

The logo for Microsoft PowerPoint 2007 features the text "MICROSOFT POWER-POINT 2007" in a bold, green, sans-serif font. The text is arranged in four lines, slanted upwards from left to right. Behind the text are four large, rounded square icons in a 2x2 grid: top-left is orange, top-right is light blue, bottom-left is yellow, and bottom-right is light green. Each icon has a white square in the center, creating a window-like effect.

# MICROSOFT POWER- POINT 2007

-Or-

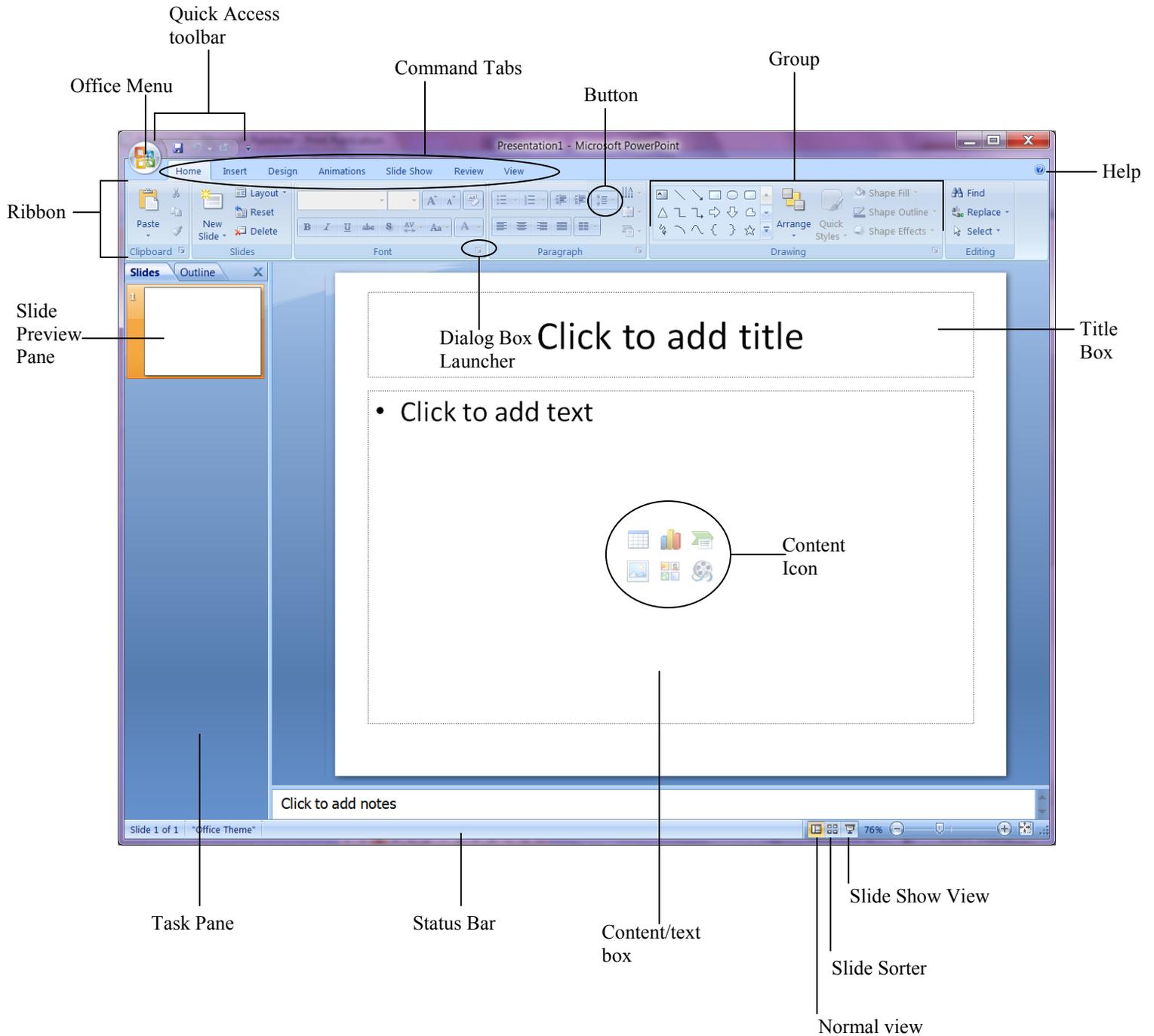
*"It's like word,  
but with cooler pictures!"*

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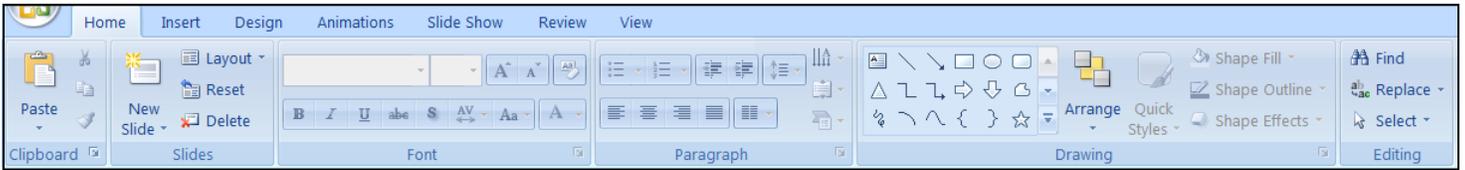
# PowerPoint 2007

*What am I looking at?*

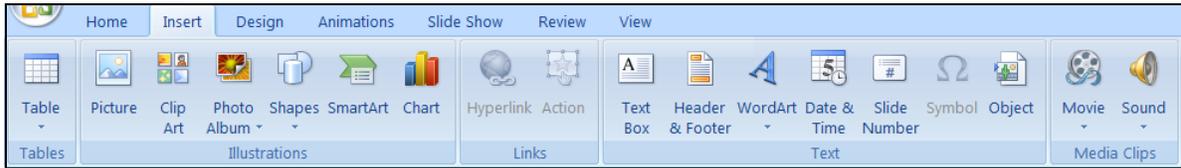


# Tabs at a Glance

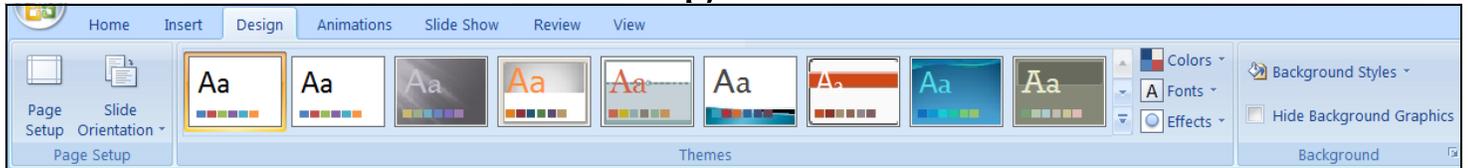
## Home Tab



## Insert Tab



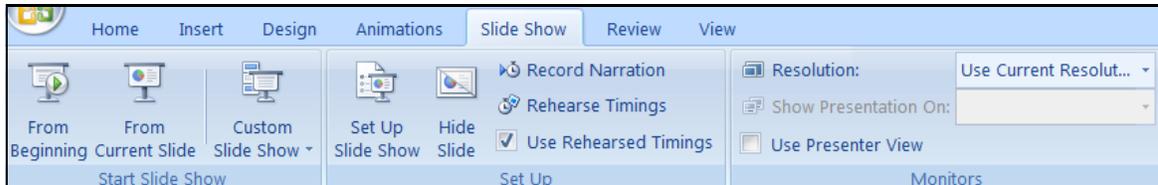
## Design Tab



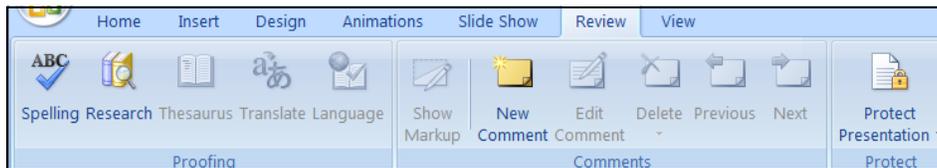
## Animations Tab



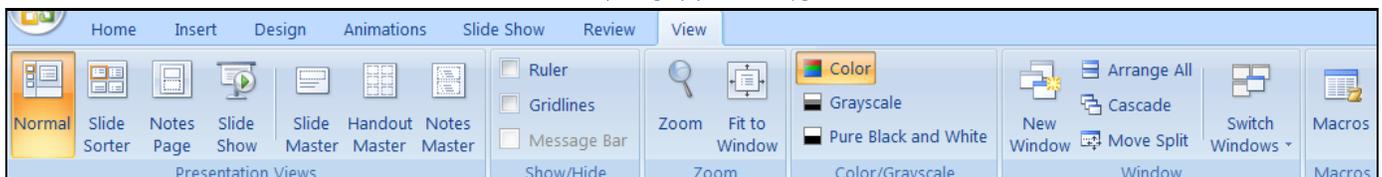
## Slide Show Tab



## Review Tab



## View Tab



## *Tabs at a Glance*

- The **Home** tab is where you start and has the most common functions, such as adding and deleting slides, cut, copy and paste, and formatting text and lists.
- The **Insert** tab is where you go to add content to a slide. Content includes tables, pictures, charts, SmartArt, text boxes, WordArt, video clips, and audio.
- The **Design** tab is where you go to set the overall look of your presentation with themes and page set-up.
- The **Animations** tab is where you go to add animation to any object as well as add transition effects to the slides.
- The **Slide Show** tab is where you go when you want to tweak and test how your presentation will run. You can customize your show by setting the timing of the slides, recording narration, and specifying what slides get used in a show.
- The **Review** tab is where you can run spell check, add or delete comments, and protect your presentation file.
- The **View** tab is where you go when you want to switch between the different views: Normal, Slide Sorter and Slide Show. You can also access the Slide Master from this tab, as well turn the ruler and gridlines on and off.

### **LINKS vs. EMBEDDED**

*The Catch 22 of adding objects*

**Links** are directions to objects located outside of the PowerPoint file and use programs other than PowerPoint to open.

**Embedded** objects become part of the PowerPoint file.

If you move a linked object to another location, the link is broken and the object will no longer be in the PowerPoint.

PowerPoints with many embedded objects become very large and freeze or skip.

So, what should I do?

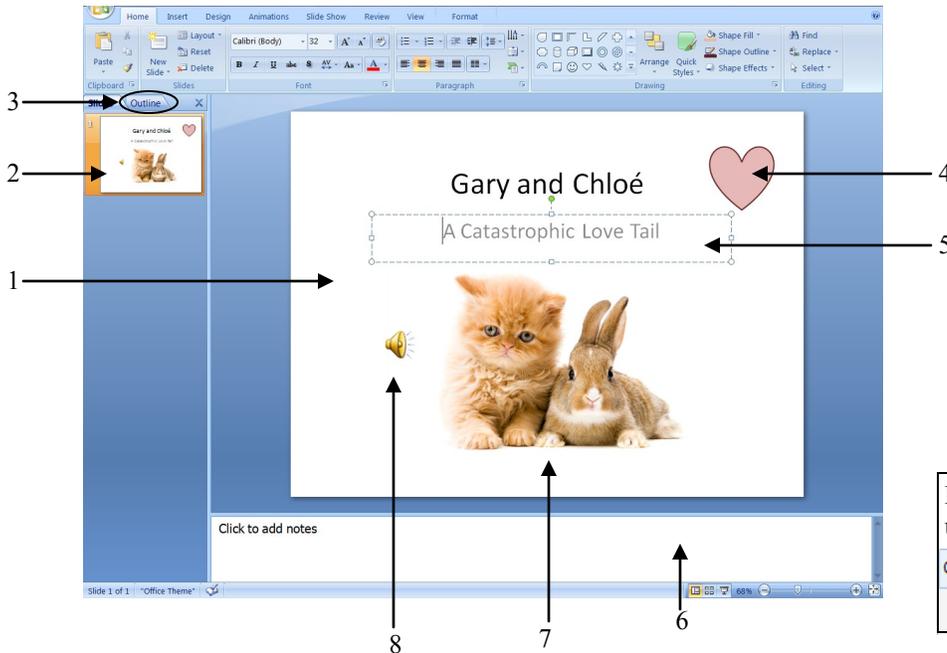
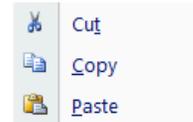
**Package all PowerPoints with links.**

**Resize large objects (such as pictures) before embedding them.**

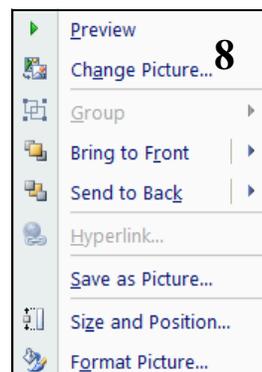
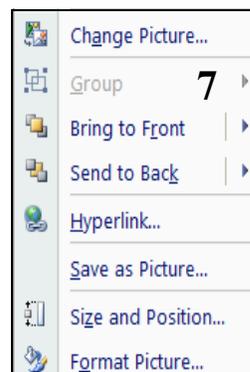
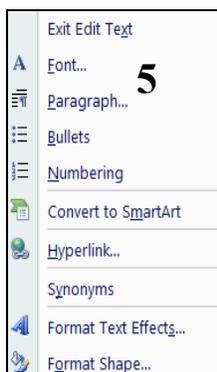
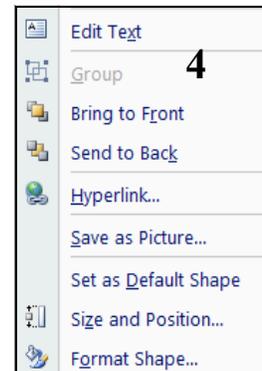
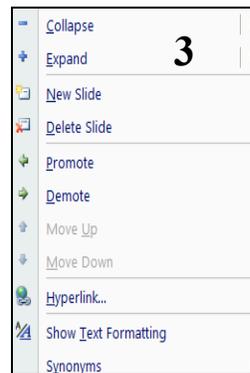
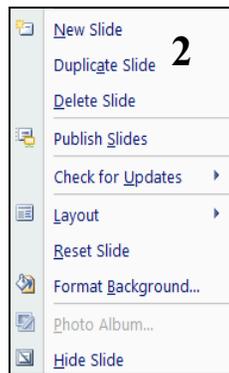
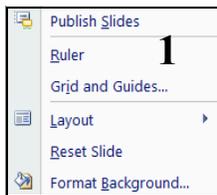
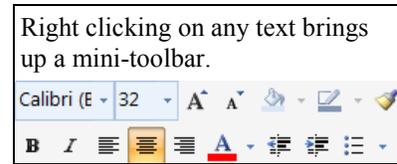
# The Art of Right Clicking

One of the easiest ways to navigate through PowerPoint is through right clicking with the mouse. Right clicking in different areas of the screen reduces or eliminates the need to click on different command tabs.

All right clicking menus include Cut, Copy, and Paste at the top.



1. Blank area of Slide
2. Slide in Preview Pane
3. Slide in Outline Pane
4. Shape
5. Title/Text box
6. Notes
7. Picture/Clip art
8. Media Clip



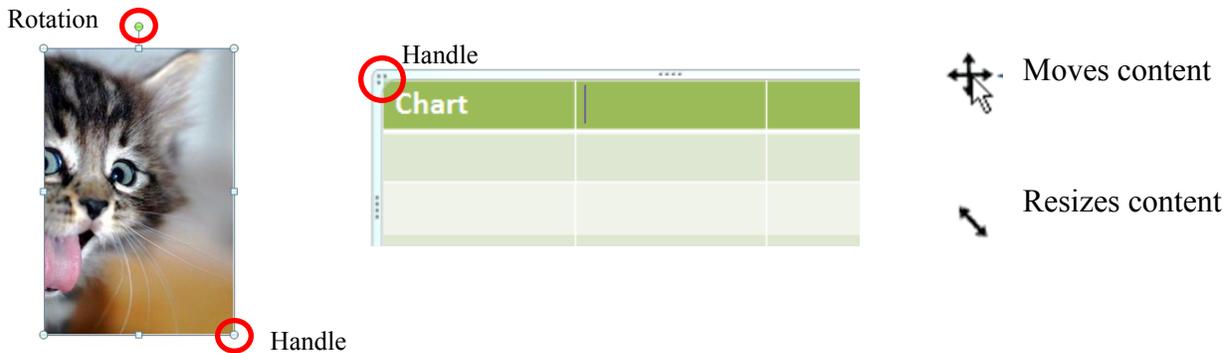
# Formatting Content

PowerPoint Content includes text boxes, pictures, videos, audio, SmartArt, WordArt, clip art, charts, and tables.

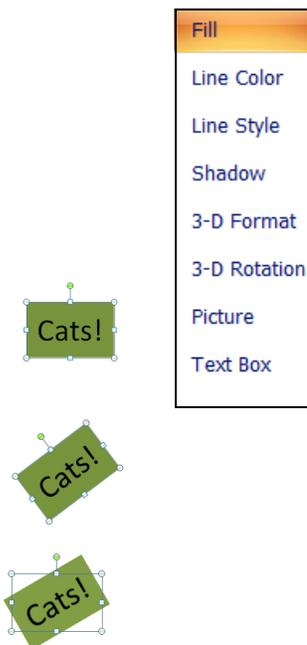
## Resizing/Moving

All content can be resized by clicking and dragging on a handle. To keep items proportionate, drag from a handle in the corner.

Text boxes, pictures, shapes, WordArt, and clip art can be rotated by clicking and dragging the green rotation button.



Changing the background color, adding lines, shadows, or adding 3-D aspects like depth is done through formatting. Some formatting options do not change, no matter what the content. Specialized formatting is best done through the **Format** command tab, but right clicking is faster for general formatting changes.



Fill -- Changes the background of the slide or the area behind the content. The background can be filled with colors, textures, or pictures.

Line Color -- Adds or erases a line (border) around content.

Line Style -- Changes the lines, such as making it thicker or dotted.

Shadow -- Adds or erases shadows around content.

3-D Format -- Change the depth, contouring, and even the lighting of content.

3-D Rotation -- Changes the rotation, including flipping and adding perspective (rotating on the Z-axis).

Picture -- Adjusts the brightness and contrast of a picture, video, or clip art.

Text Box -- Changes the alignment (horizontal or vertical) of text or makes columns.

# Starting a New PowerPoint

By default, new PowerPoints begin with one title slide, using the Office theme.

## Adding Slides

**Home Tab → Slides Group → New Slide Button**

or

Right click in the Slide Preview task pane and select *New Slide*

or

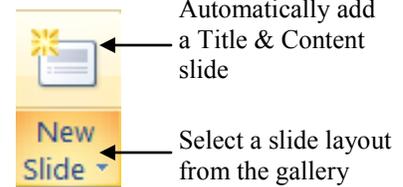
Use the keyboard shortcut CTRL+M



### New Slide Button

The New Slide button has two parts.

Clicking the upper half (showing the slide icon) will add a Title & Content slide if the only other slide is a Title slide, or it will add a slide using the previous slide layout (i.e. adding another Blank slide if the previous slide is Blank).



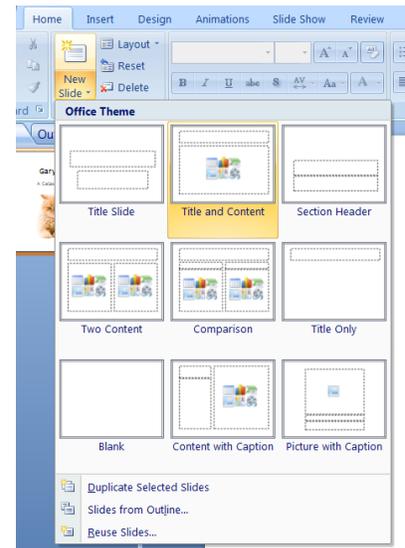
Clicking the lower half (New Slide with a down arrow) will display the Gallery so you can choose which layout to use.

## Changing the Layout

**Home Tab → Slides Group → Layout Button** to view a drop down gallery of layouts

or

Right click on a blank area of the slide or on the slide located in the Slide Preview task pane and select *Layout*



## Deleting a Slide

**Home Tab → Slides Group → Delete Button**

or

Left click on the slide in the Slide Preview task pane and hit the delete key on your keyboard

Some buttons have two parts and will have a line between the icon on the top and the text with an arrow on the bottom. Clicking the icon will automatically do a predetermined action while clicking on the text allows you to choose an action.

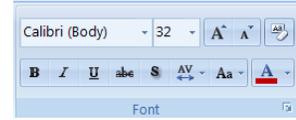


Duplicating slides is a good idea before turning text into Smart Art or making complex bulleted lists.

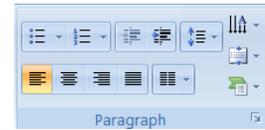
Reset will remove all formatting changes (like different fonts) but will not delete any content.

# Text

Under the **Home** command tab, the **Font** group has many of the same buttons as Word, such as changing the size or making font bold or italic.



The **Paragraph** group has familiar buttons, like alignment (left & right and up & down) and line spacing, as well as the bullet/list and indentation buttons.



## Shoot Me Now: Working with bullet points



PowerPoint automatically bullets every thing you type into a Content box (but not text boxes, like the Title box). Another bullet is inserted every time the Enter key is pressed.

- Increased indentation
- Meow
    - Meow
      - Meow
        - Meow
          - Meow
- Decrease indentation
- Meow
    - Meow
      - Meow

Use the Tab key to indent bullet points, and Shift+Tab to decrease indentation. The **Increase** and **Decrease List Level** buttons will also change indentation.



Bullet shape, size, and color can be customized by clicking on the **Bullet** button down arrow or by right clicking in the Content box and letting the mouse cursor hover over *Bullets*.

How to remove bullets:

- Backspace before typing in a Content box
- **Home** Tab → **Paragraph** Group → **Bullet** Button
- Right click on the Content box and select *None* under the Bullets listing

## Tips for using bullet points effectively

- Maintain consistency
  - Punctuation/Capitalization
  - Parallelism
    - Noun vs. Verb
    - Past vs. Present
  - Symmetry
- Use color and size carefully
- Check layout and structure
  - Indentation
  - Line spacing
- Avoid “death by text”
  - Font size
  - Number of bullets
  - Number of lines per bullet

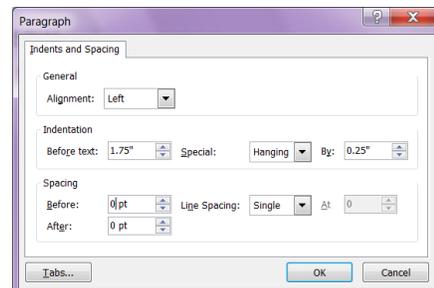
- Buying cat food?
- Call orthodontist
- clean bathroom box
- Should I plant carrots? Beets? Cabbage.



- Buy cat food
- Call orthodontist
- Clean bathroom box
- Plant carrots



PowerPoint, like Word, uses the Enter key to define paragraphs. Each bullet starts a new paragraph, even if the preceding paragraph was only one word or short sentence. If a bullet list looks double spaced even though the line spacing is set to single, use the Dialog Box Launcher on the **Paragraph** group to set the before and after paragraph spacing to 0.



# Tables & Charts

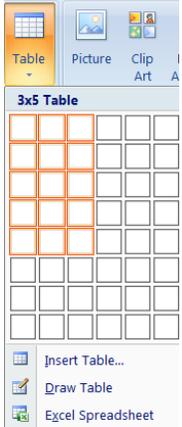
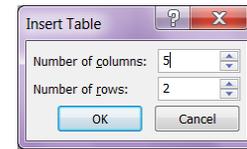


## Making a Table

**Insert** Command Tab → **Tables** Group → **Table** Button

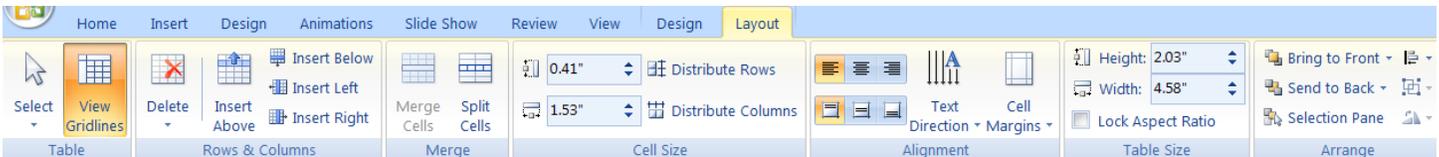
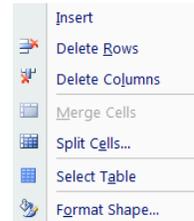
OR

Click on the table icon in a Content box



The majority of functions related to tables are found in the special **Layout** command tab, but many can be found in the drop down list after right clicking on the table.

Dragging handles will increase and decrease cell and table size.

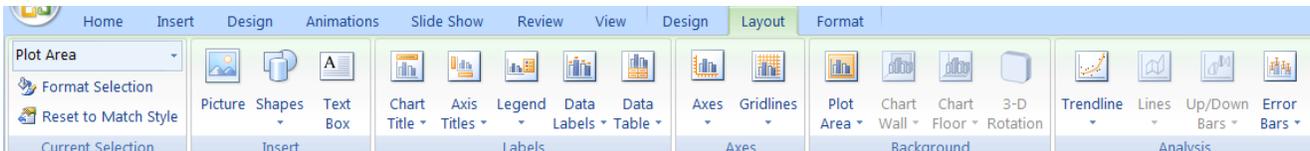


## Making a Chart

**Insert** Command Tab → **Illustrations** Group → **Chart** Button

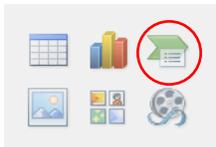
OR

Click on the chart icon in a Content box



The right clicking options vary depending on the part of the chart selected.





# SmartArt

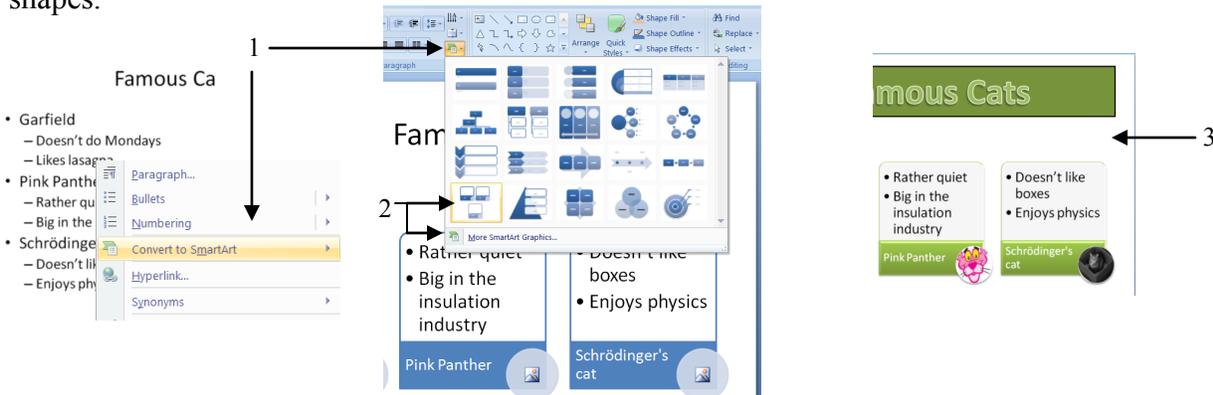
SmartArt is a way of presenting information with greater visual impact and graphically shows relationships and processes.

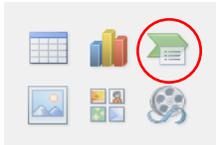
Type of Information	Layout to Use	Example
Nonsequential information	List	 Parts of Speech
Timeline or steps in a task	Process	 How a bill becomes a law
A continuing process	Cycle	 Life cycle
Organizational or decision-making process	Hierarchy	 Family tree
Connected information	Relationship	 Brainstorming a topic
Parts in relation to a whole	Matrix	 Actions needed to show the teacher the student is listening
Proportional relationships	Pyramid	 Food pyramid

**Bulleted text can be converted to SmartArt, but SmartArt cannot be converted back to bulleted text. When in doubt, make a duplicate slide of your text before converting.**

## To Create SmartArt using Existing Text in a Content Box

1. **Home** Command Tab → **Paragraph** Group → **SmartArt** button  
or  
Right click on the text and select *Convert to SmartArt*
2. Select a SmartArt graphic or click on *More SmartArt Graphics* for more options.
3. Use the **Design** and **Format** command tabs to change the color, outlines, and to add/delete shapes.





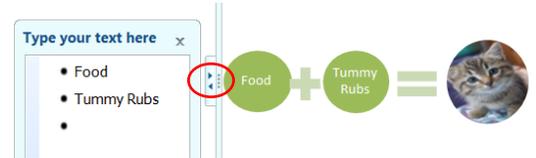
# SmartArt

## Creating New SmartArt

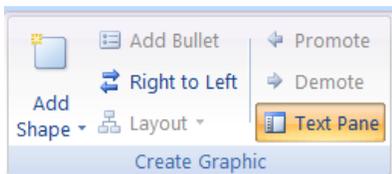
1. **Insert** Command Tab → **Illustrations** Group → **SmartArt** Button  
or  
Click on the SmartArt icon in a Content box

2. Select the type of graphic needed.

3. To add Text, either click on the [Text] prompt in shapes  
or  
Click on the side arrows to launch the Text pane



4. Use the **Design** and **Format** command tabs to change the color, outlines, and to add/delete shapes.



The **Create Graphic** group under the special **Design** command tab contains the buttons needed to change the overall look and order of shapes in the SmartArt.

## Grouping and Ungrouping Shapes

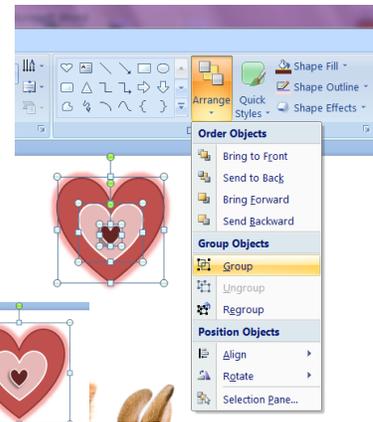
SmartArt is an easy way to insert grouped shapes, but any shapes and most content items can be grouped together.

To group objects, select all of the items by left clicking while holding the Ctrl key down or clicking and dragging. Look for multiple handles to confirm items are selected.

**Home** Command Tab → **Drawing** Group → **Arrange** Button  
and then select *Group*  
Or Ctrl + Shift + G



The special **Format** command tabs has an **Arrange** group with a **Group** button.

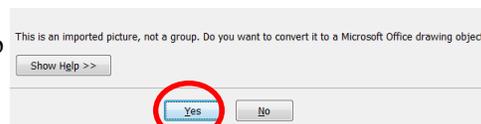


The *Ungroup* function is found in the same location or by using Ctrl + Shift + G again.

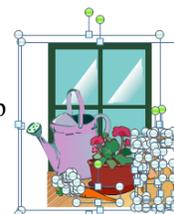
Some clip art can be ungrouped into individual parts.

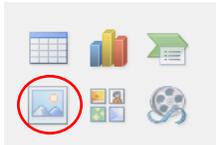


Ungroup

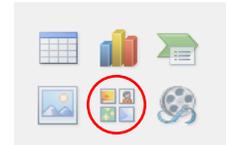


Ungroup Again





# Pictures & Photo Albums



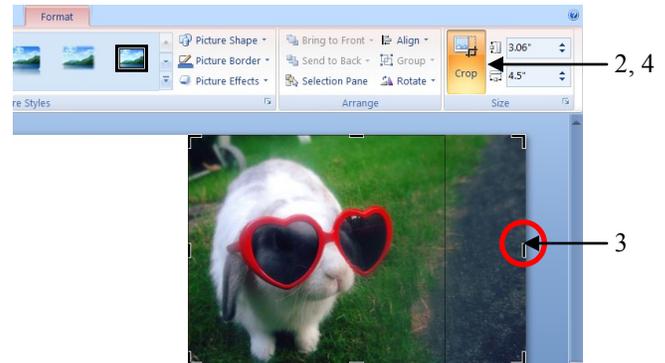
**Insert** Command Tab → **Illustrations** Group → **Picture** Button

or

Click on the Picture icon in a Content box

## Cropping a picture

1. Double click on picture to select it.
2. Click on the **Crop** button.
3. Click and drag on the Cropping Handle to crop the picture as needed.
4. Click the **Crop** button again to turn off.



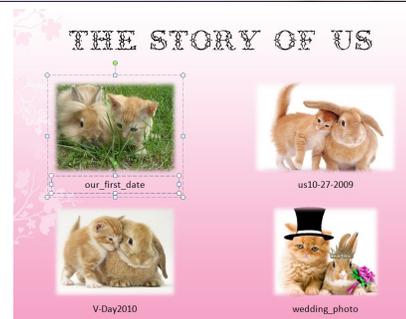
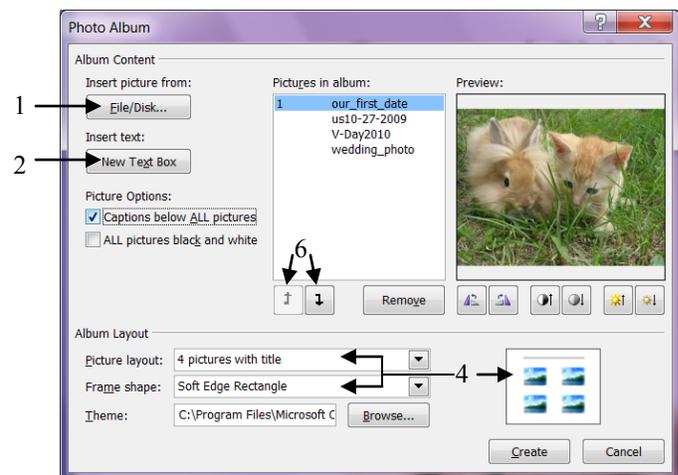
## Creating a Photo Album

**Insert** Command Tab → **Illustrations** Group → **Photo Album** Button

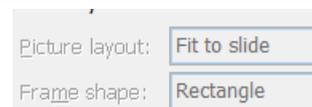
or

Click on the Photo Album icon in a Content box

1. In the Photo Album pop-up, click on the *File/Disk* button and navigate to the picture file you wish to insert. You can select multiple pictures by pressing the Ctrl key as you click.
2. Insert text boxes as needed.
3. Check the captions box if you want to have captions below pictures.
4. Select the *Picture layout* and *Frame shape*. A preview of what the page will look at is on the side.
5. Select a *Theme* if you have any saved on your computer.
6. You can reorder the picture with the up and down arrows.
7. Click on *Create* to open a new document with your photo album.



Use the Picture layout of *Fit to slide* if you are making a slideshow with mostly pictures. Using this option saves you time since you won't have to repeatedly create slides and insert pictures.



# Media Clips



## Adding Videos

**Insert** Command Tab → **Media Clips** Group → **Movie** Button  
or  
Click on the Movie icon in a Content box

## Supported File Formats

.asf                      avi  
.mpg/mpeg              .wmv  
**.mov (quicktime) is not supported!**

Inserting a movie triggers two of the special command tabs: **Format** and **Options**.

With the exception of adding a picture border, all formatting changes only affect how the movie looks on the slide, NOT how the movie plays during the slide show.



How it looks on the slide.

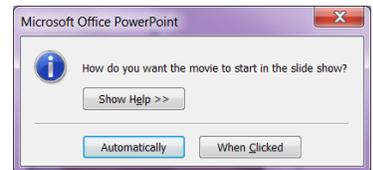


How it plays during the slideshow.

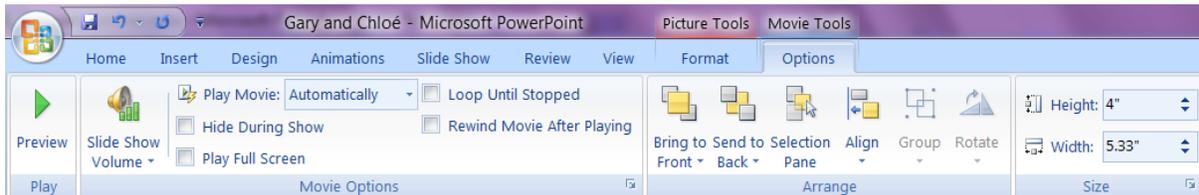
Movies cannot be rotated or edited, but you can use video editing programs such as Windows Movie Maker to make changes and then re-import the corrected movie. If the movie is not in one of the file formats listed above, use a converting program before inserting.

## Playing Videos

After inserting a video, a pop-up box will ask if you would like the video to start *Automatically* (as soon as the slide is shown during the slideshow) or *When Clicked* (when you left click on the video image during the slideshow).



The **Movie Options** group under the **Options** command tab customizes how the movie will play.



### Button

### Action

Automatically  
When Clicked  
Play across slides

Play Movie	Select if a movie should play <i>Automatically</i> , <i>When Clicked</i> , or <i>Play across slides</i>
Hide During Show	Movie does not show or play during slideshow
Play Full Screen	Movie zooms to full screen during slideshow
Loop Until Stopped	Movie plays on repeat
Rewind Movie After Playing	Movie returns to initial image after playing but does not automatically play again

If possible, test the video and the PowerPoint on the computer and with the projector you'll be using before the actual presentation.

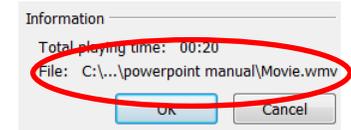
# Media Clips



## To See or Not to See: Common Movie Problems

Unlike pictures, which are embedded into PowerPoint, movies are linked. Most of the time, if a movie will not play during the slideshow, it is due to a linking problem.

To check where the movie file is located, click on the Dialog Box Launcher on the **Movie Options** group. Part of the file path is shown under *Information*.

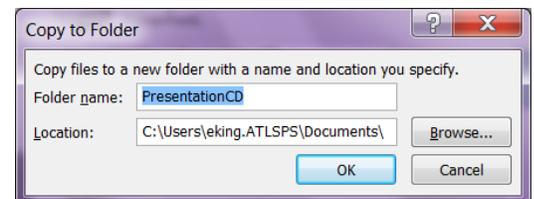


**If the file starts with C:\ it is on your computer and will not play on another computer.**

## To Take the Show on the Road

1. After you have completed your PowerPoint presentation, click on the Office Menu button.
2. Select *Publish* and then *Package for CD*.
3. To make a CD, insert a blank CD into your CD drive, click *Copy to CD*, and then click *Yes*.
4. To make a folder, click on *Copy to Folder*. You will then be asked to name the folder and choose its location.
5. This folder can be sent via email as long as it is “zipped” (compressed).  
Right click on the folder and select *Send To* and then *Compressed (zipped) Folder*.

The zipped folder can be attached to emails and sent. Be sure to delete the file from your Sent box and empty your Trash as these zipped folders can be big.



Two more reasons a movie won't play

1. The movie is an unsupported file type (like .mov). Use a video converter to change it to an accepted movie file type.
2. The file path is too long. A movie file located at *C:\Users\eking.ATLSPS\Desktop\powerpoint manual\test\bunny and kittens\the best movie ever\is this enough folders yet\better make more just in case\one more to be safe\movie.wmv* will not play.

# Media Clips



## Adding Sound

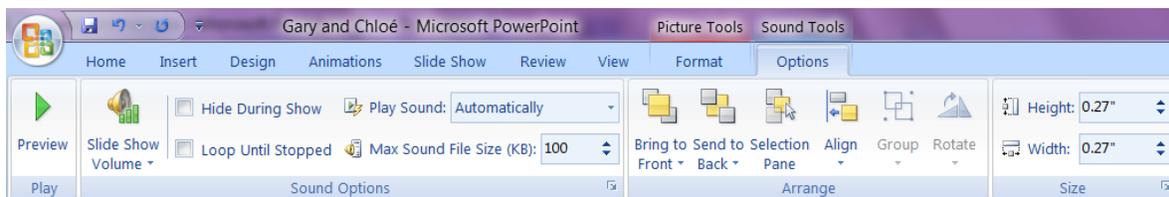
**Insert** Command Tab → **Media Clips** Group → **Sound** Button

Inserting a sound triggers two of the special command tabs: **Format** and **Options**. Double clicking on a sound icon also brings up these command tabs.

Supported File Formats

.aiff	.wma
.au	.midi
mp3	

After inserting a sound, a pop-up dialog box will ask when you want the sound to start.



## Sound Options Group

Hide During Show

Check this to hide the sound icon during the slideshow. 

Loop Until Stopped

Check this if you want the sound to repeat.

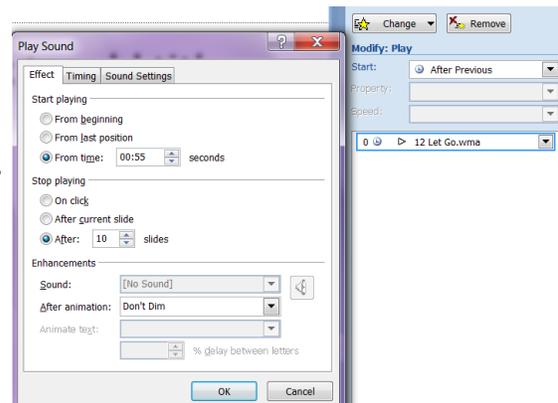
Play Sound



Determines when a sound will start playing. If you choose *When Clicked* make sure the icon will not be hidden during the show. Use *Play across slides* for sounds (music) of long durations.

Use the Animation task pane to fine tune timing options such as specifying exactly how many slides a sound should play across.

See page 20 for more information on Custom Animation.



When possible, avoid adding music through CD Audio Tracks. Music is less likely to skip (and is easier to transfer to other computers) if the track is first ripped to the computer and then inserted as a Sound from File.

# Hyperlinking

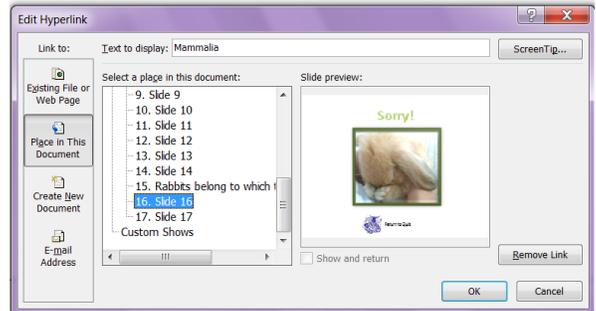
**Insert** Command Tab → **Links** Group → **Hyperlink** Button

Hyperlinking is most frequently used as a way of navigating to web sites, but links can also be made between slides and other files.

To add a link, highlight or select what will be hyperlinked and click on the *Hyperlink* button. You can also right click and select *Hyperlink*.

## Types of Hyperlinks

- Internet sites
- Existing Files (pictures, documents, etc.)
- Other slides in the PowerPoint
- Email addresses



Once you have selected the object of the hyperlink, click *Ok*.

To remove hyperlinks, right click and select *Remove Hyperlink*.

By default, text that is hyperlinked turns blue and is underlined.

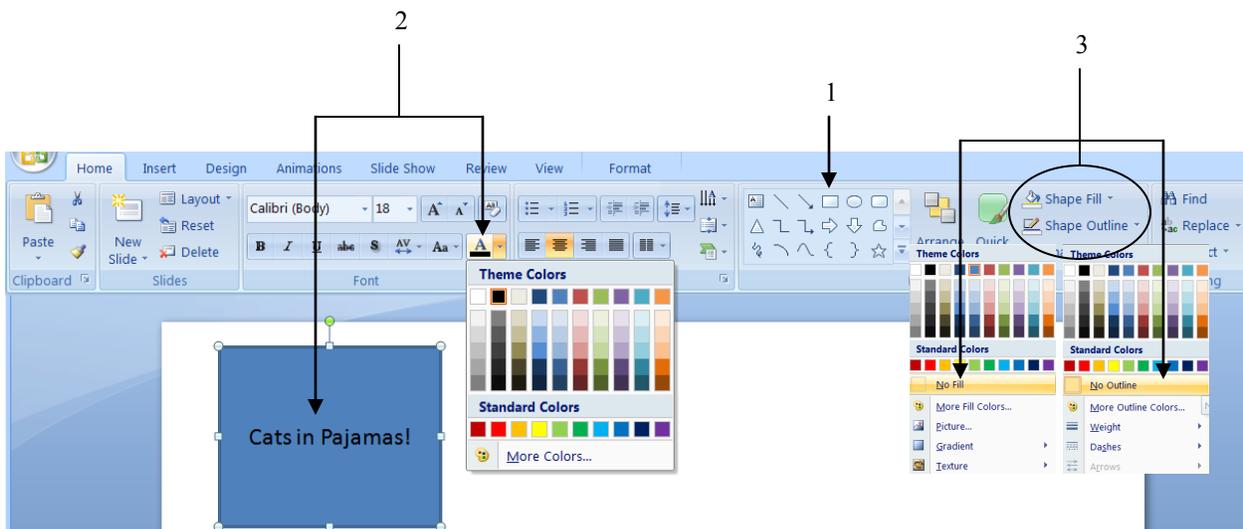
❖ [Mammalia](#)

One way to avoid this is to use a picture or other icon and use that to hyperlink.



Another option is to create a shape such as a rectangle and use that to hyperlink.

1. Insert a shape and use it to create a hyperlink.
2. Making sure the shape is still selected, change the font color to black and type the necessary text.
3. Put the Shape Fill to *No Fill* and the Shape Outline to *No Outline*.

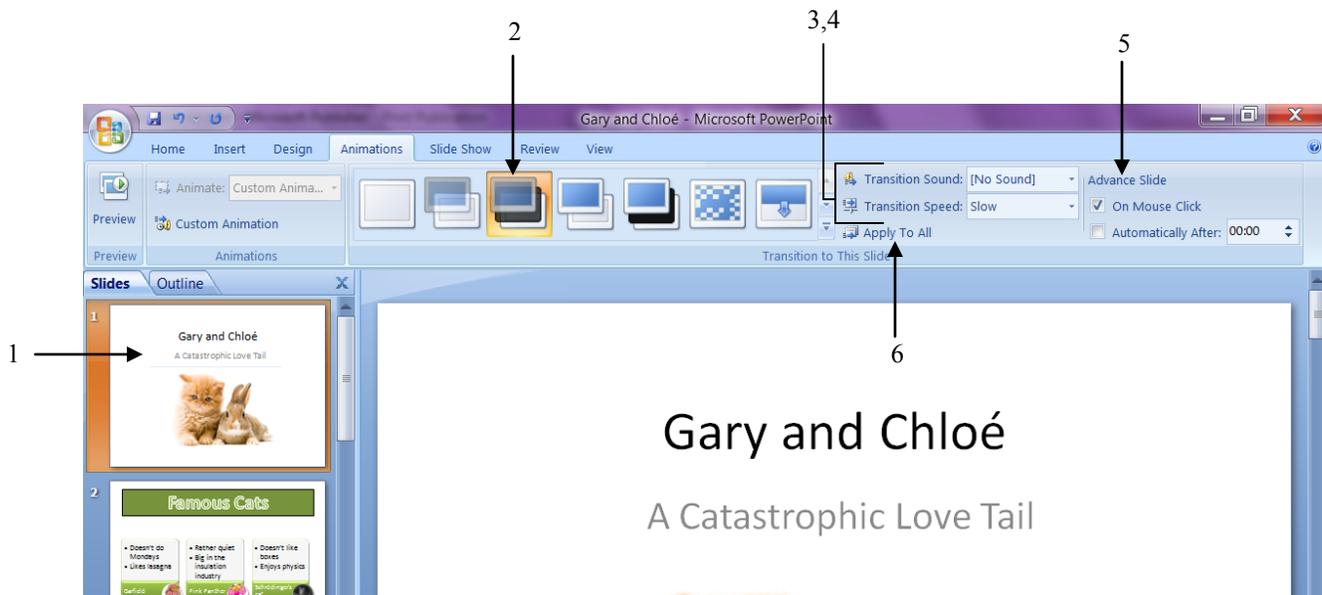


# Transitions

**Animations** Command Tab → **Transition to This Slide** Group

## Adding Transitions

1. Select the slide that will have the transition.
2. Choose the type of transition. You can see a preview of how it will look by letting your mouse hover over the transitions. More transitions are available in the drop-down gallery.
3. Add a sound if needed.
4. Select a speed (slow, medium, or fast).
5. Select how you would like the slide to advance. You can also use the **Rehearse Timings** button under the **Slide Show** Command Tab to set automatic slide advancement.
6. If you would like all of your slides to have the same transition settings, click the **Apply to All** button.



For professional PowerPoints, use one or two types of transitions such as a Fade.

Even in more lighthearted shows, the Random transitions are distracting.



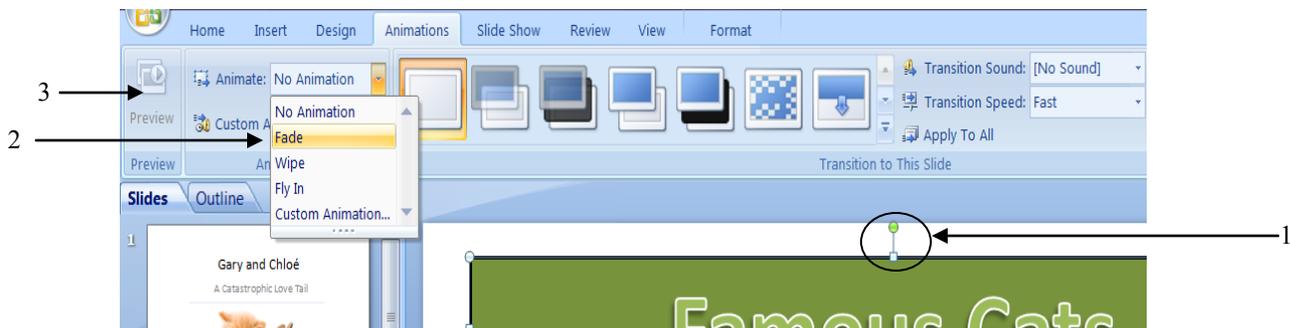
# Animations

**Animations** Command Tab → **Animations** Group

Animations are a fun way to personalize your slideshow and provide impact for important content, but too many animations can confuse viewers and leave them “dizzy”.

## Adding General Animation

1. Select the content you wish to animate. Check for handles if you are unsure what content has been selected.
2. Choose an entrance animation from the drop down. Let the mouse hover to see how the content will look animated.
3. You can click the **Preview** button to view your transition and animations on any slide.



If your content has multiple parts (such as SmartArt or charts) you can animate it all together or by individual parts.



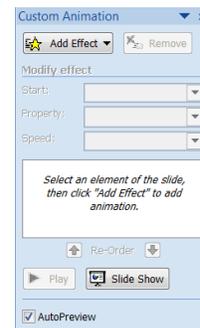
If you allow your mouse to hover under the slide number in the Slide Preview Pane you will see a little star for any slide that has animation or a transition.



## Custom Animation

Custom animation allows for more control over the type, length, and order of animations and is the only way to apply multiple animations to a slide.

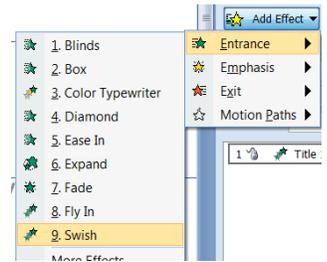
The Custom Animation task pane will appear after you select content and click on the **Custom Animation** button.



# Animations

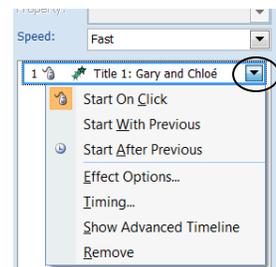
## Using the Custom Animation Pane

1. After selecting the content, click on the **Custom Animation** button, and then click on the *Add Effect* button.
2. From the drop down choose the type of effect and then the animation you want. Clicking on *More Effects* brings up additional animation grouped by Basic, Subtle, Moderate, and Exciting.
3. Select how you want the animation to start and the speed.



- Starts after you click the mouse
- Starts the same time as the effect before it
- Starts after a time delay

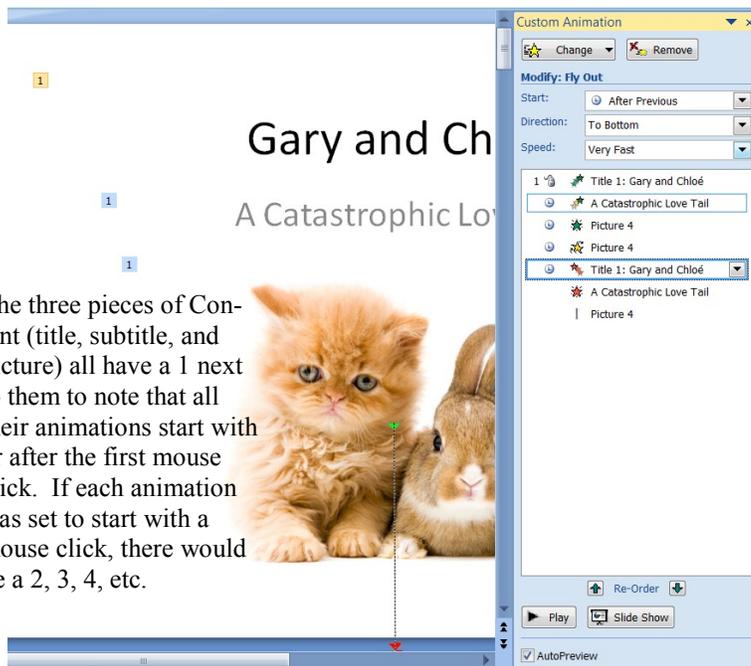
4. Click on the animation's down arrow and go to *Effect Options* if you want to add sound or *Timing* if you want to delay or repeat the effect.
5. Repeat these steps for any additional content you want to animate or if you want multiple animations (such as a title fading in and then fading out).



6. Click and drag or use the Re-Order up and down arrows to change the order.

## Multiple Animations Decoded

1. After clicking the mouse on the slide, the Title enters (Green star)



The three pieces of Content (title, subtitle, and picture) all have a 1 next to them to note that all their animations start with or after the first mouse click. If each animation was set to start with a mouse click, there would be a 2, 3, 4, etc.

2. After the title, the subtitle automatically enters (green star)

3. After the subtitle, the picture automatically enters (green star)

4. After entering, the picture has an emphasis animation (yellow star)

At this point, all of the content is on the slide.

5. After a time delay of 3 seconds (done through Timing), the title exits (red star).

6. At the same time as the title, the subtitle exits (red star).

7. At the same time as the title and subtitle exits, the picture moves down in a motion path (black line). The motion path can be changed by clicking and dragging the start (green arrow) and stop (red arrow) points.

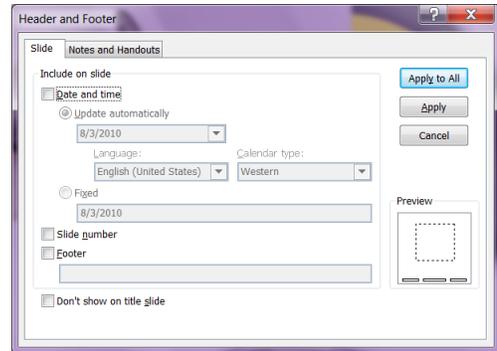
# Master Page

PowerPoint can automatically add content to each slide or notes hand-out through a Header & Footer or through the creation of a Master Slide.

## Creating a Header/Footer

**Insert Command Tab → Text Group → Header & Footer Button**

You can choose to show the slide number through this.



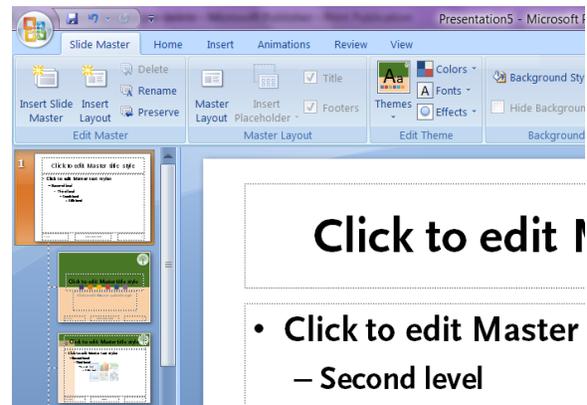
Use the Master Page option to create a cohesive look without manually changing elements on each slide such as background and font.

**View Command Tab → Presentation Views Group → Slide Master Button**

A master slide template for each different layout design is shown in the Slide Preview Pane. You can apply changes to the overall Master Slide, which will affect all slides no matter the layout, or make changes to specific layout slides.

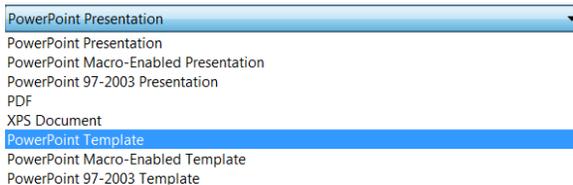
In this example, the font has been changed on the Master slide, so all slides regardless of layout, will use the new font.

The background has been changed on slides according to layout. The Title slide layout has a different background image than the Content slide.



The Slide Master view has scaled-down versions of the Command Tabs, and all buttons have the same function as regular PowerPoint.

After making all the necessary changes, exit out of Slide Master by clicking on the **Close Master View** button.



To use these specific changes for more than one PowerPoint, do a *Save As* and select *PowerPoint Template*.

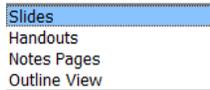
A Speech School template is located at **G:\Everyone\POWERPNT**

# Printing

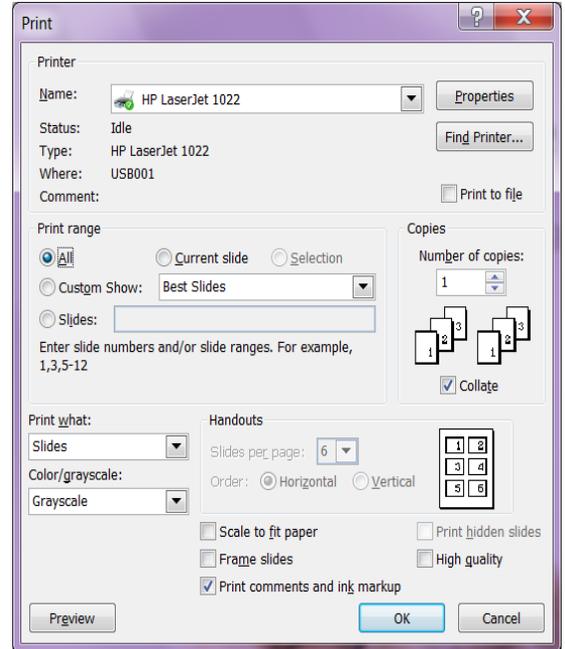
## Printing Slides and Handouts



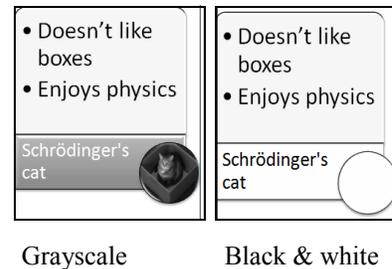
1. Click on the Office button and then *Print*.
2. Select the Print range.
3. Choose what to print from the drop down list.



Slides	One slide per page, each slide fills the entire page
Handouts	Can print 1,2,3,4,6, or 9 slides per page; 3 slides per page also has lines next to slide for written notes
Notes Pages	One slide per page with Power-Point notes below
Outline View	The slide outline printed on one page

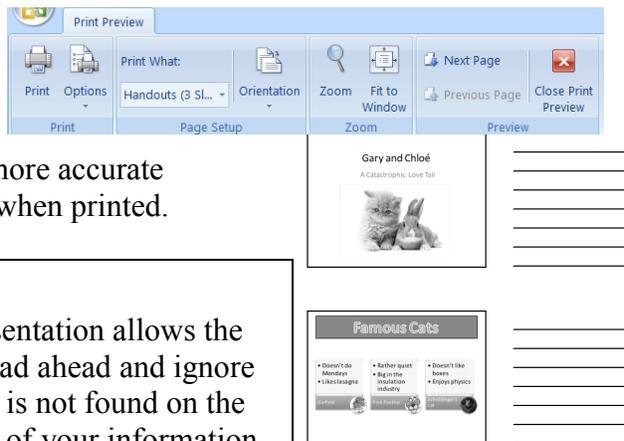


4. Chose whether you will print in grayscale, black and white, or color.
5. You can choose to *Scale to fit paper*, if the paper you are using is not Letter sized (8.5 x 11), and add a frame around the slides.



If you select Preview (either through the Office menu or the Print dialog box), you will get a special command tab.

The **Print Preview** command tab has all of the same options as the Print dialog box but has a more accurate preview of how your slides/handouts will look when printed.



### To Print or Not To Print

Printing and distributing handouts before a presentation allows the audience to take notes; it also allows them to read ahead and ignore the speaker. If the majority of your information is not found on the slides, you'll want people to take notes. If most of your information is in the slides, distribute afterwards or offer to email the presentation to those who request it.

# Customizing the Slideshow

## Creating a Custom Show

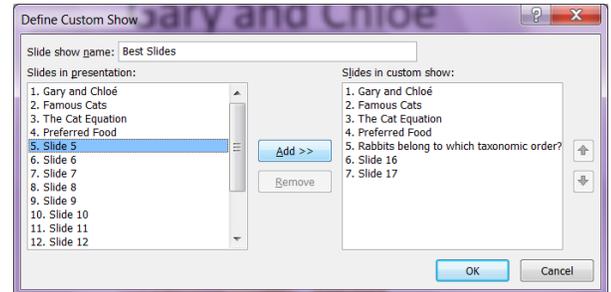
Slide Show Command Tab → Start Slide Show Group → Custom Slide Show Button

1. Click on the **Custom Slide Show** button and select *New*.

2. Type in a slide show name.

3. Select a slide and then click *Add* to include it in the custom show. To select multiple slides, hold down the **Ctrl** key as you click.

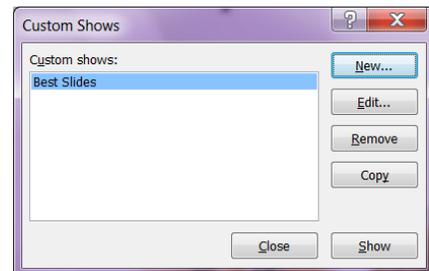
4. Click *Ok* when finished.



You should now see your show listed as a custom show. To preview, click on the *Show* button.

To play this show as the slideshow, click on the **Custom Slide Show** button and select it from the dropdown list.

Custom shows are saved when you save the presentation.



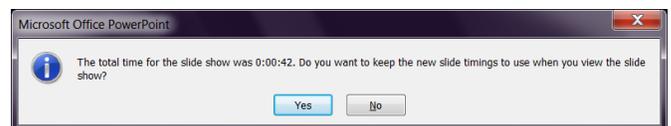
## Timing the Show

Slide Show Command Tab → Set Up Group → Rehearse Timings button

After the **Rehearse Timings** button is clicked, your slide show will launch full screen with a time recorder. As you progress through the slideshow, the recorder will note the amount of time spent per slide and the overall length of the show.



When finished, you will have the option of using the slide timings to automatically advance the slides. Using this option will overwrite any timings entered when selecting transitions.



Use the Slide Sorter view to see the timings of all of the slides.

You can pause during a show with automatic timings by right clicking and selecting *Pause*.

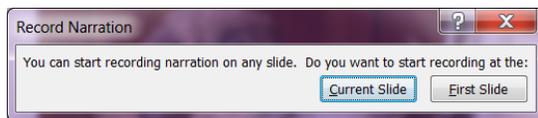
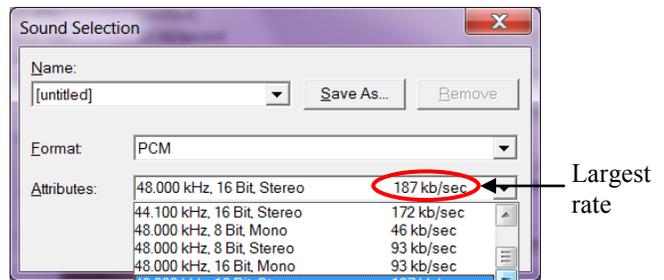
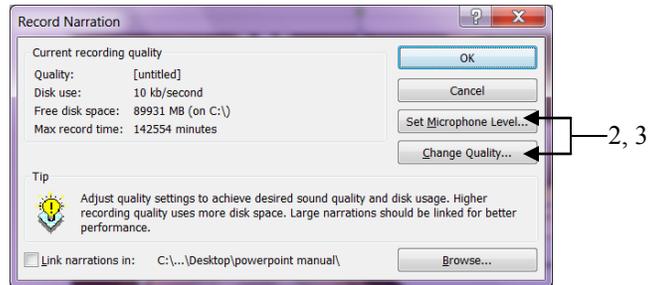
# Customizing the Slideshow

## Recording a Narration

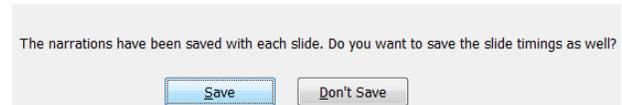
Slide Show Command Tab → Set Up Group → Record Narration button

The **Record Narration** button will be greyed out if no microphone is detected. You may need to close and re-open the PowerPoint file for it to detect the microphone.

1. Click on the **Record Narration** button.
2. Click on *Change Quality*, and then select the largest rate in the Attributes drop down list. This determines the sound quality of the narration.
3. Click on *Set Microphone Level*. When speaking in a normal tone and volume, the microphone level should show green and yellow. Use the slider to adjust if needed.
4. After clicking *Ok*, you can select if you want the show to start on the first slide or the current slide.

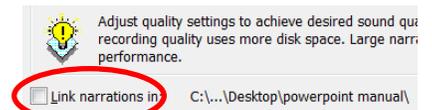


5. Go through your show, adding narration when needed. When finished, your narration (sound files) are automatically saved, but you can also choose whether or not to save the slide times (when the slides progress). Your narrations are **not** deleted if you choose *Don't Save* for slide timings.



6. Your narrated audio clips show up as icons on each slide. If you want to remove your narration, delete these.

In the method described above, all of the sound clips are embedded.



Checking the Link narrations box causes PowerPoint to create individual sound files that are linked to your slides. Since the audio clips are not embedded, you can edit them (to cut out any “ums”) and use them for other presentations (by inserting them like any other audio clip).

If you link your narrations, you will have to package your presentation (page 15) to play it on another computer.



Gary and Chloé268.wav



Gary and Chloé267.wav

# Running a Slideshow

Slide Show Command Tab → Start Slide Show Group



F5 will also start the show from the first slide.

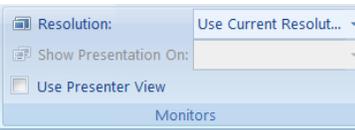
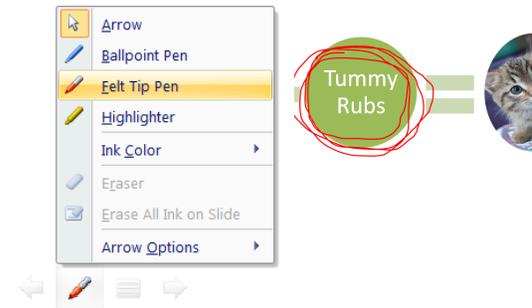
To progress -- Left mouse click, Right or Down arrow key, 'N' key

To go back -- Left or Up arrow key, Previous navigation arrow on screen, 'P' key, Backspace

End a show -- Esc key

## Modifying a Presentation

During the slideshow, click on the pen icon located in the lower left-hand corner of the screen or right click anywhere on the slide. Use the *Eraser* options to remove notations during a presentation. At the end of a show you can choose to save or discard the notations.



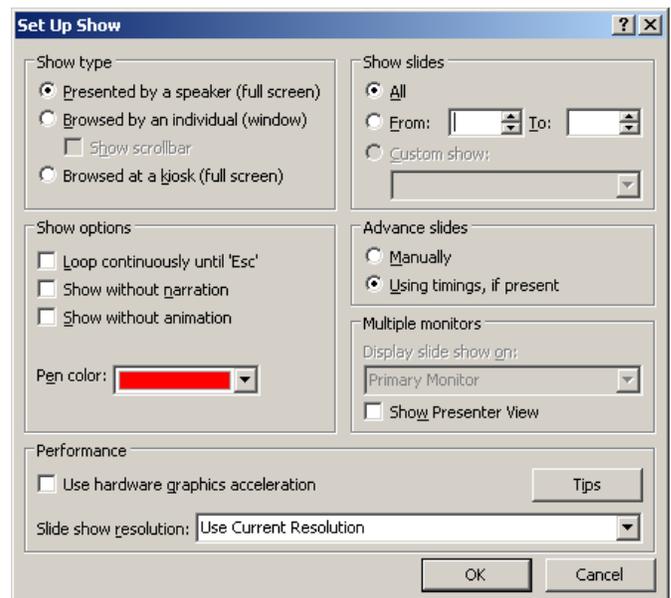
## Dual Monitor Display

PowerPoint does have the option of displaying on two monitors during a show if you select **Use Presenter View**. In this mode, a full version of the slideshow shows on one monitor and the slides plus notes show on the other monitor. A projector can be used as a monitor. A computer must be able to support two displays (“multiple monitor capability”) to use this option. If you are interested in learning more about this option, contact a member of the Tech team for assistance.

## Setting up a Slideshow

Slide Show Command Tab → Set Up Group → Set Up Slide Show button

1. Select a Show type. The most common type is *Presented by a speaker*.
2. Under Show options, check the Loop box if you want your presentation to repeat. You can also choose to turn off recorded narration and animation.
3. Select which slides will show.
4. Select how the slides will advance.
5. If the Multiple Monitor option is available and applicable you can check the *Show Presenter View* box.
6. Click *Ok* when finished.



# Keyboard Shortcuts

## Basic

New	CTRL+N
Open	CTRL+O or CTRL+F12 or ALT+CTRL+F2
Save	CTRL+S or SHIFT+F12 or ALT+SHIFT+F2
Save As	F12
Cut	CTRL+X or SHIFT+DELETE
Copy	CTRL+C or CTRL+INSERT
Undo	CTRL+Z or ALT+BACKSPACE
Paste	CTRL+V or SHIFT+INSERT
Print	CTRL+P or CTRL+SHIFT+F12
Select All	CTRL + A
Group/Ungroup	CTRL + SHIFT+ G

## Working with Bullet Points

To promote a paragraph	ALT+SHIFT+LEFT ARROW or SHIFT+TAB
To demote a paragraph	ALT+SHIFT+RIGHT ARROW or TAB
To move selected paragraphs up	ALT+SHIFT+UP ARROW
To move selected paragraphs down	ALT+SHIFT+DOWN ARROW

## Slideshow

Start Show from Beginning	F5
Start Show from Current Slide	SHIFT + F5
To perform the next animation or advance to the next slide	N, ENTER, PAGE DOWN, RIGHT ARROW, DOWN ARROW, or SPACEBAR (or click the mouse)
To perform the previous animation or return to the previous slide	P, PAGE UP, LEFT ARROW, UP ARROW, or BACKSPACE
To go to slide <i>number</i>	<i>number</i> +ENTER
To display a black screen, or return to the slide show from a black screen	B or PERIOD
To display a white screen, or return to the slide show from a white screen	W or COMMA
To stop or restart an automatic Show	ESC, CTRL+BREAK, or HYPHEN
To erase on-screen annotations	E
To return to the first slide	1+ENTER (or press both mouse buttons for 2 seconds)