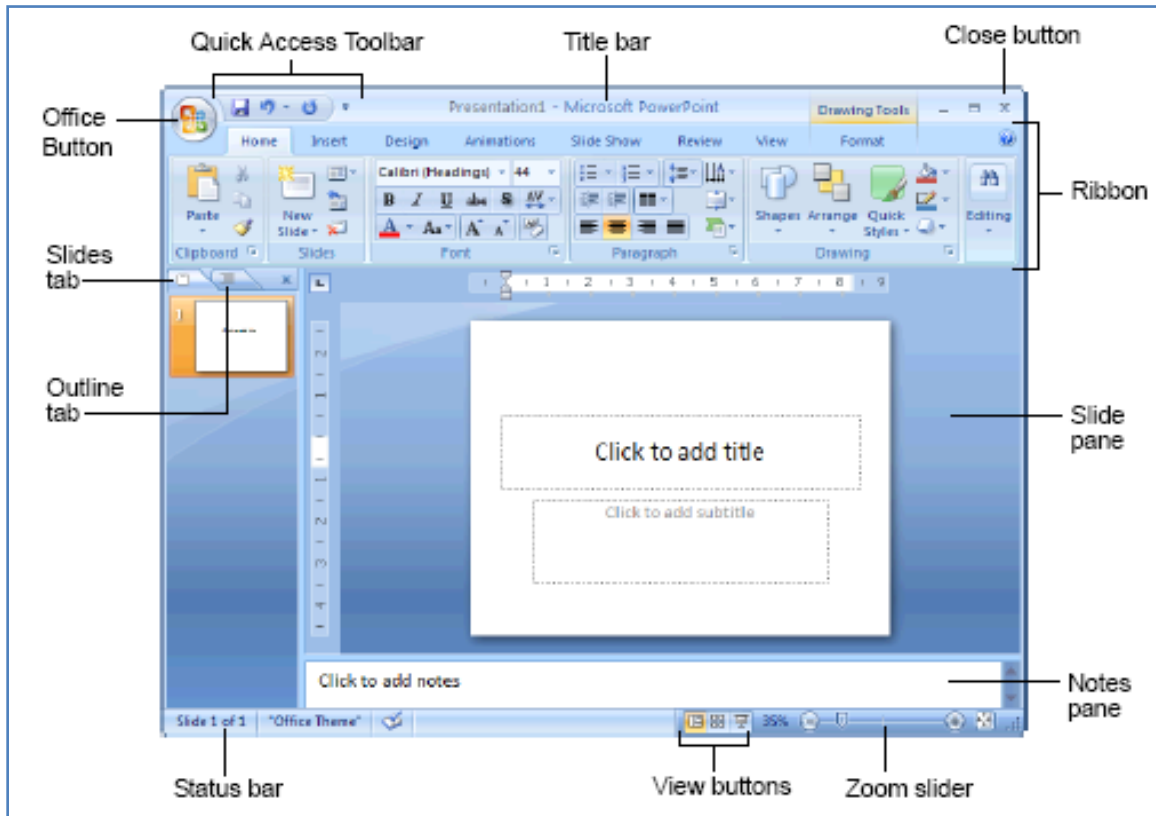


MS Office PowerPoint 2007 Training

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. **Click the slide #6**. Using your keyboard press and hold the **CTRL key**, and using your **mouse click slides 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

(Sample Presentation)




Distance Education

Your Name
Houston Baptist University


Educational Objectives

- 2010 Academic Strategic Plan
- Online Vs. On-Campus
- Instructional Technology
- Blackboard platform
- Marketing new programs



Strategic Plan


- 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.



Survey

- 1527 out of 2000 responded
- 73% prefer some online courses
- 62% want to be 1/3 distance students 1/3 face-to-face
- 51% want to be completely online studying from home or their works

Online Education Preference



Answer	Percentage
Yes	73%
No	6%
Maybe	15%
No Answer	6%

Conclusion

Contact Information
[Your Name]
your-username@hbu.edu
x.3000