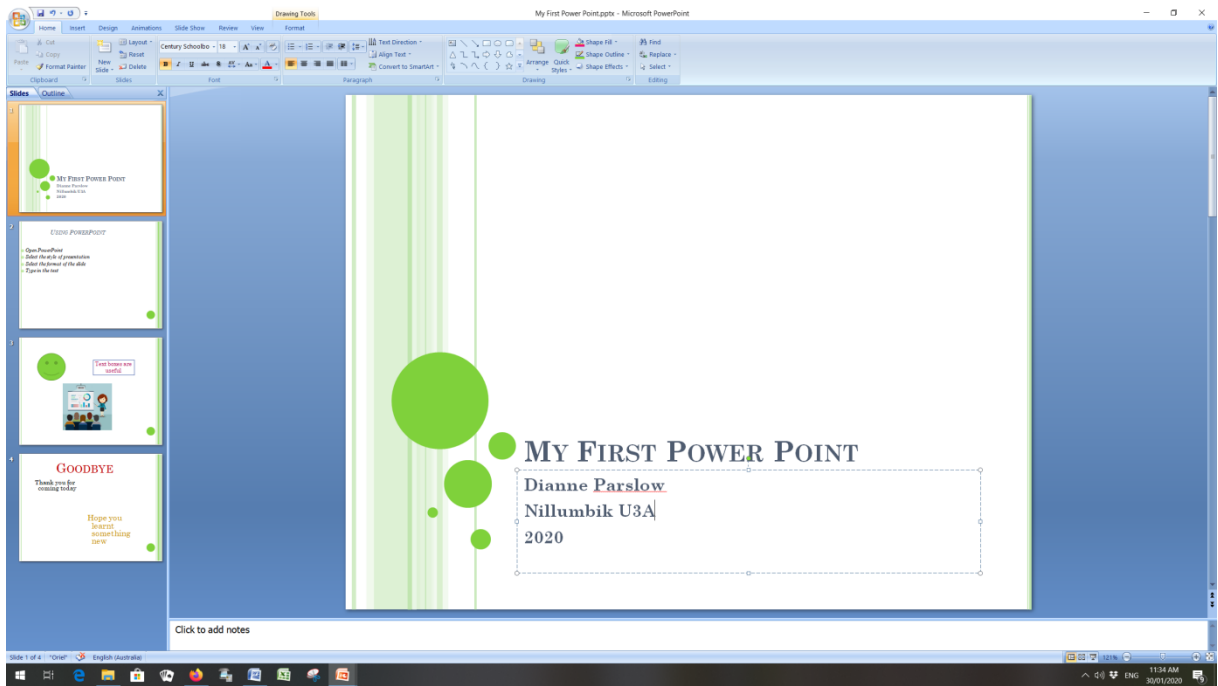


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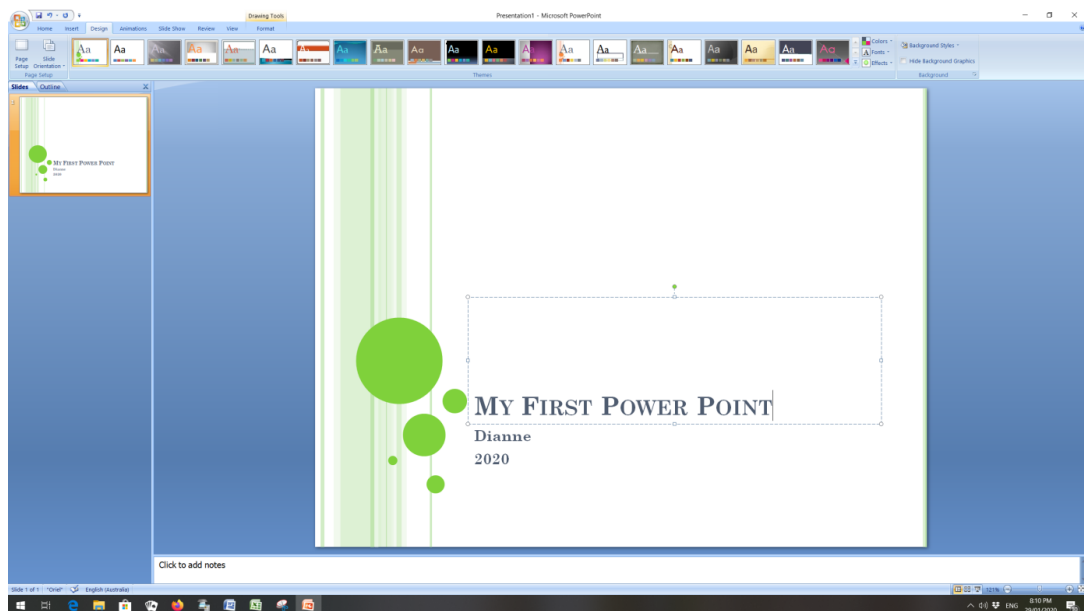
Part I - USING POWER POINT FOR THE FIRST TIME.

1. Click on the **Start button** (bottom left hand corner) and find **Microsoft Office** and then **Microsoft Office Power Point 2007**

Now click on **Design** on the tool bar.

Look at the top tool bar where you can select the style of background and design for your presentation. If you change your mind, you can change it later. Click on the design you have selected and use the icons on the far right to change to colour or font. You can leave it plain if you prefer.

Type in a title and subtitle and your screen should look something like this:



Using Microsoft PowerPoint 2007

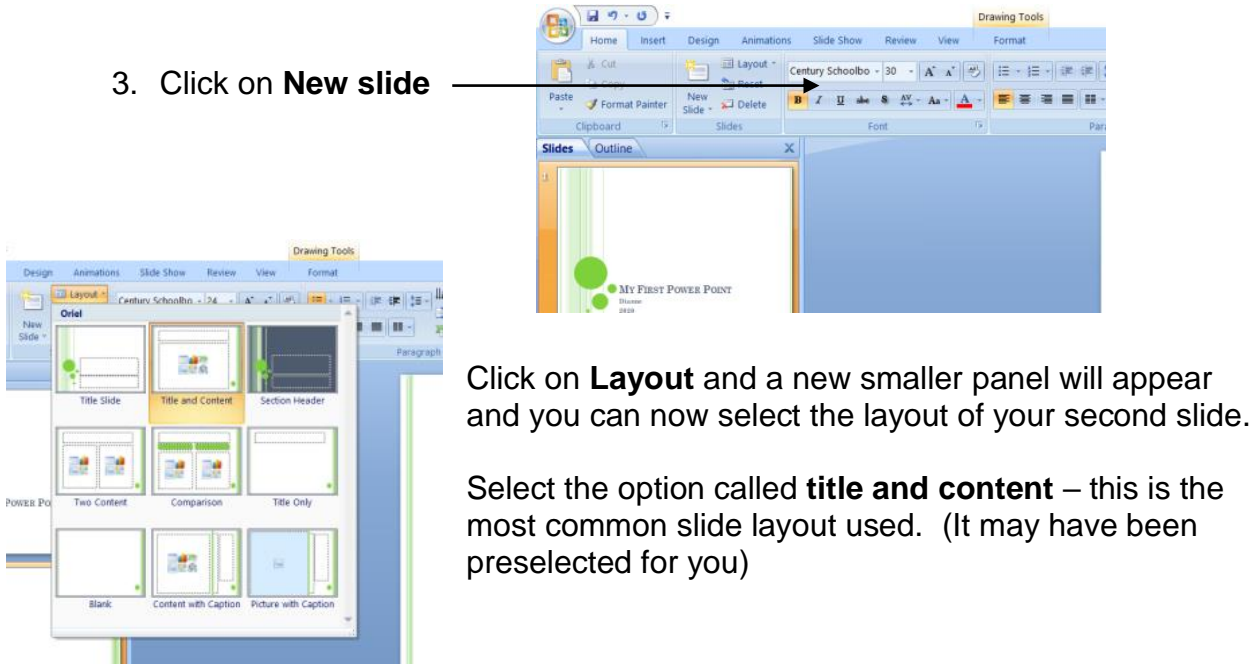
2. Click on **Home** on the tool bar (far left).

You can see that the tool bars look very similar to Word but the screen has two parts. On the left you will see a summary of what you put on your slides; on the right is each slide, where you can click and add your text.

See that the words appear in the summary on the left as well as on the slide on the right.

Now save your work, the same as you would for a Word document.

3. Click on **New slide**



Click on **Layout** and a new smaller panel will appear and you can now select the layout of your second slide.

Select the option called **title and content** – this is the most common slide layout used. (It may have been preselected for you)

Type and title in the top space and a few points into the lower space on the new slide

The dot points will appear automatically when you add the text.

The size of text will vary automatically as you add more lines; the font, size etc can be changed the same as in Word.

Try making some changes to the style of your text.

Save your work again.

4. Now insert another slide: click on **New Slide**. This time select a **blank slide**. Now go to **insert** - put in a shapes, text box and maybe a picture, exactly the same as if you were using Word.

Save your work again.

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5. Go back to **Home** and select another new slide: **New Slide**, use the **two content** layout. Type **Goodbye** in the heading and some other text in each of the boxes. Try removing the bullet points, putting in numbers and move some of the text further down the screen.

Save your work again.

You have now finished your first PowerPoint presentation. To see what it looks like, click on the first slide in the left hand side of your page.

6. You can now see what your presentation looks like on the whole screen. Select **Slide Show** and **From the beginning**. Use the arrow keys to move through the pages and then hit Esc (top left hand on your keyboard) to go back to modify your slides.

Part II - MODIFYING YOUR PRESENTATION.

To open a presentation that you have already created; Open power point and click on **File / Open** (same as Word) and then select the required file.

a) TO MODIFY THE TEXT:

Click on the text that you want to change and make the required changes, just as you would do in Word. You can change the words, the colour or the size. Your summary panel on the left will change automatically.

b) TO ADD A NEW SLIDE:

Click on the summary on the left hand side of the screen wherever you want to add your new slide (this could be at the end or in the middle) and select **New slide**. The slide will appear after the selected slide. Select a different layout if required.

c) TO CHANGE THE LAYOUT OF A SLIDE:

Select the slide that you want to change, click on **Layout** and select the required design from the panel.

d) TO CHANGE THE SLIDE DESIGN:

Select **Design**, select the required design. This will change the design on every slide in your presentation.

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e) TO CHANGE THE COLOUR SCHEME:

Select **Design** and the **colour** on the right hand side. Choose from the selection provided.

f) TO INTRODUCE EFFECTS:

Select **Animation**. As you click on the schemes you will see what they look like. You can select a different scheme for each slide (although this is not recommended) or you can have the same scheme for all slides or just use animation on selected slides.

Part III - IMPORTANT POINTS TO KEEP IN MIND

- **Font style and size**
 - ✓ 20point font or bigger
 - ✓ Use simple clean sans serif fonts
- **Colours**
 - ✓ Good contrast with back ground
 - ✓ Limited colour palate
- **Content**
 - ✓ Only include main points, not full sentences
 - ✓ People should be listening to you, not reading the overhead
- **Special effects**
 - ✓ Limit the amount and style of effects as it is distracting
 - ✓ The content is more important
 - ✓ Effects can be useful, but DON'T overdo them!

Have fun, but please keep it simple. Don't overdo the effects

