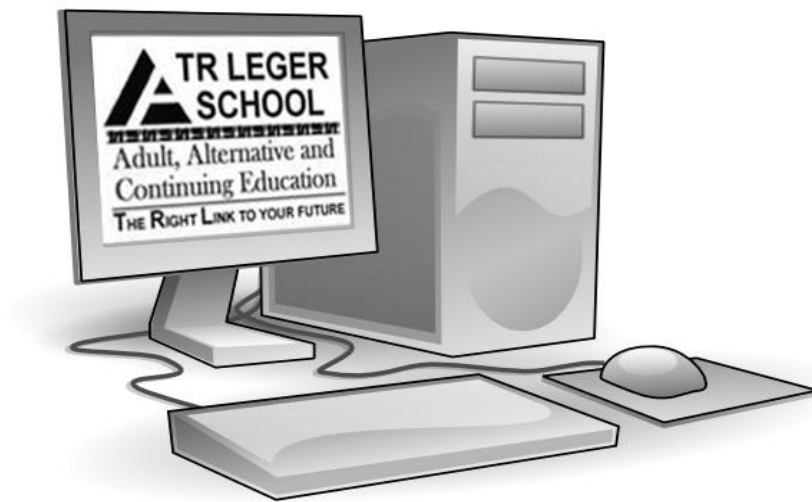


Essential Skills for Slide Show Presentations: PowerPoint 2007



TR Leger
Adult Literacy and
Employment Preparation
Program

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Developed by TR Leger Adult Literacy and
Employment Preparation Programs

Essential Skills for Slide Show Presentations:

Microsoft PowerPoint 2007

- The manual is designed to assist learners in the Adult Literacy and Employment Preparation Program with the skills needed to understand and use PowerPoint 2007.
- This manual is designed to be an independent, self-guided handbook but can also be instructed as a course in a group setting.
- Learners should follow the book in the order it is written and complete each review activity before continuing to the next lesson.
- There are many demonstration activities included in the manual as well as instructor's demonstration log at the end of this guide.
- Learners should be provided with a USB (memory stick) for use while working on this course.
- Learners are expected to have a good working knowledge of the mouse and keyboard before beginning this course. Learners may refer back to the Essential Skills for Word Processing: Microsoft Word 2007 manual if they need a refresher in the mouse and keyboard functions. Learners should complete the checklist and the survey at the end of this guide.

Computer Course Pre-Evaluation

Congratulations on starting the Essential Skills for Slide Show Presentations: PowerPoint 2007 guide. Please take a moment to fill out this small survey. You may circle your answers. When you have filled out the survey please hand it in to the Instructor.

1. I am comfortable using a computer.

Yes Somewhat No

2. I have used PowerPoint before.

Yes Somewhat No

3. I have built a slide show before.

Yes Somewhat No

4. I am a creative person.

Yes Somewhat No

5. I struggle to use a computer.

Yes Somewhat No

6. I am interested in building my own slide show.

Yes Somewhat No

7. I will use these slide building skills in the future

Yes Somewhat No

Introduction to Microsoft PowerPoint 2007

PowerPoint is a wonderful computer program that helps to build presentations in the format of a slide show. These slide shows can be used for personal use, business presentations, sales presentations, and resumes. You can also use the program to build a digital scrapbook. The program offers many creative options. The user can build a presentation of any size.

- ❖ Build a Digital Scrapbook
- ❖ Make a Presentation
- ❖ Create a digital Slide show
- ❖ Add pictures
- ❖ Add art
- ❖ Add fonts
- ❖ Add sounds
- ❖ Add colors
- ❖ ClipArt
- ❖ Shapes
- ❖ Smart Art
- ❖ Tables
- ❖ Give any presentation a personal touch!

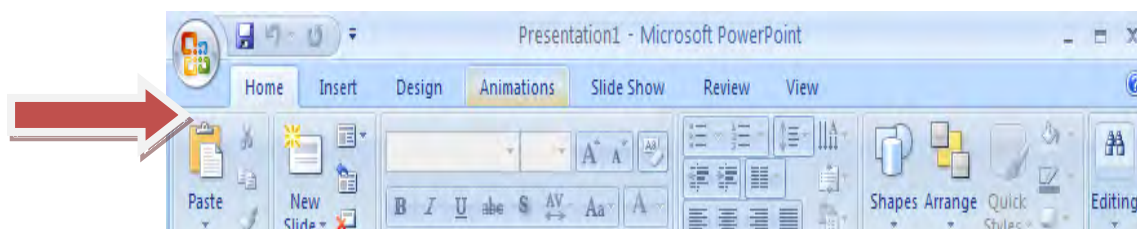
PowerPoint is a great tool to learn. The program can be used for employment or entertainment. We hope you enjoy the Lessons and Practice Activities!

The Ribbon

The 2007 PowerPoint program uses the same Ribbon as Word and Excel, the only difference being that the PowerPoint Ribbon has more creative tools.

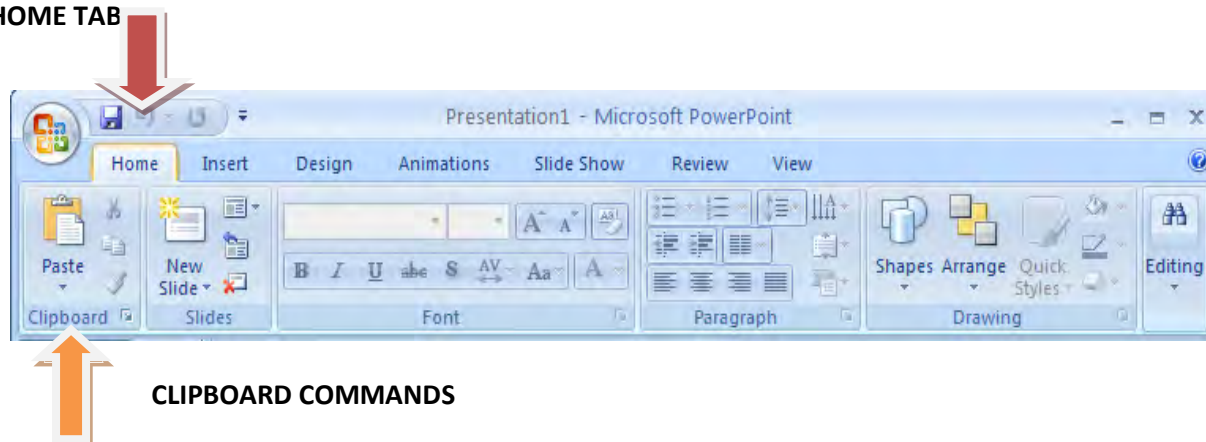
These tools let the user plan a more creative PowerPoint Slide Show.

The diagram below is an example of what the PowerPoint Ribbon looks like.



The Ribbon is divided into **TABS** and **COMMANDS**. The TABS contain the **Home, Insert, Design, Animations, Slide Show, Review** and **View** Tabs. Within each Tab there are Tools. The **COMMANDS** are the part of the Ribbon where you can find the **Clipboard, Slides, Font, Paragraph, Drawing** and **Editing Tools**.

HOME TAB

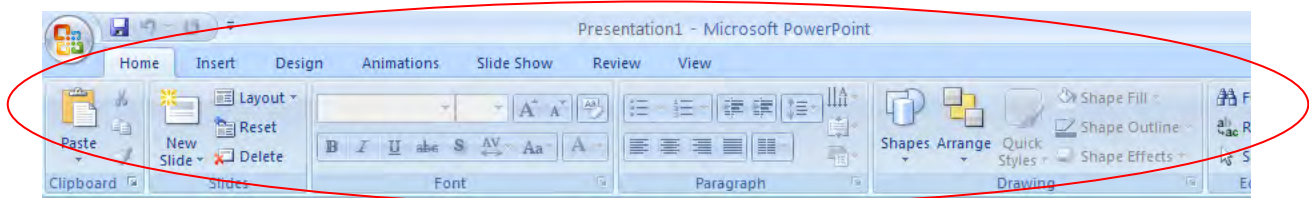


CLIPBOARD COMMANDS

PowerPoint Ribbon

These diagrams can be used for finding the tools that you will need.

The following is a small review of the PowerPoint screen. The Ribbon is a little bit different from the Word Ribbon. The PowerPoint Ribbon has more Tools. The Screen also looks different from the Word Screen. This is because the PowerPoint Screen is actually a slide. The Slide is ready for you to add to and create. Use the tools to make your Slide stand out.



Tools Area

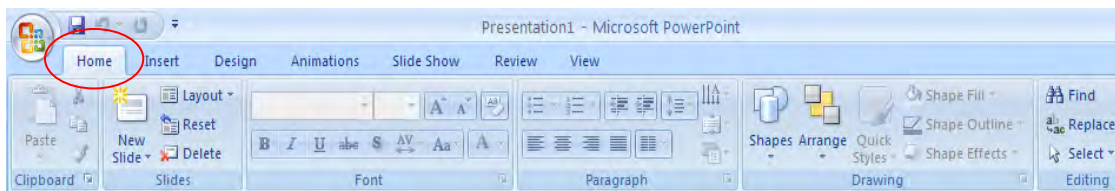


Microsoft PowerPoint 2007

Tabs and Tools

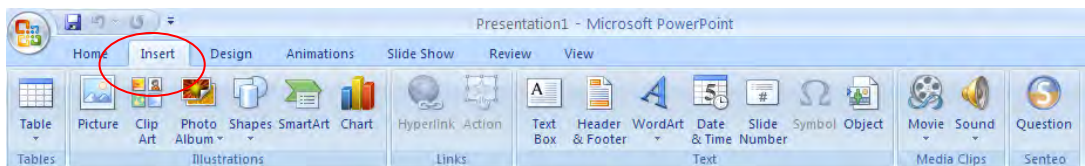
The Tabs and Tools on PowerPoint are a little bit different than in Word. Here is a review of the Tabs and Tools that PowerPoint offers.

The Home Tab



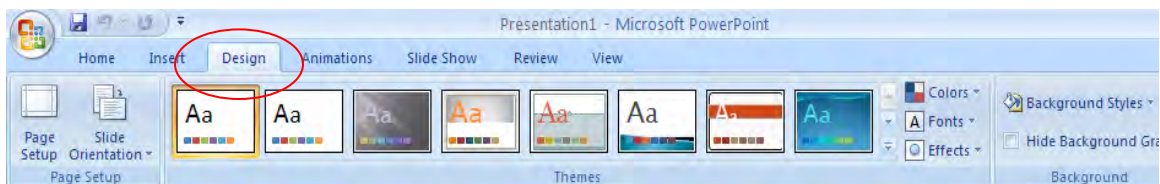
Home Tab Tools

The Insert Tab



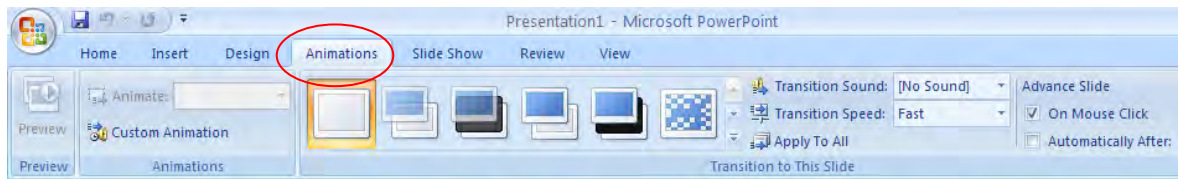
The Insert Tab Tools

The Design Tab



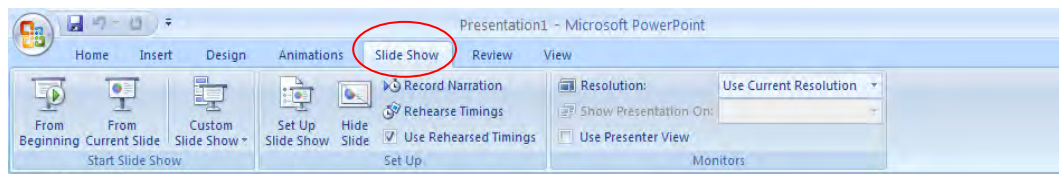
The Design Tab Tools

The Animations Tab



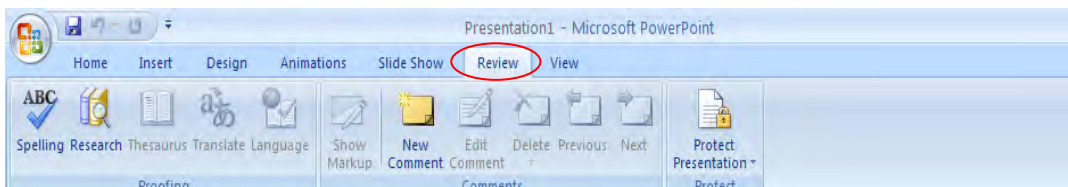
The Animation Tab Tools

The Slide Show Tab



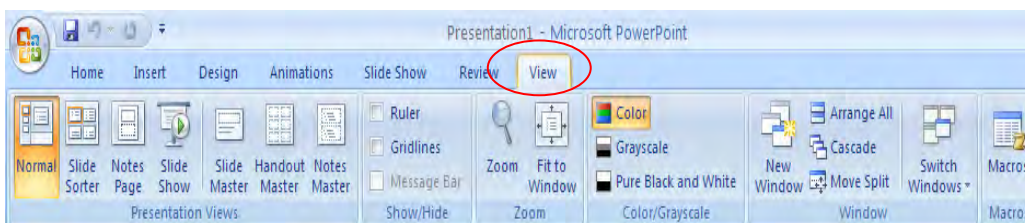
The Slide Show Tab Tools

The Review Tab



The Review Tab Tools

The View Tab



The View Tab Tools

Opening PowerPoint 2007

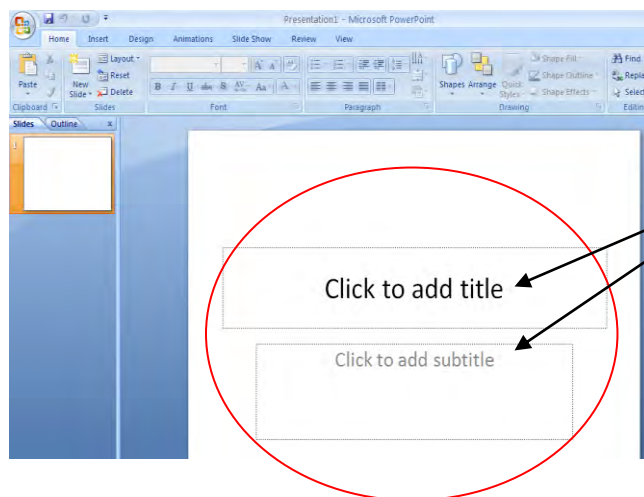
1. Look on the Desktop for the PowerPoint Icon.



2. Once you find the Icon click on it.



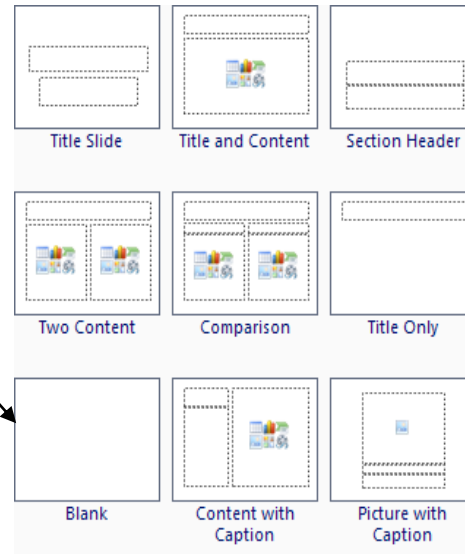
3. PowerPoint will open into this screen.



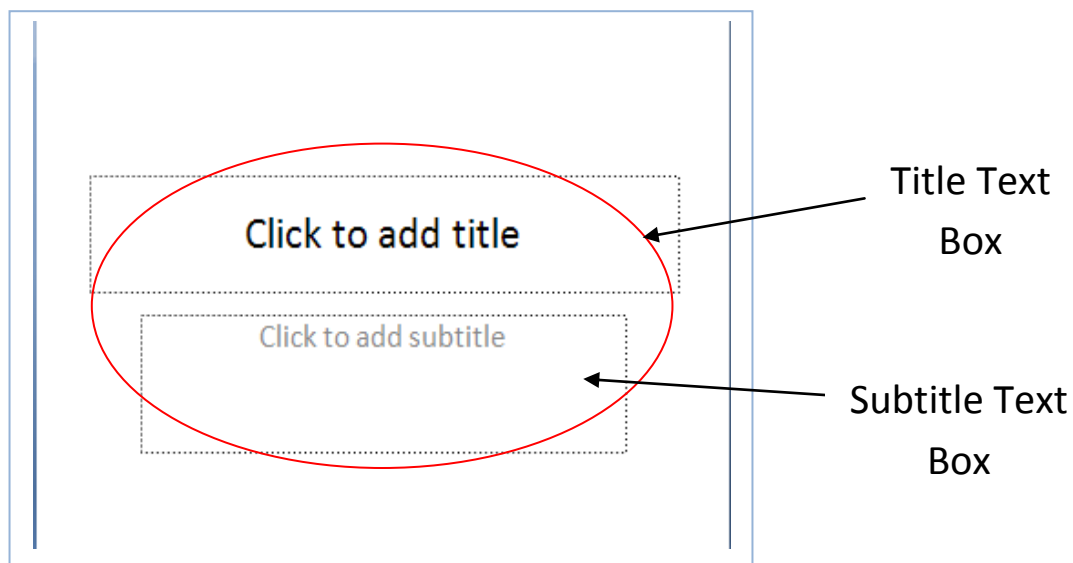
TEXT BOXES

Text Boxes

PowerPoint has built in slides which are called Templates. These Built-In slides already have text boxes drawn into each of them, except the Blank Slide.



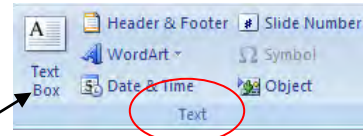
If you want to use the Blank Slide in your presentation, you will want to add text boxes to write text on the slide. Look at the Adding a Text Box on page 13, to see how to add a text box to a slide.



Adding a Text Box

1. Click on the Insert Tab to add a text box.

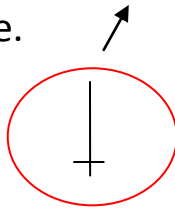
2. Go to the tool called Text.



3. Click on the Tool called Text Box if you want to add more text boxes into your slide show.

4. With a Slide open click your cursor onto the page.

5. A small arrow will appear on the page.



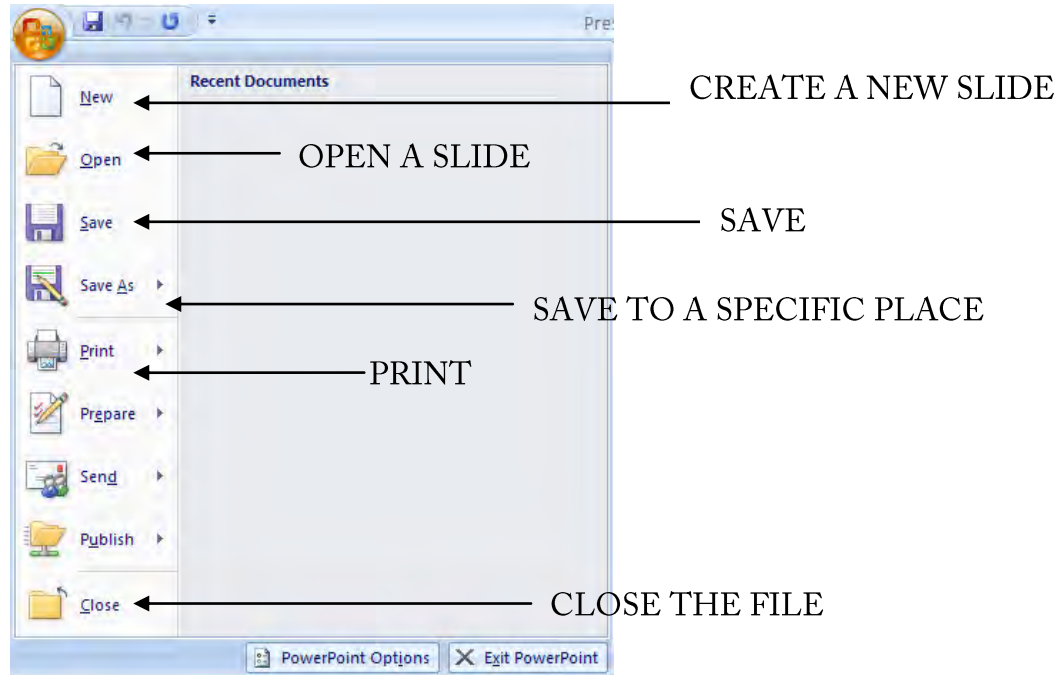
6. Once the small arrow shows, you may begin to draw your box.

Basic Options in PowerPoint 2007

1. The PowerPoint Program has the same Office Button.



2. You can find the same basic options in PowerPoint as in Word.



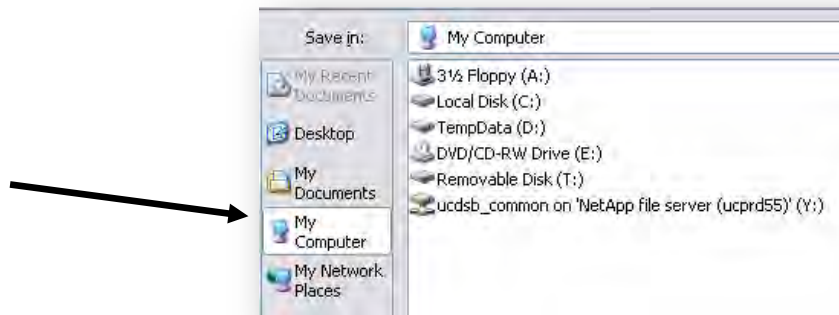
Saving to USB (Memory Stick/Removable Disk)

1. Put your memory stick into the USB port.

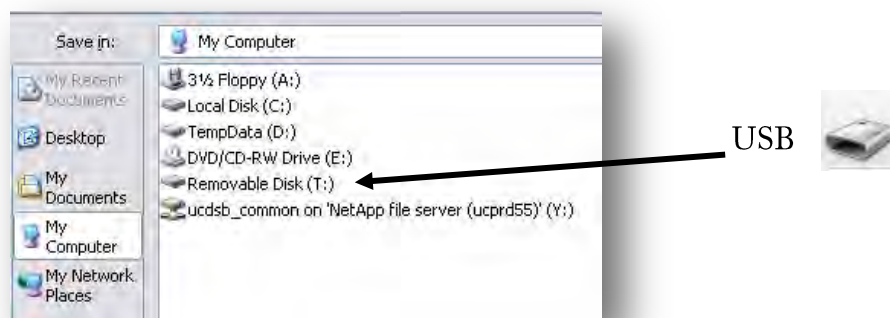


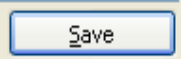
2. Click on  beside the Office Button.

3. Click on  on the left hand side.



4. Scroll down to bottom.
5. Double click on the USB/Removable Disk drive.



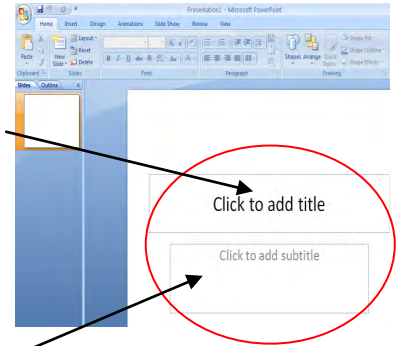
6. Click in the “file name” box.
7. Delete everything in the “file name” box.
8. Type the file a name.
9. Click 


* You should save your document every few minutes.

Practice Activities

Activity # 1

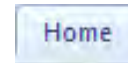
1. Click on the PowerPoint Icon.
2. With the screen open, click on the top Textbox Titled “Click to add title” and type the words “*My PowerPoint*”
3. Click on the second text box “Click to add subtitle” and add your first and last name, as well as the date.



4. Save the PowerPoint by clicking on the Office  button and clicking on Save As.
5. Click on *My Computer* and click on **Memory Stick (USB)**.
6. Save File as “*MyPowerPoint*” and close.

Adding a New Slide

1. Open “My PowerPoint” and click on the



2. Click on the Slides Tool.

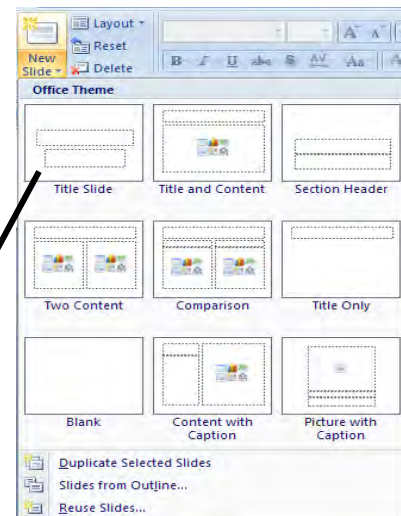
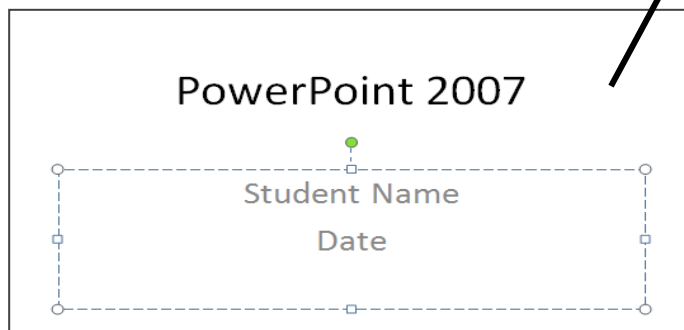


3. Click on New Slide.

4. Once the New Slide is chosen a drop down menu will open.

5. Click on the slide called Title Slide.

6. Your slide should look like the slide shown below.

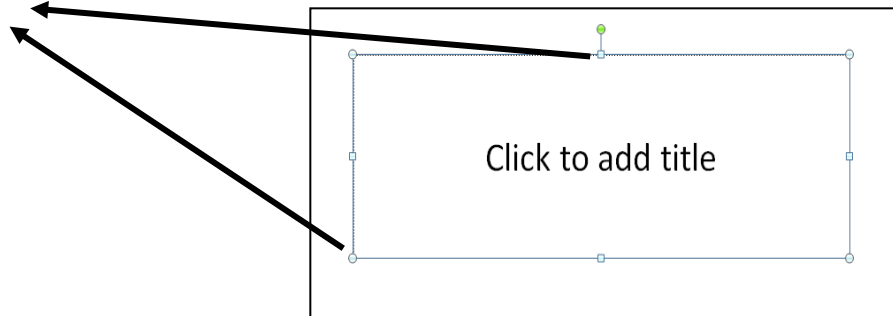


Then a New Slide will be added to “My PowerPoint.”

7. Your “My PowerPoint” should have 2 slides now.

Sizing the Text Box

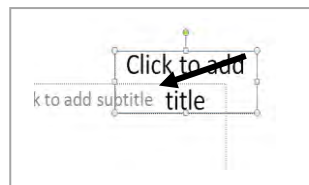
1. With “*My PowerPoint*” open, click on a text box.
2. To make the text box larger or smaller select the small balls around the box



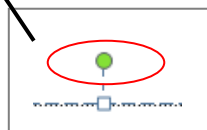
3. Pull the ball out to make it bigger



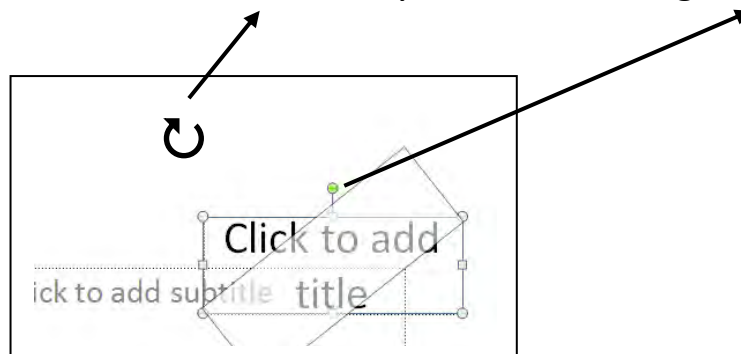
4. Pull the ball in to make it smaller



5. The small green ball at the top of the Text Box rotates the text box.

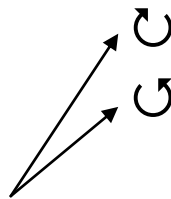


6. You will see this arrow when you click on the green ball.

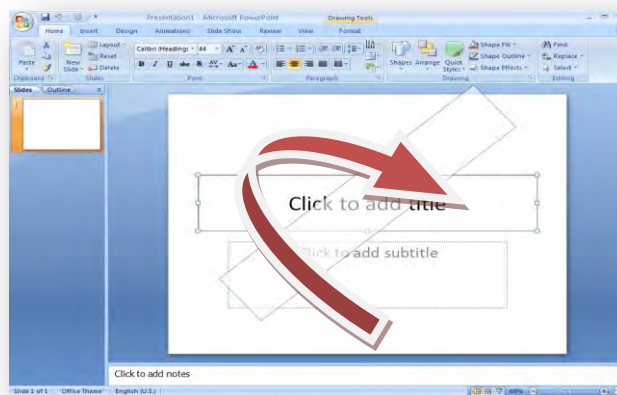


7. The Text Box can be turned either to the left or to the right by clicking on the ball and moving the ball back and forth.

8. Once you decide on the direction, drag the Cursor one way and let go.



These arrows will show when the box turns.



Practice Activity

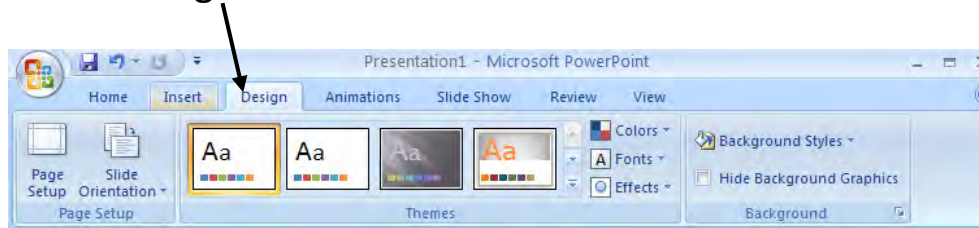
Activity #2

1. Open “*MyPowerPoint*” and select the first text box with the title “My PowerPoint.”
2. Change the font to Times New Roman.
3. Change the Font Size to 20.
4. Click on the text box with your name and change your first name from black font to blue font.
5. Highlight your last name and change it to Red font.
6. Use the Underline feature in Fonts to underline your first and last name.
7. Save and close.

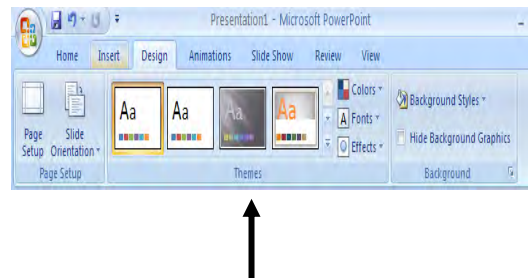
Selecting a Design

Open your document “*MyPowerPoint*” and select a design.

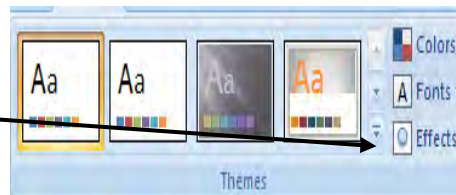
1. Click the Design TAB.



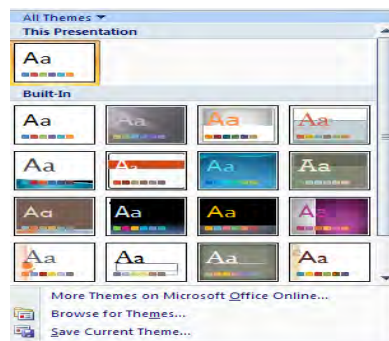
2. When the Design Tab opens, click on the Themes Tool.



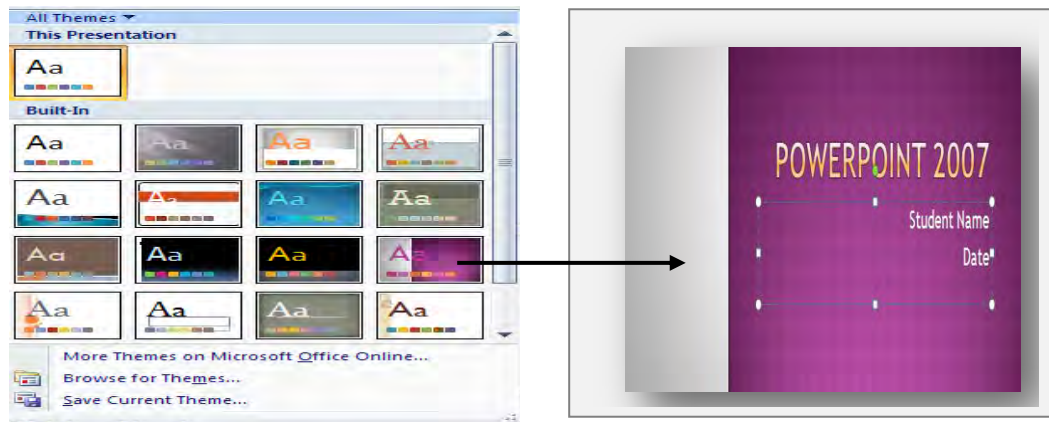
3. Click the arrow on the right side of the Themes Tool.



4. A drop down menu will open. Choose a design from the drop down list.

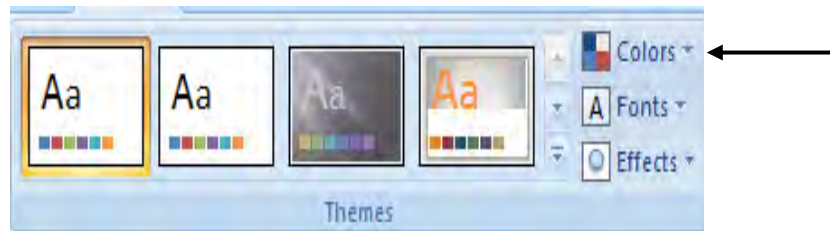


5. For example if the Opulent Design is chosen then the slide will look like the diagram below.

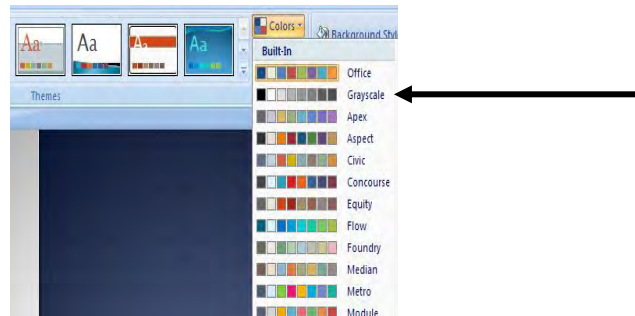


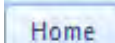
Slide Colors

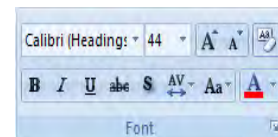
1. To change the Slide Color, simply click Colors on the Themes Tool.




2. This drop down menu below will open.



3. If you want to change the color of font only, you must click on the  Tab and click on the font tool.



4. Click on the  and select a font color.

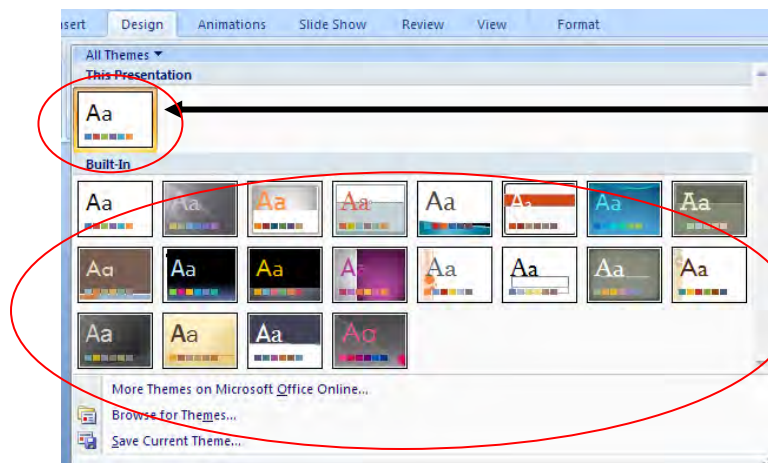
Adding Built-In Themes

1. With “MyPowerPoint” open, click on the  tab.

2. Click on the small arrow on the right side of the Themes tool.

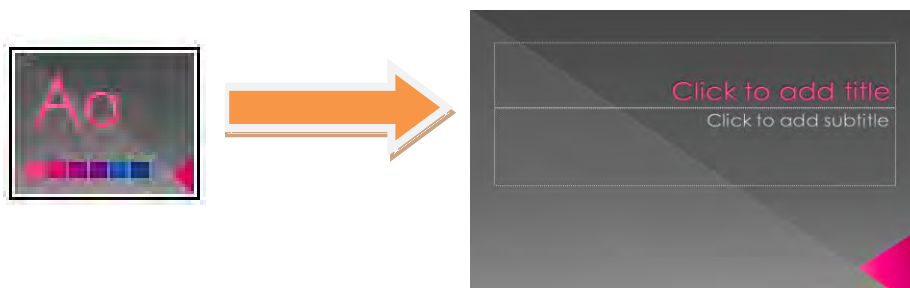


3. A drop down menu will open. Select a theme of your choice.



This is the way your slide looks before changing it.

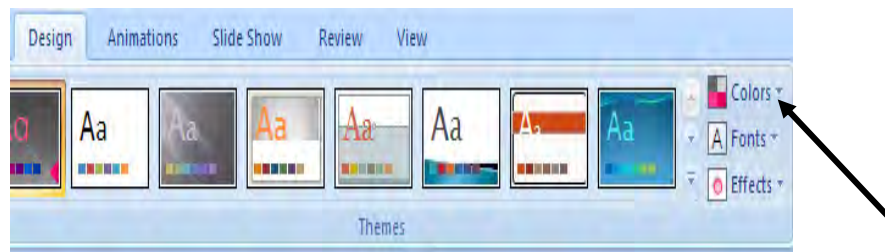
For example if you choose the Theme called Verve, then your slide will look like the slide below.



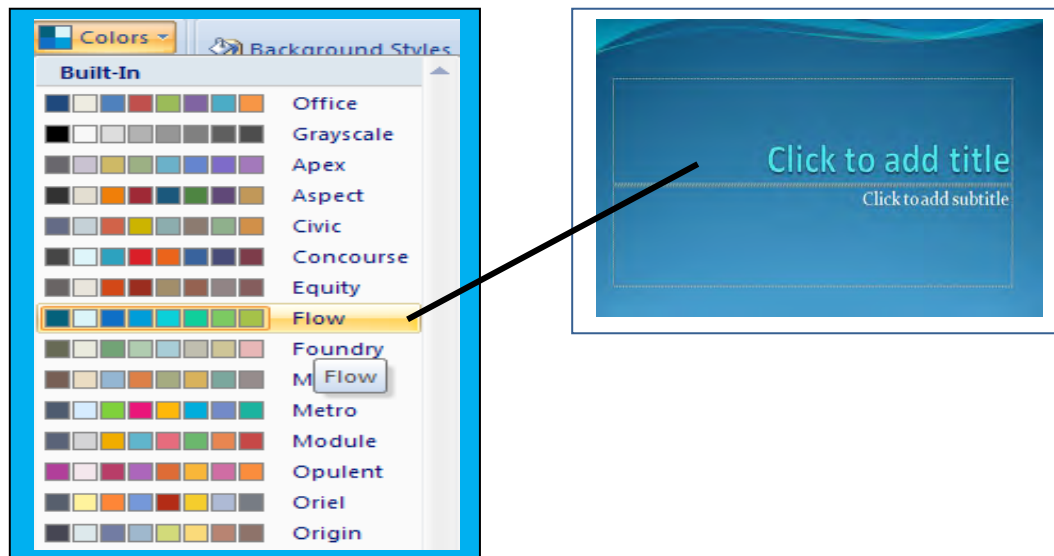
Changing the Slide Colors

This menu offers many color groups which are called Built-Ins.

1. Click on the Design Tab.
2. Click on the Colors Arrow at the right side of the Design Tool.



3. An example of this color change can be seen in the below diagrams.

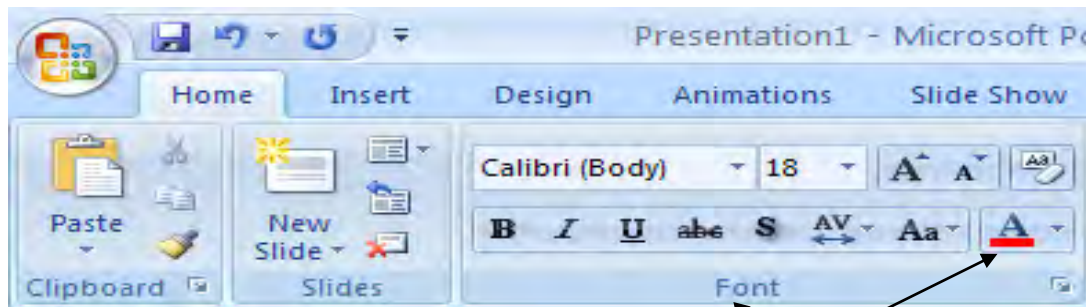


Font Colors

* Font colors can be changed.

1. To change the font color, start by highlighting the font that needs to be changed.

2. Click on the Home Tab



3. Click on the Font Tools

4. Click on the Font Color Icon

5. Click on the font color.

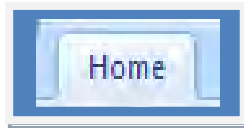
Fonts

* There are two ways in PowerPoint to change the font.

First Method

1. Place your cursor in the Text box or highlight the text you wish to change.

2. Click on the



Tab.

3. Click on the

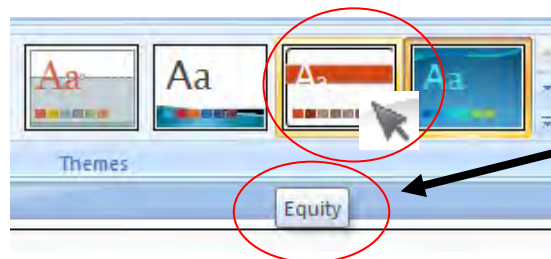


tool.

4. Click on the arrow and choose a font by clicking on it.

5. Once the font is chosen the text will change.

Note: In order to see the name of the font, you first place your cursor over the font of choice. After a moment a small text will appear giving you the name or shade of the font that you are selecting. An example of this is shown in the diagram below.



Font name is
Equity.

Fonts

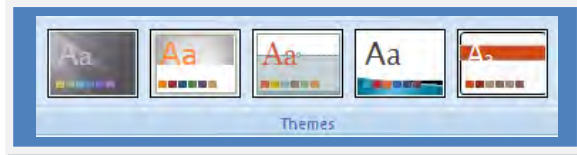
Second Method

1. Click on the



Tab.

2. Click on the

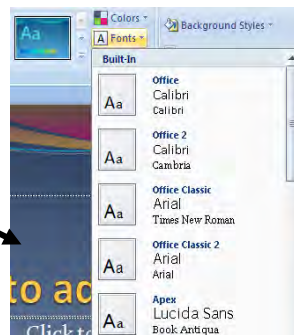


tool.

3. Click on the font arrow

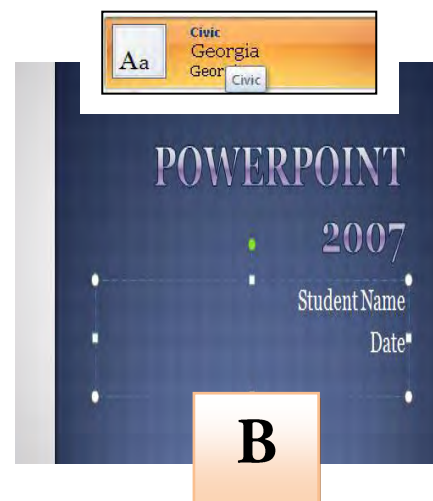
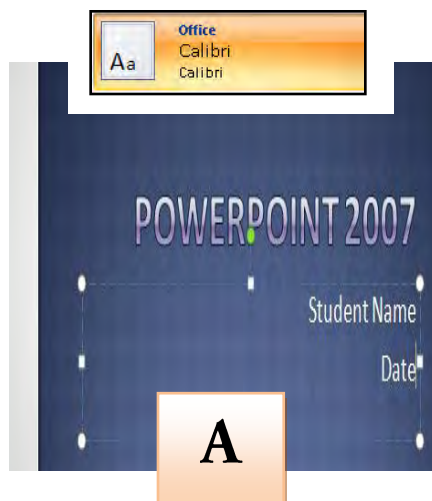


4. This drop down menu will open.




5. Choose a font.

6. The slide will change from the first font in diagram A) to the second font in diagram B).



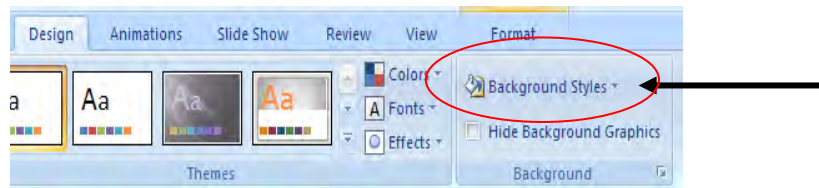
Practice Activities

Activity # 3

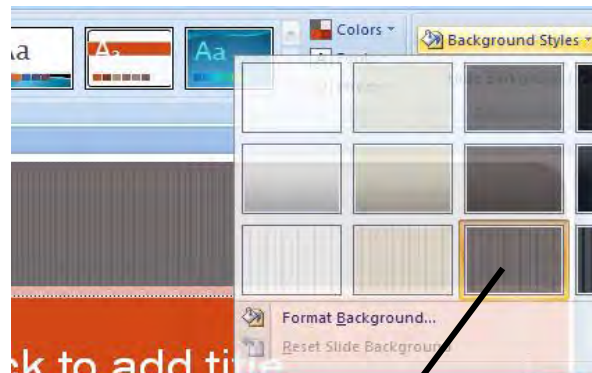
1. Open “*MyPowerPoint*” and Slide # 1 and click on one of the text boxes.
2. Click on the Design Tab.
3. Click on the Font Arrow in the Themes Tool.
4. Choose the 4. Choose the
5. Select the first word in the text box and change the color to **RED** by clicking on the Fonts Tool in the Home Tab.
6. Save the new slide as “*MyPowerPoint*”.
7. Close the file.

Selecting a Background Style

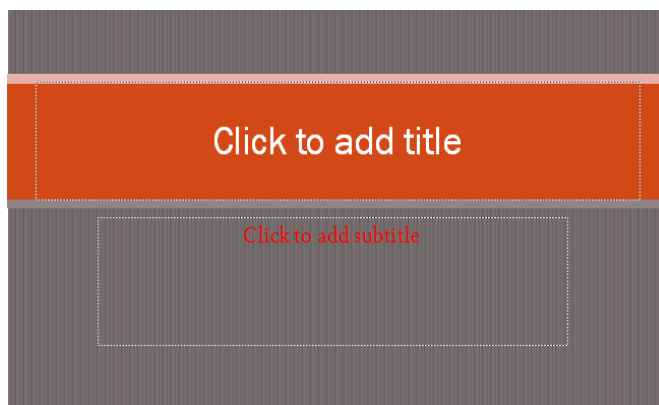
1. Open “MyPowerPoint”.
2. Go to the Themes Tools and click on the Background Styles.



3. A drop down menu will open



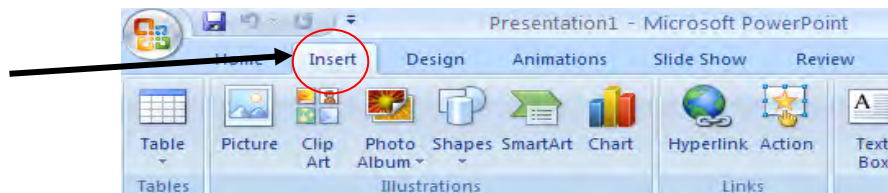
4. Click on Style 11.
5. Once you select the style the slide will change.




ClipArt

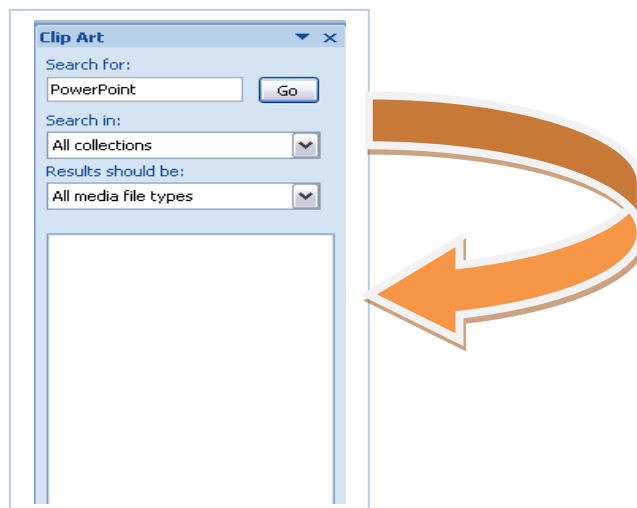
Clip Art is a great tool to find pictures for a PowerPoint presentation.

1. Open “*My PowerPoint*”
2. Select slide number two.
3. Click you cursor onto the slide.
4. Open the Insert Tab and click on the Illustrations Tools.



5. Once the Illustrations Tool is open click on the  Tool.

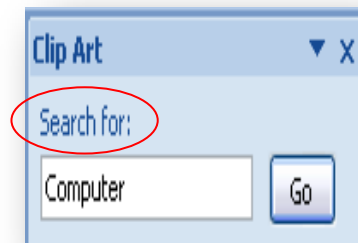
6. A menu will open on the right side of your screen.



7. Click on the box called Search for: and type in what you are looking for.

* Example: I am looking for a picture of a **computer**.

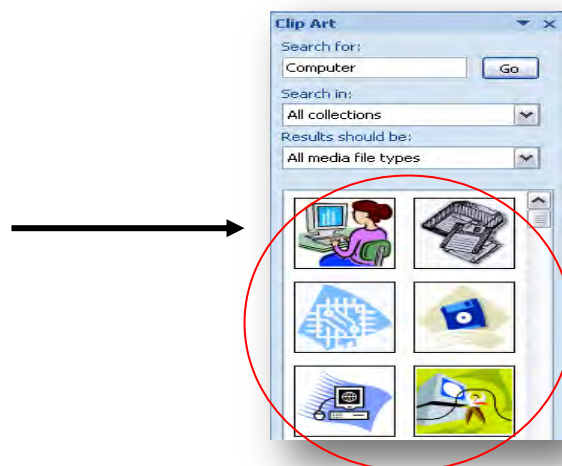
Write Computer into the box called search for:



8. Click on the  button.

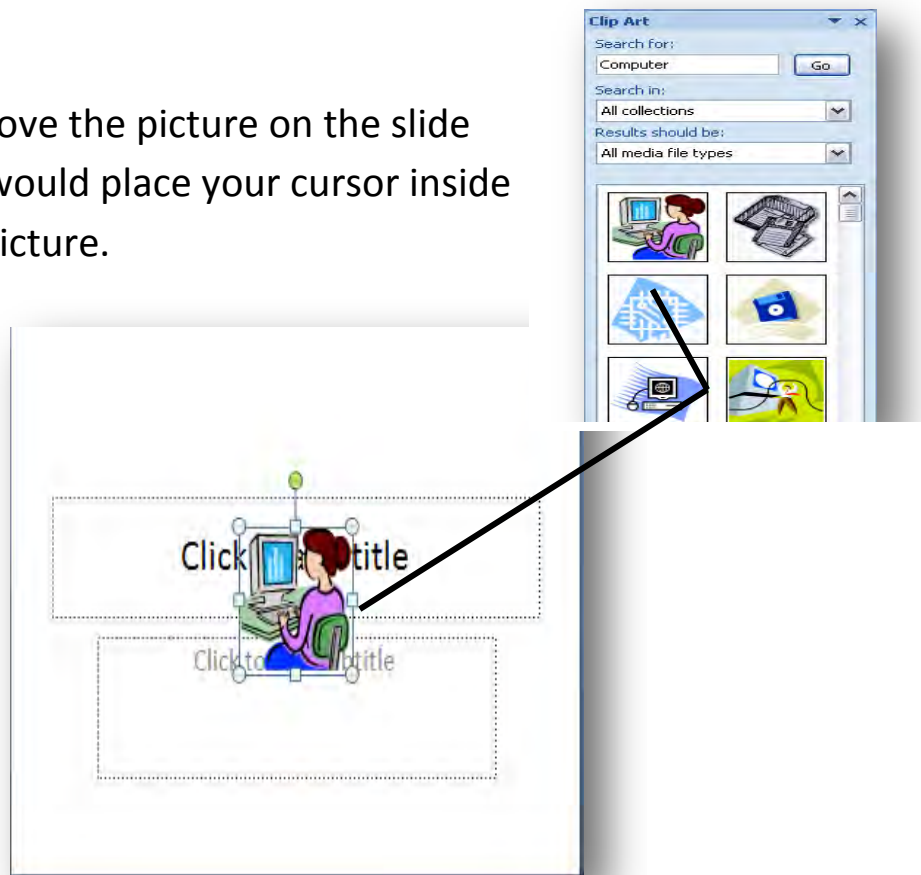
9. The computer will search the Internet for pictures.

Wait for a moment and the pictures will open at the bottom of the menu.

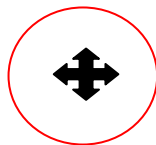


10. To select the picture simply click inside the picture with your mouse and the picture will appear on your PowerPoint Slide.

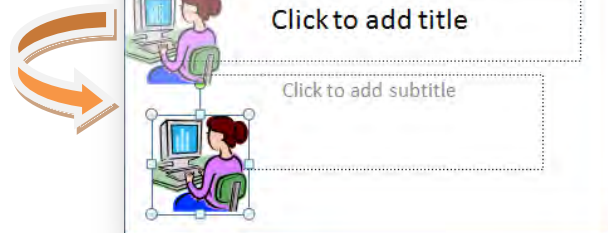
11. To move the picture on the slide you would place your cursor inside the picture.



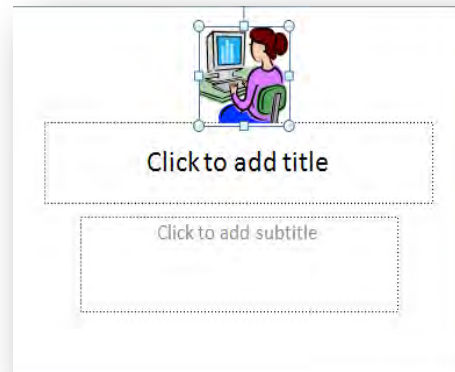
12. An arrow with 4 black points will appear inside the picture.



13. While holding either the left or right button on the mouse down, drag the picture to a new spot on the slide.

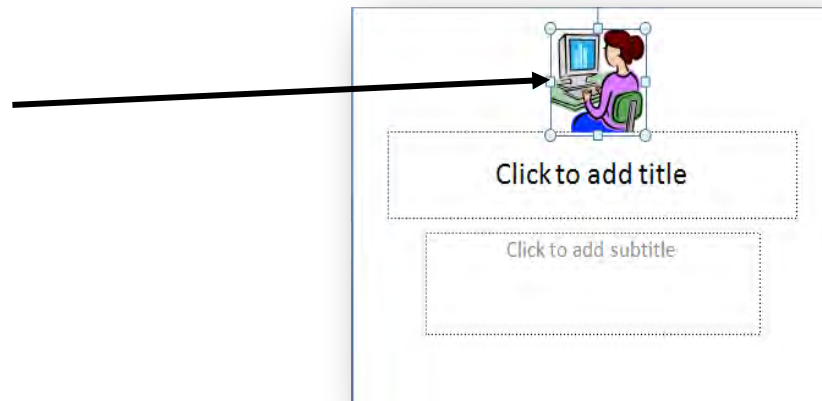


14. When you have found the spot for your picture just let go.

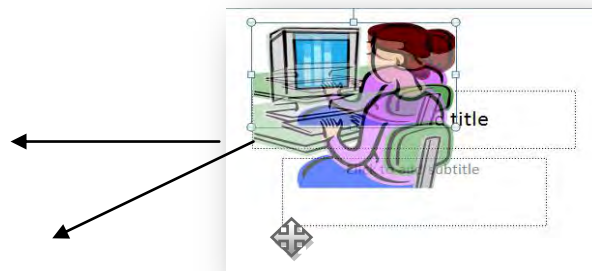


Resizing a Picture

1. To make a picture larger, click on one of the small circles or squares around the picture.



2. Click on the square or circle around the picture.
3. Hold down either button on the mouse and drag away from the center of the picture.

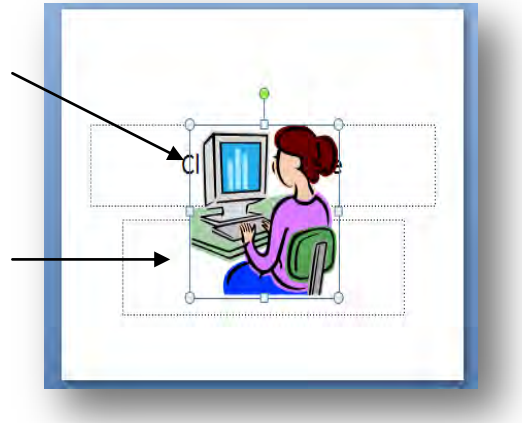


4. The picture will expand and become larger.
5. Once you are happy with the size, lift your finger from the mouse.

6. To make a picture smaller, simply click on the round buttons picture.

7. Pull the round balls to the center of the picture.

8. Let go of the mouse when your picture is the right size.



Practice Lesson

Activity # 4

1. Open *"My PowerPoint"*
2. Click on New Slide.
3. Click on the



Slide

4. Click on the Design Tab.
5. Click on the Background Styles arrow.
6. From this drop down menu, click on Style #10.
7. Save your *"MyPowerPoint"*
8. Close

Activity # 5


1. Open *"MyPowerPoint"*
2. Click on slide 2 and place your cursor in the first box on the bottom of the page.
3. Click on Insert Tab.
4. Click on the ClipArt Tool.
5. Type **Tree** into the Search for: Menu.
6. Pick a picture of a tree from the pictures.
7. Click on the picture.
8. Click in the long Title Text Box at the top of the page.
9. Name the Slide *"Nature"*
10. Save and close.

Demonstration Activity # 1

Activity # 1

1. Open “MyPowerPoint”.
2. Add the New Slide titled **Title Content**.
3. In the top box write “*About Me*” in the title section.
4. Change the font color of the title to **Olive Green, Accent 3**.
5. Make the title **Bold**.
6. Make the font New Times Roman.
7. Save the file as “MyPowerPoint”

Activity # 2

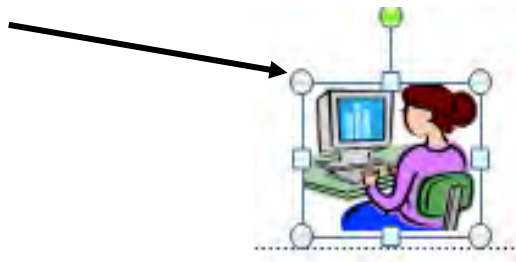
1. Open “MyPowerPoint”.
2. Choose Slide # 2.
3. Click on the Text box on the right bottom of the page.
4. Choose a *flower* image from **ClipArt** and place the picture in one of the text boxes. Move the picture by dragging it if you have to.
5. Choose the Urban  Built in Theme
6. Choose the Background Style 2.
7. Save as “MyPowerPoint” and close the file.

Quick Styles

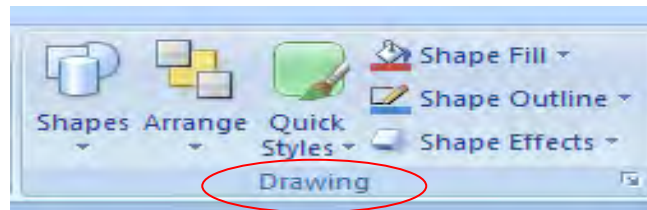
1. To add a border to a picture you can use Quick Styles.
2. Open “MyPowerPoint” slide # 2.



3. Highlight the picture by clicking the mouse inside the picture.



4. Go to the Home TAB and select the Drawings COMMAND.



5. In the Drawings COMMAND, click on the Quick Styles.

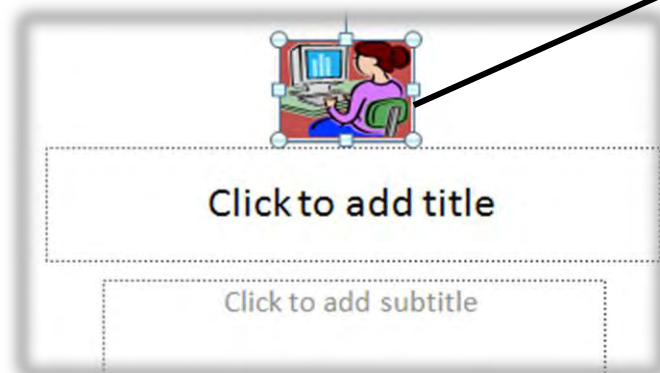


6. When the Quick Styles Tool is selected a drop down menu will appear



7. From this menu you can select a color that you like.

8. If you choose a **red style**, then a background color of red will appear behind your picture.



Practice Exercise

Activity # 6

1. Open the file “*MyPowerPoint*”.
2. Click on Slide #3.
3. Title the Slide “About Me”
4. Choose the Quick Style Purple Color Fill Accent 4.
5. On the Slide write 4 things about yourself. They can be words or sentences that tell us about you.

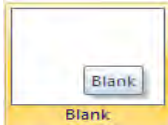
Example: Age and Gender. Where were you born?

Favorite color? Family Pets?

6. Save the file as “*MyPowerPoint*” and close.

Practice Activities

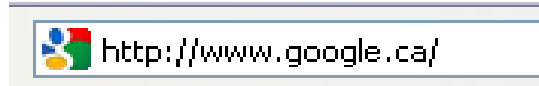
Activity # 7

1. Open “*MyPowerPoint*”
2. Click on the Home Tab.
3. Click on Slides and click on the New Slide Tool.
4. Click on the  Slide.
5. Click on the Insert Tab.
6. Click on the ClipArt tool.
7. Search for a picture of your favorite animal.
8. Save and close.

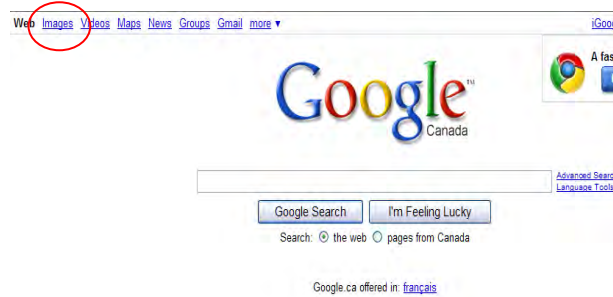
Saving a Picture from Google

1. Open the internet.

2. Type

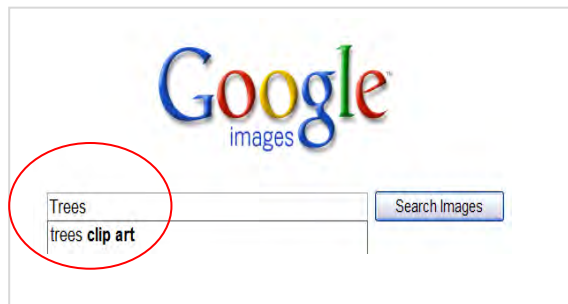


3. Once Google opens click on the Images at the top of the page.



4. Once the menu opens, type the name of the picture that you are searching for.

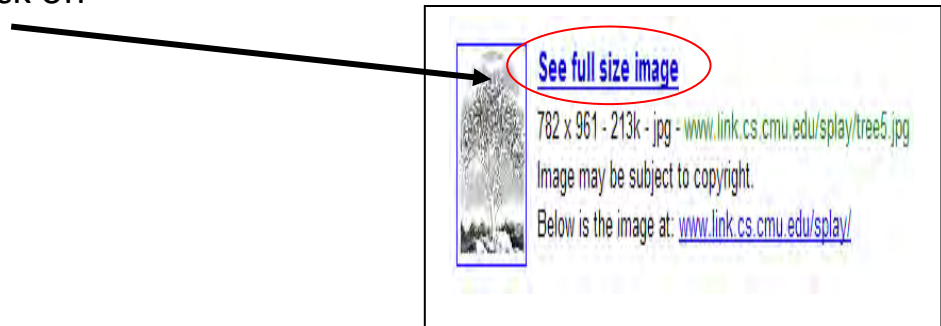
5. Example: Trees



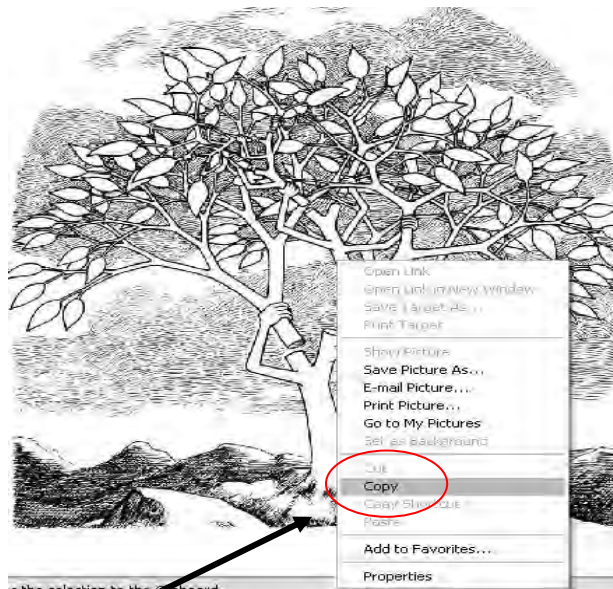
6. Click Search Images.

7. Place your cursor on the picture and click.

8. Another Screen will open and ask if you want to See Full Size Image. Click on

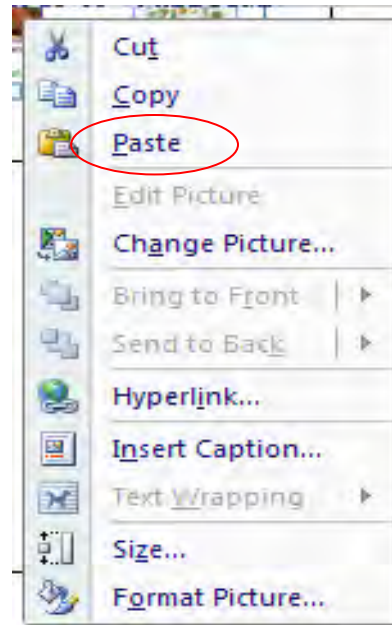


9. A bigger size of the picture will open. Right Click on the big picture.




10. This menu will open. Click Copy.

11. Once you have clicked **Copy**, simply place your cursor on the slide where you want the picture and right click again. This time when the menu opens click Paste.



Animations

1. To apply an Animation click on the  Tab.
2. Go to the Transition to this Slide Tool.

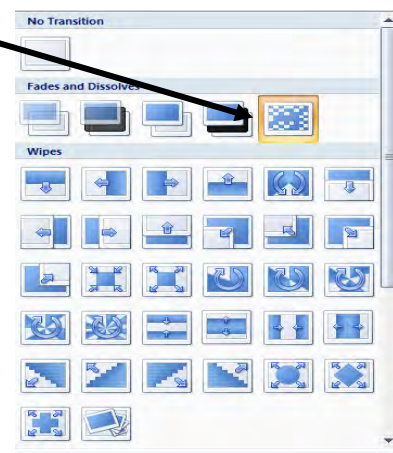
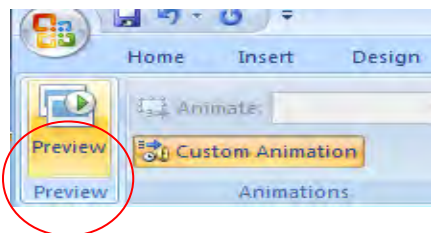


3. Select the Arrow pointing down.



4. A drop down menu will open. This menu will let you choose from a few Transition Animations.
5. With your “My PowerPoint” open click on the Dissolve Transition.

6. To see what the Animation looks like, click on the Preview Button.



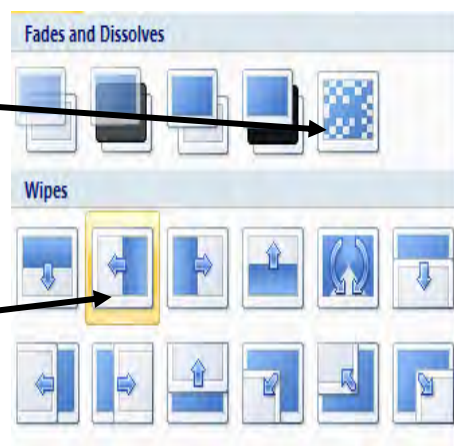
Practice Activities

Activity # 8

1. Open *"My PowerPoint"*.
2. With the *"My PowerPoint"* Slide #1 open, click on the Animations Tab.
3. Click on the Transition to this Slide.

4. Click on the Dissolve Slide.

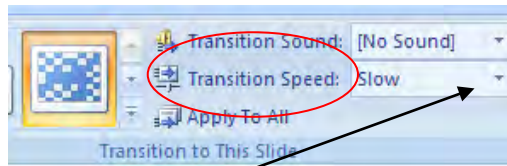
5. With *"My PowerPoint"* Slide #2 open, click on the Wipe Left Slide.



6. Click on *"My PowerPoint"* Slide #3, click on the Dissolve Slide.
7. Click on *"My PowerPoint"* Slide #4, click on the Wipe Left Slide.
8. Save and close.

Changing Transition Speed

1. With “MyPowerPoint” open, click on the Animations Tab.
2. Go to the Transition to this Slide Tool and click on the Transition Speed



3. Select Slow, Medium or Fast from the menu right beside the Transition Speed.
4. Each slide can be saved as a different speed and a different Animation.

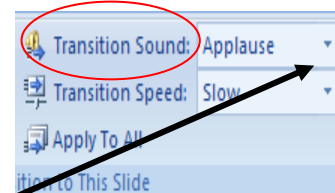
Practice Activity

Activity # 9

1. Click on “*MyPowerPoint*” slide #1.
2. Click on the Animations Tab.
3. Click on the Transition to this Slide.
4. Click on the Transition Speed and click on slow speed.
5. Save and Close.

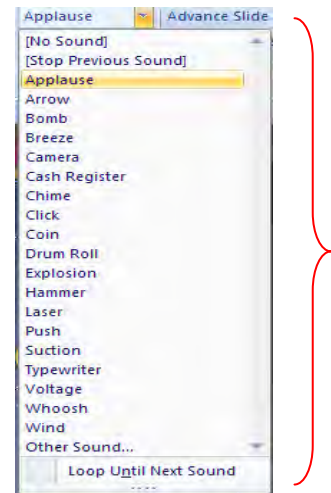
Adding a Sound to the Slide

1. Click on the Animations Tab.
2. Go to the Transition to this Slide Tool.



3. Click on the Transition Sound Arrow.

4. A drop down menu will open.
5. A new sound can be applied to each slide.
6. Click on the sound from this menu.



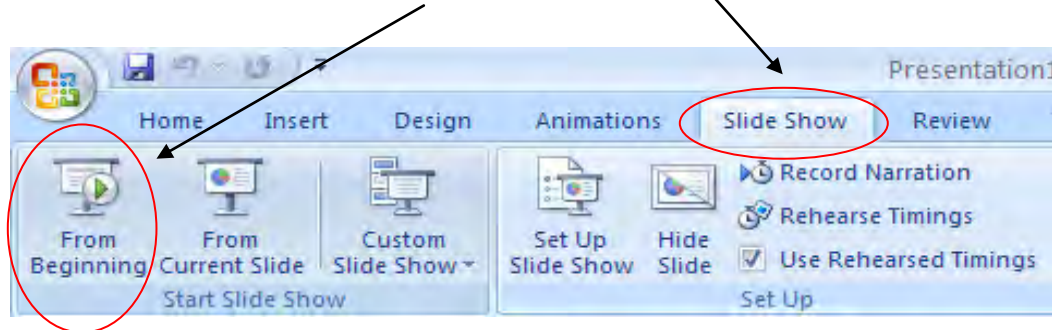
Practice Activity

Activity #10

1. Open "*MyPowerPoint*".
2. Click on Slide #2.
3. Click on the Animations Tab.
4. Click on the Transition to this Slide Tool.
5. Click on Transition Sound.
6. Choose the Drum Roll Sound.
7. While in the Animations Tab, click on the Apply to All button located under the Transition Speed.
8. Save and Close.

Playing the Slide Show

1. In order to play the slide show, click the Slide Show Tab.
2. Click on the Start Slide Show Tool.
3. Click on the From Beginning Tool.



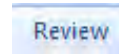
4. Once the From Beginning Tool is chosen, a screen will open



5. This will show slide by slide your PowerPoint.
6. To move from one slide to another click anywhere with your mouse on the screen.
7. Click Space bar to move one slide to the next. When you are done with the slide show press the ESC button to take you back to the PowerPoint screen.

Spell Check and Thesaurus Review

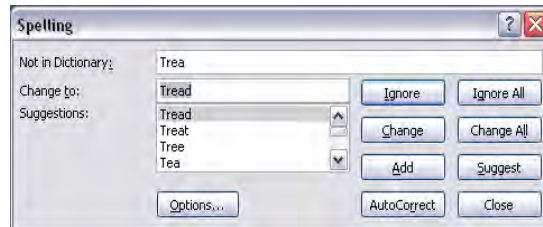
1. To use Spell Check or the Thesaurus click the Review Tab.



2. In the Proofing area you will find your tools.



3. To check spelling, click on Spell Check.
4. If the computer finds an error in spelling, the menu below will open. From this menu you are given help to correct the spelling.



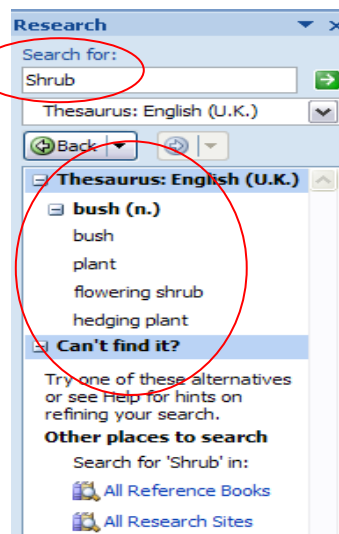
5. To use the Thesaurus, highlight any word you want to look up.
6. Click on the Review Tab
7. Click on the Proofing Tool.
8. Click on the Thesaurus Tool.
9. Once the Thesaurus Tool is chosen a menu will open.

10. From this menu you can choose another word to replace your word.

Word

Thesaurus Words

* For Example Shrub would become Plant.




Final Demonstration

Activity #1

1. Open "*My PowerPoint*".
2. Add the new slide called "Title and Content."
3. In the Title Text Box write Final Demonstration.
4. In the Sub-Title Text Box write Your Name and the Date.
5. Add a New Slide.
6. Click on the Title Content Slide.
7. In the Title Text Box Write Natural World.
8. Find two pictures of nature 1) from Google and 1) from Clip Art.
9. Place them in the boxes.
10. Save as "*FinalDemonstration*" and Close.

Final Demonstration

Activity #2

1. Open Power Point “*Final Demonstration*” Activity #1.
2. With Slide #1 open change the color of the font in the title to Red.
3. Change the font to of the title Final Demonstration to ALGERIAN.
4. Apply the Module  Design in Themes.
5. Apply the Drum Roll Sound to the Slide to all slides.
6. Click on Slide #3.
7. Apply Background Style #10.
8. Save and close.

Computer Course Evaluation

Congratulations on completing the Essential Skills for Slide Show Presentations Guide. Please take a minute to fill out this survey. You may circle your answers. When you have filled out the evaluation please hand it in to the Instructor.

1. I found the instructions in this lesson clear and easy to follow.

Yes Somewhat No

2. I learned new information from this guide.

Yes Somewhat No

3. I understood my exercises and was able to do them in the right order.

Yes Somewhat No

4. I found this work difficult.

Yes Somewhat No

5. I found this work interesting.

Yes Somewhat No

6. I now feel comfortable using PowerPoint 2007.

Yes Somewhat No

7. I will use the skills I learned in the following area of my life.

School Work Home None

Demonstration Log



Demonstration	Needs Work	Good	Excellent	Comments
1. Fonts, colors				
2. Clip Board Cut and Paste				
3. Spelling and Thesaurus				
4. Designs and Themes				
6. Adding Sounds				
7. Adding Animations				
8. Effects and Slide colors				
9. Pictures				
10. Final Demonstration of PowerPoint				

Checklist



I have learned about...

- ☐ Build a PowerPoint Slide Show
- ☐ Office Button options
- ☐ Apply Animation Effects
- ☐ PowerPoint Toolbar
- ☐ How to open, close and save a document
- ☐ Playing a Slide show
- ☐ Clip Art
- ☐ Clipboard
- ☐ Cut
- ☐ Paste
- ☐ Customize Animations
- ☐ Slide Design
- ☐ Themes
- ☐ Paper orientation
- ☐ Borders and shading
- ☐ Add Pictures
- ☐ Add Sound
- ☐ Text boxes