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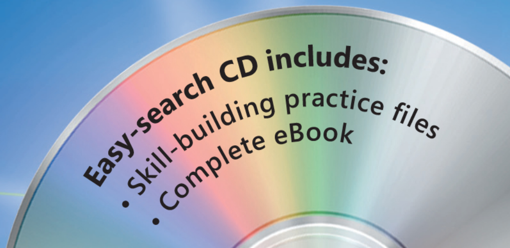

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Joyce Cox and Joan Preppernau

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Joyce Cox and Joan Preppernau

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www.microsoft.com/learning/booksurvey/

About the Authors

Joyce Cox

Joyce has 25 years' experience in the development of training materials about technical subjects for non-technical audiences, and is the author of dozens of books about Office and Windows technologies. She is the Vice President of Online Training Solutions, Inc. (OTSI). She was President of and principal author for Online Press, where she developed the *Quick Course* series of computer training books for beginning and intermediate adult learners. She was also the first managing editor of Microsoft Press, an editor for Sybex, and an editor for the University of California. Joyce and her husband Ted live in downtown Bellevue, Washington, and escape as often as they can to their tiny, offline cabin in the Cascade foothills.

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The Team

Without the support of the hard-working members of the OTSI publishing team, this book would not exist. Susie Bayers and Marlene Lambert guided the editorial process, and Robert (RJ) Cadranell guided the production process. Jaime Odell copyedited the book, and Jan Bednarczuk created its index. Lisa Van Every laid out the book using Adobe InDesign, and Jeanne Craver processed the graphics. Another important member of our team, Microsoft Press Series Editor Sandra Haynes, provided invaluable support throughout the writing and production processes.

Online Training Solutions, Inc. (OTSI)

OTSI specializes in the design, creation, and production of Office and Windows training products for information workers and home computer users. For more information about OTSI, visit

www.otsi.com

Introducing PowerPoint 2007

Microsoft Office PowerPoint 2007 is a full-featured presentation program that helps you quickly and efficiently develop dynamic, professional-looking presentations and then deliver them to an audience. You can use PowerPoint to:

- Introduce an idea, proposal, organization, product, or process with professionally designed high-impact slides.
- Use galleries of styles and formatting options to achieve the right combination of colors, fonts, and effects.
- Bolster your arguments by easily adding pictures, shapes, and fancy display text.
- Convey numeric data in easy-to-grasp ways with styled tables or visually compelling charts.
- Use SmartArt graphics to create sophisticated diagrams that reflect processes, hierarchies, and other relationships.
- Create custom layouts so that your presentation has a unique look and feel.
- Collaborate with colleagues, giving and receiving feedback to ensure the best possible presentation.

PowerPoint 2007 has been extensively overhauled and improved with this version. You'll notice some obvious changes as soon as you start the program, because the top of the program window has a completely new look, described in Chapter 1, "Exploring PowerPoint 2007." But the improvements go way beyond these changes in appearance. Throughout this book, we include discussions of each new feature that is likely to be useful to you and how and when to use it.

Tip Included in the back of this book is a four-color poster provided for your reference. This convenient guide points out some of the best new features of the redesigned Office user interface and includes tips to get you started. You will learn about these features and many more while working through this book.

New Features

Because there are so many new features in this version of PowerPoint, we don't identify them with a special margin icon as we did in previous versions of this book. We do, however, list them here. If you're upgrading to PowerPoint 2007 from a previous version, you're probably most interested in the differences between the old and new versions and how they will affect you, as well as how to find out about them in the quickest possible way. The sections below list new features you will want to be aware of, depending on the version of PowerPoint you are upgrading from. To quickly locate information about these features, see the Index at the back of this book.

If You Are Upgrading from PowerPoint 2003

If you have been using PowerPoint 2003, you will soon realize that PowerPoint 2007 is not just an incremental upgrade to what seemed like a pretty comprehensive set of features and tools. In addition to introducing a more efficient approach to working with presentations, PowerPoint 2007 includes a long list of new and improved features, including the following:

- **The Ribbon.** No more hunting through menus, submenus, and dialog boxes. This new interface organizes all the commands most people use most often, making them quickly accessible from tabs at the top of the program window.
- **Live preview.** See the effect of a style, theme, or other option before you apply it.
- **Custom layouts.** Easily create your own layouts with placeholders for specific objects, and then save them for use in other presentations.
- **SmartArt graphics.** Use this awesome new diagramming tool to create sophisticated diagrams with 3-D shapes, transparency, drop shadows, and other effects.
- **Slide libraries.** Share slide content with team members in a special Microsoft SharePoint library for presentations and slides.
- **Presentation cleanup.** Have PowerPoint check for and remove comments, hidden text, and personal information stored as properties before you declare a presentation final.

If You Are Upgrading from PowerPoint 2002

In addition to the features listed in the previous section, if you're upgrading from PowerPoint 2002 (part of the Office XP system), you'll want to take note of the following new features that were introduced in PowerPoint 2003:

- **Thesaurus and research service.** Choose words that suit your presentation and your audience, and research information on the Web.
- **Smart tags.** Track types of data that can be used in multiple ways, such as dates, names, and addresses.

- **Improved media playback.** Get superior performance when playing video or sound.
- **Tablet PC support.** Edit a presentation in your own handwriting.
- **Document workspaces.** Collaborate with team members on presentations stored on SharePoint sites.
- **Information Rights Management**, **improved password protection**, **and digital signatures.** Restrict who can work on a presentation.
- **Package for CD.** Make sure you include all the files you need when you transfer a presentation to a CD.
- **New slide show navigation tools.** Move smoothly from slide to slide when delivering an electronic slide show.
- **Improved ink annotations.** Mark up slides during a presentation.

If You Are Upgrading from PowerPoint 2000

If you are upgrading from PowerPoint 2000, you've got a lot of catching up to do, but this upgrade will definitely be worth the effort. In addition to the features listed in the previous sections, the following features and tools, which were added in PowerPoint 2002, will be new to you:

- **Overview pane.** Quickly view a presentation outline or slide thumbnails on tabs in this handy pane on the left side of the program window.
- **Task pane.** Quickly access groups of related commands or options in this pane on the right side of the program window. This pane is used for searching, accessing design templates, clip art, viewing and working with Clipboard content, and other PowerPoint tasks.
- **Print Preview.** Preview presentation slides before you print them.
- **AutoCorrect and AutoFit options.** Control the features that correct spelling as you type and resize text to fit its placeholder.
- **Multiple masters.** Add more than one master to a presentation.
- **Visible grid.** Display a grid to align objects.
- **Photo album.** Create a presentation that can be used as a photo album.
- **Compress pictures.** Reduce the size of pictures in a presentation.
- **Animation schemes.** Quickly apply a set of animations to an object or slide.

Discontinued Features

The following features that you might have used in PowerPoint 2003 or earlier versions are not supported by PowerPoint 2007. Comparable or replacement features are listed where applicable.

Discontinued Feature	PowerPoint 2007 Feature
AutoContent wizard	Create presentations based on templates with themes and layouts.
Adding pictures from a scanner or camera	Download the pictures, and then insert by clicking the Picture button in the Illustrations group on the Insert tab.
Commands on the Web toolbar	Use the Location box instead of the Address box; add the Back and Forward buttons to the Quick Access Toolbar.
Macro recorder	Create or edit macros by using Microsoft Visual Basic for Applications (VBA).
Live broadcast add-in	Collaborate and share presentations by using Microsoft Live Meeting or Windows Meeting.
Send For Review command	Attach your presentation to an e-mail message.
Summary and contents slides	Copy slide titles onto a summary or contents slide.
Apple QuickTime movie support	Create a link to the QuickTime movie, or convert it to a Microsoft Windows video.
Title master	Define the content and formatting for the title slide in Slide Master view.
Allow Fast Saves option	PowerPoint always saves the entire presentation.

Information for Readers Running Windows XP

The graphics and the operating system–related instructions in this book reflect the Windows Vista user interface. However, Windows Vista is not required; you can also use a computer running Microsoft Windows XP.

Most of the differences you will encounter when working through the exercises in this book on a computer running Windows XP center around appearance rather than functionality. For example, the Windows Vista Start button is round rather than rectangular and is not labeled with the word *Start*; window frames and window-management buttons look different; and if your system supports Windows Aero, the window frames might be transparent.

In this section, we provide steps for navigating to or through menus and dialog boxes in Windows XP that differ from those provided in the exercises in this book. For the most part, these differences are small enough that you will have no difficulty in completing the exercises.

Managing the Practice Files

The instructions given in the "Using the Book's CD" section are specific to Windows Vista. The only differences when installing, using, uninstalling, and removing the practice files supplied on the companion CD are the default installation location and the uninstall process.

On a computer running Windows Vista, the default installation location of the practice files is *Documents\MSP\PowerPoint2007SBS*. On a computer running Windows XP, the default installation location is *My Documents\MSP\PowerPoint2007SBS*. If your computer is running Windows XP, whenever an exercise tells you to navigate to your *Documents* folder, you should instead go to your *My Documents* folder.

To uninstall the practice files from a computer running Windows XP:

1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, click (or in Classic view, double-click) **Add or Remove Programs**.

3. In the **Add or Remove Programs** window, click **Microsoft Office PowerPoint 2007 Step by Step**, and then click **Remove**.
4. In the **Add or Remove Programs** message box asking you to confirm the deletion, click **Yes**.

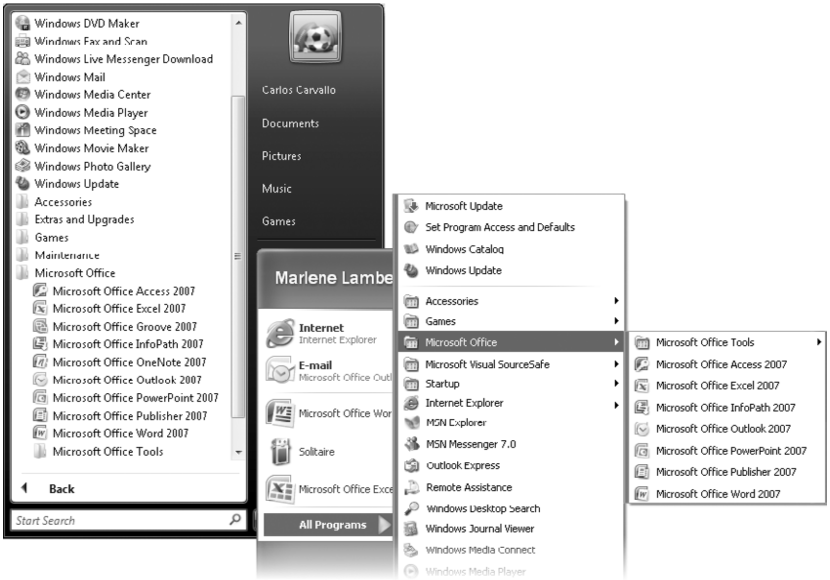
> **Important** If you need help installing or uninstalling the practice files, please see the "Getting Help" section later in this book. Microsoft Product Support Services does not provide support for this book or its companion CD.

Using the Start Menu

To start PowerPoint 2007 on a computer running Windows XP:

→ Click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office PowerPoint 2007**.

Folders on the Windows Vista Start menu expand vertically. Folders on the Windows XP Start menu expand horizontally. You will notice this variation between the images shown in this book and your Start menu.


Windows DVD Maker
Windows Fax and Scan
Windows Live Messenger Download
Windows Mail
Windows Media Center
Windows Media Player
Windows Meeting Space
Windows Movie Maker
Windows Photo Gallery
Windows Update
Accessories
Extras and Upgrades
Games
Maintenance
Microsoft Office
Microsoft Office Access 2007
Microsoft Office Excel 2007
Microsoft Office Groove 2007
Microsoft Office InfoPath 2007
Microsoft Office OneNote 2007
Microsoft Office Outlook 2007
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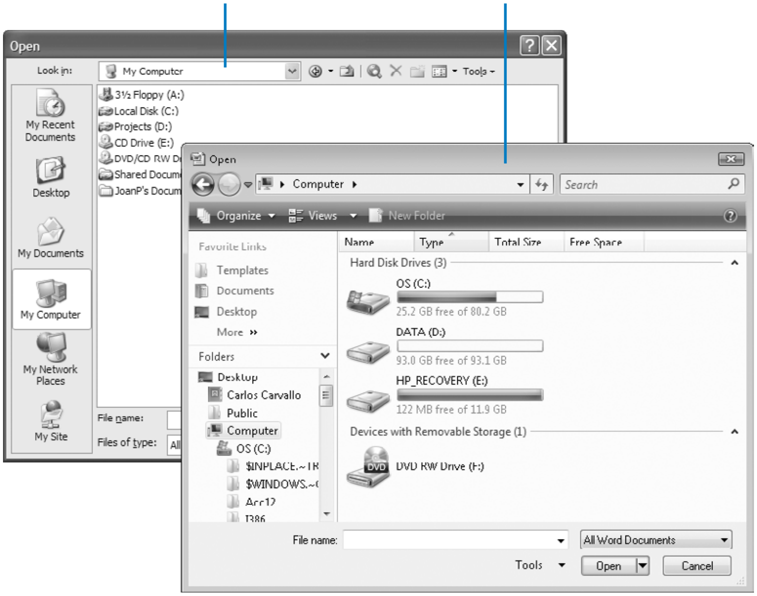
Microsoft Office Publisher 2007
Microsoft Office Word 2007
Microsoft Office Tools
Back
Start Search
Carlos Carvallo
Documents
Pictures
Music
Games
Marlene Lambe
Internet
Internet Explorer
E-mail
Microsoft Office Outl
Microsoft Office Wor
Solitaire
Microsoft Office Exce
All Programs
Microsoft Update
Set Program Access and Defaults
Windows Catalog
Windows Update
Accessories
Games
Microsoft Office
Microsoft Visual SourceSafe
Startup
Internet Explorer
MSN Explorer
MSN Messenger 7.0
Outlook Express
Remote Assistance
Windows Desktop Search
Windows Journal Viewer
Windows Media Connect
Windows Media Player
Microsoft Office Tools
Microsoft Office Access 2007
Microsoft Office Excel 2007
Microsoft Office InfoPath 2007
Microsoft Office Outlook 2007
Microsoft Office PowerPoint 2007
Microsoft Office Publisher 2007
Microsoft Office Word 2007

Navigating Dialog Boxes

On a computer running Windows XP, some of the dialog boxes you will work with in the exercises not only look different from the graphics shown in this book but also work differently. These dialog boxes are primarily those that act as an interface between PowerPoint and the operating system, including any dialog box in which you navigate to a specific location. For example, here are the Open dialog boxes from PowerPoint 2007 running on Windows Vista and Windows XP and examples of ways to navigate in them.



Windows XP version

Windows Vista version

Open
Look in:
My Computer
Tools
3½ Floppy (A:)
Local Disk (C:)
Projects (D:)
CD Drive (E:)
DVD/CD RW D
Shared Docum
JoanP's Docum
My Recent Documents
Desktop
My Documents
My Computer
My Network Places
My Site
File name:
Files of type:
Open
Computer
Search
Organize
Views
New Folder
Favorite Links
Templates
Documents
Desktop
More
Folders
Desktop
Carlos Carvallo
Public
Computer
OS (C:)
$INPLACE.~TR
$WINDOWS.~
Acc12
I386
Name
Type
Total Size
Free Space
Hard Disk Drives (3)
OS (C:)
25.2 GB free of 80.2 GB
DATA (D:)
93.0 GB free of 93.1 GB
HP_RECOVERY (E:)
122 MB free of 11.9 GB
Devices with Removable Storage (1)
DVD RW Drive (F:)
File name:
All Word Documents
Tools
Open
Cancel

To navigate to the *Exploring* folder in Windows Vista:

- In the **Favorite Links** pane, click **Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows Vista:

Back

- In the upper-left corner of the dialog box, click the **Back** button.

To navigate to the *Exploring* folder in Windows XP:

- On the **Places** bar, click **My Documents**. Then in the folder content pane, double-click **MSP**, **PowerPoint2007SBS**, and double-click **Exploring**.

To move back to the *PowerPoint2007SBS* folder in Windows XP:

Up One Level

- On the toolbar, click the **Up One Level** button.

The Microsoft Business Certification Program

Desktop computing proficiency is becoming increasingly important in today's business world. As a result, when screening, hiring, and training employees, more employers are relying on the objectivity and consistency of technology certification to ensure the competence of their workforce. As an employee or job seeker, you can use technology certification to prove that you already have the skills you need to succeed, saving current and future employers the trouble and expense of training you.

The Microsoft Business Certification program is designed to assist employees in validating their Windows Vista skills and 2007 Microsoft Office program skills. There are two paths to certification:

- A Microsoft Certified Application Specialist (MCAS) is an individual who has demonstrated worldwide skill standards for Windows Vista or the 2007 Microsoft Office suite through a certification exam in Windows Vista or in one or more of the 2007 Microsoft Office programs, including Microsoft Office Word 2007, Microsoft Office Excel 2007, Microsoft Office PowerPoint 2007, Microsoft Office Outlook 2007, and Microsoft Office Access 2007.
- A Microsoft Certified Application Professional (MCAP) is an individual who has taken his or her knowledge of the 2007 Microsoft Office suite and of Microsoft SharePoint products and technologies to the next level and has demonstrated through a certification exam that he or she can use the collaborative power of the Office suite to accomplish job functions such as Budget Analysis and Forecasting, or Content Management and Collaboration.

After attaining certification, you can include the MCAS or MCAP logo with the appropriate certification designator on your business cards and other personal promotional materials. This logo attests to the fact that you are proficient in the applications or cross-application skills necessary to achieve the certification.

Selecting a Certification Path

When selecting the Microsoft Business Certification path that you would like to pursue, you should assess the following:

- The program and program version(s) with which you are familiar
- The length of time you have used the program
- Whether you have had formal or informal training in the use of that program

Candidates for MCAS-level certification are expected to successfully complete a wide range of standard business tasks, such as formatting a document or spreadsheet. Successful candidates generally have six or more months of experience with Windows Vista or the specific Office the program, including either formal, instructor-led training or self-study using MCAS-approved books, guides, or interactive computer-based materials.

Candidates for MCAP-level certification are expected to successfully complete more complex, business-oriented tasks utilizing advanced functionality with the combined 2007 Microsoft Office suite of products. Successful candidates generally have between six months and one or more years of experience with the programs, including formal, instructor-led training or self-study using MCAP-approved materials.

Becoming a Microsoft Certified Application Specialist

Every MCAS and MCAP certification exam is developed from a set of exam skill standards that are derived from studies of how Windows Vista and the 2007 Office programs are used in the workplace. Because these skill standards dictate the scope of each exam, they provide you with critical information on how to prepare for certification.

To become certified as a Microsoft Certified Application Specialist for Microsoft Office PowerPoint 2007, you must demonstrate proficiency in these four areas:

- **Creating and formatting presentations.** You must demonstrate the ability to create new presentations from blank presentations, templates, existing presentations, and Word 2007 outlines; customize slide masters; create and change presentation elements; add, change and remove transitions between slides; set slide size and presentation orientation; and arrange slides.

- **Creating and formatting slide content.** You must demonstrate the ability to insert and format text boxes; format, move, and copy text; create and format bulleted and numbered lists; format paragraphs; insert and modify WordArt; add and link existing content to presentations; reuse slides from an existing presentation; copy elements from one slide to another; insert hyperlinks; insert media clips; and apply, customize, modify, and remove animations.
- **Working with visual content.** You must demonstrate the ability to create and format SmartArt diagrams from scratch and from bullet points; insert, format, modify, group, and align pictures, clip art, and shapes; insert, format, and modify charts; and insert, format, and modify tables.
- **Collaborating on and delivering presentations.** You must demonstrate the ability to work with comments; save a presentation in the appropriate format, remove private information, and mark it as final; restrict permissions, set a password, and attach a digital signature; print slides and handouts; and rehearse a presentation, package it on a CD, set slide show options, and use presentation tools.

Taking a Microsoft Business Certification Exam

The MCAS and MCAP certification exams for Windows Vista and the 2007 Office programs are performance-based and require you to complete business-related tasks using an interactive simulation (a digital model) of the Windows Vista operating system or one or more programs in the Office suite.

Test-Taking Tips

- Follow all instructions provided in each question completely and accurately.
- Enter requested information as it appears in the instructions, but without duplicating the formatting unless you are specifically instructed to do otherwise. For example, the text and values you are asked to enter might appear in the instructions in bold and underlined (for example, **text**), but you should enter the information without applying these formats.
- Close all dialog boxes before proceeding to the next exam question unless you are specifically instructed otherwise.

- Don't close task panes before proceeding to the next exam question unless you are specifically instructed to do otherwise.
- If you are asked to print a document, spreadsheet, chart, report, or slide, perform the task, but be aware that nothing will actually be printed.
- Don't worry about extra keystrokes or mouse clicks. Your work is scored based on its result, not on the method you use to achieve that result (unless a specific method is indicated in the instructions), and not on the time you take to complete the question.
- If your computer becomes unstable during the exam (for example, if the exam does not respond or the mouse no longer functions) or if a power outage occurs, contact a testing center administrator immediately. The administrator will restart the computer and return the exam to the point where the interruption occurred with your score intact.

Certification

At the conclusion of the exam, you will receive a score report, which you can print with the assistance of the testing center administrator. If your score meets or exceeds the passing standard (the minimum required score), you will be mailed a printed certificate within approximately 14 days.

For More Information

To learn more about the Microsoft Certified Application Specialist exams and courseware, visit

http://www.microsoft.com/learning/mcp/mcas/

To learn more about the Microsoft Certified Application Professional exams and courseware, visit

http://www.microsoft.com/learning/mcp/mcap/

Features and Conventions of This Book

This book has been designed to lead you step by step through all the tasks you are most likely to want to perform in Microsoft Office PowerPoint 2007. If you start at the beginning and work your way through all the exercises, you will gain enough proficiency to be able to create and work with all the common types of PowerPoint presentations. However, each topic is self contained. If you have worked with a previous version of PowerPoint, or if you completed all the exercises and later need help remembering how to perform a procedure, the following features of this book will help you locate specific information:

- **Detailed table of contents.** A listing of the topics and sidebars within each chapter.
- **Chapter thumb tabs.** Easily locate the beginning of the chapter you want.
- **Topic-specific running heads.** Within a chapter, quickly locate the topic you want by looking at the running head of odd-numbered pages.
- **Quick Reference.** General instructions for each procedure covered in specific detail elsewhere in the book. Refresh your memory about a task while working with your own documents.
- **Detailed index.** Look up specific tasks and features and general concepts in the index, which has been carefully crafted with the reader in mind.
- **Companion CD.** Contains the practice files needed for the step-by-step exercises, as well as a fully searchable electronic version of this book and other useful resources.
- **Reference card.** A tear-out guide to the new Microsoft Office system user interface features.

In addition, we provide a glossary of terms for those times when you need to look up the meaning of a word or the definition of a concept.

You can save time when you use this book by understanding how the *Step by Step* series shows special instructions, keys to press, buttons to click, and so on.

Convention	Meaning
💿	This icon at the end of a chapter introduction indicates information about the practice files provided on the companion CD for use in the chapter.
USE	This paragraph preceding a step-by-step exercise indicates the practice files that you will use when working through the exercise.
BE SURE TO	This paragraph preceding or following an exercise indicates any requirements you should attend to before beginning the exercise or actions you should take to restore your system after completing the exercise.
OPEN	This paragraph preceding a step-by-step exercise indicates files that you should open before beginning the exercise.
CLOSE	This paragraph following a step-by-step exercise provides instructions for closing open files or programs before moving on to another topic.
1 **2**	Blue numbered steps guide you through step-by-step exercises and Quick Reference versions of procedures.
1 2	Black numbered steps guide you through procedures in sidebars and expository text.
➜	An arrow indicates a procedure that has only one step.
See Also	These paragraphs direct you to more information about a given topic in this book or elsewhere.
Troubleshooting	These paragraphs explain how to fix a common problem that might prevent you from continuing with an exercise.
Tip	These paragraphs provide a helpful hint or shortcut that makes working through a task easier, or information about other available options.
Important	These paragraphs point out information that you need to know to complete a procedure.
💾 Save	The first time you are told to click a button in an exercise, a picture of the button appears in the left margin. If the name of the button does not appear on the button itself, the name appears under the picture.
Enter	In step-by-step exercises, keys you must press appear as they would on a keyboard.
Ctrl+Home	A plus sign (+) between two key names means that you must hold down the first key while you press the second key. For example, "press Ctrl+Home" means "hold down the Ctrl key while you press the Home key."
Program interface elements	In steps, the names of program elements, such as buttons, commands, and dialog boxes, are shown in black bold characters.
User input	Anything you are supposed to type appears in blue bold characters.
Glossary terms	Terms that are explained in the glossary at the end of the book are shown in blue italic characters.

Using the Book's CD

The companion CD included with this book contains the practice files you'll use as you work through the book's exercises, as well as other electronic resources that will help you learn how to use Microsoft Office PowerPoint 2007.

What's on the CD?

The following table lists the practice files supplied on the book's CD.

Chapter	**Files**
Chapter 1: Exploring PowerPoint 2007	*02_Opening.pptx* *03_Viewing1.pptx* *03_Viewing2.pptx*
Chapter 2: Starting a New Presentation	*01_Creating.pptx* *03_Converting.docx* *04_Reusing1.pptx* *04_Reusing2.pptx*
Chapter 3: Working with Slide Text	*02_Editing.pptx* *03_TextBoxes.pptx* *04_Correcting.pptx* *05_Spelling.pptx* *06_Finding.pptx* *07_Changing.pptx*
Chapter 4: Adjusting the Layout, Order, and Look of Slides	*01_Layout.pptx* *02_Rearranging.pptx* *03_Theme1.pptx* *03_Theme2.pptx* *04_ColorScheme.pptx* *05_OtherColors.pptx* *06_Background.pptx*

Chapter	Files
Chapter 5: Adding Tables, Charts, and Diagrams	*01_Tables.pptx* *02_Worksheets.pptx* *02_Costs.xlsx* *03_Charts.pptx* *04_Diagrams.pptx* *05_BulletDiagrams.pptx*
Chapter 6: Enhancing Slides with Graphics	*01_ClipArt.pptx* *02_Pictures1.pptx* *02_Pictures2.jpg* *02_Pictures3.jpg* *02_Pictures4.jpg* *02_Pictures5.jpg* *03_PhotoAlbum1.jpg* *03_PhotoAlbum2.jpg* *03_PhotoAlbum3.jpg* *03_PhotoAlbum4.jpg* *04_Shapes.pptx* *05_WordArt.pptx* *06_Aligning.pptx*
Chapter 7: Adding Animation, Sound, and Movies	*01_Animation.pptx* *02_Transition.pptx* *03_Sounds.pptx* *03_Introduction.wav* *04_Movies.pptx* *04_HouseHome.wmv*
Chapter 8: Reviewing and Sharing a Presentation	*01_Printing.pptx* *02_Password.pptx* *03_Comments.pptx* *06_Finalizing.pptx*
Chapter 9: Creating Your Own Presentation	*01_CustomTheme.pptx* *02_Background.jpg* *02_Masters.pptx* *03_CustomLayout.pptx* *04_CustomTemplate.pptx*

Chapter	Files
Chapter 10: Delivering a Presentation Electronically	*01_Adapting.pptx* *02_Rehearsing.pptx* *03_NotesHandouts.pptx* *03_YinYang.png* *04_Travel.pptx* *05_Showing.pptx*
Chapter 11: Setting Up a Presentation for Web Viewing	*01_Hyperlink.pptx* *01_Procedures.docx* *02_Action.pptx* *03_WebPage.pptx*
Chapter 12: Customizing PowerPoint	*02_Commands.pptx* *03_Toolbar.pptx*

In addition to the practice files, the CD contains some exciting resources that will really enhance your ability to get the most out of using this book and PowerPoint 2007, including the following:

- *Microsoft Office PowerPoint 2007 Step by Step* in eBook format
- *Microsoft Computer Dictionary*, 5th ed. eBook
- *First Look 2007 Microsoft Office System* (Katherine Murray, 2006)
- Sample chapter and poster from *Look Both Ways: Help Protect Your Family on the Internet* (Linda Criddle, 2007)

Important The companion CD for this book does not contain the PowerPoint 2007 software. You should purchase and install that program before using this book.

Minimum System Requirements

2007 Microsoft Office System

The 2007 Microsoft Office system includes the following programs:

- Microsoft Office Access 2007
- Microsoft Office Communicator 2007
- Microsoft Office Excel 2007
- Microsoft Office Groove 2007
- Microsoft Office InfoPath 2007
- Microsoft Office OneNote 2007
- Microsoft Office Outlook 2007
- Microsoft Office Outlook 2007 with Business Contact Manager
- Microsoft Office PowerPoint 2007
- Microsoft Office Publisher 2007
- Microsoft Office Word 2007

No single edition of the 2007 Office system installs all of the above programs. Specialty programs available separately include Microsoft Office Project 2007, Microsoft Office SharePoint Designer 2007, and Microsoft Office Visio 2007.

To install and run these programs, your computer needs to meet the following minimum requirements:

- 500 megahertz (MHz) processor
- 256 megabytes (MB) RAM
- CD or DVD drive
- 2 gigabytes (GB) available hard disk space; a portion of this disk space will be freed if you select the option to delete the installation files

> **Tip** Hard disk requirements will vary depending on configuration; custom installation choices might require more or less hard disk space.

- Monitor with 800×600 screen resolution; 1024×768 or higher recommended
- Keyboard and mouse or compatible pointing device

- Internet connection, 128 kilobits per second (Kbps) or greater, for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes
- Windows Vista or later, Microsoft Windows XP with Service Pack 2 (SP2), or Microsoft Windows Server 2003 or later
- Windows Internet Explorer 7 or Microsoft Internet Explorer 6 with service packs

The 2007 Microsoft Office suites, including Office Basic 2007, Office Home & Student 2007, Office Standard 2007, Office Small Business 2007, Office Professional 2007, Office Ultimate 2007, Office Professional Plus 2007, and Office Enterprise 2007, all have similar requirements.

Step-by-Step Exercises

In addition to the hardware, software, and connections required to run the 2007 Microsoft Office system, you will need the following to successfully complete the exercises in this book:

- PowerPoint 2007, Word 2007, Excel 2007, and Outlook 2007
- Access to a printer
- 10 MB of available hard disk space for the practice files

Installing the Practice Files

You need to install the practice files in the correct location on your hard disk before you can use them in the exercises. Follow the steps below.

Note If for any reason you are unable to install the practice files (or other companion content) from the CD, the files can also be downloaded from the Web at *http://www.microsoftpressstore.com/title/9780735623019*.

1. Remove the companion CD from the envelope at the back of the book, and insert it into the CD drive of your computer.

   The Step By Step Companion CD License Terms appear. Follow the on-screen directions. To use the practice files, you must accept the terms of the license agreement. After you accept the license agreement, a menu screen appears.

Important If the menu screen does not appear, click the Start button and then click Computer. Display the Folders list in the Navigation pane, click the icon for your CD drive, and then in the right pane, double-click the StartCD executable file.

2. Click **Practice Files**.
3. Click **Next** on the first screen, and then click **Next** to accept the terms of the license agreement on the next screen.
4. If you want to install the practice files to a location other than the default folder (*Documents\MSP\PowerPoint2007SBS*), click the **Change** button, select the new drive and path, and then click **OK**.

Important If you install the practice files to a location other than the default, you will need to substitute that path within the exercises.

5. Click **Next** on the **Custom Setup** screen, and then click **Install** on the **Ready to Install the Program** screen to install the selected practice files.
6. After the practice files have been installed, click **Finish**.
7. Close the **Step by Step Companion CD** window, remove the companion CD from the CD drive, and return it to the envelope at the back of the book.

Using the Practice Files

When you install the practice files from the companion CD that accompanies this book, the files are stored on your hard disk in chapter-specific subfolders under *Documents\MSP\PowerPoint2007SBS*. Each exercise is preceded by a paragraph that lists the files needed for that exercise and explains any preparations needed before you start working through the exercise. Here are examples:

USE the *02_Worksheets* presentation and the *02_Costs* workbook. These practice files are located in the *Adding* subfolder under *PowerPoint2007SBS*.

BE SURE TO start PowerPoint before beginning this exercise.

OPEN the *02_Worksheets* presentation.

You can browse to the practice files in Windows Explorer by following these steps:

Start

1. On the Windows taskbar, click the **Start** button, and then click **Documents**.
2. In your **Documents** folder, double-click **MSP**, double-click **PowerPoint2007SBS**, and then double-click a specific chapter folder.

You can browse to the practice files from a PowerPoint 2007 dialog box by following these steps:

1. On the **Favorite Links** pane in the dialog box, click **Documents**.
2. In your **Documents** folder, double-click **MSP**, double-click **PowerPoint2007SBS**, and then double-click the specified chapter folder.

Removing and Uninstalling the Practice Files

You can free up hard disk space by uninstalling the practice files that were installed from the companion CD. The uninstall process deletes any files that you created in the *Documents\MSP\PowerPoint2007SBS* chapter-specific folders while working through the exercises. Follow these steps:

Start

1. On the Windows taskbar, click the **Start** button, and then click **Control Panel**.
2. In **Control Panel**, under **Programs**, click the **Uninstall a program** task.
3. In the **Programs and Features** window, click **Microsoft Office PowerPoint 2007 Step by Step**, and then on the toolbar at the top of the window, click the **Uninstall** button.
4. If the **Programs and Features** message box asking you to confirm the deletion appears, click **Yes**.

See Also If you need additional help installing or uninstalling the practice files, see the "Getting Help" section later in this book.

Important Microsoft Product Support Services does not provide support for this book or its companion CD.

Getting Help

Every effort has been made to ensure the accuracy of this book and the contents of its companion CD. If you do run into problems, please contact the sources listed below for assistance.

Errata & Book Support

We've made every effort to ensure the accuracy of this book and its companion content. Any errors that have been reported since this book was published are listed on our Microsoft Press site:

http://www.microsoftpressstore.com/title/9780735623019.

If you find an error that is not already listed, you can report it to us through the same page.

If you need additional support, email Microsoft Press Book Support at *mspinput@microsoft.com*.

Please note that product support for Microsoft software is not offered through the addresses above.

Getting Help with PowerPoint 2007

If your question is about Microsoft Office PowerPoint 2007, and not about the content of this Microsoft Press book, your first recourse is the PowerPoint Help system. This system is a combination of tools and files stored on your computer when you installed the 2007 Microsoft Office system and, if your computer is connected to the Internet, information available from Microsoft Office Online. There are several ways to find general or specific Help information:

- To find out about an item on the screen, you can display a ***ScreenTip***. For example, to display a ScreenTip for a button, point to the button without clicking it. The ScreenTip gives the button's name, the associated keyboard shortcut if there is one, and unless you specify otherwise, a description of what the button does when you click it.
- In the PowerPoint program window, you can click the Microsoft Office PowerPoint Help button (a question mark in a blue circle) at the right end of the Ribbon to display the PowerPoint Help window.
- After opening a dialog box, you can click the Help button (also a question mark) at the right end of the dialog box title bar to display the PowerPoint Help window with topics related to the functions of that dialog box already identified.

To practice getting help, you can work through the following exercise.

BE SURE TO start PowerPoint before beginning this exercise.

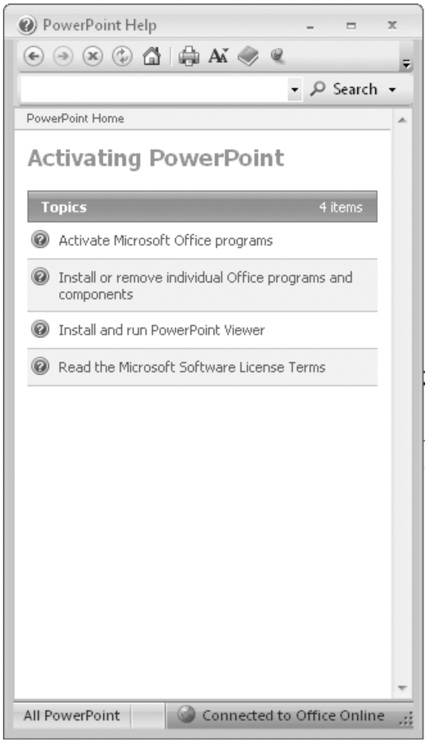
Microsoft Office PowerPoint Help

1. At the right end of the Ribbon, click the **Microsoft Office PowerPoint Help** button.

   The PowerPoint Help window opens.

2. In the list of topics in the **PowerPoint Help** window, click **Activating PowerPoint**.

   PowerPoint Help displays a list of topics related to activating Microsoft Office system programs.


PowerPoint Help
Search
PowerPoint Home
All PowerPoint
Connected to Office Online

Activating PowerPoint

Topics	4 items
Activate Microsoft Office programs	
Install or remove individual Office programs and components	
Install and run PowerPoint Viewer	
Read the Microsoft Software License Terms	

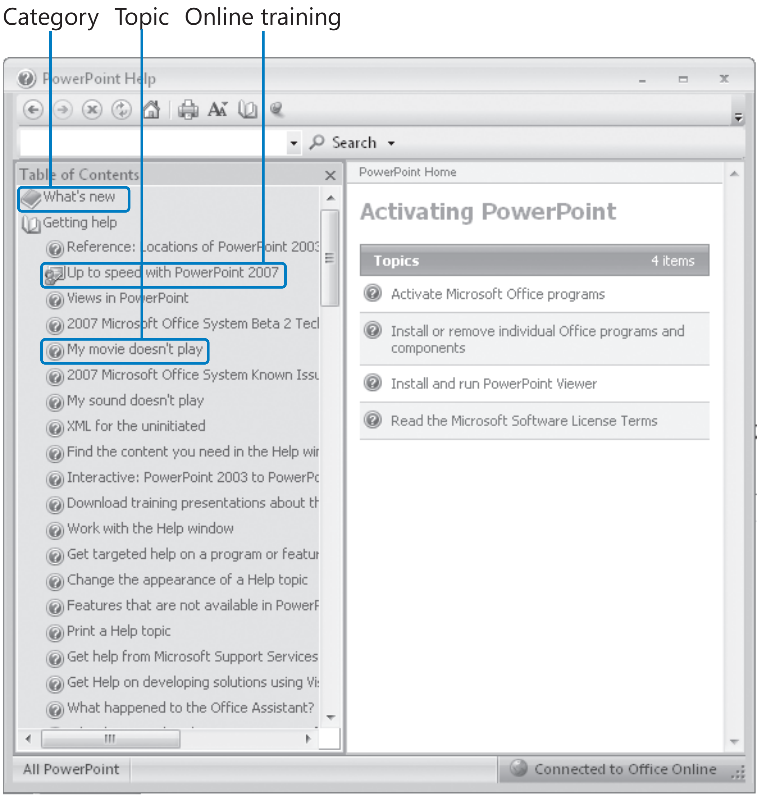
You can click any topic to display the corresponding information.

Show Table of Contents

3. On the toolbar, click the **Show Table of Contents** button.

   The Table Of Contents appears in the left pane, organized by category, like the table of contents in a book.

   Clicking any category (represented by a book icon) displays that category's topics (represented by help icons) as well as any available online training (represented by training icons).


Category
Topic
Online training
PowerPoint Help
Search
Table of Contents
What's new
Getting help
Reference: Locations of PowerPoint 2003
Up to speed with PowerPoint 2007
Views in PowerPoint
2007 Microsoft Office System Beta 2 Tecl
My movie doesn't play
2007 Microsoft Office System Known Issu
My sound doesn't play
XML for the uninitiated
Find the content you need in the Help wir
Interactive: PowerPoint 2003 to PowerPc
Download training presentations about th
Work with the Help window
Get targeted help on a program or featur
Change the appearance of a Help topic
Features that are not available in PowerP
Print a Help topic
Get help from Microsoft Support Services
Get Help on developing solutions using Vi
What happened to the Office Assistant?
PowerPoint Home
Activating PowerPoint
Topics
4 items
Activate Microsoft Office programs
Install or remove individual Office programs and components
Install and run PowerPoint Viewer
Read the Microsoft Software License Terms
All PowerPoint
Connected to Office Online

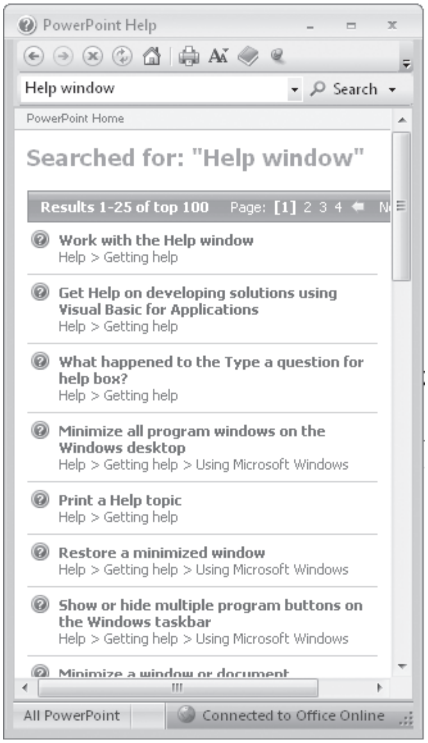
If you're connected to the Internet, PowerPoint displays topics and training available from the Office Online Web site as well as topics stored on your computer.

Back Forward

Close

4. In the **Table of Contents**, click a few categories and topics, then click the **Back** and **Forward** buttons to move among the topics you have already viewed.
5. At the right end of the **Table of Contents** title bar, click the **Close** button.
6. At the top of the **PowerPoint Help** window, click the **Type word to search for** box, type **Help window**, and then press the Enter key.

The PowerPoint Help window displays topics related to the words you typed.



Searched for: "Help window"

Results 1-25 of top 100 Page: [1] 2 3 4

Work with the Help window
Help > Getting help

Get Help on developing solutions using Visual Basic for Applications
Help > Getting help

What happened to the Type a question for help box?
Help > Getting help

Minimize all program windows on the Windows desktop
Help > Getting help > Using Microsoft Windows

Print a Help topic
Help > Getting help

Restore a minimized window
Help > Getting help > Using Microsoft Windows

Show or hide multiple program buttons on the Windows taskbar
Help > Getting help > Using Microsoft Windows

Minimize a window or document

7. In the results list, click **Print a Help topic**.

   The selected topic appears in the PowerPoint Help window, explaining that you can click the Print button on the toolbar to print any topic.

8. Below the title at the top of the topic, click **Show All**.

   PowerPoint displays any hidden auxiliary information available in the topic and changes the Show All button to Hide All. You can display or hide an individual item by clicking it. When you click the Print button, PowerPoint will print all displayed information.

CLOSE the PowerPoint Help window.

More Information

If your question is about Microsoft Office PowerPoint 2007 or another Microsoft software product and you cannot find the answer in the product's Help system, please search the appropriate product solution center or the Microsoft Knowledge Base at:

support.microsoft.com

In the United States, Microsoft software product support issues not covered by the Microsoft Knowledge Base are addressed by Microsoft Product Support Services. Location-specific software support options are available from:

support.microsoft.com/gp/selfoverview/

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At Microsoft Press, your satisfaction is our top priority, and your feedback our most valuable asset. Please tell us what you think of this book at:

http://www.microsoft.com/learning/booksurvey

The survey is short, and we read every one of your comments and ideas. Thanks in advance for your input!

Stay in Touch

Let's keep the conversation going! We're on Twitter: *http://twitter.com/MicrosoftPress*.

Quick Reference

1 Exploring PowerPoint 2007

To start PowerPoint, page 6

- On the Windows taskbar, click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office PowerPoint 2007**.

To open an existing presentation, page 12

1. Click the **Microsoft Office Button**, and then click **Open**.
2. In the **Open** dialog box, navigate to the folder that contains the file you want to open, and then double-click the file.

To close a presentation, page 13

- Click the **Microsoft Office Button**, and then click **Close**.

To switch among different PowerPoint views, page 17

- On the **View** toolbar, click the button for the desired view; or
- On the **View** tab, in the **Presentation Views** group, click the button for the desired view.

To adjust the magnification of a presentation, page 18

- On the **View** toolbar, click the **Zoom Out** or **Zoom In** button; or
- On the **View** toolbar, click the **Fit slide to current window** button; or

1. On the **View** tab, in the **Zoom** group, click the **Zoom** button.
2. In the **Zoom** dialog box, click a **Zoom to** percentage or type an amount in the **Percent** box, and then click **OK**.

To view a presentation as a slide show, page 18

- On the **View** toolbar, click the **Slide Show** button. Then without moving the mouse, click the mouse button to advance through the presentation one slide at a time.

To adjust the size of the panes, page 19

- Point to the splitter bar that separates the panes, and when the pointer changes to a double bar with opposing arrows, drag the bar in the direction you want.

To display more than one presentation at the same time, page 20

- On the **View** tab, in the **Window** group, click the **Arrange All** button.

To create a blank presentation, page 21

➜ Click the **Microsoft Office Button**, click **New**, and then in the **New Presentation** window, double-click **Blank Presentation**.

To save changes to an existing presentation, page 21

➜ On the **Quick Access Toolbar**, click the **Save** button.

To save a presentation for the first time, in a different folder, or with a different name, page 22

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. To save the presentation in a different folder, navigate to that folder. (Click **Browse Folders** if the Navigation pane is not open.)
3. To save the presentation in a new folder, on the toolbar, click the **New Folder** button (click **Browse Folders** if the toolbar is not displayed), type a name for the new folder, and then press Enter.
4. In the **File name** box, select the existing entry, type a name for the presentation, and click **Save**.

2 Starting a New Presentation

To base a presentation on an example from Office Online, page 27

1. Click the **Microsoft Office Button**, and then click **New**.
2. Under **Microsoft Office Online** in the left pane, click **Presentations**.
3. Scroll the center pane until you find the presentation you want, and then click **Download**.

To base a presentation on an existing presentation, page 29

1. Click the **Microsoft Office Button**, and then click **New**.
2. In the left pane, under **Templates**, click **New from existing**.
3. Navigate to the folder containing the presentation on which you want to base the new one, and then double-click that presentation.

To base a presentation on a design template, page 31

1. Click the **Microsoft Office Button**, and then click **New**.
2. In the left pane, under **Microsoft Office Online**, click **Design slides**.
3. In the **Design slides** category list, click the category that you want.
4. Scroll the center pane until you find the template you want, and then click **Download**.

To add a new slide with the default layout, page 32

➜ On the **Home** tab, in the **Slides** group, click the **New Slide** button.

To add slides with other layouts, page 33

- On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then in the list, click the layout you want.

To delete a slide, page 33

- At the top of the **Overview** pane, on the **Slides** tab, right-click the slide, and then click **Delete Slide**.

To convert a Microsoft Office Word outline into a presentation, page 34

1. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then click **Slides from Outline**.
2. Navigate to the folder containing the Word outline, and then double-click the Word document.

To save a presentation as an outline, page 35

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **File name** box, enter the name of the outline file.
3. Click the **Save as type** arrow, and then in the list, click **Outline/RTF**.
4. Navigate to the folder where you want to store the outline, and then click **Save**.

To insert a slide from another presentation, page 36

1. Click the slide after which you want to insert the slide.
2. On the **Home** tab, in the **Slides** group, click the **New Slide** arrow, and then in the list, click **Reuse Slides**.
3. In the **Reuse Slides** task pane, click the **Open a PowerPoint File** link.
4. Navigate to the folder containing the presentation with the slide you want to reuse, and double-click the presentation.
5. In the task pane, click the slide you want to reuse.

3 Working with Slide Text

To create slides, bullet points, and subpoints on the Outline tab, page 45

- Click to the right of a slide title, and then press Enter to create a new slide.
- With the insertion point in a slide title, press Tab to convert it to a bullet point.
- With the insertion point in a bullet point, press Shift+Tab to convert it to a slide.
- With the insertion point in the bullet point, press Tab to convert it to a subpoint.

To delete and replace a word, page 48

- Double-click the word to select it, and then press Del or Backspace.
- Double-click the word, and then type a different word.

To move text, page 49

- On the **Outline** tab or the slide, select the text, and then drag the selection to the desired location; or

1. Select the text, and on the **Home** tab, in the **Clipboard** group, click the **Cut** button.
2. Click where you want to insert the text, and then click the **Paste** button.

To undo or redo editing actions, page 49

- On the **Quick Access Toolbar**, click the **Undo** or **Redo** button.

To select an entire placeholder, page 52

- Point to the border of the placeholder, and when the pointer changes to a four-headed arrow, click the mouse button once.

To create a text box, page 52

- On the **Insert** tab, in the **Text** group, click the **Text Box** button, click the slide, and then type the text.

To rotate a text box, page 52

- Select the text box, and then drag the green rotating handle in the direction you want.

To move a text box, page 52

- Select the text box, point to the border of the box (not to a handle), and then drag the box to the desired location.

To size a text box, page 53

- Select the text box, point to one of the square or round handles around its frame, and drag the handle until the box is the size you want.

To add a solid border to a text box, page 53

1. Right-click the border of the text box, and then click **Format Shape**.
2. In the **Format Shape** dialog box, click **Line Color**, click the line option you want, select appropriate options, and then click **Close**.

To change the default settings of a text box, page 54

1. Format the text and the text box the way you want all the text boxes you create from now on in this presentation to be.
2. Right-click the border of the text box, and then click **Set as Default Text Box**.

To add an AutoCorrect entry, page 55

1. Click the **Microsoft Office Button**, click **PowerPoint Options**, click **Proofing**, and then click **AutoCorrect Options**.
2. In the **Replace** box above the table in the dialog box, type a word you commonly misspell, and then press Tab.

3. In the **With** box, type the correct spelling of the word, click **Add**, and then click **OK** twice to close the dialog box and PowerPoint Options window.

To correct a word flagged as a misspelling, page 60

➜ Right-click the word, and on the context menu, click the correct spelling.

To mark a non-English word, page 60

1. With the insertion point in the word, on the **Review** tab, in the **Proofing** group, click the **Language** button.
2. In the **Language** dialog box, click the language, and then click **OK**.

To check the spelling of an entire presentation, page 61

1. With the first slide displayed, on the **Review** tab, in the **Proofing** group, click the **Spelling** button.
2. If the **Spelling** dialog box appears, click the appropriate buttons to correct the errors PowerPoint finds or to add words to the custom dictionary or AutoCorrect list.
3. Click **OK** when PowerPoint reaches the end of the spelling check, and then click **Close**.

To find a synonym for a word, page 62

1. Select a word (but not the following space). Then on the **Review** tab, in the **Proofing** group, click the **Thesaurus** button.
2. Point to the word you want to substitute for the selection, click the arrow that appears, and then click **Insert**.

To find and replace a word, page 64

1. On the **Home** tab, in the **Editing** group, click the **Replace** button.
2. In the **Find what** box, type the word you want to replace, and in the **Replace with** box, type the replacement text.
3. If necessary, select the **Match case** or **Find whole words only** check box.
4. Click **Find Next**, and then click **Replace** or **Replace All**.

To find and replace a font, page 64

1. On the **Home** tab, in the **Editing** group, click the **Replace** arrow, and then in the list, click **Replace Fonts**.
2. In the **Replace** list, click the font you want to replace, and then in the **With** list, click the replacement font.
3. Click **Replace**.

To hide or display an object on a slide, page 65

1. On the **Home** tab, in the **Editing** group, click the **Select** button, and then click **Selection Pane**.
2. Under **Shapes on this Slide** in the task pane, click the box to the right of the object to hide or display it.

To change the font size, page 67

- ➜ Select the text, and then on the **Home** tab, in the **Font** group, click the **Decrease Font Size** or **Increase Font Size** button; or
- ➜ Click the **Font Size** arrow, and then in the list, click the desired size.

To change the size of a placeholder, page 68

- ➜ Point to one of the placeholder's handles, and when the pointer changes to a two-headed arrow, drag to increase or decrease the size.

To size a placeholder to fit its text, page 68

1. Right-click the placeholder's border, and then click **Format Shape**.
2. Click **Text Box**, select the **Resize shape to fit text** option, and then click **Close**.

To change text alignment, page 69

- ➜ With the insertion point in the text you want to align, on the **Home** tab, in the **Paragraph** group, click the **Left**, **Center**, **Right**, or **Justify** button.

To adjust line spacing, page 70

- ➜ Click the paragraph. Then on the **Home** tab, in the **Paragraph** group, click the **Line Spacing** button, and click the spacing you'd like to use; or

1. Click the paragraph, and then click the **Paragraph** Dialog Box Launcher.
2. Under **Spacing**, in the **Paragraph** dialog box, adjust the **Line Spacing** setting, and then click **OK**.

To change the text case, page 70

- ➜ With the text selected, on the **Home** tab, in the **Font** group, click the **Change Case** arrow, and then in the list, click the option you want.

To apply bold or italic formatting to text, page 71

- ➜ Select the text, and then on the **Home** tab, in the **Font** group, click the **Bold** or **Italic** button; or
- ➜ Select the text, and then on the **Mini toolbar**, click the **Bold** or **Italic** button.

To change the color of text, page 71

- ➜ Select the text, and then on the **Home** tab, in the **Font** group, click the **Font Color** arrow, and click the color you want.

4 Adjusting the Layout, Order, and Look of Slides

To change the layout of a slide, page 75

- ➜ On the **Home** tab, in the **Slides** group, click the **Layout** button. Then in the **Layout** gallery, click the layout you want.

To restore the default layout after making changes, page 76

- ➜ On the **Home** tab, in the **Slides** group, click the **Reset** button.

To collapse bullet points under slide titles, page 77

- ➜ On the **Outline** tab of the **Overview** pane, double-click the title of the slide whose bullet points you want to hide. Double-click again to redisplay them.

To expand or collapse the entire presentation outline, page 77

- ➜ On the **Outline** tab of the **Overview** pane, right-click the title of a slide, point to **Expand** or **Collapse**, and then click **Expand All** or **Collapse All**.

To arrange slides in a presentation, page 77

- ➜ On the **Slides** tab of the **Overview** pane, drag slide thumbnails to new positions; or
- ➜ On the **View** toolbar, click the **Slide Sorter** button, and then drag slide thumbnails to new positions.

To move slides from one open presentation to another, page 78

1. Open two or more presentations in Slide Sorter view, and then on the **View** tab, in the **Window** group, click the **Arrange All** button.
2. Drag slides from one presentation window to another.

To change the theme, page 79

- ➜ On the **Design** tab, in the **Themes** group, click the **More** button to display the Themes gallery, and then click the theme you want.

To change the color scheme, page 82

1. On the **Design** tab, in the **Themes** group, click the **Colors** button.
2. In the **Colors** gallery, click the color scheme you want.

To create your own color scheme, page 82

1. On the **Design** tab, in the **Themes** group, click the **Colors** button, and then click **Create New Theme Colors**.
2. In the **Create New Theme Colors** dialog box, select the colors you want, and then click **Save**.

To change the color scheme of the current slide, page 83

- ➜ On the **Design** tab, in the **Themes** group, click the **Colors** button. Then right-click the color scheme you want, and click **Apply to Selected Slides**.

To change a theme's fonts and effects, page 84

- ➜ On the **Design** tab, in the **Themes** group, click the **Fonts** button, and then click the font combination you want.
- ➜ On the **Design** tab, in the **Themes** group, click the **Effects** button, and then click the effect combination you want.

To create a custom font combination, page 84

1. On the **Design** tab, in the **Themes** group, click the **Fonts** button, and then click **Create New Theme Fonts**.
2. In the **Create New Theme Fonts** dialog box, specify the font combination you want, and then click **Save**.

To add a picture to the slide background, page 86

1. On the **Design** tab, in the **Background** group, click the **Background Styles** button, and then click **Format Background**.
2. In the **Format Background** dialog box, click the **Picture or texture fill** option.
3. Click **File**, navigate to the folder containing the picture you want to use, and then double-click the picture.
4. To make the picture fill the entire slide, select the **Tile picture as texture** check box.
5. To use the picture in the background of the current slide, click **Close**, or to use it in the background of all slides, click **Apply to All**.

To add a shade or texture to the slide background, page 87

- ➜ On the **Design** tab, in the **Background** group, click the **Background Styles** button, and then click a shade; or click **Format Background**, and specify a shade or texture in the **Format Background** dialog box.

5 Adding Tables, Charts, and Diagrams

To create a table, page 93

1. In a content placeholder, click the **Insert Table** button.
2. In the **Insert Table** dialog box, specify the number of columns and rows, and then click **OK**.

To apply a table style, page 94

- ➜ Click the table. Then on the **Design** tab, in the **Table Styles** group, click the **More** button, and in the gallery, click the style you want.

To insert a row in a table, page 95

- ➜ Click the row above which you want to insert a row. Then on the **Layout** tab, in the **Rows & Columns** group, click the **Insert Above** or **Insert Below** button.

To delete a column or row from a table, page 95

- ➜ Click the row or column you want to delete. Then on the **Layout** tab, in the **Rows & Columns** group, click the **Delete** button, and click **Delete Columns** or **Delete Rows**.

To merge cells in a table, page 95

- ➜ Select the cells you want to merge. Then on the **Layout** tab, in the **Merge** group, click the **Merge Cells** button; or
- ➜ On the **Design** tab, in the **Draw Borders** group, click the **Eraser** button, and then drag the eraser across the border that appears between two cells.

To split a single cell into two, page 95

- ➜ Click the cell. Then on the **Layout** tab, in the **Merge** group, click the **Split Cells** button; or
- ➜ On the **Design** tab, in the **Draw Borders** group, click the **Draw Table** button, and then draw a cell border with the pencil.

To align entries in cells, page 95

- ➜ Select the cells. Then on the **Layout** tab, in the **Alignment** group, click the button that corresponds to the alignment you want.

To shade cells, page 95

- ➜ Select the cells. Then on the **Design** tab, in the **Table Styles** group, click the **Shading** arrow, and in the gallery, click a fill color you want.

To insert an existing Word table or Excel worksheet, page 97

1. On the **Insert** tab, in the **Text** group, click the **Object** button.
2. In the **Insert Object** dialog box, select the **Create from file** option.
3. Click **Browse**, navigate to the folder containing the Word document or Excel workbook, double-click the document, and then click **OK**.
4. If you want to link the inserted table to its source, in the **Insert Object** dialog box, select the **Link** check box.
5. Click **OK** to close the Insert Object dialog box.

To create a chart, page 102

1. In a content placeholder, click the **Insert Chart** button.
2. In the **Insert Chart** dialog box, click the type of chart you want, and then click **OK**.
3. Enter the values to be plotted in the linked Excel worksheet in the left window, and then close the window.

To create a diagram, page 108

1. In a content placeholder, click the **Insert SmartArt Graphic** button.

2. In the left pane of the **Choose a SmartArt Graphic** dialog box, click the type of diagram you want, and then in the center pane, click a layout. Then click **OK**.
3. In the text pane, enter the text that you want to appear in the diagram's shapes.

To change the layout of a chart, page 109

➜ On the **Design** tab, in the **Layouts** group, click the thumbnail you want to use.

To change the color scheme of a diagram, page 110

➜ On the **Design** tab, in the **SmartArt Styles** group, click the **Change Colors** button, and then in the gallery, click the thumbnail you want.

To change the color of a shape in a diagram, page 110

➜ Click the shape. Then on the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button, and click the color you want.

To size a chart, page 111

➜ Click the chart. Then drag one of the handles on the diagram's frame until the chart is the size you want.

To convert bullet points into a diagram, page 111

➜ Right-click the bulleted list, point to **Convert to SmartArt**., and then in the gallery, click the diagram you want.

6 Enhancing Slides with Graphics

To add clip art images to slides, page 117

1. In a content placeholder, click the **Clip Art** button.
2. In the **Search for** box at the top of the **Clip Art** task pane, type a keyword for the type of image you are looking for, and then click **Go**.
3. Click the clip art image you want.

To change the size of clip art, page 120

➜ Click the clip art image. Then on the **Format** tab, in the **Size** group, change the setting in the **Shape Height** or **Shape Width** box.

To change the color of clip art, page 121

➜ Click the clip art image. Then on the **Format** tab, in the **Adjust** group, click the **Recolor** button, and click the thumbnail you want.

To apply special effects to clip art, page 121

➜ Click the clip art image. Then on the **Format** tab, in the **Picture Styles** group, click the **Picture Effects** button, point to the effect you want to use, and in the gallery, click the thumbnail you want.

To add a picture to a slide, page 124

1. In a content placeholder, click the **Insert Picture from File** button; or on the **Insert** tab, in the **Illustrations** group, click the **Picture** button.
2. In the **Insert Picture** dialog box, navigate to the folder containing the picture, and double-click it.

To change a picture's size, page 125

- ➜ Click the picture. Then on the **Format** tab, in the **Size** group, change the **Shape Height** or **Shape Width** setting; or
- ➜ Click the picture. Then click the **Size** Dialog Box Launcher to display the **Size and Position** dialog box, where you can set the size you want; or
- ➜ Click the picture, and drag its handles to achieve the size you want.

To crop a picture, page 125

- ➜ Click the picture. Then on the **Format** tab, in the **Size** group, click the **Crop** button, and drag the cropping handles to crop away the parts of the picture you don't want.

To move a picture, page 127

- ➜ Click the picture, and then drag it to the location you want.

To change the border of a picture, page 127

- ➜ Click the picture. Then on the **Format** tab, in the **Picture Styles** group, click the **Picture Border** button, and under **Standard Colors**, click the color you want.

To change a picture's style, page 128

- ➜ Click the picture. Then on the **Format** tab, in the **Picture Styles** group, click the **More** button, and in the gallery, click the style you want.

To compress a picture, page 129

1. Click the picture. Then on the **Format** tab, in the **Adjust** group, click the **Compress Pictures** button.
2. At the bottom of the **Compress Pictures** dialog box, click **Options**.
3. In the **Compression Settings** dialog box, under **Target Output**, select a delivery option, and then click **OK**.

To create a photo album of pictures, page 130

1. Open a new presentation, and on the **Insert** tab, in the **Illustrations** group, click the **Photo Album** arrow, and then click **New Photo Album**.
2. In the **Photo Album** dialog box, click **File/Disk**, and then in the **Insert New Pictures** dialog box, navigate to the folder containing the pictures you want to use.
3. In the list box, select the pictures, click **Insert**, and then click **Create**.

To make changes to a photo album, page 131

1. On the **Insert** tab, in the **Illustrations** group, click the **Photo Album** arrow, and then click **Edit Photo Album**.
2. In the **Edit Photo Album** dialog box, in the **Pictures in album** box, click a photo you want to move, and then click the **Move Down** or **Move Up** button.
3. Under **Picture Options**, specify whether the pictures should have captions.
4. Under **Album Layout**, click the **Picture layout** arrow, and then click the layout you want.
5. Click the **Frame shape** arrow, and then click the shape you want.
6. To the right of **Theme**, click **Browse**, and then in the **Choose Theme** window, double-click the theme you want.
7. Click **Update** to save your changes.

To draw a shape, page 134

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button. Then in the **Shapes** gallery, click the shape you want.
2. Point where you want the shape to be, and then drag to draw the shape.

To change the texture of a shape, page 136

➜ Click the shape. Then on the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** arrow, point to **Texture** at the bottom of the palette, and then click the texture you want.

To add text to a shape, page 136

➜ Click the shape. Then on the **Format** tab, in the **Insert Shapes** group, click the **Text Box** button, click the shape, and type the text.

To add color to a shape, page 136

➜ Click the shape. Then on the **Format** tab, in the **Shape Styles** group, click the **Shape Fill** button to fill the shape with the active color, or click the button’s arrow and click a color in the palette.

To duplicate a shape, page 137

➜ Click the shape. Then on the **Home** tab, in the **Clipboard** group, click the **Paste** arrow, and click **Duplicate**.

To change to another shape, page 137

➜ Click the shape. Then on the **Format** tab, in the **Insert Shapes** group, click the **Edit Shape** button, point to **Change Shape**, and then click a different shape.

To connect shapes, page 137

1. On the **Format** tab, in the **Insert Shapes** group, click the **Shapes** button, and in the **Shapes** gallery, under **Lines**, click one of the connector shapes.

2. Point to the first shape, point to a connection point, drag to the second shape, and when connection points appear on the second shape, release the mouse button over one of the points.

To group shapes, page 138

1. Select the shapes on a slide by holding down the Shift key as you click each one in turn.
2. On the **Format** tab, in the **Arrange** group, click the **Group** button, and then in the list, click **Group**. (Click **Ungroup** to ungroup them.)

To add stylized text to a slide, page 140

1. On the **Insert** tab, in the **Text** group, click the **WordArt** button. Then in the **WordArt** gallery, click the style of text you want.
2. With the placeholder text selected, type the text.
3. Move and resize the WordArt object so that its frame spans the area of the slide that you want.
4. Use the options in the **WordArt Styles** group on the **Format** tab to format the object.

To align graphics, page 144

➜ Select the pictures. Then on the **Format** tab, in the **Arrange** group, click the **Align** button, and click the alignment option you want.

To change the stacking order of graphics, page 145

➜ Click the stack of pictures. Then on the **Format** tab, in the **Arrange** group, click the **Bring to Front** or **Send to Back** button; or click the button's arrow, and then click **Bring Forward** or **Send Back**.

To display gridlines to help position a graphic, page 145

➜ On the **Format** tab, in the **Arrange** group, click the **Align** button, and then click **View Gridlines**.

To display guidelines, page 146

1. On the **Format** tab, in the **Arrange** group, click the **Align** button, and then click **Grid Settings**.
2. In the **Grid and Guides** dialog box, under **Guide settings**, select the **Display drawing guidelines on screen** check box, and then click **OK**. (Clear the check box to hide the guidelines.)

7 Adding Animation, Sound, and Movies

To apply predefined animations, page 151

1. Click the text or object you want to animate. Then on the **Animations** tab, in the **Animations** group, click the **Animate** arrow, and in the list, click the animation you want.

2. To refine the animation, click the **Custom Animation** button, and then in the **Custom Animation** task pane, apply the options you want.

To change the animation order, page 153

➜ In the **Custom Animation** task pane, with an animation selected, click the **Re-Order Up** or **Re-Order Down** button until the animation is in the position you want.

To add sound to an animation, page 155

1. In the **Custom Animation** task pane, click the arrow to the right of the animation, and then click **Effect Options**.
2. On the **Effect** tab of the dialog box, click the **Sound** arrow, and in the list, click the sound you want.

To apply transitions, page 156

1. On the **Animations** tab, in the **Transition to This Slide** group, click a transition. Or click the **More** button, and then in the gallery, click the transition you want.
2. To apply the same transition to all the slides, in the **Transition to This Slide** group, click the **Apply To All** button.

To add sound to a transition, page 157

➜ In the **Transitions to This Slide** group, click the **Transition Sound** arrow, and then click the sound you want; or

➜ To use your own sound file, click **Other Sound** at the bottom of the **Transition Sound** list, and then, in the **Add Sound** dialog box, find and select the sound file you want to use, and click **OK**.

To set the transition speed, page 158

➜ In the **Transitions to This Slide** group, click the **Transition Speed** arrow, and then click the speed you want.

To insert a sound clip, page 159

1. On the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and then click **Sound from Clip Organizer**.
2. In the **Clip Art** task pane, click the sound you want.
3. When a message box appears, indicate whether you want to play the sound automatically or only when clicked.

To change the position of a sound object, page 160

➜ Click the sound object, and then drag it to the new location.

To hide a sound object, page 160

➜ Click the sound object. Then on the **Options** contextual tab, in the **Sound Options** group, select the **Hide During Show** check box.

To record a narration, page 162

1. On the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and click **Record Sound**.
2. In the **Name** box of the **Record Sound** dialog box, enter a name for the recording, and then click the **Play** button.
3. Complete the narration for the first slide, and then click the **Stop** button.
4. If you are satisfied with the recording, click **OK**. If you're not satisfied, click **Cancel**, and repeat Steps 1 through 3 to rerecord.
5. Repeat steps 1 through 4 for all the slides.

To insert a video file, page 164

1. In a content placeholder, click the **Insert Media Clip** button.
2. In the **Insert Movie** dialog box, navigate to the video file, and then double-click it.
3. Indicate whether you want the movie to start automatically or only when clicked.

To preview a movie, page 164

➜ Click the movie object. Then on the **Options** tab, in the **Play** group, click the **Preview** button.

To play a movie repeatedly, page 165

➜ Click the movie object. Then on the **Options** tab, in the **Movie Options** group, select the **Loop Until Stopped** check box.

8 Reviewing and Sharing a Presentation

To change the slide size for printing, page 170

1. On the **Design** tab, in the **Page Setup** group, click the **Page Setup** button.
3. In the **Page Setup** dialog box, click the **Slides sized for** arrow, and in the list, click the paper size you want. Then click **OK**.

To preview a presentation in color, black and white, or grayscale, page 171

1. Click the **Microsoft Office Button**, point to the **Print** arrow, and then click **Print Preview**.
2. On the **Print Preview** tab, in the **Print** group, click the **Options** button, point to **Color/Grayscale**, and then click the option you want.

To magnify a slide in Print Preview, page 171

➜ In Print Preview, point to the slide, and when the pointer changes to a magnifying glass with a plus sign, click. (Click again to return to the original zoom percentage.)

To select a printer, page 172

1. Click the **Microsoft Office Button**, and then click **Print**.

2. Under **Printer** in the **Print** dialog box, click the **Name** arrow.
3. In the **Name** list, click the printer you want to use.

To insert a footer on every slide, page 173

1. On the **Insert** tab, in the **Text** group, click the **Header & Footer** button.
2. In the **Header and Footer** dialog box, indicate whether you want to include the date and time, the slide number, and any custom text.
3. To exclude the footer from the title slide, select the **Don't show on title slide** check box.
4. Click **Apply to All**.

To assign a password, page 174

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. At the bottom of the **Save As** dialog box, click **Tools**, and then in the list, click **General Options**.
3. In the **Password to modify** box of the **General Options** dialog box, type the password you want, and then click **OK**.
4. In the **Reenter password to modify** box of the **Confirm Password** dialog box, retype the password you previously entered, and then click **OK**.
5. In the **Save As** dialog box, click **Save**.

To remove a password, page 176

1. Open the presentation by using the password. Then display the **Save As** dialog box, click **Tools**, and click **General Options**.
2. In the **General Options** dialog box, remove the passwords from the password box(es), and then click **OK**.
3. Click **Save** to overwrite the password-protected version.

To add a comment to a slide, page 177

1. Click the slide or object on the slide to which you want to attach a comment. Then on the **Review** tab, in the **Comments** group, click the **New Comment** button.
2. In the comment box, type the comment, and then click away from the comment box to close it.

To edit a comment, page 178

1. Click the comment icon. Then on the **Review** tab, in the **Comments** group, click the **Edit Comment** button.
2. In the comment box, make your changes.

To move among comments, page 178

➜ Click a comment icon to open its comment box, and then on the **Review** tab, in the **Comments** group, click the **Next** or **Previous** button.

To delete a comment, page 178

➜ Click the comment you want to delete, and then on the **Review** tab, in the **Comments** group, click the **Delete** button.

To hide or show comments, page 178

➜ On the **Review** tab, in the **Comments** group, click the **Show Markup** button.

To delete all comments from a slide, page 179

1. On the **Review** tab, in the **Comments** group, click the **Delete** arrow, and then in the list, click **Delete All Markup in this Presentation**.
2. To confirm that you want to delete all the comments, click **Yes**.

To work with a presentation in a document workspace, page 180

1. Click the **Microsoft Office Button**, point to **Publish**, and then click **Create Document Workspace**.
2. In the **Location for new workspace** box of the **Document Management** task pane, type the URL of the site where you want to create the document workspace, or select it from the list. Then click **Create**.
3. If necessary, enter your SharePoint site credentials in the **User name** and **Password** boxes, and then click **OK**.

To delete a workspace, page 181

1. In the **Document Management** task pane, point to the name of the workspace, and then click the arrow that appears.
2. In the list, click **Delete Workspace**, and then click **Yes** to confirm the deletion.

To send a presentation as an e-mail attachment, page 182

1. Click the **Microsoft Office Button**, point to **Send**, and then click **E-mail**.
2. In the message window, enter the address, subject, and message, and then click the **Send** button.

To examine the properties attached to a presentation, page 183

1. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Properties**.
2. To display more properties, in the **Document Information Panel**, click **Document Properties**, and then click **Advanced Properties** to display the Properties dialog box.

To remove properties and personal information from a presentation, page 184

1. Click the **Microsoft Office Button**, point to **Prepare**, and then click **Inspect Document**.

2. In the **Document Inspector**, select or clear the check boxes you want, and then click **Inspect**.
3. To the right of **Document Properties and Personal Information**, click **Remove All**.

To mark a presentation as final, page 186

➜ Click the **Microsoft Office Button**, point to **Prepare**, click **Mark As Final**, click **OK** in the message, and then click **OK** in the confirmation box.

9 Creating Your Own Presentation Elements

To create a new color scheme, page 191

1. On the **Design** tab, in the **Themes** group, click the **Colors** button, and then at the bottom of the gallery, click **Create New Theme Colors**.
2. In the **Create New Theme Colors** dialog box, specify the colors you want.
3. In the **Name** box, type a name for the new theme, and then click **Save**.

To create a new font set, page 193

1. On the **Design** tab, in the **Themes** group, click the **Fonts** button, and then at the bottom of the gallery, click **Create New Theme Fonts**.
2. In the **Create New Theme Fonts** dialog box, specify the heading font and the body font.
3. In the **Name** box, type a name for the new font set, and then click **Save**.

To save a theme, page 193

1. On the **Design** tab, in the **Themes** group, click the **More** button, and then at the bottom of the gallery, click **Save Current Theme**.
2. In the **File name** box at the bottom of the **Save Current Theme** dialog box, type a name for the new theme, and then click **Save**.

To apply a custom theme, page 193

➜ On the **Design** tab, in the **Themes** group, click the thumbnail for the custom theme.

To remove footers from a slide master, page 197

1. On the **View** tab, in the **Presentation Views** group, click **Slide Master**.
2. For each layout from which you want to remove the footer, on the **Slide Master** tab, in the **Master Layout** group, clear the **Footers** check box.

To insert a background picture, page 197

1. On the **Insert** tab, in the **Illustrations** group, click the **Picture** button.
2. In the **Insert Picture** dialog box, navigate to the folder containing the picture, and double-click it.
3. On the **Format** tab, in the **Arrange** group, click the **Send to Back** button.

To change the fonts on a slide master, page 198

➜ On the **Slide Master** tab, in the **Edit Theme** group, click the **Fonts** button, and then in the **Theme Fonts** gallery, click the font set you want.

To change the text formatting on a slide master, page 198

1. Select all the text in the placeholder you want to change. Then on the **Home** tab, click the **Font** Dialog Box Launcher.
2. In the **Font** dialog box, on the **Font** tab, set the font, style, color, and effects, and then click **OK**.

To use an image for bullets on a slide master, page 199

1. In a bulleted list placeholder, click anywhere in the phrase *Click to edit Master text styles*. Then on the **Home** tab, in the **Paragraph** group, click the **Bullets** arrow, and click **Bullets and Numbering** at the bottom of the gallery.
2. In the **Bullets and Numbering** dialog box, click **Picture**.
3. In the gallery of images in the **Picture Bullet** dialog box, click the image you want, and then click **OK**.

To customize bullets on a slide master, page 200

1. Click anywhere in a bulleted list. Then display the **Bullets and Numbering** dialog box, and click **Customize**.
2. In the **Symbol** dialog box, click the **Font** arrow, click the font you want, and then double-click the symbol you want.
3. In the **Bullets and Numbering** dialog box, set the color and size of the bullet, and then click **OK**.

To change the indentation of bullets on a slide master, page 200

1. Click anywhere in the bullet level whose indentation you want to change. Then on the **View** tab, in the **Show/Hide** group, select the **Ruler** check box.
3. On the horizontal ruler, drag the **Hanging Indent** marker to the location you want.

To create a new master layout, page 203

1. On the **Slide Master** tab, in the **Edit Master** group, click the **Insert Layout** button.
2. In the **Master Layout** group, select the placeholders you want to appear on the new layout.
3. In the **Edit Master** group, click the **Rename** button, assign the layout a name, and then click **Rename**.

To insert a text placeholder on a slide master, page 203

1. On the **Slide Master** tab, in the **Master Layout** group, click the **Insert Placeholder** arrow.
2. In the **Placeholder** gallery, click **Text**.

3. Move the cross pointer where you want to insert the placeholder, and drag down and to the right to draw it.

To save a custom template, page 207

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **File name** box of the **Save As** dialog box, type a name for the custom template.
3. Click the **Save as type** arrow, and in the list, click **PowerPoint Template**. Then click **Save**.

To base a presentation on a custom template, page 208

1. Click the **Microsoft Office Button**, click **New**, and then in the **New Presentation** window, click **My templates**.
2. On the **My Templates** tab of the **New Presentation** dialog box, double-click the template you want.

10 Delivering a Presentation Electronically

To create a custom slide show, page 213

1. On the **Slide Show** tab, in the **Start Slide Show** group, click the **Custom Slide Show** button, and then click **Custom Shows**.
2. In the **Custom Shows** dialog box, click **New**.
3. In the **Slide show name** box of the **Define Custom Show** dialog box, type a name for the custom show.
4. In the **Slides in presentation** list, click the slides you want, and then click **Add**.

To start a custom show, page 214

- ➜ Display the **Custom Shows** dialog box, select the custom show, and then click **Show**.

To hide a slide, page 214

- ➜ In the **Overview** pane, on the **Slides** tab, right-click the slide, and then click **Hide Slide**.
- ➜ To display a hidden slide while delivering a presentation, right-click the screen, point to **Go to Slide**, and then click the hidden slide.

To apply slide timings to all the slides, page 216

1. On the **Animations** tab, in the **Transition to This Slide** group, under **Advance Slide,** select the **Automatically After** check box, and then type or select the time you want the current slide to appear on the screen.
2. On the **Animations** tab, in the **Transition to This Slide** group, click the **Apply To All** button.

To rehearse a presentation and apply slide timings, page 217

1. With Slide 1 displayed, on the **Slide Show** tab, in the **Set Up** group, click the **Rehearse Timings** button.
2. Rehearse the presentation, clicking **Next** to move to the next slide. To repeat the rehearsal for a particular slide, on the **Rehearsal** toolbar, click the **Repeat** button to reset the time for that slide to 0:00:00.
3. At the end of the slide show, click **Yes** to apply the recorded slide timings to the slides.

To set up a self-running presentation, page 219

1. On the **Slide Show** tab, in the **Set Up** group, click the **Set Up Slide Show** button.
2. In the **Show type** area of the **Set Up Show** dialog box, select the **Browsed at a kiosk (full screen)** option, and select or clear the **Show without narration** and the **Show without animation** check boxes. Then click **OK**.

To enter speaker notes, page 220

➜ With a slide selected, in the **Notes** pane, click the **Click to add notes** placeholder, type your note, and then press Enter.

To insert a graphic, table, or other object in a note, page 221

1. On the **View** tab, in the **Presentations Views** group, click the **Notes Pages** button.
2. Insert the object the way you would insert it on a slide.

To customize the layout of speaker notes, page 223

➜ On the **View** tab, in the **Presentation Views** group, click the **Notes Master** button. Then adjust the layout the way you would adjust the layout of a slide master.

To preview and print speaker notes or handouts, page 223

1. Click the **Microsoft Office Button**, and then click **Print**.
2. In the **Print** dialog box, click the **Print what** arrow, select **Notes Pages** or **Handouts** in the list.
3. In the lower-left corner of the **Print** dialog box, click **Preview**.
4. On the **Print Preview** tab, in the **Print** group, click the **Print** button, and then click **OK**.

To prepare a presentation for travel, page 226

1. Click the **Microsoft Office Button**, point to **Publish**, and then click **Package for CD**. Click **OK** in the message box that appears.
2. In the **Name the CD** box of the **Package for CD** dialog box, type the name you want.
3. To include embedded fonts, click **Options**. Then under **Include these files**, select the **Embedded TrueType fonts** check box, and click **OK**.
4. Insert a blank CD in your CD burner, and then click **Copy to CD**. Or click **Copy to Folder** instead, and then select the folder in which you want to store the package.

5. When PowerPoint asks you to verify that you want to include linked content, click **Yes**.

To run a presentation in the PowerPoint Viewer, page 227

- If you're running your presentation from a CD, insert the CD into the CD burner, and then in the list of file and folder names, double-click the presentation name.
- If you're running the presentation from your computer, navigate to the folder where the package is stored, and double-click the package folder. Then double-click **PPTVIEW** to start the Presentation Viewer.

To navigate by using the keyboard, page 229

- To move to the next slide, press Space, the ↓ key, or the → key.
- To move to the previous slide, press the Page Up key or the ← key.
- To end the presentation, press the Esc key.

To end a presentation without a black screen, page 230

1. Click the **Microsoft Office Button**, click **PowerPoint Options**, and then click **Advanced**.
2. In the **Slide Show** area, clear the **End with Black Slide** check box, and then click **OK**.

To navigate by using the onscreen toolbar, page 230

- To move to the next slide, click the **Next** button.
- To move to the previous slide, click the **Previous** button.
- To jump to a slide out of sequence (even if it is hidden), click the **Navigation** button, click **Go To Slide**, and then click the slide.
- To display the slides in a custom slide show, click the **Navigation** button, click **Custom Show**, and then click the show.
- To display keyboard shortcuts for slide show tasks, click the **Navigation** button, and then click **Help**.
- To end the presentation, click the **Navigation** button, and then click **End Show**.

To use a pen tool to mark up slides, page 230

- Right-click the screen, point to **Pointer Options**, click a pen style, and then use the pen pointer to mark slides. (Change the pointer option to **Arrow** to turn off the pen.)

To erase all markup from a slide, page 231

- Right-click the screen, point to **Pointer Options**, and then click **Erase All Ink on Slide**.

11 Setting Up a Presentation for Web Viewing

To create a hyperlink that opens an e-mail message window, page 236

1. Select the text or object you want to link. Then on the **Insert** tab, in the **Links** group, click the **Hyperlink** button.

2. In the **Insert Hyperlink** dialog box, under **Link to**, click **E-mail Address**.
3. Type the e-mail address and subject matter you want, and then click **OK**.

To create a hyperlink that opens a Word document, page 238

1. Select the text or object you want to link. Then on the **Insert** tab, in the **Links** group, click **Hyperlink**, and then in the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. Browse to the Word document, and then double-click it.

To create a hyperlink that opens a Web page, page 238

1. Select the text or object you want to link. Then on the **Insert** tab, in the **Links** group, click **Hyperlink**, and then in the **Insert Hyperlink** dialog box, under **Link to**, click **Existing File or Web Page**.
2. In the **Address** box, type the URL of the Web page you want, and then click **OK**.

To insert a link from one slide to another, page 241

1. Select text or an object on the slide. Then on the **Insert** tab, in the **Links** group, click the **Action** button.
2. In the **Action Settings** dialog box, on the **Mouse Click** tab, under **Action on click**, click the **Hyperlink to** option, click the arrow at the right end of the box below, and then in the list, click **Slide**.
3. In the **Slide title** list in the **Hyperlink to Slide** dialog box, click the slide you want, and then click **OK** twice.

Or:

1. On the **Insert** tab, in the **Illustrations** group, click the **Shapes** button.
2. At the bottom of the **Shapes** gallery, under **Action Buttons**, click the icon of the type of action you want, and drag on the slide to create the action button.
3. In the **Action Settings** dialog box, click the **Hyperlink to** arrow, and then in the list, click **Slide**.
4. In the **Slide title** list in the **Hyperlink to Slide** dialog box, click the slide you want, and then click **OK** twice.

To play a sound when you point to an object, page 241

1. Select the object. Then on the **Insert** tab, in the **Links** group, click the **Action** button, and when the **Action Settings** dialog box opens, click the **Mouse Over** tab.
2. Under **Action on mouse over**, click the **Play sound** option, click the arrow at the right end of the box below, click the sound you want, and then click **OK**.

To convert a presentation to a Web page, page 246

1. Click the **Microsoft Office Button**, and then click **Save As**.
2. In the **File name** box in the **Save As** dialog box, type the name you want.

3. Click the **Save as type** arrow, and then in the list, click **Web Page**. When the **Save As** dialog box expands, set and change any other information you want.
4. Click **Publish**. Then in the **Publish as Web Page** dialog box, under **Publish what?**, verify that the **Complete presentation** option is selected, and click **Web Options**.
5. In the **Web Options** dialog box, on the **General** tab, select the options you want, and then click **OK**.
6. In the **Publish as Web Page** dialog box, under **Browser support**, select the options you want.
7. At the bottom of the dialog box, verify that the **Open published Web page in browser** check box is cleared, and then click **Publish**.

12 Customizing PowerPoint

To disable the Mini toolbar, page 254

1. Click the **Microsoft Office Button**, and then at the bottom of the **Office** menu, click **PowerPoint Options**.
1. Under **Top options for working with PowerPoint**, clear the **Show Mini Toolbar on Selection** check box.

To set your user name and initials, page 255

➜ Display the **PowerPoint Options** window, and under **Personalize your copy of Microsoft Office**, enter your user name and initials.

To adjust the AutoCorrect and spell-checking settings, page 256

➜ Display the **PowerPoint Options** window, and then on the **Proofing** page, make any adjustments you want.

To change save options, page 256

➜ In the left pane of the **PowerPoint Options** window, on the **Save** page, apply the settings you want.

To save PowerPoint presentations to be compatible with an earlier version, page 257

➜ In the **PowerPoint Options** window, on the **Save** page, click the **Save files in this format** arrow under **Save presentations**, and then choose the format you want.

To change editing, displaying, showing, and printing options, page 257

➜ In the **PowerPoint Options** window, on the **Advanced** page, make the changes you want.

To designate locations from which you can safely open files, page 258

➜ In the **PowerPoint Options** window, on the **Advanced** page, under **Microsoft Office PowerPoint Trust Center**, click **Trust Center Settings**, and then in the left pane of the **Trust Center** window, click **Trusted Locations**.

To activate, update, and maintain your Office programs, page 260

➜ In the **PowerPoint Options** window, click **Resources**.

To add a button to the Quick Access Toolbar, page 262

1. At the right end of the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button, and then click **More commands**.
2. In the **PowerPoint Options** window, on the **Customize** page, click the **Choose commands from** arrow, and then in the list, click the category you want or click **All Commands**.
3. In the commands list, click the command you want, click **Add** to copy the command to the toolbar commands list, and then click **OK**.

To restore the Quick Access Toolbar to its default command set, page 264

➜ Display the Customize page of the **PowerPoint Options** window, and click **Reset**. Then click **Yes** to confirm that you want to restore the default Quick Access Toolbar.

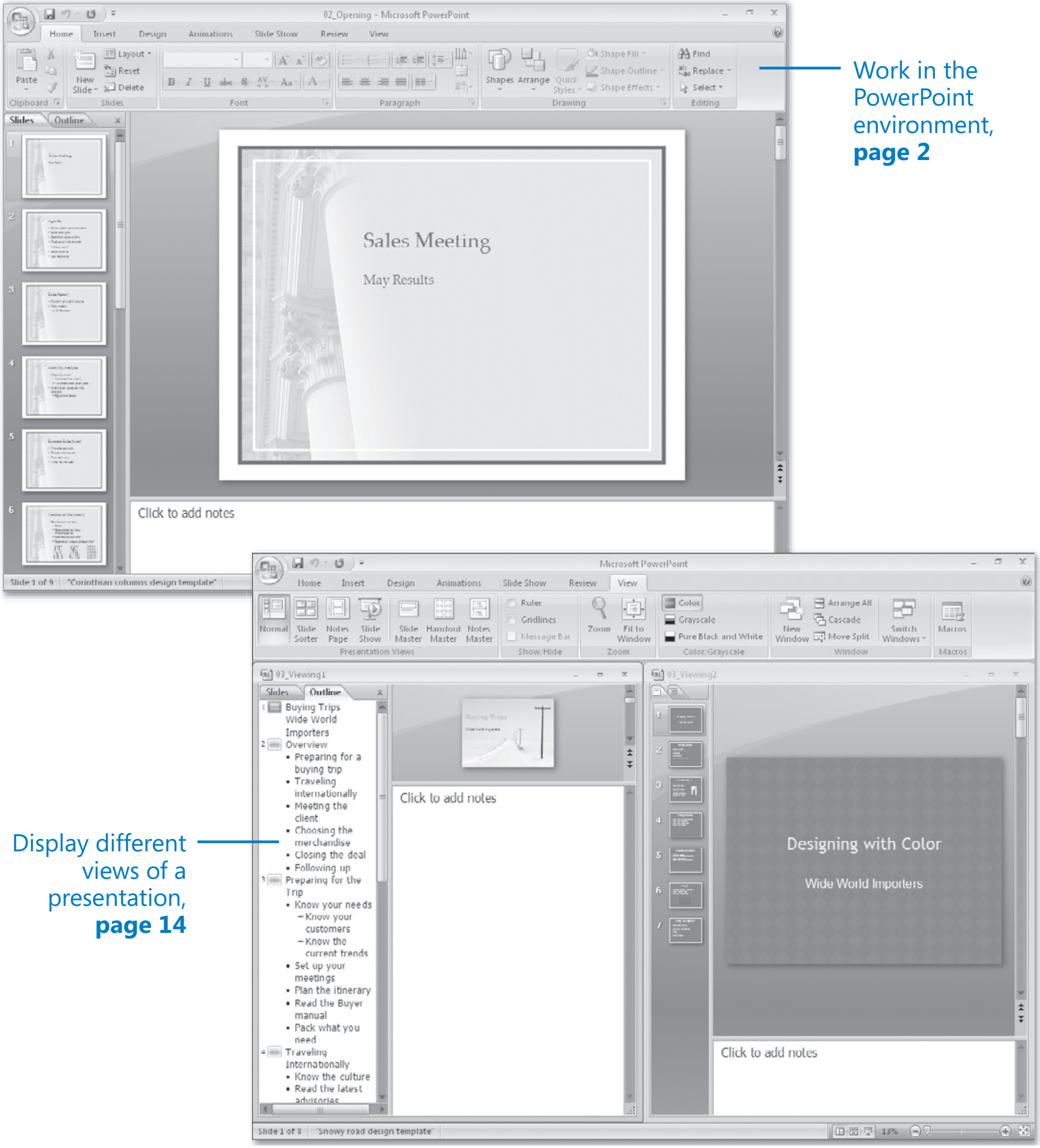
To print a list of PowerPoint keyboard shortcuts, page 265

1. Click the **Microsoft Office PowerPoint Help** button. Then in the **Search** box, type keyboard shortcuts, and click **Search**.
2. In the results list, click **Keyboard shortcuts for PowerPoint 2007**.
3. Click the **Show All** link at the beginning of the topic to display all the text, and then on the toolbar, click the **Print** button.

To create a Quick Access Toolbar for a specific presentation, page 266

1. At the right end of the **Quick Access Toolbar**, click the **Customize Quick Access Toolbar** button, and then in the list, click **More Commands**.
2. In the **PowerPoint Options** window, on the **Customize** page, click the **Customize Quick Access Toolbar** arrow, and then click the name of the active presentation.
3. Click the **Choose commands from** arrow, and then select the category you want, or click **All Commands**.
4. In the commands list, click the command you want, click **Add**, and then click **OK**.

Chapter at a Glance


02_Opening - Microsoft PowerPoint
Home
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Design
Animations
Slide Show
Review
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New Slide
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Slides
Font
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Shape Fill
Shape Outline
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Slides
Outline
Slide 1 of 9
"Corinthian columns design template"
Microsoft PowerPoint
Normal
Slide Sorter
Notes Page
Slide Show
Presentation Views
Slide Master
Handout Master
Notes Master
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
03_Viewing1
03_Viewing2
Slide 1 of 8
"Snowy road design template"
13%

Sales Meeting

May Results

Click to add notes

1 Buying Trips Wide World Importers
2 Overview
- Preparing for a buying trip
- Traveling internationally
- Meeting the client
- Choosing the merchandise
- Closing the deal
- Following up

3 Preparing for the Trip
- Know your needs
  - Know your customers
  - Know the current trends
- Set up your meetings
- Plan the itinerary
- Read the Buyer manual
- Pack what you need

4 Traveling Internationally
- Know the culture
- Read the latest advisories

Click to add notes

Designing with Color

Wide World Importers

Click to add notes

Work in the PowerPoint environment, **page 2**

Display different views of a presentation, **page 14**

1

Exploring PowerPoint 2007

In this chapter, you will learn to:

- ✔ Work in the PowerPoint environment.
- ✔ Open, move around in, and close a presentation.
- ✔ Display different views of a presentation.
- ✔ Save a presentation.

Using Microsoft Office PowerPoint 2007 is the easiest way to efficiently create effective presentations. Need a slide show to convince management to invest in that new piece of equipment? Need to present the new annual budget to the Board of Directors? Need to give a report about a recent research study? PowerPoint can help you get the job done in a professional, visually appealing way.

PowerPoint 2007 uses the Microsoft Office Fluent user interface to make sophisticated features more accessible. As a result, even novice users will be able to work productively with PowerPoint after only a brief introduction.

In this chapter, you will first familiarize yourself with the new features of the PowerPoint working environment, including the Microsoft Office Button, tabs and groups, galleries, and Live Preview. Then you will open an existing PowerPoint presentation, learn ways of moving around in it, and close it. You will explore various ways of viewing slides so that you know which view to use for different tasks and how to tailor the program window to meet your needs. Finally, you will save a new blank presentation and then save an existing presentation with a new name.

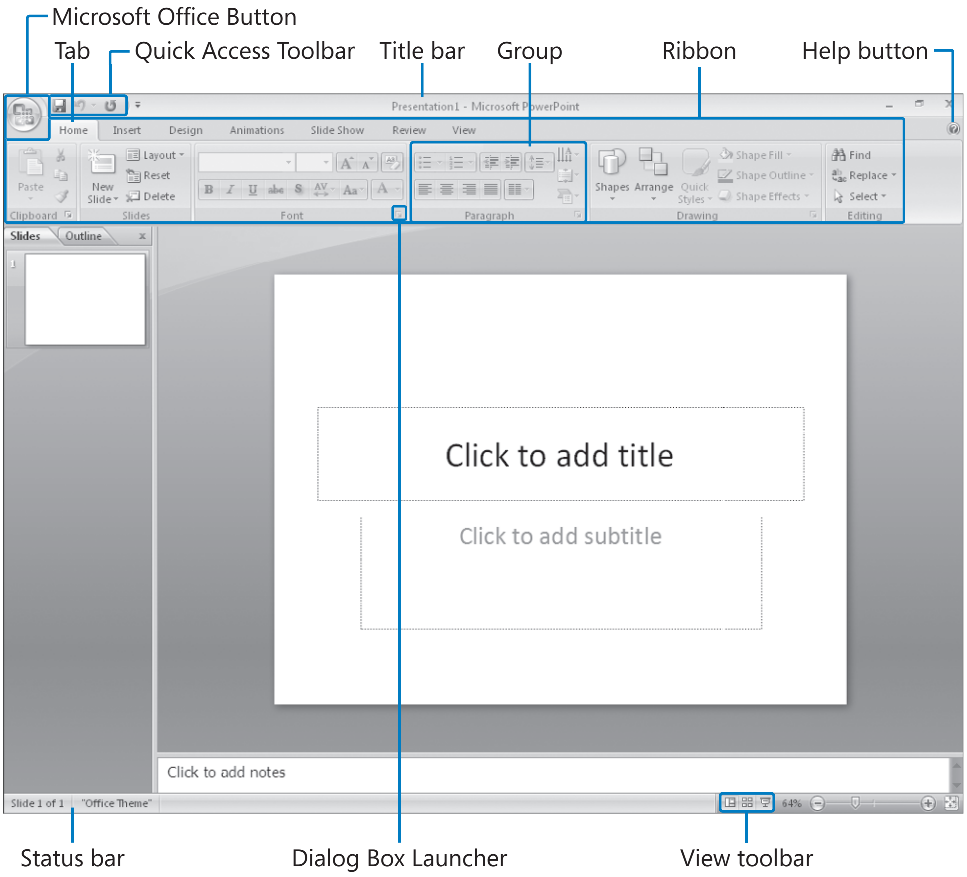
See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Companion CD" at the beginning of this book for more information.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the "Information for Readers Running Windows XP" section at the beginning of this book.

Working in the PowerPoint Environment

As with all programs in the 2007 Microsoft Office release, the most common way to start PowerPoint is from the Start menu displayed when you click the Start button at the left end of the Windows taskbar. If PowerPoint is the first program in the 2007 Office system that you have used, you are in for a surprise! The look of the program window has changed radically from previous versions.


Microsoft Office Button
Tab
Quick Access Toolbar
Title bar
Group
Ribbon
Help button
Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Paste
Layout
Reset
New Slide
Delete
Clipboard
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
Click to add title
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%
Status bar
Dialog Box Launcher
View toolbar

Important What you see on your screen might not match the graphics in this book exactly. The screens in this book were captured on a monitor set to a resolution of 1024 × 768 pixels with the Windows Vista Standard color scheme. The Windows taskbar is hidden to increase the space available for the program window.

The new Fluent user interface is designed to more closely reflect the way people generally work with the program. When you first start PowerPoint, this environment consists of the following elements:

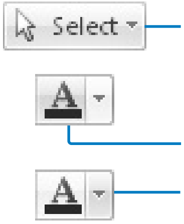
- Commands related to managing PowerPoint and PowerPoint presentations as a whole (rather than presentation content) are gathered together on a menu that is displayed when you click the ***Microsoft Office Button***.
- Commands can be represented as buttons on the ***Quick Access Toolbar*** to the right of the Microsoft Office Button. By default, this toolbar displays the Save, Undo, and Repeat buttons, but you can customize the toolbar to include any command that you use frequently.

  See Also For information about customizing the Quick Access Toolbar, see "Making Favorite PowerPoint Commands Easily Accessible" in Chapter 12, "Customizing PowerPoint."
- The ***title bar*** displays the name of the active presentation. At the right end of the title bar are the three familiar buttons that have the same function in all Windows programs. You can temporarily hide the PowerPoint window by clicking the Minimize button, adjust the size of the window by clicking the Restore Down/Maximize button, and close a presentation or quit PowerPoint by clicking the Close button.
- Below the title bar is the ***Ribbon***, which makes all the capabilities of PowerPoint available in a single area so that you can work efficiently with the program.
- Commands related to working with presentation content are represented as buttons on a set of ***tabs*** that make up the Ribbon. The Home tab is active by default. Clicking one of the other tabs, such as Insert, displays that tab's buttons.

  Tip If Microsoft Outlook With Business Contact Manager is installed on your computer, you will have a Business Tools tab in addition to those shown in our graphics. If you have turned on the Developer tab for any Office program, it will also appear in PowerPoint.
- On each tab, buttons are organized into ***groups***. Depending on the size of the program window, in some groups the button you are likely to use most often is bigger than the rest.

Tip Depending on your screen resolution and the size of the program window, a tab might not have enough room to display all of its groups. In that case, the name of the group resembles a button, and clicking the button displays the group's commands.

- Related but less common tasks are not represented as buttons in the group; instead they are available in a dialog box, which you can display by clicking the ***dialog box launcher*** at the right end of the group's title bar.
- Some button names are displayed and some aren't. Pointing to any button for a few seconds displays a ***ScreenTip*** with not only the button's name but also its function.
- Some buttons have arrows, but not all arrows are alike. If you point to a button and both the button and its arrow are in the same box and are the same color, clicking the button will display options for refining the action of the button. If you point to a button and the button is in one box and its arrow is in a different box with a different shade, clicking the button will carry out that action with the button's current settings. If you want to change those settings, you need to click the arrow to see the available options.

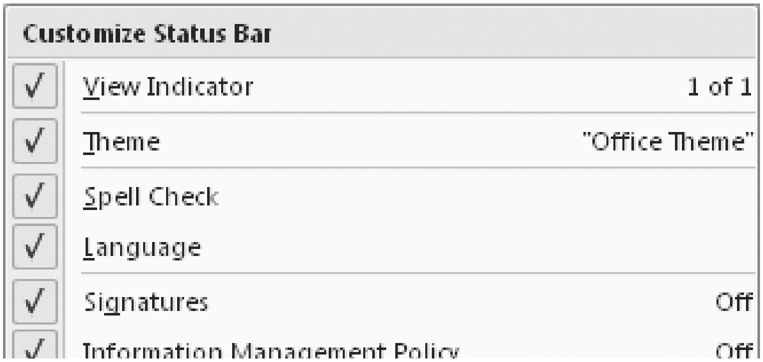


Clicking this type of button always displays a list of options.

Clicking this type of button carries out the command with the current settings.

Clicking this button arrow displays a list of options.

- The ***Microsoft Office PowerPoint Help button*** sits at the right end of the Ribbon.
- Across the bottom of the program window, the ***status bar*** gives you information about the current presentation. You can turn off the display of an item of information by right-clicking the status bar and then clicking the item you want to turn off.



Customize Status Bar

☑ View Indicator 1 of 1
☑ Theme "Office Theme"
☑ Spell Check
☑ Language
☑ Signatures Off
☑ Information Management Policy Off

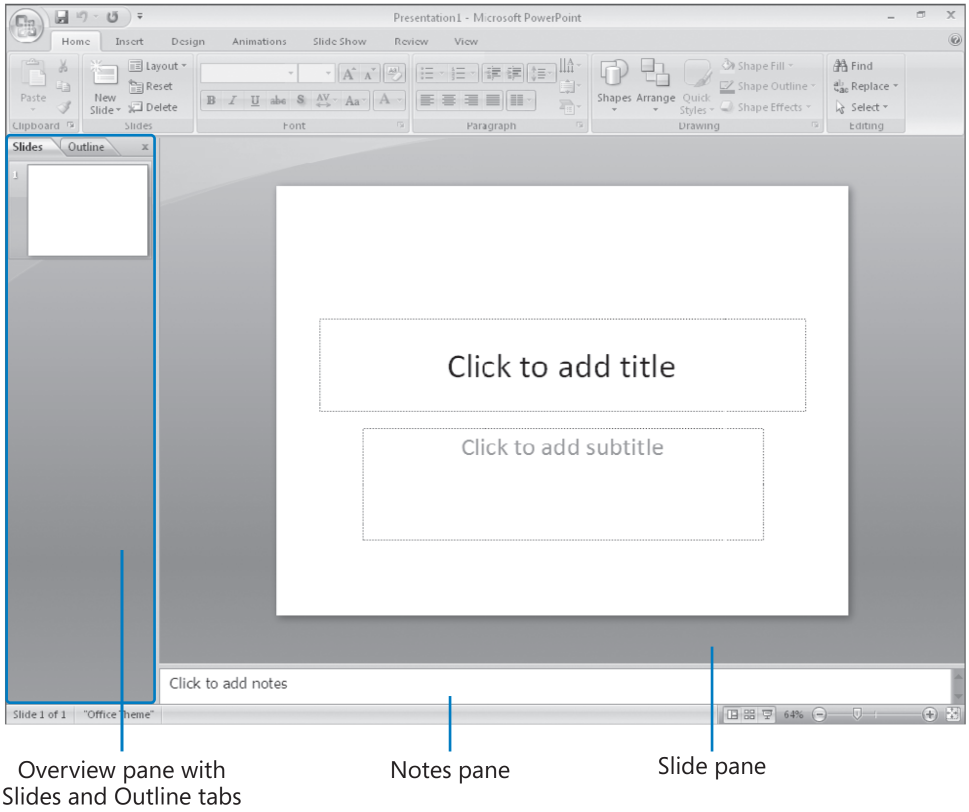
- At the right end of the status bar is the ***View toolbar***, which provides tools for adjusting the view of presentation content.

  See Also For information about adjusting the view of a document, see "Displaying Different Views of a Presentation" later in this chapter.

You can display the content of the active presentation in three primary views: Normal view, Slide Sorter view, and Slide Show view. You carry out most of the development work on a presentation in Normal view, which is the default.

Normal view consists of three panes:

- ***Overview pane.*** Contains two tabs: the ***Slides tab***, which displays small images called ***thumbnails*** of all the slides in the active presentation; and the ***Outline tab***, which shows all the text on the slides displayed as an outline.
- ***Slide pane.*** Shows the currently selected slide as it will appear in the presentation.
- ***Notes pane.*** Provides a place for entering notes about the current slide. These notes might be related to the development of the slide or they might be speaker notes that you will refer to when delivering the presentation.


Presentation1 - Microsoft PowerPoint
Home
Insert
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View
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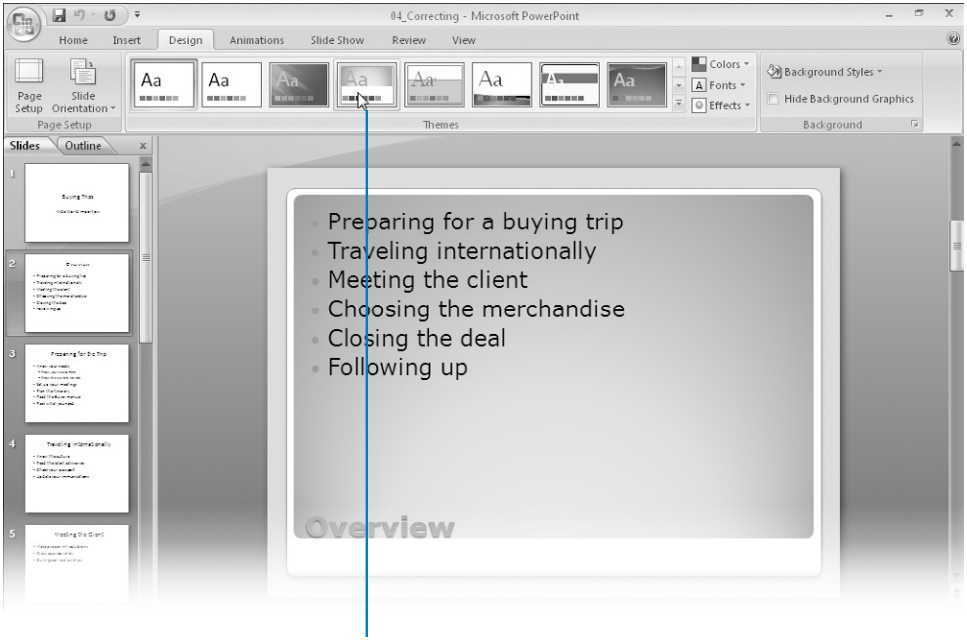
Clipboard
New Slide
Layout
Reset
Delete
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing
Slides
Outline
Click to add title
Click to add subtitle
Click to add notes
Slide 1 of 1
"Office Theme"
64%
Overview pane with Slides and Outline tabs
Notes pane
Slide pane

The goal of the redesigned PowerPoint environment is to make the process of creating a presentation more intuitive. Commands for tasks you perform often are no longer hidden on menus and in dialog boxes, and features you might not have discovered before are now more visible.

For example, when a formatting option has several choices available, they are often displayed in a ***gallery*** of thumbnails. These galleries give you an at-a-glance picture of each option. If you point to a thumbnail in a gallery, an awesome new feature called ***Live Preview*** shows you what that choice will look like if you apply it to your presentation.


04_Correcting - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Page Setup
Slide Orientation
Page Setup
Themes
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background
Slides
Outline
Overview

- Preparing for a buying trip
- Traveling internationally
- Meeting the client
- Choosing the merchandise
- Closing the deal
- Following up

When you point to a thumbnail, live preview

In this exercise, you will start PowerPoint and explore the Microsoft Office Button and the tabs and groups on the Ribbon. Along the way, you will see how to take advantage of galleries and Live Preview. There are no practice files for this exercise.

BE SURE TO start your computer, but don't start PowerPoint yet.

Start

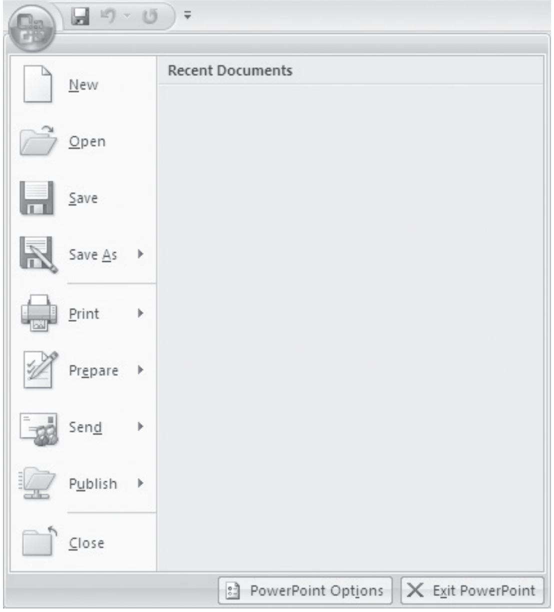
1. On the taskbar, click the **Start** button, point to **All Programs**, click **Microsoft Office**, and then click **Microsoft Office PowerPoint 2007**.

   The PowerPoint program window opens, displaying a blank presentation. If your program window is not maximized, maximize it now.

Microsoft Office Button

2. Click the **Microsoft Office Button**.

   Commands related to managing presentations (such as creating, saving, and printing) are available from the menu that appears. This menu, which we refer to throughout this book as the ***Office menu***, takes the place of the File menu that appeared in previous versions of PowerPoint.

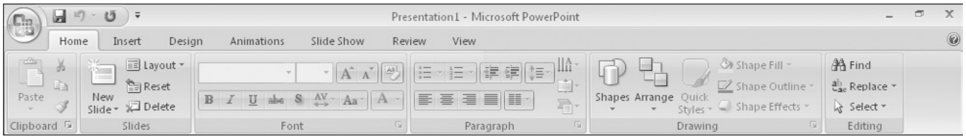


   The commands on the left are for tasks related to the presentation as a whole. After you work with a presentation, its name appears in the Recent Documents list so that you can quickly open it again. At the bottom of the menu are buttons for changing program options and for quitting PowerPoint.

See Also For information about changing program options, see Chapter 12, "Customizing PowerPoint."

3. Press the Esc key to close the menu.

   On the Ribbon, the Home tab is active. Buttons related to creating slide content are organized on this tab in six groups: Clipboard, Slides, Font, Paragraph, Drawing, and Editing. Only the buttons representing commands that can be performed on the currently selected presentation element are active.


Presentation1 - Microsoft PowerPoint
Home
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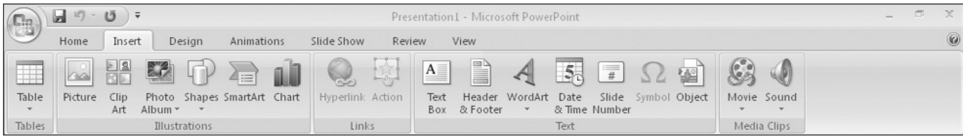
Slide Show
Review
View
Paste
Clipboard
New Slide
Layout
Reset
Delete
Slides
Font
Paragraph
Shapes
Arrange
Quick Styles
Shape Fill
Shape Outline
Shape Effects
Drawing
Find
Replace
Select
Editing

4. Point to the active buttons on this tab to display the ScreenTips that name them and describe their functions.

> **Important** Depending on your screen resolution and the size of the program window, you might see more or fewer buttons in each of the groups, or the buttons you see might be represented by larger or smaller icons than those shown in this book. Experiment with the size of the program window to understand the effect on the appearance of the command interface tabs.

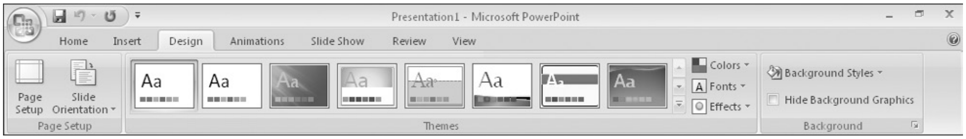
5. Click the **Insert** tab, and then explore its buttons.

   Buttons related to all the items you can insert are organized on this tab in five groups: Tables, Illustrations, Links, Text, and Media Clips.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Table
Tables
Picture
Clip Art
Photo Album
Shapes
SmartArt
Chart
Illustrations
Hyperlink
Action
Links
Text Box
Header & Footer
WordArt
Date & Time
Slide Number
Symbol
Object
Text
Movie
Sound
Media Clips

6. Click the **Design** tab, and then explore its buttons.

   Buttons related to the appearance of your presentation are organized on this tab in three groups: Page Setup, Themes, and Background.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Page Setup
Slide Orientation
Page Setup
Aa
Themes
Colors
Fonts
Effects
Background Styles
Hide Background Graphics
Background

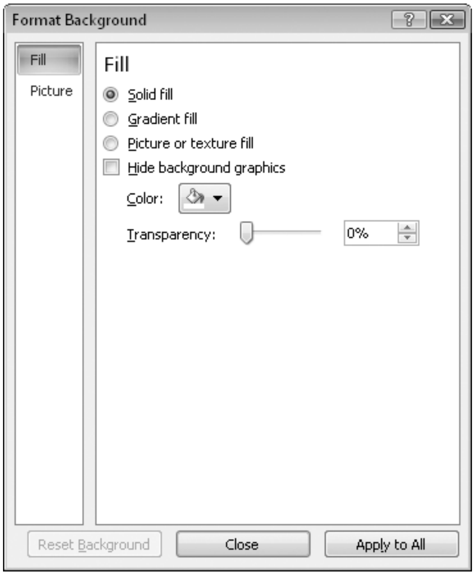
7. In the **Background** group, display the ScreenTip for the Hide Background Graphics button.

   The ScreenTip tells you that the button hides the background graphic that is part of the selected theme.

Dialog Box Launcher

8. At the right end of the **Background** group's title bar, click the **Background** dialog box launcher.

   The Format Background dialog box opens.

   Format Background

   Fill: ● Solid fill; ○ Gradient fill; ○ Picture or texture fill; ☐ Hide background graphics

   Transparency: 0%

   In this dialog box, you set the slide background. You can fill the background with a solid color, color gradient, or picture, and you can hide the background graphic associated with the selected theme.

9. In the **Format Background** dialog box, click **Close**.

10. In the **Themes** group, point to (but don't click) the third theme thumbnail from the left.

    In the Slide pane, PowerPoint displays a live preview of what the slide will look like if you click this theme thumbnail. You can see the effect of the selection without actually applying the effect.

Scroll down

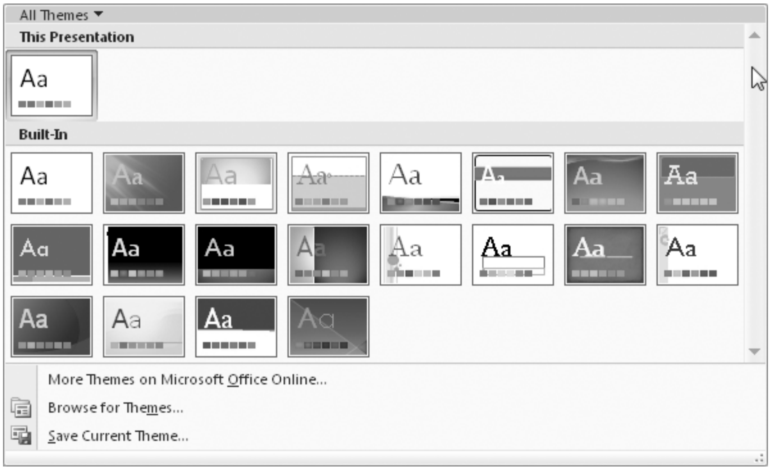
11. In the scroll bar to the right of the thumbnails in the **Themes** group, click the **scroll down** arrow.

    The next row of theme thumbnails scrolls into view.

More

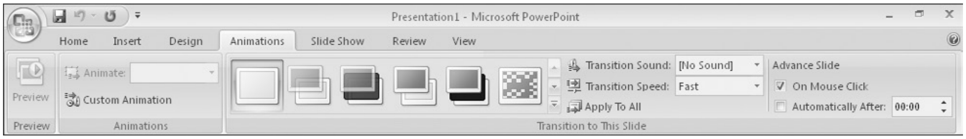
12. In the **Themes** group, click the **More** button.

    PowerPoint displays the entire Themes gallery.


All Themes
This Presentation
Built-In
More Themes on Microsoft Office Online...
Browse for Themes...
Save Current Theme...

13. Point to various themes in the gallery, observing the effect on the slide.
14. Press Esc to close the gallery without applying a theme.
15. Click the **Animations** tab, and then explore its buttons, gallery, and live previews.

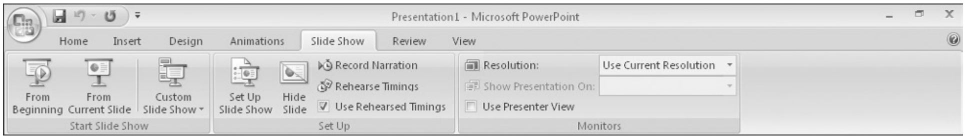
    Buttons related to slide animation are organized on this tab in three groups: Preview, Animations, and Transition To This Slide.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Preview
Animate:
Custom Animation
Preview
Animations
Apply To All
Advance Slide
Transition to This Slide

Transition Sound: [No Sound]
Transition Speed: Fast
☑ On Mouse Click
☐ Automatically After: 00:00

16. Click the **Slide Show** tab, and then explore its buttons.

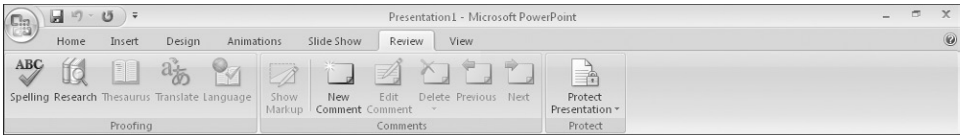
    Buttons related to displaying your presentation are organized on this tab in three groups: Start Slide Show, Set Up, and Monitors.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
From Beginning
From Current Slide
Custom Slide Show
Start Slide Show
Set Up Slide Show
Hide Slide
Record Narration
Rehearse Timings
Set Up
Show Presentation On:
Monitors

Resolution: Use Current Resolution
☑ Use Rehearsed Timings
☐ Use Presenter View

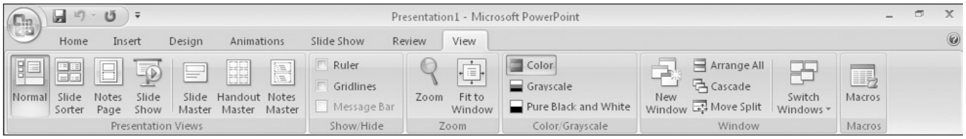
17. Click the **Review** tab, and then explore its buttons.

    Buttons related to comments, changes, and editorial tools are organized on this tab in three groups: Proofing, Comments, and Protect.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Spelling
Research
Thesaurus
Translate
Language
Proofing
Show Markup
New Comment
Edit Comment
Delete
Previous
Next
Comments
Protect Presentation
Protect

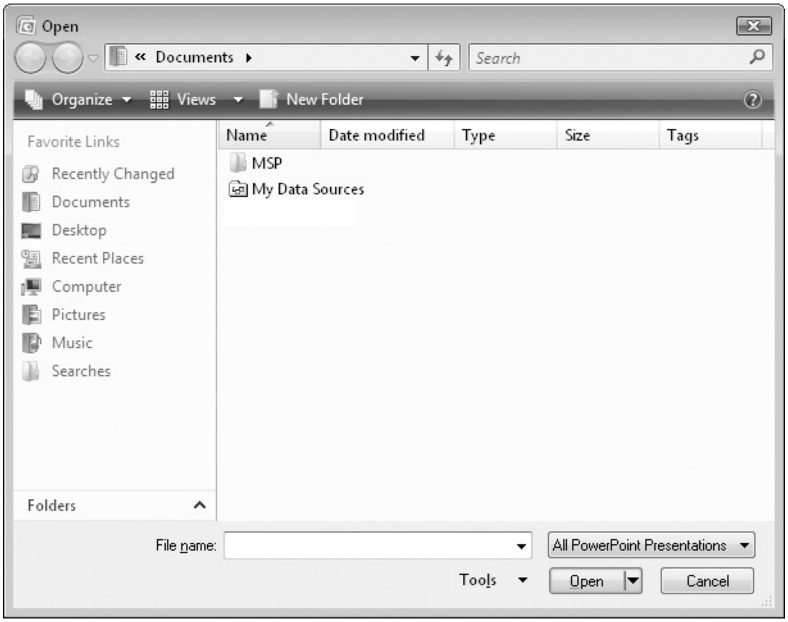
18. Click the **View** tab, and then explore its buttons.

    Buttons related to changing the view or the display of the presentation are organized on this tab in five groups: Presentation Views, Show/Hide, Zoom, Color/Grayscale, Window, and Macros.


Presentation1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros

Opening, Moving Around in, and Closing a Presentation

To open an existing presentation, you click the Microsoft Office Button and then click Open to display the Open dialog box. The first time you use this command, the Open dialog box displays the contents of your *Documents* folder. If you display the dialog box again in the same PowerPoint session, it displays the contents of whatever folder you last used. To see the contents of a different folder, you use standard Windows techniques. After you locate the file you want to work with, you can double-click it to open it.


Open
« Documents ▸
Search
Organize
Views
New Folder
Favorite Links
Recently Changed
Documents
Desktop
Recent Places
Computer
Pictures
Music
Searches
Folders
Name
Date modified
Type
Size
Tags
MSP
My Data Sources
File name:
All PowerPoint Presentations
Tools
Open
Cancel

Tip Clicking a file name and then clicking the Open arrow in the lower-right corner of the Open dialog box displays a list of alternative ways to open the selected file. To look through the presentation without making any inadvertent changes, you can open the file as ***read-only***, or you can open an independent copy of the file. You can open a file in a Web browser. In the event of a computer crash or other similar incident, you can tell PowerPoint to open the file and attempt to repair any damage.

When a presentation is open, you can move from slide to slide several ways, including the following:

- By clicking the slide you want to move to on the Slides tab of the Overview pane
- By using the scroll bar on the right side of the Slide pane
- By clicking the Previous Slide or Next Slide button at the bottom of the Slide pane scroll bar
- By pressing the Page Up and Page Down keys on the keyboard

If more than one presentation is open, you can close the active presentation by clicking the Close button at the right end of the title bar. If only one presentation is open, clicking the Close button closes the presentation and also quits PowerPoint. If you want to close the presentation but leave PowerPoint open, you must click the Microsoft Office Button and then click Close.

In this exercise, you will open an existing presentation and explore various ways of moving around in it. Then you will close the presentation.

USE the *Opening* presentation. This practice file is located in the *Documents\Microsoft Press\PowerPoint2007SBS\Exploring* folder.

BE SURE TO start PowerPoint before beginning this exercise.

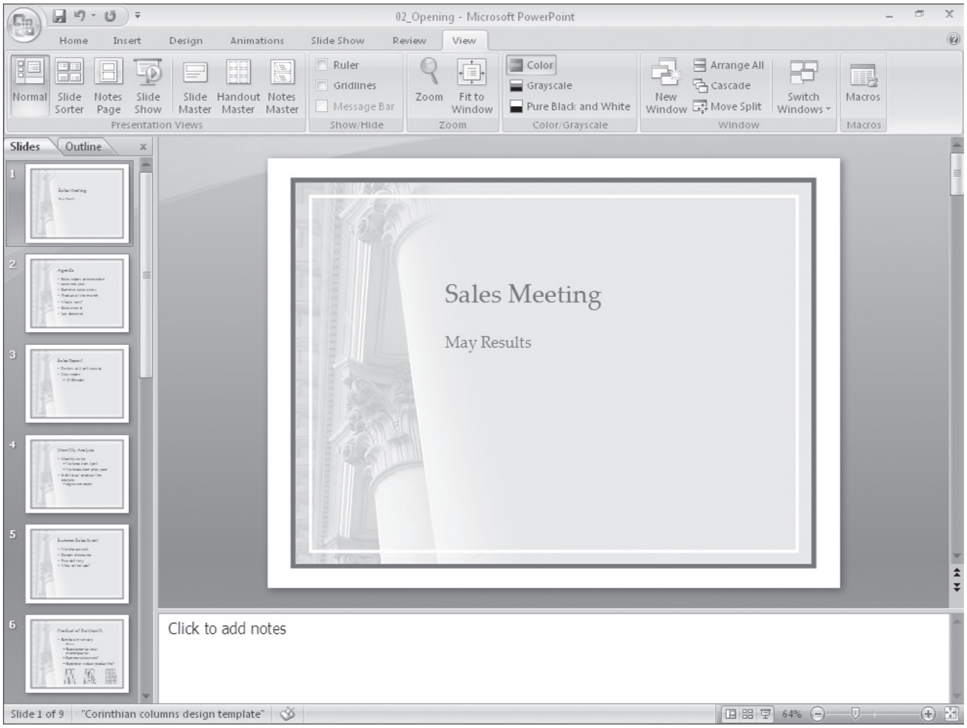
Microsoft Office Button

1. Click the **Microsoft Office Button**, and then click **Open**.

   The Open dialog box opens, showing the contents of the folder you used for your last open or save action.

2. If the contents of the *Exploring* folder are not displayed, in the **Navigation Pane**, click **Documents**. Then double-click the *Microsoft Press* folder, double-click the *PowerPoint2007SBS* folder, and double-click the *Exploring* folder.
3. Double-click the *Opening* file to open it.

   The *Opening* presentation opens in the PowerPoint program window.


02_Opening - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Slides
Outline
Sales Meeting
May Results
Click to add notes
Slide 1 of 9
"Corinthian columns design template"
64%

4. In the **Overview** pane, on the **Slides** tab, click **Slide 3**.

> **Tip** You can scroll the Overview pane to bring more thumbnails into view.

Next Slide

Previous Slide

5. At the bottom of the scroll bar on the right side of the **Slide** pane, click the **Next Slide** button to move to Slide 4.
6. Click the **Previous Slide** button to move back to Slide 3.
7. Drag the scroll box slowly down to the bottom of the scroll bar.

   As you move down the scroll bar, a ScreenTip tells you the number and name of the slide that will be displayed if you release the mouse button at that point.
8. Press the Page Up key until Slide 7 is displayed.
9. Press Ctrl+Home to move to Slide 1.
10. Click the **Microsoft Office Button**, and then click **Close** to close the presentation.

> **Troubleshooting** If you click the Close button at the right end of the title bar instead of clicking the Microsoft Office Button and then clicking Close, you will close the open presentation and quit the PowerPoint program. To continue working, start PowerPoint again.

Compatibility with Earlier Versions

PowerPoint 2007 uses a different file format than previous versions of the program. You can open a presentation created with previous versions, but the new features of PowerPoint 2007 will not be available. The name of the presentation appears in the title bar with [Compatibility Mode] to its right. You can work in Compatibility Mode, or you can convert the presentation to the PowerPoint 2007 file format by clicking the Microsoft Office Button, and clicking Convert. The Save As dialog box opens so that you can save the presentation in the new format as a different file.

You cannot open a PowerPoint 2007 presentation in a previous version of PowerPoint unless you install the Compatibility Pack for the 2007 Office system, which is available for free download from Microsoft Office Online.

Displaying Different Views of a Presentation

PowerPoint has three primary views (the views you will use most often) to help you create, organize, and display presentations:

- In ***Normal view***, you can work with a presentation in four ways: with a set of slide thumbnails on the Slides tab of the Overview pane; with a text outline on the Outline tab of the Overview pane; with a slide in the Slide pane; and with development and delivery notes in the Notes pane.

  See Also For information about working with text on the Outline tab and in the Slide pane, see "Entering Text" and "Editing Text" in Chapter 3, "Working with Slide Text." For information about working with notes, see "Preparing Speaker Notes and Handouts" in Chapter 10, "Delivering a Presentation Electronically."

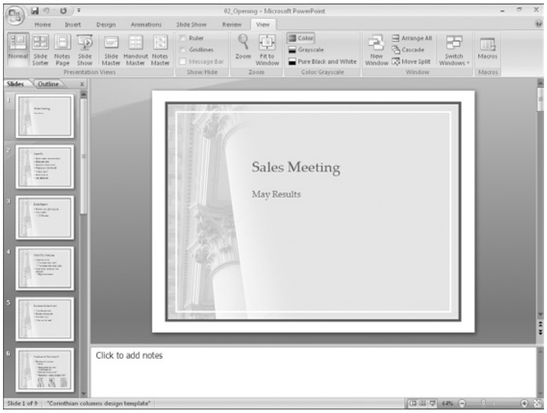
- In ***Slide Sorter view***, the slides of the presentation are displayed as thumbnails so that you can easily reorganize them. You can also animate the transition from one slide to another in this view, as well as specify how long each slide should remain on the screen.

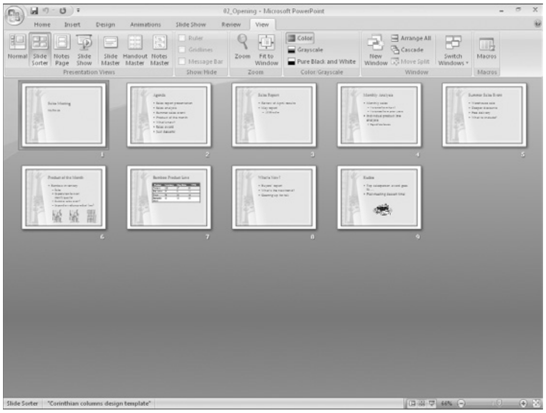
  See Also For information about changing the order of slides, see "Rearranging Slides in a Presentation" in Chapter 4, "Adjusting the Layout, Order, and Look of Slides." For information about applying transitions, see "Adding Transition Effects" in Chapter 7, "Adding Animation, Sound, and Movies."

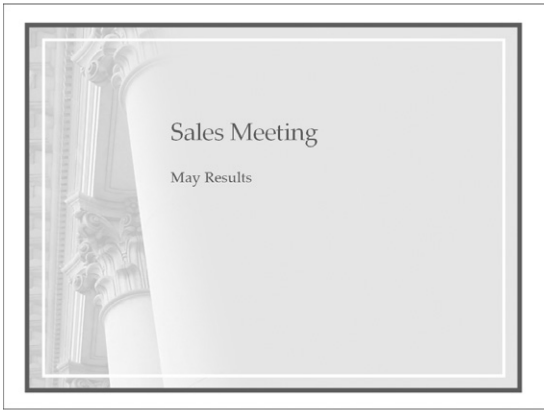
- In ***Slide Show view***, each slide fills the screen. You use this view to preview the presentation and deliver it to an audience.

  See Also For information about adding slide timings and delivering an electronic presentation PowerPoint slide show, see Chapter 10, "Delivering a Presentation Electronically."

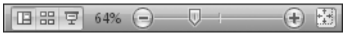
Normal







You can switch among these views by clicking the buttons on the View toolbar at the right end of the status bar.



Alternatively, you can click the buttons in the Presentation Views group on the View tab. This group also includes buttons for the following views, which you will probably use less frequently:

- You can add fancy speaker notes in ***Notes Page view***. Although you can add speaker notes in the Normal view's Notes pane, you must be in Notes Page view if you want to add graphics to your notes.

  See Also For information about creating more elaborate notes, see "Preparing Speaker Notes and Handouts" in Chapter 10, "Delivering a Presentation Electronically."

- You can control the default look of a presentation by working with the masters displayed in the ***Slide Master view***, ***Handout Master view***, or ***Notes Master view***.

  See Also For information about masters, see "Viewing and Changing a Presentation's Master Slides" in Chapter 9, "Creating Your Own Presentation Elements."

You can use other buttons on the View tab to display rulers and gridlines to help you position and align slide elements, to change the magnification of the current slide, to see how a colored slide will look if rendered in black and white (usually for printing), to arrange and work with windows, and to view macros.

Tip You can adjust the magnification of the current slide by using tools on the View toolbar at the right end of the status bar. Click the Zoom button and select (or type) a percentage; drag the slider to the left or right; click the Zoom Out or Zoom In button at either end of the slider; or click the Fit Slide To Current Window button.

When you are working in Normal view, you can adjust the relative sizes of the panes to suit your needs by dragging the splitter bar that separates them. When you point to a splitter bar, the pointer changes to a double bar with opposing arrows, and you can drag in either direction. You can hide a pane by dragging the splitter bar to shrink the pane as far as it will go. Simply drag the splitter bar back to widen the pane again. If you adjust the width of the Slides tab in the Overview pane, the size of the slide thumbnails is adjusted accordingly—that is, you can see more small thumbnails in a narrow pane and fewer large thumbnails in a wide pane.

Tip Any changes you make to a view, such as adjusting the sizes of panes, are saved with the presentation that is open at the time and do not affect other presentations.

In this exercise, you will switch among different PowerPoint views and adjust the slide size. You will view a presentation as a slide show and then return to Normal view, where you will adjust the size of the panes. Finally, you will see how to display more than one presentation at the same time.

USE the *Viewing1* and *Viewing2* presentations. These practice files are located in the *Documents\Microsoft Press\PowerPoint2007SBS\Exploring* folder.

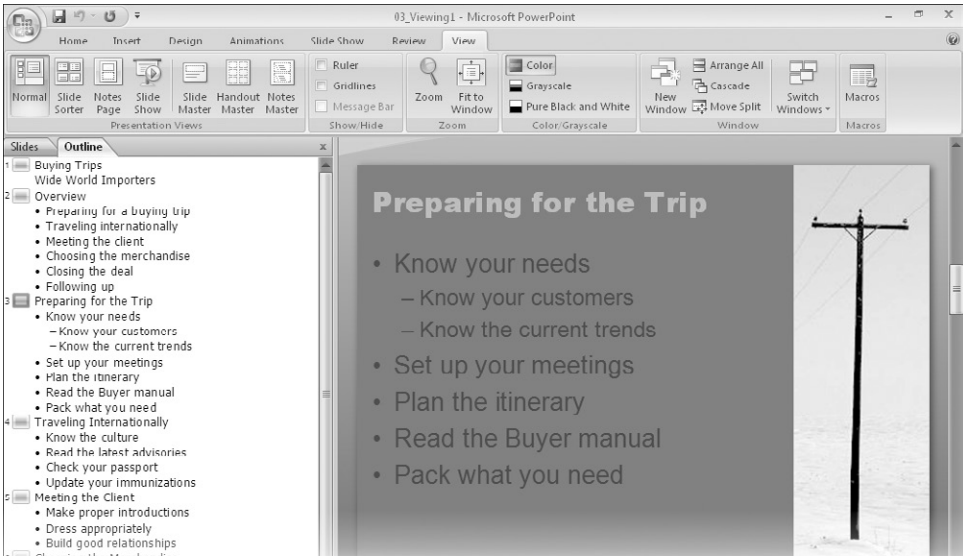
OPEN the *Viewing1* presentation.

1. In the **Overview** pane, click the **Outline** tab.

   The pane switches from showing thumbnails of the slides to showing an outline of the text of the presentation.

2. On the **Outline** tab, click the title for **Slide 3**.

   Slide 3 of the presentation is now shown in the adjacent Slide pane.


03_Viewing1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Slides
Outline

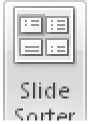
1 Buying Trips
Wide World Importers
2 Overview
- Preparing for a buying trip
- Traveling internationally
- Meeting the client
- Choosing the merchandise
- Closing the deal
- Following up

3 Preparing for the Trip
- Know your needs
  - –Know your customers
  - –Know the current trends
- Set up your meetings
- Plan the itinerary
- Read the Buyer manual
- Pack what you need

4 Traveling Internationally
- Know the culture
- Read the latest advisories
- Check your passport
- Update your immunizations

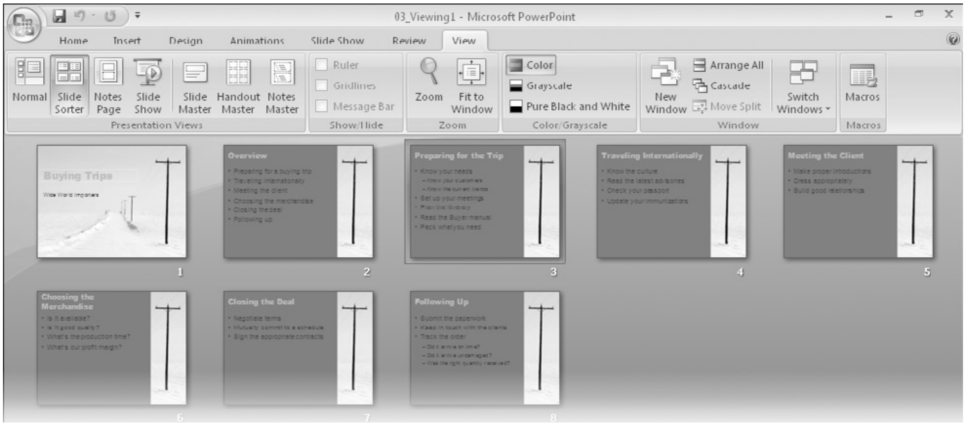
5 Meeting the Client
- Make proper introductions
- Dress appropriately
- Build good relationships

Preparing for the Trip
- Know your needs
  - – Know your customers
  - – Know the current trends
- Set up your meetings
- Plan the itinerary
- Read the Buyer manual
- Pack what you need


Slide Sorter

3. On the **View** tab, in the **Presentation Views** group, click the **Slide Sorter** button.

   All the slides now appear as thumbnails in one large pane. Slide 3 is surrounded by a border, indicating that it is selected.


03_Viewing1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Buying Trips
Overview
Preparing for the Trip
Traveling Internationally
Meeting the Client
Choosing the Merchandise
Closing the Deal
Following Up
1
2
3
4
5
6
7
8

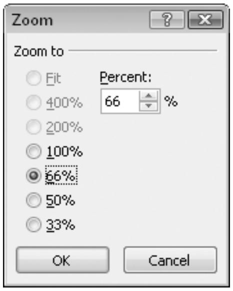
4. Hold down the Alt key, point to any slide, and then press and hold the mouse button.

   While you hold down the mouse button, only the slide's title is visible against a white background, making it easier to locate the slide you want.

5. Release the Alt key and the mouse button to restore the display of formatting.

6. On the **View** tab, in the **Zoom** group, click the **Zoom** button.

   The Zoom dialog box opens.



7. In the **Zoom** dialog box, click **100%**, and then click **OK**.

   Notice that the Zoom percentage on the View toolbar at the right end of the status bar also changes, and the slider moves all the way to the right.

8. Double-click **Slide 1**.

   PowerPoint displays the presentation in Normal view, with Slide 1 active. Notice that the Zoom percentage in this view has not changed.

9. At the left end of the slider on the status bar, click the **Zoom Out** button twice.

   Each time you click the button, the slider moves to the left and the Zoom percentage decreases.

10. At the right end of the slider, click the **Zoom In** button.

    The Zoom percentage increases.

Fit slide to current window

11. At the right end of the status bar, click the **Fit slide to current window** button.

    PowerPoint restores the view to 64% (the original Zoom level).

12. On the **View** toolbar, click the **Slide Show** button.

    PowerPoint displays a full-screen view of the first slide in the presentation.

13. Without moving your mouse, click its button to advance to the next slide.

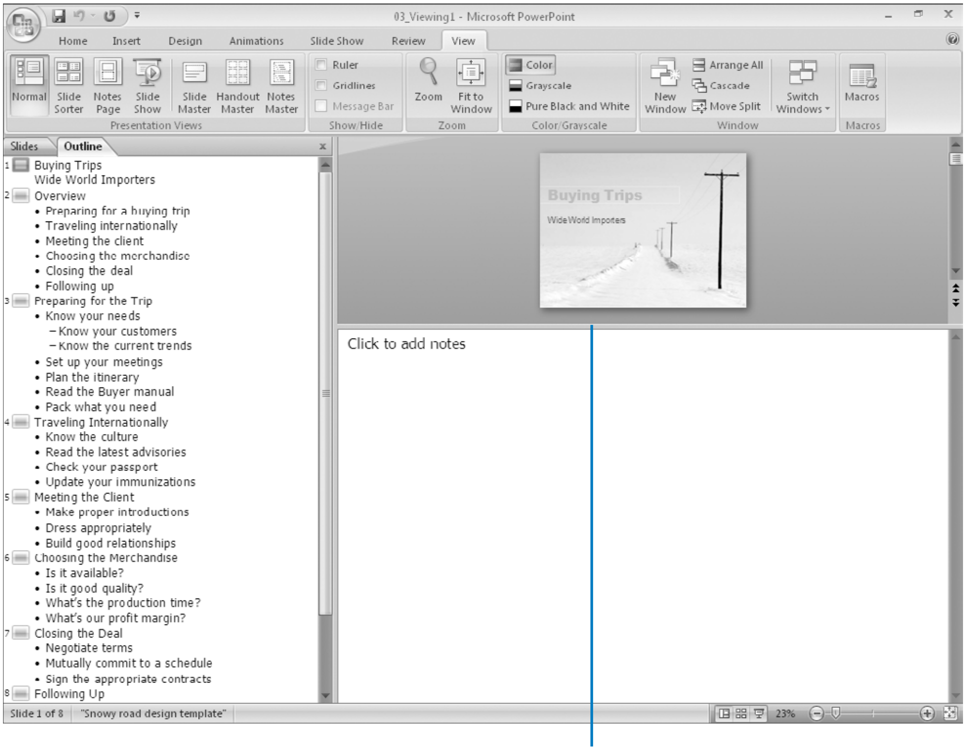
> **Tip** To stop a slide show before you reach the end, press the Esc key.

14. Continue clicking the mouse button to advance through the presentation one slide at a time.

    After the last slide in the presentation, PowerPoint displays a black slide.

> **Tip** If you don't want a black slide to appear at the end of the presentation, click the Microsoft Office Button, click PowerPoint Options, and in the left pane of the PowerPoint Options window, click Advanced. Then under Slide Show, clear the End With Black Slide check box, and click OK.

15. Click again to return to Normal view.
16. Point to the splitter bar between the Slide pane and the Notes pane, and when the pointer changes to a double bar with opposing arrows, drag the bar down until the Notes pane is completely closed.
17. Drag the splitter bar at the bottom of the Slide pane upward as far as it will go.


03_Viewing1 - Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
Slides
Outline
Buying Trips
Wide World Importers
Slide 1 of 8
"Snowy road design template"
23%

1 Buying Trips
Wide World Importers
2 Overview
- Preparing for a buying trip
- Traveling internationally
- Meeting the client
- Choosing the merchandise
- Closing the deal
- Following up

3 Preparing for the Trip
- Know your needs
  - Know your customers
  - Know the current trends
- Set up your meetings
- Plan the itinerary
- Read the Buyer manual
- Pack what you need

4 Traveling Internationally
- Know the culture
- Read the latest advisories
- Check your passport
- Update your immunizations

5 Meeting the Client
- Make proper introductions
- Dress appropriately
- Build good relationships

6 Choosing the Merchandise
- Is it available?
- Is it good quality?
- What's the production time?
- What's our profit margin?

7 Closing the Deal
- Negotiate terms
- Mutually commit to a schedule
- Sign the appropriate contracts

8 Following Up

Click to add notes

Splitter bar

18. Open the *Viewing2* presentation from the *Exploring* folder under *PowerPoint2007SBS*.

Switch Windows

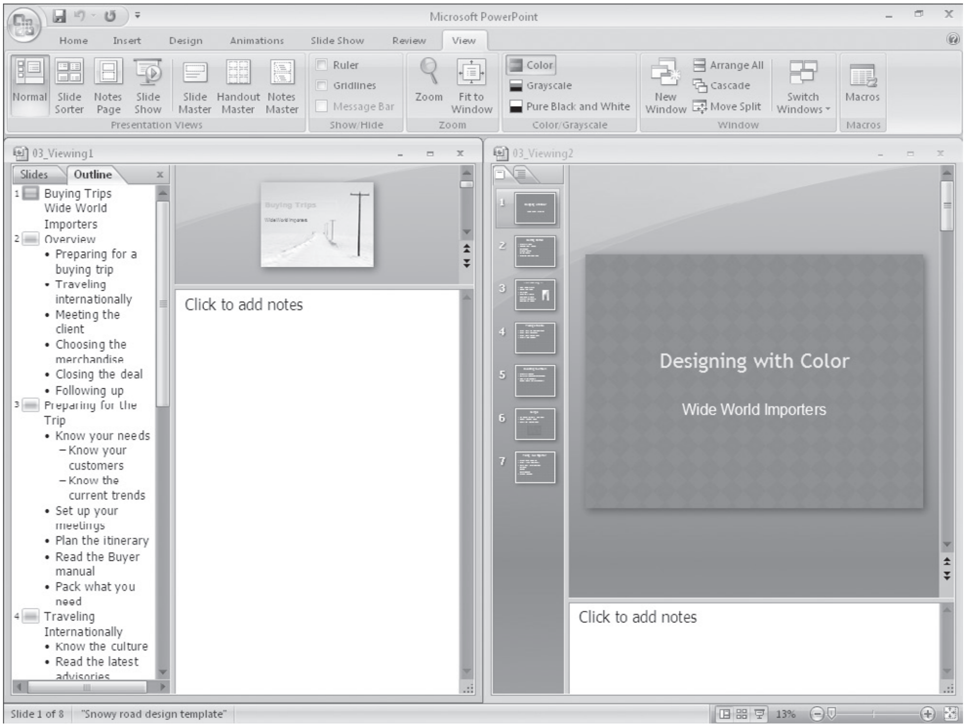
19. On the **View** tab, in the **Window** group, click the **Switch Windows** button, and then click *Viewing1*.

    Notice that customizing Normal view for one presentation does not affect Normal view for the other presentation.

Arrange All

20. In the **Window** group, click the **Arrange All** button.

In the workspace, you can now see both open presentations at the same time.


Microsoft PowerPoint
Home
Insert
Design
Animations
Slide Show
Review
View
Normal
Slide Sorter
Notes Page
Slide Show
Slide Master
Handout Master
Notes Master
Presentation Views
Ruler
Gridlines
Message Bar
Show/Hide
Zoom
Fit to Window
Zoom
Color
Grayscale
Pure Black and White
Color/Grayscale
New Window
Arrange All
Cascade
Move Split
Switch Windows
Window
Macros
Macros
03_Viewing1
Slides
Outline
03_Viewing2
Slide 1 of 8
"Snowy road design template"
13%

1 Buying Trips Wide World Importers
2 Overview
- Preparing for a buying trip
- Traveling internationally
- Meeting the client
- Choosing the merchandise
- Closing the deal
- Following up

3 Preparing for the Trip
- Know your needs
  - Know your customers
  - Know the current trends
- Set up your meetings
- Plan the itinerary
- Read the Buyer manual
- Pack what you need

4 Traveling Internationally
- Know the culture
- Read the latest advisories

Click to add notes

Designing with Color

Wide World Importers

Click to add notes

Close

21. Experiment with the other commands in the **Window** group, and then at the right end of the *Viewing2* title bar, click the **Close** button.

You can close a presentation this way only when more than one presentation is open.

Maximize

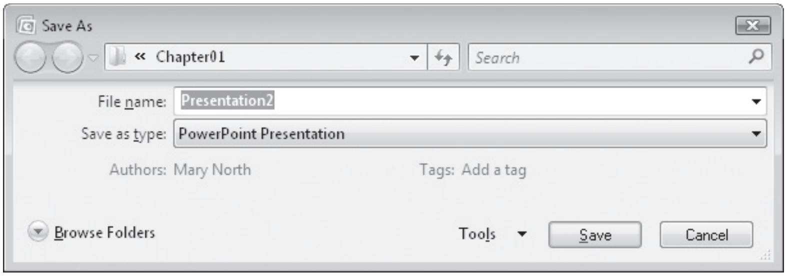
22. At the right end of the *Viewing1* title bar, click the **Maximize** button.

BE SURE TO reset the size of the Notes pane.

CLOSE the *Viewing1* presentation.

Saving a Presentation

When you create a new presentation, it exists only in your computer's memory until you save it. You save a presentation the first time by clicking the Save button on the Quick Access Toolbar or by clicking the Microsoft Office Button and then clicking Save. Either action opens the Save As dialog box, where you can assign a name and storage location.



File name: Presentation2

Save as type: PowerPoint Presentation

Authors: Mary North

Tags: Add a tag

If you want to save the document in a folder other than the one shown in the Address bar, you can click the chevrons to the left of the current folder name and then navigate to the folder you want. You can also click Browse Folders to display the Navigation Pane and a toolbar. If you want to create a new folder in which to store the file, you can click the New Folder button on this toolbar.

After you save a presentation for the first time, you can save changes simply by clicking the Save button. The new version of the presentation then overwrites the previous version. If you want to keep both the new version and the previous version, click Save As on the Office menu and then save a new version with a different name in the same location or with the same name in a different location. (You cannot have two files with the same name in the same folder.)

In this exercise, you will create a presentation and save it in a new folder. Then you will save the same presentation with the same name in a different folder. There are no practice files for this exercise.

BE SURE TO close any open presentations before beginning this exercise.

Microsoft Office Button

Save

1. Click the **Microsoft Office Button**, click **New**, and then in the **New Presentation** window, double-click **Blank Presentation**.

   PowerPoint opens a new, blank presentation containing only a title slide.

2. On the **Quick Access Toolbar**, click the **Save** button.

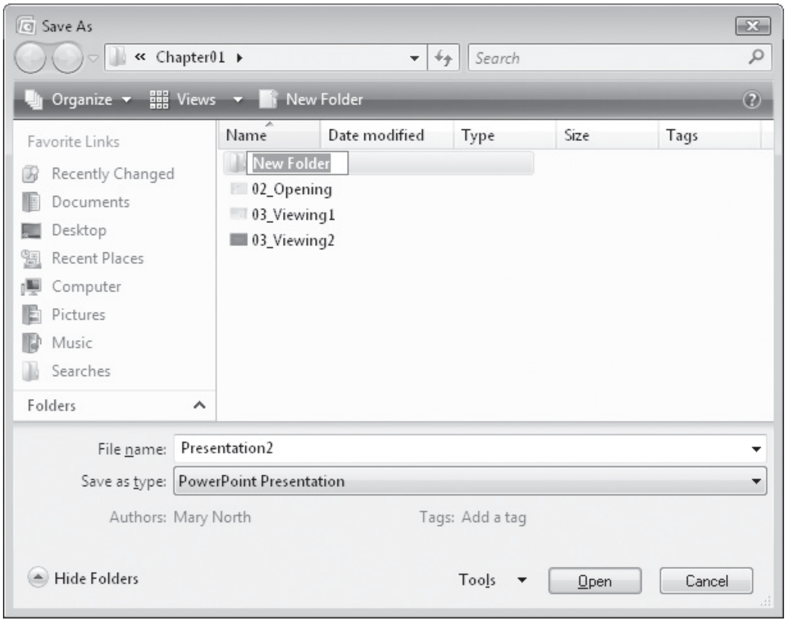
   The Save As dialog box opens, with the folder you last used in the Save As or Open dialog box in the Address bar.

3. If the **Address** bar does not display *Exploring*, navigate to that folder now.
4. If the Navigation Pane and toolbar are not displayed, click **Browse Folders**.

Tip You can click Hide Folders to hide the Navigation Pane and toolbar.

5. On the toolbar, click the **New Folder** button.

   A folder named *New Folder* appears, with the name selected for editing.


Save As
Chapter01
Search
Organize
Views
New Folder
Favorite Links
Recently Changed
Documents
Desktop
Recent Places
Computer
Pictures
Music
Searches
Folders
Name
Date modified
Type
Size
Tags
New Folder
02_Opening
03_Viewing1
03_Viewing2
Hide Folders
Tools
Open
Cancel

File name: Presentation2
Save as type: PowerPoint Presentation
Authors: Mary North
Tags: Add a tag

6. Type **My Presentations**, and then press **Enter**.

   My Presentations is now the current folder in the Save As dialog box.

7. In the **File name** box, click the existing entry, and then type **My Presentation**.

> **Troubleshooting** Programs that run on the Windows operating system use ***file name extensions*** to identify different types of files. For example, the extension *.pptx* identifies PowerPoint 2007 documents. Windows Vista programs do not display these extensions by default, and you shouldn't type them in the Save As dialog box. When you save a file, PowerPoint automatically adds whatever extension is associated with the type of file selected in the Save As Type box.

8. Click **Save** to save the *My Presentation* file in the *My Presentations* folder.
9. Click the **Microsoft Office Button**, and then click **Save As**.

> **Tip** If you want to save the active presentation in a format that is compatible with previous versions of PowerPoint, click the Save As arrow, and then in the list, click PowerPoint 97-2003 Format to display the Save As dialog box with that format already selected in the Save As Type box.

The Save As dialog box opens, displaying the contents of the *My Presentations* folder.

10. In the **Address** bar, click **Exploring**.

    The dialog box now displays the contents of the *My Presentations* folder's ***parent folder***, *Exploring*.

11. Click **Save**.

    PowerPoint saves the *My Presentation* file in the *Exploring* folder. You have now saved two versions of the blank presentation with the same name, but in different folders.

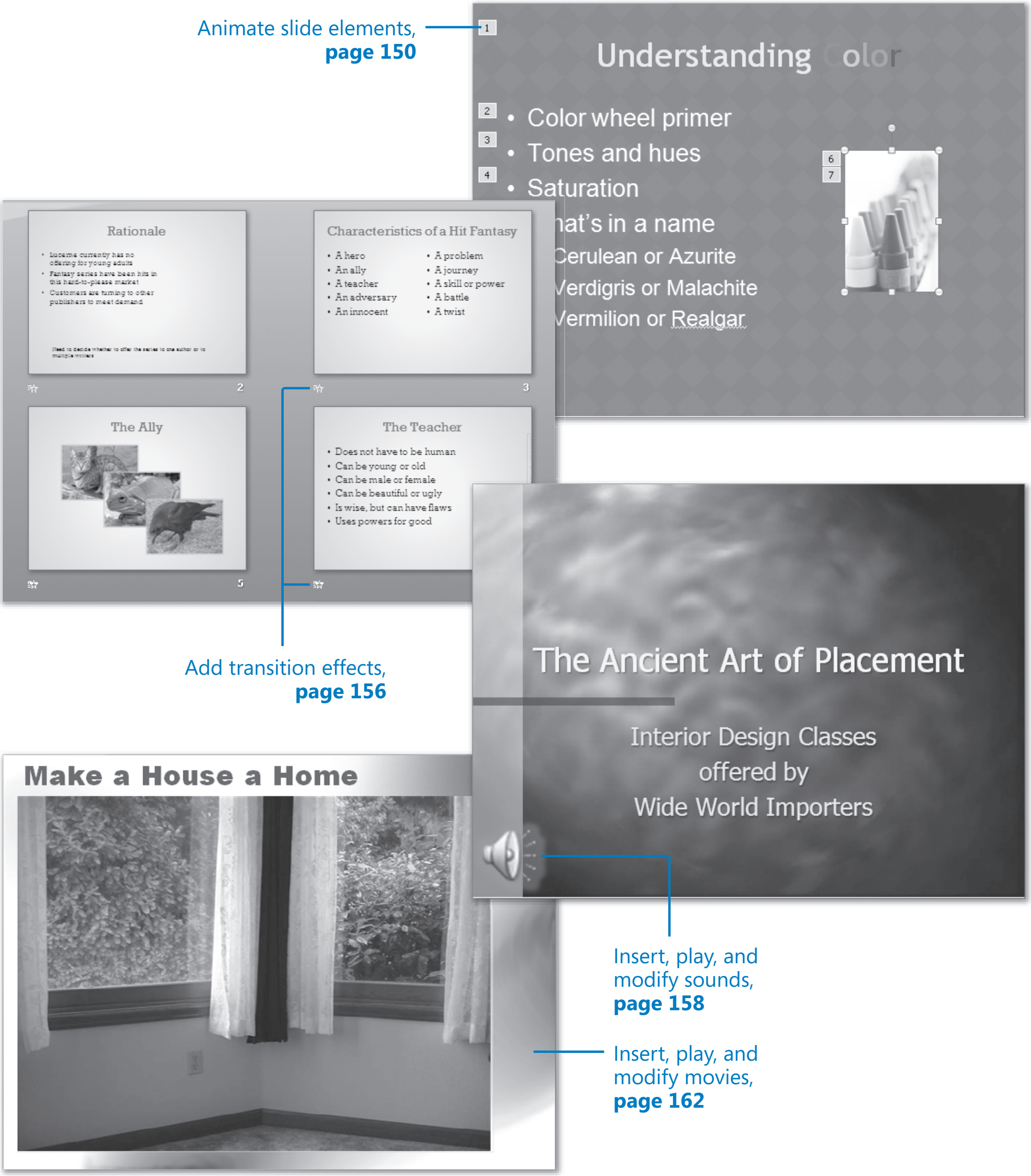
CLOSE the *My Presentation* file, and if you are not continuing directly on to the next chapter, quit PowerPoint.

Tip By default, PowerPoint periodically saves the presentation you are working on in case the program stops responding or you lose electrical power. To adjust the time interval between saves, click the Microsoft Office Button, click PowerPoint Options, click Save in the left pane of the PowerPoint Options window, and specify the period of time in the box to the right of the Save AutoRecover Information Every check box. Then click OK.

Key Points

- Because the new PowerPoint interface makes commands easily accessible, you can quickly create sophisticated presentations.
- You can move around a presentation in several ways: by clicking slide thumbnails on the Slides tab of the Overview pane; by clicking the Next Slide or Previous Slide button; by scrolling the Slide pane; or by pressing the Page Up or Page Down key.
- PowerPoint has three primary views to help you create, organize, and display presentations: Normal, Slide Sorter, and Slide Show. You can switch views by clicking the buttons on the View toolbar or by clicking buttons in the Presentation Views group on the View tab.
- In Normal view, you can change the magnification of your slides and the size of the panes to suit the way you work.
- You can save a presentation in an existing folder or in a new folder that you can create from within PowerPoint. You cannot store two presentations with the same name in the same folder.

Chapter at a Glance



Animate slide elements, **page 150**

Understanding Color

- Color wheel primer
- Tones and hues
- Saturation
- hat's in a name
- Cerulean or Azurite
- Verdigris or Malachite
- Vermilion or Realgar

Rationale

- Lucerne currently has no offering for young adults
- Fantasy series have been hits in this hard-to-please market
- Customers are turning to other publishers to meet demand

Need to decide whether to offer the series to one author or to multiple writers

Characteristics of a Hit Fantasy

- A hero
- An ally
- A teacher
- An adversary
- An innocent
- A problem
- A journey
- A skill or power
- A battle
- A twist

The Ally

The Teacher

- Does not have to be human
- Can be young or old
- Can be male or female
- Can be beautiful or ugly
- Is wise, but can have flaws
- Uses powers for good

Add transition effects, **page 156**

The Ancient Art of Placement

Interior Design Classes
offered by
Wide World Importers

Make a House a Home

Insert, play, and modify sounds, **page 158**

Insert, play, and modify movies, **page 162**

7

Adding Animation, Sound, and Movies

In this chapter, you will learn to:

- ✔ Animate slide elements.
- ✔ Add transition effects.
- ✔ Insert, play, and modify sounds.
- ✔ Insert, play, and modify movies.

The difference between an adequate presentation and a great presentation often lies in the judicious use of multimedia. By incorporating animation, sound, and movie clips, you can grab and keep the attention of your audience. You can emphasize key points, control the focus of the discussion, and entertain in ways that will make your message memorable.

With Microsoft Office PowerPoint 2007, you have so many opportunities to add pizzazz to your slides that it is easy to end up with a presentation that looks more like an amateur experiment than a professional slide show. When you first start adding multimedia to your slides, it is best to err on the conservative side, especially where animation is concerned. As you gain more experience, you will learn how to mix and match effects to get the results you want for a particular audience.

In this chapter, you will apply predefined animations to the title, bullet points, and a picture on a slide, see how to change some of the animation settings, and then change the way slides move on and off the screen during a slide show. You will insert a sound clip and a sound file and make various adjustments to their settings. Finally, you will insert a movie file, preview the movie, and modify its behavior.

See Also Do you need only a quick refresher on the topics in this chapter? See the Quick Reference section at the beginning of this book.

Important Before you can use the practice files in this chapter, you need to install them from the book's companion CD to their default location. See "Using the Companion CD" at the beginning of this book for more information.

Troubleshooting Graphics and operating system–related instructions in this book reflect the Windows Vista user interface. If your computer is running Windows XP and you experience trouble following the instructions as written, please refer to the "Information for Readers Running Windows XP" section at the beginning of this book.

Animating Slide Elements

With all the options available for creating engaging and lively presentations in PowerPoint 2007, you no longer have to settle for static presentations, especially if you are delivering the presentation from a computer. By applying various types of ***animations*** to the text and graphics on your slides, you can keep your audience focused and reinforce the message of your presentation. For example, you can animate text so that it appears on the screen one paragraph, word, or letter at a time; or you can animate objects, such as shapes or pictures.

To apply one of three common animation effects (Wipe, Fade, or Fly In) to text or an object on a slide, you click the element you want to animate and then select the effect from the Animate list in the Animations group on the Animations tab. In the case of bullet points, you can specify whether they should be animated as a set or one by one. To help you decide which effect to use, you can point to each in turn to see a live preview.

If you would rather create your own ***animation scheme***, you can select the text or object you want to animate and click the Custom Animation button in the Animations group to display the Custom Animation task pane. In this task pane, you can quickly apply the following types of effects:

- **Entrance.** You can animate the way that the element appears on the slide.
- **Emphasis.** You can increase or decrease the importance of the element by changing its font, size, or style; by making it grow or shrink; or by making it spin.
- **Exit.** You can animate the way that the element leaves the slide.
- **Motion Path.** You can move the element around on the slide in various ways, such as diagonally to the upper-right corner or in a circular motion.

If none of the lists of predefined effects meets your needs, you can click More Effects at the bottom of each list to display galleries of professionally designed animations in four categories: Basic, Subtle, Moderate, and Exciting. You can see a live preview of each animation by pointing to it.

After you apply an animation effect, you can fine-tune its action. For example:

- You can specify whether the animation should be accompanied by a sound.
- You can dim or hide the element after the animation, or you can have it change to a specific color.
- If the animation is applied to text, you can animate all the text at once or animate it word by word or letter by letter.
- You can set the exact timing of the animation.
- If a slide has more than one level of bullet points, you can animate different levels separately.
- If an object has text, you can animate the object and the text together (the default) or separately, or you can animate one but not the other.
- You can specify the order of appearance of text or objects.

In this exercise, you will apply predefined animations to the title, bullet points, and a picture on a slide. You will then change some of the animation settings.

USE the *Animation* presentation. This practice file is located in the *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder.

BE SURE TO start PowerPoint before beginning this exercise.

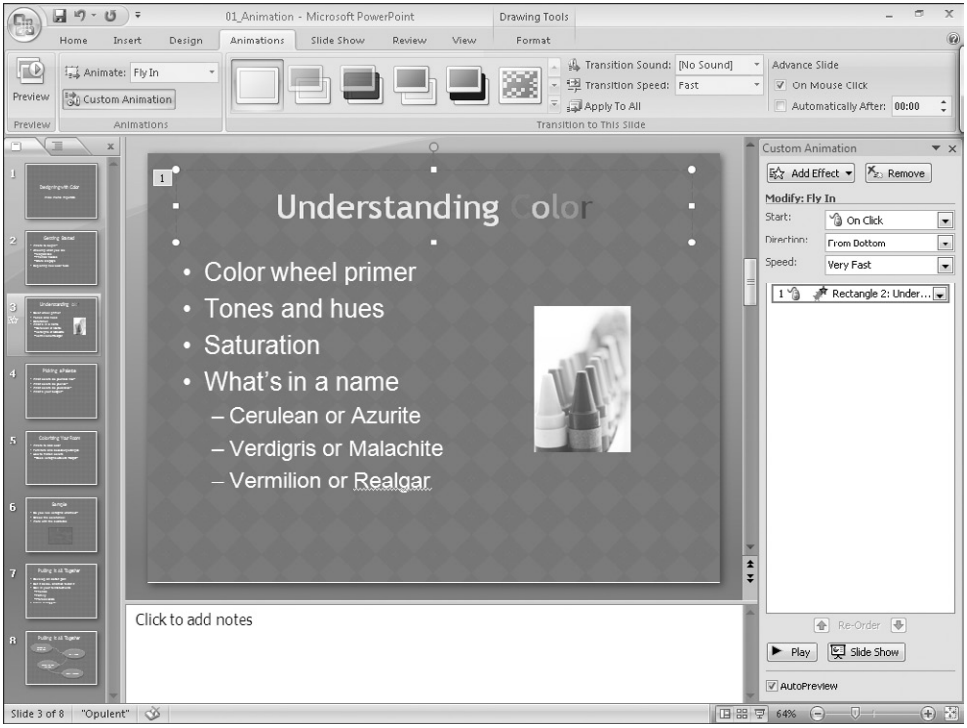
OPEN the *Animation* presentation.

1. Display **Slide 3** in Normal view, and then click the slide title.

No Animation

2. On the **Animations** tab, in the **Animations** group, click the **Animate** arrow, and in the list, point in turn to the **Fade**, **Wipe**, and **Fly In** options to see a live preview of each effect.
3. In the list, click **Fly In**, and then if the Custom Animation task pane is not open on the right side of the program window, click the **Custom Animation** button.

   A square box containing the number 1 appears to the left of the title, indicating that this element will be the first one animated on this slide. On the Slides tab to the left, an animation icon (a shooting star) appears below the slide number to indicate the presence of some form of animation on the slide. To the right, the Custom Animation task pane provides option you can use to make adjustments to the animation.


01_Animation - Microsoft PowerPoint
Drawing Tools
Home
Insert
Design
Animations
Slide Show
Review
View
Format
Preview
Custom Animation
Animations
Apply To All
Transition to This Slide
Advance Slide
Custom Animation
Add Effect
Remove
Re-Order
Play
Slide Show
Slide 3 of 8
"Opulent"
64%

Animate: Fly In

Transition Sound: [No Sound]

Transition Speed: Fast

☑ On Mouse Click

☐ Automatically After: 00:00

Modify: Fly In

Start: On Click

Direction: From Bottom

Speed: Very Fast

1 Rectangle 2: Under...

☑ AutoPreview

Understanding Color

- Color wheel primer
- Tones and hues
- Saturation
- What's in a name
  - Cerulean or Azurite
  - Verdigris or Malachite
  - Vermilion or Realgar

Click to add notes

4. In the **Custom Animation** task pane, click **Play**.

   The title flies up from the bottom of the slide.

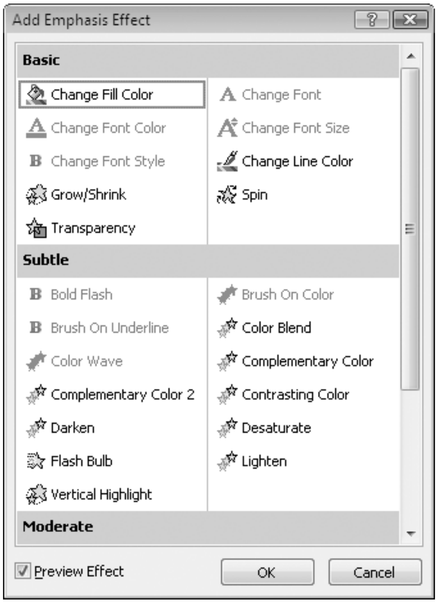
5. On the slide, click anywhere in the bulleted list. Then in the **Custom Animation** task pane, click **Add Effect**, point to **Entrance**, and then click **Checkerboard**.

   PowerPoint applies the animation to the bulleted list and demonstrates the effect. Adjacent to each bullet point, a number in a box indicates the order in which the animations will take effect. Notice that the subpoints will appear at the same time as their "parent" bullet point. Corresponding numbers appear in the Custom Animation task pane next to icons indicating the animation trigger, the effect, and the affected text. You can display the full description of an animation by pointing to it in the list.

6. On the slide, click the picture. Then in the **Custom Animation** task pane, click **Add Effect**, point to **Entrance**, and then click **Fly In**.

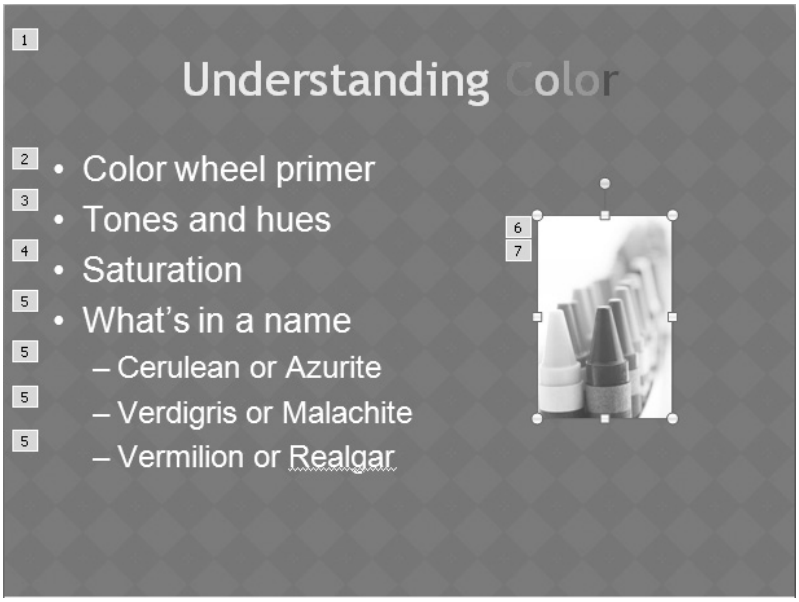
7. With the picture still selected, in the **Custom Animation** task pane, click **Add Effect**, point to **Emphasis**, and then click **More Effects**.

   The Add Emphasis Effect dialog box opens.


Add Emphasis Effect
?
Basic
Change Fill Color
Change Font
Change Font Color
Change Font Size
Change Font Style
Change Line Color
Grow/Shrink
Spin
Transparency
Subtle
Bold Flash
Brush On Color
Brush On Underline
Color Blend
Color Wave
Complementary Color
Complementary Color 2
Contrasting Color
Darken
Desaturate
Flash Bulb
Lighten
Vertical Highlight
Moderate
☑ Preview Effect
OK
Cancel

8. Move the dialog box to one side so that you can see the picture, and then click each option in turn, observing the effect on the picture. Finish by clicking **Teeter** under **Moderate**, and then clicking **OK**.

   On the slide, the numbers 6 and 7 now appear to the left of the picture.


1
2
3
4
5
5
5
5
6
7

Understanding Color

- Color wheel primer
- Tones and hues
- Saturation
- What's in a name
  - Cerulean or Azurite
  - Verdigris or Malachite
  - Vermilion or Realgar

Re-Order Up

9. With animation **7** (the second animation of Picture 1) selected in the **Custom Animation** task pane, click the **Re-Order Up** button twice to place this animation in position 2.

   The original animation of Picture 1 now appears in position 7.

10. Click animation **7** (the original animation of Picture 1), and then click the **Re-Order Up** button once to place the animation in position 3.

    On the slide, the numbers adjacent to the bullet points indicate that their animations will now occur after those of the picture.

11. In the **Custom Animation** task pane, click the **Expand Contents** bar below the four animations.

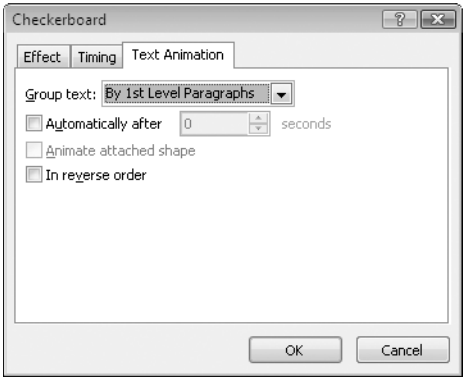
    The animation list expands to show the other bullet points and subpoints in the list. (These were hidden because they have the same animation applied to them as the first bullet point.)

12. In the animation list, click **What's in a name**, click the arrow that appears, and then click **Effect Options**.

    The Checkerboard dialog box opens because you applied the Checkerboard effect to the bulleted list in step 6.

13. In the **Checkerboard** dialog box, click the **Text Animation** tab.

    You can use the options on this tab to change the order of the animation.



Group text: By 1st Level Paragraphs

☐ Automatically after 0 seconds

☐ Animate attached shape

☐ In reverse order

14. In the dialog box, click the **Group text** arrow, and in the list, click **By 2nd level paragraphs**. Then click **OK**.

    Both on the slide and in the Custom Animation task pane, the subpoints under *What's in a name* now have consecutive numbers, indicating that they will appear one after the other.

15. In the task pane, click **Play**, and watch as PowerPoint builds the slide.

16. In the task pane, click animation **1**, click **Change**, point to **Entrance**, and then click **Checkerboard**.

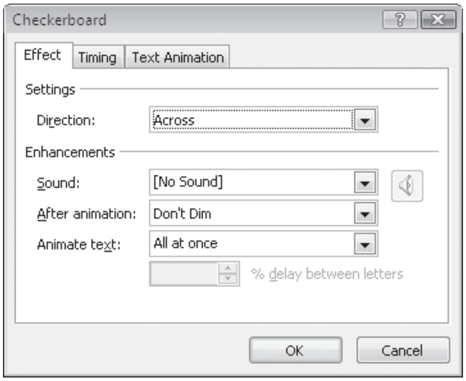
> **Tip** Animations can get tiresome if you use too many effects in a single presentation. You will usually want to apply only one effect or set of effects to each type of element on a slide.

17. In the task pane, with animation **1** still selected, under **Modify: Checkerboard**, click the **Speed** arrow, and then in the list, click **Medium**.

    PowerPoint demonstrates the new speed on the slide.

18. With animation **1** still selected, click its arrow, and then click **Effect Options**.

    The Checkerboard dialog box opens.



Direction: Across

Sound: [No Sound]

After animation: Don't Dim

Animate text: All at once

19. On the **Effect** tab, under **Enhancements**, click the **Sound** arrow, and in the list, click **Voltage**.
20. Click the **After animation** arrow, and in the palette, click the orange box.
21. Click the **Animate text** arrow, and in the list, click **By letter**. Then click **OK**.

    PowerPoint demonstrates the effects of your changes on the slide.

22. At the bottom of the **Custom Animation** task pane, click **Slide Show**, and then click the mouse button after each element of Slide 3 appears, until all the elements are visible.
23. Press the Esc key to return to Normal view, and then close the **Custom Animation** task pane.

CLOSE the *Animation* presentation without saving your changes.

> **Tip** As an alternative to clicking the mouse button to build slides, you can have PowerPoint build the slide for you. For each animation, under Modify in the Custom Animation task pane, set Start to After Previous. PowerPoint will then implement each animation in turn. To control the speed of the implementation of each animation, click Effect Options, and then on the Timing tab of the dialog box that opens, you can set Delay, Speed, and Repeat options.

Adding Transition Effects

As you work your way through the slides in an electronic presentation, you can avoid the abrupt break between one slide and the next by employing ***transitions*** that control the way successive slides move into view. Transitions include such effects as sliding in, dissolving in from the outer edges or the center, and opening like a vertical blind.

Each slide can have only one transition. You set transitions in Normal view or Slide Sorter view, for one slide at a time, for a group of slides, or for an entire presentation. In addition to selecting the type of transition, you can specify the following:

- The sound
- The speed
- When the transition occurs

In this exercise, you will apply a transition to a single slide, apply the same transition to all the slides in the presentation, add sound to the transition, and then set the transition speed.

> **USE** the *Transition* presentation. This practice file is located in the *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder.
>
> **OPEN** the *Transition* presentation.

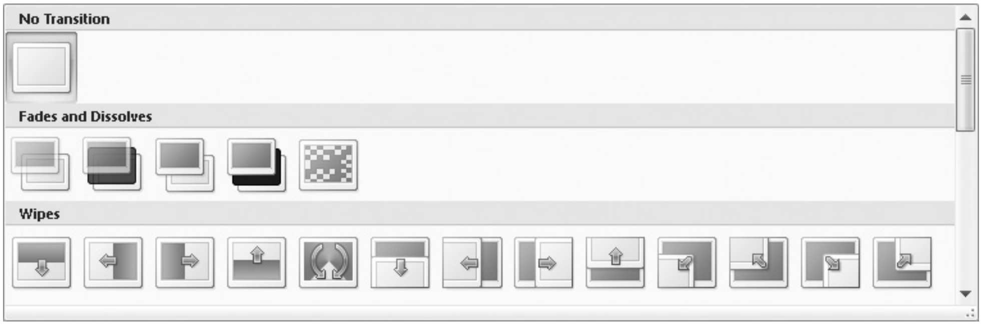
More

1. Display **Slide 2** in Normal view. Then on the **Animations** tab, in the **Transition to This Slide** group, click the **More** button.

   The Transition gallery opens.

2. In the lower-right corner of the gallery, point to the dotted handle, and when the pointer changes to a two-headed arrow, drag up until you can see a single row of the Wipes thumbnails that stretches almost to the right edge of the screen.

   By changing the shape of the gallery, you will have a better view of transition live previews on the slide.



3. In the gallery, point to various thumbnails to see the live preview of the transition, scrolling the gallery as necessary.
4. Under **Push and Cover**, click the third thumbnail from the end (**Cover Left-Up**).

   PowerPoint demonstrates the Cover Left-Up transition effect on Slide 2 and indicates that the transition has been applied by placing an animation symbol below the slide number on the Slides tab of the Overview pane. (There is no indication on the slide itself.)

Apply To All

5. In the **Transition to This Slide** group, click the **Apply To All** button.

   An animation symbol appears below each slide number.
6. On the **Slides** tab, click the animation symbol below **Slide 4**.

   The Slide pane turns black, and then PowerPoint demonstrates the Cover Left-Up transition to Slide 4, followed by the Fly In animation effect that was already applied to the picture on the slide.
7. Display **Slide 1**. In the **Transition to This Slide** group, click the **More** button, and then in the gallery, click the **No Transition** thumbnail.

Slide Show

8. On the **View** toolbar at the right end of the status bar, click the **Slide Show** button.

   PowerPoint switches to Slide Show view and displays Slide 1.
9. Click the mouse button or press Space to see the transitions of the first few slides of the presentation, and then press Esc to end the slide show.

Slide Sorter

10. On the **View** toolbar, click the **Slide Sorter** button, and then change the **Zoom** percentage to **60%**.
11. In Slide Sorter view, click **Slide 2**, hold down the Shift key, and then click **Slide 16** to select all the slides that have transitions.

[No Sound]

12. In the **Transition to This Slide** group, click the **Transition Sound** arrow, and then click **Wind**.

Tip If you want to associate a sound file of your own with a slide transition, click Other Sound at the bottom of the Transition Sound list. Then in the Add Sound dialog box, find and select the sound file you want to use, and click Open.

13. In the **Transition to This Slide** group, click the **Transition Speed** arrow, and then click **Slow**.

    PowerPoint demonstrates the transition of each selected slide with the sound specified in step 12.

14. On the **View** toolbar, click the **Slide Show** button, and then click the mouse button to advance through the presentation, pressing Esc when you have finished viewing the transition effects.

CLOSE the *Transition* presentation without saving your changes.

Inserting, Playing, and Modifying Sounds

A PowerPoint presentation is usually created to convey a lot of information in a short time. That information can be in the form of text, graphics, charts, and tables, but it might also consist of audio content. In the previous topic, you added sound to a slide transition. You can also insert the following types of sounds:

- **Audio files.** You can insert an audio file—for example, a speech or interview—by clicking the Sound button in the Media Clips group on the Insert tab, and then selecting the file.
- **Sound clips.** The sound clips that ship with PowerPoint include applause and a phone ring. You insert a sound clip by clicking the Sound arrow in the Media Clips group on the Insert tab, and then clicking Sound From Clip Organizer to display the Clip Art task pane, where you can select the sound you want. If you are connected to the Internet, clicking the Clip Art On Office Online link in the task pane takes you to the Microsoft Office Online Clip Art and Media Web site, from which you can download hundreds of clip art images, photos, sounds, and movies.

  See Also For information about using the Clip Art task pane, see "Inserting and Modifying Clip Art Images" in Chapter 6, "Enhancing Slides with Graphics."

- **CD audio tracks.** You can insert music tracks or other audio tracks from a CD into a slide. After inserting the CD in your CD-ROM drive, you click the Sound arrow in the Media Clips group and then click Play CD Audio Track to display the Insert CD

Audio dialog box. You then enter the starting and ending track numbers. You can specify that the selection be repeated, and you can set the volume. To play the tracks during a slide show, the CD must be in the CD-ROM drive.

- **Recorded sounds.** You can record a sound or narration and attach it to a slide, all from within PowerPoint.

  See Also For information about recording sounds, see the sidebar "Recording a Narration" later in this chapter.

While inserting a sound, you can specify whether it should play automatically when the slide containing it appears or only when you click its icon. The sound object appears on the slide represented by an icon indicating the type of sound. You can change the appearance and size of the icon and move it to meet your needs.

When the sound object is selected, PowerPoint adds Format and Options contextual tabs to the Ribbon. You can format the icon representing the sound in much the same way that you would format a picture. You can adjust its size and position, as well as its volume, specify whether it is displayed on the slide, and how the sound is activated.

To play a sound, you must have a sound card and speakers installed. In Normal view, you can test the sound associated with a particular slide by double-clicking the sound icon, or by selecting the icon and clicking the Preview button in the Play group on the Options contextual tab. In Slide Show view, the sound plays either automatically or when you click its icon, depending on your specifications.

In this exercise, you will insert a sound clip and an audio file into a slide. You will adjust the position of the sound objects and make various other adjustments to their settings.

USE the *Sounds* presentation and the *Introduction* sound file. These practice files are located in the *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder.

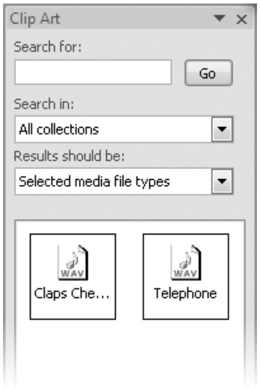
BE SURE TO have a sound card and speakers installed on your computer for this exercise. (If you do not have this hardware, you can still follow the steps, but you won't be able to hear the sound.)

OPEN the *Sounds* presentation.

1. Display **Slide 7** in Normal view. Then on the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and then click **Sound from Clip Organizer**.

   Troubleshooting If this is the first time you've used the Clip Organizer, a message box appears. You can include the media available from Microsoft Office Online in your searches by clicking Yes, or restrict searches to your own computer by clicking No.

The Clip Art task pane opens.


Clip Art
Search for:
Go
Search in:
All collections
Results should be:
Selected media file types
Claps Che...
Telephone

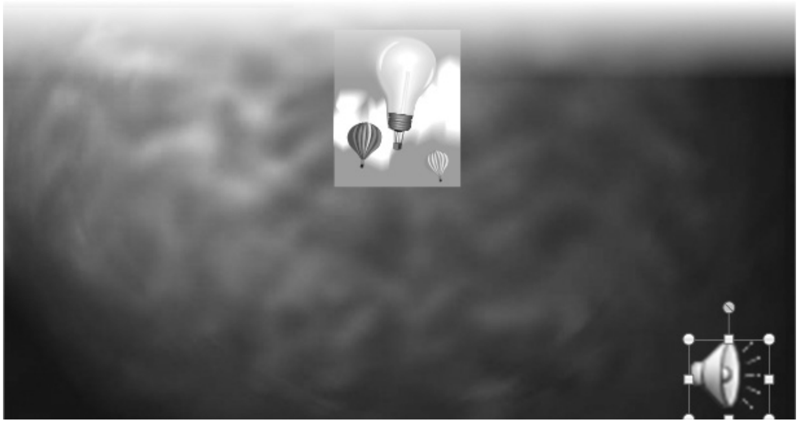
If you included Office Online, your task pane will display many more sound clips.

2. In the **Clip Art** task pane, click **Claps Cheers**. Then when a message box asks how you want to start the sound in the slide show, click **Automatically**.

   A small speaker icon representing the sound object appears in the middle of the slide, surrounded by handles. It is hard to see the icon because it is on top of the picture.

3. Close the **Clip Art** task pane.

4. Drag the sound object to the lower-right corner of the slide. Then drag its upper-left handle up and to the left until the object is about an inch square.



5. Double-click the sound object to hear the sound.

   The sound plays. Suppose you don't want the speaker icon to be visible during the presentation.

6. On the **Options** contextual tab, in the **Sound Options** group, select the **Hide During Show** check box.

Slide Show

7. On the **Slides** tab in the **Overview** pane, click **Slide 6**. Then on the **View** toolbar, click the **Slide Show** button.
8. When Slide 6 appears, click the mouse button to move to the next slide.

   PowerPoint plays the Claps Cheers sound clip as it displays Slide 7.
9. Press Esc to end the slide show, and then display **Slide 1** in Normal view.
10. On the **Insert** tab, in the **Media Clips** group, click the **Sound** button (not its arrow).

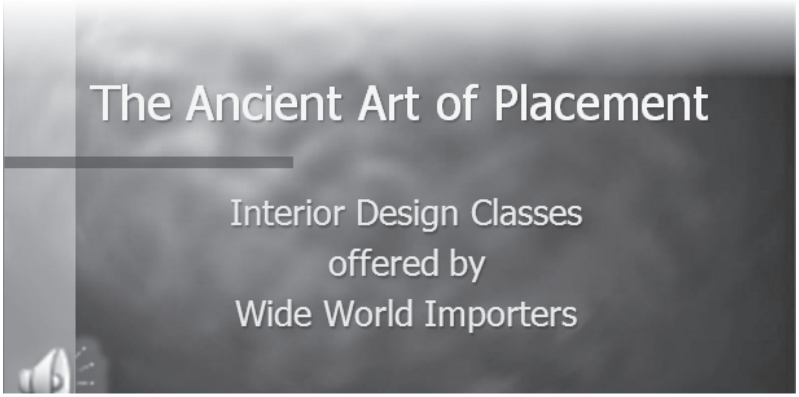
    The Insert Sound dialog box opens. This dialog box is very similar to other boxes you have already worked in.
11. Browse to your *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder, and double-click the *Introduction* sound file. Then when a message box asks how you want to start the sound in the slide show, click **When Clicked**.

    A sound object appears in the center of the slide.
12. Drag the object to the lower-left corner, and increase its size to about 1 inch square.

Picture Effects

13. On the **Format** contextual tab, in the **Picture Styles** group, click the **Picture Effects** button. Then point to **Glow**, and in the gallery, under **Glow Variations**, click the second thumbnail in the fourth row (**Accent color 2, 18 pt glow**).
14. Click away from the object to see the effect.

    The object is surrounded by a fuzzy colored halo.



The Ancient Art of Placement

Interior Design Classes
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15. With Slide 1 active, click the **Slide Show** button on the **View** toolbar.
16. On the first slide that appears, click the sound object to play the sound.
17. Press Esc to stop the slide show and return to Normal view.

CLOSE the *Sounds* presentation without saving your changes.

Recording a Narration

If you are creating a presentation that people will view on their own machines rather than at a speaker-led meeting, or if you are archiving a presentation and want to include the speaker's comments, you can add narration to a presentation. You might also want to record other sounds to attach to slides.

To record a sound, your computer must have a sound card and microphone. Here are the steps for recording a narration:

1. Open the presentation for which you want to record a narration, and then display the first slide.
2. On the **Insert** tab, in the **Media Clips** group, click the **Sound** arrow, and then click **Record Sound**.
3. In the **Record Sound** dialog box, enter a name for the recording in the **Name** box, and then click the **Play** button.
4. Discuss the points associated with the first slide, just as if you were giving the presentation to a live audience, and then click the **Stop** button.

   To hear the recording, you can click the Play button. If you don't like what you hear, you can click Cancel and repeat steps 2 through 4 to re-record the speaker's comments.
5. If you are satisfied with the recording, click **OK**.

   The recording appears on the slide as a sound object.
6. Repeat steps 2 through 5 for all the slides.
7. Test the narration by running the presentation in Slide Show view.

   The narration plays with the slide show.

If you are not satisfied with the narration for a particular slide, you can delete its sound icon just like any other object, and then record the narration again.

Inserting, Playing, and Modifying Movies

Sometimes the best way to ensure that your audience understands your message is to show a movie, also known as a *video*. For example, if your company has developed a short advertising video, it makes more sense to include the video in a presentation about marketing plans than to try and describe it with bullet points or even still pictures. You can insert the following types of movies in slides:

- **Video clips.** You can insert a digital video that has been saved as a file in one of two ways: If a slide's layout includes a content placeholder, you can click the Insert Movie button in the placeholder. You can also click the Movie button in the Media Clips group on the Insert tab. Either way, the Insert Movie dialog box opens so that you can select the file. Before PowerPoint inserts the file, you specify whether the video should play automatically when the slide containing it appears or whether it should play only when you click it.
- **Animated clips.** PowerPoint comes with several ***animated clips***, also known as animated GIFs. (GIF stands for Graphics Interchange Format.) You insert these animated objects by clicking the Movie arrow in the Media Clips group on the Insert tab, and then clicking Movie From Clip Organizer to display the Clip Art task pane, where you can select the clip you want. If you are connected to the Internet, clicking the Clip Art On Office Online link in the task pane takes you to the Microsoft Office Online Clip Art and Media Web site, from which you can download hundreds of clip art images, photos, sounds, and animated clips.

  See Also For information about using the Clip Art task pane, see "Inserting and Modifying Clip Art Images" in Chapter 6, "Enhancing Slides with Graphics."

Both videos and animated clips appear on the slide as objects represented by icons that you can size and move to meet your needs. When you select an animated clip object, PowerPoint adds a Format contextual tab to the Ribbon so that you can adjust the way it looks on the slide. When you select a movie object, PowerPoint also adds an Options contextual tab so that you can adjust the object's size and position, its volume, how it is displayed on the slide, and how it is activated.

In Normal view, you can preview a video by double-clicking its icon or by clicking the Preview button in the Play group on the Options contextual tab. You can preview the action of an animated clip by clicking the arrow that appears when you select it in the Clip Art task pane and then clicking Preview/Properties. In Slide Show view, a video plays either automatically or when you click its icon, depending on your specifications, whereas an animated clip always plays automatically.

Tip You can find out the total playing time of a video in the Movie Options dialog box, which you display by clicking the Movie Options dialog box launcher on the Options tab.

In this exercise, you will insert a video file as an object on a slide, preview the video, and then modify its settings.

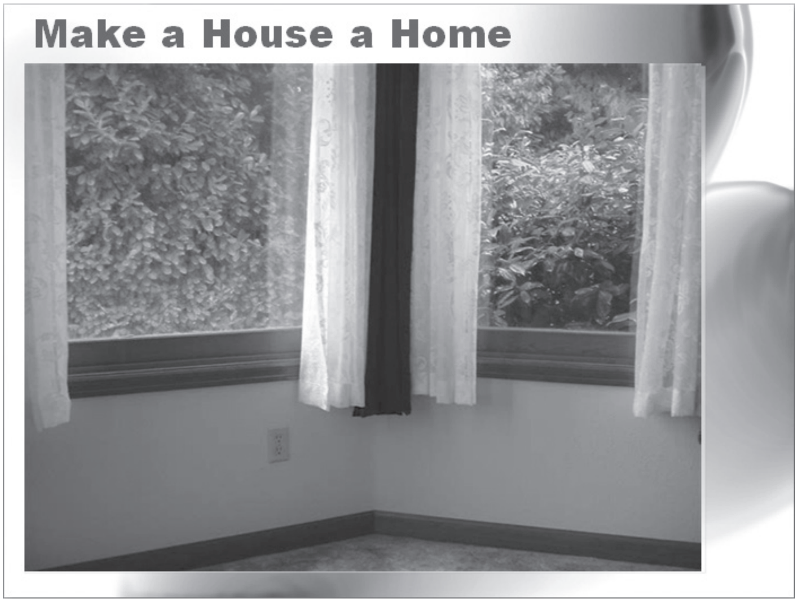
USE the *Movies* presentation and the *HouseHome* movie file. These practice files are located in the *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder.

OPEN the *Movies* presentation.

Insert Media Clip

1. Display **Slide 3** in Normal view. Then in the content placeholder, click the **Insert Media Clip** button.
2. In the **Insert Movie** dialog box, browse to your *Documents\Microsoft Press\PowerPoint2007SBS\Media* folder, and double-click the *HouseHome* file. Then when a message box asks how you want the video to start, click **When Clicked**.

   The video is inserted as an object in the middle of Slide 3.
3. Resize the video object until it occupies most of the area below the slide title and is aligned with the left end of the title.



Make a House a Home

4. On the **Options** contextual tab, in the **Play** group, click the **Preview** button to play the video in Normal view.
5. Switch to Slide Show view, and then in the displayed slide, click the video object.

   The video starts to play.
6. Click the video object once to pause the video, and again to resume playing the video. When the video finishes, press the Esc key to return to Normal view.
7. With the video object still selected, in the **Movie Options** group on the **Options** contextual tab, select the **Loop Until Stopped** check box.

   Now the movie will play repeatedly until you stop it.
8. Double-click the video object. After the video starts a second time, click the video object to stop the movie.
9. In the **Movie Options** group, click the **Play Movie** arrow, and then in the list, click **Automatically**.

   The video will now begin playing as soon as Slide 3 is displayed.
10. Preview the movie in both Normal view and Slide Show view to see the effects of your changes.

CLOSE the *Movies* presentation without saving your changes, and if you are not moving directly on to the next chapter, exit PowerPoint.

Key Points

- Animated text and graphics add interest to your slides. You decide how and when the animation occurs.
- Avoid abrupt transitions by having one slide smoothly replace another. You can control the transition type, its speed, and when it takes place.
- Audio and video clips can convey information or simply add interest. Use sounds and animated clips that come with PowerPoint, or supply your own audio and video files.
- After you insert an audio or video object, you can change the way it plays by modifying the animation or action settings.

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