

An Introduction to Microsoft[®] PowerPoint 2007

*This document provides an introduction to using
PowerPoint 2007.*

*A basic knowledge of the Windows[®] Operating System and
word processing is assumed.*

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CONTENTS

An Introduction to Microsoft® PowerPoint® 2007.....	1
Introduction.....	1
What is PowerPoint?	1
Before You Begin	1
Supporting Documentation.....	1
Learning Outcomes.....	2
Starting PowerPoint.....	2
The Ribbon.....	3
The Office Button	3
Quick Access Toolbar	3
Adding Commands to the Quick Access Toolbar.....	4
The Status Bar	4
Zoom Slider.....	4
Views	4
To Resize Panes	5
Document View Buttons.....	5
Creating a Basic Slide Show	5
Adding Text to a Slide	5
Creating a New Slide	6
Undo and Redo	7
Promoting and Demoting Text.....	7
Adding ClipArt	8
Other Graphic Objects	8
Resizing and Moving a Graphic	9
Resizing and Moving a Text Placeholder	9
Increasing Paragraph Spacing Between Bullet Points	10
Moving Between Slides	10
Running the Slide Show	10
Moving Through the Slide Show	10
Applying a Design	11
Selecting a Different Colour Scheme	11
Changing the Background	11
Completing the Presentation.....	12
Outputting your Presentation.....	13
Printing onto Overhead Transparencies.....	13
Setting up the Page	13
Selecting the Print Options	13
Presenting Your Presentation Via the Computer.....	14
Package for CD Wizard	14
PowerPoint Viewer	14

Going Further	15
Keyboard Shortcuts for Running a Slide Show	15
Adding a Graphic	15
Working in the Outline Tab.....	16
Working in Slide Sorter View.....	17
Creating Transitions	17
Animation	18
Applying Animation	19
Other Features	19
Editing Text - Adjusting Line Spacing.....	19
Editing Text - Changing Bullets.....	19
Adding Items to All Slides Using Slide Master.....	20
Adding Headers and Footers (Including Slide Numbers)	20
Adding a Graphic.....	21
Importing an Excel Chart onto a Slide.....	22
Working in Notes Page View.....	22
Printing Handouts.....	22
To print handouts:.....	22
Saving as HTML.....	23
Web Page Preview	23
To Save a Presentation as HTML.....	23
Converting PowerPoint To/From Text	24
Send a Microsoft Word Document to PowerPoint.....	24
Send a Microsoft PowerPoint Presentation to Word	24
To Convert a PowerPoint Presentation into Text.....	24
Custom Animation.....	25
Creating Custom Animations:	25
Modifying Animation Effects:.....	26
To Remove Animation Effects	26
Ways of getting help while you work.....	27
The Help Button	27
Get Started Tab.....	27
Screen Tips.....	27
Online and Off-line Content.....	27
To Turn off Access to Online Content.....	27

An Introduction to Microsoft® PowerPoint® 2007

INTRODUCTION

What is PowerPoint?

PowerPoint is a simple yet flexible and powerful tool for creating professional-looking slides. PowerPoint slides can be easily printed as handouts, and speakers' notes can be added.

When run from the computer, the slides can incorporate sound, animation and video. Slides can be changed manually, or with pre-set timings. They can even be set to run unaccompanied in a continuous loop. Different effects can be used to merge one slide into another (transitions), and points on each slide can be built up one at a time (builds/animations).

For use with more traditional audio-visual aids, the slides (text and graphics only!) can be printed onto paper or overhead transparencies.

Before You Begin

This document helps you to get started in PowerPoint, and uses a short example to take you through the steps needed to produce a simple but professional-looking presentation. It assumes you have knowledge of Windows XP and are familiar with the basic word processing features in Microsoft® Word.

If you are unfamiliar with the Windows Operating System and/or Word features, you are recommended to read the following documents which are available from the J B Priestley building Reception or on the web at:

<http://www.bradford.ac.uk/lss/documentation/>:

- Introduction to Microsoft Windows XP
- Microsoft Word 2007 for Academic Work

This guide will be helpful for those working towards the European Computer Driving Licence Module 6.

Here you will also find externally produced documentation as an alternative to this guide. Please see:

<http://www.bradford.ac.uk/lss/training/watsonia/>

(You will need to enter your email username and password to access this page.)

Supporting Documentation

Additional documents on Microsoft® PowerPoint® 2007 are continually being developed and are available from the J B Priestley building Reception or on the web at: <http://www.bradford.ac.uk/lss/documentation/>.

Learning Outcomes

After completing this guide you will be able to:

- Create a basic slide show.
- Add, format and move text on a slide.
- Add, resize and move a graphic on a slide.
- Run a slide show.
- Revise, edit and rearrange slides, text and graphics.
- Use the Slide Master to format slides.
- Apply designs and select colour schemes.
- Add transitions and animation.
- Use the different PowerPoint Views to view, edit and present your presentation.
- Print your presentation in various ways.

STARTING POWERPOINT

1. Open PowerPoint by double-clicking the PowerPoint 2007 icon on the Desktop, or from **Start/Programs/Microsoft Office/Microsoft PowerPoint 2007**.

The PowerPoint 2007 window appears displaying a blank presentation.

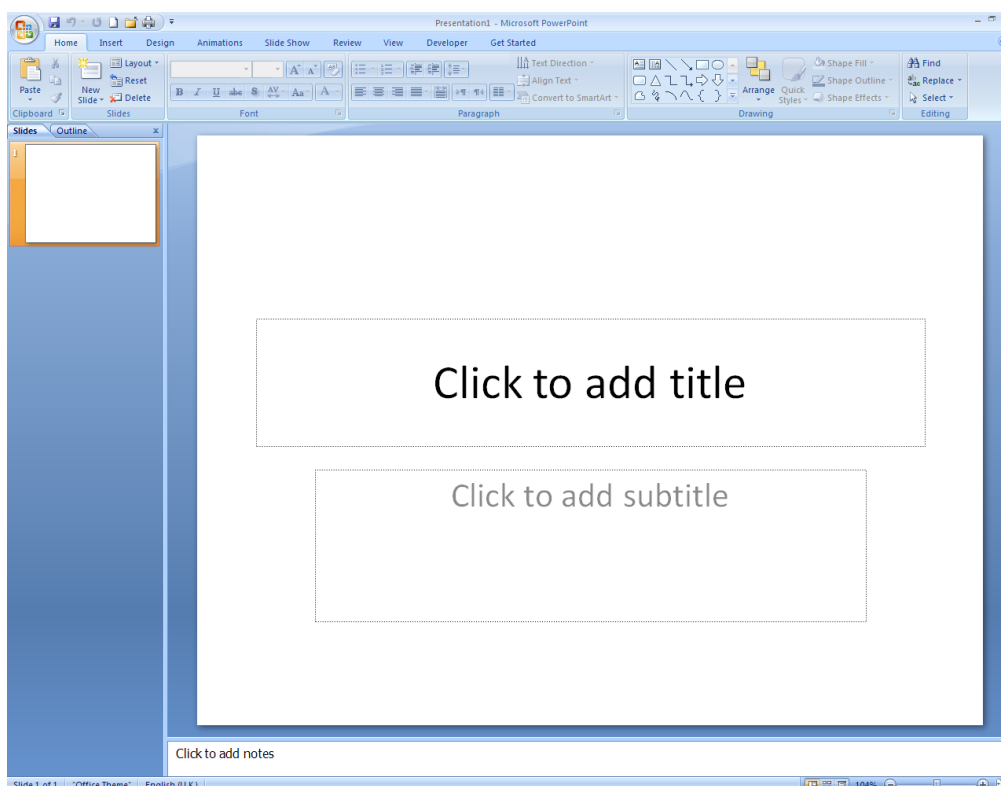


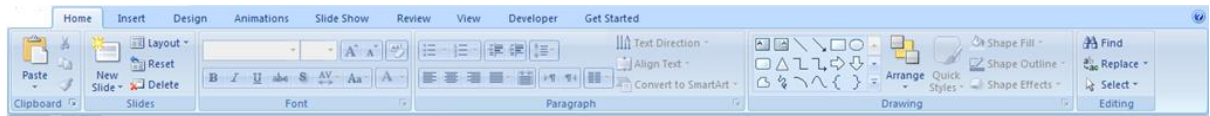
Figure 1

2. Observe the different elements in the window. At the top in the centre is the presentation name. An unsaved presentation has the name "Presentation" [number] - Microsoft PowerPoint, but once a presentation is named and

saved, the name and extension will appear. (PowerPoint 2007 presentations have the extension .pptx.)

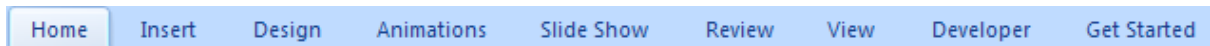
The Ribbon


The most outstanding feature of PowerPoint 2007 is the Ribbon, which replaces the menus and toolbars found in previous versions of Microsoft PowerPoint.

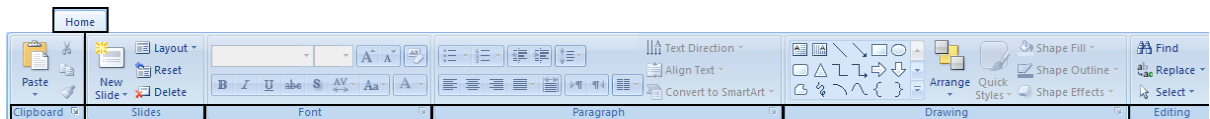


The ribbon consists of three areas:

Tags - these are at the top of the ribbon, eg Home, Design, Animations, etc.



Groups - each tab has its own set of groups - eg the Home tab contains the Clipboard, Slides, Font, Paragraph, Drawing and Editing groups. Some groups also have a small button in the lower right-hand corner known as the Dialog Box Launcher  from which further options are available. When a different tab is selected, the groups change accordingly.



Commands – these are the buttons, boxes or menus relative to each group, eg the alignment, and bullets and numbering buttons are in the Paragraph group, while Find and Replace are in the Editing group. (Note: resting the mouse pointer on a command will display a tip describing the feature.)



Using the ribbon is easy. Whenever you need to change something, click the relevant Tab, look in the correct Group, then click the command you need.

The Office Button

In the top left-hand corner of the window is the Office button, from where you find commands to open, save, print and close your presentation.



Quick Access Toolbar

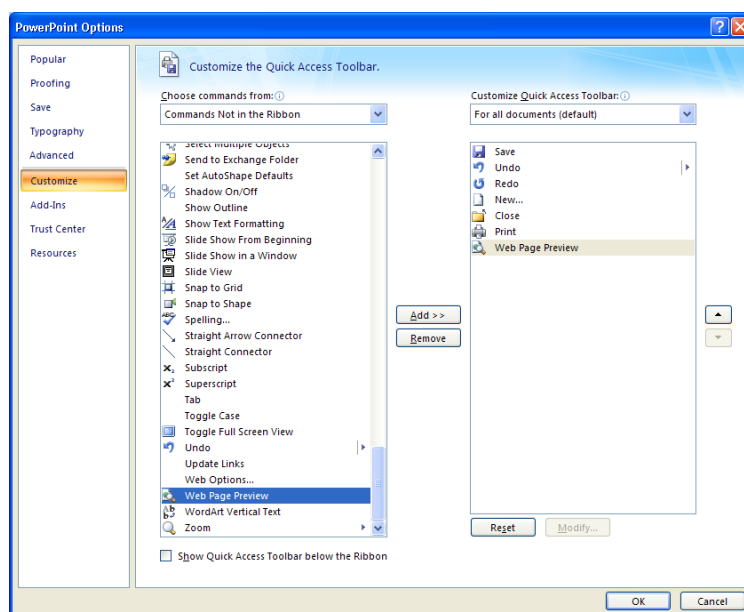
Next to the Office button is the Quick Access Toolbar, which contains items you use regularly, eg the Save button, and the Undo and Redo last action buttons.



Adding Commands to the Quick Access Toolbar

Not all available Office commands are available in the ribbon, but you can add them to the Quick Access Toolbar. To do this:

1. Click on the **Office Button** and then click on the **PowerPoint Options** button.
2. In the PowerPoint Options window, select **Customize**.
3. Click on the **Choose commands from** arrow and select **Commands Not in the Ribbon**.



4. Scroll down the list, locate and select the required command.
5. Click on the **Add** button and then click **OK**.

The Status Bar

The status bar at the bottom of the window can display items such as the current slide number, theme, language, etc. Right-click the bar, to select the options you require.

Zoom Slider

In the bottom-right hand corner of the window, on the status bar, is the Zoom slider. To view your document at different percentages, click the plus or minus buttons.



Views

When you start PowerPoint, the default view is Normal View (see Figure 1).


Normal View - divides the window up into three working areas, allowing you to see three different views simultaneously:

- Slide pane - gives you a detailed view of the layout of your current slide. You can build up the slides one at a time in this pane, including text and graphics.

- Outline/Slide tabs – Outline shows the text of all the slides in your presentation. You can type in the text of your presentation directly into this pane instead of into individual slides and use it to move text between slides. Slide displays the slides as thumbnails. You can only select, copy, delete and change the order of slides in this pane.
- Notes pane - lets you add speakers' notes to individual slides. These will not be seen in the presentation, but can be printed out for the presenter.

Notes Page View – this is only available from the **View** tab and allows the Notes pane to be viewed in its own window. Notes are covered in the section *Working in Notes Page View* on page 22.

To Resize Panes

1. On the **View** tab, in the **Window** group, click on the **Move Split** button.

2. Use the [arrow] keys on your keyboard to move the splitters which separate the different sections.
3. Press the [Enter] key to accept the settings and return to your presentation.

Note: Alternatively you can click and drag the pane borders to resize them.

Document View Buttons

These are situated next to the Zoom Slider. Simply click one of the buttons to view your document as Normal, Slide Sorter or Slide Show. 

Slide Sorter view – used for re-ordering slides, and also for adding transition effects. This is covered in the section *Working in Slide Sorter View* on page 17.

Slide Show (from current slide) view – used for presenting the slide show. Each slide is displayed without menus or tool bars. To exit from Slide Show, press the [Esc] key at the top left of your keyboard. Slide Show is covered in the section *Running the Slide Show* on page 10.

CREATING A BASIC SLIDE SHOW

In this chapter you will create the first four slides of a six slide presentation entitled 'Presentation Guidelines'.

The text is taken from the Dale Carnegie® Coach presentation template.

Although you will be shown how to edit individual slides, it is recommended that you edit slides using the Slide Master. This will ensure that all slides have the same formatting and layout, which means it looks professional and is easier to follow!

Adding Text to a Slide

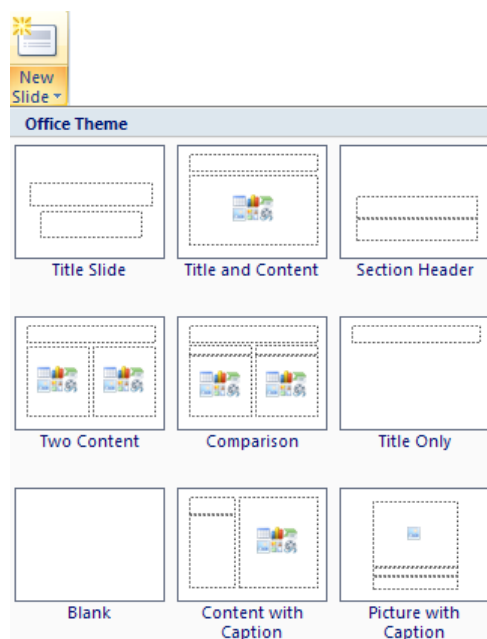
If you have not already done so, start PowerPoint which will open a New Blank presentation. In the *Slide pane*, you will notice that there are two placeholders where text can be added.

1. Click in the *title placeholder*. Click to add title
2. Type: Presentation Guidelines
3. Click in the *subtitle placeholder* and type your name.
4. **Save** your Presentation as: Presentation Guidelines

Creating a New Slide

1. On the **Home** tab, in the **Slides** group, click on **New Slide**.

Notice the Layout gallery now displays 'thumbnails' of different layouts to choose from.



2. Select the **Title and Content** option.

Note: There are two placeholders on this slide, title and content. The content placeholder can be text, pictures, clip art, a SmartArt graphic, tables, charts etc.

3. Add the title: The Four Steps to a Presentation
4. In the *content placeholder* type: Plan
5. Press [Enter].
Notice that the text is formatted as a bulleted list.
6. Type the following pressing [Enter] at the end of each word:
Prepare
Practise
Present
7. **Save** your presentation.

Note: Having entered your text, you can easily change the layout of a slide. Just select the slide and choose another layout from the **Home** tab – **Slides** group – **Layout** button.


Undo and Redo


If you make a mistake in PowerPoint, you can simply undo it. PowerPoint is set to undo the last 20 actions you have made. If you realise you shouldn't have undone an action, you can redo it.

To undo your *last* action:

- In the **Quick Access Toolbar**, click on the **Undo** button. 



To undo several actions at once:

- Click on the arrow  to the right of the **Undo** button, move your cursor down the list of actions to select the ones you want to undo, then click. (Use the vertical scroll bar to scroll down the list if the actions do not all fit into the window.)

The **Redo** feature  works in exactly the same way as Undo.

Promoting and Demoting Text

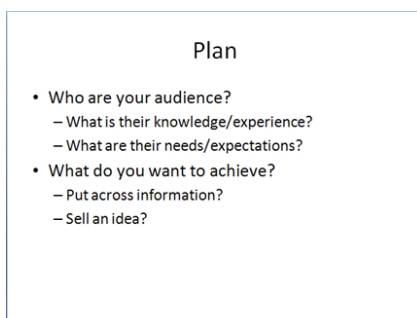
Content (text) placeholders can hold up to five 'levels' of bulleted text. Each level has a different bullet symbol, and lower levels (sub-bullets) have progressively smaller fonts. The next slide will have two levels of bulleted text.

1. On the **Home** tab, in the **Slides** group, click on the 'top half' of **New Slide** button. A new slide is inserted with the same layout as previously selected – *Title and Content*.
2. In the *title placeholder* type: Plan
3. In the *content placeholder* type: Who are your audience?
4. Press the [Enter] key.
5. On the **Home** tab, in the **Paragraph** group, click on the **Increase List Level**  button. This creates a lower level list.
6. Type the following two lines:
What is their knowledge/experience?
What are their needs/expectations?
7. Press [Enter], and then click on the **Decrease List Level**  button to return to the higher level.
8. Type the following:
What do you want to achieve?

Increase the Indent and type the following:


Put across information?
Sell an idea?

9. Your slide should look like the one below.



10. **Save** your presentation.

Adding ClipArt

1. On the **Home** tab - **Slides** group - **New Slide** button – select the **Two Content** Layout.
2. In the *title placeholder* type: Prepare:-
3. In the *content placeholder* on the left, type the following:
An attention-getting opening
Visuals to support key points
A memorable close
4. In the *content placeholder* on the right, click on the **Clip Art** icon. 
The *Clip Art* pane will appear.
5. In the **Search text:** box type: `ideas` and then click on **Go**.

Note: You can choose whether or not Microsoft Office automatically looks on the web for Clip Art or other resources such as Help files. For further details see the *section Online and Off-line Content* on page 27.

6. To select a picture, point to the picture of the man holding a light bulb in the
Clip Art pane. An arrow button will appear at the right of the picture.



7. Click on the arrow and select **Insert**.

Tip: To insert a graphic that you have on file, go to the **Insert** tab and in the **Illustrations** group, and select **Picture**.

8. **Save** your presentation.

Note: The use of Clip Art is covered in more detail in the document: *Graphics in Microsoft Word 2007*, available from the J B Priestley building Reception or on the web at: <http://www.bradford.ac.uk/lss/documentation/>.

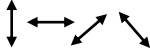
Other Graphic Objects

You can create tables, graphs and organizational charts by selecting the appropriate icon in the *content placeholder*. This is beyond the scope of this guide.


Resizing and Moving a Graphic

Please read the following points:

- When a graphic is selected, re-size handles appear around its border.
- When you point to a re-size handle, the cursor changes into the re-size cursor. To resize the graphic click and drag one of these handles.



Tip: If you drag a *side* handle you will distort the graphic, but if you drag a *corner* handle, the relative dimensions will stay the same.


- When the cursor is moved over the graphic, it will change into the move cursor.  To move the graphic, make sure the cursor is the move cursor and then click and drag the graphic to a new position.

Resizing and Moving a Text Placeholder

Please read the following points:

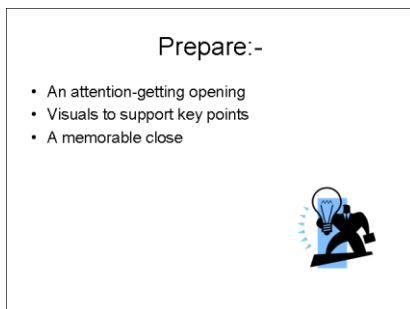
- A text placeholder is resized in the same way as a graphics placeholder. However, when you resize a text placeholder the size of the text it contains remains the same.

Tip: You can resize the text in the same way as you do in Microsoft Word.

- To move a text placeholder you must point to the border (not over a handle). The cursor will turn into the move cursor,  you can then drag the placeholder to a new position.

Now do the following:


1. Click in the *text placeholder* to show the *re-size* handles.
2. Drag the right-side handle to the right to widen the *text placeholder* until each bullet point fits on just one line.
3. Move the *text* and *graphic placeholders* until they are similar to the picture below.



4. **Save** your presentation.

Increasing Paragraph Spacing Between Bullet Points

Each bullet point is considered as a separate paragraph in PowerPoint. Sometimes the look of a slide can be improved by increasing the spacing between these paragraphs.

1. Select the three bulleted lines on the slide.
2. On the **Home** tab, in the **Paragraph** group, click on the **Dialog Box Launcher**. 
3. In the **Spacing** section, change the **Before** value to **4** and **After** value to **4**.
4. Click on **OK**.

Moving Between Slides

In PowerPoint there are various ways in which you can quickly move between slides. Try moving between slides using the three methods mentioned below:

- Click and hold your mouse button on the scroll bar slider, the number and title of the current slide will appear. You can now drag the slider until the slide you want to view is indicated.
- Click on the double-headed arrows below the vertical scroll bar to move to the next, or previous, slide.
- Select the Slide tab in the Outline View pane (see Figure 1 on page 2) and then click on the slide to be displayed.

Running the Slide Show

To run your *Presentation Guidelines* slide show from the beginning, do one of the following:

- On the **Slide Show** tab, in the **Start Slide Show** group, click on the **From Beginning** button. Notice that each slide now takes up the whole screen.
- Press the [F5] key on the keyboard.

To run your slide show from the current slide, either:

- In the status bar, click on the **Slide Show** document view button.
- On the **Slide Show** tab, in the **Start Slide Show** group, click on the **From Current Slide** button.

Moving Through the Slide Show

To move to the:

- Next slide - press the [right arrow] key.
- Previous slide - press the [left arrow] key.
- To exit the slide show - press the [Esc] key.

After the last slide, the slide show ends with a black screen. To exit from the Slide Show click anywhere on the black screen or press any key on the keyboard.

Applying a Design

PowerPoint comes with a number of built-in designs. A design adds text colour, fonts, bullet styles, background colour and graphics to your slide show, at the touch of a button.

1. On the **Design** tab, in the **Themes** group, point to a *Theme* (eg, Civic). The Theme name will appear and you will now be able to see a *Live Preview* of how the Theme will look on your slide show.
2. Use the scroll buttons to the right of the Themes to view the different ones.
3. Try pointing to a few Themes to see how they change your presentation.
4. Apply the **Flow** theme to your presentation.
5. View the effect of your design on each slide, either in Slide View, or by running the Slide Show. Applying a design may change the following:
 - The text font and colour.
 - The background.
 - The bullet style.
 - A graphic may be added (eg circles)

Tip: You can apply a design to selected slides within a presentation. This and other options can be found by right-clicking on a Theme.

Selecting a Different Colour Scheme

Having chosen a basic design you can then select a *Theme Colour* based on that design.

1. On the **Design** tab, in the **Themes** group, click on the **Colors** button. A menu will appear displaying the available colour schemes.
2. Click on a colour scheme of your choice.

Note: You can create your own colour schemes by clicking on the **Create New Theme Colors..** button at the bottom of this menu. (This is beyond the scope of this guide.)

3. View the effect of your change in colour scheme. Notice that the background, text and bullet colours have changed.
4. **Save** your presentation.

Changing the Background

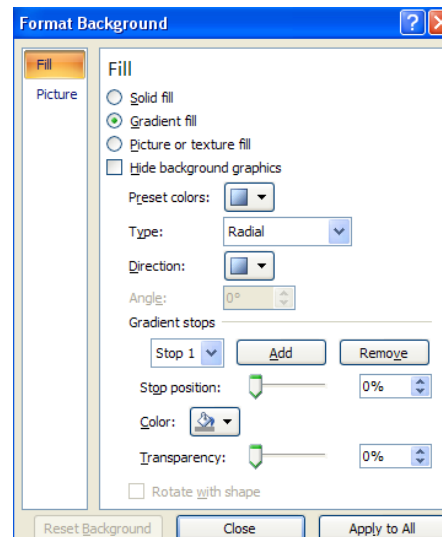
PowerPoint offers some interesting background effects, including textures, and two colour gradient effect. To access these effects:

1. On the **Design** tab, in the **Background** group, click on the **Background Styles** button. A number of background styles will be displayed.
2. Point to the different styles to see a *Live Preview* of the changes on your slides.
3. Select a background style of your choice.

Tip: Right click on a background style for further options of how to apply.

For further background formatting options:

4. **Design** tab – **Background** group – **Background Styles** button select **Format Background....**
The Format Background window will be displayed.
5. Explore the different options available.



Completing the Presentation

You are now going to add Slides 5 and 6 to the presentation. The text is given below.

Note: If you prefer to learn about *Outline View* first, do not add these slides as you will add them in the section *Working in the Outline Tab* on page 16.

6. Create new slide with the *Title and Content* layout. In the *title placeholder* type: Practice
7. In the *content placeholder* type the following:
Build confidence
Build effectiveness
Practise presentation
Get feedback
8. Create another new slide with the *Title and Content* layout. In the *title placeholder* type: Present
9. In the *content placeholder* type the following:
Make a positive first impression
Build a rapport with the audience
Hold the attention of the audience
10. **Save** your work.

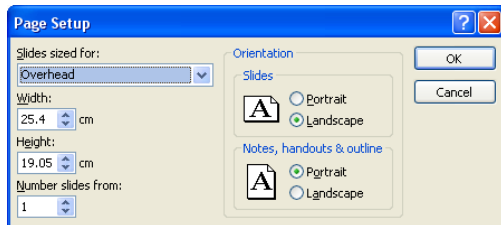
OUTPUTTING YOUR PRESENTATION

Printing onto Overhead Transparencies

If you have access to an overhead projector and don't want to project via the computer, this is the most straightforward option.

Setting up the Page

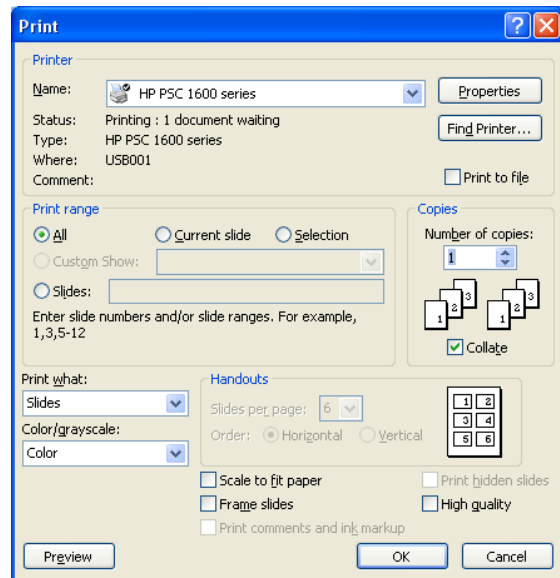
1. On the **Design** tab, in the **Page Setup** group, click on the **Page Setup** button.



2. Click on the arrow to the right of the **Slides sized for:** box, and select **Overhead**.
3. Click on **OK**.

Selecting the Print Options

1. From the **Office Button** select **Print** and then **Print** again.
2. Click on the arrow to the right of the **Printer Name:** box, and select the printer you require.
3. Make sure that **Slides** is selected from the **Print what:** box at the *bottom* of the window. (If not, click on the arrow to the right of the box, and then select **Slides** from the list.)

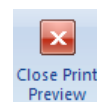


Note: The **Colour/greyscale:** box options will print out the transparencies as follows:

- **Greyscale** - prints in black, white and shades of grey.
- **Pure black and white** - changes the background to white, the text to black and shades of grey to black or white.
- **Colour** – prints in colour.

Tip: A light-coloured background is recommended for Overhead transparencies.

4. Click on the **Preview** button to see how the Overhead will print, and then click on the **Close Print Preview** button on the toolbar.



Note: For Public Cluster PCs please refer to the document: *Printing on the Central Printer* for different printing options (eg printing on colour, printing onto transparencies). This is available from the J B Priestley building Reception or on the web at: <http://www.bradford.ac.uk/lss/documentation/>.

Presenting Your Presentation Via the Computer

If you want to take advantage of PowerPoint's animated features, you need to run your presentation from a computer. You have seen how to run a slide show from a computer in the section *Running the Slide Show* on page 10. Computer images can be projected either by using a LCD projector, or a LCD panel on top of a high-powered overhead projector.

The main lecture rooms in the University have built-in computer projection facilities, and staff can book projection equipment via Audio Visual Services. For more details contact them on extension 4848 or visit their website at: <http://www.brad.ac.uk/admin/estates/roombookings.php>.

Package for CD Wizard

This wizard takes you through the steps of copying your presentation and any linked files to a CD (CD writer required!). It also copies a number of other files that will automatically run your presentation when you put your CD into a computer, even if that computer doesn't have Microsoft PowerPoint installed.

1. Click on the **Office Button**, select **Publish** and then **Package for CD**.
2. Follow the steps in the Wizard.

Note: The extra files take up about 4MB of memory, and the Wizard does *not* compress your presentation. If required, the files can be copied to another folder instead of to a CD.

PowerPoint Viewer

PowerPoint Viewer is a piece of software that allows PCs without Microsoft PowerPoint to run a PowerPoint presentation. It is freely distributable and comes with the Microsoft Office CD. Alternatively it can be accessed on the web via <http://office.microsoft.com/downloads> .

Congratulations! You now have the skills to produce your first slide show!

GOING FURTHER

The next chapter covers animation effects to enhance a slide show that is being run from a computer or LCD projector. It also introduces the *Outline Tab* and *Slide Sorter View*.

Keyboard Shortcuts for Running a Slide Show

A Slide Show presentation looks much more professional when run from the keyboard. Here are some useful keyboard commands:

To	Press
Move to next slide, or perform next animation	N or Right arrow key
Move to previous slide or perform previous animation	P or Left arrow key
Move to a particular slide number (eg slide 4)	4 then Enter
Move to the next hidden slide	H
Temporarily black out the screen (press again to cancel)	B
End the slide show	Esc



Further keyboard shortcuts can be found by clicking on the Help button in PowerPoint and searching for *Presentation keyboard shortcuts for PowerPoint 2007*.

Adding a Graphic

Graphics can be added to a slide to give your message extra impact. *Graphics* can be drawings you create, pictures/photographs, ClipArt, imported screenshots, charts, or the new range of SmartArt graphics.

Graphics are accessed in the *Insert* tab. Details of how to insert and manipulate graphics can be found in the document *Graphics in Microsoft Word 2007*. This is available from the J B Priestley building Reception or on the web at:

<http://www.bradford.ac.uk/lss/documentation/>.

1. Make sure you are in *Normal View*.
2. Move to Slide 4 (titled 'Prepare').
3. In the **Insert** tab, on the **Illustrations** group, click on the **Shapes** button. A gallery of shapes will be displayed.
4. Under the **Block Arrows** section, select the first arrow. 
5. Move your cursor onto the Slide. The cursor should take the shape of a black cross. 
6. In an empty space at the bottom of the slide, click and drag to create an arrow of about 7.5 cm (3 inches) long by 2.5 cm (1 inch) wide.



Notice that the arrow takes one of the colours of the Colour scheme you applied in section *Selecting a Different Colour Scheme* on page 11.

7. Make sure your arrow is still selected and then select the *Drawing Tools Format* tab.
8. In the **Shape Styles** group, click on the **Shape Effects** button and then select **3-D Rotation**.
9. Under the **Parallel** section, choose **Off Axis 1 Right**.
10. **Save** your work.


Working in the Outline Tab

The *Outline Tab* displays all of the text in your presentation. It is useful for adding/editing text and moving slides and/or bullet points around.

You will add slides 5 and 6 to the 'Presentation Guidelines' presentation that you started in the section *Creating a Basic Slide Show* on page 5 of this guide.

1. Make sure that you are in Normal view.
2. Click on the **Outline Tab** (to the left of the Slide pane)

3. Position the cursor at the end of the text: `A memorable close` (the last line of the last slide) and press [Enter]. Notice another bullet point appears.
4. Click in the **Decrease List Level** button  (**Home** tab - **Paragraph** group) to change the bullet point into a *New slide*.
5. Type: `Practise`
Notice how the text also appears on the slide in the *Slide Pane*.

Note: The layout of the slide will be the same as the previous one. The *Title and Content* layout is more appropriate for this slide. To change the layout go to the **Home** tab – **Slides** group – **Layout** button.

6. Press [Enter]. Notice that this creates another new slide.
7. Click on the **Increase List Level** button  (**Home** tab - **Paragraph** group) to change the *New slide* to a bullet point.
8. Add the following text and then press [Enter].
`Build confidence`
`Build effectiveness`
`Practise presentation`
`Get feedback`
9. Use the **Decrease List Level** button to change the bullet point to a *New slide* and then type: `Present`
10. Press [Enter], click on the **Increase List Level** button and then type the following:
`Make a positive first impression`
`Build a rapport with the audience`
`Hold the attention of the audience`

11. **Save** the changes you have made to your presentation.

12. Now move back to *Slide 1* and view your slide show.

Working in Slide Sorter View

Slide Sorter View allows you to change the order of your slides. You can also delete/hide slides and add transitions and simple animation in this view, as well as in *Normal View*.

1. On the **View** tab, in the **Presentation Views** group, click on the **Slide Sorter** button.

Tip: Alternatively you can click on the **Slide Sorter**  button on the right side of the Status Bar.

Make sure you have saved your presentation and then experiment with the following features in *Slide Sorter* view.

- **To select a slide** - simply click on it.
- **To select a range of slides** – click on the first slide, hold down the [Shift] key, then click on the last slide.
- **To select more than one slide** - hold down the [Ctrl] key while clicking on the required slides.
- **To select all slides** – Home tab – Editing group – Select button – Select All.
- **To move a slide** - select the slide, then drag it to the new position. A vertical line will show you where the slide is being moved to.
- **To copy and paste a slide** - select the slide you want to copy, then choose **Copy** (Home tab, Clipboard group). Then click where you want to paste the copied slide (a black vertical line will appear), and select **Paste** (Home tab, Clipboard group).
- **To delete a slide** - select the slide, then press the [Delete] key.
- **To hide a slide** - select the slide - Slide Show tab – Set Up group – Hide Slide button.

Note: The slide(s) will be 'hidden' during the slide show, but can be quickly accessed if needed (see the section *Keyboard Shortcuts for Running a Slide Show* on page 15).

Creating Transitions

Transitions are special effects that merge one slide into another. Transitions can be set up in *Normal* or *Slide Sorter* View.


1. If you have moved/copied/deleted slides in the previous section, close your presentation without saving it, and then open it again.
2. Make sure you are in Normal view.
3. Select Slide 2.

4. On the **Animations** tab, in the **Transitions to this Slide** group, point to the different Transitions in the gallery Notice how you get a Live Preview of the Transition on your slide.

Tip: Use the arrows at the end of the gallery to display further transitions.

Note: If you are in Slide Sorter view, a Live Preview will not be displayed when pointing to a transition in the gallery. Instead, you will need to click on each of the different transition effects to see a preview on the slide(s) selected.

5. Under the Stripes and Bars sections, select the transition **Blinds Horizontal**.

6. Change the view to Slide Sorter view. Notice how a Transition icon  appears underneath the selected slide. Clicking on this icon will again give a preview of the transition effect.

7. In the **Animations** tab, in the **Transitions to This Slide** group, click on the **Transition Speed** arrow and change the transition speed to **Medium**.


Note: If you have a multimedia machine, you can also select a sound by clicking on the **Transition Sound** arrow.

8. Check that the **On Mouse Click** option is selected in the **Advance Slide** section. This allows you to move through your slide show *manually*, ie using the mouse or arrow keys as described in the section *Keyboard Shortcuts for Running a Slide Show* on page 15.

Note: Slides can be set to run automatically during a presentation. To do this, remove the tick from the **On Mouse Click** checkbox (**Animations** tab, **Transitions to This Slide** group), add a tick in the **Automatically after** checkbox and then select the number of seconds you want the slide to appear on screen. For example = 4 seconds.

Tip: To apply the same transition to all slides, click on the **Apply to All** button (**do not do this now!**).

9. Apply different transition effects to slides 3 - 6, then run your slide show.


Tip: You can start your Slide Show from the current slide by clicking on the Slide Show button . You can come out of your Slide Show at any time by pressing the [Esc] key.

Animation

Animation allows you to add a visual or sound effect to text or an object to emphasise it on your slide. For example, you can *build* text so that it appears one line at a time (ensuring that your audience doesn't read ahead during the presentation!), or you can hear a sound when a picture appears.

Animation effects can be applied to individual objects (placeholders) in Normal view. To add the same animation to all slides, apply it in Slide Master view.

Applying Animation


1. In *Normal* view, click on Slide 2.
2. Click anywhere in the bulleted text list to display the text placeholder.
3. On the **Animations** tab, in the **Animations** group, click on the **Animate** button .
4. Point to each of the animation options to see how it will look in your slide show.
5. Select **Fade – All At Once**.
6. Apply different animations to slides 3 - 6, and then **Save** your presentation.
7. Now run your slide show.

Tip: Do not use too many different types of transitions and animations, as they can distract from the message of your presentation.

OTHER FEATURES

This chapter is for people who are confident with the basics, and want to explore more advanced or less common features. They do not strictly belong to an Introductory Guide, but are included here because they are included in the European Computer Driving Licence (ECDL) syllabus. Some of the features covered just give a brief description of what they do and how to access them.

Editing Text - Adjusting Line Spacing

1. Select Slide 2 (The Four Steps to a Presentation).
2. Select all four lines of text (in order to change the spacing between all four lines).
3. On the **Home** tab, in the **Paragraph** group, click on the **Line Spacing** button  and select **1.5**.

Editing Text - Changing Bullets

Each design comes with its own bullet styles, but you can also choose your own.

1. Make sure that all four lines of text are selected on Slide 2.
2. In the **Home** tab, in the **Paragraph** group, click on the **Bullets** arrow.
3. Select an alternative bullet from the gallery.
4. Click on **OK** and view your changes.

Tip: You can choose a different bullet symbol by selecting the **Bullets and Numbering** option in the **Bullets** gallery. You then have the option to:

- Click on the **Customize...** button, then the **Font** arrow and select **Wingdings**.
- Choose from a selection of graphics in Clip Art by clicking on the **Picture...** button.
- Change the colour by clicking on the **Color** arrow.

Adding Items to All Slides Using Slide Master

Sometimes you may want to add a graphic to all of the slides in your presentation, eg a company logo. You can do this by adding the graphic to the *Slide Master*. Anything that you put on a Slide Master will appear on all of the slides.

Note: It is useful to create a slide master before you start to build individual slides, rather than after. If you create the slide master first, all slides added to the presentation will be based on that slide master. If you create it afterwards, some items on the slides may not match the slide master design.

Adding Headers and Footers (Including Slide Numbers)

The simplest way to add the date and slide number to the Slide Master is via the *Header and Footer* command:

1. On the **Insert** tab, in the **Text** group, click on the **Header & Footer** button. Make sure that the **Slide** tab is selected in the Header and Footer window.
2. Click in the **Date and Time** box
3. Select **Update automatically**. This will put today's date on the slide each time you open it.
4. Click in the **Slide number** check box to select this option.
5. Click in the **Footer** check box and then type: `Effective Presentations`

When presenting a slide show, the Header and Footer text can spoil the effect of the Title slide. To avoid this:

6. Click in the **Don't show on title slide** check box.
7. Click on the **Apply to all** button
8. View each slide to see the effect and then **Save** your work.

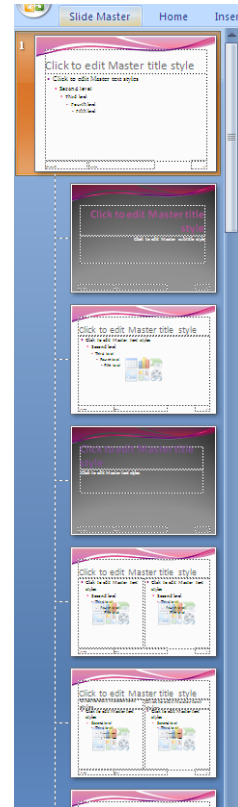
Adding a Graphic

You may want to add a logo to all slides. For this example we will use an AutoShape from the Insert tab.

1. On the **View** tab, in the **Presentation Views** group, click on the **Slide Master** button. The Slide Masters will be displayed in the pane on the left of the screen.

Please note the following important points:

- There is a Slide Master for each of the slide layouts. Point to each Slide Master to see a description and details of its use.
- Any changes made to the Slide Master (1) at the top of the pane, will be made to all of the slides in the presentation, regardless of the layout.
- You can delete any Slide Master layout not in use, - just right click on it and choosing Delete Layout.
- As well as changing the top Slide Master, you can change individual Slide Master layouts. This will only apply the changes to slides with the selected layout.
- You can create a Slide master and save it as a PowerPoint template (.potx) file. This is beyond the scope of this document.



2. Make sure the top slide master (1) is selected.
3. On the **Insert** tab, in the **Illustrations** group, click on the **Shapes** button and select the **Smiley Face** shape. 😊

4. On the slide master, drag a shape about 1 cm (½ inch) in diameter.

Tip: Hold down the [Shift] key as you drag to keep the proportions of the shape.

5. Move the shape to the top right corner of the slide.
6. On the **Slide Master** tab, in the **Close** group, click on the **Close Master View** button. You will now be able to see the effect on each of your slides.

Graphics aren't usually added to the Title Slide layout in a presentation, so to remove it:

7. In **Slide Master** view, select the **Title Slide Layout** master slide.
8. On the **Slide Master** tab, in the **Background** group, click on the **Background Styles** button and select **Format Background**.
9. In the **Fill** option, select **Hide Background Graphics** and then click on **Close**.
10. Close Master View and see the effect on your presentation.
11. **Save** your work.

Tip: You can also hide background graphics on individual slides in Normal view – **Design** tab - **Background** group – **Background Styles** – **Format Background** then as number 9 above.

Importing an Excel Chart onto a Slide

You may wish to import a Chart that you have created in Microsoft Excel onto a slide. The simplest way is to *copy* the chart from the Excel workbook, and then *paste* it into the slide. However this process 'embeds' the whole workbook into your presentation and, unless you want to edit the chart later, makes the presentation unnecessarily large.

To import an Excel Chart as a picture (non-editable, but taking up less memory):

1. Copy the chart from the Excel workbook.
2. Switch to PowerPoint and select the slide you want to paste the chart into.
3. On the **Home** tab, in the **Clipboard** group, click on the **Paste Special** button.
4. Select the **Picture (PNG)** option and then click on **OK**.

Note: Information from other applications (eg Word tables) can be imported in a similar way.

Working in Notes Page View

Notes Page View allows you to add notes to each slide. These are not visible in the slide show, but can be printed out (one page per slide) for the presenter.

To add notes either:

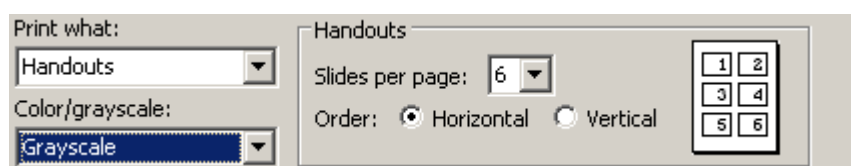
- Click and type in the Notes Pane (bottom of the screen) in Normal view.
- Add them in *Notes Page View*; **View** tab – **Presentation View** group, **Notes Page** button.

Printing Handouts

Copies of the slides can be printed out as handouts

To print handouts:

1. Click on the Office Button and select **Print**.
2. In the Print window, click on the arrow to the right of the **Print what:** box and select **Handouts** from the list.



Note: Select **Pure Black and White** if you don't want grey tones in your slide - this also saves on toner!

3. Click on the **Slides per page** arrow and select the number of slides you want per page.

Note: If you choose '3' Slides per page, then the three slides are printed on the left of the page, and some lines are printed on the right of the page, for people to add notes.


Saving as HTML

A presentation can be saved as *html*, to be viewed on the web. Your presentation will automatically be saved into a folder. Each slide will be a separate html page. Graphics will be converted into gif files etc. Buttons will be added to the presentation to allow people to navigate through it. Animated effects can be shown with Internet Explorer 4 or above.

Note: This process is covered because it is part of the ECDL syllabus. However the University of Bradford does not recommended that PowerPoint files be published to the web as html files. For further details please see Section 10.5 of the document *Code of Practice: Web based materials* at: <http://www.bradford.ac.uk/webid/>
(You will be asked to enter your University email username and password.)

Web Page Preview

To view how your presentation will look on the web:

1. Add the **Web Page Preview** button to your Quick Access Toolbar. (See the section *Adding Commands to the Quick Access Toolbar* on page 4 for instructions).
2. Click on the **Web Page Preview** in the Quick Access Toolbar. 
Your presentation will open up in your default browser (in the case of the University's Public cluster machines, this will be Internet Explorer).
3. Use the navigation buttons in the status bar to view the presentation.



Note: The look of your presentation will depend on the web browser you are using, and the settings.

To view/change the settings:

1. Make PowerPoint the active window, from the **Office Button** choose **PowerPoint Options** and then click on **Advanced**.
2. Scroll down to the heading **General** and then click on **Web Options**. For help on the meaning of the options, refer to on-line help (see the section *Ways of getting help while you work* on page 27).

To Save a Presentation as HTML

1. Click on the **Office Button** and then on **Save As**.
2. Click on the **Save As Type** arrow and select **Web Page (*.htm;*.html)**.
3. Click on **Publish** to select your options and then click on the **Publish** button at the bottom of the *Publish as Web Page* window.

Converting PowerPoint To/From Text

Sometimes you may wish to create a presentation based on a document you have already produced, eg a report or essay. The easiest way of doing this is to send the Word document to PowerPoint.

Alternatively, you may want to create a document based on a PowerPoint presentation. You can do this by:

- Sending the PowerPoint presentation to Word.
- Save the presentation as a text file which can be opened by most word processors, including Microsoft Word.

Send a Microsoft Word Document to PowerPoint

For this option to work, Heading Styles must have been used in the Word document as they form the basis of the presentation. The heading styles will convert to:

- Heading 1 - Slide titles.
- Heading 2 - 1st level bullet points.
- Heading 3 – 2nd level bullet points.

To send your document to PowerPoint:

1. In Word, add the **Send to Microsoft Office PowerPoint** button to your Quick Access Toolbar. (See the section *Adding Commands to the Quick Access Toolbar* on page 4 for instructions.)
2. Click on the **Send to Microsoft Office PowerPoint** button on your Quick Access Toolbar. The PowerPoint document will be displayed.

Send a Microsoft PowerPoint Presentation to Word

You can send your presentation to Word then you can continue adding text, or print handouts etc. To do this:

1. In PowerPoint, add the **Create Handouts in Microsoft Office Word** button to your Quick Access Toolbar. (See the section *Adding Commands to the Quick Access Toolbar* on page 4 for instructions.)
2. Click on the **Create Handouts in Microsoft Office Word** button on your Quick Access Toolbar.
3. Select the option required and then click on **OK**. The Word document will be displayed.

To Convert a PowerPoint Presentation into Text

1. In PowerPoint, click on the Office Button and select **Save as**.
2. Click on the **Save as type** arrow and select **Outline/RTF**. (RTF – Rich Text Format file.)

Note: PowerPoint slides can also be converted into graphics files. In the **Save as type...** pick-list, select the type of graphics file (eg .gif, jpeg, tiff).

Custom Animation

Custom Animation allows you to add different animation effects to each object on a slide. You can also choose in which order the animation effects will take place and control the timings of the effects.

Note: You need to be in *Normal View* to set up *Custom Animation*.

Steps to carrying out custom animation:

- In Normal View, on the Animations tab, Animations group, click on the Custom Animation button. The Custom Animation pane will appear.
- Select the object on your slide that you wish to animate.
- Click on the Add Effect button and select when you want the animation to take effect.
- From the Modify section, select other options for your animation.
- If you have animated several objects, select the order in which you want your animations to take place.

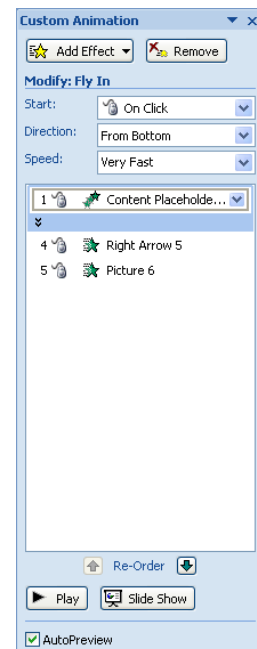
Creating Custom Animations:

To carry out the instructions in the next section you need to have added the arrow in the section *Adding a Graphic* on page 15.


1. In Normal View make sure that you are on slide 4.
2. In the **Animations** tab, **Animations** group, click on the **Custom Animation** button. The Custom Animation pane will appear.

Note: The contents of the pane will depend very much on what animations you added in the section *Applying Animation* on page 19.

3. Select the arrow object on the slide.
4. In the *Custom Animation* pane click on the **Add Effect** button, select **Entrance** and then **Fly In**. Notice that each item is now numbered both on the slide and in the Custom Animation pane. The *Re-Order* buttons are now also available in the pane.
5. Add an effect to the picture (man and light bulb).




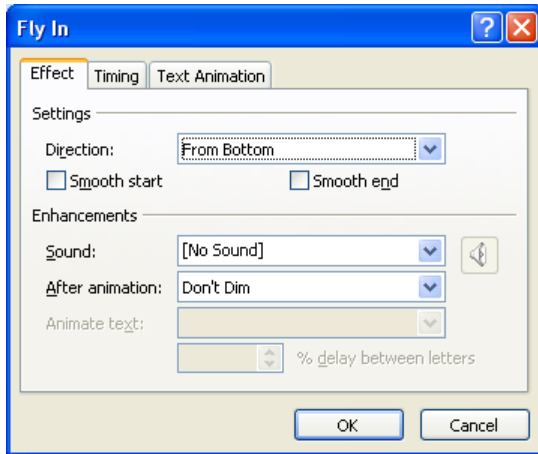
We will now change the order so that the arrow appears after the title when running the presentation.

6. Click on the **Right Arrow** in the Custom Animation pane to select it.
7. Click on the **Re-Order** button  until the Right Arrow is item number 1. Your pane should be similar to the picture opposite. Click on the **Play** button to view the animations you have created.
8. **Save** your presentation.

Modifying Animation Effects:

In PowerPoint 2007, the *Effects* can be modified in many ways. To see the options available:

1. Select the required object on the slide. (It will also be selected in the Custom Animation pane.)
2. Click on the arrow  button for the object in the pane and then select **Effect Options**. The Effects window will appear displaying the name of the animation effect in the Title bar.



Tab Effect

Effects

- Settings (eg From Bottom/Top).
- Enhancements (eg add sound).
- Start
- Delay
- Speed
- Repeat

Timing

Text Animation

- Group Text by (eg first level paragraphs)
- Automatically after

3. Experiment with the different options available for both text and objects on your slide.

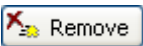
Tip: To select text, click on the bulleted list to display the text placeholder.

PowerPoint treats the text in a bulleted list as separate objects. To group the bulleted list so that it treated as one object:

1. On the slide, click on the text placeholder so that the border changes from a dashed border to a line border.
2. In the *Custom Animation* pane, click on the arrow button for the object and select **Effect Options**.
3. Select the **Text Animation** tab, click on the **Group text:** arrow and then select **As One Object**.

To Remove Animation Effects

Animation effects can be removed from any object on the slide. To do this:

- Select the object on the slide.
 - Click on the **Remove** button  in the *Custom Animation* pane.
4. When you have finished experimenting with Custom Animation, run the Slide Show for that slide to see the animation you have created.

WAYS OF GETTING HELP WHILE YOU WORK

The Help Button

For assistance at any time while working on your document, click the **Microsoft Office Help** button in the top-right hand corner of the screen. Either browse the Table of Contents, or type keywords in the Search box.



Get Started Tab

If the installation you are using contains a **Get Started** tab on the Ribbon, you have access to Video demos, on-line training, or the Interactive Guide which tells you where all the commands in PowerPoint 2007 are now located in the new interface.

Screen Tips

It is very easy to forget what all the buttons and menus are for. Fortunately, explanation is provided by way of *Screen Tips*. For example:

1. On the **Home** tab, **Clipboard** group, point to the **Format Painter** button (looks like a paint brush!).

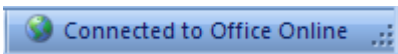
Notice that a screen tip is displayed. This gives the name of the button and a short description of what it does.

Online and Off-line Content

The Help feature (and other content such as Clip Art) is set to automatically search for resources on Microsoft's online web site if you are connected to the Internet. Online Help contains on-screen training sessions as well as the most up-to-date help and tips.

Online content takes a bit longer to access. Also, if you have a dial-up connection to the Internet your computer will attempt to make that connection. You may therefore wish to turn off.

To Turn off Access to Online Content

1. Click on the Help button or press the [F1] key.
2. Click on the Connection Status button at the bottom right of the Help window to display the options. 
3. Select Show **content only from this computer**.

Note: When you change the Connect Status, it changes how the Help window is displayed in all of the Microsoft Office programs, not just the current one.