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INTRODUCTION TO POWERPOINT 2007

What is PowerPoint?

- A powerful presentation graphics program that can produce
 - On-screen slides
 - Slide presentation on a Web site
 - Black-and-white or color overheads

- You can prepare each component of a presentation
 - Individual slides
 - Speaker notes
 - An outline, and
 - Audience handouts

Parts of the PPT Screen

- ***Title Bar***
 - Shows the name of the current presentation
- ***Quick Access Toolbar (QAT)***
 - Customizable toolbar for easy access to your most commonly used functions
- ***Office Button***
 - Standard commands like Open, Save, Save As

- ***Slide Pane***
 - Where we create/edit slides
- ***Speaker Notes***
 - Optional notes that can be entered to help the presenter emphasize key points not listed on a slide
 - Helps them stay on topic
- ***Status Bar***
 - Displays number of slides, theme name, etc.

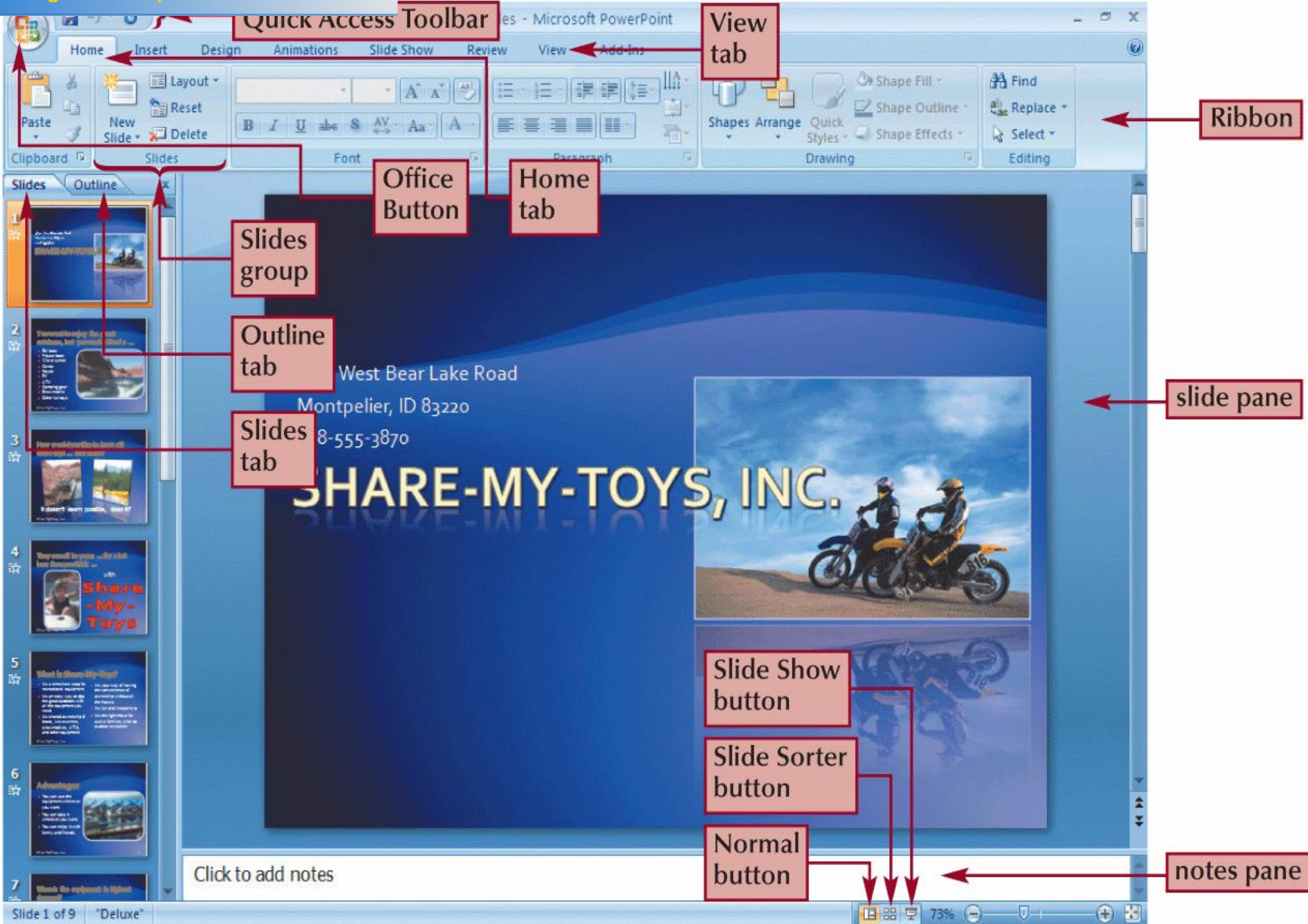
- **Zoom Slider**
 - Allows you to enlarge/shrink your slides while you create/edit it
- **View Buttons**
 - **Normal View** = how we see the slide during creation
 - **Slide Sorter** = thumbnails of each slide; can easily move slides around; double-click on slide to bring into Normal view
 - **Slide Show** = used when you present your presentation to your audience

The Ribbon, Tabs & Groups

- **Ribbon**
 - Allows you to quickly find buttons (commands)
- Commands are organized in
 - Tabs
 - Groups
- **Tab**
 - Contains several related groups
- **Groups**
 - Contain several related buttons (commands)

PowerPoint window with presentation

Figure 1-2



VIEWING a Presentation

- Slide Show Button on the Status Bar
 - The slide show starts beginning with the **current** slide
- Slide Show Button on the View tab (F5)
 - The slide show starts at the **beginning** of the presentation
- Move from slide to slide by
 - Pressing the Spacebar, or
 - Clicking the left mouse button, or
 - Pressing the `←` key

- Special effects you can add when you prepare your show:
 - **Slide transitions**
 - Movement between slides
 - **Animations**
 - Movement within a slide
 - **Progressive disclosure**
 - An interactive design technique to help keep the focus of the viewer by reducing clutter, confusion, and cognitive workload
 - **Footer**

Using Templates

- A file that contains the colors, background format, font styles, and accent colors for a presentation
- To Use
 - Click the **Office Button** , and then click **New**
 - In the pane on the left side of the New Presentation dialog box, click **New from existing** in the list under Templates
 - Double-click the template you wish to use

Slide Basics

- There are three types of slides
 - Text only
 - Content Only
 - Text and Content
- Regardless of type, slides have common parts + properties



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- ***Placeholder***

- Region of a slide reserved for inserting text or graphics

- ***Text box***

- An object that contains text
 - An ***Active*** text box appears with dashed lines and sizing handles around the text
- ***Sizing handles*** are small circles and squares on the corners and sides of the text box

Titles & Content

- ***Title Text***
 - Text box at the top of the slide
 - Gives the title of the information on that slide
- ***Slide Content***
 - Large box in which you type/insert a(n)
 - Bulleted list
 - Numbered list
 - Object

■ ***Bulleted List***

- List of paragraphs with a special character to the left of each paragraph
- Items are not in any particular order

Example

- **Bulleted item**
 - **First-level bullet**
 - **Second-level bullet**
 - **Subbullet**

- ***Numbered List***

- List of paragraphs that are numbered consecutively on the slide

Example

1. This is first
2. This is second
3. This is third

- # 6-6-6 rule
- Each bulleted item
 - No more than 6 words
 - No more than 6 bullets per slide
 - How?
 - Omit unnecessary articles, pronouns, and adjectives

Parallel Slides

- Keep phrases parallel
 - If one item starts with a verb, all the others should start with a verb
 - If one bulleted list is a complete sentence, all the items should be complete sentences