

S.G.INFOTECH



MS POWERPOINT 2007

STUDY MATERIAL

PREFACE

Dear Students,

Microsoft PowerPoint is a presentation tool that supports text, shapes, graphics, pictures and multimedia along with integration with other Microsoft Office products like excel.

This E-Book has been designed especially for computer users who are willing to learn Microsoft PowerPoint in simple steps. This E-Book will give you enough understanding on MS PowerPoint from where you can take yourself to higher levels of expertise.

If this E-Book helps anyone to learn and to use the computer effectively, it will be of great success.

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MS POWERPOINT 2007

Introduction

A presentation is any kind of interaction between a speaker and an audience, but is usually involves one or more of the following visuals aids: 35 mm slides, overhead transparencies, computer based slides, hard copy handouts and speaker notes. PowerPoint point 2007 can create all these types of visual aids, plus many other types that you will learn about as we go along. As with other programs in the Microsoft Office 2007 suite, Microsoft Office PowerPoint 2007 takes an essential and innovative new approach to its user interface.

New feature in program PowerPoint 2007office Art

Like other programs in office 2007 suite ,PowerPoint 2007 has feature such as Tabs, Ribbon, quick Access toolbar, Office button and styles for graphics and text wheezes office art graphics ,text formatting, WordArt are much improved in PowerPoint 2007.

In earlier office version, Excel had a great charting feature, but M reach applications used a tool called Microsoft graph. Powerpoint 2007 include an all new charting tools, the same one that is in Excel 2007.In earliest version of PowerPoint, you were stuck with the slide layout that came with PowerPoint. In PowerPoint 2007, you can create your own slide layouts, complete placeholders and apply them as easily as you can apply the built –in ones.

Starting and Exiting PowerPoint

You can start PowerPoint just like any other programs in windows.

To Start PowerPoint 2007 programs:

Click the Start button-> all programs->Microsoft Office->Microsoft Office PowerPoint 2007: the PowerPoint 2007 programs starts.

To exit from PowerPoint programs:

Select Office button->Exit or click the close(X) button in the top right corner of the powerpoint windows.

Changing the view

A view is a way of displaying your presentation on screen. PowerPoint comes with several views which are helpful to look at the presentation in different ways. PowerPoint offers the following views:

- Normal: Normal view is very flexible view that contains a little of everything. It is a combination of several resizable panes, so you can see the presentation in multiple ways at once, write content, rearrange slides, work on current slides and make notes. In the center is the slide, below is a notes pane and to its left is a dual –use pane with two tabs: Outline and Slides. When outline tab is selected, the text from the slides in an outline form. When the slide tab is selected, thumbnail images of all the slides appear. The Slides/Outlines pane is useful because you can easily jump to a specific slide by clicking on it.(Normal view is default view)

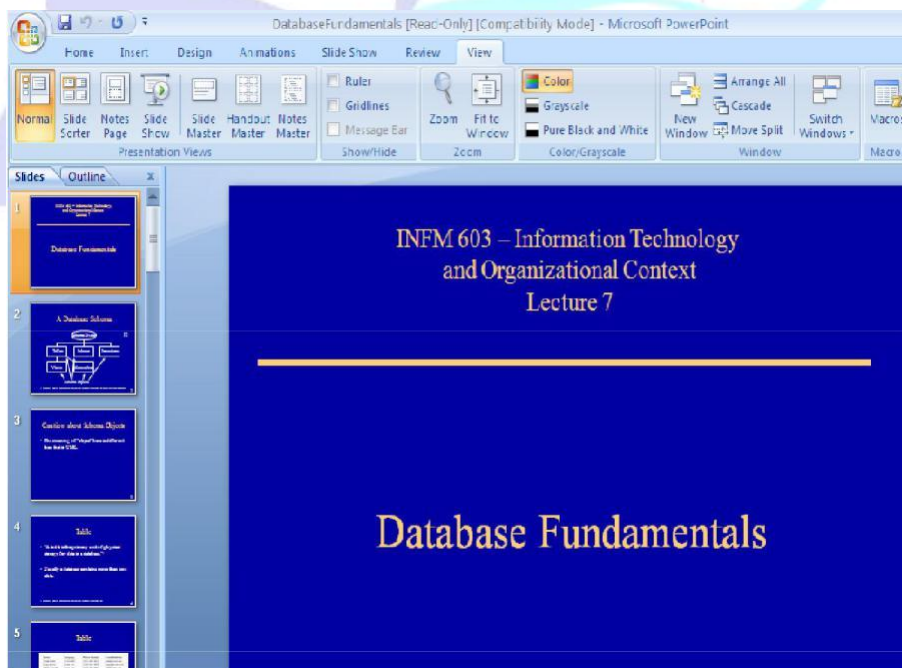


Fig: Normal View

- Slide Sorter: Slide sorter Views shows you all your slides at once using a thumbnail format. With the help of this view you can rearrange the order by drag-drop. You can also return to Normal views to work on a slide by double-clicking the slide.

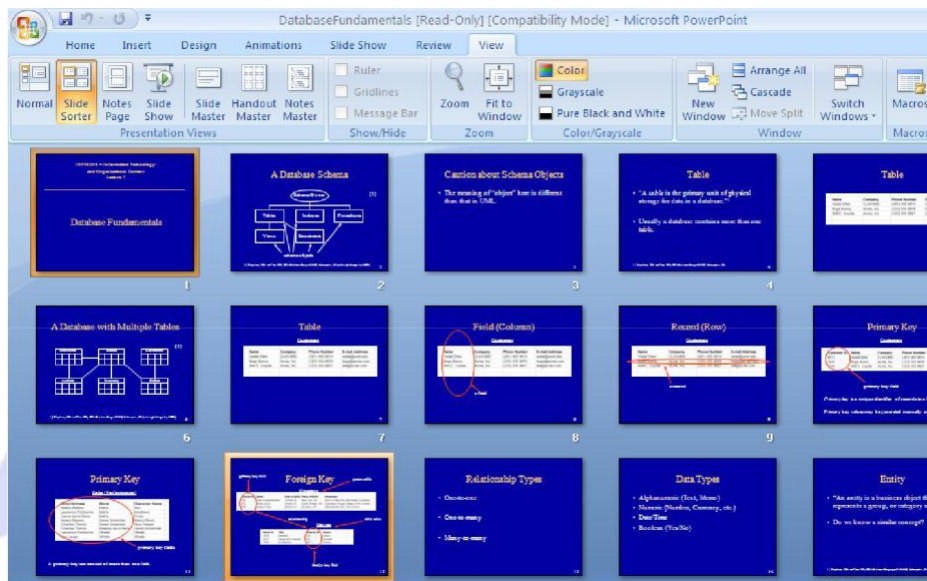


Fig: Slide Sorter view

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- Note Page: Note page view gives you a full page format to use when creating notes and supporting facts directly in PowerPoint. This view contains the slide at the top of the page and a text box called the notes placeholder below it for typed notes in Normal view. If you have lot of notes to type, you might find easier to work with notes page view. Notes Page view is accessible only from the Viewer tab.

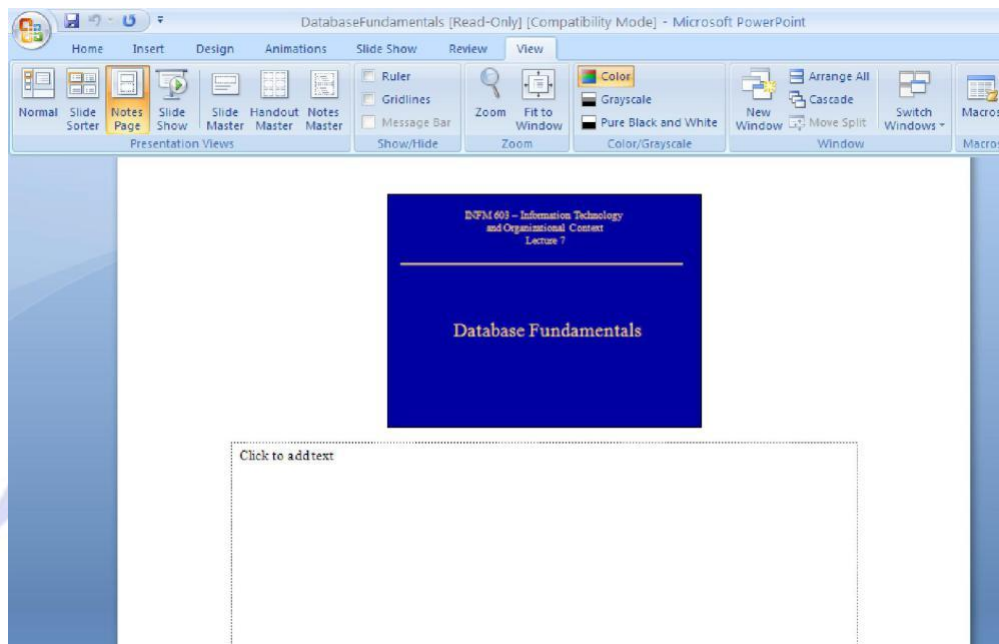


Fig: Slide Sorter View

- Slide Show: Slide show view is used to show the presentation on screen. Slide fills entire screen and shows you the finished product. If you want to start presentation from the beginning, click on View-> Slide show or Slide Show->from Beginning commands, or press F5.

If you want to start presentation with whatever slide you have selected, use the Slide show button right corner of the screen or press Shift F5 or choose Slide Show->from Current Slide .You can move from slide to slide by pressing the

Page Up or page Down keys or Enter key To leave the slide show, choose End show from the menu or just press Esc key.

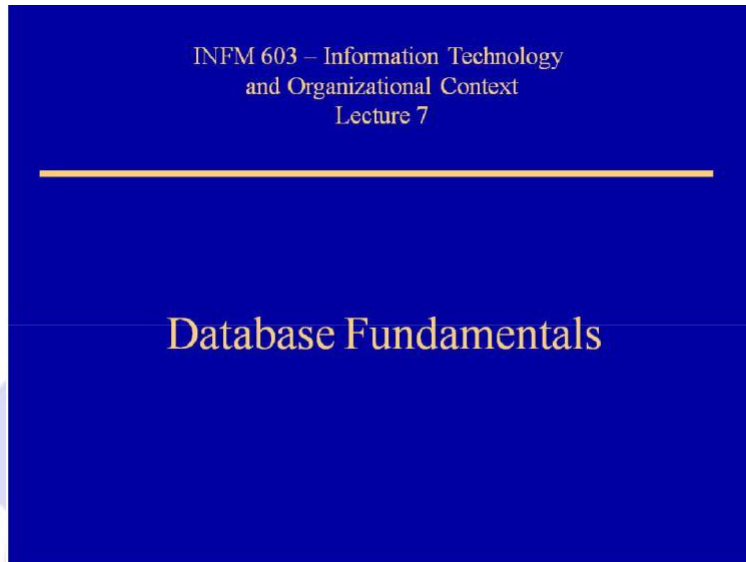


Fig: Slide Show View

Zooming In and Out

If you need a closer look at your presentation, you can see the views in or out. You can view your work at various magnifications on screen without changing the size of the surrounding tools or the size of the print on the printout.

The easiest way to set the Zoom slider in the bottom right corner of the window click it's plus (+) or minus (-) button to change the zoom level.

Optional display elements

PowerPoint has a lot of optional screen elements that you may find useful, depending on your applications. They are as follows:

- Ruler: Vertical and Horizontal rulers around the slide pane can help you measure on or off, mark or clear the objects more precisely. To toggle them on or off, mark or clear the Ruler check box on the View tab. Rulers are available in Normal and Notes page views.

- Gridline : Gridlines are no –Printing dotted lines at regular spaced intervals
Gridlines are no –printing dotted lines at regular spaced intervals that can help you line up objects on a slide .To turn gridlines on or off:
- Press Shift+F9
- On the View tab ,in the Show/Hide group ,mark or clear the Gridlines check box.
- On the Design tab, in the Arrange group ,choose Align-> Show Gridlines.



Fig: Gridlines

Starting a New presentation

You can either start blank presentation or new presentation based on the template or another presentation. when you start PowerPoint ,a new blank presentation begins automatically with one slide .Further you can add your content, more slides if needed or change the formatting.

To start a blank presentation:

1. Choose Office Button -> New .The new presentation dialog box appears as shown figure.
2. Select Blank Presentation and click Create.

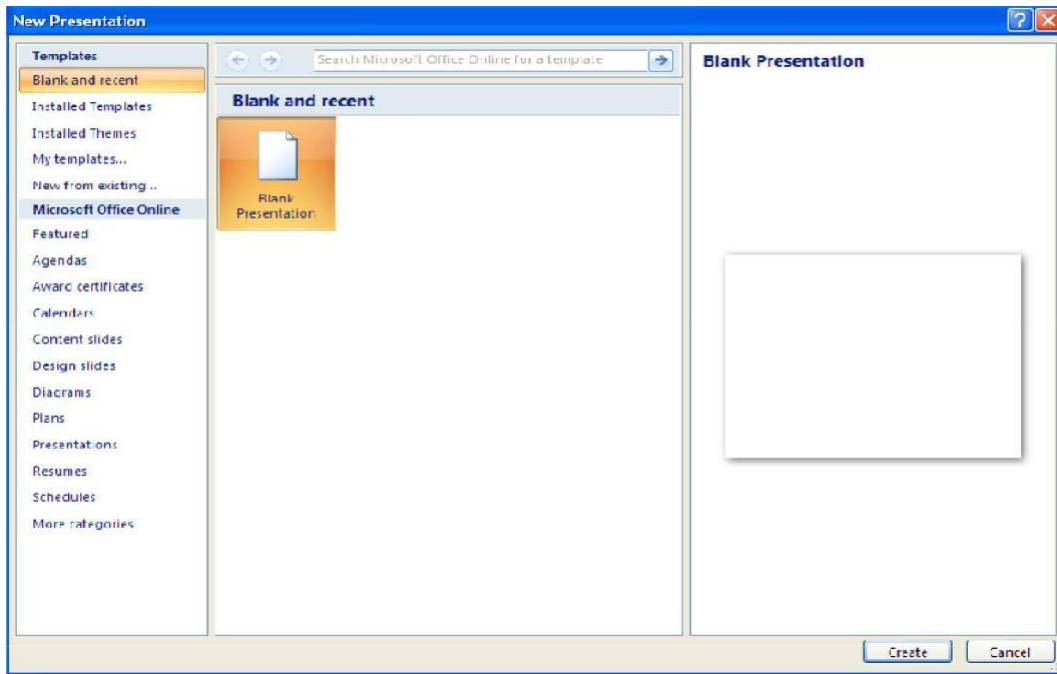


Fig: New Presentation dialog box

A template is a file that contains some these categories setting and content on which you can base new presentation. Template includes sample slides, a background graphics, custom color and font theme. When selecting a template, you can choose from these categories:

- Installed Template: Microsoft provided templates that come preinstalled with Power Point.
- My Template: Template that you have created and saved yourself and templates that you previously downloaded from Microsoft Office online.
- Microsoft Office Online Template: Microsoft provided templates that you downloaded from Microsoft websites on a need basis.

Using an Installed template

There are only few installed templates. Each installed template is used for a specials type of presentation.

To start a presentation based on as installed template:

1. Choose Office Button-> New .The New presentation dialog box opens.
2. In the Template list, click Installed templates. A list of the installed templates appears.
3. Click a template to see a preview of it.
4. Select a template you want and click Create .A presentation opens based on that template.

Using a Saved Template:

When you start a new presentation with an online template, PowerPoint copies that template to your hard disk so it can reuse it in the future without connecting to the Internet. It is stored, along with any custom template you have created,in the my Template folder .

To access these downloaded and custom templates:

1. Choose Office button -> New . The New presentation dialog box opens. Select the template you have downloaded or created.
2. Click Ok. A new presentation opens based on that template.

Using an Online Template:

The bulk of the template for presentation are available online.

To access the Online Template:

1. Choose Office button ->New . The New presentation dialog box appears.
 2. In the template list, in the Microsoft Office Online section ,click the category of template you want. If you want standard business presentation ,click presentation.
 3. Depending on the category you choose ,a subcategory list might appear in the center pane. Click subcategory that you want.
 4. Click a template to see a preview of it.
-

5. Select the template that you want and click Downloaded. A new presentation opens based on the template.

File Format and Saving a Presentation

PowerPoint 2007 uses the new Office XML format as its default file format, just like Microsoft Office Word 2007. As a result, PowerPoint 2007 offers file extension .pptx many presentation contain graphics and other data that can make file size quite large. The XML file format also segments your data so that if one part of your presentation is corrupted, recovery is easier. However, not everyone has PowerPoint 2007 and only PowerPoint can open files with this format.

To Save the Presentation:

1. Choose Office Button -> Save .The Save as a dialog box appears.
2. Enter the filename in the File name box.
3. Click Save. Your presentation gets saved.

After saving a presentation once, you can use following ways to save changes.

1. Choose Office Button -> Save, or
2. Press Ctrl + S.

Opening a Presentation

To open a recently used presentation, select it from the right side of the Office menu. If the presentation you want to open does not appear on office menu, follow the steps to find and open it:

1. Choose Office Button -> open. The open dialog box appears.
2. Choose the file you want. If necessary ,change the location to find the file.

To Select the desired file and click Open. The presentation opens.

Closing a Presentation

When you exit PowerPoint, the open presentation file automatically closes and you are prompted to save your changes if you have made any.

To close a presentation file without exiting Powerpoint

- Choose Office Button -> Close .
- If you have made any changes to the presentation, you are prompted to save them. If you don't want to save your changes, click NO.
- If you want to save your changes, click Yes.

Creating New Slides

Different template starts a presentation with different numbers and types of slides. There are several ways to create new slides. You can insert the slides through outline view, insert tab or by copying existing slides.

Creating new slide from the outline pane

The outline pane shows text from the presentation slides in hierarchical tree, with the slide titles at the top level and various slides displaying various levels of bulleted list on the sides displaying as subordinate level.

To create a new slide from the outline pane

1. Switch to Normal view.
2. Right click the existing line on the Outline pane that the new slide should follow.
3. Click New Slide. A new line appears in the outlines pane, with a slide symbol to its left.
4. Type the title for the new slide. The title appears both in the outline pane and on slide.

Creating a slide from the Slide pane

It is based on default layout. To create a slide from the Slide pane:

1. In Normal view, in the Slide pane, click the slide that the new slide should follow.
2. Press Enter .A new slide appears using Title and Content layout.

The drawback to this method is that you cannot specify the layout.

Creating a slide from layout

A slide layout is a layout guide that tells PowerPoint which placeholder's boxes to use on a particular slide and where to position them. Layout contains placeholders for text, graphics, charts, tables and other useful elements.

Managing Slides

After creating slides into a presentation, you might decide to make some changes such as rearranging, deleting, undoing mistakes and so on. The following section will explain how to manage and manipulate the slide in presentation.

Selecting Slides

Before doing any operation on the slides, you must select those slides that you want to change. You can do in this either in Normal view or Slide Sorter view. Out of these two ways the latter one makes it easier because you can see more slides at once. To select a single slide, click on the slide. To select multiple slides, hold down the Ctrl key as you click on each one. To select a contiguous group of slides, click on first slide and then hold down Shift key as you click the last one.

To cancel selection of slides, click anywhere outside of the selected slides. To select out the slides from the Outline pane in the normal view, click the slide icon to the left of the slide title, this selects entire range of slides.

To cancel selection of slide, click anywhere outside of the selected slides. To select the slides from the outline pane in the normal view, click the slide icon to the left of the slide's title; this selects entire range of slide.

Deleting Slides

You may require to remove some of the slide from your presentation, especially if you have created your presentation using a template.

To delete the slide from the presentation

1. Select the slide or slides that you want to delete.
2. On the Home tab, click on Delete option.





3. Right click the selected slide and choose Delete slide option from the context menu.

Hiding Slides

If there is a slide that you need in your presentation, but you don't want it to appear in the slide show, you can hide the slide.

To a hide a slide:

1. Right click the slide that you want to hide.
2. Click Hide Slide. The hidden slide icon  appears with the slide number inside, next to the slide that you have hidden. 

To show a hidden slide:

1. Right click the slide that you want to show.
2. Click Hide Slide.

Undoing mistakes

The undo command allows you to reverse past actions. For example ,you can use it to reverse all of the deletion that you made to your presentation .The easiest way to undo a single action is to click the Undo button on the Quick Access toolbar or press Ctrl+Z.

The Redo command is the opposite of Undo. If you make a mistake with Undo button, you can fix the problem by clicking the Redo button.

Rearranging slide

The best way to rearrange slides is to do in Slide Sorter view. In this view, the slides in your presentation appear in thumbnail view and you can move them around on the screen to different positions. You can also do this from the slides in Normal view.



To arrange the slide in Slide Sorter view

1. Switch to slide Sorter view.
2. Select the slide that you want to move.
3. Drag the selected button .The slides move to the new location slide to the new location.
4. Release the mouse button .The slides move to the new location.

You can also rearrange slides in the Outline pane in Normal view. With this pane, it's also easy to move individual bullets from one slide to another.

To move content in Outline pane:

1. Switch to Normal view and display the Outline pane.
2. Position the mouse pointer over the slides icon.
3. Click on the icon. PowerPoint selects all the text in that slide.
4. Drag the slide icon to a new position in the outline.
5. Release the mouse button when the horizontal line is in the right place. All of the slide text moves with it to the new location.

Using Content Placeholders

Placeholders are boxes with dotted borders that content and exits within a slide layout. All built in slide layouts contain content placeholders. The default placeholder's type is multipurpose content placeholders. A built in slide layout contains a title text placeholders, a subtitle placeholders to which you can add body text, a table , chart, Smart Art graphic, picture ,clip art, movie or sound clip.

Inserting content into placeholder

To type text into a content placeholder, click inside the placeholder box and start typing. You can enter and edit text as you would do in word –processing program. To insert any other type of content into a placeholder, click one of the icons. A dialog box appears to select and insert content type. A content placeholder can hold only one type of content at a time. If you click in the placeholder and type some text, the icon for the other type disappears. To access the other objects type, you must delete entire text from the placeholders.



Fig: Content Placeholders

To add a slide master

1. Click the view tab and then click Slide Master in the presentation View group.
2. Click Insert Slide Masters in the Edit Master group.

To remove placeholders from the slide master:

1. Click the placeholders border and press Delete.

To add Placeholders

1. Select one of the thumbnail layouts in the task pane.
2. Click the arrow next to Insert Placeholders in the Master Layout group on the slide Master tab.
3. Click a placeholders (content, text, picture and click on the slide where you want to add the placeholders).
4. Repeat this process until you have added all the placeholders you want.

Understanding Layouts and Theme

A layout is a positioning template. The Layout used for a slide determines what content placeholders will appear and how they will be arranged.

Changing a Slide Layout

Although PowerPoint 2007 has fewer layouts than that of its earlier version, but the placeholders on them are much more accommodating to different types of content. That's big improvement because now you can choose based on the layout you want and not the type of content you might decide to put into it.

When you change the layout, you change the type and positioning of the placeholders. Custom layouts are stored with theme files, but they are not always immediately available when you apply theme to a presentation. It depends on them how you apply.

To switch a slide to a different layout :

1. Select the slide to change.
2. On the Home tab ->Layout. A menu of layout appear as shown in fig:

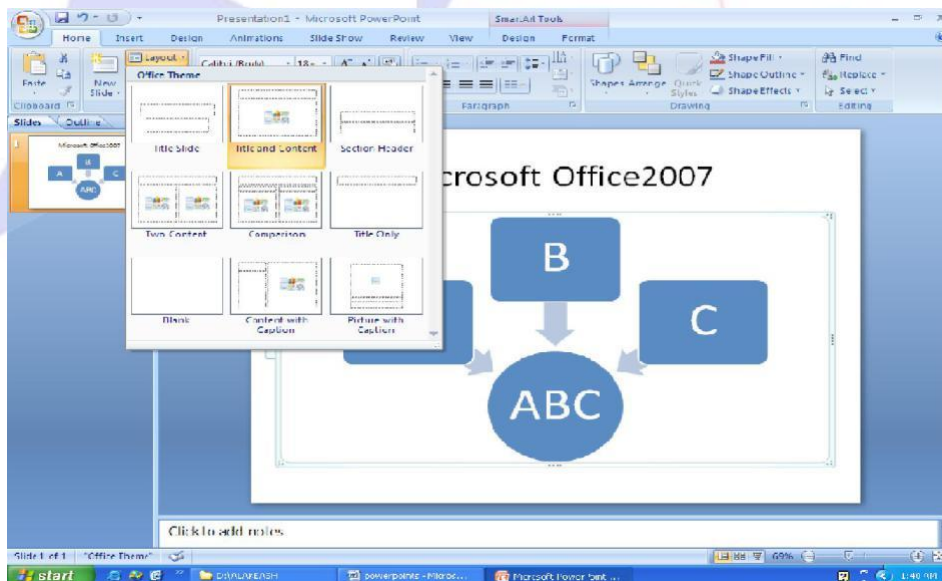


Fig: Layout

3. Click the Desired layout.

Applying a Theme

Themes are the way of applying different designs to the presentation. It includes background graphics, color, font, graphic setting and custom layouts. The method of applying theme depends on whether that theme is already available in the current presentation or not. Some themes are built in so that they are always available; other themes are available only when you use template.

To apply a theme from the gallery

1. In the Slide Sorter view ,on Design tab-> Theme group-> click on the required theme that appears in the menu.
2. If the theme you want does not appear, you will need to open the gallery by clicking the more button .Theme gallery opens. It contains current presentation theme, custom themes you have added and built in themes.
3. Click the theme you want to apply.

To Copy theme from another presentation

1. Open both presentation.
2. In the presentation that contain the theme ,enter Slide Master view i.e. View->Slide Master.
3. Select the slide master and Ctrl+C to copy it.
4. Switch to other presentation i.e View-> Switch Windows.
5. Opens Slide Master view.
6. Press Ctrl+V to paste the slide master and its associates theme and layout.

Changing Colors, Fonts and Effects

PowerPoint provides many built-in color, font and effect theme that you can add apply separately from your choice of overall theme.

To switch to a different color theme

1. Open presentation in Slide Master view and click desired slide master.
2. Click Design tab->Colors , a gallery of color theme opens.



3. Point to a color theme and observe the preview on the slide behind the list.
4. Click the desired theme.

To switch to a different font theme

1. Open the presentation in Slide Master View
2. On the Design tab, click Fonts , a gallery of the font themes opens
3. Point to a font theme and observe the effects

To change the effects theme

1. Select Insert tab -> SmartArt
2. Click cycle-> the top left diagram -> OK
3. On the Smart Art Tools Design tab, click Change Colors and click first sample under colorful
4. Click the SmartArt Tools Design tab-> opens the SmartArt Styles gallery and click the first sample under 3-D
5. On design tab, click Effects ,a gallery of the effects theme opens
6. Click the desired them

Changing the Background

The background is the color, texture, pattern or image that is applied to the entire slide. It applies to entire surface of the slide and not to partial background. However; you can have a background graphics on top of the background.

A background graphics is a graphics image placed on the slide that complements and works with background .Most theme consists of both background formatting and background graphics. The background graphics included in the built in theme in PowerPoint are unique to theme and not available as separate graphics.

Applying a background style

Background styles are preset background that comes with the built in theme in PowerPoint. Different background styles are available depending on the theme you apply.

To apply a background style

1. Click Design tab-> Background Styles, a gallery of styles appears.
2. Click the desired styles to apply it to the entire presentation or you can right click the desired style and choose Apply to selected Slides.

You can customize background styles or add your own custom background styles. If you need a different background, you can choose Format Background and then customize the background .A custom background fill can include solid colors, gradient, texture or graphics.

To apply background fills :

1. Click Design tab -> Background styles, the Background Styles gallery opens.
2. Click Format Background, the Format Background dialog box opens as shown fig.
3. Set the options for the fill type that you choose.
4. To apply the change to all slides, click Apply to all otherwise the change will apply only to the slide you selected.
5. To apply different background to some other slides, select them and repeat step 2 and step 3.
6. Click Close to exit the dialog box.

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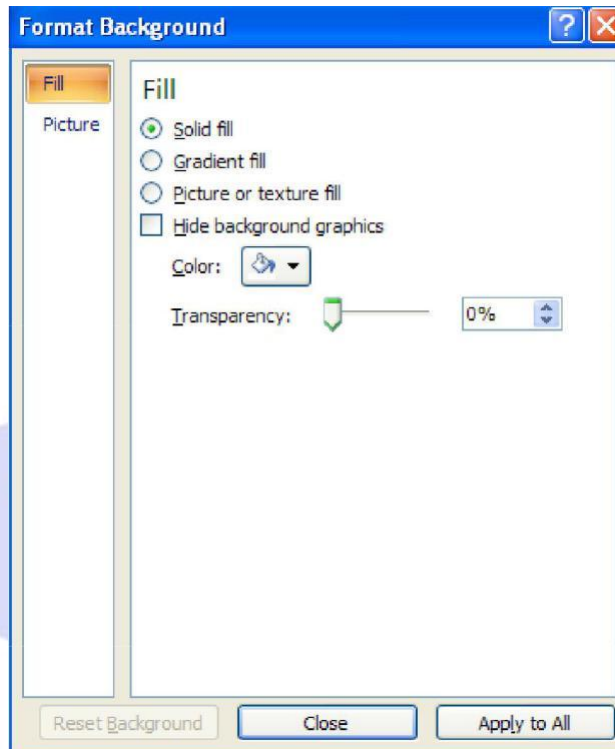


Fig: Format background dialog box

Working with background graphics

A background graphics is an object or a picture on the top of the background on the slide. Sometimes a background graphics can get in the way of slide content. You can turn off for individual slides instead of deleting it.

To hide and slide background graphics

1. Select the slide(s) to change.
2. Click the Design tab-> mark the Hide background graphics checkbox to hide background graphics.
3. Otherwise clear the checkbox to redisplay the background graphics.

Working with Objects, Diagrams and Charts

Inserting pictures and clip art is pretty simple with Office Power point 2007. Slide template helps you to determine a typical placement for these items or you can resize them to work more effectively in your presentation.

To insert a picture into your presentation:

1. Select a location on a slide where you want to place the picture and click the insert tab.
2. In the illustration group click Picture. The insert picture dialog box appears.
3. Select the picture and click insert.

Adding Clip Art

You can insert drawings, movies, sound, and photographs into your PowerPoint 2007 presentation. These items are typically stored in Clip organization, which places your clips into four collections-My collection, Office collection, Shared Collection and Web Collections.

To add clip art to your presentation

1. Open your presentation to the slides where you want to add the clip art.
2. On the Insert tab, in the illustration group click Clip art.
3. Choose the clip art from the clip art pane on the right side of the screen.
4. Right click the selected piece of art and click insert or double click on the selected clip art.

Using smart art

The idea behind smart art is to allow you to create your own professional graphic designer .These graphics are simple to create, edit and animate which makes them easy to work with your presentation.

To create a smart art graphics:

1. On the insert tab, in illustration group click smart art.

In the task pane on the left is the choose a smart art graphics dialog box, choose a layout type.

2. Click layout options, the task pane on the right offer a detailed description of the layout option you have selected.
3. Select the desired option and click ok.
4. Enter a text as desired by typing it in the type your text here box or directly in the graphic.
5. Once the text is entered, click the slide anywhere outside the graphic.

Creating charts

Charts are a great tool in power point 2007 because they help the audience focus on key points visually. Power point 2007 has 11 types of charts. Each type of chart has a set of chart subtypes .These subtypes can be chosen from a quick style gallery that appears in each chart type. The 11 main chart types are column, line pie, bar, area, x y, stock, surface, doughnut, bubble and radar.

You can embed and insert charts into your presentation as well as paste Excel 2007 charts or link to Excel 2007 charts. When you embed a chart, you can edit the data in Excel 2007, but the worksheet is saved with your Powerpoint 2007 file. If you copy or link to the chart, you must make changes to worksheet but the worksheet will not be saved with Powerpoint 2007.

The advanced charting capabilities available with the Microsoft Office system will work only if you have installed Office Excel 2007. The chart will appear along with a datasheet, where you must enter your own data.

To create a chart in Powerpoint 2007:

1. In normal view, select the slide where you want to place the chart.
2. Go to the Insert tab->click in the illustration group.
3. In the insert chart dialog box, click the chart type you want.
4. Click Ok. The chart will be placed on your slide and Excel 2007 will open a corresponding worksheet.

Adding sounds

Adding sound to your presentation emphasizes a key point. With Powerpoint 2007, you can embed only windows audio files i.e. wav files smaller than 100kb in a presentation. All other media files including larger Wav files are linked to compatible sound files which are as follows:

- Audio interchange file format(.aiff)
- AU audio file (.au)
- Musical instrument digital interface.
- MPEG Audio Layer(.mp3)
- Windows Media Audio file (.wma)

The default sound option is usually to play a sound once, which is perfect for emphasizing a point. You can keep a sound playing for the duration of your presentation or until you specifically stop it.

To add to sound to your presentation:

1. Select a slide on which you want to place the sound.
2. On the Insert tab, go to the Media clips group.
3. Click the arrow on the sound button. It will provide you a menu of options such as sound from file, sound from clip organizer ,CD audio track and record sound as shown in figure 4.11.If you click the icon above sound, the insert sound dialog box appears.

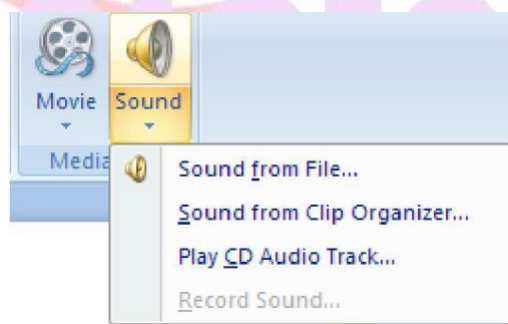


Fig: Insert Sound dialog box

4. Click Sound from Clip Organizer.
5. In the Clip Art task pane, click the sound you want to add. A dialog box appears and asks you how you want to start the sound.
6. Click Automatically.
7. Test your sound by clicking the Slide Show button next to the Zoom slider at the bottom right of your screen.

Including Movies

Adding movies to your presentation can add a professional touch. Most people use them to show demonstrations and actual event that occurred in past. Movie file are always linked to your presentation, never embedded. Sometimes, animated gif files are also referred to as movies, but technically they are not. Compatible movie file formats for Powerpoint 2007 are .asf, .avi, .mpg and .wmv.

To add a movie to your presentation:

1. In Normal view, select the slide where you want the movie added.
2. On the Insert tab, in the Media Clips group, click the arrow on Movie button. It will provide you with two options, Movie from file and Movie From Clip Organizer. If you click on Movie, the Insert Movie dialog box will appear.
3. Click movie from from Clip Organizer.
4. Select the movie from the location you have chosen. A dialog box appears asking to choose between launching the movie automatically or when clicked.
5. Click on When clicked, movie is added to the centre of your slide.

To play a movie frame in full screen mode:

1. In Normal view, click the movie frame on your slide.
 2. Go to the Options tab under movie tools.
 3. In the Movie Options group, select the Play Full Screen check box.
-

4. Preview the movie to look for distortion. If you have click the Automatically option, you can drag the movie frame completely off the slide into the grey area so that your audience never sees it, but still hears it.

Playing with Animations

Animation is the way that individual objects enter or exit a slide. On a slide without animation, all of the objects on the slide simply appear at the same time when you display it that makes your presentation boring .Therefore animation is a great tool to catch audience attention and add interest to your presentation.

You can animate the text or objects in your presentation to give them sound effects or visual effects, including movement. You can use animation to focus on important points, to control the flow of information, and to increase viewer interest in your presentation.

You can use the built-in-animation effects in Microsoft Powerpoint 2007, or you can create your own custom effects. You can apply animation effects to individual slides, to the slide master, or to custom slide layouts.

To Apply a built – in animation effect to text or an object

To apply a built in animation effect to text or an object in Office Powerpoint 2007:

1. Select the text or object that you want to animate .
2. On the Animations tab, in the Animations group, select the animation effect that you want from the Animation list.

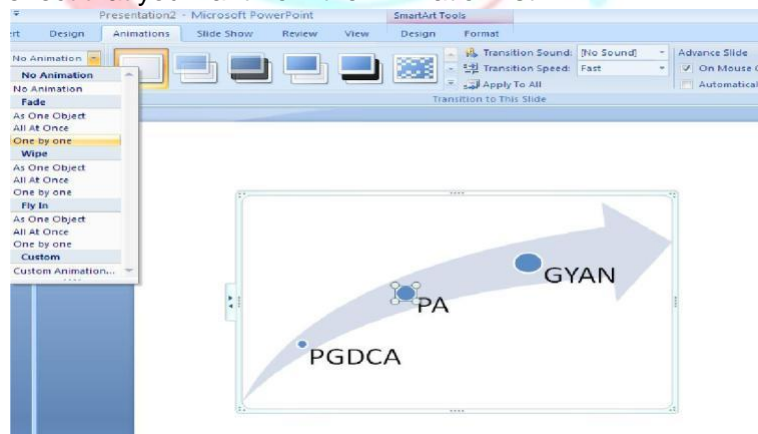
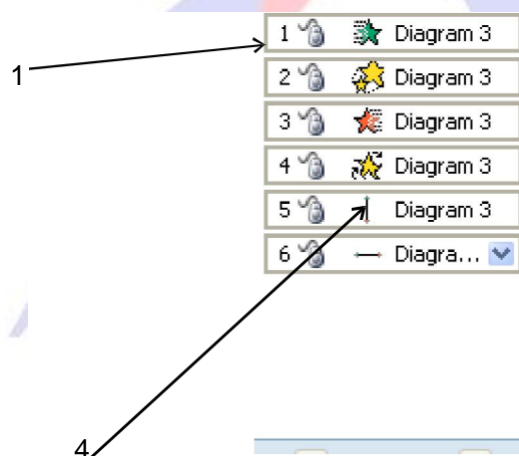


Fig: Custom Animation option

To gain more control over how and when effects are applied, you can create and apply a custom animation. For example, you can make text grow or shrink, spin or shimmer, and you can set an animation so that you hear the sound of clapping when a picture is revealed. You can apply more than one animation, so you can make a line of text fly in with or without sound, and then make the text fly out.

You can use emphasis, entrance, or exit options in addition to preset or custom motion paths.

You can create custom animations in the custom animation task pane. The custom animation task pane shows important information about an animation effect, including the type of effect, the order of multiple effects in relation to each other, and a portion of the text of the effect.



1. Icons indicate the timing of the animation effect in relation to the other events on the slide. Choices include the following:
 - Start on click (mouse icon, shown here): The animation effect begins when you click the slide.
 - Start with previous (no icons): The animation effect begins at the same time as the previous effect and the list starts playing (that is one click executes two or more animation effects).

- Start after previous (clock icon): The animation effects begins immediately after the previous effect in the list finishes playing (that is , no additional click is required to make the next animation effect start).
- 2. Select an item in the list to see the menu icon (down arrow), and then click the icon to reveal the menu.
- 3. Numbers indicate the order in which animation effects play. Numbers also correspond to the labels associated with animated items in normal view with the custom animation task pane displayed.
- 4. Icons represent the type of animation effect. In this example, it is an emphasis effect.

To apply a custom animation effect in Office Powerpoint 2007, do the following:

1. Select the text or object that you want to animate.
2. On the Animation tab, in the Animation group, click Custom Animation, Custom Animation task pane appears at the right side of the pane.
3. In the Custom animation task pane, click Add Effect. It will display the pane showing the option on the animation to occur on its Entrance, Emphasis, Exit and Motion Paths. Motion Paths option makes the item move in a motion around your slide.

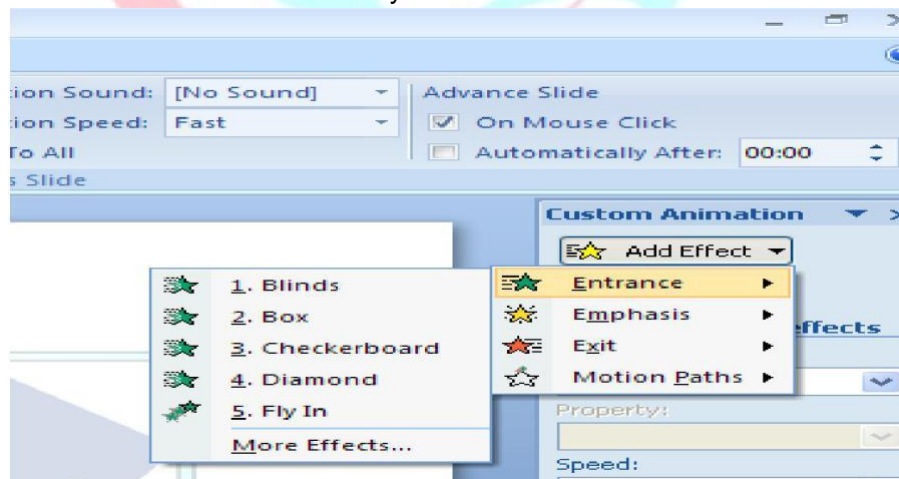


Fig: Add Effect option

- Entrance: It makes the text or object to enter with an effect.
 - Emphasis: It makes text or an object that is already visible on the slide, such as a spin effect.
 - Exit: It makes text or an object leave the slide at some point.
 - Motion paths: It makes text or an object move in a specified pattern.
4. Point to the option that you want and click on it apply the effect.
 5. Right –click the custom animation effect in the Custom Animation list, and then click Effect Options on the shortcut menu or to specify how the effect is applied to your text or object as shown in figure.

On this Effect tab, you can change direction of animation, smooth start and end, Sound effect after animation effect and text animation effect. Similarly you can change text effect on Test Animation tab where you can change the timing, order of text and apply group text animation. On timing tab, you can change timing ,speed, and repetition and also introduce the delay. Triggers button gives you options such as Animate as part of click sequence and Start the effect on click of.

Test your animation effect

After you add one or more animation effects, to validate the work, click Play at the button of the Custom Animation task pane in figure.



Fig: Custom Animation task pane

To add animation to an item by using the Custom Animation task pane

1. In the Custom Animation task pane, select the item you want to move.
2. Drag it to the new location. A solid line will appear as you drag the item up and down.
3. When the line is where you want the item ,drop it there or
4. Select the item and click on up/down option at arrow of Re-order at the bottom of the Custom Animation task pane.

To change or remove the animation setting

If you want to remove animation effect of particular effect of particular item then click on Remove button at the top of the Custom Animation task pane or click on the down arrow besides animated item and click on Remove.

1. In the Custom Animation task pane ,select the item you want to change.
2. Click on change button on the top of Custom Animation task pane to change the animation style. it will display the pane showing the options on the animation to occur its Entrance,Emphasis,Exit and Motion Path.

A Transition is another kind of animation that refers to the entry or exit of the entire slide, rather than of an individual objects on the slide. It determines how you get from slide 1 to slide 2 . With the help of this feature, you can includes all kinds of transition such as wipes, blinds, fly-ins and much more. This transition can be a manual or automatic. With manual transition, the presenter must click the mouse to move to the next slide. However if you are preparing a self running presentations, such as a kiosk, automatic transition are necessary.

Microsoft Office PowerPoint 2007 includes many different types of slide transition



Fig: Slide Transition

- No transition
- Blinds Horizontal
- Blinds Vertical
- Box in
- Box out
- Checkerboard Across
- Checkerboard Down
- Comb Horizontal
- Comb Vertical

To see more transition effects ,in the Quick Styles list, click the More button as shown in the figure above.

Using Header and Footer

PowerPoint 2007 slides by default contain footer and header.

Adding footer to a slide

1. On the Insert tab,in the Text group,click Header & Footer
2. In the Header and Footer dialog box as shown in figure click on the slide tab.

infotech

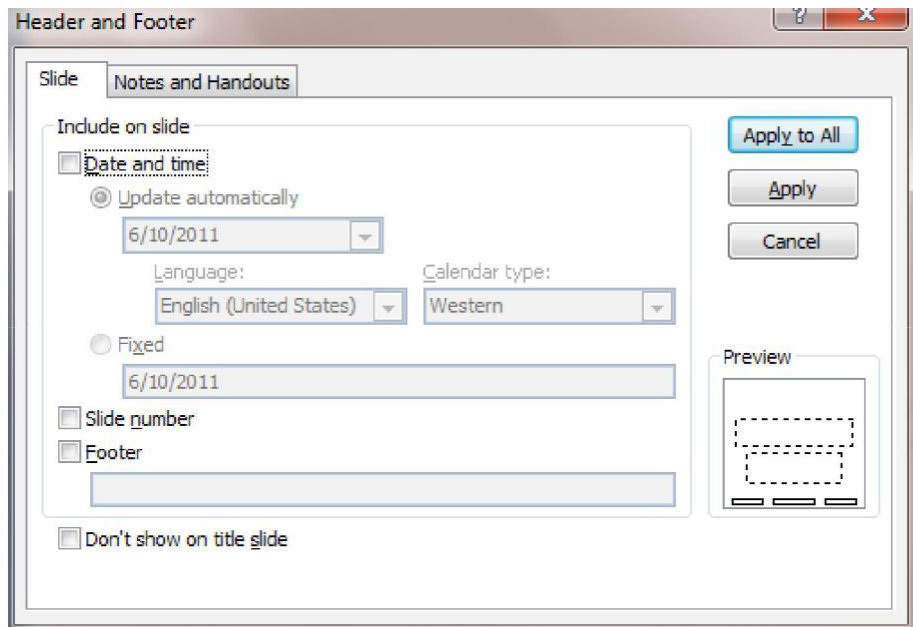


Fig: Header and footer dialog box

It displays three check boxes as follows:

- Date and Time-It automatically updates and times.
 - Slide number- It display slide number by default at the bottom of the slide.
 - Footer-It remain to center position by default.
3. Select the Footer from check box, and then type the text that you want to appear in the center bottom of the slide.eck box.
 4. To hide the text in the footer from appearing on the slide ,select the Don't show on title slide check box.
 5. Click Apply to display footer information on the selected slide only or click apply to All to display footer information on all of the slides in your presentation.

Setting Up Slide Show

Create a self running presentation

By using a self running presentation, you can communicate your information without a presenter. For example, you can set up a presentation to run unattended in a booth or kiosk at a trade show or convention, or you can send a CD with a self –running presentation to a client.

You can make most controls unavailable, so that your audience cannot make changes to your self running presentations. Self – running presentations restart after they are finished and when they have been idle on a manually advanced slide for longer than five minutes.

Adding interactivity to the self – running presentation

When you design a self – running presentation, keep the environment in which the presentation will run on mind – for example whether the booth or kiosk will be in an unmonitored public place or whether supervision will be available. By keeping the environment in mind, you can better determine what elements to add to your presentation, how much control to give your audience, and what steps to take to prevent misuse.

Options that you might want to consider when designing a self running presentation include the following

- Hyperlinks and action buttons- you can use hyperlinks to help your audience move through your presentation or to move other programs. You can also use action buttons, which are built – in navigation buttons that can give your presentation the look or familiarity of a web page, with buttons for Home, Help, Back ,Next and so on.
 - Voice narration – you can add recorded narration that plays with your presentation.
 - Automatic or manual timings- you can set up your presentation to run by it by using automatic timings or you can set up your presentation so that your audience can navigate through it at their own pace by clicking action buttons. If you're set up your presentation
-

to run at a kiosk, only objects with hyperlinks or action buttons can be linked.

Adding navigation

If you want your audience to move through your self – running presentation freely, you can add hyperlinks or action buttons to provide navigations.

Adding Hyperlinks

You can add hyperlinks that go to custom shows; specific slides within your presentation or different presentations, Microsoft office word documents, Microsoft office excel worksheets, locations on the internet, or e-mail addresses. You can create a hyperlink from any object, including text, shapes, tables, graphs, and pictures.

Creating a hyperlink

In Microsoft Office PowerPoint 2007, a hyperlink is a connection from one slide to another slide in the same presentation or to a slide in another presentation, an e-mail address, a web page or a file. You can create a hyperlink from text or from an object, such as a picture, graph, shape, or Word art.

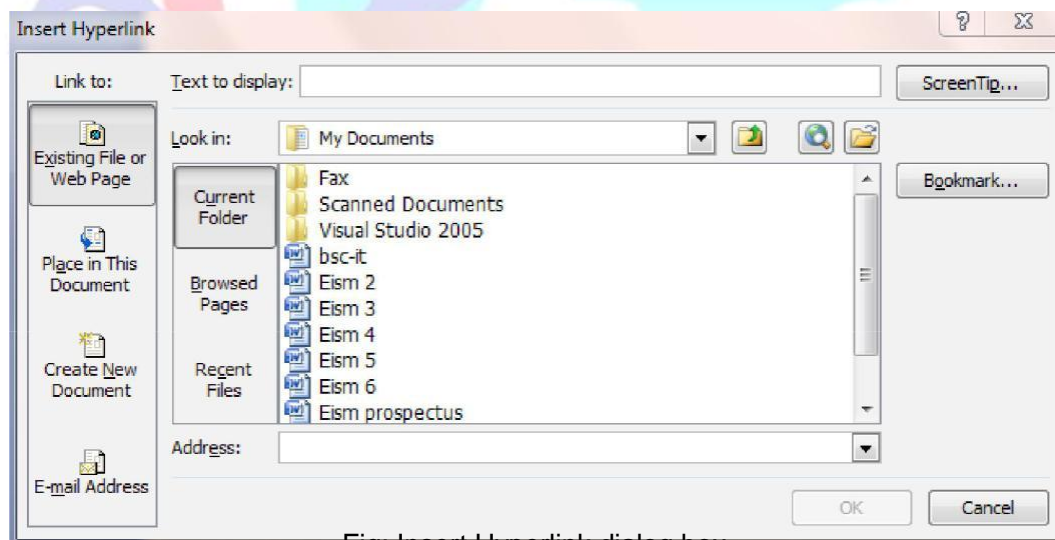


Fig: Insert Hyperlink dialog box

Create a hyperlink to a slide in the same presentation

1. In Normal view, select the text or that you want to use as a hyperlink.
2. On the Insert tab, in the Links group, click Hyperlink.
3. Under this Link to, click place in This Document.
4. Under select a place in this document, click the slide that you want to use as the hyperlink destination.
5. Click OK.

Create a hyperlink to a slide in a different presentation

If you add a link to presentation from your main presentation, and then copy your main presentation to a laptop, be sure to copy the linked presentation to the same folder as your main presentation. If you don't copy the linked presentation – or if you rename, move or delete it- the link- the linked presentation will not be available when you click the hyperlink to it from the main presentation.

1. In Normal view, select the text or the object that you want to use as a hyperlink.
2. On the Insert tab, in the Links group click Hyper link.
3. Under Link to, click Existing file or Web Page.
4. Locate the presentation that contains the slide that you want to link to.
5. Click bookmark, and then click the title of the slide that you want to link to.
6. Click OK.

Create a hyperlink to an e-mail address

1. In Normal view, select the text or the object that you want to use as a hyperlink.
 2. On the Insert tab, in the links group, click Hyperlink.
 3. Under Link to, click E-mail Address.
 4. In the e-mail address box, type the e-mail address that you want to link to or in the recently used e-mail addresses box, click an e-mail address.
-

5. In the subject box, type the subject of the e-mail message.
6. Click ok.

Create a hyperlink to a page or file on the web

1. In Normal view, select the text or the object that you want to use as a hyperlink.
2. On the Insert tab, in the links group, click Hyperlink.
3. Under Link to, click Existing File or Web Page, and then click Browsed pages.
4. Locate and select the page or file that you want to link, and then
5. Click OK.

Create a hyperlink to a new file

1. In Normal view, select the text or the object that you want to use as a hyperlink.
2. On the insert tab ->click Hyperlink in the links group.
3. Under link to, click Create New Document.
4. In the name of new document box, type the name of the file that you want to create and link to.
5. If you want to create a document in a different location, under Full path, click Change, browse to the location where you want to create the file, and then click OK.
6. Under when to edit, click whether you want to change the file now or later.
7. Click OK.

Action buttons

PowerPoint includes readymade action buttons that you can add to your presentation and that you can define hyperlinks for. Action buttons contain shapes, such as right and left arrows. Use them when you want to include commonly understood symbols for going to next, previous, first, and last slides.

Power point also has action buttons for playing movies or sounds. You can also assign actions to clip art, pictures, or the text in a smart art graphics.

The idea is that when you deliver your presentation, you can click on mouse – over an action button to:

- Go the next slide, the previous slide, the first slide, the last slide, the most recent slide viewed, and a specific slide number that you specify, a different Microsoft Office PowerPoint presentation, or a web page.
- Run a program.
- Play a sound.

Some examples of built – in action button shapes that you can find in the shapes gallery includes right and left arrows and commonly understood symbols for going to next, previous, first and last slides and for playing movies or sounds, and more.

Add an action button and assign an action

1. On the Insert tab, in the illustrations group, click shapes, and then under Action Buttons, click the button that you want to add.
2. Click a location on the slide, and then drag to draw the shape for the button.

In the Action Settings dialog box

- Click the Mouse click tab, to choose the behavior of the action button when you click it in slide show view or
- Click the Mouse over tab, to choose the behavior of the action button when you move the pointer over it in Slide Show view.

Click one of the following to choose the action that will take place when you click or move the pointer over the actions button:

- None - To use to shape without a corresponding action.
- Hyperlink to- To create a hyperlink and then select the destination (for example, the next slide, the previous slide , the last slide , or another PowerPoint presentation)that you want the hyperlink action to go to .

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- None - To use to shape without a corresponding action.
 - Hyperlink to- To create a hyperlink and then select the destination (for example, the next slide, the previous slide , the last slide , or another PowerPoint presentation)that you want the hyperlink action to go to .
-

- To start the narration on the first slide on the presentation, click first slide.
 - To start the narration on the currently selected slide, click current slide.
8. In Slide show view, speak the narrative text into the microphone, and then click the slide to advance to the next slide. Follow this process for each slide that you want to add narration to.
 9. Click the black exit screen and save the PowerPoint presentation

Rehearsing and recording slide timings

1. On the slide show tab, in the set up group, click rehearse timings the rehearse toolbar appears and the slide time box begins timing the presentation.

The rehearsal toolbar

- Ø 1 next (advance to next slide)- moves to the next slide.
 - Ø 2 pause- stops recording the time temporarily and to restart recording the time after pausing.
 - Ø 3 Slide time- Type the length of time in slide time box to set an exact length of time for a slide appears.
 - Ø 4 repeat – restarts recording the current slide.
 - Ø 5 Total presentation time – represents total presentation time.
2. After you set the time for the last slide, a message box displays the total time for the presentation and prompts you can keep the recorded slide timings by clicking yes and click no to discard the recorded slide timings.
 3. Slide sorter view appears and displays the time of each slide in your presentation.

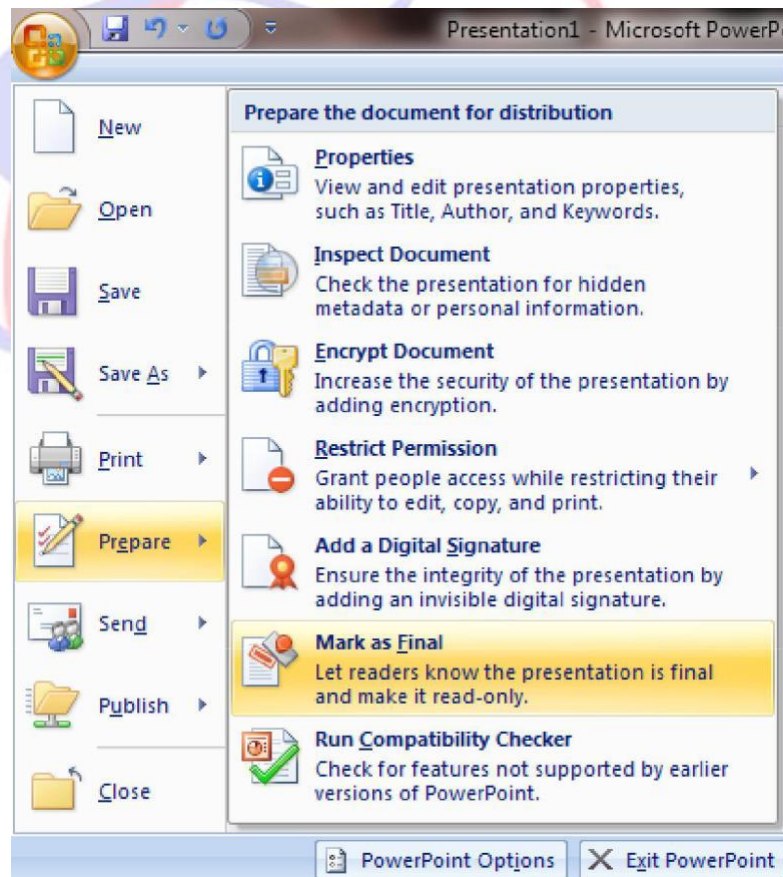
Presentation changes using the mark as final command

You can use the mark as final command to make a presentation read only, but this is not a security feature. When you make a presentation as final, editing commands,

proofing remarks and typing are disabled for people viewing the document. But this feature can be turned off by clicking on the same option. In addition, a document marked as final in PowerPoint 2007 will be read – only if it is opened in an earlier version of PowerPoint. This feature is useful only to prevent readers from accidental changes.

To mark a document as final :

1. Click the Microsoft office button ->prepare.
2. Click Mark as Final, as shown in figure 4.21, the conformation dialog box appears.



3. Click Ok

Document Inspector

PowerPoint presentation are often shared outside organization ,which Can create some privacy issues. Hide data such as personal or sensitive information gets stored in presentation. PowerPoint 2007 has a special feature called Document Inspector that helps you to locate such kind of information. When you launch the document inspector,it will search following types of information:

- Comments and annotation- if this data is not removed,others can see the names of people who worked on your documents, comments from reviewers and changes made to the document.
- Document properties and personal information-removing this information ensures others don't see the name of the person who most recently saved document , when document was created or personal identifiers such as email headers ,send for review information, routing slips, printer paths and file path information.
- Invisible on slide content- hidden text that can sometimes be discovered by others. Document Inspector can find such hidden text.
- Off slide content-this identifies items such as text boxes, clip-art ,tables and graphics that were dragged off the slide into the off slide area.
- Presentation notes- it identifies text placed in the notes pane which are meant for private use and not for presentation purpose.
- Custom XML data- this identifies coding data.

To find and remove the information the document Inspector dialog box appears:

1.

Click the Microsoft Office Button-> prepare ->Inspect document,the document Inspector as shown in figure:

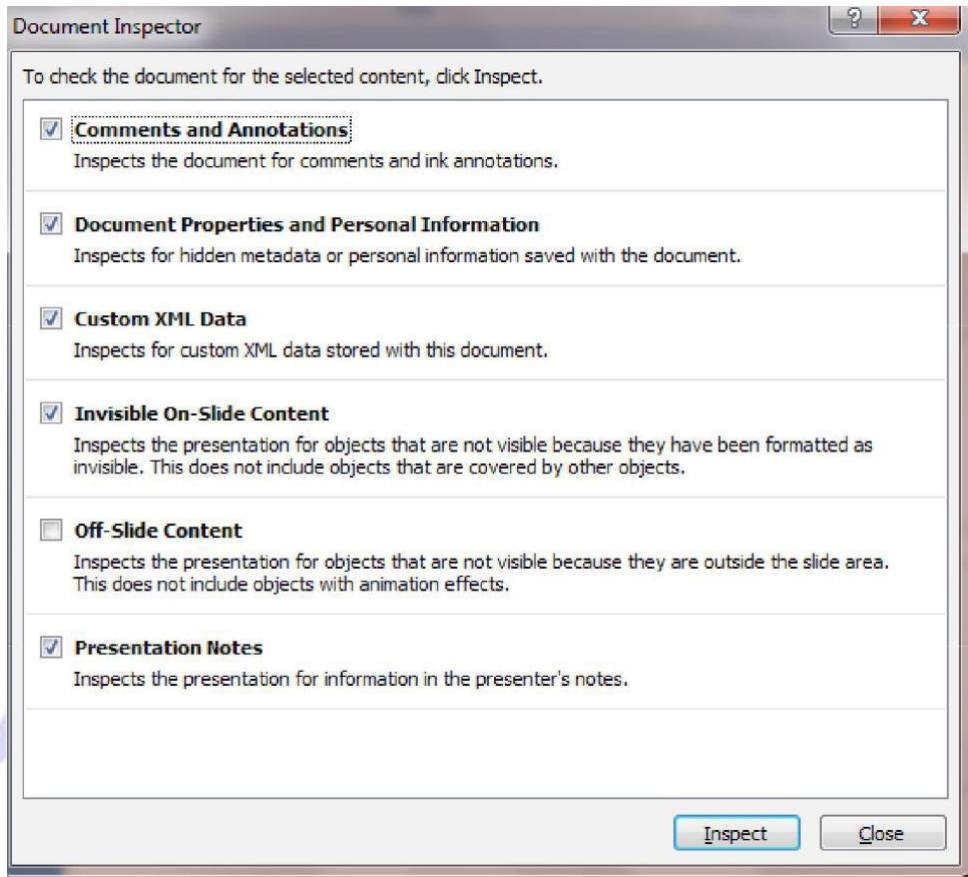


Fig : Document Inspector dialog box

2. Select the information you want the document Inspector to search for by selecting the corresponding check boxes
3. Click Inspect. This will search the information all the items otherwise click on close and go to the document and remove individual items. When search gets completed the dialog box appears as shown. It will display the inspection results along with a remove all button next to each option.

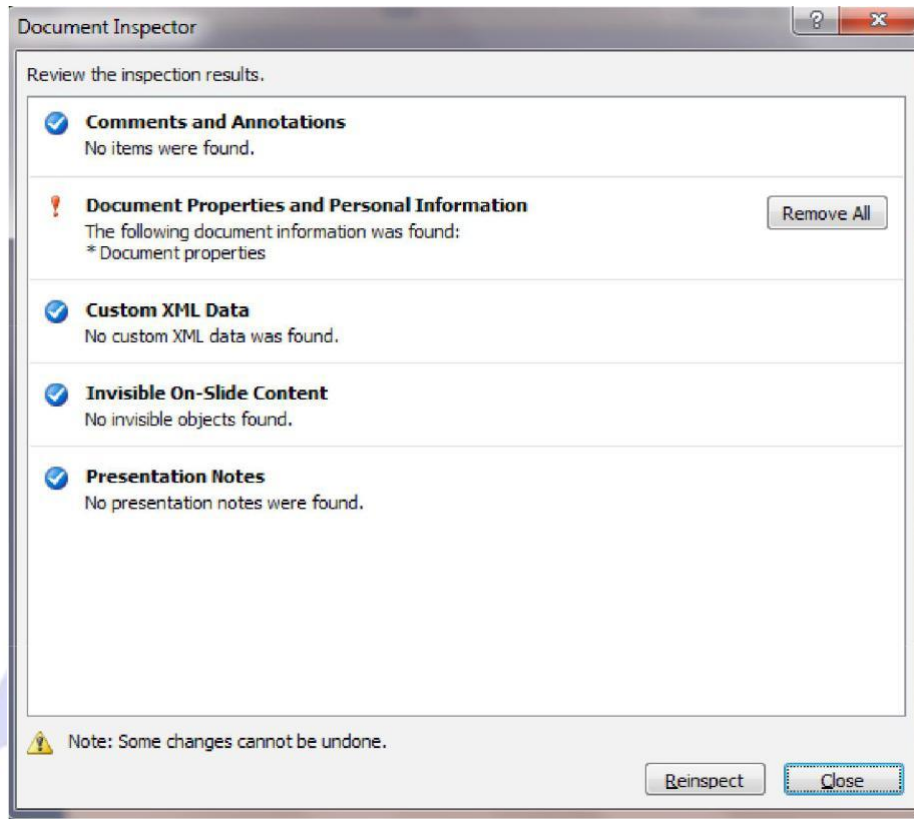


Fig: Result of Document Inspection

4. Click on Remove All button to erase

Delivering live Presentation

Starting and Ending a Show

To start a show you can perform any of the following method:

- Click the slide Show View button in the button right corner of the screen.
- On the View tab, click slide show.
- Press F5.
- Press Shift +F5.

To end the show

- Right click and choose End Show or
- Press Esc,-(minus) or Ctrl + Break

JUMPING TO SPECIFIC SLIDE

There are several ways to jump to a particular slide. One of the easiest ways is to select the slide by its title.

1. During the slide show, right click on the screen and select Go to slide. A submenu appears, listing the titles of the slide in the presentation as shown.

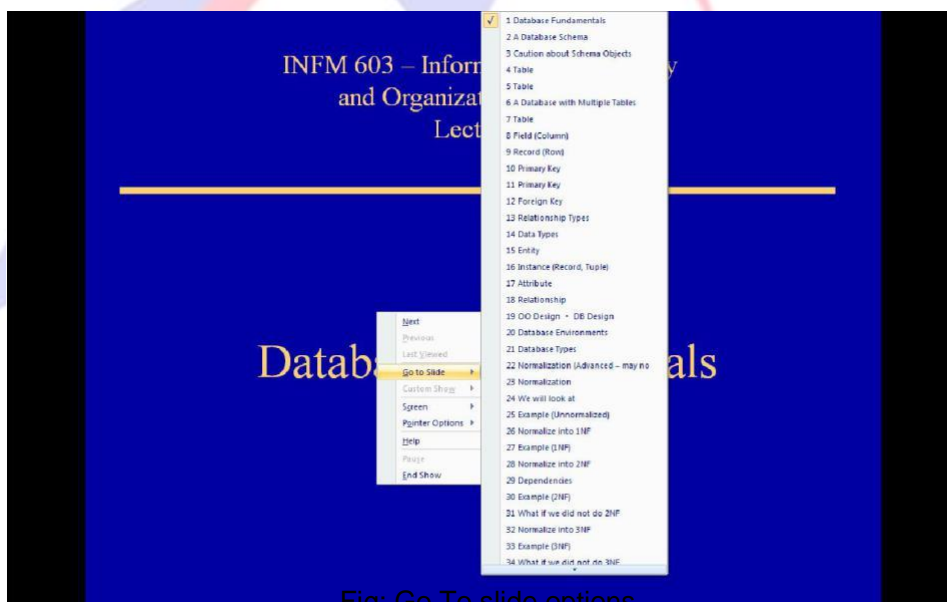


Fig: Go To slide options

2. Click the slide title to which want to jump.

You can also jump to a certain number by typing this number and pressing Enter. Another way of is to press Ctrl +S to open an all Slide dialog box listing the titles of all the slide in the presentation. You can also click a slide to select it and then click Go To as shown

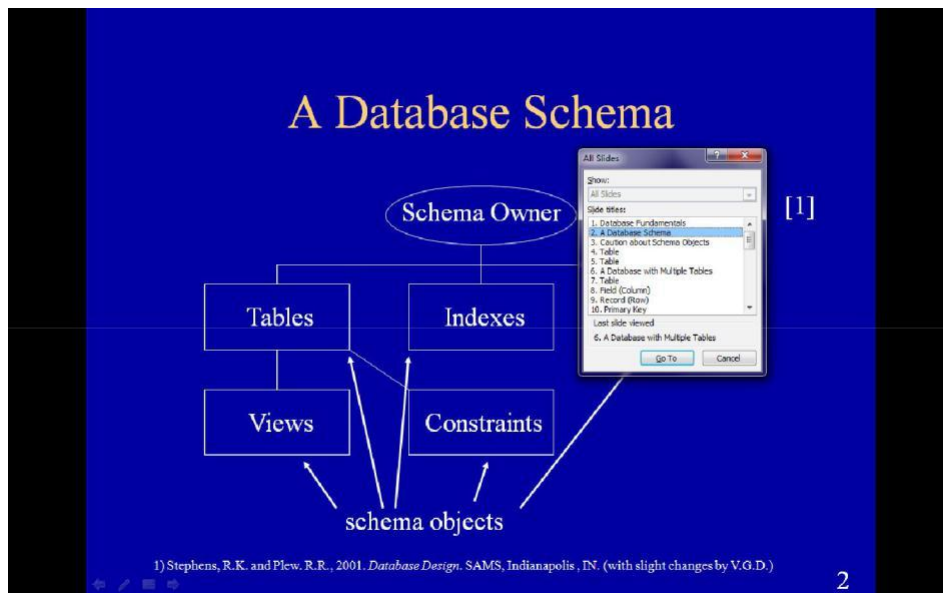


Fig: All Slides dialog box

Using the On Screen pen

During the slide show ,you can highlight or underline the important points to emphasis important points.

To Choose your pen color:

1. Move the mouse or press A to make the button appears.
2. Click the pointers button.A menu appears.
3. Select Ink color and then click the color you want.

To turn on the type of pen that you want:

1. Click the pointer button again, it will display the option as shown figure:

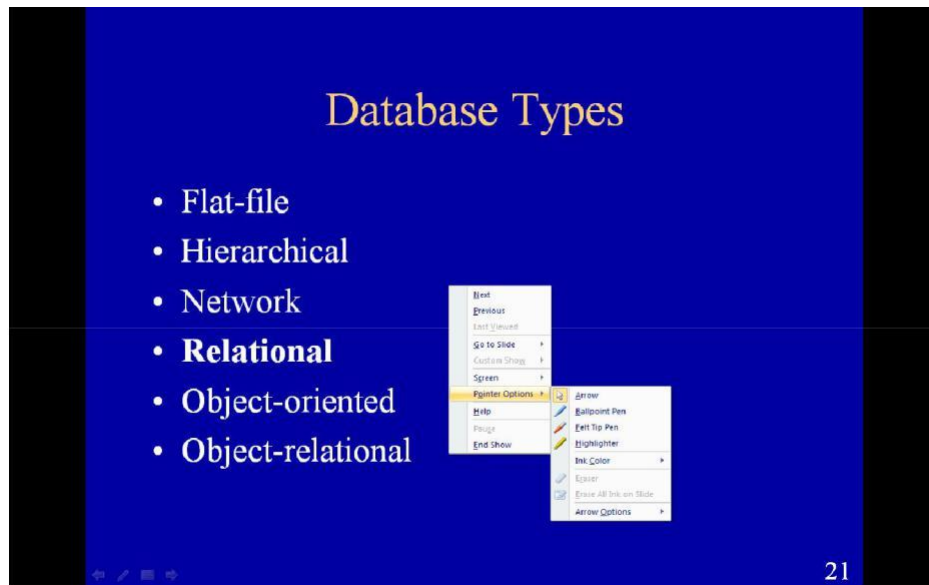


Fig: Highlighter

It displays options as follow:

- Ballpoint-A thin line.
- Felt Tip Pen- A thicker line.
- Highlight- A thick semi transparent line.
- Click the type of pen that you want.

2. Click the type of pen that you want.

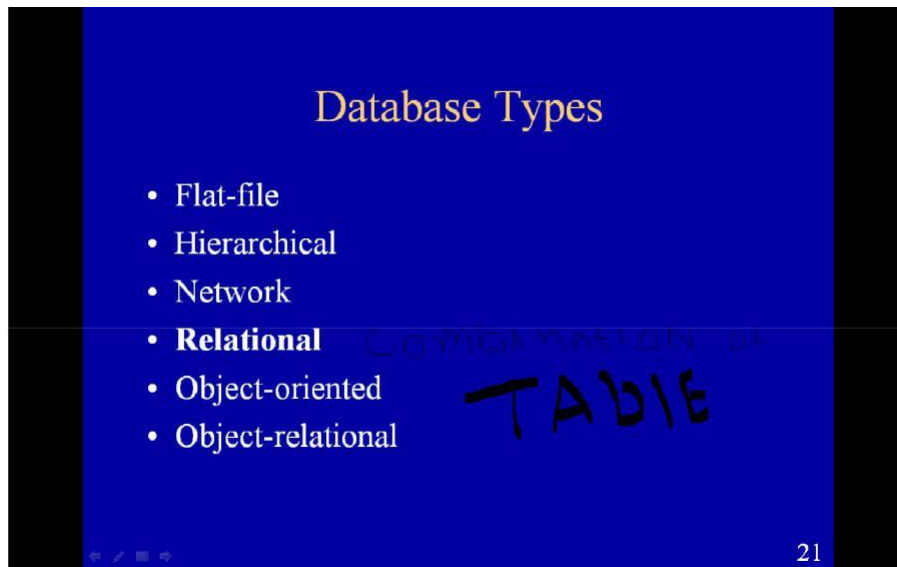


Fig: Ball point, Felt Tip pen and Highlight options

Create and print handouts

You can print your presentation in the form of handouts-with one ,two, three, four six,or nine on a page-What your audience can use to follow along as you give your presentation or keep for future reference

1. The three slides per page handout includes lined space for note taking by the audience. You can select a layout for your handouts in print preview.

Arrange the content in a handout

In print view , you can arrange the content in your handout and then preview it to see exactly what the printed version will look like. You can specify that the page be set to landscape or portrait orientation and you can specify the number of slides that you want shown per page. You can add ,preview, and edit headers and footers, such as page number. In the one slide per page layout , you can apply headers and footers to handout only and not to slides.

Print the handouts

1. Open the presentation for which you want to print handouts.
2. Click the Microsoft Office Button->the arrow next to Print-> click Print Preview.
3. In the page Setup group, click the arrow under Print What, and then select the handout layout option that you want from the list.
4. To specify the page orientation ,click the arrow under Orientation , and then click Landscape or Portrait.
5. Click print.

Send PowerPoint handouts to Word for Printing

To create handouts that are more elaborate that what you can make in Microsoft Office PowerPoint 2007,print your handouts from Microsoft Office.

1. In the Office PowerPoint 2007, click the Microsoft Office Button->Publish-> Create Handout In Microsoft Office Word.

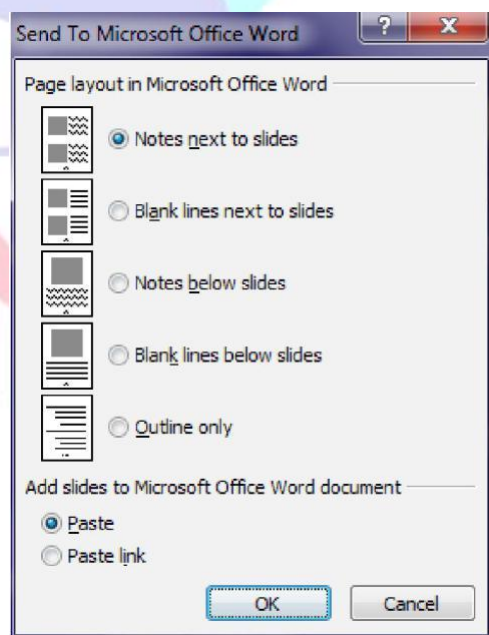


Fig: Send To Microsoft Office Word

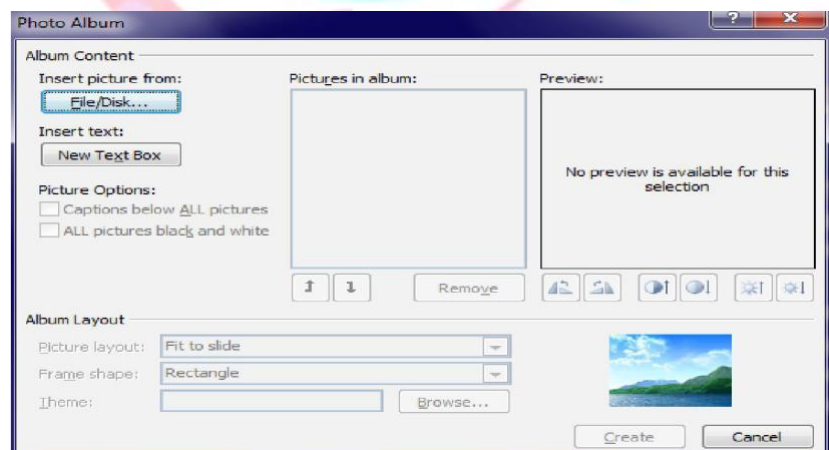
2. In the Send to Microsoft Office Word dialog box, click the page layout that you want. Now you will find two options i.e Paste and Paste link.
 - Paste-allow you to paste the content you want to remain static or unchanged even after updating the presentation.
 - Paste Link- allows you to paste the content along with the link to get the updates that occurs to the presentation.
3. Select the required option and click OK.
4. Open Word 2007 and then print your handouts from Word 2007.

Creating a photo album in PowerPoint2007

A PowerPoint photo album is a presentation that you can create to display your personal or business photographs. You can add effects that include attention grabbing slide transition, colorful backgrounds and themes, specific layouts and more. After the pictures are in your album, you can add captions, adjust the order and layout, add frames around the pictures, and even apply a theme to further customize the look of your album. To share your photo album with others, you can send it as an attachment to an email message, publish it to the web, or print.

To create a photo album in PowerPoint 2007

1. Open PowerPoint 2007->Insert tab->Illustration group->click the Photo Album button dialog box opens as shown in figure:



2. Click the File /Disk button ,the Insert New Picture dialog box appears
3. In the Insert New Pictures dialog box, navigate to the folder on your hard disk containing the photos you want to include in the album.
4. Select four images and then click Insert. In the Photo album dialog box, the pictures in album list in includes the four graphics you selected. You can select each pictures in turn to view it. You can change the order in which the picture will appear in the album by clicking the picture you want to move and then clicking the Move Up or Move down button. You can also adjust the rotation, contrast and brightness of each picture.

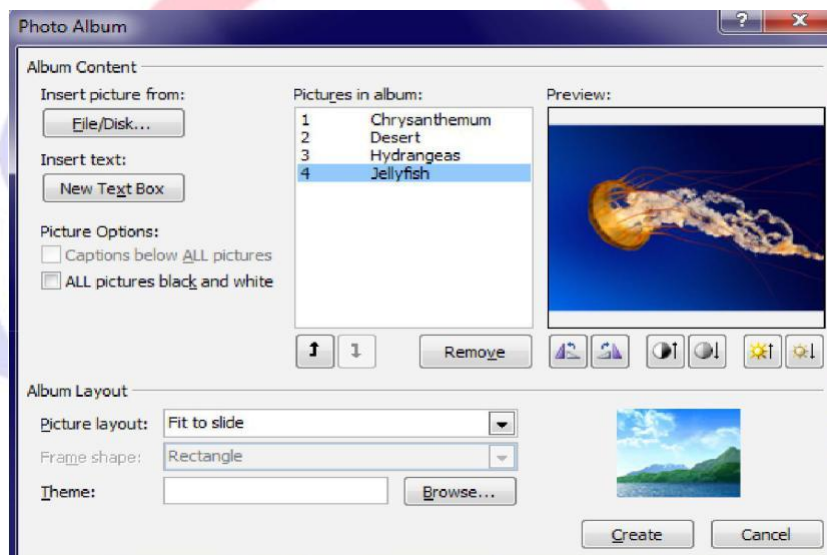


Fig: Result of document Inspection

5. Under Album Layout ,click the Picture layout arrow, and then in the , click 4 pictures with title.
6. Click the Frame shape arrow, and then in the list, click Rounded Rectangle. Then click Create. PowerPoint creates a presentation called Photo album that contains a title slide and a slide containing the four pictures.
7. Click the Creates button.