

MICROSOFT OFFICE POWER POINT 2007

Ms-PowerPoint is a useful application that helps us to create effective presentation. It is available as part of the MS office. A power point presentation comprises of a series of slides. A slide can contain text, graphics, Clip art, Sound, movies and animation. To use graphics and animation to make our presentation attractive to hold the attention and interest of the audience.

- Extension part of PowerPoint - .pptx

Animating Text & Objects:-

Animation is the process by which multiple pages are displayed rapidly in a sequence such that the image appear to be in motion. It is the addition of special visual/sound effects to the text and graphics on a slide.

Presentation – Presentation is the also a file, where we store our presentation mater.

Slide: Every individual page window of a presentation is slide.

How to open power point?

Start → All programs → Microsoft office → Microsoft office power point 2007

How to open an existing file?

Click at Office button → Click at Open → Select the file you want to open (Select proper folder first) → Click at Open button

How to save the file?

Click at Office button → Click at Save → Type the name of file (Select the proper folder first) → Click at Save

☞ How to make a duplicate copy of a file?

- ⇒ Click at Office button
- ⇒ Click at Save As
- ⇒ Type the name of file (Select the proper folder first)
- ⇒ Click at Save

☞ How to open a blank presentation?

- ⇒ Click at Office button
- ⇒ Click at New
- ⇒ Click at 'Blank Presentation'
- ⇒ Click at Create

☞ How to enter text in PowerPoint slide?

- ⇒ Click at Insert tab
- ⇒ Click at Textbox from Text pane
- ⇒ Draw the textbox
- ⇒ Type the text

How to apply character spacing

- ☞ Select text
- ☞ Click Home tab
- ☞ Click character spacing
- ☞ Select any (Tight, Very Tight, Normal, Loose ...)

How to Change Text Direction

- ☞ Select text
- ☞ Click Text direction
- ☞ Select any text direction

How to Insert Picture in shape

- ☞ Select shape
- ☞ Click shape fill
- ☞ Click Picture
- ☞ Select any Picture
- ☞ Click Insert

How to insert Gradient Fill

Select shape → Click shape fill → Click gradient → Click more gradient → Click gradient fill → Click preset color → Click ok.

How to copy the portion of text?

- ⇒ Select the content to be copied
- ⇒ Press Ctrl+C
- ⇒ Place the cursor to the required textbox
- ⇒ Press Ctrl+V

How to move the portion of text?

- ⇒ Select the content to be moved
- ⇒ Press Ctrl+X
- ⇒ Place the cursor to the required textbox
- ⇒ Press Ctrl+V

How to insert a slide?

- ⇒ Click at Home tab
- ⇒ Click at New Slide dropdown menu from Slides pane
- ⇒ Click at any layout as per requirement

How to insert a duplicate slide?

- ⇒ Click at Home tab
- ⇒ Click at New Slide dropdown menu from Slides pane
- ⇒ Click at Duplicate Selected Slides

How to change the layout of slide:

- ⇒ Click at Home Tab
- ⇒ Click at Layout from Slides pane
- ⇒ Click the layout as per requirement

How to delete slide:

- ⇒ Select the slide(s)
- ⇒ Click at Home tab
- ⇒ Click at Delete from Slides pane

How to format selected text:

- ⇒ Select the text portion
- ⇒ Click at Home tab
- ⇒ Click the specific button from Font pane (Font Name, Font Color, Font Size, Bold, Italic, Underline, Change Case) as per requirement

How to format paragraph:

- ⇒ Select the text portion
- ⇒ Click at Home tab
- ⇒ Click the specific button from Paragraph pane (Line spacing, bullets, numbering, alignment)

How to insert shapes (line, shape, arrow.....):

- ⇒ Click at Home tab
- ⇒ Click at Shape dropdown menu in Drawing pane
- ⇒ Select the shape you want
- ⇒ Draw the shape on the slide



How to give border and shading to the object:

- ⇒ Click at Home tab → Click at Shape Outline in Drawing menu → Change the settings as per your choice (Color/ Dashes/ Weight) → Click at OK → Click at Home tab → Click at Shape Fill tab in Drawing menu → Change the settings as per choice (Color/ Gradient/ Texture) → Click at OK

How to apply shape effect (visual effect):

- ⇒ Click at Home tab → Click at Shape Effect in Drawing menu → Choose the effect as per Choice.

How to insert Word Art:

- ⇒ Click at Insert tab → Click at WordArt in Text pane → Select the design → Type the text

How to insert picture:

- ⇒ Click at Insert tab
- ⇒ Click at Picture from Illustration pane
- ⇒ Select the picture you want to insert
- ⇒ Click at Insert

How to insert clip art:

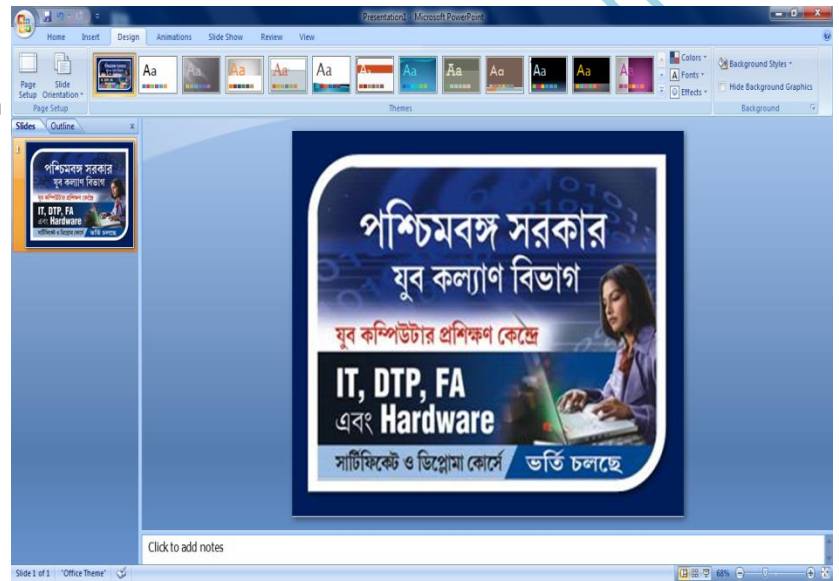
- ⇒ Click at Insert tab
- ⇒ Click at Clip Art from Illustration pane
- ⇒ Type what you want to search against 'Search for'
- ⇒ Click at the object you want

How to insert a symbol:

- ⇒ Click at the textbox where you want to insert symbol
- ⇒ Click at Insert tab
- ⇒ Click at Symbol from Text pane
- ⇒ Search the symbol
- ⇒ Click at Insert button
- ⇒ Click at Close button

How to insert sound:

- ⇒ Click at Insert tab
- ⇒ Click at Sound from Media Clip pane
- ⇒ Click at Sound from Clip Organizer
- ⇒ Select file
- ⇒ Click at Automatically or When Clicked button as per your choice.



How to insert movie:

- ⇒ Click at Insert tab
- ⇒ Click at Movie from Media Clip pane
- ⇒ Click at Movie from Clip Organizer
- ⇒ Select the file
- ⇒ Click at Automatically or When clicked button as per your choice

How to change the slide theme:

- ⇒ Click at Design tab
- ⇒ Select the design from Theme pane as per choice

To change the background of the slide:

- ⇒ Click at Design tab
- ⇒ Click at Background Style from Background pane
- ⇒ Click at Format Background button
- ⇒ Click at Solid Fill/ Gradient Fill
- ⇒ Choose the color as per your choice

How to give animation to slide object:

- ⇒ Select the slide object
- ⇒ Click at Animation tab
- ⇒ Click at Custom Animation in Animations pane
- ⇒ Click at Add Effect
- ⇒ Choose the option from Entrance, Emphasis, Exit and Motion Paths
- ⇒ Choose Direction (Top/ Bottom/ Left/ Right) or Speed (Very Slow, Slow, Medium, Very Fast, Fast) if required
- ⇒ Default value of Start is On Click

To remove animation:

- ⇒ Click at Animation tab
- ⇒ Click at Custom Animation in Animations pane
- ⇒ Select the animation number
- ⇒ Click at Remove button

How to give slide transition:

- ⇒ Click at Animation tab
- ⇒ Select the transition way first from 'Transition to this slide' pane
- ⇒ Click at Transition Sound if you want (To produce sound while slide advances)
- ⇒ Select Transition Speed (Slow/ Medium/ Fast)
- ⇒ Click at 'On Mouse Click' against ' in Advance Slide (If U want slide to advance on mouse click) or give time in seconds against 'Automatically After' (If U want to advance slide automatically after specified time elapses)

Use of Presenter View: (To view the presentation in two monitors simultaneously)

- ⇒ Click at Slide Show tab
- ⇒ Click at Use Presenter View in Monitor pane

To start slide show:

- ⇒ Click at Slide Show
- ⇒ Click at From Beginning/ From Current Slide

How to apply themes:-

- ☞ Click design
- ☞ Click more Themes
- ☞ Right click on theme
- ☞ Apply to selected slide

Hyperlink

- ☞ Select text
- ☞ Click Hyper link
- ☞ Select another file which you link
- ☞ Click ok

How to insert Text Box

- ☞ Click Insert Tab
- ☞ Click textbox
- ☞ Now Draw Text Box

Word Art

- ☞ Click Insert Tab
- ☞ Click Word art
- ☞ Select any format

How to sort Slide

- ☞ Click view
- ☞ Click slide sorter
- ☞ Now sort your slide
- ☞ Now type your text

How to apply Movie

- ☞ Click insert
- ☞ Click Movie
- ☞ Click clip organizer
- ☞ Select any Movie

How to design slide?

- ☞ Type text
- ☞ Now select text
- ☞ Click animation
- ☞ Click custom animation
- ☞ Click add effect
- ☞ Click **entrance, Emphasis, Exit, or Motion Path**
- ☞ Click more effects
- ☞ Select any effect
- ☞ Click ok
- ☞ Select start at **-with previous**

Slide Transition: - The way one slide follows the other on the screen is called transition.

- ☞ Select the slide in which you want to apply transition.
- ☞ Click animation tab
- ☞ Chose appropriate animation option from the transition to the slide group.

How to set up yours slide?

- ☞ Click slide show
- ☞ Click set up slide show
- ☞ Select loop continuously until 'Esc'

How to run slide?

- ☞ F5

How to Stop Slide

"ESC" Key press from keyboard

Normal: You are already familiar with this view. You used this view while creating the slides in the previous exercises. In this view, you can see the Slide pane, notes pane and a left pane having slides / outline tab (refer Figure 1).

Slide Sorter: This view enables you to easily arrange, move, delete, and reorder slides.

Slide Show: This view is used to show the presentation to other people, either directly on your computer / computing device or by connecting it with a projector.