Microsoft PowerPoint 2007

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Outline

- Screen Layout
- Beginning with Home Tab
- Formatting Objects
- Inserting Objects
- Design

- Slide Show
- Animation
- Printing
- Tips on Creating a Presentation
- An Example

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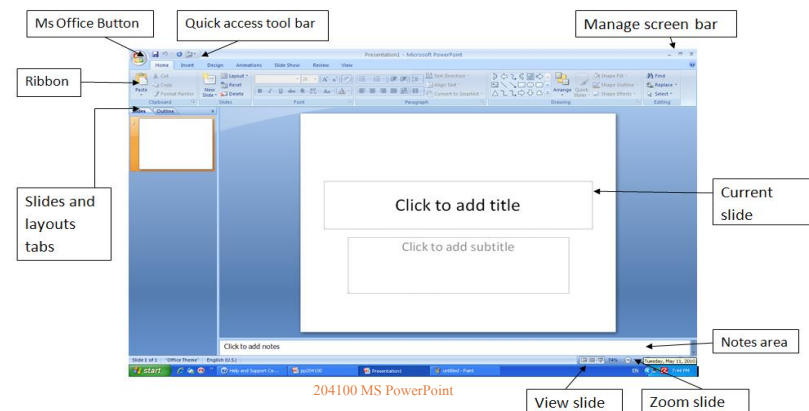
Microsoft PowerPoint

- MS PowerPoint is an application software, is a program to represent work
- MS PowerPoint can create/ build
  - Presentation Slide
  - Audience handout (handout document to audiences)
  - Speaker's Note (script for a speaker)
  - Outline page (a page of outline to be presented)
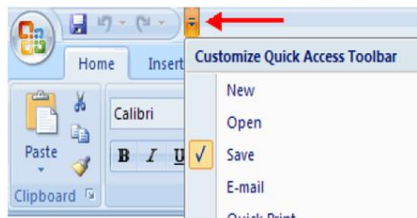
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MS PowerPoint 2007: Screen Layout
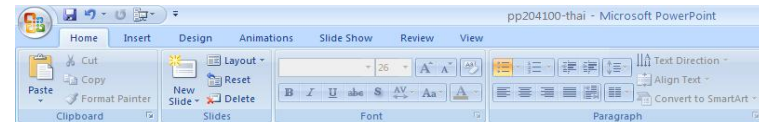
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Screen Layout — Quick Access Toolbar

- 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

Screen Layout — The Ribbon (2)

- Extra tabs can appear when you select an object

Screen Layout — MS Office Button
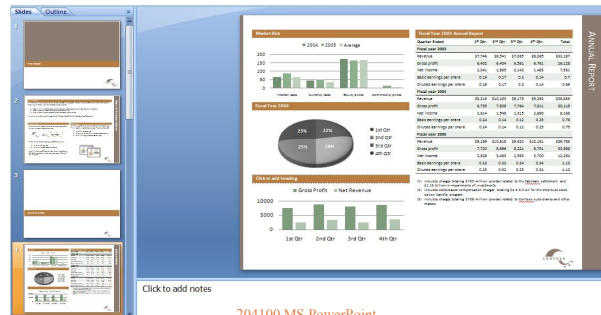
- Open, Save, Print, Send
- New Presentation
  - You can start a new presentation from
    - Template
    - Themes
    - Blank Presentation

Templates

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

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Templates: Examples

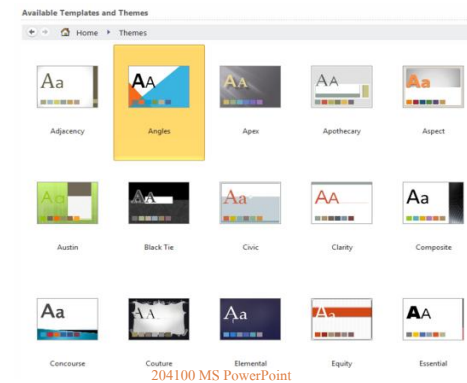| Agendas	Award certificates	Brochures
Budgets	Business cards	Calendars
Content slides	Contracts	Databases
Design slides	Diagrams	Envelopes
Expense reports	Fax sheets	Flyers
Forms	Gift certificates	Greeting cards
Inventories	Invitations	Invoices
Labels	Letters	Lists
Memos	Minutes	Newsletters
Plans	Planners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

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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.
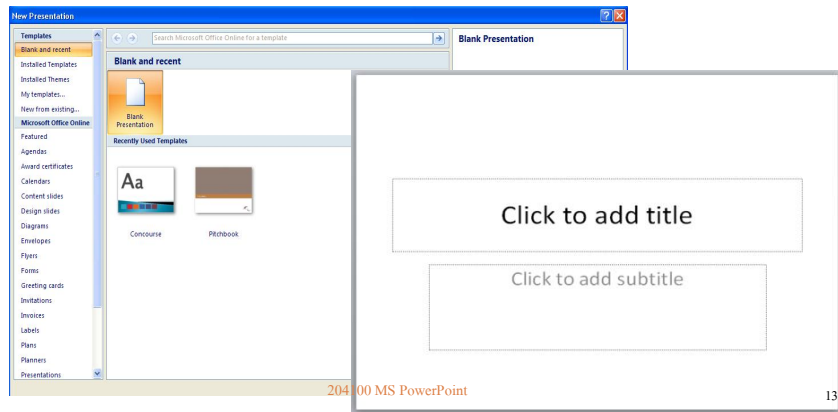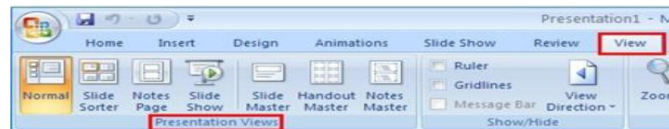
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Themes

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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
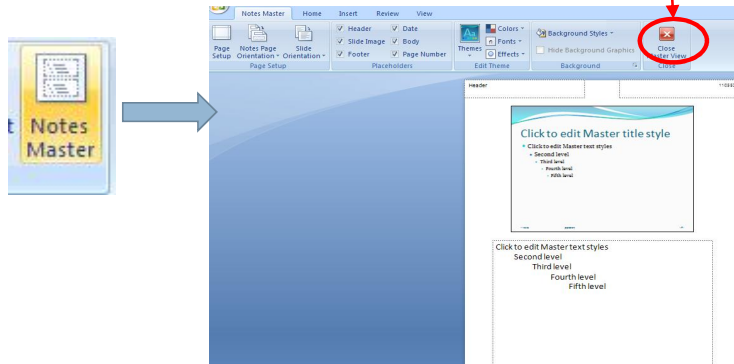 - Show the presentation

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Slide Master

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

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Note Master

To Close
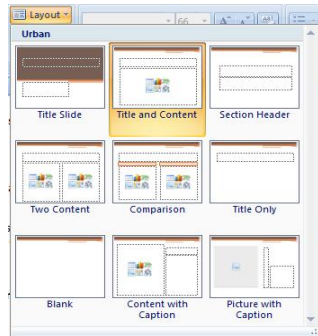

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Home Tab

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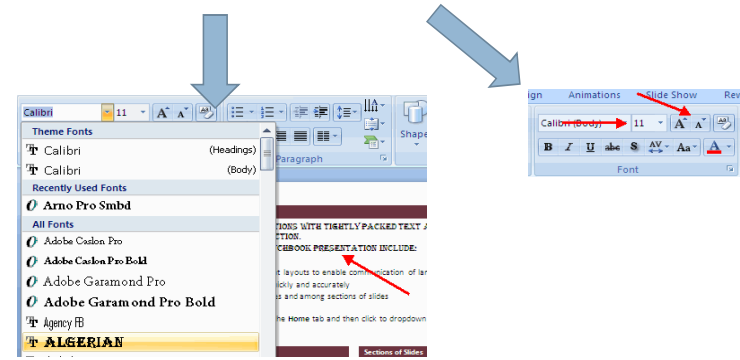- Drawing
- Editing

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Slide Layout

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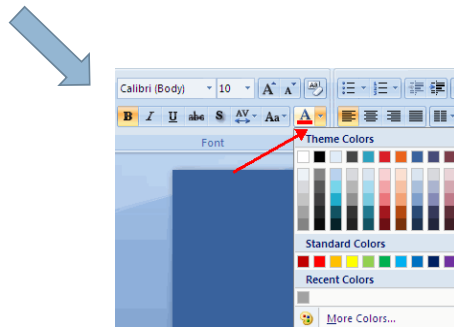 - Format
- Can add your own on Slide Master

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Change Font Typeface and Size

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Change Text Color

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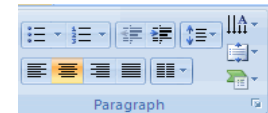# Alignment

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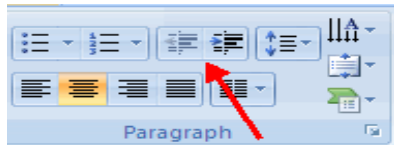 - Align Left
        - Center
          - Align Right
  - Justify

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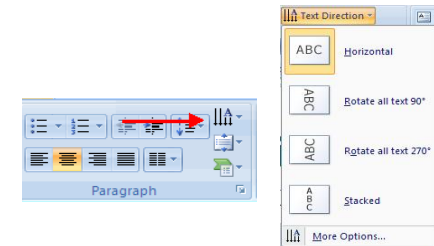## Indentation & Paragraphs

- Increase or Decrease Indentation to Lines of Text

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Text Direction

- Change the direction of text

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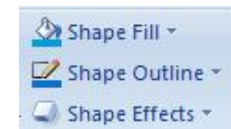

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Selecting Objects

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

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Formatting Objects

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

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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
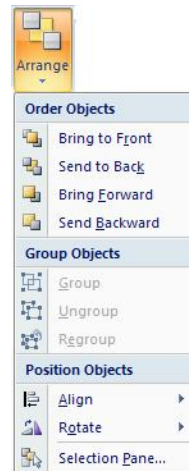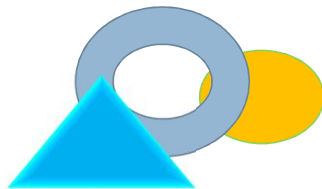 - Home Tab ⟶ Shape Effects

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
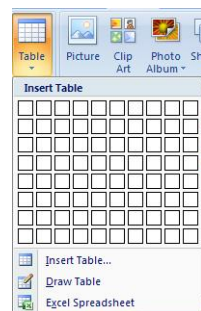 - □ Home Tab ⟶ Arrange
  - □ Then select the ordering/grouping

Arrange

Order Objects
- Bring to Front
- Send to Back
- Bring Forward
- Send Backward

Group Objects
- Group
- Ungroup
- Regroup

Position Objects
- Align
- Rotate
- Selection Pane...

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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/

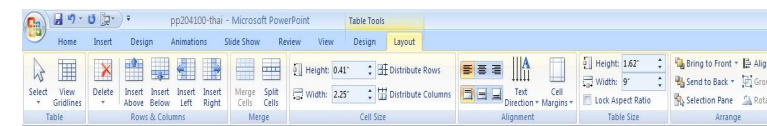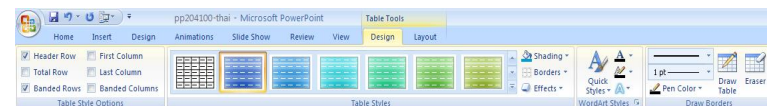204100 MS PowerPoint

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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

Insert Table...
Draw Table
Excel Spreadsheet

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Insert Table (2)

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

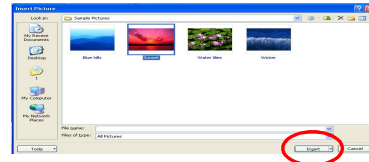- Layout Tab is for changing how cells/table are positioned

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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)

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Insert Clip Art

- Insert Tab → Clip Art
  - Clip Art panel will appear
  - Use keywords to search for clip arts
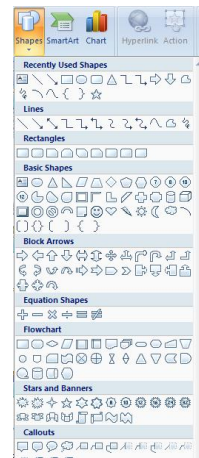   - Type keywords under *Search for:*
    - Click *Go*

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Insert Shapes

- Insert Tab → Shapes
  - Select the shape you want
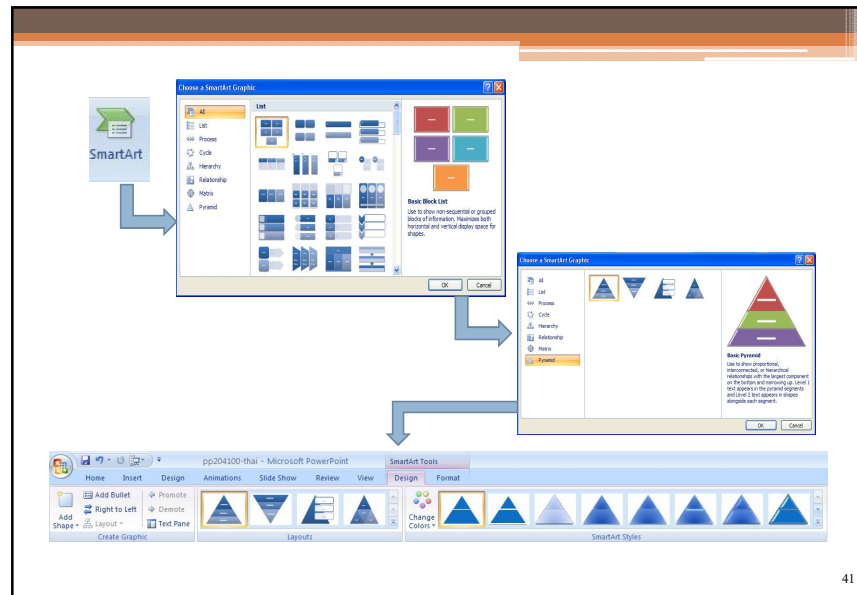 - Then click-and-drag to draw it on the slide
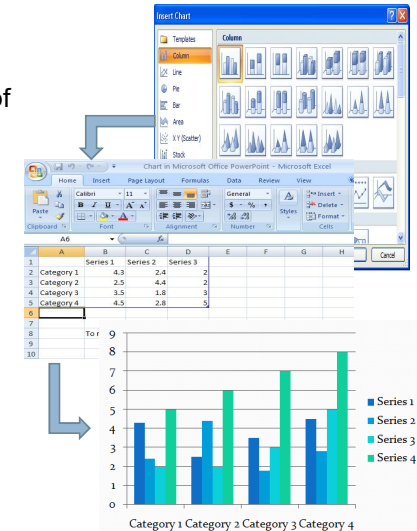
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Insert SmartArt

- Premade combination of texts and shapes
- Insert Tab → SmartArt
- Select SmartArt
- Make changes as you'd like
  - Type in Text
  - Change Color and Layout

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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
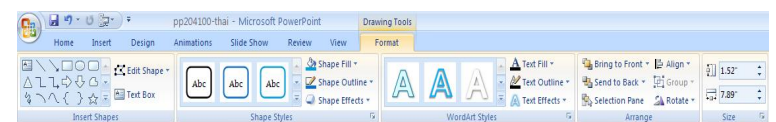

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Insert Text Objects

Insert Tab

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

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Text Objects

Add text
click text box → drawing text box → typing letter

Add word art
Click word art → select type → typing letter
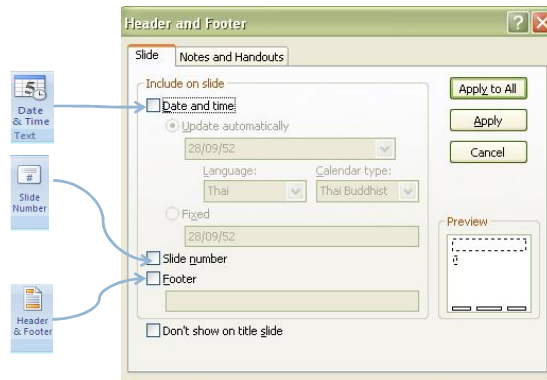
Add symbol
Click Symbol → select symbol → insert

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

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Adding Header and Footer

- Insert Tab → Header and Footer

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Links

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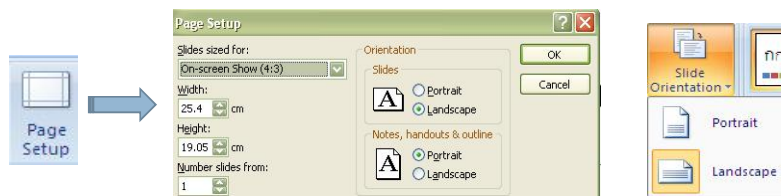 - Select object → Insert tab → Hyperlink
- Action
  - Add the action to the object selected what will be happen when click or moving mouse cursor over it.
  - Example.
  - Select object → Insert tab → Action
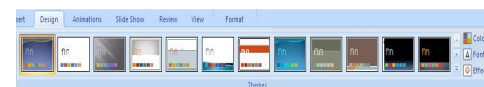
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Design Tab

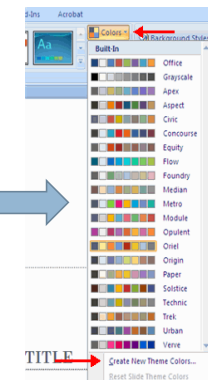- Page Setup & Slide Orientation
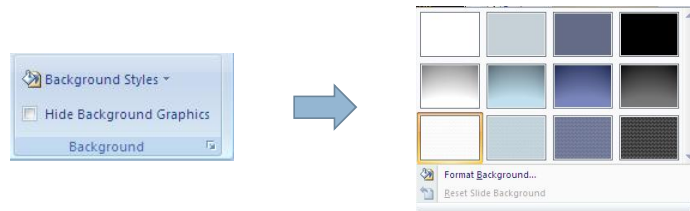

- Themes
- Background

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Theme

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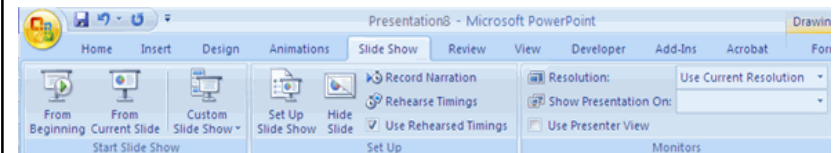 - Choose a color set or click **Create New Theme Colors**

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Background

- Background
  - Design → Background styles

Slide Show

Slide Slow (cont.)

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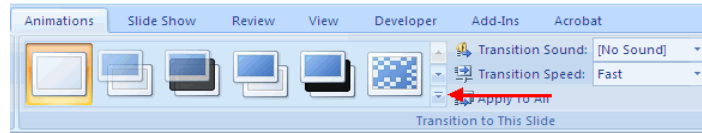- Hide (current) Slide
- Record Narration
- Rehearse Timing

Animations Tab

- Slide Transition
- Slide Animation
- 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.

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Using Slide Transition

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

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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

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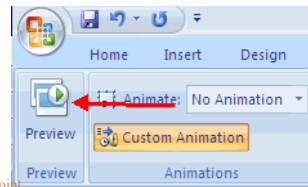## Custom Animation

- Effect Options
  □ Effects
  □ Timing
- Ordering

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Animation Preview

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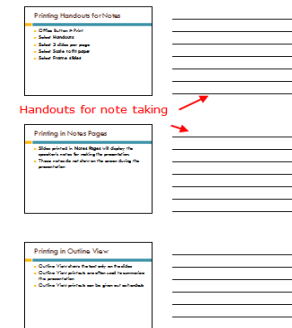 - Click the **Preview** button on the **Animations** tab

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Printing Slides

- Handouts
- Notes pages
- Presentation
- Outline view

Handouts for note taking

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Printing Slides

Note Page

Outline View

Outline View of slides

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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

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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 idea per slide.

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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.

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Steps to Create a Presentation

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

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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

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Making Presentation

- Topic: Facts about Cat
- Length: 1 page

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Facts about Cats

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

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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!

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Facts about Cats

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

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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/

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