

## Creating a Presentation with PowerPoint 2007

Benefits of using PowerPoint in lectures:

- PowerPoint encourages a more active learning environment.
- It brings greater clarity to lectures.
- Lectures are easier to follow.
- Research has shown it increases the effectiveness of lectures.

## Best Practices for Presentation Design

Benefits of applying best practices to your presentation design:

- Your presentation can be easily viewed by your audience.
- The audience will become more engaged in your presentation.
- Your content will be presented clearly.
- Your presentation will be more effective.

### Presentation Considerations

- Slides and the presentation in general should be clean and simple.
- Include a title slide, a slide with an agenda or objectives, and a blank slide at the end.
- Use graphics to highlight points, explain concepts visually, or to add a bit of visual interest to the presentation (but be careful to not overdo this!).
- Don't put too much information in your presentation. You don't want your slides to be a transcript of your narration!
- Use animations, sound, and video sparingly to give them more impact when they are used.

### Tip

If your audience will include individuals with visual disabilities, see the last page for a reference linked for tips on how to address disability issues in PowerPoint.

### Color Schemes

Color can add a certain atmosphere to your presentation or highlight important points. Your subject matter may lend itself naturally to a color or two. You should also make color selections based on readability and the location of your presentation.

- Consider one of the following types of color schemes
  - Achromatic: Black, white, and shades of gray
  - Monochromatic: Different shades of the same color
  - Analogous: Different colors next to each other on the color wheel

- Complimentary: Colors are opposite each other on the color wheel.
- Select two or three colors and stick with them throughout the presentation.
- Use the same colors consistently throughout the presentation (i.e. use the same color for all titles, each level of text, and all backgrounds).
- Use a dark background with lighter text if you are presenting in a dark room. Use a light background with darker text if you are presenting in a bright room or if you are creating overhead transparencies. If you use an image as a background, make sure it is not too busy and does not distract from the content on the slides.
- Make sure there is enough contrast between colors so they can be easily distinguished, especially background and text colors.

## Text

- Sans serif fonts (i.e. Arial, Helvetica, Verdana) are more readable than serif fonts (i.e. Times New Roman, Garamond, Palatino).
- Stick with standard fonts that can be found on most computers so you can be sure that your presentation will display properly on different computers. Arial and Times New Roman are standard fonts. If you use a non-standard font, embed the font in the presentation to make sure the presentation will display properly on any computer.
- Your text should be larger than 18 points so it is easily visible. Titles and headings are usually slightly larger.
- Large blocks of text are often ineffective. Use bulleted phrases instead.
- Slides should have no more than 6-8 lines each.
- Use bold, italics, or color for emphasis on specific words.
- Use no more than two fonts in the presentation.
- Leave space between lines for easier reading.
- Avoid using all CAPS, except on a title slide.

## Creating a New PowerPoint Presentation

1. On a PC, click on the *Start* menu and select *All Programs > Microsoft Office > Microsoft PowerPoint 2007*.
2. PowerPoint opens with the first slide displayed blank. Select the layout for your presentation by clicking the *Design* tab.
3. The most commonly used design themes will appear in the center. To preview more design options, click the down arrow.



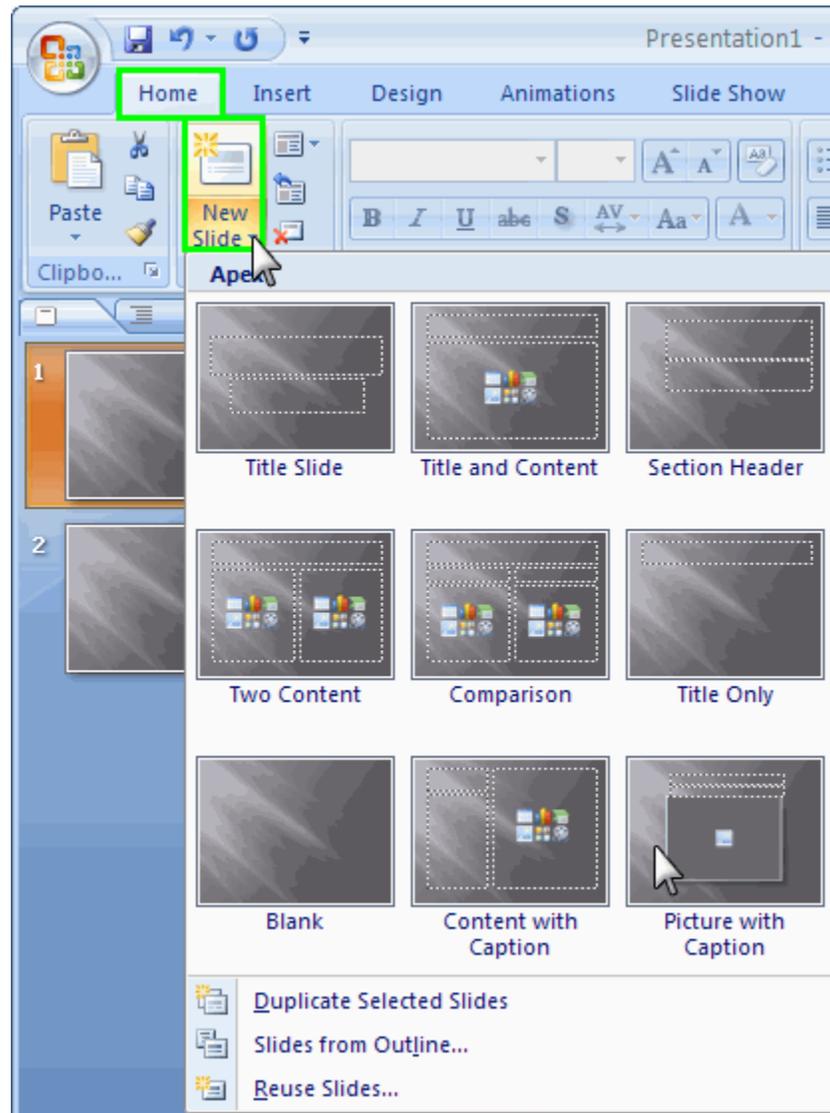
### Tip

To preview a theme, in *Normal* view hover your mouse (do not click) over the theme and view your slide.

4. Select a theme. Clicking it will apply the theme to all the slides in your presentation.
5. The theme you picked will automatically create a title slide for your presentation. Click in the appropriate areas on this first slide to type your title and subtitle.

## Creating a new slide

1. To create a new slide where you can add content, click the *Home* tab and select *New Slide*.
2. Clicking the dropdown arrow next to *New Slide* will give you different new slide options.



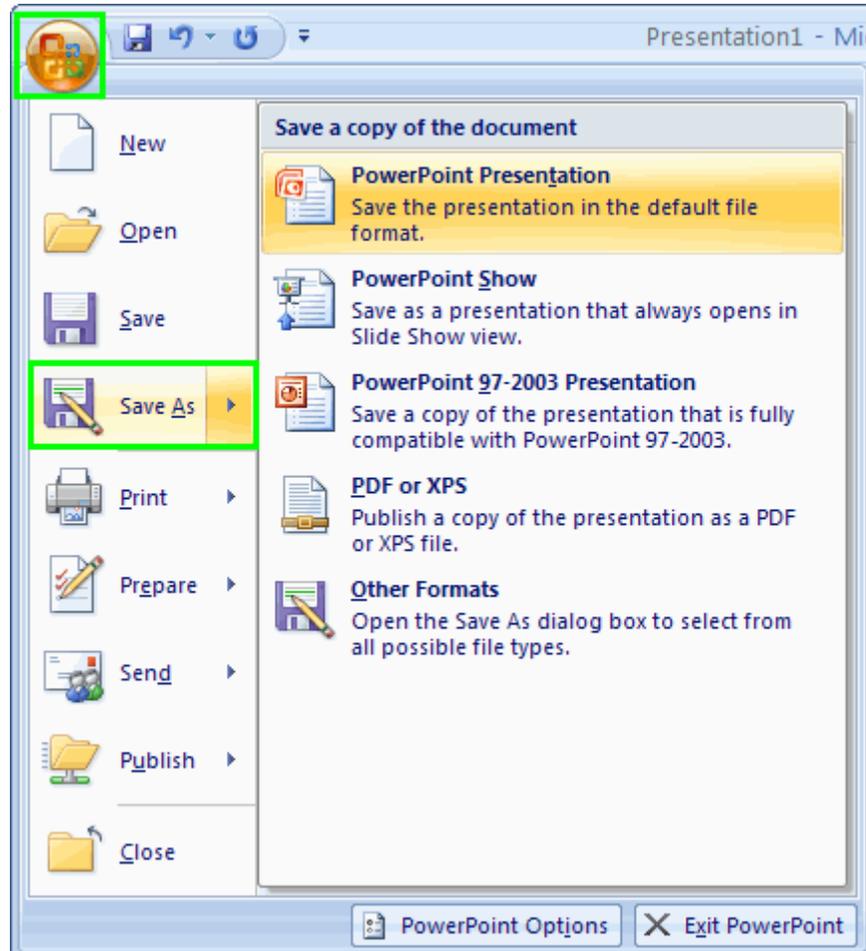
3. When you've found a slide layout that works, double click it to add it to your presentation.
4. Click in the various areas of the new slide to add text or images.

### Tip

Each item on a PowerPoint slide is defined by a border around it. Items can be moved, resized, or reformatted in many ways by clicking on them, and they can be copied, pasted, or deleted at any time. This makes it easy to adapt slides to specific content.

## Save your presentation

1. Choose *Office Button* > *Save As*. Give the presentation a name and be sure to save it in a location where you can easily find it later.



### Tip

It is a good idea to save your presentation often as you are working on it.

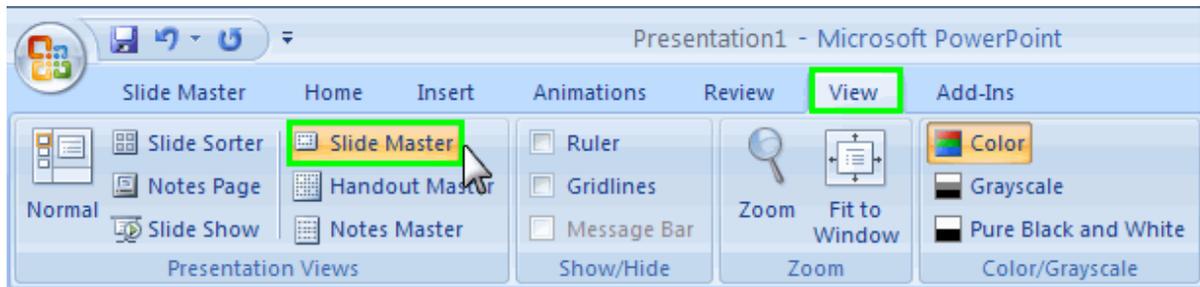
# Formatting Master Slides in PowerPoint 2007

Benefits of formatting master slides:

- You can define the formatting for all slides at once, so the format will be consistent on all slides.
- Any changes you make to the master slides will be automatically applied to all slides in the presentation.

## Open the Slide Master

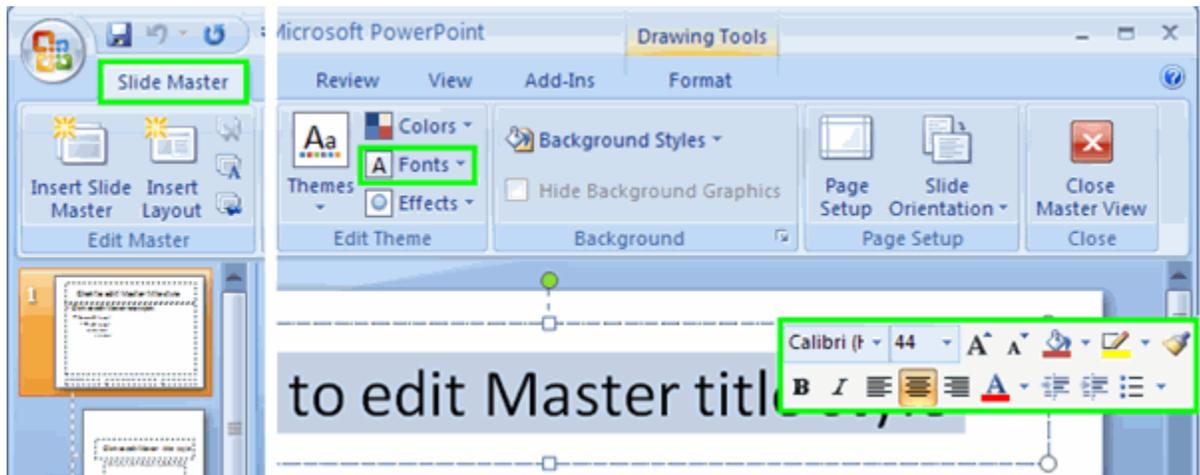
1. From the menu ribbon, select the *View* tab > *Slide Master*.



2. A new *Slide Master* tab will automatically appear.

## Formatting Text

1. Click on the master title style to select it.
2. From the *Slide Master* tab, select the *Fonts* dropdown in the *Edit Theme* area.



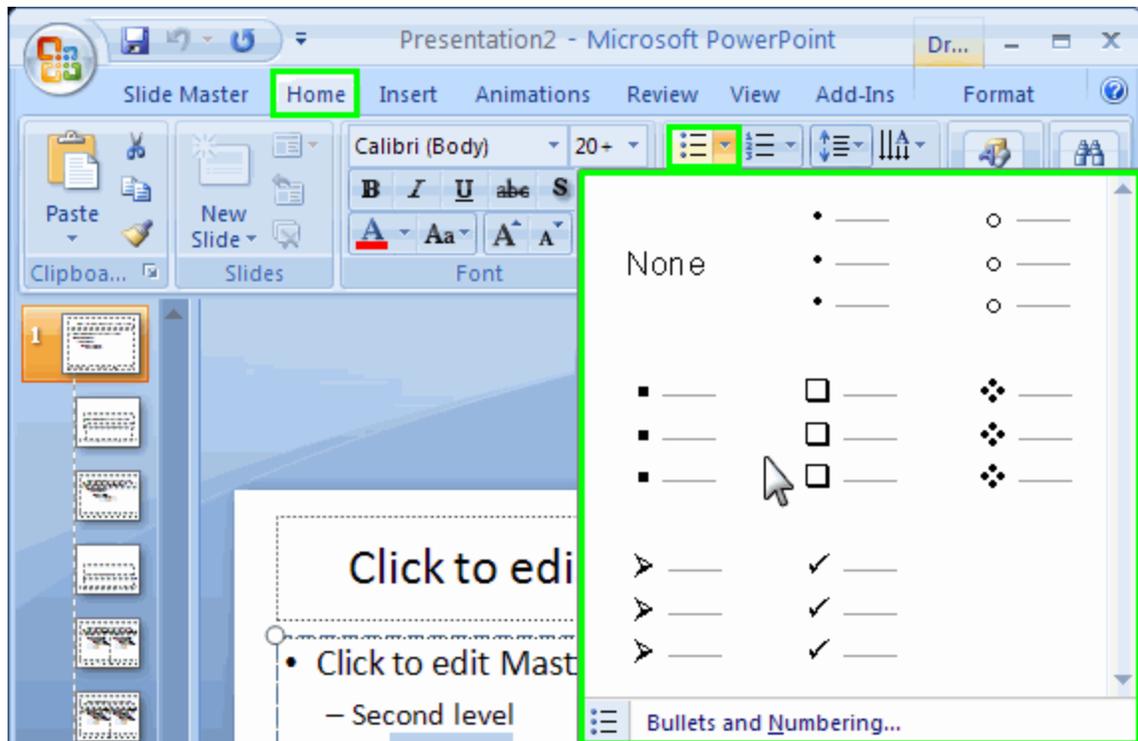
### Tip

You can also double click to highlight existing bulleted or numbered list and a floating font window will appear.



3. Select the desired font, font style, font size, effects, and color.
4. Click *OK* when you have finished selecting the font attributes for the title style.
5. Click elsewhere on the slide to deselect the title style and view the font formatting.
6. Repeat the steps as needed until you are satisfied with the appearance of the title style.

7. Select each text style and follow steps 2 through 6 to format the appearance of the text.
8. To change the bullets for each level of text, click on the text to select it and from the *Home* tab, expand the *Bullets and Numbering* menus.



### Tip

You can also double click to highlight existing bulleted or numbered list and a floating font window will appear.



## Moving and Resizing Text Areas

1. Click on a text area. A border appears with resize handles.
2. To resize the text area, click and drag a resize handle while keeping the mouse clicked. A dotted line shows the new size of the area.
3. To move the text area, move the mouse pointer over the text area. The mouse pointer becomes a four-headed arrow. Click and drag the text area to a new location while keeping the mouse clicked.

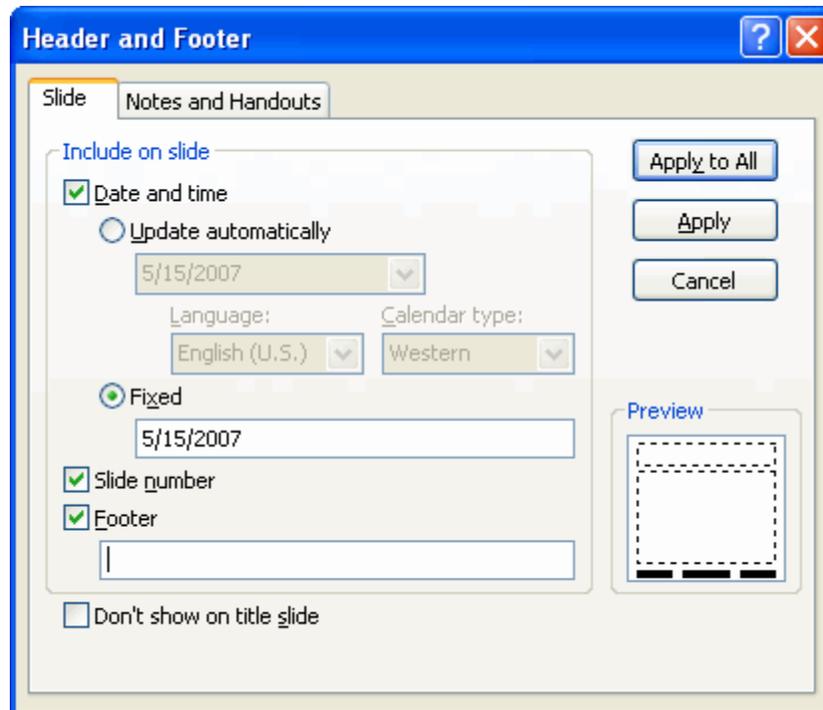
## Working with Footers and Special Placeholders

The Slide Master contains placeholders for date/time, slide number, and footer. These can be moved around, resized, and reformatted. You can also turn them on or off.

1. In the menu ribbon, select the *Insert* tab > *Header and Footer*.



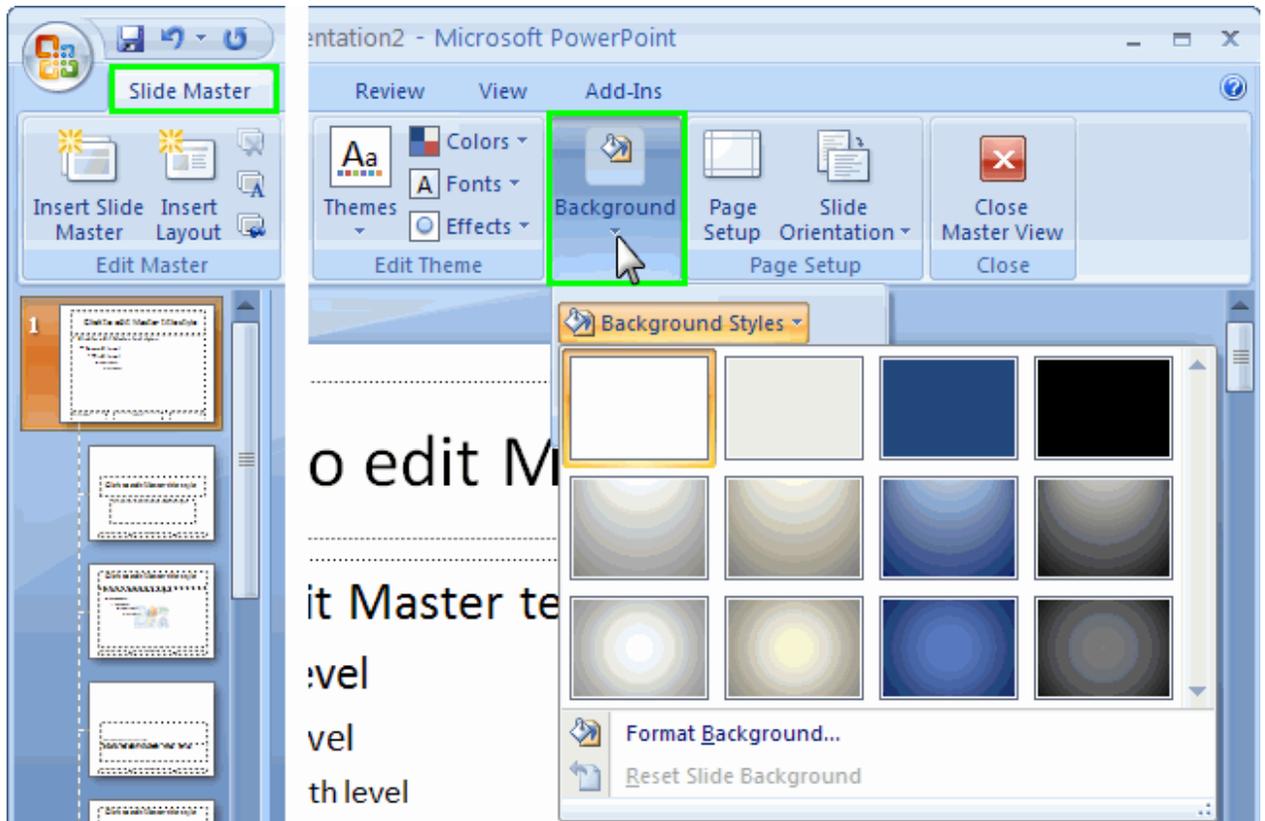
2. The Header and Footer box appears.



3. Click on the *Slide number* check box if you want the slides to be numbered.
4. Type text in the *Footer* box if you want footer text on each slide.
5. Click the *Don't show on title slide* check box if you do not want the placeholders to appear on the title slides.
6. By default, the date/time does not appear even though the placeholder is turned on. This is because *Fixed* is the default setting and the *Fixed* box is blank. To make the date/time appear, type the date in the *Fixed* box or click *Update automatically* to set up an automatic date/time on each slide. Click the drop down menu to select the desired date/time format.
7. Click *Apply to All* to apply the footers and placeholders to all slides.

## Changing the Background

1. From the menu ribbon, select the *Slide Master* tab > *Background* > *Background Styles* dropdown menu. The Background window appears.



2. Select a predefined color.

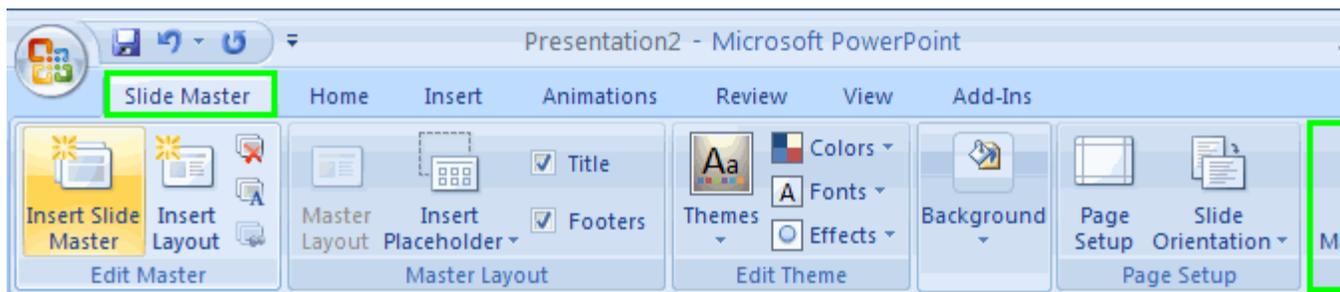
### Tip

*Fill* or *Picture* to select a gradient, texture, pattern, or picture for your background.

3. You can preview your color selections before you apply simply by mousing over your selection.
4. Click to apply the background selection to the slide master.

## Return to Normal view

1. After defining your slide master formats, return to the normal view so you can edit individual slides by selecting the *Slide Master* tab > *Close Master View* from the ribbon.



# Organizing and Previewing Slides

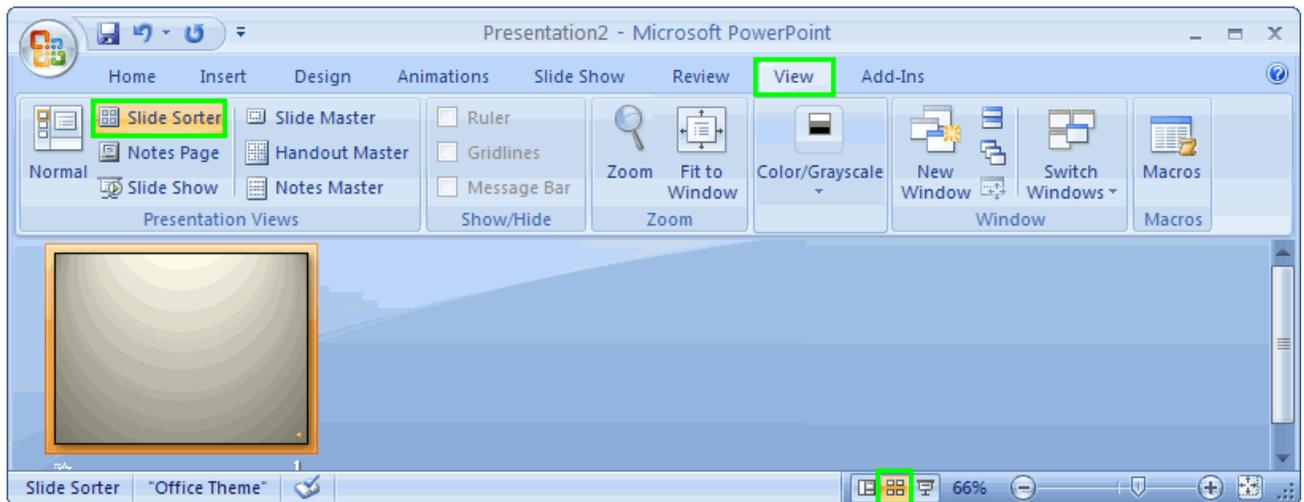
Benefits of organizing and previewing slides:

- You can see multiple slides at once.
- You can rearrange, add, and delete slides.
- You can see what the presentation will look like to your audience.

## Using the Slide Sorter to Organize Slides

Use the slide sorter to view and work with multiple slides at once and rearrange, add, or delete slides.

1. Click the *Slide Sorter View* button in the lower right corner of the screen. The slides will appear in the Slide Sorter view. You can also click the *View* tab > *Slide Sorter*.



2. Select the slide or slides with which you want to work.
  1. To select a single slide, click on the slide.
  2. To select contiguous slides, click on the first slide, press and hold the *Shift* key, and click on the last slide.
  3. To select random slides, click on the first slide, then press and hold the *Ctrl* key while clicking the additional slides.

## Deleting slides

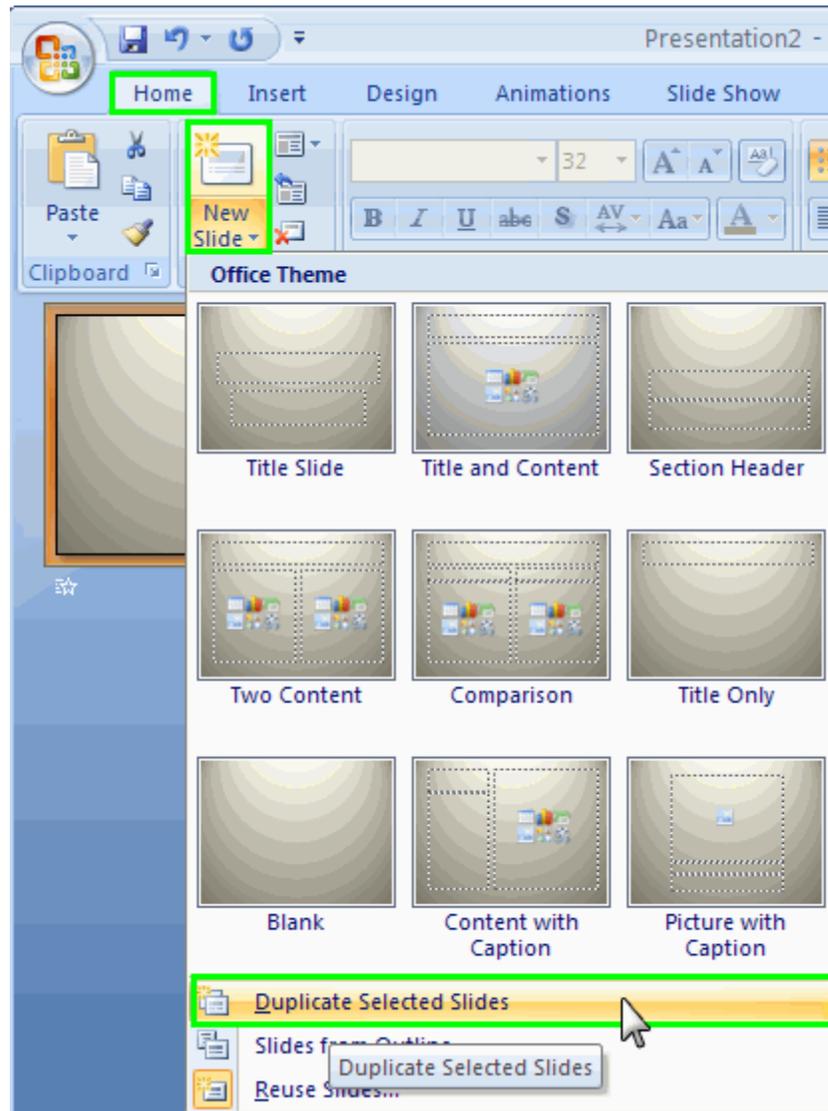
1. After selecting the slide or slides you want to delete, press the *Delete* key.

## Inserting a slide

1. Click in the space between the two slides where you want the new slide to appear. A vertical insertion bar appears between the two slides.
2. Click the *Home* tab and the *New Slide* button. You can also right-click to select *New Slide*.

## Duplicating a slide

1. Select the slide you want to copy.
2. From the *Home* tab, select *Insert Slide* button > *Duplicate Selected Slides*. An identical slide appears after the original slide.



## Moving slides

1. Click and hold on the slide you want to move.
2. Drag the mouse to the new position for the slide. The insertion bar appears in the selected place.
3. Release the mouse button. The slide appears in the new position.

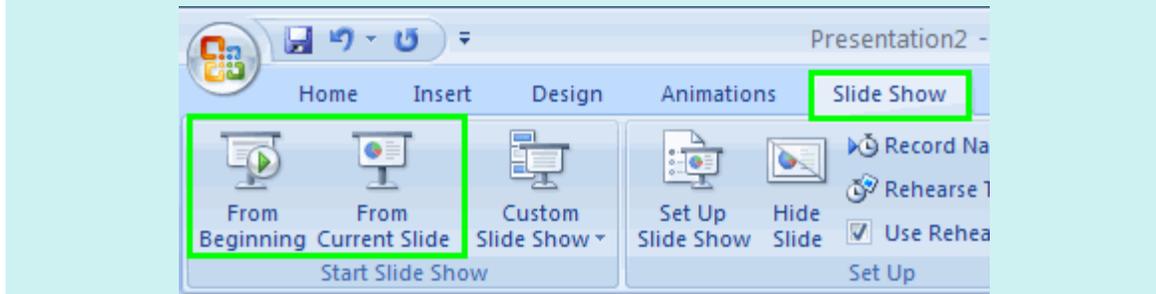
## Previewing Slides

1. Click on the slide where you want to begin previewing.
2. Click the Slide Show View button in the lower right corner of the screen. The presentation shows in Slide Show view.



### Note

You can also select the *Slideshow* tab and either view your presentation *From Beginning* or *From Current Slide*.



3. Use the left mouse button to advance to the next slide.
4. Press the Esc key to return to PowerPoint.

# Inserting Graphics and Images

Benefits of adding graphics and images to presentations:

- Graphics may better demonstrate key points than text does for some content.
- Some individuals learn best by seeing a visual representation of content.
- Graphics and images provide visual interest to your presentation and capture learners' attention.

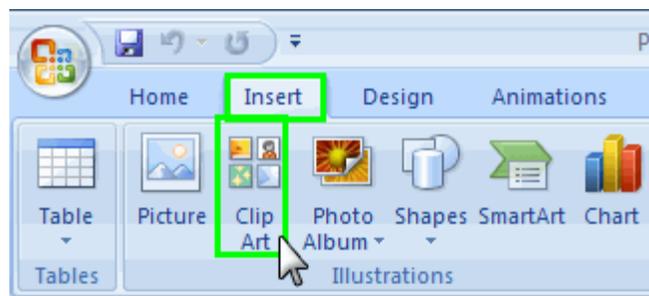
## Adding Clip Art

Microsoft Office provides a variety of clip art that you can use in PowerPoint or any of the Microsoft Office applications.

### Tip

If you don't find appropriate clip art in Microsoft Office, there are a number of clip art galleries where you can browse and download files to use in your slides. Microsoft provides a good, [free gallery](#).

1. Display the slide to which you are adding the clip art.
2. From the menu ribbon, select the *Insert* tab > *Clipart*.

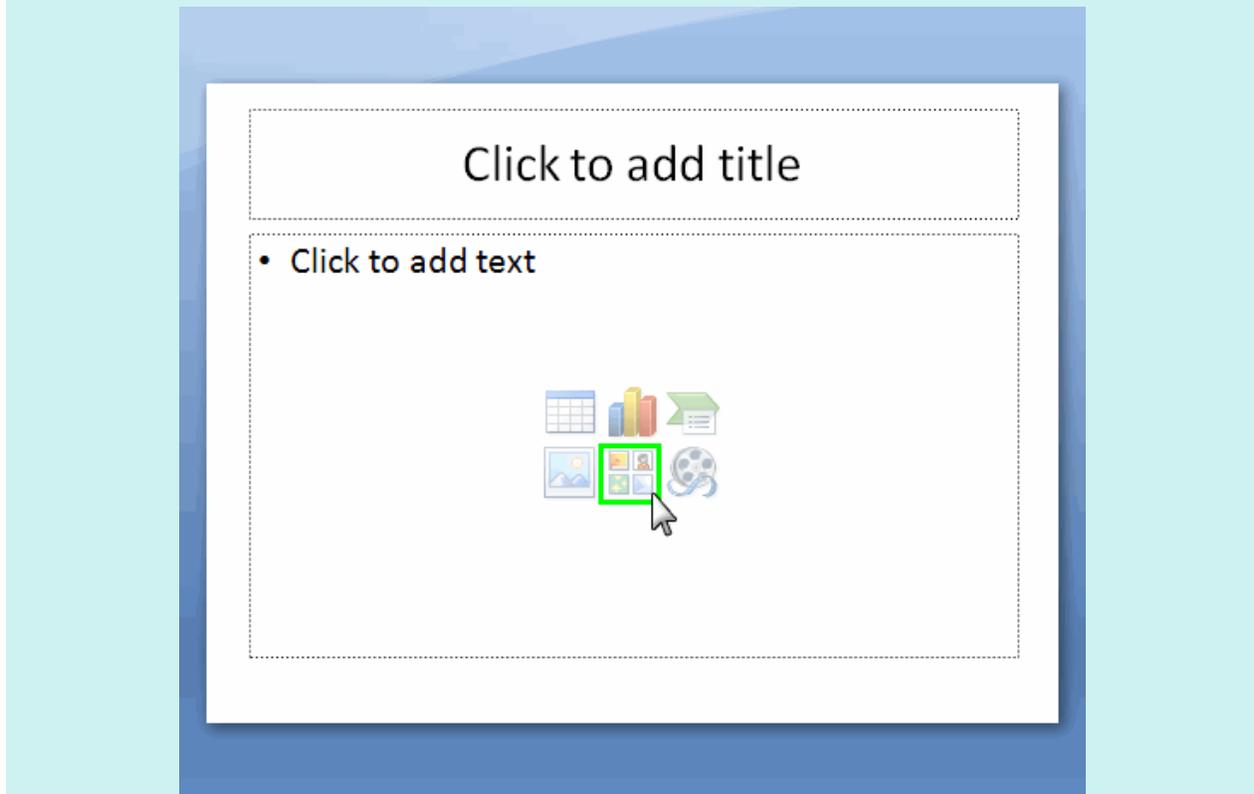


3. The Clip Art window appears on the right side of the screen.
4. Type a keyword in the *Search* box and click *Go* or press the *Enter* key to search for appropriate clip art. Clips matching the keyword appear.
5. When you find a clip you would like to use on the slide, click on it. The clip appears on the slide.
6. Move and resize the clip art, if needed.



## Note

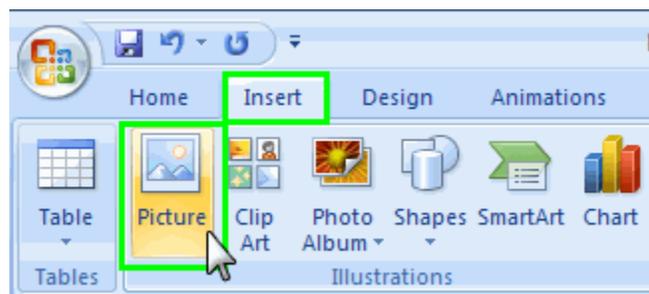
If you selected a slide layout with a placeholder for graphics, click on the Insert Clip Art icon that appears in the *Click to add content* area of the slide.



## Adding Images and Other Graphics

If you have digital images, such as images taken with a digital photograph, or graphics that you have obtained from a source other than a clip art gallery, you can easily add them to your slides as long as you have saved the image or graphic file on your computer.

1. Display the slide to which you are adding the image.
2. From the menu ribbon, select the *Insert* tab > *Picture*.

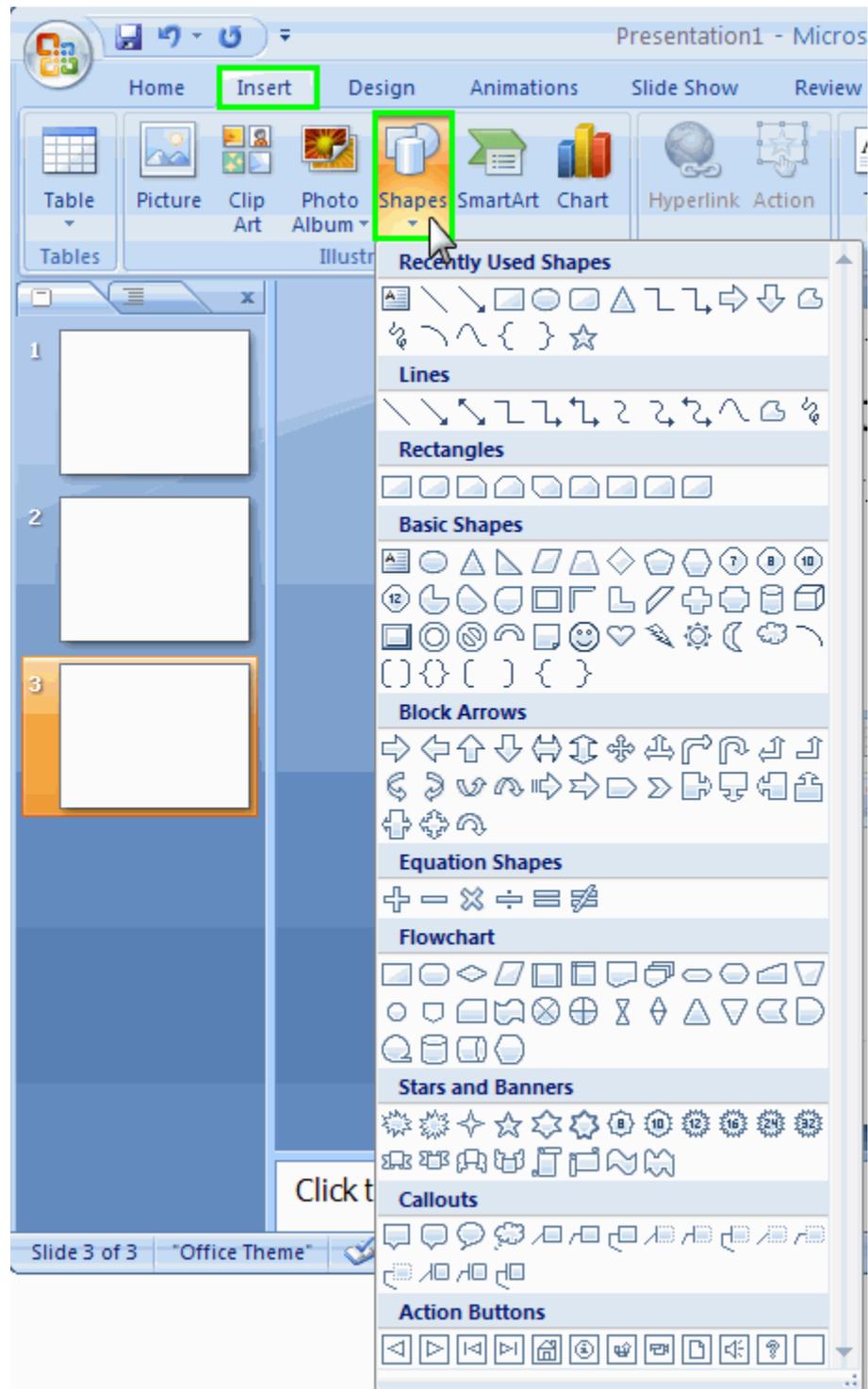


3. In the Insert Picture window, browse to the folder which contains the image or graphic you are adding to the slide. Select the image and click *Insert*. The image appears on your slide.
4. Move and resize the image or graphic, if needed.

## Adding Lines and Shapes

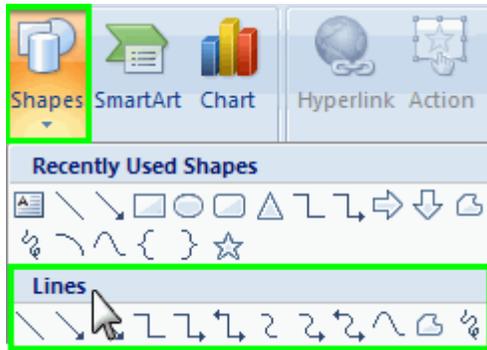
You can add lines, boxes, circles, arrows, callouts, and a variety of other shapes to your slide.

1. Display the slide to which you are adding the shape.
2. From the menu ribbon, select the *Insert* tab > *Shape*.

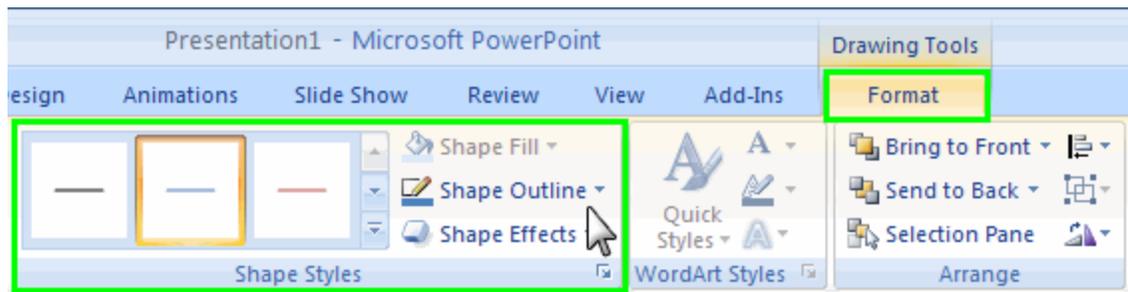


## Drawing a Line

1. Click on a Line button in the *Shapes* dropdown menu. The mouse pointer changes to a crosshair.

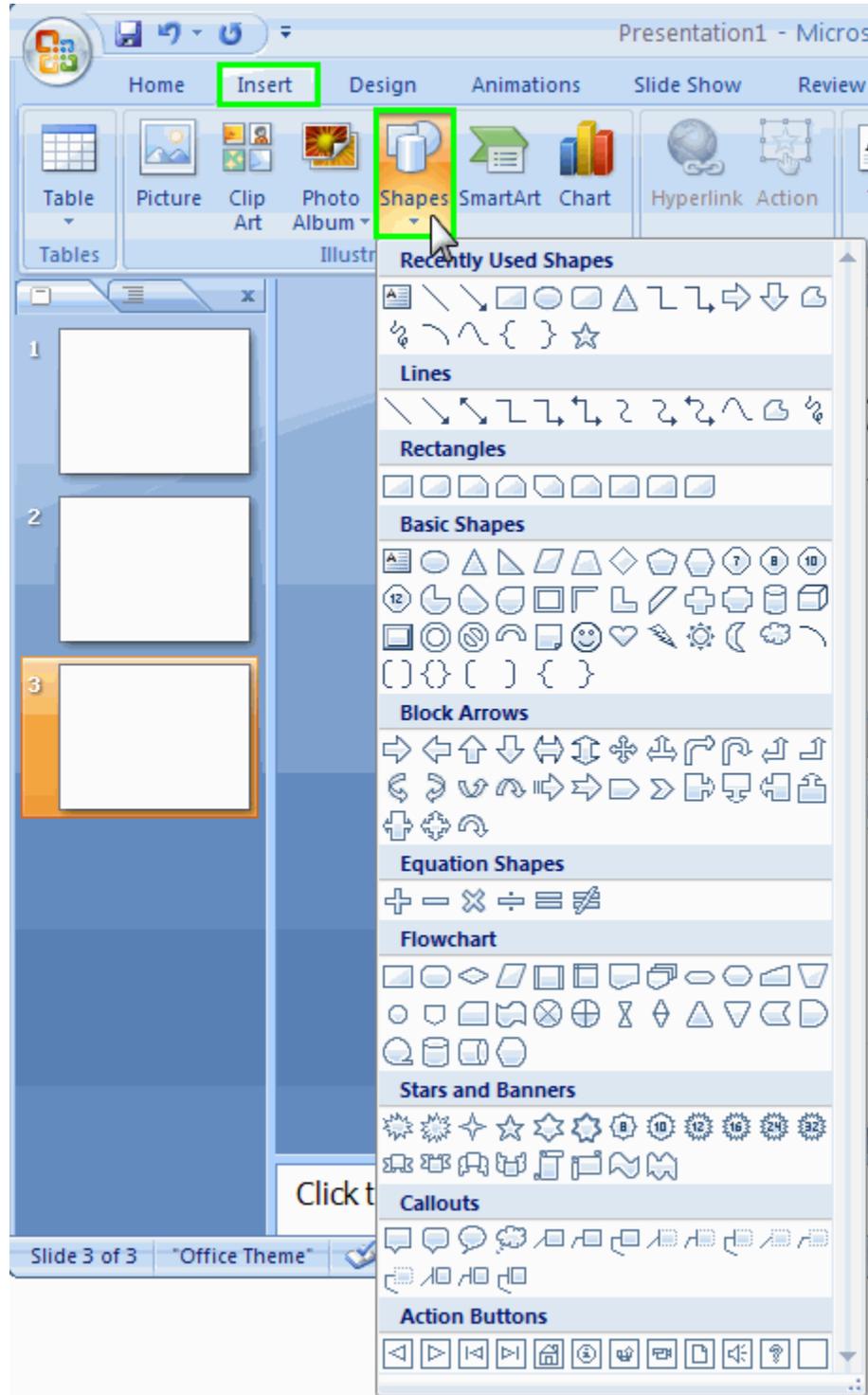


2. Place the mouse pointer where you would like the line to begin.
3. Press and hold the mouse button while you drag the mouse pointer to where the line should end. Release the mouse button.
4. Move the line, if necessary, by clicking on it and dragging it to a new position on the slide.
5. Change the color of the line, if necessary, by double-clicking your new line.
6. The *Drawing Tools* ribbon appears with the *Format* tab selected.
7. Change the color of your line by selecting a new color in the *Shape Styles* area.



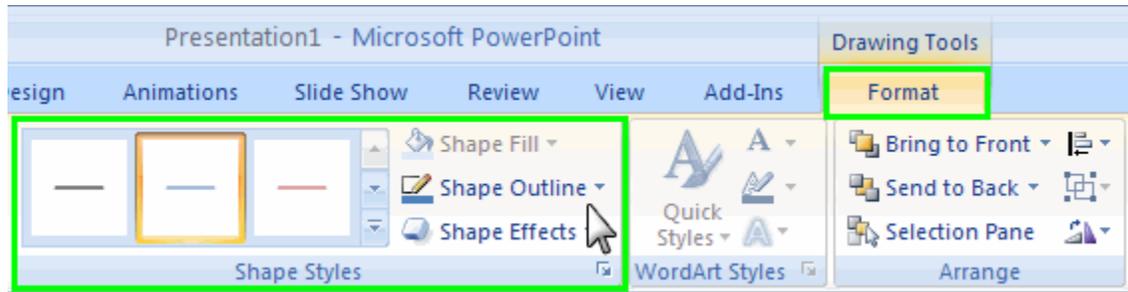
## Drawing a Shape

1. Click on a shape button in the *Shapes* dropdown menu. The mouse pointer changes to a crosshair.



2. Place the mouse pointer where you would like the shape to begin.
3. Press and hold the mouse button while you drag the mouse pointer to where the shape should end. Release the mouse button. The shape appears with the default line and fill colors.
4. Move the shape, if necessary, by clicking on it and dragging it to a new position on the slide.

5. Resize the shape, if necessary, but clicking on it, then clicking on a sizing handle and dragging the handle until the shape reaches the desired size.
6. Change the color of the shape, if necessary, by double-clicking it.
7. The *Drawing Tools* ribbon appears with the *Format* tab selected.
8. Change the colors or fill of your shape by selecting an option in the *Shape Styles* area.



## Inserting Video and Audio Clips into PowerPoint 2007

Benefits of inserting video and audio clips in PowerPoint slides:

- You can incorporate media that is relevant to your topic and audience.
- You can catch your audience's attention by adding a media clip.
- It eliminates the need for you to jump between your PowerPoint presentation and media files.

### Tip

Keep audio and video clips short and use them sparingly to maximize their impact.

### Caution!

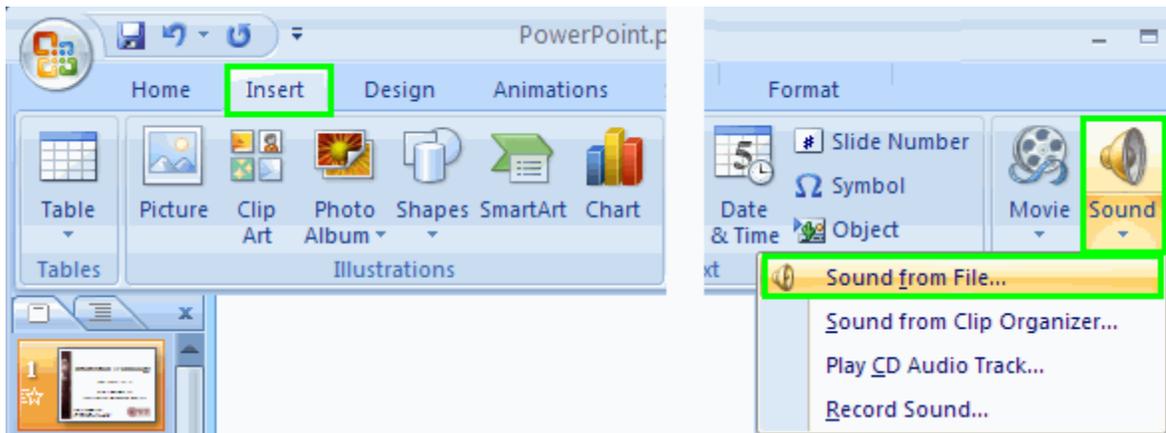
Video and audio clips can significantly increase the size of your PowerPoint presentation. If you have a long presentation with several clips, it may take several minutes for students to download your file and it may take you several minutes to upload your file.

### Adding an audio clip to a slide

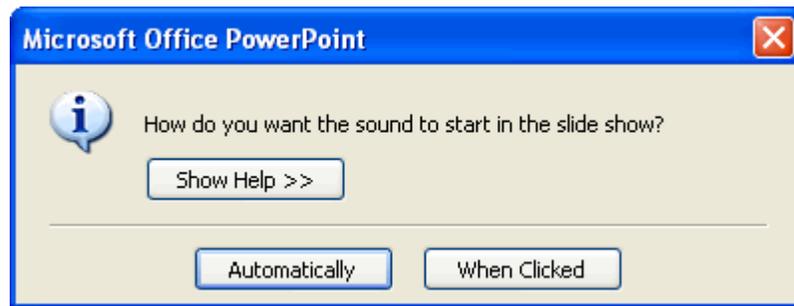
#### Note

These instructions only apply to audio files in a common audio format, such as WAV, WMA, or MP3.

1. Display the slide that will receive the audio clip in *Normal* view.
2. From the menu bar, select the *Insert* tab > *Sounds* > *Sound from File*.



3. The Insert Sound box appears.
4. Navigate to the folder containing the audio file.
5. Click on the sound file to select it.
6. Click *OK*. A box appears asking you how you want the audio to play during the slide show.



Click *Automatically* if you want the audio to play when the slide appears during the slide show.

Click *When Clicked* if you want the audio to play only when its icon is clicked during the slide show.

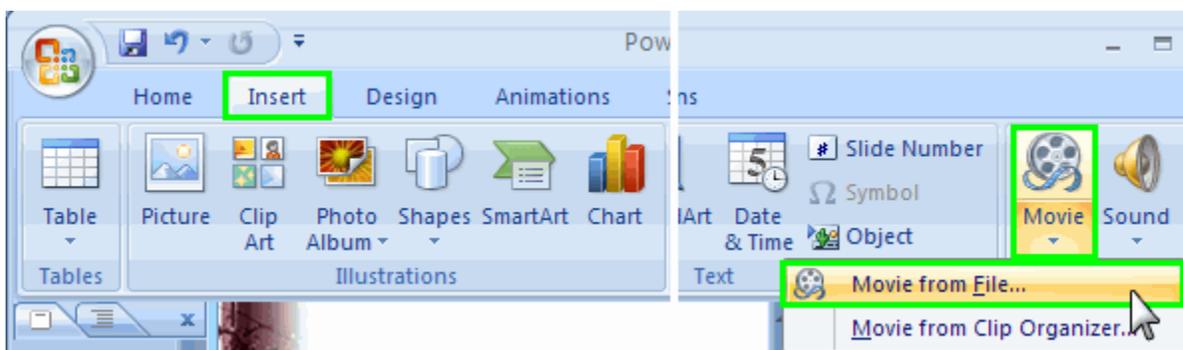
7. A sound icon appears on the slide. Click and drag it to any location on the slide.

### Adding a video clip to a slide

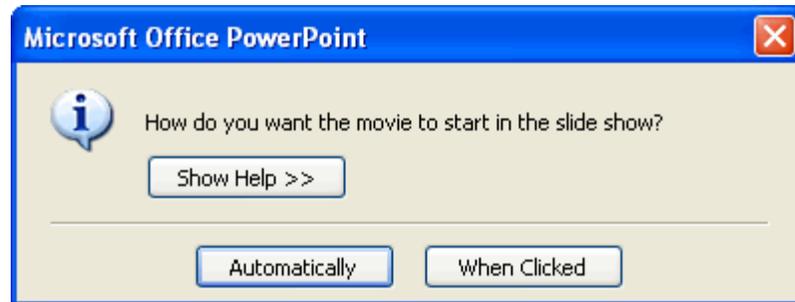
#### Tip

These instructions apply to digitized video files in a common video format, such as WMV or AVI.

1. Display the slide that will receive the video clip in Normal view.
2. From the menu bar, select the *Insert* tab > *Movie* > *Movie from File*.



3. The Insert Movie box appears.
4. Navigate to the folder containing the video file.
5. Click on the video file to select it.
6. Click *OK*. A box appears asking you how you want the video to play during the slide show.



Click *Automatically* if you want the video to play when the slide appears during the slide show.

Click *When Clicked* if you want the video to play only when your click on it during the slide show.

7. Click on the video clip area and use the resize handles to resize it, if necessary.

## Recording Narration in PowerPoint 2007

Benefits of recording narration in PowerPoint slides:

- A recorded PowerPoint presentation can be played back by students at any time from any location if stored in an accessible location.
- Students can review the presentation over and over again until they grasp the content.

### Tip

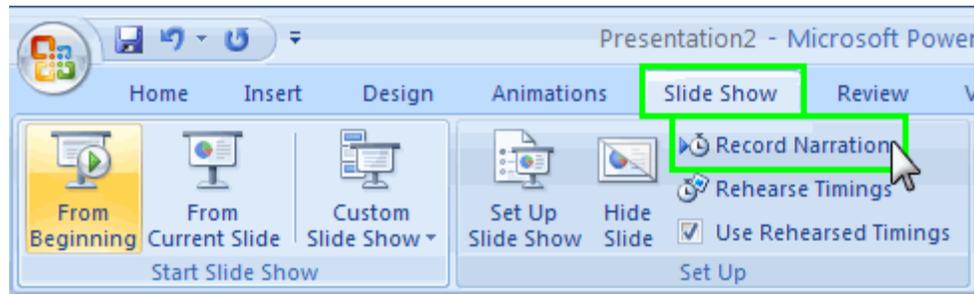
To record audio, you will need a microphone for your PC. Headset microphones can be purchased inexpensively at most computer stores.

### Caution

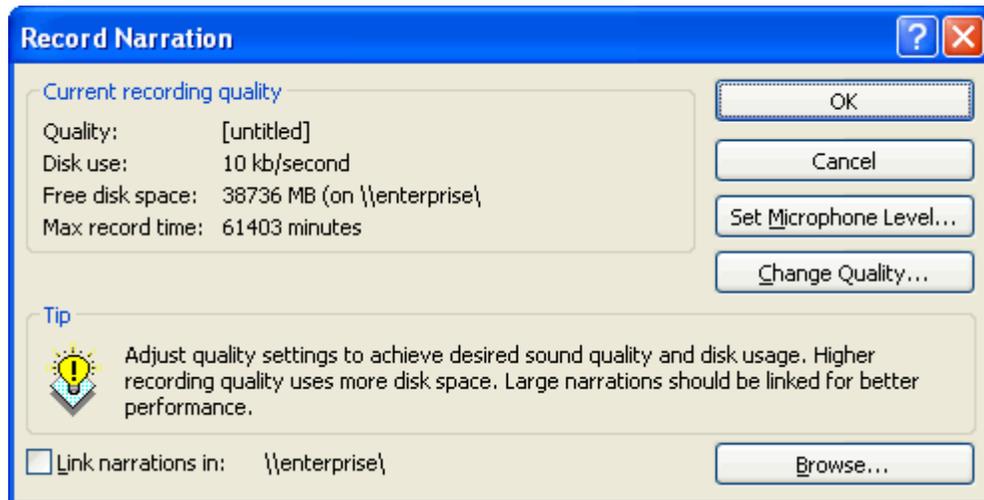
Recorded narration can significantly increase the size of your PowerPoint presentation. If you have a long presentation with recorded narration, it may take several minutes for students to download your file.

## Recording Narration

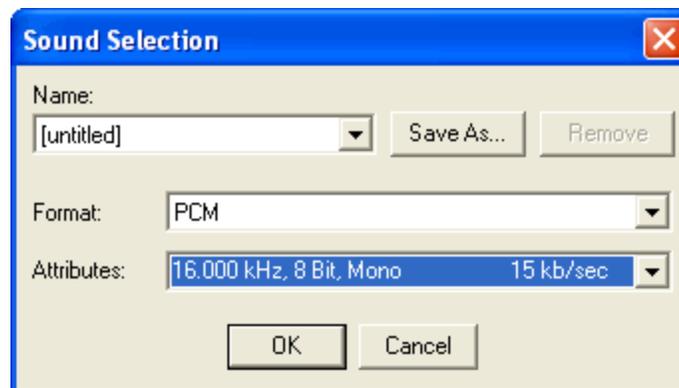
1. Open your presentation in PowerPoint.
2. From the menu bar, select *Slide Show > Record Narration*.



3. The Record Narration box appears.



4. Make sure the *Link narrations in:* box is unchecked.
5. Click *Change Quality* to adjust the sound. The Sound Selection box appears.



6. In the *Attributes* field, use the drop-down menu to select 16,000 kHz, 8 Bit, Mono.
7. Click *OK*.
8. Click *Set Microphone Level* to test your microphone before recording. The Microphone Check box appears.

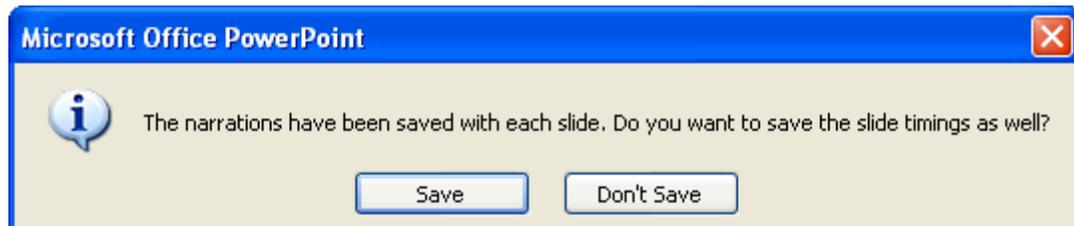


9. Use the slider bar to adjust the volume so you can hear it at an appropriate level.
10. Click *OK*.
11. On the Record Narration box, click *OK* to start recording. The slide show will begin. Speak into the microphone to record your voice. Click to advance each slide as you would if you were presenting live.

#### Note

If you did not have the first slide of the presentation selected when you started the recording process, a box appears asking if you want to start your narration on the current slide or on the first slide.

12. When the slide show is done, the screen turns black. Click again. A box appears telling you that your narrations have been saved. The box also asks if you would like to save the slide timings as well. If you click *Save*, your presentation will be saved with times for each slide. Slides will remain on the screen as long as the time indicated and will then advance to the next slide. This works well if you want your presentation to cycle through without a user having to click to advance each slide.



# PowerPoint 2007: Animation and Slide Transitions

Benefits of adding animation and slide transitions:

- They provide visual interest to your presentation and grab the audience's attention (as long as they are not overused).
- You can reveal points on slides in a staggered way (i.e. one bullet displayed at a time) to keep the audience focused only on the point which you are discussing at the given time.
- You can automate the presentation so it runs on its own.

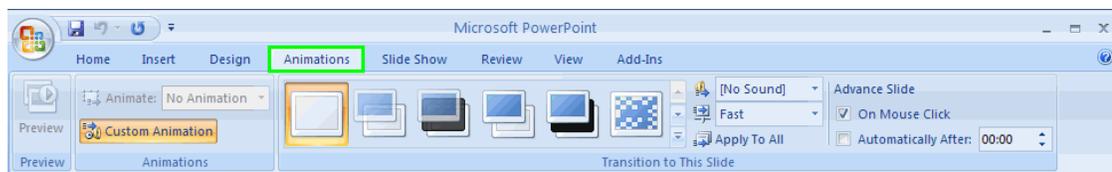
## Adding Slide Transitions

Slide transitions control how your presentation moves from slide to slide.

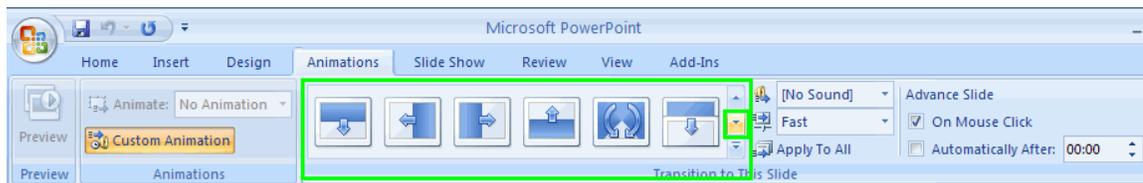
### Note

You do not have to add slide transitions to your presentation. If you do not add transitions, your presentation will move from slide to slide with a click of the left mouse button or by pressing Enter or the right arrow key. If you want the presentation to play on its own, you must set slide transitions.

1. In either the *Slide Sorter* or *Normal* view, select the slide or slides which you want to apply the transition to.
2. From the menu ribbon, select the *Animations* tab.



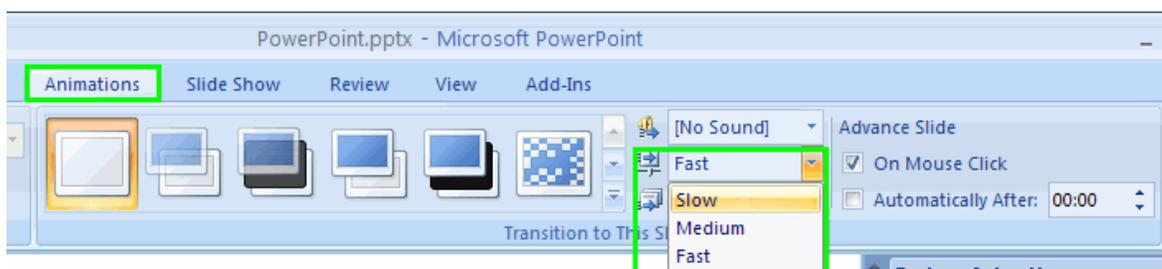
3. The most commonly used animations will appear in the center. To preview more transition options, click the down arrow.



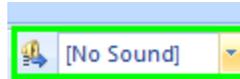
### Tip

To preview a transition, in *Normal* view hover your mouse (do not click) over the transition and view your slide transition in.

4. Select a transition from the list. Clicking it will apply the transition to the slide. You can also select *Apply to All* to apply the same transition to all your slides.
5. In the *Speed* dropdown, select the speed at which you want the transition to play.



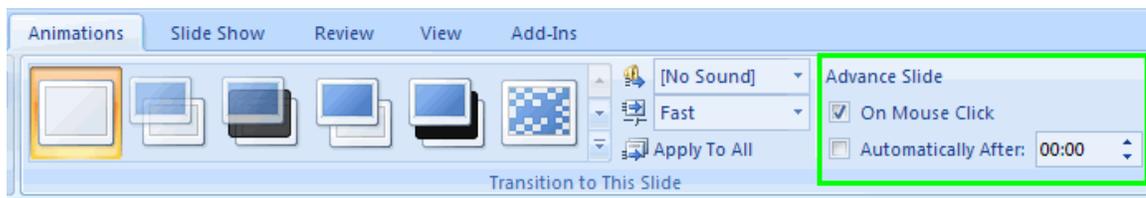
- In the *Sound* field, use the drop-down menu to select a sound to play during a slide transition, if desired.



## Note

The first time you select a sound, a box may appear prompting you to install the Sound Effects feature.

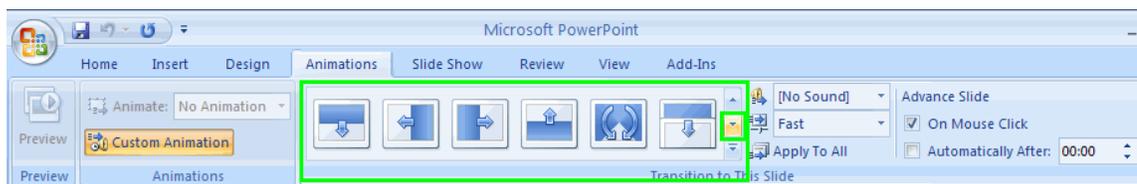
- Indicate how you want the slide transition to occur by selecting an option under the *Advance Slide* heading.  
Select *On mouse Click* if you want the transition to take place when you click the left mouse button.  
Select *Automatically After* if you want the transition to occur after a specified time. Use the up and down arrow keys in the blank box to specify the number of seconds which should pass before the transition takes place.



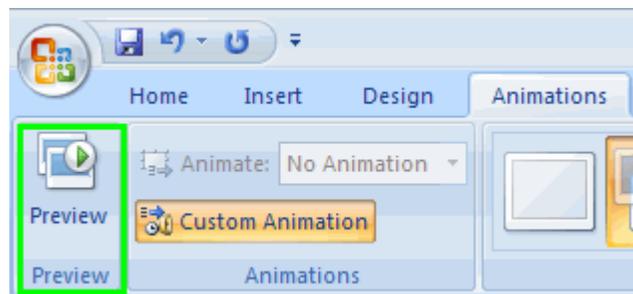
## Applying an Animation Scheme

Animation refers to how individual options on your slide move onto or off of the slide. PowerPoint has several preset animation schemes that you can use.

- In either the *Slide Sorter* or *Normal* view, select the slide or slides which you want to apply the transition to.
- From the menu ribbon, select the *Animations* tab.



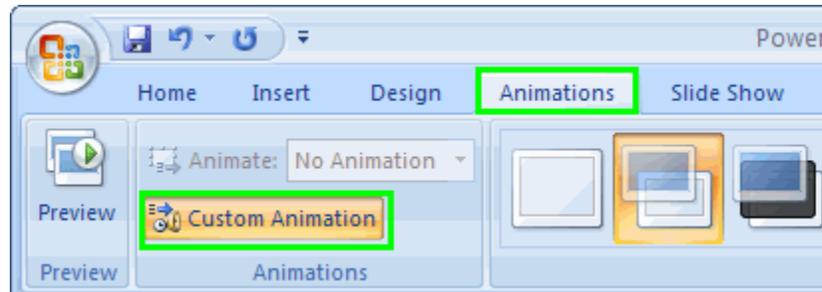
- Select an animation, customize your play speed, and set your sound preferences.
- Click *Apply to All* if you want all slides to use this animation. Otherwise it will be applied only to the slide or slides you selected.
- Click *Preview* to play the animations.



## Creating Custom Animations

You can create custom animations to specify exactly what you want to animate and how it should be done.

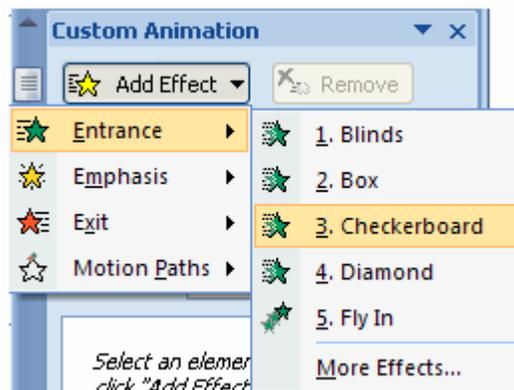
1. Select the slide which you want to apply the animation to.
2. From the menu bar, select the *Animations* tab and the *Custom Animation* button. The Custom Animation window appears on the right side of the screen.



### Note

If you previously selected an animation scheme for the slide, the animation for it will be shown.

3. Click on an element of the slide that you want to animate. For example, you could select a title, bulleted list, or graphic.
4. Click *Add Effect*. A menu appears with a list of effect categories. Entrance effects control how the element enters the slide. Emphasis effects make the element do something after it enters the slide. Exit effects control how it leaves the slide. Motion paths allow you to specify where the element travels on the slide.
5. Select a category. A second menu appears with choices for that category of effects.



6. Select one of the effects. Details about the effect appear in the *Custom Animation* window.
7. In the *Start* field, use the drop-down menu to select an event which will trigger the animation.

*With Previous* means the animation will occur at the same time as the previous animation on the slide or it will occur when the slide appears if there are no previous animations. *After Previous* means the animation will occur after the previous animation.

- In the *Direction* field, use the drop-down menu to select a direction for the animation. The significance of the direction depends on animation type.
- In the *Speed* field, use the drop-down menu to select a speed for the animation.

### Note

Reorder animations using the up and down arrows at the bottom of the Custom Animation window. Delete an animation by selecting the animation you want to delete and clicking the Remove button.

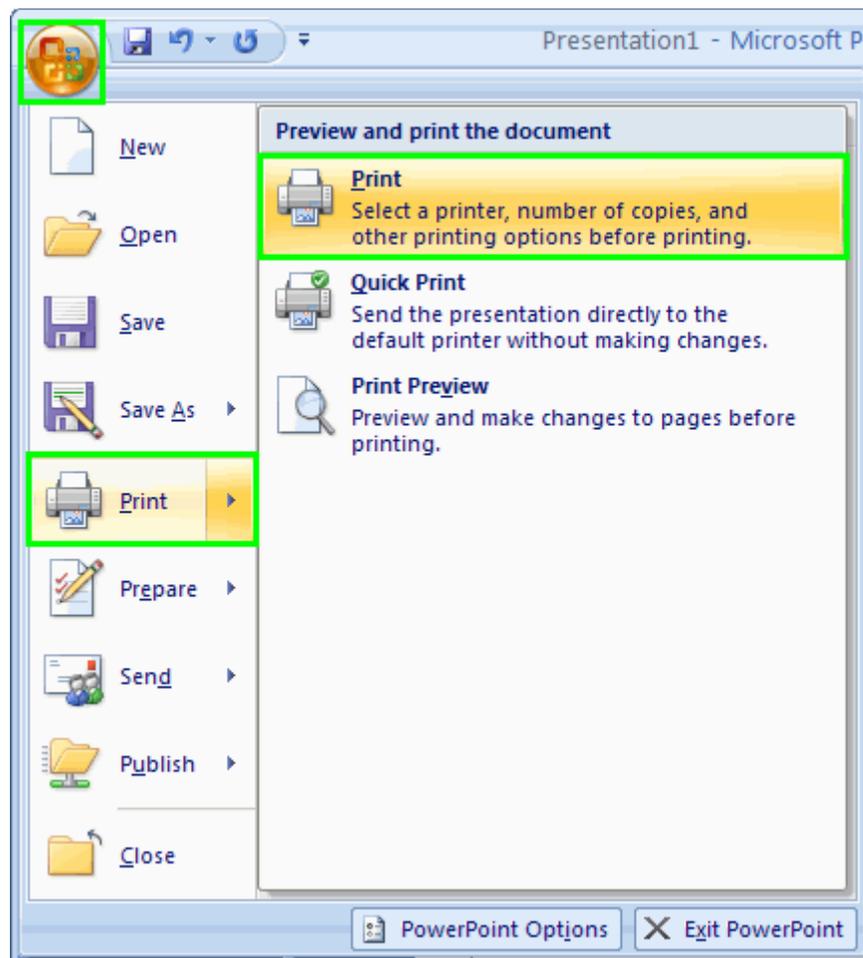
## Printing Slides, Handouts, and Notes

Benefits of printing slides and handouts:

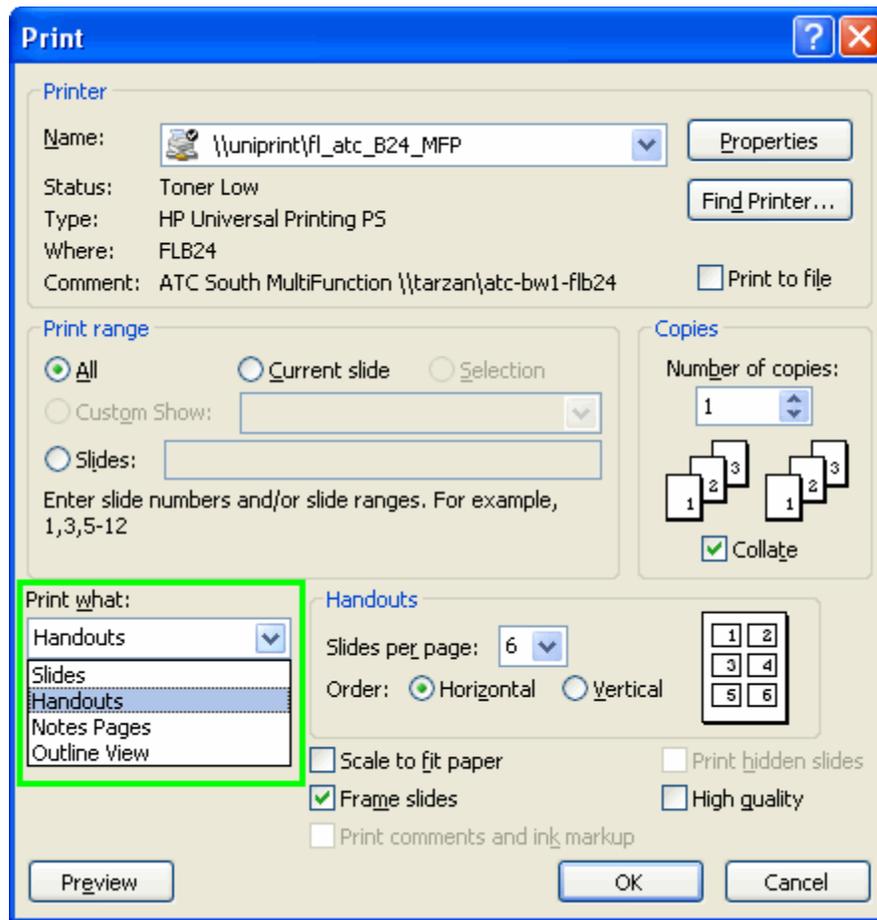
- You can give a copy of your lecture or presentation to individuals in attendance.
- You can print a copy of your notes for the presentation.

### Select the print format

- From the *Office Home* button, select *Print > Print*.



- The Print window opens.
- In the *Print What* field, use the drop-down menu to select Slides, Handouts, Notes Pages, or Outline.



4. If you selected Handouts, select the number of slides you would like displayed on each page.

### Tip

If you select 3 slides per page, small versions of the slides will appear on the left side of the page and lines for taking notes will appear to the right of each slide. This format is particularly useful for handouts.

### Print the Presentation

1. Select the appropriate printer in the *Name* field in the Printer box.
2. Indicate the number of copies you would like to print in the *Copies* box.
3. If you would like to print only certain slides, select *Slides* in the *Print Range* box and indicate the numbers of the desired slides in the *Slides* box.
4. Click *OK*.

# Giving a Live Presentation

Benefits of giving a live presentation:

- You can adapt your script to the audience.
- You can answer questions and clarify your points immediately.

## Starting the Presentation

1. From the menu bar, select *View > Slide Show*. The slide show begins.

## Moving Between Slides

1. There are three options for moving forward in the presentation: Click the left mouse button, press Enter, or press the right arrow key.
2. To move backwards in the presentation, press the Backspace key or press the left arrow key.

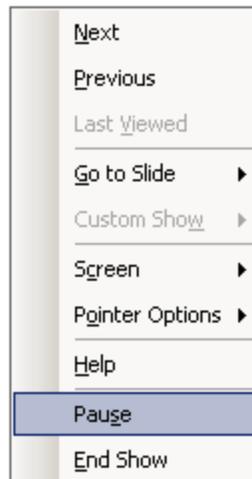
### Tip

When you reach the last slide, a black screen appears. Press any key to return to PowerPoint. You can also send the slide show early by pressing the Esc key.

## Pausing a Presentation

This is useful if you have automatic timings on your presentation and you need to stop for discussion.

1. Right click on the slide. A menu appears.

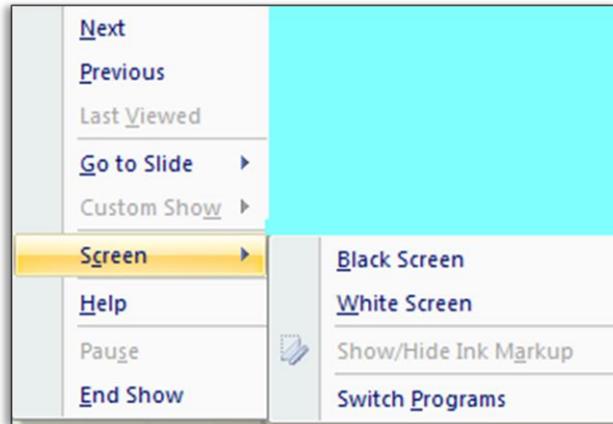


2. Select *Pause*.
3. Right click on the slide again when you are ready to resume. A menu appears.
4. Select *Resume*.

## Black Screen During Presentation

This is useful if you need to stop your presentation for discussion.

1. Right click on the slide. A menu appears.
2. Select SCREEN
3. Select Black Screen



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Online tutorials for PowerPoint 2007 can be found at Microsoft. This interactive guide allows the experienced PowerPoint 2003 user to locate what they are trying to do in the familiar PowerPoint 2003 environment. It will then guide you where to find the same command in PowerPoint 2007.

<http://office.microsoft.com/en-us/powerpoint/HA101490761033.aspx?pid=CH100668131033>

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