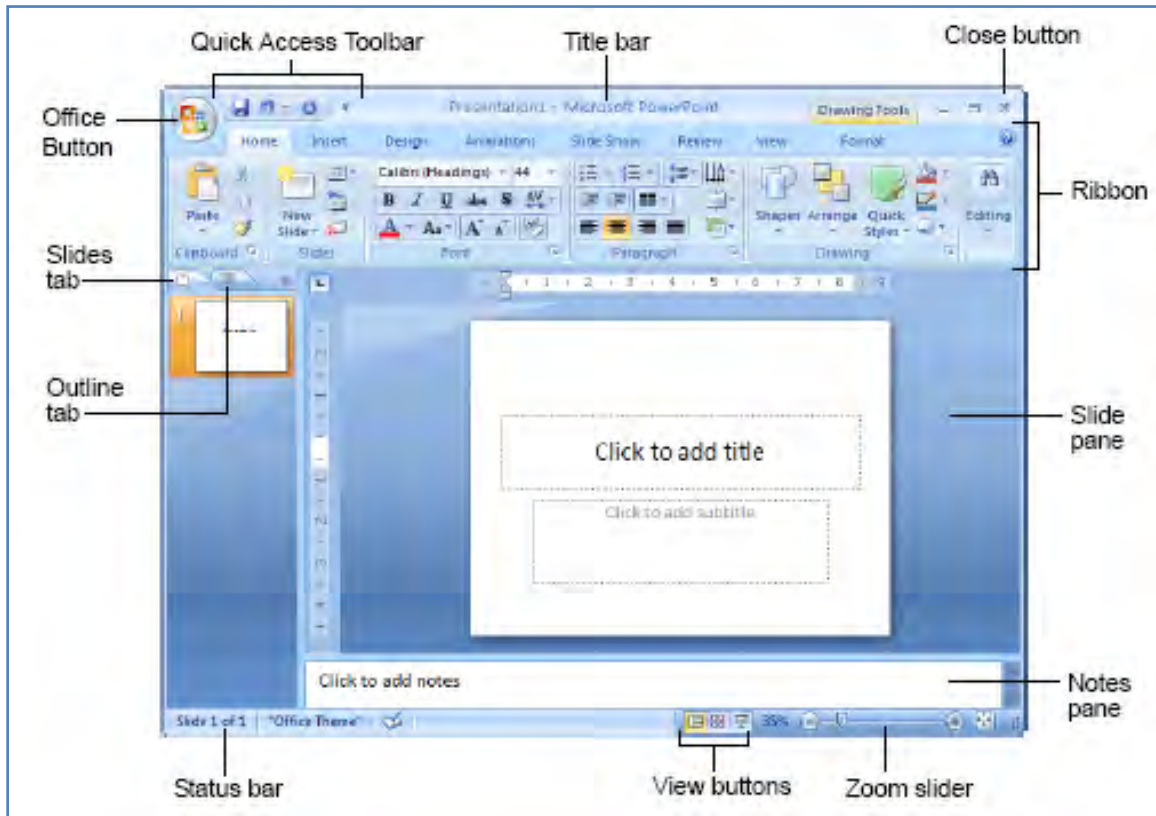


MS Office PowerPoint 2007 Training

1. PowerPoint 2007 Screen Overview



2. Hands-On Exercises

- a. Creating a new Presentation
 1. Run MS PowerPoint 2007
- b. Selecting a Template
 1. Click the **Office button** and select **New**.
 2. From the left pane look down and select **Presentations**
 3. In the middle pane select **Academic**
 4. From the following screen select **World Country Report Presentation**
 5. From the right pane select **Download**.
 6. The template downloads and is loaded into your application
- c. Modifying the template
 1. We need to delete some slides from this presentation and keep the first 5, so...
 2. Click the **View tab** and from the **Presentation Views group** click on **Slide Sorter**.
 3. Using your keyboard press and hold the **CTRL key**, and using your mouse click slides **6,7,8,9,10**. Release the CTRL key and check if the last 5 slides **are selected** (a golden border around them). If yes, press **Delete** from your keyboard. You should have now 5 slides.
 4. From the same group click on **Normal** and click on the **slide #1** to display it.
- d. Editing and adding content
 1. Click on "**Name of your Country**" and replace this with "**Distance Education**"
 2. Click on "**Your Name**", replace this with your name. **Delete the other 2 lines** and replace these with "**Houston Baptist University**"
 3. Click Slide #2
 4. Click "**Where (your country) is located**", replace this with "**Educational Objectives**"

5. Click the bullet that reads “**Tell which continent...**” delete all the text and replace with “**2010 Academic Strategic Plan**”. Press Enter. A second bullet appears, enter the following objectives:
 - **Online Vs On-Campus**
 - **Instructional Technology**
 - **Blackboard Platform**
 - **Marketing new programs**
6. Click on the **Clip Art** icon on the right side. The Clip Art pane is displayed.
7. In the “Search for...” box enter “**International**” and click **Go**. The pane shows the searched icons.
8. From the **second column**, select the **4th icon** (globe with blue people around it) by clicking the right down arrow, a menu opens, select **Insert**. The Clip Art is inserted.
9. Click Slide #3
10. Select the title “**Graphic Features of ...**” and replace it with “**Strategic Plan**”. Click the text box on the left (**Name any important...**) and replace all this text with:

“Distance education is the fastest growing element of higher education today. The number and type of higher education programs offered at a distance has grown significantly over the past decade. To sustain such growth and achieve the potential of distance education, a broad strategic planning approach is essential.”
11. Click on the **Clip Art** icon on the right side. The Clip Art pane is displayed. In the “Search for...” box enter “**Bosses**” and click **Go**. The pane shows the searched icons.
12. From the **first column**, select the **1st icon** by clicking the right down arrow, a menu opens, select **Insert**. The Clip Art is inserted.
13. Click Slide #4
14. Select the title “**Climate of...**” and replace it with “**Survey**”. Click the text box on the left (**Tell about the typical...**) and replace all this text with:
 - **1527 out of 2000 responded**
 - **73% prefer some online courses**
 - **62% want to be ½ distance students ½ face-to-face**
 - **51% want to be completely online studying from home or their works**
15. This time let’s delete the right Clip Art box. Close the Clip Art pane by **clicking the small “X”** on that pane (be careful, do not click the “X” from the top of the application). Click on **the box but not in the center icon**; it is selected. Now press **Delete**. Let’s insert a Pie Chart. Click on the **Insert Tab** and from the Illustrations group click **Chart**
16. A pop window shows different chart types; from the Pie section select the **second pie chart (Pie in 3-D)** and click **OK**.
17. Don’t panic. You’ll see 2 windows now. It splits the windows and shows PowerPoint on the left side and Excel on the right.
18. Go to cell B1 and replace the text with “**Online Education Preference**”.

19. In cells **A2 to A5** enter the following values:

Yes

No

Maybe

No Answer

20. In cells **B2 to B5** enter the following values:

73

22

3

2

21. Carefully close Excel by clicking the top “**X**” to close the application (you don’t need to save any spreadsheet). Excel closes and PowerPoint expands to its original size.

22. Move the chart to the right side and resize it so it doesn’t block the text from the left.

23. Click Slide #5

24. Click on the title “**Environment of ...**” and replace with “**Conclusion**”. Click the text box on the left (**Describe some of ...**) and then **click the border** of the text box to select it; finally **delete** the text box. If it doesn’t delete, **click again and delete**.

25. Click the **Insert Tab**. From the **Text group** click Text Box. Move the mouse pointer to the middle of the slide and click once. A text box appears; enter the following. Press enter at the end of each line:

Contact Information

[Your First and Last name]

yourusername@hbu.edu

x.9999 (your extension)

26. **Drag and center** the text box to the middle of the slide. Review your presentation and make corrections. Press **F5** from your keyboard and revise your slides. Click the **right and left arrows** to change slides.

e. Saving your Presentation

1. Make sure you are in the **Home Tab**

2. Click the **Office Button** and select **Save As** (the default file format is PowerPoint Presentation)

3. In the **Save As dialog box** name the presentation “**Online Education**”

4. Click **Save**

f. Printing

1. First, let’s change the presentation to grayscale. Click the **View Tab**, from the **Color / Grayscale group** select **Grayscale** and from the **Grayscale Tab** select **Grayscale or Automatic**.

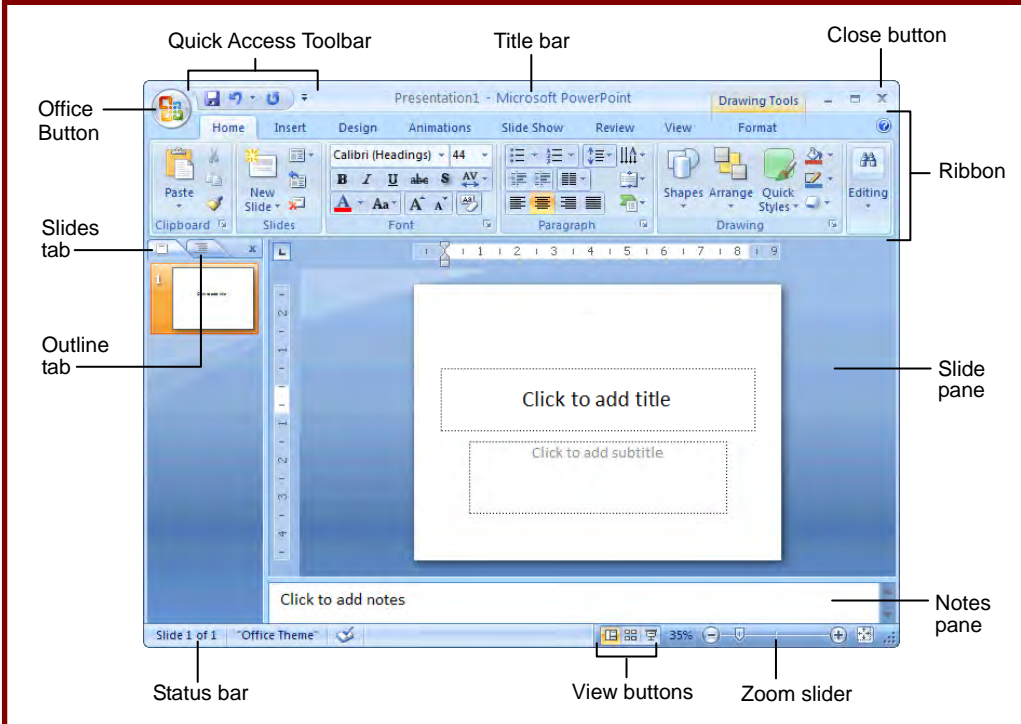
2. Print the slides (**Office Button** and select **Print**)

3. In the Print dialog box, from the **Print What:** section open the dropdown field and select **Handouts**. From the **Color/Grayscale:** section select **Grayscale**. Click OK.

4. Sign the printout and submit before leaving the training session

PowerPoint 2007 Screen

Keyboard Shortcuts



General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

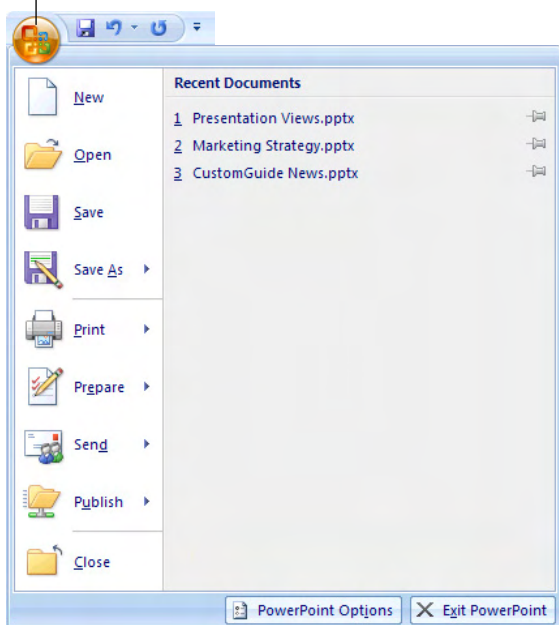
Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

The Fundamentals

The **Office Button**, located in the upper left-hand corner of the program window, replaces the File menu found in previous versions of Microsoft PowerPoint. The Office Button menu contains basic file management commands, including New, Open, Save, Print and Close.

Office Button



- **To Create a New Presentation:** Click the **Office Button**, select **New**, and click **Create**, or press <Ctrl> + <N>.
- **To Open a Presentation:** Click the **Office Button** and select **Open**, or press <Ctrl> + <O>.
- **To Save a Presentation:** Click the **Save button** on the Quick Access Toolbar, or press <Ctrl> + <S>.
- **To Save a Presentation with a Different Name:** Click the **Office Button**, select **Save As**, and enter a new name for the presentation.
- **To Preview a Presentation:** Click the **Office Button**, point to the **Print** list arrow, and select **Print Preview**.
- **To Print a Presentation:** Click the **Office Button** and select **Print**, or press <Ctrl> + <P>.
- **To Undo:** Click the **Undo button** on the Quick Access Toolbar or press <Ctrl> + <Z>.
- **To Close a Presentation:** Click the **Office Button** and select **Close**, or press <Ctrl> + <W>.
- **To Get Help:** Press <F1> to open the Help window. Type your question and press <Enter>.
- **To Exit PowerPoint:** Click the **Office Button** and click **Exit PowerPoint**.

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>
The First Slide	<Ctrl> + <Home>
The Last Slide	<Ctrl> + <End>

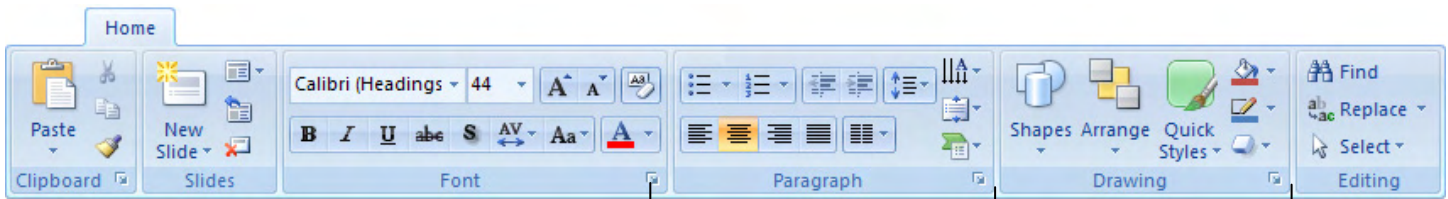
Slide Show Delivery

End Slide Show	<Esc>
Jump to Slide	<Slide #> + <Enter>
Toggle Screen Black	
Toggle Screen White	<W>
Pause Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

Formatting

Bold	<Ctrl> +
Italics	<Ctrl> + <I>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Justify	<Ctrl> + <J>

Formatting



Dialog Box Launcher

Group

- **To Cut or Copy Text:** Select the text you want to cut or copy and click the **Cut** or **Copy** button in the Clipboard group on the Home tab.
- **To Paste Text:** Place the insertion point where you want to paste and click the **Paste** button in the Clipboard group on the Home tab.
- **To Format Selected Text:** Use the commands in the Font group on the Home tab, or click the **Dialog Box Launcher** in the Font group to open the Font dialog box.
- **To Copy Formatting with the Format Painter:** Select the text with the formatting you want to copy and click the **Format Painter** button in the Clipboard group on the Home tab. Then, select the text you want to apply the copied formatting to.
- **To Change Paragraph Alignment:** Select the paragraph(s) and click the appropriate alignment button (**Align Left**, **Center**, **Align Right**, or **Justify**) in the Paragraph group on the Home tab.
- **To Create a Bulleted or Numbered List:** Select the paragraphs you want to bullet or number and click the **Bullets** or **Numbering** button in the Paragraph group on the Home tab.
- **To Apply a Document Theme** (called *design templates* in previous versions of PowerPoint): Click the **Design** tab on the Ribbon, click the **More** button in the Themes group, and select a theme from the gallery.
- **To Change the Slide Background:** Click the **Design** tab on the Ribbon, click the **Background Styles** button in the Background group, and select a background.
- **To View the Slide Master:** Click the **View** tab on the Ribbon, click the **Slide Master** button in the Presentation Views group, and click the **Slide Master** or the appropriate **Layout Master** in the Outline pane.
- **To Change Paragraph Line Spacing:** Select the paragraph(s), click the **Line Spacing** button in the Paragraph group on the Home tab, and select an option from the list.
- **To Insert a Header or Footer:** Click the **Insert** tab on the Ribbon and click the **Header & Footer** button in the Text group. Select the option(s) that you want and click **Apply** or **Apply to All**.
- **To Correct a Spelling Error:** Right-click the error and select a correction from the contextual menu. Or, press **<F7>** to run the Spell Checker.

The Outline Pane



The **Slides** tab contains a thumbnail image of every slide in the presentation; simply click a thumbnail to jump to that slide. You can also rearrange, add, or delete slides here.

The **Outline** tab focuses on the content of the presentation rather than its appearance. Use this tab when you want to adjust the textual structure of a presentation or add large amounts of text to it.

Delivery, Transitions and Animation

- **To Add a Slide Transition:** Navigate to the slide you want to add a transition to. Click the **Animations** tab on the Ribbon, click the **More** button in the Transition to This Slide group, and select a transition effect.
- **To Add an Animation Effect to an Object:** Select the object that you want to animate, click the **Animations** tab on the Ribbon, and click the **Custom Animation** button in the Animations group. Click the **Add Effect** button, select a category, and select the effect you want to use.
- **To Present a Slide Show:** Click the **Slide Show** button on the status bar.
- **To Use the Pen:** In Slide Show view, press **<Ctrl> + <P>** and then draw on the screen. Press **<Ctrl> + <A>** to switch back to the arrow pointer. Press **<E>** to erase your doodles.
- **To Add Slide Timings:** Click the **Slide Show** tab on the Ribbon and click the **Rehearse Timings** button in the Set Up group. Navigate through the presentation, pausing on each slide for the amount of time you wish to display it during your show. Click **Yes** to save your timings.

Drawing and Graphics

- **To Insert a Clip Art Graphic:** Click the **Insert** tab on the Ribbon and click the **Clip Art** button in the Illustrations group. Type the name of what you're looking for in the "Search for" box and click **Go**.
- **To Insert a Picture:** Click the **Insert** tab on the Ribbon and click the **Picture** button in the Illustrations group. Find the picture you want to insert and click **Insert**.
- **To Draw a Shape:** Click the **Insert** tab on the Ribbon, click the **Shapes** button in the Shapes group, and select the shape you want to insert. Then, click where you want to draw the shape and drag until the shape reaches the desired size. Hold down the **<Shift>** key while you drag to draw a perfectly proportioned shape or straight line.
- **To Format an Object:** Double-click the object and use the commands located on the Format tab.
- **To Move an Object:** Click the object and drag it to a new location. Release the mouse button when you're finished.
- **To Resize an Object:** Click the object to select it, click and drag one of its sizing handles (○), and release the mouse button when the object reaches the desired size. Hold down the **<Shift>** key while dragging to maintain the object's proportions while resizing it.
- **To Delete an Object:** Select the object and press the **<Delete>** key.

View buttons



Normal view: This is the default view in PowerPoint 2007. Normal view includes the Outline pane, Slide pane, and Notes pane



Slide Sorter view: Displays all the slides in the presentation as thumbnails (tiny images). Use Slide Sorter view when you want to rearrange the order of slides or add transition effects between slides.



Slide Show view: Displays the presentation as an electronic slide show. Whenever you deliver a presentation in front of an audience, Slide Show view is definitely the view you want to use.