PowerPoint Instructions

Exercise 1: Type and Format Text and Fix a List

1. Open the PowerPoint Practice file. To add a company name to slide 1, click the slide 1 thumbnail if it's not selected. On the slide, in the subtitle placeholder, triple-click the text to select it.
2. Type **Margie's Travel**.
    a. How about a unique font color for this text? Select the text you typed (triple-click again). Point to the Mini toolbar to make it solid. Choose the font color A,
    b. The colors available for this template are shown along the top row under **Theme Colors**. Varying shades of them are displayed below that. Other, standard colors appear below that. (You'll learn more about theme colors later.)
    c. Click a color within **Theme Colors**.
3. Now try some paragraph formatting. Click slide thumbnail 2. The bulleted list already fills the slide. To give yourself more room, change this list to fit into two columns.
    a. Click at the end of the last bulleted item in the list, **Mentoring Program**. On the Ribbon, in the **Paragraph** group, click **Columns** ▤, and then click **Two Columns**. Nothing noticeable happens on the slide, yet.
4. Press ENTER. A new bullet appears on the right side of the slide, to start a second column. Type **Helpful resources**.
5. To even out the bulleted items a little more between the columns, increase the line spacing. You should see the list bordered by a dashed line, which means the text placeholder is selected for text editing. Click the border to make it a solid line. Now you can change formatting for the placeholder itself.
    a. In the **Paragraph** group, click **Line Spacing** ↕≡. Click **1.5**.
    b. The line spacing increases, and the list is more evenly divided between columns.
6. Now, adjust a title so it looks less spread out. Click slide 3, which has a long title. You could rewrite it, but instead try the new letter-spacing command. Select the title text (triple-click), and in the **Font** group on the Ribbon, click the **Character Spacing** button AV↔.
7. Click **Tight**. This pulls the characters together subtly but effectively.

Exercise 2: Add a slide, More Options and Tabs

New Slide

1. Slide 3 should still be selected. If it's not, click the slide thumbnail.
2. On the Ribbon, in the **Slides** group, click the arrow next to **New Slide**.
3. You see a gallery of layouts for the slide. Click the one called **Title and Content**.

A new slide is inserted below slide 3. It has a multipurpose layout that works with text in a bulleted list, or a table, chart, SmartArt graphic (diagram), clip art picture, picture from a file, or video file.

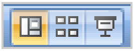
You have other layout choices, and you'll see more about those in the next lesson.

4. In the title placeholder of slide 4, type **Who's Who**.
5. Remember, if you're looking for a command in a group and don't see it, click the arrow in the relevant group to see what else is available.
6. With your pointer in the text of the slide title, you'll see a colored tab at the end of the Ribbon called **Drawing Tools**. Underneath it is the **Format** tab. Click it.
7. This tab specifically supports styling or positioning the text placeholder or other shapes. It's available whenever you click within a text placeholder or shape. Try a couple of Word Art and Shape Styles to see what happens.
8. Click outside both placeholders on the slide. The **Format** tab disappears, and will stay away until you need it again.

Exercise 4: Switch views and zoom

See all there is to see in PowerPoint and get close up or far away, using views and the zoom controls.

1. In the lower-right of the window, you'll find buttons for the three main views in PowerPoint.



2. The **Normal** button is selected. Click **Slide Sorter**, the middle button — look familiar? This view looks the same as it has in earlier PowerPoint versions.

   The third button is **Slide Show**; if you click it, you'll need to press ESC to get out of Slide Show view. Click the **Normal** button again.

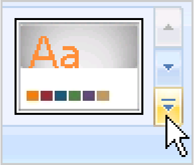
3. The zoom slider is next to the buttons, on the right. Drag the slider to see slide content up close and farther away. To zoom in increments, click the **Zoom In** button ⊕ or the **Zoom Out** button ⊖.
4. To put the slide back to its default position of fitting comfortably in the window, click the **Fit slide to current window** button .
5. The **View** tab on the Ribbon has many more view options. Click it now.

   Come here to display the ruler or grid (if your window is not at full size, these options are contained within the **Show/Hide** button), or open Notes Page view, view the Slide Master, or arrange multiple PowerPoint windows.

Exercise 5: Choose a theme

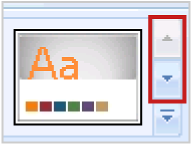
Start with designing the look of the slides. Currently the presentation has the plain Office Theme applied. You'll choose a different one.

1. Click the **Design** tab, and rest your mouse pointer (hover) over the thumbnails, one by one, within **Themes**. Each one displays a ScreenTip with the theme name and displays a preview on the slide as you hover.
2. More choices await: Click the **More** button to the right of the theme thumbnails, as shown here:



You see all the themes available. Click the **Foundry** theme to apply it (alphabetical).

Tips You can scroll through the theme choices on the Ribbon without displaying the gallery by clicking the up and down scroll arrows above the **More** button.



Also, if you right-click a theme thumbnail, you have choices for how to apply it; for example, to selected slides as opposed to all slides.

Exercise 6: Customize the theme

1. To the right of the theme thumbnails, click **Background Styles**.

   The gallery displays a range of backgrounds that stay within the theme's colors. Your theme currently has Style 11 applied (the thumbnail with this style is highlighted, and the style name shows in the ScreenTip).

2. Point to the various choices to see each previewed with your content.

   You'll notice that if the background is dark, text stays light. But if the background is light, body text will switch to a dark color.

   Tip If you have a photo or other piece of art that you want as the background, you can click **Format Background**, below the thumbnails, and use options there to apply that.

3. Go for a darker background and click **Style 12**. It applies to all your slides.

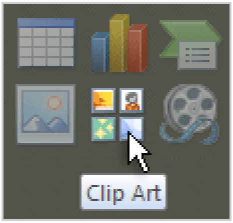
Exercise 7: Insert a picture

In these steps, you'll insert a picture on a slide, to start a series of slides with photos of company executives.

1. In the left of the window, click slide thumbnail 4.
2. On the slide, you'll see a little panel of icons.

   Tip If this slide had a different layout that didn't include the icons, you could change it by right-clicking the slide thumbnail, pointing to **Layout** on the shortcut menu, and selecting any of the layouts that has "content" in the title and includes the group of icons.

3. On the slide, click the clip art icon.

4. In the **Clip Art** task pane, which opens at the side of the window, type **people** under **Search for**.
5. Under **Results should be**, clear all the check boxes except for **Photographs**, and click **Go**.
6. Find a piece of clip art that has borders on the top and bottom, and click it.

   It gets placed within the text placeholder. Close the Clip Art task pane.

7. Add a glow special effect to the picture. The picture should still be selected on the slide, and the **Picture Tools** available on the Ribbon. Click the **Format** tab.
8. In the **Picture Styles** group, click **Picture Effects**, point to **Glow**, and click one of the glow effects that are on the bottom row in the gallery.

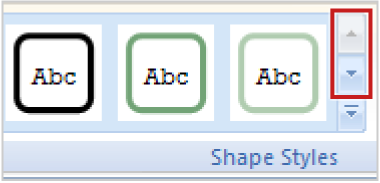
   Click away from the picture so that it is no longer selected, and see the glow effect.

   When you click away, the **Picture Tools** disappear from the Ribbon. They'll be back again if you select the picture.

Exercise 8: Insert a text box

Add a text box so you can write a caption for the picture. You'll style the text box using a new tab.

1. Slide 4 should still be displayed. On the Ribbon, click the **Insert** tab.
2. In the **Text** group, click **Text Box**. On the slide, point in the area under the picture; then, drag the pointer to create text box.
3. In the text box, type a bit of text that describes the picture, such as **Amy Rusko, CEO**, or something appropriate to the picture that you inserted.
4. Apply a style to the text box to polish it up. First, on the slide, click the text box border so that it becomes solid. Note that the **Drawing Tools** appear on the Ribbon.
5. Click the **Format** tab under **Drawing Tools**, and find the **Shape Styles** group. Point to the style samples and see them previewed on the text box. For more samples, click the up and down arrows to the right of the samples to scroll,

   or click the bottom **More** button to see the whole gallery at once.
6. Click a style to apply it to the text box.

Exercise 9: Position the text, align slide elements

Center the text in the text box, and use the **Arrange** commands to align the picture and text box.

1. Select the text box (it should have a solid border around it, with sizing handles).
2. Click the **Home** tab.
3. In the **Paragraph** group, click the **Align Text** button , and click **More Options**. Under **Text layout**, click the arrow next to **Vertical alignment**, and click **Middle Centered**. Then click **Close**. This centers the text box's text within the box, both vertically and horizontally.
4. Now align the picture and text box, so that they're both centered on the slide. First, press SHIFT and click the picture so both it and the text box are selected.

   On the Ribbon, under **Drawing Tools**, click the **Format** tab.

   In the **Arrange** group, click **Align** . Click **Align Center** on the menu.

   The text box will adjust so that it is centered beneath the picture.

Exercise 10: Turn off some "automatic" features

Take a minute to see how you select or turn off program options, such as the spelling checker and the text AutoFit feature.

1. Click the **Microsoft Office Button** , and at the bottom of the menu that opens, click **PowerPoint Options**.
2. The **PowerPoint Options** window opens, where you can choose to enable or disable features For example, in the top group of options, there's **Show Mini Toolbar on selection**. That's the ghostly panel of buttons that appears when you select text.
3. Click the **Proofing** category, in the left part of the window.

   Toward the bottom of the options here, there's **Check spelling as you type**, which is selected by default. If you wanted to turn it off, you'd clear the check box here.

4. Look at the top under **AutoCorrect Options**. PowerPoint does a lot of text fixing automatically, such as reducing the font size if your text is exceeding the size of a text placeholder. Look at those settings: Click **AutoCorrect Options**. If you wanted to prevent font resizing, for example, you'd clear the **AutoFit body text to placeholder** check box on the **AutoFormat As You Type** tab.
5. Click **Cancel** twice. If there's a setting you changed and want to save, click **OK** twice.

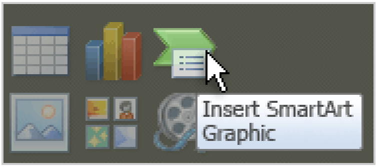
Exercise 11: Create an Organizational Chart (org chart)

To complete the company overview in this presentation, create an org chart.

1. Right-click slide thumbnail 4. On the shortcut menu, click **New Slide**.

   A slide is added with the same layout as the preceding slide, a **Title and Content** layout.

2. On the new slide, click within the title text, and type **Our Org**.
3. Within the main part of the slide, click the small icon representing SmartArt graphics. These contain choices for org charts.

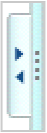
4. In the left part of the **Choose a SmartArt Graphic** dialog box, click **Hierarchy**.

   The gallery displays the hierarchy layouts.

5. Double-click the first layout, called **Organization Chart**.

   The org chart is inserted, and attached to it is a box with an empty bulleted list. This is the Text pane. You can type and manipulate the text for the org chart here.

   If you don't see the Text pane, first select the org chart by clicking it; then click the narrow vertical strip with arrows that's on the side of the org chart:

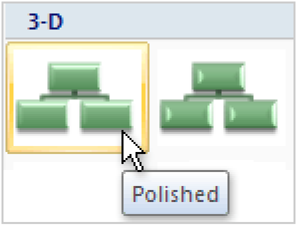
   

   Note that the org chart has taken on the theme colors.

6. In the Text pane, type names of your choice until the chart shapes are filled. The list hierarchy maps to the org chart hierarchy (the second bullet in the Text pane, which has the small arrow next to it, indicates an Assistant-type shape).

   When you're through typing text, click the small **Close** box in the right corner of the Text pane.

7. There are some very polished styles for graphics in PowerPoint 2007. Have a look. With the chart selected, the **SmartArt Tools** appear on the Ribbon, containing the **Design** and **Format** tabs. Click **Design**.
8. In **SmartArt Styles**, use the scroll arrows or click the **More** button to open the whole gallery of chart styles. Find **Polished** and click it.

   The **Design** tab within **SmartArt Tools** enables you to do a lot more — such as refine colors for the chart, add shapes to the chart, and choose a different layout altogether.

   Tip In the exercises above, you used icons within a layout to insert a picture and an org chart. Don't forget that you can also do that from the **Insert** tab on the Ribbon.

Exercise 12: Animate the org chart

Apply a basic animation so the org chart enters the slide level by level.

1. Select the org chart on the slide.
2. Click the **Animations** tab.
3. Click in the box that displays the option **No Animation**, it's within the **Animations** group..
4. Under **Fade**, click **By level at once**.

   The animation effect previews on the slide, with each level fading in as a group. (The Assistant shape, right under the top shape, is grouped with the level under it.)

5. To make the effect fade in a little faster, click **Custom Animation**, also within the **Animations** group.

   The **Custom Animation** task pane opens on the right. In the **Speed** box, change **Medium** to **Fast**. The preview is repeated. To close the task pane, click the small **Close** button in its upper-right corner.

6. Animate Slide 2.

Look at some of the other things you'd typically do after creating your presentation.

1. Have a look at the **Slide Show** and **Review** tabs on the Ribbon to see what's on them. These tabs support preparing and finalizing the content of the show.
2. Now get the file ready to print. Click the **Microsoft Office Button** , point to the arrow next to **Print**, and click **Print Preview**.
3. In the **Print What** box, select **Handouts (3 slides per page)**.
4. Click **Options**, and click **Header and Footer**.
5. On the **Notes and Handouts** tab, select the **Footer** check box. Type **Draft** in the **Footer** box, and click **Apply to All**.

   Your handouts now have this text added on the bottom. (Use the zoom slider in the bottom right of the window if you want to see the text better. To get the preview back to its default size, click **Fit slide to current window** , at the end of the slider.)

   To start the printing process, you'd click **Print**, up in the left of the preview window. For now, click **Close Print Preview**.

6. Click the **Microsoft Office Button** again. On the menu, point to **Publish**. Here are a few methods you can use to distribute the presentation, including **Package for CD**.
7. What if you wanted to create a new, blank presentation? Click **New** on this menu. A big window opens. Look at the choices along the top; note the links to existing templates and articles on Microsoft Office Online.