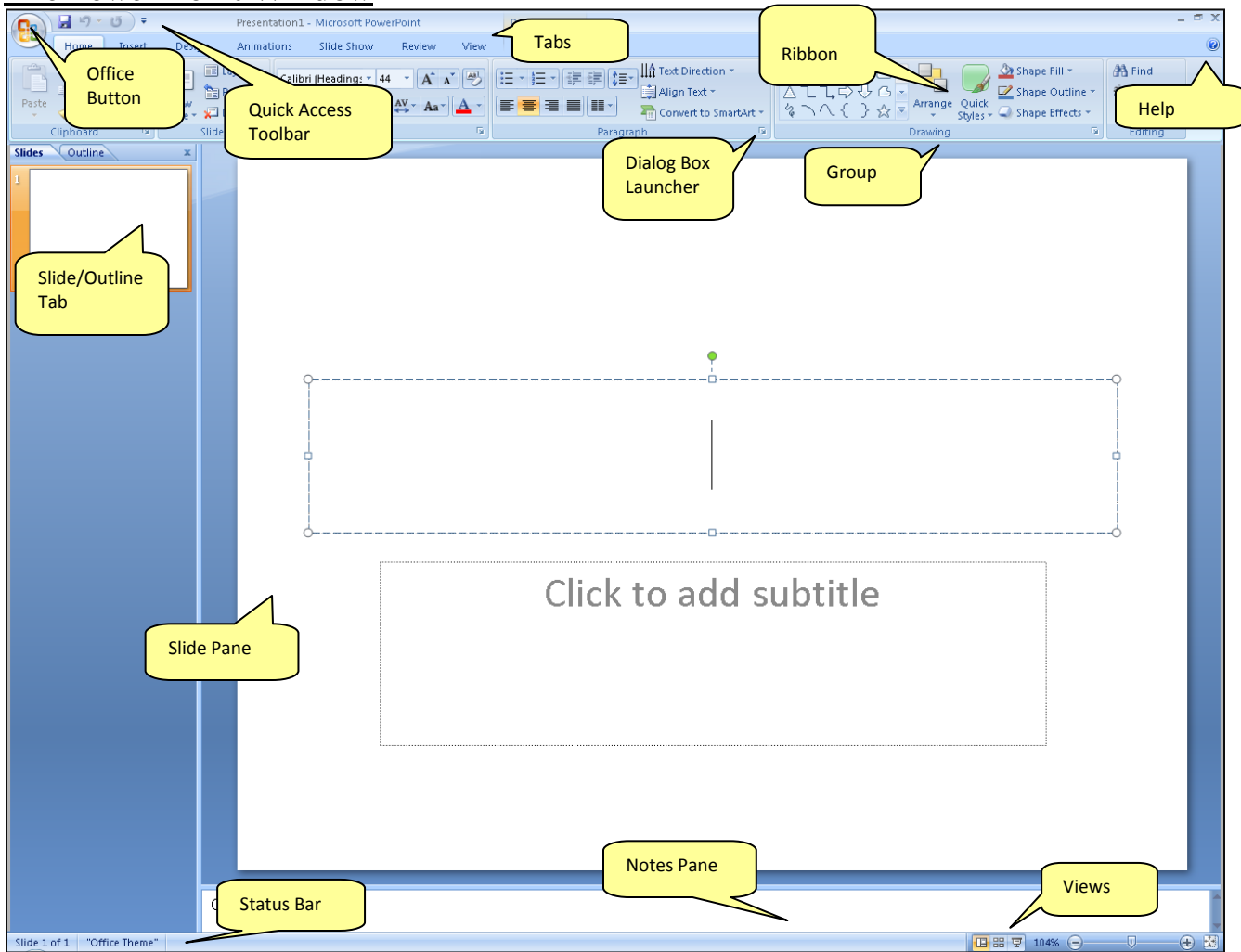


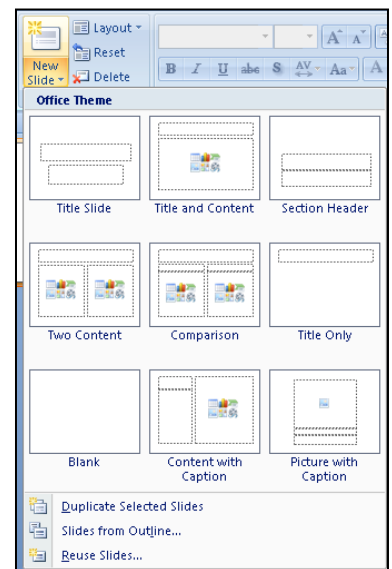
Power Point 2007 Essentials

The Power Point Window



Tips/Terms

- 1. Add Text**
Click inside the placeholder and start typing
Use same commands as in Word (ex. Backspace, Delete, Spell Check, etc)
- 2. Insert A New Slide**
Click **Home, New Slide**, select the layout
Click **Home, Layout** to change the layout of the current slide
Click **Reset**, to set placeholder sizes
- 3. Bullets/Indenting**
Press the **Tab** key to create an indent, press **SHIFT + Tab** to outdent
- 4. Move Between Slides**
Press the Page Up or Page Down buttons *OR* click on the slide
- 5. Drag or Drag and Drop** (*moves an item to a new location*)
Highlight text or select slide, when the mouse becomes an arrow
Left click, hold the button and drag
Item will be placed in the area when the mouse is released
- 6. Undo** (*Undoes last action/command*)
Click the **Undo button** on the Quick Access Toolbar
- 7. To Run The Slide Show**
Click on **Slide Show, Start Slide Show, From Beginning** *OR* press the **F5** key on the keyboard

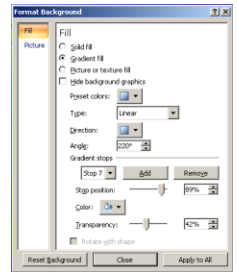
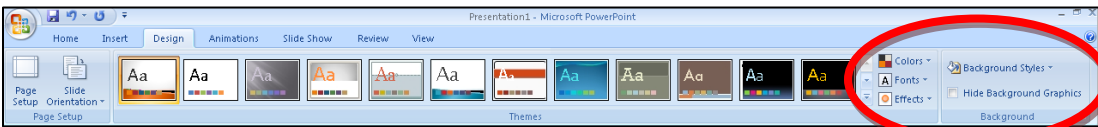


8. Quick Access Toolbar

Click the arrow to customize the buttons available (ex. Spell Check, Print)



9. Apply A Design Template (applies designs to slides)

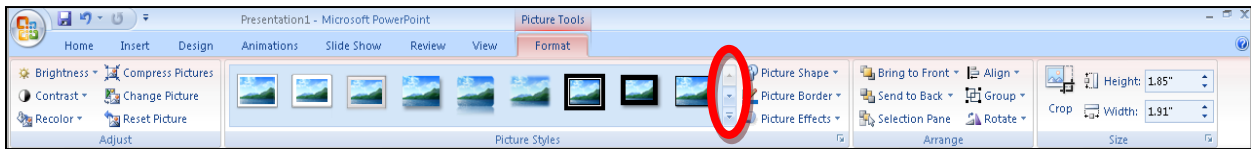


Select the slide(s)

Click on **Design**, select the **Theme** you wish to use

Change **Colors, Fonts and Background Styles**

10. Insert Graphics



Click **Insert, Clip-Art**, the **Task Pane** opens

Type a keyword, then click **Go**, locate an image, click on the image to insert the clip art

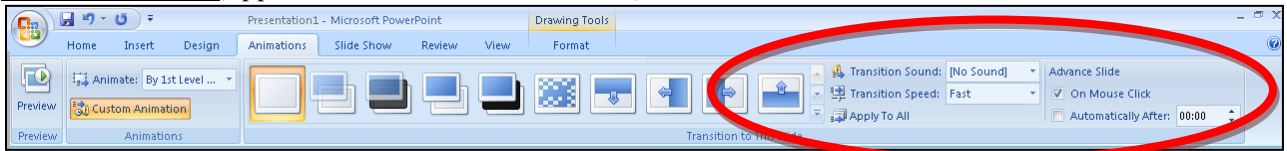
Use the **Picture Tools, Format** tab to customize the graphic (ex. **Picture Styles**)

To move clip-art - put your mouse in the center of the image and drag it to another location

To resize clip-art - go to the corner and when a double-headed arrow appears click and drag out or in

To delete clip-art - select the clip-art and press the Delete key

11. Slide Transition (applies movement between slides)



Click on **Animations, Transitions to This slide**, scroll to find and select a transition (use Live Preview)

Set **Transition Speed**, click **Apply to All** to apply the transition to the entire presentation

12. Animations (applies effects on individual slides and depends on slide layout)

Select the slide, click **Animations, Animate**, select an animation.

Custom Animation allows more control of animations including timings

13. To Delete A Slide

Click on the **Normal or Slide Sorter View** button, Select the slide, press the **Delete** key

14. Save A Document (.pptx for 2007 presentation or .ppt for 97-2003 presentation)

Click the **Office Button, Save** or click the **Save** button on the Quick Access Toolbar

Update the location of the file (if needed) and create a folder (if needed)

Name the file -do not use slashes or symbols in the file name

Click **Save**

15. Print A Document

Click the **Office Button, Print Preview**

Print What

Slides (Slide Pane)

Outline (Outline Pane, no graphics)

Handouts (multiple slides on one page)

Speaker Notes (Slide Pane and Notes Pane)

Click the **Print** button

Select the page range

All (entire document)

Current slide (slide that is active)

Slides (input slide numbers to print)

Click **OK**

