

CHAPTER

1

PowerPoint Basics



Discover PowerPoint basics such as starting a presentation and navigating PowerPoint's new interface. In this chapter, you learn about the various elements of the PowerPoint screen, and how to get help when you need it.

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An Introduction to PowerPoint

The PowerPoint program provides various views and tools you can use to build a presentation that includes both words and graphics. PowerPoint enables you to accomplish the following tasks to design and build a presentation.

Build an Outline

You can type the text for your presentation in the Outline tab. An icon represents each slide and its title in the outline. Many slides contain both a topic or slide title at the top outline level and second level text representing slide bullet points. These bullets convey the main points you want to make about each topic.



Choose a Slide Design and Layout

The *slide design* applies preset design elements such as colors, background graphics, and text styles to a slide. The *slide layout* you apply to a slide determines what set of information the slide includes; for example, a Title and Content layout inserts placeholders for a title and a bulleted list or graphic element, whereas a Title Slide layout includes title and subtitle placeholders.



Add Content

You can add content such as text, charts, pictures, and more to the slide itself in the Slide pane of the Normal view. You also can insert text boxes that enable you to add slide text that does not appear in the presentation outline.



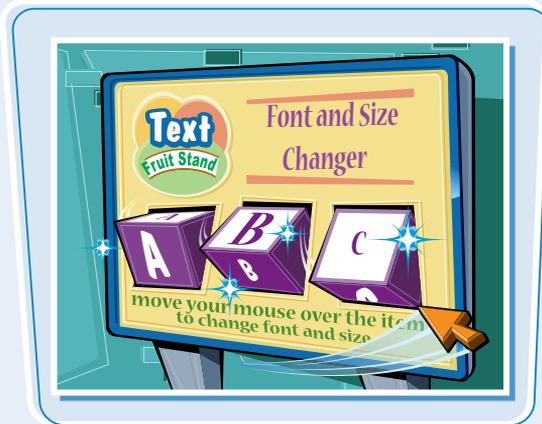
Work with Masters

Masters enable you to add content that you want to appear in a particular location on every (or almost every) slide. This saves you from having to add repetitive content, such as your company logo, to each and every slide. You can change the master to set up the footer in a presentation, for example.



Format Text

After you enter the text for your presentation, you can format that text in various ways. You can change the font, increase the font size, and apply bold or italics to the text. Note that you can modify each individual text selection or apply text styles globally using masters.



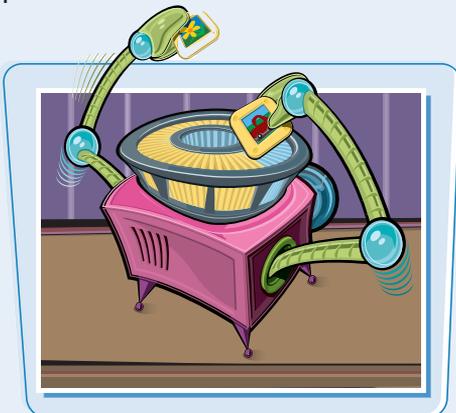
Organize Slides

When you have created several slides, you may need to reorganize them to create the correct sequence for your presentation. You can reorder slides in the Slide Sorter view. This view shows slide thumbnails that you can move, delete, duplicate, or hide.



Set Up Your Show

You can add narrations, animations, and transitions to your slides. Record a *narration* that plays when you give your presentation. *Animations* move an element onscreen, such as a graphic flying onto the screen gradually. A *transition* controls how the content of a new slide appears onscreen; for example, the slide can wipe in from the corner of the screen.



Run a Slide Show

After you add the contents, choose the slide design and layout, and add special effects, you are ready to run your slide show on your computer's screen. A set of tools onscreen helps you control your presentation and even enables you to make notes on your slides as you present them.



Start and Exit PowerPoint

You can start PowerPoint from the Windows Start menu. When you open PowerPoint, a blank presentation appears automatically. The blank presentation is ready for you to add your presentation contents.

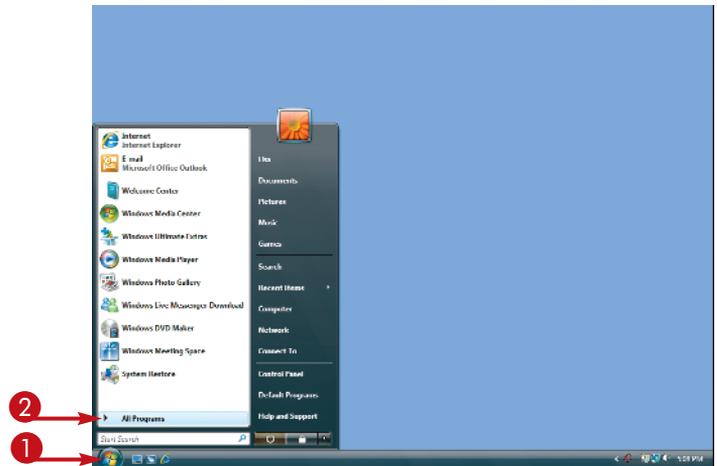


Start and Exit PowerPoint

START POWERPOINT

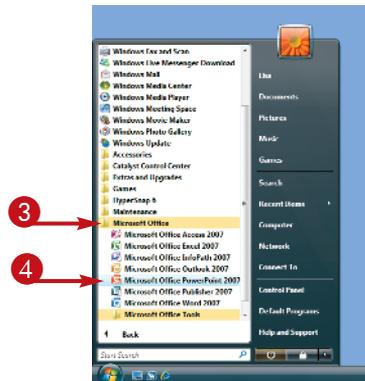
- 1 From the Windows desktop, click **Start**.
- 2 Click **All Programs**.

*Note: If you have recently used PowerPoint, its name may appear on the initial Start menu. In that case, click **Start**, and then click **Microsoft Office PowerPoint 2007**.*

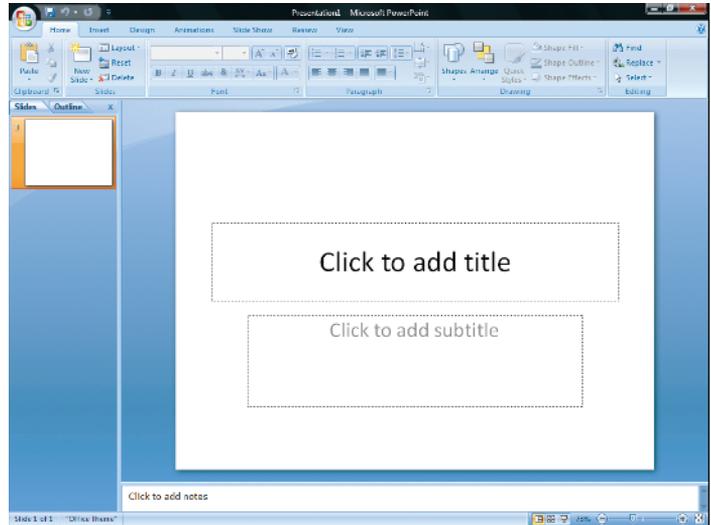


- 3 Click **Microsoft Office**.
- 4 Click **Microsoft Office PowerPoint 2007**.

*Note: If you purchased PowerPoint as a stand-alone product, simply click **All Programs**, and then click **Microsoft Office PowerPoint 2007**.*



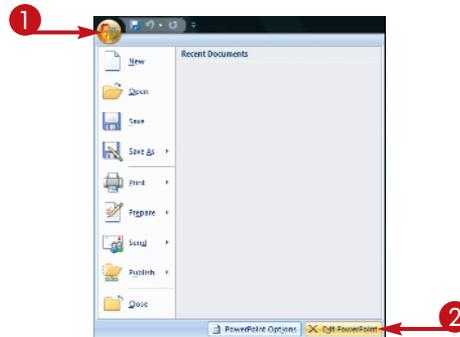
A new PowerPoint presentation appears with a blank slide.



EXIT POWERPOINT

- 1 Click the **Office button** ().
- 2 Click **Exit PowerPoint**.

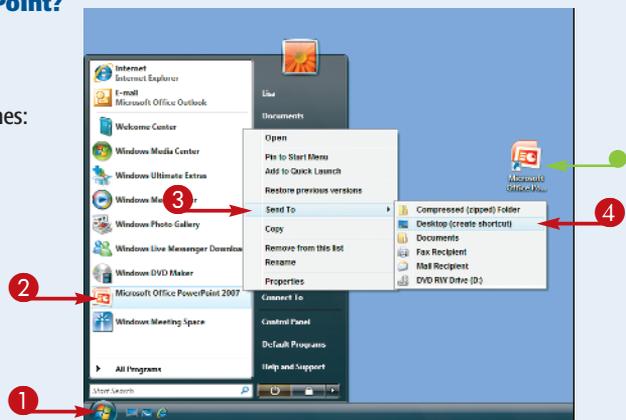
The program closes and the Windows desktop reappears.



Is there a quicker way to open PowerPoint?

You can place a shortcut to PowerPoint on your Windows desktop. Double-click that PowerPoint shortcut icon to open the program. To create a shortcut after you have used PowerPoint a few times:

- 1 Click **Start**.
 - 2 Right-click **Microsoft Office PowerPoint 2007**.
 - 3 Click **Send To**.
 - 4 Click **Desktop (create shortcut)**.
- The Microsoft Office PowerPoint 2007 shortcut icon appears on the desktop.



Understanding the Normal View

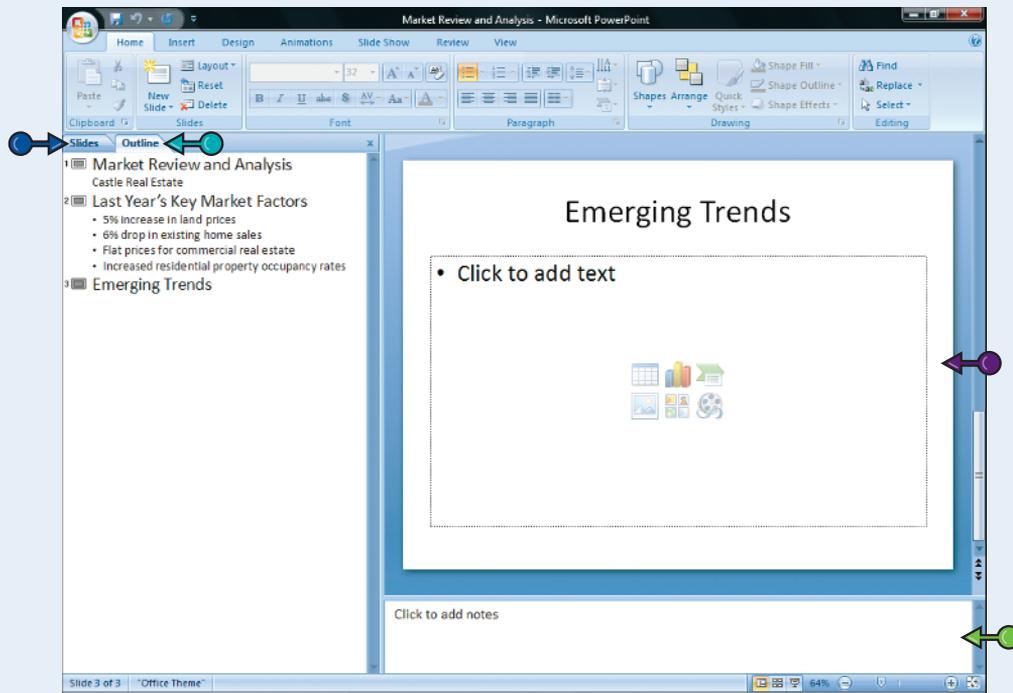
PowerPoint offers several views you can display to work on different aspects of your presentation. You will probably work in Normal view most often to position and format objects on each slide. You also can enter presentation text in the Outline tab or add speaker's notes for each slide.

Slides Tab

Click the Slides tab in the left pane to see a thumbnail of each presentation slide. You can drag slides in the tab to change their order in the presentation.

Slide Pane

This largest center pane in the Normal view shows all the slide contents. Work here to manipulate various slide elements such as graphic objects, text, and animations.



Outline Tab

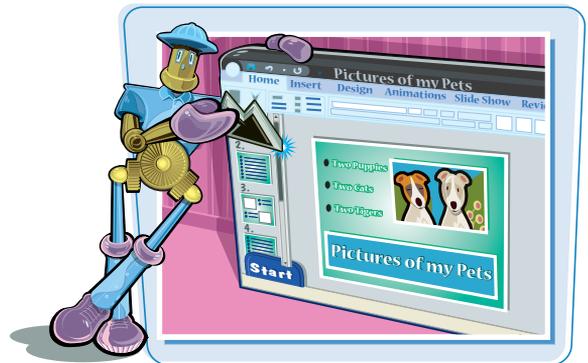
You can use this tab to enter text for your presentation in a familiar outline format. Top-level headings in the outline become slide titles, and entries at the next level become bulleted lists.

Notes Pane

The Notes pane appears below the Slide pane. You can enter speaker notes associated with the current slide into this pane.

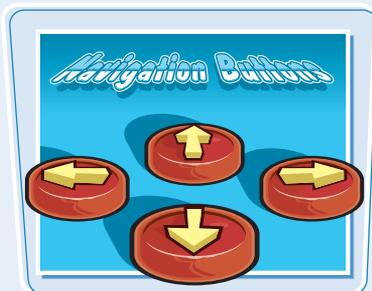
In addition to Normal view, you can use Slide Sorter view to organize slides, Notes Page view to create detailed speaker notes, and Slide Show view to display your presentation onscreen.

PowerPoint offers two different ways to change views to get a different perspective of your presentation: the View tab on the Ribbon or three always-available buttons at the right end of the status bar at the bottom of the application window.



Navigation Buttons

Change views by clicking one of these status bar buttons: Normal view (🏠), Slide Sorter view (📄), and Slide Show view (🎬). You also can click icons on the View tab of the Ribbon to switch views, including Notes Pages view.



Slide Sorter View

Click the Slide Sorter View icon (📄) to use the best view for reorganizing your slides or quickly deleting or duplicating slides. If you double-click a slide in this view, PowerPoint changes to Normal view with that slide displayed in the Slide pane.



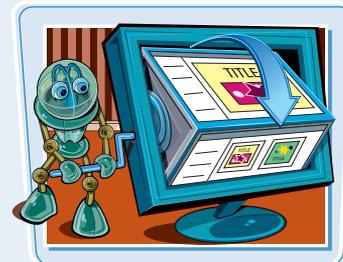
Slide Show View

Slide Show view runs your slide show onscreen. Slides appear one at a time at full screen size. The slide show includes a panel of tools for navigating the show, drawing annotations on the slides, or displaying your speaker notes. To display this view, you can click the Slide Show button (🎬). To exit this view, you can press **Esc**.



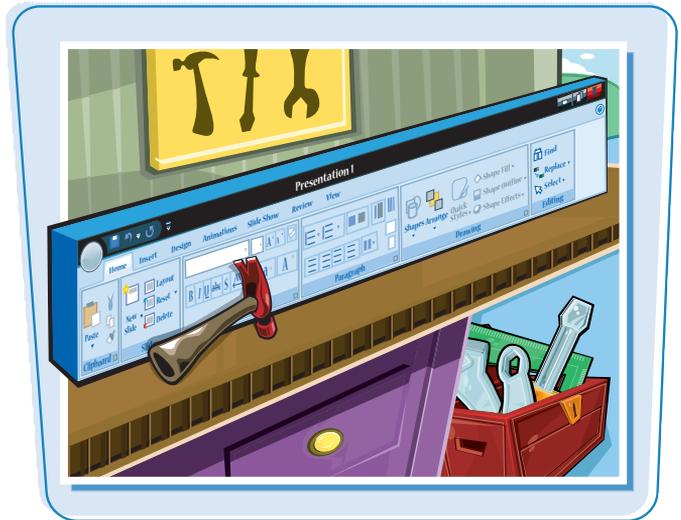
Notes Page View

This view enables you to display each slide and the speaker notes you have entered as a full page onscreen – just as the page would look when printed. You can click the Notes Pages button on the Ribbon to work with this view. See the section “Work with Ribbon Groups, Commands, and Galleries” for more information on using the Ribbon.



Work with Ribbon Groups, Commands, and Galleries

Rather than the traditional menu/command/toolbar system, PowerPoint now features the Ribbon. The Ribbon gathers related commands on tabs such as the Slide Show tab. On each tab, similar commands appear in groups, with the name of each group appearing along the bottom of the tab. Commands that you can execute immediately appear as buttons or check boxes on the ribbon. You can access other commands from a gallery or dialog box.



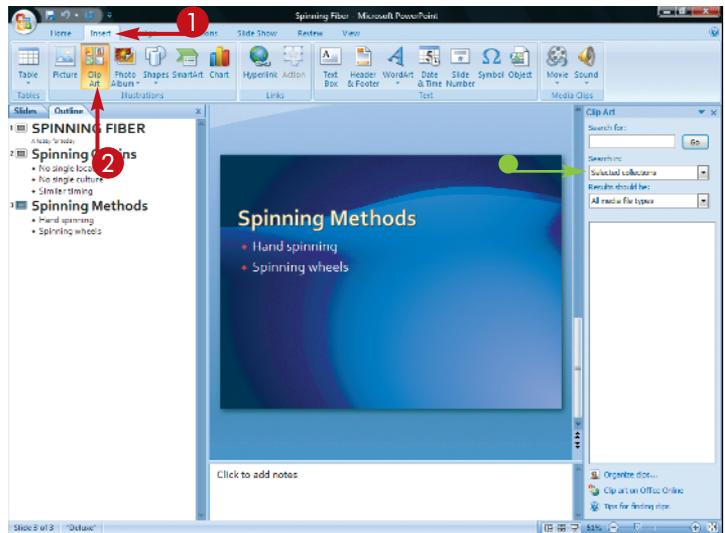
Work with Ribbon Groups, Commands, and Galleries

- 1 Click the desired tab on the Ribbon.

Note: Sometimes additional contextual tabs appear on the Ribbon to offer more specific commands.

The commands for the tab appear on the Ribbon.

- 2 Click the button or check box for any command that you can select immediately.
- If a task pane appears at the right, use it to finish executing the command, such as selecting clip art to insert.



- 3 Click the button for a gallery.

Note: Any button with a down arrow on it (either alone or at the bottom of a scroll bar) displays a gallery when you click the button.

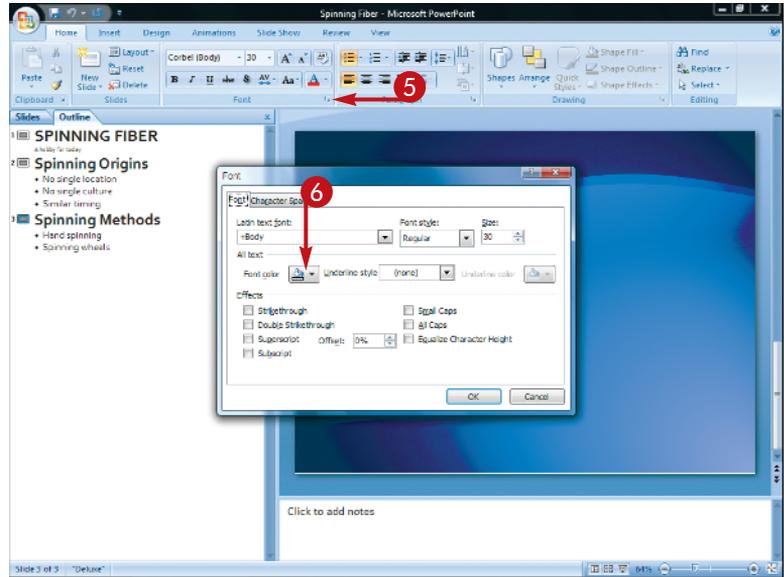
- 4 Click the desired choice in the gallery that appears.



5 Click the **Dialog Box Launcher** (☰) at the right end of the bar with the group name.

Note: Any group name bar with a Dialog Box Launcher (☰) on it displays a dialog box when you click the arrow.

6 Click choices as needed in the dialog box that appears to finish executing the command.



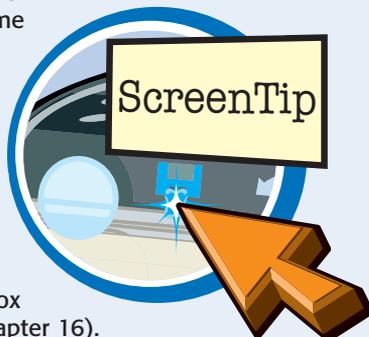
• For some Ribbon commands, you need to make a selection on the slide before choosing the command (and any subsequent gallery or dialog box choices).



TIPS

How do I learn what a particular Ribbon button does?

Move the mouse pointer over the button, and by default a ScreenTip describing the button appears. By default, you see an enhanced ScreenTip that lists the button name, any available shortcut key, and a short description of the button in some cases. Note that the enhanced ScreenTip feature as well as displaying ScreenTips altogether can be turned off in the PowerPoint Options dialog box (described in Chapter 16).



What happens if I click on the portion of a Ribbon button that is above or to the left of the part that has a down arrow on it?

In such a case, PowerPoint applies that Ribbon command using the settings you last selected for it. You choose particular settings for a Ribbon button by clicking the portion of the button *with* the down arrow. You can then choose settings from the gallery.



Hide and Redisplay Ribbon Commands

Unlike the menu bar in earlier PowerPoint versions, the Ribbon is fairly wide at the top of the screen. You do not need to see the Ribbon commands at all times, so you may want to hide the Ribbon commands when you are not using them. This enables you to see more of the slide that you are working with.



Hide and Redisplay Ribbon Commands

- 1 Double-click a Ribbon tab.

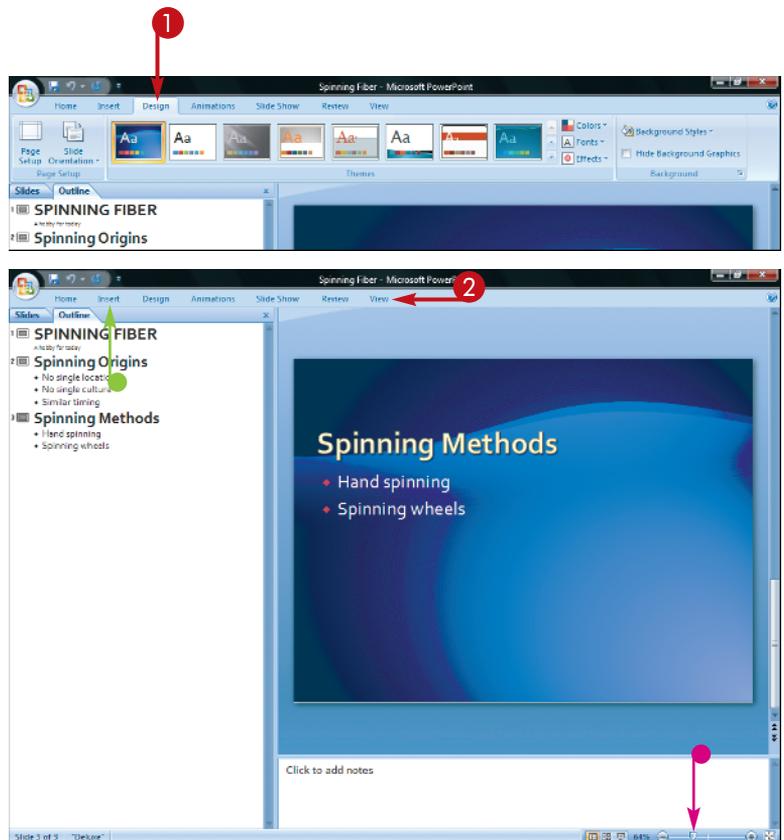
You also can press **Ctrl + F1** to hide the Ribbon.

- The Ribbon commands disappear from the top of the screen, but the tabs remain visible.

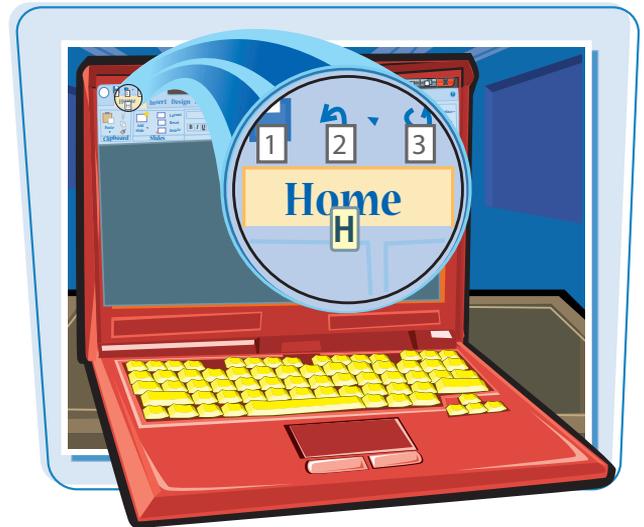
- 2 Click a Ribbon tab.

The Ribbon commands reappear. You can then click the button for the command you want.

- You can drag the Zoom slider or click one of the zoom controls to its right to change the zoom for the current slide.



Some users are more comfortable using a keyboard than a mouse. This may be especially true for you if you work on a notebook computer with a finicky touchpad. If you prefer, you can use KeyTips, or keyboard shortcuts, to select commands on the Ribbon.



Find and Use KeyTips

1 Press **Alt**.

- The KeyTips (shortcut keys) for the Ribbon tabs and Quick Access toolbar appear in boxes beside the tabs and toolbar choices.

2 Press the shortcut key for the tab you want to select on the keyboard.

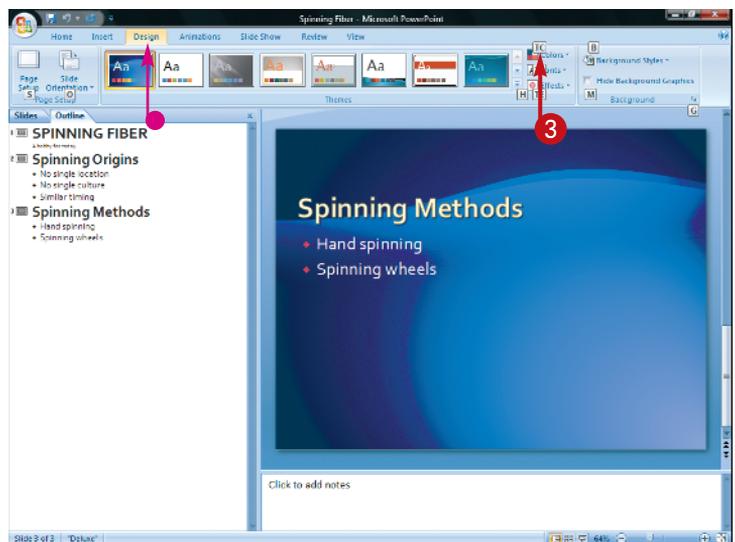
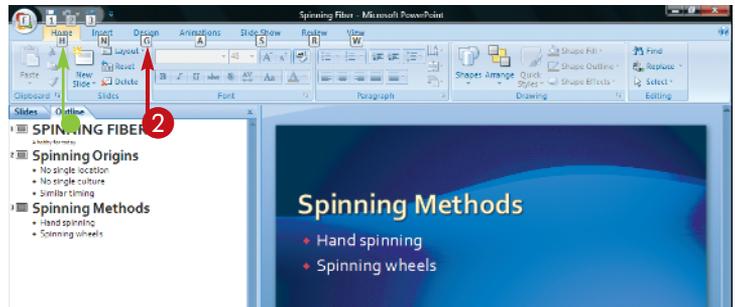
In this example, **G** was pressed to display the Design tab.

- The tab appears with its available shortcut keys identified in boxes.

Note: To hide the tab shortcut keys, press **Esc**. To hide all shortcut keys, press **Esc** twice.

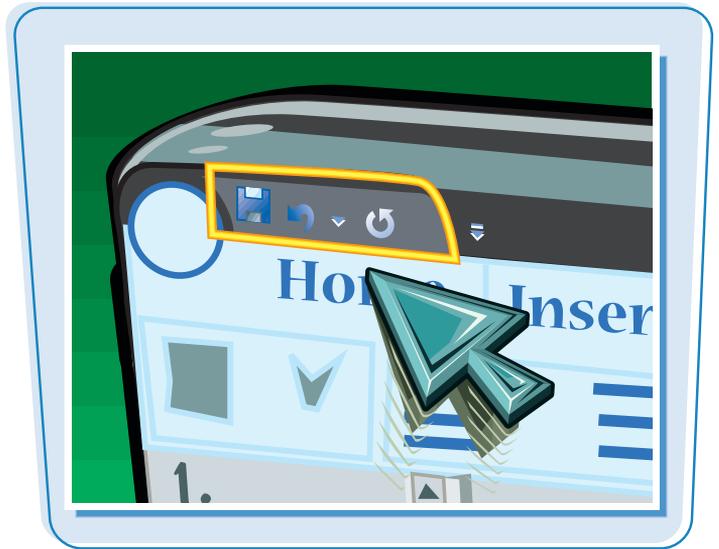
3 Press the shortcut key for the command you want to select.

In this example, **T C** was pressed to display the Colors button. The command executes or a dialog box appears so you can finish choosing command options.



Using the Quick Access Toolbar

The Quick Access toolbar appears beside the Microsoft Office Button at the top of the PowerPoint Screen. You can click buttons on the Quick Access Toolbar to execute the most common commands more quickly.



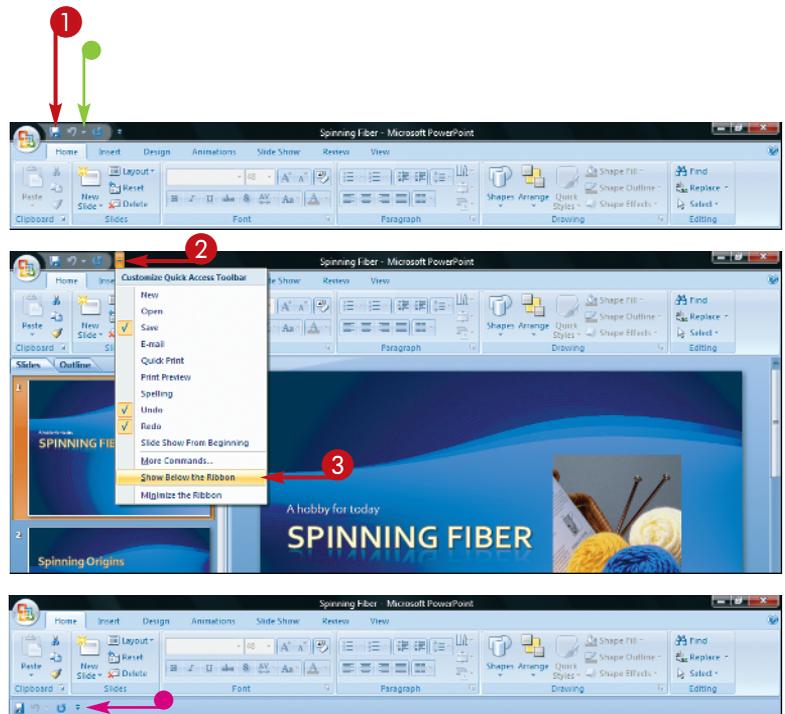
Using the Quick Access Toolbar

- 1 Click the desired button on the Quick Access Toolbar.

Note: Use any dialog box or menu of choices that appears to finish executing the command, or click **Cancel** to close the dialog box. Later sections explain how to use various dialog boxes.

- If you click the down arrow button beside the Undo button, a menu of actions to undo appears.
- 2 Click the Customize Quick Access toolbar.
 - 3 Click **Show Below the Ribbon**.
Clicking **More Commands** enables you to add more command buttons.
- The Quick Access Toolbar moves below the Ribbon.

Note: To move the toolbar back to the top of the screen, repeat steps 1 to 2, and then click **Show Above the Ribbon**.



The Notes pane is where you enter speaker notes. This area appears just under the Slide pane in Normal view. You can resize the Notes pane to make it easier to enter information into it.

You can print just the notes pages from your presentation. See Chapter 12 for more about how to print.

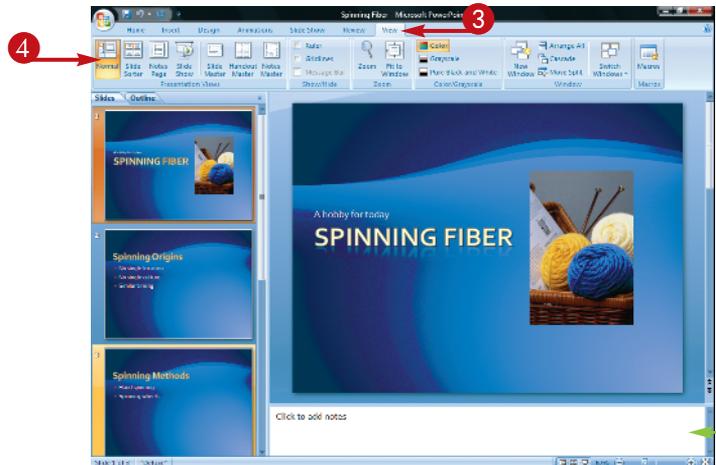


Resize the Notes Pane

- 1 Move the mouse pointer over the pane divider until the split pointer (\pm) appears.
- 2 Drag downward until the pane disappears.
If you drag upward, the pane enlarges.

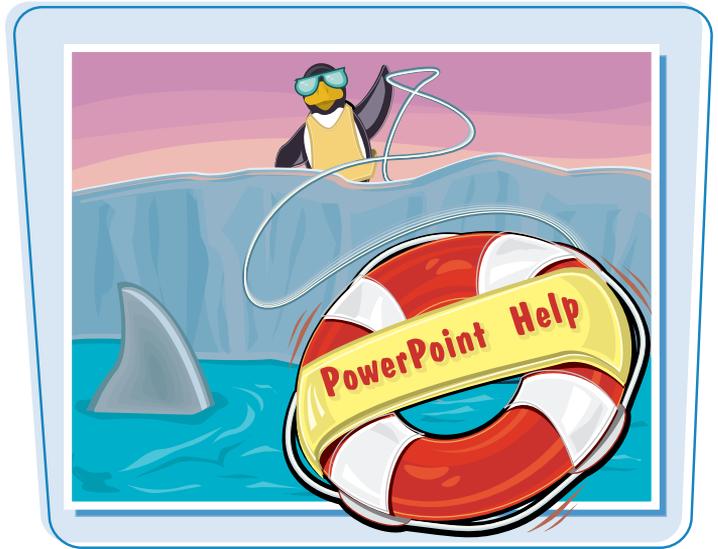


- 3 Click the **View** tab.
 - 4 Click **Normal**.
- The Notes pane reappears.



Using Help

Microsoft Office PowerPoint Help brings you help from Microsoft Office Online or installed Help files if you have no Internet connection. You can find answers by browsing a table of contents or by searching.



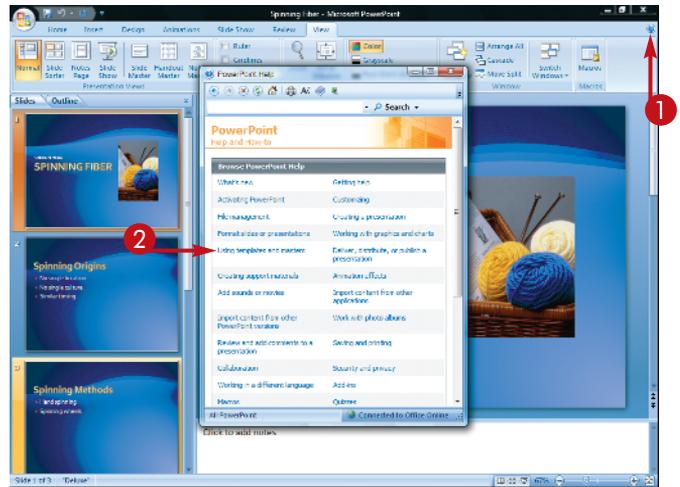
Using Help

- 1 Click the **Help** button .

The PowerPoint Help window opens.

- 2 Click a main topic.

Note: In some instances, after you click the main topic, a list of subcategories appears. Click the desired subcategory, and continue to Step 3.



A window with a list of detail topics appears.

- 3 Click a detail topic.



The detail topic help appears.

- You can drag the scroll bar downward as needed to read more of the information.

4 Click **Back** (←).

- The previous Help information reappears.

Note: After you click ←, the Forward button (→) becomes active. Click these buttons to browse in Help.

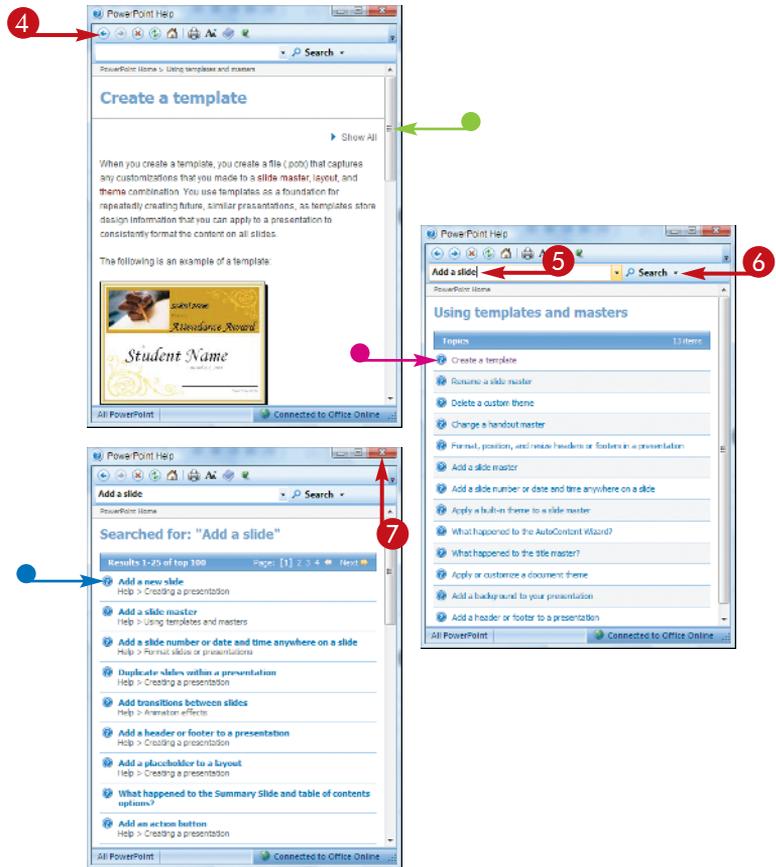
5 Type a word or phrase.

6 Click **Search**.

- The search results appear.

You can display a topic and browse as described in steps 3 and 4.

7 Click **Close** (✕) to close the Help window and finish using Help.



TIPS

Can I leave the Table of Contents visible in the PowerPoint Help window?

Yes. Click the **Show Table of Contents** button (☰) in the Help window toolbar to display a Table of Contents pane at the left side of the window. Click a main topic (with a book icon) to list its detail topics (represented by question mark icons), and then click a detail topic to view the help.



Is there a shortcut for displaying the Help task pane?

Yes. Simply press **F1** and the PowerPoint Help window opens.

