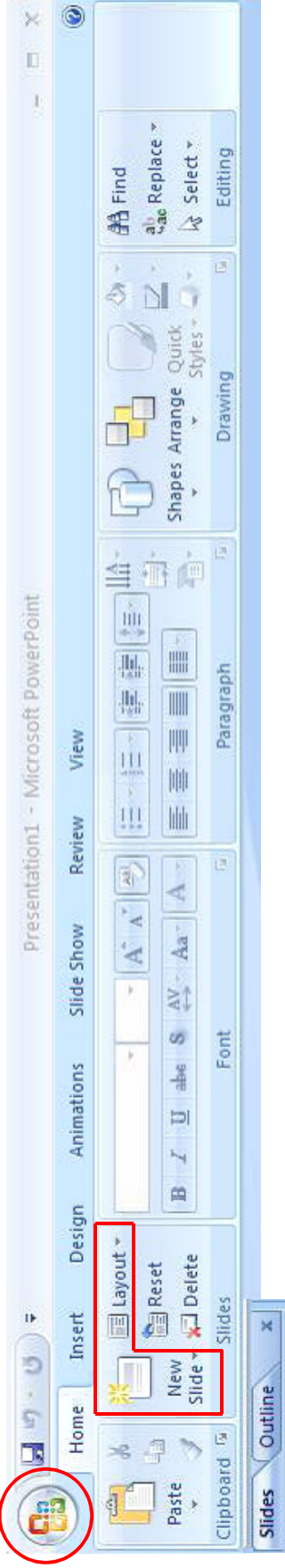


PowerPoint 2007 Quick Start to a Presentation

Office Button Similar to old File button



1

On opening a new 'presentation', from **Slides** choose a **Layout** for a particular template, e.g. a title page. You can customise layouts using a **Slide Master** later (see View Tab). To create additional slides click **New Slide**.



2

To set up a page size different from the default 'screen size' click **Page Setup**. It's best to change page sizes before adding text or images so as not to distort them. To change the look of the slide from default white, choose a **Theme** option or **Background Styles**. You can also create your own from file images.



3

Next, insert a **Picture**, **Text Box**, **Movie** or **Sound** file.

Note: most items on this ribbon will create a 'context sensitive tab' that only appear in the ribbon when they can be used. They also change depending on what you have selected in your screen. See below.

Context-Sensitive Tabs



3a

The Format Tab – Picture Tools

The Picture Tools appears when you click on inserted images (photos or clip-art) to achieve the effect you want:

Adjust: Compress Pictures to change both file size and picture dimensions by compressing them to a smaller JPG format (Do this before submitting your work!). Change the brightness, contrast, etc

Picture Styles: You can change the shape of the image, add a border, shadow, even add special effects

Arrange: Bring background images into the foreground, and vice-versa

Size: **Crop images, and adjust their size**, to make them fit your specific requirements



3b

The Format Tab – Drawing Tools

This one is specifically for when you click on a text box:

Insert Shapes: Lines, rectangles, equation symbols, arrows and many more shapes are available into which text can be inserted

Shape Styles: Specify colours, fill, outline, even special effects for your text box

WordArt Styles: Something fun to play with – turn text into art! Change the colour, add borders, shading, even reflections. Make your words glow and bevel the edges. Anything you need to do to create perfect, eye-catching text

Arrange: Move things around on your screen. Bring certain text boxes to the front, where they can overlap other text boxes

Size: Adjust the size of your text boxes. Make them smaller or larger depending on your specific needs

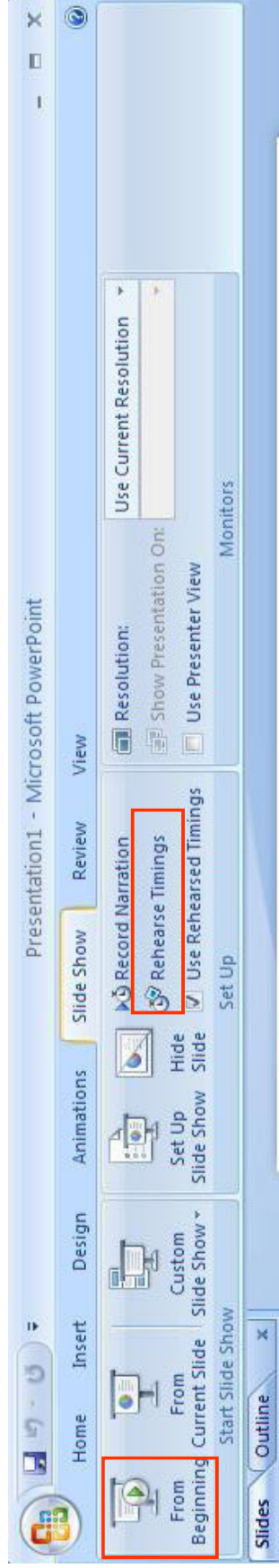
Animations, Rehearsals and Spelling



4

Use this tab wisely! Bells, whistles, dissolving slides can be humorous – at first.

To use **Animate**, an object must first be selected, e.g. text, image, shape. You can then preview the animation in the **Animate** drop down. There are more effects in Custom Animation. Go to **Transition to This Slide** to preview how a slide transitions from one to the next or sample sounds for each. Choose to advance the slide with the click of the mouse or automatically after a period of time.



5

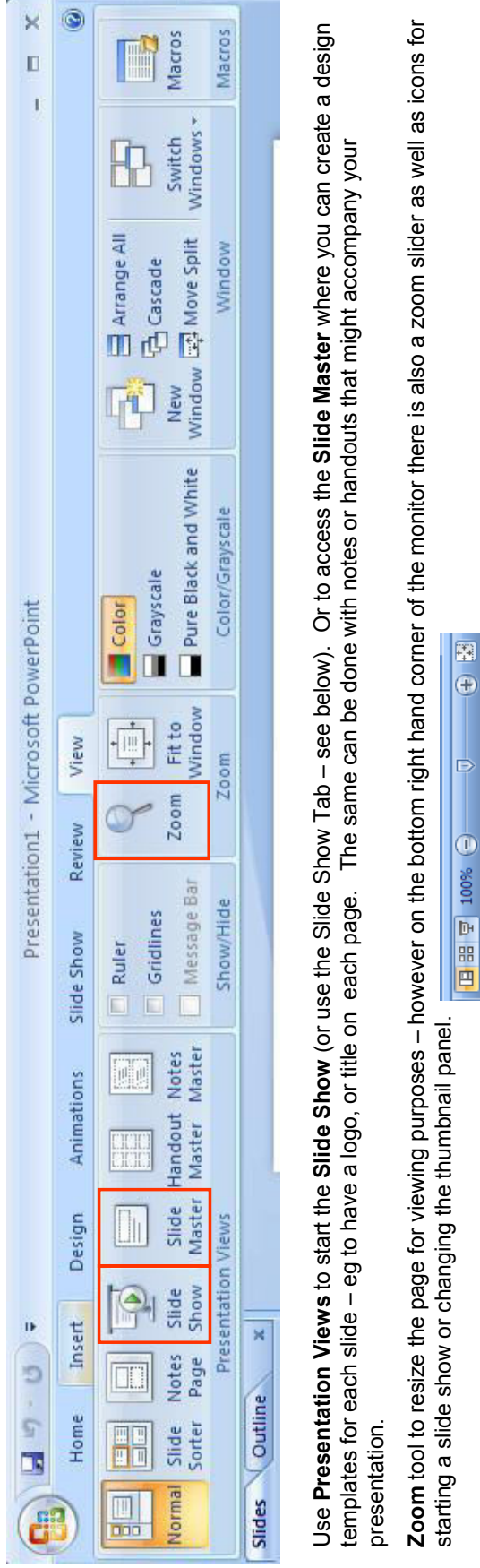
To start a **Slide Show** click **From Beginning** (see also the View Tab). **Rehearse Timings** is useful for practicing your presentation beforehand to ensure it's within your allotted time.



6

Use the Review tab for proof reading your work ; **Spell Check**, or for adding **comments** . Comments don't appear on the slide show can be useful reminders.

Presenting the Slide Show



7

Use **Presentation Views** to start the **Slide Show** (or use the Slide Show Tab – see below). Or to access the **Slide Master** where you can create a design templates for each slide – eg to have a logo, or title on each page. The same can be done with notes or handouts that might accompany your presentation.

Zoom tool to resize the page for viewing purposes – however on the bottom right hand corner of the monitor there is also a zoom slider as well as icons for starting a slide show or changing the thumbnail panel.