

Microsoft Powerpoint 2007 Tutorial

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This tutorial is for training purposes only and not for sale.*

References:
Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

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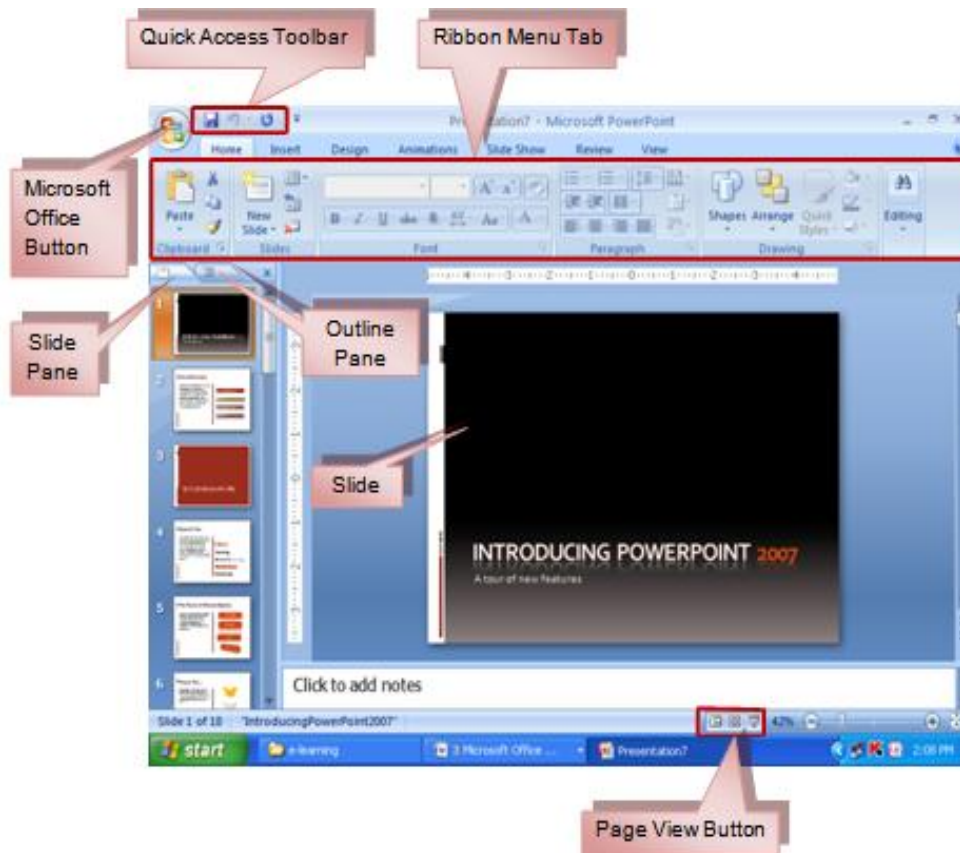
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Chapter 1: Getting Started

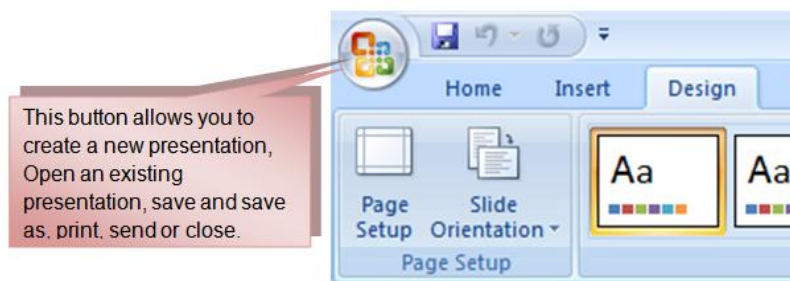
THE SCREEN LAYOUT



PRESENTATIONS

A Powerpoint is presentation software developed by Microsoft use to create slide/visual presentation. Presentations are collections of data and information in the any form (text, image, video, etc) meant to inform an audience.

MICROSOFT OFFICE BUTTON

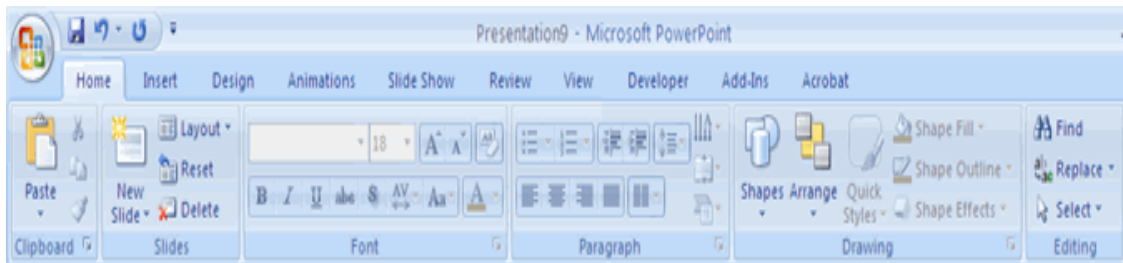


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RIBBON

It has nine tabs: **Home**, **Insert**, **Design**, **Animations**, **Slide Show**, **Review**, **View**, **Developer** and **Add-Ins**. Each tab is divided into groups. The groups are logical collections of features designed to perform function that you will utilize in developing or editing your PowerPoint slides.



Home: Clipboard, Slides, Font, Paragraph, Drawing, and Editing

Insert: Tables, Illustrations, Links, Text, and Media Clips

Design: Page Setup, Themes, Background

Animations: Preview, Animations, Transition to this Slide

Slide Show: Start Slide Show, Set Up, Monitors

Review: Proofing, Comments, Protect

View: Presentation Views, Show/Hide, Zoom, Window, Macros



Commonly utilized features are displayed on the Ribbon. Click the arrow at the bottom right corner of each group, to see the features within each group.

References:

Microsoft Office Excel Help

"Powerpoint2007 Tutorial" from www.fgcu.edu

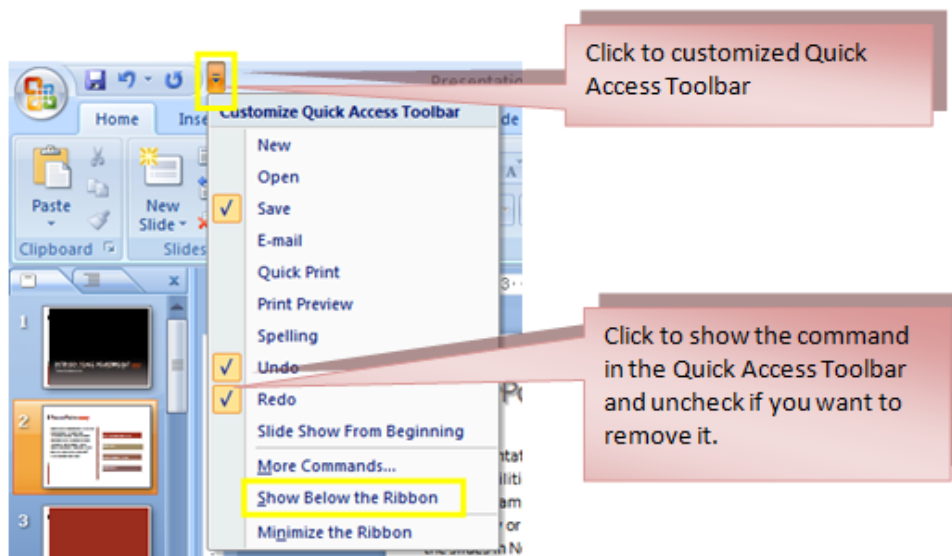
QUICK ACCESS TOOLBAR

The Quick Access Toolbar (QAT) is a Windows Office feature that contains a set of predefined or commonly used commands. The QAT is located in the upper left-hand corner of an Office application. It may be displayed either above or below the ribbon.

Move the Quick Access Toolbar

Ways to move the QAT:

- Click **Customize Quick Access Toolbar**.
- In the list, click **Show Below the Ribbon** or **Show Above the Ribbon**.



Add a command to the Quick Access Toolbar

Ways to add commands in the QAT:

- On the Ribbon, click the appropriate tab or group to display the command that you want to add to the Quick Access Toolbar.
- Right-click the command, and then click **Add to Quick Access Toolbar** on the shortcut menu.
 - The buttons in the QAT cannot be resized.
 - The Quick Access Toolbar cannot be displayed on multiple lines.
 - Only commands can be added to the Quick Access Toolbar.

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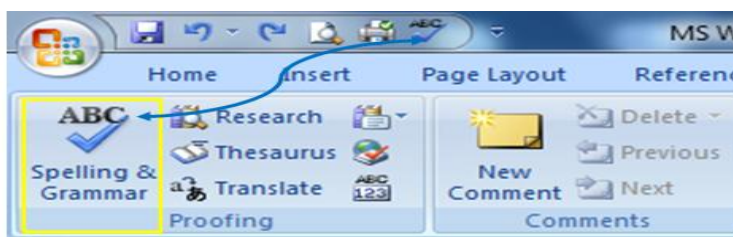
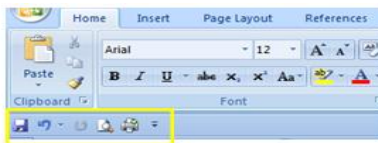
7 THE PNP BASIC COMPUTER ESSENTIALS e-Learning (MS Powerpoint 2007)

Location of QAT as follows:

- Upper-left corner next to the **Microsoft Office Button**  (default location)

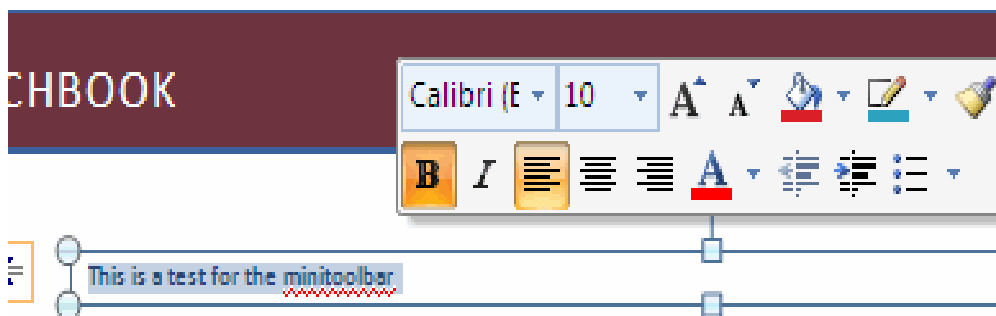


- Below the Ribbon, which is part of the Microsoft Office Fluent user interface



MINI TOOLBAR

A menu that is shown when a text is selected. It displays common formatting tools, such as Bold, Italics, Fonts, Font Size and Font Color.



SLIDE VIEWS

Ways to view the slide:

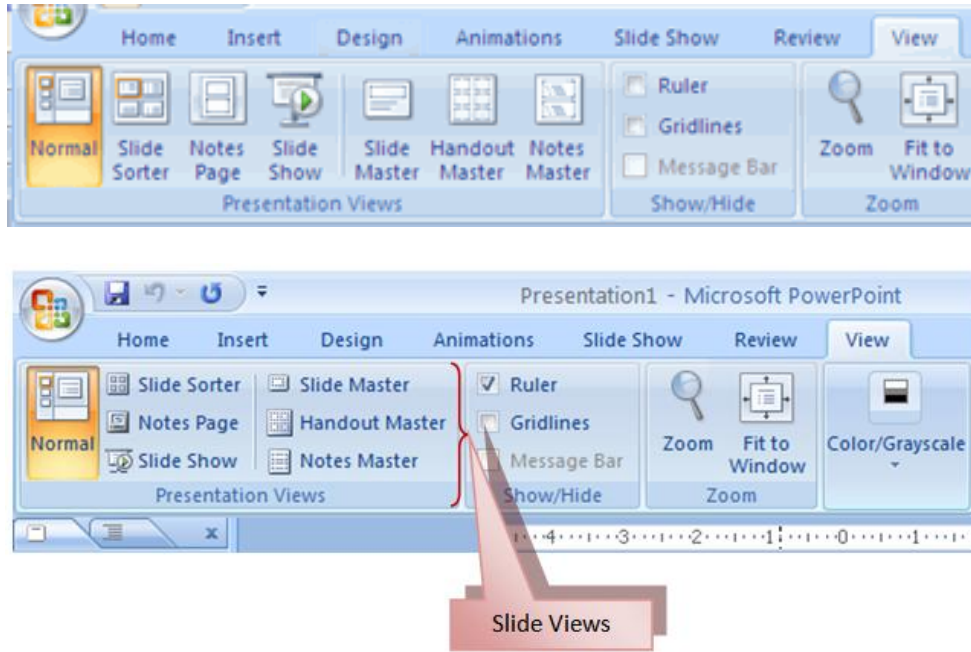
- Click the View tab.
- Select the Presentation View Normal, Slide Sorter, Notes Page, Slide Show, Slide Master, Handout Master, and Notes Master.

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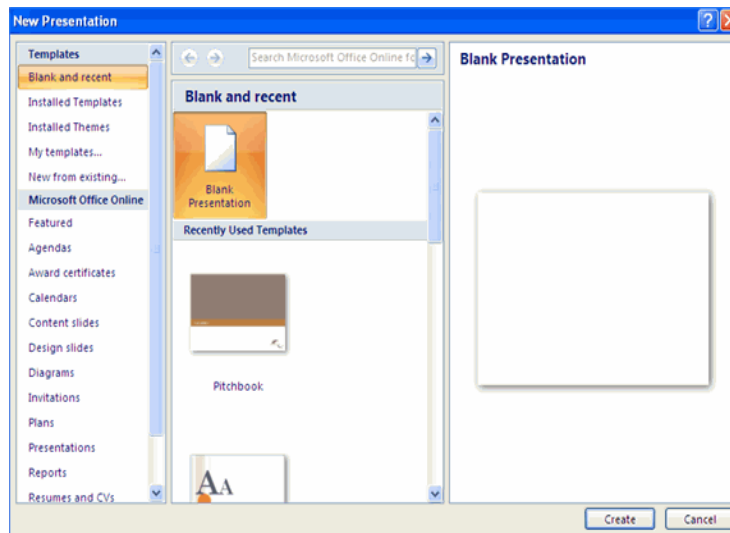


Chapter 2: Creating A Presentation

NEW PRESENTATION

To create a new presentation from a blank slide:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Blank Presentation**

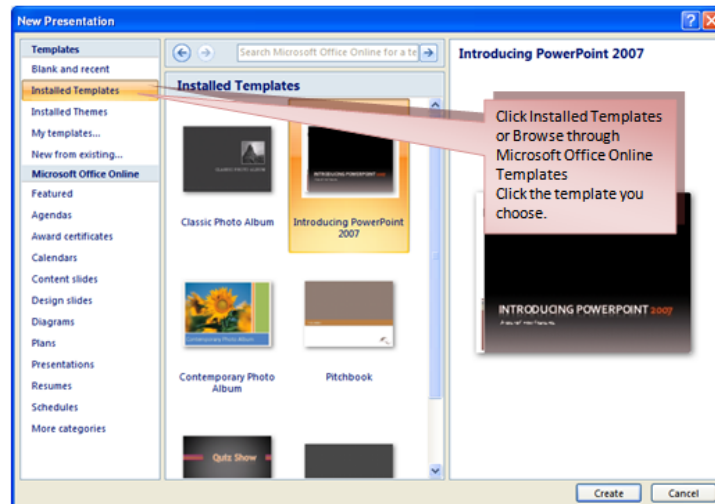


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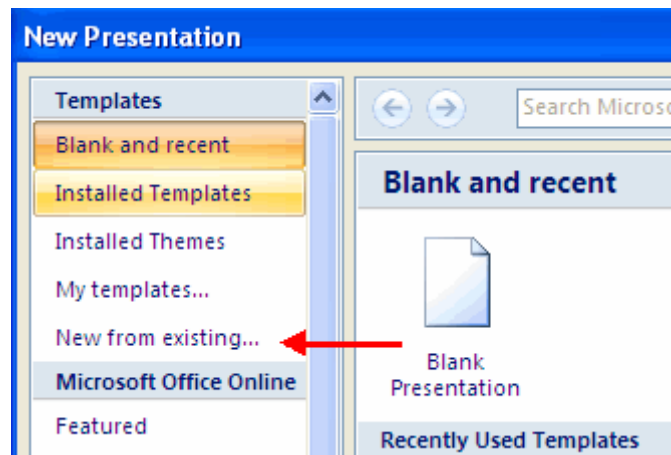
To create a new presentation from a template:

- Click the **Microsoft Office Button**
- Click **New**
- Click **Installed Templates** or **Browse through Microsoft Office Online Templates**
- Click the template you choose.



To create a new presentation from an existing presentation:

- Click the **Microsoft Office Button**
- Click **New**
- Click **New from Existing**
- Browse to and click the presentation



To create a new presentation from a Word outline:

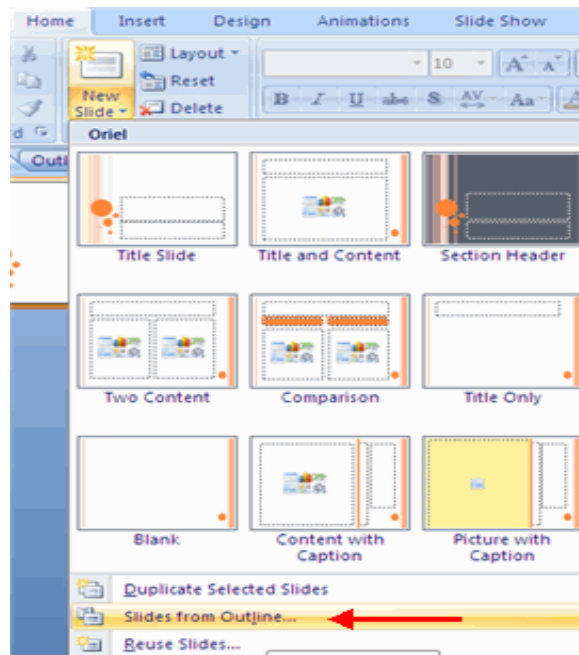
- Click the slide where you would like the outline to begin
- Click **New Slide** on the **Home** tab

References:

Microsoft Office Excel Help

"Powerpoint2007 Tutorial" from www.fgcu.edu

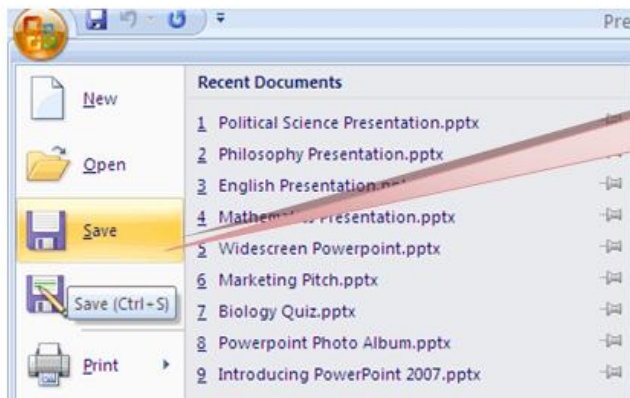
- Click **Slides from Outline**
- Browse and click the Word Document that contains the outline



SAVE A PRESENTATION

To save a document:

- Click the **Microsoft Office Button**
- Click **Save**



Use the Save As feature when you need to save a presentation under a different name or to save it as a Powerpoint 97–2003 Format.

To use the **Save As** feature:

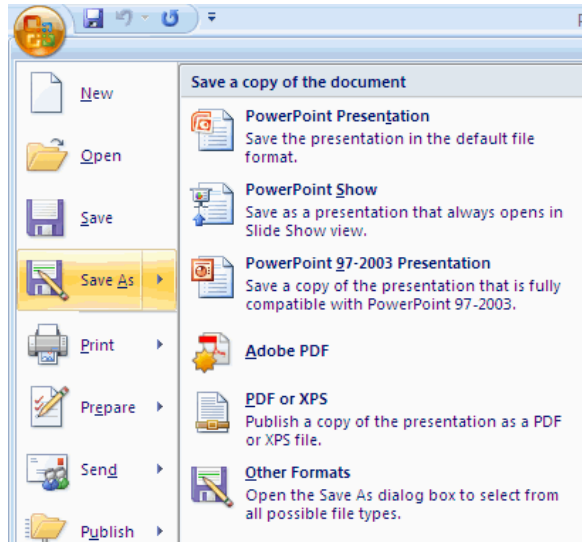
- Click the **Microsoft Office Button**
- Click **Save As**
- Type in the name for the Presentation
- In the **Save as Type** box, choose **Excel 97-2003 Presentation**

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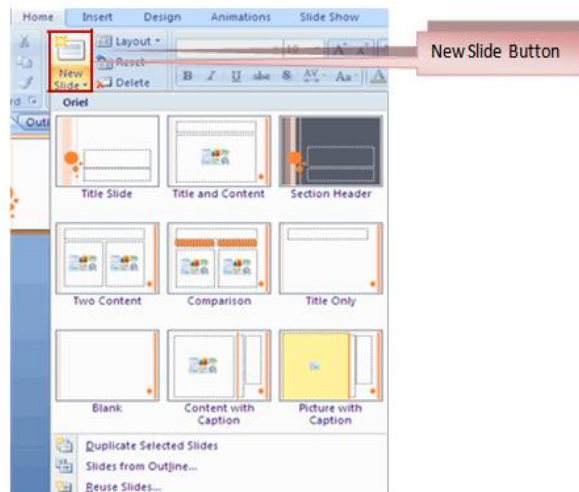


ADD SLIDES

There are several choices when you want to add a new slide to the presentation: **Office Themes**, **Duplicate Selected Slide**, or **Reuse Slides**.

To create a new slide from Office Themes:

- Select the slide immediately **BEFORE** where you want the new slide
- Click the **New Slide** button on the **Home** tab
- Click the slide choice that fits your material



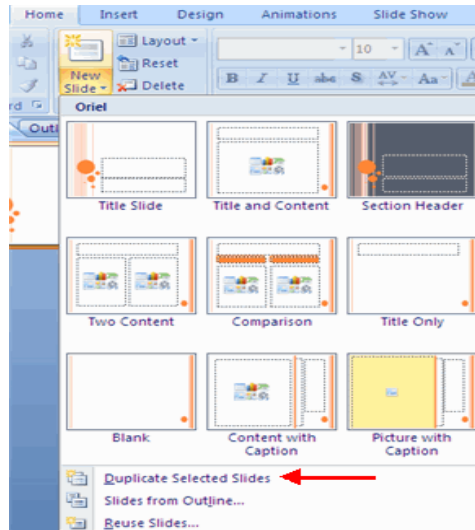
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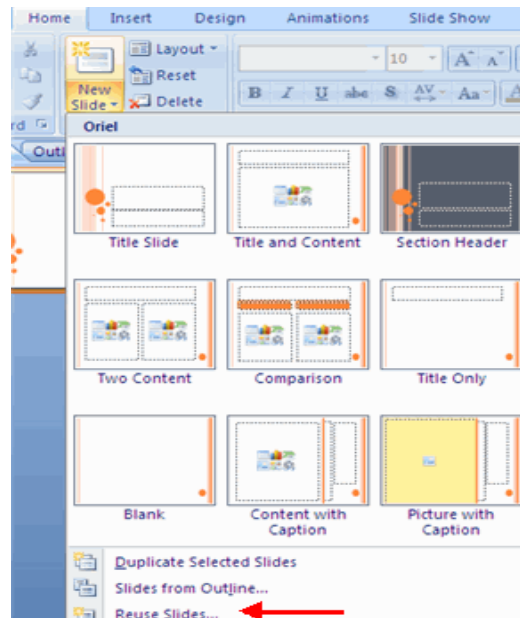
To create a slide as a duplicate of a slide in the presentation:

- Select the slide to duplicate
- Click the **New Slide** button on the **Home** tab
- Click **Duplicate Selected Slides**



To create a new slide from another presentation:

- Select the slide immediately BEFORE where you want the new slide
- Click the **New Slide** button on the Home tab
- Click **Reuse Slides**
- Click **Browse**
- Click **Browse File**
- Locate the slide show and click on the slide to import



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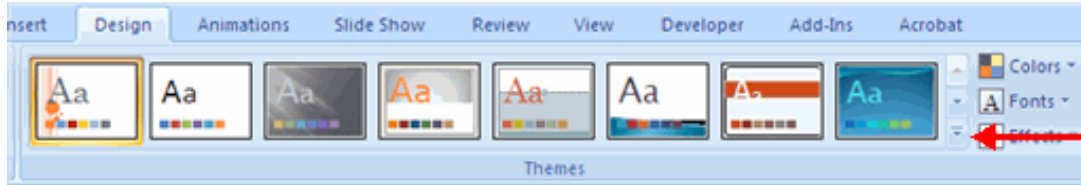
References:

Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

THEMES

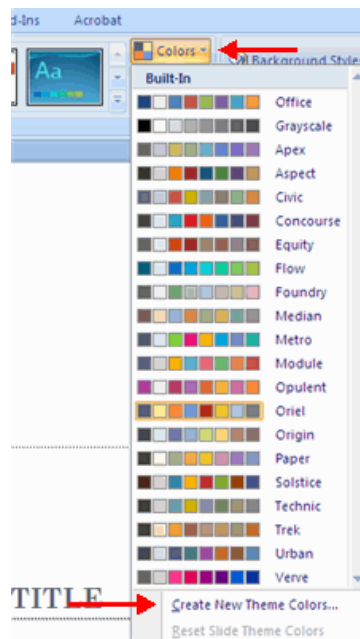
To add a theme to a presentation:

- Click the **Design** tab
- Choose one of the displayed **Themes** or click the **Galleries** button



To apply new colors to a theme:

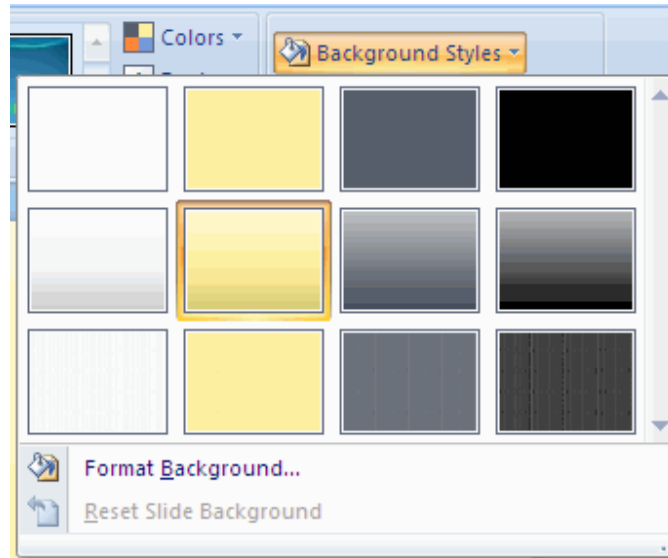
- Click the **Colors** drop down arrow
- Choose a color set or click **Create New Theme Colors**



References:

To change the background style of a theme:

- Click the **Background Styles** button on the **Design** tab

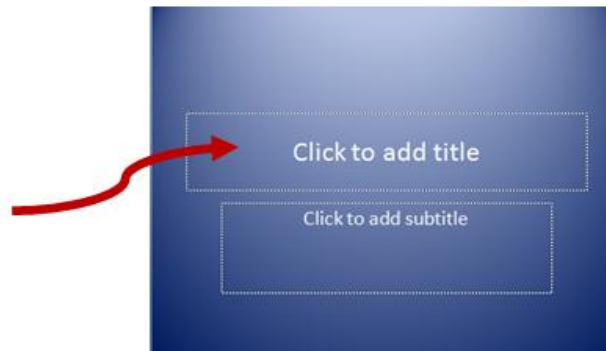


Chapter 3: Working With Content

ENTER TEXT

To enter text:

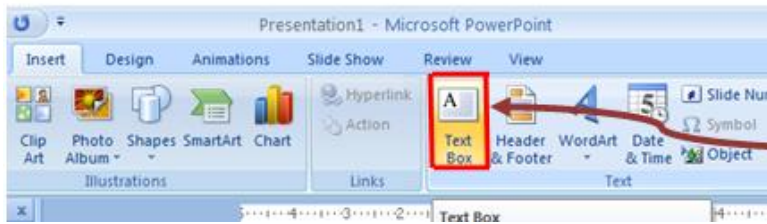
- Select the **slide** where you want the text
- Click in a **Textbox** to add text



To add a text box:

- Select the **slide** where you want to place the text box
- On the **Insert** tab, click **Text Box**
- Click on the slide and drag the cursor to expand the text box
- Type in the text

References:

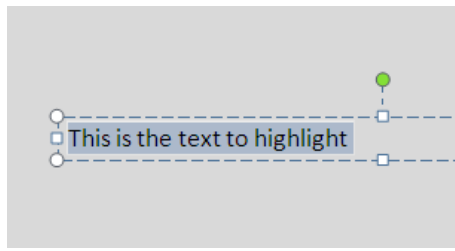


Insert text box into a document or add text to the selected shape.

SELECT TEXT

To select the text:

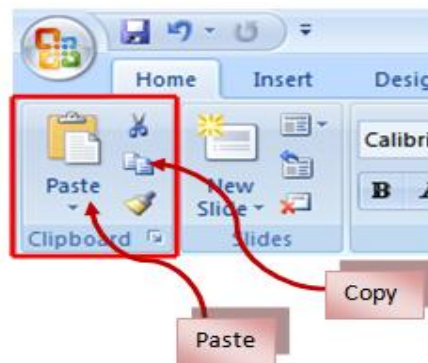
- Highlight the text



COPY AND PASTE

To copy and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Copy**
- Select the item(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



CUT AND PASTE

To cut and paste data:

- Select the item(s) that you wish to copy
- On the **Clipboard Group** of the **Home Tab**, click **Cut**

- Select the items(s) where you would like to copy the data
- On the **Clipboard Group** of the **Home Tab**, click **Paste**



UNDO AND REDO

To undo or redo your most recent actions:

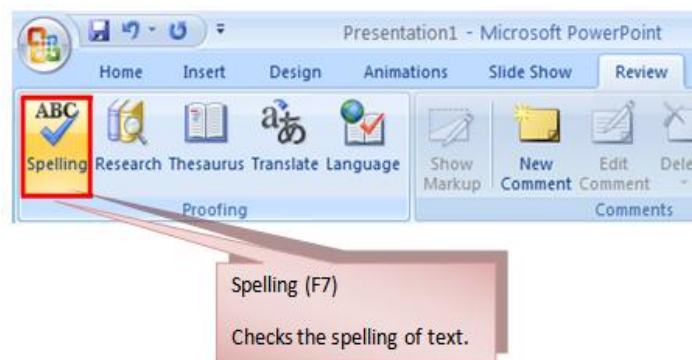
- On the **Quick Access Toolbar**
- Click **Undo** or **Redo**



SPELL CHECK

To check the spelling in a presentation:

- Click the **Review** tab
- Click the **Spelling** button



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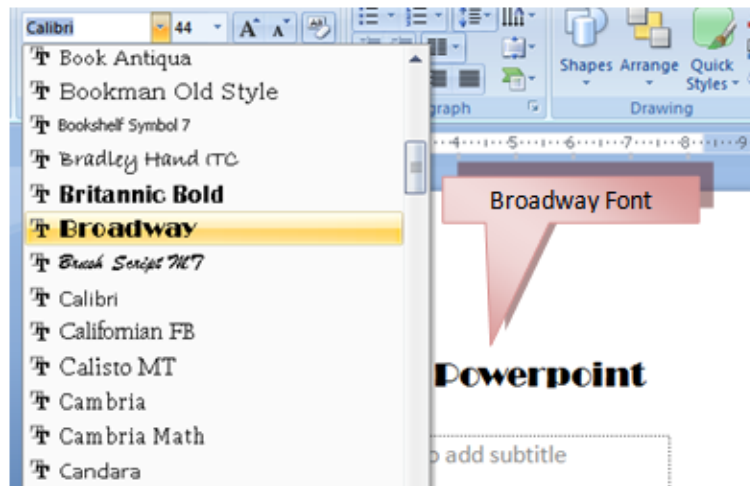
Chapter 4: Formatting Text

CHANGE FONT TYPEFACE AND SIZE

To change the font typeface:

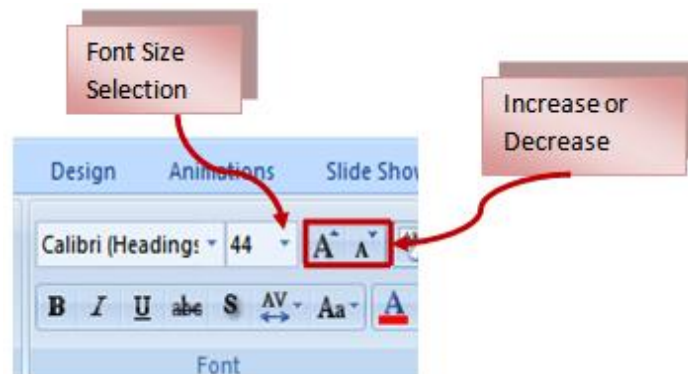
- Click the **arrow** next to the font name and choose a font.

Remember that you can preview how the new font will look by highlighting the text, and hovering over the new font typeface.



To change the font size:

- Click the **arrow** next to the font size and choose the appropriate size, or
- Click the **increase or decrease** font size buttons.



References:

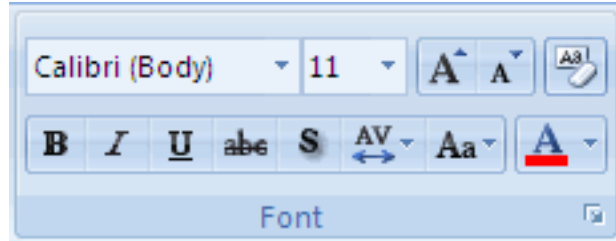
Microsoft Office Excel Help

"Powerpoint2007 Tutorial" from www.fgcu.edu

FONT STYLES AND EFFECTS

To add these to text:

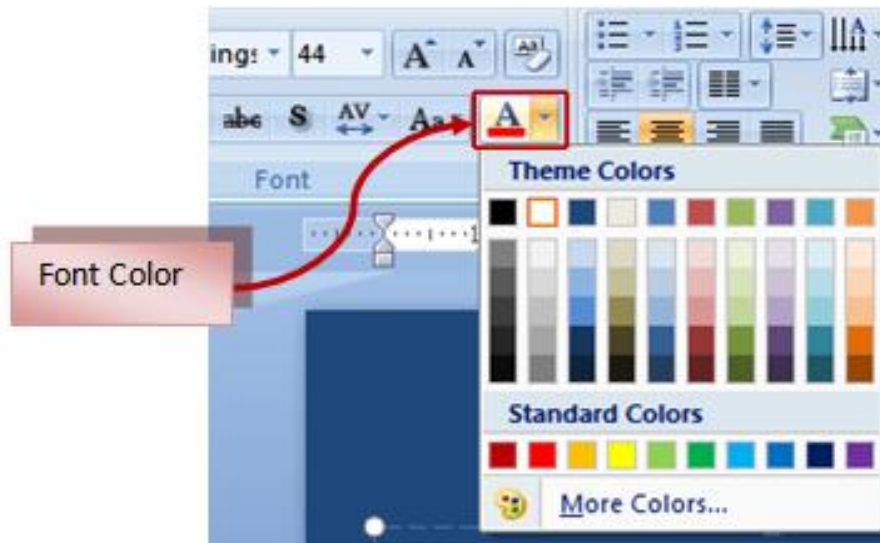
- Select the text and click the **Font Styles** included on the Font group of the Home tab **or**
- Select the text and right click to display the font tools



CHANGE TEXT COLOR

To change the text color:

- Select the text and click the **Colors** button included on the Font Group of the Ribbon, **or**
- Highlight the text and right click and choose the colors tool.
- Select the color by clicking the down arrow next to the font color button.

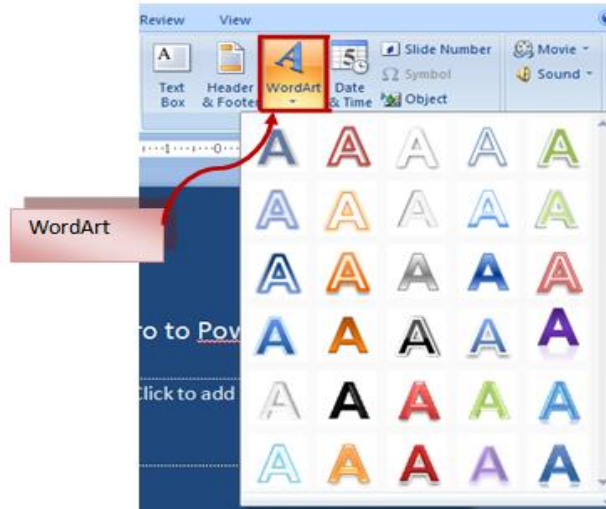


References:

WORDART

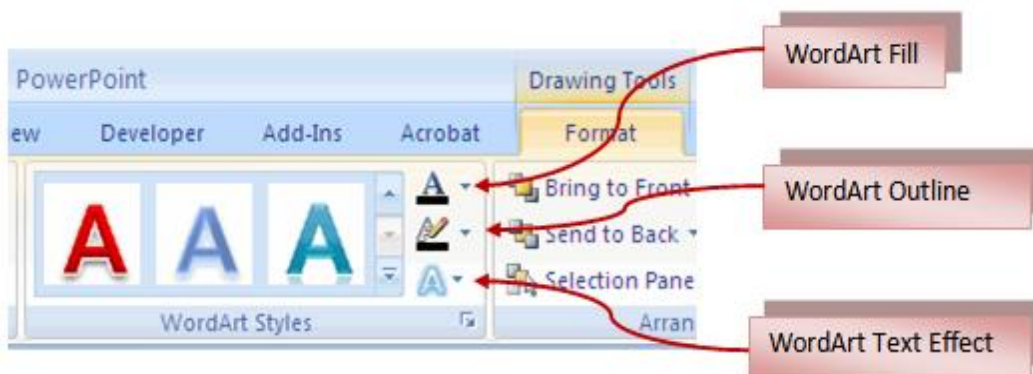
To apply Word Art:

- Select the text
- Click the **Insert** tab
- Click the **WordArt** button
- Choose the **WordArt**



To modify the styles of WordArt

- Select the WordArt
- Click the Format tab for the Drawing Tools
- Click the **WordArt Fill** button, the **WordArt Outline** button, or the **Text Effects** button

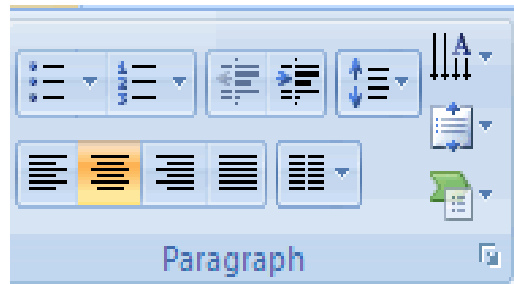


References:

CHANGE PARAGRAPH ALIGNMENT

To change the alignment:

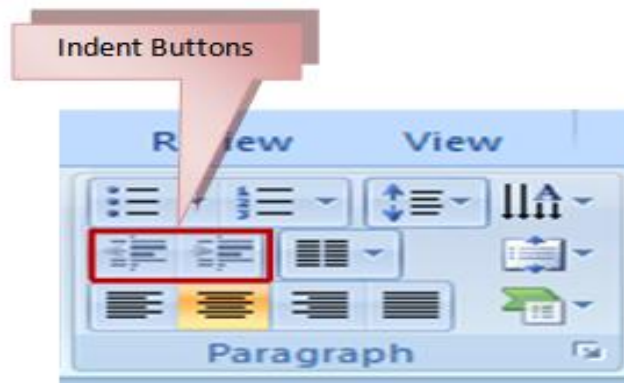
- Click the **Home Tab**
- Choose the appropriate button for alignment on the Paragraph Group.
 - **Align Left:** The text is aligned with your left margin
 - **Center:** The text is centered within your margins
 - **Align Right:** Aligns text with the right margin
 - **Justify:** Aligns text to both the left and right margins.



INDENT PARAGRAPHS

To indent paragraphs:

- Click the **Indent** buttons to control the indent
- Click the **Indent** button repeated times to increase the size of the indent

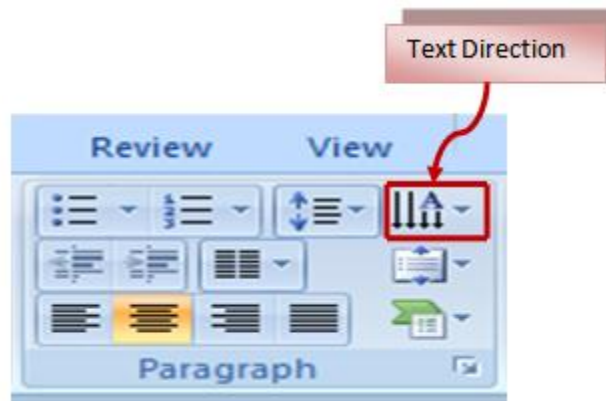


References:

TEXT DIRECTION

To change the text direction:

- Select the text
- Click the Text Direction button on the Home tab
- Click the selection



Chapter 5: Adding Content

RESIZE A TEXTBOX

To resize a textbox:



Click the textbox.
Click the corner of the box and drag the cursor to the desired size.

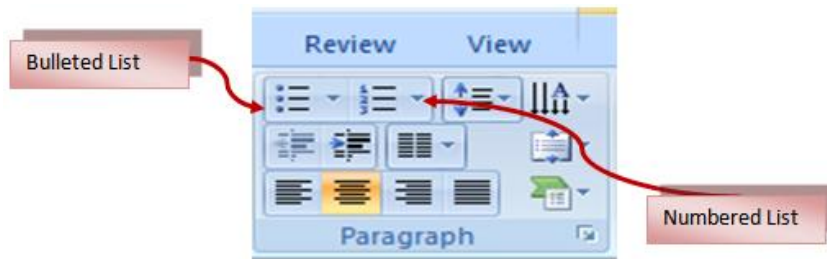
BULLETED AND NUMBERED LISTS

Bulleted lists have bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

To add a list to existing text:

- Select the text you wish to make a list
- Click the **Bulleted or Numbered Lists** button

References:



To create a new list:

- Place your cursor where you want the list in the document
- Click the **Bulleted or Numbered Lists** button
- Begin typing

NESTED LISTS

To create a nested list:

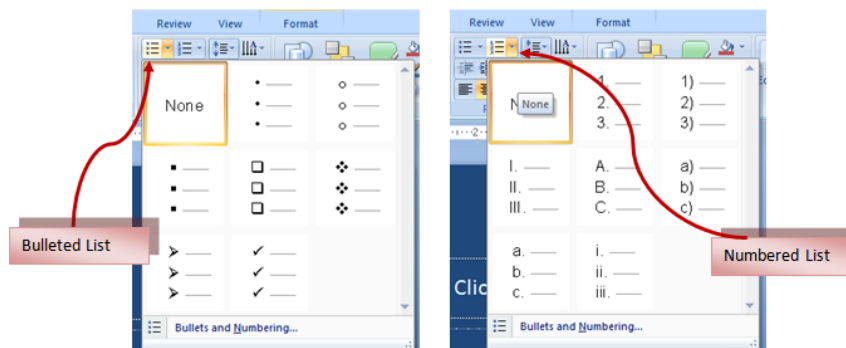
- Create your list following the directions above
- Click the **Increase or Decrease Indent** button



FORMATTING LISTS

To change the Bullet image and Numbering format:

- Select the entire list to change all the bullets or numbers, or Place the cursor on one line within the list to change a single bullet
- Click the **arrow** next to the bulleted or numbered list and choose a bullet or numbering style



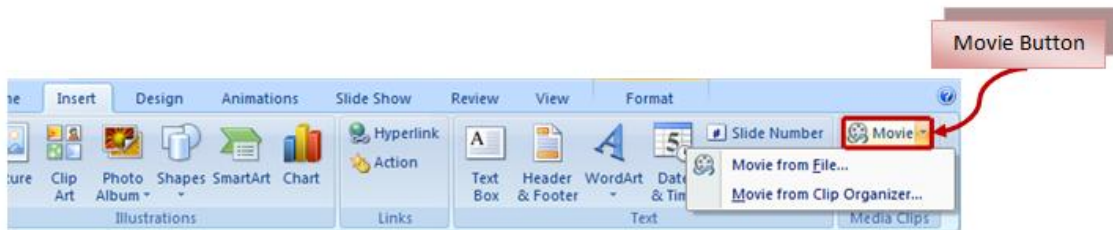
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ADDING VIDEO

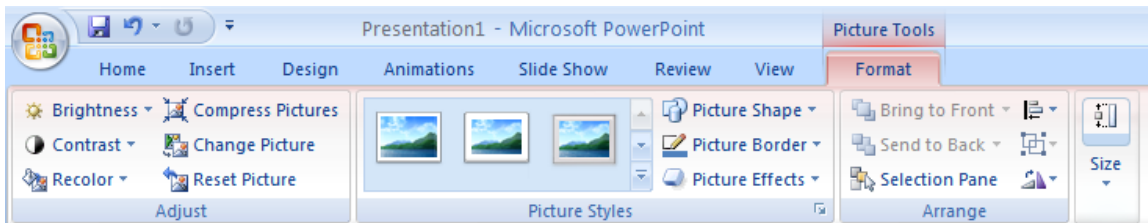
To add a video clip:

- Click the **Movie** button on the Insert tab
- Choose **Movie from File** or **Movie from Clip Organizer**



To edit the video options:

- Click the movie icon
- Click the **Format** tab



ADDING AUDIO

To add an audio clip:

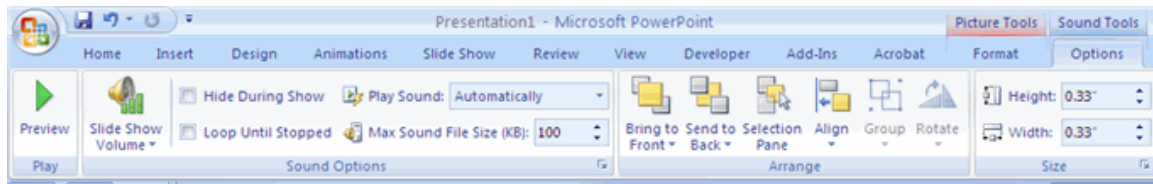
- Click the **Audio** button on the Insert tab
- Choose **Sound from File**, **Sound from Clip Organizer**, **Play CD Audio Track**, or **Record Sound**



References:

To edit the audio options:

- Click the audio icon
- Click the **Format** tab

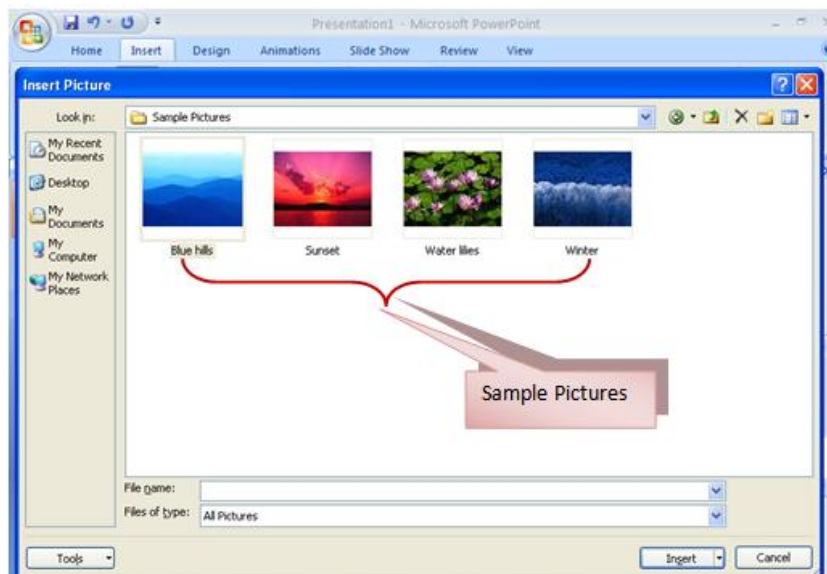


Chapter 6: Graphics

ADDING PICTURE

To add a picture:

- Click the **Insert** Tab
- Click the **Picture** Button
- Browse to the picture from your files
- Click the **name** of the picture
- Click **insert**
- To move the graphic, click it and drag it to where you want it



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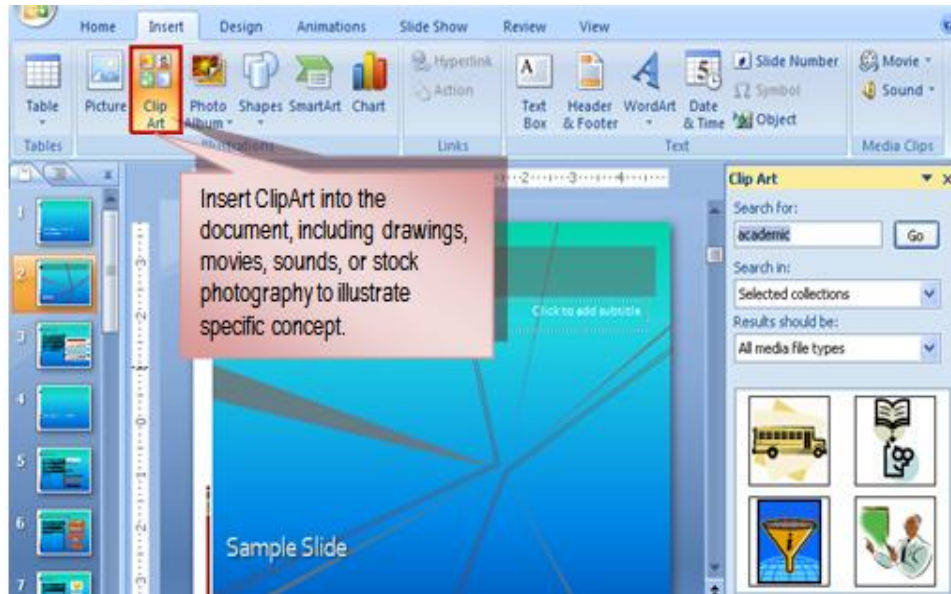
References:

Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

ADDING CLIP ART

To add Clip Art:

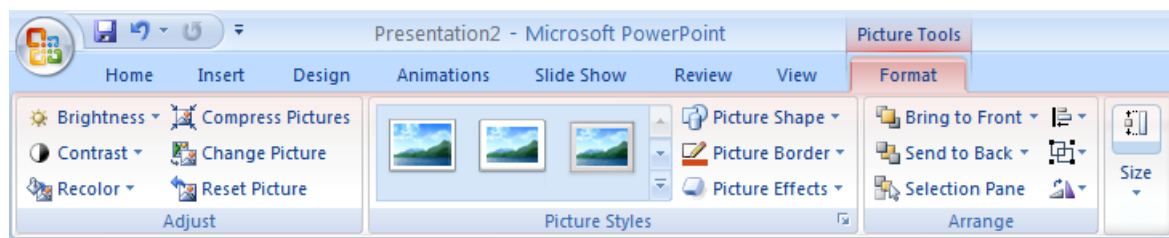
- Click the **Insert** Tab
- Click the **Clip Art** Button
- Search for the clip art using the search Clip Art dialog box
- Click the **clip art**
- To move the graphic, click it and drag it to where you want it



EDITING PICTURES AND CLIP ART

The Format Tab is used to format the pictures and graphics. This tab has four groups:

- **Adjust:** Controls the picture brightness, contrast, and colors
- **Picture Style:** Add a frame or border around the picture and add effects
- **Arrange:** Control and rotate of the picture
- **Size:** Crop and resize of graphic



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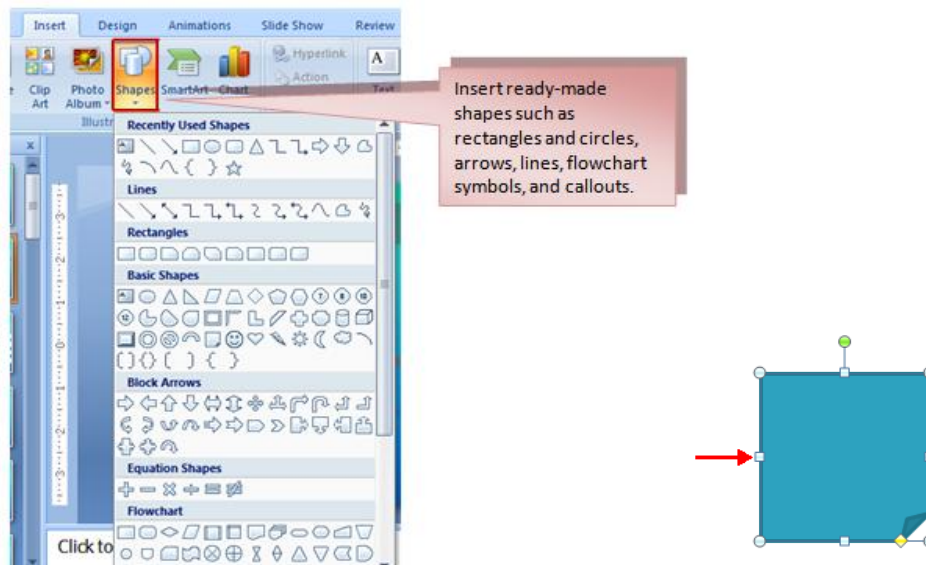
References:

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"Powerpoint2007 Tutorial" from www.fgcu.edu

ADDING A SHAPE

To add Shapes:

- Click the **Insert** Tab
- Click the **Shapes** Button
- Click the shape you choose
- Click the **Slide**
- Drag the **cursor** to expand the Shape



To format the shapes:

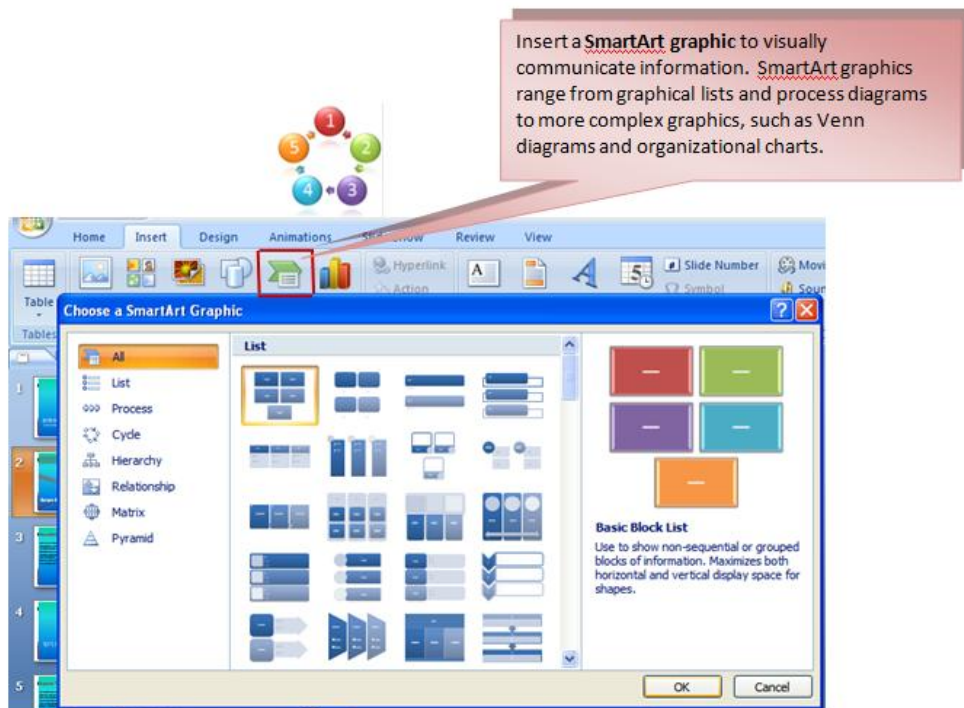
- Click the **Shape**
- Click the **Format** tab

ADDING SMARTART

To add SmartArt:

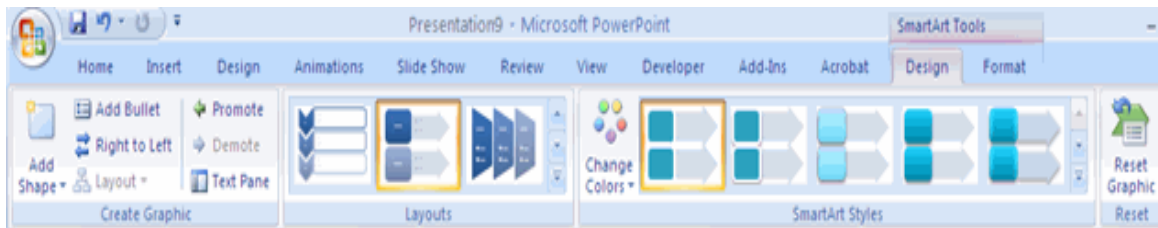
- Click the **Insert** Tab
- Click the **SmartArt** Button
- Click the **SmartArt** you choose
- Click the **SmartArt**
- Drag it to the desired location in the slide

References:



To format the SmartArt:

- Click the **SmartArt**
- Click either the **Design** or the **Format** tab
- Click the **SmartArt** to add text and pictures



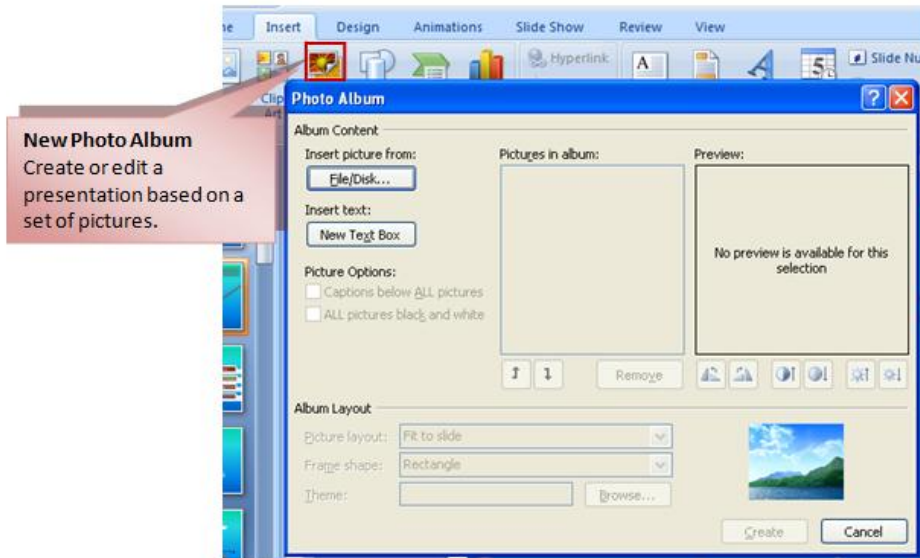
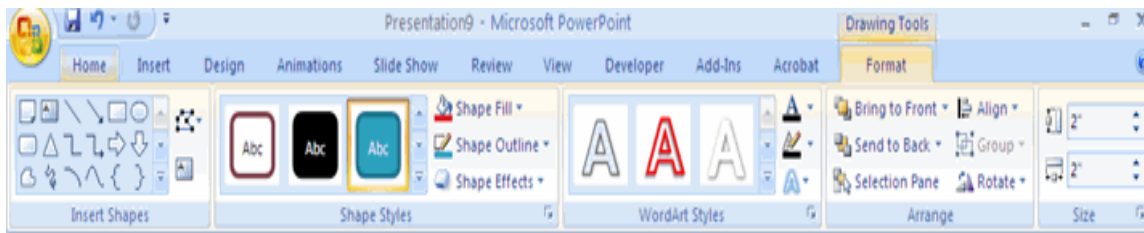
ADDING A PHOTO ALBUM

To create a photo album:

- Click the Photo Album button on the Insert tab
- Click New Photo Album
- Click File/Disk to add pictures to the photo album
- Move the pictures up and down in the order of the album but clicking the up/down arrows

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References:
 Microsoft Office Excel Help
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Chapter 7: Tables

Tables are used to display data in a table format.

CREATE A TABLE

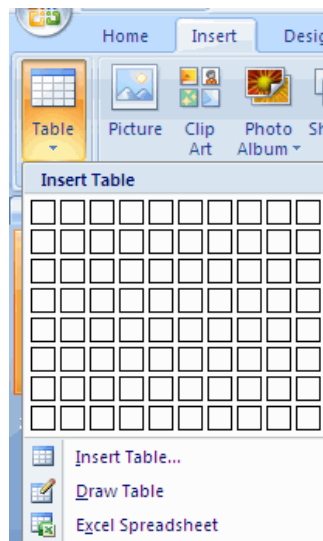
To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
 - Highlight the number of row and columns
 - Click **Insert Table** and enter the number of rows and columns
 - Click the **Draw Table**, create your table by clicking and entering the rows and columns
 - Click **Excel Spreadsheet** and enter data

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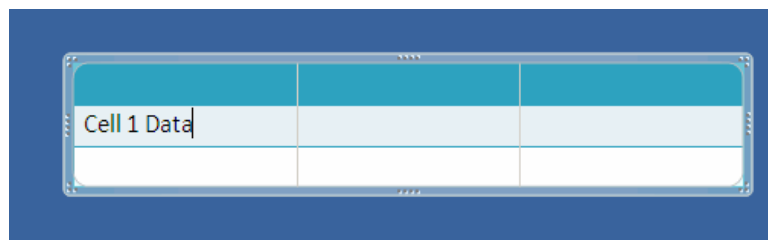
References:

Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu



ENTER DATA IN A TABLE

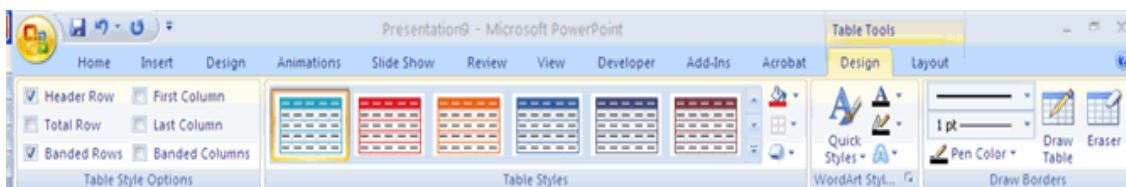
Place the cursor in the cell where you wish to enter a text. Start typing.



MODIFY THE TABLE STRUCTURE AND FORMAT A TABLE

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design and Layout**. These pertain to the table design and layout.
- On the Design Tab, you can choose:
 - **Table Style Options**
 - **Table Styles**
 - **Draw Borders**



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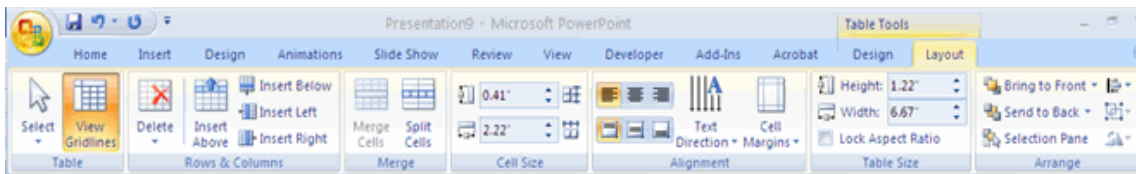
References:
 Microsoft Office Excel Help
 "Powerpoint2007 Tutorial" from www.fgcu.edu

To format a table:

- Click the table.
- Click the **Layout** Tab on the Ribbon.

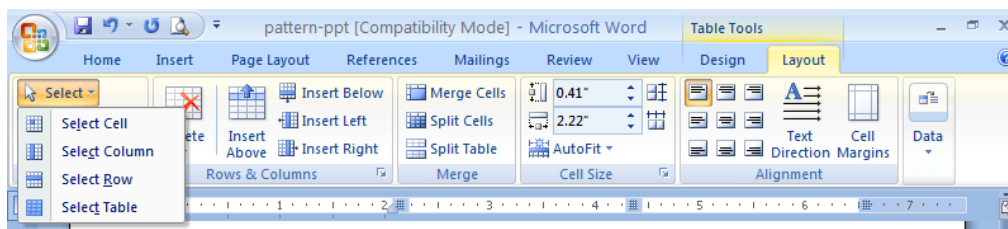
Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)
- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)

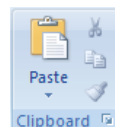


COPY A TABLE FROM OFFICE EXCEL WORKSHEET OR OFFICE DOCUMENT

- To copy a table from an Office Excel 2007 worksheet. Click the upper-left cell of the table that you want to copy. Drag to select the table.
- To copy a table from an Office Word 2007 document. Click the table that you want to copy, under **Table Tools**, on the **Layout** tab, in the **Table** group, click the arrow next to **Select**.. Click **Select Table**.



- On the **Home** tab, in the **Clipboard** group, click **Copy**.
- In your Office PowerPoint 2007 presentation, select the slide that you want to copy the table to, and then on the **Home** tab, click **Paste**.

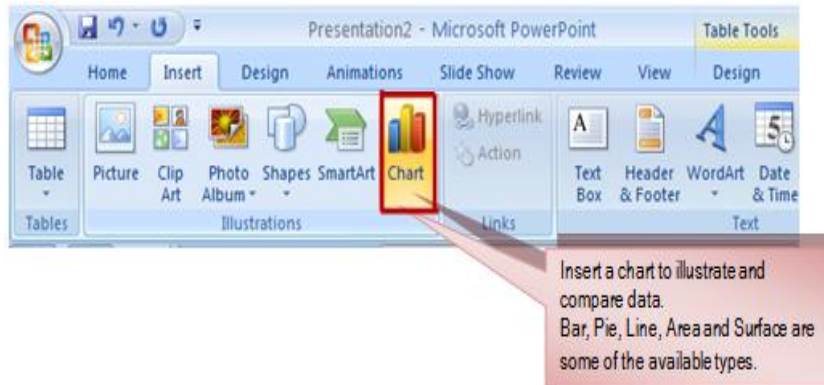


You can also copy and paste a table from your presentation onto a worksheet or into a document.

References:

Chapter 8: Charts

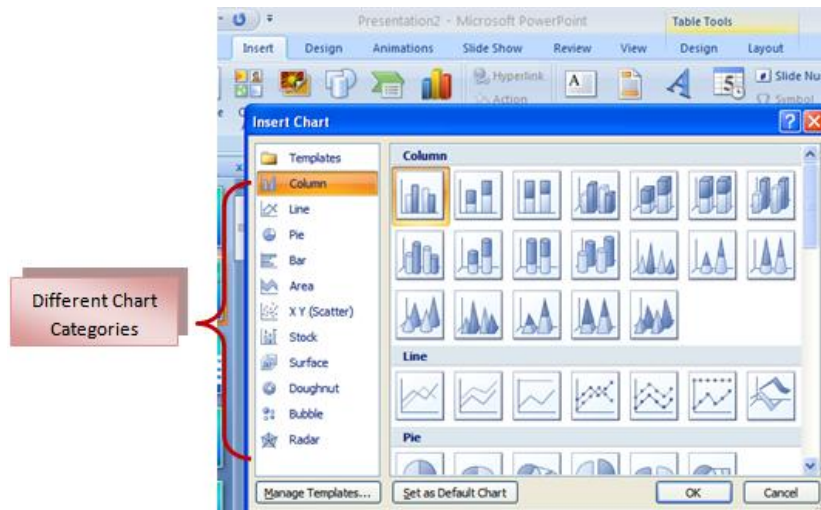
Charts display information on graphics form. Types of charts as follows: **Column, Line, Pie, Bar, Area, Scatter and more.**



CREATE A CHART

To create a chart:

- Click the **Insert** tab on the ribbon
- Click the type of **Chart** you want to create
- Insert the **Data** and **Labels**



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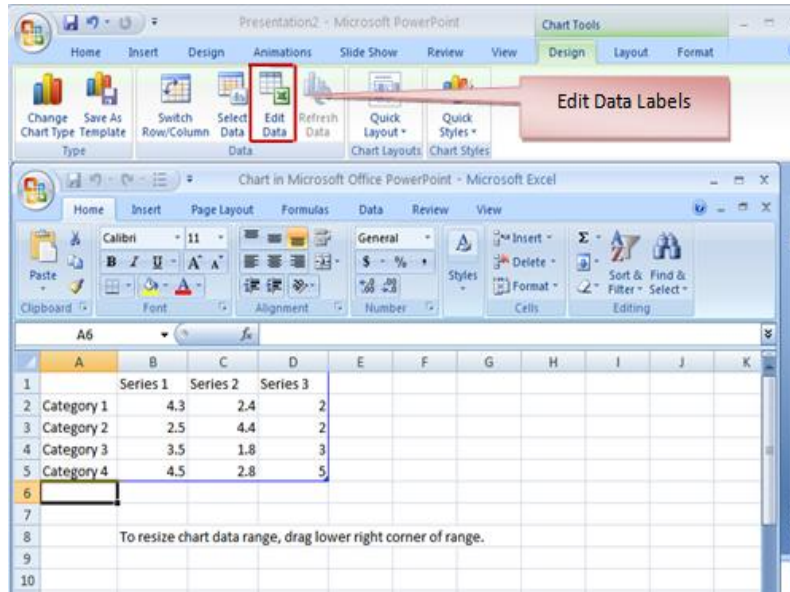
References:

Microsoft Office Excel Help
 "Powerpoint2007 Tutorial" from www.fgcu.edu

EDIT CHART DATA

To edit chart data:

- Click on the chart
- Click **Edit Data** on the Design tab
- Edit data in the spreadsheet



MODIFY A CHART

To move the chart:

- Click the **Chart** and Drag it another location on the same slide, or
- **Copy** it to another slide
- Choose the desired location and click **Paste**



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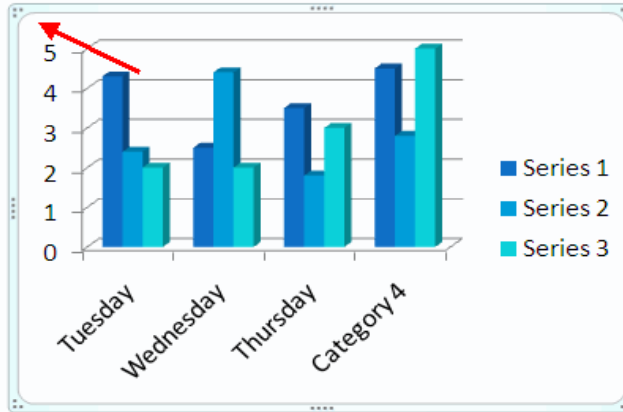
References:

Microsoft Office Excel Help

"Powerpoint2007 Tutorial" from www.fgcu.edu

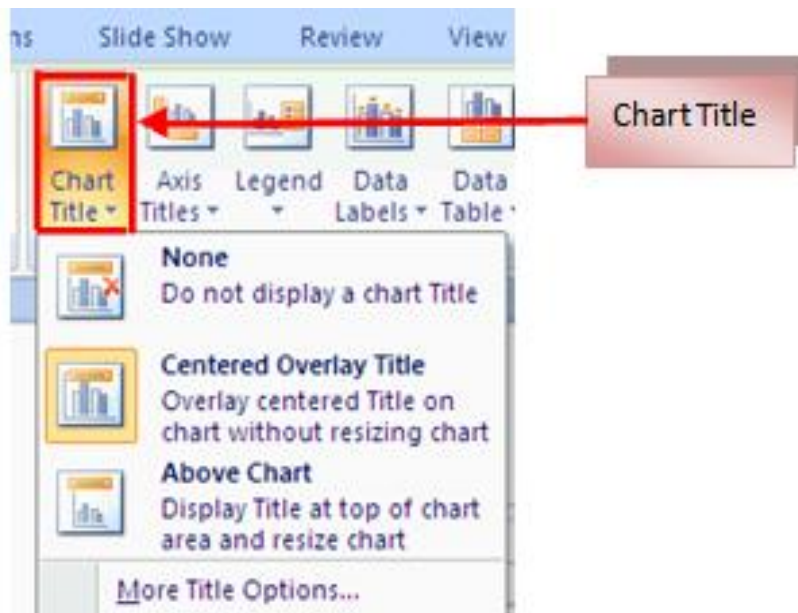
To modify the chart size:

- Click the **Chart**
- Click on any of the corners and drop and drag to resize



To modify the labels and titles:

- Click the **chart**
- Click the **Layout** tab
- Choose the appropriate label to change



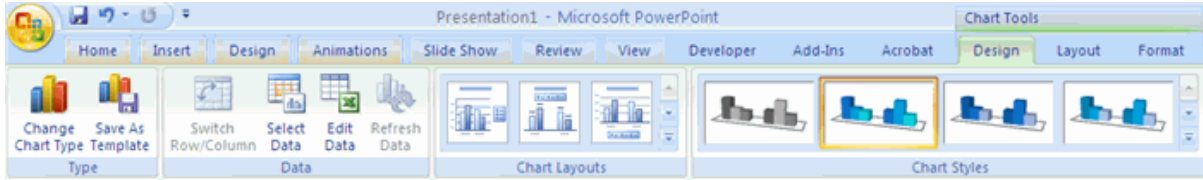
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References:
Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

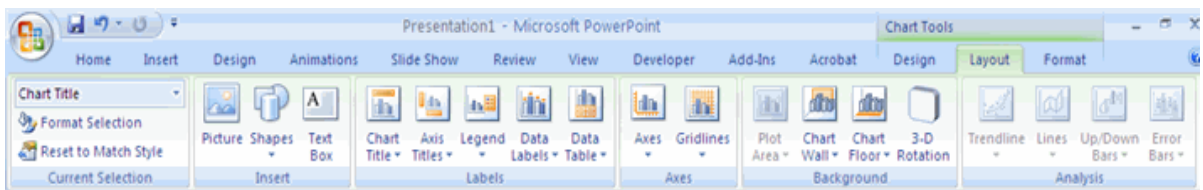
CHART TOOLS

The Chart Tools appear in the ribbon tab when you click on a chart

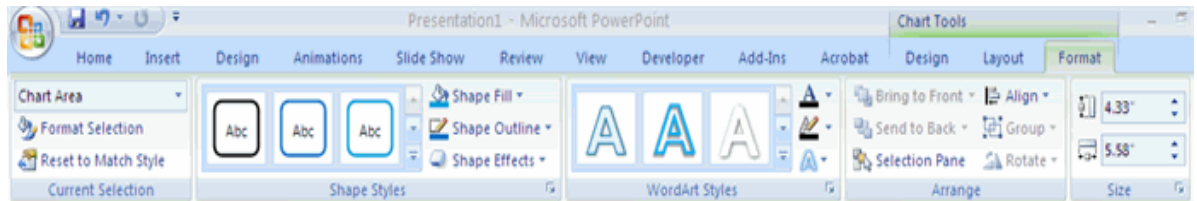
Design tab use to manipulate the chart type, layout, styles, and location.



Layout tab use to manipulate the insertion of pictures, textboxes, and shapes, labels, backgrounds, and data analysis.

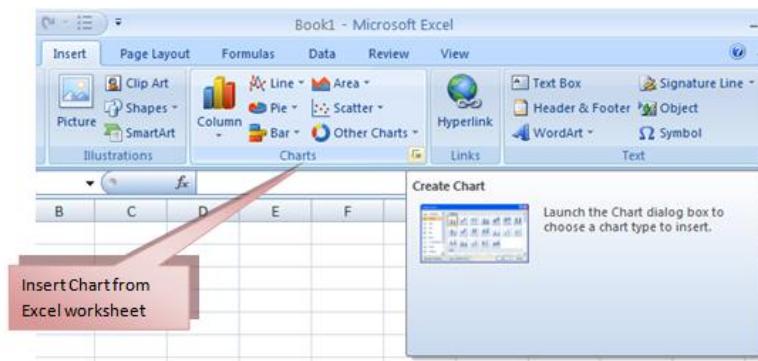


Format tab use to adjust the Fill Colors and Word Styles.



PASTE A CHART FROM EXCEL

- Open the Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab

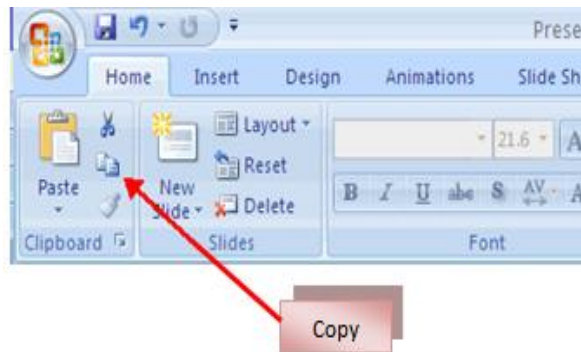


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References:

Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

- Go to the **PowerPoint** document where you want to insert the chart
- Click **Paste** on the Home tab



Chapter 9: Slide Effects

SLIDE TRANSITIONS

To add slide transitions:

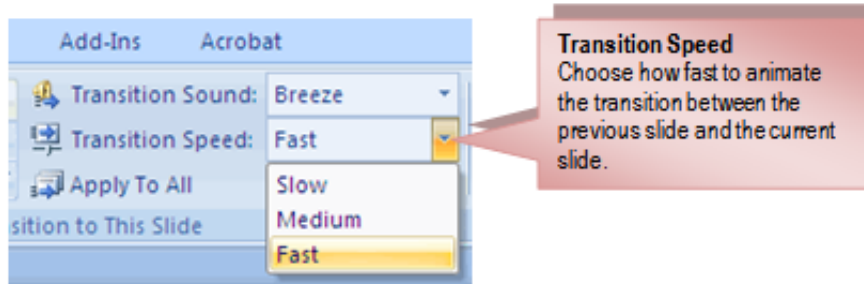
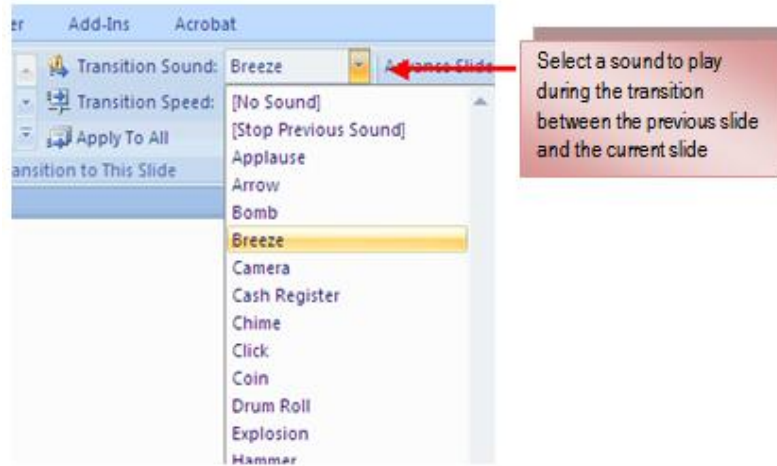
- Select the slide that you want to transition
- Click the **Animations** tab
- Choose the appropriate animation or click the **Transition** dialog box



To adjust slide transitions:

- Add sound by clicking the arrow next to **Transition Sound**
- Modify the transition speed by clicking the arrow next to **Transition Speed**

References:



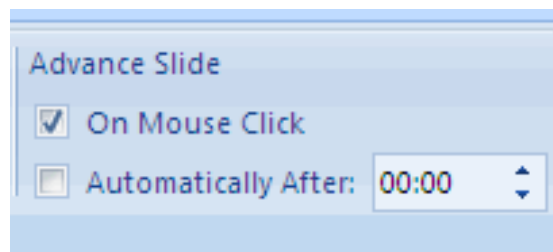
To apply the transition to all slides:

- Click the **Apply to All** button on the **Animations** tab



To select how to advance a slide:

- Choose to **Advance on Mouse Click**, or
- Automatically after a set number of seconds



SLIDE ANIMATION

To apply an animation effect:

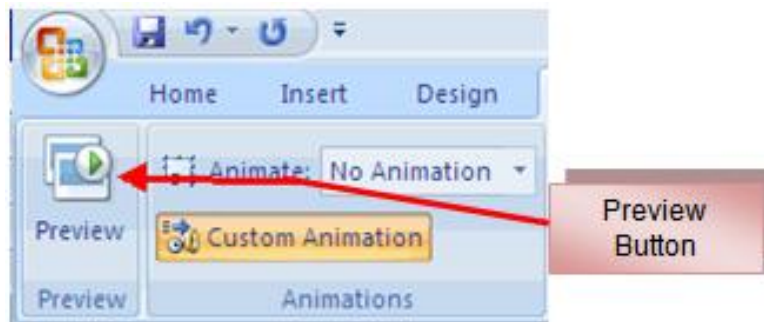
- Select the object
- Click the **Animations** tab on the Ribbon
- Click **Custom Animation**
- Click **Add Effect**
- Choose the appropriate effect



ANIMATION PREVIEW

To preview the animation on a slide:

- Click the **Preview** button on the **Animations** tab

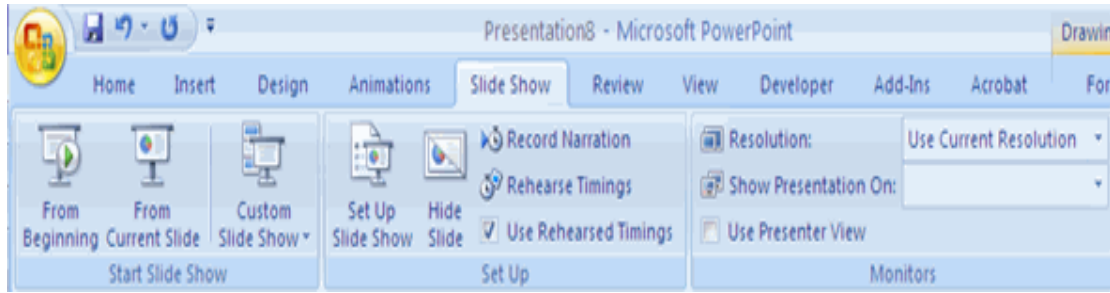


SLIDE SHOW OPTIONS

The following are the slide show options:

- Preview the slide show from the beginning
- Preview the slide show from the current slide
- Set up Slide Show

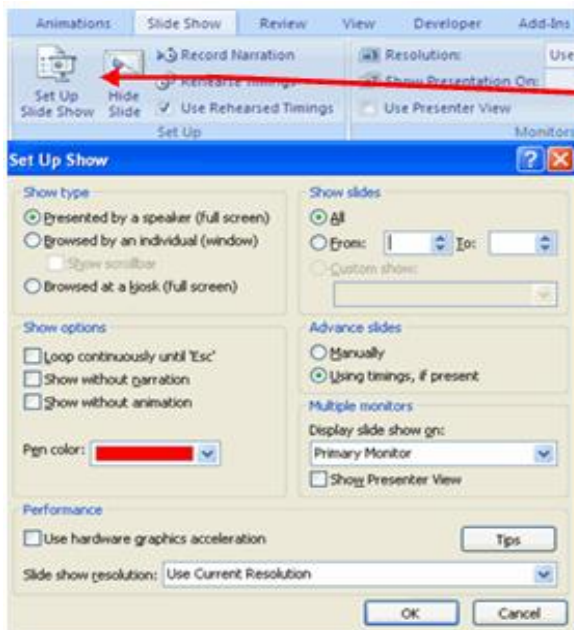
References:



SET UP SLIDE SHOW

This option allows you to configure how the slide show will be presented. The options include:

- Whether the show will run automatically or will be presented by a speaker
- The looping options
- Narration options
- Monitor resolutions

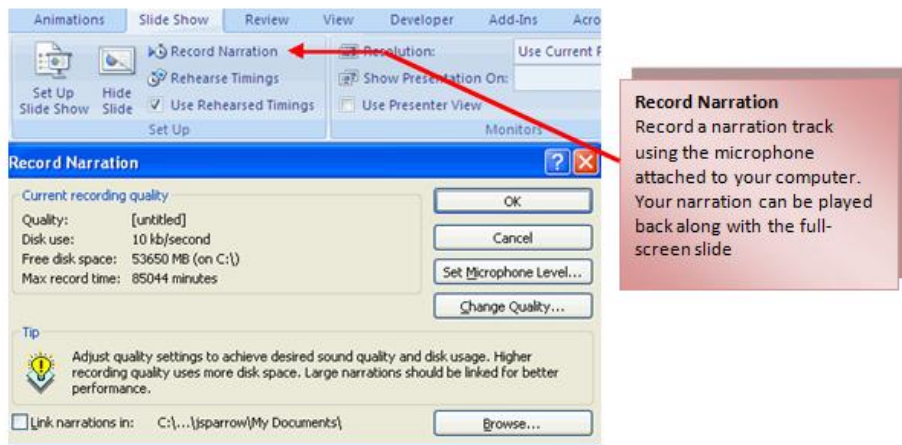


Set up advance options for the slide show, such as kiosk mode

RECORD NARRATION

To record narration for the slides:

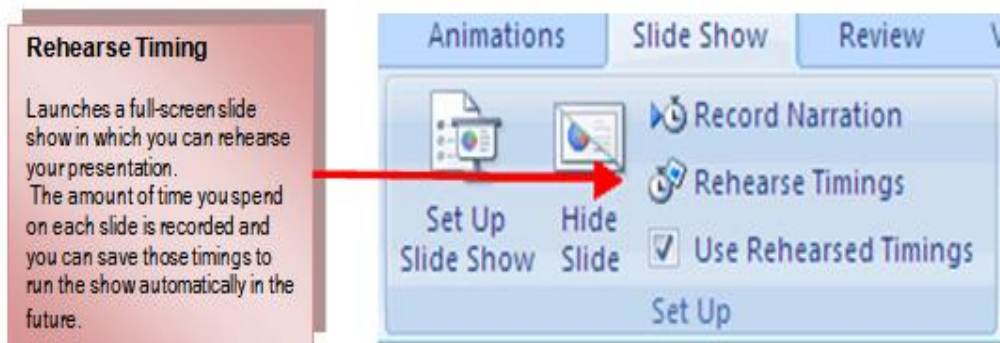
- Click the **Record Narration** button
- Click **Set Microphone Level** to check the levels of audio input
- Click **OK** to record the narration



REHEARSE TIMINGS

To rehearse the timings of slide with audio.

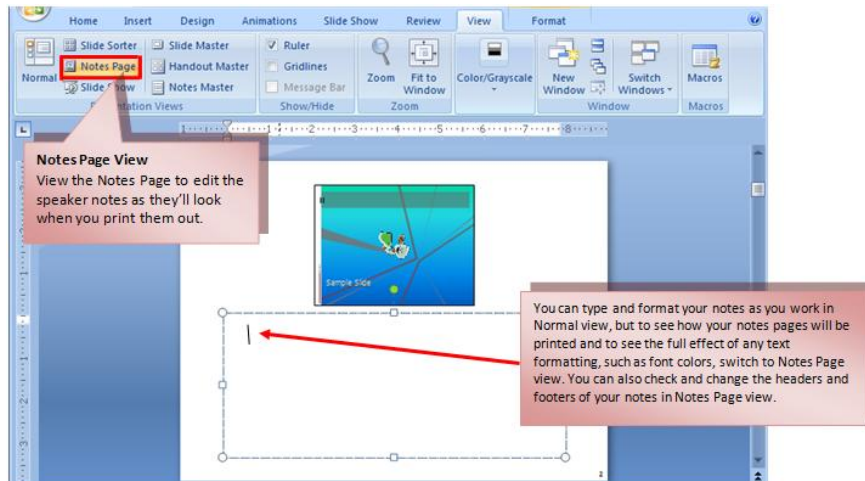
- Click the Rehearse Timings button
- Practice speaking and advance the slides as you would in the presentation
- When you have completed this click through the end of the slide
- Choose whether or not to keep this timing or to retry



CREATE SPEAKER NOTES

To add speaker notes:

- Select the slide
- Click **View**
- Click **Note Pages**
- Click the **Click to add Notes** section of the screen
- Type in the **Notes** for that slide



Chapter 10: Final Presentation

HOW TO PREPARE A BETTER SLIDE SHOW PRESENTATION

- **Slide show presentation should be visual.** Presentation should focus on graphics, illustrations and plots rather than text.
- **Text should be brief and concise.** It should be in bullet points around ten words or less. Text size should not be less than 24 pts. Your speech should have more content than the slides.
- **The presentation should be coherent and organize.**
- **Don't use too many flashy graphics and animations.** They distract attention away from speaker and the content of the presentation.
- **Time your presentation.** If there is a time limit, stick to the schedule including time for the questions. Your visuals should coincide with your speech.
- **Avoid unnecessary or redundant slides** such as outlines that describe the next slide.
- **Make sure that the colour schemes of the slides are appropriate.** Use dark text on a light background or light text on a dark background.
- **Slide show presentation should have front page and end page.** The front page gives the audience an idea of your presentation. The end page tells the audience that presentation is already done. You may write "Thank You", "End Presentation" or quotations relevant to your presentation.

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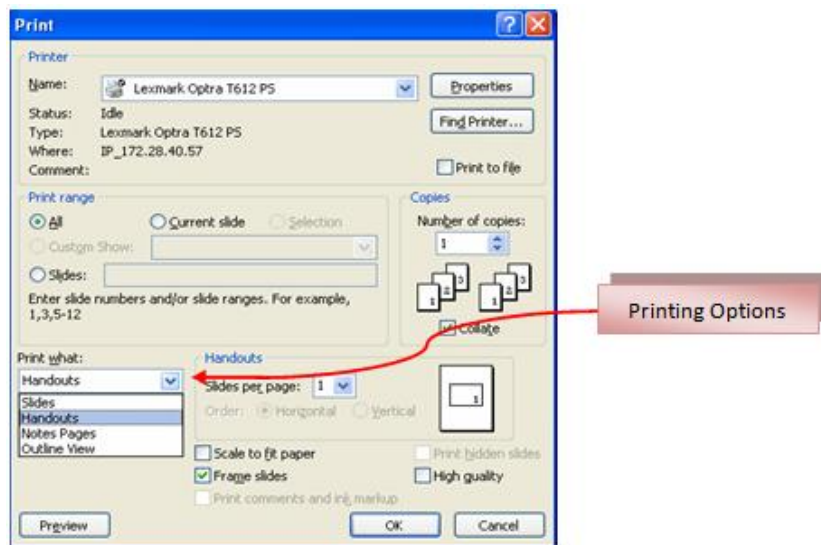
References:

Microsoft Office Excel Help
"Powerpoint2007 Tutorial" from www.fgcu.edu

PRINT A PRESENTATION

Options for printing a presentation:

- **Slides:** These are slides that you would see if you were showing the presentation, one slide per page
- **Handouts:** 1, 2, 3, 4, 6 or 9 per page, this option allows for more slides per page
- **Notes Page:** This includes the slides and the speaker notes
- **Outline View:** This will print the outline of the presentation



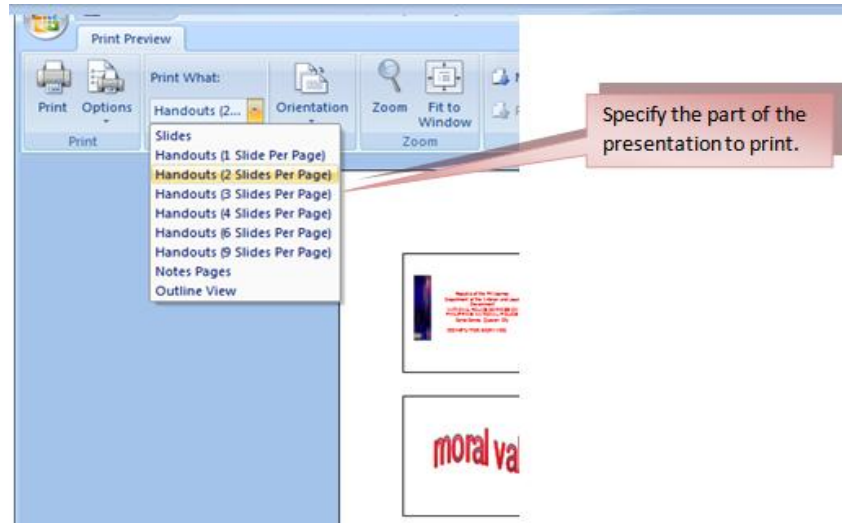
To access the print options:

- Click the **Microsoft Office Button**
- Click **Print**
- In the Print Dialog Box, click the **arrow** next to **Print what**
- Choose the format and click **OK** to print

To print preview:

- Click the **Microsoft Office Button**
- Place the cursor over **Print**
- Click **Print Preview**
- Click the arrow next to **Print What** to change print options
- To print from Print Preview, click **Print**

References:



To Exit Print Preview:

- Click the **Close Print Preview** button

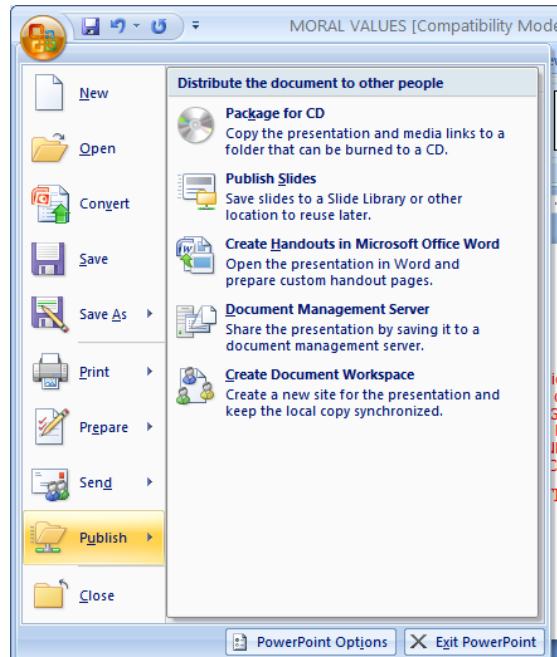


Close the Print preview and return to editing the document

PACKAGE A PRESENTATION

To package a presentation for CD:

- Click the **Microsoft Office Button**
- Click **Publish**
- Click **Package for CD**
- Type a name for the CD
- Click **Copy to CD** or **Copy to Folder**



Chapter 11: Sample Exercises

Multiple Choice

1. The panel at the top of the document which consist of nine tabs.
 - a. Quick Access Toolbar
 - b. Microsoft Office Button
 - c. The Ribbon
 - d. Title Bar
2. The floating toolbar that is displayed when you select text or right-click text
 - a. Navigation
 - b. Mini toolbar
 - c. Slide View
 - d. Office Button
3. A collection of data and information that can be delivered to a specific audience.
 - a. Presentation
 - b. Document
 - c. Spreadsheet
 - d. Photoshop

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4. It allows you to create a new presentation, open an existing , save and save as, print, send, or close.
 - a. The Ribbon
 - b. Mini toolbar
 - c. Quick Access toolbar
 - d. Microsoft office Button

5. It is a customizable toolbar that contains commands that you may want to use.
 - a. Quick Access Toolbar
 - b. Navigation
 - c. The Ribbon
 - d. Microsoft Office Button

6. These are design templates that can be applied to an entire presentation that allows for consistency throughout the presentation.
 - a. Background
 - b. Themes
 - c. Design
 - d. Layout

7. These are predesigned formatting options that are used to emphasize text.
 - a. Font Color
 - b. Fill Color
 - c. Font Styles
 - d. Font Size

8. These are styles that can be applied to text to create a visual effect.
 - a. SmartArt
 - b. ClipArt
 - c. WordArt
 - d. Shapes

9. A list with several levels of indented text.
 - a. Bulleted List
 - b. Nested List
 - c. Numbered List
 - d. Formatting List

10. It allows you to place a frame or border around the picture and add effects.
 - a. Arrange
 - b. Size
 - c. Adjust
 - d. Picture Style

11. It is a feature in Office 2007 that allows you to choose from a variety of graphics, including flowcharts, lists, cycles, and processes.

- a. SmartArt
- b. WordArt
- c. ClipArt
- d. Tables

12. It allows you to present information contained in the worksheet in a graphic format.

- a. Table
- b. Chart
- c. Wordart
- d. Symbols

13. These are effects that are in place when you switch from one slide to the next.

- a. Animation
- b. Rehearse timing
- c. Record Narration
- d. Transition

14. These are predefined special effects that you can add to objects on a slide

- a. Preview
- b. Animation
- c. Transition
- d. Rehearse Timings

15. This option allows you to set preferences for how the slide show will be presented.

- a. Record Narration
- b. Rehearse Timings
- c. Animation
- d. Set Up Slide Show

16. This allows you to set how you want the text to appear.

- a. Paragraph Alignment
- b. Indent Paragraph
- c. Text Direction
- d. Center

17. It has bullet points, numbered lists have numbers, and outline lists combine numbers and letters depending on the organization of the list.

- a. Nested List
- b. Bulleted List
- c. Numbered List
- d. Formatting List

References:

18. Video clips can be added to the presentation by clicking the Movie button on the _____.

- a. Insert Tab
- b. Home Tab
- c. View Tab
- d. Design Tab

19. It allows you to format the pictures and graphics.

- a. Home Tab
- b. Format Tab
- c. View Tab
- d. Review Tab

20. To create a new presentation from a Word outline, just click the slide where you would like the outline to begin and click New Slide on the _____.

- a. Animation Tab
- b. View Tab
- c. Insert Tab
- d. Home Tab

21. In order to add slide transition, click the Animation tab and choose the appropriate animation or click the _____ dialog box.

- a. Preview
- b. Speed
- c. Transition
- d. Animation

22. You can also add items to the quick access toolbar by _____ on any item in the Office button or the ribbon and click add to quick access toolbar and a shortcut will be added.

- a. Right click
- b. Left click
- c. Double Click
- d. Click and Drag

23. You may need to use the _____ feature when you need to save a presentation under a different name or to save it for earlier versions of Powerpoint.

- a. Save
- b. Save As
- c. Print
- d. Print Preview

24. To enter text to a slide, select the slide where you want the text to enter and click in a _____ to add a text.

- a. Header and Footer
- b. ClipArt
- c. Textbox
- d. Media Clips

25. To check the spelling in a presentation click the _____ tab and select the spelling button.

- a. View
- b. Design
- c. Insert
- d. Review

26. To modify the styles of WordArt, click the Format tab for the _____ and click the WordArt fill, WordArt Outline or the Text Effects button.

- a. Text Tools
- b. Drawing Tools
- c. Presentation Tools
- d. Illustration Tools

27. To change the text direction, select the text and click the Text Direction on the _____.

- a. Home Tab
- b. Slide Show Tab
- c. Insert Tab
- d. Review Tab

28. It controls the alignment and rotation of the picture.

- a. Adjust
- b. Picture Style
- c. Arrange
- d. Size

29. To format a table, click the table and then click the _____ tab on the Ribbon.

- a. View
- b. Design
- c. Layout
- d. Review

References:

30. To create a chart in a slide, click the _____ tab on the ribbon and select the type of chart you want to create.
- Home
 - Insert
 - Design
 - Animation
31. It allows you to print 1,2,3,4,6 or 9 slide per page.
- Handouts
 - Slides
 - Outline
 - Notes Page
32. To add a theme to a presentation, click the _____ tab and choose on of the displayed Themes or click the Galleries button.
- Home
 - Insert
 - Layout
 - Design Tab
33. To copy a data, select the items that you wish to copy and on the _____ Group of the Home tab, click copy.
- Font
 - Paragraph
 - Clipboard
 - Slides
34. To expand ths Shape in a slide, you may drag the _____.
- mouse
 - shape
 - cursor
 - position
35. To format the SmartArt, select the SmartArt then click either the _____ or the Format tab.
- Design
 - Layout
 - Slide Show
 - Review

36. A powerpoint presentation is a _____ of electronic slides that can have text, pictures, graphics, tables, sound and video.
- selection
 - collection
 - specific
 - separate
37. To create a slide as a duplicate of a slide in a presentation, select the slide to duplicate, click the New slide button on the _____ tab and click the Duplicate Selected Slides.
- Insert
 - Design
 - slide
 - Home
38. To change the background style of a theme, just click the Background Styles on the _____ tab.
- Home
 - Design
 - Layout
 - Insert
39. It controls the picture brightness, contrast, and colors.
- Arrange
 - Picture Style
 - Size
 - Adjust
40. To modify the structure of a table, click the table and notice that you have two new tabs on the Ribbon.
- Design and Layout
 - Design and Table
 - Design and Insert
 - Design and View

ICDL Type of Exam

1. Create a new presentation. Save your file and name it my underscore first dot presentation on the My Documents folder.
2. Apply the Theme Design using Median.
3. Insert new slide using Picture with Caption layout
4. Insert SmartArt using Hierarchy style.

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- 5. Change the font color of your Title the color of your choice.
- 6. Apply shadow to your subtitle.
- 7. Insert image from your clipart and place to the bottom right corner of the presentation. This image must appear on all slides except the Title Slide. Use the most suitable tool to complete this task.
- 8. Create a bar chart from the data given:

OPC PARTICIPANTS	MULTIMEDIA	FUNDAMENTALS OF NETWORKING	CYBER SECURITY MANAGEMENT
45	78	60	120

- 9. Insert WordArt, encode End of Presentation. Apply custom animation – Add Effect using Emphasis – Grow/Shrink.
- 10. Print your presentation as a handout with 2 slides per page. Save and close your files and the presentation application.

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