





## PowerPoint Basics

### Different Work Views

The MS PowerPoint 2007 work views can be found on the *View* tab on the *Ribbon* or as buttons in the lower right corner of the PowerPoint screen.

<p><b>Normal View</b></p> 	<ul style="list-style-type: none"> <li>• Normal View is divided into three window panes</li> <li>• Upper right pane contains the slide</li> <li>• Lower right contains the Speaker Notes</li> <li>• Left pane has two tabs: Outline and Slides</li> </ul>
<p><b>Outline &amp; Slides Tab</b></p> 	<ul style="list-style-type: none"> <li>• Outline Tab provides a quick way to create new slides and edit existing slide text placed in Layout Placeholders</li> <li>• Slides Tab displays thumbnail versions of the slide in vertical order (similar to Slide Sorter View)</li> </ul>
<p><b>Slide Sorter View</b></p> 	<ul style="list-style-type: none"> <li>• Thumbnails of all the slides in a presentation are visible in order from left to right and top to bottom</li> <li>• Change slide order by clicking and dragging them or by using Cut and Paste</li> </ul>
<p><b>Slide Show</b></p> 	<ul style="list-style-type: none"> <li>• View the actual slide show presentation</li> <li>• Show will begin with slide currently selected</li> </ul>

### Moving Between Slides in Normal View

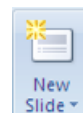
There are several ways to move to another slide, including:

- If the *Slide* tab is selected click on the slide icon of the slide you wish to view
- If the *Outline* tab is selected click in the slide text of the slide you wish to view
- Press the *Page Up* and *Page Down* keys on the keyboard
- OR use the *Vertical Scroll bar*.

### Inserting a New Slide

1. Click on the *New Slide* command button in the *Slides* group of the *Home* tab on the *Ribbon*.

- If you click on the *New Slide* picture, you will get a new *Title and Content* slide automatically.
- If you click on the *New Slide* drop down arrow, you will select your choice of new slide design from the drop down list by clicking on it.

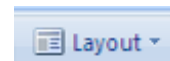


NOTE: Remember that the new slide will be inserted AFTER the slide currently visible in the work area.

### Changing the Layout of an Existing Slide

If you have already inserted a slide and would like to change the layout design of the slide:

1. Make sure the slide you want to change is selected in the current work view.
2. Click on the *Layout* command in the *Slides* group on the *Home* tab on the *Ribbon*.
3. Click on the layout of your choice and it will be applied to the current slide.

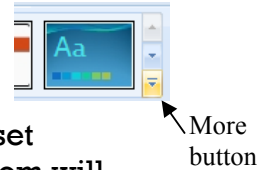


## Working With Backgrounds

- **Selecting a Theme and a Color Scheme**

A theme and a color scheme determine the design and color of the background, the text, and the bullets. A theme can be applied to a single slide or an entire presentation.

1. Click on the *Design* tab on the *Ribbon*.
2. Click on a theme from the *Themes* group. See all the themes by clicking on the *More* button at the bottom right of the *Themes* menu.



3. Click on the *Colors* command in the *Themes* group. A list of preset color schemes will appear. Hovering your mouse pointer over them will allow you to see a preview on your slide. Click on the scheme you would like to select.

- **Selecting a Background Color**

This changes ONLY the background color and can be applied to a single slide or an entire presentation

1. Click on the *Design* tab on the *Ribbon* and click on *Background Styles* in the *Background* group.
2. Click on *Format Background* at the bottom of the menu. With the *Fill* selected on the left hand side of the dialog box, click to select a fill option: *Solid*, *Gradient*, or *Picture*. Then make your selections in the area below.
3. If you do not like your choice, click on the *Reset Background* button to return the slide to its original design.
4. Your choice will apply only to the selected slide(s) unless you click on the *Apply to All* button to apply the design to the entire presentation.
5. Click on the *Close* button to apply the background and return to the slide(s).

## Running a Slide Show

- Click on the *Slide Show* tab on the *Ribbon* and then click on *From Beginning* in the *Start Slide Show* group. You can also click on the *View* tab and click on *Slide Show* or use the *Slide Show* shortcut button in the bottom right corner.
- Single click on the left mouse button to advance to the next slide in the show.
- To go back a slide, click on the right mouse button to open a menu of options and left click on *Previous* or press the *Page Up* key on the keyboard.
- To move to any slide in the show, click on the right mouse button, click on *Go to Slide*, click on the slide number and title.
- Pressing the *Esc* key on the keyboard will end the show at any time.

## Printing a Slide Show

1. Click on the *Office Button* and click on *Print* from the menu.
2. Under the *Print what:* section select:
  - *Slides* – will print one slide per page.
  - *Handouts* – can choose from 2,3,4,6 or 9 slides per page.
  - *Notes Pages* – prints a page for each slide with the speaker's notes below.
  - *Outline View* – prints only the text of the slides in an outline form.

NOTE: If the *Print* button on the *Quick Access Toolbar* is clicked, PowerPoint will automatically print the *Slides* option - 1 slide per page.