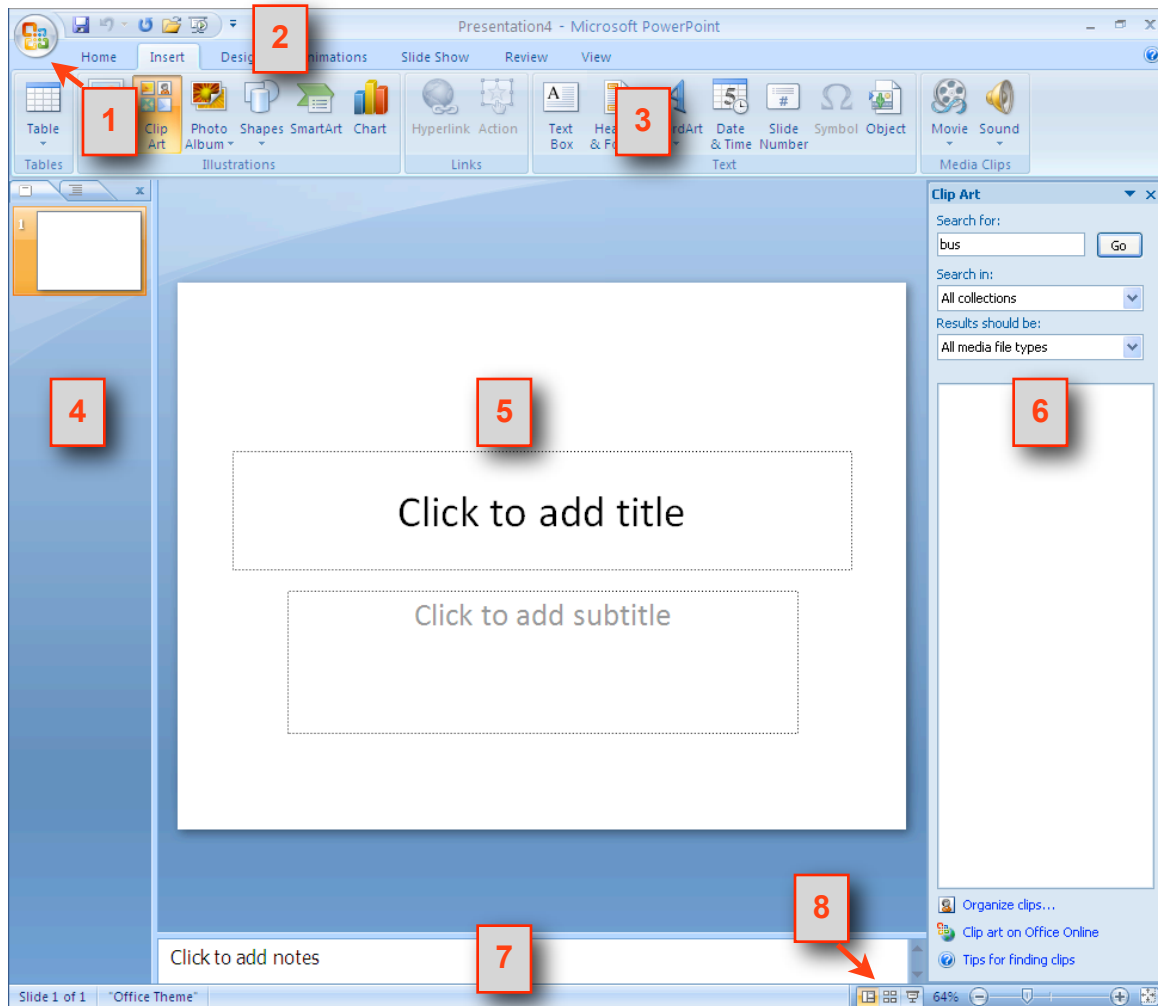


PowerPoint is the presentation program included in the Microsoft Office suite. With PowerPoint, you can create engaging presentations that can be presented in person, online, or as self-running slideshows. Your presentations can include graphics, audio and video clips, and links to external websites. PowerPoint 2007 has a different interface from previous versions of the program, as shown below.



The New Interface

- Office Button:** includes a lot of the options that used to be found under the File menu, such as Save and Print.
- Quick Access Toolbar:** customizable toolbar next to the Office button where you can place buttons for the commands you use most often.
- Ribbon:** replaces most of the menus and toolbars in previous versions of PowerPoint with groups of tasks organized into tabs.
- Slides Pane:** displays thumbnails of your slides or an outline of your presentation.
- Slide Canvas:** the main work area where you add your text, bullets and images.
- Task Pane:** provides additional options for a task selected in the Ribbon.
- Notes Area:** includes speaker notes. These notes will not display onscreen while you present.
- View Buttons:** change the view or launch a slide show.

Modifying the Interface

While you can't modify the Ribbon, you can minimize it so it takes up less space. To minimize the Ribbon, click on the Customize Quick Access Toolbar button (the down arrow on the right side of the Quick Access Toolbar) and select Minimize the Ribbon.



The Ribbon will be minimized to a set of tabs. To open a tab while the Ribbon is minimized, click on the tab's name. To close the tab, click anywhere outside of the Ribbon or click on the tab's name again.

The Quick Access Toolbar can be customized to include buttons for your most frequently used commands. To add a button to the Quick Access Toolbar, click on the Customize Quick Access Toolbar button and choose a command from the list (a check mark will appear to the left of the command's name). If you don't see the command you need listed, click on More Commands. This will open a window where you can choose from a more extensive list of commands supported by PowerPoint 2007.

Creating a New Presentation

To create a new presentation with PowerPoint 2007:

1. Launch PowerPoint 2007. The program will open up with a new blank presentation already created for you.
2. To save the presentation, click on the new Office button and choose Save (or click on the Save button in the Quick Access Toolbar).



3. Enter a file name for your new presentation and select a save location.
4. Click on Save.

PowerPoint 2007 uses a different file format than previous versions of the program. However, you can save a copy of your PowerPoint 2007 presentation that is backward-compatible with older versions of

the program. To do this, click on the Office button and select Save As > PowerPoint 97-2003 Presentation.

You should save often as your work on your presentation to avoid losing your changes. A quick way to save changes as you work is to use the keyboard shortcut Control + S. If you want to save a copy of your presentation with a different name, click on the Office button, choose Save As > PowerPoint Presentation and enter a different name in the File name field at the bottom of the Save As window.

Another way to create a new presentation is by clicking on the Office button and choosing New. This will open the New Presentation window, where you will have the following options on the left side:

- Blank and recent: click on Blank Presentation on the right to create a blank presentation with no formatting applied to it.
- Installed Templates: these are the built-in presentation designs included with PowerPoint 2007.
- Installed Themes: similar to templates, but also include formatting such as colors, fonts and effects to give your presentations a consistent look.
- Microsoft Office Online: these are templates you can download from the Microsoft website if you have an internet connection.

Once you've chosen a template or theme, click on Create or Download (if the template is on the Microsoft website). The formatting options included in the template or theme will be applied to the new presentation created by PowerPoint 2007.

You can also create a new presentation based on an already existing presentation:

1. Click on the Office button and choose New.
2. In the New Presentation window, choose New from existing on the left column.
3. Locate the existing presentation on your computer and click on Create New.

To create a new presentation that is based on an outline created with Microsoft Word:

1. Choose Slides from Outline from the New Slide pulldown menu in the Home tab of the Ribbon.

2. Locate the Microsoft Word document containing your outline.
3. Click on Insert. The main topics in your outline will be used to create the slide titles for your inserted slides.

Changing the View

PowerPoint 2007 supports three different views for working on your presentation:



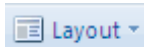
- **Normal:** the screen is divided into three sections. The Slide Canvas on the right is the main work area where you add graphics and other content. The Notes Area below the Slide Canvas is where you can add speaker notes to remind you of key points as you present. The Slides Pane on the left has two tabs that allow you to see thumbnails of your slides or an outline of your presentation.
- **Slide Sorter:** this view only shows thumbnails of your slides. You can use this view to quickly reorder your slides using drag and drop.
- **Slide Show:** this view allows to preview your slide show as it will display when you actually present.

You can change the zoom level to get a better view of your slides (in the Normal and Slide Sorter views) by using the slider in the lower right corner of the window.



Working With Slides

To add a slide to your presentation, open the Home tab in the Ribbon and click on the New Slide button. This will add a new slide with the same layout as the previous slide. To change the layout of a slide after you've added it to your presentation, click on Layout in the Home tab and choose a different layout from the menu.



To duplicate an existing slide, select the slide in the Slide Pane, right-click on it and choose Duplicate Slide.

To move a slide so it appears at a different point in the presentation, use drag and drop to move the slide's thumbnail in the Slides Pane (on the left side of the window) until it is in the desired location. If you have a long presentation with many slides, the Slide Sorter may provide a better view while you reorder your slides.

To delete a slide, press the Delete key on your keyboard with the slide selected in the Slide Pane.

To hide a slide, right-click on it in the Slide Pane and select Hide Slide. The hidden slide will be indicated by a square around the slide number in the Slides Pane. To unhide the slide, right-click and select Hide Slide one more time.



Adding Content to Slides

The fastest way to add content in PowerPoint is by selecting a slide layout and entering your content into one of the text placeholders. For example, if you select the Title Slide layout, you can enter a title for your slide by clicking on the placeholder text at the top of the Slide Canvas and entering your own text.

You can also add content to a slide by copying it from another document:

1. Select the content you wish to copy in the other document and copy it to the clipboard. In most programs this is done by choosing Edit > Copy (if you are copying from a Microsoft Office document, click on the Copy button in the Clipboard group of the Home tab).
2. Place your cursor inside the text placeholder where you want to paste the copied content.
3. Click on the Paste button in the Clipboard group of the Home tab.




Many slide layouts also include bulleted lists. To add text to a bulleted list, click the placeholder text next to the first bullet and begin adding the desired text. A new item will be added to the list each time you press the Enter key on your keyboard. To go to the next line without adding another bullet, hold down the Shift key while pressing Enter.

To view an outline of your presentation, click on the Outline tab of the Slide Pane. The outline includes any text you've added to your presentation using a text placeholder. You can edit the text in your slides by clicking on the text displayed in the Outline tab and making your changes.

Text Boxes

Another way to add content is by inserting a text box you can position anywhere on the Slide Canvas:

1. Open the Insert tab in the Ribbon and click on Text Box in the Text group. 
2. Click with the cursor where you want to insert the new text box in the Slide Canvas.
3. Enter some text in the new text box or it will disappear once you click outside of it.
4. When you are finished adding your text, click outside of the text box. This will add the text box to the current slide.

You can modify the text box as follows:

- To move the text box, click on it once to select it and drag it to a different location in the Slide Canvas.
- To resize the text box, drag on any of the handles that appear when you have it selected.
- To rotate the text box, click on the green circle that appears above the text box when you have it selected and drag in the direction you want to rotate the text box.



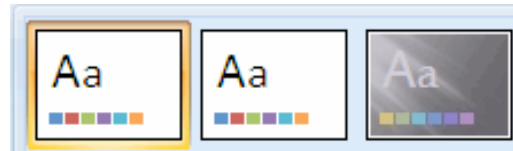
- To remove the text box: click on the text box border until it is solid instead of dashed, then press the Delete key on your keyboard.


Text added into a text box is not part of the presentation's outline. It will not be displayed when you click on the Outline tab of the Slide Pane.

Working with Themes

Themes are preset combinations of colors, fonts and styles that can be used to achieve a consistent look in your presentations. To change the theme used in a presentation, open the Design tab of the Ribbon and

choose a theme by clicking on one of the theme thumbnails.



To view more thumbnails, click on the down and up arrows to the right of the thumbnails to browse the themes one row at a time. Clicking on the More button below the arrows will open a menu where you can view all of the theme choices at once as well as connect to the Microsoft Office Online site to download additional themes. 

As you hover over each thumbnail you will see a preview of the theme in the Slide Canvas.

When you apply a theme by clicking on its thumbnail in the Ribbon, the change affects every slide in your presentation. If you only want to apply the theme to some slides, select the slides in the Slide Pane, right-click on the thumbnail of the theme you want to apply and choose Apply to Selected Slides.

You can customize a theme by using the Colors, Fonts and Effects pulldown menus to the right of the theme thumbnails. The Background Styles pulldown menu allows you to choose a different theme background. As you hover over the choices in each of these menus, the canvas will change to show you a preview of your selection.

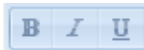
To access more background options, click on the Background Styles pulldown menu and choose Format Background. This will open a window where you can choose a different fill type for your background (solid, gradient, or picture/texture) and change other settings such as the background transparency and alignment.

To reset your presentation to the default theme used by PowerPoint 2007, click on the first thumbnail from the left in the Design tab of the Ribbon.

Formatting

The Font group in the Home tab of the Ribbon has the following options for formatting your text (you must select the text first):

- Choose a different font: click on the Font pulldown menu and choose the desired font. PowerPoint 2007 includes previews of each font to help you make your choice.
- Change the text size: choose a size from the pulldown menu or click on the Increase or Decrease Font Size buttons.
- Change the text style: click on the bold, italic or underline buttons.

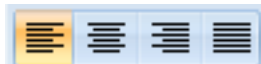
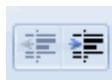


- Change the text color: click on the Font Color button and choose the color square of the desired color. Click on More Colors if you don't see the color you want. This will open a Colors window with more choices.
- Add a text shadow: select the text you want to have a drop shadow and click on the Text Shadow button.
- Remove all formatting: click on the Clear All Formatting button.



The Paragraph group includes the following options:

- Add a bulleted or numbered list: select the text you want to turn into a list and click on one of the list buttons (bulleted or numbered). If you click on the down arrow next to each list button you will see more options for the bullet or number type.
- To change the indentation, click on the Increase and Decrease Indent buttons.
- Change the text alignment: select the text you want to align and click on the appropriate button to left-align, center, right-align, or justify the text.



- Change line spacing: click on the Line Spacing button and choose the amount of space you want between lines of text.



Some of the options in the Paragraph group apply only to text boxes:

- Change the text direction: select a text box, click on the Text Direction button, and choose one of the rotation options to change the direction in which the text will read inside the text box.
- Change the vertical alignment of the text within a text box: select the text box, click on the Align Text button and choose an alignment option (top, middle, bottom)
- Add columns: select a text box, click on the Columns button and choose the number of columns.



If you need to undo a format change you've made, click on the Undo button in the Quick Access Toolbar.



Images and Clip Art

To insert an image from a file into your presentation:

1. Open the Inset tab of the Ribbon and click on Picture.
2. Locate the image you want to add on your hard drive and click on Insert.
3. Resize the image by dragging on one of the corner handles, then drag it to the desired location in the Slide Canvas.



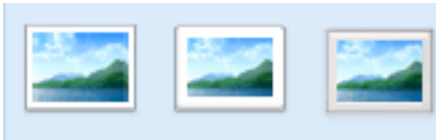
PowerPoint 2007 provides many tools for editing an image once it has been added to a presentation. To access these tools, click on an image to select it and open the Format tab of the Ribbon, where you will find the following options:

- The Brightness and Contrast pulldown menus in the Adjust group allow you to increase or decrease the overall brightness or contrast of an image in 10 percent increments.
- The Recolor menu allows you to apply color effects such as Black and White, Sepia (which makes the image look aged) or Washout. This menu also has options for applying a shade (Dark Variations) or a tint (Light Variations).
- The Set Transparent Color option under Recolor allows you to make any single color in an image transparent. This option can be helpful for quickly removing a solid background from an image.
- The Compress Pictures button opens a window where you can click on OK to compress the selected images so that the



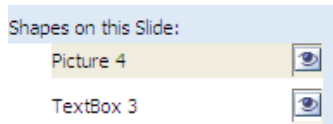
file size of the presentation is smaller. Click on Options and change the Target output to match the intended media (print, screen, or email).

- The Change Picture button allows you to swap the currently selected image for another image, while the Reset Picture button returns the image to its default formatting.
- The Picture Styles group consists of a series of thumbnails you can click on to quickly add special effects such as frames, borders, reflections and more.



Use the up and down arrows to the right of the thumbnails to browse the available styles. As you hover over a thumbnail in the Picture Styles group you will see a preview in the Slide Canvas.

- The Shape, Border and Picture Effects pulldown menus are used to apply a shape cutout, border or special effect such as a shadow or reflection. You can hover over any of the options in the Border and Picture Effects menus to see a preview in the Slide Canvas.
- The Bring to Front and Send to Back pulldown menus allow you to change the stacking order of an image in relation to other images in a slide.
- The Selection Pane button opens a Task Pane on the right side of the PowerPoint window where you can quickly select individual objects by choosing them from a list as well as change their visibility and stacking order.



- The Align button provides several ways to align or distribute multiple images. Shift-click on the image you want to align or distribute before you click on one of the options in the Align pulldown menu.
- The Group button allows you to group an image with another object so that the two items are treated as one



object. Shift-click on the objects you want to select and group first..

- The Rotate button can be used to rotate an image in 90 degree increments or to flip it horizontally or vertically.
- The Size group allows you to resize or crop an image. To resize an image, enter the new dimensions in the height and width fields. To crop an image, click on the Crop button and drag on the crop handles until you have selected the part of the image you want to keep.



To align your images more precisely, you can turn on the grid by clicking on the Align button in the Arrange group and choosing View Gridlines. Choose Grid Settings to open the Grid and Guides window where you can set objects to snap to the grid and change the grid spacing.

PowerPoint 2007 allows you to add clipart from the extensive collection installed with Microsoft Office, as well as clipart available on the Microsoft website. To add clip art to a slide:

1. Click on the Clip Art button in the Insert tab of the Ribbon. This will open the Clip Art Task Pane on the right side of the window.
2. Use the pulldown menus at the top of the pane to set your search parameters, such as the collections to search and the file types that should be included in the search results Make sure All collections is selected if you want to include clip art on the Microsoft Office website in your search (you must have an internet connection to access this online clip art).
3. Enter a search term and click on Go. This will search the collection of clip art included with your Microsoft Office installation.
4. Click on a thumbnail to add the clip art to your slide.
5. Use the options in the Format tab to edit the clipart as you would edit other images.

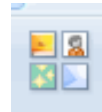




Photo Albums

A PowerPoint photo album is a presentation that includes photos on each slide. To create a new photo album in PowerPoint 2007:


1. Click on Photo Album in the Insert tab of the Ribbon. 
2. Click on File/Disk at the top of the window.
3. Locate the images you want to include in your photo album. Control-click to select multiple images and click on Insert.
4. The photos will be listed under Pictures in album at the top of the Photo Album window. Use the arrows below the Pictures in album list to reorder the photos as needed.
5. Use the controls below the Preview area on the right to rotate photos as needed and to adjust the contrast and brightness.
6. Click on the Picture layout pulldown menu to select how many photos you want to show on each slide.
7. Click on the Browse button to the right of the Theme field and choose a theme for the photo album.
8. Click on Create. PowerPoint will create a new presentation with the photos you selected already added to the slides.

Shapes

To insert a shape:

1. Open the Insert tab and click on Shapes. 
2. Double-click to select a shape in the Shapes menu then click and drag on the Slide Canvas to draw the shape.
3. Drag on a corner handle to resize the shape proportionally, or on a side handle to stretch the shape in any direction. To rotate the shape, drag on the green circle extending from the top of the shape in the direction you wish to rotate it.
4. Drag the shape to the location where you want it to appear on the Slide Canvas.

To format a shape, first make sure it is selected by clicking on it once and open the Format tab of the Ribbon. You will see some of the same options you have for editing images as well as some that only apply to shapes:

- Insert a text box inside a shape: click on the Text Box button with the shape selected and type the text you want to 


appear inside the text. To format the text, select it and hover over it to display a floating toolbar with text formatting options.

- Add a shape style: click on a thumbnail in the Shape Styles group. This group works the same way as the Picture Styles group described in the Images section.
- Change the fill color: select the fill color from the Shape Fill pulldown menu.
- Change the outline color: select the outline color from the Shape Outline color.
- Add a special effect such as a shadow or reflection: select the effect from the Shape Effects menu.

As you hover over any of the options in the Shape Styles group you will see a preview in the Slide Canvas.

WordArt

To insert WordArt (decorative text which can have special effects applied to it):

1. Open the Insert tab of the Ribbon and click on WordArt to open the WordArt menu. 
2. Choose a WordArt type by clicking on a thumbnail in the WordArt menu.
3. Replace the placeholder text with your own text.
4. To format the text (make it bold or underlined, change its alignment, etc.) select the text and hover over it to display a floating toolbar with formatting options.
5. To change the WordArt style, select the WordArt shape and open the Format tab of the Ribbon. Click on the thumbnails in the WordArt Styles group to select different WordArt styles. The pulldown menus to the right of the thumbnails can be used to select a different fill or outline color, and to add special effects such as shadows, reflections and more.

WordArt is added as a special kind of shape. Thus, the Format tab of the Ribbon will also display options for adding Shape Styles when you open it with WordArt selected.

SmartArt Graphics

SmartArt is a new feature in Office 2007 that allows you to add diagrams and other complex graphics.

To add SmartArt to a slide:

1. Click on SmartArt in the Insert tab of the Ribbon.
2. Select the type of SmartArt graphic you want to add from the categories on the left side of the window.
3. Click on one of the thumbnails on the right to choose a SmartArt graphic. A preview will appear to the right of the thumbnails.
4. Click on OK to add the SmartArt graphic to the slide.
5. The SmartArt graphic may have placeholders for images and text (depending on which type of graphic you've chosen). Click on the placeholders to replace them with your own images and text. You can also open an outline of the text in the SmartArt graphic by clicking on the arrows on the left edge of the SmartArt graphic box.
6. You can resize any of the shapes inside the SmartArt graphic in the same way you would resize other shapes. To resize the entire SmartArt graphic, drag on the dotted handles that appear around the SmartArt graphic when you click to select it.
7. To move the SmartArt graphic, click on it and drag it to another location on the Slide Canvas.



number of columns and rows in the window and click on OK.

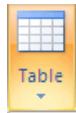
- Choose Draw Table at the bottom of the Insert Table menu and drag with your cursor in the Slide Canvas to draw your table. Open the Layout tab of the Ribbon and click on the insert buttons in the Rows and Columns group to add more rows and columns.
3. To format the table, open the Design tab of the Ribbon with the table selected. You will see the following options:
 - Table Style Options group: the options in this group allow you to add header rows and columns, a totals row, or banded rows and columns (this alternates the background color applied to alternating rows and columns).
 - Table Styles group: the thumbnails in this group can be used to quickly apply a style to a table. The pulldown menus to the right of the thumbnails can be used to modify a style by changing the fill, applying borders, and adding special effects such as shadows.
 - Draw Borders group: click on the Draw Table button to draw borders around specific cells in the table. The other options in this group can be used to change the border type (dashed, solid, etc.), width, and color of the drawn borders. Drawn borders are added as separate objects that can be modified independently from the table.
 4. To move the table, click on the box that appears around it when you select it and drag it to another location in the Slide Canvas.
 5. To resize the entire table, drag on one of the dotted handles that appear when you select the table.
 6. To access more table options, open the Layout tab of the Ribbon while the table is selected. The options in this tab allow you to insert and delete rows and columns, merge and split cells, change the cell size and align the cell contents.
 7. To enter data in the table, click on each cell and enter the text you wish to add. Use the tab key to move to the next cell.

Once you have added a SmartArt graphic to a slide, you can use the options in the Design and Format tabs of the Ribbon to customize it to fit your needs, The Design tab includes SmartArt styles that can be used to add special effects to SmartArt graphics,



Tables and Charts

To insert a table:

1. Open the Format tab of the Ribbon and click on Table to open the Insert Table menu.
2. There are three ways to add the table using the Insert Table menu:
 - highlight a range of cells at the top of the Insert Table menu. A preview of your table will appear in the Slide Canvas. The table will be created when you click on the highlighted cells in the Insert Table menu.
 - Choose Insert Table at the bottom of the Insert Table menu, then enter the




To add a chart:


1. Open the Insert tab of the Ribbon and click on Chart. 
2. Select a chart category from the list on the left side of the Insert Chart window.
3. Click on one of the thumbnails on the right to select a chart type and click on OK to add the chart to the Slide Canvas.
4. Microsoft Excel will open automatically with a new spreadsheet that has placeholder values for the chart data. Replace the placeholder values with your own data and save the spreadsheet by clicking on the Office button (in the Excel spreadsheet) and choosing Save.As. Enter a name for your spreadsheet and click on Save.
5. To edit the chart data at a later time, select the chart in PowerPoint and click on Edit Data  in the Design tab of the Ribbon. Click on Refresh Data to update the chart if you have made changes to the Excel spreadsheet without opening PowerPoint.
6. To change the chart layout or add a chart style, open the Design tab of the Ribbon and choose a layout or style from the appropriate group.
7. To customize the chart labels, axes, and background, use the pulldown menus available in each group of the Layout tab of the Ribbon.

Sound and Movies

To add a video clip from a file to your presentation:

1. Click on the Movie button in the Insert tab of the Ribbon and choose Movie from File. 
2. Locate the file for the movie clip you wish to insert and click on OK.
3. Select how you wish the movie to start when you open the slide in your presentation (Automatically or When Clicked).
4. With the clip selected in your slide, open the Options tab of the Ribbon and use the check boxes in the Movie Options group to set your playback options (full screen playback, looping, etc.).
5. Click on the Slide Show Volume pulldown menu and choose the volume level for the movie clip.


6. To preview the movie clip, click on the Preview button on the left side of the Options tab.
7. To resize the clip, drag on the handles that appear around it when you select it. You can also move the movie clip by dragging it to another location in the Slide Canvas.

The steps for adding a sound clip from a file are very similar. The only difference is that you will click on the Sound button in the Insert tab of the Ribbon and the sound clip will be added to the Slide Canvas as a small speaker icon. If you wish to hide this icon when you play your presentation, make sure to select Hide During Show in the Sound Options group of the Options tab. 

For the best results, you should place the movie or sound file in the same folder as your presentation before you add them to your slides.

Hyperlinks

To add a hyperlink:

1. Select the text you want to turn into a hyperlink.
2. Click on the Hyperlink button in the Insert tab of the Ribbon. 
3. Choose the type of link you want to create by clicking on one of the Link to options on the left side of the Insert Hyperlink window:
 - web page: choose Existing File or Web Page, enter the URL (web address) of the web page in the Address field at the bottom of the window, and click on OK.
 - another presentation: choose Existing File or Web Page and locate the presentation by browsing your hard drive on the right side of the Insert Hyperlink window. Once you've selected the file you want to link to, click on OK.
 - a slide on the same presentation: choose Place in This Document and select one of the slide options on the right side of the window (first slide, last slide, next slide, previous slide, or a slide number) and click on OK.

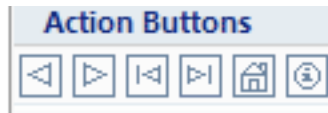
- an email address: choose E-mail Address and enter the e-mail address, subject and message body on the right side of the window, then click on OK.

To edit a hyperlink, right-click on it and choose Edit Hyperlink. To remove a hyperlink, right-click on it and choose Remove Hyperlink.


Action Buttons

Action buttons are ready-made buttons that are often used to add next and previous buttons to self-running presentations. To add an action button to a slide:

1. Click on the Shapes button in the Insert tab of the Ribbon.
2. Choose an action button at the bottom of the Shapes menu.



3. Click and drag in the slide canvas to draw the shape for the action button. The Action Settings window should open when you finish drawing the shape for your action button.
4. Click on the radio button for the behavior you wish to take place when the button is clicked in the Mouse Click tab. For example, to advance the presentation to the next slide, click the radio button next to Hyperlink to and choose Next Slide from the pulldown menu. You can link to any slide in your presentation by choosing Slide from the pulldown menu and picking a slide number from the Hyperlink to Slide window.
5. Click on the radio button for the behavior you wish to take place when you hover over the button in the Mouse Over tab. For example, to have a sound file play, click on the Play Sound radio button at the bottom of the Action Settings window and choose from one of the sound files included with PowerPoint. To play any sound file on your computer, choose Other Sound from the pulldown menu and locate the sound file on your computer.
6. Click on OK to close the Action Settings window.

You can turn any shape you draw on the Slide Canvas into an action button by selecting the shape and clicking on Action from the Links group of the Insert tab. 

Transitions

To add a transition to a slide:

1. Choose the slide in the Slides Pane.
2. Open the Animations tab of the Ribbon.
3. Hover over the transition icons in the Transition to This Slide group to see a preview of each transition in the Slide Canvas. When you find one you like, click on the icon for that transition.



4. Use the pulldown menus to the right of the transition icons to add sound and change the transition speed.
5. Click on Apply To All if you wish to apply the currently selected transition to all slides in your presentation.

To advance the current slide automatically when you present, check the box next to “Automatically After” and enter the number of seconds in the field to the right.

Animations

To animate any object in the Slide Canvas:

1. Select the object you wish to animate.
2. Select an animation from the Animate pulldown menu in the Animations tab of the Ribbon. You will see a preview of the animation in the Slide Canvas.
3. If you wish to create more complex animations, choose Custom Animation at the bottom of the Animate pulldown menu. This will open the Custom Animation pane on the right side of the window.
4. Click on Add Effect and choose the type of animation you wish to add (Entrance, Emphasis, Exit, or the new Motion Path animation). Clicking on each animation type will open a submenu with the animations available under that category.
5. Once you’ve added an animation, use the pulldown menus under Modify to set when the animation will start (On Click, With Previous or After Previous) and the animation speed. Depending on the animation type you select, you may see

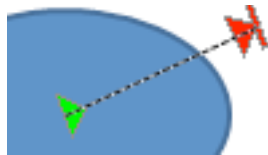
additional pulldown menus for changing the animation direction or path.

6. Use the arrows under the animations list to change the order in which the animations will be executed when you play the slide. To remove an animation, select it from the list and click on the Remove button at the top of the pane.
7. Click on Play to preview your animation in the Slide Canvas.

Motion Paths

A new feature in PowerPoint 2007 is the ability to animate an object so it moves along a path. To add a motion path animation:

1. Select the object you wish to animate.
2. Choose Custom Animation from the Animate pulldown menu of the Animations tab. The Custom Animation task pane will open on the right side of the window.
3. Click on Add Effect and choose Motion Paths.
4. Select a path from the list or select Draw Motion path to draw the path yourself.
5. Each path will have a start point (indicated by a green arrow) and an end point (indicated by a green arrow).



By moving these arrows you can change the motion path by making it shorter or longer or changing the direction the object will move.

Recording Narration

With PowerPoint 2007, you can record narration for your slides as follows:

1. Select the slide where you want the narration to start in the Slides Pane.
2. Click on Record Narration in the Set Up group of the Slide Show tab.
3. Click on Set Microphone Level and use the slider to adjust the microphone volume.
4. To save the narration to a separate file linked to your presentation (this will result in a smaller file), make sure Link narrations in is checked and click on Browse to choose the folder on your computer where the narration sound file

will be saved. You should save the narration sound file to the same folder as your presentation for the best results.

5. Click on OK when you're ready to begin your narration.
6. Narrate each slide by speaking into the microphone. To pause your narration, right-click on the slide and select Pause Narration. When you're ready to resume your narration, right-click on the slide and select Resume Narration.
7. To end your narration, press the Escape key on your keyboard. You will be asked if you want to save your slide timings as well. Choose Yes to save the slide timings along with your narration.

The narration for each slide will be indicated by a speaker icon on the lower right corner of the Slide Canvas. To remove the narration from a single slide, select the speaker icon and press the Delete key on your keyboard. You can then re-record the narration for that slide by repeating the steps listed above (press the Escape key to save your narration before you advance to the next slide).

Playing your Presentation

To set up how your presentation will play back, open the Slide Show tab of the Ribbon and click on Set Up Slide Show. You will see the following options:


- Show type: allows to choose how the presentation will be delivered (in person or as a self-running slide show).
- Show slides: allows you to select the slides you will show during your presentation. You can choose to show all slides, a range (by entering a starting and ending slide number) or a custom slide show (by selecting the custom slide show using the pulldown menu).
- Show options: allows you to set your presentation to loop continuously until you press the Escape key on your keyboard, and to turn off the narration or animations.
- Advance slides: sets how you will advance to the next slide while you're presenting (either Manually by clicking or using slide timings).

Once you have set up your slide show options, click on the Slide Show view




button or press the F5 key on your

keyboard to start your presentation. While the presentation is running, you can control how it plays back in a number of ways:

- To advance to the next slide, press the Space Bar, the right arrow, the down arrow, or the Page Down button on your keyboard.
- To return to the previous slide, press the left arrow, the up arrow, or the Page Up button on your keyboard.
- To write on the screen while you're presenting, hover the cursor over the lower left side of the screen to display the presentation controls and click on the Pen button. Choose a pen type and an ink color and draw on your slide. To remove the writing from your slides, press the E key on your keyboard. 
- To display a white or black screen, click on the button to the right of the pen and choose Screen > White Screen or Black Screen. This is helpful if you want to pause the presentation while you expand on a topic but do not want the audience to be distracted by the content on the screen.
- Below the White Screen and Black Screen options you will see a Switch Programs option. This will show the Windows Task Bar so you can switch to another open program. When you're ready to return to your slide show, click on the PowerPoint presentation in the Windows Task Bar.

Custom Slide Shows

Custom slide shows allow you to adapt a single presentation for multiple audiences. Each audience will see a different set of slides from the same presentation. To set up a custom slide show:

1. Click on the Custom Slide Show button in the Slide Show tab and choose Custom Shows. 
2. Click on New and enter a name for the custom slide show at the top of the window.
3. To add a slide to the custom slide show, select the slide on the left side of the window and click on the Add button.
4. When you've added all of the slides you want to include in your custom slide show, click on OK.
5. Click on Close to close the Custom Shows window.
6. To use your custom slide show, click on Set Up Slide Show and select the custom

slide show using the pulldown menu under Show slides. When you play your presentation, only the slides added to the custom slide show will be shown on the screen.

Printing Handouts

To print a handout of your slides:

1. Click on the Office button and choose Print > Print. This will open the Print window.
2. At the top of the window, choose All under Print range if you want to print all of your slides, or enter slide numbers in the Slides field if you only want to print some slides.
3. Enter the number of copies you want to print in the field to the right of the Print range area.
4. Under Print what, use the pulldown menu to select Handouts. The other options in this pulldown menu allow you to print just the speaker notes or an outline of your presentation.
5. Choose a color setting (color, grayscale, or black and white) using the Color/ Grayscale pulldown menu.
6. Under Handouts, choose the number of slides per page and their order.
7. Click on OK.

Presentation Tips

- Limit the amount of text in your slides and use images to summarize key points and make them more memorable. This will keep the audience from reading the text on the screen while you present.
- Make sure your text is legible. Avoid busy backgrounds or text that is too small.
- Keep it simple. PowerPoint includes a lot of different animations and effects you can use, but having too many of them in one presentation can be distracting.
- Don't use the default templates and themes. Make your presentation stand out by either creating a custom template or theme or downloading one from a site such as FCIT's Presentations ETC (<http://etc.usf.edu/presentations/>).
- Include complex charts in your handouts instead of in a slide. This will give your audience more time to study and understand them.