



Prepared By:- Pramod G. Hedau



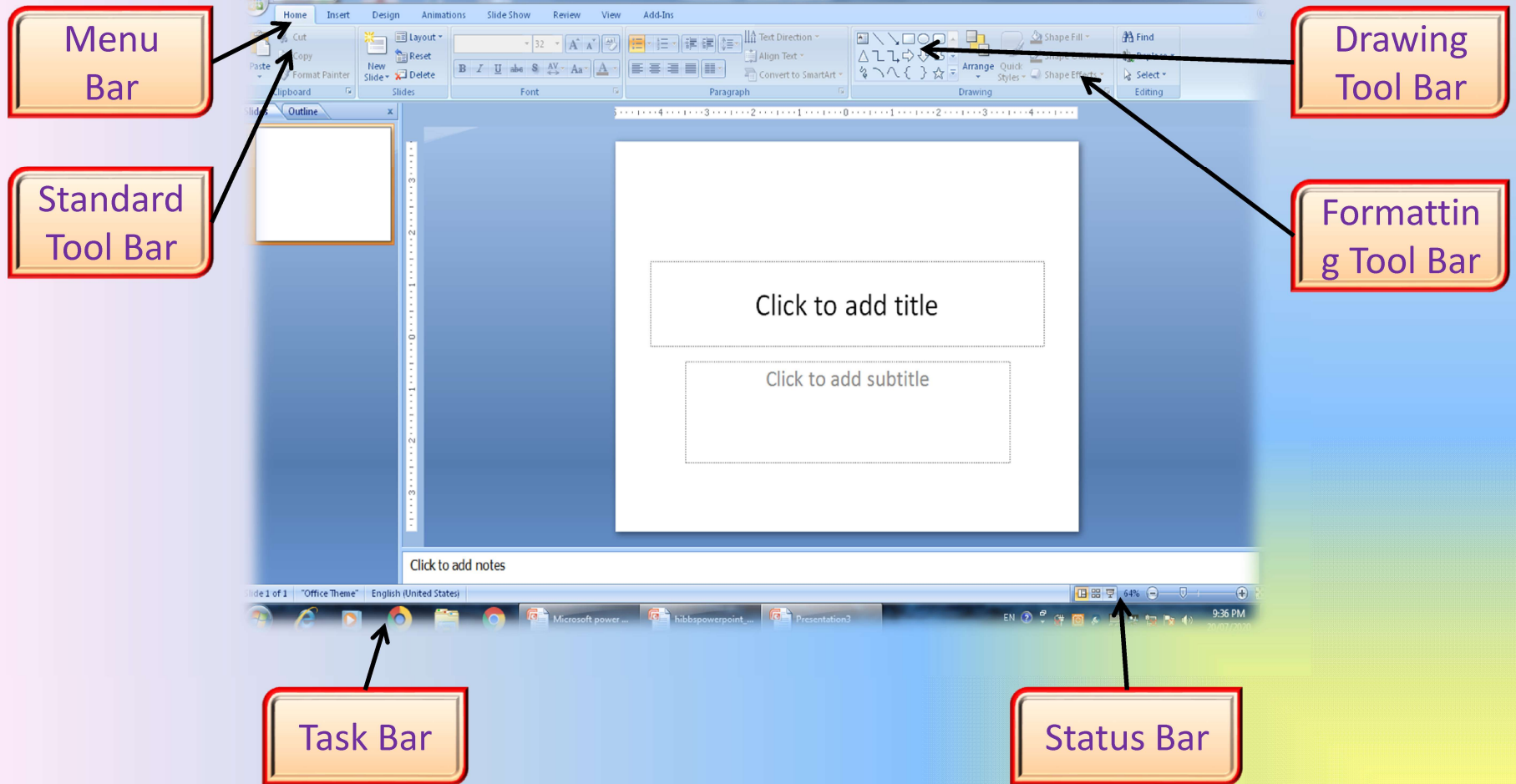
HOW TO USE?

Microsoft Power Point 2007

What is Power Point?

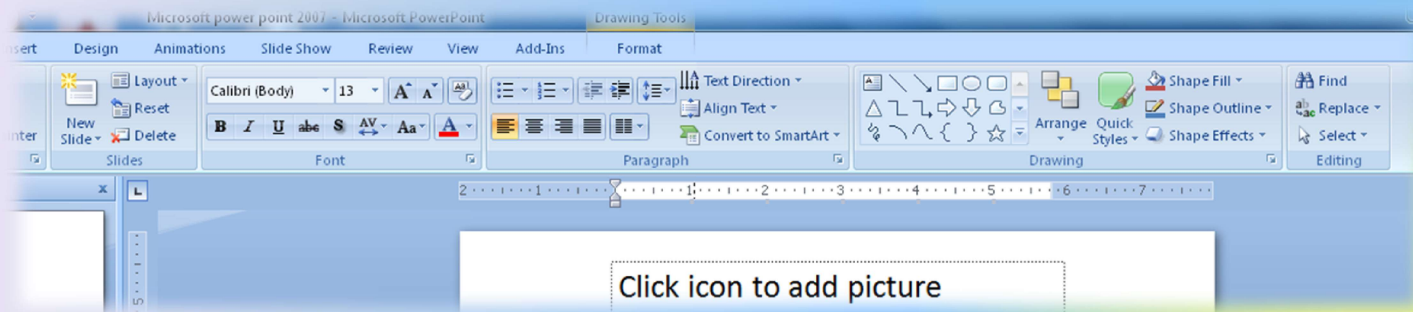
Power point is a Microsoft presentation program that creates a slide show of important information, charts and images to display during a presentation. It is most often used for business and school presentation.

Learning the Tool Bar



Power Point Ribbon

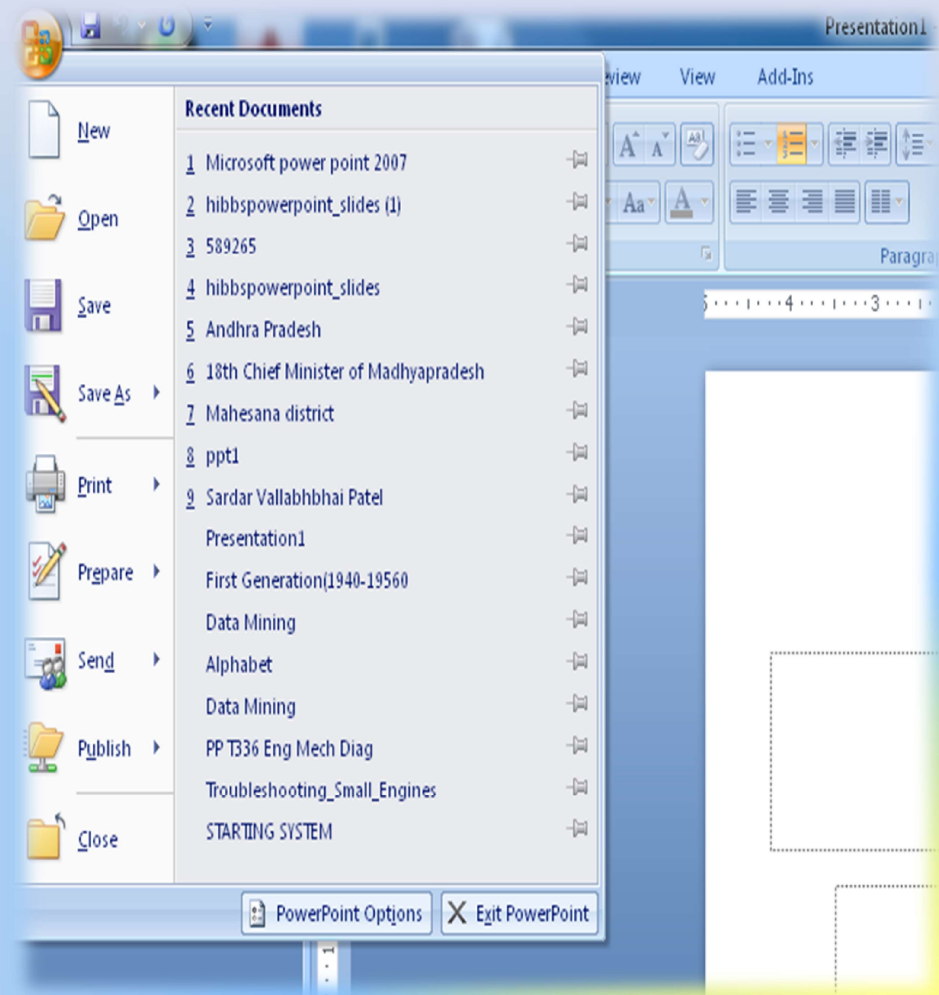
- During this presentation, we will refer to the PowerPoint “Ribbon” in terms of navigating the program.
- The Ribbon is the strip of buttons across the top of the main window.
- Users can access anything the program has to offer through the Ribbon.



Office Button

File Menu

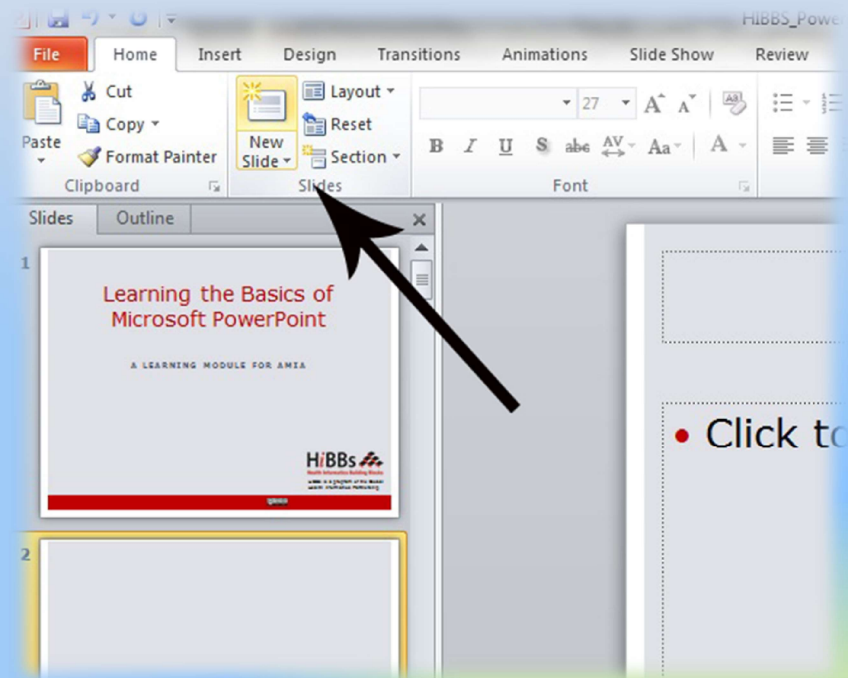
1. **New:** For Creating new Presentation, Short cut (ctrl + N)
2. **Open:** For Opening Existing Presentation, Short Cut (Ctrl + O)
3. **Save:** for Saving your presentation, Short cut (Ctrl + S)
4. **Save As:** save currently open document with another name, Short cut (ctrl + A)
5. **Print:** To print the presentation, Short cut (Ctrl + P)
6. **Send:** To send the document through Email, Fax and Bluetooth
7. **Close:** To close the Program, Short cut (Ctrl + C)



Home Menu

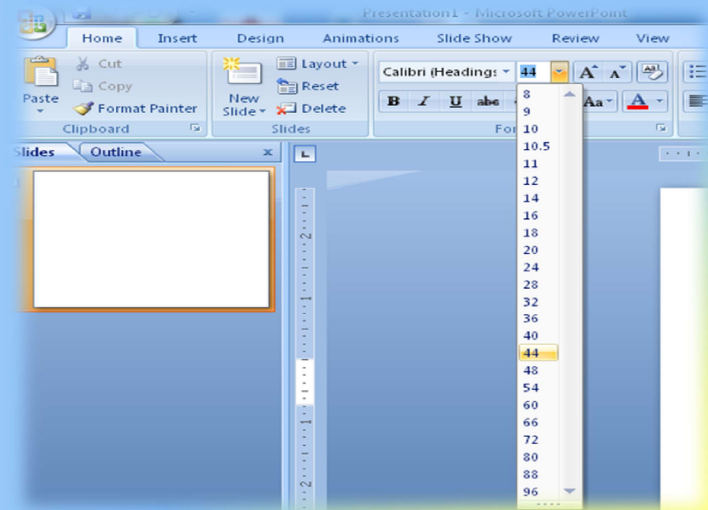
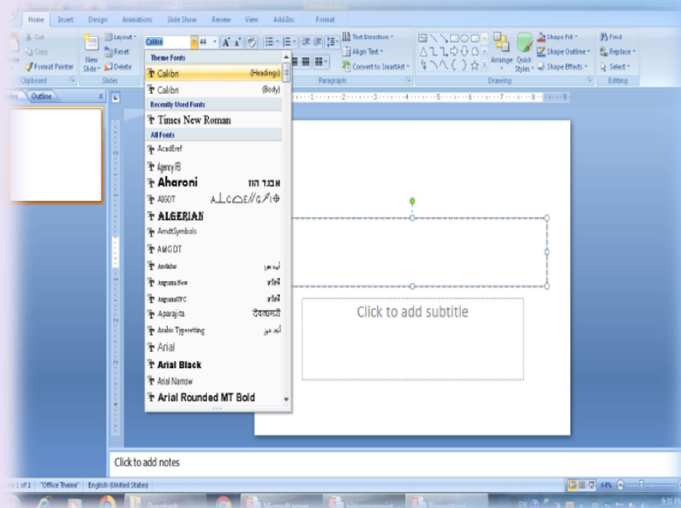
Add Slide

- Go to the “Home” ribbon and select the “New Slide” button
- Select the Slide Pane and press “Enter”



Format Fonts

- Go to the “Home” ribbon then make changes to the font size and style of the text.
- This Home tab also allows you to change all aspects of the font size and style.



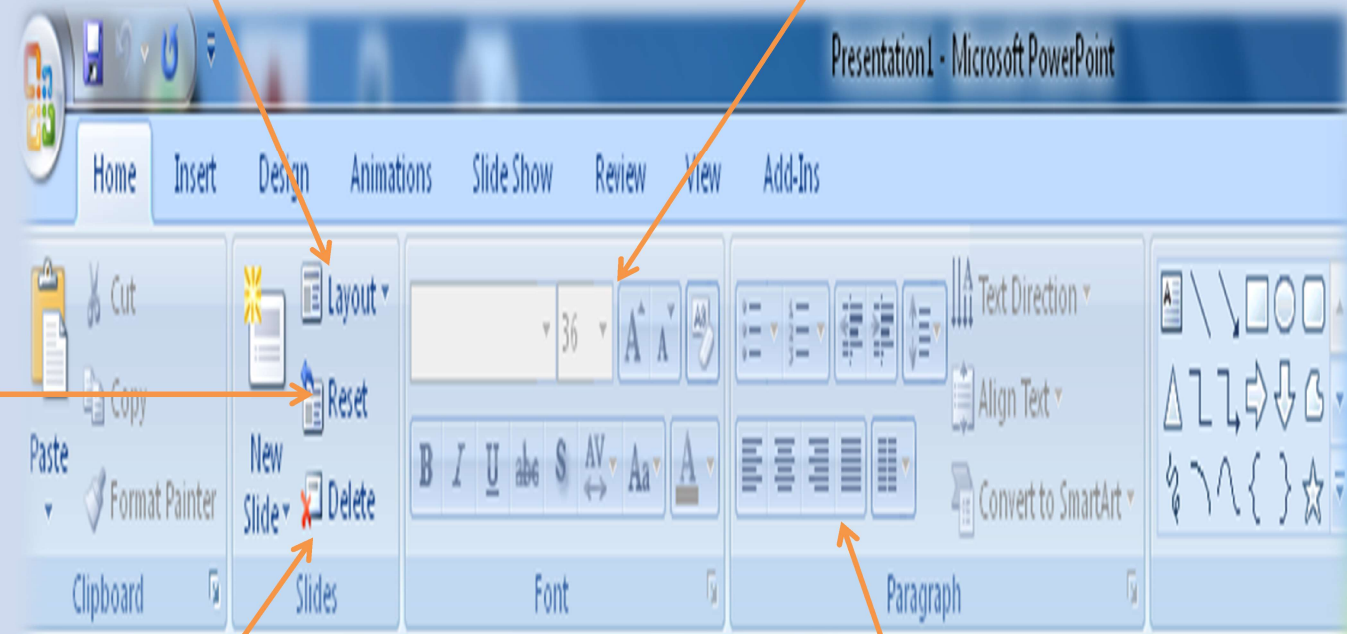
To change the layout of current slide

To change the font style

To change the sequence of slide

To delete the current slide

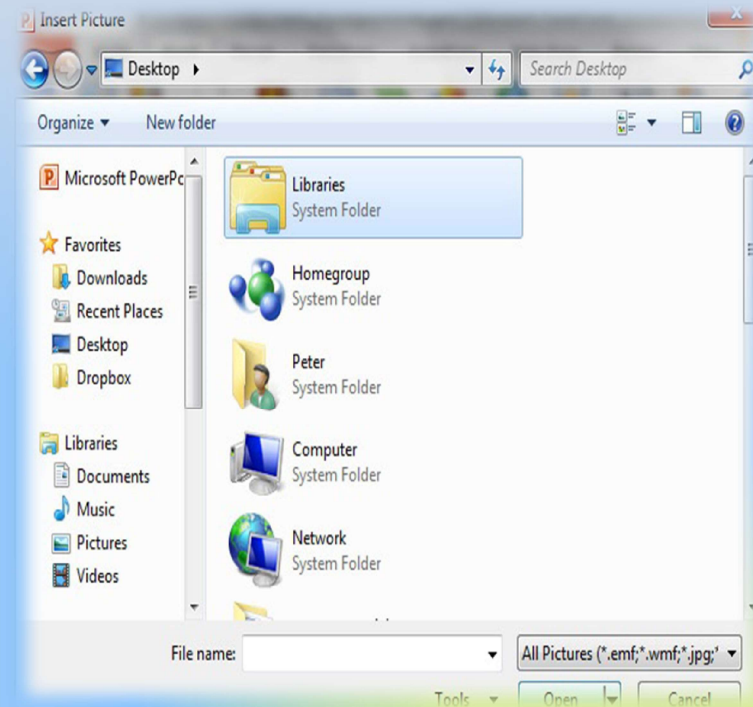
To aligned the text



Insert Menu

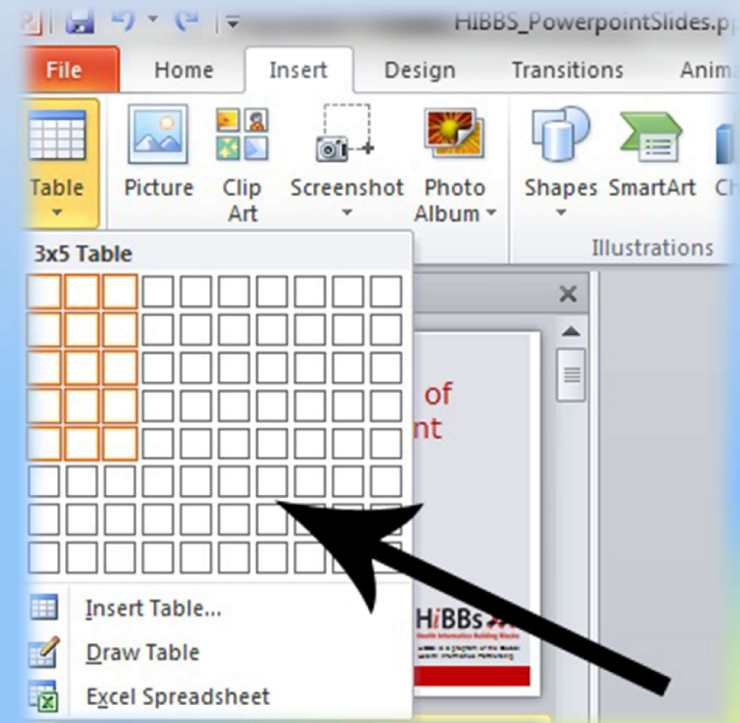
Insert Pictures from Files

- Go to the “Insert” ribbon then select “Picture”
- Locate the image file from the folder to where it is saved.
- Select “Insert” from the dialog box.



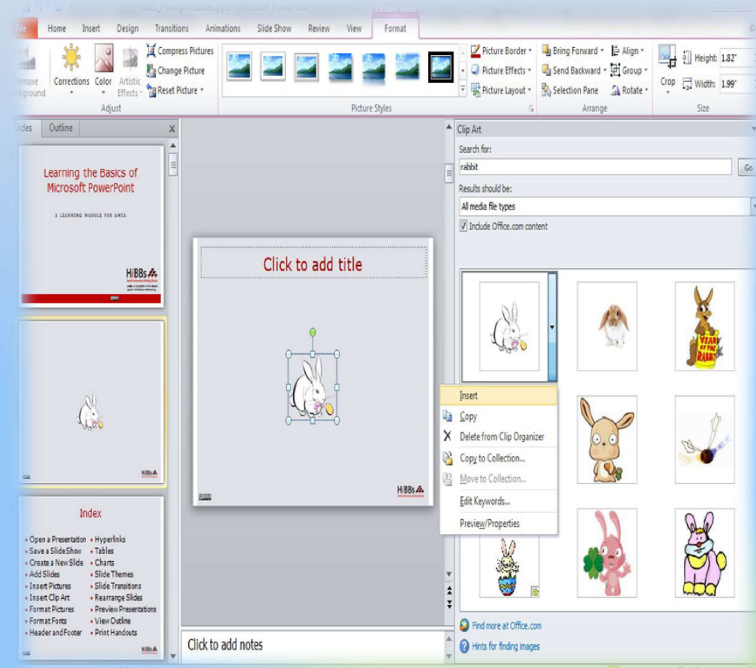
Insert Tables

- Go to the “Insert” ribbon then select “Table”
- Move the mouse over the table illustration to select the size of the table you would like to use.



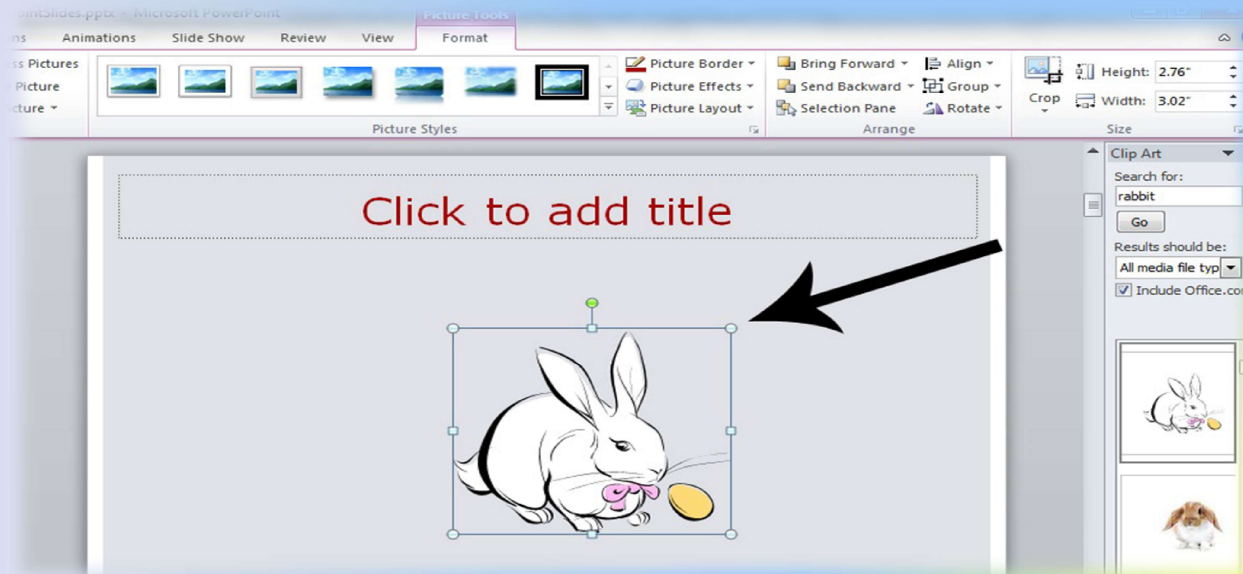
Insert Clip Art

- Go to the “Insert” ribbon then select “Clip Art”
- Enter search terms in Clip Art search pane on the right and select image.



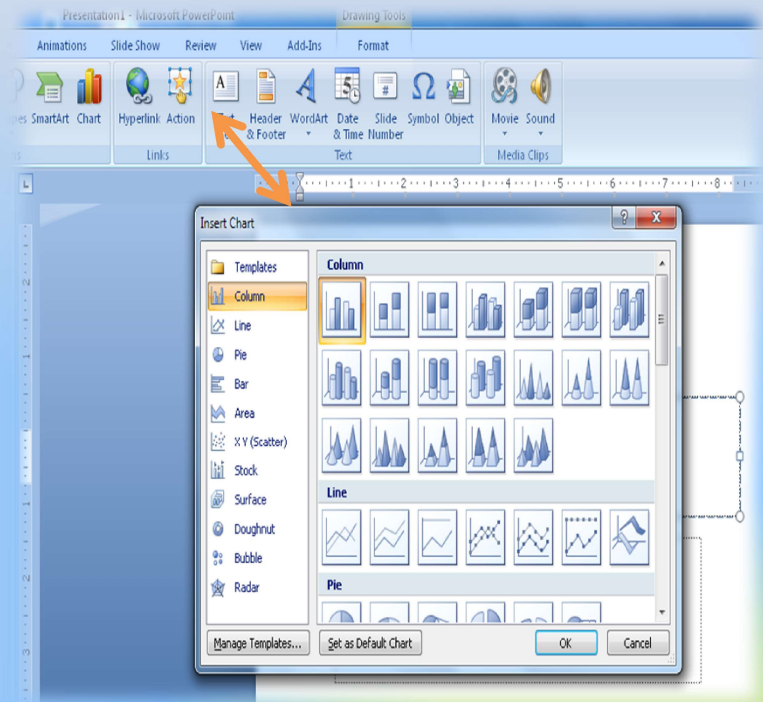
Format Pictures

- To resize the image, click on the picture to surround the image with a blue box.
- Drag the corner dot away from the center to make it larger and toward the center to make it smaller.



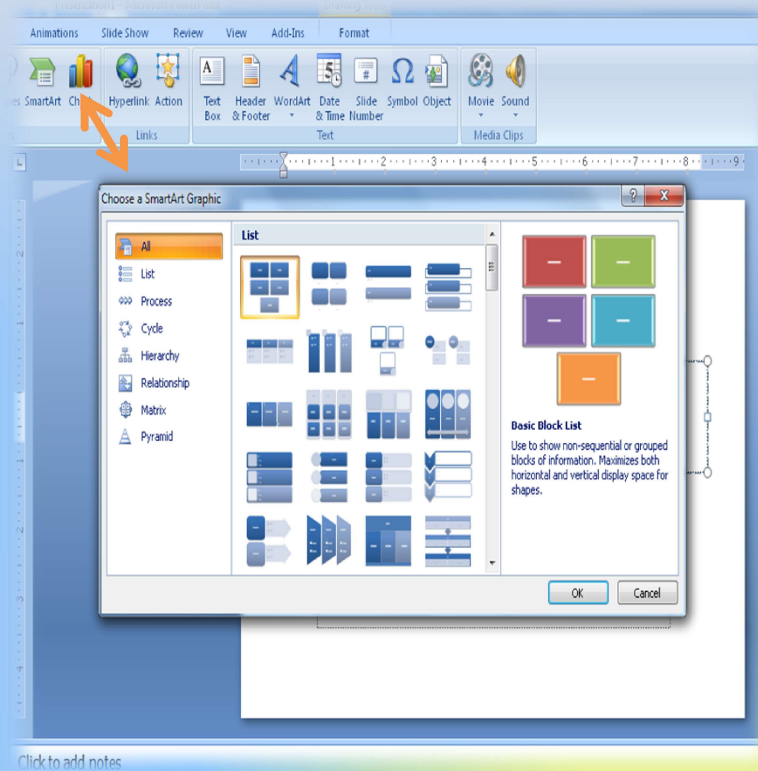
Insert Charts

- Go to the “Insert” ribbon then select the “Chart” button.
- Option to choose from Area, Bar, Line, Pie and several other Chart Options.



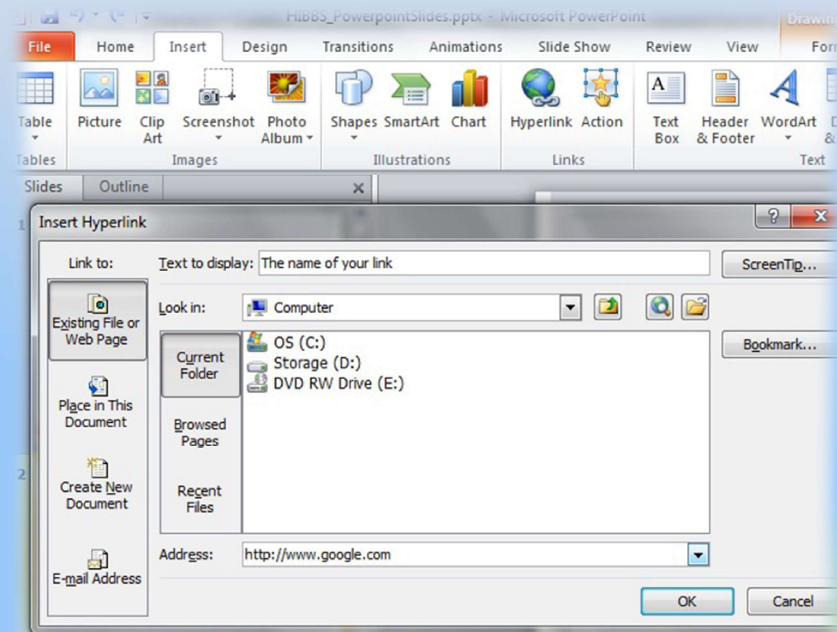
Insert Smart Art

- Go to the “Insert” ribbon then select the “Smart Art” button.
- Smart Art graphics ranges from graphical list and process diagram to more complex graphics, such as Venn diagrams and Organization charts.



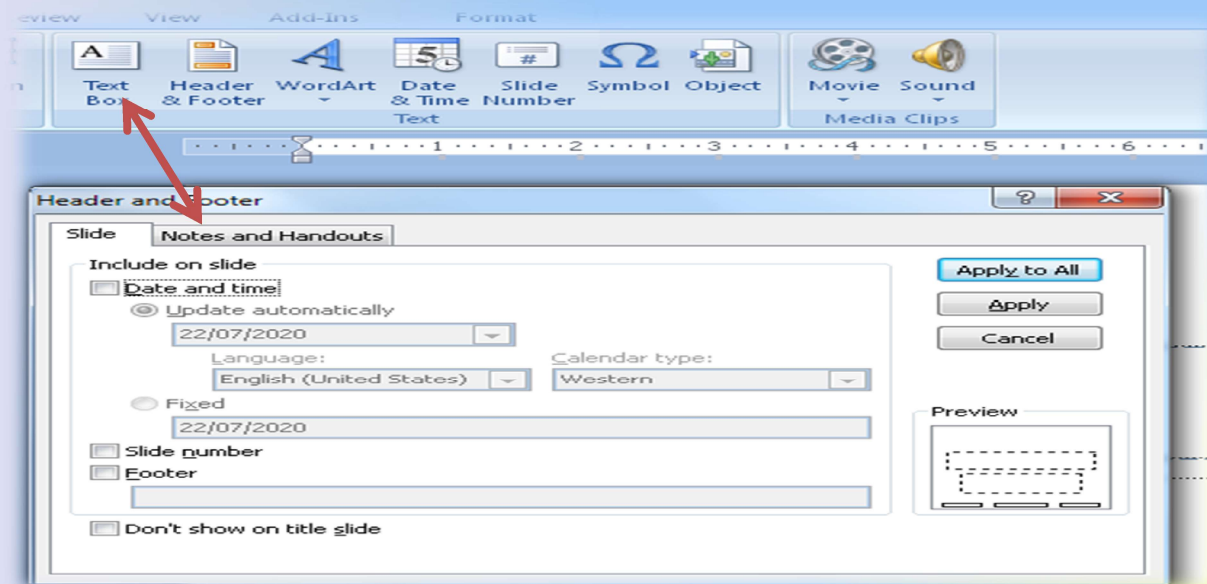
Insert a Hyperlink

- Go to the “Insert” ribbon then hover over “Links” then select “Hyperlink”
- Copy and Paste the Link from the website into the “Link” box.

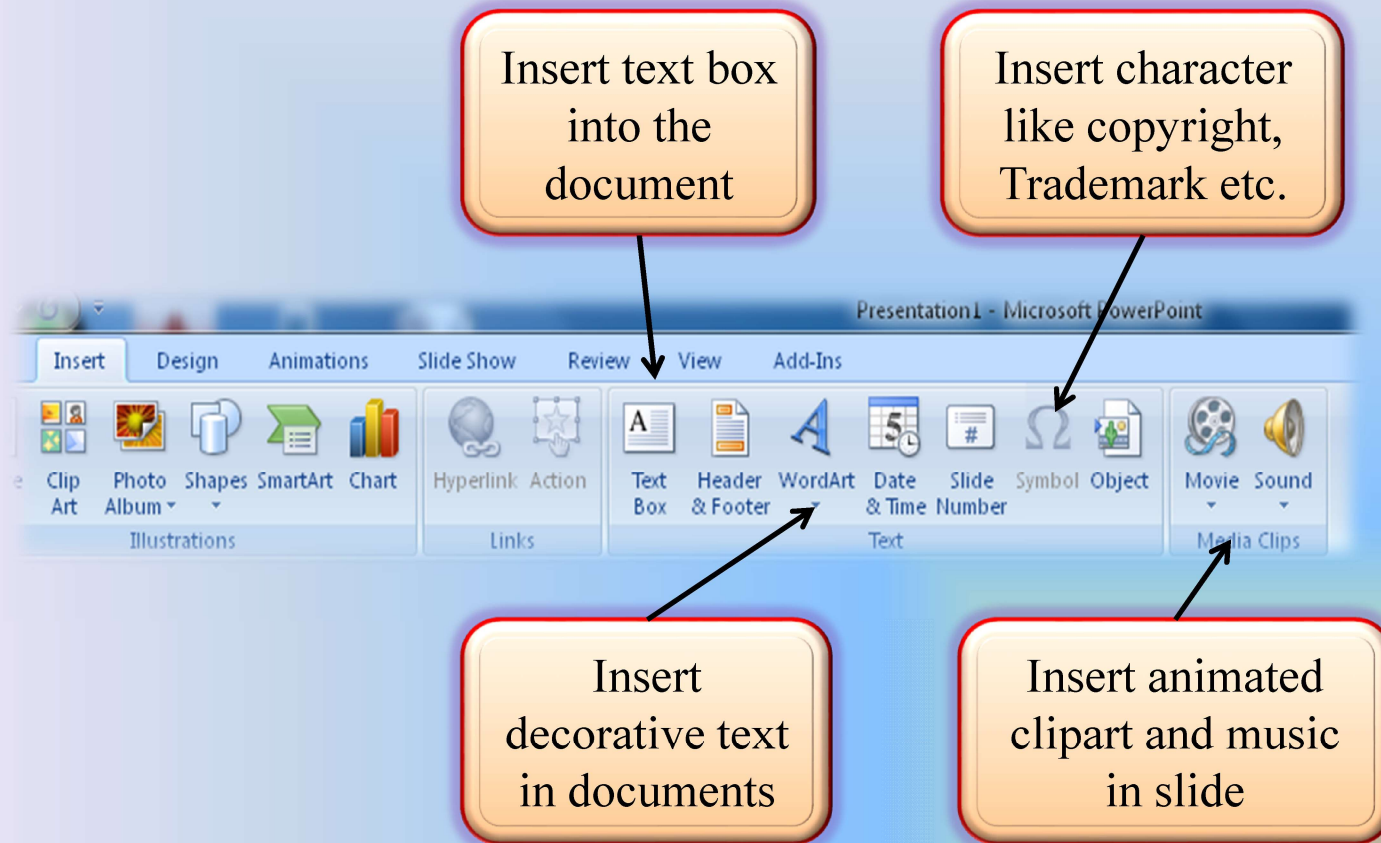


Insert a Header and Footer

- Go to “Insert” then “Header and Footer”
- This dialog box allows you to add a date and time on the slide and Slide number.



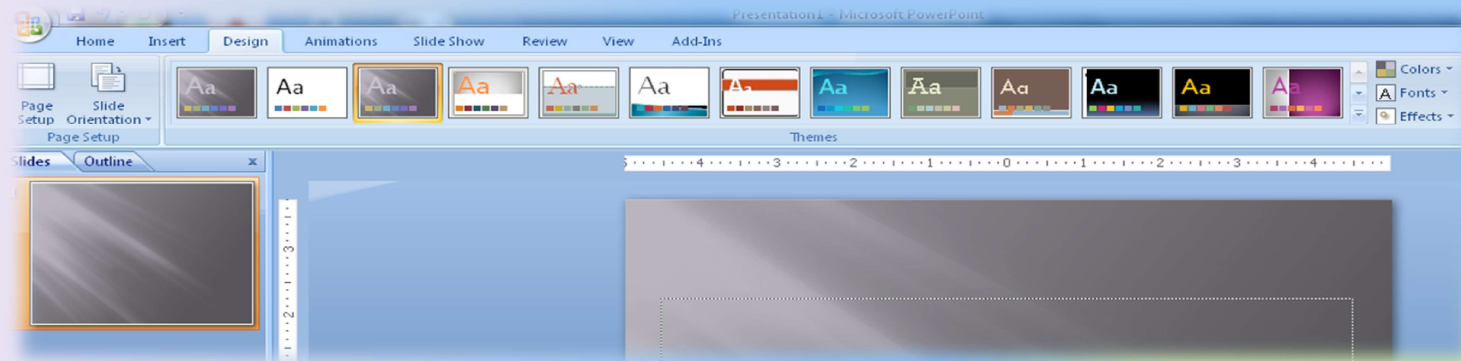
Other Insert Tools



Design Menu

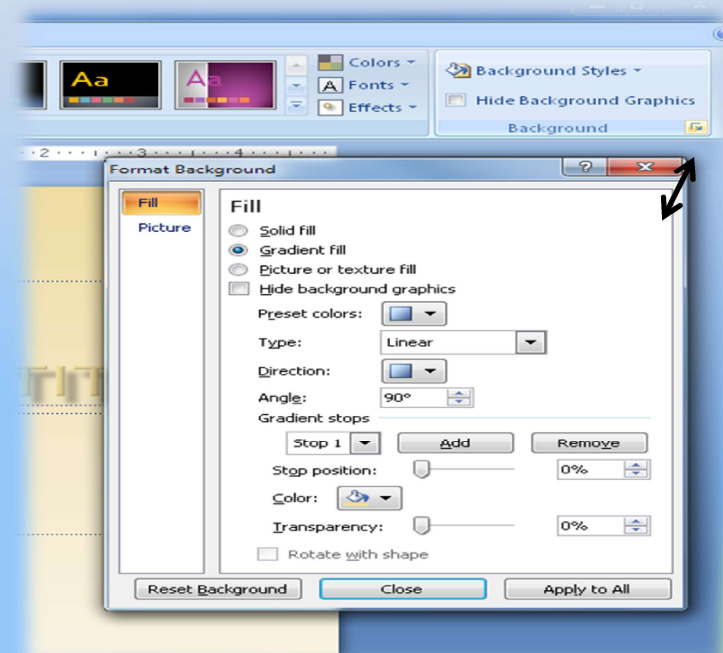
Add a Slide Theme from Gallery

- Go to the “Design” ribbon
- Select a design theme from the Theme toolbar.



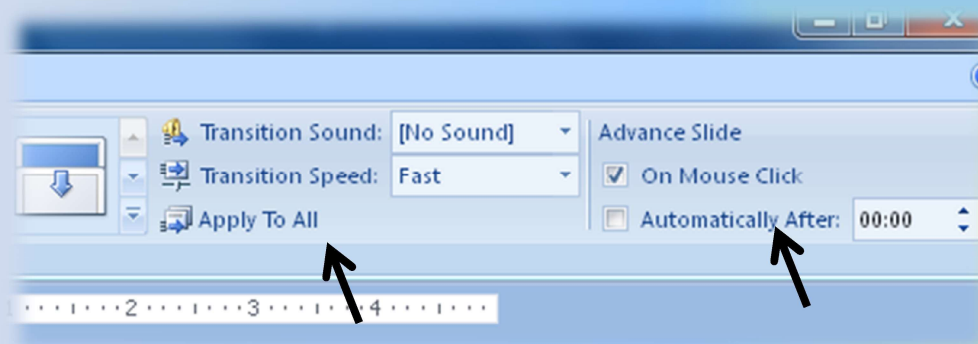
Background Format

- Go to the “Design” ribbon
- Select a Format Background Dialog Box to Change the background of Slide (As shown in fig.)



Slide Transitions

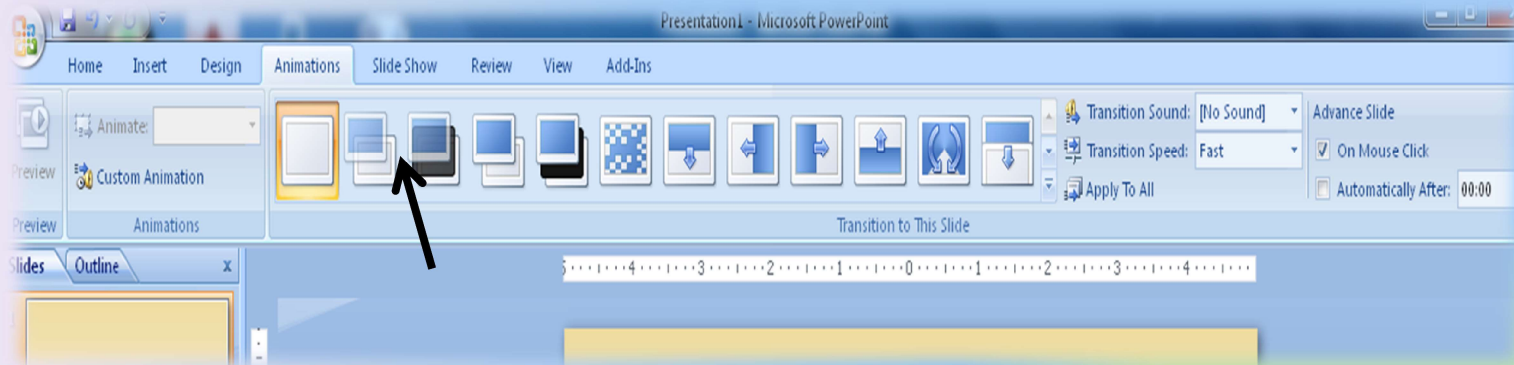
- Go to the “Animations” ribbon, and select,
- To give sound and Transition speed between the previous and next slide
- Move to the next slide by mouse click or automatically after certain seconds.



Animations Menu

Slide Transitions

- Go to the “Animations” ribbon
- Select desired Transition from toolbar



Slide Show Menu

Rearrange Slides

- To move a slide, click on the slide thumbnail in the left column
 - Drag and drop the slide at the desired location.
- To move consecutive slides at one time, click and hold the Shift key as you select the slides you want to move.
 - Drag and drop the slides at the desired location.

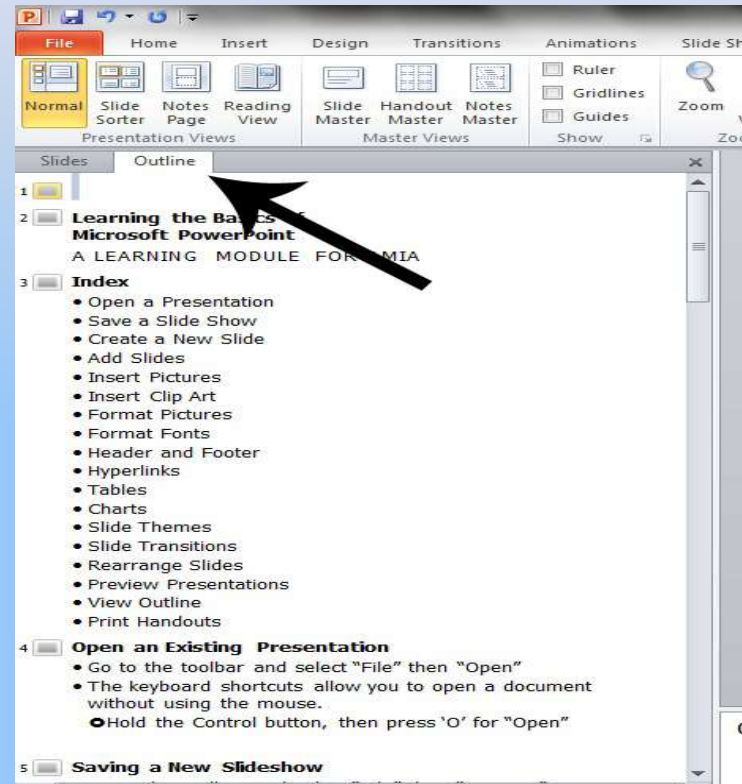
Preview a Presentations

- Go to the “Slide Show” ribbon
- Select the point in the slide show that you would like to begin viewing.
 - From beginning
 - From current slide
- The shortcut key is F5



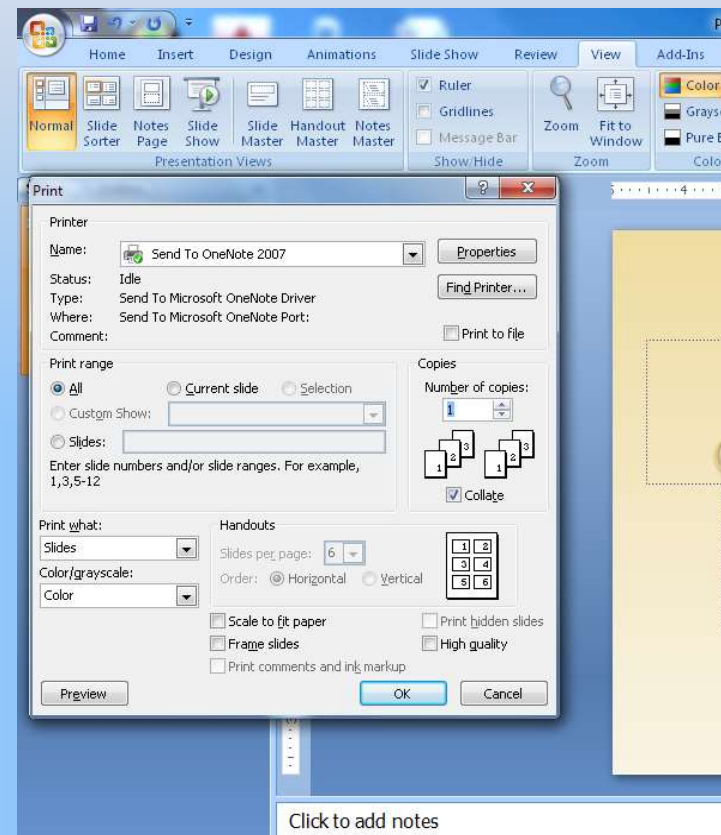
View Slides vs. Outlines

- The default view is Slides
- The second option is Outline view to show the slide show as outline notes



Print Handouts

- Select “File” then select “Print”
 - A dialog box appears that allows you to change the printer and select the number of copies to be printed.
- You can also select to print handouts of the slideshow.





**THANKS
FOR
WATCHING**