

PowerPoint® 2007 Introduction

Creating a New Presentation

You are presented with a blank, new presentation whenever PowerPoint is launched. If PowerPoint is already running:

1. [Click] then **NEW**.
2. Choose **BLANK PRESENTATION**.
Or to use a template:
 - Select a category under **TEMPLATES** or **WORKBOOK TEMPLATES ONLINE**, then a template.
 - To find a template online, type a keyword in the top search bar (e.g. business plan), then [Click] **OK**.
 - Select one of the **RECOMMENDED TEMPLATES**.
3. [Click] **CREATE**.

To quickly create a blank document press <Ctrl+N>.

Adding a New Slide

Choose **HOME**, then [Click] **NEW SLIDE** .
To choose from different slide layouts, [Click] .

Changing a Slide's Layout

Choose **HOME**, then then select a layout.

Changing the Slide Orientation

1. Choose **DESIGN**, then **SLIDE ORIENTATION** .
2. Choose **PORTRAIT** or **LANDSCAPE**.

Changing the Slide Size

1. Choose **DESIGN**, then **PAGE SETUP** .
2. Choose a size from the **SLIDES SIZES FOR SALE**, or enter your own width and height, [Click] **OK**.

Entering Text into a "Click to add..." Bulleted List Placeholder

1. [Click] on the placeholder and type the text.
2. To add another line or paragraph, press <Enter>.
3. To create an indented paragraph, press <Tab> at the beginning of the paragraph.
To "unindent" a paragraph, press <Shift+Tab> at the beginning of the paragraph.
4. [Click] outside the box when finished.

Starting a New Line Without a Bullet

To break a line of text without creating a new paragraph (and a new bullet), press <Shift+Enter>.

Moving from Title to Body with the Keyboard

When finished typing the title, press <Ctrl+Enter>. This moves to the body text placeholder. Press <Ctrl+Enter> when you are in the body text placeholder to move to the next placeholder, or create a new slide if you are in the last placeholder.

Adding Other Text on the Slide

To add text where there is no text placeholder:

1. [Click] on the text box tool in the **HOME** tab (**Shapes**) group.
2. [Click] on the slide where the text is to begin. A floating insertion bar appears.
3. Type the text, [Click] outside the box when finished.

Changing Level of Indentation

1. [Click] in the paragraph to change.
2. [Click] **Increase or Decrease List Level** .

Using Outline View

Use Outline view to see an overview of your slides' main points, add a lot of text, and rearrange points. To switch to Outline view, [Click] in the left pane. [Double-Clicking] a slide icon in this view collapses the text so that only the heading is visible.

Rearranging Points

The following steps are common to do in Outline view:

1. [Point] to the bullet of the paragraph. If there is no bullet, [Point] to the left of the paragraph. The mouse pointer changes to .
2. [Drag] the paragraph up or down to the new position.

Changing the Font of Text

1. Select the text to change.
2. On the **HOME** tab, choose from the **Font** box.

Changing the Size of Text

1. Select the text to change.
2. Choose a size from the **Font Size** box or add the number and press <Enter>.
Or, [Click] **Increase or Decrease Font Size** to change size in increments.

Enhancing Text: Bold, Italic, etc.

1. Select the text.
2. [Click] one or more of for **Bold**, **Italic**, **Underline**, **Bulleted List**, or **Text Styles**.
To remove enhancements, ensure that the text is selected, and [Click] the same buttons.

Turning On/Off Bullets

1. Select the paragraph(s) to change.
2. [Click] **Bullet On/Off** .

Formatting Text with the Mini Toolbar

1. [Right-Click] the text.
- Or
1. Select the text to change with your mouse.
2. Move the mouse pointer up and to the right. The Mini toolbar appears with common formatting options.

Viewing Many Slides at Once

Choose **VIEW**, then **SLIDE SORTER** .

Rearranging Slides

In Slide Sorter view of the **SLIDES** tab of the left pane, [Drag] the slide to the new position.

Applying a Design Theme

Themes are coordinated sets of fonts, colors, and graphics.

- Choose **DESIGN**, then select from the **THEMES** group. [Click] to see all themes.

The new theme will be applied to all slides that have the same theme as the current slide.

Or, first select the slides in either the **SLIDES** tab or Slide Sorter view to apply the theme to those slides.

Changing the Background of a Slide

1. In the **SLIDES** tab or the Slide Sorter view, select the slide(s) whose background is to be changed. To select multiple slides, <Ctrl> [Click] the slides. If all slides are to be changed, this is not necessary.
2. [Right-Click] on a slide and choose **FORMAT BACKGROUND**.
3. Choose one of the fill types, then select the fill options provided.
4. [Click] **CLICK** to change the selected default or **APPLY TO ALL**, then **CLICK**, to change all slides.

Adding a Footer

1. Choose **VIEW**, then **HEADER & FOOTER** .
2. Specify options and [Click] **APPLY** or **APPLY TO ALL**.

Text Selection Shortcuts

Word	[Double-Click]
A paragraph	[Triple-Click] within the paragraph, or [Click] on the left of the paragraph.
All text in the text box	[Click] within the text and choose CTRL+A , then .
Multiple separate areas	Press <Ctrl> while selecting text.

Moving Among Slides

- [Click] the **Next Slide** or **Previous Slide** buttons below the vertical scroll bar.
- [Click] on a slide in the **SLIDES** tab.
- [Click] the Slide Sorter view button at the bottom of the screen to view all slides, then [Double-Click] the slide to which you would like to go.
- [Drag] the horizontal bar in the vertical scroll bar until the number of the desired slide appears, then release.

To move from...	Press this...
First or last slide	Home or End
Next slide	Page down
Previous slide	Page up

Slide Show Shortcuts

To do this...	Press this...
When Slide Show begins show	F5
To go to a slide number	[Number] then <Enter>
Blackoutlock the screen	B (space)
Whiteoutlock the screen	W (window)
Next slide or clip	[Click] Next button
	N
	>
	4
	Page Down
Previous slide or clip	[Click] Previous
	P
	<
	Page Up
Next/Previous Automatic Show	S
	<
End show	[Click] End Show
	E
	<Esc>
Change pointer to pen	C (pen)
Change pointer to arrow	A (arrow)
Change pointer to white	W (white)
Change pointer and button	C (arrow)
Change pointer and button	C (arrow)
Automatically draw both	[Click] Auto
	A

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