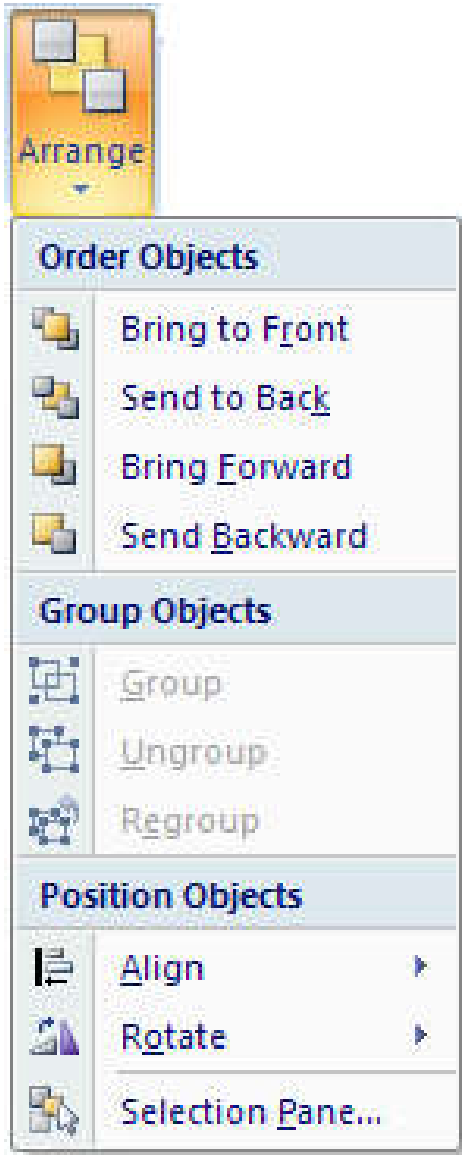
Quick Style

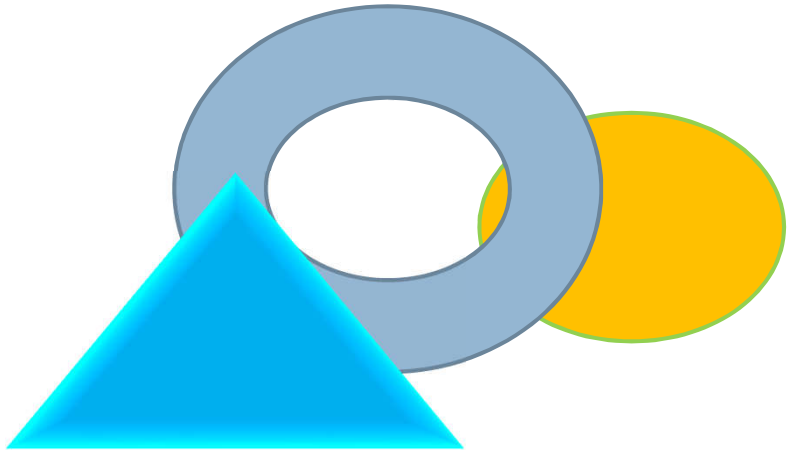
- Adding Styles (fill + outline + effects) to an Object quickly.
- Select the object, then go to
  - Home Tab → Quick Styles



Arrange

- Changing the Order of Objects
  - Which one appear in front/in the back of others
- You can also group objects
- Select the object(s), then go to
  - Home Tab → Arrange
  - Then select the ordering/grouping





The Insert Tab

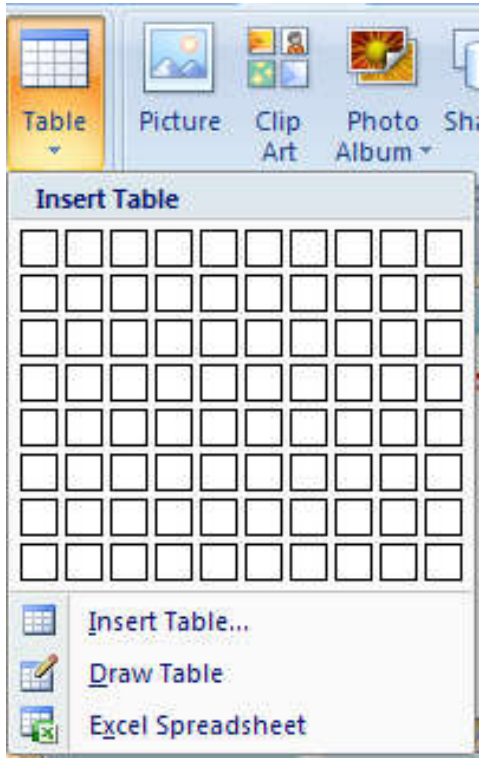
Insert Tab

- Table
- Picture
- Clip Art
- Photo Album
- Shapes
- Smart Art
- Chart
- Hyperlink
- Action

More details @ http://it.usu.edu/tutorials/use-the-insert-tab-in-powerpoint/

Insert Table (1)

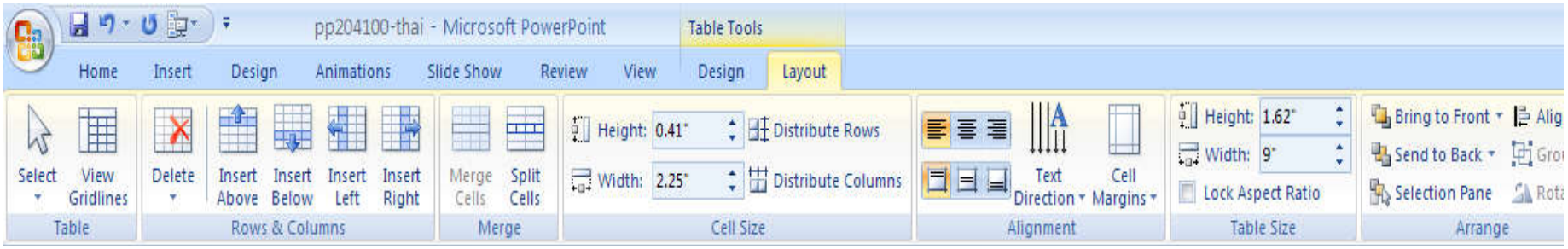
- Insert Tab → Table
  - Select dimensions of cells then press Enter of Left Click
- Table Tools Tabs will appear
  - Design
  - Layout



Insert Table (2)

- Design Tab is for changing the look (border, color)

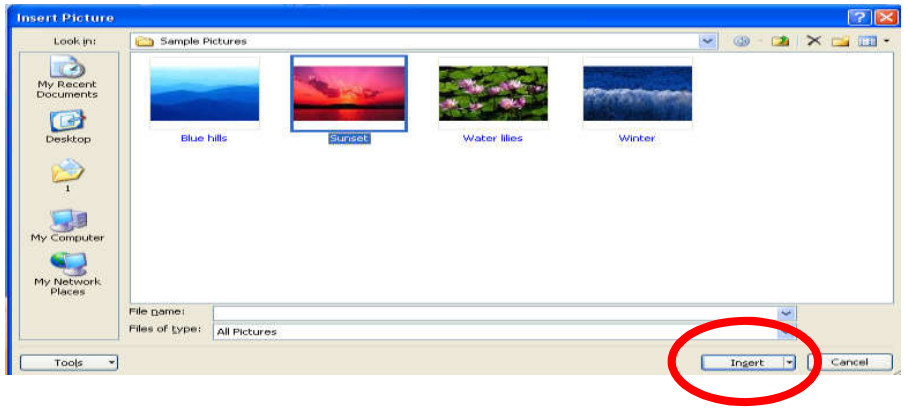
- Layout Tab is for changing how cells/table are positioned



Insert Picture

- Insert Tab → Picture

  - Select the image you want
  - Click Insert



- Format Tab (Picture Tools)
  - Alter color, shapes, position, even which part will be shown (crop)

Insert Clip Art

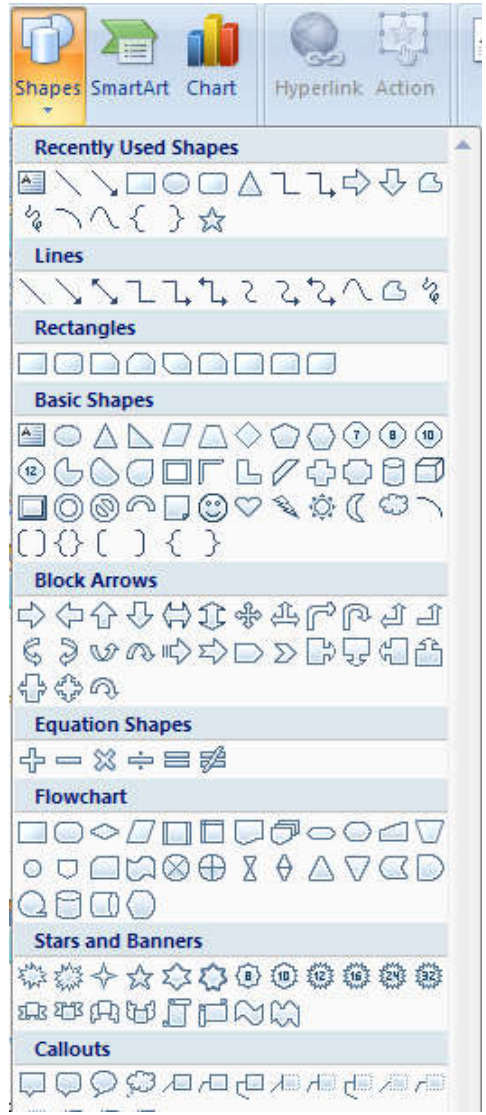
- Insert Tab → Clip Art

  - Clip Art panel will appear
  - Use keywords to search for clip arts
    - Type keywords under *Search for:*
    - Click *Go*
- Clip Arts are not available in later version

Insert Shapes

- Insert Tab → Shapes

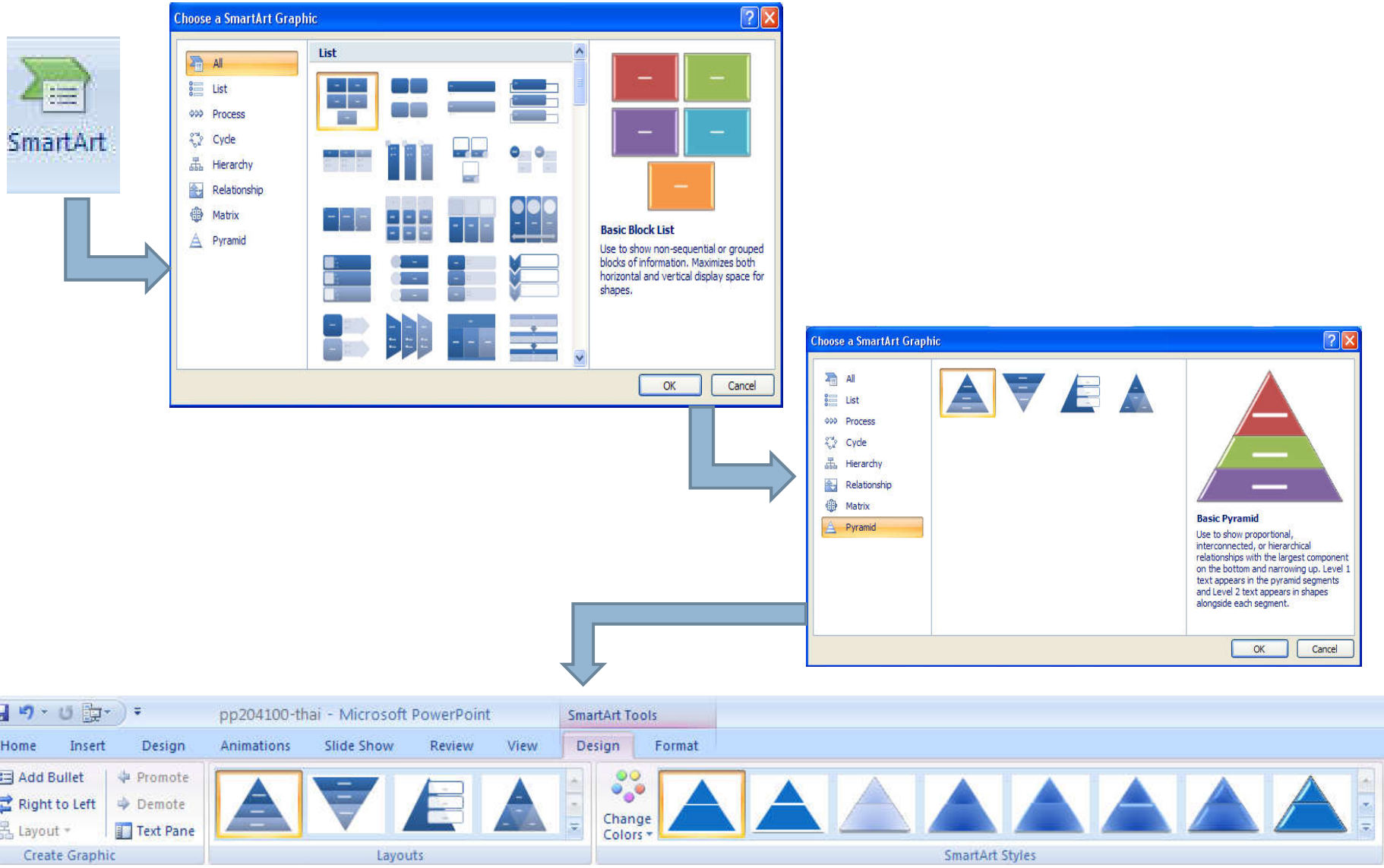
  - Select the shape you want
  - Then click-and-drag to draw it on the slide



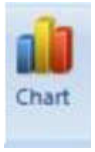
Insert SmartArt

- Premade combination of texts and shapes
- Insert Tab → SmartArt

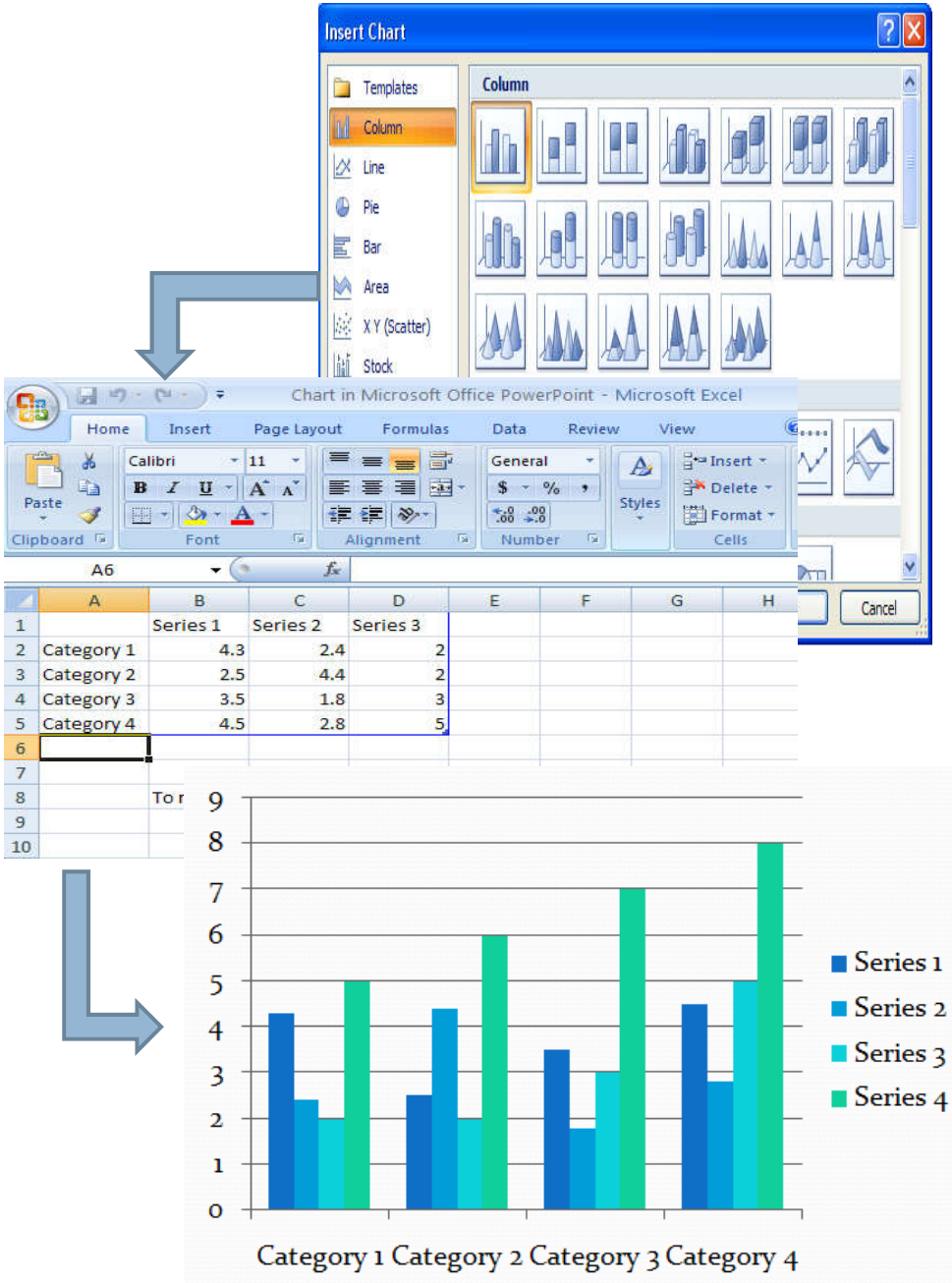
- Select SmartArt
- Make changes as you'd like
  - Type in Text
  - Change Color and Layout


SmartArt
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
List
Basic Block List
Use to show non-sequential or grouped blocks of information. Maximizes both horizontal and vertical display space for shapes.
OK
Cancel
Choose a SmartArt Graphic
All
List
Process
Cycle
Hierarchy
Relationship
Matrix
Pyramid
Basic Pyramid
Use to show proportional, interconnected, or hierarchical relationships with the largest component on the bottom and narrowing up. Level 1 text appears in the pyramid segments and Level 2 text appears in shapes alongside each segment.
OK
Cancel
pp204100-thai - Microsoft PowerPoint
SmartArt Tools
Home
Insert
Design
Animations
Slide Show
Review
View
Design
Format
Add Shape
Add Bullet
Right to Left
Layout
Promote
Demote
Text Pane
Create Graphic
Layouts
Change Colors
SmartArt Styles

Insert Chart

- Graphical Representation of Data (graph)
- Insert Tab → Chart 

  - Select Chart Type
  - Type in Data on Spreadsheet
  - Adjust Details
- *Design, Layout and Format* Tabs will appear



Insert Text Objects

Insert Tab

- Text Box
  - Insert Tab → Text Box
  - Click and Drag to position the text box
  - Type in the Text

Text Objects

Add text

click text box → drawing text box → typing letter

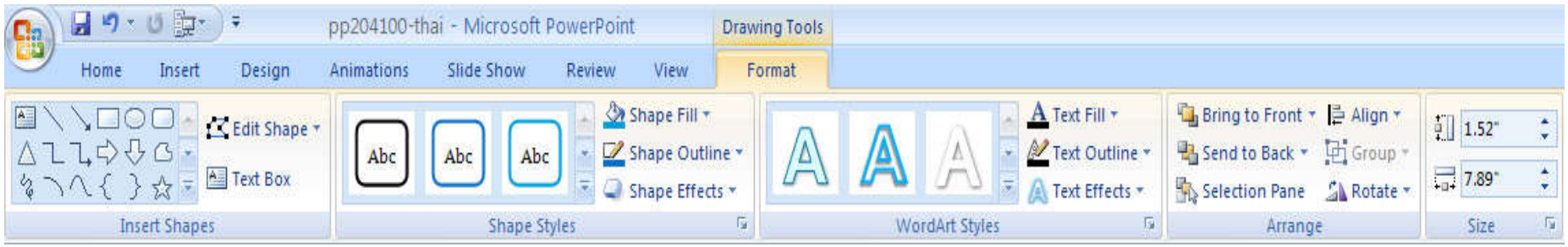
Add word art

Click word art → select type → typing letter

Add symbol

Click Symbol → select symbol → insert

- When you select a shape or a text object, *Format* tab (Drawing Tools) will appear



Adding Header and Footer

- Insert Tab → Header and Footer

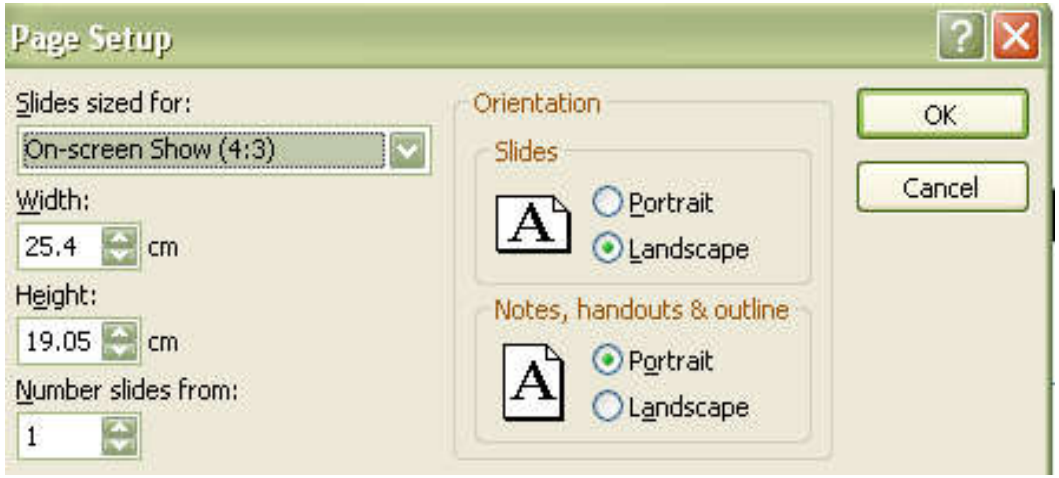
Links

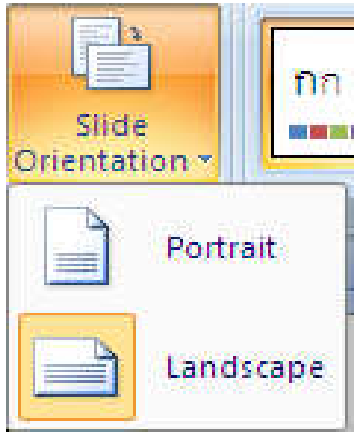
- Hyperlink

  - Create Link to web page, picture, e-mail, other slide
  - Select object → Insert tab → Hyperlink
- Action
  - Add the action to the object selected what will be happen when click or moving mouse cursor over it.
  - Example.
  - Select object → Insert tab → Action

Design Tab

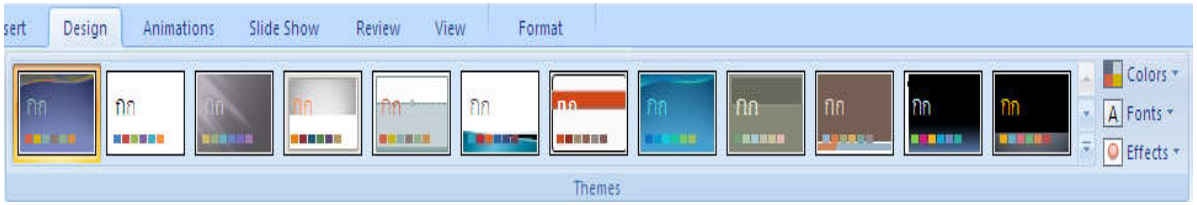
- Page Setup & Slide Orientation



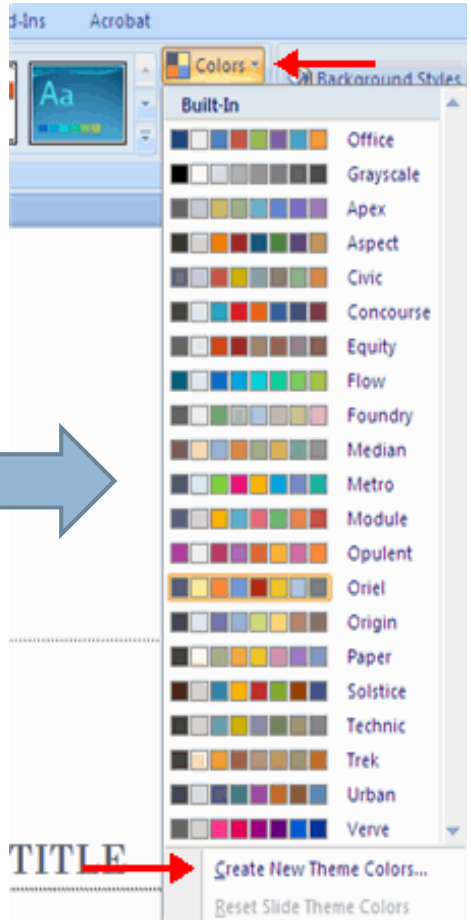


- Themes
- Background

Theme

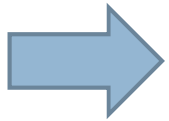


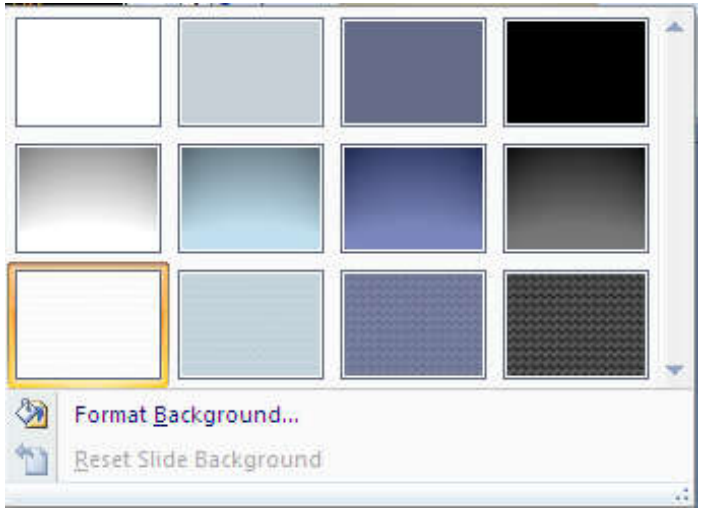
- Theme
  - Design → select theme
- To apply new colors to a theme:
  - Click the **Colors** drop down arrow
  - Choose a color set or click **Create New Theme Colors**



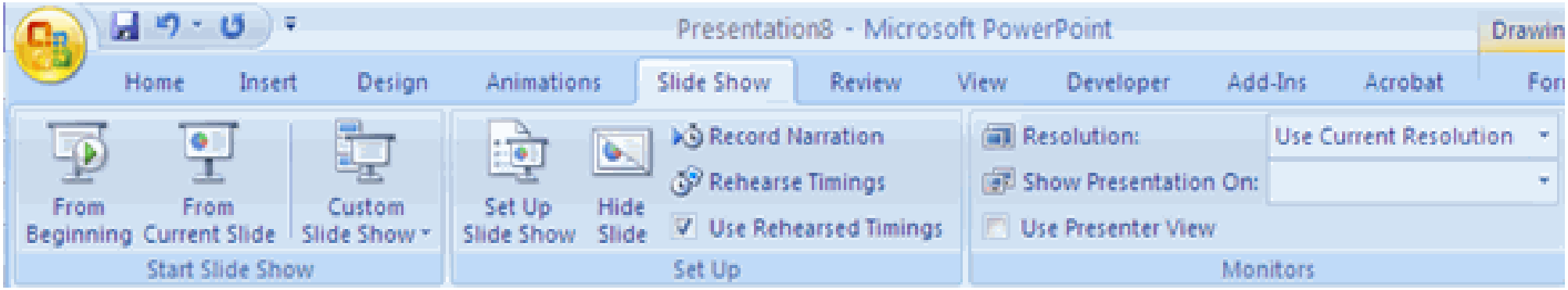
Background

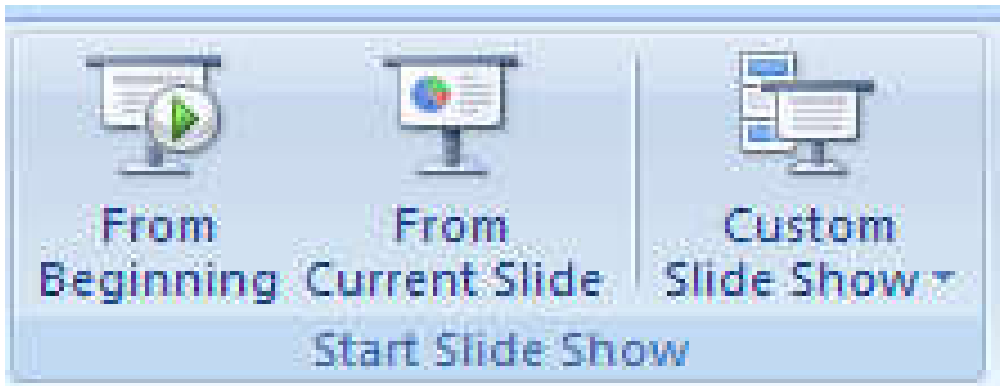
- Background
  - Design → Background styles





Slide Show


Presentation8 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Developer
Add-Ins
Acrobat
From Beginning
From Current Slide
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Record Narration
Rehearse Timings
Use Rehearsed Timings
Set Up
Resolution:
Use Current Resolution
Show Presentation On:
Use Presenter View
Monitors


From Beginning
From Current Slide
Custom Slide Show
Start Slide Show

Slide Slow (cont.)

- Custom Slide Show
  - Show chosen slides and ordering
- Set Up (default) Slide Show
  - Show Type
  - Screen
  - Custom Order
- Hide (current) Slide
- Record Narration
- Rehearse Timing – Time your presentation

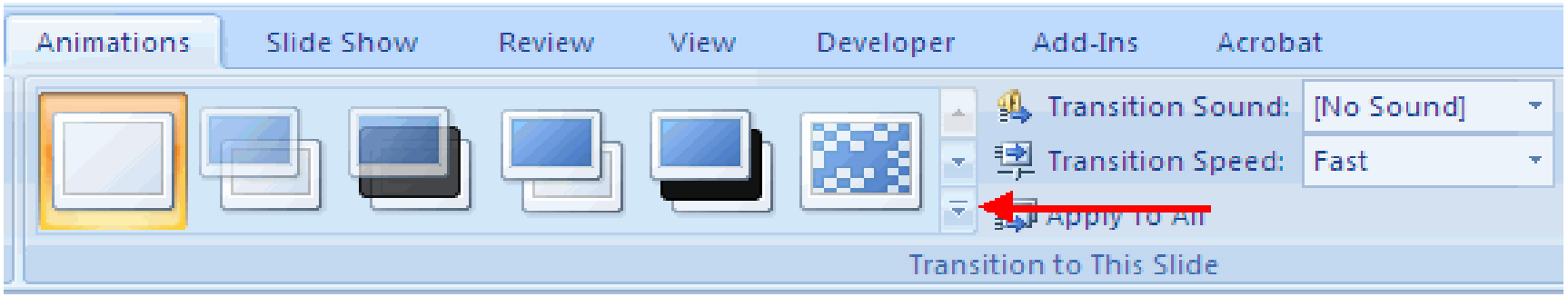
Presenter's View

- Available in later versions of PowerPoint
- Appear on presenter's screen
- Let you:
  1. See next slide/animation.
  2. See notes.
  3. Control setting during presentation.
  4. Select pointers/ see all slides/ etc. via screen menu.

Animations Tab

- Slide Transition
  - Animation when switching from one slide to the next
- Slide Animation
  - Animation for objects
    - Entrance/Emphasis/Exit
- Animation Preview

Slide Transition



- Slide transitions are the animation-like effects that occur in Slide Show view when you move from one slide to the next during an on-screen presentation.

Using Slide Transition

- Transition Effect
- Transition Sound
- Transition Speed
- Apply to All

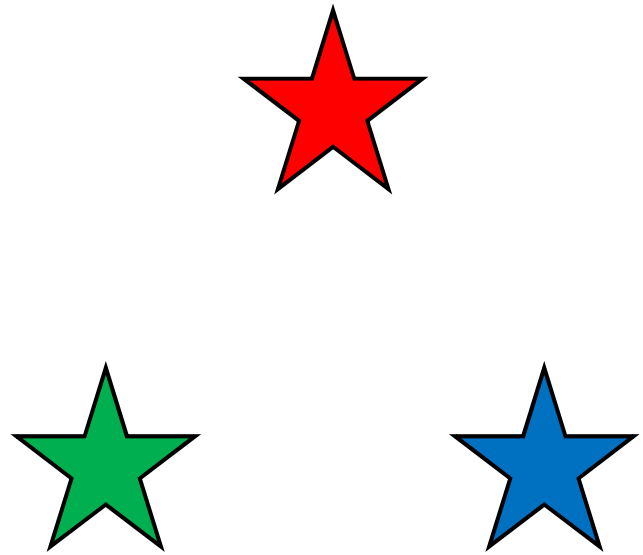
Slide Animation

- Animation effects and sounds can add excitement to your presentations and help you emphasize key points while you deliver the slide show

- To Apply an Animation Effect
  - Select the object
  - Click the **Animations** tab on the Ribbon
  - Click **Custom Animation**
  - Click **Add Effect**
  - Choose the appropriate effect

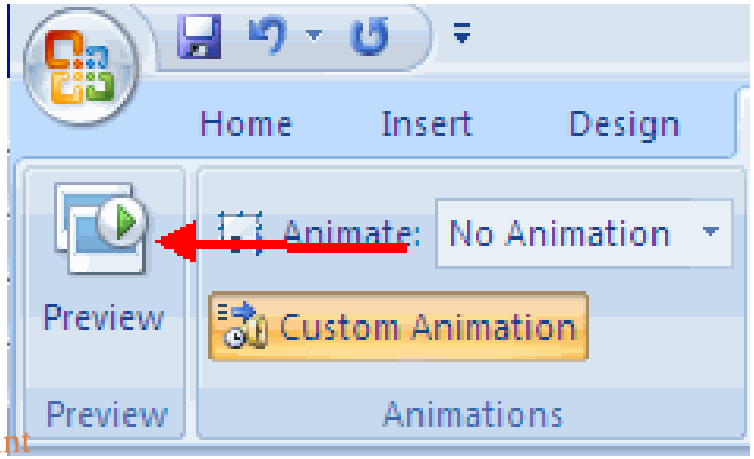
Custom Animation

- Effect Options
  - Effects
  - Timing
- Ordering



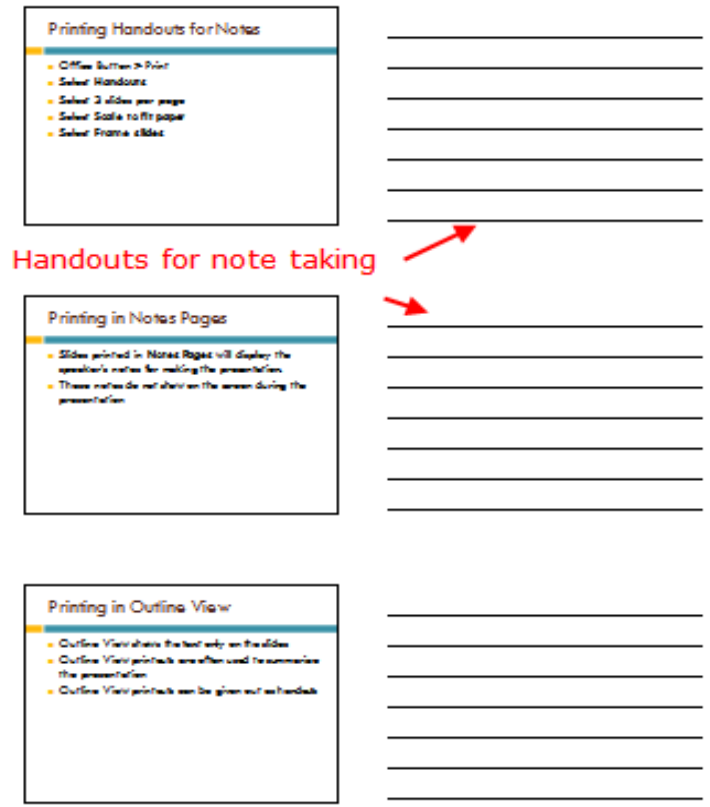
Animation Preview

- To preview the animation on a slide:
  - Click the **Preview** button on the **Animations** tab



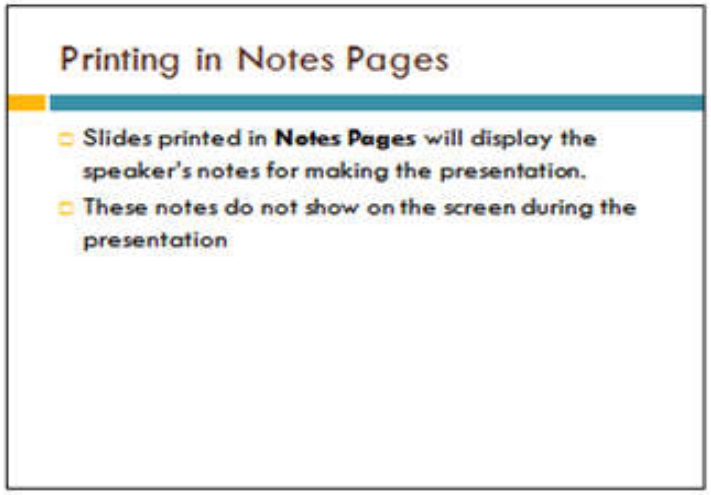
Printing Slides

- Handouts
- Notes pages
- Presentation
- Outline view



Printing Slides

Note Page



These are my notes for this slide.

Printing in this view is a way for the speaker to write his own jot notes about his talk while this slide is on the screen.

The notes will print out when the slide is printed in **Notes Pages**. These notes do not show on the screen during the presentation.

Outline View

Outline View of slides

1. **TITLE SLIDE**
   - Printed in Color
2. **Printing Whole Slides**
   - ☐Office Button > Print
   - ☐Make sure that Slides is selected in the *Print what:* box
   - ☐It is a good idea to Scale slide to fit paper
   - ☐Choose to print in color, grayscale or pure black and white
3. **Printing Handouts**
   - ☐Office Button > Print
   - ☐Select Handouts from the *Print what:* section
   - ☐Select number of slides to print
   - ☐Select Scale to fit paper
   - ☐Select Frame slides
4. **Printing Handouts for Notes**
   - ☐Office Button > Print
   - ☐Select Handouts
   - ☐Select 3 slides per page
   - ☐Select Scale to fit paper
   - ☐Select Frame slides
5. **Printing in Notes Pages**
   - ☐Slides printed in Notes Pages will display the speaker's notes for making the presentation.
   - ☐These notes do not show on the screen during the presentation
6. **Printing in Outline View**
   - ☐Outline View shows the text only on the slides
   - ☐Outline View printouts are often used to summarize the presentation
   - ☐Outline View printouts can be given out as handouts

Steps to Create a Presentation

1. Plan your content
   - Ask yourself:
     - What is the purpose of your presentation?
     - What message do you want to deliver?
   - Write up the outline with all the necessary topics

Steps to Create a Presentation

2. Add details to all topics

- Add important details to all topics.
- Remove any unnecessary details
- Too much graphic/details can be distracting
- One topic per slide.

Steps to Create a Presentation

3. Support the headline with graphic evidence
   - support your points with graphic evidence.
   - This can include photos, images, charts and diagrams.

Steps to Create a Presentation

4. Fine Tuning
   - Fonts
   - Transition
   - Animation
   - Too much can be distracting

Steps to Create a Presentation

5. Put details in the handouts
   - The handouts should have the necessary details not included in the slides
   - PowerPoint supports printing in different formats e.g. note pages, handouts

Making Presentation

- Topic: Facts about Cat
- Length: 1 page

Facts about Cats

- Scientific Name: *felis catus*
- Cats are carnivorous
- Young cats are called kitten
- Rub cat's belly at your own risk!

Facts about Cats – With Pictures!

- Scientific Name: *felis catus*
- Cats are carnivorous
- Young cats are called kitten
- Rub cat's belly at your own risk!

Facts about Cats

- Scientific Name: *felis catus*
- Cats are carnivorous
- Young cats are called kitten
- Rub cat's belly at your own risk!

Do and Don't with PowerPoint slide

Avoid: Hard to read font/color

Should: Focus on one topic/slide

Avoid: Too much text
Should: List only main points

References

- http://www.speakingaboutpresenting.com/design/powerpoint-design-recommended-tips/
- http://lifehacker.com/5810271/how-to-create-presentations-that-dont-suck
- http://lifehacker.com/how-can-i-make-my-powerpoint-presentations-amazing-507552122
- http://www.wikihow.com/Create-a-PowerPoint-Presentation
- http://office.microsoft.com/en-us/powerpoint-help/understand-the-difference-between-powerpoint-templates-and-themes-HA010360907.aspx
- http://office.microsoft.com/en-001/mac-powerpoint-help/switch-to-different-views-in-powerpoint-HA102928521.aspx
- http://presentationsoft.about.com/od/powerpoint2007/ss/080518print2007_6.htm
- http://it.usu.edu/tutorials/use-the-insert-tab-in-powerpoint/