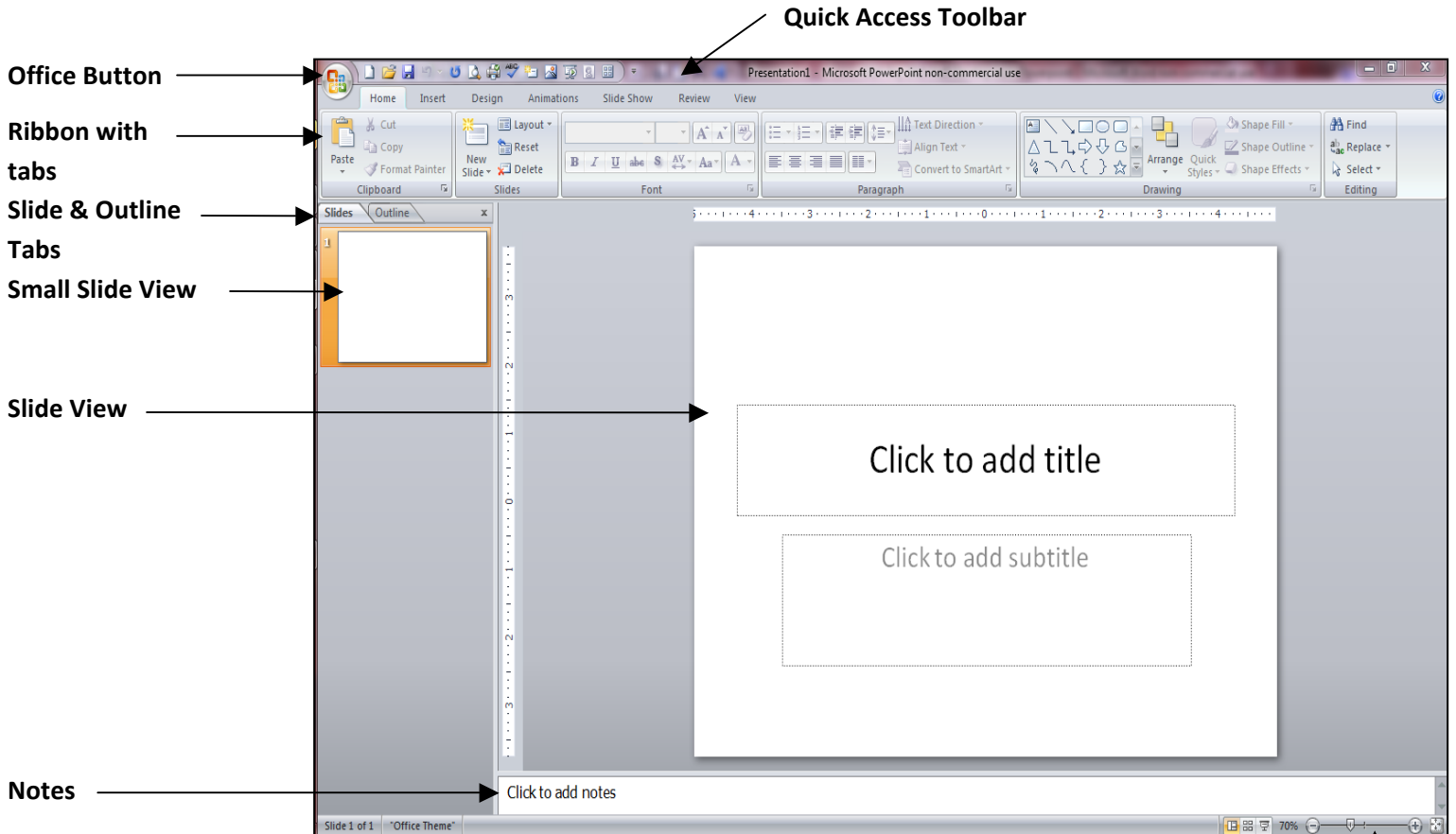


MLK Day 2010 Staff Development --- MPS Nurses

Presenter: Laurie Brodeur

Powerpoint 2007

The Powerpoint Environment



View control:

Zoom control:

- Normal
- Slide Sorter
- View
- Slideshow



Enlarged View

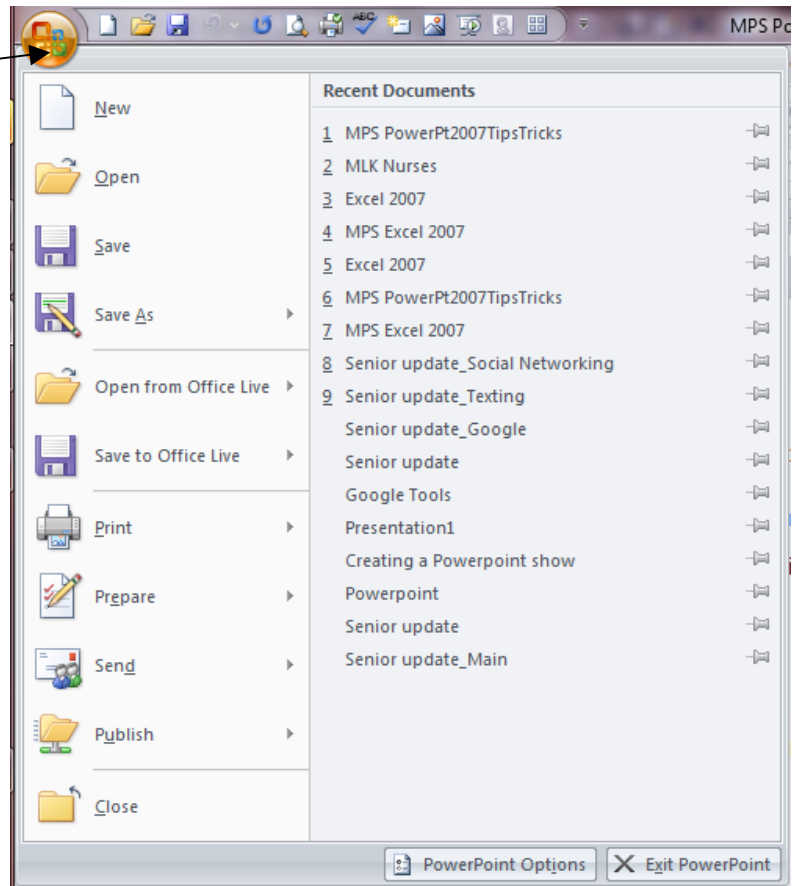
The Microsoft Office Button

In the upper-left corner of the Powerpoint 2007 window is the **Microsoft Office button**.

When you click the button, a menu appears.

You can use the menu to

- Create a **new** file
- **Open** an existing file
- **Save** a file
- **Print** a file
- and perform many other tasks.



The Quick Access Toolbar



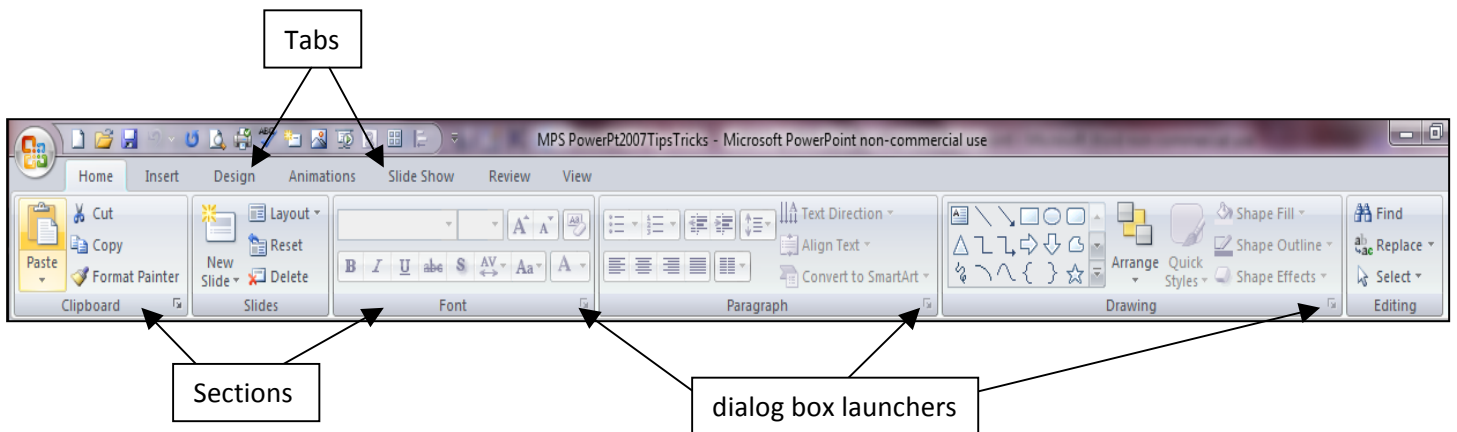
Next to the Microsoft Office button is the Quick Access [toolbar](#). The Quick Access toolbar gives you handy access to commands you use frequently.

Default actions (Save, Undo, and Redo) appear on the Quick Access toolbar. The buttons on the Quick Access toolbar do the same actions as the buttons in the Ribbon.

It's easy to add other actions to this toolbar. Read how to do this at:

<http://www.learning4u2.com/Office%202007/Adding%20Commands%20to%20the%20Quick%20Access%20Toolbar.pdf>

The Ribbon



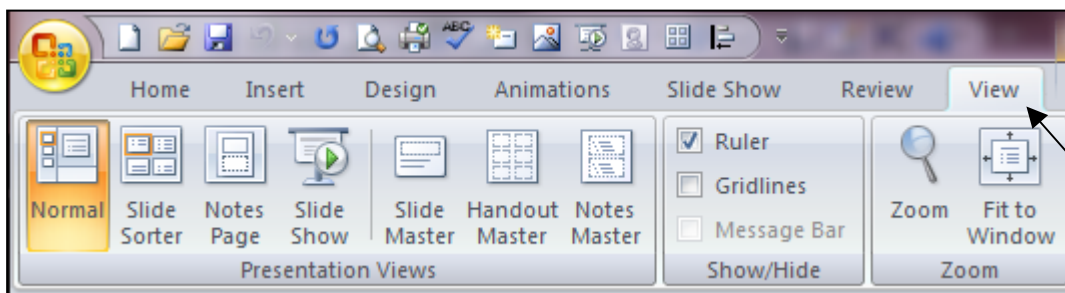
In Microsoft Powerpoint 2007, the **Ribbon** is used to give commands for formatting the document. The **Ribbon** is located near the top of the Powerpoint window, below the **Quick Access** toolbar.

At the top of the **Ribbon** are several tabs. The picture above is part of the **Home** tab in the **Powerpoint Ribbon**. Other tabs are labeled **Insert**, **Design**, **Animations**, **Slide Show**, **Review** and **View**. Each has its own command buttons and choices which are displayed when you click the tab name.

Within each ribbon there are sections where related actions. In the above example the section are **Clipboard**, **Slides**, **Font** and **Paragraph**.

Notice that some sections have a small arrow in the lower right corner. Clicking on this arrow (called a **dialog box launcher**) will call up a dialog box with additional commands.

Views



In Power Point 2007, there are four different views available which are accessible from the **View** tab.

- **Normal View**
- **Slide Sorter View**
- **Notes Page View**
- **Slide Show View**

Views - continued

To change views:

- Click on the **View** tab
- Click the desired view.

You can also click on the **View Buttons** on the bottom of the PowerPoint Window.



Adding New Slides

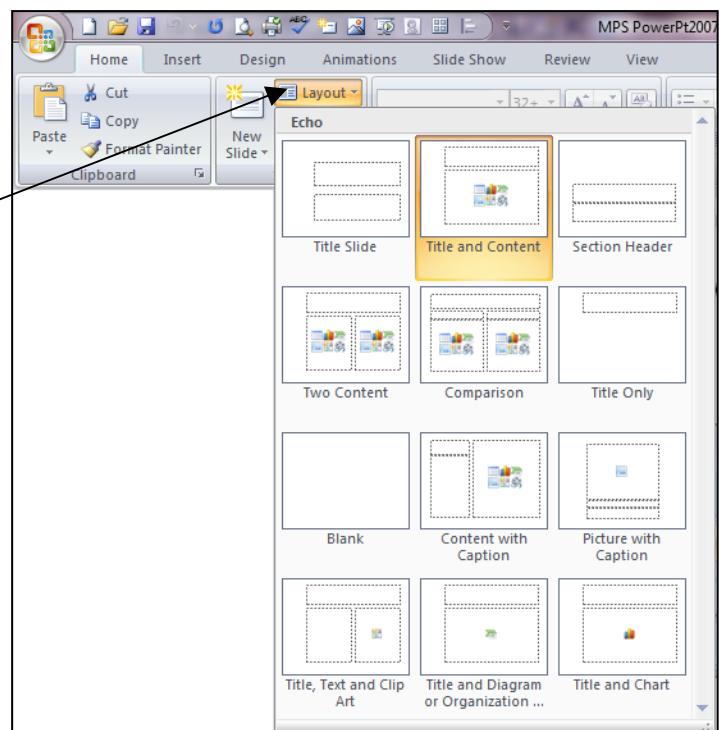


- Click on the **Home** tab
- Click on the **New Slide** button.

Applying a Slide Layout

To apply a particular layout to a slide

- Click on the **Layout** button on the Home ribbon.
- The various choices will appear in a drop-down menu.
- Choose your desired layout.

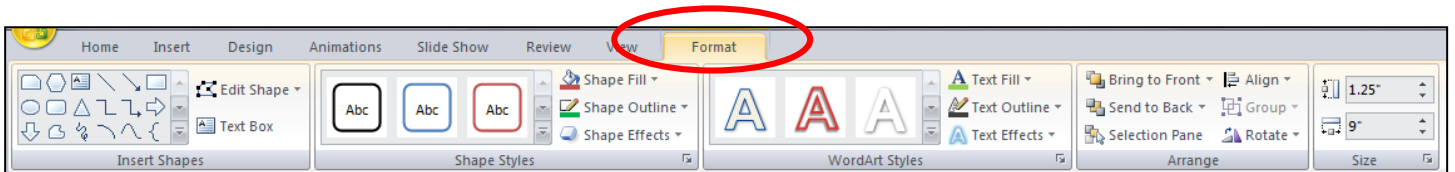


What's on a Slide?

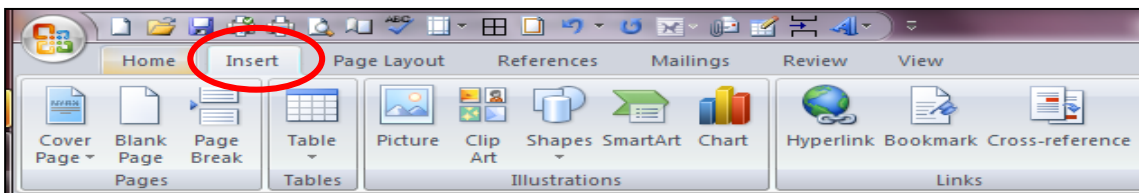
- Text boxes
- Images (pictures, images, shapes, charts)
- Backgrounds
- Music
- Videos

Text Boxes

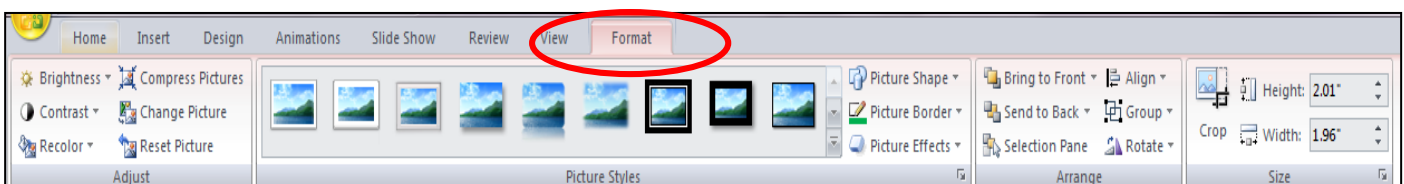
- Enter text – you are in “**Text**” mode when you are typing text
- Text boxes can be moved and resized
- Text boxes can be overlaid onto graphics using the
- When you are in “**Text**” mode, there will be a **Format** tab on the **Ribbon**.
- Click the **Format** tab will contain the following tools to help you format your text:



Inserting a Picture, Clip Art, and Shapes

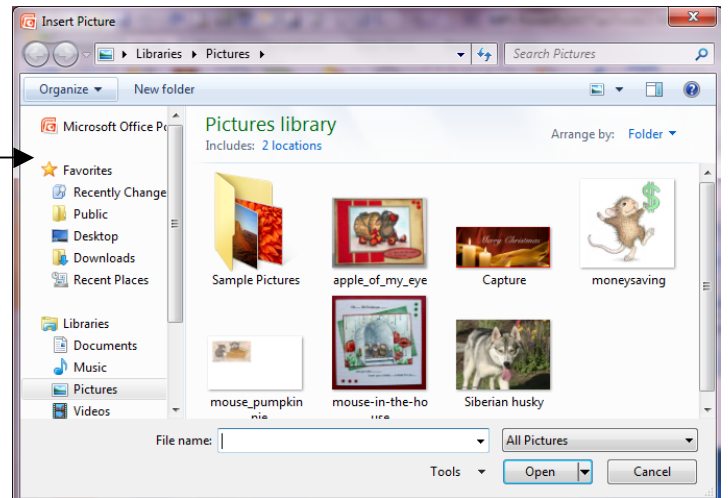


- Click the **Insert** Tab
- Click on the button for what you want to insert: picture, clip art, shapes, etc.
- When you are working with images, you are in “**Graphics**” mode.
- When you are in “**Graphics**” mode, there will be a **Format** tab on the **Ribbon**.
- Click the **Format** tab to access various options for working with images:



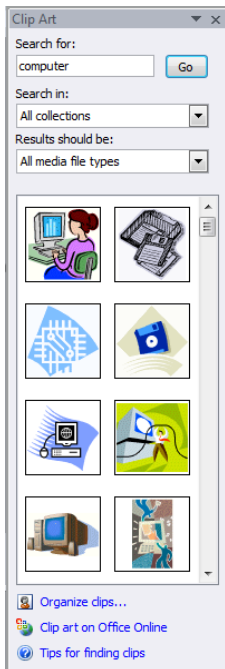
To insert a Picture

- Click on the Picture button.
- This window will appear
- Choose the picture you want
- Click Open
- Resize and move the picture around on the slide to the desired location.



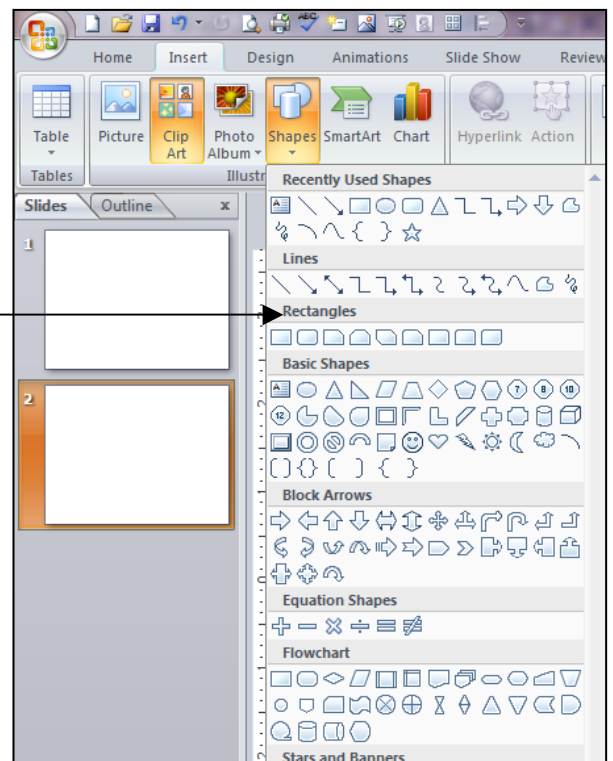
To insert Clip Art

- Click on the Clip Art button.
- A panel will open at the right of the window
- Type in the kind of the picture you want, i.e. computer
- A gallery of picture will appear
- Click on the picture you want. It will appear on the slide.
- Move and resize the picture needed.



To insert Shapes

- Click on the Shapes button.
- A menu of choices will appear
- Choose the shape you want
- Move your mouse cursor into the slide window
- A cross-hair will appear.
- When you draw a Shape, you are starting in the upper-left corner of the object
- Press the left mouse button down and drag your mouse to draw the shape
- If you hold <Ctrl> as you draw the object, you will draw from the center of the object



- If you hold <Shift> as you draw the object, it will be perfectly proportioned, i.e Oval=Circle; Rectangle=Square
- Resize and move as needed

Formatting Images from the Home Tab

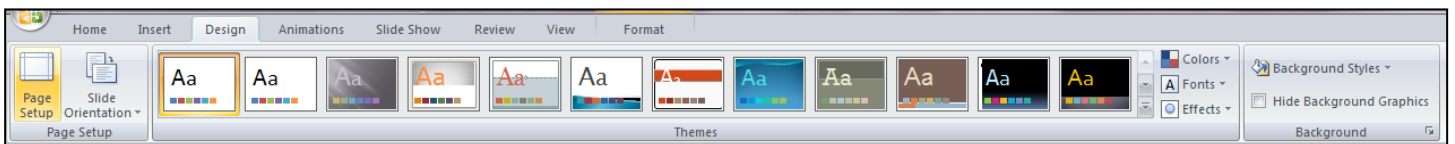


At the right side of the Home tab, there are controls that will format images. To use these controls:

- Click on the graphic image
- Click the Home tab
- Click the appropriate control

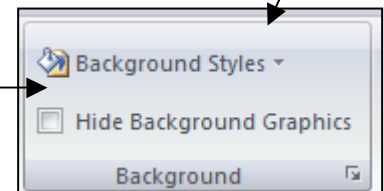
Choosing a Design

Powerpoint 2007 has a variety of design templates. These can be accessed by clicking on the Design tab in the Ribbon:

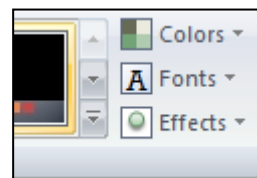


As you click on each of the choices, it will give you a preview of how that design will look.

You can also change the background of your presentation by clicking on the Background Styles drop-down menu at the right of the ribbon.

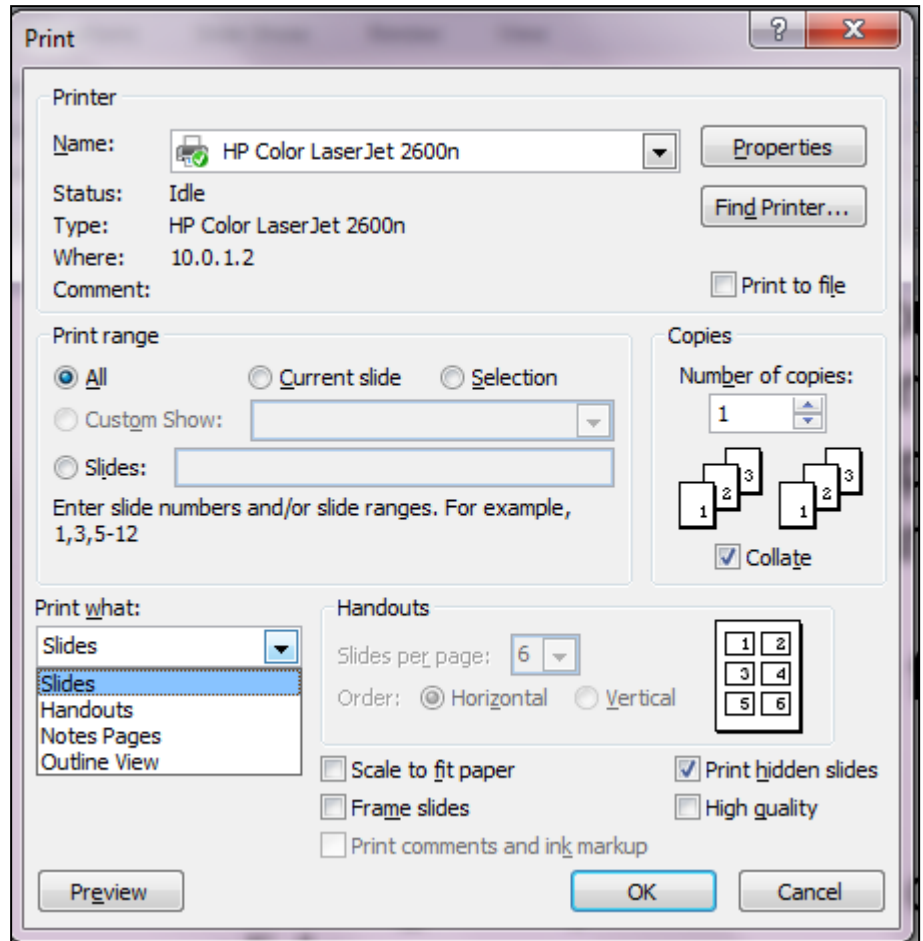


More choices are available in this section of the ribbon:



Printing a SlideShow

- Easiest way to Print: Click the **Office button** and choose **Print** on the menu. The following dialog box will appear
- Choose your printer, number of pages, copies, etc.
- You can also choose to print the Powerpoint as individual slides per page or as handouts. You can choose the number of slides per page.
- Another option is to print your Notes or Outline view.



Saving a File

- Click the **Office button**. A menu will drop down.
- Click **Save As**. Another menu will appear to the right...see diagram →
- Slide your mouse to the right and choose the format you want/need. (See below for suggestions on which format to choose.)
- Type a name for your file. The name should be meaningful to you, but brief.
- Navigate to the folder in which you want to save your file.
- Click **Save**. Excel saves your file.

