MICROSOFT POWERPOINT TUTORIAL
(WINDOWS 2007)

GETTING STARTED

Microsoft PowerPoint is one of the most popular presentation programs supported by both Mac and PC platforms. Microsoft PowerPoint can be used to create interactive presentations for classroom, business, or personal use.

CREATING A NEW PRESENTATION

Many of the steps you are about to read are for both PC and Mac computers. Some of the steps have very similar descriptions. For your benefit, this tutorial has combined the information but will offer different screen shots for each system when necessary.

OPENING MICROSOFT POWERPOINT ON A PC

To launch Microsoft PowerPoint, go to **Start > Programs > Microsoft Office > Microsoft PowerPoint 2007** (Figure 1). A blank presentation will open.
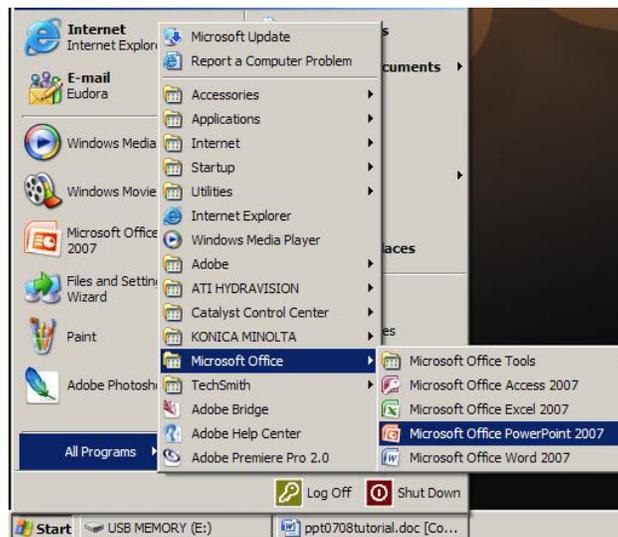
Figure 1. Navigate to Microsoft PowerPoint on a PC.

SAVING YOUR DOCUMENT

Computers crash and documents are lost all the time, so it is best to save often.

SAVING INITIALLY

There are several options for saving your document on a PC. First, you can click on the **Office Button** and select **Save** from the drop-down menu. Second, you can click on the **Office Button** and select **Save As**. This will allow you to save your document in several formats including the older version (**.ppt**), which allows your presentation to open in any version of Microsoft PowerPoint. Finally, you can save by click the **small blue disk icon** to the right of the **Office Button**.

Note: If you want to save your document on and then open it on another computer you must specify a file extension (i.e. **.ppt**). Usually your computer will do this for you, but if it does not you must do this process while in **Save As**. Once you have titled your document, you can give it a file extension by clicking in the **Format** box. Click **PowerPoint 97-2003 Presentation** for the correct file extension.
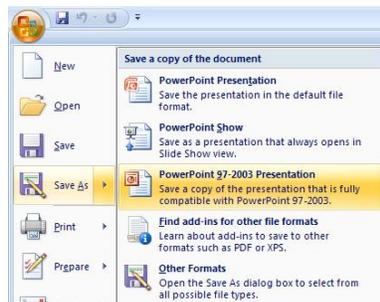

Figure 1.5. Saving Dialog Box.

SAVING LATER

After you have initially saved your blank document under a new name, you can begin writing your paper. However, you will still want to periodically save your work as insurance against a computer freeze or a power outage. To save, click the **Blue Disk** icon to the right of the **Office Button**.

TOOLBARS

Microsoft PowerPoint uses several toolbars to allow you to modify your document. When you first open PowerPoint, usually the toolbars discussed below will open.

COMMONLY USED TOOLBARS ON PC

The **Home** bar: (Figure 5). This toolbar has features that allow you to edit **Slides, Fonts, Paragraph, Drawing and Editing**. This is the only toolbar that you can edit these options from.
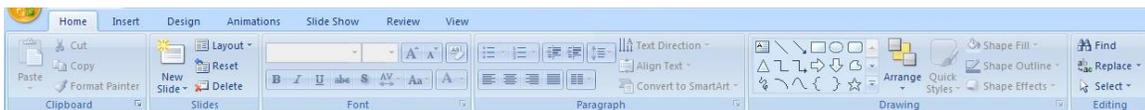

Figure 5. Home Tab selected.

The **Insert** bar: (Figure 6). This toolbar has features that allow you to add **Tables, Illustrations, Links, Text, and Media Clips**.
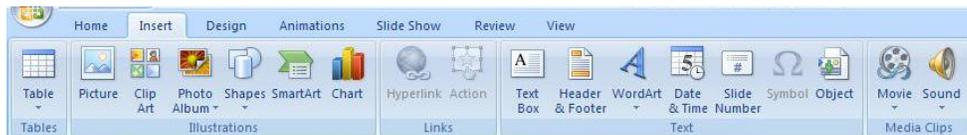

Figure 6. Insert Tab selected.

The **Design** bar: (Figure 7). This toolbar has features that allow you to edit how your presentation will look. It includes features such as **Page Setup**, **Themes**, and **Background.**
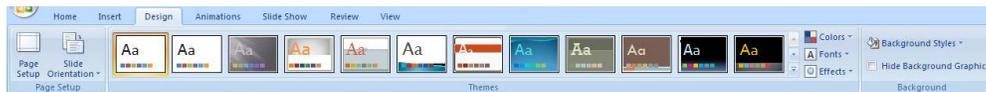

Figure 7. Design Tab Selected.

The **Animations** bar: (Figure 8). This toolbar has features that allow you to add custom animations to your presentation. You can select from **Preview, Animations, and Transitions**. By selecting **Custom Animation** in the **Animations** box, you can apply effects to individual elements in your presentation.

Figure 8. Animations Tab Selected.

The **Slide Show** bar: (Figure 9). This toolbar has features that allow you to select how your presentation will be displayed. From here, you can **Start your Slide Show**, **Set Up your Slide Show**, and **Adjust Monitor Settings**.

Figure 9. Slide Show Tab Selected.

The **Review** bar: (Figure 10). This toolbar has features that allow you to **Proofread**, **Comment Slides**, and **Protect (Lock)** your Presentation.
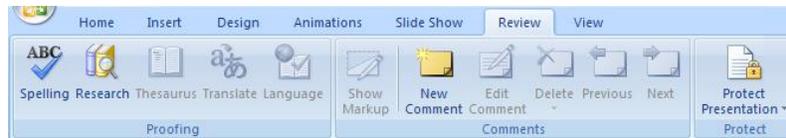

Figure 10. Review Tab Selected.

The **View** bar: (Figure 11). This toolbar has features that allow you to set the **View of your Presentation, Show/Hide Features, Zoom, Switch from Color to Grayscale, Adjust Windows, and Add Macros.**

Figure 11. View Tab Selected.

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FORMATTING YOUR PRESENTATION

The default slide design for a **Microsoft PowerPoint** document is a blank slide. If you want your slides to have a design, you must add one. To do this, go to **Tool Ribbon > Design Tab** (Figure 12) and select the design that you like. The design is instantly applied when you click on it.
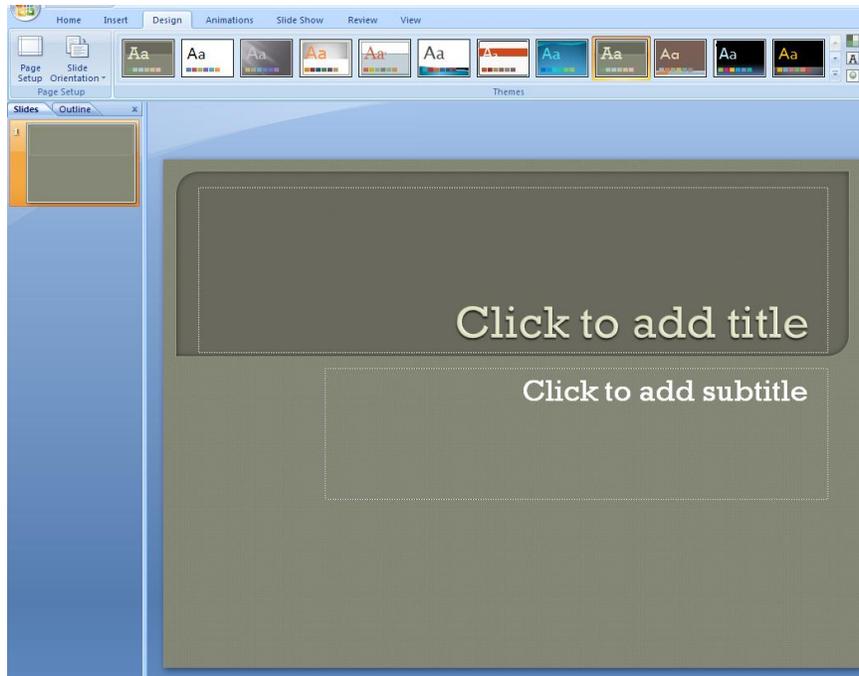

Figure 12. Applying Slide Themes (PC).

FORMATTING YOUR SLIDE LAYOUT

From the **Home** tab, select **Layout** (Figure 13) from the Slide box and select your preferred layout. From here, you can specify how the content on your slide is displayed. To apply a layout to your slide, click on the preferred style.

Figure 13. Adjusting Slide Layout (PC).

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CLIP ART

When trying to enhance your word document you may want to include **Clip Art** and/or **Word Art**. Microsoft PowerPoint comes with a **Clip Gallery** that contains a large variety of images including pictures, borders, and backgrounds. To find a desired image, you can either click on topics or type in the search box to find exactly what you are looking for.

To insert **Clip Art**:
Go to the **Insert Tab** and select **Clip Art**. and then select the desired picture in the Clip Gallery and click insert. The picture will be inserted at the location of your cursor within your document. If you need to modify your **Clip Art**, click on it once to select it, and small boxes will appear around the corners. Once your **Clip Art** is selected, you can resize your picture by clicking and dragging on the boxes. Holding **SHIFT** while clicking and dragging will resize the **Clip Art** proportionately.

WORDART

WordArt is inserted similar to **Clip Art**. To insert **WordArt**:

Go to the **Insert Tab > WordArt**
Select the desired style and click **OK**. Type the desired text and click **OK**.
To select your **WordArt**, click on it, and small boxes will appear in the corners (Figure 14). Moving the yellow box on a selected **WordArt** allows the user to change the slant of the **WordArt**. **WordArt** can be resized and deleted similarly to **Clip Art**.

Figure 14. Selected WordArt.

PICTURES

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To insert a picture select the **Insert Tab > Picture**. Locate the image that you want to put into your document and click **Insert**.

Figure 15. Inserting Pictures.

INSERTING SLIDES FROM A PREVIOUSLY CREATED FILE

To insert a slide from another presentation go to the **Home tab > New Slide > Reuse Slides**.(Figure 16.), select the slide that you wish to insert into your presentation.
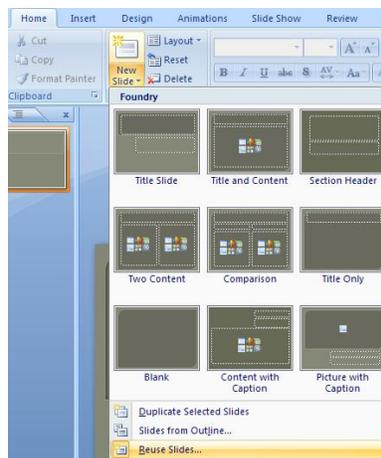

Figure 16. Inserting a Slide from Another Presentation.

CREATING A TABLE

To create a table within your document, go to the **Insert Tab > Table**. Choose the desired table size by dragging your mouse over the squares, and click. The table will be inserted at the cursor's location within your document. To navigate within your table, use the arrow keys.

FLOWCHARTS

Flowcharts are used to create diagrams in Microsoft PowerPoint.
To draw a **Flowchart** go to the **Home Tab** and click the **Down Arrow** to access **Flowchart** (Figure 17.). Once the **Drawing** toolbar is open, click and hold on the **AutoShapes** button until a side menu appears. Continue holding down the mouse while you drag the cursor over to **Flowchart**, and then to the desired shape (Figure 17).
The cursor will appear as crosshairs. Position these crosshairs where you want to place the flowchart in your document and click and drag to the desired size.
You can then use the **Drawing** toolbar to fill this shape with words and/or pictures/color.

To draw connecting lines between the shapes:

Click and hold on the **Lines** button on the **Drawing** toolbar until the side menu appears.
Continue holding down the mouse and select the desired line style.
Click and drag your line from the first shape to the connecting shape.

Figure 17. Inserting Flowcharts Into Your Presentation.

It is important to always save your document before you print!!!

PRINTING

To print your document, click on the **Office Button > Print > Print**. There are several methods for printing your document including **Slides**, **Handouts**, and **Notes**.
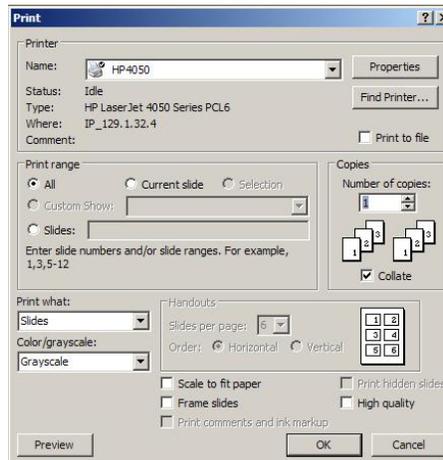

Figure 18. Print Window.

SAVING AS A PDF

Go to **Office Button > Print > Print** and then change the printer to **Adobe PDF**. This option is only available, however, on PC's that have Acrobat Pro installed on them.

OTHER HELPFUL FUNCTIONS

UNDO AND REDO

In order to undo an action, go to the top of the window on the left and **click on the Arrow Pointing to the Left (Undo)**. To redo an action, go to **click on the arrow Pointing to the Right**. It is important to note that not all actions are undoable, thus it is important to save before you make any major changes in your document so you can revert back to your saved document.

QUITTING

Before you quit, it's a good idea to save your document one final time. Then, go to **Office Button > Quit Powerpoint**. This is better than just closing the window, as it insures your document quits correctly.

SHORCUT KEYS FOR MICROSOFT OFFICE

The shortcut keys listed below can be a great help when using Microsoft Office products. Not only are they quick and easy, they are also amazing time savers.

CTRL+K	Create a Hyperlink
CTRL+ /	Display HTML Tags
CTRL+T	Create an Auto Thumbnail Of Picture
CTRL+SHIFT+B	Preview Page in Web Browser
SHIFT+ALT+F11	Display Script Editor
CTRL+N	Create a New Slide
CTRL+B	Bold
CTRL+I	Italic
CTRL+U	Underline
CTRL+C	Copy
CTRL+V	Paste
CTRL+S	Save
CTRL+P	Print
CTRL+O	Open