

Microsoft Office 2007

PowerPoint Chapter 1

Creating and Editing a Presentation



Objectives

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single- and multi-level bulleted lists
- Save a presentation
- Copy elements from one slide to another

Objectives

- View a presentation in Slide Show view
- Open a presentation
- Display and print a presentation in grayscale
- Check spelling
- Use PowerPoint Help

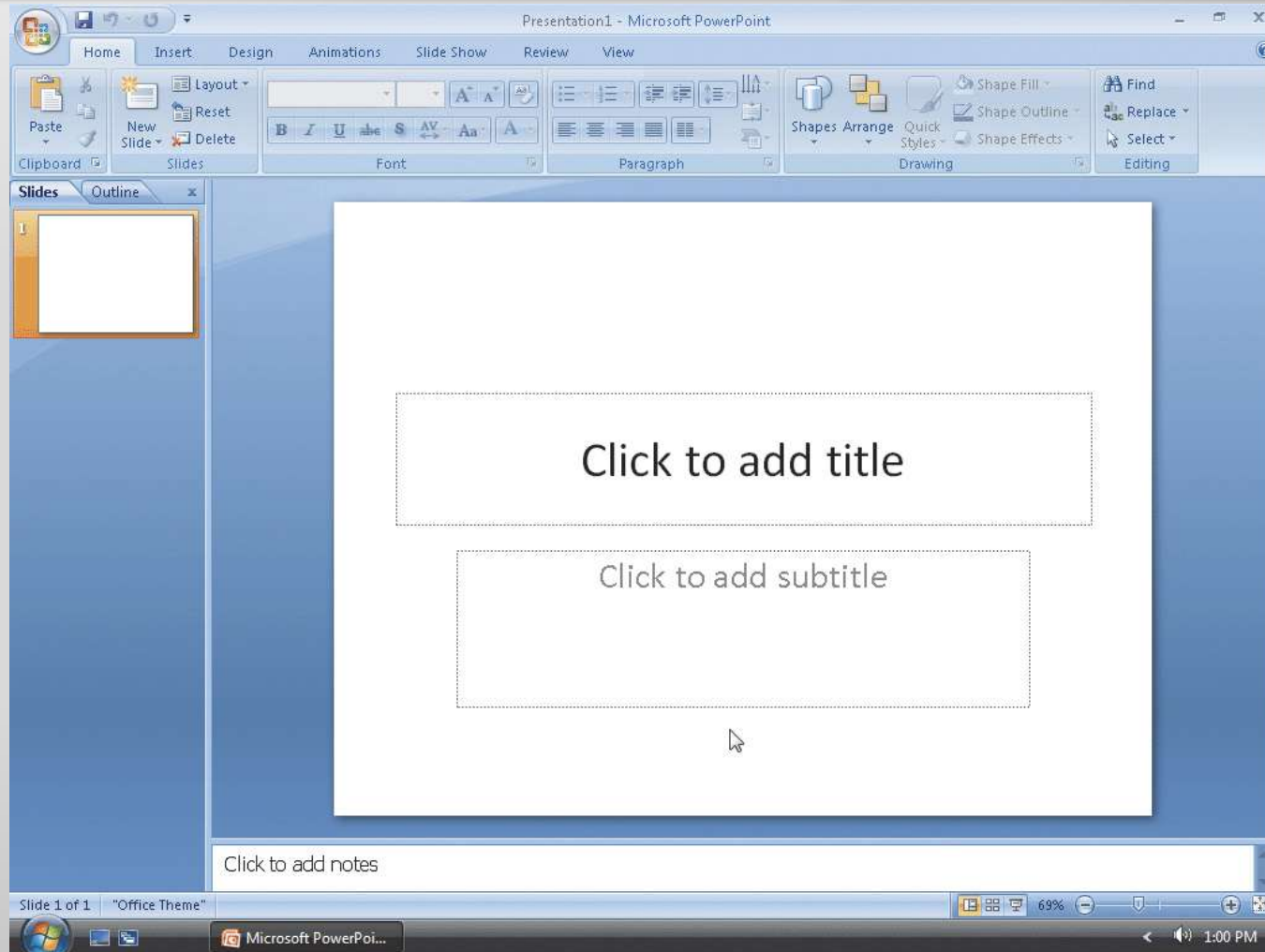
Plan Ahead

- Find the appropriate theme
- Choose words for each slide
- Format specific elements of the text
- Determine where to save the presentation

Starting PowerPoint

- Click the Start button on the Windows Vista taskbar to display the Start menu
- Click All Programs at the bottom of the left pane on the Start menu to display the All Programs list
- Click Microsoft Office in the All Programs list to display
- Click Microsoft Office PowerPoint 2007 to start PowerPoint and display a new blank document in the PowerPoint window
- If the PowerPoint window is not maximized, click the Maximize button next to the Close button on its title bar to maximize the window

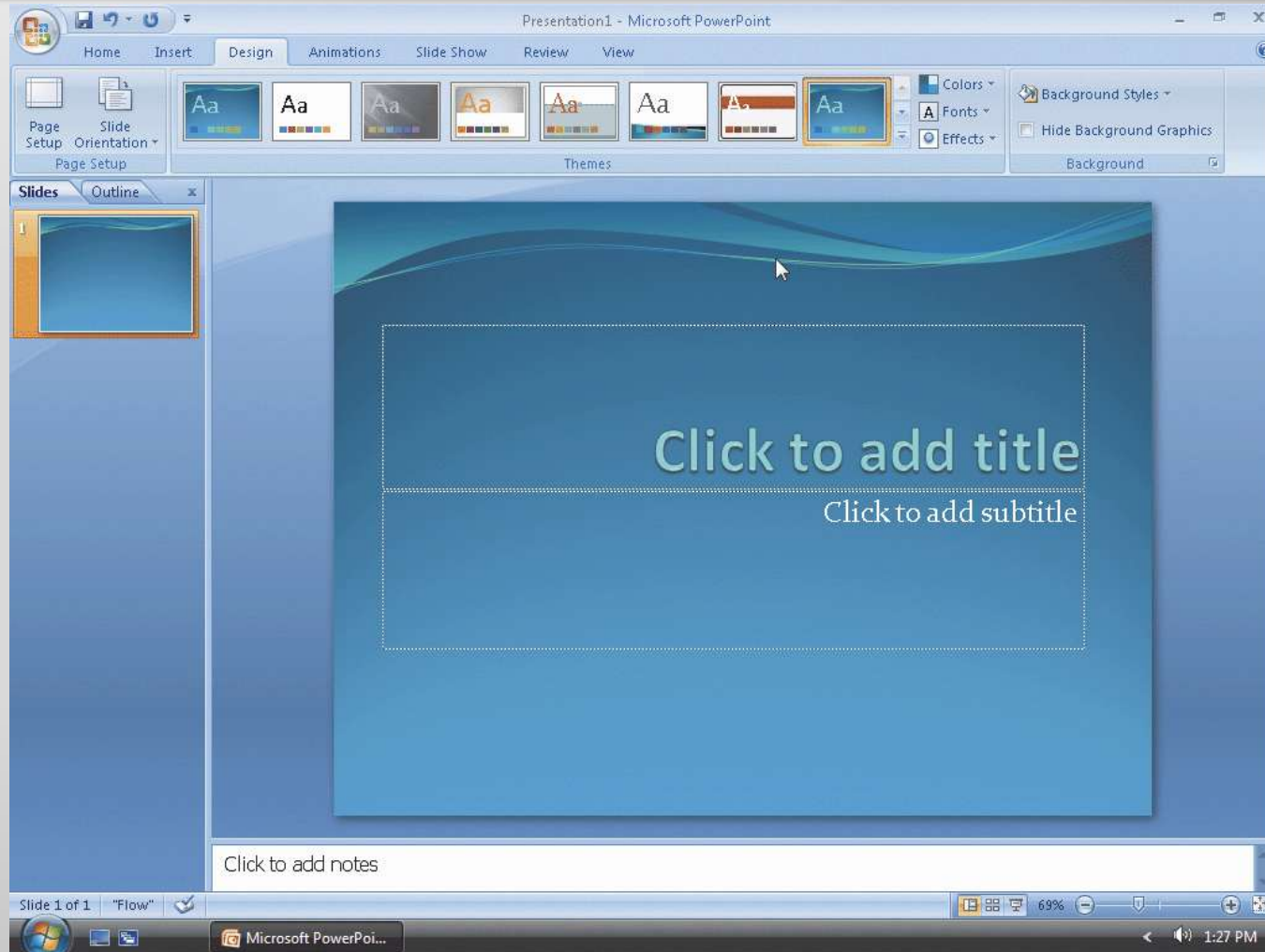
Starting PowerPoint



Choosing a Document Theme

- Click Design on the Ribbon to display the Design tab
- Click the More button in the Themes gallery to expand the gallery, which shows more Built-In theme gallery options
- Click the Flow theme to apply this theme to Slide 1

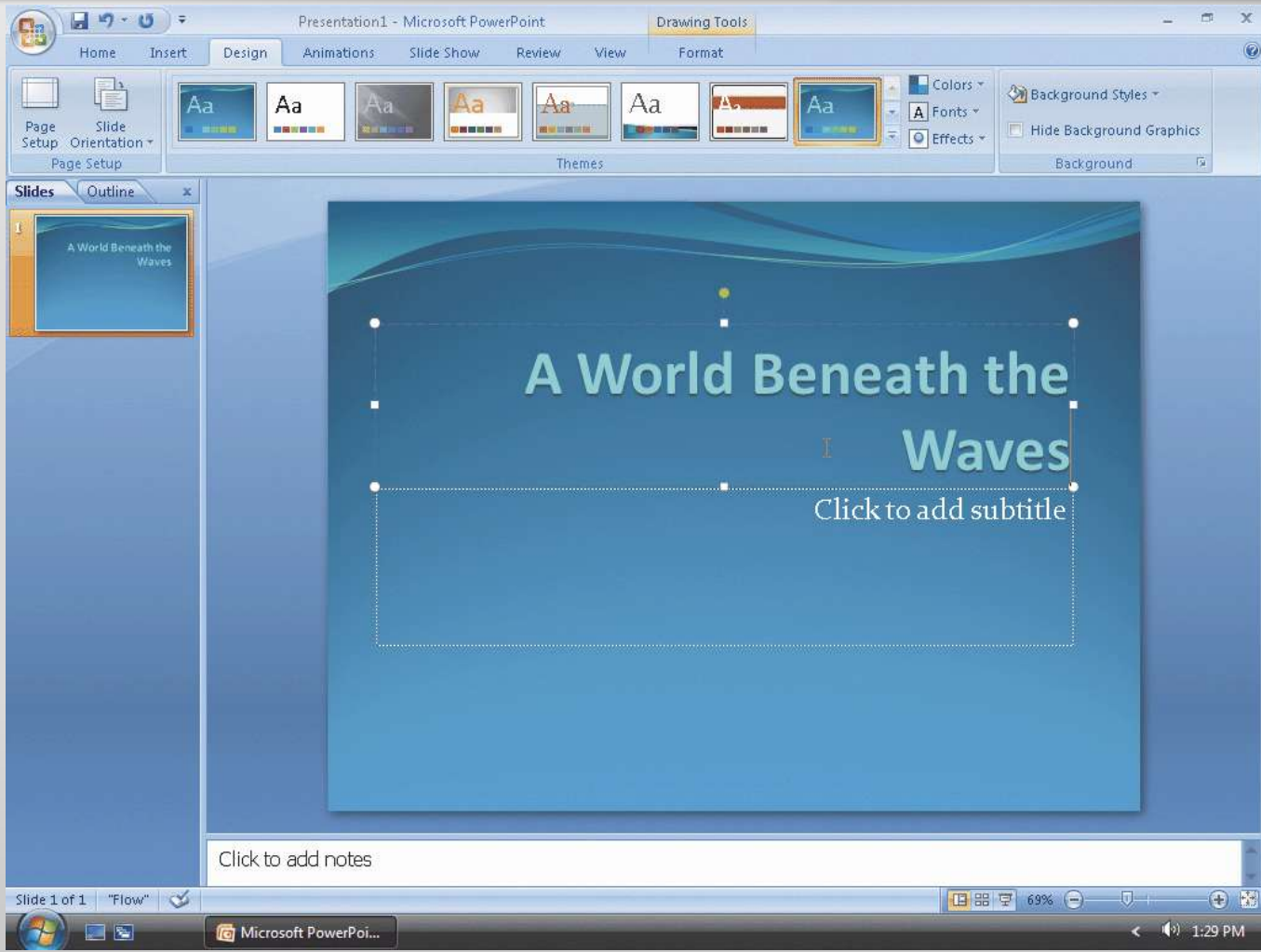
Choosing a Document Theme



Entering the Presentation Title

- Click the label, Click to add title, located inside the title text placeholder to select the placeholder
- Type `A World Beneath the Waves` in the title text placeholder. Do not press the ENTER key

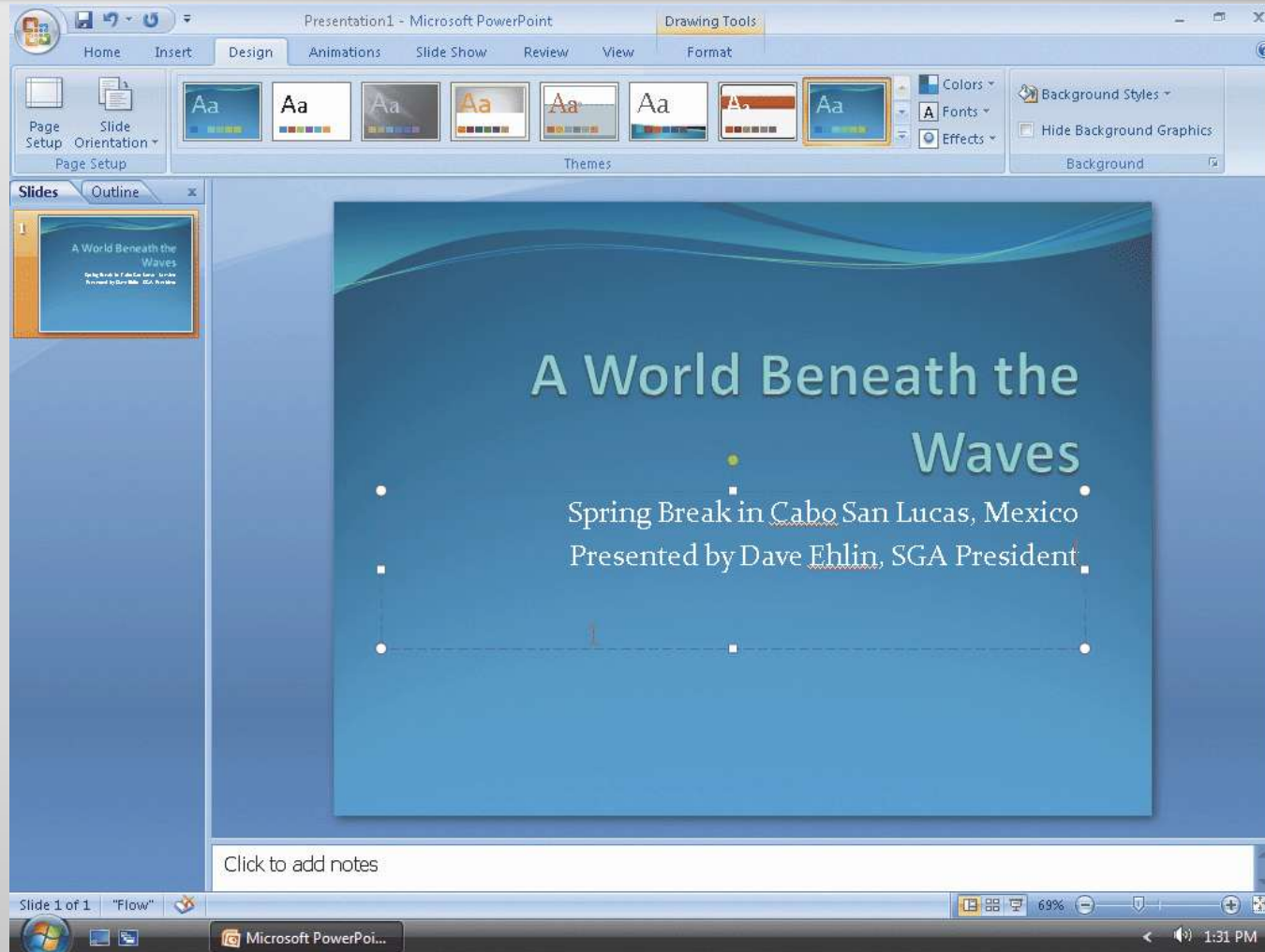
Entering the Presentation Title



Entering the Presentation Subtitle Paragraph

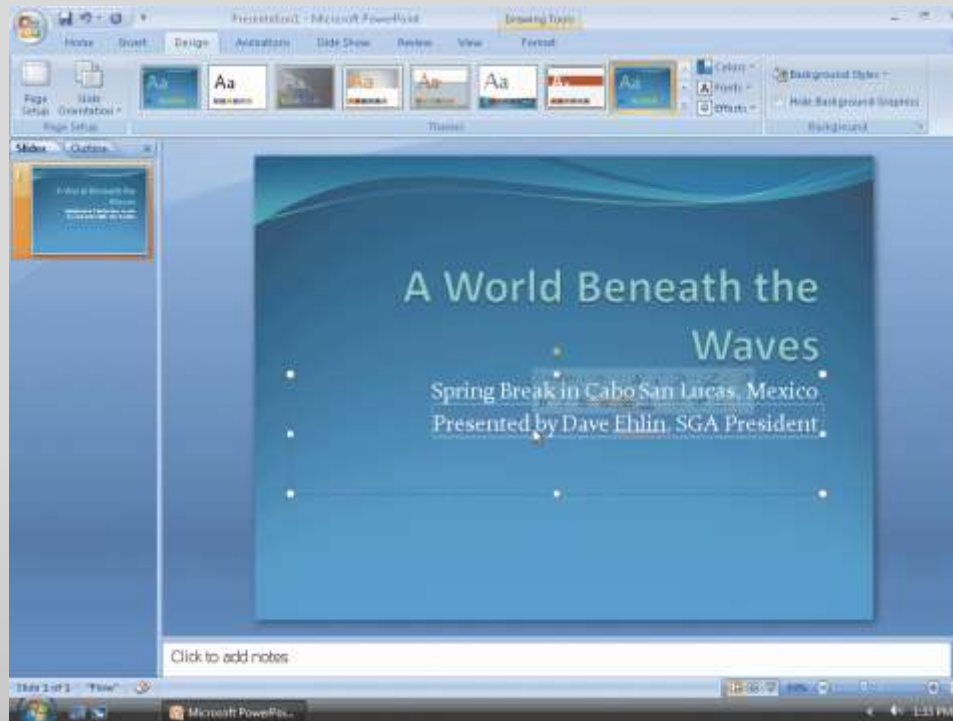
- Click the label, Click to add subtitle, located inside the subtitle text placeholder to select the placeholder
- **Type** Spring Break in Cabo San Lucas, Mexico **and then press the ENTER key**
- **Type** Presented by Dave Ehlin, SGA President **but do not press the ENTER key**

Entering the Presentation Subtitle Paragraph



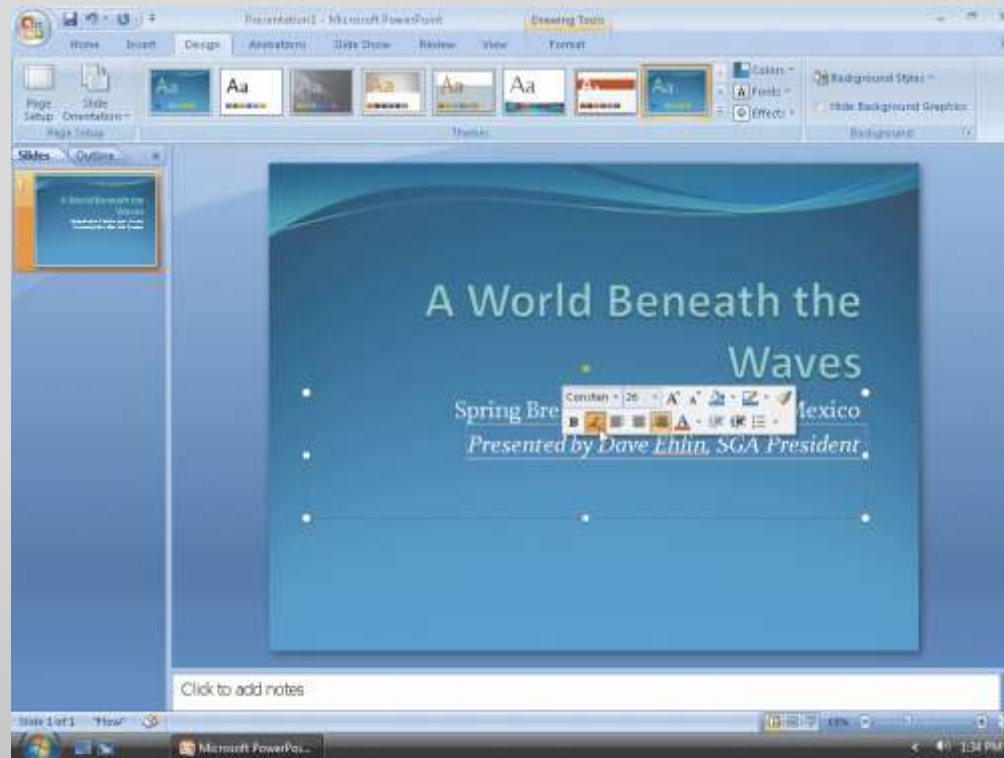
Selecting a Paragraph

- Triple-click the paragraph, Presented by Dave Ehlin, SGA President, in the subtitle text placeholder to select the paragraph



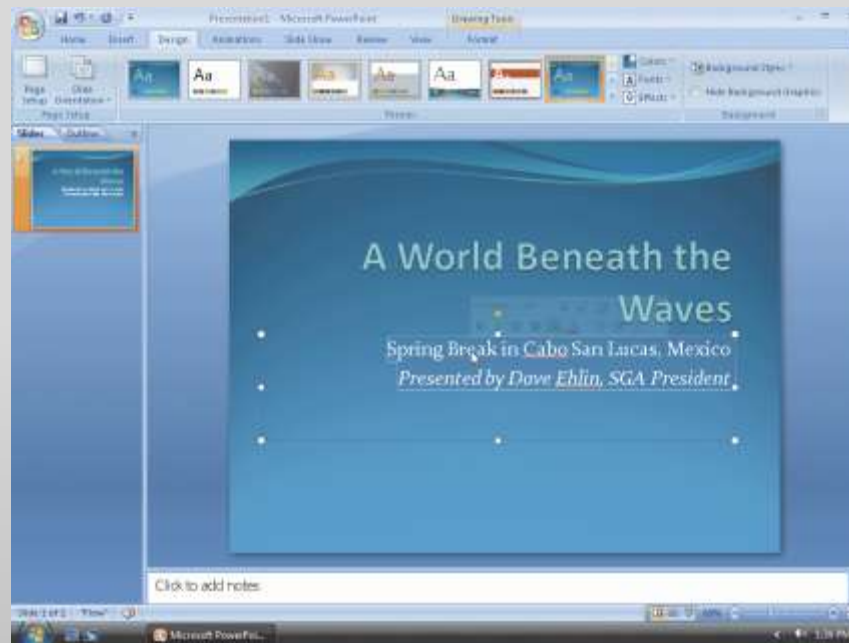
Italicizing Text

- With the subtitle text still selected, click the Italic button on the Mini toolbar to italicize that text on the slide and on the slide thumbnail



Selecting Multiple Paragraphs

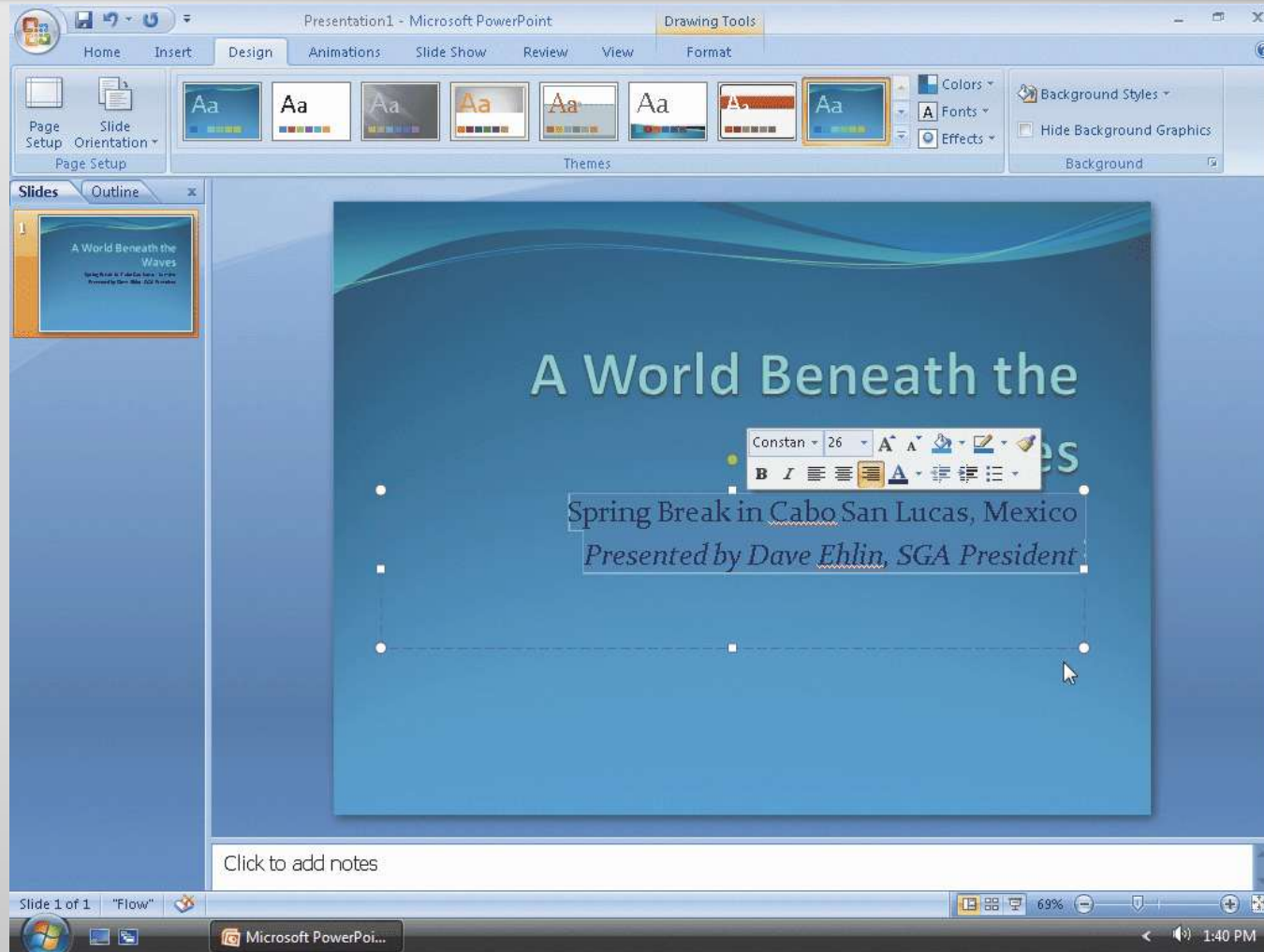
- With the second subtitle text paragraph selected, press the CTRL key and then triple-click the first subtitle text paragraph, Spring Break in Cabo San Lucas, Mexico, to select both paragraphs



Changing the Text Color

- With both paragraphs selected, click the Font Color arrow on the Mini toolbar to display the palette of Theme Colors and Standard Colors
- Click the Dark Blue button in the Standard Colors row on the Mini toolbar (row 1, column 9) to change the font color to dark blue
- Click outside the selected area to deselect the two paragraphs

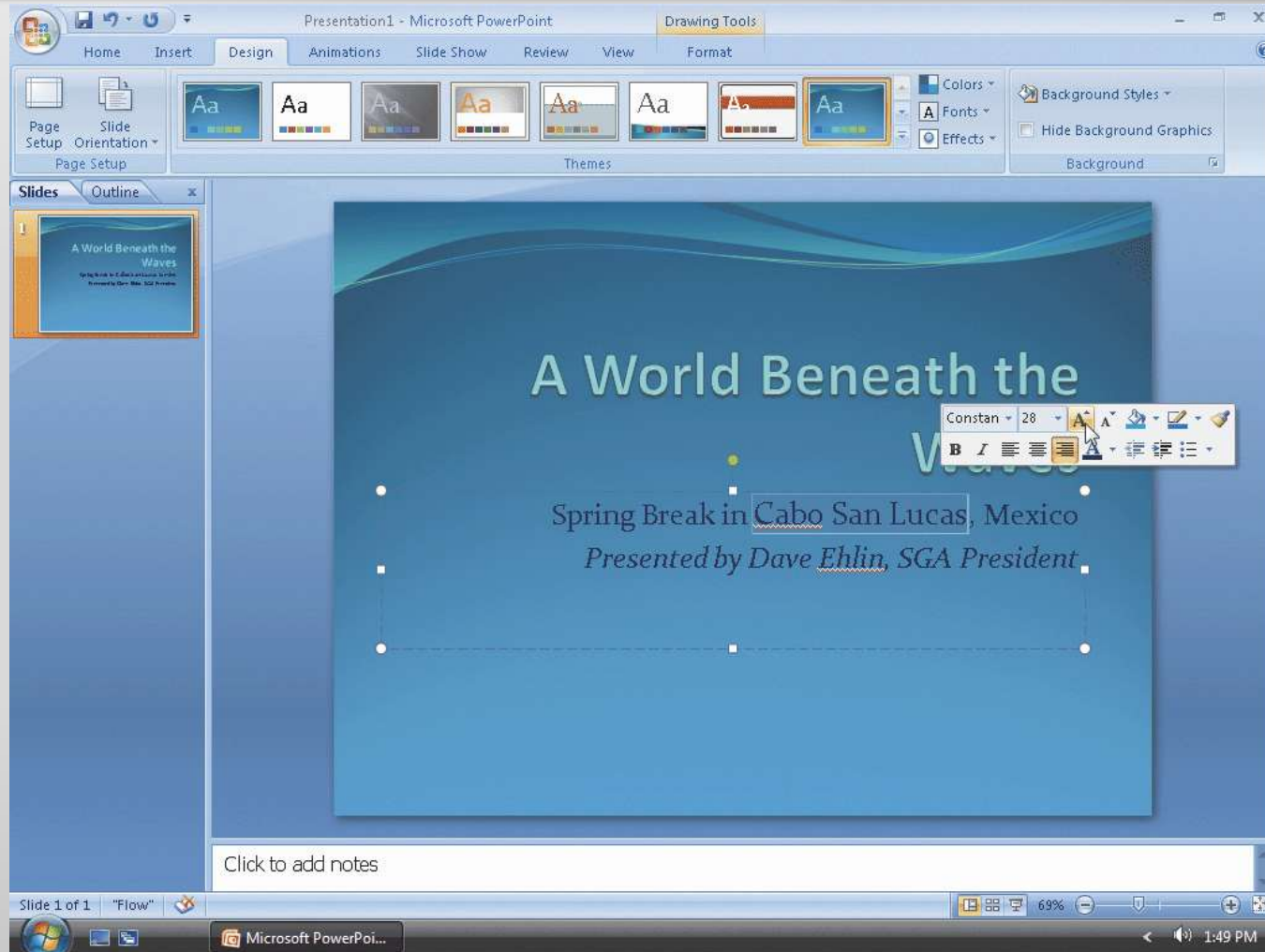
Changing the Text Color



Selecting a Group of Words and Increasing Font Size

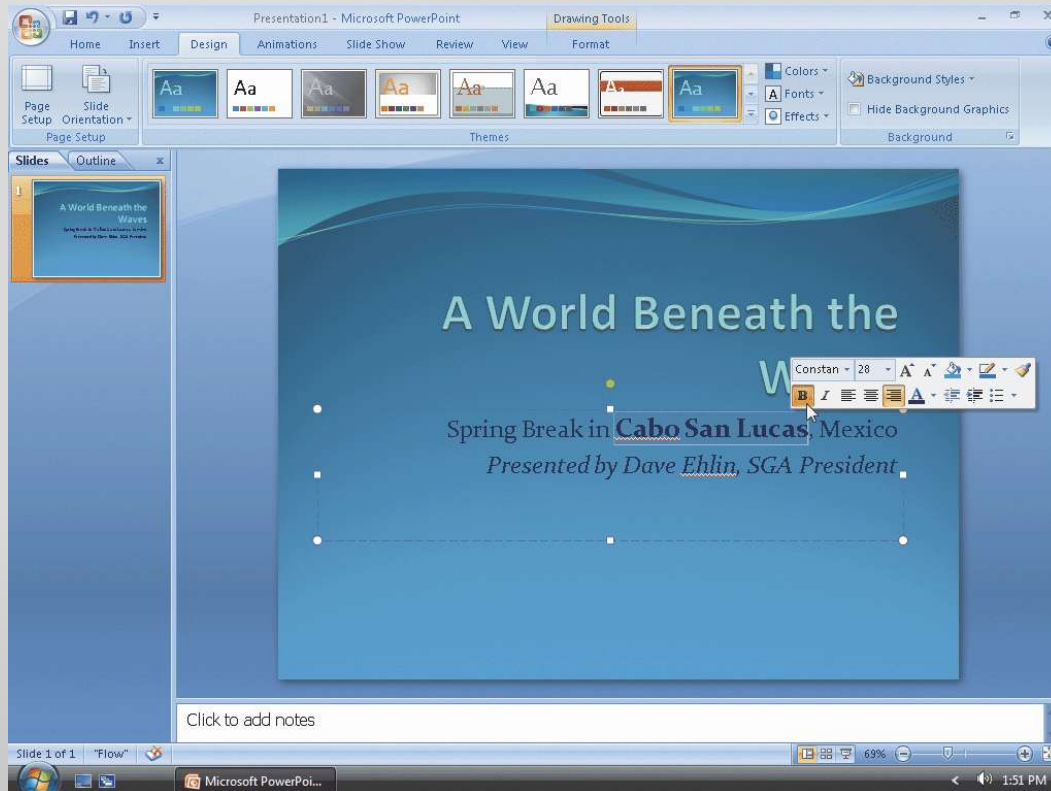
- Position the mouse pointer immediately to the left of the first character of the text to be selected (in this case, the C in Cabo)
- Drag the mouse pointer through the last character of the text to be selected (in this case, the s in Lucas)
- Click the Increase Font Size button on the Mini toolbar once to increase the font size of the selected text from 26 to 28 point

Selecting a Group of Words and Increasing Font Size



Bolding Text

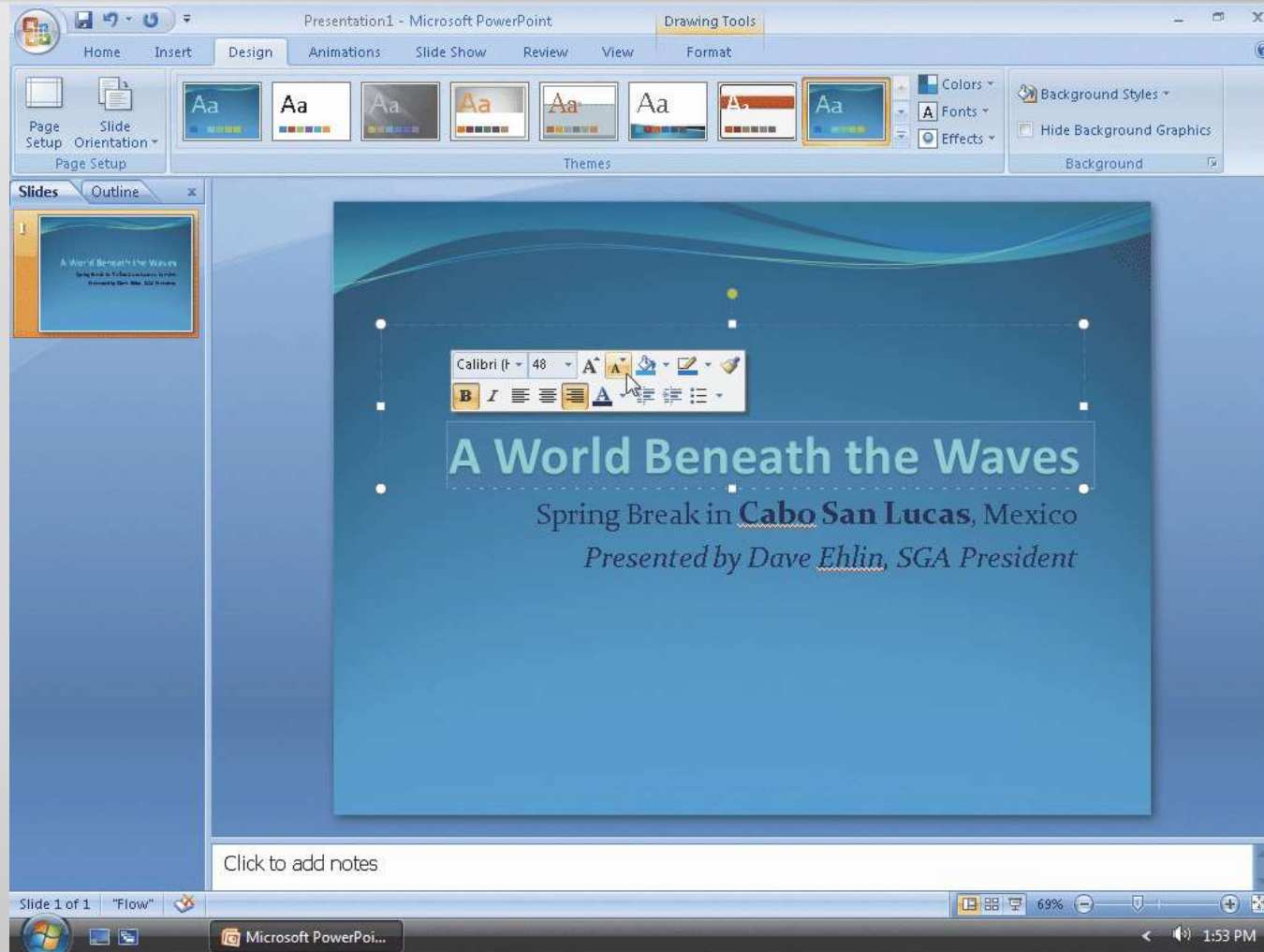
- Click the Bold button on the Mini toolbar to bold the three selected words



Decreasing the Title Slide Title Text Font Size

- Select the title slide title text, A World Beneath the Waves
- Click the Decrease Font Size button on the Mini toolbar twice to decrease the font size from 56 to 48 point

Decreasing the Title Slide Title Text Font Size



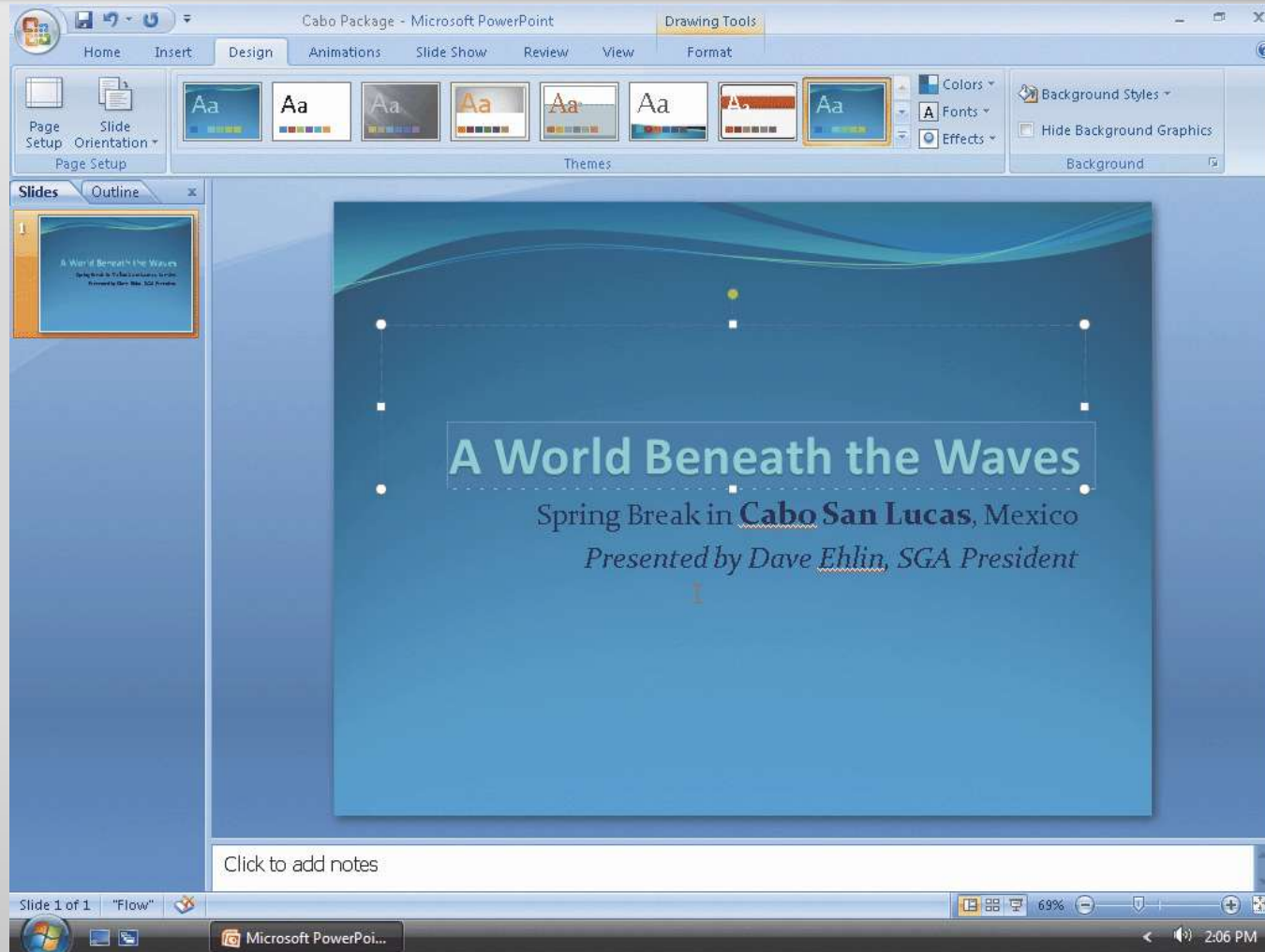
Saving the Presentation

- With a USB flash drive connected to one of the computer's USB ports, click the Save button on the Quick Access Toolbar to display the Save As dialog box
- If the Navigation pane is not displayed in the Save As dialog box, click the Browse Folders button to expand the dialog box
- If a Folders list is displayed below the Folders button, click the Folders button to remove the Folders list
- Type `Cabo Package` in the File name box to change the file name. Do not press the ENTER key after typing the file name
- If Computer is not displayed in the Favorite Links section, drag the top or bottom edge of the Save As dialog box until Computer is displayed

Saving the Presentation

- Click Computer in the Favorite Links section to display a list of available drives
- If necessary, scroll until UDISK 2.0 (E:) appears in the list of available drives
- Double-click UDISK 2.0 (E:) in the Computer list to select the USB flash drive, Drive E in this case, as the new save location
- Click the Save button in the Save As dialog box to save the presentation on the USB flash drive with the file name, Cabo Package

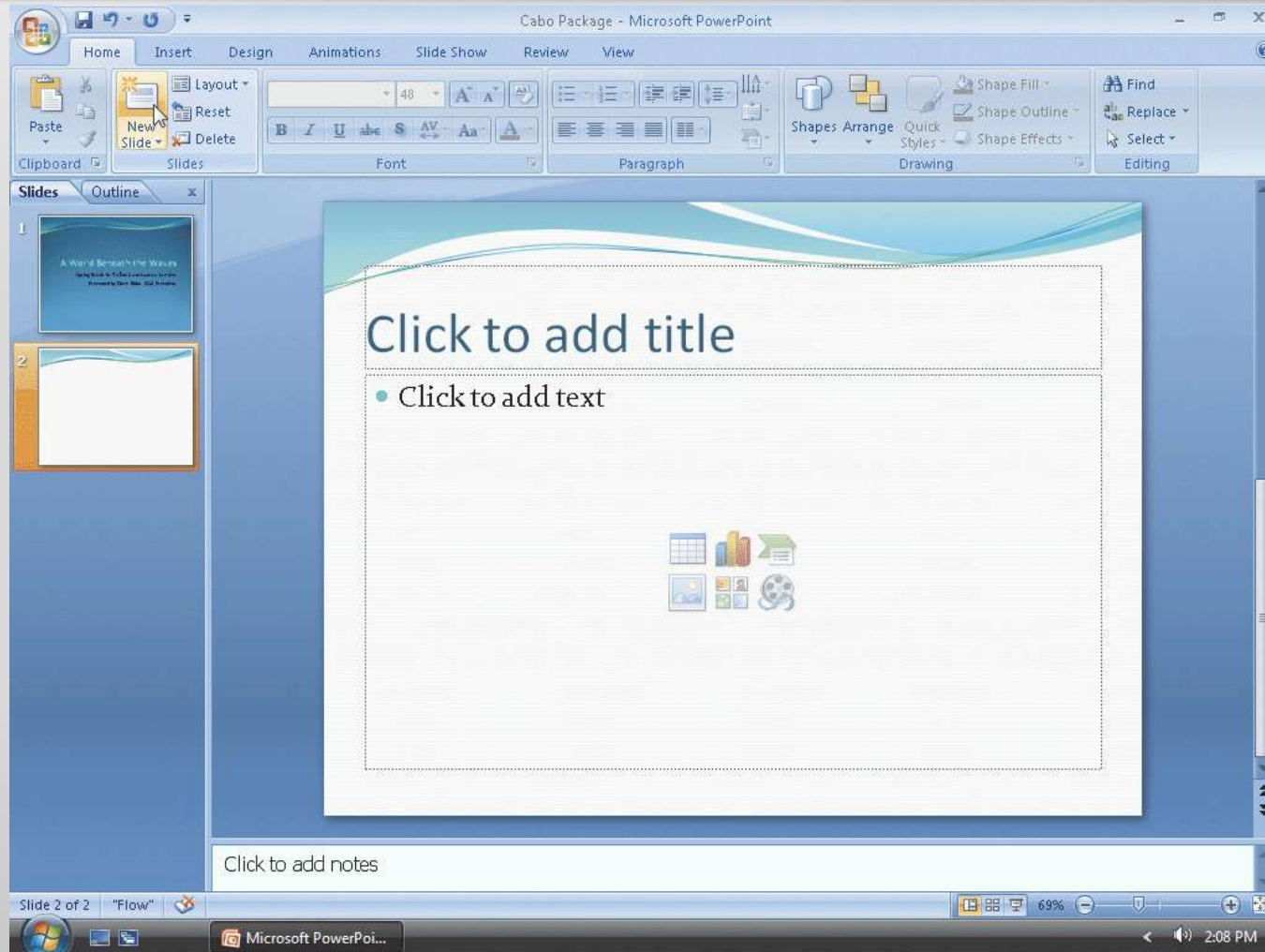
Saving the Presentation



Adding a New Text Slide with a Bulleted List

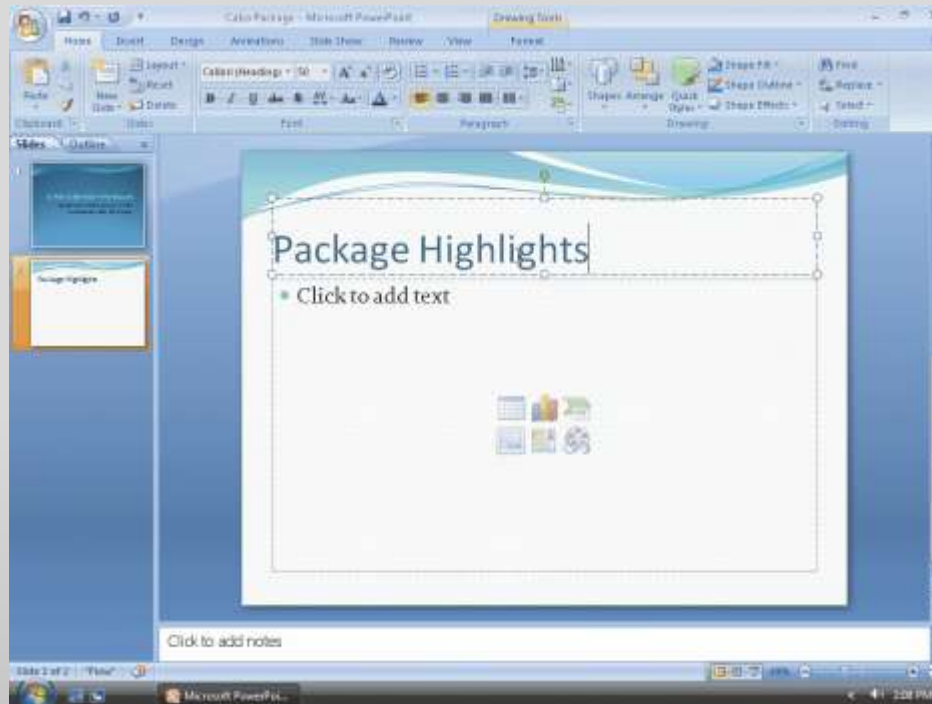
- Click Home on the Ribbon to display the Home tab
- Click the New Slide button in the Slides group to insert a new slide with the Title and Content layout

Adding a New Text Slide with a Bulleted List



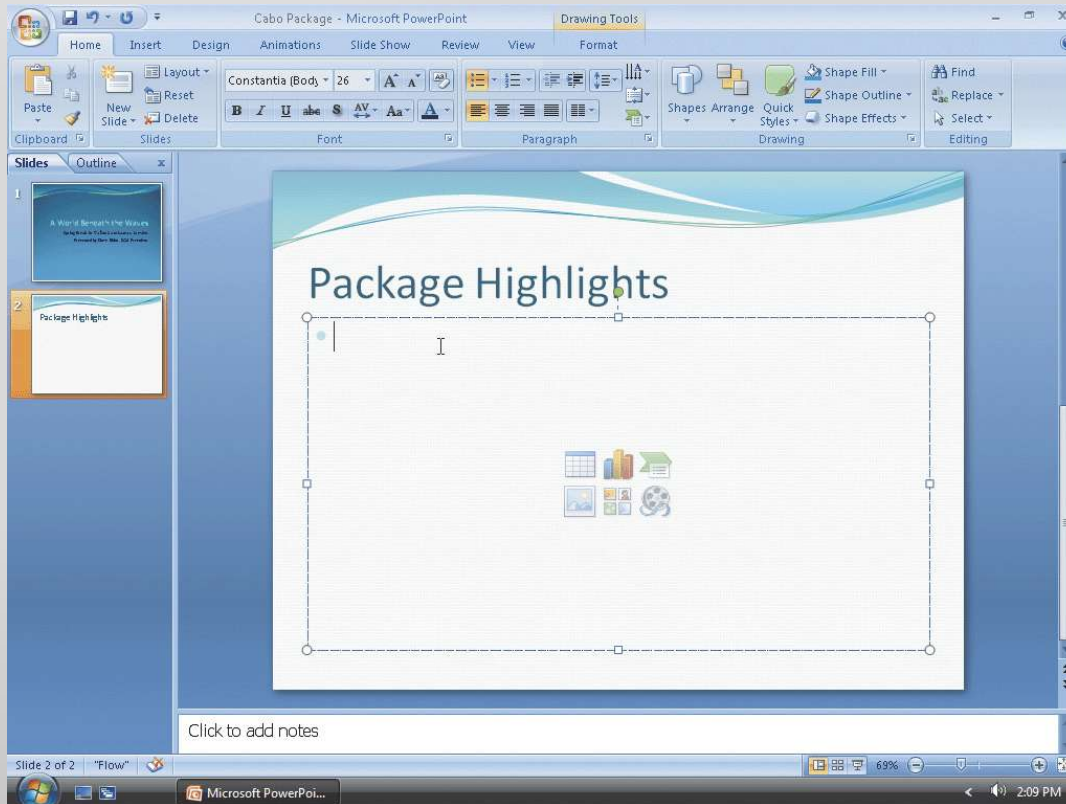
Entering a Slide Title

- Click the label, Click to add title, to select it and then type Package Highlights in the placeholder. Do not press the ENTER key



Selecting a Text Placeholder

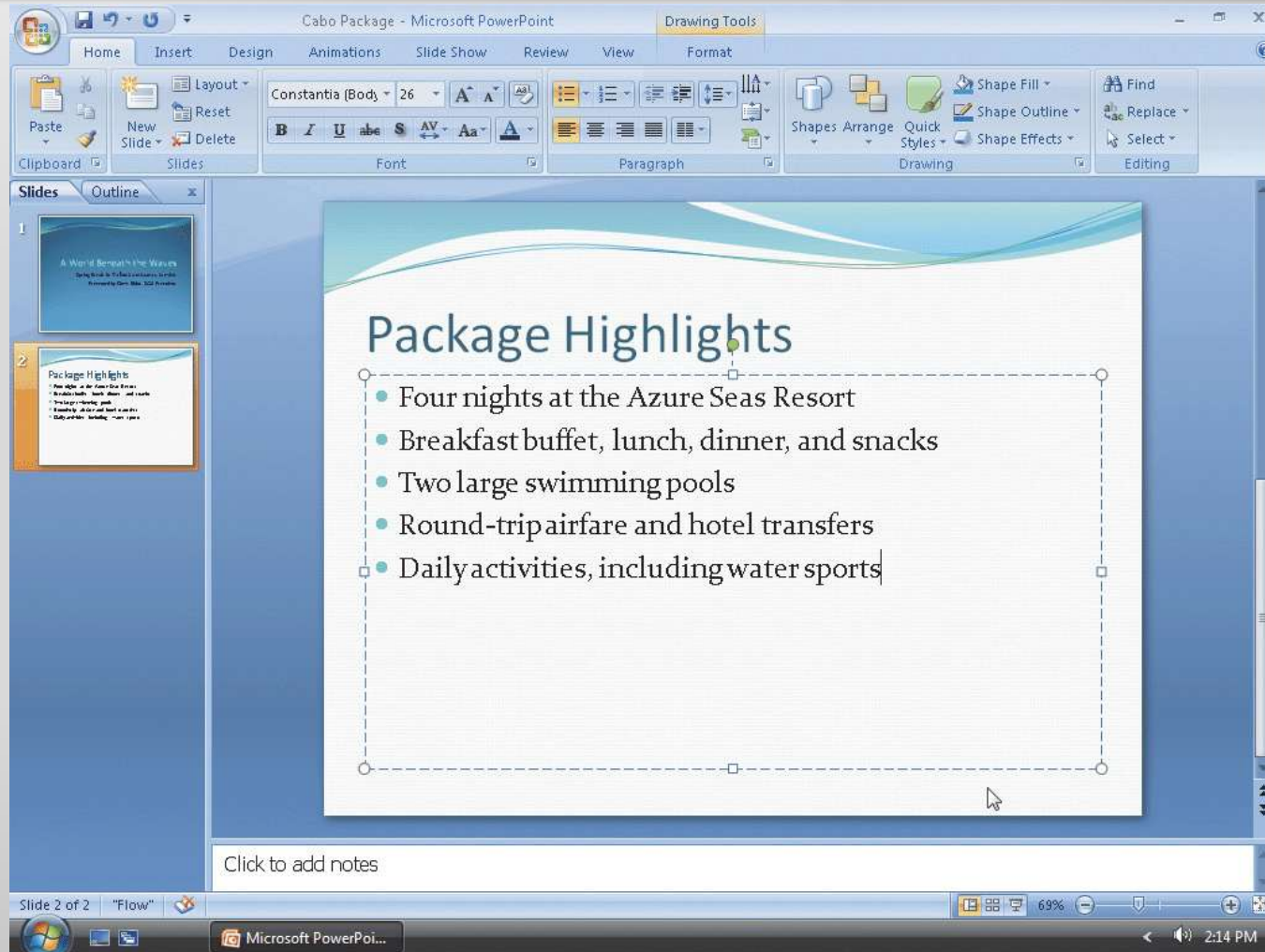
- Click the label, Click to add text, to select the text placeholder



Typing a Single-Level Bulleted List

- **Type** Four nights at the Azure Seas Resort and then press the ENTER key to begin a new bulleted first-level paragraph
- **Type** Breakfast buffet, lunch, dinner, and snacks and then press the ENTER key
- **Type** Two large swimming pools and then press the ENTER key
- **Type** Round-trip airfare and hotel transfers and then press the ENTER key
- **Type** Daily activities, including water sports but do not press the ENTER key

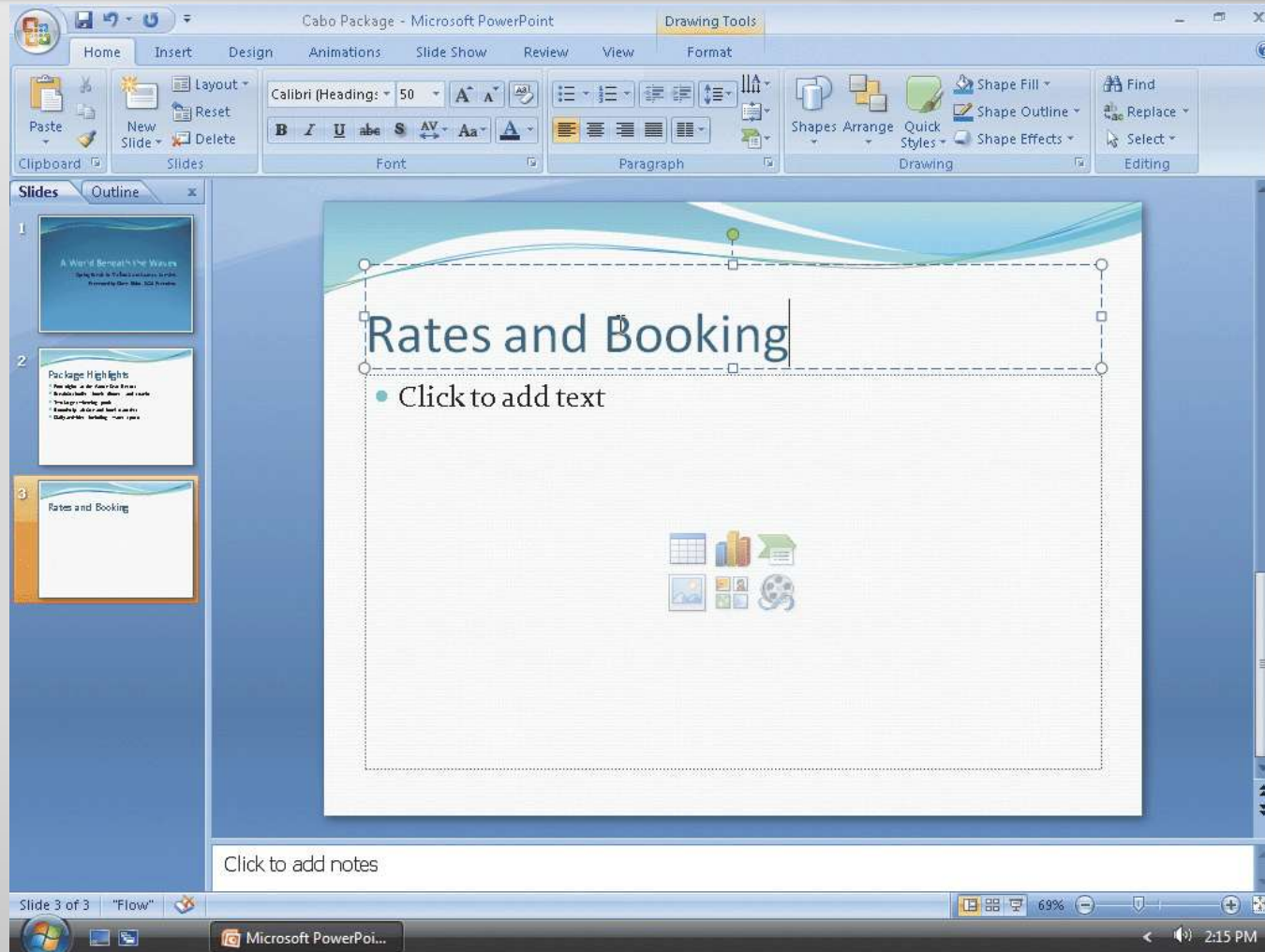
Typing a Single-Level Bulleted List



Adding a New Slide and Entering a Slide Title

- Click the New Slide button in the Slides group on the Home tab to insert a new slide with the Title and Content layout
- Click the title text placeholder and then type Rates and Booking in this placeholder. Do not press the ENTER key

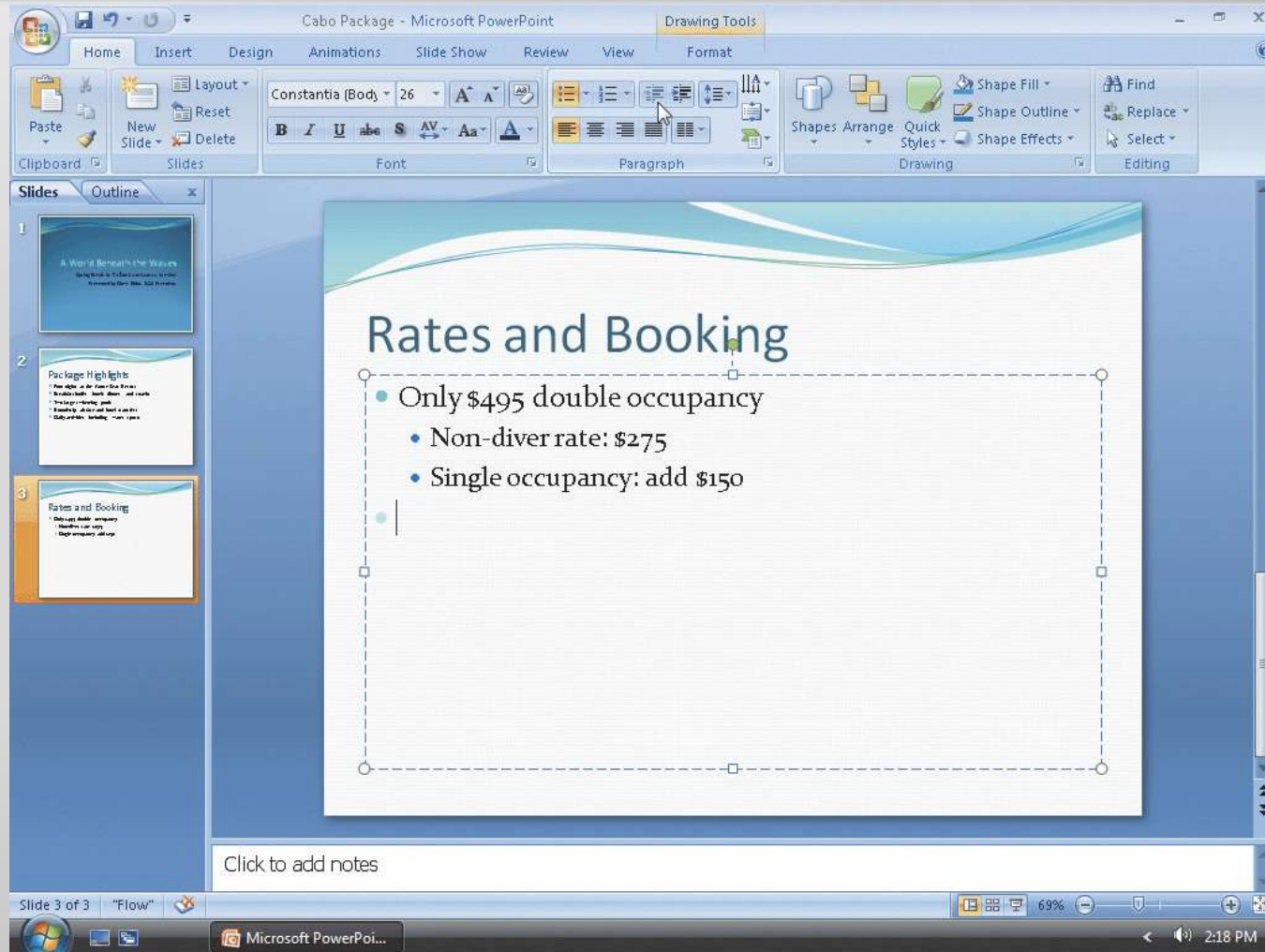
Adding a New Slide and Entering a Slide Title



Typing a Multi-Level Bulleted List

- Click the bulleted paragraph text placeholder
- Type `Only $495 double occupancy` and then press the ENTER key
- Click the Increase List Level button in the Paragraph group to indent the second paragraph below the first and create a second-level paragraph
- Type `Non-diver rate: $275` and then press the ENTER key to add a new paragraph at the same level as the previous paragraph
- Type `Single occupancy: add $150` and then press the ENTER key
- Click the Decrease List Level button in the Paragraph group so that the second-level paragraph becomes a first-level paragraph

Typing a Multi-Level Bulleted List



Typing the Remaining Text for Slide 3

- **Type** Nonrefundable \$150 deposit required and then press the ENTER key
- Click the Increase List Level button in the Paragraph group to demote the paragraph
- **Type** Due by October 1 and then press the ENTER key
- Click the Decrease List Level button in the Paragraph group to promote the paragraph
- **Type** Travel insurance highly recommended but do not press the ENTER key

Typing the Remaining Text for Slide 3

The screenshot displays the Microsoft PowerPoint 2007 interface. The title bar reads 'Cabo Package - Microsoft PowerPoint'. The ribbon is set to 'Drawing Tools' with the 'Format' tab selected. The ribbon includes sections for 'Clipboard', 'Slides', 'Font' (showing 'Constantia (Body)' and size '26'), 'Paragraph', 'Drawing' (with 'Shape Fill', 'Shape Outline', and 'Shape Effects' options), and 'Editing' (with 'Find', 'Replace', and 'Select' options). The 'Slides' pane on the left shows three slides: 1. 'A World Beneath the Waves', 2. 'Package Highlights', and 3. 'Rates and Booking'. The main slide area shows Slide 3 with the title 'Rates and Booking' and a bulleted list of booking details. A dashed rectangular box is drawn around the list items, indicating they are selected for editing. The status bar at the bottom shows 'Slide 3 of 3', 'Flow' theme, 69% zoom, and the time 2:20 PM.

Slide 3 of 3 "Flow" 69% 2:20 PM

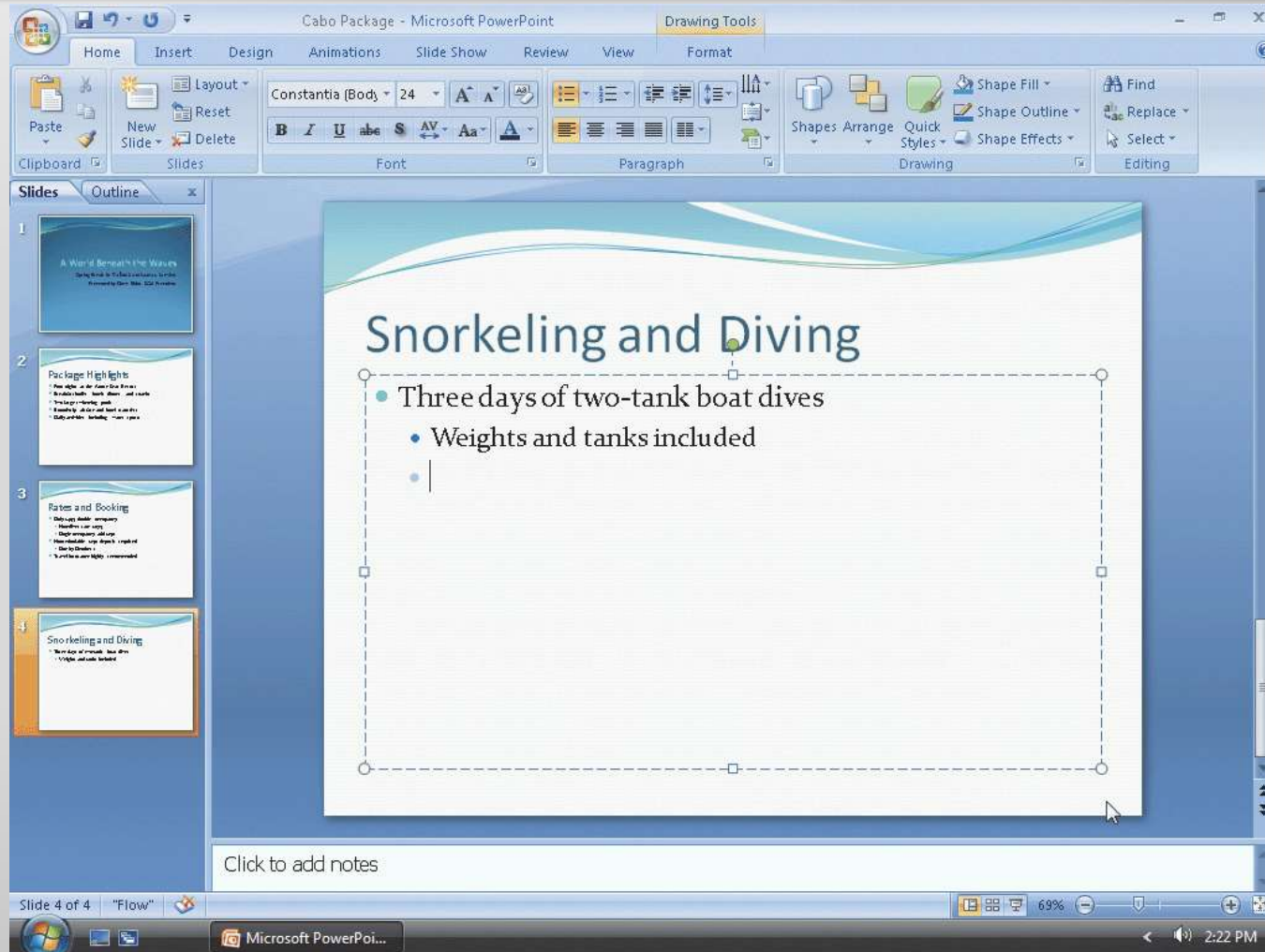
Rates and Booking

- Only \$495 double occupancy
 - Non-diver rate: \$275
 - Single occupancy: add \$150
- Nonrefundable \$150 deposit required
 - Due by October 1
- Travel insurance highly recommended

Creating Slide 4

- Click the New Slide button in the Slides group
- Type Snorkeling and Diving in the title text placeholder
- Press CTRL+ENTER to move the insertion point to the text placeholder
- Type Three days of two-tank boat dives and then press the ENTER key
- Click the Increase List Level button. Type Weights and tanks included and then press the ENTER key

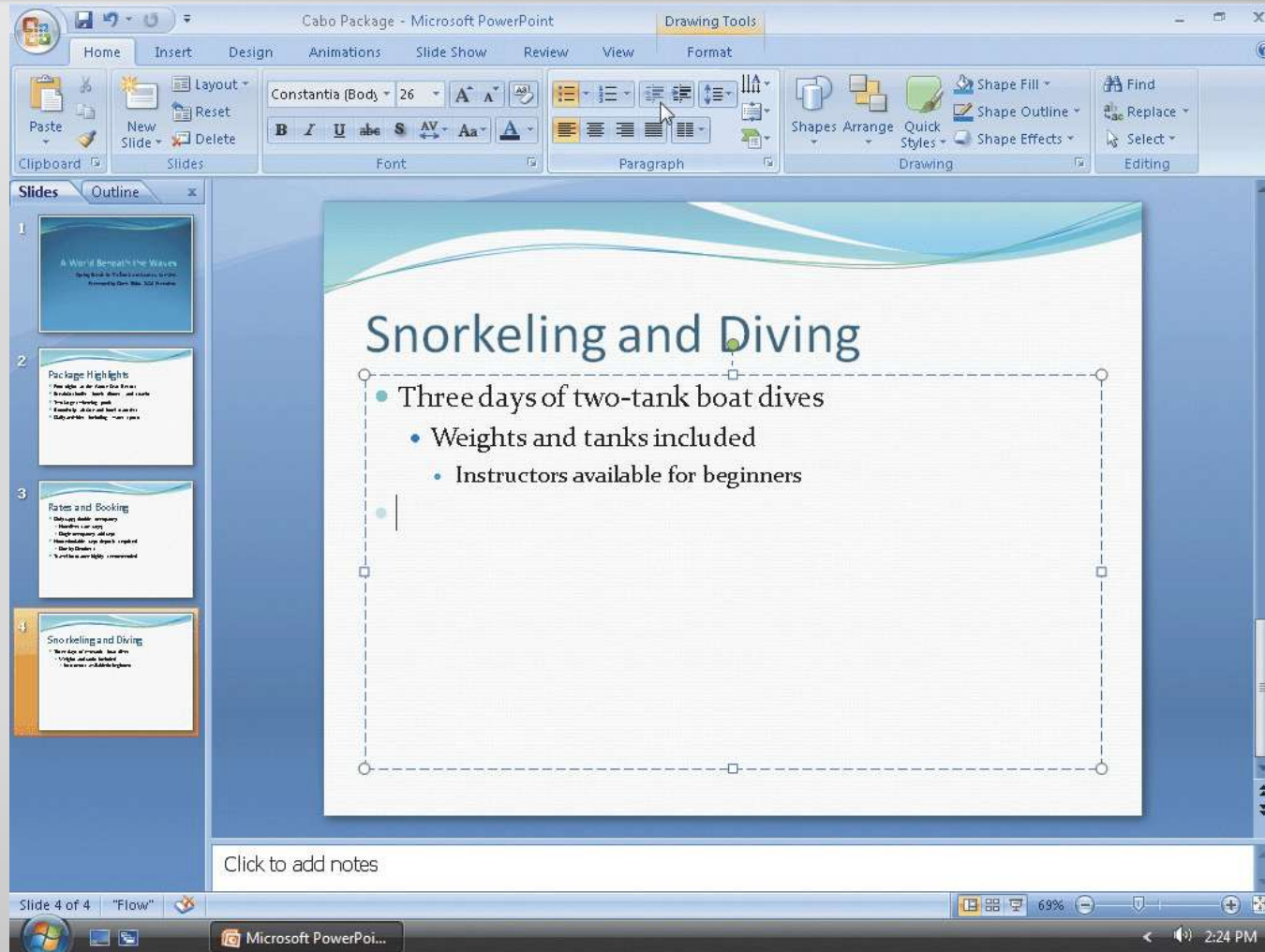
Creating Slide 4



Creating a Third-Level Paragraph

- Click the Increase List Level button so that the second-level paragraph becomes a third-level paragraph
- **Type** `Instructors available for beginners` and then press the ENTER key to create a second third-level paragraph
- Click the Decrease List Level button two times so that the insertion point appears at the first level

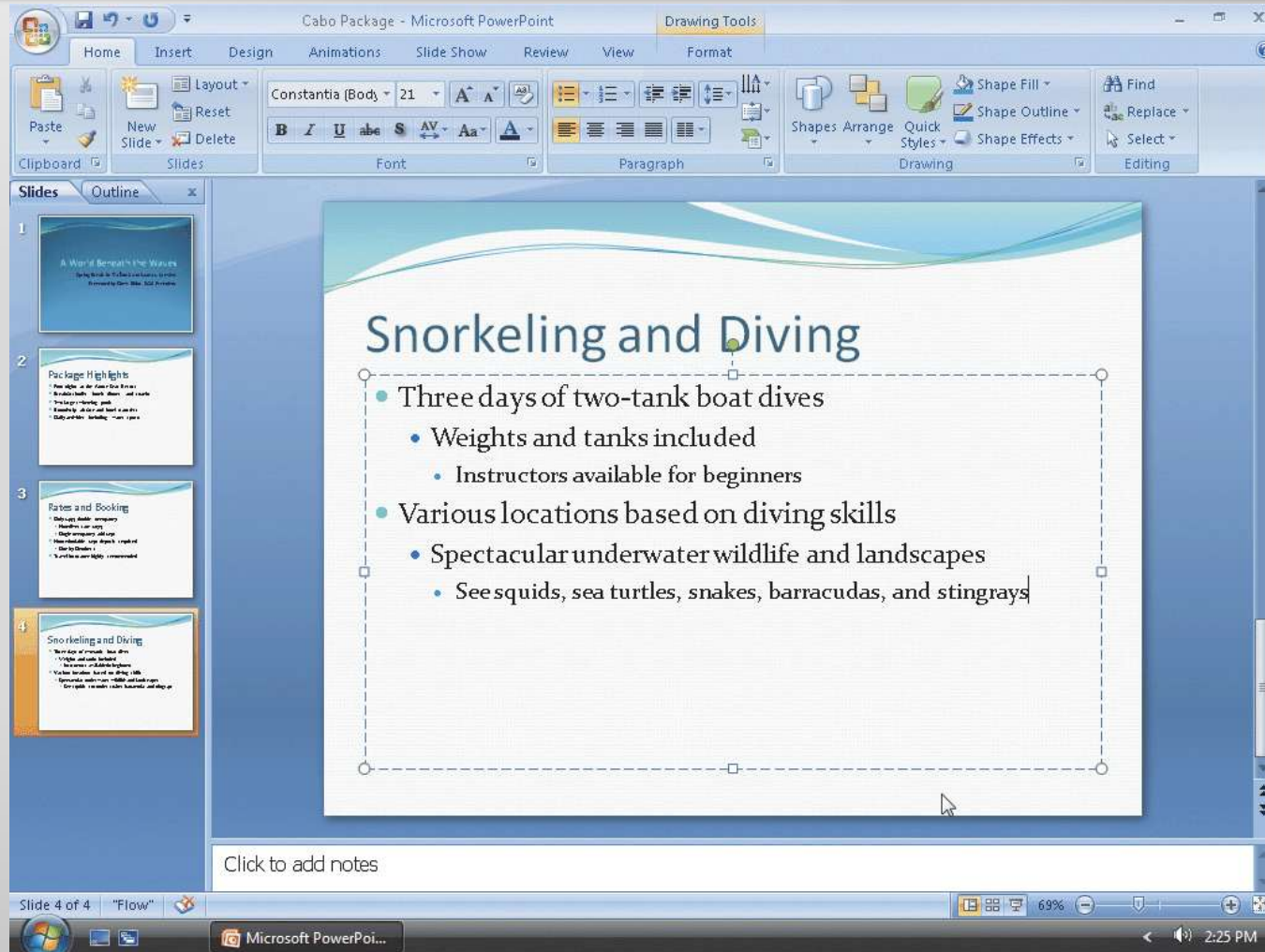
Creating a Third-Level Paragraph



Typing the Remaining Text for Slide 4

- **Type** Various locations based on diving skills and then press the ENTER key
- Press the TAB key to increase the indent to the second level
- **Type** Spectacular underwater wildlife and landscapes and then press the ENTER key
- Press the TAB key to increase the indent to the third level
- **Type** See squids, sea turtles, snakes, barracudas, and stingrays but do not press the ENTER key

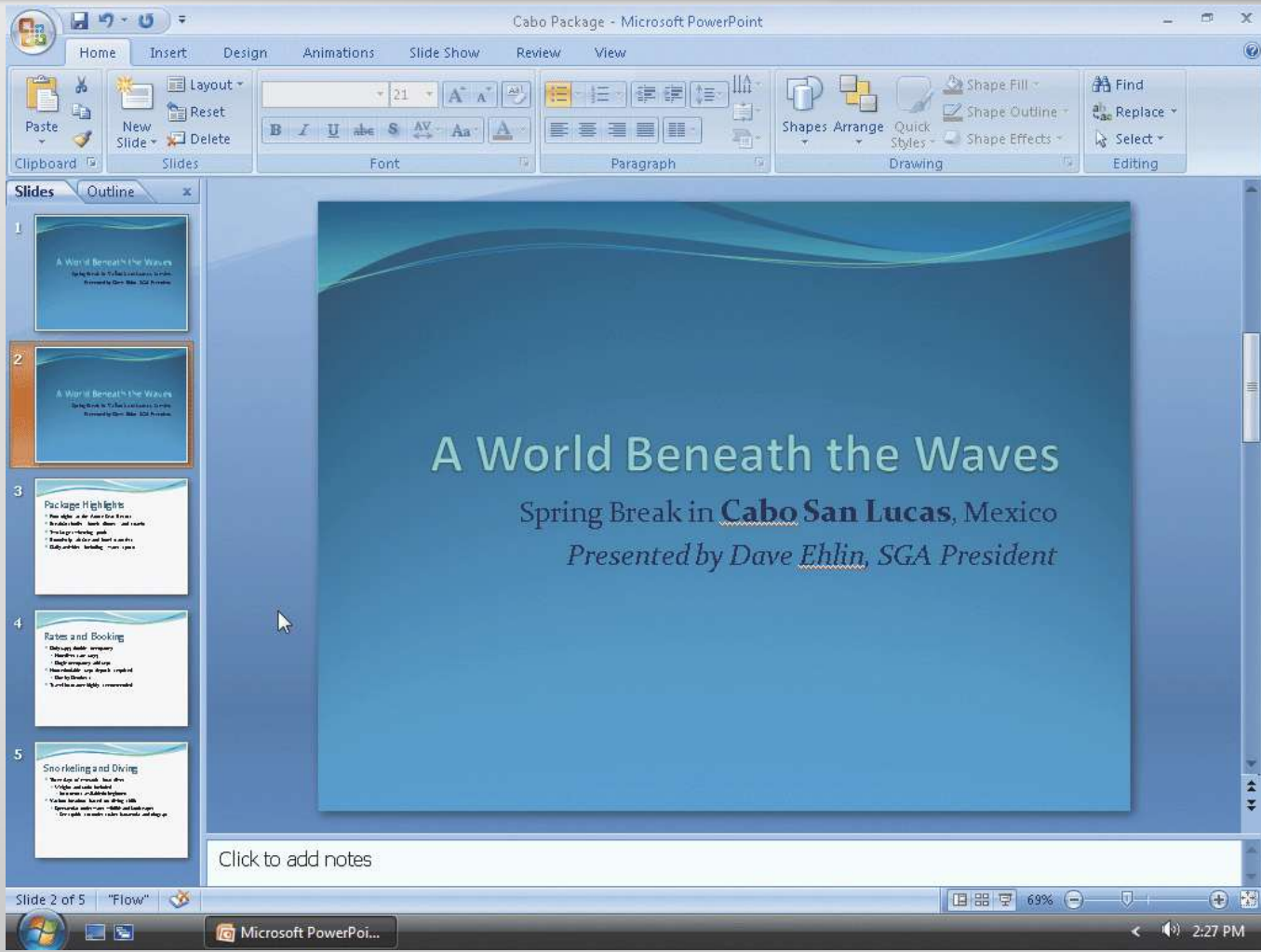
Typing the Remaining Text for Slide 4



Duplicating a Slide

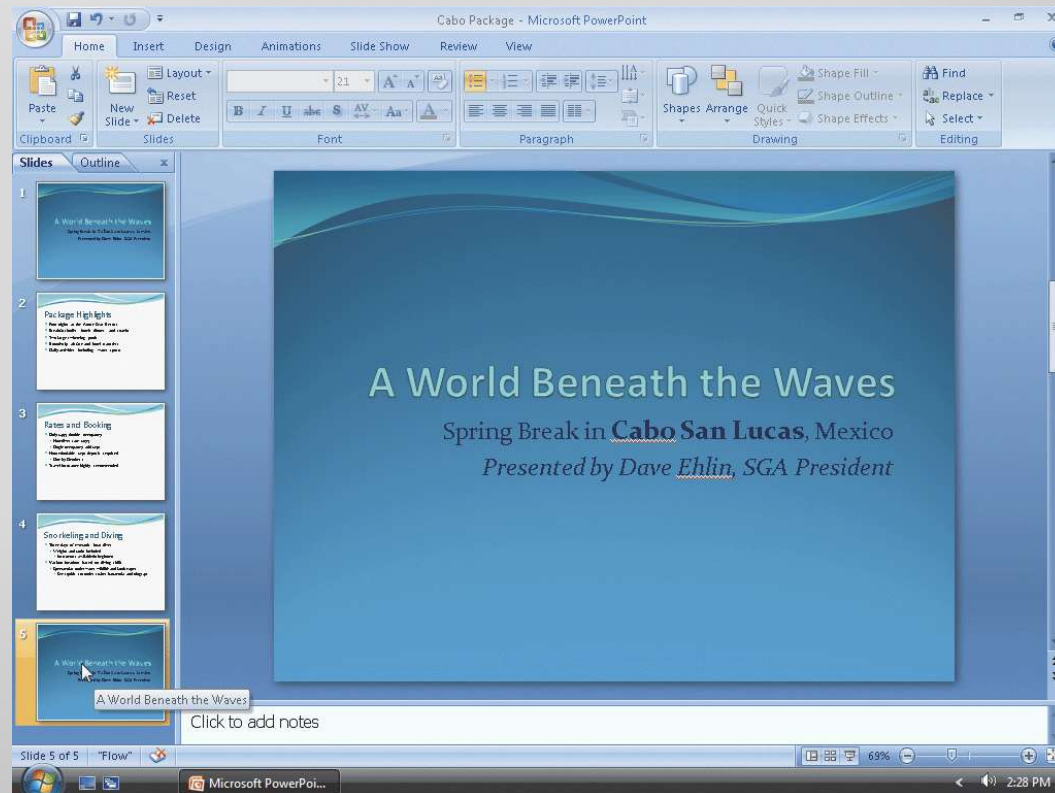
- Click the Slide 1 thumbnail in the Slides tab to display Slide 1
- Click the New Slide arrow in the Slides group on the Home tab to display the Flow layout gallery
- Click Duplicate Selected Slides in the Flow layout gallery to create a new Slide 2, which is a duplicate of Slide 1

Duplicating a Slide



Arranging a Slide

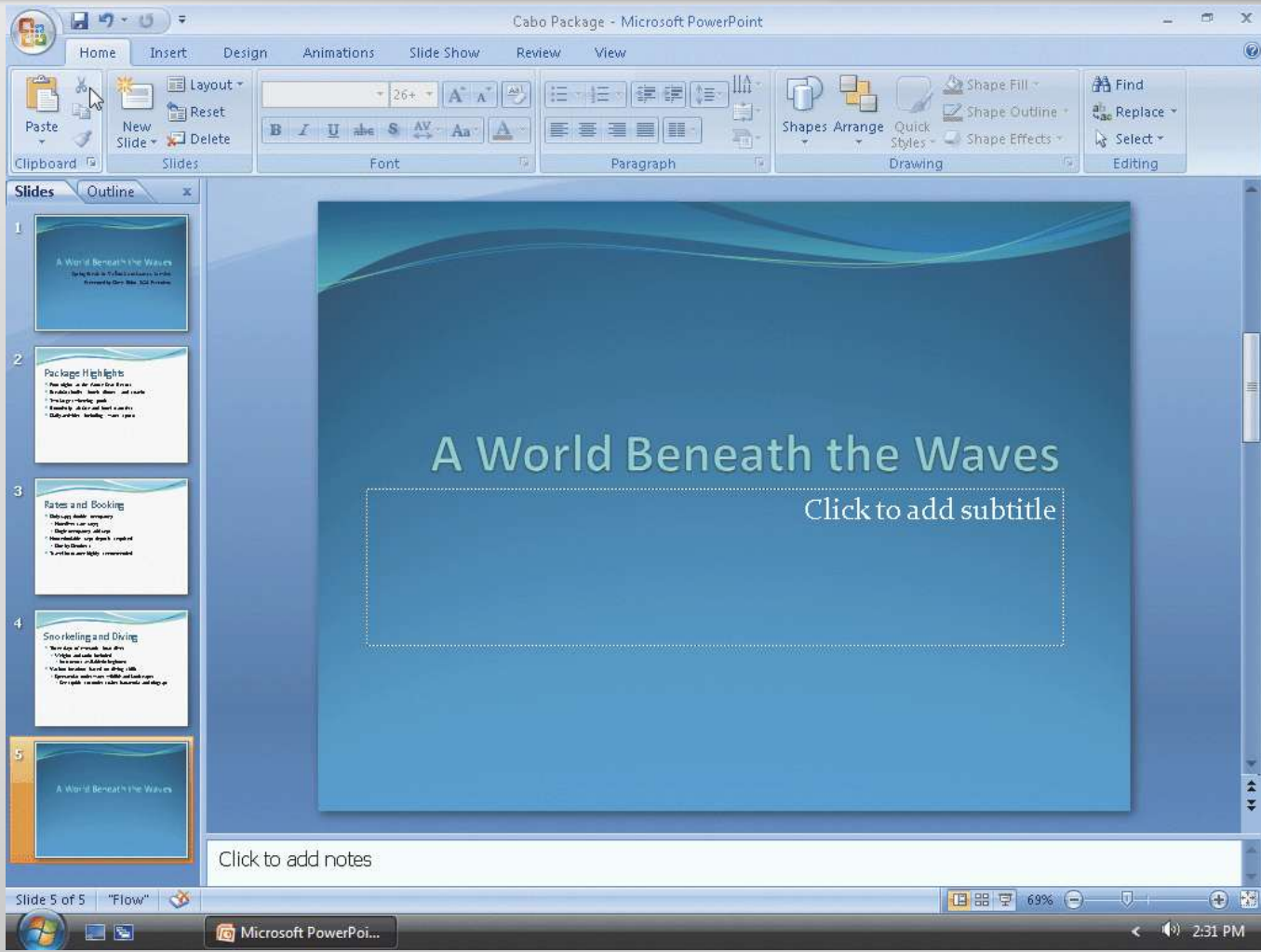
- With Slide 2 selected, drag the Slide 2 slide thumbnail in the Slides pane below the last slide thumbnail



Deleting All Text in a Placeholder

- With Slide 5 selected, click the subtitle text placeholder to select it
- Click the subtitle text placeholder border to change the border from a dashed line to a solid line
- Click the Cut button in the Clipboard group on the Home tab to delete all the text in the subtitle text placeholder

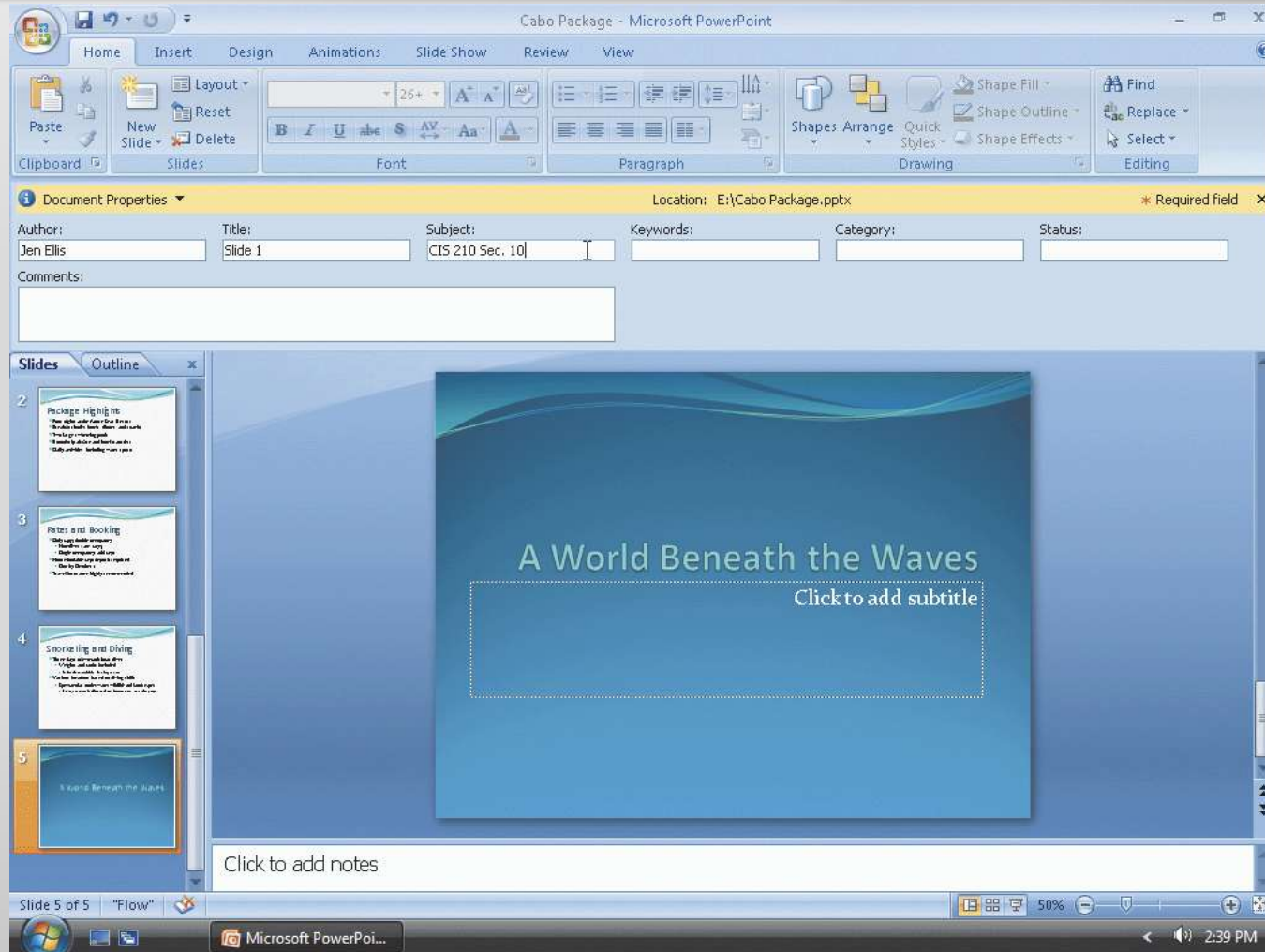
Deleting All Text in a Placeholder



Changing Document Properties

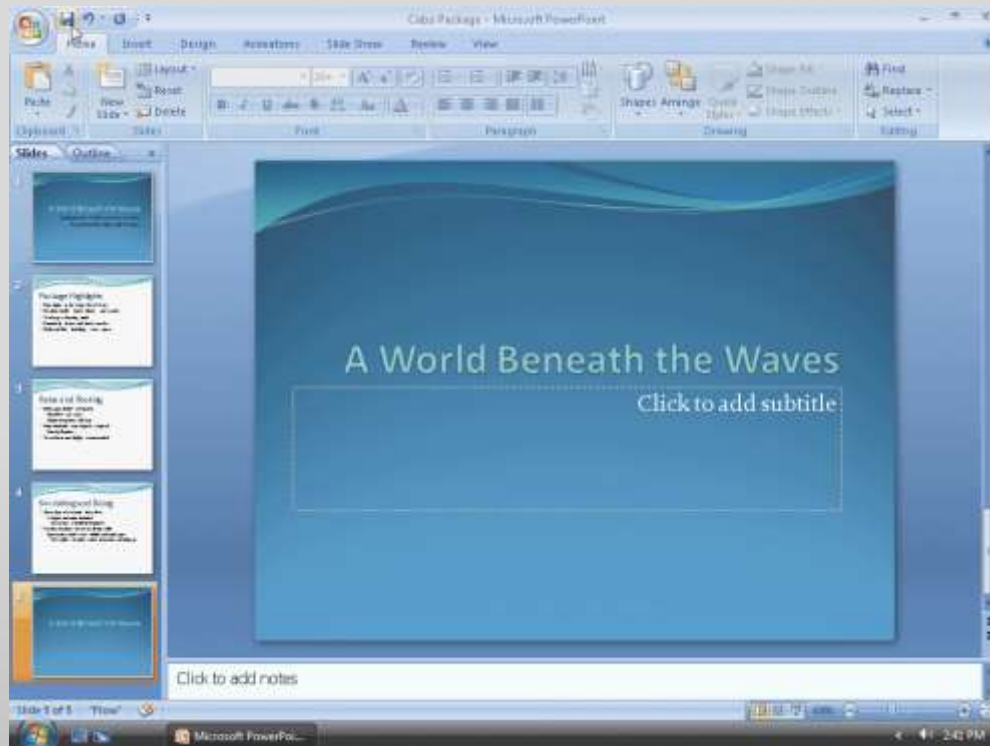
- Click the Office Button to display the Office Button menu
- Point to Prepare on the Office Button menu to display the Prepare submenu
- Click Properties on the Prepare submenu to display the Document Information Panel
- Click the Author text box, if necessary, and then type your name as the Author property. If a name already is displayed in the Author text box, delete it before typing your name
- Click the Subject text box, if necessary delete any existing text, and then type your course number and section as the Subject property
- Click the Close the Document Information Panel button so that the Document Information Panel no longer is displayed

Changing Document Properties



Saving an Existing Presentation with the Same File Name

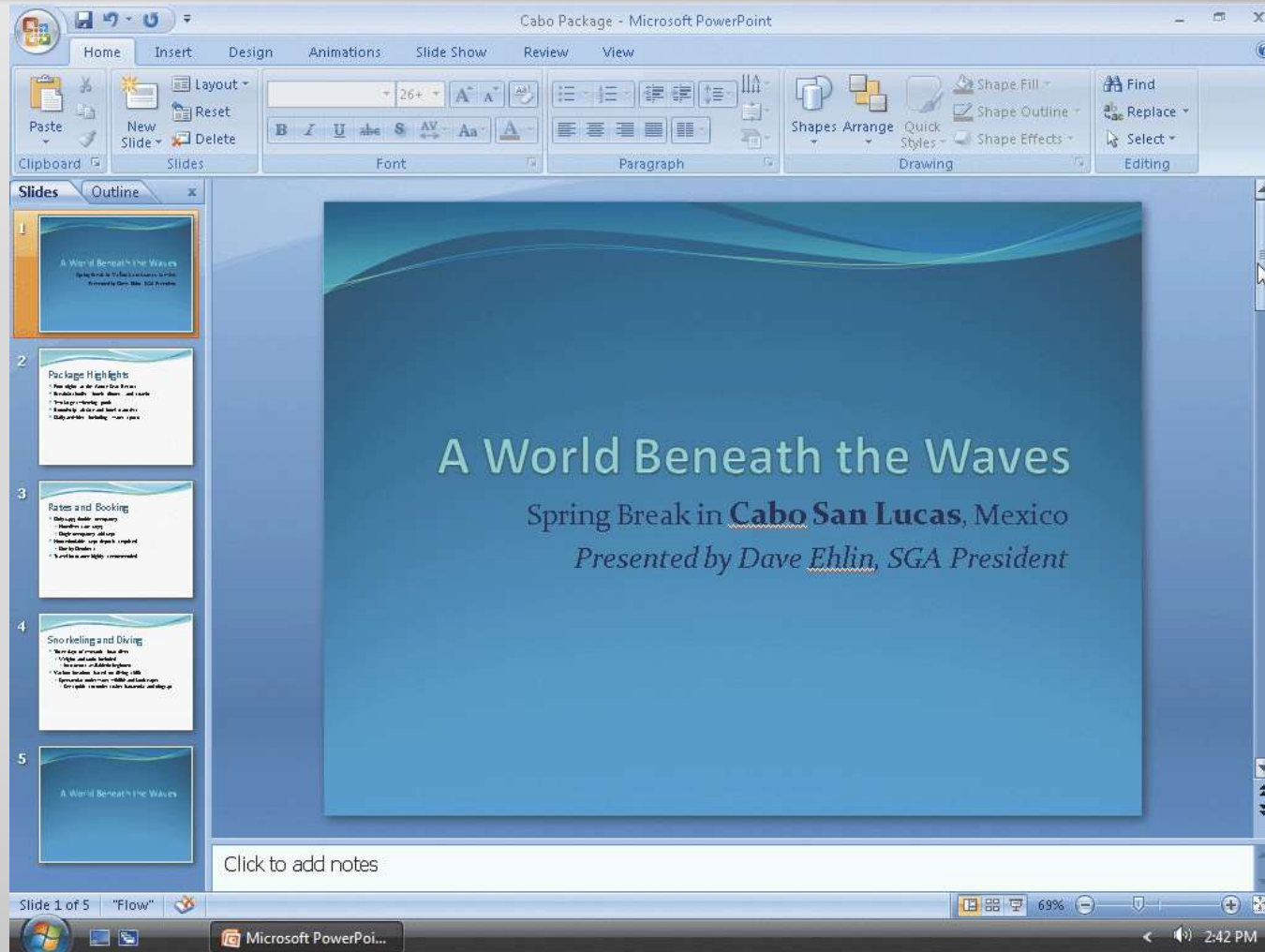
- Click the Save button on the Quick Access Toolbar to overwrite the previous Cabo Package file on the USB flash drive



Using the Scroll Box on the Slide Pane to Move to Another Slide

- Position the mouse pointer on the scroll box
- Press and hold down the mouse button so that Slide: 5 of 5 A World Beneath the Waves appears in the slide indicator
- Drag the scroll box up the vertical scroll bar until Slide: 1 of 5 A World Beneath the Waves appears in the slide indicator
- Release the mouse button so that Slide 1 appears in the Slide pane and the Slide 1 thumbnail has an orange border in the Slides tab

Using the Scroll Box on the Slide Pane to Move to Another Slide



Starting Slide Show View

- Point to the Slide Show button in the lower-right corner of the PowerPoint window on the status bar
- Click the Slide Show button to display the title slide

Starting Slide Show View



A World Beneath the Waves

Spring Break in **Cabo San Lucas**, Mexico

Presented by Dave Ehlin, SGA President

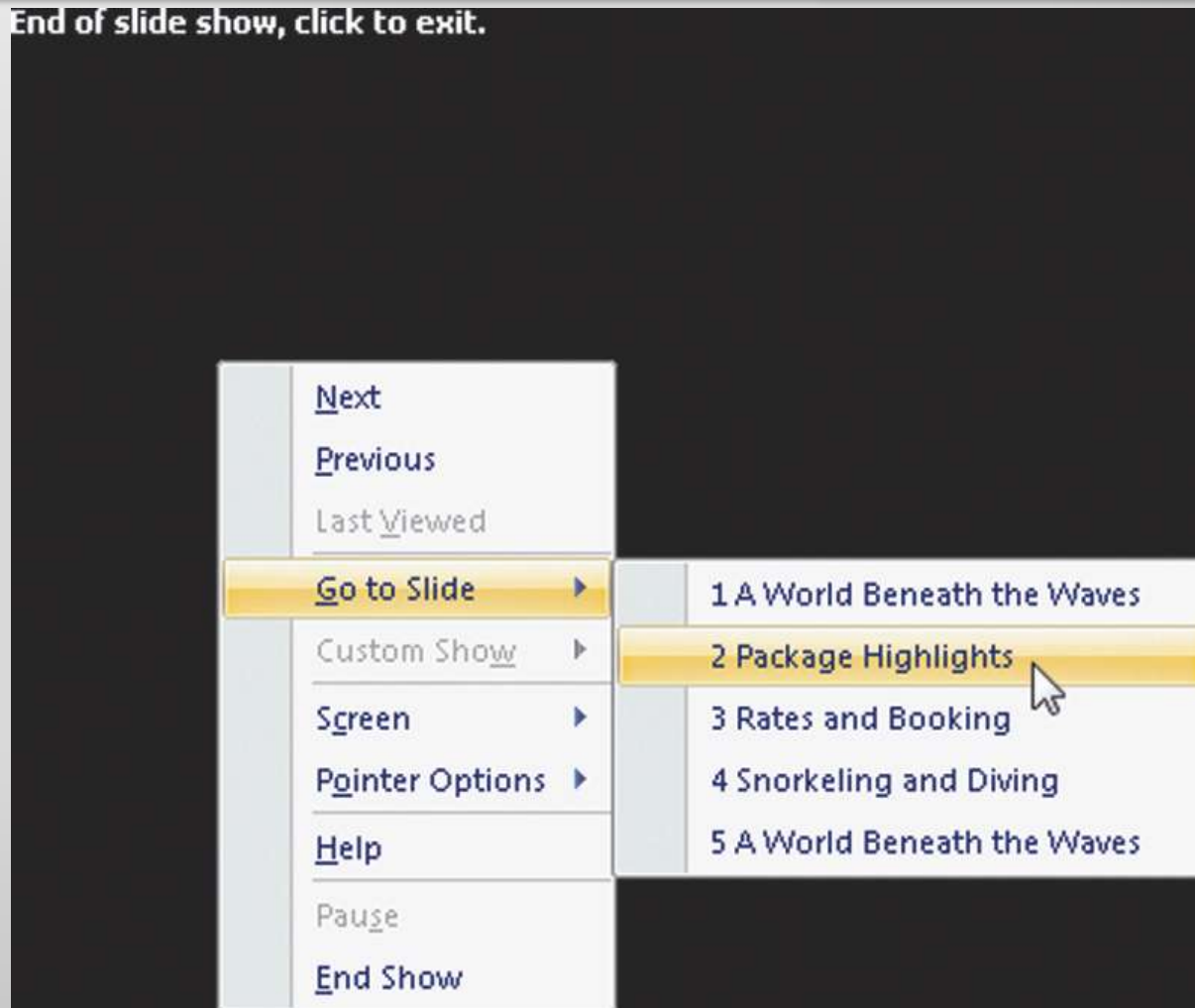
Moving Manually through Slides in a Slide Show

- Click each slide until Slide 5 (A World Beneath the Waves) is displayed
- Click Slide 5 so that the black slide appears with a message announcing the end of the slide show

Displaying the Pop-Up Menu and Going to a Specific Slide

- With the black slide displaying in Slide Show view, right-click the slide to display the pop-up menu
- Point to Go to Slide on the pop-up menu, and then point to 2 Package Highlights in the Go to Slide submenu
- Click 2 Package Highlights to display Slide 2

Displaying the Pop-Up Menu and Going to a Specific Slide



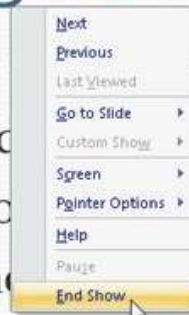
Using the Pop-Up Menu to End a Slide Show

- Right-click Slide 2 and then point to End Show on the pop-up menu
- Click End Show to return to Slide 2 in the Slide pane in Normal view
- If the Microsoft Office PowerPoint dialog box appears, click the Yes button

Using the Pop-Up Menu to End a Slide Show

Package Highlights

- Four nights at the Azure Resort
- Breakfast buffet, lunch, coffee and snacks
- Two large swimming pools
- Round-trip airfare and hotel transfers
- Daily activities, including water sports



Quitting PowerPoint

- Point to the Close button on the right side of the PowerPoint title bar
- Click the Close button to quit PowerPoint



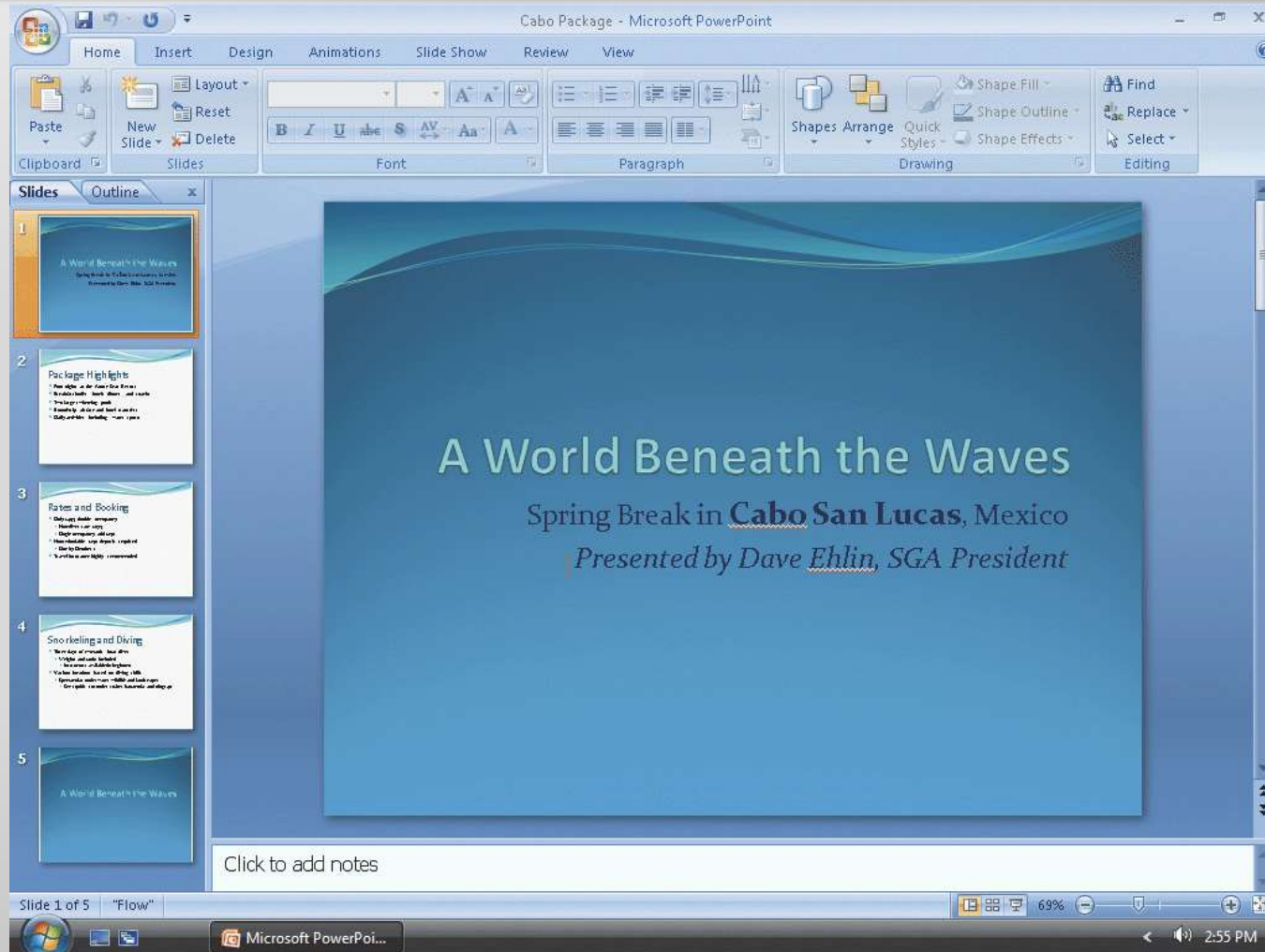
Starting PowerPoint

- Click the Start button on the Windows taskbar to display the Start menu
- Point to All Programs on the Start menu to display the All Programs list and then point to Microsoft Office on the All Programs list to display the Microsoft Office list
- Click Microsoft Office PowerPoint 2007 on the Microsoft Office list to start PowerPoint and display a new blank presentation in the PowerPoint window
- If the PowerPoint window is not maximized, click the Maximize button on its title bar to maximize the window

Opening a Presentation from PowerPoint

- With your USB flash drive connected to one of the computer's USB ports, click the Office Button to display the Office Button menu
- Click Open on the Office Button menu to display the Open dialog box
- If the Folders list is displayed below the Folders button, click the Folders button to remove the Folders list
- If necessary, click Computer in the Favorite Links section and then scroll until UDISK 2.0 (E:) appears in the list of available drives
- Double-click UDISK 2.0 (E:) to select the USB flash drive, Drive E in this case, as the new open location
- Click Cabo Package to select the file name
- Click the Open button to open the selected file and display Slide 1 in the PowerPoint window

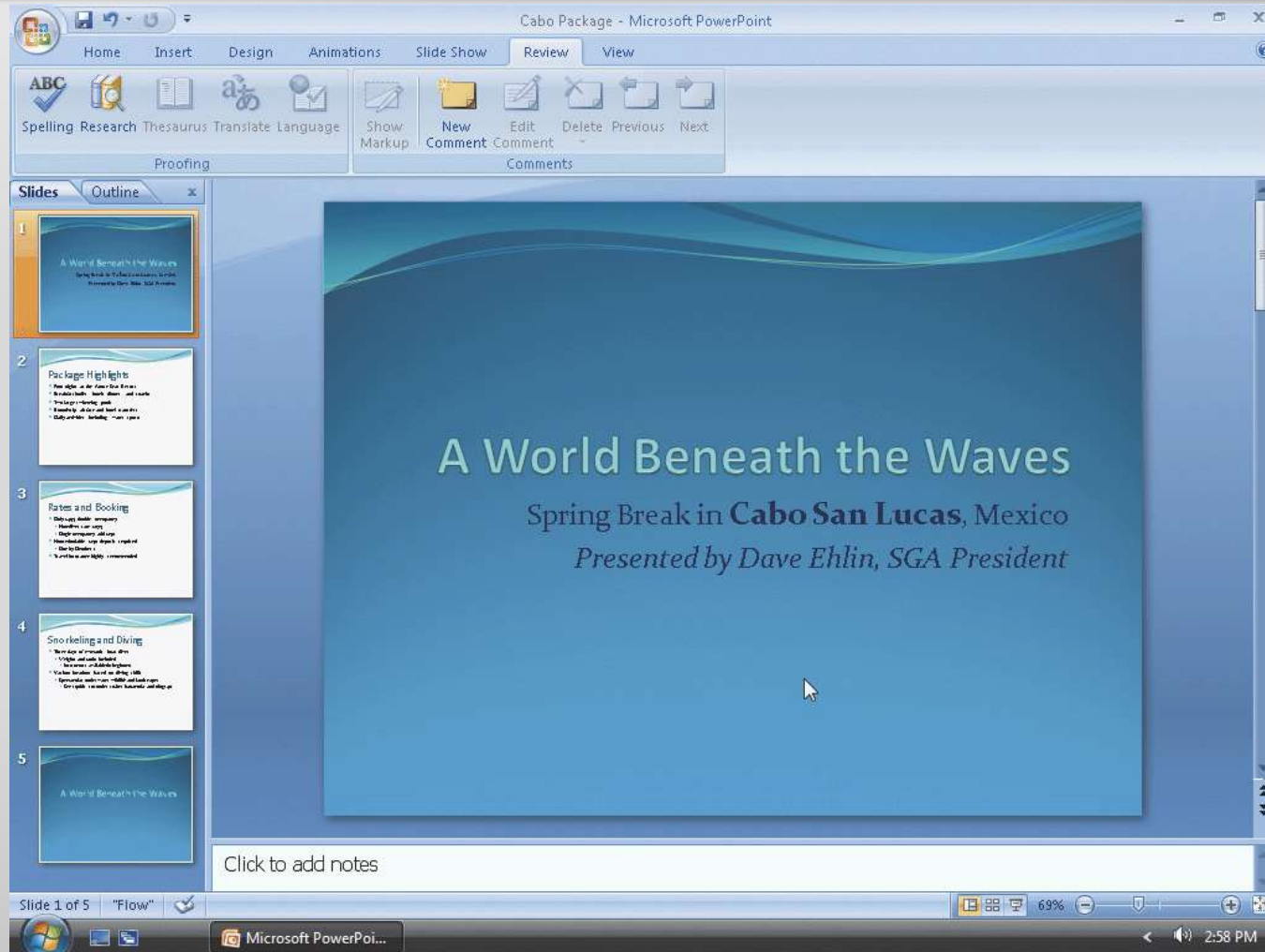
Opening a Presentation from PowerPoint



Checking Spelling

- Click Review on the Ribbon to display the Review tab
- Click the Spelling button in the Proofing group to start the spelling checker and display the Spelling dialog box
- Click the Ignore button to skip the word, Cabo
- Click the Ignore button to skip the word, Ehlin.
- When the Microsoft Office PowerPoint dialog box appears, click the OK button to close the spelling checker and return to the current slide, Slide 1, or to the slide where a possible misspelled word appeared
- Click the slide to remove the box from the word, Ehlin

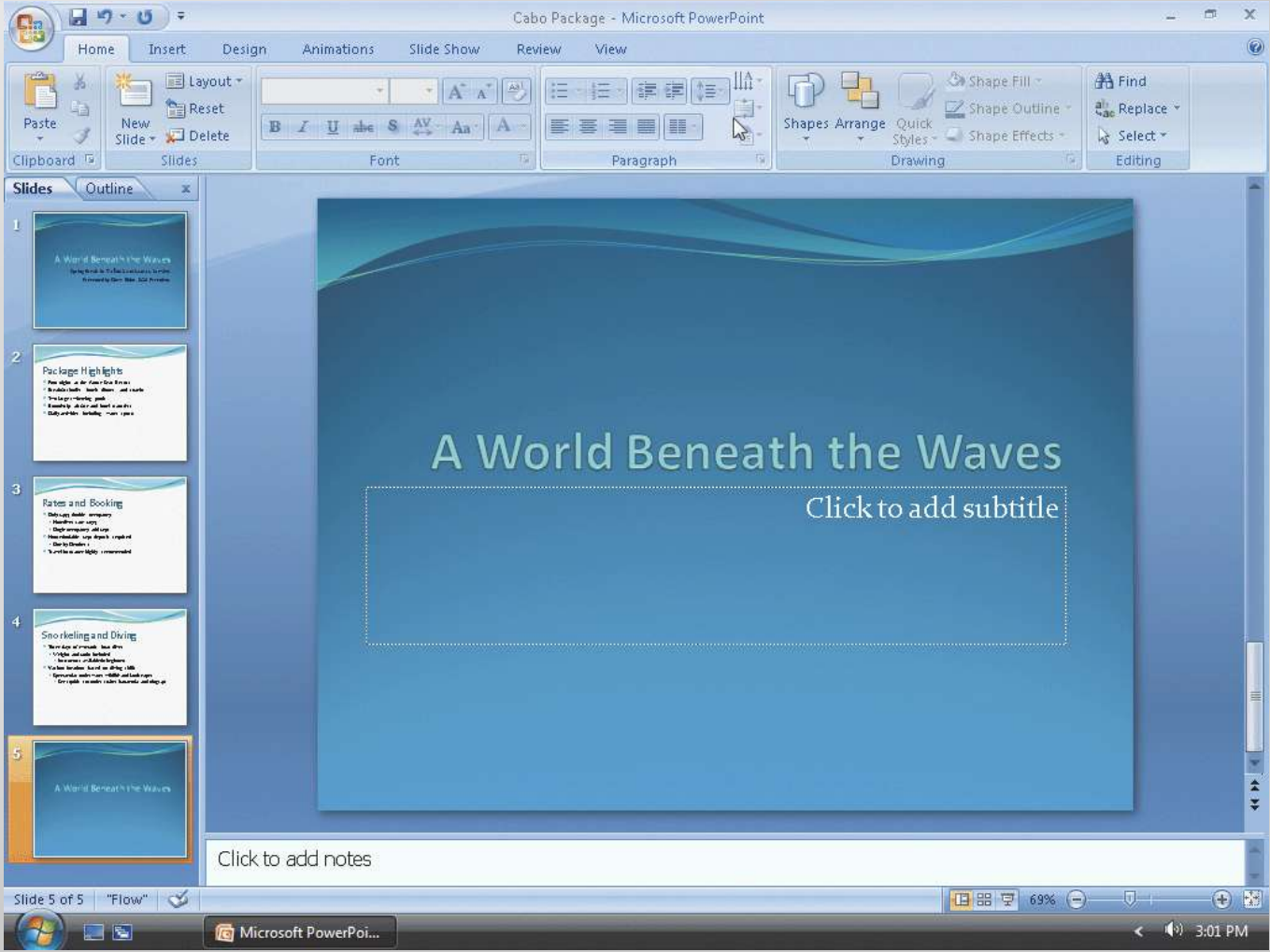
Checking Spelling



Displaying a Presentation in Grayscale

- Click View on the Ribbon to display the View tab
- Click Grayscale in the Color/Grayscale group to display Slide 1 in grayscale in the Slide pane
- Click the Next Slide button four times to view all slides in the presentation in grayscale
- Click the Back To Color View button in the Close group to return to the previous tab and display Slide 5 with the default Flow color scheme

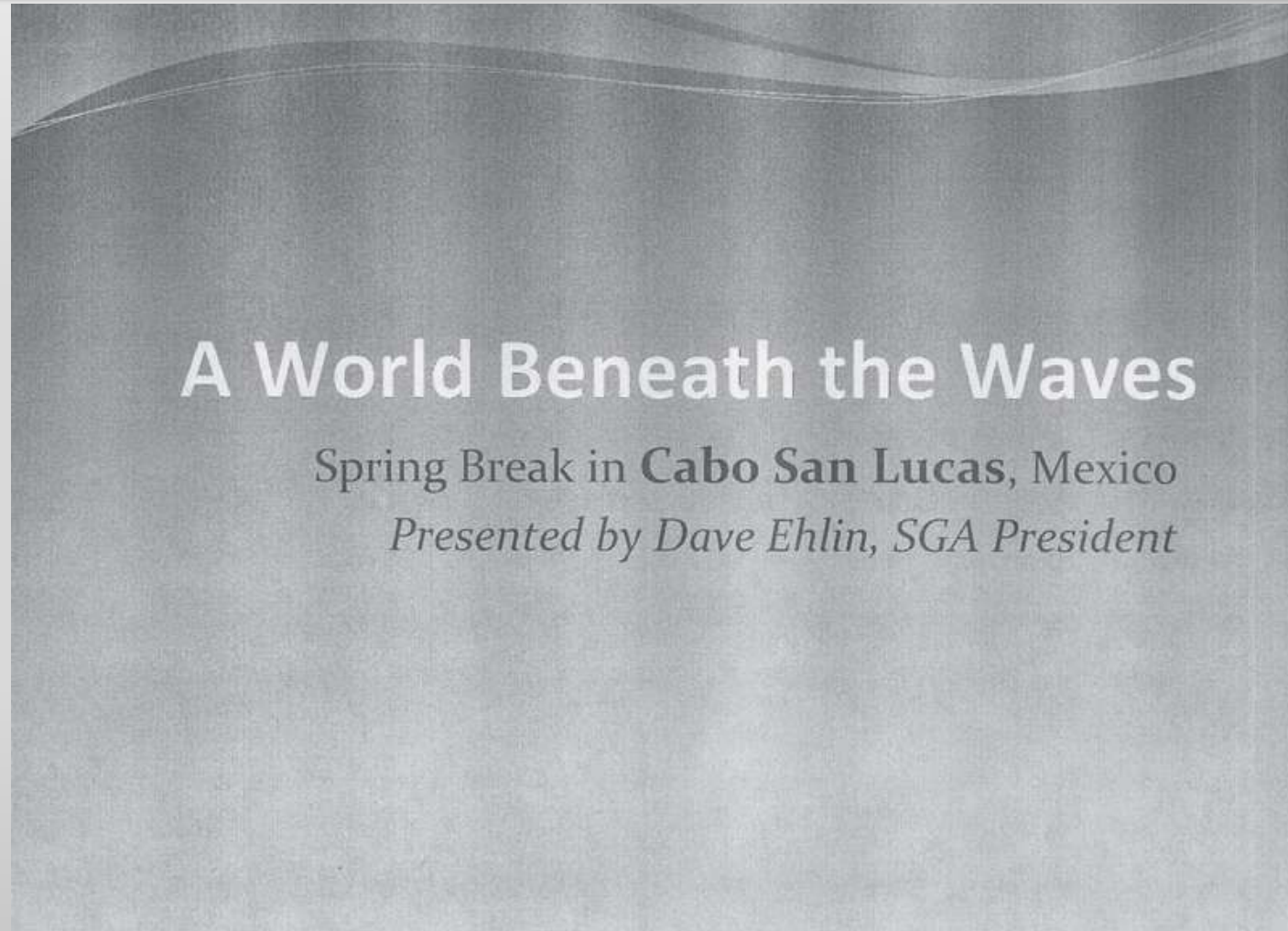
Displaying a Presentation in Grayscale



Printing a Presentation

- Click the Office Button to display the Office Button menu
- Point to Print on the Office Button menu to display the Print submenu
- Click Quick Print on the Print submenu to print the slides
- When the printer stops, retrieve the hard copy of the five Cabo Package slides

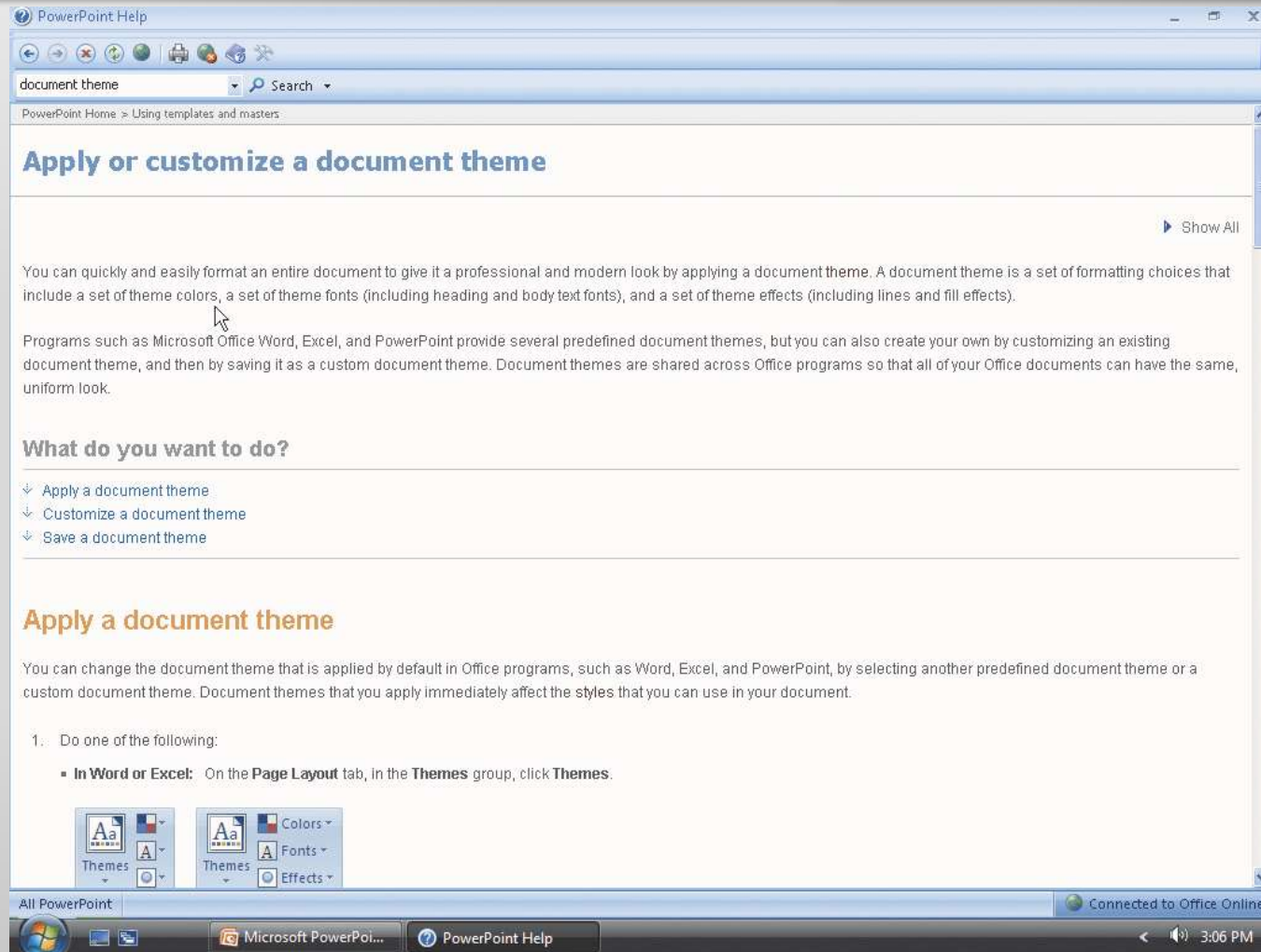
Printing a Presentation



Searching for PowerPoint Help

- Click the Microsoft Office PowerPoint Help button near the upper right-corner of the PowerPoint window to open the PowerPoint Help window
- Type `document theme` in the Type words to search for text box at the top of the PowerPoint Help window
- Press the ENTER key to display the search results
- Click the Maximize button on the PowerPoint Help window title bar to maximize the Help window
- Click the 'Apply or customize a document theme' link to display information regarding applying or customizing themes
- Click the Close button on the PowerPoint Help window title bar to close the PowerPoint Help window and display Slide 5

Searching for PowerPoint Help



Quitting PowerPoint

- Click the Close button on the right side of the title bar to quit PowerPoint
- If necessary, click the No button in the Microsoft Office PowerPoint dialog box so that any changes you have made are not saved

Summary

- Start and quit PowerPoint
- Describe the PowerPoint window
- Select a document theme
- Create a title slide and text slides with single- and multi-level bulleted lists
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- Copy elements from one slide to another

Summary

- View a presentation in Slide Show view
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- Check spelling
- Use PowerPoint Help

Microsoft Office 2007

PowerPoint Chapter 1 Complete

